

VILLAGE HALL OF HARRISTOWN
October 26, 2015

The Village of Harristown Board of Trustees held their monthly meeting October 26, 2015. Trustees Lloyd Davis, Lana Drake, Evelyn Deverell, Becky Nave, Cody Endrizzi, Budget officer Rick Laskowski, Treasurer Charlotte Long, and Attorney Johnson were present. Trustee Don Estep was absent. Mayor Ross called the meeting to order at 7:00 p.m. followed by the Pledge of Allegiance.

Minutes from last meeting

Motion by Trustee Deverell to approve 9/28/15 minutes. Endrizzi 2nd. Approved 5-0.

Visitors

None wished to address the board

Authorizing payment of bills

Gen fund \$36,035.57

Water 2,947.21

Sewer 4,826.62

Trustee Davis questioned why Budget Officers Laskowski check was not listed. Treasurer Long reported it is check# 15876 (\$725) but we still owe him \$400 for his raise. Motion by Trustee Deverell to approve payment of bills with the additional check of \$725 (ck# 15876) for BO Laskowski. Drake 2nd. Approved 5-0. Motion by Trustee Deverell to approve the treasurer to write an additional check to BO Laskowski for \$400 owed to him for his raise from last pay period. Nave 2nd. Approved 5-0.

Treasurers Report

Treasurer Long reported a new computer has been purchased. She asked Mayor Ross if she could purchase the old one; Mayor said she will have to check on this and get back with her. Trustee Drake pointed out the report is not a general ledger report and will not balance with bank and our books. BO Laskowski said the treasurer report and payment of bills are based on two different time periods and the two will never tie up. He said a line could be added showing the banks outstanding checks and the villages checkbook. Motion by Trustee Endrizzi to accept the treasurers report. Deverell 2nd. Approved 5-0.

Budget Officer Report

Budget officer Laskowski discussed. Constellation Electric Contract renewed for October 2015 to October 2018; \$.043565/kwh. Motion by Trustee Deverell to accept the BO report. Endrizzi 2nd. Approved 5-0.

Engineers Report

Steve Bainbridge from BGM was present.

Water Main Encasement-Burdick Plumbing and Heating is waiting on a break in US Pipelines work. Enbridge is to keep us informed of the progress. Enbridge is forecasting they will be out of the way this week

Maintenance Report

Maintenance personnel report was distributed and Cody Willis present. Trustee Deverell questioned why we loss water. Cody said we loss water pressure and had to re-establish communications; breaker tripped. Trustee Davis will contact Mission Communications about radios.

Personnel Committee

Trustee Deverell questioned if there was any updates regarding the auditors. Treasurer Long made them a flash drive but they could not convert it. They are working on it. Trustee Deverell met last Friday with Attorney Johnson regarding the board making a new position. This can be done; must advertise position. Best option would be for the position to be hourly. Vacation policy is also up the board as long as it is spelled out. Drug testing can be done but Attorney would have to approve policy regarding this. Tabled until next meeting.

Macon County Emergency System-Trustee Deverell signed up 9 people the Saturday of the rummage sale. Total of 84 people are now enrolled.

Maintenance supervisors position-Interviewed two people; Cody Willis and Mike Holman for the maintenance supervisors position. This will be discussed in closed session.

Vacation-will be based on anniversary date. New policy would read-from year to year anniversary date, if leaves employment, would owe employee money for vacation incurred. Must use vacation in calendar year or get paid for vacation. Trustee Drake said vacation is a benefit; no law in place saying you have to receive vacation. Tabled until November board meeting.

Finance Committee

Trustee Drake distributed report regarding her work with the Treasurer. Attorney Johnson clarified board members can email or talk individually with each other, just can't have three people, that constitutes a meeting; two is ok.

They are ready to start with pre numbered checks. Working on a PO system; Sage will handle purchase orders. Treasurer and Budget officer are going to have a meeting to discuss.

Attorney Johnson

Letters regarding the annexation of McKinney property, surrounding by Harristown property, have been mailed. Tabled till November.

Motion by Trustee Deverell to enter closed session for the purpose of hiring a maintenance supervisor and salary to be offered. Nave 2nd. Roll call: Davis, yes; Nave, yes; Endrizzi, yes; Drake, yes; Deverell, yes. Approved 5-0, Entered closed session at 8:22 p.m.

Return to regular session at 9:10 p.m.

Personnel committee, based on discussion in closed session and interviews, recommends hiring Mike Holman for the position of maintenance supervisor-90 days probation, hourly wage \$20/hr, after 90 days can receive insurance for himself only and participate in IMRF. This does not include water duties; will still have Mr. Cox and as soon as possible get an agreement with Niantic. He will need to proceed to work towards getting his license and require him to obtain his Class B license in 3 years from date of hire. This will be put in his contract and if not met, will be subject to separation. Holman has supervisory and heavy equipment experience. Motion by Trustee Drake to accept the

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personnel committees' recommendation of hiring Mike Holman for maintenance supervisor. Nave 2nd. Roll call: Endrizzi, no; Nave, yes; Davis, no; Drake, yes; Deverell, yes. Approved 3-2.

Visitor Bob Byers questioned if this will be a contract with Holman? Attorney Johnson stated no, not a 3 yr contract. Contract is for water license. Attorney Johnson approved letting Mr. Holman know we are going to offer him a job. Trustee Deverell will get in touch with him and set him up to take a drug test and physical.

Trustee Deverell and water committee will meet with Niantic and work out a contract; then have Attorney write it up.

Motion by Trustee Nave to adjourn. Deverell 2nd. Approved 5-0.

Meeting adjourned at 9:30 p.m.

Penny J. Allen
Clerk