

MINUTES OF THE REGULAR MEETING
OF THE CORPORATE AUTHORITIES OF THE VILLAGE OF CAMPTON HILLS
November 21, 2023
7:00 p.m.

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

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		Village Clerk Johnson
Trustee Morgan	X		
Trustee Muncie	X		
President Wojnicki	X		

3. **Pledge of Allegiance** – Interim Village Administrator Rooney led those present in the Pledge of Allegiance

4. **Past Trustee White Eagle Presentation** – Will be rescheduled

5. **Public Comment**

Julie Domaracki

- Lives in a community with horses. The burning of leaves in her area is getting worse
- What can the Village do to communicate to all its residents that burning leaves is not allowed?
- What can the Village do to help with the removal of the leaves from properties?
- The Village is worried about horse manure, but burning leaves is toxic
- A 30+ year resident should know burning leaves is not allowed
- The Village has no effective communication

6. **Consent Agenda**

- Motion to approve the meeting minutes of the November 7, 2023 Village Board Special Meeting
- Motion to approve the meeting minutes of the November 7, 2023 Village Board Regular Meeting
- Motion to approve payment of bills per Warrant List #24-12
- Motion to approve and consent of the Village Presidents appoint of Mike Curtis to the Plan Commission for a term to expire 9/15/2025
- Motion approve and consent of the Village Presidents appoint of Kim Muhr to the Adhoc Technology Committee
- Motion to Accept the FY2023 Audit

Trustee Muncie pulled items 6d and 6f

Trustee McKelvie pulled item 6c

Motion to approve consent agenda as amended made by Trustee Muncie; seconded by Trustee Morgan

- Motion to approve the meeting minutes of the November 7, 2023 Village Board Special Meeting
- Motion to approve the meeting minutes of the November 7, 2023 Village Board Regular Meeting
- Motion approve and consent of the Village Presidents appoint of Kim Muhr to the Adhoc Technology Committee

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

Warrant List 24-12 Discussion

- Trustee McKelvie noted the legal bill was missing the back up with the breakdown
- Trustee Burson posed a question to the Village Clerk about software where invoices can be viewed.
- Village Clerk Johnson advised the Board of a module that is looking to be added that the Trustees can have a log-on to and view the bills online that they'd like to review.

6c. **Motion to approve payment of bills per Warrant List #24-12** made by Trustee Millette; seconded by Trustee Burson

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

Appointment of Mike Curtis to the Plan Commission Discussion

Motion to remove from the table made by Trustee Muncie; seconded by Trustee Millette

Voice vote: [AYES: 6] [NAYES: 0] [ABSENT: 0] [ABSTAIN:0] Motion **CARRIED**

- Trustee Muncie inquired if the Plan Commission Chair has met with Mr. Curtis
- President Wojnicki advised she spoke with Chairman Johnson and forwarded Mr. Curtis' application to volunteer and he is OK with the appointment

6d. **Motion to approve and consent of the Village Presidents appoint of Mike Curtis** to the Plan Commission for a term to expire 9/15/2025 made by Trustee Muncie; seconded by Trustee Burson

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

FY2023 Audit

Motion to remove from the table made by Trustee Muncie; seconded by Trustee Morgan

Voice vote: [AYES: 6] [NAYES: 0] [ABSENT: 0] [ABSTAIN:0] Motion **CARRIED**

FY2023 Audit Discussion

- This was tabled at the November 7 meeting
- Has the Finance Committee reviewed the audit
- Treasurer McPhillips advised the Finance Committee is planning to meet on December 6, 2023 to review the audit. Lauderbach and Amen will be available via Zoom for any questions that may arise

Motion to table the FY2023 Audit made by Trustee Muncie; seconded by Trustee Millette

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

7. Department Reports – October 2023

a. Treasurer Report

• **YTD FY 2024 Financials**

- Reviewed fund balances in the General Fund, MFT Fund, Road and Bridge Fund and Capital Projects
- Finance Committee will meet December 6, 2023 to review the audit and discuss the next budget year

Discussion:

- Second Tornado Siren – no update to date
- 5th line item in Capital Budget for \$10,000, what is that for?
 - Treasurer McPhillips advised it's for a mobile scale
 - Treasurer McPhillips also advised he'd look into what is included in the miscellaneous line item

b. Police Department

- Noted accidents and calls for service
- Speeding in the Village is an issue. Speeding of 15 mph or more is excessive in the Village. Tickets are being written for 30+ mph over the posted speed limit
- Holiday in the Hills - December 2, 2023 from 3-6pm at Village Hall with a tree lighting
- Toys for Tots collection is starting. A box will be at Village Hall and Old Towne Pub has agreed to have a collection box as well
- Police Department Holiday Parade will be held on December 23, 2023. Maps and times will forthcoming. Trustee Morgan, Second Chance Ranch, provides the transportation for Santa
- With the assistance of Village Clerk Johnson, working to assist local families in need this holiday season
- Worked with Interim Village Administrator Rooney and Treasurer McPhillips to update the policy for citation payments. Cash is no longer accepted.
- Parking ordinance for the winter is in effect. Most municipalities parking in winter on the street is 2" or more of snow. Ours is snow or ice event
- Would like thank Village Clerk Johnson, Administration Clerk Permrick and Finance Assistant Howley for assisting in getting items posted on the website and in Community Counts E-newsletter

Discussion:

