

TOWN OF CORTLAND
Town Hall
59 S. Somonauk Road
Cortland, IL 60112
BOARD OF TRUSTEES
Committee/Business Meeting
February 11, 2013
7:00 P.M.

Call to Order / Pledge of Allegiance / Roll Call

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

Approval of Agenda

Trustee Lanning moved and Trustee Barzso seconded a motion to approve the agenda. Unanimous voice vote carried the motion.

Public Wishing to Speak

There was no one present wishing to speak.

Committee of the Whole

Staff Reports

Town Administrator Report

Mr. Magdziarz's report was in the packet. In reference to the Mary Aldis property tile investigation, Mr. Magdziarz reported that the drain tile inspector found the repair created by the water main construction which was documented by the Town Engineer at the time. There was a second area of tile damage apparently caused by equipment used during boring operations for the sanitary sewer that runs through the same easement.

Trustee Dockus asked if there will now be more drain tile checks during construction. Mr. Magdziarz stated that yes, and there will be more checking in constructing the new lift station.

Trustee Dockus asked that the Water/Wastewater Department Monthly report show the following: Total flow into the wastewater plant chart, for comparison purposes, should reflect a rolling 13 months and the total flow discharged from the wastewater plant should reflect 5 quarters. Mr. Magdziarz will relay request to Superintendent Summerhill.

Discussion: Amending Town Board Action Policy

Trustee Dockus presented an amendment to Action Policy. This amendment would make it easier to make minor changes at the final review process before approval when minor changes may be considered scrivener's errors.

Town Code Amendment: Building Fees

Mr. Ken Garrett, Vice President for B&F Technical Code Services, Inc. was present to answer questions. Mr. Magdziarz presented the Town Code amendment. The amendment is necessary to make the fees consistent with the charges the newly contracted new building inspection service of B & F Technical Code Services, Inc.

Trustee Lanning asked when it would be appropriate to talk about permit requirements for an unattached building, i.e., roofing and siding. Mayor Seyller said that could be done at a meeting with B & F Code Services, Inc. Mr. Garrett stated if the Town doesn't require an inspection it wouldn't be done.

When asked about the administrative fee of 15%, Mr. Garrett explained that this fee will be assessed at the time of review and added to the permit costs. This is not a cost that is passed on to the Town.

When asked about property maintenance Mr. Garrett stated that property maintenance issues are complaint driven and explained the generic steps involved in the process of issuing violations to property owners. The inspections can be invoiced in one of two separate methods and can be chosen by the Town in each occurrence.

Changes that need to be made before approval by Town Board: Remodeling, single family, 2-family, attached single-family, multiple family (288 sq. ft.) building fee change from \$400 to \$180, B&F cost from \$400 to \$215; swimming pool, in ground needs to be the same in comparison as in the Ordinance; Exhibit A, first paragraph (A. Administrative Fee): All matters requiring a building permit, except those enumerated in 8-1-5 B 3g, shall pay an administrative fee of 7.5% of the building permit fees, with a minimum of \$35.

Tobacco Products Ordinance

Clerk Aldis led a discussion regarding the Town's Tobacco Products Ordinance. She received a call from Dollar General asking if a permit is required for selling tobacco products. When Clerk Aldis looked into this she discovered that there is an Ordinance requiring a permit to sell tobacco products, however it has not been enforced. After looking into the matter and discussing with Chief Medma Clerk Aldis could find nothing that ties the State of Illinois to local Ordinances for the sale of tobacco products, unlike liquor licenses that are directly tied together. Clerk Aldis will be talking to the State Liquor Commission, Division of Tobacco Products to see if there is any logic behind the Town requiring a permit to sell Tobacco Products. If there are no ties, Clerk Aldis will most likely be back with a recommendation to repeal the Town's Tobacco Products Ordinance requiring a permit.

Local Debt Recovery Program

Clerk Aldis also reported on progress of the Local Debt Recovery Program. At this time we are in the process of submitting documentation that is required. In order to be in compliance with the requirements of allowing a hearing if debtor does not agree with the debt owed to the Town, Clerk Aldis is talking with Attorney Buick's office and other municipalities that are currently using the State to recover monies owed. Attorney Buick's office will be attending a seminar. Clerk Aldis will bring more information to the Board as it becomes available.

New Business

Reject Proposals for Security Fence

The Town Board identified a security fence at Well No. 3 and Well No. 4 in capital outlay for the current budget (FY13) and budgeted \$20,000 for each location. The Town staff obtained proposals for construction of a basic 8-foot high welded steel security fence to be placed around Well No. 3 and Well No. 4 (water tower). After receiving proposals far beyond the budgeted approvals, it is the recommendation of staff to reject all proposals.

Trustee Stone moved and Trustee Siewierski seconded a motion to reject all proposals. Unanimous voice vote carried the motion.

Approve Lease Renewal for Police Department Offices

Mayor Seyller reported that Mr. Dan Walt approached him about renegotiating the lease (which is due to expire in 2014) because there were terms in the lease that no longer apply. The new terms are in the Town's favor and will result in a reduction in the monthly rent over the term of the new lease. The term of the lease also was changed to coincide with the Town's budget calendar. Mayor Seyller initialed the changes to the current lease and is expecting a new Lease Agreement from Mr. Walt, but it has not yet been received.

Trustee Stone moved and Trustee Barzso seconded a motion to approve only the modifications to the current lease for this year with the renegotiated lease to be brought back for approval.

Roll call vote:

Yeas: Trustees Lanning, Stone, Siewierski, Barzso and Dockus

Nays: None

Absent: Trustee Corson

5 - yea; 0 - nay; 1 - absent;

Motion carried.

Comments/Concerns

Trustee Stone asked about adding water meters to sewer only accounts. This would allow the Town proof that water is being used and then disconnected sewer accounts would be reconnected. It was mentioned that the homeowner would have to pay for the meter if this was an option chosen by the Board.

Trustee Dockus asked when the Board could expect to receive Treasurer's reports. Mr. Davenport stated that they will be available at the February 25 meeting.

President's Report

Mayor Seyller reported that he signed a letter of support for the City of DeKalb and the DeKalb County Convention and Visitors Bureau for the widening of the intersection at IL Route 38 and Peace Rd.

Adjournment

Trustee Siewierski moved and Trustee Barzso seconded a motion to adjourn. Meeting adjourned at 9:34 p.m.

Respectfully submitted,



Rita Nielsen
Deputy Clerk

WEB ACCESSED