

**VILLAGE OF HINSDALE
VILLAGE BOARD OF TRUSTEES
MINUTES OF THE MEETING OF
January 10, 2012**

The regularly scheduled meeting of the Hinsdale Village Board of Trustees was called to order by President Tom Cauley in Memorial Hall of the Memorial Building on Tuesday, January 10, 2012 at 7:30 p.m.

Present: President Tom Cauley, Trustees Christopher Elder, J. Kimberley Angelo, William Haarlow, Doug Geoga and Laura LaPlaca

Absent: Trustee Bob Saigh

Also Present: Village Manager Dave Cook, Assistant Village Manager/Finance Director Darrell Langlois and Village Clerk Christine Bruton

Also Present: Reporters from the Hinsdalean and Patch.com

PLEDGE OF ALLEGIANCE

President Cauley led those in attendance in the Pledge of Allegiance.

APPROVAL OF MINUTES

Trustee Elder moved to **approve the minutes of the regular meeting of the Village Board of Trustees from December 12, 2011.** Trustee LaPlaca seconded the motion.

AYES: Trustees Elder, Angelo, Geoga, LaPlaca

NAYS: None

ABSTAIN: Trustee Haarlow

ABSENT: Trustee Saigh

Motion carried.

CITIZENS' PETITIONS

None.

VILLAGE PRESIDENT'S REPORT

President Cauley reported that Hinsdale and Clarendon Hills have received a \$70,000 grant from the Illinois Criminal Justice Information Authority to assist with the consolidation of our police departments. This is the first ever such consolidation in Illinois and will likely require the passage of legislation in Springfield to handle combining pension funds and other issues. The Illinois Criminal Justice Information Authority has agreed to help draft needed pension legislation. We have also retained counsel to help draft the inter-governmental agreement and other legislation we will likely need. We are hopeful that this \$70,000 grant will cover most, if not all of our costs associated with Phase 1 of the consolidation—legislation and contracts. This means there will be no foreseeable out of pocket expenses. We hope to apply for another grant when we actually combine the departments.

APPOINTMENT OF KLEIN, THORPE & JENKINS, LTD. AS VILLAGE ATTORNEY

President Cauley would like to appoint, effective immediately, the firm of Klein, Thorpe and Jenkins as Village Attorney. Mr. Lance Malina and Mr. Tom Bayer will serve as lead attorneys. Trustee LaPlaca moved to approve the **Appointment Of Klein, Thorpe & Jenkins, Ltd. as Village Attorney**. Trustee Geoga seconded the motion.

AYES: Trustees Elder, Angelo, Haarlow, Geoga, LaPlaca

NAYS: None

ABSTAIN: None

ABSENT: Trustee Saigh

Motion carried.

CONSENT AGENDA

President Cauley read the Consent Agenda as follows:

Items Recommended by Administration & Community Affairs Committee

- a) Approve an Ad Service Agreement with Design Perspectives to Prepare Bid Packages and Manage the Remaining OSLAD Grant Projects in the Amount of \$24,900 (Omnibus vote)

Trustee Geoga moved to **approve the Consent Agenda, as presented**. Trustee Elder seconded the motion.

AYES: Trustees Elder, Angelo, Haarlow, Geoga, LaPlaca
NAYS: None
ABSTAIN: None
ABSENT: Trustee Saigh

Motion carried.

ADMINISTRATION AND COMMUNITY AFFAIRS

Trustee Geoga moved **Approval and Payment of the Accounts Payable for the Period of December 10, 2011 through January 6, 2012 in the aggregate amount of \$1,579,340.74 as set forth on the list provided by the Village Treasurer, of which a permanent copy is on file with the Village Clerk.** Trustee Elder seconded the motion.

AYES: Trustees Elder, Angelo, Haarlow, Geoga, LaPlaca
NAYS: None
ABSTAIN: None
ABSENT: Trustee Saigh

Motion carried.

ENVIRONMENT AND PUBLIC SERVICES

Approval of Mutual Release Between the Village of Hinsdale and Clark Dietz, Inc.

President Cauley explained that after the installation of the storm water facility at Veeck Park, a lot of displaced dirt was left to be disposed of. The Village negotiated with Clark Dietz and John Burns, contractors on the project, to pay for dirt removal. The dirt has been removed and the park has been landscaped. Trustee Angelo moved **Approval of Mutual Release Between the Village of Hinsdale and Clark Dietz, Inc.** Trustee Geoga seconded the motion.

AYES: Trustees Elder, Angelo, Haarlow, Geoga, LaPlaca
NAYS: None
ABSTAIN: None
ABSENT: Trustee Saigh

Motion carried.

Ordinance Deleting Certain Properties from the Proposed Special Service Area Number 13 (Woodlands Road Improvements Special Service Area) in the Village of Hinsdale (O2012-01)

President Cauley introduced the item explaining that it relates to the residents that opted out of the SSA by prepaying. The opportunity to prepay has past, however, 25% of residents have paid. Trustee LaPlaca moved to approve an **Ordinance Deleting Certain Properties from the Proposed Special Service Area Number 13 (Woodlands Road Improvements Special Service Area) in the Village of Hinsdale**. Trustee Elder seconded the motion.

AYES: Trustees Elder, Angelo, Haarlow, Geoga, LaPlaca

NAYS: None

ABSTAIN: None

ABSENT: Trustee Saigh

Motion carried.

Resolution Approving the Use of Payment Agreements in Regard to the Proposed Special Service Area Number 13 (Woodlands Road Improvements Special Service Area) in the Village of Hinsdale (R2012-01)

President Cauley explained this resolution approves the payment agreements for those individuals who have elected to prepay rather than be part of the SSA. Trustee LaPlaca moved to adopt a **Resolution Approving the Use of Payment Agreements in Regard to the Proposed Special Service Area Number 13 (Woodlands Road Improvements Special Service Area) in the Village of Hinsdale**. Trustee Geoga seconded the motion.

