

Minutes of  
September 30, 2021

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

There was a teleconference line open

Commission Chairman Mike Porfirio called the Meeting to Order at 9:36 AM

Present were the following:

Michael Porfirio	Commission Chairman
Mary Jane Mannella	Commission Treasurer on Teleconference Line
George Pastorino	Commissioner
Colleen Kelly	Commission Director
Michael Cainkar	Commission Attorney
John Hoefflerle	Commission Engineer
Penny 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

Stan Urban from ProChamps explained how his company collects money from vacant and foreclosed properties. ProChamps has an Ordinance regarding their fees, the Board directed Attorney Michael Cainkar to review the Ordinance from ProChamps regarding fees and present at the next Board meeting.

Motion by: Porfirio to close the floor for public comment

Second by: Pastorino

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

MINUTES

Motion by: Mannella that the Minutes August 26, 2021 be accepted as written

Second by: Porfirio

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

## FINANCIAL

1) Paid Invoices paid from August 20, 2021 to September 22, 2021

Motion by: Porfirio to approve the invoices paid from August 20, 2021 to September 22, 2021 in the amount of \$1,023,395.90

Second by: Pastorino

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

2) Cash in Banks All Accounts August 2021

File: Cash in Bank

3) Republic CD Renewal

Director Colleen H. Kelly reported Republic CD matured on September 23<sup>rd</sup>, the Commission had received rates and the best was from Byline Bank. Director Kelly recommended a two (2) year term at Byline Bank at .40% since the Commission has CD's coming due in the beginning of 2022, the Commissioners agreed.

File: Expired CD's

4) 30 ILCS 235/2 Public Funds Investment Act

Director Colleen H. Kelly reported that Fifth Third Securities hold 18.8% of the Commission funds the maximum is 1/3 of the Commission's funds.

File: Authorized Investments

5) August 2021 Budget Comparison

File: 2021 Budget

The Commissioners all agreed that Tabatha is doing a good job with the collections.

## 2020 AUDIT

6) Letter read dated September 22, 2021 from Director Colleen H. Kelly and Office Manager Penny Mulcahy to Lauterbach & Amen, LLP

Re: Representation Letter  
Fiscal Year Ending December 2020

File: 2020 Audit

7) Letter read dated September 22, 2021 from Lauterbach & Amen, LLP to the Board of Commissioners

Re: Financial Statement Disclosure Letter  
Fiscal Year Ending December 2020

File: 2020 Audit

8) Letter read dated September 22, 2021 from Lauterbach & Amen, LLP to the Board of Commissioners

Re: Management Letter  
Fiscal Year Ending December 2020

File: 2020 Audit

9) Annual Financial Report for Fiscal Year ending December 31, 2021

File: 2020 Audit

Motion by: Porfirio to approve and accept the 2020 Audit as presented

Second by: Mannella

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

### COMMISSIONER'S REPORT

Board Discussion and Possible Action on the Following:

- ProChamps Program – Discussed in Public Comment
- Renewal of Commission Lobbyist Maren Ronan Ltd.'s Contract as the Commission Lobbyist

Motion by: Porfirio to renew the contract for Maren Ronan's as the Commission Lobbyist for \$1,500.00 a month

Second by: Pastorino

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

10) Project Mobility Donation

Motion by: Porfirio to approve a donation of a \$1,000.00 to Project Mobility

Second by: Mannella

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

### ENGINEERING / EXECUTIVE DIRECTOR

- Update on Water Main Projects

Cronin Avenue Water Main Replacement Project

Commission Engineer John Hoefflerle reported he is waiting for the final cost for the Cronin Avenue Water Main Project.

## Vinewood Avenue Warr Main Replacement Project

He also reported the Vinewood Project is progressing, Charleton is scheduled to start October 1<sup>st</sup>. The contractor agreed to reduce the dump fees from \$55.00 cubic foot to \$22.00 a cubic foot.

## Tollway / 88<sup>th</sup> Avenue Water Main Relocation

Director Kelly reported she had told the tollway the Commission has no anticipation of paying for any relocation. If the Tollway wants the water main relocated, they will have to pay for it.

## LEGAL

11) Email read dated September 20, 2021 from Attorney Michael Cainkar to the Commission

Re: Motion of Dismissal  
B & D Investment Group  
8507-8527 S. 88<sup>th</sup> Ave

Estimated cost is \$450,000.00 Attorney Michael Cainkar reported the Commission won the lawsuit, B & D Investment Group has thirty (30) days from the date of the order to appeal the decision.

