

MINUTES OF A REGULAR BOARD MEETING OF THE MAYOR
AND BOARD OF TRUSTEES OF THE VILLAGE OF HARTFORD,
MADISON COUNTY, ILLINOIS HELD AT THE VILLAGE HALL,
HARTFORD, ILLINOIS AT 6:30 P.M. ON THE
18TH Day of July 2017

1. Call to order
 - A. Mayor Hickerson called the Village Board to order at 6:30 P.M.
2. Roll Call of Board Members
 - A. On roll call, the following trustees were present: Clinton Caldwell, Robert Cheatham, Heather Flanigan, Chris Fulkerson, Jamie Harrop and Michelle Prickett.
 - B. Also present were: Village Attorney Chris Donohoo, Police Chief Brandon Flanigan, Fire Chief Bill Owens, Bob Boyko, Christina Hayes, Beryl Kinder, Michael Goode, Belinda Lenon, Michelle Kaysen, Tom Miller, Jim Closson, Connie Caldwell, Linda Stufflebean, Marsha Moore, Daniel Geil, Gary Phillips, Darrell Workman, Danielle Workman, Jason Denton, Gina Lewis, Amy Harding, Tyler Timmins, and Village Clerk Chessie Brame.
3. Pledge to the Flag
4. Establishment of a quorum
5. Approval of the Minutes: 7/5/2017
 - A. On motion of Flanigan, seconded by Harrop, it was voted to approve the 7/5/2017 minutes as recorded by the clerk. Ayes: Caldwell, Cheatham, Flanigan, Fulkerson, Harrop and Prickett. Nays: None. Motion unanimous.
6. Report from Village Clerk
Nothing to report.
7. Report from Mayor Hickerson
 - CPA Bob Boyko of Donohoo, McCalley and Associates, reported on the Independent Auditor's report for the fiscal year ending April 30, 2017. Mr. Boyko stated that he received excellent support from Treasurer Sue Budde, as well as the rest of the staff at Village Hall. Mr. Boyko read through the Village of Hartford Economic Comparison. For the 5th straight year, the Village spent seriously more money than it took in. In 2016, the Village spent \$1,078,000.00 more than it took in. This past year (2017), the Village spent \$1,080,000.00 more than it took in, which is roughly 51% more expenditures than revenue. Mr. Boyko stated that the general fund had a short fall of \$271,773, but that water and sewer funds did well. Retirement, sanitation, recreation and tower funds had substantial negative fund balances, and TIF is spending more money than it takes in. On the good news front, Mr. Boyko did not see any signs of fraud or misappropriation of funds. Mr. Boyko stated that when he first started auditing Hartford, the Village had about \$7.2 million dollars in cash and investments. At the end of April 30th, 2017, the Village was down to \$2.9 million dollars in cash and investments. The Village took in 10% more revenue in 2017 than in 2016, but spent almost 7% more in 2017 than in 2016. Mr. Boyko stated that the general fund is the biggest fund and the hardest to be in the black. It funds things like the governmental administration, police, fire department, and some of the street repair, so it's hard to get enough money for the general fund. The general fund is in bad shape. In the last 5 years, it has always spent more money than it took in. The Village receives money from property tax, TIF tax, etc., but the Village needs every revenue service it has. As for the Village's total expenses, the Village has very little debt and Mr. Boyko stated that there was nothing that appeared to be an invalid expense or out of line with what municipalities do.
 - Michelle Kaysen of US EPA and Tom Miller of Illinois EPA gave a report on vapor recovery. Ms. Kaysen has been working on the project for about 7 years now. Mr. Miller has been