AYES: Trustees Elder, Angelo, Haarlow, Geoga, LaPlaca

NAYS: None

ABSTAIN: None

ABSENT: Trustee Saigh

Motion carried.

Ordinance Establishing Special Service Area Number 13 (Woodlands Road Improvements Special Service Area) in the Village of Hinsdale (O2012-02)

President Cauley explained that this item is the actual adoption of Special Service Area Number 13. Finance Director Darrell Langlois confirmed that residents have a sixty day 60 day period from the date of the public hearing to object. This ordinance, unless such petition is received, will be effective on January 18th. Trustee Elder moved to approve an **Ordinance Establishing Special Service Area Number 13 (Woodlands Road Improvements Special Service Area) in the Village of Hinsdale**. Trustee Angelo seconded the motion.

AYES: Trustees Elder, Angelo, Haarlow, Geoga, LaPlaca

NAYS: None

ABSTAIN: None

ABSENT: Trustee Saigh

Motion carried.

ZONING AND PUBLIC SAFETY

No report.

REPORTS FROM ADVISORY BOARDS AND COMMISSIONS

No reports.

STAFF REPORTS

No reports.

CITIZENS' PETITIONS

None.

TRUSTEE COMMENTS

Trustee LaPlaca stated that educational material regarding the electrical aggregation will be included in upcoming water bills. Additional information is also being put together so that residents will be well-informed at the polls on March 2nd.

ADJOURNMENT

There being no further business before the Village Board of Trustees, President Cauley asked for a motion to adjourn into closed session. Trustee Geoga **moved to adjourn the meeting of December 12, 2011 into Closed Session under: 5 ILCS 120/2(c)(1) appointment, employment compensation, discipline, performance or dismissal of specific employees or legal counsel and 5 ILCS 120/2(c)(2) collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees, and not to reconvene.** Trustee Elder seconded the motion.

AYES: Trustees Elder, Angelo, Haarlow, Geoga, LaPlaca

NAYS: None

ABSTAIN: None


ABSENT: Trustee Saigh

Motion carried.

Meeting adjourned at 7:44 p.m.

ATTEST: _____
Christine M. Bruton, Village Clerk

MEMORANDUM


Date: January 20, 2012
To: President and Board of Trustees
From: Christine Bruton, Village Clerk 
RE: Board Agenda Items - EPS & ZPS Consent

The supporting documentation for the ZPS Consent items can be found in the ZPS packet for the meeting held on Monday, January 23rd. The EPS Consent items can be found in the EPS packet for the meeting held prior to the Village Board meeting on January 24th.

Thank you.

cc: Village Manager
Village Attorney
Department Heads

DATE January 20, 2012

AGENDA SECTION	ACA	ORIGINATING DEPARTMENT	Finance		
ITEM	Accounts Payable	APPROVED	Darrell Langlois Assistant Village Manager/Director of Finance		
<p>At the meeting of January 24, 2012 staff respectfully requests the presentation of the following motion to approve the accounts payable:</p> <p>Motion: To move approval and payment of the accounts payable for the period of January 07, 2012 through January 20, 2012 in the aggregate amount of \$497,420.14 as set forth on the list provided by the Village Treasurer, of which a permanent copy is on file with the Village Clerk.</p>					
STAFF APPROVALS					
APPROVAL	APPROVAL	APPROVAL	APPROVAL	MANAGER'S APPROVAL 	
COMMITTEE ACTION:					
BOARD ACTION:					

VILLAGE OF HINSDALE

ACCOUNTS PAYABLE WARRANT REGISTER #1515

FOR PERIOD January 7, 2012 through January 20, 2012

The attached Warrant Summary by Fund and Warrant Register listing TOTAL DISBURSEMENTS FOR ALL FUNDS of \$497,420.14 has been reviewed and approved by the below named officials.

APPROVED BY  DATE 1/20/12
VILLAGE TREASURER/ASSISTANT VILLAGE MANAGER

APPROVED BY  DATE 1/20/12
VILLAGE MANAGER

APPROVED BY _____ DATE _____
VILLAGE TRUSTEE

**Village of Hinsdale
Warrant # 1515
Summary By Fund**

Recap By Fund	Fund	Regular Checks	ACH/Wire Transfers	Total
Corporate Fund	10000	84,920.55	-	84,920.55
Motor Fuel Tax Fund	23000	25,097.10	-	25,097.10
Capital Project Fund	45300	18,838.95	-	18,838.95
Water & Sewer Operations	61061	162,136.63	-	162,136.63
Water & Sewer Capital	61062	21,060.89	-	21,060.89
Escrow Funds	72100	14,410.60	-	14,410.60
Payroll Revolving Fund	79000	7,941.01	163,014.41	170,955.42
Total		334,405.73	163,014.41	497,420.14

