TOWN OF CORTLAND
Town Hall
59 S. Somonauk Road
Cortland, IL 60112
BOARD OF TRUSTEES
Town Board Meeting
March 23, 2015
7:00 P.M.

Call to Order/ Pledge of Allegiance/ Roll Call
Mayor Stokes called the regular meeting to order at 7:00 p.m. followed by the Pledge of Allegiance. Roll call was taken by Deputy Clerk Rita Nielsen. Shown as present were Mayor Russ Stokes, Trustees Susan Dockus, Mike Siewierski, Ben Haier, Chuck Lanning, and Doug Corson, and Trustee Stone. A quorum was present. Also present were Town Clerk Cheryl Aldis, Water/Wastewater Director Joel Summerhill, Public Works Director John Kocher, Police Chief Gary Spangler, Bookkeeper Wes Levy, and Attorney Tim Conklin.

Approval of Agenda
Mayor Stokes asked that the agenda be amended to include item h. under new business to allow for discussion regarding search for utility billing clerk. Trustee Siewierski moved and Trustee Corson seconded a motion to approve the agenda as amended. Unanimous voice carried the motion.

Public Wishing to Speak
There was no one wishing to speak.

Consent Agenda
Deputy Clerk Nielsen read the consent agenda into the record.

Approve Town Board Minutes of February 23, 2015
Approve February 2015 Expenditures and February 2015 Treasurer's Report
Accept Cortland Library Minutes of September 17, October 15, November 19, 2014

Trustee Dockus moved and Trustee Corson seconded a motion to approve Consent Agenda. Unanimous roll call vote carried the motion.

Unfinished Business
Approve Capital Asset Policy
Trustee Dockus asked that two words in the document have clarification. On page 3, under the words Machinery & Equipment spell out the word communication, and on page 4, Surplus Property, 2nd line, change the word league to legal.

With the above changes approved, Trustee Dockus and Trustee Corson seconded a moved to approve the Capital Asset Policy. Unanimous roll call vote carried the motion. POLICY No. 2015-01

Approve Expenditure for Building Permit Software
Clerk Aldis explained that the software would be for tracking building permits. We are currently using the old DOS system to keep records. With this software we will be able to track permits and prepare reports. This expenditure has already been approved. The purchase price is $12,800 and would come from the Capital Improvement Fund technology line. The annual support fee will be included in the budget each year.

Trustee Dockus moved and Trustee Siewierski seconded a motion to approve the purchase of building permit software. Unanimous roll call vote carried the motion.

Resolution Opposing the Reduction of the Local Government Distributive Fund
In his 2016 budget address Governor Rauner proposed a 50% reduction in the local share of income tax to municipalities. The Town of Cortland could lose $211,365 in funding in 2016. This resolution is requesting that the Illinois General Assembly protect full funding of the Local Government Distributive Fund Revenue. Clerk Aldis read the resolution.

Trustee Lanning moved and Trustee Stone seconded a motion to approve the Resolution Opposing the Reduction of the Local Government Distributive Fund. Unanimous voice vote carried the motion.
Res. No. 2015-02

An Ordinance Authorizing the Sale of Surplus Property (Trailer 48')
Trustee Stone moved and Trustee Corson seconded a motion to authorize the sale of a 48' trailer. Unanimous roll call vote carried the motion. **Ord. No. 2015-04**

An Ordinance Authorizing the Sale or Disposal of Surplus Property (Police Radios)
Trustee Lanning moved and Trustee Stone seconded a motion to authorize the sale or disposal of unused police radios. Unanimous roll call vote carried the motion. **Ord. No. 2015-05**

An Ordinance Authorizing the Sale or Disposal of Surplus Property (Playground Equipment)
Trustee Lanning moved and Trustee Haier seconded a motion to authorize the sale or disposal of unused playground equipment. Unanimous roll call vote carried the motion. **Ord. No. 2015-06**

Proposed Uniform Policy Change (Appendix A of the Policies and Procedures Handbook)
Mr. Levy explained the reason for this policy change. This policy would change the annual clothing allowance for Public Works Department and Water/Wastewater Department from a calendar year to a fiscal year. This would allow for the uniform expenses to better correspond to the budget.

