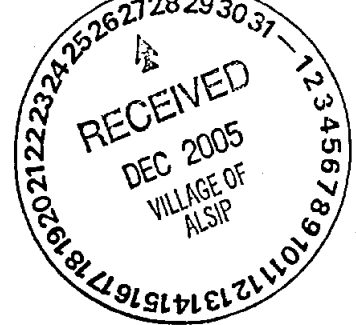


VILLAGE OF ALSIP
MINUTES OF
BOARD OF TRUSTEES BOARD MEETING
December 19, 2005



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5
6 Mayor Kitching called the Committee meeting to order at 7:30 p.m. Clerk Venhuizen called the
7 roll. Present: Trustees Castaldo, Ceretto, Quinn, Collins, Shapiro, and Graczyk. Also present
8 Mayor Kitching, Clerk Venhuizen and Attorney Todd Hayden.

9
10 Mayor Kitching led the Pledge of Allegiance.

11
12 MAYOR'S REPORT

13
14 Mayor Kitching reported the Humanitarian Service Award was given to Fire Department
15 employees David Fuerst and Andrew Hufnagl. Humanitarian Service Awards are given to
16 individuals that supported the Hurricane Katrina response and recovery effort in September and
17 October of 2005.

18
19 Mayor Kitching appointed Greg Palumbo as Finance Director/Treasurer.

20
21 CLERK'S REPORT

22
23 Clerk Venhuizen presented the IDOT November 2005 report allocating \$51,588.63 MFT funds
24 to the Village of Alsip.

25
26 Clerk Venhuizen requested authorization to hire Sharon McDowell as Deputy Clerk to replace
27 retiring Deputy Clerk Beverly Morrey.

28
29 ATTORNEY'S REPORT – no report.

30
31 ENGINEER REPORT – no report.

32
33 FINANCE REPORT

34
35 Trustee Ceretto presented: a) a list of bills dated December 19, 2005 totaling \$1,059,720.29;
36 b) Tax Levy Ordinance reflecting an increase of 2.2%; c) nine Bond Abatement Ordinances;
37 d) authorization to pay Beverly Morrey time due for hours worked and approved by Clerk
38 Venhuizen during the transitional training of the new Deputy Clerk.

39
40 Trustee Ceretto reported on the approval procedure for all Village bills that has proven to be a
41 good check and balance system; department head reviews and approves then Trustee Ceretto as
42 Chairman of the Finance Committee reviews and approves and then the bills are forwarded to the
43 Treasurer. The procedure for approval of time cards is the supervisor approves, the respective
44 committee chairperson approves, then Trustee Ceretto spot checks. Trustee Ceretto reported
45 recently an error was detected in calculation of hours worked for a Village employee, which was
46 brought to the attention of the Mayor. Subsequently, Trustee Ceretto was informed that this
47 particular time card will be sent directly to Greg Palumbo, bypassing the Finance Committee.
48 Trustee Ceretto questioned why the check and balance procedure was changed for one employee,
49 and Mayor Kitching responded he will take full responsibility and sign the card.

50
51 Trustee Quinn reported the Village Board has to approve all bills and time cards, and no one has
52 the authority to sign off on any bill without approval of the Board, and the attorney concurred.

53
54 FIRE DEPARTMENT REPORT

55
56 Trustee Collins presented a thank you letter from Frank D. Hiter commending Fireman Robert
57 Ricker for conducting the special NIMS training session.

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66
67 POLICE DEPARTMENT REPORT
68

69 Trustee Ceretto presented: a) Police Department November 2005 Activity Report; b) request to
70 accept proposal from Sarge's Range Service for cleaning of the Police Department firing range at
71 a total cost of \$1,655.00; c) request to accept proposal from Sarge's Range Service to perform an
72 air quality survey for lead at the Police Department firing range at a total cost of \$655.00;
73 d) request from Officer James McGreal for authorization to convert his current 2005-2006
74 vacation selections into sick days (CBA 14.3) and nine scheduled vacation days be carried over
75 into the 2006-2007 fiscal year (CBA 9.2); and a letter of recognition directed toward Officer
76 Brian VanKuiken from Police Chief Dalzell.