WARRANT REGISTER # 1516 1/24/11

PAYEE	INVOICE	CHECK	
VOU. DESCRIPTION	VENDOR INVOICE	AMOUNT	AMOUNT
ADAMS ELECTRIC SERVICES			
64173 CONT BD/427 N MONROE	20488	500.00	
	CHECK NO. 89050		500.00
ADT SECURITY SERVICES INC			
64165 KEYS	60537	117.65	
	CHECK NO. 89051		117.65
ADVANTAGE CHEVROLET			
64137 SWITCH	270259	15.34	
	CHECK NO. 89052		15.34
AHLBORN EQUIPMENT INC			
64223 JACKETS	93941	504.45	
	CHECK NO. 89053		504.45
ALEXANDER EQUIPMENT			
64146 CHAIN	799400	26.50	
64147 CHAIN SAW	081239	135.10	
64148 FUEL FILTER	081483	11.90	
	CHECK NO. 89054		173.50
ALL STAR AUTO GLASS			
64135 SIDE WINDOW	WOB83637	125.00	
64221 BACK WINDOW REPAIR	842/844	558.00	
	CHECK NO. 89055		683.00
AMERICAN EXPRESS			
64253 DINNERS MISC EXP	802005-01/12	1679.18	
	CHECK NO. 89056		1679.18
ANDRES MEDICAL BILLING LT			
64143 DECEMBER AMB FEES	29565	3085.27	
	CHECK NO. 89057		3085.27
ARAMARK UNIFORM SERVICES			
64160 UNIFORMS	701504788	179.35	
64239 UNIFORMS	7017512777	224.25	
	CHECK NO. 89058		403.60
ASSOC TECHNICAL SERVICES			
64255 LEAK LOCATOR	22029	643.75	
	CHECK NO. 89059		643.75
BAILEY, ROBERT			
64166 CLASS REFUND	105062	224.20	
	CHECK NO. 89060		224.20

WARRANT REGISTER # 1516 1/24/11

PAYEE	INVOICE	CHECK
VOU. DESCRIPTION	VENDOR INVOICE	AMOUNT
BRYCE DOWNEY & LENKOV		
64270 SPEEDWAY	20901	45.00
	CHECK NO. 89061	45.00
BURNHAM NATIONWIDE INC		
64263 CONT BD/34 S WASHINGTON	13309	2000.00
	CHECK NO. 89062	2000.00
C.A. BENSON & ASSOCIATES		
64256 APPRAISAL SERVICES	6430	450.00
	CHECK NO. 89063	450.00
CASE LOTS INC		
64176 PAPER GOODS	037358	122.65
	CHECK NO. 89064	122.65
CDW-GOVERNMENT INC.		
64145 HARD DRIVE	C918079	162.70
	CHECK NO. 89065	162.70
CENTRAL PARTS WAREHOUSE		
64163 AUTO PARTS	176424B	117.73
	CHECK NO. 89066	117.73
CENTURYLINK QCC		
64225 LD TELEPHONE	1196662180	63.93
	CHECK NO. 89067	63.93
CINTAS		
64153 RUGS TOWELS ETC	769729557	187.23
	CHECK NO. 89068	187.23
CLARK DIETZ ENGINEERS		
64138 GRANT STREET	409755	21916.00
64139 CHESTNUT STREET	409756	21060.89
	CHECK NO. 89069	42976.89
COMED		
64123 TRAFFIC SIGNALS	1653148069-12/11	37.63
64124 UNIQUELY THURSDAYS	6583006139-12/11	25.49
64125 WASHINGTON PARKING LOT	2838114008-12/11	57.66
64126 SPINNING WHEEL	1131101044-12/11	556.63
64127 ELEANOR PARK	0075151076-12/11	693.96
64224 POOL	8605437007-12/11	169.31
	CHECK NO. 89070	1540.68
COMMERCIAL COFFEE SERVICE		

WARRANT REGISTER # 1516 1/24/11

PAYEE VOU. DESCRIPTION	VENDOR INVOICE	INVOICE AMOUNT	CHECK AMOUNT
COMMERCIAL COFFEE SERVICE			
64236 COFFEE SUPPLIES	110945	69.00	
64254 COFFEE SUPPLIES	110941/42	156.95	
	CHECK NO. 89071		225.95
CUMMINS N POWER LLC			
64252 GENERATOR	71148486	884.00	
	CHECK NO. 89072		884.00
D & B FABRICATORS			
64261 STEEL	29540	113.44	
	CHECK NO. 89073		113.44
D. POLLACK GLASS & MIRROR			
64116 GLASS	1044122	394.18	
	CHECK NO. 89074		394.18
DANMAR			
64111 KLM REPAIRS	18080	550.00	
64118 RECOATING KLM FLOOR	18084	650.00	
	CHECK NO. 89075		1200.00
DEJANA INDUSTRIES INC.			
64222 SWEEPER RENTAL	45490	1059.73	
	CHECK NO. 89076		1059.73
DENNIS ZANDER/SANDRA KAPP			
64243 SITE MNGE/420 MILLS ST	20145	3000.00	
	CHECK NO. 89077		3000.00
DESJARDINS, PAUL			
64240 KLM REFUND	EN120107/19448	500.00	
	CHECK NO. 89078		500.00
DIRECT ADVANTAGE INC			
64107 PROF MARKETING SERVICES	4174	3925.00	
	CHECK NO. 89079		3925.00
DLAND CONSTRUCTION LLC			
64140 50/50 SIDEWALK	0528	3181.10	
	CHECK NO. 89080		3181.10
DOCU-SHRED, INC.			
64170 SHREDDING	27030	80.00	
	CHECK NO. 89081		80.00
DUPAGE COUNTY RECORDER			

WARRANT REGISTER # 1516 1/24/11

PAYEE VOU. DESCRIPTION	VENDOR INVOICE	INVOICE AMOUNT	CHECK AMOUNT
DUPAGE COUNTY RECORDER 64113 RECORDING FEES	20111223 CHECK NO. 89082	365.00	365.00
DUPAGE WATER COMMISSION 64151 WATER	09434 CHECK NO. 89083	144350.86	144350.86
EMERGENCY MEDICAL PROD 64237 MEDICAL SUPPLIES	1432400 CHECK NO. 89084	475.57	475.57
EMSAR 64231 AMBULANCE INSPECTION	SI23084 CHECK NO. 89085	851.65	851.65
ENVIRO-TEST/PERRY LABORAT 64157 SAMPLES	11128746 CHECK NO. 89086	150.00	150.00
ENVIRONMENTAL SAFETY GRP 64233 FIRE HOOKS 64234 WRENCHES	20957 20958 CHECK NO. 89087	213.03 117.67	330.70
EXCELL FASTENER SOLUTIONS 64144 SIGN BOLTS	2132 CHECK NO. 89088	35.25	35.25
EXELON ENGERY INC 64149 TRANSFORMER 64150 STREET LIGHTING	100421800270 200239600180 CHECK NO. 89089	2314.99 1262.82	3577.81
FEDEX 64106 OVERNIGHT MAIL	774193704 CHECK NO. 89090	151.02	151.02
FIRE PROTECTION COMPANY 64117 FIRE SPRINKLER	17305 CHECK NO. 89091	980.00	980.00
FIRESTONE STORES 64162 TIRES	087443 CHECK NO. 89092	248.54	248.54
GAUR, SAMEER			

