

**VILLAGE OF CARPENTERSVILLE  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
March 17, 2020**

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 this evening.

**PUBLIC COMMENT** – None.

**PROCLAMATIONS, CONGRATULATORY RESOLUTIONS, AND AWARDS** – None.

**APPOINTMENTS, CONFIRMATIONS, AND ADMINISTRATION OF OATH** – None.

**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 by Trustee O’Sullivan, seconded by Trustee Garcia.*

- A. Approval of Bills
  - Fiscal Year 2019 Bills List and Payroll Totaling: \$220,486.59
  - Fiscal Year 2020 Bills List and Payroll Totaling: \$1,632,984.46
- B. Approval of Minutes
  - Regular Board Meeting Minutes from March 3, 2020
- C. A Resolution Authorizing the Purchase of Two (2) Peterbilt Cab and Chassis through Sourcewell from JX Truck Center in the Amount of \$188,268.00 and Authorizing the Purchase and Installation through Sourcewell to Fabricate and Install Dump Boxes, Snow Plows, and Anti-Icing Equipment on Two (2) Truck Chassies from Bonnell Industries, Inc. in the Amount of \$157,370.00
- D. A Resolution Accepting an Agreement for Phase II Design Engineering Services for the Lincoln Avenue / Highland Avenue / Hillside Street Roadway and Utility Improvements with HR Green of McHenry, Illinois, in the Amount of \$269,724.00
- E. A Resolution to Extend the 2019 Street Sweeping Contract with Lakeshore Recycling Systems for Services Related to Street Sweeping within 2020 and 2021 Increasing the Total Contract Cost from \$69,369.79 in 2019 to \$70,895.92 in 2020, and Also Accepting an Increase in the Total Contract Cost from \$70,895.92 in 2020 to \$71,604.88 in 2021
- F. Motion to Approve the Appointment of Chief Schilling as the Village’s Designated Emergency Services and Disaster Coordinator
- G. Ordinance amending Chapter 8.40, Emergency Services and Disaster Agency

**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** - provided a brief update on how staff is handling the coronavirus day-by-day.

**OLD BUSINESS** – None.

**NEW BUSINESS** – None.

**TRUSTEE AND COMMITTEE REPORTS**

**Trustee Andresen no report.**

**Trustee Vela had the following report:**

- She commended all the departments for what they’re doing now, and feels like the Board is getting all the most accurate and up-to-date information, as well as being given to the public. She thanked Manager Eric Johnson for his help with that. She advised the public to stay at home if they do not have to go out. She told them not to panic and to make sure there are products for the elderly. She said we are all in this as a community and she wishes everyone to be healthy.

**Trustee Frost had the following report:**

- He thanked all the healthcare workers on the frontlines and said if you don’t have to go out, please don’t. He said if you do, you can order food or other needs from our local businesses as there are delivery and pickup options. He gave a shout out to Police, Fire, Public Works, and all the Village of Carpentersville employees during these tough times. He also said the grocery store employees are working their tails off and to try and give them a bit of respect. He said this is not a political ordeal, we need to let our scientists move forward with their research, and that politics has no place in this pandemic. He said let’s stay together as community and do the best we can.

**Trustee Malone had no report.**

**Trustee Garcia had the following report:**

- He reminded all the residents to stay calm, stay healthy, keep their hands clean, try not to go out, and to let the professionals take care of things. He thanked staff for the great job they’re doing as of right now. He said if people have questions to reach out to the people who know what is going on, and overall, stay calm.

**Trustee O’Sullivan had the following report:**

- He reminded people that the Audit and Finance Commission had worked on a budget for this year which did not take into account current events, and that current events will negatively impact the Village in terms of revenues. He told Department Heads and the other Board members that they need to carefully review expenditures from this point forward and scrutinize very carefully any significant expenditure for the balance of this year. He said anything brought before the Board should be prudently considered even if it had been in the budget when it was originally laid out.

**President Skillman had the following report:**

- He thanked the staff. He said he attended the staff meeting yesterday and that everyone is doing a great job and preparing.
- He said the local ALDI grocery store manager contacted him that their stores may have designated senior shopping hours soon.

- He read the following prepared statement:

As you know, events surrounding the outbreak of COVID-19 have been changing rapidly over the past several days. I have been in regular communication with our staff at the Village, and they have been trying to pass along information to the community that is coming to us from both the national and state levels. I want to take just a few moments to keep you informed of what we are doing here in the Village of Carpentersville, as your government.

Our staff is on daily calls with national, state, and local leaders, including the Governor's office, to keep up to date with accurate information.

Please know that during these uncertain times the health and safety of all our residents and employees is our top priority.

Let me address a few major items:

**BARS AND RESTAURANTS**

Governor Pritzker has issued an executive order that all bars and restaurants in the state will close to dine-in customers effective through March 30. This has been done for public safety, in order to limit close gatherings of large numbers of people.

We are very aware of the impact that this will cause both operationally and financially to our local businesses. We are working on a list of businesses that remain open for takeout and delivery and will share this information on our website and social media as it becomes available. We urge those who can patronize our businesses through take-out or delivery to continue to do so.

**GROCERY STORES**

Grocery and liquor stores are still open and operational. Food is available and grocers have assured us that supplies continue to be delivered to our stores. Please buy what you need, but remember your neighbors need supplies too.

**VILLAGE HALL & GENERAL OPERATIONS**

As of the close of business yesterday, we have taken the proactive step of closing all municipal buildings to the public. Staff will still be engaged in the business of the Village, but we will be limiting operations to minimize the risk of contagion in our community. This will include limiting inspections, permitting, code enforcement visits, and so on. Of course, if you have an issue with water or sewer or other special need, please do not hesitate to call the Village at 847-426-3439, and we will assist you. He said the afterhours non-emergency QuadCom number is 847-428-8784.

Services such as utility bill payment can all be completed through the Village's website, via the Village's drop-box or by mail – Village of Carpentersville, 1200 L.W. Besinger Drive, Carpentersville, IL 60110. I strongly encourages residents and businesses to use online services

as much as possible. He reminded people the drop boxes are located at Fire Station 93 and Village Hall.

#### **PUBLIC SAFETY AND PUBLIC WORKS**

The Village's Public Safety and Public Works departments are fully operational and stand ready to respond to COVID-19-related issues. We have contingency plans in place and are in communication with the health department at all times. Core services such as water, sewer, and garbage pickup will continue uninterrupted. A special thanks to our hard working police and fire fighters--these individuals must continue to engage in close proximity with other people to ensure the safety of our community, and they must respond to danger, when everyone else is being told to avoid such situations. To that end, we are following safety protocols and providing protective equipment recommended by the Center for Disease Control to help protect our fire fighters and police officers from harm.

#### **PUBLIC EVENTS**

Over the weekend, the Centers for Disease Control (CDC) has advised that all public events of more than 50 people should not be held for the next 8 weeks. As such, we will be canceling or postponing all Village sponsored events during this time period. I hope, as I am sure you all do, that we will be able to resume all Village activities and events in the relatively near future

We are a strong community, and I know that we will show our strength, compassion, and concern for each other during this time. Thank you.

Trustee Garcia asked that the telephone numbers be repeated. President Skillman reiterated that the QuadCom non-emergency phone is 847-428-8784 and that the general Village Hall phone number to reach staff during normal business hours is 847-426-3439.

**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 7:15 p.m.

Respectfully submitted,

*Kelly Mastera*

Kelly Mastera, Village Clerk