

1 **VILLAGE OF SOUTH BARRINGTON**
2 **MINUTES OF THE FINANCE COMMITTEE MEETING**
3 **HELD FEBRUARY 10, 2014**
4

5 **CALL TO ORDER**

6 The meeting was called to order by Committee Chairman Matuska at 10:30 a.m.
7

8 **ROLL CALL**

9 Members present: Chairman Matuska, Trustee Abbate, Trustee Stagno.

10 Staff present: Administrator Masciola, Finance Officer Bodie, and
11 Secretary Latoria.
12

13 **APPROVAL OF MINUTES**

14 Administrator Masciola stated that the Minutes for the November and December
15 meetings will be presented for approval at a future meeting.
16

17 **AGENDA ITEMS**

18 Review of FY 2013/14 Year-to-date Revenue and Expense

19 Officer Bodie stated that revenue was up with the exception of police fines/fees
20 which are mainly police and money market interest. Village funds are completely
21 FDIC insured or collateralized. Trustee Abbate asked what is included in the line
22 item for Central Management Department. Officer Bodie stated that it includes
23 all committees, insurance, legal fees, and Village maintenance expenses. Officer
24 Bodie stated she will check the figures to see why this department is higher.
25 Officer Bodie further stated that she felt the Village was on target and that there
26 will be an excess of funds at the end of the year.
27

28 Review of FY 2014/15 General Fund Revenue Projections

29 Officer Bodie stated that she did a quick projection of what the budgeted revenue
30 will be for next year. Officer Bodie further stated that the Village can budget \$6.5

1 million in General Fund revenues compared to \$6.3 million budgeted in the
2 current year. Officer Bodie explained that the projection on sales tax may be
3 slightly low because the biggest sales tax month of December will not be received
4 until March. Officer Bodie stated that she received the sales tax figures today for
5 November and they are 6% higher than last year. Administrator Masciola stated
6 that they will be updating these revenue projections to reflect current receipts.

7 8 Landscape Maintenance Contracts

9 Chairman Matuska asked if the Committee would be interested in getting a
10 few landscape maintenance quotes? Administrator Masciola stated that they had
11 received the landscape proposal from Willows on January 16. Willows has held
12 their prices on all contracts and reduced the Village Hall landscaping by \$50 per
13 month. Administrator Masciola further stated that next year we will likely
14 include the parcel on the south side of the Village and that may be a good
15 time to get other quotes. Chairman Matuska asked when should the quotes be
16 submitted? Administrator Masciola stated by January or February next year.
17 Mr. Abbate asked if Diane Bodkin, Conservancy Chairman, should come before
18 the Board of Trustees to discuss the budget for the Conservancy? Officer Bodie
19 stated that the Conservancy Commission is looking for extra money for a burn
20 which would require a payment in the current fiscal year. The Board was in
21 agreement that Conservancy Chairman Bodkin should come before the Trustees
22 with her proposal.

23
24 Mayor McCombie arrives at 10:50 a.m.

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26 Administrator Masciola asked Mayor McCombie if she will be overseeing the
27 activities for the Conservancy. Mayor McCombie responded yes. Chairman
28 Matuska asked for a Motion from the Board to bring all four mowing contracts
29 before the Board of Trustees. Trustee Abbate made a Motion. Trustee Stagno
30 seconded. By unanimous vote the Motion was passed.

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Police Pension Fund Final Actuarial Valuation Report for Fiscal year Ending 4/30/14.

Trustee Stagno had a question on the increase of accrued liability shown on page 5. Trustee Stagno stated that the amount has increased substantially and is not reflected in the actual cost of running the Village. Chairman Matuska stated that this report is a legal template that the actuary has to use. Officer Bodie stated that the liability is shown on the Unfunded Liability line. Trustee Stagno stated for the record that he felt the accrued liability is increasing in large amounts and we need to find ways to reduce it. Chairman Matuska asked for a Motion from the Board to present the report to the Board of Trustees. Trustee Abbate made a Motion. Trustee Stagno seconded. By unanimous vote the Motion was passed.

Mr. Abbate left the meeting at 11:00 a.m.

Mayor McCombie stated that State Representative Peter Roskam will be coming to the Village Hall on March 19th @ 1:30 p.m. and invited all staff and Board members and their families to come with questions they would like addressed.

