

# Administration & Finance Committee

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Minutes of the Meeting on  
February 6, 2019

**Village of Homer Glen  
14240 W 151<sup>st</sup> Street, Homer Glen, IL 60491  
Community Room**

1. Call to Order.

The meeting was called to order at 4:01 p.m. by Mayor George Yukich.

2. Pledge of Allegiance to the Flag.

3. Roll Call.

Members present at 4:01 p.m. were Mayor George Yukich, Trustee Sharon Sweas, Trustee Beth Rodgers, Trustee Carlo Caprio and Finance Director John Sawyers.

Also Present: Assistant Village Manager Heather Kokodynsky, Development Services Director Michael Salamowicz, Facilities Manager John Robinson, Chief Building Official Joe Baber and Administrative Analyst Matt Walsh.

Members absent: None

4. Approval of Amendments to the Agenda.

There were no amendments to the agenda.

5. Approval of Minutes.

a) January 9, 2019

Mayor Yukich stated that the minutes from the January 9, 2019 Administration & Finance Committee meeting were being presented for approval.

Trustee Caprio made a motion to approve the minutes from the January 9, 2019 meeting; seconded by Trustee Rodgers. Mayor Yukich also voted in favor of approval. The motion passed.

6. Public Comment.

There was no public comment.

7. Reports and Communications from Staff.

a) *Assistant Village Manager*

1. Assistant Village Manager Kokodynsky stated the Village received 57 applications for the Maintenance Worker position. Eight (8) candidates were interviewed and the interview panel selected Brett Shingler. She asked the Committee for approval to offer the position to the final candidate. The Committee approved.

2. Assistant Village Manager Kokodynsky provided an update on the Planner position. Eight (8) applications have been received. A few candidates have been scheduled for interviews.

b) *Finance Director*

1. Finance Director Sawyers stated the draft of budget would be available soon. He also provided the Village's revenue charts for January. He shared the data collected for Sales Tax, Home Rule Sales Tax, Income Tax, Use Tax, Gaming Taxes and Motor Fuel Tax.

2. Finance Director Sawyers stated he came across a service provider, ProChamps, which handles foreclosure property registrations. Currently, there are 124 foreclosed properties and an additional 67 potential properties. ProChamps administers a program whereby they would assess a \$300 fee per foreclosed property every 6 months. The \$300 fee would be paid by the financial institution holding the papers for the foreclosed property. From the \$300 fee, the Village would keep \$200 and ProChamps would keep \$100 per foreclosed property. There is no cost to the residents or the Village. Finance Director Sawyers stated the building department has been looking into this type of service to assist with the foreclosed properties in Homer Glen. He stated this service provider will come in for a meeting with staff to share how their service works and answer any questions. Finance Director Sawyers stated if we move forward with this program, based on the number of foreclosures, it could generate over \$75,000 annually.

c) *Development Services Director*

1. Development Services Director Mike Salamowicz stated we received two (2) change orders for Fiddymont Creek Sanitary Sewer. They are both credits to the Village.

2. Development Services Director Mike Salamowicz stated the Village received the Army Corp. permit for the Fiddymont Creek Sanitary Sewer. There is a meeting scheduled with the contractor for the following week to review the parameters of the permit.

3. Development Services Director Salamowicz discussed the 2019 Drainage Improvement Program RFP. He stated that three (3) bids were received and the Village has worked with two (2) of the three (3) firms. He suggested omitting the interview process and taking the bids from the two (2) firms the Village has worked with to the next Public Service and Safety Committee meeting and then also to the next board meeting to speed up the process.

8. Old Business.

Mayor Yukich stated our lease agreement is coming up for the EMA Building. Facilities Manager John Robinson stated we need additional storage space not only for EMA's equipment but, we need more space for Village events as well.

9. New Business.

- a) Consider a Motion Recommending the Upgrading of Two (2) Outdoor Warning Siren Heads at a Cost of \$19,102.

Trustee Sweas asked if the warning sirens are going to be louder. Facilities Manager Robinson stated they will be louder and they will cover more distance.

Trustee Caprio made a motion to recommend approval of Upgrading of Two (2) Outdoor Warning Siren Heads at a cost of \$19,102; seconded by Trustee Sweas. The motion passed unanimously.

- b) Consider a Motion to Recommend Approval of the HR Green, Addendum No. 1 for the U.S. Army Corp. of Engineers Permit for the Fiddymment Creek Sanitary Sewer Project, in the Amount of \$18,668.26.

Trustee Sweas made a motion to recommend approval of the HR Green, Addendum No. 1 for the U.S. Army Corp. of Engineers Permit for the Fiddymment Creek Sanitary Sewer Project, in the amount of \$18,668.26; seconded by Trustee Caprio. The motion passed unanimously.

- c) Consider a Motion to Recommend Approval of Pay Estimate No. 3 from Austin Tyler Construction, Inc. for the Fiddymment Creek Sanitary Sewer Project, in the Amount of \$258,558.12.

Trustee Sweas made a motion to recommend approval of Pay Estimate No. 3 from Austin Tyler Construction, Inc. for the Fiddymment Creek Sanitary Sewer Project, in the amount of \$258,558.12; seconded by Trustee Caprio. The motion passed unanimously.

- d) Consider a Motion to Recommend Approval of Pay Estimate No. 5 from Integral Construction, Inc. for the Active Core Project at Heritage Park, in the Amount of \$169,007.

Trustee Sweas asked who is checking the work. Development Services Director stated TRIA Architecture is responsible for observing the work.

Trustee Caprio asked if there was an issue with this invoice. Development Services Director Salamowicz indicated Integral missed a deadline in December so there was a delay in processing the paperwork.

Trustee Caprio made a motion to recommend approval of Pay Estimate No. 5 from Integral Construction, Inc. for the Active Core Project at Heritage Park, in

the amount of \$169,007; seconded by Trustee Rodgers. The motion passed unanimously.

- e) Consider a Motion to Recommend Approval of Pay Estimate No. 6 from Integral Construction, Inc. for the Active Core Project at Heritage Park, in the Amount of \$36,058.

Trustee Caprio made a motion to recommend approval of Pay Estimate No. 6 from Integral Construction, Inc. for the Active Core Project at Heritage Park, in the amount of \$36,058; seconded by Trustee Sweas. The motion passed unanimously.

- f) Consider a Motion to Recommend Approval of TRIA Architecture's Invoice No. 2923, for Heritage Park Master Planning, in the Amount of \$3,583.75.

Trustee Rodgers made a motion to recommend approval of TRIA Architecture's Invoice No. 2923, for Heritage Park Master Planning, in the amount of \$3,583.75; seconded by Trustee Caprio. The motion passed unanimously.

- g) Consider a Motion Recommending Approval of the December 2018 Mahoney, Silverman & Cross, LLC Legal Bills, in the Amount of \$11,146.32.

Trustee Rodgers stated all electoral issues should be done by December 27. Trustee Caprio agreed.

Trustee Caprio made a motion to recommend approval of the December 2018 Mahoney, Silverman & Cross, LLC Legal Bills, in the amount of \$11,146.32. The motion passed unanimously; seconded by Trustee Sweas. The motion passed unanimously.

#### 10. Adjournment.

Motion by Trustee Caprio, seconded by Trustee Rodgers to adjourn. Motion carried. The meeting was adjourned at 4:30 p.m.

Respectfully Submitted:



Gina Spino  
Development Services Administrative Assistant/ AP & AR Clerk