

MINUTES OF THE REGULAR MEETING
OF THE PRESIDENT AND BOARD OF
TRUSTEES OF THE VILLAGE OF
GLENWOOD, COOK COUNTY, ILLINOIS
HELD AT THE MUNICIPAL BUILDING
ON TUESDAY, SEPTEMBER 16, 2008

The meeting was called to order at 6:30 p.m. Mayor Maggio led the audience in the Pledge of Allegiance.

UPON ROLL CALL: by Clerk Frank, the following Trustees
answered present: Barry, Durkin, Nielsen, Plott

Upon Roll Call: Ayes: 4 Naes: 0 Absent: 1

Ayes: Barry, Durkin, Nielsen, Plott

Naes: 0 Absent: Thomas

Trustee Thomas arrived at 6:35pm.

ALSO PRESENT: John Donahue, Village Attorney; Ed Tunelius, Village
Engineer; Linda Frank, Village Clerk; Janice Barry,
Treasurer; Brian Smith, Police Chief; Kevin Welsh,
Fire Chief; Patrick McAneney, Public Works
Director; Linda Brunette, Finance Director

MINUTES OF THE
REGULAR VILLAGE
BOARD MEETING HELD
SEPTEMBER 2, 2008

Trustee Durkin moved, seconded by Trustee Plott
approval to table minutes of September 2, 2008
Board meeting for the next meeting.

Upon Roll Call: Ayes: 4 Naes: 0 Absent: 1

Ayes: Barry, Durkin, Nielsen, Plott

Naes: 0 Absent: Thomas

BILLS PAYABLE: Trustee Durkin moved, seconded by
Trustee Plott to accept the bills as
presented by Treasurer Barry as follows:

Corporate Fund \$150,578.19; Road & Bridge Fund
\$1,716.16; Sewer & Water Fund \$16,305.41;
Glenwoodie Golf Course \$30,918.66.
Total all funds \$199,518.42.

Trustee Nielsen recused on the one item payable to
his company. John Donahue noted it would be a
complete recusal on all bills payable, and noted with
the 3 votes the Mayor would need to vote.

Upon Roll Call: Ayes: 4 Naes: 0 Absent: 1

Ayes: Barry, Durkin, Plott, Maggio

Naes: 0 Absent: Thomas

PAYROLL

Treasurer Barry stated payroll as of this date September 12, 2008, Glenwoodie in the amount of \$21,375.20, and Corporate in the amount of \$122,985.19.

Trustee Nielsen moved, seconded by Trustee Barry approval of the Payroll as presented

Upon Roll Call: Ayes: 4 Naes: 0 Absent: 1

Ayes: Barry, Durkin, Nielsen, Plott

Naes: 0 Absent: Thomas

TREASURER'S REPORT: No report

OPEN TO PUBLIC: No one wished to address the Board

COMMUNICATIONS
MAYOR'S OFFICE:

Mayor Maggio requested a motion of a leave of absence for Jessie Auron effective September 25, 2008.

Trustee Durkin moved, seconded by Trustee Plott approval of leave absence for Jessie Auron effective September 25, 2008 for as long as she needs

Upon Roll Call: Ayes: 4 Naes: 0 Absent: 1

Ayes: Barry, Durkin, Nielsen, Plott

Naes: 0 Absent: Thomas

Mayor Maggio requested a motion for the Glenwood Lions request for assistance by the Public Works Department, use of the tent, garbage cans & liners, garbage pick up, picnic tables, tables and chairs for the Rib Fest Saturday September 20, 2008.

Trustee Thomas arrived at 6:35pm.

Trustee Nielsen moved, seconded by Trustee Durkin approval for assistance by the Public Works Department, use of the tent, garbage cans & liners, garbage pick up, picnic tables and chairs for the Glenwood Lions Rib Fest

Upon Roll Call: Ayes: 5 Naes: 0 Absent: 0

Ayes: Barry, Durkin, Nielsen, Plott, Thomas

Naes: 0 Absent: 0

Mayor Maggio complimented Chief Welsh on an excellent job done during the rain and flooding extending from Friday through Sunday.

ENGINEER'S REPORT: No Report

ATTORNEY'S REPORT: No Report

DEPARTMENT REPORTS:

A. INTERIM VILLAGE
ADMINSTRATOR

Chief Welsh complimented the Police Department, Fire Department, Public Works, Finance Department, and Glenwoodie on the joint efforts during the rain and flooding. He also gave an update on the flood damage, and noted he will be meeting with the departments of the village, and village engineer to put policies into place, and any changes that may be needed for future procedures.

Trustee Plott asked Chief Welsh for an update on the ESDA Program. Chief Welsh noted they have had one meeting and still are receiving applications, next meeting is September 24, 2008. He noted we have been getting equipment in and he is working with Chief Smith in regards to training.