IMRF 2013 Employer Retirement Reserve Statement

Officer Bodie reported that the statement shows no retirements for this year and in addition to the 7.5% interest credit on the opening balance, we also received \$148,000 in residual earnings to our account for 2013. Trustee Stagno asked if the IMRF was under performing over a period of time, how would the guaranteed pension amounts be paid? Chairman Matuska stated that Village contributions would go up significantly and possibly require a tax levy to the taxpayers. Chairman Matuska asked for a Motion from the Board to present the IMRF information to the Board of Trustees. Trustee Stagno made a Motion. Chairman Matuska seconded. By unanimous vote the Motion was passed.

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Proposed Food Service Establishment (FSE) Ordinance Fee Discussion

Officer Bodie distributed and FSE Survey Summary spreadsheet from Carolyn Grieves to the Board. Officer Bodie stated that we will add the four new restaurants (Wok n Fire, Mago, Bamboo Spoon, and Calibre Coffee) to the survey. A letter will be sent to all the restaurants to get their 2013 grease trap maintenance records and updates to their survey information. Mayor McCombie stated that she would like to get quotes from other companies to perform the grease trap testing and maintenance services. Chairman Matuska suggested that a small increase to the commercial sewer fee would subsidize the FSE program costs and the Village would recover remaining expenses over time. Officer Bodie stated that a separate inspection fee is reasonable and could be billed back to restaurants as the health inspections are. Officer Bodie stated that she will try to have the information for the next meeting in March.

Officer Bodie left the meeting at 11:35 a.m.

Executive Secretary Hooker and Building Officer Wolfel joined the meeting at 11:35 a.m.

Discussion of Scanner

Executive Secretary Hooker reviewed some of the purposes for the scanner. The main purpose would be to eliminate much of the paper being stored at the Village Hall. There are State requirements for maintaining documents and even with the recent purging process through the State, a large amount of space is dedicated to this storage. We can digitalize much of this. Also, for those officials are in agreement, we would electronically scan packets which contain oversized documents and make them available online to the Trustees and other Village committees digitally. This would save paper, copying time, and eliminate deliveries. Official documents such as ordinances and resolutions need to be

1 scanned with their oversized exhibits, especially subdivision plats, engineering,
2 and landscaping to maintain complete approving documents. Building Officer
3 Wolfel stated that the building dept has almost every plan for homes in the
4 Village on file and they are a valuable source to have. Executive Secretary
5 Hooker stated the Village is required by law to keep all commercial plans and
6 submittals on paper or digitally as long as the structure exists. Plan Commission
7 and Architectural Control submittals must be kept. Successful bid documents
8 must be kept for ten years, unsuccessful bid documents for three years, ,and bid
9 plans must be kept permanently either on paper or digitally. Ms. Hooker stated
10 the Village uses the Microsoft program Access as the data base for building
11 permit information which includes the permit number, address, owner, contractor,
12 subdivision, type of permit, deposit money. Mr. Wolfel stated the Village may
13 want to integrate some of this information into BAGIS as layers in the future.
14 Chairman Matuska asked if the new scanner would have the capabilities to
15 accommodate what we need? Building Officer Wolfel stated yes. Ms.Hooker
16 stated it would meet the immediate needs of the Village with the exception of
17 oversized color copying. Chairman Matuska asked how much of the Village still
18 needs to be built out? Building Officer Wolfel stated that there would be
19 approximately 20% of the Arboretum and 40 to 50% more for residential. Mr.
20 Wolfel stated that he felt the scanner is a tool we should have. Chairman Matuska
21 asked which files would be done first. Ms. Hooker stated that the official
22 permanent files, especially the ordinance, resolutions, and minutes would
23 probably be first and any files that can't be replaced. Mr. Wolfel suggested that
24 the back up for the scanned files should also be stored off premises in case of fire.
25 Chairman Matuska asked what the pricing would be to lease the scanner? Ms.
26 Hooker stated that the quotes they received were 3 years @ \$434/month or 4
27 years @ \$350/month. Ms. Hooker stated that the monthly price would include
28 toner but not paper. She suggested waiting for the completion of the expansion
29 and then doing a trial use of two scanners in the Village Hall. Chairman Matuska,
30 Trustee Stagno, and Mayor McCombie stated they would be in favor of doing a

1 trial basis to try out the scanners. Ms. Hooker stated that she would contact the
2 suppliers to see if they would be willing to do a trial so we can compare two
3 different models closer to the completion of the expansion and remodel so there
4 would be room to set them up.

