

**Village of Princeville**  
**Minutes of the Regular Board Meeting**  
**December 22, 2020 7:00 PM**

The public can only attend this meeting remotely via Zoom. In-person attendance by the public is currently prohibited. To join in the meeting, follow this link, [zoom.us/join](https://zoom.us/join), when prompted enter the Meeting ID: 979 5763 3864 Passcode: bu3YrS then click *ask to join*.

To join by Zoom on the phone, dial (312) 626 – 6799 when prompted to enter the Meeting ID: 979 5763 3864 Passcode: 578047

Prior to the meeting, Public Comments can be emailed to [villagehall@princeville.org](mailto:villagehall@princeville.org) and insert in the Subject line of the email, “Public Comment for Meeting December 22, 2020”

**Roll Call, 7:01pm**

Roll Call showed the following board members were physically present: President Troutman, Trustee Delbridge.

Trustees through Zoom: Trustee Ehnle, Trustee Peterson, and Trustee Wilson

Trustees absent: Trustee Hughes, Trustee Gilroy

A quorum was present for the meeting.

Other Village members physically present: Treasurer Julie Delbridge and Superintendent of Public Works Chad Gardner

Others present through Zoom: None

Others present: None

**Police Report**

No Report.

**Treasurer’s Report**

J. Delbridge presented the trustees with a packet of reports including Profit & Loss Budget Vs. Actual YTD Summary, November Claims Paid, Balance Sheet by Month and Balance Sheet by Fund. J. Delbridge went page by page with each report with the board, as the reports are new to the board since in the recent installation of the new ClerkBooks system.

Beginning with the Profit & Loss Budget Vs. Actual YTD Summary: Trustee Wilson inquired about the legal fees paid on page 2, asking if any reimbursements were included in that line item. J. Delbridge responded with no, there are no reimbursement from attorney fees included. No reimbursements have been received this Fiscal Year.

The Pool Phone/Internet expenses had been greater than originally budgeted for. This item was budgeted low as the pool was closed for the year. President Troutman asked J. Delbridge to contact Mid Century to see if the internet could be discontinued along with the phone during the off season. J. Delbridge will contact them.

Trustee Wilson inquired about the overage in sewer postage. J. Delbridge responded, the monthly postage for sending out the water bills is split between water and sewer. There was originally less budgeted in sewer. J. Delbridge stated she was going to proceed with using water fund postage next billing cycle and that next Fiscal Year she was going to ask for an increase as more water bills are now sent out along with past due notices than previously.

Reviewing the Claims Paid in November, J. Delbridge noted that this report will show the board all claims paid, which would include some they do not see on the unpaid bills detail. This would include items such as water bill postage, and the payroll liabilities such as insurance, IMRF, Federal and State taxes.

Two balance sheets dated as of November 30, 2020 were presented to the board. J. Delbridge noted the balance sheets reflect the Village Certificate of Deposits and Savings account.

Trustee Delbridge made the motion to approve to approve the treasurers report, motion seconded by Trustee Wilson.

Yeas: Trustee Ehnle, Trustee Delbridge, Trustee Peterson, Trustee Wilson.

Nays: None.

President Troutman declared the motion passed.

### **Paying Additional Bills**

President Troutman stated the Additional Bills include an invoice for Cordis Law Office for the vacating of First Street. President Troutman has instructed J. Delbridge to invoice both homeowners, Feucht and Harwood for \$513 each to reimburse the Village for the Cordis Law Office charges of \$1026.00.

Trustee Peterson asked SPW C. Gardner to clarify the invoice for Princeville Automotive, asking if the bill for \$2578.02 was only for "replace main drive belt". SPW C. Gardner stated the invoice was also for a main bearing on the front of the motor. J. Delbridge commented that in the "memo" section of the list of Unpaid Bills, it only shows the first few words of the description of what the invoice is for. She will watch that to make sure there are better descriptions.

Trustee Delbridge asked SPW C. Gardner to clarify the invoice for Universal LLC. for gloves, \$463.46. SPW C. Gardner stated these are for water proof winter gloves for Public Works employees. All four employees will have a dozen pairs for the season.

President Troutman inquired about the Sprint bill \$56.92, asking why there is a difference for in charges between November \$109 and December \$56. J. Delbridge went to the office and pulled the November invoice to compare. Upon further comparison between the November and December bills from Sprint, an overage of minutes was found. SPW C. Gardner will contact Sprint to inquire on unlimited data. President Troutman asked J. Delbridge to verify that the previous phone belonging to the Water Department had been terminated. Both SPW C. Gardner and J. Delbridge verified this phone was terminated upon employee R. Hyde's retirement.

Trustee Peterson made the motion to approve the paying of additional bills in the amount of \$31,525.87, motion seconded by Trustee Wilson.

