

The Seneca Village Council held a regularly scheduled council meeting at Seneca Village Hall on April 17, 2018 at 7:00 pm.

Roll Call: Present: Applebee, Olson, Timmons, Barla, Spicer  
Absent: none

A motion was made by Comm. Olson and seconded by Comm. Applebee that the Council approves the April 3, 2018 council meeting minutes as presented.

Roll Call: Ayes: Olson, Applebee, Barla, Timmons, Spicer  
Nays: none

A motion was made by Comm. Barla and seconded by Comm. Olson that the Council approves the March Treasurer's Report, payroll & payment of bills as presented.

Roll Call: Ayes: Barla, Olson, Timmons, Applebee, Spicer  
Nays: none

Seneca Business Spotlight presentation:

Communications, Petitions, Reports and Additional Agenda Items:

1. Mr. Jeff Eberhard provided a presentation to the council regarding micro food pantries. He explained the pantry would be a means for anyone wishing to drop off non-perishable food or toiletry donations for the needy. Consensus of council was to have Commissioner Olson obtain on a Seneca location for such pantry.
2. Mr. Mark Solak, Grundy County Chamber of Commerce gave a presentation regarding the yearly community guide publication. It was consensus of council to purchase an eighth page ad at a cost of \$200.00.
3. Mr. Ray Meglan, Police Chief read a retirement speech of appreciation to the village council for their support over the 37 years of his employment with the Village of Seneca. Mayor Spicer and Comm. Applebee congratulated Ray for his dedication to the Village. Cindy Meglan read a speech regarding her thoughts. Commissioner Applebee announced a community reception will be held on May 27, 2018 from 3:00 pm – 6:00 pm at the Seneca High School on behalf of Chief Meglan.

Old Business:

Public Property Timmons:

Commissioner Timmons congratulated Chief Meglan and his wife on his upcoming retirement. He also gave an overview on the 187 West Union Street / West Lincoln Street sewer project. Comm. Timmons stated that it was determined that a resident on West Union Street was not connected properly to the sewer main but was being charged for sewer; and three adjacent

homes on West Lincoln Street were on private septic systems. A letter was sent to the owners of 187 W. Union Street on May 30, 2017 with a proposal that the village run a branch line to the residents on West Lincoln Street who were currently on a septic system. In addition, he requested a ten foot permanent public utility easement along the east property boundary of their lot as well as a temporary five foot construction easement which would have been removed once the project was completed. It was explained to them that they were required to connect to the sanitary sewer line and that the customary tap-on fee for sewer tie-in is \$1,250.00 which would be waived. It was stated that the cost of connecting their home to the village line was the homeowner's responsibility. Comm. Timmons indicated in the letter to the homeowner that village staff would need to inspect and approve the connection at no cost to the homeowner. Comm. Timmons also stated to the homeowner that he would waive the sewer fees for a two year period in order to facilitate this connection. In addition, Comm. Timmons stated that the homeowner rented a portable toilet at their residence during project totaling a cost of \$808.00. Comm. Timmons stated he would like to reimburse the homeowner for the portable toilet cost. In addition, he indicated he wished to put the entire amount that the homeowner previously paid for sewer as a credit on their existing water account minus the \$1,250.00 tap on fee. Comm. Barla stated he felt that the entire amount the homeowner paid for sewer with tap on fee removed should be refunded to the resident and a sewer fee should be put onto the water bill forward.

