

**VILLAGE OF CARPENTERSVILLE  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
January 16, 2018**

The regular meeting of the Village Board of Trustees was called to order at 7:00 p.m. Those present for roll call were Trustees Burroway, Frost, Humpfer, Lawrence, O’Sullivan and Rehberg, and President Skillman. Also present were Assistant Village Manager Huber, Attorney Passman, Fire Chief Schilling, Police Chief Kilbourne, Deputy Police Chief Shaver, IT Director Goethals, Public Works Director Cole, Assistant Public Works Director Gray, Engineering Manager Szydlowski, and Village Clerk Mastera.

The Pledge of Allegiance was led by President Skillman.

**INVOCATION** – Led by Pastor Phil Zilinski, Fox Valley Baptist Church

**PROCLAMATIONS, CONGRATULATORY RESOLUTIONS, AND AWARDS** – None.

**APPOINTMENTS, CONFIRMATIONS, AND ADMINISTRATION OF OATH**

**A. Appointment of John Krenz to the Audit and Finance Commission**

Motion to pass Item A by Trustee Humpfer, seconded by Trustee Frost Rehberg.

**Vote on Motion:**

6 – ayes (Burroway, Frost, Humpfer, Lawrence, O’Sullivan and Rehberg)

0 – nay

0 – absent

**Motion passed.**

B. Swearing-In of Officer Roxana Duran

C. Swearing-In of Officer John-Paul Reese

D. Swearing-In of Officer John Schram

President Skillman swore in Officers Duran, Reese, and Schram. Each officer introduced the members of his or her family in attendance. Chief Kilbourne gave a brief background on each new officer. President Skillman stood for photos with them. Chief Kilbourne said he would take the officers and their families outside the Boardroom for more pictures.

**CLOSED SESSION** –

Trustee Rehberg motioned to adjourn to Closed Session, seconded by Trustee O’Sullivan, to discuss Section 2(c)(1) of Open Meetings Act - The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity;

**Vote on Motion:**

6 – ayes (Burroway, Frost, Humpfer, Lawrence, O’Sullivan and Rehberg)

0 – nay

0 – absent

**Motion passed.**

The Board adjourned to Closed Session at 7:13 p.m.

The Board reconvened at 8:11 p.m.

**PUBLIC COMMENT** – None.

**CONSENT AGENDA** -

President Skillman asked if any Board Member wished to remove an item from the Consent Agenda for further review and discussion.

Motion to pass the Consent Agenda without Item F by Trustee Humpfer seconded by Trustee Rehberg.

A. Approval of Bills

- Fiscal Year 2017 Bills List Totaling \$369,498.84
- Fiscal Year 2018 Bills List Totaling \$49,016.93

B. Approval of Minutes

- Regular Board Meeting Minutes from December 19, 2017

C. An Ordinance Amending Section 3.04.010 of the “Carpentersville Municipal Code,” As Amended, Regarding the Purchasing and Letting of Contracts

D. Consideration of a Resolution Granting an Easement Agreement to ComEd For The Burial of Overhead Utilities Associated With The Route 31 / Huntley Road / Main Street Intersection Improvement Project

- E. Resolution Amending The Contract With Independent Mechanical Industries By Means of Approving Change Order One (1) Reducing The Final Construction Cost Related To The Installation of a Chemical Feed System Within The Wastewater Facilities From \$358,795 to \$342,814
- ~~F. A Resolution Designating Signatories for Banking Transactions~~
- G. A Resolution Authorizing the Approval of Change in Plans No.1 and Final for the 2017 Eastside CDBG Resurface Program
- H. A Resolution Authorizing the Approval of Change in Plans No.1 and Final for the 2017 Westside Resurface Program
- I. A Resolution Authorizing the Approval of Change in Plans No.1 and Final for the 2017 MFT Sidewalk Program
- J. A Resolution Waving Bidding Requirements and Accepting an Agreement for Phase I Engineering Services to Complete a Drainage Study for an Area on and Near Wakefield Drive with HR Green, Inc. of McHenry Illinois in the Amount of \$138,666.80
- K. A Resolution Waving Bidding Requirements and Accepting an Agreement for Phase I Engineering Services to Complete a Drainage Study for an Area on and Near Kings Road with Christopher B. Burke Engineering, LTD. (CBBEL) of Rosemont, Illinois in the Amount of \$53,240.00
- L. A Resolution Approving the Installation of a Video Camera System in the Village Board Room
- M. An Ordinance Authorizing the Disposal of Items of Personal Property Owned by the Village of Carpentersville
- N. Rock the Fox Event Authorization and Waiving of Fees

**Vote on Motion:**

6 – ayes (Burroway, Frost, Humpfer, Lawrence, O’Sullivan, and Rehberg)  
 0 – nay  
 0 – absent

**Motion passed, approved by omnibus vote.**

Motion to pass Item F by Trustee Humpfer, seconded by Trustee Rehberg.

