

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, February 17, 2022, 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:

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

Also Present:

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

APPROVAL OF THE MINUTES: President Lopez asked whether the Board had reviewed the February 3, 2022, Minutes and if they found need for any changes, corrections, or amendments. President Lopez asked the February 3, 2022, minutes would stand approved as presented.

Motion to approve the February 3, 2022, Meeting Minutes as presented by:
Trustee Leigh Irons and 2nd by Trustee DeHart
Upon roll call vote, all voted AYE,
MOTION PASSES.

APPROVAL TO PAY BILLS: President Lopez asked whether the board had reviewed Warrant List 22-20 dated February 17, 2022, totaling \$30,879.92. Treasurer Roth added that of this amount \$9,212.70 will be paid from the General Revenue Fund, \$20,942.94 will be paid from the Water Fund, \$724.28 will be paid from the 1% Fund.

President Lopez asked for a motion to approve Warrant List 22-20 as presented.
Motion to Approve the Bills to be Paid as presented by Trustee Lael and
2nd by Trustee Ralph Irons.
Upon roll call vote, all voted AYE;
MOTION PASSES.

TREASURER REPORTS: Treasurer Roth presented to the Board of Trustees the Financial Status as of February 17, 2022, via email Revenues: *Except again for the Telecom and the Use Tax fund, our revenues continue to increase, placing us in a good financial position we have not seen in years. We are also under budget with our overall budget, which again is good news. My hope is that we continue to do so through the rest of this fiscal year and into the next as we look to solidify the stability of our operations and the financial health of the Village. To do so it is still necessary to monitor your expenditures. For January financials your overall budget and individual line items should not exceed 75%. Funds: There are approximately \$835,888.72 in the Illinois Funds GRF account and \$114,780.29 in the MFT funds. There is approximately \$33,344.61 in the INB GRF account and \$195,249.55 in the INB Water account. The other bank account balances are as follows: Law Enforcement - DUI – \$275.00; Law Enforcement – Vehicle - \$702.43; 1% NHR - \$440,239.49 (with February revenue included); Road & Bridge - \$18,991.94; Police Equipment Fund - \$2,893.88, Cannabis Fund - \$3,323.55 (with the February revenue included); MFT-Rebuild Illinois fund – \$72,757.96; American Rescue Funds - \$108,133.47. Budget worksheets have been sent out and I will be meeting with departments to work out their overall budgets. Please look at your overall priorities for the next fiscal year. I have been working with the representatives from E-pay to get paperwork and the overall set up completed. My understanding is that the set up and establishment of E-pay goes very quickly so I will be working with Trustee Irons and Diane the Water Clerk to move this forward. We have received a Notice of State Grant on two of the Grants, one for \$550,000 and one for \$200,000. We are working with the State and our Engineers to get in any documents requested and clarification on some issues before moving forward.*

PUBLIC COMMENTS:

President Lopez opened the Visitors Acknowledgement portion of the meeting at 6:35 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 had received no comments by email.

This portion of the meeting closed at 6:36 pm.

REPORTS:

Trustee Smith stated she is still following up on letters that were sent out in January in regard to inoperable vehicles, leaf piles and bags.

Trustee Raftis stated he would like to remind residents to keep your vehicles off the roadways to allow Public Works to push the snow.

Trustee DeHart stated she has received a complaint on trash outside of a residence and will pass that along to Trustee Smith.

Trustee Lael stated he has nothing to report.

Trustee Leigh Irons stated Chief Forsythe, President Lopez and herself interviewed several candidates to fill the open police officer positions. Trustee Leigh Irons reported that she has 6 more interviews and hopes to have potential hires at the next board meeting.

Trustee Ralph Irons stated he has been working with Dave on the IEPA regulations. Trustee Ralph Irons also reported that someone had hit a fire hydrant and CWLP has been contacted to repair or replace the hydrant. No idea who had hit the hydrant and at the time no police report was filed. Trustee Ralph Irons will contact Chief Forsythe and make a police report for our records.