The agenda item of 166 West Lincoln Street discussion was held next. In this situation, the homeowner was presented a letter on May 30, 2017 from Comm. Timmons indicating a proposal. The homeowners were on a septic system and the village was proposing to run a branch sewer line which would require them to connect to the sanitary sewer line. The letter included the following information: that the village requested a ten foot permanent public utility easement along the west property boundary of their lot. Legal costs for the preparation and filing of the easement would be the responsibility of the village. A five foot temporary construction easement would also have been needed and removed once the project was completed. The tap-on fee of \$1,250.00 would be waived during a six month time period as well as one year sewer fee waived. It was stated that the homeowner would be responsible for the cost of connecting their home to the village line, but that the actual connection must have been inspected and approved by village staff at no cost to the homeowner. By ordinance, abandoned septic systems are required to have the tank pumped and filled with clean bank gravel or dirt and was stated it must be followed at time of connection. Comm. Timmons offered to have the village pump the tank at no cost. Comm. Timmons stated this homeowner did not comply with the proposal and at this time the home remains on septic. He indicated he would like to send a letter stating to the homeowner as of May 1, 2018, they have 60 days to comply and pay the \$1,250.00 tap-on fee. Consensus of council was to proceed with a follow up letter to the resident of this nature.

Next topic of discussion was 184 West Lincoln Street, homeowners Frank and Allysyn Harders were present at the council meeting. Comm. Timmons stated that a letter was previously sent to homeowners proposing to run a sewer branch line which would require them to connect to the sanitary sewer line. The proposal to them by Comm. Timmons was that the village

requested a ten foot permanent public utility easement along the south and east property boundaries of their lot. Legal costs for preparation and filing of the easement would be the responsibility of the Village of Seneca. A five foot temporary construction easement would be needed and removed once the project is completed. The tap-on fee of \$1,250.00 would be waived during a six month period and the homeowner would be responsible for the cost of connecting their home to the village line. It was also stated the connection would be inspected and approved by village staff at no cost to the homeowner. Comm. Timmons stated he would waive the sewer fees for one year if they completed the hook up during the construction when the trench was open. Also, by ordinance, abandoned septic systems are required to have tank pumped and filled with clean bank run gravel or dirt and was stated it must be followed at time of connection. Comm. Timmons offered the village would pump the tank at no cost but it would be the responsibility of the homeowner to have the tank filled properly. Commissioner Timmons stated that the proposals were presented to the neighborhood as a package deal, asking for easement from each. Mr. Harders indicated that he received the letter of May 30, 2017 and granted easement, tied in to sewer system and paid for his portion of the connecting their home to the village line. Attorney Russo stated he had reviewed the letter and that the intent was that all neighbors grant easement to the village for the project, because not everyone complied with the initial request the village had to find other means to complete the project which incurred extra costs in doing so. Mayor Spicer indicated he had not have knowledge about the letters to the homeowners until yesterday's date. Comm. Barla stated he would like to discuss this further and take time to formulate an answer for homeowners.

Mr. & Mrs. Michael Marchiando, homeowners of 175 West Lincoln Street were present at the meeting, they had previously received a letter from Comm. Timmons dated May 30, 2017 relating to the same sewer project. Mr. Marchiando read his letter from Comm. Timmons: As a follow up to our discussion on Friday, May 26, 2017, I have the following. The Village of Seneca is planning an extension of a sanitary sewer line from West Union Street to West Lincoln Street. Once this project is complete, a manhole will be established in front of your home. By Village ordinance, you are required to convert from your septic system to public sanitary sewer system within six months. Since your system is fairly new with a recent cleaning, I am willing to extend the connection requirement to five years from the completion of the manhole construction. I am also willing to waive the \$1,250.00 tap on fee during this time period. At the end of five years, this offer expires. I will also waive the monthly sewer charge during the first three years if you connect at the time of manhole installation. If you are not connected at the five year expiration, you will be required to do so at your expense including the tap on fee. Also, if you sell your home during this five year period and you are not connected, you will be required to connect to the system prior to sale. Abandoned septic systems are required to have the tank pumped and filled with clean bank run gravel or dirt. This must be done at time of connection. If you connect at the time of construction, the village will pump the tank at no cost. It will be your responsibility to have the tank filled properly and the village will inspect the system at no cost. Mr. Marchiando stated he informed the Village Clerk initially that he wished to tap-on, and he felt the tap-on fee should be waived and the septic tank should be pumped by village staff as indicated in the letter. Comm. Timmons stated that the letters were presented to the neighborhood as a package deal.

