

## **Meeting Minutes from Monthly Village Board Meeting 02/03/2025 (7:00pm)**

Community Bldg – 110 W Chapel St.

**Call to Order:** Gary Martell

**Pledge of Allegiance:**

**Roll Call:**

*Present:* Gary Martell, President  
Kathleen Butron, Village Clerk  
Joyce Arseneau, Trustee  
Kathy Hoover, Trustee  
Jamie Taylor, Trustee  
Mike Garrett, Trustee  
Lloyd Hoover, Maintenance  
Perry Regnier, Water Dept.

*Absent:* Brittany Guynn, Trustee

**Questions from Audience about agenda items:**

**Guest Speakers:**

Tom Shamblin from Shamblin Insurance Agency provided an overview of the Village insurance portfolio and coverage. Discussed increasing the coverage on the pumphouse, community building and updating the list of current drivers. He also conveyed that any Board members using their vehicle to conduct village are covered under the policy. Most concerning that needed immediate attention was the Workers Compensation policy that was cancelled on January 6, 2022 because the annual request for payroll information was not submitted for 2021 and 2022. Some items on the policy need to be removed and other items added. The board will work with the agent to update our coverage

***Approval of Minutes from Regular Board Meeting 1/6/2025::***

*Motion made to accept the Regular Board Minutes:*

1<sup>st</sup>: Kathy Hoover – 2<sup>nd</sup>: Joyce Arseneau

Kathy Hoover: Aye

Joyce Arseneau: Aye

Mike Garrett: Aye

Jamie Taylor: Aye

Brittany Guynn: Absent

“Ayes=5; Nays=0; Absent=1”

***Approval for reconstruction of file room to office- (ratification from January meeting)***

1<sup>st</sup>: Kathy Hoover – 2<sup>nd</sup>: Jamie Taylor

Kathy Hoover: Aye

Joyce Arseneau: Aye

Mike Garrett: Aye

Jamie Taylor: Aye

Brittany Guynn: Absent

“Ayes=5; Nays=0; Absent=1”

***Approval to Appoint Gina DeYoung as Treasurer***

1<sup>st</sup>: Kathy Hoover – 2<sup>nd</sup>: Jamie Taylor

Kathy Hoover: Aye

Joyce Arseneau: Aye

Mike Garrett: Aye

Jamie Taylor: Aye

Brittany Guynn: Absent

“Ayes=5; Nays=0; Absent=1”

## **TREASURERS REPORT**

*W2's and Withholding Taxes:* The accountant mailed W-2s to employees and board members. It was discovered that only Social Security and Medicare taxes had been withheld from paychecks over the past several years, while federal and state taxes were not deducted. This oversight has created a burden for village board members and employees when filing their federal and state tax returns, resulting in smaller refunds or unexpected tax liabilities due to the lack of federal and state withholding. Withholding forms will be provided for completion to address this issue.

### ***Motion to Approve Bills:***

1<sup>st</sup>: Kathy Hoover – 2<sup>nd</sup>: Jamie Taylor

Kathy Hoover: Aye

Joyce Arseneau: Aye

Mike Garrett: Aye

Jamie Taylor: Aye

Brittany Guynn: Absent

"Ayes=5; Nays=0; Absent=1"

## **Public Works and Water Department**

*Pumphouse Industrial Dehumidifier:* Perry provided information for the dehumidifier that is needed for the pumphouse

*Watercon Conference April 18<sup>th</sup>:* Perry will attend

*Hawkins Chemical Credit App:* Application needs to be submitted to obtain chemicals.

*Certification Classes @ SIU:* Two sessions at SIU (15 hours). Take test. ILRWA possible apprentice.

*Test Sites for EPA Labs:* ERH/Shawn has been contacted multiple times by Gary to retrieve this information. Perry conveyed that ERH needs to be notified that we need all paperwork from them as we are required to have these records on hand for a period of 10 years.

### ***Approval to purchase dehumidifier for pumphouse (\$1200.00) :***

1<sup>st</sup>: Kathy Hoover – 2<sup>nd</sup>: Mike Garrett

Kathy Hoover: Aye

Joyce Arseneau: Aye

Mike Garrett: Aye

Jamie Taylor: Aye

Brittany Guynn: Absent

"Ayes=5; Nays=0; Absent=1"

## **Old Violations**

*610 St. Charles Street:* Need to speak to George regarding reimbursement to village for cleanup. Summary was sent to his office.

