

**MINUTES**  
**Of the**  
**SOUTH LYONS TOWNSHIP SANITARY DISTRICT**  
**Board Meeting**  
**THURSDAY, OCTOBER 15, 2009**

**CALL TO ORDER:**

The Board of Trustees of the South Lyons Township Sanitary District met in a regularly scheduled meeting at **4:30 p.m. on THURSDAY, OCTOBER 15, 2009** at the District offices. Trustee Peck called the meeting to order, Trustee Anderson called the roll:

Present: Trustees Peck, Finn, and Anderson  
Also present: Treasurer Linda Bugielski, Superintendent Chris Breakey, Attorney Ed King, Engineer Tom Heuer, Ian Doughty, PAR Group, Victoria McGrath, McGrath Group  
Absent: None

**OMNIBUS VOTE AGENDA**

- A. Approval of the Revised August 20, 2009 Regular Board Meeting Minutes
- B. Approval of the SEPTEMBER 17, 2009 Regular Board Meeting Minutes
- C. Approval of the OCTOBER 5, 2009 Special Board Meeting Minutes
- D. Approval of the Treasurer's Report for SEPTEMBER, 2009
- E. Approval of Corporate & Sewer Warrants SEPTEMBER 30, 2009
- F. Approval of Corporate & Sewer Warrants SEPTEMBER 15, 2009
- G. Approval of Sewer Adjustments SEP 12-OCT 12, 2009
- H. Approval of General Ledger Adjustments, SEPTEMBER 30, 2009

**A MOTION BY TRUSTEE ANDERSON AND SECONDED BY TRUSTEE FINN TO APPROVE THE OMNIBUS AGENDA, ITEM A THROUGH H WAS UNANIMOUSLY ACCEPTED BY ROLL CALL**

**AYES:** TRUSTEES PECK, FINN & ANDERSON

**NAYS:** NONE

**ABSENT:** NONE

**PAR GROUP:** Mr. Doughty gave a brief history of his company and a presentation on the PAR Groups proposal for Organizational Analysis and Consulting services. Presentation is part of the Board Packet Records. When asked on cost he quoted a high end of about \$25,000, but felt our group would range closer to \$7-10,000.

**CITIZENS COMMENTS:** NONE

**TREASURER'S REPORT**

**Identity Theft Program:** Linda asked the board to accept the Identity Theft Program which is under Old Business.

**Web Site:** Linda asked the board to accept the Web Site for publication.

**Investment Policy:** The board requested that Linda send the Investment Policy to Wolf to review before passing.

**Annual Treasurers Report:** The Annual Treasurer's report is under New Business for approval.

**Capital Fund:** Linda reported that the Capital Fund has been created and the board will receive reports on it in their monthly Board Packets.

**Capitalization Policy:** A Capitalization Policy is being presented to the board for approval. Linda explained the purpose of the policy setting limitations on capitalizing assets on your books for depreciation purposes.

**Amortization Schedule:** Linda presented a sample amortization schedule on the Loan received from the IEPA. Her calculations indicated that we would not have to use the monies budgeted this year as the loan payment plan will not start until June 1, 2011. The schedule also shows the bi-annual payments which are approximately \$89,193.92 less than what we had originally budgeted for.

### **SUPERINTENDENT'S REPORT:**

**Permits & Inspections:** Mr Breakey reported that the televising was done on Constance and took longer than expected. In doing so, they found a lateral behind the bank that they could not find what it was connected to. He reported on a sink hole at 5719 Catherine and after putting dye into the hole found no infiltration.

**Lift Stations:** Lift stations are operating fine. He will have preliminary numbers and a draft on a proposed replacement budget at the next meeting.

**Manhole Inspections:** Sokol is working with an engineer to determine if the storm sewer has collapsed and is causing their lateral sewer to allow infiltration. We will try to coordinate the sewer replacement on Dansher and the lateral to happen simultaneously.

