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Regular Board Meeting  
July 28, 2022 @ 9:30am  
7000 Archer Road Justice, IL 60458  
Teleconference Line 978-990-5007, Enter access code 718309  
**AGENDA**

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 of June 30, 2022, to order at 9:32. A.M.

Present were the following:

Michael Porfirio Commission Chairman  
Mary Jane Mannella Commission Treasurer  
George Pastorino Commissioner  
Colleen Kelly Commission Director  
Mike Cainkar Attorney  
Steve Kaminski Mackie Consultants  
Tabatha Sutera - Recording / Clerk  
Robert Streit -

### **Public Comment**

Motion by: Porfirio to open the floor for public comment  
Second by: Mannella  
Roll Call Vote: 3/0

Motion by: Porfirio to close the floor for public comment  
Second by: Mannella  
Roll Call Vote: 3/0

### **Minutes**

Approval of the special board meeting June 30, 2022  
Motion by: Pastorino  
Second by: Mannella  
Roll Call Vote: 3/0

### **Financial**

1) Paid Invoices paid from July 1, 2022, to July 28, 2022 - \$419,016.18

Motion by: Mannella

Second by: Porfirio

Roll Call Vote: 3/0

- Director Kelly – \$354,000 of that is the Chicago bill, \$1900 generator for annual service and \$5000 termination for Code Red

## 2) Cash in Banks All Accounts June 2022

Commissioner Porfirio

- We have a CD due in September from Old National previously First Midwest Banks – Should start working that now.
- Last week we had fraud alert at Huntington Bank, they were good about catching it quickly
- The account was frozen, and we were reestablished a new account

Director Kelly

- The account was completely closed, had a new account created
- Has been difficult here we have old checks to pay our vendors on, cannot ACH
- It was an ACH; fraud department will not investigate because money was not removed from the accounts
- Not acceptable has to be a digital footprint
- The only ACH we process is the Chicago Bill, personal checks, and the taxes.
- Renee checked our systems; we were not compromised.
- When we get the customer payments, we cannot run them through the machine, we must go to the bank and enter manually.
- Waiting on the report from Huntington

## 3) Investment Analysis from Fifth Third Bank

Director Kelly

- This portfolio is the one that was requested, most investments are due in 2025
- We have some due the end of the month
- Better strategy once this renews
- Principal amount and interest

## 4) July Collection Summary for Justice – Good Job

## 5) Budget Status Report

Director Kelly

- Through June 30<sup>th</sup>
- We should be about 50%
- Over budget remaining 2021 projects – we usually just have a water main valve installation improvement.
- Will fix the budget and resend

## Commissioner Report

- 1) Discussion on Electrical Contract given by ~~Dennis Brennan~~ Robert Striet

Bob Striet/Shannon Fox

- We were here 4 years ago and secured you a great rate on electricity and saved the Commission about \$10,000 a year
- Electricity rates has been rising due to US energy policy, natural gas, the war on Ukraine
- About 15% is going to Europe
- Current contract does not expire until Feb of 2023, with the rates rising - locking in a good rate now would be best
- Com-Ed right now is about 11 cents per kilowatt
- 8 quotes ranged were .7 -.12 cents per kilowatt
- Low bidder is Mid America energy .6901 term of 46 months
- Current contract that we negotiated was .05725. At the time Com-Ed was at 7.2.
- You will continue to pay the current contract in February the rate will change to 0.691 per kilowatt.
- The price will be locked in today for Feb 2023

Approval Illinois Energy Aggregation through MidAmerica Energy Service as presented  
 Motion by: Porfirio  
 Second by: Mannella  
 Roll Call Vote: 3/0

- 2) Approval on Executive Directors Contract – effective September 1, 2022, to August 31, 2025  
 Motion by: Porfirio  
 Second by: Pastorino  
 Roll Call Vote: 3/0
  
- 3) Approval to move the regular scheduled September 22, 2022, meeting to September 29, 2022  
 Motion by: Porfirio  
 Second by: Pastorino  
 Roll Call Vote: 3/0  
 August 25<sup>th</sup> meeting Mike Porfirio will not be available  
 May cancel August 25, 2022, will see how the month pans out.
  
- 4) A River Thru History” – Des Plaines Valley Rendezvous  
 Additional Donation amount \$1,300.00  
 Motion by: Porfirio  
 Second by: Mannella  
 Roll Call Vote: 3/0
  
- 5) Discussion of electronic need and distribution  
~~Motion by:~~  
~~Second by:~~  
~~Roll Call Vote~~  
 No action was needed - All Commissioners would prefer an iPad with Wi-Fi option
  
- 6) Letter dated June 29, 2022, from Willow Springs Lion Club requesting a donation for their annual add book  
 Donation Amount: \$100.00  
 Motion by: Porfirio  
 Second by: Mannella

Roll Call Vote: 3/0

- 7) Email from clerk Lori Charles, from Village of Willow Springs requesting a donation for their annual car show  
Donation Amount: \$1000.00  
Motion by: Mannella  
Second by: Pastorino  
Roll Call Vote: 3/0

