

VILLAGE OF SHERRARD
Board Meeting
June 07, 2010

Regular Board Meeting called to order by Mayor Henry at 7:05 pm.

- ✚ **Roll Call** – Trustees, Creger, Rath, Mesa and Wyant present; Treasurer Schwab and Mayor Henry present. Trustee(s) Bristow and Davis absent.
- ✚ **Call for the Agenda** – Trustee Rath requested to add some information she wished to share (not identified) under Committee Reports. Trustee Wyant made a motion to approve the agenda, second by Bristow; approved unanimously.
- ✚ **Minutes of Previous Meeting** – Trustee Creger pointed out the need to correct the date of the meeting minutes. Motion was made by Trustee Rath, 2nd by Trustee Creger to approve the minutes with the date reflecting May 17, 2010.
- ✚ **Treasurer’s Report (67)** – Treasurer Schwab reported that there were 5 deposits (water bills) made at the bank and the money in the Waterworks account is money that has not been broken out yet to be transferred to the appropriate accounts; \$3,598.68. The General Fund always reflects a large amount of money; \$15,000 are transfers Trustee Mesa stated that all transfers from accounts have to be approved by the Board and recorded in the minutes of the meeting. Treasurer Schwab stated that until it is known how much the expenditures are she can not transfer the funds. Trustee Wyant made a motion to approve and Trustee Rath 2nd motion passed by majority vote.
- ✚ **Trustee Rath (68)** – Informed the board that she has spoken with the Village Clerk of Joy about the procedures they use there for their reporting of expenditures. She provided Paula with a blank copy of a format that she uses. The format is QuickBooks compatible and starts with the appropriated amounts for each account. Each month then reflects the deposits and disbursements and the ending monthly balances. The Board reviewed the format provided and discussed using what was presented as a guideline for generating a format to use.
- ✚ **Monthly Expenditures (70 - 71)** – The expenditures were provided to the board for review. *Stand Alone Computer* – Trustee Wyant reported the cost for the Dell computer was \$498.33 and can be paid for out of the TIF fund. The Village agreed to add this cost to the monthly expenditures approved at this meeting in order to pay Trustee Wyant. Motion was made by Trustee Rath to approve, 2nd by Trustee Wyant; motion approved by majority vote.
- ✚ **Committee Reports (72)** –
 - ✚ *Water/Sewer Review Board Committee Update* – Committee Chair Creger and Billing Clerk Susanne Pasdach reported a 60 % response to the letters sent out on delinquent water bills.



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- ✚ **Roads/Streets/Alleys Committee (73)** – Committee Chair Paula Rath reported that committee met on June 2, 2010. A resolution is needed for CY 2009 and CY 2010 is progress being made on the Calendar Year (CY) 2009; relative to the Motor Fuel Tax (MFT) requirements. Missman Stanley Associates, Cindy Weherer and Scott Kammerman of Missman Stanley & Associates attended the meeting. Cindy provided a point of contact to call relating to the calculation of equipment use rates. An Engineering Agreement needs to be prepared in order to get the state to approve any of the engineering fees to be paid out of MFT. The Village has not had a MFT Audit for seven (7) years. Cindy informed the State that they need to get someone to do the audit; she said that effort was to be contracted out by the State. She informed them that the Village does not even have to keep our records for that long. Additionally, if the Village has paid any MFT expenses from other accounts, we need to reimburse those accounts. When the Village pulls records together for the MFT Report we need to remember that expenses must be for services and/or products from CY2009, however, it does not matter when we pay the bill, i.e., 2010. Trustee Mesa contacted MSA Professionals, Paul Loete, Project Engineer, who performed our CY2008, MFT Engineering contract; is to e-mail over everything he did for CY2007 and CY2008. The Village is at a standstill for CY2010, until we get the previous years two years finalized. The Village MFT Account has a balance of approximately \$52,000 and the State shows that we only have \$13,749.8, as of this date.

- ✚ **Old Business** –

- ✚ **Census Update (74)** – Trustee Mesa reported that Sherrard has had 90% of our households respond to the Census already. This is an increase of 6% and that by responding residents are helping the village because inputs equate to dollars for the Village. Trustee Mesa also informed all present that there are several surveys that are being conducted related to the Census and they are legitimate. However, if anyone feels unsure you can check the website as the surveys are listed.

- ✚ **Records Disposal (75) - Temporary** Secretary Mesa reported, that in cleaning out the garage area for the upcoming Food Pantry, that she is began compiling the documentation for Records Disposal to be submitted.

