

Minutes of
October 28, 2021

The Commission met in session at the Justice-Willow Springs Water Commission 7000 S. Archer Road, Justice IL 60458

There was also a teleconference call

Commissioner Chairman Mike Porfirio called the Meeting to Order at 9:30 AM

Present were the following:

| | |
|--------------------|----------------------|
| Mike Porfirio | Commission Chairman |
| Mary Jane Mannella | Commission Treasurer |
| George Pastorino | Commissioner |
| Colleen Kelly | Commission Director |
| Michael Cainkar | Commission Attorney |
| John Hoefflerle | Commission Engineer |

PUBLIC COMMENT

Motion by: Porfirio to open the floor for public comment

Second by: Pastorino

Roll Call Vote: Ayes: Porfirio, Mannella, and Pastorino

No one in the audience or on teleconference

Motion by: Porfirio to close the floor for public comment

Second by: Pastorino

Roll Call Vote: Ayes: Porfirio, Mannella, and Pastorino

MINUTES

Motion by: Porfirio to amend the previously approved minutes of the August 26, 2021 Board Meeting –

Director Kelly explained that 3 bidder's amount were not on the minutes. Also, the name of the company that won the bid was spelled incorrectly

Second by: Pastorino

Roll Call Vote: Ayes: Porfirio, Mannella, and Pastorino

Motion by: Porfirio that the Minutes September 30, 2021 be accepted as written

Second by: Pastorino

Roll Call Vote: Ayes: Porfirio, Mannella, and Pastorino

FINANCIAL

- 1) Paid Invoices paid from September 22, 2021 to October 21, 2021

Director Kelly – Majority of that total is \$360,000 which is for the City of Chicago

Porfirio – Check he signed for Mauro is that on approval this meeting. Director Kelly explained that the approval Mauro check will be on next month's payouts.

Porfirio – Maintenance Program/Hydrant Program everything is in order. Director Kelly Yes, Hydrant Maintenance is part of the testing program along with valve exercise. 3rd year for ISO and the 6th year checking ISO valves. Minor issues have been found, gets better every year.

Motion by: Porfirio to approve the invoices paid from September 22, 2021, to October 21, 2021, in the amount of \$448,742.13

Second by: Pastorino

Roll Call Vote: Ayes: Porfirio, Mannella, and Pastorino

- 2) Cash in Banks All Accounts September 2021

File: Cash in Bank

- 1.) 1 CD came up last month
- 2.) Republic was renewed
- 3.) Byline was renewed and went up
- 4.) First Midwest is next month

- 3) September 2021 Budget Comparison – Director Kelly - we are under budget

- 1.) 75 % on Target
- 2.) Revenue is up
- 3.) Expenditures are below
- 4.) 1.2 is our profit
- 5.) We buy directly for work boot/shirts/coats ext. We do not reimburse employee.

File: Budget Comparison

- 4) Collections for the October 2021

COMMISSIONER’S REPORT

- Holiday Party

Board Discussion and Possible Action on the Following:

Motion by: Porforio to move meeting to December 2, 2021, start time 10:30am, office will close at 12:30 and Holiday Party to follow.

Second by: Mannella

Roll Call Vote: Ayes: Porfirio, Mannella, and Pastorino

5) Full-time Employees 2022 Paid Holidays

Cainkar will provide a resolution on the paid employee Holiday dates

ENGINEERING

- Update on Water Main Projects

6) Letter dated October 22, 2021 from John Hoefflerle, Hoefflerle – Butler Engineering to the Commissioners

Re: Contractor’s Payout #1
Vinewood Avenue Water Main Replacement

Making the connection from Charleton to Oakwood
Pressure test and chlorate Cliff all the way Charleton
Charleton to Archer is the main that still needs to be completed, will have to bore on Archer
Vinewood is almost complete just need to hook the services up

Motion by: Porfirio to approve Payout #1 for the amount of \$407,123.10 upon recommendation by Commission Engineer John Hoefflerle and Director Colleen H. Kelly to Mauro Sewer Construction for the Vinewood Avenue Water Main Replacement Project

Second by: Pastorino

Roll Call Voter: Ayes: Porfirio, Mannella, and Pastorino

Board Discussion and action on the following:

