

16 May 2011- PERSONNEL COMMITTEE MINUTES

Chairman O'Malley called the regular meeting of the Personnel Committee to order at 6:07 p.m. at the Swansea Government Center, 1400 North Illinois Street, in Swansea.

MEMBERS PRESENT

Susan O'Malley, Chairman
Dave Thacker, Trustee
Brian Wells, Trustee
Bill Saak, Trustee
David Freed, Trustee
Ron Sutterfield, Alternate

Others Present

Administrator John Openlander, Village Treasurer Mike Leopold, Missy Roth of Building & Zoning, Village Clerk Lauren O'Neill, Police Chief Mike Arnold, Deputy Chief Craig Coughlin, Judy Hagen of the Police Department, Fire Chief John McGuire, Deputy Fire Chief Chris Tell, John Budde of the Street Department, Mark Ehret of Ehret Inc, Gene Kish, Doris Rebenstorff, Steve Rebenstorff, Rocky McDonald. President Rauckman and Superintendent of Sewer Department Rick Tucker were absent.

Re: Accounting Clerk Position – Mr. Openlander opened an issue concerning a potential vacancy announcement (accounting clerk) within the administration. According to the dialogue, the position is expected to be vacated within 4-6 weeks. The discussion involved advertisement for a full-time employee with adequate accounting and bookkeeping skills. The committee strongly emphasized a BA in accounting. Other talks involved the proposed compensation for the position, which is now 37-39K/year, depending on the applicant's qualifications. Motion made by Mr. Wells, and seconded by Mr. Thacker to release the vacancy announcement. Motion approved unanimously.

Re: Approval of Purchases – The Park Department's request for a new brush cutter has been withdrawn due to maintenance complications. Other purchases included the administration's request for a new voicemail system, which according to the technician, must be replaced. Mr. Openlander commented that the administration frequently loses voicemails due to the current problem with the phone system. A motion was approved to discuss the issue further in the finance committee.

Motion made by Mr. Wells, and seconded by Mr. Thacker to adjourn. Meeting adjourned at 6:29 p.m.

Minutes recorded by:


Scott Schaefer

Intern

16 May 2011- FINANCE COMMITTEE MINUTES

Chairman O'Malley called the regular meeting of the Finance Committee to order at 6:29 p.m. at the Swansea Government Center, 1400 North Illinois Street, in Swansea.

MEMBERS PRESENT

Susan O'Malley, Chairman
Brian Wells, Trustee
Bill Saak, Trustee
David Freed, Trustee
Ronald Sutterfield, Trustee
Dave Thacker, Alternate

Others Present

Administrator John Openlander, Village Treasurer Mike Leopold, Missy Roth of Building & Zoning, Village Clerk Lauren O'Neill, Police Chief Mike Arnold, Deputy Chief Craig Coughlin, Judy Hagen of the Police Department, Fire Chief John McGuire, Deputy Fire Chief Chris Tell, John Budde of the Street Department, Mark Ehret of Ehret Inc, Gene Kish, Doris Rebenstorff, Steve Rebenstorff, Rocky McDonald. President Rauckman and Superintendent of Sewer Department Rick Tucker were absent.

Re: Cell Phone Stipend – In response to a number of concerns regarding cell phone usage, Mr. Openlander discussed the option of offering cell phone stipends to Swansea employees. According to Mr. Openlander, two fire fighters and two police investigators have expressed interest in being authorized to use their personal cell phones on duty. Mr. Thacker proposed a stipend of \$25 / month. Mr. Wells commented that formal guidelines should be formulated to ensure that employee's do not abuse the privilege. Such motion was approved unanimously.

Re: Approval of Purchases – Mr. Openlander reported that the current voicemail system is not working regularly, and can not be repaired. According to Mr. Openlander, the current voicemail system frequently loses voicemails. A quote from Cierra Communications, the firm maintaining the system, estimated a total cost of \$1700. In addition, the committee motioned to purchase a new paper shredder, which GBX estimates a price of approximately \$1574.35. A second quote from Destroy-It estimates a higher cost of \$1690. Motion made by Ms. O'Malley, and seconded by Mr. Wells to approve the purchases. Purchases approved unanimously.

Motion made by Mr. Wells, and seconded by Mr. Saak to adjourn. Meeting adjourned at 6:35 p.m.

