



# THE MINUTES OF THE MEETING

## OF THE BOARD OF TRUSTEES

VILLAGE OF ROSELLE

NOVEMBER 28, 2022

Meeting Held at Roselle Village Hall

Council Chambers

31 S Prospect St

Roselle, IL 60172

Streamed Live on YouTube

### 1) Call To Order

The meeting of the Board of Trustees of the Village of Roselle was called to order at 7:01 PM by Mayor Pileski.

### 2) Pledge of Allegiance

Led by Mayor Pileski

### 3) Roll Call

#### **Present (7)**

Mayor Pileski, Trustees Berkshire, Della Penna, Domke, Lenisa, Piorkowski, Trejo

#### **Absent (0)**

None

#### *Also Present:*

Village Administrator Jason Bielawski, Assistant Village Administrator Brian Joanis, Village Attorney Michael Castaldo, Finance Director Tom Dahl, Police Chief Steve Herron, Deputy Police Chief Shawn Kooistra, Fire Chief Mark Bozik, Public Works Director Karen Young, Public Works Assistant Director Kristin Mehl, Community Development Manager Caron Bricks, Economic Development Analyst Matthew Galloway, and Village Clerk Amanda Hausman

### 4) Approval of the Prepared Agenda As Presented

**Moved by** Trustee Lenisa, seconded by Trustee Della Penna  
Upon *voice vote*: **MOTION CARRIED.**

### 5) Village Board Public Comment

None.

## 6) Officials and Staff Reports

### a) Mayor

- i) **Reappointed** Sue Ellen Eichholz to the Board of Fire and Police Commissioners for a term to end November 30, 2025.

**Moved by** Trustee Trejo, seconded by Domke

AYES (6) Trejo, Domke, Berkshire, Della Penna, Lenisa, Piorkowski

NAYS (0)

ABSENT (0)

Upon roll call: **MOTION CARRIED**

- ii) **Mayor Pileski** thanked Amperage Electric and Itasca Bank and Trust for their generous donation to expand holiday lights this year.

### b) Village Trustees

- i) **Trustee Piorkowski** remarked that Flags for Roselle subscriptions will open on December 1st. You can subscribe online or at Village Hall. On December 9th, the Lake Park Educational Foundation will host A Night of Fine Dining and you can purchase tickets online.
- ii) **Trustee Domke** received a card in the mail addressed to him and “Village dignitaries” from Ethel Schwolow thanking everyone for their recognition and attention during the festive Centennial year.

### c) Village Clerk

- i) **Clerk Hausman** thanked Green Roselle members – Alyss, Kaylee, and Rick – for their help manning the Village and SCARCE’s Cooking Oil Recycling event this past Saturday.
- ii) **Clerk Hausman** promoted the upcoming Winterfest on Saturday, December 3<sup>rd</sup> from 2-5 PM, mentioned the new activities this year (*gingerbread house contest, holiday karaoke, and ornament scavenger hunt*) and thanked the Winterfest Committee for their work in putting together such a nice event.

### d) Village Attorney

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No Report.

**e) Village Administrator**

- i) Requested that **Item 8H be removed** from the Consent Agenda as the dealerships said they cannot fulfill the order.

**Moved by** Trustee Della Penna, seconded by Trejo  
AYES (6) Della Penna, Trejo, Berkshire, Domke, Lenisa, Piorkowski  
NAYS (0)  
ABSENT (0)  
Upon *voice vote*: **MOTION CARRIED**

**7) Unfinished Business**

None.

