

MINUTES OF THE REGULAR BOARD MEETING  
OF THE PRESIDENT AND BOARD OF TRUSTEES  
OF THE VILLAGE OF GLENWOOD, COOK COUNTY, ILLINOIS  
HELD AT VILLAGE HALL November 15, 2022

Board Meeting was called to order at 7:00 PM by Mayor Ronald J. Gardiner. The audience was led in the Pledge of Allegiance.

**ROLL CALL:** Upon Roll Call by Village Clerk **Sandra M. Washington**, the following Trustees responded: **Clark, Hadnott, Hart, Lynch and Winston (late)**

**REMOTE PARTICIPATION** The meeting was conducted at Village Hall; there was no remote participation.

**ALSO IN ATTENDANCE:** **Brian D. Mitchell**, Village Administrator; **John Donahue**, Village Attorney; **Kevin Welsh** Fire/Building; **Chief Peddycord** Police, **Bill Manousopoulos**, Director, Public Works, **Dave Shilling**, Village Engineer, Village Treasurer, **Carmen Hopkins**, Cynthia Smith, Finance Director, Phillip **Robbins**, Glenwoodie Golf Course.

**ABSENT:** Trustee Dawson

**Village Clerk's Office:** **Motion to Approve the November 1, 2022, Regular Board meeting Minutes.**

**Trustee Lynch** moved the motion; **Second by Trustee Clark** to accept the Motion as read.

**Discussion:** None

**Upon Roll Call:** Ayes: 5 Naes: 0 Recues: 0 Absent: 1 Abstain: 0

**Ayes:** Clark, Hadnott, Hart, Lynch, Winston

**Naes:** 0

**Recues:** 0

**Absent:** Dawson

**Abstain:** 0

**Motion Approved:** Yes

**TREASURER'S REPORT:** 1). **Motion to Approve Bills Payable as presented by Treasurer, Carmen Hopkins**

Bills Payable Corporate in the amount of \$305,837.62; CBND Bond Payment \$800.00; TIF Holbrook \$5,500.00; TIF Ind. North \$9,465.00; Sewer and Water Account \$205,199.74; Motor Fuel Tax \$21,650.00; Glenwoodie Golf Course \$42,515.92, TIF Main Street \$2,907.00; TIF Halsted North \$48.75; TIF Halsted South \$84,237.67

**TOTAL ALL FUNDS \$678,161.70**

**Trustee Winston** moved; **Second by Trustee Clark** to accept the Motion as read.

**Discussion: Trustee Winston** inquired about payments to vendors Avenue Holdings in the amount of \$7k; Freeman Legal Services in the amount of \$532; Heritage Technologies \$28k; Travelers Insurance \$6,750

Village Administrator **B. Mitchell** indicated Heritage Technology will be present at the next board meeting to provide the Board an update. B. Mitchell also suggested inquiries regarding bills payables can be made prior to the board meeting to properly address.

Trustee Winston made request for cash balances at the previous board meeting; Treasurer Hopkins noted going forward he will report cash balances on a consolidated basis;

Trustee Hadnott inquired about mortgage payment in plaza; covid fund expenditures and balances to date; procedure for coding invoices to appropriate account; Village Administrator responded that the board previously received a file detailing all of the Covid 19 expenditures; he will provide Board a summary with totals; B. Mitchell explained once the invoice is received it is then routed to the appropriate department head for approval and signature; routed to AP staff for coding; and final approval by Village Administrator.

**Upon Roll Call:** Ayes: 4 Naes: 1 Recues: 0 Absent: 0 Abstain: 0

**Ayes:** Clark, Hadnott, Hart, Lynch

**Naes:** Winston

**Recues:**0

**Absent:** 0

**Abstain:** 0

**Motion Approved:** Yes

2). **Motion to Approve Payroll as presented by Treasurer, Carmen Hopkins.** Payroll as of the date December 3, 2021, Corporate in the amount of \$105,419.00, Sewer & Water \$13,049.00, Retro Pay \$37,132 Elected Positions \$5,833.00; Glenwoodie \$14,218.00

**OVERTIME:** Police \$3,639.00, Sewer & Water \$1,066.00, Public Works \$574.00

**TOTAL PAYROLL \$180,930.00**

**Trustee Hadnott** moved; **Second by Trustee Hart** to accept the Motion as read.

**Discussion:** **Trustee Hart** noted she has not received payroll register summary she requested from Finance dept therefore will abstain voting; also inquired if 4% increases were included in this payroll; Cynthia Smith, Finance Director noted Increases are not included in this payroll period; **Trustee Lynch** inquired about police OT; **Chief Peddycord** indicates staffing shortage of 25% or 6 officers short currently; hiring will take some time; possibly by mid-January 2023 for accelerated training placements.