*707 St. Charles St.:* Bids have been received for demolition. Tabled for the next meeting.

## **Old Business**

*Generator:* Need liquid cool generator. The generator that was purchased was not the correct generator. The generator that was purchased needs to be shut off every 12 hours and if we are listed as a warming center we need to have the correct generator. Installation was never completed. Gary will find out the cost for the correct generator.

*Water Deposits:* Water deposits collected have not been the same across the village. New residents were charged \$200.00 and was deemed excessive by the Board. Board made a motion to establish the water deposit at \$100.00 and issue credit on water bill for those whose deposit exceeded this amount. Residents who paid more than \$100.00 as a water deposit would receive a letter explaining the credit. Gina relayed that Water deposits should be in an interest bearing account.

### **Motion to reduce water deposit to \$100.00 and credit residents whose deposit exceeded this amount**

1<sup>st</sup>: Kathy Hoover – 2<sup>nd</sup>: Jamie Taylor

Kathy Hoover: Aye

Joyce Arseneau: Aye

Mike Garrett: Aye

Jamie Taylor: Aye

Brittany Guynn: Absent

"Ayes=5; Nays=0; Absent=1"

*Pumphouse Tank Marking Status ERH:* Hazardous Oxidizers Labels – Perry said that ERH should have labeled them. Shawn told that 4 meters needing gaskets

*Open Meetings Act (OMA):* Joyce received certification

*Radar Signs Update:* To be downloaded.

*Status of Equipment Purchases (Cameras/Printers/File Cabinet):* File Cabinet and Printer have been purchased. Cameras will be purchased per board approval at prior meeting for pumphouse and community building.

*Minimum Wage Increase 2025:* State of IL has increased minimum wage to \$15.00 effective January 1, 2025. Minimum wage rates were as follows: 2021/\$11.00 per hr.; 2022/\$12.00 per hr.; 2023/\$13.00 per hr.; 2024/\$14.00 per hr.; 2025/\$15.00 per hr. Gary conveyed that we had to reimburse Leon for back minimum wage for 2024. Payroll records need to be reviewed for discrepancies. If any found, for each affected employee, issue back pay for the calculated shortfall. Include documentation explaining the correction (e.g., "Adjustment for minimum wage compliance, 2021–2025").

*Board Member Duties:* Draft currently in process

*IML Handbooks:* To be purchased per prior Board approved motion

*Code of Conduct:* Will be reviewed to have printed and signed

*Website:* The board made a motion to have Kathleen purchase a domain, set up email, and design and create the village website. The website will provide residents with access to essential community information and serve as a resource for renting the community building online, paying water bills, applying for permits, reviewing minutes, agendas, ordinances and obtaining vital information for the community. The anticipated launch date is April 2025. Renews annually.

**Motion for village website design (\$1000.00):**

1<sup>st</sup>: Mike Garrett – 2<sup>nd</sup>: Joyce Arseneau

Kathy Hoover: Aye

Joyce Arseneau: Aye

Mike Garrett: Aye

Jamie Taylor: Aye

Brittany Guynn: Absent

"Ayes=5; Nays=0; Absent=1"

**New Business**

*Piggush Engineering:* At the September village board meeting, which our village attorney attended, he instructed Maggie (prior Village President) to contact Neil Piggush and request that the funds paid to Piggush for the park grant be redirected to another project. A few days later, Maggie emailed George, stating that Piggush agreed to transfer the park grant money to a different project. However, Piggush Engineering later clarified that they never discussed transferring the park grant funds with Maggie, despite an email from her to our attorney indicating Piggush's agreement to do so.

*Razzano Law Office:* George Cuonzo submitted an invoice with dates of service Feb 2023 thru October 2024 in the amount of \$9,052.50.

**Motion to pay Razzano Law Office (\$9052.50)**

1<sup>st</sup>: Jamie Taylor – 2<sup>nd</sup>: Kathy Hoover

Kathy Hoover: Aye

Joyce Arseneau: Aye

Mike Garrett: Aye

Jamie Taylor: Aye

Brittany Guynn: Absent

"Ayes=5; Nays=0; Absent=1"

*Public Comments:* None.

**Motion to Adjourn:**

1<sup>st</sup>: Joyce Arseneau – 2<sup>nd</sup>: Jamie Taylor

Kathy Hoover: Aye

Joyce Arseneau: Aye

Mike Garrett: Aye

Jamie Taylor: Aye

Brittany Guynn: Absent

"Ayes=5; Nays=0; Absent=1"