

**Village of Princeville
Minutes of the Regular Board Meeting
May 4, 2020 7:00 p.m.**

There was an option to join this meeting via Remote Meeting held via Google Meet. Public attendance was prohibited due to the Governor's Executive Order regarding COVID-19 and the relaxing of the Open Meeting Act requirements.

For the Trustees or public to join in the meeting, they were asked to follow this link: Download Google Meet, when prompted enter IFM-GIAP-RSY, then click the ask to join. By phone, dial in and listen to the meeting and comment during public comment period as follows: 401-684-3293, use PIN # 782-098-364. Prior to the meeting, submission of public comments were done remotely by email by sending an email to the Village Hall at villagehall@princeville.org and inserting in the subject line of the email, "Public Comment for Meeting May 4, 2020.

The Princeville Village Board met on the above date and time at the Village Hall, 206 N. Walnut Avenue, Princeville, Illinois 61559. President Troutman called the meeting to order at 7:00 p.m.

ROLL CALL

Roll call showed the following board members were physically present: President Troutman, Trustee Ehnle, Trustee Delbridge, Trustee Gilroy, Trustee Wilson, and Trustee Peterson.

Trustees present through Google Meet: Trustee Hughes.

A quorum was present for the meeting.

Other Village members present: Clerk Cordis, Treasurer – Julie Delbridge, Superintendent of Public Works Gardner, Russ Hyde, and Officer Gabriel Martinez.

Others present through Google Meet: Municipal Code Officer Dan Sullivan, Becky Spencer, Peoria County Animal Protective Services.

SWEARING IN NEW VILLAGE CLERK

Sarah Cordis was sworn in as the new Village Clerk.

MINUTES

Police report: Peoria County Deputy Sheriff Martinez addressed the Board that there is only so much they can do at this point, with COVID. He reminded everyone to call if there are issues/problems. Proper documentation will need to be done, not just social media comments. There is still an issue with a local resident regarding his flatbed. Municipal Code Officer has been involved, and is proceeding with the necessary steps.

Approval of Minutes as Published: April 8 and 21 Board Meeting Minutes were made available for the Trustees to review.

Trustee Delbridge motioned to approve the April 8 and 21 Board Meeting Minutes. Trustee Gilroy seconded that motion.

Approved by roll call vote:

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

Nays: None

President Troutman declared the motion passed.

Approve Treasurer's Report: Treasurer J. Delbridge distributed the Treasurer's Report to the Board. Total of April 2020 Bills as presented were \$38,766.55. Trustee Wilson noted one correction/adjustment to the bills, which adjusted the total bill amount to \$38,686.55.

Trustee Wilson made a motion to approve the April 2020 bills, totaling \$38,686.55, and seconded by Trustee Peterson.

Approved by roll call vote:

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

Nays: None

President Troutman declared the motion passed.

Report from the Municipal Code Officer (MCO): MCO Dan Sullivan had emailed his report to the Board. The report listed twenty two (22) completed violations that contained a majority of violations dealing with residents not parking vehicles on a hard surface, inoperable vehicles, property maintenance issues, and tree debris. With summer coming, grass and weed violations will become a factor. His report also listed nine (9) new code violations that had not yet been completed by residents.

Sullivan is working with residences that have violations that need additional time because of the COVID-19 pandemic.

Trustees reviewed the Notice of Violation letters that Sullivan sends out. Sullivan noted that the timeframe in which projects should be completed depends on the violation, and is a case-by-case basis. A violation for long grass can be addressed more quickly than a major project, which is typically given a 30-day completion window. Sullivan believes that letters do need to be sent to violators, this way they know they are liable, responsible, and there are legal consequences for their violations. President Troutman mentioned that if additional time is needed for repairs, the tenant should contact the Village Hall. Sullivan is going to make some adjustments to the Notice of Violation and Second Notification letter, and will present them at the next meeting.

Any Action Regarding MCO Report: Sullivan is going to make some adjustments to the Notice of Violation and Second Notification letter, and will present them at the next meeting.

Discuss the Tabled Agreement Between Peoria County Animal Protective Services and the Village of Princeville for the Contract Period of April 1, 2020 through December 31, 2024: Trustees reviewed the tabled agreement between the Peoria County Animal Protective Services and the Village of Princeville. President Troutman introduced Becky Spencer, who reviewed the agreement. Becky stated the Village of Princeville, beginning April 1, 2020, pays the per capita rate, based on the Village population, total 2020 cost to be \$3,689.40. (The anticipated 2021 total cost is \$3,857.10.) The Village of Princeville is currently on the Full Service Agreement, which includes calls, animals running at large, aggressive animals, bites, investigations, and other services provided by PCAPS etc. There is another smaller mandated contract available. This would include responding to bites to people (rabies controlled), instructing owners to quarantine animals, declaring animals dangerous, reinstatement for livestock kills, vaccination for rabies shots (mail reminders), and providing a place where the animals can go – a lost and found center. In 2019, 23 animals were taken to PCAPS and there were 27 taken in in 2018.

