

Minutes of the Regular Board Meeting of the  
Village of Jerome Board

**CALL TO ORDER:** The President and the Board of Trustees held the regular scheduled meeting on Thursday, October 21, 2021 at the Jerome Civic Center, 2901 Leonard Street, Jerome, Illinois via Zoom. The meeting was called to order at 6:30 pm by President Lopez, followed by Roll call and the Pledge of Allegiance.

**ROLL CALL:** The following were present:

Kathy DeHart, Trustee of Public Property & Co Trustee Public Health  
Leigh Irons, Trustee of Public Safety  
Ralph Irons, Trustee of Water Department  
Dale Lael, Trustee of Building & Zoning  
Phil Raftis, Trustee of Public Works  
Christina Smith, Co-Trustee of Public Health

Also Present:  
Lisa Cave, Village Clerk  
Jason Brokaw, Attorney, Giffin, Winning, Cohen & Bodewes, P.C.,  
Steve Roth, Village Treasurer

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**APPROVAL OF THE MINUTES:** President Lopez asked whether the Board had reviewed the October 7, 2021 Minutes and if they found need for any changes, corrections, or amendments. President Lopez stated a name was misspelled and has directed the clerk to correct the October 7, 2021 minutes would stand approved as amended.

Motion to approve the October 7, 2021 Meeting Minutes as amended by:  
Trustee Leigh Irons and 2<sup>nd</sup> by Trustee Raftis  
Upon roll call vote, all voted AYE  
**MOTION PASSES.**

President Lopez asked whether the Board had reviewed the September 2, 2021 Executive Minutes and if they found need for any changes, corrections, or amendments. President Lopez stated the September 2, 2021 executive minutes would stand approved as presented.

Motion to approve the September 2, 2021 Executive Meeting Minutes as presented by: Trustee Lael and 2<sup>nd</sup> by Trustee Ralph Irons  
Upon roll call vote, all voted AYE;  
**MOTION PASSES.**

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President Lopez stated the Board needed to discuss and approve item B on the agenda first before the approval to pay bills was brought for a motion to the board. Trustee Leigh Irons stated that Acting Chief Forsyth needs a breast plate and uniform totaling \$1,072.63.

Motion to approve an expenditure of \$1,072.63 of a police uniform as presented by Trustee Leigh Irons and 2<sup>nd</sup> by Trustee Smith  
Upon roll call vote, all voted AYE;  
**MOTION PASSES.**

**APPROVAL TO PAY BILLS:** President Lopez asked whether the board had reviewed Warrant List 22-12 dated October 21, 2021 totaling \$32,049.29. Treasurer Roth added that of this amount \$9,694.14 will be paid from the General Revenue Fund and \$22,355.15 will be paid from the Water Fund.

President Lopez asked for a motion to approve Warrant List 22-12 as presented.  
Motion to Approve the Bills to be Paid as amended by Trustee Leigh Irons and  
2<sup>nd</sup> by Trustee Ralph Irons.

Upon roll call vote, all voted AYE;

**MOTION PASSES.**

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**TREASURER REPORTS:** Treasurer Roth presented to the Board of Trustees the Financial Status as of October 21, 2021, via email. Revenues: *Revenues continue to drop for Use Tax (which is the first time in years), Telecom, and Gaming based on where are revenues were in April, May and June. Other revenues are up, which is good news as they more than offset any losses. Sales and 1% continue to increase from where we last year. Although not close to the revenue we received when Shop N Save was in business, it is definitely an improvement from where we were at a couple years ago. Please continue to monitor your accounts and keep our monthly expenditures within budgeted amounts.* Funds: *There are approximately \$684,675.14 in the Illinois Funds GRF account and \$92,542.99 in the MFT funds. There is approximately \$46,585.39 in the INB GRF account and \$234,825.36 in the INB Water account. The other bank account balances are as follows: Law Enforcement - DUI – \$295.00; Law Enforcement – Vehicle - \$722.43; 1% NHR - \$381,777.54 (with the October revenues included); Road & Bridge - \$18,518.28; Police Equipment Fund - \$2,039.83, Cannabis Fund - \$2,655.03 (with the October revenues included); MFT-Rebuild Illinois fund – \$72,757.96; American Rescue Funds - \$107,949.70. I have completed and am proofing the Treasurer’s Report of FY’21. Once finalized this week I will provide a copy to you and post it in the newspaper as required by law.*

**PUBLIC COMMENTS:**

President Lopez opened the Visitors Acknowledgement portion of the meeting at 6:39 pm.