Chief Welsh addressed the Board in regards for approval of the Policy on Mail processing as presented. Trustee Durkin noted the policy presented does not show a way of logging correspondence for Freedom of Information Act or Public inquiries, and directed the question to John Donahue on how to do we comply for these request if we don't have a log or filing of correspondence that comes into Village Hall? John replied once correspondence is given to a department head it's their responsibility to search and make sure it's correspondence we could give to the citizens. Trustee Durkin's concern with not having a formal tracking of correspondence, and correspondence that has been destroyed or disposed of logging correspondence would eliminate searching. John noted there is no legal requirement of documenting correspondence and it would have to be a Board decision for a policy. Trustee Durkin asked Chief Welsh if he thought about logging correspondence? Chief Welsh noted he surveyed five surrounding towns and outlined it in the policy presented, no one does any formal logging, mail for department heads goes in their slots, elected officials mail goes to the Administrator or Administrative Assistant and is opened unless marked personal and confidential and is done with trust. He noted while he is in this position for a short term he is not comfortable opening mail unless it is addressed to him unless there is Board direction, and is comfortable with the policy presented. After further discussion Trustee Durkin stated since he doesn't trust what's going on in Village Hall he would like to have all correspondence logged. Chief Welsh noted this

policy would cover not only mail, but to all communication that comes in to Village Hall. Trustee Plott asked Chief Welsh if he was receiving all business requests and business opportunities? Chief Welsh replied yes, and since putting out the emergency administrative order all mail for the Mayor or Board members comes from the front desk to me and then distributed unopened. He then noted the difference between the administrative order and this policy is to be able to open mail addressed to the elected officials. After further discussion Chief Welsh noted he is comfortable with the mail coming to him and if he is not there it goes to Linda Brunette.

Trustee Durkin moved, seconded by Trustee Nielsen approval of Board Policy on Mail Processing as presented

Trustee Durkin asked John Donahue in regards to having something in writing from each Board member on the fourth bullet point of the policy presented. John Donahue noted not all mail or correspondence may not be marked personal and confidential and a written authorization would be needed from each Board member giving the Village Administrator authority to open any mail. Trustee Thomas asked Trustee Durkin to amend the motion to include the Board's authorization? Trustee Durkin stated he would amend the motion with Board authorization, and with no Board authorization that mail be logged. Chief Welsh asked for the motion to include the Village Attorney to prepare the authorization forms.

Trustee Durkin moved, seconded by Trustee Nielsen to amend approval of Board Policy on Mail Processing as presented to include Board Members authorization for Village Administrator to open mail, and if no Board Members authorization is given that mail be logged, and for the Village Attorney to prepare authorization forms.

Upon Roll Call: Ayes: 5 Naes: 0 Absent: 0

Ayes: Barry, Durkin, Nielsen, Plott, Thomas

Naes: 0 Absent: 0

Chief Welsh addressed the Board seeking approval of the Change "Broker of Record" for Glenwoodie Property & Casualty Insurance. He also noted in the report given to the Board the reasons for the change and per discussions with Frank Costello, John Marks, and Todd Greer of IPMG who also recommended the change. Mayor Maggio requested a motion to approve the Change "Broker of Record" to Scott Doerfler.

Trustee Durkin moved, seconded by Trustee Nielsen approval of the Change "Broker of Record" for Glenwoodie Property & Casualty Insurance to Scott Doerfler, Doerfler Agency

Upon Roll Call: Ayes: 5 Naes: 0 Absent: 0

Ayes: Barry, Durkin, Nielsen, Plott, Thomas

Naes: 0 Absent: 0

Chief Welsh addressed the Board requesting authorization for the Village Attorney to prepare the Ordinance for the Disposal of Village Property. He noted these are the 3 copiers from the Police Department, Fire Department and Village Hall, and noted a good price was given for the replacements in the Police Department and Fire Department.

Upon Roll Call: Ayes: 5 Naes: 0 Absent: 0

Ayes: Barry, Durkin Nielsen, Plott, Thomas

Naes: 0 Absent: 0

Chief Welsh addressed the Board with update on the Rail Station grant \$70,000 and moving onto the next phase, and gave an update on the flooding in Indiana and noted the Fire Department will be giving assistance where needed. He also reminded the Board of the SSMMA Dinner and M.A.B.A.S Showcase on Thursday, September 18, 2008.

Chief Welsh addressed the Board requesting Closed Session 2(c)(1) Personnel and possible Real Estate Acquisition with action to be taken and reason to reconvene.

Trustee Durkin moved, seconded by Trustee Thomas approval for Closed Session 2(c)(1) Personnel and possible Real Estate Acquisition with action to be taken and reason to reconvene at the end of the meeting

Upon Roll Call: Ayes: 5 Naes: 0 Absent: 0

Ayes: Barry, Durkin, Nielsen, Plott, Thomas

Naes: 0 Absent: 0

B. FINANCE

Linda Brunette addressed the Board with an update in regards to the audit.

C. POLICE

Chief Smith addressed the Board with the activity report in regards to training and the basketball courts.