File: Customer Account

12) ORDINANCE NO. 21-2

ORDINANCE AUTHORIZING THE DONATION OF CERTAIN SURPLUS PERSONAL PROPERTY OWNED BY THE JUSTICE-WILLOW SPRINGS WATER COMMISSION TO THE VILLAGE OF JUSTICE

Motion by: Porfirio to approve Ordinance 21-2 and Ordinance Authoring the Donation of Certain Surplus Property Owned by the Justice-Willow Springs Water Commission to the Village of Justice, specifically the Taylor-Dunn Industrial Electric Vehicle, Model #B2010

Second by: Pastorino

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

## EXECUTIVE DIRECTOR'S REPORT

- Burr Ridge Inter-connect

Director Colleen H. Kelly reported she is trying to get the Tollway to put in a Burr Ridge Inter-connect, at no cost to the Commission. She has halted all work pending a resolution to the issue that had happened in May of 2020. Estimated cost is \$450,000.00 and it seems the Tollway will be paying for inter-connect.

- Meter Program Update

Director Kelly reported the meters are in stock, the radio readers should be delivered in approximately two (2) weeks. Once they are delivered the letters to the residents will be reviewed and the project will begin.

- Pump House Repair/Update

Director Kelly reported the downstairs station pumps are well maintained, they are the original pumps from the 1960's and are now blowing fuses. The circuit panels are outdated and need to be replaced. Director Kelly would like to proceed with emergency repair and would like permission to do so. The Board agreed for the Director to move forward with the emergency pumphouse repair.

Motion by: Porfirio to give the Executive Director the authority to make the emergency repair to the pumphouse

Second by: Mannella

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

### CUSTOMER / COMMUNITY MATTERS

Board Discussion and Possible Action on the Following:

13) Letter read from Helena Szuba, 9228 Jocare Drive, Justice to the Commission

Re: Bill Reduction

Office Manager Penny Mulcahy reported the customer had a leak and repaired it.

Motion by: Mannella to adjust the customer's account \$237.00

Second by: Pastorino

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

File: Customer Account

14) Letter read dated September 14, 2021 from David C. Dineff, 7936 W. 87<sup>th</sup> St, Justice to the Commission

Re: Bill Reduction

Office Manager Penny Mulcahy reported the customer had a leak and repaired it.

Motion by: Porfirio to adjust customer's account \$464.63

Second by: Pastorino

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

File: Customer Account

15) Letter read dated September 17, 2021 from Barbara Mitchell, 8600 Wolf Rd, Willow Springs to the Commissioners

Re: Refund \$169.50

Director Kelly reported the house may be vacant, tried calling and have had no response from the customer, the office staff tried calling her and she did not respond. After discussion the Board decided not to adjust the bill until the Commission hears from her and to find out if the problem was fixed.

Will update at the next Board Meeting.

16) E-mail read dated September 23, 2021 from Mack Trujillo, 8838 Archer, Willow Springs to the Commission

Re: Bill Write Off

Director Colleen H. Kelly reported we had gone went back to the first (1<sup>st</sup>) payment agreement the tenant had made to determine the amount of the possible adjustment.

Motion by: Mannella to adjust cutomer's account \$1,430.82

Second by: Porfirio

Roll Call Vote: Porfirio, Mannella, and Pastorino

File: Customer Account

17) Letter read dated August 25, 2021 from Willow Springs Village President Melissa Neddermeyer to Director Colleen Kelly

Re: Thank you

File: Village of Willow Springs

18) Thank you card from Village of Justice Trustee Jeffrey Allen to the Commission

File: Village of Justice

#### PERSONNEL MATTERS

- No Discussion

#### OLD BUSINESS

- No Old Business

#### NEW BUSINESS

- Present / Consider any New Business

Director Colleen H. Kelly reported she had purchased four (4) trail Cams and installed them in various hydrant locations to catch illegal use of the Commission's fire hydrants

#### 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: Pastorino

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

Motion by: Porfirio that the Commission adjourns the Rescheduled Board Meeting of September 30, 2021

Second by: Mannella

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

The Rescheduled Board Meeting of September 30, 2021 ended at 10:30 AM

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Mike Porfirio  
Chairman

Prepared by:

Penny Mulcahy  
Recording Secretary