He noted that during the time when remote meetings are being held public comments must be submitted in writing to the Clerk by email or by placing them in the deposit slot outside the office front door by 6:00 p.m. the day of the meeting.

Clerk Cave stated she no comments that have been received.

This portion of the meeting closed at 6:39 pm.

**REPORTS:**

Trustee Smith stated she is catching up on complaints on debris, furniture and inoperable vehicles. Trustee Smith is also approving a few fire pit applications. Reminder that the Flu Clinic is next Tuesday October 26<sup>th</sup> from 10 am to 11 am at the Civic Center, limb pickup is scheduled for next week and the properties that have had their limbs out prior to the notice will not be picked up. Residents will need to make arrangements to remove those piles. The Village will not pick them up. There are two properties that have dead trees and Trustee Smith will be asking for estimates from Mohawk Tree Trimming. Trustee DeHart stated that she has received complaints on lles regarding trash cans not getting put back after pick up with debris all around them.

Trustee Raftis stated signs are out and the pink paint is marked where PH Broughton will be resurfacing tomorrow starting at 7 am. Please remove all vehicles from the street. The Chevy Astro van has had the thermostat replaced and is ready to go. Currently we are paused on the ditch work. Trustee DeHart and Trustee Raftis discussed Wright Tree Trimming doing work in the Village. Wright is in the Village on behalf of CWLP not the Village of Jerome. The Village does not have a list or agenda on what they will be doing at any address. They are trimming trees and leaving them at the residence, and we will be finding out when they will be coming back to pick up the limbs they have trimmed.

Trustee DeHart has spoken with Trustee Raftis regarding 2 homes that need some ditch work on Iles. Complaints have been received on residents back yard landscapes. Dave is winterizing the Park and the Park is still closed at this moment.

Trustee Lael wanted to remind all residents to check if they need a permit for any work on their property. Any contractor or company needs to register with the Village. If residents are installing a fence, they will need a permit.

Trustee Leigh Irons stated we received an application for a police officer and will be checking it out and hopefully set something up for an interview.

Trustee Ralph Irons stated he has nothing at this time it is all under new business.

Village Clerk Cave had nothing to report.

Attorney Brokaw had nothing to report.

President Lopez wanted to thank everyone for working behind the scenes for all the reports and mandates that are on the agenda tonight. The Village is still accepting applications for police officers. Kyle Forsythe is doing well as Acting Police Chief. Police presence will be out for this next weekend on October 30 and 31<sup>st</sup>. The Village will accept candy donations and residents can drop them off from 10 am to 1 pm. President Lopez will be passing out a flyer to the businesses asking for candy donations this weekend.

**NEW BUSINESS DISCUSSION:** President Lopez asked Trustee Raftis for discussion on advertising a public works laborer position. Trustee Raftis stated we are getting a lot of mandates from IEPA and with Dave spending 15-20 per week now with the Water Operator it does not leave a lot of time to do the regular public works tasks we need done.

Motion to approve advertising for a Public Works Laborer Position with the same pay scale as before by Trustee Raftis and 2<sup>nd</sup> by Trustee Lael.

Upon roll call vote, all voted AYE;

**MOTION PASSES.**

President Lopez asked for discussion of the Water Rate Increase. Treasurer Roth stated that CWLP has increased the rate of water usage. Trustee Ralph Irons and Treasurer Roth will be meeting this coming week to discuss how the increase will affect our water rates and be able to answer any questions. Treasurer Roth asked that we table this item for the next meeting.

President Lopez asked for discussion and approval of auto bill pay for water payments. Trustee Ralph Irons received a proposal, it will take 90 days to be implemented. Customers will set up their accounts

online. There is a \$300 per month charge to the Village. There is a \$0.25 per customer per month transaction charge. For \$3.95 per credit card \$2.50 for an echeck, \$0.95 for payment over the phone by the company and if it is automatically deducted it will be \$0.75 per transaction. No charge if residents want to pay their bill with a credit card in the office. They have a paperless billing option that could send out text reminders, emails etc. We will still need to send out cards in the mail to those residents that do not sign up for paperless bills.

Motion to approve authorization to move forward with Online Credit Card Process and Auto Bill Pay for Water Payments subject to legal counsel and Board approval by Trustee Ralph Irons and 2<sup>nd</sup> by Trustee Smith.

Upon roll call vote, all voted AYE;

**MOTION PASSES.**

President Lopez asked Trustee Smith to present the discussion and approval of Ordinance 22-09 Approving an Intergovernmental Agreement for Animal Control Services. This is a yearly agreement and this year the amount is \$721.79 which is based on last year's services of May 1, 2020 to April 30, 2021.

