

Administration & Finance Committee

Minutes of the Meeting on
September 1, 2021

**Village of Homer Glen
14240 W 151st Street, Homer Glen, IL 60491
Community Room**

1. Call to Order.

The meeting was called to order at 4:03 p.m. by Mayor George Yukich.

2. Pledge of Allegiance to the Flag.
3. Roll Call.

Members present at 4:03 p.m. were Mayor George Yukich, Trustee Dan Fialko, Trustee Ruben Pazmino, Interim Village Manager Matt Walsh and Finance Director John Sawyers.

Also Present: Development Services Director Mike Salamowicz, Chief Building Official Joe Baber, and Superintendent of Parks and Facilities John Robinson.

Members absent: Trustee Beth Rodgers

4. Approval of Amendments to the Agenda.
5. Approval of Minutes.

- a) August 4, 2021

Mayor Yukich stated that the minutes from the August 4, 2021 Administration & Finance Committee meeting were being presented for approval.

Trustee Fialko made a motion to approve the minutes from the August 4, 2021 Administration & Finance Committee meeting; seconded by Trustee Pazmino. The motion passed.

Trustee Pazmino stated that in previous A&F meeting held on August 4, the July A&F Committee meeting minutes were presented for approval. He stated he was not at the July A&F Committee meeting and abstained from the vote. He then stated he reviewed Roberts Rules of Order and would like it noted for the record as present instead.

6. Public Comment.

None

7. Reports and Communications from Staff.

- a) *Interim Village Manager*

1. Interim Village Manager Walsh stated he had no report.

b) *Finance Director*

1. Finance Director John Sawyers provided the Village's revenue charts for August. He shared the data collected for Sales Tax, Home Rule Sales Tax, Income Tax, Use Tax, Gaming Taxes and Motor Fuel Tax.

c) *Development Services Director*

1. Development Services Director Mike Salamowicz stated he had no report.

8. Old Business

9. New Business.

- a) Consider a Motion to Recommend Approval of the Village's July Legal Bills from Mahoney, Silverman & Cross, LLC in the Amount of \$2,827.50.

Trustee Fialko made a Motion to Recommend Approval of the Village's June Legal Bills from Mahoney, Silverman & Cross, LLC in the amount of \$2,827.50; seconded by Pazmino. The motion passed.

- b) Consider a Motion to Recommend Approval of the appointments of the current list of EMA Members.

Trustee Fialko made a Motion to Recommend Approval of the appointments of the current list of EMA Members; seconded by Trustee Pazmino. The motion passed.

EMA Coordinator/Superintendent of Parks and Facilities John Robinson stated the appointment of EMA members for 2021 was done from an outdated list. He also stated there have been changes that he would like noted.

Trustee Fialko asked if more members are needed. EMA Coordinator/Superintendent of Parks and Facilities John Robinson stated yes. Trustee Pazmino asked if there are requirements for new members. EMA Coordinator/Superintendent of Parks and Facilities John Robinson stated no and added there is training for any new members.

- c) Consider a Motion to Recommend Approval of the appointment of Jim Riley as the Deputy Coordinator of the EMA.

Trustee Pazmino made a Motion to Recommend Approval of the appointment of Jim Riley as the Deputy Coordinator of the EMA; seconded by Trustee Fialko. The motion passed.

EMA Coordinator/Superintendent of Parks and Facilities John Robinson stated EMA has not had a Deputy Coordinator since 2017. He also stated Jim Riley is one of the most senior members and one of the original members since 2001 and is the most qualified for the position. EMA Coordinator/Superintendent of Parks and Facilities John Robinson stated this position is vital to have in place.

Trustee Fialko stated he has heard good things from EMA members regarding John Robinson. EMA Coordinator/Superintendent of Parks and Facilities John Robinson said he appreciated the comment.

- d) Consider a Motion to Recommend Approval of Pay Estimate No. 2 from PT Ferro Construction Co. for the 2021 Road Resurfacing Program, in the amount of \$416,632.38.

