

**MINUTES**  
**The Regular Meeting of the**  
**Carbon Cliff Board of Trustees**  
**Village Hall – 1001 Mansur Avenue – Carbon Cliff, IL**  
**December 4, 2018**

Village President Hintz called the meeting to order at 7:00 p.m.

Members Present: Robert Dreher, LeeVon Harris, Alma Neels, Larry Scott

Members Absent: Todd Cantrell, Keith Curry

Others Present: Nick Gottwalt, Director of Community & Administrative Services (D.O.C.A.S.); & Karen L. Hopkins, Village Clerk

**Village President's Agenda items discussed:**

- Resolution Setting Forth Compensation Packages For Full Time Employees – basically the same as last year. This includes sick time, vacation time, comp work, etc.
- Hiring of Tim Gillette and Travis Jacobs as part-time snow plow drivers at a Rate of \$20.00 per hour as established in Ordinance No. 2018-27.
- Approve disposal of Village owned property, such as old street signs, fencing, fire hydrants, water main, manhole covers, generator parts from Pump House A, miscellaneous items, these will be disposed of by selling has scrape and revenues divided between the appropriate funds.

**Meetings / Conferences:**

- D.O.C.A.S. Gottwalt plans on attending the 2019 Illinois Association of Floodplain and Stormwater Management Conference, March 13-14, 2019 at the Embassy Suites; Peoria Riverfront Conference Center, 100 Conference Center Drive, East Peoria, Illinois.

**New Business items discussed:**

- D.O.C.A.S. Nick Gottwalt is currently work on the Village's new website. Nick will have a webinar Thursday December 6, 2018. Hopefully the new webpage will be live at the end of this week or the first of next week.
- The Village has stopped taking e-check as payments for water / sewer / garbage bills. There were problems with return e-checks for NSF or not being payable to locate the customer's bank account. When e-checks were returned the Village was not notified and the fees for processing an e-check was deducted from the resident's payment, this created problems reconciling bank statement, each entry had to have a receipt plus a Journal Entry to expense the fees.
- Sunday December 2, 2018 Trustee Todd Cantrell called Village President Hintz about a possible sewer lift station problem. Resident at 113 1<sup>st</sup> Avenue has a sewer check valve to keep from sewer backing up into their house. When the resident heard that close, he then called Trustee Cantrell about the problem.

Village President Hintz then called Maintenance Operator Dan Clark about the problem. Dan Clark did come in and checked out the problem, it was found to have tripped a circuit breaker inside Pump House A (where the power for this lift station comes from), a pump had gone bad, and the sewer was starting to back up.

Dan Clark got it back in operation and called Mississippi Valley Pump on Monday morning, the bad pump was pulled and taken to Mississippi Valley Pump's shop to check over and then quote the Village what the repairs or new pump would be.

Minutes – The Regular Meeting of the Carbon Cliff Board of Trustees – December 4, 2018

- D.O.C.A.S Gottwalt informed the Board that during the plowing of the large snow fall, it appears the maintenance crew at Mansur Wood plowed and pushed snow onto empty lot at corner of Kohrs Drive and Crampton Avenue. Nick Gottwalt has pictures and the snowblade impression into the snow pile is the V shaped just like the pick up with snowplow Mansur Wood apartments use. Nick also has a picture of the picked with that type of blade on the front of the truck. Scott Laud, with Walter D. Laud has given Nick a verbal quote of \$350.00 to \$750.00 to repairs.

Motion 1: Motion by Neels to establish Consent Agenda as follows:

**5. Village President’s Agenda:**

- Adopt Resolution No. 2018-03, “Resolution Setting Forth The Compensation Packages For Full-Time Employees Of The Village Of Carbon Cliff”.
- Hire the following as part-time snow plow help for the maintenance department: Tim Gillette, and Travis Jacobs. Rate of pay is \$20.00 per hour as established in Ordinance No. 2018-27.
- Approve the disposal of Village owned property in accordance with Title I, Article II, Section 15 of the Village Code. (The disposal includes old street signs, fire hydrants, water main, manhole covers, generator parts, push mower, and miscellaneous bolts, clamps, pipe, etc. – will be sold as junk with the revenue being split between the appropriate funds).

**9. Minutes / Reports / Public Notices:**

- Minutes of the Administration Committee Meeting of November 13, 2018, as presented – approved/filed.