Village Clerk Cave had nothing to report.

Attorney Brokaw had nothing to report.

President Lopez stated he is waiting to send out a newsletter to the residents so that the Village can include the E-Pay program. President Lopez commented on the Public Works snow plowing. *“Not to many people can or would tolerate the job they do, plows have been out since mid-day and with the snow blowing the guys are doing a great job.”* President Lopez stated he is hoping to go back to in person meetings in April or May of 2022 that will be held in the Civic Center to allow residents to spread out, masks will still be required in the building for safety.

NEW BUSINESS DISCUSSION: President Lopez asked Trustee Raftis to present for discussion and approval of Resolution 09-22 Approving the Execution and Delivery of Agreement for Administrator for Project Activity Delivery (Grant Administration) with Benton & Associates, Inc. (SR210015). Trustee Raftis introduced Cameron Jones from Benton & Associates to speak to the board and explain the agreement. Cameron Jones stated that the Village has received notice of two awards from the State that have different time frames on completing the projects. Benton & Associates has a grant administration team that will move forward with the forms and procedures to facilitate the grant paperwork that has monthly reporting and work with DCEO to ensure the requirements are met. There are two agreements, one for \$15,000 for the \$200,000 grant and one for \$30,000 for the \$550,00 grant. Those fees can only be paid by local funds not the grant money. Trustee Smith questioned the clause in paragraph two. Trustee Smith asked isn't this a service agreement not a personnel issue in the Public Works Department. Attorney Brokaw stated the resolutions had that language in the documents by error and he will correct the resolutions and send them directly to the board. Trustee DeHart asked what is the plan? Cameron Jones stated the \$200,000 grant will be used for engineering design with DCEO approving the grant modification. When the Village applied for this grant, it was done in a short time frame and the scope was slightly loose, it was an estimate of what the costs could look like; now we want to get the best bang for our buck and have a design agreement with a scope of work and then construction. Trustee DeHart asked do you have personnel that can do all this in office? Cameron Jones stated that yes, at this time it can all be done in house unless DCEO requires a subcontractor. Trustee Leigh Irons asked so the previous engineer didn't have a plan that was sent in? Trustee Raftis replied that it was a plan, but it is not comprehensive. Trustee Leigh Irons also stated that the big grant was reported to the board that some municipalities had lost out on that grant as they worked on their project before hearing the result on the grant, Trustee Leigh Irons does not want us to lose out on the grant money if we touch the project before hearing the result. Treasurer Roth responded he is being told indication is to grant the funds by end of the quarter, although that is what he was told in 2021. Cameron Jones stated the scope of work is very clear on what the grant funds can be used for.

Motion to approve Resolution 09-22 Approving the Execution and Delivery of Agreement for Administrator for Project Activity Delivery (Grant Administration) with Benton & Associates, Inc. (SR210015) by Trustee Raftis and 2nd by Trustee Lael.

Upon roll call vote, all voted AYE;

MOTION PASSES.

President Lopez asked Trustee Raftis to present for discussion and approval of Resolution 10-22 Approving the Execution and Delivery of Agreement for Administrator for Project Activity Delivery (Grant Administration) with Benton & Associates, Inc. (HR200117). .

Motion to approve Resolution 10-22 Approving the Execution and Delivery of Agreement for Administrator for Project Activity Delivery (Grant Administration) with Benton & Associates, Inc. (HR200117) by Trustee Raftis and 2nd by Trustee Leigh Irons

Upon roll call, all voted AYE;

MOTION PASSES.

ADJOURNMENT: With no further business, President Lopez asked for a motion to close the meeting at 7:09 pm. Motion was made by Trustee Leigh Irons and 2nd by Trustee Lael.

PREPARED BY: Lisa Cave, Clerk

DATE APPROVED: March 3, 2022

Village Clerk

Date