

Minutes of
March 25, 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

Commission Chairman Mike Porfirio called the Meeting to Order at 9:35 AM

Present were the following:

Michael Porfirio	Commission Chairman
Mary Jane Mannella	Commission Treasurer
George Pastorino	Commissioner
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: Pastorino

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

No one in the audience or on the teleconference line

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 that the Minutes of February 25, 2021 and the Closed Session Minutes of July 23, 2020, February 9th and February 25, 2021 be approved as written

Second by: Mannella

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

FINANCIAL

1) Invoices paid from February 20, 2021 to March 17, 2021

File: Invoices Paid

Motion by: Porfirio to approve invoices for the total amount of \$126,793.80

Second by: Pastorino

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

2) Cash in Banks All Accounts for February 2021

Director Kelly reported the CD that matured was deposit in the Fifth Third Securities, this will be reflected in March at a Blended Yield of .43%

File: Cash in Bank

3) 2021 February Budget

File: 2021 Budget

COMMISSIONER'S REPORT

- No Report

ENGINEERING

3A) 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 Cronin Avenue Watermain Project has a tentative start date week of April 5, 2021.

The Vinewood Avenue Watermain Project is close to being finalized and should go out to bid soon.

IDOT project on 79th St and 86th Ave the 54" storm sewer washed away with all of the melt. Director Kelly also reported this is now considered an emergency and there will be no issue in getting a permit from the EPA.

EXECUTIVE DIRECTOR'S REPORT

- Willow Yard

Director Kelly stated she had received a complaint that the Willow Yard at German Church and Willow Springs Road was unsightly. The yard holds spoils, stone, and machinery, she had spoken to Keith at Willow Springs public works he had put up a privacy fence, he agreed that if the Commission bought the fencing, he would put it up. The Commission purchased the fencing and he installed it.

- Surplus Project

Director Kelly reported the tentative start date to inspect the high tank is May 27th, Commissioner Pastorino stated he had contacted the Forest Preserve and is waiting to hear back.

The Director received the contract for the hydrant painting and has forwarded contract to Attorney Cainkar for review, for tentative start in April.

The meter program is moving along with a tentative start date of June 1st.

- Dump Truck

Director Kelly reported the field staff with John DeHaan taking the lead converted the F-250 pick up to a dump truck for the cost of \$1,300.00

- Village of Justice Payment

Director Kelly report the Village of Justice has been paid in full for the 83rd St Project

4) Letter read dated February 26, 2021 from Andrea Cheng, acting Commission, City of Chicago to Director Colleen Kelly

Re: 2021 Water Rates

Director Kelly reported the City of Chicago will be raising their rates 1.1%, will be .20 per 1,000 gallons, it will cost the Commission approximately \$200,000.00. Director Kelly will do a rate report and will forward to the Commissioners.

File: City of Chicago

5) E-mail read dated from Guy Panarici, Payroc to Penny Mulcahy

Re: E-pay Rates

Office Manager Penny Mulcahy reported that Payroc does accept check payments along with credit card payments.

Commissioner Manella stated the customers should have an option to check payments as well as Paypal. Per the Board the Commission will accept online check payments and Director Kelly will look into Paypal.

File: Payroc

LEGAL

6) Letter read dated March 9, 2021 from Commission Attorney Michael Cainkar to Endeavor Assets LLC

Re: 8646 Roberts Road – Justice-Willow
Springs Water Commission

File: Customer Account

7) Letter read received March 21, 2021 from Vishal Thakkar, Managing Member, Endeavor Assets LLC to the Commission Board Members

Re: 8646 S. Roberts Road, Justice
Water Leakage Due to Frozen Pipe

After Board Discussion it was decided not to give customer an adjustment on his bill

File: Customer Account

Attorney Cainkar sent the owner of Plaza on 83rd and 88th Ave a letter regarding meter changes. Director Kelly stated that Zeitz Mechanical had given a price for labor only with an approximate price range from \$2,600 to \$3,400.00.

CUSTOMER / COMMUNITY MATTERS

- Board Discussion and Possible Action on the Following:

8) Letter read dated February 20, 2021 from the Willow Springs Lions Club to the Commission

Re: Donation

Motion by: Mannella to approve a Full-Page Ad in the Willow Springs Lions Club Directory for the amount of \$100.00

Second by: Porfirio

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

9) E-mail read dated March 22, 2021 from Susan Paulsen, Engie for Cintas Corporation to Penny Mulcahy

Re: Penalty Removal \$712.24

After Board discussion it was decided to waive the penalty if they sign up for Automatic Payment

File: Customer Account

PERSONNEL MATTERS

- No Discussion

OLD BUSINESS

Commissioner Mannella questioned whose responsibility is it to dig out hydrants when it snows. After discussion Attorney Cainkar was directed to look into to determine whose responsibility it is to dig out the hydrants. Director Kelly will contact Tr-State Fire Department to discuss a joint piece for the Willow Springs Newsletter to be done in the fall.

NEW BUSINESS

Director Kelly reported that the amount \$254.64 has to be written off the previous owner left and did not pay 8956 W. 84th Place, Justice

Release of Closed Session for Public Review Minutes of October 3, 2019, January 23, 2020, May 28, 2020, and July 23, 2020

Motion by: Mannella to release Closed Session Minutes of October 3, 2019, January 23, 2020, May 28, 2020, and July 23, 2020 for public review

Second by: Pastorino

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

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, Mannella, and Pastorino

Motion by: Porfirio that the Commission adjourns the Regular Meeting of March 25, 2021

Second by: Pastorino

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

The Regular Meeting of March 25, 2021 ended at 10:37 AM

Mike Porfirio
Chairman

Prepared by:

Penny Mulcahy
Recording Secretary