**Upon Roll Call:** Ayes: 4 Naes: 0 Recues: 0 Absent: 1 Abstain: 1

**Ayes:** Clark, Hadnott, Hart, Lynch, Winston

**Naes:** 0

**Recues:** 0

**Absent:** Dawson

**Abstain:** Hart

**Motion Approved:** Yes

**OPEN TO THE PUBLIC:**

**Cathy Paxton – 30 Nugent Square**

Ms. Paxton continues to experience problems with Rok Island Bistro Café; loud music; extended hours after 11pm; littering and debris in parking lot is horrible; glass bottles, food, etc; other residents do not complain because they feel the Village is aware of the problems and will not do anything to resolve. Mayor Gardiner asked Chief Peddycord to have inspectors patrol parking lot for compliance.

Travor Bettis

Nugent Square resident expressed same concerns with Rok Bistro Café; Glenwood; Mr. Bettis wants to seek resolution for issue with water bill; he has receipt for payment but landlord gave him a \$1200 water bill due; Chief Welsh will research and investigate concern with resident.

**COMMUNICATIONS MAYORS OFFICE:**

**Motion to Approve the 2023 Medical Insurance Renewal**

**Trustee Lynch** made the motion for approval; **Trustee Winston** second the motion as read

**Discussion:** Mike Wojcik provided the Board a presentation on the renewal of 2023 medical insurance; presentation was provided in board packets; **Trustee Winston** inquired about presenting a comparison with an Affordable Care Act medical plan. Mike responded that the Village is a mid-sized organization and not eligible to participate.

Mike indicated moving forward for next renewal, he will do a comparative analysis with the marketplace plan. Trustee Hadnott inquired if age demographics impact the rates of our plans; consideration of collaboration with other municipalities.

