

**VILLAGE OF CARPENTERSVILLE  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
August 4, 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. Village Clerk Mastera was absent.

The Pledge of Allegiance was led by President Skillman.

**SELECTION OF RECORDING SECRETARY**

- A. Selection of Community Development Director Benjamin Mason as Recording Secretary for Tonight’s Board Meeting

Motion to appoint Benjamin Mason as the Recording Secretary for tonight by Trustee O’Sullivan, seconded by Trustee Garcia.

Vote on Motion:

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

0 – nay

0 – absent

Motion passed and approved by vote.

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

**APPOINTMENTS, CONFIRMATIONS, AND ADMINISTRATION OF OATH** –

- A. Re-appointment of Mike Armato – Term Ending May 2020 – to the Business Development Commission
- B. Re-appointment of A. Morgan Berquist – Term Ending May 2021 – to the Business Development Commission
- C. Re-appointment of Bill Hicks – Term Ending May 2023 – to the Business Development Commission
- D. Re-appointment of Kay Teeter – Term Ending May 2021 – to the Business Development Commission
- E. Re-appointment of Gerry Wille – Term Ending May 2022 – to the Business Development Commission

Motion to approve the appointments of A-E by Trustee Frost, seconded by Trustee Andresen.

Vote on Motion:

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

0 – nay

0 – absent

Motion passed and approved by vote.

**PUBLIC COMMENT –**

**Jarrett Sanchez (Kane County Board Member)**

Mr. Sanchez provided information regarding the grant funds due to the coronavirus. He said all the applications for the CARES act money will go through a third party administrator for review. He said he believes it looks like Carpentersville will be eligible for about \$60 per capita per person, which ends up being about \$2 million. President Skillman and Trustee Garcia clarified with Mr. Sanchez that local businesses and non-profits would also be applying through this program for grants. Trustee Frost inquired about where the numbers for capita came from.

**CONSENT AGENDA –**

*President Skillman asked if any Board Member wished to remove an item from the Consent Agenda for further review and discussion. Trustee Andresen requested that Item C be removed.*

*Motion to pass the Consent agenda minus Item C by Trustee Malone, seconded by Trustee Andresen.*

- A. Approval of Bills
  - Fiscal Year 2020 Bills List and Payroll Totaling: \$1,394,770.66
- B. Approval of Minutes
  - Regular Board Meeting Minutes from July 21, 2020
- ~~C. An Ordinance Granting a Variation for Development of a Single Family Residence (3222 Oak Knoll Road)~~
- D. A Resolution Accepting a Bid from Insituform Technologies USA, LLC, in the Amount of \$196,605.00 for the Purpose of Rehabilitating Underground Sewer Main by Means of Cured-In-Place-Pipe Lining
- E. A Resolution Approving Entry into an Engagement Letter Agreement between Foley & Lardner LLP and the Village of Carpentersville
- F. An Ordinance Amending Chapter 2.48 of the Carpentersville Municipal Code Pertaining to the Selection and Qualifications of the Members of the Board of Fire and Police Commissioners
- G. An Ordinance Amending Title 6, Animals, of the Carpentersville Municipal Code for Sourcing of Animals Sold by Pet Shop Operators
- H. A Resolution Approving Entry into an Economic Incentive Agreement between SNND CP, Inc. d/b/a The Pit Stop and the Village of Carpentersville

**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 –**

### **Audit Presentation**

Manager Johnson introduced Jim Savio from Sikich for the audit presentation.

Mr. Savio thanked Assistant Finance Director Tanya Walker and all the staff for their assistance, especially with the changes due to the coronavirus.

Mr. Savio gave an overview of the Comprehensive Annual Financial Report, pointing out the three main sections: introductory, financial, and statistical. He said in the Independent Auditor's Report they once again issue an unmodified opinion, the highest level of assurance that they can provide to the Village. He mentioned they also adopted two new accounting pronouncements. The Trustees and President had no questions for Mr. Savio

### **Manager Update**

Manager Johnson said Kane County Health Department held two COVID testing sites at Dundee-Crown High School, and that another one will be done this Friday. He said staff is continuing to work with Senator Castro's office to try and get the State of Illinois to put a one or two week testing site somewhere along Route 25.

The Chamber of Commerce is working with Carpentersville staff as well as ones from the East and West Dundee to do something like a restaurant week. He emphasized that this will be open to both chamber members and non-members. Each Village is asked to contribute \$1,000.

HR Manager Cichon and he have been trying to monitor what staff may be impacted by issues related to return-to-school and e-learning due to COVID, as well as childcare centers being impacted. President Skillman emphasized that he knows it will be difficult for parents trying to work, and mentioned that even grandparents can be affected. He wants the Village to be a good employer to its employees.

**OLD BUSINESS** – None.

### **NEW BUSINESS** –

Item C originally from the Consent Agenda.

Trustee Andresen stated that the neighborhood where this house is has certain rules regarding how they can look or be built. She stated that two people in the neighborhood she spoke to are upset as there is a feel for the neighborhood and that a house on the main road would look different. She decided to vote against it since she knew some people in the neighborhood are against it. Manager Johnson and Community Development Director Mason stated that the Homeowner's Association for that neighborhood granted approval to the property owners for this house to have a variance.

Trustee O'Sullivan questioned why the Village has certain ordinances on the books if the Village then issues variances.

- C. An Ordinance Granting a Variation for Development of a Single Family Residence (3222 Oak Knoll Road)

Motion to approve Item C by Trustee Frost, seconded by Trustee Garcia.

Vote on Motion:

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

1 – nay (Andresen)

0 – absent

Motion passed and approved by vote.

## **TRUSTEE AND COMMITTEE REPORTS**

**Trustee Vela had no report.**

**Trustee Andresen had no report.**

**Trustee Frost had the following report:**

- He thanked Assistant Director Walker and the finance department for their hard work on the audit.
- He commented on how the Public Works sewer-lining project passed tonight came in under the budgeted amount by about \$53,000 which was a positive to see.
- He emphasized why people need to fill out the census as there are financial effects such as the case with the county reimbursement money for COVID.

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

- He thanked the Finance Department for their help on the audit and bond issues which will save money.
- He said the Village as an employer should find ways to be flexible and work with the Village’s union partners to accommodate shift workers and let humanity rule over contracts. He said there eventually will be an end date to all of the issues surrounding the coronavirus but until then the Village needs to be accommodating to employees with kids, and to be a leader and set the example.

**Trustee Garcia had the following report:**

- He said the finished intersection at Route 31 and Miller Road is great and easy to go in and out.
- He reminded residents to spend local.
- He thanked the Chief Kilbourne and the rest of the employees for their hard work during the coronavirus.

**Trustee Malone had the following report:**

- He thanked President Skillman and the rest of the Board for their support in passing the Pet Shop ordinance this evening as it was important to him.

**President Skillman had the following report:**

- He agreed with Trustee O’Sullivan about everyone needing to work together as back to school occurs and people are trying to figure out how to help the kids.
- He thanked the property owners and stated that it is not often to have new single-family home going up in the community, and that he’s happy to have them here.
- He said there are some vacancies in the Village commissions and the word will be put out online for applications.

**CLOSED SESSION** – None.

**DISCUSSION CONCERNING OTHER VILLAGE BUSINESS** – None.

**ADJOURNMENT**

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

The meeting adjourned at 7:52 p.m.

Respectfully submitted,

*Kelly Mastera*

Kelly Mastera, Village Clerk