WARRANT REGISTER

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PAYEE			INVOICE	CHECK
VOU. DESCRIPTION	VENDOR INVOICE		AMOUNT	AMOUNT
GAUR, SAMEER				
64131 XONT BD/437 N COUNTY LN	20442		500.00	
	CHECK NO.	89093		500.00
GILBARCO INC				
64134 TECH SUPPORT	04184567		175.00	
	CHECK NO.	89094		175.00
GRAINGER, INC.				
64175 SAW BLADE	9724350443		38.79	
	CHECK NO.	89095		38.79
HANSON AGGREGATES INC				
64248 STONE	5267417		1136.36	
	CHECK NO.	89096		1136.36
HR GREEN INC				
64235 WOODLANDS	78298		16103.75	
	CHECK NO.	89097		16103.75
HUFF & HUFF INC				
64120 WATER QUALITY MONITORING	1112060		579.18	
64141 PERMIT RENEWAL	1112061		4597.38	
	CHECK NO.	89098		5176.56
ICE MOUNTAIN WATER				
64119 WATER	01L0120706023		46.52	
	CHECK NO.	89099		46.52
INDUSTRIAL ELECTRIC				
64226 STATION REPAIRS	204293		93.00	
	CHECK NO.	89100		93.00
JAMES J BENES & ASSOC INC				
64268 PLAN REVIEW	1209182		1600.00	
	CHECK NO.	89101		1600.00
JOHN DEERE LANDSCAPES				
64250 SPRINKLER REPAIRS	60074164		20.41	
	CHECK NO.	89102		20.41
JULIE INC				
64228 UTILITY LOCATE	20120720		2482.17	
	CHECK NO.	89103		2482.17
LANE, T				
64241 CLEANING	A123228		121.90	

WARRANT REGISTER

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PAYEE	INVOICE	CHECK
VOU. DESCRIPTION	AMOUNT	AMOUNT
LANE, T		
CHECK NO. 89104		121.90
LEGACY HOME BUILDERS		
64266 STM WTR/123 W HICKORY 17879	1810.60	
CHECK NO. 89105		1810.60
LEGACY HOME BUILDERS		
64267 SITE MNGE/123 W HICKORY 17880	3000.00	
CHECK NO. 89106		3000.00
LEXIS NEXIS RISK DATA MNG		
64115 REPORTS 130175120111130	150.50	
CHECK NO. 89107		150.50
LUKAS, ANIATA		
64260 REFUND PERMIT 007-01/12	30.00	
CHECK NO. 89108		30.00
LYNCH, NICOLE		
64171 CONT BD/200 BONNIE BRAE 20122	500.00	
CHECK NO. 89109		500.00
MAILFINANCE		
64112 POSTAGE MACHINE LEASE N3006479	400.86	
CHECK NO. 89110		400.86
MAX WELDING INC		
64169 REPAIR PLANTER BOXES 1580	840.00	
CHECK NO. 89111		840.00
MCMASTER-CARR SUPPLY CO		
64164 EAR PLUGS 14565115	108.93	
CHECK NO. 89112		108.93
MINER ELECTRONICS		
64167 MAINTENANCE 243536/37/38	142.50	
CHECK NO. 89113		142.50
MOTOROLA		
64114 INSTALL LIGHTS ETC SR97297	1105.00	
64232 RADIO REPAIR SR97328	391.15	
CHECK NO. 89114		1496.15
NATIONAL ALLIANCE OF		
64269 RENEWAL 60558	35.00	
CHECK NO. 89115		35.00

WARRANT REGISTER # 1516 1/24/11

PAYEE VOU. DESCRIPTION	VENDOR INVOICE	INVOICE AMOUNT	CHECK AMOUNT
NATIONAL BAND & TAG CO			
64249 PET TAGS	33335000	277.00	
	CHECK NO. 89116		277.00
NEUCO INC			
64122 FLAME GUARD CONTROL	205495	418.60	
	CHECK NO. 89117		418.60
NICOR GAS			
64130 VINE STREET	1327011000-12/11	317.03	
64246 5905 COUNTY LN RD	129521100-12/11	193.47	
64247 KLM LODGE	066773565712/11	1167.17	
	CHECK NO. 89118		1677.67
NORTH AMERICAN SALT CO.			
64155 SALT	70779980	5252.36	
	CHECK NO. 89119		5252.36
POMPS TIRE SERVICE, INC.			
64258 SPARE TIRE	078585	427.70	
	CHECK NO. 89120		427.70
PREMIER LANDSCAPE			
64245 CONT BD/611 N WASHINGTON	20437	500.00	
	CHECK NO. 89121		500.00
PROVEN BUSINESS SYSTEMS			
64177 COPIER CONTRACT	106074	940.00	
	CHECK NO. 89122		940.00
QUARRY MATERIALS, INC.			
64227 COLD MIX	43192	490.98	
	CHECK NO. 89123		490.98
RUSSELL, SIMON			
64259 PERMIT REFUND	131	310.00	
	CHECK NO. 89124		310.00
RYDIN SIGN & DECAL			
64154 VEHIVLE STICKERS	269984	2615.26	
	CHECK NO. 89125		2615.26
SAMS CLUB #6384			
64121 ASST SUPPLIES	7959/5500	247.21	
	CHECK NO. 89126		247.21

