

**COMMISSIONERS**  
Mike Porfirio  
Mary Jane Mannella  
George Pastorino



7000 S. Archer Road  
Justice, Illinois 60458-1196  
Phone: 708-458-7010  
www.jswswc.org

Minutes of  
January 27, 2022

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

There was also a teleconference line open

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 Caikar	Commission Attorney
John Hoeffler	Commission Engineer
Penny Mulcahy	Recording Secretary/Clerk
Michael Giglio	Calumet City Plumbing

#### PUBLIC COMMENT

Motion by: \_Porfirio to open the floor for public comment

Second by: Mannella

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

David A. Stopka a resident from Willow Springs read a letter as to why he doesn't want a smart meter installed at his residence. (Letter is Attached)

There was no action taken by the Board at this time.

Motion by: Porfirio to close the floor for public comment

Second by: Mannella

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

MINUTES

Motion by: Porfirio that the Minutes of December 2, 2021 be accepted as written

Second by: Pastorino

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

FINANCIAL

1) Invoice dated 12/31/21 from Calumet City Plumbing to the Commission

Re: Meter Replacement Program  
Payment \$307,965.49

Payment made January 12, 2022 for the amount of \$307,965.49 Check 25366

Motion by: Porfirio to ratify payment to Calumet City for the amount of \$307,965.49 for the Meter Replacement Program

Second by: Mannella

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

2) Paid Invoices paid from November 25, 2021 to January 20, 2022

Motion by: Porfirio to approve the invoices paid from November 25, 2021 January 20, 2022 in the amount of \$1,959,173.05

Second by: Pastorino

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

3) Cash in Banks All Accounts December 2021

File: Cash in Bank

4) Fifth Third Securities Bond Portfolio Analysis dated January 25, 2022 for the Justice-Willow Springs Water Commission

File: Fifth Third Securities

5) December 2021 Budget Comparison

File: Budget Comparison

6) Collections for Willow Springs December 2021

File: Collections

7) Collections for Justice December 2021

File: Collections

## 8) 2021 Collection Summary

File: Collections

### COMMISSIONER'S REPORT

- Update on the Meter Program

Michael Giglio from Calumet City Plumbing reported the Commission has 3,577 accounts, as of January 26<sup>th</sup> there are 2,458 meters completed, 564 are scheduled appointments, there are 550 meters left to change. Due to the efforts of the Commission Personnel the nonresponsive accounts are below 10%, usually at this point it is between 25 – 30%. The scheduling target end date is February 28<sup>th</sup>, they will be back in April to try to clear up the loose ends.

Director Kelly will present a list of customers that do not want their meters change for any reason and present to the Board for discussion.

Board Discussion and Possible Action on the Following:

Items 9 and 10 were discussed in Public Comment

9) Letter read dated January 2, 2022 from David Stopka , 113 Rachel, Willow Springs to the Commissioners

Re: Smart Meter Refusal

File: Customer Account

10) E-mail dated from Director Colleen H. Kelly to the Commissioners

Re: Residents Refusing Smart Meters

File: Customer's Accounts / Smart Meter Refusal

11) 2022 Regular Meeting Schedule

Motion by: Porfirio to accept the 2022 Regular Meeting Schedule as presented, next meeting will be February 24<sup>th</sup>

Second by: Mannella

Roll Call Vote: Porfirio, Mannella, and Pastorino

### ENGINEERING

12) Letter dated January 21, 2022 from John Hoefflerle, Hoefflerle – Butler Engineering to the Commissioners

Re: Contractor's Payout #3  
Vinewood Avenue Water Main Replacement

John reported the Commission is still holding 10% retention fee of \$155,000.00, Contractor wanted the Commission to hold 5%, John told the contractor to write a letter to the Board.

Motion by: Mannella to approve Payout #3 for the amount of \$629,544.76 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 Vote: Ayes: Porfirio, Mannella, and Pastorino

John stated he will be retiring and he will not be around to start any new projects.

