



## **MINUTES OF THE REGULAR MEETING**

**OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS  
HELD ON TUESDAY OCTOBER 8, 2019 AT 3633 WEST LAKE AVE SUITE 403, GLENVIEW, ILLINOIS**

### **1. ROLL CALL**

The meeting was called to order at 4:58 p.m. by President Botvinnik of the Northfield Woods Sanitary District. Upon Roll Call, the following Trustees were present:

PRESIDENT ALEX BOTVINNIK  
VICE PRESIDENT JEROME CEPA

Also, present were Attorney David Arena, Engineer David Gewalt, Engineer Mike Grinnell, Accountant Olga Ovnanyan and Administrator Christine Mazur.

### **2. MINUTES**

a. President Botvinnik moved to approve and Vice President Jerome Cepa seconded the motion to approve the minutes of the September 10, 2019 regular meeting. Motion passed with all "AYES".

### **3. MATTERS TO BE PRESENTED BY THE PUBLIC - None**

### **4. CURRENT ONGOING**

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

- No new updates.

#### **b. Job 19A – Glenview Ice Center**

- No new updates.

#### **c. Job 19B - Brookview Village Clubhouse**

#### **d. Job 19C – Lexington Homes LLC/Gibson Property**

Attorney Arena stated that the original Annexation Agreement has been signed by the developer and has been delivered. The Annexation Agreement was signed by President Botvinnik and a copy went to Attorney Harold Franke and one copy went to the District, in addition a scanned copy was sent to Attorney Arena. President Botvinnik moved to adopt the ORD 243 Lexington Homes Annexation and Vice President Cepa seconded the motion. President Botvinnik will sign Ordinance 243 which is contained in the document.

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- e. 20 year expired Declaration of Restrictions – Ongoing, as Vice President Cepa has preliminary information regarding PIN #'s.

**5. NEW BUSINESS** – On Sat. 10/05/19 a Julie report came through for a sewer repair on 2109 Franklin Dr. in Glenview. The work was done on Sun. 10/06/19 without a permit from the Northfield Woods Sanitary District. Administrator Mazur contacted the contractor Roto Rooter about a Permit application being required along with necessary fees paid. Ademir Zeherovic of Roto rooter said he would take care of it. He did not show up to complete the Permit Application. Administrator Mazur will follow up on this matter. Engineer Grinnell was contacted to do the final inspection.

## **6. ADMINISTRATORS REPORT**

### **a. Accounts Receivable**

- i. Balance due as of 09/30/19 is \$14,312.43
- ii. 90 days past due is at \$7,383.71

### **b. Billing**

- i. Sewer User Late Fee Bills went out this month
- ii. Munibilling update – None
- iii. Delinquent Greenleaf Manor Accounts – There are approximately seven delinquent accounts for Greenleaf Manor in which the tenants have moved out without paying off their balance with the District. Attorney Arena will draft a letter to send to the property owner. Administrator Mazur will provide Attorney Arena with the contact information for Greenleaf Manor along with the information for the delinquent accounts. Going forward Attorney Arena offered the following suggestions:
  - a.) Send duplicate copies of Late Fee Notices, one copy to the tenant, and one copy to Greenleaf Manor property owner.
  - b.) Request deposits from tenants.
  - c.) Send invoice to property owner and have them bill tenant as they see fit.

Either way Attorney Arena suggests that the District draft a letter to the Greenleaf Manor property owner stating the new change in billing procedure. At this time Attorney Arena will draft a letter that will go out before the next billing cycle.

## **7. ENGINEERS REPORT**

### **a.) Smoke Testing – Done**

### **b.) Other**

- **Franklin Drive Sewer Main issues/ Sinkhole** – All work has been completed.

- **MWRD – Long Term Operations and Maintenance Program** – The MWRD has responded that they received the documents and will respond on a later date with a follow up recommendation, if any.
- **Sybaris** – Engineer Grinnell reported that there has been three months of data collected for the Sybaris. If the District moves forward with using their pumping run times as the way to bill the client, the price would be almost four times as high as it is currently. Engineer Grinnell provided the District with a report of Pump Run Time Readings and the District will bill accordingly for the next billing cycle.