SCENEDOTS

WARRANT REGISTER

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PAYEE VOU. DESCRIPTION	VENDOR INVOICE	INVOICE AMOUNT	CHECK AMOUNT
SCENEDOTS			
64238 DOTS	0001385	418.00	
	CHECK NO. 89127		418.00
SECRETARY OF STATE			
64230 TITLE	60539	95.00	
	CHECK NO. 89128		95.00
SERVICE FORMS & GRAPHICS			
64156 INSPECTION FORMS	139144/145	442.28	
64174 BUSINESS CARD	139185	43.31	
	CHECK NO. 89129		485.59
SHAWNEY CONSULTING			
64229 PRTER REPAIR	60538	220.00	
	CHECK NO. 89130		220.00
SIMON, JIM			
64262 SAFETY BOOTS	60608	85.00	
	CHECK NO. 89131		85.00
STEWART, TOM			
64244 CONT BD/347 N ELM	20454	500.00	
	CHECK NO. 89132		500.00
SUBURBAN DOOR CHECK			
64136 DUPLICATE KEYS	418688	48.00	
	CHECK NO. 89133		48.00
THE GRECO FAMILY TRUST			
64172 CONT BD/331 E CHICAGO	20419	600.00	
	CHECK NO. 89134		600.00
THIRD MILLENIUM			
64251 UTILITY BILLING	14243	1099.95	
	CHECK NO. 89135		1099.95
THOMPSON ELEVATOR INSPEC			
64158 PLAN REVIEWS	120015	100.00	
	CHECK NO. 89136		100.00
TOSHIBA BUSINESS			
64161 COPIER CONTRACT	8849050	414.37	
	CHECK NO. 89137		414.37
TOWN OF NASHVILLE			
64142 UPS REIMBURSEMENT	60536	13.05	

WARRANT REGISTER

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1/24/11

PAYEE VOU. DESCRIPTION	VENDOR INVOICE	INVOICE AMOUNT	CHECK AMOUNT
TOWN OF NASHVILLE	CHECK NO. 89138		13.05
TPI BLDG CODE CONSULTANT			
64109 PLAN REVIEWS	6133	5336.50	
	CHECK NO. 89139		5336.50
TRAFFIC CONTROL & PROTECT			
64110 SIGNS	71636	340.51	
	CHECK NO. 89140		340.51
UPS STORE #3276			
64133 UPS CHARGES	869	41.89	
	CHECK NO. 89141		41.89
US GAS			
64242 GAS	179643	76.00	
	CHECK NO. 89142		76.00
VERIZON WIRELESS			
64128 TELLULAR MODEUM	2677398091	10.16	
64129 MODEUMS	2679543380	570.15	
	CHECK NO. 89143		580.31
WAREHOUSE DIRECT INC			
64159 OFFICE SUPPLIES	1406222	126.48	
	CHECK NO. 89144		126.48
YURITZY LANDSCAPING			
64264 CONT BD/736 S BRUNER	17109	500.00	
	CHECK NO. 89145		500.00
YURITZY LANDSCAPING			
64265 CONT BD/736 S BRUNER	17158	500.00	
	CHECK NO. 89146		500.00
ZAINAB ALI BAIG			
64132 CONT BD/753 WILSON LN	20453	500.00	
	CHECK NO. 89147		500.00
ZEE MEDICAL			
64168 MEDICAL SUPPLIES	0100536561/2/3	247.38	
	CHECK NO. 89148		247.38
ZIEBELL WATER SERVICE			
64108 WATER MAIN SUPPLIES	214984	4058.16	
	CHECK NO. 89149		4058.16

WARRANT REGISTER

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1/24/11

PAYEE	INVOICE	CHECK
VOU. DESCRIPTION	VENDOR INVOICE	AMOUNT
CHASE, SARAH		
64257 TREE REIMBURSEMENT	663037	260.00
	CHECK NO. 89150	260.00
AFLAC-FLEXONE		
64277 AFLAC OTHER	0120120000000000	264.33
64278 AFLAC SLAC	0120120000000000	204.90
64279 ALFAC OTHER	0120120000000000	298.55
	CHECK NO. 89151	767.78
AT & T		
64287 TELEPHONE	6307897000-01/12	5274.75
	CHECK NO. 89152	5274.75
COLONIAL LIFE PROCESSING		
64271 COLONIAL S L A C	0120120000000000	54.33
64272 COLONIAL OTHER	0120120000000000	27.63
	CHECK NO. 89153	81.96
MIDCO		
64284 TELECOMMUNICATIONS SYSTEM	253724	29234.10
	CHECK NO. 89154	29234.10
NATIONWIDE RETIREMENT SOL		
64273 USCM/PEBSO	0120120000000000	1695.00
	CHECK NO. 89155	1695.00
NATIONWIDE TRUST CO.FSB		
64280 PEHP REGULAR	0120120000000000	2243.01
64281 PEHPPD	0120120000000000	574.10
	CHECK NO. 89156	2817.11
ORANGE CRUSH, LLC		
64285 RETAINAGE ST REPAVING	9603-2	2735.20
	CHECK NO. 89157	2735.20
RYDIN SIGN & DECAL		
64286 PARKING PERMITS	268549	1632.15
	CHECK NO. 89158	1632.15
STATE DISBURSEMENT UNIT		
64282 CHILD SUPPORT	0120120000000000	1411.38
	CHECK NO. 89159	1411.38
STATE DISBURSEMENT UNIT		
64283 CHILD SUPPORT	0120120000000000	313.21
	CHECK NO. 89160	313.21