**8) Approval of the Consent Agenda**

- a) **Approved** Village Board Minutes of November 14, 2022
- b) **Adopted Resolution 2022-2598** endorsing of the Metropolitan Mayors Caucus' Greenest Region Compact.
- c) **Adopted Resolution 2022-2599** Illinois Department of Transportation (IDOT) Resolution for Improvements Under the Illinois Highway Code authorizing expenditures totaling \$1,200,000 of Motor Fuel Tax Funds in 2023 for the maintenance and improvements of Village streets and right-of-ways.
- d) **Adopted Resolution 2022-2600** Illinois Department of Transportation (IDOT) Resolution for Improvements Under the Illinois Highway Code authorizing expenditures totaling \$1,200,000 of Rebuild Illinois Funds in 2023 for the maintenance and improvements of Village streets and right-of-ways.
- e) **Adopted Resolution 2022-2601** Authorizing the Mayor to execute the Illinois Department of Transportation (IDOT) Request for Expenditure/Authorization of Motor Fuel Tax Funds Expenditures in 2023.
- f) **Adopted Resolution 2022-2602** Authorizing the Mayor to execute the Illinois Department of Transportation (IDOT) Request for Expenditure/Authorization of Rebuild Illinois Expenditures in 2023.

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- g) **Adopted Resolution 2022-2603** approving and authorizing the purchase of a vehicle from TransChicago Truck Group pursuant to the Village of Roselle Temporary Purchasing Policy.
- ~~h) Adopted Resolution 2022-2604 approving and authorizing the purchase of six 2023 Ford Superduty vehicles from Bob Riddings, Inc. pursuant to the Village of Roselle Temporary Purchasing Policy. (See Item 6E1)~~
- i) **Passed Ordinance 2022-4240** amending Chapter 10, Article XIX, Section 10-19-110 of the Traffic Code of the Village of Roselle, Illinois.

**Moved by** Trustee Trejo, seconded by Domke  
AYES (6) Trejo, Domke, Berkshire, Della Penna, Lenisa, Piorkowski  
NAYS (0)  
ABSENT (0)  
Upon roll call: **MOTION CARRIED**

----- REGULAR AGENDA -----

**9) Community Development (Trustee Wayne Domke)**

- a) **Postponed** the public hearing for the annexation of 22W303 Foster Avenue to December 5, 2022 at 7 PM. The public hearing was previously continued to tonight's board meeting, but continuation is being requested by the petitioner.

**Moved by** Trustee Domke, seconded by Trustee Trejo  
AYES (6) Domke, Trejo, Berkshire, Della Penna, Lenisa, Piorkowski  
NAYS (0)  
ABSENT (0)  
Upon roll call: **MOTION CARRIED**

**10) Administration (Trustee Tom Della Penna)**

None.

**11) Fire (Trustee Cheryl Lenisa)**

None.

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**12) Police (Trustee Lee Trejo)**

None.

**13) Public Works (Trustee Bruce Berkshire)**

- a) **Adopted Resolution 2022-2605** approving and authorizing the execution of Change Order No. 1 for the 2022 PCC Sidewalk Trip Hazard Removal (*Sawcutting*) Program by and between the Village of Roselle and Murphy Construction Services LLC for the additional work in the amount of \$3,226.60.

**Moved by** Trustee Berkshire, seconded by Trustee Domke  
AYES (6) Berkshire, Domke, Della Penna, Lenisa, Piorkowski, Trejo  
NAYS (0)  
ABSENT (0)  
Upon roll call: **MOTION CARRIED**

**14) Approval of Finance Items (Trustee Thomas Piorkowski)**

- a) **Approved** the Accounts Payable List for November 28, 2022 in the amount of \$1,714,568.09 in order that the amounts approved by the Board of Trustees agree with the amounts posted in the General Ledger.

**Moved by** Trustee Piorkowski, seconded by Trustee Trejo  
AYES (6) Piorkowski, Trejo, Berkshire, Della Penna, Domke, Lenisa  
NAYS (0)  
ABSENT (0)  
Upon roll call: **MOTION CARRIED**

**15) New Business**

None.