Trustee Pazmino made a Motion to Recommend Approval of Pay Estimate No. 2 from PT Ferro Construction Co. for the 2021 Road Resurfacing Program, in the amount of \$416,632.38; seconded by Trustee Fialko. The motion passed.

Trustee Fialko asked what percentage of the roads have been completed. Development Services Director Salamowicz stated they have all been resurfaced however there is some additional shoulder work that needs to be completed and that work was left off the invoice.

Trustee Fialko asked how many more payments will there be. Development Services Director Salamowicz stated there will be at least one more payment.

Trustee Fialko asked if there is a bond held until they repair the shoulder work. Development Services Director Salamowicz stated the Village has not paid for that work yet and is also holding an additional 10% in retainage.

- e) Consider a Motion to Recommend Approval of a donation to the Will County Sheriff's Auxiliary Division in the amount of \$3,500.

Trustee Fialko made a Motion to Recommend Approval of a donation to the Will County Sheriff's Auxiliary Division in the amount of \$3,500; seconded by Trustee Pazmino. The motion passed.

Trustee Fialko asked if this will come out of the fest budget. Mayor Yukich stated yes. Trustee Fialko stated he spoke with Lieutenant Jim Holuj and asked if it would be better to purchase Amazon gift cards for the officers. Trustee Fialko said he was told it is better to provide the donation to the entire group and said he agreed with that decision. Mayor Yukich stated the donation is to make sure the officers have the supplies and equipment they need.

- f) Consider a Motion to Recommend Approval of the Request to Waive the 2-Year Warranty Requirement and Reduce the Escrow Trust Agreement for the Fiddymment Creek Sanitary Sewer Extension, to the new amount of Zero Dollars (\$0.00).

Trustee Pazmino made a Motion to Recommend Approval of the Request to Waive the 2-Year Warranty Requirement and Reduce the Escrow Trust Agreement for the Fiddymment Creek Sanitary Sewer Extension, to the new amount of Zero Dollars (\$0.00);seconded by Trustee Fialko.

Trustee Fialko asked Development Services Director Salamowicz to share some history on this topic. Development Services Director Salamowicz stated at the end of July of 2020, an Escrow Trust Agreement was executed, to serve as a development warranty, for the construction of the Fiddymment Creek Sanitary Sewer Extension by Cathy Boo, to service the new Gas n Wash gas station. He also stated the Escrow Trust Agreement was set in place to not only provide periodic payments to the contractor, as work progressed on the sewer extension, but also to serve as the development guarantee as well. Development Services Director Salamowicz stated as part of the trust agreement, the Village was required to sign-off on any disbursements to the contractor, Austin Tyler Construction.

Development Services Director Salamowicz stated in February 2021, the Village received a request for approval of the final disbursement, which would bring the amount of the escrow to zero dollars (\$0.00). He also stated that Ms. Boo and her agent were provided a punch list of items to be addressed, prior to the approval of the final payment. Development Services Director Salamowicz stated Ms. Boo was also informed that per Village Code, the developer must post a warranty, after final acceptance of the public improvement(s). He also stated the warranty amount must equal at least 10% of the initial guarantee, and cover a period of up to two years.

Development Services Director Salamowicz stated there are potential issues with the sanitary sewer and the meter that are being investigated. Trustee Fialko asked if this issue could be resolved by the next board meeting on September 8. Development Services Director said it will take a few weeks to install the meters and would not be resolved by September 8, that most likely it will not be until as early as October.

Trustee Fialko made a motion to table this matter; seconded by Trustee Pazmino.

- g) Consider a Motion to Recommend Approval of a Resolution Declaring Intent to Negotiate the Creation of a New Water Commission, to Provide Lake Michigan Water.

Trustee Pazmino made a Motion to Recommend Approval of a Resolution Declaring Intent to Negotiate the Creation of a New Water Commission, to Provide Lake Michigan Water; seconded by Trustee Fialko.

