

**MINUTES OF A MEETING
of the
BOARD OF TRUSTEES
of the
SOUTH LYONS TOWNSHIP SANITARY DISTRICT
held on December 16, 2004**

The Board of Trustees of the South Lyons Township Sanitary District met in a regularly scheduled meeting immediately following the Truth in Taxation Public Hearing on Thursday, December 16, 2004 at the District offices.

Trustee Peck called the meeting to order, Trustee Anderson called the roll:

Present: Trustees Peck, Felice and Anderson

Also present were Attorney Ed King and Engineer Tom Heuer, Supt. Tom Robinson, Treasurer Denise Likens.

Trustee Peck stated that the minutes of November 18, 2004 should be removed from the Omnibus Vote Agenda and the October 27, 2004 minutes should have been removed from the Omnibus Vote Agenda at the last meeting. When Attorney King entered the meeting he was asked about the executive session minutes from October and November; he advised the Board that he had not yet sent them to the office. He will fax them over tomorrow (Friday 12/17/04).

OMNIBUS VOTE AGENDA

Motion by Trustee Peck seconded by Trustee Anderson to approve the Omnibus Vote Agenda, Items b and c. Roll call:

Ayes: Trustees Peck, Felice and Anderson
Nays: None

Motion carried.

TREASURER'S REPORT

There were no questions on the Treasurer's report.

SUPERINTENDENT'S REPORT

741 Terry Lane, Countryside: resident has roots in the line. Engineer Heuer advised Supt. Robinson that when a lateral line has been compromised by roots that are causing infiltration, the homeowner should be advised to replace the line.

Trustee Peck did not feel that the District can tell a resident to replace a defective line. Attorney King was consulted for his opinion. After a lengthy discussion, it was decided that we should do flow monitoring in Area A and possibly do smoke testing in that area also.

John Walsh advised that we should be getting the gallonage numbers from Countryside in January. However, we will be getting those numbers by individual month by individual account. We will have to total them ourselves.

ATTORNEY'S REPORT

Pete Moody called Attorney King a couple of times the past week. Treasurer Likens supplied Attorney King with the estimates for carpeting and decorating that Jack Spinato received during the past month. Treasurer Likens advised the District did not pay for the carpeting or decorating

when we moved in, the landlord did; that was the last time the office was done. The only thing that was done after the initial decorating was the wallpaper in the bathroom and the hanging of the map in the conference room.

ENGINEER'S REPORT

When amending the permit ordinance, in addition to the other changes we have requested it was decided that site plans must be submitted with all permit applications.

The computer equipment has been ordered. Saleem will be notified when it has arrived.

OLD BUSINESS

Trustee Peck stated that for the last two months Trustee Felice has wanted job descriptions from all the employees. Trustee Felice said that since she is new she would like to familiarize herself with everyone's job. She went on to say that she would also like some documentation of Jack Spinato's training; in other words, how he is being trained and what functions he is being trained in. Trustee Peck said the Board would like to have that before the next meeting.

Treasurer Likens stated that she had no previous knowledge that anyone wanted this information. No one has asked her for it until this meeting. The District has a Procedures Manual that has been in place since 1990 that was written by the Treasurer at the request of Pandolfi, Topolski, and Weiss, our outside auditing firm at that time. Prior to that time, there was no manual or calendar of what needed to be done on a monthly or annual basis. It is updated anytime a procedure or process is changed. The Board was given a copy of this manual when it was written.

Treasurer Likens is not exactly sure if that is what the Board is requesting. Trustee Felice thought that might be a start. She advised the Board that she would make every attempt to provide them with the information prior to the next meeting ; however, she will be taking as much of her vacation as she can before the end of the calendar year. After the first of the year, all of the regular year end items such as W-2's, 1099's etc. are due, as well as the conversion to the new system.

NEW BUSINESS

- Trustee Peck moved, seconded by Trustee Anderson to adopt the proposed Ordinance Levying Taxes for all Corporate Purposes for the South Lyons Township Sanitary District, Cook County, Illinois for the Fiscal Year commencing on the 1st day of June, 2004 and ending the 31st day of May, 2005. If adopted this will be known as Ordinance 2004-4. Roll call:

Ayes: Trustees Peck, Felice and Anderson
Nays: None

Motion carried.

- The Official Notice of the Illinois Municipal Retirement Fund Contribution Rate for the Calendar Year 2005 is read into the minutes and made a part of the official record (copy attached). The rate for 2005 will be 14.26%.
- The minimum 2005 Unemployment Contribution Rate has been increased from .9% on the first \$9,000 of wages in a calendar year to 1.2% of the first \$10,500. This will

increase our unemployment contribution for the 2005 calendar year by \$180.00. The State's calculation is enclosed in your agenda packet.

CORRESPONDENCE

- City of Countryside: The Official City of Countryside 2005 Community Profile publication advertising deadline is 12/31/04
- 12/13/04 MWRD letter giving a time extension for implementing amendments to Section 6(a) of the Sewer Permit Ordinance Concerning Sewer Permit Applications with Major Deficiencies.

ADJOURNMENT

There being no further business to discuss Trustee Peck moved, seconded by Trustee Anderson to adjourn the regular meeting.

Ayes: Trustees Peck, Felice and Anderson
Nays: None

Motion carried.
Meeting adjourned at 7:00 p.m.

Louis Anderson Trustee-Clerk