**16) Other Business**

**17) Village's Personnel Policy Manual Amendment Recommendation** by Village Administrator Jason Bielawski

The attached amendments to the Personnel Policy Manual incorporate updates recommended by staff. The additional updates change paid leave benefits for employees not subject to a collective bargaining

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and also address ongoing needs of the organization and best practices as well as to be compliant with State and Federal laws, rules, and regulations. Below summarizes the proposed changes:

- Section 2-3. Amends the section to include anti-nepotism language.
- Section 2-4. Includes the positions of Community Development Manager and Public Works Manager as supervisory positions.
- Section 2-8. Amends the section to include language clarifying expectations regarding workplace relationships.
- Section 5-2. Deletes reference to part-time employees hired prior to December 1, 2009, as no such employees exist within the organization.
- Section 5-4. Provides one additional personal day to employees.
- Section 5-5. Deletes limitations on how paid vacation leave can be used. All paid leave is approved by the supervisor and employees can only use amount of vacation accrued. Changes the length of service milestones for vacation accrual but doesn't change the maximum vacation accruals. Aligns the sergeant vacation accruals with the patrol officers vacation accruals contained in the collective bargaining agreement.
- Section 5-13. Updates military leave to be compliant with changes in State Law. Section 5-15. Updates bereavement leave to be compliant with changes in State Law.

*Trustee Trejo asked, regarding the selection of personnel, why we don't have appointed officials in there as well, like Planning & Zoning. He would like to have that added if elected officials will be on there as well. Village Administrator Bielawski said he's seen it where chairs of the appointed boards are included, but he's concerned about the ability to implement policies effectively if the net is cast too wide. There was consensus from the board to move forward as proposed.*

- 18)** Provide direction to staff in regard to an agreement with Norcomm for the monitoring of fire alarms within the Village.

The Village has contracted with Norcomm for over ten (10) years to provide exclusive fire alarm monitoring services that connect fire alarm systems within the Village directly to the Village's 911 system. In October 2020, the Village updated its Building Code requirements with provisions that all fire alarm systems, except one (1) and two (2) unit family dwellings, must be monitored by Norcomm. Connecting directly to the 911 system reduces the call handling time by approximately two (2) minutes and allows for the Village's fire prevention bureau to monitor the fire alarms for proper operations, ultimately providing better life safety services to commercial and multi-family properties.

Earlier this year the Board of Directors of DuComm, the Village's 911 provider, approved a fee increase for the amount DuComm charges entities to connect directly to the 911 system. DuComm has not increased their monitoring fee since 2008, and Norcomm has not increased their equipment lease fee

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since 2014. Due to the fee increase from DuComm and the feedback generated from subjected private property owners, staff has negotiated the attached draft 3-year agreement with Norcomm to allow additional fire alarm radio equipment purchasing options to keep private costs lower while remaining consistent with the Village’s Building Code requirements.

The current cost to lease Norcomm equipment including monitoring fees paid to Norcomm, Ducomm and the Village is \$72 per month. Effective 2023 the lease will increase by \$2.00 per month, in 2024 the lease will increase \$2.25 per month and in 2025 the lease will increase is \$2.25 per month. The Village’s fee will not increase for the duration of the new contract. Below is a table of current comparable communities’ leasing fees:

Community	Lease Fee
Elmhurst	\$85
Lombard	\$70
Mundelein	\$73
Oak Brook	\$99
<b>Roselle (current)</b>	<b>\$72</b>
<b>Roselle (2023)</b>	<b>\$74</b>
<b>Roselle (end of 2025)</b>	<b>\$78.50</b>
Westmont	\$75

At the request of business and property owners, staff has negotiated as part of the Norcomm agreement the option to purchase the radio equipment outright from Norcomm versus leasing. For 2023, businesses can purchase the radio equipment for a \$1200 one-time fee. The monitoring fee for businesses that purchase the equipment is \$30.50 for 2023, \$32.75 for 2024 and \$35.00 for 2025 (see *attached fee sheet*).