**Grease Traps:** A new restaurant is going to open up where Via Bella used to be. They do not have a certificate of occupancy at this point and Chris has talked to the city who informed him that this certificate will be given out only on condition of our approval. A letter will be sent by Attorney King to Dr. Howes, the owner and the operator of the business, letting them know that before this place can open they must install a grease trap and if opened prior to doing so they will be in violation.

**McGRATH CONSULTING GROUP:** Chris introduced Victoria McGrath who proceeded to give her presentation on the services the McGrath Group could provide for the District. She talked about job descriptions, employee handbook, and policies and procedures that her company could work with.

**ATTORNEY'S REPORT** Mr. Anderson asked what the difference between by-laws and Ordinances were. Mr. King explained that by-laws describe what committees consist of, ie. How many members, meeting dates, purpose of committee, etc. Also by-laws will describe the duties of various positions. He informed Mr. Anderson that we don't operate under by-laws, we operate under Ordinances.

Chris reported that the City of Countryside is requesting a bond to cover our cuts in the street before they grant a variance. Mr. King reminded the board that SLTSD is a government entity, though smaller than the city of Countryside, we are in no way subservient to another government agency and possess all the powers conferred upon it in accordance with the state. He referred to the Sanitary District Act 1936 ILSC 2805 Section 22 authorizing the district to construct, maintain, alter and extend its sewers, channels, ditches and drains as a proper use of highways along and upon, under and across any highway, street, alley or public ground in the state. He felt that even though we don't need their approval, we should try to work with them in a cooperative manner.

Mr Anderson asked if the city has the right to ask for some sort of guarantee, considering what had happened on Longview where the city had to re-surface the street. Mr. Heuer indicated that the city made the repairs and then complained to the district after the fact. Mr. Heuer explained that we knew about the need for a variance at the pre-construction meeting.

- A. **FOIA Officer:** Mr. King informed the board that they don't have to anything on this until July 10. He advised that by January 1<sup>st</sup> we should appoint a FOIA Officer and would need to go through training.
- B. At the last meeting a motion was made that Linda, Ed and Chris were to meet to create or work on a personnel policy. He said that if the board hires one of the people that presented, then it should be covered by them.

### **ENGINEER'S REPORT**

Mr. Finn asked why work was being done outside of the work area that was indicated in the letter sent to residents. Mr. Heuer indicated that we were talking about excavation work, whereas Mr. Finn indicated that the work being done was not within the areas we acknowledged. Mr. Heuer said that this was pre-construction work being done in cleaning the lines and in this work, the backup that was experienced was found by the work done by the company doing the cleaning and televising. Mr. Heuer indicated that when this backup was found, the company was asked to clean the backup so that the district would not have to pay extra to have someone come out to do this. The company did not do this, which was a surprise to everyone involved and Mr. Heuer indicated that they will be notified that if a situation like this occurs again, they cannot leave until its been rectified. Mr.

Heuer also said a schedule will be given to the District showing all of the areas that are scheduled for cleaning and will be kept up to date daily as to what areas are being worked on.

Mr. Peck asked about the home inspections. Chris asked if we have a benchmark of where we were at before we started and that once the first Phase is done, don't we want to measure to see what where we are in extraneous flows. Mr. Heuer indicated that we would be defeating the purpose of doing all of this work being done. If we measure after the work is done, it would be hard to gauge problems from our pipes versus what is coming from illegal connections. Linda suggested that when an illegal problem is found then the person is asked to correct. A list should be kept on all those in non-compliance and check back every 6 months on them to make sure they remain so. Mr. Anderson asked what was the rush now when it hasn't been done in 5 years. Mr. King & Mr. Heuer indicated that it has always been planned so that the work being done with the construction would have the home inspections done prior to the construction. It was indicated that Chris would have time during the winter months to catch up while no construction going on. Chris indicated that he will start immediately in the area starting.