involved with the project since 2011 and his office is out of Collinsville. The EPA has been working on the plume underneath the Village for almost 12 years now. There are a lot of different moving parts associated with the contamination beneath the Village. The biggest moving part right now is the soil vapor extraction (SVE) system. That system protects the homes from the gasoline vapors entering the basements. SVE system is like a giant vacuum, in which it sucks the vapors out of the soil. Recently there have been 9 additional wells hooked up to the system where the EPA was finding consistently high vapors underneath some homes/structures. The additional wells are there to capture the vapors, relieve the pressure of the buildup underneath the home and divert the vapors from the basements so the vapors do not enter the homes. Time will tell in terms of how effective the new wells are, but they will perform to the best of their ability, and the EPA will continue to tweak the system and expand it as needed. The EPA oversees APEX with these projects, so the Village can always reach out to Michelle Kaysen or Tom Miller with questions or concerns. Mayor Hickerson asked what the anticipated time table will be for when some of the plots of land on the North end of town will be able to be rebuilt on. Ms. Kaysen responded by saying that the EPA doesn't have jurisdiction over that aspect regarding APEX so she doesn't really know. A resident asked if APEX might consider selling lots to neighboring owners. Ms. Kaysen said that she cannot answer what APEX will or won't do, but encouraged residents to pursue that interest with APEX. She mentioned that this project is really one of the most complex projects in the region, possibly the country. Mr. Miller mentioned that if APEX was willing to sell lots, there would probably be deed restrictions involved. It was also questioned if the EPA was overseeing the demo of the houses in town. Ms. Kaysen responded that the State is overseeing that process so if there is concern, there is a contact in Springfield that they can speak with. Trustee Fulkerson asked if the EPA will force APEX to get every drop out of vapor of the ground or at what point will the EPA deem the ground safe enough to at least start building the town back up. Ms. Kaysen said there is a really complex underground contamination so it would be very difficult to get every drop. The EPA is currently working on a final remedial frame work where they look at aspects like, how clean the vapors, soil and ground water will be, and how they will get there. It may never be pristine, but there will be a point to where it is safe. A question was asked regarding what real kind of danger the residents experience by living in this environment. Ms. Kaysen responded by saying that she thinks that the areas are remarkably controlled by the SVE system. The system works as a catcher's mitt to control the vapors. When there is an occurrence of vapors entering into the home, it is typically controlled within 1-2 days. Mr. Miller said that there is a standard setup that the Dept. of Public Health gives the EPA so if levels are too high, APEX will offer relocation until the vapors are under control. The EPA is constantly in communication with APEX to make sure the program is updated and that they keep the residents in mind. Chief Owens asked if the vapor system was the final solution or will it get to the point where chemicals will have to be put in the ground. Ms. Kaysen said that the SVE was never intended to be the final solution, but it was meant to stop vapors from getting into the homes. The EPA will be looking into different technologies that will address the deeper issues.

- Illinois Municipal League Risk Management Association Loss Control Specialist Jim Closson, made a presentation regarding the Village's coverage. IMLRMA covers the Village for worker's compensation and general liability and currently has 620 Illinois municipalities as members. Mr. Closson holds Public Works trainings, many of which are required by the State. He also does trainings and policy reviews for Police Departments. The Village's contribution for 2017 was \$161,000 and Hartford has been a part of the program since the beginning of 2002. IMLRMA will present a bill to the board in November for the renewal and a discount will be applied if paid early and in full. The Village needs to make sure to address worker safety and public liability exposures. Mr. Closson can provide Village inspections at no charge, which would expose any potential public harm and he would make recommendations to minimize accidents. For 2018, IMLRMA is offering a min-max program. In that program, if the Village has at least \$100,000 in contribution, IMLRMA can offer a discounted contribution amount and in return, they set a loss fund. If the Village exceeds the loss fund, additional billing would apply but if the Village stays under the loss fund amount, there would be about an 11% savings. Mr. Closson will run a 5-year report for the Village and present that option to the

Board. IMLRMA does not charge the Village for any extra services such as trainings, inspections, meetings, contract reviews, etc. IMLRMA's deductible is a flat \$500 which applies to equipment, fire, severe weather and such, but there is no deductible for worker's compensation or general liability.

- The Mayor stated that due to the change in ordinance numbers, the Board will wait until the August 1st meeting to vote on the ordinance regarding "Pour Licenses" with the change to 3 licenses.
- A. Change order request #1 was sent from Haier Plumbing in regards to extras added to the CSO pump station project contract. On motion of Flanigan, seconded by Fulkerson, it was voted to pay change order request #1 from Haier Plumbing for cleaning sewer on CSO pump station project in the amount of \$10,920.00. Ayes: Caldwell, Cheatham, Flanigan, Fulkerson, Harrop and Prickett. Nays: None. Motion unanimous.
- B. The Mayor moved the Board meeting to Executive session at 7:21 PM to discuss personnel. Mayor Hickerson called the Board Meeting back to order at 7:38 PM. On roll call, the following trustees were present: Clinton Caldwell, Robert Cheatham, Heather Flanigan, Chris Fulkerson, Jamie Harrop and Michelle Prickett.

8. Report from Attorney, Chris Donohoo
Nothing to report.

9. Report from Village Engineer, Cas Sheppard (Absent)
Nothing to report.

10. Report from Fire Department, Chief Bill Owens

- Chief Owens will be submitting a bill for \$474.00 for a backup system for their pagers.
- Chief Owens asked if there was any word yet on the possibility of the Fire Department hiring another firefighter. Mayor Hickerson said that the Village is still working on that.