If the Board directs staff to proceed with advancing the Norcomm agreement, Norcomm will enter into a new agreement directly with Ducomm on the Village’s behalf. Staff will also continue to communicate with business owners and property owners the new pricing options for alarm monitoring services and enforcement of the Village’s Building Code.

*Trustee Domke noted that a couple of people have come forward to say we’ve saved their lives because our Fire Department arrived quickly. There was consensus from the board to move forward as directed.*

- 19) Provide direction to staff about the Zoning Ordinance Update recommendation to combine the Planning & Zoning Commission and Zoning Board of Appeals into one (1) appointed board.

The Zoning Ordinance Update is in the final stages before formal adoption, which is tentatively scheduled for early 2023. Prior to holding a public hearing before the Planning & Zoning Commission

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(P&Z) to consider the various text amendments proposed in the update, a working group will convene on November 29, 2022 to discuss several policy questions posed by the consultants, which will be further vetted by the P&Z.

One policy question that will be discussed, and will ultimately need to be decided by the Village Board, is the proposed combination of the Planning & Zoning Commission (P&Z) and Zoning Board of Appeals (ZBA).

As outlined in current Village Code, the P&Z and ZBA are two (2) separate, appointed bodies that hold public hearings for specific types of requests by the public. They are scheduled to each hold one (1) meeting per month.

Typically, the ZBA considers requests such as fences in the corner side or front yards, lot coverage variations, driveway width and location, and setback variations to accommodate additions or new construction. The P&Z reviews new subdivisions, special uses, commercial requests, etc. Examples include Metro 19, Bryn Mawr Village Subdivision, animal grooming text amendment, among others.

The updates proposed by the consultants and staff for the zoning ordinance will likely eliminate many of the ZBA requests reviewed in the past 7 years (*specifically fence 2 height and driveway size and location*). The Zoning Administrator will also have more discretion in granting administrative variances for smaller requests.

The number of meetings held each year can vary widely, however, they are, on average, meeting only half the time or less. As the meetings are infrequent and several months can pass between meetings, institutional knowledge dissipates, familiarity with the public hearing process and meeting procedures can be lost, and attendance (*quorum*) can be difficult to secure. Combining the two (2) boards will likely ensure that meetings are held more often than they are currently (*ideally 8-10 a year*) as the new board would be handling all public hearings.

As the ZBA is quasi-judicial with final action authority, the variations that would typically go through the ZBA process will now be presented to the Village Board for final approval. This may increase the number of Community Development related ordinances on Village Board agendas. However, the Board could by policy allow requests that receive unanimous approval from the new board be placed on the consent agenda.

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	<b>Planning &amp; Zoning</b>	<b>Zoning Board of Appeals</b>
# of Members	7 required, 7 current	7 required, 6 current
Average # of meetings/year	6.25 (2015-2022)	4 (2015-2022)
Types of requests	<ul style="list-style-type: none"> <li>• Special uses, including PUDs</li> <li>• Variations, when part of a special use request</li> <li>• Zoning Map / Zoning Code Amendments</li> <li>• Plats of subdivision / consolidation</li> </ul>	<ul style="list-style-type: none"> <li>• Variations</li> <li>• Appeals of decisions made by the Zoning Administrator</li> <li>• Appeals of decisions made by the P&amp;Z</li> </ul>
Public Hearing Notification requirements	<ul style="list-style-type: none"> <li>• Completed by applicant for all property types except for single-family residences</li> <li>• Notice in newspaper</li> <li>• Certified mail within 350'</li> <li>• Regular mail within 500'</li> <li>• Sign in front of the property</li> </ul>	<ul style="list-style-type: none"> <li>• Completed by Village unless property is not a single-family residence</li> <li>• Notice in newspaper</li> <li>• Regular mail within 350'</li> <li>• Sign in front of the property</li> </ul>
Final action authority	None, recommending body only. VB ultimately approves/denies.	Quasi-judicial. Final action on all requests (does not go to VB).