Minutes recorded by:


Scott Schaefer

Intern

FINAL

16 May 2011 – Judiciary Committee Minutes

Chairman O'Malley called the regular meeting of the Judiciary Committee to order at 6:35 p.m. at the Swansea Government Center, 1400 North Illinois Street, in Swansea.

MEMBERS PRESENT

Susan O'Malley, Chairman
Brian Wells, Trustee
Ron Sutterfield, Alternate
Bill Saak, Trustee
Dave Thacker, Trustee

Others Present

Administrator John Openlander, Village Treasurer Mike Leopold, Missy Roth of Building & Zoning, Village Clerk Lauren O'Neill, Gene Kish, Dorus Rebenstorff, Steve Rebenstorff, Craig Coughlin, Judy Hegan, Mark Ehret of Ehret Inc, Rock McDonald.

No request made at agenda time

Motion made by Mr. Saak, and seconded by Mr. Wells to adjourn. Meeting adjourned at 6:36 p.m.

Minutes recorded by:

Scott Schaefer

Intern



FINAL

16 May 2011 – BUSINESS & LAND DEVELOPMENT COMMITTEE MINUTES

Chairman Saak called the regular meeting of the Business & Land Development Committee to order at 6:36 p.m. at the Swansea Government Center, 1400 North Illinois Street, in Swansea.

MEMBERS PRESENT

Bill Saak, Chairman
Brian Wells, Trustee
Susan O'Malley, Trustee
Dave Thacker, Trustee
David Freed, Trustee
Ronald Sutterfield, Alternate

Others Present

Administrator John Openlander, Village Treasurer Mike Leopold, Missy Roth of Building & Zoning, Village Clerk Lauren O'Neill, Police Chief Mike Arnold, Deputy Chief Craig Coughlin, Judy Hagen of the Police Department, Fire Chief John McGuire, Deputy Fire Chief Chris Tell, John Budde of the Street Department, Mark Ehret of Ehret Inc, Gene Kish, Doris Rebenstorff, Steve Rebenstorff, Rocky McDonald. President Rauckman and Superintendent of Sewer Department Rick Tucker were absent.

Re: Draft Ordinances; (1) Rental Property Inspections, (2) Property Maintenance Code-Bedrooms, and (3) Board of Building Appeals –

1. An ordinance to amend the Swansea Municipal Code by amending Chapter 15 Swansea Building Code, Part 1 General provisions, by adding a section to be numbered and titled 15-110 Inspections of Rental Dwellings, and by amending Sections 15-107 Table of Fees by adding paragraph C listing fees for rental property inspections.
2. An ordinance to amend the Swansea Municipal Code by amending Chapter 15 Swansea Building Code, Part 7 Property Maintenance Code, Section 15-702 additions, changes, by revising regulations on sleeping rooms.
3. An ordinance to amend the Swansea Municipal Code by amending Chapter 15 Swansea Building Code, Part 1 General Provisions, by amending Section 15-109 Board of Building Appeals to authorize the Board of Buildings Appeals to hear appeals concerning the property maintenance code and rental property inspection regulations.

Mr. Wells asked if there was a cost to conduct an appeal hearing. Mr. Openlander reported that there would be no cost unless the Board chose to compensate the appeal board members for their time. He further questioned the need to charge a \$10 registration fee annually. Mr. Openlander noted that there is staff time in updating and maintaining records. Mr. McDonald commented that the inspection ordinance was watered down, and questioned whether it would improve property values. Motion made by Mr. Wells, and seconded by Ms. O'Malley to forward the three ordinances to the Board. Motion approved unanimously.

Re: Development at Frank Scott Pkwy. & Sullivan Dr. – The committee discussed a letter from a developer requesting a waiver of the requirement of concrete and masonry separations in an apartment complex. The Fire Chief spoke on the safety of such construction in fire and tornado events. Motion made by Mr. Thacker, and seconded by Mr. Wells to refuse to waive the requirement of concrete and masonry separations between apartment units. Motion approved unanimously.

Motion made by Ms. O'Malley, and seconded by Mr. Wells to adjourn. Meeting adjourned at 6:53 p.m.

Minutes recorded by:

A handwritten signature in black ink, appearing to read 'Scott Schaefer', written over the text 'Minutes recorded by:'.

Scott Schaefer

Intern

16 May 2011 – ROADS, BUILDINGS & GROUNDS COMMITTEE MINUTES

Chairman Thacker called the regular meeting of the Roads, Buildings, & Grounds Committee to order at 6:53 p.m. at the Swansea Government Center, 1400 North Illinois Street, in Swansea.

