

**VILLAGE OF CARPENTERSVILLE
BOARD OF TRUSTEES
REGULAR BOARD MEETING
April 7, 2020**

[The Village Board meeting was held virtually with video, audio, and call-in features available via Zoom, in accordance with Illinois EXECUTIVE ORDER 2020-07, Section 6:

During the duration of the Gubernatorial Disaster Proclamation, the provisions of the Open Meetings Act, 5 ILCS 120, requiring or relating to in-person attendance by members of a public body are suspended. Specifically, (1) the requirement in 5 ILCS 120/2.01 that “members of a public body must be physically present” is suspended; and (2) the conditions in 5 ILCS 120/7 limiting when remote participation is permitted are suspended. Public bodies are encouraged to postpone consideration of public business where possible. When a meeting is necessary, public bodies are encouraged to provide video, audio, and/or telephonic access to meetings to ensure members of the public may monitor the meeting, and to update their websites and social media feeds to keep the public fully apprised of any modifications to their meeting schedules or the format of their meetings due to COVID-19, as well their activities relating to COVID-19.]

The regular meeting of the Village Board of Trustees was called to order at 7:00 p.m. Those present for roll call were Trustees Garcia, Malone, O’Sullivan, Andresen, Frost, and Vela and President Skillman. Also present were Village Manager Johnson, Attorney Stewart, Fire Chief Schilling, Police Chief Kilbourne, and Village Clerk Mastera.

The Pledge of Allegiance was led by President Skillman.

INVOCATION – None.

PROCLAMATIONS, CONGRATULATORY RESOLUTIONS, AND AWARDS – None.

APPOINTMENTS, CONFIRMATIONS, AND ADMINISTRATION OF OATH – None.

PUBLIC COMMENT – None. Village Clerk Mastera explained that due to this being a virtual meeting, residents were given a chance to email her before the meeting with any public comments, and also were able to provide public comments in the Drop Box outside of Village Hall. Attorney Stewart also clarified for the record and made sure there was no one on the phone line who wished to provide a public comment.

CONSENT AGENDA –

President Skillman asked if any Board Member wished to remove an item from the Consent Agenda for further review and discussion. No removals were requested.

Motion to approve the Consent Agenda as stated by Trustee Garcia, seconded by Trustee Andresen.

- A. Approval of Bills
 - Fiscal Year 2020 Bills List and Payroll Totaling: \$2,626,238.34
- B. Approval of Minutes
 - Regular Board Meeting Minutes from March 17, 2020

- C. An Ordinance Authorizing the Execution of the Illinois Water and Wastewater Agency Response Network (ILWARN) Mutual Aid and Assistance Agreement
- D. A Resolution Authorizing the Execution of Mutual Aid Agreement between the Village of Carpentersville Police Department, Village of Carpentersville Fire Department and the Hanover Township Emergency Services Department
- E. An Ordinance Amending Chapters 5.12.050, 5.12.060 and 20.02.010 of the Carpentersville Municipal Code Concerning Liquor License Classifications and Fees

Vote on Motion:

7 – ayes (Garcia, Malone, O’Sullivan, Andresen, Frost, Vela, and Skillman)

0 – nay

0 – absent

Motion passed, approved by omnibus vote.

REPORTS OF THE MANAGER AND STAFF –

Manager Johnson

- He provided a brief update on how staff is handling the coronavirus situation day-by-day. He said the Village has started its application to the Federal Emergency Management Agency (FEMA) application with the intent to recapture any expenditures above normal that are explicitly made for Covid response like equipment, hand sanitizer, and cleaning supplies. He said he also is hoping to recapture any staff time exclusively spent on Covid tasks and that each department is tracking their time and utilizing newly created pay codes and other tracking within the budget to be able to back up any claims submitted to FEMA. Manager Johnson said at this time because it is a natural disaster there has been no information when funds will be released.

- He met with the Finance Department and department heads with the anticipation that revenues will come in lower than expected due to the effects of Covid on the economy. He stated that currently the Village is in a strong cash position and has enough funds on hand for the foreseeable future but are not taking it for granted. He stated that staff has stopped and are reviewing all expenditures to ensure spending is slowed where it can be.

-He said the State of Illinois has put a freeze on the collection of sales tax for the next two months to try and help businesses cash flow, but will cause a slow down to the Village revenue in that area. He said there is legislation at the state level being proposed to allow for delayed payment in property taxes and that the county board is looking to pass an ordinance to allow the waiver of late fees. Manager Johnson said the delay in property tax collection should not overly burden cash flow because the majority of people pay them through an escrow account. Additionally, even if payment is delayed the way our property tax system operates we should expect 95-100% collection by the end of the year.

- Manager Johnson met with Public Works and the Finance Department and they determined that the only capital projects which will be brought to the Board right now are ones which are granted-funded, have matching funds available, or are paid for by restricted funds. He emphasized that staff will be taking a conservative approach until they can better see how things are trending in the next few months.

