

Administration & Finance Committee

Minutes of the Meeting on
June 1, 2022

**Village of Homer Glen
14240 W 151st 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 Beth Rodgers, Trustee Dan Fialko, Trustee Ruben Pazmino, Village Manager Carmen Maurella and Finance Director John Sawyers.

Also Present: Chief Building Official Joe Baber and Director of Public Works Brent Woods.

Members absent: None

4. Approval of Amendments to the Agenda.

5. Approval of Minutes.

a) May 4, 2022

Mayor Yukich stated the minutes from the May 4, 2022 Administration & Finance Committee meeting were being presented for approval.

Trustee Fialko made a motion to approve the minutes from the May 4, 2022 Administration & Finance Committee meeting; seconded by Trustee Pazmino. Trustee Fialko asked that additional verbiage be added to the minutes under item 9b regarding the bulk of the charges were for hiring the Village Manager and the union discussions. The motion passed unanimously.

6. Public Comment.

None

7. Reports and Communications from Staff.

a) *Village Manager*

1. Village Manager Maurella stated staff has been in the process of interviewing for the open engineer position and have made an offer to an individual. Village Manager Maurella stated staff is still looking to fill the open part-time events coordinator position and the open part-time custodian position. Village Manager Maurella stated it is not going as well as we hoped with the cleaning contractor so the village is hoping to fill the custodian position as soon as possible. Trustee Fialko stated the

cleaning contractor was only to be a temporary position to get things back on track until a custodian is hired.

b) *Finance Director*

1. Finance Director Sawyers provided the Village's revenue charts for May. He shared the data collection for Sales Tax, Home Rule Sales Tax, Income Tax, Use Tax, Gaming Taxes and State Motor Fuel Tax. Finance Director Sawyers also shared the schedule of payroll.

Trustee Fialko asked if staff is providing the reason for working overtime. Finance Director Sawyers stated in some case, such as Public Works, it can be a daily occurrence due to job duties. Public Works Director Woods stated he has two foreman that come in 15 minutes early every day to prepare the work for the day for the crews. Public Works Director Woods stated the other hours of overtime on the schedule were due to work being done on a tree that came down. Trustee Fialko asked if that prep work the foremen are preparing for the day could be done the night before. Public Works Director stated he could speak to the two foremen. Trustee Fialko stated he understands if what they are currently doing works better for them, but wondered if another option would work as well.

Village Manager Maurella stated the Village is still short staffed and there were also some additional community events that caused overtime. Trustee Fialko asked if there was a process for overtime. Village Manager Maurella stated he will be working with senior staff to discuss the process.

Trustee Fialko asked about the local motor fuel tax for May. Finance Director Sawyers stated he wasn't able to include it in the charts because of the timing of the A&F Packet/ Meeting as all the checks were not received in order to provide the numbers. Trustee Fialko asked how the local motor fuel tax is going. Finance Director Sawyers stated it is going well and that next year will be steady.

c) *Chief Building Official*

1. Chief Building Official Baber stated that he and Superintendent of Parks & Facilities Robinson were working on the new RFP for the roof. Trustee Fialko asked if the Village is looking for materials that will last a long time. Chief Building Official Baber said yes.

8. Old Business

a) None.

9. New Business.

a) Consider a Motion to Recommend Approval of the Village's April Legal Bills from Mahoney, Silverman & Cross, LLC in the Amount of \$2,242.50.

Trustee Rodgers made a Motion to Recommend Approval of the Village's April Legal Bills from Mahoney, Silverman & Cross, LLC in the amount of \$2,242.50; seconded by Trustee Pazmino. The motion passed unanimously.

- b) Consider a Motion to Recommend Approval of the Village's April Legislative Attorney Bills from Odelson, Sterk, Murphey, Frazier & McGrath in the Amount of \$7,261.25.

Trustee Pazmino made a Motion to Recommend Approval of the Village's April Legislative Attorney Bills from Odelson, Sterk, Murphey, Frazier & McGrath in the amount of \$7,261.25; seconded by Trustee Fialko. Trustee Rodgers voted no. The motion passed.

- c) Consider a Motion to Recommend Approval of one of five (5) resurfacing companies that submitted bids for the May 17, 2022 bid opening for the Village of Homer Glen Road resurfacing projects for 2022.

Trustee Rodgers made a motion to Recommend Approval of one of five (5) resurfacing companies that submitted bids for the May 17, 2022 bid opening for the Village of Homer Glen Road resurfacing projects for 2022; seconded by Trustee Pazmino. The motion passed unanimously.

Trustee Fialko asked if any of the five companies are union contractors? Public Works Director Woods stated he would check. Trustee Fialko stated he is concerned about the quality of work that has been done in the Village in the past and thinks the quality of work from a union company might be better. Trustee Rodgers stated she would not agree that union companies necessarily do better work, either could do quality work, not one over the other. Trustee Fialko stated he believes it is true based on his experience.

Trustee Fialko stated the company with the lowest bid doesn't make them the best choice. Public Works Director Woods stated he believes that in order to use MFT funds, the Village would have to choose the lowest bidder. Trustee Fialko asked if that information could be verified. Village Manager Maurella asked for clarification on needed information. Trustee Fialko stated first he would like to know if the lowest bidder needs to be chosen to allow us to use MFT funds. Trustee Pazmino asked as far as performance, does the Village have service level agreements. Public Works Director Woods stated the work is inspected by our engineers. Trustee Pazmino stated he is concerned because of some of the poor quality of work that has been done in the Village. Trustee Fialko stated he just wants quality work performed in the Village. Public Works Director Woods stated he agreed. Village Manager Maurella stated staff would get the answers to those questions. Trustee Pazmino asked if the issues with Eagle Ridge were ever fixed. Trustee Fialko stated yes, the three spots that were bad were repaired.

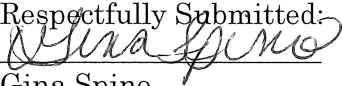
- d) Consider a Motion to Recommend Approval of Pay Estimate No. 4, final payment in the Amount of \$47,401.07 to P.T. Ferro for completion of curb and sidewalk repairs in the Country View Subdivision.

Trustee Pazmino made a Motion to Recommend Approval of Pay Estimate No. 4, final payment in the amount of \$47,401.07 to P.T. Ferro for completion of curb and sidewalk repairs in the Country View Subdivision; seconded by Trustee Fialko. The motion passed unanimously.

Trustee Fialko asked if these funds are coming out of last year's budget. Finance Director Sawyers and Village Manager Maurella both stated yes.

10. Adjournment.

Motion by Trustee Fialko; seconded by Trustee Rodgers to adjourn. Motion carried. The meeting was adjourned at 4:22 p.m.

Respectfully Submitted:

Gina Spino
Finance Analyst