

# GLENBROOK SANITARY DISTRICT

## MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES April 6, 2023

The special meeting of the Board of Trustees of the Glenbrook Sanitary District was held on April 6, 2023, at 9:30 AM.

1. President Partipilo called the **Meeting to Order** at 9:30AM.

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

Daniela Partipilo	Trustee, President
Marcus Powell	Trustee
Ken Lopez	District Manager
Maria Martinez	Finance Manager
Eric Patt	Attorney
Jean Scher	Operations Superintendent, GHA
Michael Grinnell	Director of Facilities and Utilities Management, GHA
Lisa Brock	Engineer, HMG
Steve Zamaites	Engineer, HMG

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

There are no public comments including written comments.

4. **Approval of the Minutes**

**4a. December 1, 2022 Regular Board Meeting Minutes**

Trustee Powell moved to approve the December 1, 2022, Quarterly Board Meeting Minutes as presented, seconded by President Partipilo.

Voice Vote: Ayes: All approved. Nays: None, unanimously approved.

5. **Item for Separate Action**

**5a. Ratify Approval for Workers Compensation Insurance**

Trustee Powell moved to ratify payment for workers compensation insurance policy through Technology Insurance Company, Inc., in the amount of \$753.00 with the expiration date of 3/10/2024, seconded by President Partipilo.

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

**5b. Ratify the Hiring of Maria Martinez as Finance Manager**

President Partipilo mentioned that with the resignation of the Treasurer, the District moved forward with the hiring of Maria Martinez. Maria comes highly qualified and has municipal experience in the field of financing and accounting. Maria will take over the duties of the Treasurer, as well as serving as our Utility Billing Specialist. As Utility Billing Specialist, Maria will be responsible for all aspects of utility billing operations. The total annual compensation will be \$25,000 per year.

Trustee Powell moved to ratify the hiring of Maria Martinez as Finance Manager, seconded by President Partipilo, unanimously approved.

Roll Call Vote: Ayes: President Partipilo, and Trustee Powell. Nays: None.

**5c. Ratify Professional Services Contract with Gewalt Hamilton Ass., Inc. to be the ROINC**

Manager Lopez mentioned that due to unforeseen circumstance, Cheryl Thompson, with James Anderson, is no longer able to serve as the District’s Responsible Water Operator in Charge and James Anderson does not have a certified license water operator to take over for Ms. Thompson. Therefore, the District terminated its agreement James Anderson and retained the services of Gewalt Hamilton Associates, Inc. (GHA). It is required by the Illinois EPA that the District have a certified licensed water operator in charge of the District’s water operations. As a result, GHA will serve as the District’s responsible water operator in charge and perform all the duties as required by the ILEPA. The contract proposes the following:

- Serves as the Responsible Operator in Charge
- Provides oversight on the sanitary system
- Fee for services will be \$4,858.00 per month
- Term of the contract is two (2) years

Trustee Powell moved to ratify the professional services contract with Gewalt Hamilton Associates to be the ROINC, seconded by President Partipilo, unanimously approved.

Roll Call Vote: Ayes: President Partipilo, and Trustee Powell. Nays: None

**5d. Approve HMG Engineering Proposal for 2023 Sanitary Sewer Lining & Repairs**

President Partipilo moved to approve the engineering proposal from HMG for the 2023 sanitary sewer lining and repairs in the amount of \$30,420, seconded by Trustee Powell, unanimously approved.

Roll Call Vote: Ayes: Trustee Powell, and President Partipilo. Nays: None

**5e. Approve Resolution 2023-01 Designating New Bank Signatories**

With the departure of Treasurer, the District needs to designate new signatories at Centrust Bank, Northbrook Bank & Trust, 5/3 Bank and Illinois Funds. The banks require Board approval showing the change in bank signatories. Without approval, the District is unable to write checks and manage District accounts. It is Manager Lopez’s recommendation to approve the resolution designating President Partipilo, and Finance Manager Martinez as new signatories at Centrust Bank, Northbrook Bank & Trust, 5/3 Bank and Illinois Funds. Trustee Powell moved to approve Resolution 2023-01 as amended (adding Trustee Powell as signatory) designating new bank signatories, seconded by President Partipilo, unanimously approved.