There were 2 options to choose from. Option 2 was favored by the trustees. All eligible employees' uniform allowances with $400 as of May 1, 2015 - less the amount they have spent over and above the $133.33 monthly allotment for January 1, 2015 to April 30, 2015. Or if the employee had not yet spent $133.33 of their allowance by April 30, 2015 the difference would be added to their May 1, 2015 replenishment.

Trustee Lanning moved and Trustee Dockus seconded a motion to approve Option 2 of the Proposed Uniform Policy Change. Unanimous roll call vote carried the motion. **Policy No. 2015-02**

Proposed Budget Discussion for FY2016
Mr. Levy presented the FY16 Budget. Mr. Levy presented each summary page for each fund along with proposed capital equipment/construction expenditures. All department heads were given an opportunity to present their department budget.

Chief Spangler explained his reasoning for adding a Sergeant position and a patrol officer position to staff the police department. He stated that it is important to have another supervisory position. At one time the Town had a Police Chief and a sergeant; however a new sergeant was never appointed after Police Chief Medema retired. Sycamore has a new policy not allowing its officers to work part-time for other municipalities. A new patrol officer is necessary to have enough officers to cover 24 hours a day. It will still be necessary to use some part-time officers to cover vacations, personal days and weekends.

Chief Spangler also plans to purchase a new camera system as the one currently being used is seven years old, outdated and repair parts are difficult to find.

Director Summerhill was asked if he intended to purchase a new truck this year. He replied that he is and it is included in the sewer fund budget. He alternates purchases between sewer and water.

Trustee Dockus asked Mr. Levy to explain why the General Fund Summary is showing a deficit for beginning and ending cash balances. Mr. Levy explained that it is not an indication of not having funds in the bank, but how audits are prepared using accrual financing and the ending balances are based on that.

Mr. Levy will address, at the next Town Board meeting, the following suggested changes or revisit certain areas of the budget:

- Re-work the cash piece of the beginning and ending cash balances.
- Make sure that there is money in the budget for the parade and festival as well as spring clean-up.

Contractual Services for Employee Hiring
Mayor Stokes reported that he would like to use a local employment agency to recruit applicants for the utility billing/office clerk position. The employment specialists will place the ad, take applications, screen, test, and send qualified applicants to town administration for interviewing. Mayor Stokes explained that we could contract with the agency to allow for a 90 day temporary position to make sure that this person is a good fit for the position. The consensus was to go forth with this plan.

Water/Wastewater
Director Summerhill informed the board that the award for the grant for the blower at the sewer treatment plant was written in December, but not received by municipalities until April. It is virtually impossible to fulfill the requirements of the grant as there is not enough time to order and have the blower installed by the deadline parameters of the grant. It's possible that the delay in the time the award letters were prepared and when they were received was due to the state elections. We will apply for the grant again next year.

Police Department
Report was in the packet for review and Chief Spangler was available to answer questions.

Engineering
Report was in the packet for review.

Public Works
Director Kocher reported that he was please at how well the fiberglass markers worked. The department marked the storm sewer locations and after a snow event they were able to find them easier for clearing snow. He also reported that he is pleased with the new LED lights that he installed.

Comments/Concerns
Trustee Stone reported that the Parade & Festival Committee is working on the Magic Matt show on April 18.

President's Report
Mayor Stokes reported that the history open house that was held here at the Town Hall on March 6 was nicely attended. He will continue keeping the Town Hall open for tours on Saturdays in March from 11 a.m. until 2:00 p.m. The Lincoln Highway displays will be returned after the open houses. Candidates Night was not very well attended which was a disappointment.

Mayor Stokes reported that the surveys to gauge the residents interest in having one waste hauler were 81 no and 37 yes. He polled the trustees to determine if the Town should go forward with the discussion. Trustee Lanning, yes; Trustee Corson, yes; Trustee Stone, yes, as long as recycling is considered in the plan; Mike Siewierski, yes; Trustee Dockus, no, based on the survey; Ben Haier, yes, his concern is the amount of truck traffic in Robinson Farm that is causing cracks in the concrete in the alleys.

This items will be brought back for further discussion at the June 8 board meeting.

Adjournment
The meeting was adjourned at 8:45 p.m. on a motion by Trustee Stone and a second by Trustee Siewierski. Unanimous voice vote carried the motion.

Respectfully submitted,

Rita Nielsen
Deputy Clerk