- ✚ **Bonds (75)** – Trustee Mesa reported that she had contacted Illinois Municipal League and provided the required information. A response to the Village’s inquiry regarding the *Trustee’s need to be bonded* was received via e-mail; also, regarding the Bond(s) for the Village Clerk and the Billing Clerk. The League reported that they actually bond the positions and not the individuals. Cost of the Bond for the Village Clerk is included as a part of the Village’s annual membership fee. The Trustee *positions are insured up to \$50,000 for “employee dishonesty” for any municipal employee/official.. Village Ordinance’s may specify additional requirements and if so, must be complied with. The Village*

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- ✚ *Treasurer is required to be bonded for 3 times what the most recent Census. If the Village determines any additional coverage is needed, an additional cost for the designated coverage would be required..*

Illinois Municipal League Risk Mgmt League (IMLRML/) Second Installment of Village Premium - The Village's Insurance Fund does not contain sufficient funds to cover the second installment. Trustee Mesa inquired as to where we were going to obtain the money to pay this installment.. Discussion resulted in agreement to transfer funds from the Money Market account to cover this payment. Motion was made by Trustee Rath and 2nd by Creger; motion passed by roll call vote.

Outside Water Users Meter Installation – Trustee Creger requested approval from the Board to send letters to the **outside** users who have not installed the outside meter. If they do not install within 90 days the Village will begin charging \$100.00 per month beginning the end of July; approximately 10 residents. Motion was made by Creger to approve, 2nd by Mesa; motion passed via roll call vote.

- ✚ **Lift Stations By Passes** – Trustee Creger suggested installing by-passes on all of the lift stations. This is an EPA recommendation. The Rural Water Association provides discounted rates on equipment and various other services to members. Mayor Henry will contact Scott Kammerman and have him address submitting an estimate. Trustee Creger suggested that the North (Garrett St.) and West Lift Station should have By-Passes installed also.

- ✚ **FY 2011 Budget (76)** – The 1st Reading of the Budget was read by Finance Committee Chair Mesa. It was reported that there are still some line items that are being worked on and reported that a 2nd Reading would be done at the Special Meeting to be held on June 10, 2010, at the Village Hall. (As of this date, the notice for this meeting has been posted on the Village Hall door for several days). Resolution needed for areas that exceeded the previous appropriation levels.

- ✚ **Potential Candidates for Water/Sewer/Maintenance Superintendent Position (77)** - Trustee Creger discussed 3 potential candidates for this position that look promising. Creger informed the Board that one candidate is from Preemption; the individual has spoken with Trustees Creger and Bristow. The Village water/sewer Superintendent, Mr. Perry Whan has said that he would hire him on an “on hold” basis for a few weeks.

- ✚ **Trustee Rath** reported that she and Trustee Bristow went through the Village to see where weeds and abandoned vehicles were that need to be cleaned up and removed. Rath reported that weeds, etc. in front of Village Business' are the business owners responsibility to take care of. The property owned by Melchin and the property at 4th and Garrett is in foreclosure and needs to be mowed.

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- ✚ These residences are in violation of the Village Ordinance and the Village can clean the property up and bill the owner. Trustee Bristow has concerns over some of the buildings but the Village does not have jurisdiction over those buildings. 5 vehicles that have been sitting without being licensed and are actually parked “on the street”. The ordinance requires that the streets have to have a 18’ clearance. Trustee Wyant suggested putting TOW STICKERS on them; Rath said to have them towed would cost the Village.

✚ **New Business -**

- Village Clerk Position (78)* – Mayor Henry reported that he had received a resignation from Clerk Jennifer Schewell. Mayor Henry stated that she had found fulltime employment as her reason for resigning. The Mayor said that he did know someone that could come in part-time. Trustee Creger suggested establishing a Deputy or Assistant Clerk thus allowing the pay to be set. Mayor Henry stated that are still bound by the requirements for the remainder of the term. It was noted that he “Clerk” hires the “Deputy Clerk.” Trustees Rath and Wyant stated that the Clerk position is not just a 10 hour a week job it is a 40 hour plus job.”10 hours ” previously discussed was the number of hours for having the Village Hall open so that residents could conduct business. (79) Attorney Smith has not yet prepared the ***Ordinance to change the Clerk position from Elected to Appointed. Regardless of when the Ordinance is put in place (prior to the next election), it does not become effective until the beginning of the next term. In the interim, Mayor Henry can appoint someone from outside the Village “short term”. The Illinois Statutes do allow Temporary Secretary Mesa to be paid for her services. (Pgs 139-140 & pg. 270; Mayor Henry to speak with Attorney Smith regarding this matter.)***
- ✚ **Desk for Billing Clerk** – (80) Trustee Creger requested that the board approve the purchase of a desk for the Billing Clerk. He provided a synopsis of past and present Water/Sewer/Curbside Collection account balances as well as a current a status of the number of residents billed and the amount of revenues received since becoming Chairman of the Water and Sewer Committee. The Board proposed no more than \$300.00 for the purchase of a work station. A motion was made by Trustee Rath to authorize the purchase; 2nd by Trustee Wyant; passed by majority vote.
- ✚ **Prevailing Wage Rate Ordinance (81)**– Village Attorney Scott Smith emailed the Village the Ordinance for the annual Prevailing Wage Rate. Motion was made by Trustee Rath to approve, 2nd by Trustee Creger; passed by majority vote.
- ✚ **New Auditor** – Trustee Creger informed the board that he has spoken with Mr. William N. Gabelmann and has provided him with a copy of the Village’s 2009 Audit. Mr. Gabelmann is going to review Our 2009 audit and will provide a presentation of his services along with an estimate to perform the Village’s Audit

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✚ for FY2010. Coal Valley uses Mr. Gabelmann and speak highly of him. Trustee Rath also provided us with the name of the auditor used by the city of Joy.

