

VILLAGE OF SAYBROOK
MEETING MINUTES
MONDAY MARCH 12 2007

Mayor Ron Stauffer called the regular meeting of the Saybrook Village Board to order at 7:02 p.m. In attendance were Chad Benjamin, Craig Horsch, Patrick Lewis, Charlie Morris, Jim Gravitt, and Ron Burgess.

Minutes:

Chad motioned to accept the February 12th meeting minutes as presented, Patrick seconded, motioned carried 6-0.

Guests:

Linda Hunt addressed the board with concerns regarding no pets/no dogs being allowed in the Village Park and questioned why a village trustee is allowed to walk their dog in the park. The mayor addressed this by saying that addressing these types of violations will soon become easier when the police substation is located in the Village Hall. At which time the village will have common law ordinances which can be addressed by the officer located in the village.

Maintenance Report:

Geno was unavailable for a report.

Committee Reports:

Finance:

Chad discussed proposed budget, noted it could be an interesting year due to the unknowns with utility rates. Salaries were not changed; a 10 % increase was made to postage, due to an expected rate increase; this reinforces the decision made to leave the village water billing on a quarterly basis; a 10% increase was made to the police/infrastructure fund; utilities were increased 20%, Ameren no longer provides a municipal rate; maintenance and repair was increased 10%; legal/fees remained, Chad noted that a lot was accomplished this year within the budgeted amount and hopes that similar accomplishments can be made in the coming year, within the same budget amount; office supplies and insurance were also increased 10%; the road bridge fund was increased slightly; other items remain the same or with a slight increase. The result is basically an overall 10% increase, with the exception of salaries the proposed budget is \$128,000. Chad also commented that the General Fund would need to loan the water fund money for work at the Pump House (approximately \$7,000 - \$15,000) and for lining and painting of the water tower (approximately \$10,000). Chad asked that the trustees review the proposal and email or call him with any suggestions or concerns and be prepared to discuss and approve at the April meeting.

Parks & Civic:

Charlie reported, no rentals; Greg is attempting to repair a broken door lock and may need to contact Streenz for help; also Greg will be doing some minor painting inside the building and the doors.

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Utilities:

Ron B. distributed two listing with delinquent water customers. The first list identified 30 customers who were delinquent more than one billing cycle. The total amount due from these customers is \$4,909.17. Letters will be mailed to these customers that will indicate a 'shut-off' date.

The additional list identified 40 customers who were delinquent for the past billing cycle only (Feb 2007). A reminder letter will be sent to these customers followed in 14 days by a shut off notice. The total amount due from these customers is \$1,275.23.

The total open balance for unpaid water billing is \$6,184.40.

No report, however Chad mentioned that the village should consider the possibility of insulating the Village shed.

Streets & Sidewalks:

Ron B. reported that he had discussed with Geno the need for some fill work that needs done on Lawrence and Jensen St. Ron also pointed out that the culvert at Jackson & East St near the Carl Martin property was in dire need of being replaced. Other culverts also needing attention are located at the corner of Jefferson and Lincoln St and Oak and Walnut St.

Charlie asked about the rock that was supposed to be put in down at the Community Center, it was noted that the board had requested that Geno get a semi load of rock.

Ordinances:

Some discussion took place regarding state mandated and 'common law' ordinances, the village may want to share the cost of updating ordinances with other local villages. The village of Arrowsmith also uses Miller Hall & Triggs as their attorney this may be a starting point. At the Sheriff's meeting 'common' ordinances were discussed as an important issue that needs to be addressed. The use of state mandated/common law ordinances will ease enforcement by the Sheriff's deputy once the sub station is operational.

EMA (Emergency Management Agency)

- **Standby Generator:** Larry Sosamon presented bids for an emergency generator. A bid from William Masters Inc of \$6,445 and one from Midwest Equipment for \$4,698. An additional \$253.98 would be needed to purchase a propane tank from Hicksgas. Chad made a motion to accept the bid from Midwest Equipment and to purchase the tank, not to exceed \$5,000 for equipment and installation. Jim seconded motion carried 6-0.
- Larry also showed the village some vest that he had purchased for use by the EMA and would expect reimbursement when the village EMA funds had been allocated. Chad mentioned that the board had set aside \$1,500 to start purchased items of immediate need; Larry pointed out that the bill will be sent to the village for payment.

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- Along with this report, Chad commented on the ISO rating of the village and mentioned that when we get an engineering firm, we need a current map of our water system. Also mentioned that flushing of hydrants is needed and overall for a town of our size water pressure was good and our water supply system would be considered above average.

Old Business:

- **Sub-Station:** Several trustees attended the mayor's meeting on February 21st at the McLean County Law and justice center at which the Sheriff discussed the sub station. The process of hiring an officer to be place in the substation office is currently underway. Verizon will need to be contacted to get a dedicated phone line and DSL line for computer in the substation office.
- **Medical Office:** Gibson City Hospital is remains interested, the village needs to identify a location, and Patrick will continue to review options.
- **Community Center Repairs:** Jim presented a short bid write up from several bid options he received for proposed work at the Community Center, which includes furnaces, improved lighting and painting (no windows). Jim noted that all person presenting bids had proper insurance and licenses. Chad's response was that work at the Community Center would need to be put on hold pending approval of next year's budget. The mayor also asked that Jim get a bid from Streenz's and that trustee's should try to keep business in our community when possible and should at minimum get a bid from Saybrook contractors.
- **Pump House Water lines:** Some discussion was held on the actual needs. Most water lines and all bolts should be replaced, based on the type of line and bolts used the cost could be anywhere from \$5,000 - \$20,000. Larry & Geno are to review what exactly needs done and a concrete bid is needed. This will be discussed at the April meeting.
- **Mowing Bids:** The need to hire someone to mow was discussed. Paying minimum wage was discussed; Chad discussed with village insurance, the person should be an adult and be included in the work comp insurance. The cost of this part time employee for mowing work only might be about \$4,900, which includes 3 days @ \$8 per hour for 26 mowing weeks. This topic will be discussed again in April.
- **Sewage at Wilbur Residence:** Jim G reported that the family is moving and water could be shut off to this residence.

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New Business:

- **Updated phone service and voice mail box:** Ron reported on a new program Verizon is offering which includes unlimited local calling for \$27 a month for a 1 year period. Chad made a motion to change to the \$27 plan and get the voice mail box, Ron B seconded motion carried 6-0.
- Ron also noted that the village could get a voice mail box which would hold 30 messages for \$4.95 per month and an initial set up fee of \$15.00 with a one year contract. Charlie made a motion to request the voice mail box, Ron seconded, and motion carried 6-0.

Public Comments on Non Agenda Items: None

Payment of Bills: Craig made a motion to pay bills as presented, Charlie seconded, and the motion carried 6-0.

With no other topics for discussion the meeting was adjourned at 8:34 p.m.

Respectfully Submitted,
Linda Burgess