

GLENBROOK SANITARY DISTRICT

MINUTES OF THE QUARTERLY MEETING OF THE BOARD OF TRUSTEES March 3, 2022

The quarterly meeting of the Board of Trustees of the Glenbrook Sanitary District was held on March 3, 2022, at 9:30 AM.

1. Acting President Dutack called the **Meeting to Order** at 9:31AM.

2. Upon the **Roll being Called**, the following answered present:

Carmen Dutack	Trustee, Acting President
Daniela Partipilo	Trustee, via remote attendance
Denise Young	Treasurer
Kenneth Lopez	Manager
Eric Patt	Attorney
Cheryl Thompson	Engineer Tech, James Anderson Company
Ben Metzler	Engineer, RHMG

3. **Public Comments - **Please Sign In With the District Clerk To Speak****

Ken Smith, resident of Glenbrook Countryside subdivision, addressed the Board and had a question regarding the water interconnect with the Village of Northbrook.

4. **Approval of the Minutes**

4a. December 2, 2021 Regular Board Meeting Minutes

Trustee Partipilo moved to Approve the December 2, 2021, Quarterly Board Meeting Minutes, seconded by Trustee Dutack.

Roll Call Vote: Ayes: Trustee Partipilo, and Acting President Dutack. Nays: None, unanimously approved

5. **Item for Separate Action**

5a. Approve Quote for Workers Compensation Insurance

Acting President Dutack moved to Approve the Insurance Policy through Technology Insurance Company, Inc., in the amount of \$784.00 with the expiration date of 3/10/2023, seconded by Trustee PARTIPILO.

Roll Call Vote: Ayes: Trustee Partipilo, and Acting President Dutack. Nays: None, unanimously approved.

5b. Approve RHMG Engineering Services Proposal for Sanitary Sewer Cleaning, Televising, and Grease Cutting

Acting President Dutack moved to approve the engineering proposal from RHMG for sanitary cleaning, televising, and grease cutting, Inc., in the amount of \$7,930.00, seconded by Trustee PARTIPILO.

Roll Call Vote: Ayes: Trustee Partipilo, and Acting President Dutack. Nays: None, unanimously approved.

5c. Approve RHMG Engineering Services Proposal for Sanitary Sewer Manhole Repairs

Trustee Partipilo moved to approve the engineering proposal from RHMG for sanitary sewer manhole repairs, in the amount of \$8,280.00, seconded by Acting President Dutack.

Roll Call Vote: Ayes: Trustee Partipilo, and Acting President Dutack. Nays: None, unanimously approved.

5d. Approve Proposal from Simpson for Fire Hydrant Maintenance

Acting President Dutack moved to approve the proposal from Simpson for Fire Hydrant Maintenance, in the amount of \$6,750.00, seconded by Trustee Partipilo.

Roll Call Vote: Ayes: Trustee Partipilo, and Acting President Dutack. Nays: None, unanimously approved.

5e. Approve Proposal from Associated Technical Services Ltd. For Value Exercising

Acting President Dutack moved to approve the proposal from Associated Technical Services Ltd. for value exercising, in the amount of \$4,792.00, seconded by Trustee Partipilo.

Roll Call Vote: Ayes: Trustee Partipilo, and Acting President Dutack. Nays: None, unanimously approved.

6. Treasurer’s Reports

6a. Ratified of Bills for Payment for Period November 1, 2021 to January 31, 2022

Acting President Dutack moved to ratify the Cash Disbursements Journals for November 2021, December 2021, January 2022, as presented, seconded by Trustee Partipilo.

Roll Call Vote: Ayes: Trustee Partipilo, and Acting President Dutack. Nays: None unanimously approved

6b. Financial Reports as of October 31, 2021

Acting President Dutack to Approve the Balance Sheet as of January, 2022, seconded by Trustee Partipilo.

Roll Call Vote: Ayes: Trustee Partipilo, and Acting President Dutack. Nays: None, unanimously approved

7. Engineer’s Report

7a. Review of Glenbrook Sanitary District’s MWRD IICP Short Term Reporting & LTOMP/PSP Plan Development

Engineer METZLER from RHMG, provided a review of the District’s MWRD IICP Short Term Reporting & LTOMP/PSP Plan Development that will be submitted to MWRD for review and comments. Once reviewed by MWRD, the District will then adopt the short term reporting and plan development by resolution.

7b. Emergency Inter-Connection Update

Engineer METZLER from RHMG, indicated that the engineering plans have been finalized and RHMG is working on getting the plans submitted to the Village of Northbrook for their approval. Once approved by Northbrook, the plans will be submitted to ILEPA for approval. The estimated construction cost for the project is \$240,000.

7c. Water/Sewer Rate Study Update

Engineer METZLER from RHMG, indicated that he does not have the study ready for presentation for this meeting. They hope to have it available to review and discuss in the very near future. Trustee Partipilo asked that if there was going to be a special meeting in the next few weeks, the District may have an opportunity to review and discuss at that time.

8. Attorney’s Report

8a. Attorney Patt reported that the litigation related to the tax rebate issues is moving very slowly, and there will be a court hearing on January 27th. Attorney Patt indicated that there is a hold up from the Cook County Treasurer’s Office with getting the appropriate/correct information, which is causing the delay. March 24th is the next scheduled court call and Attorney Patt will then report back accordingly.

9. Manager's Report

9a. Board Appointment Update

Manager Lopez indicated that the announcement for the vacant Trustee position has been posted on the website and asked everyone to inform the public to solicit interested candidates. Cook County will make the selection process on behalf of the District.

Manager Lopez indicated that he will be taking a leave of absence for an extended vacation and will not be able to attend the District meeting in September. Manager Lopez will be on vacation from mid-August to end of October.

10. Trustee's Report

10a. Budget Accounting/QuickBooks

Trustee Partipilo expressed her concern that our current QB software is not adequate and does not support fund accounting. In addition, Trustee Partipilo is concerned that we are drawing down on our fund balance and the overall health of the District's finances. Need to review and develop a financial plan moving forward for the District. Trustee Partipilo would like to see the District change financial software. Acting President Dutack mentioned that the District is going through a transition stage and suggests a special meeting be scheduled to address these issues. A tentative special mtg will be scheduled for April 16th at 9AM at the Northbrook Public Library.

Trustee Partipilo requested that the Board go into executive session.

11. Executive Session *(If required for Land Acquisition, Threatened/Imminent Litigation, Personnel, or Review of Executive Session Minutes)*

Trustee Partipilo moved to enter into executive session for the purpose of discussing appointment, compensation, employment, performance, discipline, or dismissal of specific employees and specific individuals to include contractors and volunteers of the District (stated by legal counsel), seconded by Acting President Dutack.

Roll Call Vote: Ayes: Trustee Partipilo, and Acting President Dutack. Nays: None, unanimously approved at 10:50AM

12. Adjournment:

There being no further business, the motion to adjourn the regular meeting to enter into Executive Session was duly made by Acting President Dutack, seconded by Trustee Partipilo.

Roll Call Vote: Ayes: Trustee Partipilo, and Acting President Dutack. Nays: None
Meeting adjourned at 10:51 AM, unanimously approved.

The next quarterly meeting will be held on Thursday, June 2, 2022, 9:30 AM at CenTrust Bank, 385 Waukegan Road, Northbrook.



ACTING PRESIDENT, Carmen Dutack



ACTING CLERK, Kenneth J. Lopez