77
78 Trustee Quinn asked if negotiations had started with the FOP, and the response was no.

79
80 PUBLIC WORKS DEPARTMENT REPORT - no report.

81
82 BUILDING DEPARTMENT REPORT
83

84 Trustee Shapiro presented: a) the Building Department monthly reports for October and
85 November and b) request to hire a part time Electrical Inspector.

86
87 HEALTH & POLLUTION
88

89 Trustee Ceretto asked that the request to change the part-time Health Inspector position to a full-
90 time position be withdrawn from the consent agenda.

91
92 SEWER & WATER
93

94 Trustee Quinn reported no further information is available on the repair of Truck #43.

95
96 LICENSE REPORT
97

98 Trustee Graczyk presented a list of licenses dated 12/12/05.

99
100 PLANNING & ZONING REPORT - no report.

101
102 REPORTS OF SPECIAL COMMITTEES
103

104 VILLAGE PROPERTY
105

106 Trustee Castaldo requested authorization to contract with EEMS for snow removal at Heritage II
107 at \$100 per hour with no hourly minimum.

108
109 INSURANCE COMMITTEE - no report.

110 ORDINANCE & LEGISLATION - no report.

111 LOCAL IMPROVEMENT REPORT - no report.

112 BOAT LAUNCH - no report.
113

114 PRESENTATIONS, PETITIONS, COMMUNICATIONS - none.
115

116 CONSENT AGENDA
117

118 Trustee Ceretto requested removal of Item K, Clerk Venhuizen corrected Item F to read nine Tax
119 Abatement Ordinances; and Trustee Quinn requested removal of Item W.
120 Motion by Trustee Collins to approve the modified Consent Agenda; seconded by Trustee
121 Graczyk. All in favor; none opposed. Motion carried.
122
123
124

125 Board of Trustees meeting
126 December 19, 2005
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128
129 Clerk Venhuizen read the following items remaining on the Consent Agenda:

- 130 A. Approval of minutes of the Board meeting of December 5, 2005.
- 131 B. Approval of minutes of the Committee meeting of December 12, 2005.
- 132 C. Acceptance of November 2005 IDOT MFT report.
- 133 D. Approval of a list of bills totaling \$1,059,720.29.
- 134 E. Approval of a Tax Levy Ordinance reflecting a 2.2% increase. Ordinance 2005-12-5.
- 135 F. Approval of nine Tax Abatement Ordinances.
 - 136 Ordinance 2005-12-6 abating Bond 1993D.
 - 137 Ordinance 2005-12-7 abating Bond 1994A.
 - 138 Ordinance 2005-12-8 abating Bond 1996.
 - 139 Ordinance 2005-12-9 abating Bond 1997A.
 - 140 Ordinance 2005-12-10 abating Bond 1998.
 - 141 Ordinance 2005-12-11 abating Bond 1999.
 - 142 Ordinance 2005-12-12 abating Bond 2000.
 - 143 Ordinance 2005-12-13 abating Bond 2002.
 - 144 Ordinance 2005-12-14 abating Bond 2003A.
- 145 G. Approval of a Resolution appointing Liz Gonzalez as the Village's IMRF agent.
146 Resolution 12-R-1.
- 147 H. Approval of a Resolution authorizing the Mayor and Clerk to sign the appropriate
148 documents needed to establish VALIC as an approved 457 retirement account at no
149 cost to the Village. Resolution 12-R-2.
- 150 I. Approval of an Ordinance amending the Salary Ordinance for the new Deputy Clerk
151 position. Ordinance 2005-12-15.
- 152 J. Authorization to pay Beverly Morrey for time due for all hours worked during the
153 transitional training period for the new Deputy Village Clerk.
- 154 K. Removed.
- 155 L. Authorize the creation of the position of Staff Accountant.
- 156 M. Acceptance of letter of recognition to Deputy Chief Walsh from Frank Hiter.
- 157 N. Acceptance of the November 2005 Police Department Activity Report.
- 158 O. Approval to accept a proposal from Sarge's Range Service, Des Plaines, IL, for
159 cleaning of the Police Department firing range at a total cost of \$1,655.00.
- 160 P. Approve to accept a proposal from Sarge's Range Service, Des Plaines, IL, to perform
161 an air quality survey for lead at the Police Department firing range at a cost of
162 \$655.00
- 163 Q. Authorization for Officer McGreal to convert his current 2005-2006 vacation
164 selections into sick days and carry over his nine scheduled vacation days into the
165 2006-2007 fiscal year.
- 166 R. Acceptance of letter of recognition directed toward Officer Brian VanKuiken.
- 167 S. Acceptance of Building Department monthly reports for October/November 2005.
- 168 T. Authorization to hire a part-time Electrical Inspector.
- 169 U. Removed.
- 170 V. Approval of a list of licenses dated 12/12/05.
- 171 W. Removed.
- 172 X. Accept committee reports as presented.