Commissioner Pastorino

Palos Melt Down Mountain Bike is happening on August 7<sup>th</sup> – if anyone wants to stop by 600 racers, little kid racing and adaptive mobility kids – It is a big event – All is invited

### **Engineers Report**

- 1) Engineering recommendation for bid awarding of Garden Lane Project  
Steve Kaminski
  - o We went out to bid for the Garden Lane
  - o We had 9 contractors, 6 came to the meeting and 3 turned in valid bids.
  - o Unique Plumbing Company won the bid
  - o Went through line by line – Unique missed one line item, extra-long 1 ½ inch long services – took the 1 ½ inch medium pipe expanded it out per linear foot per and confirmed with Unique that they agree with that cost

George Pastorino

- o Very pleased with Unique on Cronin – very community friendly

Steve Kaminski

- o We recommend that the board approves the bid from Unique Plumbing in the tentative amount 1,061,476.95
- o This is a unit price bid, depending on how things go there could be surprises in the ground. Their pay is based off what they do, and they are locked into the prices on their bid.
- o This cost does include the deli parking lot

- 2) Approval of the Unique Plumbing bid for the Garden Lane project per contract

Motion by: Porfirio

Second by: Pastorino

Roll Call Vote: 3/0

There is an issue that the deli front door is not ADA compliant – The letter will go to the owner and let them know we are going to provide a handicap parking stall – It is up to the Deli to make sure their building is in ADA compliance.

### **Legal**

- 1) Personal policy regarding definition of full-time employee

Mike Cainkar

- o No hour minimum – 37 1/2 to 40 hours a week
- o Threshold is 20 hours a week for IMRF, ACA is 30 hours a week
- o Part time employees is not requesting health insurance
- o Range of reason is 30 hours per week for part time.

- If you are an employee that works more than part time not considered full-time - you are saving the Commission the expense of health insurance. Not a big leap to give that person the sick, holiday and vacation.

Motion to amend the personal file regarding the definition of a full-time employee for health insurance benefits which includes the opt out reimbursement, sick, personal and vacation time to be set to 30 hours per week this day forward

Motion by: Porfirio

Second by: Mannella

Roll Call Vote: 3/0

Attorney Cainkar

- Retroactive to today's date

2) Waiver and hold Harmless Statement concerning Covington Drive in Justice, IL between Justice Willow Springs Water Commission and Village of Justice.

Director Kelly

- This property was purchased partially in 2007, the job went bankrupt
- Another builder came in to build/modify it – the architecture integrity – it does not fit in to what the post stamp of the building was designed for.
- Tight spots near the water main, decks on sewers, things are in the way where they want to build
- This is so close to the main-could damage footing, properties, driveways, and decks
- The threat is to the home, undermining the footings, cause damage to the foundations and can create hydrostatic pressure
- The proximity to the building is the problem
- Have spoken to building department – it's been a lot of back and forth
- This will be recorded and show up in the title search.

Subject to prior approval from the Village of Justice

Motion by: Porfirio

Second by: Pastorino

Roll Call Vote: 3/0

### **Willow Glen**

Attorney Cainkar

- Similar issue
- They need to still prepare the agreement and we have not seen anything concerning this in months
- Director Kelly will touch base with them

### **Executive Directors Report**

- Board Discussion and Possible Action on the Following:

1) Discussion on Employee policy

2) Change of Fuel Vendor.

- Currently at Warren

- Went to Citgo, now have a fleet card, 10 cents off the price, tax exempt -
- Bring revenue back into the Village of Justice

### 3) Update on accountant

- Mary is thrilled to get into here.
- Currently has January - June bank statements she is reconciling
- She will come to the October meeting

### 4) Inspection of Reservoirs

- Inspections were done in the upstairs and the 100,000,000 tank
- Looked good, minor issues
- Minimal sediment in both tanks
- Quality of water is great
- Some concrete that will be fixed
- Integrity wise the tanks look great
- 300,000,000 column supports look great.

## **Customer/Community Matters**

- 1) Letter dated Tuesday July 19, 2022, from Tiffany Moore owner of The Estate, 8350 S 88<sup>th</sup> Avenue, Justice, IL is requesting a bill reduction.  
Bill Reduction Amount \$  
Motion by:  
Second by:  
Roll Call Vote:
  - We will hold this - request plumber report - We will look at it next meeting
- 2) Letter dated July 19, 2022, from District 109 thanking the Commission for the donation.

## **Personal Matters**

### **Old Business**

- Present any Old Business

### **New Business**

- Present / Consider any 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 at 10:48am and enters a closed session to discuss and consider the appointment, compensation, discipline, performance, or dismissal of specific employees of and / or to the Commission

Motion: Mannella

Roll Call Vote: 3/0

Approval on 3% cost-of-living raises for all employees effective for all full-time office staff

Motion by: Porfirio

Second by: Pastorino

Roll Call Vote: 3/0

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: 3/0

Motion by: Porfirio that the Commission adjourns the Board Meeting of July 28, 2022, at 11:13am

Second by: Mannella

Roll Call Vote: 3/0