



MINUTES OF THE REGULAR MEETING

**OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON TUESDAY January 9, 2018 AT 3633 WEST LAKE AVE SUITE 403, GLENVIEW, ILLINOIS**

1. ROLL CALL

The meeting was called to order at 5:05 p.m. by President Beutelspacher of the Northfield Woods Sanitary District. Upon Roll Call, the following Trustees were present:

ALAN BEUTELSPACHER
ALEX BOTVINNIK

Also present were Attorney David Arena, Engineer David Gewalt, Superintendent Frank Ness, Accountant Olga Ovnanyan, Administrator Christine Mazur.

2. MINUTES

Vice President Botvinnik moved and President Beutelspacher seconded a motion to approve the minutes of the December 5, 2017 regular meeting. Motion passed with all "AYES".

3. MATTERS TO BE PRESENTED BY THE PUBLIC

None

4. CURRENT ONGOING

a. Job 07D, Lynnwood Glenview/Greenleaf Manor (Update)

Declaration of Restrictions and Bill of Sale have been finalized by Attorney Arena. Attorney Arena met with Superintendent Ness and gave him a copy to deliver for signing. Superintendent Ness was unable to reach Kenton Williams with the buildings management and has not heard back from anyone. If non-compliance continues and the District is not contacted by anyone at Greenleaf Manor the process of disconnection will be initiated. In addition to their delinquency in communication, they are past due in sewer user fee payments of approximately \$2300.00, and their escrow account reflects a negative balance of approximately \$2,650.00

b. Job 07G, Glenstar Properties LLC Parcel 7

Attorney Arena finalized the Declaration of Restrictions which will be sent to the owner within the next week for signatures.

c. Job 17A - 4700 W Lake - Senior Housing (CSH)

Declaration of Restrictions was signed by the purchaser at closing and has been recorded.

d. Job 17B – 4000 Lake Ave - GBS Athletic Field Concession Building

Attorney Arena spoke with the individual Superintendent Ness put him in contact with. They're willing to cooperate, but need to know, for their records, by what authority we're requesting the Declaration of Restrictions. Attorney Arena found an enabling Ordinance 90 which was amended by Ordinance 154, and then amended by Ordinance 212. Attorney Arena delivered the information to the Glenbrook South and in addition sent an email of explanation. Attorney Arena is looking for a legal description of the parcel that is improved by the field house. He is waiting for a response from them

e. 4632 Laurel Ave.

This property is currently under construction, as the demolition has been completed. Attorney Arena has not been assigned to do anything pertaining to this project at this time.

f. 3251 Overland Pass

This property is currently under construction as the foundation is in, according to Superintendent Ness. Superintendent Ness confirmed with the District that the permit is complete, and proper fees have been paid. This job is complete.

g. 20 year expired Declaration of Restrictions

Regarding 2100 & 2300 Sanders, Attorney Arena is working on getting copies of the lase Declaration of Restrictions. A list of commercial property addresses is in progress and will be presented to Attorney Arena in an Excel format.

5. NEW BUSINESS

None.

6. ADMINISTRATORS REPORT

a. Billing - Sewer User Fee Penalty Billing to go out this month.

b. Accounts Receivable

i. Balance Due as of 12/31/17 is \$8,731.33

ii. 90 days past due is \$4,189.77

7. ENGINEERS REPORT

According to Engineer Gewalt Steve Bennett did an inspection of repair on 2312 Indian Ridge. Engineer Gewalt provided a copy of the report to Superintendent Ness for the District to keep on file.

Regarding 4700 W. Lake, Coral Senior Housing, Engineer Gewalt or Superintendent Ness will attend to any upcoming issues.

8. PRESIDENTS REPORT

President Beutelspacher reported that the Village of Glenview's water and sewer rates are changing. There will be a new Village Billing Rate for 2018 which is based on the size of the meter. The increase percentage is 19% for water, and 1.5% for sewer.

9. SUPERINTENDENTS REPORT

a. Buildings and Grounds

Lift Stations: All are in good standing at this time.

b. Other

1. Greenleaf Manor reported an odor at the northwest end of the building. The problem reported by a tenant turned out to be coming from within her laundry room. Superintendent Ness attended to, and resolved the problem
2. Superintendent Ness went to Mariano's to see the manager and assistant manager about their grease trap cleanout. They called their home office and the issue is being attended to.
3. 3400 Milwaukee Pepsi (formerly Frito Lay) still considering whether or not to convert from septic to sewer sometime in the future, according to Superintendent Ness. Superintendent Ness reviewed the process required for the annexation with them again. Engineer Gewalt sent them a copy of a map to refer to, and an ORD 50 Escrow Deposit will be required. The escrow deposit of approximately \$2,500.00 will be required after they are annexed into the District, and before the process of converting from septic to sewer is initiated. Superintendent advised that they consult with their attorney in order to expedite this process.

10. OFFICE PERSONNEL AND PROCEDURES

In looking forward to 2018 Vice President Botvinnik suggested that anyone interested in further education/training/classes consider making plans to do so.

11. FINANCIAL REPORT

Accountant Ovnanyan reconciled all bank and investment statements as well as accounts receivable. Regarding ORD 50 Escrow accounts, President Beutelspacher stated that we had discussed closing all but one at the last meeting.

The subject of money owed by Greenleaf Manor was discussed again. It is confirmed that they owe \$2,650.00 in Escrow.

Accountant Ovnanyan noted that there's a significant increase in cash reserves which the District may want to consider investing. Superintendent Ness suggested contacting Jeff Sweeno. Vice President Botvinnik proposed to transfer money from the Sewer User Fee account into the General Fund account, and then invest from there.

12. TIMELINE/IMPORTANT DATES

The next District Meeting will be on Tuesday February 6, 2018.

13. ADJOURNMENT

There being no further business to discuss, upon motion by Vice President Botvinnik, and a second by President Beutelspacher, all present voting "AYE". The regular meeting was adjourned at 5:45 p.m.

CLERK