D. FIRE

No Report

E. PUBLIC WORKS

Patrick McAneney complimented on the combined efforts of the departments during the rain and flooding, and is seeking Board approval to solicit for the 2008 Fall Street Sweeping

Trustee Durkin moved, seconded by Trustee Barry approval to Solicit Proposals for 2008 Fall Street Sweeping

Upon Roll Call: Ayes: 5 Naes: 0 Absent: 0

Ayes: Barry, Durkin, Nielsen, Plott, Thomas

Naes: 0 Absent: 0

F. BUILDING

No Report

G. GLENWOODIE

Eric Swanson addressed the Board with a report in regards to the flooding at the Golf Course.

H. PARK PROGRAMS

No Report

NEW BUSINESS:

Trustee Thomas asked Chief Welsh to look into the cost of Diversity and Sensitivity training class for the staff. Trustee Durkin also requested Ethics training be added. Trustee Thomas asked after training is completed be added to personnel files. Chief Welsh noted starting in November we will be looking to making revisions to the Personnel Policy. Trustee Plott requested copies of the Personnel Policy for the Board. Trustee Durkin requested from Chief Welsh a post committee report with recommendations in regards to the flooding, and also thanked each department for doing a great job.

OLD BUSINESS:

Chief Welsh addressed the Board seeking approval of an Ordinance Amending Section 22-84 of the Village of Glenwood's Code of Ordinances and Appendix B "Schedule of Fees" of the Village of Glenwood's Code of Ordinances in order to revise the Fees Charged Pursuant to Sections 22-84 of the Village of Glenwood's Code of Ordinances. He also noted this has already been voted on and this is the formal version prepared by the Village Attorney. Trustee Durkin asked Chief Welsh is section 22-31 where the fines will be dictated to? Chief Welsh replied correct.

Trustee Durkin moved, seconded by Trustee Barry approval of an Ordinance Amending Section 22-84 of the Village of Glenwood's Code of Ordinances and Appendix B "Schedule of Fees" of the Village of Glenwood's Code of Ordinances in order to revise the Fees Charged Pursuant to Sections 22-84 of the Village of Glenwood's Code of Ordinances

Upon Roll Call: Ayes: 5 Naes: 0 Absent: 0

Ayes: Barry, Durkin, Nielsen, Plott, Thomas

Naes: 0 Absent: 0

Trustee Durkin commented in regards to the MWRD cleaning up the creek, and noted it helped to prevent a lot of flooding to homeowners and sent a thank you to the President of the Board.

Trustee Plott commented on voting totals that came up at the last meeting, and noted he left sheets in the back with totals from elections 1999 through 2007.

OPEN TO PUBLIC:

No one wished to address the Board.

Trustee Durkin moved, seconded by Trustee Thomas approval to adjourn for Closed Session 2(c)(1) Personnel and possible Real Estate Acquisition with action to be taken and reason to reconvene

Upon Roll Call: Ayes: 5 Naes: 0 Absent: 0

Ayes: Barry, Durkin, Nielsen, Plott, Thomas

Naes: 0 Absent: 0

Meeting adjourned for Closed Session at 7:18pm.

Meeting reconvened from Closed Session at 8:02pm.

Upon Roll Call: Ayes: 2 Naes: 0 Absent: 3

Ayes: Durkin, Nielsen

Naes: 0 Absent: Barry, Plott, Thomas

Mayor Maggio asked Chief Welsh if he had anything to report on?

Trustee Durkin stated for the record to show Trustee Plott, Trustee Thomas, Trustee Barry and John Donahue are in attendance.

Chief Welsh reported this weekend we declared Glenwood a disaster, he noted all the proper paperwork has been processed and sent in. He also mentioned that Cook County and the State of Illinois also declared it a disaster. He stated the State has put in for Federal funding and that puts the Village in line for any funding that come down line for any reimbursement of expenses for the weekend, and would help expedite insurance companies by declaring a disaster.

Mayor Maggio asked Chief Welsh if he had anything to report from the Closed Session he requested? Chief Welsh addressed the Board requesting a motion for the promotion of Jonathan Rogan for the position of Foreman with an increase of salary of \$3500 for the 6 month probationary period which at that time an evaluation will be done for continuation in the position with the final raise to \$43,200.

Trustee Barry moved, seconded by Trustee Thomas approval to table the promotion of Jonathan Rogan for the position of Foreman with an increase of salary of \$3500 for the 6 month probationary period which at that time an evaluation will be done for continuation in the position with the final raise to \$43,200

Upon Roll Call: Ayes: 3 Naes: 2 Absent: 0

Ayes: Barry, Plott, Thomas

Naes: Durkin, Nielsen Absent: 0

Mayor Maggio requested a motion to adjourn at 8:06pm

ADJOURNMENT:

Trustee Barry moved, seconded by Trustee Thomas approval to adjourn meeting at 8:06 pm.

Upon Roll Call: Ayes: 4 Naes: 1 Absent: 0

Ayes: Barry, Nielsen, Plott, Thomas

Naes: Durkin Absent: 0

Meeting adjourned at 8:06pm.

S E A L

Linda Frank, Village Clerk