11. Report from Police Department, Chief Brandon Flanigan
Nothing to report.

12. Report from Public Works Department, Doug Preston (Absent)
Nothing to report.

Report from Committees:

13. **Safety Committee (Harrop, Cheatham, Prickett)**

- Trustee Harrop asked that the Board hire Tyler Timmins as the new full-time patrolman. Trustee Harrop mentioned that he put Tyler's credentials in each Trustee's village mailbox. Mayor Hickerson stated that he sat in on the interviews for two very qualified potential candidates and the resume that Tyler presented was outstanding. The Mayor told Tyler that he looks forward to having him on the force and being an active member in our community. Trustee Caldwell asked why there was a secret meeting to hire Timmins. Trustee Harrop said the interview was not a secret meeting. Trustee Caldwell mentioned that prior Village of Hartford interviews had been held in closed meetings. Trustee Flanigan asked if those closed meetings were scheduled with posted agendas to which Trustee Caldwell responded that he couldn't say if agendas were posted or not. The Village attorney states that he has never heard of a closed meeting to interview someone. Typically the interview is given, and then that information is recommended to the Board, and then the Board votes. Mr. Donohoo said that if the Board wanted to go into closed session now to discuss the applicant they can, but he has never heard of where the entire Board would interview someone. Trustee Caldwell said it had always been the committee who goes over the applications, picks out the most qualified, and then conducted the interviews. Mayor Hickerson added that just because that may have been the way interviews were conducted in the past, does not necessarily mean it was handled the correct way. Trustee Flanigan added that currently the Village has no hiring process, and no uniform guidelines for hiring.

- A. On motion of Harrop, seconded by Cheatham, it was voted to hire Tyler Timmins as a full-time Hartford Police Department patrolman. Ayes: Cheatham, Flanigan, Fulkerson, and Harrop. Nays: Caldwell. Present: Prickett. Motion carried.

14. Ordinance Committee (Prickett, Harrop, Caldwell)

- A. On motion of Prickett, seconded by Fulkerson, it was voted to approve Ordinance 2017-O-309 establishing the Prevailing Wage Rate for 2017 in accordance with State law. Ayes: Caldwell, Cheatham, Flanigan, Fulkerson, and Prickett. Nays: None. Abstain: Harrop. Motion carried.

15. Public Works Committee (Fulkerson, Flanigan, Cheatham)

- Trustee Fulkerson discussed that the Village spent more than \$8,000 over budget last year in regards to landfill fees. More than \$1000 a quarter is spent on dump truck fees. The Village needs to find a way to do a service fee or charge the resident using the dump truck for the full dumping fee. Currently Public Works will wait until the dump truck is completely full before it is dumped, and then the Village pays the fee. Trustee Fulkerson's recommendation is to charge a service fee to help the Village get out of the red in regards to the landfill fees. Mayor Hickerson said that the way it had been done in the past was that the resident would sign a contract at the water dept, a truck would get scheduled as available and the resident would get charged a minimum of 1 ton. If the truck had 2 tons, then the resident would get charged 2 tons. The resident would then be billed for the dumping fees. The Mayor agrees that something needs to be done because sanitation is in the negative, greatly due to the empty houses and lots that are not contributing to the sanitation fees.

16. Public Utilities Committee (Cheatham, Caldwell, Fulkerson)

- A. A Water Conference will be held in Springfield in September. Two employees from the Water Department will attend and earn credits for obtaining their licenses while there. On motion of Cheatham, seconded by Caldwell, it was voted to approve to send 2 people to the Water Conference in Springfield in September at the approximate cost of \$590.00 (\$450.00 for Conference, and \$140.00 for 2 nights hotel stay). Ayes: Caldwell, Cheatham, Flanigan, Fulkerson, and Prickett. Nays: None. Abstain: Harrop. Motion carried.

17. Parks & Recreation Committee (Caldwell, Fulkerson, Flanigan)

Nothing to report.

18. Finance & Public Buildings (Flanigan, Prickett, Harrop)

Nothing to report.