Contractor’s Payout #4 for Cronin Avenue Water Main Replacement Project

Motion by Porfirio approving payment for Unique Plumbing for the Cronin Project for total of \$218,880.04 including the reduction of 10% to 5% - total is \$51,331.57

Second by: Pastorino

Ayes: Porfirio, Mannella, and Pastorino

LEGAL

- Update on ProChamps

7) E-mail dated October 15, 2021, from Attorney Michael Cainkar to the Board of Commissioners

Re: Notice of Appeal
B & D Investment Group
Cork Avenue

File: Customer Account

EXECUTIVE DIRECTOR'S REPORT

- Meter Program Update – Calumet City will be mailing out the letters, we have a shipping container that will house the old meters and we have the permit application that was approved by Bedford Park.
- Website Update – being worked on. Had to rebuild the website
- Pumphouse Update – Ordered a few parts, may not be as bad as we thought. In the process of getting information on rehabbing part of the electrical.
- 24” Water Main Repair on October 22, 2021 – Shut down and pushed the flow behind the Greek Church. Old water mains are not use to the pressure of flow. Repair was made without incident.

8) E-mail dated October 19, 2021 from Mark Subacius from Onsolve to Director Colleen H. Kelly

Re: Names for Drawing

Joe Sobotka - Garden Lane in Justice
Roxanne Brookens - Archer Avenue in Willow Springs, IL

File: Onsolve and Customer Accounts

Board Discussion and Possible Action on the Following:

9) Proposal from Illinois Counties Risk Management Trust (ICRMT) to the Commission

Re: Quote for Policy Year
December 01, 2021 – December 01, 2022
\$42,781.00

Motion by: Mannella to accept the quote from ICRMT for Policy year December 01, 2021 – December 01, 2022 for the amount of \$42,781.00

Second by: Pastorino

Roll Call Vote: Ayes: Porfirio, Mannella, and Pastorino

File: ICRMT

CUSTOMER / COMMUNITY MATTERS

10) Letter dated October 5, 2021 from David Dineff to the Commission

Re: Account 0606940370-00

Thank you

File: Customer Account

Board Discussion and Possible Action on the Following:

11) Letter dated September 17,2021 from Barbara Mitchell to the Commission

Re: 8600 Wolf Road
1919710594-00
Refund Request \$169.50

Director Kelly reported the customer had a leaking hot water tank which has since been fixed

Motion by: Mannella to approve the credit in the amount of \$130.71

Second by: Pastorino

Roll Call Vote: Ayes: Porfirio, Mannella, and Pastorino

File: Customer Account

12) Letter dated July 16, 2021 from Claudia Toussas to the Commission

Re: 614 S. Oakwood
1616760605-00
Water Bill Adjustment Request

Director Kelly reported that the meter test came back fine, whatever issue was there the reads are now back to normal.

Motion by: Mannella to approve the credit in the amount of \$216.53

Second by: Pastorino

Roll Call Vote: Ayes: Porfirio, Mannella, and Pastorino

File: Customer Account

PERSONNEL MATTERS

OLD BUSINESS

- Present any Old Business – Go back and review what we did for the holiday bonuses and get to the attorney to review

NEW BUSINESS

- Present / Consider any New Business –

- Director Kelly – With the upcoming meters change program can we bring back seasonal workers to help break down the meters. Porfirio authorized Director Kelly to proceed with looking into seasonal workers

CLOSED SESSION

A Closed Session, as permitted by 5 ILCS 120/2, will be held to discuss and consider the appointment, compensation, discipline, performance, or dismissal of specific employees of and / or to the Commission.

Motion by: _____ that the Commission suspends the regular meeting and enter into a closed session to discuss and consider the appointment, compensation, discipline, performance, or dismissal of specific employees of and / or to the Commission

Motion by: Porfirio that all Correspondence and Documents received by and / or presented to the Commission for this meeting be received, accepted, and filed as noted

Second by: Mannella

Roll Call Vote: Ayes: Porfirio, Mannella, and Pastorino

Motion by: Porfirio that the Commission adjourns the Regular Board Meeting of October 28 2021

Second by: Mannella

Roll Call Vote: Ayes: Porfirio, Mannella, and Pastorino

Mike Porfirio
Chairman

Minutes completed by Tabatha Sutera