

TOWN OF CORTLAND  
Town Hall  
59 S. Somonauk Road  
Cortland, IL 60112  
**BOARD OF TRUSTEES**  
Committee/Business Meeting  
**January 14, 2013**  
**7:00 P.M.**

**Call to Order / Pledge of Allegiance / Roll Call**

Mayor Seyller called the regular meeting of the Board of Trustees to order at 7:00 p.m. Roll call was taken by Deputy Clerk Rita Nielsen. Shown as present were Mayor Seyller and Trustees Sandra Barzso, Brad Stone, Susan Dockus, Chuck Lanning, Doug Corson and Mike Siewierski. Quorum was present. Other officials present were Clerk Cheryl Aldis and Treasurer Mark Davenport.

**Approval of Agenda**

Trustee Siewierski moved and Trustee Lanning seconded a motion to approve the agenda as amended to place replace item V with item IV and Item IV to V. Unanimous voice vote carried the motion.

**Public Wishing to Speak**

Mr. Michael Stuts of 359 N. Blue Jay St. asked about commitments made to the Town by Cambridge Homes regarding subdivision improvements, such as snow removal. Mayor Seyller and Mr. Magdziarz addressed the questions, explaining that after the Town had reached an agreement with Cambridge Homes the Town found that Cambridge Homes was not truthful in some of its negotiations and this would have put the Town at risk. There is a third party involved in the negotiations and they do not share the urgency to resolve these matters. Mr. Stuts remarked that this is frustrating to the residents of the subdivision. Mayor Seyller assured Mr. Stuts that the Town attorneys are doing what they can to try and resolve the issues. Mayor Seyller also mentioned that some of the improvements will not be able to be done until spring, but we are trying to move things along as quickly as possible.

**Unfinished Business**

**FY12 Budget Amendment**

Trustee Barzso moved and Trustee Lanning seconded a motion to approve changes to the FY12 Budget Amendments. Trustee Dockus stated that the amendments brought to the table are correct and she would expect them to be approved at the next meeting of the Board however, she asked if the Board intended to comply with its own policy. After discussion regarding a Town Board Policy to not allow items to be presented to the Board for action that are not in written form as part of the Board packet prior to the meeting at which action is to be taken, Trustee Barzso motioned to amend her motion to set aside Board Policy and approve changes to the FY12 Budget Amendments submitted to the table. Motion was seconded by Trustee Siewierski.

Roll call vote:

Ayes: Trustees Barzso and Siewierski  
Nays: Trustees Corson, Dockus, Stone and Lanning  
Absent: None

Motion failed.

### **Town Administrator Report**

Mr. Magdziarz reported that the new dump truck/snow plow was delivered and has been in use.

The Town Clerk informed administration and the board that the tile inspector called Mr. Aldis after the inspection on January 12 to report that the tile is broken.

Mr. Magdziarz reported the Town has closed on the Aldis property purchase.

It has become apparent that the Town needs to have a recommendation of the Vision Plan codified to remove any ambiguity from the development process for parcels along Somonauk Rd. The Planning Commission will consider the amendment at a public hearing next month.

Mayor Seyller reported that only a couple more items need to be completed before all police vehicles have computers and software is operational.

All other department reports were in packet for review.

### **Administrative Assistant Position**

Mayor Seyller stated that he was asked at a previous meeting to draft a list of duties that would be performed by an Administrative Assistant. Mayor Seyller said that the list of duties proposed is nearly the same as the list of duties the current administrator is doing. After discussion it was noted a few duplications of duties are in the list. Mayor Seyller asked that everyone look at the list of duties and send him suggested changes or additions before January 23, and he will put the suggested changes together to see if we can get to a closer version of what is expected of the position.

### **Town Code Amendment – Building Permit Fees**

Mr. Magdziarz reminded the Board that when they approved B & F Technical to be the Town Building Inspectors the Board discussed various fees charged for new construction and remodeling. Since B & F was appointed the Town has been attempting to amend the Town Code to reflect a building permit fee structure that corresponds to B & F Technical fee structure. When fees were last discussed, consideration was being made to change the administrative fee to a percentage of the value of the building permit and plan review. Mr. Magdziarz is recommending a 7.5% administration fee for new construction and a \$35.00 administration fee for remodeling and the attached ordinance accomplishes the recommendations.

After discussion regarding B & F Technical's fee schedule Trustee Dockus reported that in all cases that she compared B & F Technical was higher. After comparing the attachments to the Ordinance Mr. Magdziarz was directed by the Board to compare what residents would pay for administrative fees and permits using a home at 2,500 sq. ft. and one example above and one example below the 2,500 sq. ft., and present the information to the Board at the next meeting.

### **Special Meeting Discussion to Approve 2012 Budget Amendments**

The Board consensus was to bring back the 2012 Budget Amendments for approval at the regularly scheduled meeting on January 28, unless the Town Attorney advises that approval needed to be done sooner. If necessary, a Special Meeting will be held on Tuesday, January 22, 2013 at 7:30 p.m.

**Adjournment**

Trustee Stone moved and Trustee Barzso seconded a motion for adjournment. Unanimous voice vote carried the motion. The meeting adjourned 8:42 p.m. Unanimous voice vote carried the motion.

Respectfully submitted,

  
Rita Nielsen  
Deputy Clerk

WEB ACCESSSED