Development Services Director Salamowicz stated as a follow up to the presentation made to the Village Board, by representatives from the City of Joliet, on June 9, 2021, based on recent ground water studies, it has been determined that the deep aquifer wells, that supply potable water to the City of Joliet, are not expected to be able to supply sufficient water to the City, beyond 2030. He also stated the City of Joliet has been seeking alternate water sources. Development Services Director Salamowicz stated in January of 2021, The City of Joliet approved an agreement with the City of Chicago, to supply water via a new transmission pipeline, to be constructed from Chicago to Joliet.

Development Services Director Salamowicz stated in an effort to reduce the cost of the project for the City of Joliet, the city is seeking to partner with other communities, who may also be seeking alternate water sources, including Channahon, Crest Hill, Lemont, Minooka, Montgomery, Oswego, Romeoville, Shorewood, Yorkville and the Village of Homer Glen.

Development Services Director Salamowicz stated it should be noted that the resolution is intended to identify those communities that wish to continue to move forward with the discussions of the new water commission. He also stated, the resolution does not commit the Village to joining the new water commission, nor does the resolution commit the Village to any financial requirements. Trustee Fialko stated the verbiage in this motion is stronger than it needs to be if no commitment is required.

Trustee Fialko stated he is concerned about partnering with Joliet because of the pending lawsuit with Illinois American Water. Mayor Yukich stated he is concerned as well.

Interim Village Manager Walsh stated he has concerns about tabling this item because it may send a message to the City of Joliet that the Village of Homer Glen is not considering partnering with them. Trustee Fialko stated he would like the verbiage changed to indicate intent to participate and not to negotiate. Interim Village Manager stated he can check with the Village Attorney regarding the language stated in this motion.

Mayor Yukich stated he would like to check into this further at his meeting with the Northern Will County Water Agency.

The motion was rescinded. No action was taken on the item.

- h) Consider a Motion to Recommend Approval of Payment of Pay Estimate No. 1 from Austin Tyler Construction for the Heritage Park Cul-de-sac and Sled Hill Project, in the amount of \$82,725.51.

Trustee Pazmino made a Motion to Recommend Approval of Payment of Pay Estimate No. 1 from Austin Tyler Construction for the Heritage Park Cul-de-sac and Sled Hill Project, in the amount of \$82,725.51; seconded by Trustee Fialko.

Trustee Fialko stated he is not comfortable paying this invoice because the work has not been started and the grant money has not been received. Trustee Fialko also stated he would like to table this item.

Mayor Yukich asked if any grant funds have been received by the Village. Interim Village Manager Walsh stated the Village has not received any funds yet. He also stated the contract was awarded and executed to Austin Tyler Construction. Interim Village Manager Walsh stated there is a delay in the project because the Village is waiting for details from the state regarding stipulations in the grant agreement. Interim Village Manager Walsh stated he is in contact with the state on a regular basis. He also stated he is concerned if we do not receive the information from the state soon the project may be delayed to spring due to the weather.

Trustee Pazmino asked if this motion is just to pay this amount and not necessarily the lump sum. Interim Village Manager Walsh stated yes, this amount is for the materials Austin Tyler has already purchased for the project as well as the performance bond.

Trustee Fialko stated he would like to table this item because Austin Tyler should have these items already available in stock. Trustee Pazmino asked if we are tabling this item based on needing more information. Trustee Fialko stated he wants this item tabled because Austin Tyler has not started the project. Trustee Fialko stated the Village may not get the grant funds. Interim Village Manager Walsh stated there was a pre-construction meeting where mobilizing for the project was discussed. Interim Village Manager Walsh stated he is confident the Village will receive the grant funds.

Chief Building Official Joe Baber asked if there is a clause in the agreement with Austin Tyler regarding the grant stipulations. Interim Village Manager Walsh stated yes.

