

**COMMISSIONERS**  
Michael Porfirio  
Mary Jane Mannella  
George Pastorino



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Minutes of  
October 3, 2019

The Commission met in session at the West Suburban Water Commission 7000 S. Archer Road, Justice, IL

Commissioner Michael Porfirio called the meeting to order at 9:30 AM

Present were the following:

Michael Porfirio	Commission Treasurer
Mary Jane Mannella	Commissioner
George Pastorino	Commissioner
Colleen Kelly	Commission Director
Gary Perlman	Commission Attorney
John Hoefflerle	Hoefflerle Butler Engineering
Penny R. Mulcahy	Recording Secretary/Clerk

Motion by: Mannella to appoint Michael Porfirio as Chairman of the West Suburban Water Commission

Second by: Pastorino

Roll Call Vote: Ayes: Porfirio, Mannella, and Pastorino

Motion by: Porfirio to appoint Mary Jane Mannella as Treasurer of the West Suburban Water Commission

Second by: Pastorino

Roll Call Vote: Ayes: Porfirio, Mannella, and Pastorino

Motion by: Porfirio to appoint Penny Mulcahy as Clerk of the West Suburban Water Commission and George Pastorino as Deputy Clerk

Second by: Mannella

Roll Call Vote: Ayes: Porfirio, Mannella, and Pastorino

#### PUBLIC COMMENT

Motion by: Porfirio to open the floor for public comment

Second by: Mannella

Roll Call Vote: Ayes: Porfirio, Mannella, and Pastorino

No Comments

Motion by: Porfirio to close the floor for public comment

Second by: Mannella

Roll Call Vote: Ayes: Porfirio, Mannella, and Pastorino

## MINUTES

Motion by: Mannella that the Minutes of the Regular Meeting August 22, 2019 be approved as written

Second by: Porfirio

Roll Call Vote: Ayes: Porfirio, Mannella, and Pastorino

## ENGINEERING

- Update on the Willow Springs Water Main Project

Payment 4 to Airy's Inc in the amount of \$139,564.80

There were no objections to pay Airy's Inc. payment number 4 in the amount of \$139,564.80, invoice will be on the agenda for the Board to ratify payment

Engineer John Heofferle reported landscaping and paving should be complete by the end of the week, weather permitting then he and Colleen go through the final punch list

Engineer Heofferle reported that IDOT wants the Commission to move the water main on 79<sup>th</sup> St and 86<sup>th</sup> Ave, they want to put a 9' storm manhole. He sent them different options and he has not heard back from them

He also reported that he and Director Kelly has met with the contractor of Willow Glen Subdivision, they will be making some revisions to their plans. The plans for the 2020 water main project 75<sup>th</sup> St to 79<sup>th</sup> St on Cronin are going well

Commissioner Mannella question the plans for the new pumping station in Willow Springs. Director Kelly mentioned a possible reason for the pumping station was due to the Willowbrook Ballroom fire and pressure increase for North Willow Sprngs. There was a flow test was done, there would be adequate water pressure if another such emergency would arise. Commissioner Mannella questioned if there are any safety concerns with North Willow Springs, Director Kelly stated there are no safety concerns. It was agreed upon that there is no reason to pursue an additional pumping station.

The Commissioners questioned if there is a color coded map with the status of the integrity of the Commission's water main system, she will have it at the next Board Meeting

## FINANCIAL

1) Invoices paid from August 15, 2019 to September 20, 2019

Motion by: Commissioner Porfirio to approve invoices paid from August 15, 2019 to September 20, 2019

Second by: Mannella

Roll Call Vote: Ayes: Porfirio, Mannella, and Pastorino

File: Invoices Paid

2) Cash in Banks All Accounts August 2019

File: Cash in Bank

3) August 2019 Budget Comparison

File: 2019 Budget Comparison

COMMISSION DONATIONS

Motion by: Porfirio to approve donation on behalf of the West Suburban Water Commission to Project Mobility for the amount of \$666.64

Second by: Pastorino

Roll Call Vote: Ayes: Porfirio, Mannella, and Pastorino

- 2018 AUDIT

4) Letter read dated August 19, 2019

File: 2018 Audit

5) Letter read dated August 20, 2019 from Joseph Turner from Seyfarth Shaw LLP to Cosgrave, Palinski & Associates

Re: West Suburban Water Commission  
(Pending of Threatened Litigation, Claims, and  
Assessments as of December 2018)

File: 2018 Audit

6) Confirmation of 2018 AFR Submission

File: 2018 Audit

7) West Suburban Water Commission 2018 Audit

File: 2018 Audit

EXECUTIVE DIRECTOR'S REPORT

- Update on Meter Read System

Director Kelly reported that the meter read system is up and running at the high tank, there are 950 meters that are talking through the new system

- UPS Project

Director Kelly reported that UPS is putting in a parking lot, flow tests were done, at the Commission's expense. The Fire Department wanted hydrants added. UPS will be reimbursing the Commission for time, meter, and the flow test. The cost will be added to their permit

Board Discussion and Possible Action on the Following:

- Front Office Remodel

Director Kelly stated the remodel is going well, there were some issues that were encountered i.e. mold in the M&O office which brought up the original cost of the project. The original amount that approved was \$22,000.00 for both back and front. She also reported that the remodel is going over budget by approximately \$12,000.00.