F. A Resolution Designating Signatories for Banking Transactions

Trustee Humpfer said he didn't ever remember the Board having a signatory of past elected officials in the past ten to fifteen years, but after research he found that other places used a similar process. He said that since this has to do with a key internal control, he wanted to highlight that he looked further into this and it is not uncommon.

**Vote on Motion:**

6 – ayes (Burroway, Frost, Humpfer, Lawrence, O'Sullivan, and Rehberg)

0 – nay

0 – absent

**Motion passed.**

**REPORTS OF MANAGER AND STAFF –**

A. APWA Chicago Metro Chapter, Fox Valley Branch 2018 – Project Award for Carpenter Creek Restoration

Engineering Manager Szydlowski presented to the Board an award for the Carpenter Creek Project that the Village recently won from the Fox Valley Branch of the Chicago Metro American Public Works Association. He said the category the Village won was for Environmental Projects Less Than \$5 Million. He said that next it automatically will be submitted for the Chicago Chapter which is five regions in one. Szydlowski said he believed the project stood out due to the multiple funding sources, in addition to the environmental improvement factors. He said that HR Green, who designed the project, highlighted it in their calendar for 2018 with a picture in the month of October. He gave copies of the calendar to the Board.

Trustee Burroway said that the Jelkes Creek group would be interested in this, and Szydlowski said he could attend their next meeting.

**Old Business – None.**

**New Business –**

Trustee Rehberg motioned to approve a separation agreement with J. Mark Rooney in the form presented to the Village Board this evening, seconded by Trustee O’Sullivan.

- A. Action by Board on the Removal of a Specific Employee or Execution of a Separation Agreement

**Vote on Motion:**

6 – ayes (Burroway, Frost, Humpfer, Lawrence, O’Sullivan, and Rehberg)

0 – nay

0 – absent

**Motion passed.**

Trustee Rehberg motioned to appoint Marc Huber as the Acting Village Manager of the Village of Carpentersville, seconded by Trustee Humpfer. Voice vote in favor of the motion was unanimous, motion passed.

**TRUSTEE AND COMMITTEE REPORTS**

**Trustee Burroway had the following report:**

- Last week’s C4 meeting was canceled due to the weather. The makeup date is Thursday, January 18<sup>th</sup> at 7:00 p.m. at the Public Works Building. He reminded the audience that everyone is invited. He said opioid and heroin deaths are on the rise, and it’s a major cause of death for people under 50 years old now.
- Jelkes Creek Fox River Watershed Coalition will meet on February 5<sup>th</sup> at 6:00 p.m.

Trustee Lawrence commented that she saw they now serve Narcan at Jewel. She believes the cost is \$5.00.

**Trustee Frost had the following report:**

- He said he spoke with a representative from the garbage and recycling company who said residents should try to keep their cans two feet apart because it makes it easier to pickup the cans.

Trustee Lawrence asked if the pickup was delayed this week due to Martin Luther King Jr. Day, and Trustee Frost said no.

**Trustee Rehberg had the following report:**

- There has been no Audit & Finance Commission meeting since the last one, and he does not a Trustee report.

President Skillman confirmed that the dates have been posted to the website.

**Trustee O’Sullivan had no report this evening.**

**Trustee Lawrence had the following report:**

- There is a Park and Special Events Commission meeting tomorrow at 6:30 p.m. at the Public Works building.

**Trustee Humpfer had the following report:**

- Last Thursday the Business Development Commission had a meeting with Business Districts Inc. regarding branding. They discussed the goals of the exercise which are to improve the market position, determine the brand promise, integrate the brand promise in what the Village does strategically, create a roadmap for the Village to follow in terms of rollout, and to reevaluate things in the future. The Village representative will be Patrick Burke and the consulting project manager from BDI will be Bridget Lane. A project task force of 14 people has also been put together, with people representing many of the Village's commissions. A community survey will be coming in the near future.

**President Skillman had the following report:**

- He met with investors interested in Huntley Square.

**ADJOURNMENT**

As there was no further business, Trustee Humpfer motioned to adjourn the meeting, seconded by Trustee Frost.

**Vote on Motion:**

6 – ayes (Burroway, Frost, Humpfer, Lawrence, O’Sullivan, and Rehberg)  
0 – nay  
0 – absent

**Motion passed.**

The meeting adjourned at 8:28 p.m.

Respectfully submitted,

*Kelly Mastera*

Kelly Mastera, Village Clerk