

MINUTES OF THE REGULAR MEETING  
OF THE CORPORATE AUTHORITIES OF THE VILLAGE OF CAMPTON HILLS  
October 17, 2023  
7:00 p.m.

**1. Call to Order** – President Wojnicki called the meeting to order at 7:00 p.m.

Trustee Burson made a motion to allow Trustee Muncie who is traveling on business, to attend the meeting via audio conferencing; seconded by Trustee Morgan

*Trustee Muncie joined the meeting via audio conference*

Voice vote: [AYES: 5] [NAYES: 0] [ABSENT: 1] [ABSTAIN:0] Motion **CARRIED**

**2. Roll Call** – Clerk Johnson called the roll:

Roll Call	Present	Absent	Also Present
Trustee Boatner	X		Interim Police Chief Levand
Trustee Burson	X		Village Attorney Carmen Forte
Trustee McKelvie	X		Interim Village Administrator Rooney
Trustee Millette	X		
Trustee Morgan	X		
Trustee Muncie	X(audio)		
President Wojnicki	X		

**3. Pledge of Allegiance** – Trustee McKelvie led those present in the Pledge of Allegiance

**4. Oath of Office** – Police Officer Derek Bahn  
President Wojnicki swore in new part time Police Officer Derek Bahn

**5. Public Comments**

- Patsy Smith  
Suggested the Finance Committee review current control for segregation of duties as those with financial records access should not have access to cash accounts
- Kim Muir
  - Agrees server needs to be replaced. How does staff remote in? Hopefully it is via VPN (Virtual Private Network), not RDP (Remote Desktop Protocol) as this is not secure
  - Social Media – agrees no comments should be allowed on the various platforms

**6. Consent Agenda**

- a. Motion to approve the meeting minutes of the October 3, 2023, Village Board meeting.
- b. Motion to approve payment of bills per Warrant List #24-10.
- c. Motion to approve IDOT Request #2 for Approval of Change of Plans
- d. Motion to approve the Community Emergency Response Team Proclamation

Trustee McKelvie pulled the Warrants, IDOT Request #2 and CERT Proclamation

6b. Warrant 24-10

Looking to resume copies of bills over \$2500.00 be provided

6c. Motion to approve IDOT Request #2 for Approval of Change of Plans made by Trustee McKelvie; seconded by Trustee Morgan

Roll Call	Aye	Nay	Absent	Abstain	Motion: <b>CARRIED</b>
Trustee Boatner	X				
Trustee Burson	X				
Trustee McKelvie	X				
Trustee Millette	X				
Trustee Morgan	X				
Trustee Muncie				x	

6d Motion to approve the Community Emergency Response Team Proclamation made by Trustee Millette; seconded by Trustee Morgan

Roll Call	Aye	Nay	Absent	Abstain	Motion: <b>CARRIED</b>
Trustee Boatner	X				
Trustee Burson	X				
Trustee McKelvie	X				
Trustee Millette	X				
Trustee Morgan	X				
Trustee Muncie				x	

6a&b Motion to approve the meeting minutes of the October 3, 2023, Village Board meeting and approve payment of bills per Warrant List #24-10 made by Trustee McKelvie; seconded by Trustee Morgan

Roll Call	Aye	Nay	Absent	Abstain	Motion: <b>CARRIED</b>
Trustee Boatner	X				
Trustee Burson	X				
Trustee McKelvie				X	
Trustee Millette	X				
Trustee Morgan	X				
Trustee Muncie				X	

## 7. Department Reports - September 2023

### a. Treasurer Report

Treasurer McPhillips reported:

- **YTD 2023 Financials**
  - Reviewed revenue, expenses and cash balances
  - Monies spent from ARPA have carried into FY24 from FY23
  - Legal expenses above budget for the average
- **FY 2023 Preliminary Audit**  
Handed out the preliminary audit for FY23. Auditors will attend a meeting in November to give a presentation
- To touch on Mrs Smith's comment of segregation of duties, auditors do recognize when staffing does not allow for that.

