

Minutes of
January 28, 2021

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

There was a teleconference 978-990-5007 Enter access code 718308

Commission Chairman called the meeting to order at 9:36 AM

Present were the following:

Michael Porfirio	Commission Chairman
Mary Jane Mannella	Commission Treasurer
George Pastorino	Commissioner Absent
Colleen Kelly	Commission Director
Michael Cainkar	Commission Attorney
Penny R. Mulcahy	Recording Secretary/Clerk

PUBLIC COMMENT

Motion by: Porfirio to open the floor for public comment

Second by: Mannella

Roll Call Vote: Ayes: Porfirio and Mannella

No one in attendance or on the conference line

Motion by: Porfirio to close the floor for public comment

Second by: Mannella

Roll Call Vote: Ayes: Porfirio and Mannella

MINUTES

Motion by: Mannella that the Minutes of the Meeting December 10, 2020 of be approved as written

Second by: Porfirio

Roll Call Vote: Ayes: Porfirio and mannella

FINANCIAL

1) Invoices paid from December 3, 2020 to January 20, 2021

File: Invoices Paid

Motion by: Porfirio that all invoices be ratified for payment

Second by: Mannella

Roll Call Vote: Ayes: Porfirio and Mannella

2) Cash in Banks All Accounts for December 2020

Director Kelly reported the two (2) CD's that matured at ByLine Bank were transferred to First Midwest Bank at .20%.

The Director also reported that, with Board approval the accounts at Firth Third were combined for a five (5) year plan and should receive an estimated \$44,000 in interest this year.

File: Cash in Bank

3) December 2020 Budget (Operating Report)

File: 2020 Budget

Director Kelly reported that the 2021 Budget is being worked on and should be ready for the next Board Meeting for approval.

COMMISSIONER'S REPORT

Commissioner Porfirio stated there should be a Special Meeting held before the February 25th meeting to discuss personnel compensation and structure and also to discuss the 2021 Budget, and a surplus policy.

ENGINEERING

- Update on Watermain Projects

Commission Engineer John Hoefflerle did not attend meeting, a report was sent to the Commission and is attached to minutes.

Director Kelly reported the 83rd Street Project is down to the last punch list. After discussing with the Engineer, was decided to do replace additional water main footage to the Cronin Avenue Water Main Project for a cost of \$200,000.00 this is on the Water Commission's improvement plan.

The Vinewood project is in the engineering process, the plans should be completed soon and will go out for bid in the Spring. As previous projects the Water Commission will be working in conjunction with the Village of Willow Springs.

4) Letter read dated December 8, 2020 from John Hoefflerle of Hoefflerle Butler Engineering to the Commissioners

Re: Contractor's Payment #2 / Final
87TH Street Water Main Relocation

Check was issued on December 9, 2020 for \$20,335.98 upon recommendation of Commission Engineer John Hoefflerle and Director Colleen H. Kelly and the approval of the Board

Motion by: Mannella to ratify payout #2/Final in the amount of \$20,335.98 to Vian Construction for the 87th St Water Main Relocation Project

Second by: Porfirio

Roll Call Vote: Ayes: Porfirio and Mannella

5) Letter read dated January 14, 2021 from John Hoefflerle of Hoefflerle Butler Engineering to the Commissioners

Re: Contractor's Payout #2
Cronin Ave Water Main Replacement

Motion by: Mannella to approve Payout #2 in the amount of \$122,051.54 upon the recommendation of Commission Engineer John Hoefflerle and Director Colleen H. Kelly to Unique Plumbing Co. for the Cronin Ave Water Main Replacement Project

Second by: Porfirio

Roll Call Vote: Ayes: Porfirio and mannella

EXECUTIVE DIRECTOR'S REPORT

6) Letter read dated January 4, 2021 from Director Colleen H. Kelly and Office Manager Penny Mulcahy to Lauterbach & Amen, LLP

Re: 2019 Audit

File: 2019 Audit

7) Letters read dated January 4, 2021 from Lauterbach & Amen, LLP to the Board of Commissioners