Trustee Wilson noted that in the proposed Agreement, under Duties of the County, letters 'C' and 'E' needed to have the same number of days/needed to mirror each other. Becky Spencer clarified that the first day is not the day they are brought into the shelter nor do Sundays count.

Trustee Delbridge asked about PCAPS keeping records of those who should have rabies tags within the Village. Becky can run a report with this information, but would ask for the Village's help to decipher which addresses fell within the Village.

President Troutman asked about unpaid fines, and PCAPS contacting the Village before an animal is released back to the owner. The Village should reach out to PCAPS to let them know what is outstanding before an animal is released back to the owner.

President Troutman asked Becky about a year to year contract, rather than a five (5) year contract. Becky said she could take that suggestion to the Peoria County Administration. Trustee Ehnle and Trustee Wilson asked about a two (2) year agreement. This will be brought back to the May 19th Village Meeting.

Motion to table the vote made by Trustee Delbridge. Trustee Peterson seconded that motion.

Motion to table approved by roll call vote:

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

Nays: None

President Troutman declared the motion to table the vote as passed.

Consider and Vote to Approve the Resolution Approving the Intergovernmental Agreement with City of Toulon for Purchase and Use of Truck: Superintendent of Public Works (SPW) Gardner has the inter-governmental agreement from attorney Scott Brunton, for the Village of Princeville and the City of Toulon, to split the cost of a jetter truck. The Toulon Board meeting is Monday, May 11th, when they will vote on the agreement. The Village of Princeville will maintain the truck and the truck will be licensed in the Village name. The City of Toulon will reimburse the Village for 50% of the insurance. Trustee Gilroy asked about the truck's age, being a 1989 truck. Gardner said that it is in good working order. A pump seal does need to be fixed before the Village acquires the truck. The Village's share is \$11,000 for the truck. There will be annual general maintenance expenses for the truck. This is in Gardner's budget, and uses TIF money.

Trustee Wilson made a motion to purchase a jetter truck, jointly with the City of Toulon, pending their vote.

Trustee Delbridge seconded the motion.

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

Nays: None

President Troutman declared the motion passed, pending the City of Toulon's Board meeting.

An Ordinance Providing for the Codification, Republication, and Adoption of the Official Code Book for the Village of Princeville: Trustees are not done reading the code book in its entirety.

Trustee Peterson made a motion to table the approval of an ordinance providing for the codification and adoption of the official code book. Trustee Gilroy seconded

Motion by roll call vote:

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

Nays: None

President Troutman declared the motion as passed.

Consider and Vote on the E.P.A Water Systems Contract Hiring of Kevin Challacombe for the Water Treatment Plant, if available: Superintendent Gardner stated that he was meeting with Kevin on May 5th, to discuss Kevin's contract. (Russ and Kevin would work together until Russ's retirement.) Kevin will work 1 -2 times a week, starting in June. (Kevin will carry his own insurance.) He will work for \$1,100 per month. Gardner will be sure his hours are logged. He will not be eligible to drive a Village vehicle. Gardner asked the Board to make a motion to hire Kevin Challacombe, of Brimfield, as the water treatment plant operator. (The contract will come before the Board at the May 19th meeting.)

Trustee Delbridge made a motion to hire Kevin Challacombe. Trustee Peterson seconded.

Motion by roll call vote:

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

Nays: None

President Troutman declared the motion as passed.

Consider and Vote on the Village Participating in the Tri-Country Phased Reopening Plan: President Troutman stated that a press conference was to take place on Friday, May 1st to review phased reopening plans. The press conference was cancelled. President Troutman spoke to Scott Brunton about the Village participating in the reopening plan. Scott said that the Village cannot stop businesses from opening or force them to close. Some of the businesses do have state licenses, which could be fined if they do not follow the directives.

Trustee Delbridge thought the phased reopening was an aggressive approach. Trustee Peterson thought it would be better to follow the phased reopening plan. Trustee Wilson has reservation about opening. There are a lot of unknown variables and 'what-ifs'. Gardner stated that the Governor sets the guidelines and the Mayors make the decisions for the communities.

President Troutman suggested we table this item and discuss at the next Village meeting.

Trustee Delbridge made a motion to table this discussion and Trustee Gilroy seconded it.

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

Nays: None

President Troutman declared the motion to table the vote as passed.