✚ **AFLAC Insurance (82)** – Trustee Mesa provided a brief overview of the insurance packet provided to the Village. Anyone interested may contact the agent listed on the brochure. Trustees Wyant and Rath confirmed that it is a reasonably priced insurance and has provided good coverage and payment for qualifying coverages to be used as desired.

✚ **Mayor Henry**, having property in the TIF, stepped aside requesting Mayor ProTem Shawn Wyant to address the next two items. However, with Trustees Bristow and Davis absent, there was not a quorum. As a result the following items were tabled until the next regularly scheduled board meeting.
(83):

1. *Ordinance Declaring Surplus Revenue from FLW TIF District Special Tax Alloc. Fund/Authorizing Payment to Mercer County Treasurer for Distribution, and*
2. **Conservation Easement & Declaration of Restrictions & Covenants.**

✚ **Police Report (84)** – Police Chief Smith gave his report; it was a busy month.

✚ **Correspondence (85)** –

University of Illinois Extension Mercer Economic Development Partnership - Resource Net - requesting Village information.–

Illinois EPA provided an updated list of Chloroform Laboratories available for use. Provided a copy to Perry Whan so that he can use it. Do not know how Perry determines who we use for the Village or even if the Board has much of a voice in that. Prices range in price from \$8.75 - \$20.00. Copy pro

Adoption of Mercer County Hazard Mitigation Plan (Flood Plan) – In order to be eligible for FEMA funding “*Disaster Relief*”, the Village is required to become a member. Resolution must be adopted by the Board.

Auditor Irwin’s Bill – Treasurer Schwab reported that Auditor Irwin’s office called to inquire about the payment for the Audit conducted on Rebecca Irwin’s hours and pay. Trustee Mesa stated that the matter would be addressed in more detail in the Closed Session portion of the upcoming Special Meeting to be held on June 10, 2010.

Illinois Block Grants – Application due June 11, 2010 – tomorrow; moot point.

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Sherrard Fire Department/Sherrard Taverns FundRaiser - "Tractor Poker Run from 11 – 5 pm.; must be 21 to participate. No four wheelers or golf carts, garden tractors only.

✚ **Calls from the Floor (86) – Village Webmaster** – Mrs. Cama Creger reported that she and Mr. Jim Schmedding, Bi-State Regional Commission, spoke regarding the website for the Village. Jim has been working with Hostway due to billing problems and he has also been working to resolve virus' etc. Mrs. Creger reported that they determined it would be best to take the website down, make the required updates, corrections etc. rather than to leave it up with errors. Trustee Mesa shared that Mr. Schmedding called her and she asked him what the start date of the contract is and if Bi-State was going to extend the term of the of the contract because of the problems incurred with getting the website set up. (i.e., if there is an annual website fee) He said that Bi-State would do that.

✚ **Municipal Services out of Lisle, IL** - (87) Bill for 607.40, called the number on the invoice and had a great amount of difficulty in obtaining anyone. Finally just left a message on one of the extension numbers on the invoice. Mayor Henry cautioned that this could be a scam as there have been reports of a lot of scams coming out of Lisle, IL. No one on the Board knew what records this company would be retaining for us and a call to Joyce Chard to inquire further will be made.

President's Report – Water Tower pump went down and the gauges had to be turned by hand all week to get the Village through. Larson Pump will be taking the pump out to and a company from Geneseo (Wright) to fix/replace the switches.

✚ Had two water main breaks this week and Perry Whan has been here in the Village several times a day and for 3 and 4 hrs at a time.

✚ Water & Sewer Superintendent has proposed taking a flat fee of \$800 month salary and he will waive his mileage fees. To be added to the next agenda.

✚ **Sherrard Baseball/Softball Association** - They extend their gratitude for the donation the Village gave to them.

✚ **North Lift Station (Garrett Street)** - needs some work on the gauges. The pumps are running but the gauges are not changing numerically.

✚ **Adjourn** – Motion made by Trustee Wyant to adjourn, second by Trustee Rath. Meeting adjourned at 9:45p.m.

Respectfully Submitted,
 Susan M. Mesa,
 Temporary Secretary

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