Streets Olson:

Comm. Olson presented the item of employee internet usage policy. He felt that a policy should be in place to address the consequences of employees and/or village council using social media expressing negativity about village business. In order to facilitate the creation of said policy, he offered to create a committee of one department head from each department as well as one commissioner. Comm. Barla stated that Attorney Russo had provided information pertaining to the subject as of yesterday's date, and that although he is not opposed to the committee formation, he felt each employee should receive a copy and give their thoughts individually. Comm. Applebee commended Attorney Russo for providing his insight for the employees to review.

Public Affairs Mayor Spicer:

Mayor Spicer stated that on April 11, 2018 the Plan Commission held a public hearing regarding the minor subdivision of property owned by the Seneca Grade School District 170. The property in question is located at 354-358 South Market Street, Seneca and it was unanimously approved by the Plan Commission. No questions were presented.

A motion was made by Comm. Olson and seconded by Comm. Applebee that the council adopts ordinance #18-05, approving a minor subdivision at the request of the Seneca Grade School District #170.

Roll Call: Ayes: Olson, Applebee, Timmons, Barla, Spicer  
Nays: none

Plan Commission indicated to Mayor Spicer they wished for Melissa Klicker to be appointed to their board. No questions were asked.

A motion was made by Comm. Olson and seconded by Comm. Barla that the council appoints Melissa Klicker to the Plan Commission with term ending April, 2020.

Roll Call: Ayes: Olson, Barla, Timmons, Applebee, Spicer  
Nays: none

New Business:

Public Property Timmons:

Comm. Timmons stated he had received pay estimate #1 in relation to the Crotty Park – Walnut Street Water main Improvement project. He indicated that in relation to the project, the

disconnection of old services is to be completed and upon optimal weather, landscaping will be performed. No questions were asked.

A motion was made by Comm. Timmons and seconded by Comm. Barla that the council approves pay estimate #1 to Brant Excavating, Inc. for \$49,452.93 out of the Water Department.

Roll Call: Ayes: Timmons, Barla, Olson, Applebee, Spicer  
Nays: none

In conjunction with the upgrading of the water meter project, additional meters were purchased at a cost of \$12,690.00. It was stated that there are approximately 121 meters remaining to be changed.

A motion was made by Comm. Timmons and seconded by Comm. Applebee that the council approves an expenditure of \$12,690.00 to Ferguson Waterworks split out of the Water & Sewer Departments.

Roll Call: Ayes: Timmons, Applebee, Olson, Barla, Spicer  
Nays: none

On the agenda item of discussion of 123 N. Hossack Street, Comm. Timmons stated the land is contiguous to the maintenance garage and felt that potentially at a later date expansion of that property may ensue therefore he would like to research whether the current owners would be interested in separating the property for village to purchase a portion. Mayor Spicer indicated he had originally given each council member a copy of the initial letter from seller's attorney, and since no one from the council had responded he told attorney that village was not interested. Comm. Olson and Barla both stated that if property owners are willing to split property, the council should look into it. Attorney Russo stated the property in question is approximately four acres and Comm. Timmons stated he felt the village would be interested in approximately one acre. Attorney Russo will contact seller's attorney to ask whether they would be interested in the proposal.

Streets Olson:

Comm. Olson stated that he would like to submit the 2018 Motor Fuel Tax resolution to the Illinois Department of Transportation for their approval. No questions were presented.

A motion was made by Comm. Olson and seconded by Comm. Applebee that the council adopts Resolution #548 for Street Maintenance under the Illinois Highway Code.

Roll Call: Ayes: Olson, Applebee, Timmons, Barla, Spicer  
Nays: none

Comm. Olson stated that Brookfield Estates subdivision was started but never completed; consequently, he asked that engineer Casey McCollom provide the village with a punch list of items to be corrected by the developer. Currently, there are no street lights and the road has not been completed according to Comm. Olson. Mr. McCollom stated since the approval of the subdivision occurred in 1996, street standards have changed from a 2" asphalt design to between 3-3 ½" Mayor Spicer indicated that the developer had not completed their portion and Comm. Barla asked whether there was a time line for said developer for completion. Comm. Olson stated that the village is not in a position to help the developer financially and Mayor agreed that the council should not utilize village funds for said purpose. Mr. McCollom indicated that the village should share the punch list with the developer.