**Upon Roll Call: Ayes: 5 Naes: 0 Recues: 0 Absent: 1 Abstain: 0**

**Ayes:** Clark, Hadnott, Hart, Lynch, Winston

**Naes:** 0

**Recues:** 0

**Absent:** Dawson

**Abstain:** 0

**Motion Approved:** Yes

#### **ATTORNEY'S REPORT**

##### **Motion to Approve MABAS Inter Governmental Agreement**

Trustee Hadnott motioned for approval; Trustee Hart second the motion

**Upon Roll Call: Ayes: 5 Naes: 0; Recues: 0 Absent:1 Abstain: 0**

**Ayes:** Clark, Hadnott, Hart, Lynch, Winston

**Naes:** 0

**Recues:** 0

**Absent:** Dawson

**Abstain:** 0

**Motion Approved:** Yes

##### **Motion to Approve Resolution of IML collection of Foreign Fire Insurance Fee**

Trustee Winston motioned for approval; Trustee Lynch second the motion

**Upon Roll Call: Ayes: 5 Naes: 0; Recues: 0 Absent:1 Abstain: 0**

**Ayes:** Clark, Hadnott, Hart, Lynch, Winston

**Naes:** 0

**Recues:** 0

**Absent:** Dawson

**Abstain:** 0

**Motion Approved:** Yes

**Motion to Approve Settlement Agreement with ComEd to Resolve outstanding Municipal Utility Tax**

Trustee Hadnott motioned for approval; Trustee Winston second the motion

**Upon Roll Call: Ayes: 5 Naes: 0; Recues: 0 Absent:1 Abstain: 0**

**Ayes:** Clark, Hadnott, Hart, Lynch, Winston

**Naes:** 0

**Recues:** 0

**Absent:** Dawson

**Abstain:** 0

**Motion Approved:** Yes

**Motion to Approve Settlement Agreement with Al Warren Oil Company in the Amount of \$20,000**

Trustee Winston motioned for approval; Trustee Lynch second the motion

**Upon Roll Call: Ayes: 5 Naes: 0; Recues: 0 Absent:1 Abstain: 0**

**Ayes:** Clark, Hadnott, Hart, Lynch, Winston

**Naes:** 0

**Recues:** 0

**Absent:** Dawson

**Abstain:** 0

**Motion Approved:** Yes

**VILLAGE ADMINISTRATOR OFFICE**

**B. Mitchell** reported auditing firm Wipfli has conducted required interview with Mayor Gardiner for audit; concerns were expressed regarding only one interview conducted; noted only one staff member interview was conducted with Village Administrator, B. Mitchell; Regarding the payroll audit, it was requested by Sarah to ask Board what it wants to accomplish with the payroll audit; **Trustee Hart** noted as an independent auditor, there is a fiscal responsibility to interview the board members independently; email presented consensus from Board to examine internal control processes e.g. payroll summary register should be available when approving payroll for checks and balances; discrepancies in payroll led to request for payroll audit. As an independent auditor, board members should be able to respond directly to auditor.

**B. Mitchell, Village Administrator** noted HR coordinator interviews are being conducted; Conversations with railroad management ongoing; Heritage Technology will be presenting at the next Board meeting in December; some of the Board equipment has been coming in; completed work with ComEd. **Trustee Hart** suggested that Sarah send the Board members communication directly for responses individually to prepare engagement letter for payroll audit to be presented to the Board at the next meeting.

#### **POLICE DEPARTMENT**

**Chief Peddycord** provided a report to the Board of monthly police activities included in the Board packets.

#### **FINANCE DEPARTMENT**

**Finance Director** Cynthia Smith presented a financial report to the Board as indicated in board packets; report provides cash balances; revenue report; highlighted amounts received via ACH only updated through June to date; all other amounts through October 31, 2022. **Trustee Hadnott** suggested including input from Finance Committee.

**Amended Motion to TABLE Tax Levy with flat (0) increase \$4,748,508 and reduced actuarial rate for fire/police pension obligation.**

**Trustee Hadnott** made the motion to approve; **Trustee Lynch** second the motion

**Discussion: Mayor Gardiner** noted recommendation of keeping levy at no increase; open for discussion from board members; Mayor Gardiner clarified the abatement was done in December; this is the tax levy that must be filed with the county to receive funds; Finance Director, Cynthia Smith indicated last year's levy did not include bonds; **Trustee Hart** asked the board to consider reducing fire/police pension obligation rate, saving \$108k using recommended actuary numbers; savings can be transferred to General Fund

**Upon Roll Call: Ayes: 5 Naes: 0; Recues: 0 Absent:1 Abstain: 0**

**Ayes:** Clark, Hadnott, Hart, Lynch, Winston

**Naes:** 0

**Recues:** 0

**Absent:** Dawson

**Abstain:** 0

**Motion Approved TO TABLE: Yes**

**NEW BUSINESS:**

**Motion To Approve Emergency Lift Station Repairs, not to exceed \$60k**

**Discussion: Public Works Director, Bill** requested Board consideration for emergency lift station valve repairs not initially approved by the Board. Trustee Hadnott inquired of maintenance performed over the past five years.

**Trustee Winston** made the motion; **Trustee Lynch** second the motion

**Upon Roll Call: Ayes: 5 Naes: 0; Recues: 0 Absent:1 Abstain: 0**

**Ayes:** Clark, Hadnott, Hart, Lynch, Winston

**Naes: 0**

**Recues: 0**

**Absent: Dawson**

**Abstain: 0**

**Motion Approved: Yes**

**OLD BUSINESS: NONE**

**MOTION TO ADJOURN:**

**Trustee Lynch** moved; **Second by Trustee Clark**

**Upon Roll Call: Ayes: 5Naes 0: Recues:0 Absent: 1 Abstain: 0**

**Ayes:** Clark, Dawson, Hadnott, Hart, Lynch

**Naes: 0**

**Recues: 0**

**Absent: Dawson**

**Abstain: 0**

**Motion Approved: Yes**

**ADJOURNMENT:** The November 15, 2022 Board Meeting adjourned @ 9:10PM.



Sandra M. Washington, Village Clerk