173 Motion by Trustee Collins to accept the Consent Agenda as presented; seconded by Trustee
174 Graczyk. Roll#1: Ayes: Trustee Castaldo, Ceretto, Quinn, Collins, Shapiro and Graczyk.
175 Motion carried 6-0.

176
177 Discussion of items removed from Consent Agenda: Item K – Appointment of Greg Palumbo as
178 Finance Director/Treasurer. Trustee Ceretto noted that appointments need Board ratification, and
179 asked if dismissals also need Board ratification. Mayor Kitching responded no. Trustee Ceretto
180 requested that Mr. Palumbo be appointed as Acting Treasurer. Trustee Ceretto reported that the
181 Finance Committee was not properly notified prior to dismissal of an employee from the Finance
182 Division, and asked if there were any remediation efforts. Mayor Kitching responded there were
183 remediation efforts. Discussion followed. Mayor Kitching referred to an Ordinance granting the
184 Mayor the right to bring up any item at any time for Board consideration. Attorney informed the
185 Board the Mayor has the authority to remove someone from an appointed position without
186 approval of the Board.

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190
191

192 Trustee Ceretto felt that when one person holds both the Finance Director and Treasurer
193 positions the check and balance system is eliminated.

194

195 Motion by Trustee Ceretto to appoint Greg Palumbo acting Treasurer until a final decision is
196 made; seconded by Trustee Quinn. Roll #2: Voting "aye": Trustees Castaldo, Ceretto, Quinn,
197 Shapiro and Graczyk. Voting "nay": Trustee Collins. Motion carried 5-1.

198

199 Item U: Motion by Trustee Castaldo to table the request to make the part-time Health Inspector
200 position to a full-time position for further discussion in executive session; seconded by Trustee
201 Collins. All in favor; none opposed. Motion carried.

202

203 Item W: Trustee Castaldo revised the wording to remove "with plow truck."

204

205 Motion by Trustee Castaldo to approve the contract with EEMS for snow removal at Heritage II
206 at \$100 per hour for bobcat for snow removal from Heritage I with no hourly minimum;
207 seconded by Trustee Quinn. Roll #3: Voting "aye": Trustees Castaldo, Ceretto, Quinn, Collins,
208 Shapiro and Graczyk.

209

210 UNFINISHED BUSINESS

211

212 Trustee Quinn asked about negotiations with developer and Park District for property owned by
213 the Park District. Mayor Kitching responded this item is too premature to discuss by request of
214 the developer.

215

216 Attorney Hayden recommended a vote to approve the hiring of the Deputy Clerk.

217

218 Motion by Trustee Quinn to authorize hiring Sharon McDowell as Deputy Clerk; seconded by
219 Trustee Graczyk. Roll #4: Voting "aye": Trustees Castaldo, Ceretto, Quinn, Collins, Shapiro and
220 Graczyk. Motion carried 6-0.

221

222 NEW BUSINESS – None.

223

224 ADJOURNMENT

225

226 Motion by Trustee Collins to adjourn; seconded by Trustee Graczyk. So moved at approximately
227 8:25 p.m.

228

229

230

Respectfully submitted,

231

232

233

234

Deborah Venhuizen
Village Clerk, Alsip, Illinois

235