Discussion was held on the subject of budget discussion and/or approval of fund transfer to street department. Comm. Olson stated he would like to see improvements to the following streets this year: West Union, West Lincoln, Douglas and Crotty to Route 170, Crotty to RR tracks, West Scott, North limit of Cash Street and Bruce Street. He estimated that approximately \$258,000.00 would be needed for the street repairs. He announced that currently, there has been \$50,000.00 allocated by Motor Fuel Tax funds as well as \$33,000.00 by the Road and Bridge Fund, and that \$40,000 was transferred from Public Affairs, Public Property as well as Public Health & Safety departments. Comm. Barla reminded council that there is \$28,000.00 remaining from last year to be paid on the 2017 street program. Mayor Spicer stated he would like to know the exact figure that Comm. Olson may spend on the 2018 street program. Comm. Timmons questioned whether Comm. Olson's intention is to purchase any new equipment this year, and Comm. Olson stated he put \$8,000.00 toward equipment purchase in his budget. Comm. Olson thanked Village Treasurer Nancy Gross for working with him on the budget questions he has presented to her.

Public Health and Safety Applebee:

Comm. Applebee stated a billing was received in relation to the NIXLE resident/village communication program; no questions were presented.

A motion was made by Comm. Applebee and seconded by Comm. Olson that the council approves an expenditure of \$3,000.00 to Everbridge out of the Public Health & Safety Department.

Roll Call: Ayes: Applebee, Olson, Timmons, Barla, Spicer  
Nays: none

Comm. Applebee announced that local businesses will be catering the retirement event for Chief Ray Meglan on May 27, 2018.

Public Affairs Mayor Spicer:

Mayor Spicer announced that he proclaims May as Motorcycle Awareness Month.

Mayor announced the yearly prevailing wage ordinance was presented to each council member for their review; no questions were asked. This item will be placed on the subsequent meeting agenda. Mayor Spicer announced that the annual park board youth fishing derby will be held on May 5<sup>th</sup>, and that 1100 fish will be purchased to stock the Seneca Land Lab pond prior to event.

A motion was made by Comm. Olson and seconded by Comm. Barla that the council approves an expenditure of \$1,870.00 to Logan Hollow Fish Farm out of the Park Board Fund.

Roll Call: Ayes: Olson, Barla, Timmons, Applebee, Spicer  
Nays: none

Mayor announced in order to facilitate the installation of the boat launch bathroom 10 x 20 structure, a crane will be utilized for placement onto a concrete pad. At this time, it is necessary to approve the cost of both to move forward with the project. Mr. Casey McCollom, engineer indicated that in addition to the concrete pad, 19ft of ADA accessible ramps will also be poured by the concrete contractor. No questions were presented.

A motion was made by Comm. Applebee and seconded by Comm. Barla that the council approves an expenditure up to \$6,400.00 out of the Public Comfort Fund when work is completed.

Roll Call: Ayes: Applebee, Barla, Olson, Timmons, Spicer  
Nays: none

A motion was made by Comm. Barla and seconded by Comm. Olson that the council approves an expenditure of \$4,150.00 to Muffler Concrete, Inc. out of the Public Comfort Fund.

Roll Call: Ayes: Barla, Olson, Timmons, Applebee, Spicer  
Nays: none

No Public comment presented

Mayor Spicer announced that the agenda item of executive session personnel has been cancelled for this meeting.

A motion was made by Comm. Olson and seconded by Comm. Barla that the April 17, 2018 council meeting is adjourned at 8:35 pm.

Roll Call: Ayes: Olson, Barla, Applebee, Timmons, Spicer  
Nays: none

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Theresa L. Russell, Village Clerk