WARRANT REGISTER #

1516



1/24/11

PAYEE VOU. DESCRIPTION	VENDOR INVOICE	INVOICE AMOUNT	CHECK AMOUNT
VILLAGE OF HINSDALE			
64274 MEDICAL REIMBURSEMENT	012012000000000	125.00	
64275 DEP CARE REIMB.F/P	012012000000000	230.41	
64276 MEDICAL REIMBURSEMENT	012012000000000	499.16	
	CHECK NO. 89161		854.57
	GRAND TOTAL		334,405.73

Village of Hinsdale
Schedule of Bank Wire Transfers and ACH Payments
1515

Payee/ Date	Description	Vendor Invoice	Invoice Amount
Electronic Federal Tax Payment Systems 1/10/2012	Village Payroll # 1 - Calendar 2012 Special Run	FWH	52.24
Electronic Federal Tax Payment Systems 1/10/2012	Village Payroll # 1 - Calendar 2012 Special Run	FICA/MCARE	31.32
Illinois Department of Revenue 1/10/2012	Village Payroll # 1 - Calendar 2012 Special Run	State Tax Withholding	20.13
Illinois Municipal Retirement Fund 1/10/2012	Employee/Employer Contributions	December 2011 Wages	65,226.43
Electronic Federal Tax Payment Systems 1/20/2012	Village Payroll # 2 - Calendar 2012	FWH	38,458.11
Electronic Federal Tax Payment Systems 1/20/2012	Village Payroll # 2 - Calendar 2012	FICA/MCARE	29,180.05
Illinois Department of Revenue 1/20/2012	Village Payroll # 2 - Calendar 2012	State Tax Withholding	15,174.16
ICMA - 457 Plans 1/20/2012	Village Payroll # 2 - Calendar 2012	Employee Withholding	13,099.67
HSA Plan Contribution 1/20/2012	Village Payroll # 2 - Calendar 2012	Employee Withholding	<u>1,772.30</u>
Total Bank Wire Transfers and ACH Payments			<u>163,014.41</u>
Total Regular Checks, Pension Checks and Wire Transfers/ACH Payments			<u><u>497,420.14</u></u>

DATE January 20, 2012

AGENDA		ORIGINATING		
SECTION ACA		DEPARTMENT Administration		
Ordinance Authorizing the Sale of Personal ITEM Property owned by the Village of Hinsdale		David C. Cook APPROVED Village Manager 		
<p>Attached is an ordinance declaring six Village vehicles surplus. These surplus vehicles are the result of moving to a vehicle allowance system Village employees who previously had take home vehicles.</p> <p>The surplus vehicles will first be offered to the employees impacted by the change. Vehicles not sold to employees within a 2 week period, will then be listed on E-Bay and sold to the highest bidder.</p> <p>If the Board concurs with this procedure, the following motion would be appropriate:</p> <p>Motion: Move to approve "An Ordinance Authorizing the Sale of Personal Property Owned by the Village of Hinsdale"</p>				
STAFF APPROVALS				
APPROVAL	APPROVAL	APPROVAL	APPROVAL	MANAGER'S APPROVAL 
COMMITTEE ACTION:				
BOARD ACTION:				

**Village of Hinsdale
Ordinance No. O2012-06**

**An Ordinance Authorizing the Sale of Personal Property
Owned by the Village of Hinsdale**

WHEREAS, in the opinion of at least a simple majority of the corporate authorities of the Village of Hinsdale, it is no longer necessary or useful to or for the best interests of the Village of Hinsdale, to retain ownership of the personal property hereinafter described; and

WHEREAS, it has been determined by the President and Board of Trustees of the Village of Hinsdale to sell said property in a manner that is in the best interest of the Village.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF HINSDALE:

Section One: Pursuant to 65 ILCS 5/11-76-4, the President and Board of Trustees of the Village of Hinsdale find that the personal property listed on the form attached (Exhibit A) to this Ordinance and now owned by the Village of Hinsdale, is no longer necessary or useful to the Village of Hinsdale and the best interests of the Village of Hinsdale will be served by its sale.

Section Two: Pursuant to said 65 ILCS 5/11-76-4, the Village Manager is hereby authorized and directed to sell the aforementioned personal property now owned by the Village of Hinsdale on the E-Bay Auction website (www.ebay.com) open to public auction, on or after Monday, February 6, 2012 to the highest bidder on said property; or in a manner that is in the best interest of the Village.

Section Three: The Village Manager is hereby authorized and may direct E-Bay to advertise the sale of the aforementioned personal property in a newspaper published within the community before the date of said public auction.

Section Four: No bid which is less than the minimum price set forth in the list of property to be sold shall be accepted except as authorized by the Village Manager or his agent.

Section Five: The Village Manager is hereby authorized and may direct E-Bay to facilitate an agreement for the sale of said personal property. E-Bay will charge an administrative fee, which will come out of the proceeds from the sale of surplus vehicles and equipment.

Section Six: Upon payment of the full auction price, the Village Manager is hereby authorized and directed to convey and transfer title to the aforesaid personal property, to the successful bidder.

Section Seven: This Ordinance shall be in force and effect from and after its passage, by a simple majority vote of the corporate authorities, and approval in the manner provided by law.

PASSED this 24th day of January, 2012.

AYES:

NAYS:

ABSENT:

APPROVED this 24th day of January, 2012.