5 6 **STAFF REPORTS**

7 Village Administrator Masciola explained the sanitary sewer pump expenditures.
8 Mr. Masciola stated that he has prepared a resolution that will be included in the
9 packet going out to the Trustees tomorrow regarding the Bartlett Road lift station
10 pump and the Wood Oaks Drive station pump. The repair for the Bartlett Road
11 station is \$30,465.00. The repair for the Wood Oaks Drive pump was \$6,050.00
12 and has been repaired, reinstalled, and is currently operational. The Bartlett Road
13 lift station pump will be back in service by Wednesday or Thursday. Mr.
14 Masciola stated that the \$7,000.00 was for the 10 horse power pump for the
15 Poplar Creek station which has been paid. Mr. Masciola explained that the job
16 quote for \$64,950.00 is for the cost to buy a new 85 horse power pump to be used
17 for the Bartlett Road lift station. Chairman Matuska asked if they purchase a new
18 pump, will it be installed and the current pump taken out for inspection? Mr.
19 Masciola stated yes. Mayor McCombie asked how old the pump was? Mr.
20 Masciola stated it was a little over two years old. Mayor McCombie asked how
21 long they normally last? Mr. Masciola stated ten to twelve years. Mayor
22 McCombie asked what the warranty would be on the spare pump that is not in
23 use? Mr. Masciola stated that it should be fine if the operator performs proper
24 monthly maintenance. Mr. Masciola stated that the suggestion was to buy a new
25 pump, put it in service when we get it, pull out the second pump, inspect it, and
26 see what it needs and have it reinstalled so we have two pumps. Chairman
27 Matuska asked what the cost would be to rebuild the 85 horse power pump with
28 no motor damage? Mr. Masciola stated that he did not have the breakdown for
29 the 85 horse power pump. Chairman Matuska suggested that if the cost was
30 feasible, they could set up a progressive maintenance program for the pumps. Mr.

1 Masciola stated that he can find out the cost for a maintenance program that
2 would be suggested for these pumps. Trustee Stagno stated that it had been
3 previously discussed to increase the pump running time which would send a
4 higher water level through the pipes and decrease the number of times the pumps
5 were running. Mr. Masciola stated that he will follow up on the matter.
6 Chairman Matuska stated that the main expense was the damage caused to the
7 pump when the seal failed and the motor was infiltrated with water. Mr. Masciola
8 stated that you must be very vigilant when you get a seal failure indicator light.
9 Chairman Matuska asked if they have a built in test equipment system at the
10 pump facility? Mr. Masciola stated that there is a feature in the pumps
11 themselves that if there is a problem, the pump should go into a fail mode in order
12 to avoid burning up the motor. Mr. Masciola stated the seals have a separate
13 monitoring system that goes back to the control board. Chairman Matuska asked
14 if there was a way to check to see if the system is working? Chairman Matuska
15 stated that if the system was not working, there should have been a warning given
16 in time to avoid extensive damage. Trustee Stagno stated that he felt there was
17 negligence on the construction and maintenance. Chairman Matuska asked Mr.
18 Masciola where he felt the system failed? Mr. Masciola stated that it depends on
19 when the first seal alert was detected. Mr. Masciola further stated that if the
20 failure was displayed, the utility operator should have reported it right away. Mr.
21 Masciola stated that he felt the seal failure was displayed and was not reported.
22 Trustee Stagno asked if the Village was getting the required weekly reports of
23 what was being done with the pumps? Mr. Masciola stated the Village was not
24 getting the weekly reports.

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26 Mr. Masciola left the meeting at 1:25 pm.

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28 **CLOSED SESSION - None**

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30 **OLD BUSINESS - None**

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NEW BUSINESS

Mayor McCombie stated that she had received price quotes ranging from \$950.00 to \$1,000.00 for a psychological evaluation exam for the Police Chief candidate. Mayor McCombie further stated that only 30 to 40% of the Villages that were contacted administered psychological evaluation exams to their Police Chiefs. Mayor McCombie asked for a consensus from the Board to see if such an expenditure would be necessary. After further discussion, it was the consensus of the Board that such an expenditure would not be necessary.

Chairman Matuska stated that the next Finance Committee meeting will be held Monday, March 10, 2014 at 11:00 am.

ADJOURNMENT

Chairman Matuska asked for a Motion from the Board to adjourn the meeting. Trustee Stagno made a Motion. Chairman Matuska seconded. By unanimous decision the meeting was adjourned at 2:05 pm.

Respectfully Submitted,

Christine Latoria, Secretary

These Minutes were approved this _____
day of _____, 2014.