*Mayor Pileski remarked that having 2 boards where they need to find 14 people to serve can be challenging. He mentioned it might help the Village streamline efforts if they only to have 1 board with 7 people serving. Trustee Domke asked if this would be better for residents or not. Community Development Manager Bricks answered that the Zoning Board of Appeals has often missed quorum due to lack of attendance and forced residents to push back work until the next meeting where quorum could be achieved. There was consensus from the board to move forward as directed.*

**20) Ordinance Recommendation for PACE Area Creation with Illinois Finance Authority as Program Administrator** presented by Economic Development Analyst Matthew Galloway

The Village has been approached by three businesses seeking resources to assist with energy efficiency improvements that include the installation of electric vehicle charging stations and renewable energy upgrades. Staff has identified the Illinois Financial Authority (IFA) Commercial Property Assessed Clean Energy (C-PACE) financing program as a resource for these businesses to finance their projects.

C-PACE is an innovative program that provides long-term, fixed-rate, non-recourse financing to private building owners for energy efficiency, renewable energy, water conservation, electric vehicle charging stations and resiliency projects (PACE Projects). Property owners may obtain up to 100% financing from private capital providers for eligible improvements such as HVAC, lighting and solar power systems, and other improvements in both existing buildings and new construction projects.

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Benefits of establishing the C-PACE program for Roselle include:

- **Stimulate Economy** — C-PACE-funded projects stimulate job creation, investment in goods and services, and savings on building operating expenses.
- **Lower Costs** — C-PACE financing may reduce the building owners' overall cost of capital to fund necessary building improvements that result in lower operating costs.
- **Revitalization** — Buildings can be revitalized and improved through the installation of efficient windows, lighting, HVAC equipment, solar panels and 2 more, improving the local building stock and, in turn, helping raise the value of property and the potential tax base.
- **Sustainability** — The Village recently adopted a resolution to join the Greenest Region Compact (GRC) which is focused on sustainability goals. C-PACE fosters the completion of clean energy, resiliency, and water conservation projects, thus aligning Village supported programs with GRC goals.
- **Additional Resources** — C-PACE is an additional financial and economic development tool available to all constituents that own commercial property within Roselle. Property owners that do not have additional working capital or access to traditional lenders can use C-PACE to improve their property.

Establishing the IFA C-PACE program signals to businesses and the community that Roselle is open for new, sustainable, green infrastructure and improvements that will lead us into the future. Staff recommends adopting an Ordinance creating a PACE area and establishing the Illinois Finance Authority as the program administrator.

*There was consensus from the board to move forward as directed.*

## **21) Mailbox Reimbursement Policy** presented by Public Works Director Karen Young

At the November 14, 2022 Village Board meeting staff presented information regarding the most common installations of private property within the Village's right-of-way for mailboxes and driveway aprons. Options were presented to standardize the policies relating to these items including how the installation is permitted and Mailbox Reimbursement Policy if a mailbox is damaged.

The Mailbox Reimbursement Policy has been updated to include:

- Mailboxes will only be replaced if damaged by direct contact by a Village vehicle or Village equipment.
- Village versus homeowner replacement responsibilities.
- Standard versus non-standard mailbox definition.
- Procedures for reporting mailbox damage.
- Mailbox Reimbursement up to \$150.00.

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If the Board concurs with staff's recommendations, the final policy will be presented at a future Village Board meeting for formal adoption.

*There was consensus from the board to move forward as directed with the exception of **Trustee Trejo** who was not in favor and requested that the vote be called outside of Consent Agenda.*

## **22) Lead Service Line Replacement Policy** presented by Public Works Director Karen Young

Based on the direction provided by the Village Board at the November 14, 2022 meeting, staff has prepared a draft Lead Service Line Replacement Policy which is attached. The policy defines ownership and responsibility for replacement. Staff is seeking further direction on the below items to assist with the refinement of a finalized policy while also beginning conversations with the residents on Maple Avenue that will be impacted by the 2023 Watermain Replacement Program.