Motion by: Mannella to approve updated proposal cost from Oak Builders for remodeling work in the front office not to exceed \$15,000.00

Second by: Porfirio

Roll Call Vote: Ayes: Porfirio, Mannella, and Pastorino

- Telephone System Upgrade

Director Kelly reported there is a nest of telephone wires in the closet from ceiling to floor. Comcast stated we could upgrade the telephone system, there would be one (1) main line that would work all phones and the all of the wires would be obsolete. The additional monthly cost would be approximately \$184.00.

Motion by: Mannella authorize the Director to sign agreement for the new telephone system agreement pending Attorney review

Second by: Pastorino

Roll Call Vote: Ayes: Porfirio, Mannella, and Pastorino

- Online Bill Pay

Director Kelly reported that there was a meeting with Huntington Bank regarding on-line bill pay. Administrator Woods from the Village of Willow Springs was also invited to attend. Several options were reviewed and it was determined that after meeting with two (2) representatives at the Village of Willow Springs, that Payroc was the most cost effective and the easiest for our customers to use. Discussion was held on bank fees, and the possibility of passing on the fee when paying on-line.

Board Action at the next Board Meeting after reviewing the contract from Payroc

- New Pump Motor

Director Kelly reported that there is a pump upstairs that was repaired in 2018. The pump is no longer working the cost to repair the pump is \$25,000.00 and to replace would also cost \$25,000.00. This pump is used every day.

Motion by: Mannella to approve the expenditure to replace the pump not to exceed \$26,000.00 to be ratified at the next Board meeting

Second by: Porfirio

Roll Call Vote: Porfirio, Mannella, and Pastorino

- RFP for Insurance

Director Kelly reported that the Commission's Liability and Health Insurance will be up for renewal December 31, 2019

Motion by: Porfirio to have the Director work with the Attorney to prepare RFP for Health Insurance and Liability Insurance and post as soon as possible

Second by: Pastorino

Roll Call Vote: Ayes: Porfirio, Mannella, and Pastorino

- Gutters and Soffit

Director Kelly reported the gutters on the front office building are over 25 (twenty-five) years old, smaller than what they should be, it is her recommendation is that the gutter be replaced. There was a quote receive for approximately \$1,800.00

Motion by: Mannella that the gutters and soffits be replaced in front of the Administrative Building the cost not to exceed \$2,000.00

Second by: Porfirio

Roll Call Vote: Porfirio, Mannella, and Pastorino

- Disposing of Property

Director Kelly reported that the Attorney told her to notify the Board of items that were disposed of due to not being in proper working condition. She notified the Board that were desks and chairs that were disposed of. She was directed to make a list of items that were disposed of and present to the Board at the next meeting, also regarding the extra desks and chairs to check with the community if they are needed elsewhere before disposing them.

## LEGAL

- No Report

## CUSTOMER / COMMUNITY MATTERS

8) Letter read from Willow Springs President, John Carpino and Village Administrator, Brent Woods to the Commission

Re: Thank you

File: Village of Willow Springs

## PERSONNEL MATTERS

- No Report

## OLD BUSINESS

- No Old Business

## NEW BUSINESS

- No New Business

## CLOSED SESSION

A Closed Session, as permitted by 5 ILCS 120/2, will be held to discuss and consider the appointment, compensation, discipline, performance, or dismissal of specific employees of and / or to the Commission.

Motion by: Porfirio that the Commission suspends the regular meeting and enters into a closed session to discuss and consider the appointment, compensation, discipline, performance or dismissal of specific employees of and / or to the Commission

Second by: Mannella

Roll Call Vote: Ayes: Porfirio, Mannella, and Pastorino

The Commission entered into Closed Session at 10:30 AM

Motion by: Porfirio that the Commission ends the Closed Session and resumes the Regular Meeting

Second by: Mannella

Roll Call Vote: Ayes: Porfirio, Mannella, and Pastorino

The Commission resumed the Regular Meeting at 10:43 AM

All Commissioners were Present

Motion by: Porfirio that invoices be ratified for payment and all Correspondence and Documents received by and / or presented to the Commission for this meeting be received, accepted and filed as noted

Second by: Mannella

Roll Call Vote: Ayes: Porfirio, Mannella, and Pastorino

Motion by: Porfirio that the Commission adjourns the Meeting of October 3, 2019

Second by: Mannella

Roll Call Vote: Ayes: Porfirio, Mannella, and Pastorino

The Meeting of October 3, 2019 ended at 10:45AM



Michael Porfirio  
Chairman

Prepared by:

Penny Mulcahy  
Recording Secretary