LEGAL

13) Contract dated November 23, 2021 from KLM Engineering to the Commission

Re: Cleaning, Repairing, and Paint of the  
1,000,000 High Tank

Motion by: Manella to approve the Contract Agreement between KLM Engineering and the Justice-Willow Springs Water Commission for the Estimated Cost of \$1,114,125.00

Second by: Pastorino

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

14) ORDINANCE NO. 22-1

ORDINANCE AMENDING ARTICLE V. EMPLOYEE BENEFITS SECTION 5.2, HOLIDAYS, OF THE PERSONNEL POLICY MANUAL OF THE JUSTICE-WILLOW SPRINGS WATER COMMISSION

Motion by: Mannella to Approve Ordinance No. 22-1 Ordinance Amending Article V. Employee Benefits Section 5.2, Holidays, of the Personnel Policy Manual of the Justice-Willow Springs Water Commission

Second by: Pastorino

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

15) INTERGOVERNMENTAL AGREEMENT BETWEEN THE JUSTICE-WILLOW SPRINGS WATER COMMISSION AND THE VILLAGE OF INDIAN HEAD PARK

Motion by: Mannella to accept the Intergovernmental Agreement between to Justice-Willow Springs Water Commission and the Village of Indian Head Park

Second by: Pastorino

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

EXECUTIVE DIRECTOR'S REPORT

Board Discussion and Possible action on the following:

16) Proposal dated December 1, 2021 from ECF Data LLC to the Commission

Re: Website Implementation

Director Kelly will present a contract at the next Board Meeting for the Commission's IT Consultant, Renee Keiper of Keep IT Inc.

Motion by: Mannella to accept the Proposal from ECF Data LLC for the Commission's Website Implementation and Deployment Services SOW for the estimated cost of \$11,900.00

Second by: Pastorino

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

17) Letter read dated January 21, 2022 from Rocco Zuccherro, Chief Planning Officer, Central Tri-State Tollway to the Commission

Re: Central Tri-State Interconnect  
Bid Tabulation

Director Kelly reported that there is an additional amount of \$70,000.00, she is having the Engineer reviewing the bid documents as to why such an increase.

File: Central Tri-State Inter-connect

18) Letter read dated December 6, 2021 from Randy Lusk, M.E. Simpson to Director Colleen Kelly

Re: Report for a Water Distribution System  
Leak Survey

Director Kelly reported there were eight (8) leaks detected and all have been repaired.

File: M.E. Simpson / System Leak Detection

19) Letter read dated December 7, 2021 to Director Kelly and Commissioners from Christopher Getty, Supervisor Township of Lyons

Re: Thank you

File: Township of Lyons

Updates on the following:

- F.H. Paschen Hydrant / Water Break Fine

Director Kelly reported that F.H. Paschen was using a hydrant, which they were not authorized to use, and it caused a water break. They were notified that they will no longer be able to use the Commission's hydrants until the \$10,700.00 fine has been paid.

- Budget Special Meeting

The Budget Meeting will be held February 16<sup>th</sup> at 9:30 AM

- Future Projects

Director Kelly will work with Mackie Consultants for the 2022 project.

- Pre-Con Meeting for High Tank

Director Kelly reported there was a pre-con meeting for the high tank repair, the contractor is looking to start April 2<sup>nd</sup>. The Forest Preserve would like a brown/beige paint.

#### CUSTOMER / COMMUNITY MATTERS

Board Discussion and Possible Action on the Following:

20) Letter from the Fraternal Order of Police – Justice Lodge 65 to the Commission

Re: 2021 Fundraiser Donation

Motion by: Porfirio to donate \$1,000.00 to the Fraternal Order of Police – Justice Lodge 65 for their 2021 Fundraiser

Second by: Mannella

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

#### PERSONNEL MATTERS

#### OLD BUSINESS

- Present any Old Business

#### NEW BUSINESS

- Present / Consider any New Business

#### 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, Mannella, and Pastorino

Motion by: Porfirio that the Commission adjourns the Board Meeting of January 27, 2022

Second by: Pastorino

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

The Meeting of January 27, 2022 ended at 10:49 AM



Mike Portino  
Chairman

Prepared by:

Penny Mulcahy  
Recording Secretary