



## **MINUTES OF THE REGULAR MEETING**

**OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS  
HELD ON TUESDAY June 5, 2018 AT 3633 WEST LAKE AVE SUITE 403, GLENVIEW, ILLINOIS**

### **1. ROLL CALL**

The meeting was called to order at 5:00p.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 May 1, 2018 regular meeting. Motion passed with all "AYES".

### **3. MATTERS TO BE PRESENTED BY THE PUBLIC**

Potential Trustee candidate Jerome Cepa attended to observe the Districts monthly meeting process.

### **4. CURRENT ONGOING**

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

Attorney Arena filed the lawsuit against Greenleaf Manor. In addition, he filed a motion to have a special process server appointed who will have 30 days to comply.

#### **b. Job 07G, Glenstar Properties LLC Parcel 7**

No new updates.

**c. Job 17A - 4700 W Lake - Senior Housing (CSH)** – No updates at this time as there isn't a meter connection established yet.

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

Attorney Arena has heard back from GBS as they have some questions for him. Attorney Arena will address these questions and provide some clarity.

#### **e. 20 year expired Declaration of Restrictions**

- i. 2100 Sanders – Attorney Arena hasn't received any response from the owner. He has heard from the property manager but she will not provide the contact information for the

owner. Attorney Arena will send a letter stating that they have 30 days to comply or a lawsuit will be filed against them.

ii. 2335 Sanders – Attorney Arena contacted Jordan Novak twice, but hasn't heard back from him yet. Attorney Arena will continue to attempt to contact him by sending a letter.

iv Regarding the list of commercial property addresses, Vice President Botvinnik will provide the list to Attorney Arena via an Excel report.

## 5. NEW BUSINESS

Superintendent Ness will meet with Kloepfer Construction regarding Allstate needing to be added to the list of businesses that are required to have regular grease trap inspections.

## 6. ADMINISTRATORS REPORT

### a. Accounts Receivable

- i. Balance due as of 05/31/18 is at \$2,586.77.
- ii. 90 days past due is at \$2,494.87.
- iii. Amount collected since last meeting is \$5,269.53.

### b. Billing

- i. Sewer User Bills to go out this month.
- ii. All delinquent accounts that were to be sent to TSI were paid.

c. **Munibilling Update** – 14 MPO (multiple parcel owner) accounts have been created.

## 7. ENGINEERS REPORT

a. **Smoke Testing** - Engineer Gewalt sent a contract to RMS Utility Service for the smoke testing proposal but hasn't heard back yet with an exact schedule of when they'll begin. They will probably start soon, having been delayed due to the wet weather, and will be finished in July or August.

b. **Carol Lane Update** – Engineer Gewalt submitted an onsite report to the District. The report stated that he did an inspection of the connection from a service repair order that Superintendent Ness was dealing with.

c. **MWRD Letter** – The District received a letter from the MWRD on 05/14/18 reiterating that the District has to update our infiltration/inflow control documents by 06/11/18.

## 8. PRESIDENTS REPORT

President Beutelspacher confirmed the beginning Audit date as 06/19/18, and that it's expected to last 2-3 days. He advised that someone should be present in the office during the time that the auditors are in. Administrator Mazur will stay after hours for as long as is necessary while they are working on the audit.

Potential trustee Jerry Cepa shared information about himself with the District

## 9. SUPERINTENDENTS REPORT

### a. Buildings and Grounds

Lift Stations: Superintendent Ness checked all Lift Stations, and all neighborhood and problem manholes. Willow and Manor Care Stations are good. Greenleaf Manor continues to encounter problems with rags and debris. On 05/24/18 300 lbs. of debris were extracted by Berryman Equipment Company. The idea of possibly installing a grinder was explored again, but no conclusion has been reached.

Superintendent Ness advised that the Greenleaf Lift Station has a cracked riser pipe. Kloefer Construction and Berryman Equipment will give quotes on repairing that pipe. It was determined that the repair would occur during the night time hours.

### b. Carol Lane

i. 280 feet of sewer was relined, and all went well.

ii. May 10, 2018 a sewer pipe broke off at the Main Line at 3545 Carol Lane. Superintendent did the inspection after the repair was completed.

### c. Other

i. On May 1, 2018, 3815 Timbers Edge Lane driveway was repaired and the manhole was reset.

ii. Superintendent Ness reviewed all invoices from Berryman Equipment and Kloefer Construction before being paid by Administrator Mazur.

iii. Superintendent Ness visited the businesses associated with delinquent Sewer User Accounts and collected payment or payment arrangements from all of them.

iii. Superintendent Ness was contacted by Mike Noonan of Evergreen Lane regarding converting from septic to sewer. Superintendent Ness informed him that the cost would be between \$20,000.00 - \$25,000.00 minimally, and they would need to be annexed into the District first.

iv. 3120 and 3170 Landwehr require new septic systems and are inquiring as to the cost of connecting to the Districts sewer. Since they are not in our District Superintendent Ness referred them to Village of Glenview.

## 10. OFFICE PERSONNEL AND PROCEDURES - none

## 11. FINANCIAL REPORT

- a. Accountant Ovnanyan reconciled all bank and investment accounts for the month of May.
- b. Accountant Ovnanyan Audit confirmed dates as beginning on Tuesday June 19, 2018 and she is working on the check list provided by Eder, Casella & Co. Accountant Ovnanyan advised that she will also require the Sewer Billing Report for Feb. March and April for the Auditors.

April 3, 2018

- c. Accountant Ovnanyan also inquired as to the high repair & maintenance bills that the District has incurred in May. It was clarified that those expenses were due to all the work being done at the Greenleaf Pump Station, and that they are legitimate.
  
- d. IRS Letter - RE: Credit of \$8,344.78 from 2016. Accountant Ovnanyan called the IRS and they suggested that she use the Districts records for the return. If there are any discrepancies they will let her know. She prepared the return and President Beutelspacher signed it for her to mail.

## 12. TIMELINE/IMPORTANT DATES

- a. **Publish Notice of Hearing** – Administrator Mazur had Ordinance 239 published in the Glenview Lanterns 05/17/18 issue.
  
- b. **Approval of Ordinance 239** - Ordinance 239 was approved on 05/22/18 at a special meeting which was attended by President Beutelspacher, Vice President Botvinnik and Administrator Mazur.
  
- c. **Next Meeting** – July 10, 2018.

## 13. ADJOURNMENT

There being no further business to discuss, the meeting was concluded at 6:17pm.

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**CLERK**