



MINUTES OF THE REGULAR MEETING

**OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON TUESDAY May 1, 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 April 3, 2018 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)

Attorney Arena completed the complaint against Greenleaf Manor for failure to execute the Declaration of Restrictions and pay the Ordinance 50 Escrow deposit and Sewer User Fee. The complaint was filed with the Sheriff of Cook County for service and the return date is 05/15/18.

b. Job 07G, Glenstar Properties LLC Parcel 7

The Declaration of Restrictions was recorded April 2017, at which time they paid the \$2,000.00 Escrow Deposit. Currently there is a balance due of \$1,901.11. Attorney Arena requires an invoice for himself and Engineer Gewalt in order to get this paid. Vice President Botvinnik will provide this information to Attorney Arena from Quick Books.

c. Job 17A - 4700 W Lake - Senior Housing (CSH) – No updates at this time.

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

Attorney Arena sent the Declaration of Restrictions to Glenbrook South High School on 03/27/18. They did get in touch with Attorney Arena but were on spring break. Attorney Arena has not heard back from them since then and has followed up with a call and e-mail to them on 05/01/18.

e. 20 year expired Declaration of Restrictions

- i. 2100 Sanders – Attorney Arena sent the Declaration of Restrictions to the property manager on 02/12/18. The property manager, Sandy sent it to the owner but hasn't heard back. Sandy was to follow up with the owner and get back to Attorney Arena. Attorney Arena has not heard back as of yet and proposed that if he doesn't hear back from them by the June 5th District Meeting action should be taken.
- ii. 2335 Sanders – Attorney Arena sent the Declaration of Restrictions to Jordan Novak which he received on 03/27/18. He also called Jordan Novak, the contact person, and left a message for him. Attorney Arena hasn't heard back and followed up again with a phone call and e-mail on 05/1/01/18.
- iii Terra Engineering ORD 50 Overpayment. It was determined that an annual report should've been filled out and filed in November. Accountant Ovnanyan will file for this in November 2018, as Terra Engineering is no longer in business. Attorney Arena returned the Terra Engineering file to Administrator Mazur.
- 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

It has been determined that Allstate has at least three grease traps. Superintendent Ness will meet with the engineer regarding this matter, and they will be billed annually. He will advise Kloepper Construction that Allstate will need to be added to the list of businesses that are required to have regular grease trap inspections.

6. ADMINISTRATORS REPORT

a. Billing

- i. Late Fee bills/ notices were sent in April and will be sent out monthly.
- ii. Regarding 3448 Salem Walk East and 3606 Salem Walk North – both have the same owner who is unresponsive to phone calls, late notices and invoices. Superintendent Ness went on location to the properties to find all the mail in disarray with an open mail box and all different names on the mail. A request was made that Attorney Arena file a lien on the properties. Vice President Botvinnik will get the PIN #'s for each property so that Attorney Arena can order a tract book search.
- iii. Myung Ga Restaurant is another delinquent account which has a sign stating that they're doing renovations, but it was discovered that they are actually out of business. Superintendent talked to Joe Footlicke at the Village of Glenview about this matter. Mr. Footlicke advised that they will not be issuing any further permits, other than the Demo Permit, which has already been issued, until they pay their sewer bill with the District. John Park has been advised of this course of action as well.

iv. Administrator Mazur will provide Superintendent Ness with a list of delinquent accounts to follow up on, in an attempt to receive payment before the next billing cycle.

v. Munibilling Update – Customer bill history is now available to print.

b. Accounts Receivable

i. Balance Due as of 04/30/18 is at \$7,856.30

ii. 90 days past due is \$7,774.33

7. ENGINEERS REPORT

a. **Smoke Testing** - Engineer Gewalt provided the proposal from RMS Utility Services for President Beutelspacher and Vice President Botvinnik to approve and sign.

It was discussed that in the future “videoing” of sewers will be performed, especially during the rainy season, for purposes of documenting why certain identified areas need fixing/repairs.

b. **Carol Lane** – See Superintendents Report

8. PRESIDENTS REPORT

President Beutelspacher inquired to Superintendent Ness about possibly rebar pinning more manholes down the whole line on Sanders Road. Superintendent Ness advised that it’s in the process of being done.

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. However, Greenleaf Manor continues to encounter problems with rags and debris. A transducer went out and was replaced for a fee of \$1,290.00. There was a crack in a riser pipe which was to be replaced by Kloepfer Construction.

b. Carol Lane

255 feet of Carol Lane sewers have been cleaned to prep for the lining process. 3545 Carol Lane had a pipe broken off of the main, under the driveway. The problem is to be addressed and repaired by the owner.

c. Other

3815 Timbers Edge Lane driveway is under repair, as the sewer frame and lid are being worked on. The job is to be completed by 05/02/18.

Superintendent Ness requested to review all invoices from Berryman Equipment and Kloepfer Construction before being paid by Administrator Mazur.

Superintendent Ness requested permission to order Caution Safety Light Bar for his vehicle, which was approved by President Beutelspacher and Vice President Botvinnik.

10. OFFICE PERSONNEL AND PROCEDURES - none

11. FINANCIAL REPORT

- a. Accountant Ovnanyan reconciled all bank and investment accounts.
- b. **IRS Letter** - RE: Credit of \$8,344.78 from 2016. Accountant Ovnanyan proposed to report the data. She will report \$8,344.78 as extra and will request a refund. Vice President Botvinnik suggested requesting a copy of the transcript from previous fillings, which she will do.

12. TIMELINE/IMPORTANT DATES

- a. **Draft Appropriation Ordinance** – Accountant Ovnanyan prepared as Ordinance #239.
- b. **Publish Notice of Hearing** – Administrator Mazur will have the Ordinance published in the Glenview Lantern before next District Meeting on June 5, 2018.
- c. **Audit Dates** – Accountant Ovnanyan set up Audit dates with Auditors for June 19, 2018.

The next District Meeting will be on Tuesday June 5, 2018.

13. ADJOURNMENT

There being no further business to discuss, the meeting was concluded at 6:03pm.

CLERK