

Regular Meeting of the Board of Trustees  
Village Of Philo, Illinois  
January 9, 2019

The meeting was called to order by President Larry Franks at 7:15 p.m. at the R.E. Franks Center in the Eileen Painter room.

GUESTS: Dave Traxler, Janet Decker, Kevin Chalmers, Chris Payne, Karl Helmink, Marc Miller and Dave Atchley.

ROLL CALL: Present-Trustees Mumma, Messman, Sappenfield, Pioletti, Garrett and Brady.

MINUTES: Trustee Pat Pioletti made a motion, seconded by Trustee Steve Messman, to approve the Regular Meeting minutes of December 12, 2018, as presented. Voice vote, all "ayes" motion carried unanimously.

CORRECTION OF SPECIAL MINUTES: Trustee Pat Pioletti made a motion, seconded by Trustee Rachael Garrett, to approve the correction of the Special Meeting Minutes of November 21, 2018. Voice vote, all "ayes" motion carried unanimously.

ACCOUNTS PAYABLE WARRANT: After Dave Atchley clarified the MSA bill regarding the "Prather-Inspection & Layout" reference, Trustee Steve Messman made a motion, seconded by Trustee Steve Sappenfield, to approve the payment of bills as presented. Roll call vote; "ayes" Trustees Mumma, Messman, Sappenfield, Pioletti, Garrett and Brady. Motion passed unanimously.

VILLAGE ENGINEER: There was one pay request to Maulding Excavation, LLC for Washington Street work in the amount of \$15,346.68, included in the bills approved above. Ten percent was held for contingency. Dave A. received information from the Clerk so he should be able to close out MFT at the February meeting.

ST. THOMAS SCHOOL VARIANCE: Karl Helmink and Chris Payne of the Plan Commission stated there was good discussion at their meeting and they recommend the Board approve the variance to St. Thomas. See attached Petition for Variance for details.

Trustee Steve Sappenfield made a motion, seconded by Trustee Paul Brady, to approve the variance as recommended by Planning Commission at its meeting this date relating to the St. Thomas School Parking Area as presented. Roll call vote; "ayes" Trustees Mumma, Messman, Sappenfield, Pioletti, Garrett and Brady. Motion passed unanimously. Karl Helmink will leave the paperwork and check at the Village office.

VILLAGE ATTORNEY: Marc Miller did not have anything on the agenda, and there were no questions directed to him.

VILLAGE MAINTENANCE: Dave Traxler reported two (2) building permits for December.

He presented information regarding the need to replace the hallway heater at the REFMC. Dave T. said there are two more heaters to replace after this one. Trustee Pioletti asked if this would affect the

treatment that was approved at the last meeting. Dave T. said no, as the treatment hasn't been done yet. Trustee John Mumma made a motion, seconded by Trustee Pat Pioletti, to approve the purchase from A & R Mechanical for a heater in the amount of \$8,278.00. Roll call vote; "ayes" Trustees Mumma, Messman, Sappenfield, Pioletti, Garrett and Brady. Motion passed unanimously. It will take two days to install once it is received.

Dave T. will continue to work on the vestibule floor repair at the gym entrance, trying to get it level. President Franks said the work by the doors looks really good and they want to level floor where the mat used to be.

Trustee Brady issue was tabled until May. President Franks asked if Dave T. was ready for snow & he indicated they are ready. Trustee Sappenfield asked about pot holes and Dave T. indicated his supplier was not open. He will try to get material and work on when weather permits.

VILLAGE TREASURER: Kevin indicated everything was normal and said he plans to pull MFT statements and review them. Trustee Pioletti asked if the State of Illinois payments were timely. Clerk Kirby responded they have been pretty regular.

OLD BUSINESS: Trustee Sappenfield reported Janet made the suggested corrections and changes to the Village of Philo Employee Policy Manual directed by David Krchak of Thomas, Mamer & Haughey, LLP. The following items were discussed and proposed changes noted. 1) Residency Requirement (can be specific to employee). Trustee Sappenfield suggested employee be within 1.5 miles of Village, with time frame to comply. Trustee Pioletti mentioned response time should be considered, but would limit pool of applicants. Attorney Marc Miller stated this requirement could be waived. 2) Pay Periods-Employees should be paid two (2) times per month. He suggested 1-14, paid on the 20<sup>th</sup> of the month and 15-31, paid on the 5<sup>th</sup> of the month. Clerk Kirby indicated the appointed and elected officials can continue to be paid as they are now. 3) Overtime-This needs to be spelled out. 4) Bereavement Pay-With or without pay. Board determined "with pay" and up to 3 days. 5) Sick Days-Accumulate up to 45 days to be accrued at 2.5 hours per pay period. Sick days not paid at separation (or at Board's discretion). 6) Personal Dress-Safety Vest standard attire. President Franks suggested the Village look into t-shirts and vests. 7) Computer & Technology Use-We feel we addressed this in a Village policy already. 8) State of Illinois Acts/Policy. Janet Decker has this and just needs to insert. Hopefully, this Employee Policy Manual will be ready to pass prior to the next physical year (May 1, 2019).

NEW BUSINESS: Janet presented the REFMC report. President Franks asked about the number of St. Thomas rentals. It depends on the various coaches, but Janet noted not as many as say 4 years ago. We are about half way to last year's numbers. Trustee Sappenfield asked Janet to keep notes on rental needs.

The Sheriff's contract was presented. Trustee Steve Messman made a motion, seconded by Trustee Steve Sappenfield, to approve the contract and direct President Franks to sign. Roll call vote; "ayes" Trustees Mumma, Messman, Sappenfield, Pioletti, Garrett and Brady. Motion passed unanimously.

MISCELLANEOUS DISCUSSION:

Trustee Brady-Nothing

Trustee Garrett-Philo Kids Festival committee meeting was cancelled, but they plan to meet tomorrow.

Trustee Pioletti-Nothing

Clerk Kirby-Nothing

Trustee Sappenfield-Nothing

Trustee Messman-Nothing

Trustee Mumma-Nothing

MOTION TO ADJOURN: Trustee Pat Pioletti made a motion, seconded by Trustee Rachael Garrett, to adjourn the meeting. Voice vote, all "aye's". Meeting adjourned at 8:12 p.m.

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VILLAGE CLERK

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VILLAGE PRESIDENT