

**REGULAR MEETING OF THE BOARD OF TRUSTEES  
MINUTES  
October 21, 2021**

The regular meeting of the Village Board of Hampshire was called to order by Village President Michael J. Reid, Jr. at 7:00 p.m. in the Village of Hampshire Village Board Room, 234 S. State Street, on Thursday, October 21, 2021.

Roll Call by Village Clerk Vasquez:

Present: Toby Koth, Lionel Mott, Laura Pollastrini, and Erik Robinson.

Absent: Heather Fodor and Aaron Kelly

A quorum was established.

In addition, present in-person were Village Manager Jay Hedges, Village Clerk Linda Vasquez, Finance Director Lori Lyons, Assistant to the Village Manager Josh Wray, Village Attorney Mark Schuster, and Police Chief Brian Thompson. Also, present electronically: Tim Paulson and Steve Dennison – EEI, and Hampshire Fire Chief Trevor Hermann.

President Reid led the Pledge of Allegiance.

**MINUTES**

Trustee Pollastrini moved to approve the minutes of October 7, 2021, with the changes as stated.

Seconded by Trustee Mott

Motion carried by roll call vote.

Ayes: Koth, Mott, Pollastrini, Reid

Nays: None

Abstained: Robinson

Absent: Fodor, Kelly

**Swearing in of Police Officer Mark Golosinski.**

Village Clerk swore in Officer Mark Golosinski. Everyone congratulated him. President Reid presented him with his badge.

**VILLAGE MANAGER'S REPORT**

Hampshire Fire Protection District Stakeholders Committee- Chief Hermann.

Chief Hermann explained the fire protection district is now developing its first strategic plan. Thus, far, 30 people are signed-up to be involved, some are residents and some are from businesses and community organizations. They would like to also have some Village Trustees involved. The planning meeting will present an overview of all fire department operations before discussing goals and initiatives. This will be about a three-hour meeting on Saturday, November 13 at 9 a.m. at the fire station.

A Motion to approve a raffle sponsored by the Hampshire Sportsman & Conservation Club.

Trustee Koth moved to approve Raffle License for the Hampshire Sportsman & Conservation Club.

Seconded by Trustee Pollastrini Motion  
carried by roll call vote.

Ayes: Robinson, Koth, Mott, Pollastrini Nays:

None

Absent: Fodor, Kelly

A Motion to approve the 2022 Village Board Meeting Dates.

Village President Reid would like not to have a meeting on August 4, 2022 because that is the first day of Hampshire Coon Creek, and some of the board members are on that committee. The board would meet August 18 for one meeting in August.

Trustee Koth moved to approve the 2022 Village Board Meeting dates with the change as stated.

Seconded by Trustee Robinson Motion  
carried by roll call vote.

Ayes: Robinson, Koth, Mott, Pollastrini.

Nays: None

Absent: Fodor, Kelly

A Motion to approve the 2022 Holiday Schedule

Trustee Pollastrini thought that Election Day was a mandated holiday since it is now a State holiday. Staff will check this and will recommend changes if appropriate.

Trustee Koth moved to approve the 2022 Holiday Schedule.

Seconded by Trustee Robinson  
Motion carried by roll call vote.

Ayes: Robinson, Koth, Mott, Pollastrini.

Nays: None

Absent: Fodor, Kelly

An Ordinance authorizing the sale or disposal of surplus property owned by the Village of Hampshire.

The police department would like to dispose of 13 Kenwood portable radios. They are no longer useful since the department had to switch radio platforms to match Kane County. The department would like to use the funds from selling these 13 radios to purchase a new base radio.

Trustee Mott moved to approve Ordinance 21-40: authorizing the Sale or Disposal of surplus property owned by the Village of Hampshire.

Seconded by Trustee Robinson  
Motion carried by roll call vote.

Ayes: Robinson, Koth, Mott, Pollastrini.

Nays: None

Absent: Fodor, Kelly

A Motion to approve a professional services agreement with EEI for lead service line replacement inventory

Steve Dennison from EEI presented on the Illinois Lead Service Line Replacement Notification Act, which will be effective January 1, 2022. The Act has specific requirements and timelines for fully identifying all water service line materials in a community's water system with the end goal of identifying all lead service lines between the water main and water meter and all galvanized services lines that are downstream of lead components. The Village would need to identify the service line and notify the resident if they have lead lines. No partial replacement of lead lines will be allowed after 1/1/22. The Village can set a policy how to handle the private side of the pipes, such as asking the homeowners to pay for it, or the Village may pay the entire cost of the replacement. The Village has about 713 service lines of unknown material, but they are likely not all lead pipes. The Village will need to identify them under the new law. EEI has a method for the Village to identify lead or galvanized services to prepare for future replacement work. To start the LSLR program, the Village would send out a letter with a QR code for the resident to scan and answer questions about their service pipe from what they can see internally. These survey responses will go to a database to accumulate the responses. The Village staff will then just follow-up as needed. Mr. Dennison also presented potential funding opportunities for these projects, including low-interest loans through the IEPA.

President Reid noted that the homes with unknown pipe material tend to be in the older part of town, and he is concerned that those residents tend to be older and may not be able to use the QR code method. Mr. Dennison noted that other communities have seen great success with response rates in the 80% range using this method, including in areas where older residents tend to live. Trustee Pollastrini agreed and explained an idea that the letter could include a statement offering Village staff to come inspect the pipe for the resident. That way, the residents are inviting the Village in for the inspection rather than the Village just knocking on doors.