Committee reports:

Pool Committee: Trustee Gilroy stated that the pool committee met April 28th. They are going to meet again after June 1st to decide about opening the pool. It was discussed that there are lifeguard applications on file and we will need to let the applicants know sooner than later if the pool will not open. Nate will need to contact all of those applicants. Trustee Delbridge doesn't feel right waiting until June to make a decision. President Troutman said that baseball and softball have all cancelled for the summer.

Trustee Gilroy made a motion to close the pool for the 2020 season. Trustee Delbridge seconded.

Approved by roll call vote:

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

Nays: None

President Troutman declared the motion as passed.

License Committee: Trustee Wilson addressed the Board advising the License Committee had met April 28, 2020. Trustee Wilson suggested that the Class A and G licenses have their fees, \$350, waived for the renewal period of May 1 – October 31, 2020. These businesses have not been able to open due to COVID – 19.

Trustee Wilson made a motion to waive the license fee, \$350, for the period of May 1 – October 31, 2020.

Trustee Ehnle seconded.

Approved by roll call vote:

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

Nays: None

President Troutman declared the motion as passed.

Personnel Committee: President Troutman addressed the Board advising the Personnel Committee met May 4 2020, to discuss Employees Illinois Municipal Retirement Fund. Russ Hyde will retire on June 5, 2020. Treasurer Julie Delbridge stated the retirement figures for IMRF, need to be reported to IMRF 30 days prior to a retirement. Treasurer Delbridge asked that the Board approve Russ's last week of wages, \$1,071.60, from May 31 – June 5 and also approve his vacation/personal time remaining: 4 weeks of vacation time, \$4,286.40 and 40.5 days of personal time remaining, \$8,679.96, for a total of \$12,996.36, for an overall total of \$14,067.96.

Trustee Delbridge made a motion to approve the above payment to Russ Hyde based on his retirement. Trustee Gilroy seconded.

Approved by roll call vote:

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

Nays: None

President Troutman declared the motion as passed.

President Troutman stated that there is a meeting set up with the accountant, Tom Peffer, May 14th at 6:00 PM. There is a personnel meeting that night to discuss 2021 wages.

Past due water bill review: Treasurer J. Delbridge distributed the Past Due Water Bill sheet totaling \$15,017.92 to the Board. Those who are 30 days past due have received a letter. Gardner said that all new water meters have been installed. Superintendent Gardner is working with a rental property owner on a water leak issue, but that should be resolved soon.

Building permits:

- 727 Auten Ave., rear garden work.
- 119 W. Douglas, new siding and windows
- 117 North Tremont, Demolish garage (This work is done already)
- 202 North Street, install an above ground pool with deck
- 416 E. Main St., install a vinyl garden shed
- 319 S. Tremont St., install above ground swimming pool in backyard
- 100 N. Ellen Ave, install egress windows in basement foundation

Report from the Superintendent of Public Works: Gardner addressed the Board of the following:

- Received bids to asphalt the Ambulance parking lot. Bid was for \$5,700. \$6,000 was budgeted. The Village will tear the old asphalt out and Potter will do the seal-coating.
- Cut truck out of budget. Brian will drive Russ's old truck.
- Steve finished broadleaf control.
- Will spray the school.
- Village picked-up concrete block for Wineinger & Sons, Country Feed Store. Charged \$200.
- A waterleak on Main St. was repaired.
- Bid openings for Kennedy Ave will take place May 29th at 10:00 AM, at Village Hall. The provision may look at the bid for 2021, which when it may make the most sense to do the project. (A decision will be made at the June 1st meeting.)
- The last week of May sealcoating through-out town will begin.
- Looking ahead, there may be times when Russ Hyde may need to work hourly, to assist with the water treatment plant. This will be discussed at the next Personnel meeting.
- Darrel Fuchs, from the township, is interested in purchasing the Village oil/chip machine. It is a bulky piece of equipment that takes multiple people and a lot of man hours to operate. 46+ weeks a year it sits in the shed. With the equipment the Village has now, they are more efficient than the machine. Gardner will discuss with Darrell.
- The Village will put some chlorine and water in the pool, so that maintenance is easier in the coming years, as opposed to leaving it dry.

President Troutman asked about the sidewalk in front of the Village Hall. Gardner stated that he did not think the corner ramp was ADA accessible. The curb will stay, Village staff will work on the new sidewalk, and add landscaping.

Any other business to be brought before the Board: Treasurer Julie Delbridge asked about a laptop for the back-room. Jason Talley can look into pricing.

Adjournment: Trustee Wilson made a motion to adjourn. Motion seconded by Trustee Peterson.

Approved by roll call vote.

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

Nays: None

President Troutman declared the motion as passed.

President Troutman declared the motion passed and Regular Board Meeting adjourned at 8:50 p.m.

Respectfully Submitted,

*Sarah Cordis, Clerk
Village of Princeville, Illinois*