**12. Approval of Bills / Payroll / Transfers / Voided Checks:**

BILLS, PAYROLL, TRANSFERS FOR MEETING DATE 12/04/18				
Date	Description		Amount	
11/28/18	Payroll - Bi-Weekly & Monthly		\$ 9,437.35	
11/28/18	Board Liab.		\$ 1,349.88	
12/05/18	Bills		\$ 75,425.00	
11/28/18	BP	phone payment	\$ 367.12	* Corp General Checking - due between meetings paid on phone
11/28/18	Blue Cross Blue Shield	online payment	\$ 6,217.26	* Corp General Checking - due between meetings paid on website
12/05/18	Village of Carbon Cliff Non Utility	CK #3572	\$ 88.04	* Hotel Tax Fund - 4% accounting for Super 8 Oct. 2018 Hotel Taxes
	<b>Total bills &amp; Transfers</b>	.....	<b>\$ 86,212.23</b>	* Not in transfer total, written from Hotel Tax, MFT, Non Home Rule, etc.
<b>TRANSFERS:</b>				
<b>INTERFUND TRANSFERS:</b>				
N/A	Blackhawk Bank w/s/g to Sewer Capital Reserve Fund		\$ 12,229.67	Interfund Operating Trans to Capital Res Acct. for Oct. 2018 collected revenues
N/A	Blackhawk Bank w/s/g to Water Capital Reserve Fund		\$ 5,513.75	Interfund Operating Trans to Capital Res Acct. for Oct. 2018 collected revenues
12/05/18	Blackhawk Bank Non Utility to Corp Gen Capital Fund		\$ 1,250.00	Interfund Operating Trans to Capital Res Acct.
12/05/18	Blackhawk Bank Non Utility to Building Capital Reserve		\$ 500.00	Interfund Operating Trans to Building Capital Reserve
12/05/18	Blackhawk Bank Non Utility to Stormwater Capital Reserve		\$ 500.00	Interfund Operating Trans to Stormwater Capital Reserve
12/05/18	Blackhawk Bank Non Utility to Public Safety Capital Reserve		\$ 300.00	Interfund Operating Trans to Public Safety Capitl Reserve
12/12/18	Blackhawk Bank W/S/G to East Lawn Water Assoc. (ACH)		\$ 1,691.85	Transfer to East Lawn Water for bills paid in Oct. 2018
N/A	Blackhawk Bank Non Utility to Home Rule Municipal Sales Tax	N/A		Transfer - State will only deposit sales taxes in to Corp. General Fund-VCC transfer to H.R. Munic. Sl's Tax REC#33104 9/11/18
<b>ACH or VISA - VOIDED BY REVERSAL NEEDING APPROVAL:</b>				
NONE				
<b>VOID CHECK(S): Blackhawk Bank &amp; Trust --- Payroll Checking Account</b>				
Date	Payroll Checking - Payable to	Check No.	Amount	Remarks for voiding
NONE				
<b>VOID CHECK(S): Blackhawk Bank &amp; Trust --- Corporate General Checking Account</b>				
Date	Corp General Checking - Payable to	Check No.	Amount	Remarks for voiding
NONE				
<b>VOID CHECK(S): Blackhawk Bank &amp; Trust --- Hotel Accom. Tax Checking Account</b>				
Date	Hotel Accom. Tax Checking - Payable to	Check No.	Amount	Remarks for voiding
NONE				
<b>VOID RECEIPT(S):</b>				
12/03/18	Village Collector	Rec #33622	\$ 83.00	Voided - duplicate of rec #33630 dated 12/3/18

Second by Harris. Motion carried by the following roll call vote:  
 Dreher-yes; Harris-yes; Neels-yes; Scott-yes  
 4-yes, 0-no, 2-absent

Motion 2: Motion by Scott to approve Consent Agenda as established:  
5. a., b., c. Village President’s Agenda  
9. a. Minutes / Reports / Public Notices  
12. a. Approval / Bills / Payroll / Transfers / Voided Checks  
Second by Harris. Motion carried by the following roll call vote:  
Dreher-yes; Harris-yes; Neels-yes; Scott-yes  
4-yes, 0-no, 2-absent

Motion 3: Motion by Neels to adjourn. Second by Scott.  
Motion carried by the following roll call vote:  
Dreher-yes; Harris-yes; Neels-yes; Scott-yes  
4-yes, 0-no, 2-absent

Meeting adjourned at 7:28 p.m.

Karen L. Hopkins  
Village Clerk

**APPROVED AS PRESENTED / AMENDED**  
On Dec. 18, 2018  
  
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Village President  
  
  
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Village Clerk