Motion to approve Ordinance 22-09 Approving an Intergovernmental Agreement for Animal Control Services with the payment of \$721.79 by Trustee Smith and 2<sup>nd</sup> by Trustee Leigh Irons.

Upon roll call vote, all voted AYE;

**MOTION PASSES.**

Trustee Leigh Irons wanted to thank the residents for keeping the costs low with social media, locating pet owners has become much easier with residents keeping each other informed.

President Lopez asked Trustee DeHart to present the discussion and approval of purchasing a replacement stove in the Civic Center. Trustee DeHart has sent out to all the trustees the options that were in stock and could be purchased. Menards is offering an 11% rebate and it also has a more stable and durable grating on the burners for large pots and with a 3-year extended warranty. President Lopez and Trustee Lael has looked at both options.

Motion to approve purchase a Whirlpool stove from Menards with warranty not to exceed \$900.00 by Trustee Dehart and 2<sup>nd</sup> by Trustee Smith.

Upon roll call vote, all voted AYE;

**MOTION PASSES.**

President Lopez asked Attorney Brokaw and Dave Wilken to present Resolution 04-22 Approving and Authorizing the Execution and Delivery of an Intergovernmental Cooperation Agreement for Illinois Water and Wastewater Mutual Aid and Assistance. This is a network of municipalities that can help and backup the Village in our time of need and we would also agree to assist if called upon.

Motion to approve Resolution 04-22 Intergovernmental Cooperation Agreement for Illinois Water and Wastewater Mutual Aid and Assistance by Trustee Ralph Irons and 2<sup>nd</sup> by Trustee Smith.

Upon roll call vote, all voted AYE;

**MOTION PASSES.**

President Lopez asked Trustee Ralph Irons to present the discussion and approval of refund/waiver of water meter fees to water customers whose house were lost to fire. Trustee Ralph Irons stated that there were two homes that burned down in the Village at 1612 Glenn and 1511 Jerome. Glenn is receiving monthly charges and are up to \$263.82 and Jerome has no charge. Meters are shut off.

Motion to approve a refund of \$263.82 for 1612 Glenn and to pause all monthly charges to 1612 Glenn and 1511 Jerome by Trustee Ralph Irons and 2<sup>nd</sup> by Trustee Leigh Irons.

Upon roll call vote, all voted AYE;

**MOTION PASSES.**

President Lopez asked Trustee Ralph Irons to present the discussion and approval of purchasing Water Testing Equipment related to Required Nitrification Action Plan. EPA laws are requiring this, and we do not have this equipment. Dave Wilken explained with this testing equipment it is portable and he will be able to do this in the field. The equipment is recommended by the State of Illinois. The Village is required now to 15 tests per week and 2 additional tests doing monthly. The test strips are for one years' worth unless there are retests. If there are any retests, we will need to purchase more strips. We are mirroring CWLP's testing. This is mandatory we have to do the testing in house, even though we purchase our water from CWLP.

Motion to approve purchasing Water Testing Equipment related to required Nitrification Action Plan not to exceed \$6,600.00 by Trustee Ralph Irons and 2<sup>nd</sup> by Trustee Raftis.

Upon roll call vote, all voted AYE;

**MOTION PASSES.**

President Lopez presented Ordinance 22-09 Amending License Fees for Liquor License Renewals. President Lopez wants to thank the businesses and show each business support by helping them out at this time by reducing the liquor license fee for the renewal of their liquor license this year.

Motion to approve Ordinance 22-09 Amending License Fees for Liquor License Renewals by Trustee Leigh Irons and 2<sup>nd</sup> by Trustee Lael.

Upon roll call vote, all voted AYE;

**MOTION PASSES.**

#### **EXECUTIVE SESSION:**

A motion was made by Trustee Smith to go into Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee or legal counsel of the public body (5 ILCS 120/2 (c)(1)); minutes of meetings lawfully closed under the Open Meetings Act for purposes of approval by the Body (5ILCS 120/2(c)(21); Trustee Ralph Irons seconded the motion.

The Board went into Executive Session at 7:39 pm.

The Board returned from Executive Session at 8:48 pm.

**ADJOURNMENT:** With no further business, President Lopez asked for a motion to close the meeting at 8:49 pm. Motion was made by Trustee Leigh Irons and 2<sup>nd</sup> by Trustee Raftis.

**PREPARED BY:** Lisa Cave, Clerk

**DATE APPROVED:** November 4, 2021

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Village Clerk

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Date