Village President

ATTEST:

Village Clerk

EXHIBIT A INVENTORY FORM

Municipality: Hinsdale



Contact Person: David Cook

Phone Number : (630) 789-7013

FAX Number: (630) 789-7015

[illegible]

DATE January 20, 2012

AGENDA SECTION ACA		ORIGINATING DEPARTMENT Administration		
ITEM Village of Hinsdale Vehicle Policy and Procedure		APPROVED David C. Cook  Village Manager		
<p>Attached for the Board's consideration is a comprehensive Vehicle Policy and Procedure. The policy is intended to provide appropriate guidelines for use of Village-owned vehicles and employee reimbursement for use of personal vehicles while on official Village business.</p> <p>If the Board concurs with the policy and procedure, the following motion would be appropriate:</p> <p>Motion: Move to adopt the "Village of Hinsdale Vehicle Policy and Procedure"</p>				
STAFF APPROVALS				
APPROVAL	APPROVAL	APPROVAL	APPROVAL	MANAGER'S APPROVAL 
COMMITTEE ACTION:				
BOARD ACTION:				

Village of Hinsdale

Vehicle Policy and Procedure

GENERAL POLICY

A. Village-owned Vehicles

It is the policy of the Village of Hinsdale to regulate the use of Village-owned vehicles for use by employees and officials of the Village, in the conduct of their employment responsibilities, either during the work shift or on a 24-hour on-call basis. Village-owned vehicles are not personal vehicles and are not for personal use. Village-owned vehicles should be viewed as belonging to the residents of Hinsdale and are assigned solely for purposes consistent with providing services to those residents.

The 24-hour use of Village-owned vehicles is strongly discouraged. The Village of Hinsdale will permit the 24-hour use of Village-owned vehicles only in those limited circumstances where the 24-hour use of a Village-owned vehicle directly enhances the public safety of, or the provision of necessary public services to, the residents of Hinsdale.

B. Expense Reimbursement

It is the policy of the Village of Hinsdale to reimburse employees and officials for reasonable expenses which they incur as a result of personal automobile use on official Village business. Employees and officials who use their personal vehicle for official Village business will be reimbursed at the IRS mileage rate or receive a monthly vehicle allowance. The reimbursement is intended to cover all vehicle costs including gasoline, insurance and maintenance. The Automobile Travel Expense Form along with receipts for tolls and parking must be submitted per section J below in order for an employee to be reimbursed for such expenses.

PROCEDURE

A. Garaging of Village-owned Vehicles

All Village-owned vehicles, except those specifically authorized by the Village Manager for 24-hour use, shall be garaged at the end of each day in assigned municipal parking lots. Under no circumstances shall any Village-owned vehicle, except those specifically authorized for 24-hour use, be taken home at the end of the workday.

Village of Hinsdale

Vehicle Policy and Procedure

B. Assignment of Village-owned Vehicles

The Village may maintain a small pool of vehicles which may be used by employees for travel on Village business. When not in use, the Village-owned pool vehicles are to be left at their assigned location. Village-owned pool vehicles are not to be taken home at night unless specifically approved by the Village Manager due to special circumstances.

The assignment of Village-owned pool vehicles during work time use is based upon job responsibilities. Department Heads that have Village-owned pool vehicles available for this purpose may assign such vehicles in a manner consistent with departmental workload and employee function. The Department Heads are responsible for the vehicle use, maintenance, including cleanliness, and storage. Department Heads shall ensure that vehicles are routinely washed, the interior cleaned, the preventative maintenance schedule is observed. Department Heads are responsible to the Village Manager for a full accounting of all Village-owned vehicle usage. The assignment of Village-owned pool vehicles may be rescinded with reasonable notice by the Village Manager for work related reasons.

C. Assignment of Village-owned Vehicles for 24-Hour Use (Vehicle Approved for Commuting Purposes)

1) The assignment of vehicles for 24-hour use will be made in writing by the Village Manager, and will only be considered for employees who require a Village-owned vehicle for the ordinary and necessary discharge of their job functions. Eligibility for 24-hour vehicle use shall be limited to Village officials and employees who are on-call in connection with matters relating to important public safety and public service considerations.

Such assignment may be rescinded with reasonable notice by the Village Manager for work-related reasons.

2) When commuting, vehicle use is limited to travel to and from the residence and place of work. The vehicle should be driven over the most direct route taking into account road and traffic conditions. The vehicle should not be utilized for travel outside a direct commuting route for personal reasons.

3) Whenever a position becomes vacant, the authorization for 24-hour use for commuting shall be reevaluated.

Village of Hinsdale Vehicle Policy and Procedure

D. Operation and Maintenance of Village-Owned Vehicles

All employees are required to adhere to the following minimum rules of operation of Village-owned vehicles:

- 1) Speed Limits: Strictly observed, excepting emergency vehicles.
- 2) Use of Safety Restraints: Seat belts, shoulder harness, and other restraints should be worn at all times vehicle is in motion, by driver and all passengers.
- 3) Rules of the Road: All traffic, driving and road regulations are to be strictly observed. Courtesy is to be extended to all entering and exiting traffic whenever vehicle is operated within the Village of Hinsdale.
- 4) Use of Controlled Substances: Alcohol, illegal drugs, or prescription medication which may interfere with effective and safe operation are strictly prohibited.
- 5) Gasoline will be supplied only for Village-owned vehicles through the Village's gasoline facility. No vehicle that is not a Village-owned vehicle shall receive gasoline from the Village's gasoline facility.
6. Maintenance responsibilities will be assigned only for Village-owned vehicles to the Department of Public Services. No vehicle that is not a Village-owned vehicle shall be maintained or serviced by the Department of Public Services, or otherwise by the Village of Hinsdale.

E. General Vehicle Use Regulations

Village-owned vehicles may only be used for legitimate Village-owned business. Village-owned vehicles will not be used to transport any individual who is not directly or indirectly related to Village business. Passengers shall be limited to Village employees and individuals who are directly associated with Village work activity (committee members, consultants, contractors, etc.) Family members shall not be transported in Village-owned vehicles. Employees who operate Village-owned vehicles shall have a valid Illinois driver's license and of the class required for the specific vehicle being operated. Employees may be required to provide proof of valid operator's license once every six (6) months. Vehicles should contain only those items for which the vehicle is designed. The Village shall not be liable for the loss or damage of any personal property transported in the vehicle.