Trustee Pazmino asked what happens if the Village does not get the grant. Interim Village Manager Walsh stated that the Village budgeted for the entire cost of the project without the grant. He then stated it would be up to the board if they wanted to break the contract with Austin Tyler Construction and he felt that could be damaging to the Village's reputation.

Trustee Fialko made a motion to table this matter; seconded by Trustee Pazmino.

- i) Consider a Motion to Recommend Approval of Payment of Tria Architecture's Invoice No. 3707 for Heritage Park Construction Observation Services, in the amount of \$2,800.80.

Trustee Pazmino made a motion to Recommend Approval of Payment of Tria Architecture's Invoice No. 3707 for Heritage Park Construction Observation Services, in the amount of \$2,800.80;seconded by Trustee Fialko.

Trustee Fialko asked if this invoice is for work that has already been done. Interim Village Manager Walsh stated yes, this is from the pre-construction meeting as well as their work with Austin Tyler Construction.

Trustee Fialko made a motion to table this matter; seconded by Trustee Pazmino.

- j) Discussion of Village Hall Roof Replacement RFP

Trustee Fialko stated he has spoken with village staff regarding the roof. He stated he has also walked around the perimeter of the building on the ground with binoculars and doesn't feel a new roof is necessary. There was much discussion by the committee regarding the Village Hall roof and the existing issues, including leaking partially due to the issues with the gutters.

Chief Building Official Joe Baber stated he can reach out to a roofing consultant to determine next steps. Trustee Fialko stated he thinks that is a great idea. Superintendent of Parks & Facilities Robinson stated he agrees there are issues that were caused by the gutters but there are other issues that are not related to the gutters that need to be addressed immediately as he feels it is dangerous for his staff to be on the roof due to needed repairs. He also stated the water has damaged drywall in multiple places throughout the facility and fears we will start having mold issues. Superintendent of Parks & Facilities Robinson also requested these roof issues be immediately addressed.

Chief Building Official Joe Baber stated we will not be able to obtain a warranty if the roof is just repaired and a new roof is not installed. Superintendent of Parks and Facilities John Robinson agreed and stated it may cost the Village more in the long run if we just keep repairing certain areas. Trustee Fialko stated he would like to hear the information from a roofing professional.

Chief Building Official Joe Baber stated he will proceed with contacting a few roofing consultants.

- k) Discussion of Road Resurfacing Program and Eagle Ridge Drive Drainage Improvement Project.

Trustee Fialko stated there are road concerns with Eagle Ridge Drive. He stated that he Development Services Director Salamowicz and Interim Village

Manager Walsh went out to view the road in person. Trustee Fialko stated he would like a plan for road resurfacing that includes a follow up to ensure the roads are still in good shape after they are worked on. Development Services Director stated the Village is unaware of what road issues we can expect, especially after the winter. He also stated roads that have a lot of damage would move up to the top of the list before aesthetic issues. Trustee Fialko stated the issues with Eagle Ridge Drive are not aesthetic issues, they are issues that need to be addressed. Trustee Fialko also stated the way the aprons on the driveways are being replaced is also an issue and would like this addressed as well.

Trustee Pazmino asked if the contractors have a quality assurance inspection. Development Services Director Salamowicz stated yes. Trustee Fialko asked if the contractors are held to a bond. Development Services Director Salamowicz stated no, but they do hold retainage. Mayor Yukich stated the roads with the most damage should be done first. Trustee Fialko stated Eagle Ridge Drive is a thoroughfare and has a quite a bit of traffic. He also stated if the Village created a problem while fixing the road, it should be fixed. Development Services Director Salamowicz stated they can certainly look at those areas of concern.

10. Adjournment.

Motion by Trustee Pazmino; seconded by Trustee Fialko to adjourn. Motion carried. The meeting was adjourned at 6:09 p.m.

Respectfully Submitted:



Gina Spino

Finance Analyst