**d.) 2019/2020 CCTV and cleaning project PHASE 1**

- Proposed 28,600 LF (linear feet) in PHASE 1.
- Budget set at \$40,000.
- Increase in cost due to majority of work being done is in back yards requiring a higher price per foot.
- Recommendation to proceed with a “not to exceed \$40,000”.
- GHA estimate is that they will be able to CCTV and clean 20,000 LF.
- Remainder of footage will be covered in PHASE 2 during next budget cycle.
- Quote submitted from American Underground which President Botvinnik proposed to approve and Vice President Cepa seconded to approve.

## 8. SUPERINTENDENTS REPORT

**a. Buildings and Grounds/Lift Station Status**

- **Manor Care Lift Station** -
  - Pump #1 starter is “chattering” on start up and will be looked at when the Pump Co. comes out for scheduled maintenance on 10/15/19. For now, GHA has placed the pump in the “lag” position until the issue is resolved.
  - Both new pumps have been installed and average run times per pump, per day is under 5 hours.
- **Willow Rd Lift Station** -
  - Engineer Grinnell also found a large leak in the wet well that needs to be addressed in a timely manner. He asked Berger if they could grout this leak. He’s waiting on a response and time frame for completion.
- **Greenleaf Lift Station**
  - Intake Air Filters – The 8 intake filters at this site will need to be replaced, each filter cost is \$54.50 plus freight. The overall cost will be less than \$500.00. Engineer Grinnell provided a quote which was approved and signed by President Botvinnik.

**b. Sanders Rd Future Design** – The first three items to do for long term replacement of sewer work has started along with collecting and planning for information on the following:

- Manhole scanning
- Setting up flow monitoring
- Utilities location identification

- c. Future Site Visit and Site Review of Proposed Budget Upgrades**
  - Engineer Grinnell to meet with President Botvinnik and Vice President Cepa. They will meet at Manor Care on Tuesday 10/15/19 at 5:00pm.
- d. Electrical Preventative Maintenance** – The contractor started on the repairs and is about 50% done.
- e. Mechanical Preventative Maintenance** – Field work to begin on 10/15/19 and 10/21/19.
- f. Manhole Scanning** – No follow up recommendation on this project this month.
- g. Storm Sewer Project / Village of Glenview – Magnolia St and Laurel Ave**
  - Project has been paved and GHA is waiting on final walk through with the Village.

**9. PRESIDENTS REPORT** - Audit is done – signed, sent, delivered, received.

**10. OFFICE PERSONNEL AND PROCEDURES** – No report.

**11. FINANCIAL REPORT** –

- a.) Accountant Ovnanyan reconciled all accounts for September.
- b.) Accountant Ovnanyan noted that the Sewer User account continues to accumulate funds and the District needs to decide what to do with it.

**12. TIMELINE/IMPORTANT DATES**

- a. Insurance** - Signed Insurance renewal was sent via Fed Ex to Grundy Insurance.
- b. Job 07G Glenstar & Job 12D Tapestry** – Administrator Mazur to find files and check Quickbooks to see what’s paid, and what invoices there are.
- c. Meeting Dates for 2020** – Vice President Cepa submitted proposed dates for 2020 District Meetings. Tentatively the dates for 2020 Meetings are as follows:  
  
1/7, 2/4, 3/3, 4/7, 5/5, 6/9, 7/7, 8/4, 9/9, 10/6, 11/3, 12/8  
  
Final revision to be reviewed at next monthly District Meeting.
- d. The next District Monthly Meeting is on November 5, 2019.**

**13. ADJOURNMENT**

There being no further business to discuss, Vice President Cepa moved to adjourn the meeting and President Botvinnik seconded the motion. The meeting was concluded at 5:57 pm.

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**CLERK**