Village of Hinsdale Vehicle Policy and Procedure

Employees are expected to keep Village-owned vehicles clean, and to report to their supervisor any malfunction or damage. Employees' assigned Village-owned vehicles for commuting purposes are expected to park such vehicles in safe locations. Employees who incur parking or other fines in Village-owned vehicles will generally be personally responsible for payment of such fine.

Employees that are issued citations for any offense while using a Village-owned vehicle must notify their supervisor immediately when practicable, but in no case later than twenty-four (24) hours. Failure to provide such notice will be grounds for disciplinary action in accordance with section L of this policy. An employee who is assigned a Village-owned vehicle and who is arrested for or charged with a motor vehicle offense for which the punishment includes suspension or revocation of the motor vehicle license, whether in his/her personal vehicle or in a Village-owned vehicle, shall notify his/her supervisor immediately when practicable, but in no case later than twenty-four (24) hours. Conviction for such an offense may be grounds for loss of Village-owned vehicle privileges and/or further disciplinary action.

No employee may use a Village-owned vehicle for travel outside the Village without advance approval of the Village Manager or Department Head.

F. Reporting of Accidents

Whenever a Village-owned vehicle is involved in an accident, or subject to damage, or in the event an employee's personal vehicle is damaged during an approved, work-related trip, the employee operating the vehicle is required to immediately notify his/her immediate supervisor. When the estimated damage exceeds \$500.00, an Accident/Incident Report shall be filed with the Police Department.

G. Registering and Insuring a Vehicle

The Director of Finance shall coordinate all vehicle registrations, renewals, and insurance. The Director of Public Services shall coordinate the purchase and trade-in of all Village vehicles except Police and Fire emergency vehicles, which will be coordinated by the respective department.

Village of Hinsdale Vehicle Policy and Procedure

H. Qualified Non-Personal Use of Village-Owned Vehicles (IRS Regulations for Use of Village-Owned Vehicles)

- 1) Employees who drive marked or unmarked police vehicles must be authorized to carry a weapon and have the power to arrest and, therefore, are not subject to imputed income taxation.
- 2) Vehicles used by the Fire Chief and Deputy Fire Chiefs, and other Fire Department staff vehicles which are clearly identified as emergency vehicles, (i.e. mounted roof lights) are not considered personal vehicles subject to taxation.
- 3) Other employees authorized to commute in a Village vehicle may be subject to imputed income regulations as set forth by the Internal Revenue Service, which considers a certain portion of the vehicle use (namely the commute) to be income for the purposes of income taxation. The Finance Department shall be responsible for determining any tax liability.
- 4) IRS Commuting Value Rule – Taxable equivalent of \$1.50 each way per day of work. Under this method, an employee having the use of a non-emergency vehicle would be taxed at his/her tax bracket on \$1.50 each way on the commute to work. This would not be in force during weekends, holidays or vacations. Anytime an employee visits a work site on the way from home to the office, or from the office to home, it negates the tax liability. In this case, a log must be kept and submitted on a regular basis.

I. Withholding and Reporting Requirements:

The Village is required to withhold federal income tax and social security taxes, if applicable, on the value of the fringe benefit to be included in the employee's gross income.

Valuation of Employer-Provided Vehicle

Commuting: Taxable equivalent of \$1.50 each way per day of work. Reporting to a job site on the way to or from work negates the tax liability for only that leg of the commute.

J. Expense Reimbursement

- 1) Expense reimbursement is intended for authorized use of personal vehicles for official Village business. Employees will not be reimbursed for the use of a personal vehicle without the advance approval of the department head or unless specifically authorized by a collective bargaining agreement.

Village of Hinsdale Vehicle Policy and Procedure

2) When an employee is authorized to use a personal automobile for work related travel, he/she shall be reimbursed at the established IRS mileage reimbursement rate.

a) The mileage rate is intended to include the costs of gasoline; repairs, insurance, and general wear and tear on the automobile.

b) In addition to the mileage rate, the Village will reimburse employees authorized to travel outside of the Village, driving personal or Village-owned vehicles, for tolls and reasonable parking expenses, when receipts are provided. Employees will not be reimbursed for tolls which would normally be paid by the employee during his/her normal commute to work.

c) The Village retains the right to require employees who are reimbursed for work-related travel, to show proof of the following minimum levels of insurance coverage:

i) Bodily Injury: \$100,000/\$300,000

ii) Property Damage: \$25,000

d) An employee who uses his/her personal automobile to travel from home to a temporary assignment, rather than his/her regularly assigned work location, shall be allowed personal automobile expenses between home and the temporary assignment, or between the temporary assignment and the regular work location, whichever is less.

e) Employees that require regular use of their personal vehicle may be provided a monthly vehicle allowance at rate determined by the Village Manager. The monthly allowance is intended to cover the normal cost of using their personal vehicle for Village business. Employees who do receive a monthly vehicle allowance may be reimbursed for extraordinary costs as approved by the Village Manager. As positions become vacant, authorization of monthly vehicle allowances may be discontinued.

f) In order to be reimbursed for personal automobile use, employees shall complete the Automobile Travel Expense Form. This form should be submitted to the Department Head for approval prior to submission to the Finance Department for payment.

Village of Hinsdale Vehicle Policy and Procedure

K. Special Circumstances

This policy is intended to provide a basic framework governing the use of personal and Village-owned vehicles in the Village of Hinsdale, and, as such, cannot contain procedures governing every situation that might arise. Employees seeking clarification of or exemption from the provisions of this policy should contact the Village Manager who will provide such clarification and may authorize exceptions to the policy under mitigating circumstances.

L. Sanctions

Failure to comply with any and all provisions of this policy may result in disciplinary action up to and including removal of Village vehicle privileges, suspension, and/or termination from Village service.

Approved by the Board of Trustees on January 24, 2012