MEMBERS PRESENT

Dave Thacker, Chairman
Bill Saak, Trustee
Brian Wells, Trustee
Ron Sutterfield, Trustee
Susan O'Malley, Trustee
Dvid Freed, Alternate

Others Present

Administrator John Openlander, Village Treasurer Mike Leopold, Missy Roth of Building & Zoning, Village Clerk Lauren O'Neill, Police Chief Mike Arnold, Deputy Chief Craig Coughlin, Judy Hagen of the Police Department, Fire Chief John McGuire, Deputy Fire Chief Chris Tell, John Budde of the Street Department, Mark Ehret of Ehret Inc, Gene Kish, Doris Rebenstorff, Steve Rebenstorff, Rocky McDonald. President Rauckman and Superintendent of Sewer Department Rick Tucker were absent.

Re: Building Lighting Project Updates – Mr. Openlander reported on the progress of the re-lamping of the Administration Office, Police Department, Lehr Building, Thompson Center, Engine House #1 and the Street garage with more energy efficient lighting. The re-lamping is being paid with a grant.

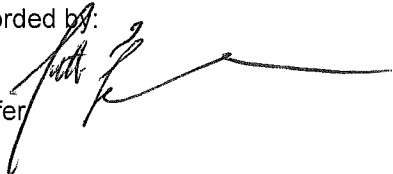
Re: Draft Resolution – Building Improvements – Engine House #1 – Mr. Openlander noted that a state grant for Fire Department building improvements was allocated to the replacement of the bay doors at Swansea Engine House #1. According to Fire Chief McGuire, the current bay doors are worn from nearly 25 years of use. Fire Chief McGuire obtained two bids, from Zumwalt Corporation at \$17,285 and Overhead Door Company at \$18,495. Mr. Openlander also noted that approval is being sought for layover funds from the lighting project to be used for replacement of an inefficient air conditioner at the engine house. Motion by Mr. Thacker, and seconded by Ms. O'Malley to approve the bid of Zumwalt Corporation.

Motion made by Mr. Wells, and seconded by Mr. Saak to adjourn. Meeting adjourned at 6:57 p.m.

Minutes recorded by:

Scott Schaefer

Intern



FINAL

16 May 2011 – ENVIRONMENTAL COMMITTEE MINUTES

Chairman Thacker called the regular meeting of Environmental Committee to order at 6:57 p.m. at the Swansea Government Center, 1400 North Illinois Street, in Swansea.

MEMBERS PRESENT

Dave Thacker, Chairman
Bill Saak, Trustee
David Freed, Trustee
Ron Sutterfield, Trustee
Susan O'Malley, Trustee
Brian Wells, Alternate

Others Present

Administrator John Openlander, Village Treasurer Mike Leopold, Missy Roth of Building & Zoning, Village Clerk Lauren O'Neill, Police Chief Mike Arnold, Deputy Chief Craig Coughlin, Judy Hagen of the Police Department, Fire Chief John McGuire, Deputy Fire Chief Chris Tell, John Budde of the Street Department, Mark Ehret of Ehret Inc, Gene Kish, Doris Rebenstorff, Steve Rebenstorff, Rocky McDonald. President Rauckman and Superintendent of Sewer Department Rick Tucker were absent.

Re: Sewer Plan Construction Update – Mr. Openlander stated that the initial Illinois Environmental Protection Agency loan payment of approximately \$1.1 million has been paid. This payment included all the interest accrued during construction for the last two years.

Re: Payment to Western Lift Station Contractor – Superintendent Budde explained that the contractor had not received any payment since starting work replacing the lift station. Mr. Wells expressed his concern for the contractor due to the IEPA's delay. Motion made by Mr. Thacker, and seconded by Ms. O'Malley to pay Western Lift Station contractor immediately and wait for the EPA's reimbursement thereafter. Motion approved unanimously.

Motion made by Ms. O'Malley, and seconded by Mr. Thacker to adjourn. Meeting adjourned at 7:01p.m.

Minutes recorded by:

Scott Schaefer

Intern

FINAL

16 May 2011 – PUBLIC SAFETY COMMITTEE MINUTES

Chairman Wells called the regular meeting of the Public Safety Committee to order at 7:01 p.m. at the Swansea Government Center, 1400 North Illinois Street, in Swansea.