Mr. Heuer reported that during this construction we can make determinations on hidden drains and connections that are illegal. We need to start an enforcement program for fixing the defects that we know exist. We did do this on 9<sup>th</sup> Avenue and notified them of defective manholes etc. Mr. Anderson asked if we could notify the people with violations at the time discovered during the construction so that they have an opportunity to fix it at that time. Mr. King said that a letter should be sent to these people informing them of their problems and how to resolve them prior to sending a violation.

He also advised that we should send a letter to the elected officials letting them know that letters are going to be sent out to people asking them to correct their violations along with Chris informing them that home inspections will be done.

Mr. King said he will contact Eric Peck, the city attorney to solve the problem of the street boring and asked the trustees if they wanted to be a part of this conversation.

Mr. Heuer informed the board that Monday the construction will begin. The board decided to do a Press Release and picture of a ground breaking. Mr. King said he would write a press release. Linda said she would contact the paper to see if a reporter will write an article and arrange for a photographer. The board agreed to meet on Monday at 3:30 on Bobolink and 9<sup>th</sup> Avenue.

**ON A MOTION BY TRUSTEE PECK AND SECONDED BY TRUSTEE FINN TO BEGIN HOME INSPECTIONS STARTING IN SECTION A AND CONTINUING ON PRIOR TO WORK BEING DONE WAS UNANIMOUSLY APPROVED:**

**AYES:** TRUSTEES PECK, FINN & ANDERSON

**NAYS:** NONE

**ABSENT:** NONE

**OLD BUSINESS**

A. Web Site: This was tabled to the November Meeting

B. Identity Theft Ordinance

**ON A MOTION BY TRUSTEE PECK AND SECONDED BY TRUSTEE FINN TO PASS THE IDENTITY THEFT ORDINANCE WAS PASSED BY ROLL CALL VOTE:**

**AYES:** TRUSTEES PECK, FINN & ANDERSON

**NAYS:** NONE

**ABSENT:** NONE

C. Budget Revision This was tabled to the November meeting

D. Barrett Group This was tabled to the November meeting

**NEW BUSINESS**

A. Investment Policy This was tabled to the November meeting

B. Annual Treasurer's Report

**ON A MOTION BY TRUSTEE PECK AND SECONDED BY TRUSTEE FINN TO ACCEPT THE TREASURER'S REPORT FOR PUBLICATION WAS ACCEPTED BY ROLL CALL VOTE:**

**AYES:** TRUSTEES PECK, FINN & ANDERSON

**NAYS:** NONE

**ABSENT:** NONE

C. Change in Office Cleaning

**A MOTION WAS MADE BY TRUSTEE ANDERSON AND SECONDED BY TRUSTEE PECK TO HIRE MARY SALENSKI FOR CLEANING SERVICES AT A RATE OF \$200 PER MONTH TO BE PAID ONCE A MONTH WITH HER REGULAR PAY CHECK.**

**AYES:** TRUSTEES PECK, FINN & ANDERSON

**NAYS:** NONE

**ABSENT:** NONE

Mr. Anderson asked that a letter be written to the Mayor of Countryside thanking them for their cooperation with our project. Linda will write the letter for the trustee's signature and approval.

**ADJOURNMENT**

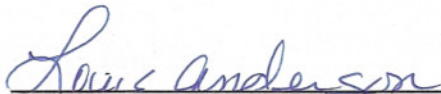
**ON A MOTION BY TRUSTEE PECK AND SECONDED BY TRUSTEE FINN, THERE BEING NO FURTHER BUSINESS TO DISCUSS, TO ADJOURN THE REGULAR MEETING OF THE BOARD OF TRUSTEES WAS UNANIMOUSLY ACCEPTED BY A ROLL CALL VOTE:**

**AYES:** TRUSTEES PECK, FINN & ANDERSON

**NAYS:** NONE

**ABSENT:** NONE

Meeting adjourned at 7:00 p.m



LOUIS ANDERSON, Trustee/Clerk