The Board came to a consensus that EEI's proposal should include follow up steps to get needed information if the survey is not returned. This item should be tabled so everyone has time to consider it fully.

Trustee Pollastrini moved to table the professional services agreement with EEI for lead service line replacement inventory.

Seconded by Trustee Robinson  
Motion carried by roll call vote.  
Ayes: Koth, Mott, Robinson, and Pollastrini.  
Nays: None  
Absent: Fodor, Kelly

Code Enforcement Presentation

Assistant to the Village Manager Josh Wray presented staff's plan for property maintenance code enforcement. SAFEbuilt will initially serve as the code enforcement officer until Mr. Wray has completed the certification. All complaints will be entered into the CommunityCore system so there is a record of every step. The first step would be an unofficial warning giving the property owner seven days to fix the violation. Then, an official notice will be sent via certified mail giving the property owner an additional 20 days. If the violation is not remedied, a legal citation the next step followed by court and fines.

Mr. Hedges note that public notice should be given that the Village is beginning to enforce property maintenance codes so residents are aware.

**MONTHLY REPORTS**

Treasurers Report

Finance Director Lyons reported the September financials. All funds are doing well as a whole. Places for eating tax revenue is low as are building permits, but Ms. Lyons does not foresee a problem yet. Video

gaming is up.

Village Manager Hedges thanked Ms. Lyons and mentioned that the 2021 audit will be completed soon.

### Police Incident Report

Chief Thompson reported that September was a normal month, nothing out of the ordinary. One question on the report was what assisting another department means. Chief Thompson responded that it is helping another community's police, the Kane County Sheriff's, or the fire district. He noted that he has pulled back on allowing Hampshire officers to assist other communities because those other communities are just staffing too low and are using Hampshire as a back-up status too much. Speeding tickets were high in numbers, which are mostly from targeted busy intersections along major roads/highways.

Mr. Hedges also noted that the department has now filled two vacancies with one more to go. Chief Thompson also reported that the FOP union has requested changes to the department's scheduling, which is being negotiated. Officers tend to want 12-hour shifts instead of 8-hour shifts so they can have weekends off.

### Engineering Reports

Tim Paulson from EEI reported the Route 72 water main repair construction schedule will come soon pending the IDOT permit.

Julie Lane resurfacing is now completed. Trustee Pollastrini asked about the payment estimate for that project, and Mr. Paulson responded that the payment should be at or just under budget.

Tamms Farm is now getting ready to do utility construction, and Prairie Ridge neighborhoods K&L also are doing utility and roadway construction, which should be completed soon.

## **ACCOUNTS PAYABLE**

### A Motion to approve the October 21, 2021 regular accounts payable

Trustee Koth asked if we received certified payroll for projects in the Village. Ms. Lyons responded that the contractor is supposed to upload it to the State, but the Village does not receive anything direct.

Trustee Pollastrini asked what the payment to Incredible Builders for village hall rehab was for. Ms. Lyons explained the siding work they completed on the south wall. Mr. Hedges explained all of the small projects that have been done at village hall and that it is now finally up to code and secure. It should last another six years until the police department lease is up, at which time a new village hall / police department could be considered, as defined in the Capital Improvement Plan. The Village also has acquired and continues to investigate new software to improve efficiency that will help staff continue to improve service delivery without adding headcounts for several more years. Mr. Reid noted that the Village needs to continue taking care of this building so that it is not just another vacant building when the Village leaves it in the future.

Trustee Robinson moved to approve the Accounts Payable in the sum of \$333,893.33 paid on or before October 27, 2021.

Seconded by Trustee Koth Motion  
carried by roll call vote.

Ayes: Koth, Mott, Robinson, and Pollastrini.

Nays: None

Absent: Fodor, Kelly

## **COMMITTEE / COMMISSION REPORTS**

- a) Business Development Commission – Village Manager Hedges reported the meeting went well, especially concerning the discussion of Streetscape 2.0 as a potential project for the State's recent Rebuild Illinois program for downtowns/mainstreets. Karen Trzaska from the BDC and Mr. Hedges met with the CEO of Elgiloy regarding the ambassador program.
- b) Public Relations – No report
- c) Public Works – No report
- d) Budget Committee – No report

## **ANNOUNCEMENTS**

President Reid announced Halloween trick-or-treating is Sunday, October 31 from 2- 7 p.m. To those who would like to participate, please leave your front porch lights on, and, if you do not, please keep your porch lights off.

Trustee Pollastrini mentioned the Historical Society will be at Hampshire Township on October 28 at 7 p.m. to present a panel of Hampshire seniors who will talk about the community many decades ago.

## **EXECUTIVE SESSION**

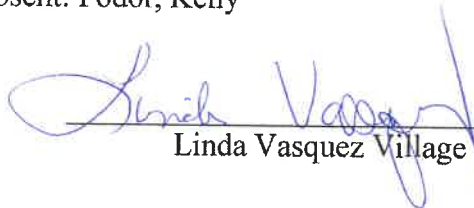
Trustee Robinson moved to table 2 (c) 21 Review of executive session minutes.

Seconded by Trustee Mott Motion  
carried by roll call vote.  
Ayes: Mott, Robinson, and Pollastrini  
Yes: Koth  
Nays: None  
Absent: Fodor, Kelly

## **ADJOURNMENT**

Trustee Pollastrini moved to adjourn the Village Board meeting at 9:00 p.m.

Seconded by Trustee Robinson  
Motion carried by roll call vote.  
Ayes: Mott, Koth, Robinson, and Pollastrini  
Nays: None  
Absent: Fodor, Kelly

  
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Linda Vasquez Village Clerk