

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE SALT CREEK SANITARY  
DISTRICT HELD AT 201 S. ROUTE 83, VILLA PARK, IL ON JUNE 19, 2023.**

**The Regular Meeting was called to order by Trustee Taglia at 6:00 p.m.:** Present: Trustees, Robert Taglia – President, Ann Marie Testa – Trustee Elect, and Robert Wagner - Clerk. Also, present: Manager Jim Listwan, Business Administrator Ray Hoving, Engineer Mark Halm and Attorney Robert Kay.

**Election of Officers:**

President: Trustee Wagner made motion to nominate Robert Taglia President of the Board of Trustees for FY 2023-2024, Seconded by Trustee Testa. Ayes: Wagner, Taglia, Testa. Motion Carried.

Vice President: Trustee Wagner made motion to nominate Ann Marie Testa Vice President of the Board of Trustees for FY 2023-2024, Seconded by Trustee Taglia. Ayes: Wagner, Taglia, Testa. Motion Carried.

Clerk: Trustee Taglia made motion to nominate Robert Wagner Clerk of the Board of Trustees for FY 2023-2024, Seconded by Trustee Testa. Ayes: Wagner, Taglia, Testa. Motion Carried.

**Public Participation:** Business Administrator Hoving read an email from Penelope Danos of Comar Properties. Comar is a property management company that owns/operates many commercial properties in town. Ms. Danos requested to have late fees in the amount of \$384.39 be waived. The reason for the request was the company changed addresses and the bills were not being forwarded. Trustee Testa made a motion; seconded by Trustee Wagner to approve the waiving of late fees in the amount of \$384.39. Ayes: Wagner, Taglia, Testa. Motion Carried.

**Minutes Approved:** Trustee Wagner moved, seconded by Trustee Taglia to approve the minutes of the Regular Meeting of May 15, 2023. Ayes: Wagner, Taglia, Testa. Motion Carried.

**Bill Listing:** Review and discussion ensued. Trustee Wagner moved, seconded by Trustee Taglia to approve the bill listing dated June 19, 2023 in the amount of \$475,018.54 and to pay when funds are available prior to their due date. Ayes: Wagner, Taglia, Testa. Motion Carried.

**Water Shut Off List:** Business Administrator Hoving presented a list of delinquent accounts dated June 19, 2023. The list represented a total amount due to the district of \$37,314.67 Trustee Wagner moved, seconded by Trustee Testa to approve the water shut off list dated June 19, 2023 as presented. Ayes: Wagner, Taglia, Testa. Motion Carried.

**Reconciliation Report – May 2023:** Business Administrator Hoving presented the May Reconciliation report for review and discussion. Trustee Wagner moved, seconded by Trustee Testa to approve the Reconciliation report for May 2023 as presented. Ayes: Wagner, Taglia, Testa. Motion Carried.

**Engineer's Report:** Engineer Mark Halm updated the board on the status of IEPA loan financing for the UV and belt press project. Mr. Halm stated that the district did not score high enough on the IEPA list to obtain funding in the initial round. He also said that the list was preliminary and could change prior to the final release in July. In the event the district does not receive funding in the first half of the year the district did score high enough to likely receive by-pass funding sometime after the first of January.

**Manager's Report - May 2023:** Manager Listwan presented his report for the month of May. Manager Listwan gave an update on the emergency repair of the sludge piping that was completed. Manager Listwan also informed the trustees that a repair to the West Bar Screen was needed sooner than later. Mr. Listwan requested to have the bidding process waived for this project due to the availability of equipment needed to make the repair. Attorney Kay said that he would look into the request and ensure that it meets the criteria

to waive the bidding process. Trustee Testa moved, seconded by Trustee Wagner to approve the Manager's Report for May 2023 and place it on file. Ayes: Wagner, Taglia, Testa. Motion Carried.

**Trustee Reports:** Trustee Taglia Welcomed Trustee Testa to the board.

Trustee Wagner stated that he attended a community meeting with an Illinois member of congress. At the meeting he learned that the Representative had a list of projects that were earmarked for funding. Mr. Wagner decided to investigate the process of getting district projects earmarked with Representative Sean Casten. He also spoke with Paul Burriss from the City of Elmhurst regarding the earmarks and was able to receive some direction as to how to navigate the process. Mr. Wagner said this may be a good way to have solar panels installed at the plant.

Mr. Wagner then suggested an annual review of the Plant Manager. He stated this was a practice of the Village of Villa Park and was a way to formally assess the effectiveness of the manager. The review would then be the basis for the manager's annual wage increase rather than just giving a generic pay raise. Trustee Taglia agreed that this would be a good practice.

Finally, Trustee Wagner asked if the district could place informational banners up on the fence along Route 83. He said that the Village places banners in different locations to help promote various activities happening in town. There were no objections from the staff or trustees present.

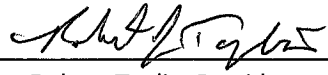
**16 W Kenilworth Meter Reads:** Business Administrator Hoving gave an update on 16 W Kenilworth. He stated that he received an email from the homeowners that included a meter change work-order from 2001. If verified this would increase the amount of over-billed usage that was being used to negotiate a settlement. Mr. Hoving was still waiting to see if there was more information forthcoming to substantiate the increase including verification from the village. Mr. Hoving presented a revised breakdown that showed an increase of a few hundred dollars should the earlier meter change be verified.

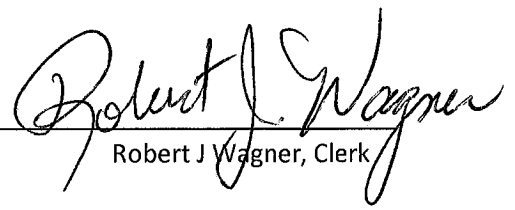
**Accounts Payable Methods of Payment:** Business Administrator Hoving followed up on last months discussion regarding different methods of paying monthly bills. Manager Listwan stated that Old National Bank would charge a fee of approximately \$100 per month to handle ACH payments to various vendors. Mr. Hoving stated that the district already pays bills automatically as required by certain vendors such as IMRF and the district is not charged a fee for making payments in this way. Mr. Hoving requested to have the ability to pay other vendors in the same way especially critical payments such as employee benefits payments. The board discussed and agreed that as long as the board had an accurate listing of the bills to be paid that the method would be acceptable. Mr. Hoving stated that he would ensure that a report was made available prior to proceeding with making these payments.

**Staffing:** Mr. Hoving brought up future staffing needs at the district. He reminded the board that Manager Listwan is scheduled to retire in approximately one year. The districts chief operator is also scheduled to retire in the fall. The plan has been in place to hire a chief operator that would be trained to take over as plant manager upon Mr. Listwan's retirement. Mr. Hoving asked for direction from the board as to how they would like to proceed as they will ultimately have the final say and appoint the new manager. Mr. Hoving brought up there are many job board websites available. He specifically mentioned GOV HR which consults with municipalities to advertise, recruit and interview for executive level positions. Mr. Hoving stated that he will get going on the process and will update at July's meeting.

**Meeting Adjourned**

Trustee Wagner moved, seconded by Trustee Agrusa to adjourn the meeting at 7:04 p.m. Ayes: Wagner, Taglia, Testa. Motion Carried.

APPROVED   
Robert Taglia, President

ATTEST   
Robert J Wagner, Clerk

Prepared by: Ray Hoving, Business Administrator