- He said staff has been getting creative and working to meet the needs of the residents by doing things such as:

- making signs to promote the local food businesses which are still open to encourage people to shop local
- establishing the ability for residents to pay for their permits online so that building and smaller construction projects can still move forward
- working with the currency exchange in the Meadowdale Shopping Center to accept cash payments for water bills while Village Hall is closed

- Manager Johnson reiterated that there will not be any late fees assessed on the water bills, there are no shut-offs right now, and if anyone is experiencing financial hardships to reach out to the Finance Department so they can help set up payment plans.

- Manager Johnson said staff in a number of departments have been on calls with outside associations and groups trying to collect and share the best information possible. He said he is proud because on these calls it seems like the Village staff is often ahead of neighboring communities in terms of being prepared and dealing with the health crisis especially in terms of essential functions like police, fire, and public works.

- Fire Chief JP Schilling said the Village started its planning process to prepare for Covid-19 on February 20, 2020, before it was considered a pandemic. He said since then there have been many new policies implemented based on guidance by the Centers for Disease Control and Prevention (CDC) and the Illinois Department of Public Health (IDPH). He said staff has implemented a concerted effort to provide as much valuable information for residents and business owners to follow through the Village's social media outlets. He said the Fire and Police Departments are constantly monitoring the situation at not only a regional, but at a state and national level as well.

- Manager Johnson stated that the best source for information for the latest counts on confirmed cases in Carpentersville is the Kane County Health Department's website.

- In response to a question by Trustee Garcia, Chief Schilling confirmed that the first responders are aware of the current locations where people with confirmed cases of coronavirus live. He said the Health Department has given explicit instructions to those people to stay quarantined.

- President Skillman had Director of Public Works Kevin Gray give an update on construction.

- *Huntley Road Reconstruction*: Plote started pouring the sidewalks on on Friday and will continue finishing the sidewalks, a bike path, and installation of brick pavers, topsoil, and installation of trees
- *Huntley/31*: The contractor started the construction layout for the concrete pavement, and the underground contractor will start installation of the underdrains at the end of the week. The base will then be prepped for concrete paving, which will be determined by the weather.
- *Keith Andres Park – Streambank Stabilization Project*: The contractor was shut down a few days due to Covid-19, but are back out there now. The project is about 30% complete.

Director Gray answered a question for Trustee Garcia regarding the height of the pavement near Route 31 and Huntley Road.

President Skillman asked that the Police Department keep up the good work and keep an eye on social distancing.

OLD BUSINESS – None.

NEW BUSINESS – None.

TRUSTEE AND COMMITTEE REPORTS

Trustee Andresen had the following report:

- She thanked the Police and Fire Departments who are the on front lines dealing with Covid and said she's heard nothing but praise for them.

Trustee Vela had no report.

Trustee Frost had the following report:

- He thanked Police, Fire, and Public Works employees for stepping up to keep Carpentersville safe and doing a good job. He reminded people to use common sense.

- He said the playgrounds are temporarily closed and have signs up near them.

Trustee Garcia had the following report:

- He said he has kept in constant contact with Manager Johnson so he could understand the situation. He thanked Police, Fire, and Public Works Departments and all the Village personnel for staying on top and ahead during this terrible time.

- He thanked doctors, nurses, and all the medical support staff at the hospitals for risking their lives, as well as the first responders. He also thanked all of their families.

- He reminded residents to take this situation seriously and to respect others.

- He asked that people dispose of their gloves and masks in a responsible way.

Trustee Malone had the following report:

- He thanked the Police, Fire, and Public Works Departments, and the other Village employees who continue to work and keep things going.

Trustee O'Sullivan had the following report:

- He echoed the praise of the other Trustees for the employees of the Village.

President Skillman had the following report:

- He said he was on a call with the Mayors of the Chicagoland area and the Governor's Office where they mentioned the old hospital in Elgin is being converted and will open to help with the healthcare demand.

- He said he also heard about a survey where people who have tested positive with Covid-19 and 43% of the people are feeling a lot better after seven days.

- He reminded people to be safe, stay at home, and maintain social distancing, especially those with underlying causes and who are over the age of 60 years-old.

- He said he's heard Illinois may reach its peak of cases in the next week or two and hopes the situation can be turned around shortly.

CLOSED SESSION – None.

DISCUSSION CONCERNING OTHER VILLAGE BUSINESS – None.

ADJOURNMENT

As there was no further business, Trustee Frost motioned to adjourn the meeting, seconded by Trustee Garcia. Voice vote was unanimous, all seven members present voted aye.

The meeting adjourned at 7:23 p.m.

Respectfully submitted,

Kelly Mastera

Kelly Mastera, Village Clerk