



MINUTES OF THE REGULAR MEETING

**OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON TUESDAY July 10, 2018 AT 3633 WEST LAKE AVE SUITE 403, GLENVIEW, ILLINOIS**

1. ROLL CALL

The meeting was called to order at 5:05p.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 and Administrator Christine Mazur attended via conference call.

2. MINUTES

Vice President Botvinnik moved and President Beutelspacher seconded a motion to approve the minutes of the June 5, 2018 regular meeting. Motion passed with all “AYES”.

3. MATTERS TO BE PRESENTED BY THE PUBLIC

The owner of 4726 Larch Ave called requesting reimbursement due to an alleged sewer backup on their property after heavy rains. Superintendent Ness advised the owner to call a plumber. The owner contacted Excel Plumbing who came out and did an investigational video. The District inspected the sewers and they were operating as required to provide sanitary services. There was no blockage in the District’s sewer line during, or immediately after the heavy rains. Therefore, it was determined that since it was on the owners’ property, the District is not liable for expenses incurred due to damage.

4. CURRENT ONGOING

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

Attorney Arena filed the lawsuit against Greenleaf Manor. The next status date is on 07/17/18. Attorney Arena spoke with Attorney Henry Krasnow and advised him that he needs to pay the \$6,000.00 Escrow Deposit. In addition, Attorney Krasnow needs to give Attorney Arena the signed Declaration of Restrictions before 07/17/18. Attorney Arena has not heard back as of yet, and if he doesn’t hear back soon he’ll pursue the matter in court on the 17th of July.

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 received a response from Glenbrook South High School and most of their comments are acceptable, except for two provisions.

They are requesting that the District waive current fees and costs associated with the grease trap equipment and service. The District agreed with this provision.

The other provision is regarding waiving the development fee. The District disagreed with this proposed provision.

e. 20 year expired Declaration of Restrictions

- i. 2100 Sanders – Attorney Arena sent e-mails but has not heard back from them. He will send a demand letter.
- ii. 2335 Sanders – Attorney Arena sent e-mails but has not heard back from them. He will send a demand letter.
- iii. Regarding the list of commercial property addresses, Vice President Botvinnik will provide the list to Attorney Arena via an Excel report.
- iv. In regards to the Tax Levy error on the part of the Cook County Clerks Office, the District is requesting a letter or e-mail confirming that the shortfall by the County in reporting the District's assessment will be included in the 2017 second installment tax assessment.

5. NEW BUSINESS

6. ADMINISTRATORS REPORT

a. Accounts Receivable

- i. Balance due as of 06/30/18 is at \$63,008.99.
- ii. 90 days past due is at \$2,211.92.

b. Billing

- i. Sewer User Bills went out 06/27/18.
- ii. Sewer User Bills Due 07/18/18 – will review for delinquent accounts after due date.
- iii. TSI account will be renewed.

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

7. ENGINEERS REPORT

Smoke Testing - Engineer Gewalt was in contact with RMS Utility Service regarding a start date for smoke testing. RMS Utility Service contacted Superintendent Ness but the date keeps getting

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delayed due to excessive rain. Superintendent Ness is scheduled to meet with them on 07/16/18 to establish a start date, hopefully in July.

8. PRESIDENTS REPORT

President Beutelspacher happened to find a property owner at 4736 Larch Ave. performing sewer work to install a back-up valve without a permit. He advised them of the necessity of submitting proper permit application from the District office before continuing with the project. They complied by obtaining the necessary permit and paying the associated fees and provided photos of the process for inspection. Superintendent Ness will follow up with the plumber that did the job

9. SUPERINTENDENTS REPORT

a. Buildings and Grounds

Lift Stations: Superintendent Ness reported that all lift stations are in good standing except for the Greenleaf station. High water alarms went off on 06/30/18, 07/05/18 and 07/06/18. The pump at Greenleaf station needed to be pulled and a new pump was installed. Klopfer Construction was called regarding the discovery of more rags and debris which became tangled in the transducer. Superintendent Ness will meet with Klopfer Construction on 07/11/18 to inspect the Sanders Road manholes from Willow to Milwaukee.

b. Other

- i. Superintendent Ness had a sewer repair done at his property on 1605 Forest Drive due to a broken mission band.
- ii. A Julie Report indicated that there will be a demolition of 4635 Laurel in which a permit will be required.

10. OFFICE PERSONNEL AND PROCEDURES - none

11. FINANCIAL REPORT

- a. Accountant Ovnanyan reconciled all bank and investment accounts for the month of June.
- b. Audit update – The auditors will be in the District office on Tuesday 07/17/18 to finalize the audit.
- c. Accountant Ovnanyan brought to the attention of the District the fact that the Ordinance 50 account is low. Vice President Botvinnik proposed to transfer \$10,000.00 from the General Fund Account into the Ordinance 50 Account. President Beutelspacher seconded the motion proposed by Vice President Botvinnik. Vice President Botvinnik will do the transfer as a loan to the Ordinance 50 Account for operating expenses.

12. TIMELINE/IMPORTANT DATES

- a.** Annual Grease Trap Fee Billing will go out in August.
- b.** Sewer User Fee Penalty Billing – Bills are due 07/18/18.
- c.** Next District Monthly Meeting is on August 7, 2018.

Motion for executive session for discussion of employee issue.

13. ADJOURNMENT

There being no further business to discuss, the meeting was concluded at 6:00pm.

CLERK