Re: 2019 Audit

File: 2019 Audit

7A) Management Letter read dated January 4, 2021 from Lauterbach & Amen, LLP to the Board of Commissioners

Re: Audit 2019

File: 2019 Audit

8) Justice-Willow Springs Water Commission's Annual Financial Report for Fiscal Year Ended December 31, 2019

File: 2019 Audit

Attorney Cainkar will review the Audit and report any recommendations at the next Board Meeting

Motion by: Porfirio to accept the 2019 Audit as presented

Second by: Mannella

Roll Call Vote: Ayes: Porfirio and Mannella

- Customer Write Off's:

9061 Oak Ridge Court, Willow Springs \$551.57 previous owner did not pay

Director Kelly reported the Commission is unable to collect money owed from previous owner and with advice from the Attorney the Commission has to write off.

7501 Cronin \$938.00 Discharge of Debtor

The Commission also has to write off the due to bankruptcy

Director Kelly reported the Commission will now be purchasing its fuel from AL Warren in Summit, the rate is cheaper than Speedway. Speedway also was charging late fees as they has us on a 15 days payment schedule as the Commission was disputing the late fees Speedway had locked us out from making any purchases.

She also reported as directed by the Board, Rosary Hill's water bills were zeroed out for January approximately \$2,200.00, Sister Natalie expressed her appreciation for the Commission's support.

LEGAL

9) ORDINANCE NO. 21-1 AN ORDINANCE ESTABLISHING WATER SERVICE FEES FOR THE JUSTICE-WILLOW SPRINGS WATER COMMISSION

Motion by: Porfirio to approve ORDINANCE NO. 21-1 AN ORDINANCE ESTABLISHING WATER SERVICE FEES FOR THE JUSTICE-WILLOW SPRINGS WATER COMMISSION

Second by: Mannella

Roll Call Vote: Ayes: Porfirio and Mannella

CUSTOMER / COMMUNITY MATTERS

- Board Discussion and Possible Action on the following:

10) Letter read from Dan Kiers from 8353 S. 78th Ct, Justice to the Commission

Re: Abatement request

Motion by: Porfirio for a one (1) time \$239.92 abatement for customer at 8353 S. 78th Ct

Second by: Mannella

Roll Call Vote: Ayes: Porfirio and Mannella

File: Customers Account

11) E-mail read dated January 11, 2021 from Frank Nakira from J & J Fish & Chicken, 8515 S, 88th Ave, Justice to the Commission

Re: Bill Relief

Director Kelly reported this customer believes the owner of the property has tapped into his water line as there is construction on the unit next to his, a new was installed to try to monitor the readings there is no way to

determine who or which unit is using the water. Director Kelly stated the owner is opposed to putting in one (1) large meter for all the units.

Motion by: Porfirio to waive late fees for 8515 S. Cork and charge the business ½ of the usage at the wholesale rate

Second by: Mannella

Roll Call Vote: Ayes: Porfirio and Mannella

The Attorney was directed to contact the owner of the property in regards to having one (1) meter installed

File: Customers Account

12) Letter read from Russ Swanson, Owner of Oil Delux, 8000 W. 85th St, Justice to the Commission

Re: Bill Relief

Director Kelly reported the customer had found that the backflow device was leaking and the customer had it fixed.

Motion by: Porfirio to charge 8000 W. 85th St, Justice Oil Delux wholesale rate for their outstanding water bill

Second by: Mannella

Roll Call Vote: Ayes: Porfirio and Mannella

File: Customers Account

PERSONNEL MATTERS

- No Discussion

OLD BUSINESS

- No Old Business

NEW BUSINESS

Commissioner Porfirio again stated there should be a Special Board Meeting to go over personnel issues and the 2021 Budget. The meeting will be held on February 9th at 9:30 AM

CLOSED SESSION

- No Closed Session

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 and Mannella

Motion by: Porfirio that the Commission adjourns the Regular Meeting of January 28, 2021

Second by: Mannella

Roll Call Vote: Ayes: Porfirio and Mannella

The Regular Meeting of January 28, 2021 end at 10:23 AM

Mike Porfirio
Chairman

Prepared by:

Penny Mulcahy
Recording Secretary