Roll Call Vote: Ayes: President Partipilo and Trustee Powell. Nays: None

- 6. Engineer’s Report** – Engineer Steve Zamaites updated the board on the Northbrook interconnect project. Engineer Zamaites indicated that the project is on hold due to Northbrook Court shopping centre has plans to do some redevelopment work on the property which will affect the locations of the water mains. Therefore, the proposed connection point may not be available after the shopping centre’s redevelopment work is complete.

Water Service Line Inventory – Manager Lopez indicated that there is an ILEPA requirement to submit the lead service inventory by April 15<sup>th</sup>. However, in 2024, an additional report will be required and be more extensive which may result in expenditure of funds.

**7. Treasurer’s Reports**

**7a. Ratified of Bills for Payment for Period November 1, 2022 to January 31, 2023**

Trustee Powell moved to ratify the Cash Disbursements Journals for November 1 2022 to January 31, 2023 in the amount of \$100,845.87, seconded by President Partipilo. President Partipilo commented that the Anderson bills should not have been paid from the last meeting and wanted them held, however, they were paid; President Partipilo noticed discrepancy in hourly rates; wanted on the record that she disagreed with having them paid; and lastly the billing rate was at the \$95.00 rate not the old

rate. President Partipilo questioned the bill from AT&T for the amount \$826.00. Manager Lopez indicated that the large amount was due to long distance calls. President Partipilo question James Anderson's plan review costs, and why they are expensed to the District. They should be expensed to the builder. President Partipilo requested that the District should create account receivables and deduct the expense from the account. President Partipilo requested the Finance Manger to setup a procedure for that and add a job number to each permit review.

Roll Call Vote: Ayes: President Partipilo, and Trustee Powell. Nays: None

### **7b. Financial Reports as of January 31, 2023**

Trustee Powell moved to approve the Financial Reports as of January 31, 2023, seconded by President Partipilo. Finance Manager Martinez indicated that a correction was made in the financials regarding Northbrook Bank CD. As a result of the correction the Max Safe account has been reduced by the CD amount.

Roll Call Vote: Ayes: President Partipilo, and Trustee Powell. Nays: None

**8. Attorney's Report** – Attorney Patt reported that the Tax Objection filing is moving along, he had several zoom meetings and request the plaintiff's attorney to make a settlement and the plaintiff's attorney is unable to do so at this time.

**9. Manager's Report** – Manager Lopez reported that Trustee Carmen Dutack had submitted her resignation effective January 11, 2023, and posted the vacancy to the HOA and to Cook County. Manager Lopez indicated that the District still has a vacancy for the Clerks position, and the Mr. Lopez has been acting Clerk. It is the recommendation of the Board to appoint Manager Lopez as District Clerk. It was also reported that James Anderson submitted a new hourly rate sheet to commence the day they were notified of their termination. It is the recommendation of Manager Lopez not to accept.

### **10. Trustee's Report**

President Partipilo reported that she blocked a caller for speaking foul language to her. This individual was not happy that he is required to pay the \$3.00 surcharge for mailing the water/sewer bills.

**11. Executive Session** (*If required for Land Acquisition, Threatened/Imminent Litigation, Personnel, or Review of Executive Session Minutes*) – No executive session held

### **12. Adjournment:**

There being no further business, the motion to adjourn the regular meeting was duly made by Trustee Powell, seconded by President Partipilo.

Roll Call Vote: Ayes: Trustee Powell and President Partipilo. Nays: None

Meeting adjourned at 10:52 AM, unanimously approved.

The next quarterly meeting will be held on Thursday, June 8, 2023, 9:30 AM at the Northbrook Public Library, 1201 Cedar Lane, Northbrook.

  
ACTING CLERK, Kenneth J. Lopez.

  
PRESIDENT, Daniela Partipilo