

Minutes of
February 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 978-990-5007 Enter access code 718308

Commission Chairman Mike Porfirio called the meeting to order at 9:33 AM

Michael Porfirio	Commission Chairman
Mary Jane Mannella	Commission Treasurer
George Pastorino	Commissioner
Colleen Kelly	Commission Director
Michael Cainkar	Commission Attorney
John Hoeffler	Commission Engineer
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 attendance or on the conference 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: Mannella that the Minutes of the Meetings January 28th and Special Meeting of February 9, 2021 to be approved as written

Second by: Pastorino

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

FINANCIAL

1) Invoices paid from January 21, 2020 to February 19, 2021

File: Invoices Paid

Motion by: Porfirio that all invoices be ratified for payment

Second by: Mannella

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

2) Cash in Banks All Accounts for January 2021

The Wintrust CD will be maturing end of February, Director Kelly stated CD rates are low averaging .20% and the Fifth Third Securities are averaging .47%. The Commissioners all agreed the funds from the maturing CD show be moved to the Fifth Third Securities

File: Cash in Bank

3) 2021 Budget

Commissioner Porfirio stated the 2021 Budget was discussed at the February 9th meeting, there are large infrastructure improvements on the Budget

Director Kelly reported the Commission's Auditor has been contacted on how to reflect the surplus money on the Budget for the improvements. The surplus is showing on the budget as revenue side, so the Commission has a balanced budget. There have been general ledger line items created and added to the budget for the meter replacement program, hydrant maintenance program and the high tank painting

Motion by: Pastorino to approve the 2021 Budget as written and presented

Second by: Mannella

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

File: 2021 Budget

COMMISSIONER'S REPORT

- No Report

ENGINEERING

- Update on Watermain Projects

Engineer John Hoefflerle reported that 79th St and 86th Ave is moving forward and should be completed this year

76th Place between Garden Lane and Blazer has been added to the Cronin Avenue Project for approximate cost of \$225,000.00, plans have been submitted to the EPA

Vinewood Ave Water Main Replacement Project is moving forward, the field work has been completed and plans were submitted to Keith at the Village of Willow Springs Public Works Department for review

EXECUTIVE DIRECTOR'S REPORT

4) E-mail read dated February 9, 2021 from Attorney Michael Cainkar to Director Colleen Kelly

Re: Bid Requirements

File: Bid Requirements

5) Letter read dated February 16, 2021 from M.E. Simpson Co., LLC to Director Colleen Kelly

Re: Leak Survey Findings

Director Kelly reported that M.E. Simpson stated the Justice-Willow Springs Water Commission is one of the one (1) of the best municipalities in regard to maintaining its system. There is only one (1) service that needs to be repaired on Santa Fe Lane all the other leaks they found have been repaired. The valves in the system are in good shape and the hydrants are in good working order. The hydrants that are not working properly will be repaired and if it can't be repaired the Commission will have to replace it.

File: Leak Survey

- High Tower Evaluation

6) Proposal read dated October 20, 2020 from KLM Engineering, Inc to Director Colleen Kelly

Re: ROV Evaluation of the 1,000,000
Gallon High Tower

Motion by: Mannella to approve proposal from KLM Engineering for ROV Evaluation of the 1,000,000 Gallon Hydropillar Water Tower

Second by: Pastorino

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

- Hydrant Sandblasting and Painting

7) Proposal read dated January 26, 2021 from GO! Painting to Director Kelly

Re: Fire Hydrants Re-finishing

Motion by: Mannella to approve proposal from GO! Painters for the Sandblasting and Painting of all Fire Hydrants in the Villages of Justice and Willow Springs for the amount of \$83,700.00

Second by: Pastorino

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

- Meter Change Program

8) Proposal by Calumet City Plumbing to the Justice-Willow Springs Water Commission for the Water Meter Replacement Program

Motion by: Porfirio to approve proposal from Calumet City Plumbing for the 2021 Water Replacement Project for the amount of \$1,638,172.00

Second by: Mannella

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

- Notification of Upcoming Projects

Director Kelly will place a notification of the upcoming improvement projects in the Village of Willow Springs and the Village of Justice newsletters

Director Kelly reported that Tabatha has collected a total of \$132,000.00 in delinquent accounts since September

2020 Audit

9) Letter read dated January 15, 2021 from Commission Chairman Mike Porfirio to Attorney Michael Cainkar

Re: Pending or Threatened Litigation for
the 2020 Audit

File: 2020 Audit

10) Letter read dated February 8, 2021 from Attorney Michael Cainkar to Lauterbach & Amen, LLP

Re: Justice-Willow Springs Water Commission
Audit for Fiscal Year Ending
December 31, 2020

File: 2020 Audit

CUSTOMER / COMMUNITY MATTERS

- Board Discussion and Possible Action on the following:

11) Letter read dated February 11, 2021 from Mark Pelkowski, 8851 W. 76th Pl to the Commission

Re: High Water Bills/Usage

Motion by: Porfirio to approve adjustment account to cost of water to Mark Pelkowski of 8851 W. 76th Pl, Justice

Second by: Pastorino

Roll Call Vote: Porfirio, Mannella, and Pastorino

File: Customer Account

PERSONNEL MATTERS

- Personnel Compensation

Commission Chairman Mike Porfirio stated that employee compensation was discussed at the February 9th meeting

Motion by: Porfirio to approve employee pay increases effective February 24, 2021 to align with the next payroll cycle

Second by: Pastorino

Roll Call Vote: Porfirio, Mannella, and Pastorino

OLD BUSINESS

- No Old Business

NEW BUSINESS

- No New Business

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

The Commission suspended the Regular Meeting and entered into Closed Session at 10:26 AM

Motion by: Porfirio adjourn the Closed Session and enter into the Regular Meeting

Second by: Mannella

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

The Closed Session ended, and the Regular Meeting resumed at 10:35 AM

Motion by: Mannella 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, Mannella, and Pastorino

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

Second by: Mannella

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

The Regular Meeting of February 25, 2021 ended at 10:38 AM

Mike Porfirio
Chairman

Prepared by:

Penny Mulcahy
Recording Secretary