19. Allowable claims against the Village

- A. Trustee Flanigan advised that the Village has vendor claims of \$94,550.51, plus payroll claims of \$44,863.92, for total claims of \$139,414.43. Trustee Prickett questioned a bill paid to Chief Flanigan. Chief Flanigan explained that it was a donation that was given to the Police Department in Chief Flanigan's name, so that he could purchase equipment with it. On motion of Flanigan, seconded by Caldwell, it was voted to pay the allowable claims against the Village in the total amount of \$139,414.43. Ayes: Caldwell, Cheatham, Flanigan, Fulkerson, Harrop and Prickett. Nays: None. Motion unanimous.

20. Citizens Comments

- A resident questioned as to what is being done with the old Laundromat in town. Mayor Hickerson said that the owner of the building, Mr. Miller, was in the process of moving everything out to sell it. Mr. Miller was asked to clean up the grass/weeds around the building as well.
- It was also questioned why the Board wasn't given the opportunity to interview, ask questions, or at least meet the people applying for the police department. Mayor Hickerson responded by saying that it was a very thorough process and that the Chief of Police asked the interviewees some very good questions. Mayor Hickerson mentioned that the interview could have been conducted with just him and the Chief of Police but they chose to include the Safety

Committee chairperson. The Attorney agreed with the Mayor that it would have been fine for just the Mayor and Police Chief to hold the interview and then make a recommendation to the Board. Then if the Board wanted to go into closed session to discuss it they could. The Trustees had access to the applicant's resume/certificates and Trustee Fulkerson mentioned that the Board was given the chance to question both the Mayor and Police Chief before the Board meeting. Officer Dan Geil stated that he has worked with Tyler Timmins before and would be more than happy to work with him again. Officer Geil said he has total faith in him. Mayor Hickerson said he wants a Police Department where everybody works to cover each other's back and everybody gets along. He wants a Public Works Department like that too and he mentioned that he feels like we have a City Hall that is like that, and that is how the Village gets things done. Mayor Hickerson stated that Tyler Timmins knows the area, knows the computer system, and he has worked in Roxana for years. Mayor Hickerson also asked how often would we get the opportunity to hire a Police Chief as a Hartford patrolman? Mayor Hickerson feels we are very fortunate and he thinks Tyler will prove that to the Village. Chief Flanigan added that when he was hired, the Mayor, Lt. Grigg and the Public Safety Director were the only 3 people involved with his interview. The interviews for Officer Geil and Officer Asbury were conducted that same way as well.

- Another resident questioned what Trustee Flanigan meant by the Village not having a hiring process. Trustee Flanigan expressed that she would like to create an ordinance for a hiring process that would include going out for applications, posting the notice for employment, process for having interviews, etc.
- Trustee Fulkerson was asked what the current dumping fee is that the Village is charged. Trustee Fulkerson responded that the charge is per ton, but there is also a MFT charge and service fees, but he did not have an exact rate at that time.
- A resident on W. 6th Street expressed concern that people were running the stop sign on her street and tickets need to be written to those running that stop sign. Mayor Hickerson addressed the comment to Chief Flanigan. Chief Flanigan mentioned that he was just parked on that street a couple days ago to patrol.

21. New Business from the Board

- Trustee Prickett made a comment regarding the ordinance that was to concentrate on the change in number of Class "D" liquor licenses. She read a statement that addressed voting with personal interest in question. Trustee Prickett stated that she is employed by the competitors, so she feels that she should abstain from the vote in that situation. Mayor Hickerson responded by saying that if a vote could cause the Village to lose out on thousands of dollars in revenue, then you would not be representing the entire town. The Mayor feels that by being an elected official, you have to put things aside and vote for what is best for the Village. A discussion was held amongst the Board with regards to the situation. In Mayor Hickerson's opinion, he feels that if someone can't vote efficiently for the people that elected them, then they should resign from the Board. Trustee Prickett said that she can vote efficiently, stating that she abstained in that situation and felt it was wrong to be urged to vote differently because the vote does affect her job and income. Mayor Hickerson mentioned that he felt that Trustee Prickett often brings up things that aren't pertinent to the meetings, such as the questioning the purchase for coffee and business cards at a past meeting. Mayor Hickerson would like to have it on record that from now on, he will be paying for coffee so that no one can complain. He is also making a large donation to the Halloween parade because the Village does not have the money. Mayor Hickerson stated that he is not Mayor for the pay, but that he is a servant for the people that elected him. He also mentioned that by questioning the engineering bills, he has saved the Village \$12,750.00 in just the last couple months. The Village needs to watch spending that shouldn't be spend, and bring revenue in so that the Village doesn't go under.

22. The meeting was adjourned at 8:07 PM.

James F. Hickerson
Village President

Village Clerk, Chessie M. Brame