### Incentives for Property Owners

As noted in the policy the Village understands the financial burden of the replacement of the private side service line to property owners and may elect to implement a Lead Service Line Replacement Incentive Policy. Staff evaluated several options for Village Board consideration below and will be prepared to provide more detail on each potential incentive concept during the November 28 Village Board meeting:

- **Zero Interest Loan** – Staff will need to engage with local banks to discuss loan options that reflect a direct relationship the Village.
- **Village Stipend** – ARPA funds could be made available for a one-time stipend for eligible residents. Any remaining balance may also be included into a conceptual loan program.
- **Special Service Area** – Based on the review with the attorney, this option is not feasible due to lack of proximity of the services in one location.
- **Future Grant Funding** – Should the Village receive grant funding the incentive program will need to be re-evaluated.

### Maple Avenue Watermain Replacement Project Next Steps

Staff is seeking direction on engagement strategies with Maple Avenue residents prior to the start of the 2023 Watermain Replacement Program. Staff will be prepared to discuss the proposed engagement opportunities in more detail and a projected timeline during the November 28 Village Board meeting:

Beginning communication with Maple Avenue residents

- Develop survey to gauge interest level in replacing private service line. Potential scenarios:
  - Will replace utilizing Village contract
  - Will replace solely by homeowner
  - Will sign waiver for refusal of replacement

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- Will only do work if there is an incentive/reimbursement plan
- Public Meeting in January
  - Education of policy and individual parties' responsibilities
  - Incentive policy criteria feedback
- Report feedback to Village Board
  - Present draft Incentives/reimbursement plans
  - Receive Board direction
  - Implement project timeline and communication strategy

*Re: Incentives - The board showed interest in zero-to-low interest financing and pursuing grant funding. Mayor Pileski added that due to Roselle's current demographic makeup, grants can be difficult to secure. Re: Project Next Steps - Trustee Berkshire stated that he is not aligned with the 4th bullet under the survey for Maple Avenue residents "will only do work if there is an incentive/reimbursement plan." Trustee Piorkowski disagreed, because he wants to encourage as many people to opt-in. Trustee Berkshire retorted that people should opt-in for their own health, not because there may be an incentive. He suggested a "yes," "no," and a freeform text box if a resident answers "no." Trustee Lenisa agreed with Trustee Berkshire's sentiments. Trustee Domke shared that doing what's best for the environment is one thing, but if it financially burdens residents, incentives are something that should be explored. Mayor Pileski clarified that the survey needs to be done now (before any incentives can be worked up) and Trustee Piorkowski conceded and agreed that the incentive bullet should be removed. Trustee Trejo agreed with the freeform text box to capture additional feedback. There was consensus from the board to move forward as directed.*

### 23) Other Business

None.

### 24) Village Board Public Comment (*Revisited*)

- a) Anthony Bonavolanta of 845 Butternut Ct, Roselle, IL said that he represents people that come before the Zoning Board of Appeals and feels that combining the boards (*i.e., P&Z and ZBA*) is good for the community – less fees, residents save money, more clear cut.
- b) Lydia Galante of Roselle wanted to thank the board for considering the Greenest Region Compact and adopting it tonight. She also embraced the change of consolidating the P&Z and ZBA boards and hopes to continue serving on the newly combined board.

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**25) Motion to Convene to Executive Session**

**Moved by** Trustee Trejo, seconded by Trustee Della Penna  
AYES (6) Della Penna, Trejo, Berkshire, Domke, Lenisa, Piorkowski  
NAYS (0)  
ABSENT (0)  
Upon roll call: **MOTION CARRIED**

**26) Adjourned Village Board Meeting from Executive Session**

**Moved by** Trustee Trejo, seconded by Trustee Lenisa  
Upon *voice vote*: **MOTION CARRIED** at 8:39 PM.

*Submitted on this 5th day of December, 2022.*

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Amanda Hausman, Village Clerk

**KEY:**

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