*Trustee Muncie left the meeting at 7:15pm due to inability to hear clearly*

### b. Police Department

- Accidents, calls for service, citations, arrests and K-9 Koda call outs.
- National Coffee with a Cop held at Luau Coffee was a success
- October 20 – Creatures of the Night Event
- November 3, 2023 is the rescheduled Night Hike at Grey Willows Farm

- Holiday in the Hills will be held on December 2, 2023 from 3-6pm at Village Hall with a tree lighting
- Vehicle Maintenance and Police Officer overtime is higher than budgeted at this time
- **Building and Zoning - No Comment**

**c. Attorney Report**

- **Paid Leave Act**
  - Does not apply to the Village as we have a policy in place for paid time off
  - IML is trying to get municipalities exempt from this Act
  - Will pass an ordinance that the Village complies with the act via it's Personal Policy Manual Paid Time Off
  - Deadline to pass the ordinance is January 1, 2024

**8. Action Items**

a. Motion to table the proposal from Helping Hands IT Services and Networking Inc. for the purchase of a new server made by trustee Burson; seconded by Trustee Morgan

- Helping Hand IT Services offers great service to the Village
- Need to investigate the need of an onsite server or a Cloud based system
- Potential of a Technology AdHoc Committee to gather information
- Police have mandates they need to follow for software they utilize
- Crimestar currently is safe and secure backed up on the server from 2007. Can't loose any of that data
- Inability to connect will cause an issue with a Cloud system
- Staff will look into and present to the Board

Roll Call	Aye	Nay	Absent	Abstain	Motion: <b>CARRIED</b>
Trustee Boatner	X				
Trustee Burson	X				
Trustee McKelvie	X				
Trustee Millette	X				
Trustee Morgan	X				
Trustee Muncie			X		

**9. Current Discussion Items**

**b. Social Media Policy**

- Board to review the Village's use of social media draft policy for the active use of social medial platforms from Village, Attorney Forte.
- Do not let comments on any platform
- Possibly let comments on YouTube for those watching the meeting so they can comment on an issue
- Policy Manual not totally up to date on the issue
- Social media comments will be need to monitored and held within the guidelines the Village posts

**10. Additional Items from President, Trustees, or Attorney**

Trustee Boatner thanked President Wojnicki, Clerk Johnson, Deputy Clerk Bauron, and Trustee Burson on their extra work given the staffing changes taken place

Trustee Burson thanked current staff for taking on extra duties during this time

**11. Closed Session**

**Motion to go into closed session for the:**

- Appointment, employment, compensation, discipline, performance, or dismissal of specific employees or contractors. 2(c)(1)
- Litigation that is filed and pending or is probable or imminent. 2(c)(11) made by Trustee Morgan; seconded by Trustee Millette

Roll Call	Aye	Nay	Absent	Abstain	Motion: <b>CARRIED</b>
Trustee Boatner	X				
Trustee Burson	X				
Trustee McKelvie	X				
Trustee Millette	X				
Trustee Morgan	X				
Trustee Muncie			X		

*Board entered closed session at 7:50pm  
 Board returned to open session at 8:35pm.*

*President Wojnicki reconvened the regular meeting and called the meeting to order at 8:36p.m.*

**Roll Call** –Clerk Johnson called the roll:

Roll Call	Present	Absent	Also Present
Trustee Boatner	X		Village Attorney Carmen Forte
Trustee Burson	X		Interim Police Chief Levand
Trustee McKelvie	X		Interim Village Administrator Rooney
Trustee Millette	X		
Trustee Morgan	X		
Trustee Muncie		X	
President Wojnicki	X		

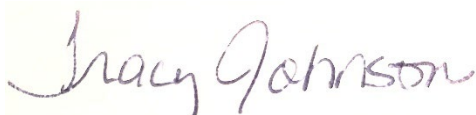
**12. Motion to adjourn** the meeting at 8:37p.m. made by Trustee Morgan; seconded by Trustee Millette.

Voice vote: [AYES: 5] [NAYES: 0] [ABSENT: 1] [ABSTAIN:0] Motion **CARRIED**

**Approved this 7<sup>th</sup> day of November, 2023**



**Barbarba Wojnicki  
 Village President**



**Tracy Johnson  
 Village Clerk**