Yeas: Trustee Ehnle, Trustee Delbridge, Trustee Peterson, Trustee Wilson.

Nays: None.

President Troutman declared the motion passed.

**Consider and Vote to Approve Ordinance Updating and Clarifying the Village Code Regarding the Regular Monthly Schedule of the Village Board.**

President Troutman stated an inaccuracy was found in the Village Code Book, 2.08.030, Meetings. A. "The regular meetings of the Board of Trustees shall be held on the first Monday and the second Tuesday thereafter of each month". The ordinance has since been clarified to read, "The regular meetings of the Board of Trustees shall be held on the first Monday and the third Tuesday following the first Monday of each month."

Trustee Delbridge made the motion to approve the Ordinance Updating and Clarifying the Village Code Regarding the Regular Monthly Schedule of the Village Board, motion seconded by Trustee Peterson.

Yeas: Trustee Ehnle, Trustee Delbridge, Trustee Peterson, Trustee Wilson.

Nays: None.

President Troutman declared the motion passed.

**Consider and Vote to Approve the Board Meeting Schedule for 2021.**

Trustee Wilson stated the board should consider moving the July 5 meeting to July 6.

Trustee Peterson made the motion to Approve the Board Meeting Schedule for 2021 with the correction of moving the July 5 meeting to July 6. Motion seconded by Trustee Wilson.

Yeas: Trustee Ehnle, Trustee Delbridge, Trustee Peterson, Trustee Wilson.

Nays: None.

President Troutman declared the motion passed.

**Committee Reports.**

President Troutman stated the Finance Committee met prior to the Board Meeting at 6:15pm. President Troutman, Trustee Wilson, Trustee Delbridge were in attendance. Also, in attendance were SPW C. Gardner and J. Delbridge. President Troutman called the meeting to discuss giving the Village employees a year end bonus. He remarked that the employees had done a very good job over the past year, and due to the cancellation of the yearly Trustee/Employee Christmas Dinner, he was suggesting the board consider giving the employees a Christmas bonus as follows: 5 full time employees receiving \$100.00 each and 2 part time employees receiving \$50.00 each. This would total \$600.00.

**Any Action Regarding Committee Reports:**

Trustee Wilson made the motion to approve a Christmas bonus to be given to the Village Employees as follows: Full Time Employees receiving \$100.00 and Part Time Employees receiving \$50.00. For a total of \$600.00. Motion seconded by Trustee Peterson.

Yeas: Trustee Ehnle, Trustee Peterson, Trustee Wilson, President Troutman.

Nays: None.

Abstain: Trustee Delbridge

President Troutman declared the motion passed.

**Past Due Water Bill Review.**

SPW C. Gardner gave an update on a rental on High Street, he has spoken to homeowner and if resident/ renter bill goes into arrears again, the Village will be allowed to install a remote shut off meter to the residence.

J. Delbridge reported that the Aged Balances report from Friday, December 18 had changed greatly since the board was sent that report. A total of 6 residences were shut off today for non-payment. At the end of the today 3 remained off.

### **Building Permits**

President Troutman stated there was one building permit for, 419 N Santa Fe Ave. for a 4 ft. chain link fence in rear yard.

### **Report from Superintendent of Public Works**

SPW C. Gardner reported repairs on Well #4 were done. An issue with the sampling port were causing problems. They have since done away with the sampling port.

B. Holt has been documenting and taking readings to get his own baselines began. C. Gardner states B. Holt has been working on a list of items they would like to get in the next budget.

C. Gardner reported he will be limiting all overtime for Public Works the next 3-4 months of the Fiscal Year, unless it is an emergency.

C. Gardner stated he would like to obtain a quote for design plans for the possible Main Street Streetscape Project. If Village receives the grant monies they have applied for, C. Gardner would like Village to be in the position to begin a project. He will plan to have a quote for design plans by end of January 2021.

Trustee Delbridge asked C. Gardner to take a look at the uneven Evans St. sidewalk between post office and corner of Santa Fe Ave and Evans St.

C. Gardner will be meeting with Kevan Cooper soon to discuss Sewer Plant Renovations. The next E.P.A. inspection will happen in a year and a half and a plan to repair the Sewer System needs to be in place prior to that inspection.

### **Any Other Business**

Scott Brunton is still working on the updates to Employee Handbook, hopeful this will be ready in January.

Comprehensive Plan, President Troutman will make contact with Tri County Regional Planning Commission to see when in January, the Village can host the public hearing for the Comprehensive Plan.

**Motion to Adjourn, 7:49pm** made by Trustee Delbridge, seconded by Trustee Peterson.

Yeas: Trustee Ehnle, Trustee Delbridge, Trustee Peterson, Trustee Wilson

Nays: None.

President Troutman declared the motion passed.

Respectfully Submitted,  
Julie Delbridge, Village Treasurer