MEMBERS PRESENT

Brian Wells, Chairman
Ron Sutterfield, Trustee
Dave Thacker, Trustee
Bill Saak, Trustee
Susan O'Malley, Trustee
David Freed, Alternate

Others Present

Administrator John Openlander, Village Treasurer Mike Leopold, Missy Roth of Building & Zoning, Village Clerk Lauren O'Neill, Police Chief Mike Arnold, Deputy Chief Craig Coughlin, Judy Hagen of the Police Department, Fire Chief John McGuire, Deputy Fire Chief Chris Tell, John Budde of the Street Department, Mark Ehret of Ehret Inc, Gene Kish, Doris Rebenstorff, Steve Rebenstorff, Rocky McDonald. President Rauckman and Superintendent of Sewer Department Rick Tucker were absent.

Re: Draft Ordinance-Amend Fire Pension Board Meeting Schedule – Mr. Openlander noted that last year the Firefighter Pension Board changed their meeting schedule from twice a year to quarterly and there was a need to revise the municipal code to reflect the change. Motion made by Ms. O'Malley, and seconded by Mr. Wells to forward the resolution to the Board. Motion approved unanimously.

Motion made by Mr. Wells, and seconded by Mr. Thacker to adjourn. Meeting adjourned at 7:02 p.m.

Minutes recorded by:


Scott Schaefer

Intern

FINAL

16 May 2011 – PARKS COMMITTEE MINUTES

Chairman Saak called the regular meeting of the Parks Committee to order at 7:02 p.m. at the Swansea Government Center, 1400 North Illinois Street, in Swansea.

MEMBERS PRESENT

Bill Saak, Chairman
Ron Sutterfield, Trustee
Dave Thacker, Trustee
Brian Wells, Trustee
David Freed, Trustee
Susan O'Malley, Alternate

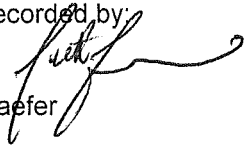
Others Present

Administrator John Openlander, Village Treasurer Mike Leopold, Missy Roth of Building & Zoning, Village Clerk Lauren O'Neill, Police Chief Mike Arnold, Deputy Chief Craig Coughlin, Judy Hagen of the Police Department, Fire Chief John McGuire, Deputy Fire Chief Chris Tell, John Budde of the Street Department, Mark Ehret of Ehret Inc, Gene Kish, Doris Rebenstorff, Steve Rebenstorff, Rocky McDonald. President Rauckman and Superintendent of Sewer Department Rick Tucker were absent.

Re: Splash Pad Lawsuit – Mr. Openlander noted that the first court date on the lawsuit is scheduled for May 24, 2011.

Motion made by Mr. Thacker, and seconded by Mr. Wells to adjourn. Meeting adjourned at 7:04 p.m.

Minutes recorded by:


Scott Schaefer

Intern

16 May 2011 – CITIZEN COMMUNICATIONS COMMITTEE MINUTES

Chairman Freed called the regular meeting of the Citizen Communications Committee to order at 7:04 p.m. at the Swansea Government Center, 1400 North Illinois Street, in Swansea.

MEMBERS PRESENT

David Freed, Chairman
Ron Sutterfield, Trustee
Brian Wells, Trustee
Bill Saak, Trustee
Brian Wells, Trustee
Susan O'Malley, Trustee

Others Present

Administrator John Openlander, Village Treasurer Mike Leopold, Missy Roth of Building & Zoning, Village Clerk Lauren O'Neill, Police Chief Mike Arnold, Deputy Chief Craig Coughlin, Judy Hagen of the Police Department, Fire Chief John McGuire, Deputy Fire Chief Chris Tell, John Budde of the Street Department, Mark Ehret of Ehret Inc, Gene Kish, Doris Rebenstorff, Steve Rebenstorff, Rocky McDonald. President Rauckman and Superintendent of Sewer Department Rick Tucker were absent.

Re: Mock-up of June Issue – Board members suggested articles on barn themed items for the TWM Center, the Farmers Market, the Memorial Day trash collection schedule and an article to remind drivers to watch for children during the summer.

Re: Online Swansea Report – Mr. Freed will meet with the Mayor to discuss production of an on-line publication, and the matter of a hiring a firm to store residents' email addresses.

Motion made by Mr. Freed, and seconded by Mr. Saak to adjourn. Meeting adjourned at 7:07 p.m.

Minutes recorded by:

Scott Schaefer

Intern

FINAL