- How many accidents are deer related?
 - Close to 50%. Deer are active until about February
- One call for service for open burning
 - The officer will advise of the code
 - If the homeowner is reported again, a citation is issued
 - Burning of leaves is an EPA regulation
 - Can we educate homeowners on composting leaves instead of burning

- **Building and Zoning - No Report**

8. Action Items

- a. **Motion to remove from the table Ordinance 23-17** adopting a Social Media Policy made by Trustee Muncie: seconded by Trustee Morgan

Voice vote: [AYES: 6] [NAYES: 0] [ABSENT: 0] [ABSTAIN:0] Motion **CARRIED**

Discussion ensued:

- Draft has been streamlined to reference Clerk and no other employees
- Clerk is elected and can't be terminated
- Clerk works a full time job and can't be monitoring social media all day
- Training should be for Clerk and designee.
- Monitoring will take time and can incur legal costs
- Should be no public comments
- Define which social media we will have a presence on
- Not ready yet for a Board vote
- Good platforms to get resident feedback
- Legal opinion is comments not a good idea to engage in
- Rules of the page will be made
- Window is open to all comments when the platform does not allow for turning commenting off
- Current Facebook and Youtube Channel are set up for the Village. This was done by the prior administration without Board approval and a policy in place.
- Postings should be Village owned social media pages

Motion to table approval of Ordinance #O-23-17 adopting a Social Media Policy made by Trustee Burson; seconded by Trustee Morgan

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

b. **Motion to approve Ordinance 23-18** to Create a Zoning Commission made by Trustee Millette; seconded by Trustee Burson

- Trustee Millette would like to be the Trustee Liaison to the Zoning Commission
- Ordinance 23-01 passed in spring 2023 is subject to question
- As liaison, this is not a voting member position
- Make sure the Zoning Commission keeps moving forward, is efficient, complete maps and text together
- Public input will be requested with a public hearing
- Will keep the Plan Commission/ZBA informed
- This will be a living document
- Farmland Preservation is an unique zoning
- Include Dark Skies ordinance as well
- Interim Village Administrator Rooney advised staff will be involved as well and should be completed by February with a board recommendation

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

- c. **Motion approve and consent of the Village Presidents appoint of Rolf Fredrick** to the Zoning Commission made by Trustee Burson; seconded by Trustee Morgan

Trustee Burson reached out to Mr. Fredrick and believes he'll be a fine addition to the commission. Was a previous Chair of the Plan Commission

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

- d. **Motion approve and consent of the Village Presidents appoint of Christopher Tiedt** to the Zoning Commission made by Trustee Muncie; seconded by Trustee Morgan

Trustee Burson reached out to Mr. Tiedt and believes he'll be a good fit.

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

- b. **Motion approve and consent of the Village Presidents appoint of Joe Garbarski** to the Zoning Commission made by Trustee Morgan; seconded by Trustee Millette

Trustee Morgan thanked President Wojnicki for presenting strong applicants

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

9. Current Discussion Items

- a. Paid Leave for Workers Act Ordinance

Attorney Forte advised:

- Addition of paid leave for seasonal/temporary employees of one day

Discussion ensued:

- Full time staff gets 1 day after 90 days for their first year
- Vacation is still mentioned through the policy. Should be PTO/MTO
- These changes will be acted on at the next meeting and this will put the Village in compliance with the new act effective Jan 1, 2024

- b. Ordinance 23-19 Amending Village Code Re. Building Permits for New Construction

Attorney Forte advised:

- This change is for new construction only of single family residential and businesses
- The fee now covers the cost of permitting new construction projects to include inspections, staff and outside time

c. Amendment to Village Code Re. Contractor Registration and Building Permits

Trustee Boatner gave an overview of the proposed changes:

- Contractor registration will ensure that contractors are bonded and insured
- Permits would no longer be required for the homeowner to do general maintenance on his home
- Replace like for like will not go thru the permit process ie. Driveway replacement
- If there are any changes made, a permit must be obtained, ie. Wider driveway
- The permit process takes weeks
- Inspections could take days to get an appointment before the contractor can move on
- Permitting adds expense to the homeowner and contractor when it's not really necessary
- Enforcement/Penalty will be addressed in a policy once the ordinance is passed
- An anomaly in the process, neighbor kid mowing your lawn, will not be addressed in the policy
- Keeping roofing permits was a recommendation of the building department
- Suggestion to have a round table/coffee with contractors to see how they feel about this and get suggestions
- This process makes home maintenance easier. Most residents don't obtain the permits needed on maintenance items when they are replaced in the home ie water heater/furnace
- Zoning is not exempt as part of this process

10. Additional Items from President, Trustees, or Attorney

President Wojnicki thanked:

- Trustee Morgan and Interim Chief Levand for taking down the old lights on the trees to get ready for the new ones for Holiday in the Hills on December 2, 2023.
- Trustee Morgan for helping to remove old tenant signs on the building.
- Trustee Burson and Deputy Clerk Bauron for fixing the sound system in the meeting room. Everything sounds much better.

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 Millette; seconded by Trustee Morgan

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

*Board entered closed session at 8:55 pm
Board returned to open session at 9:21pm.*

No action following closed session

President Wojnicki reconvened the regular meeting and called the meeting to order at 9:21p.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 9:21p.m. made by Trustee Morgan; seconded by Trustee Boatner.

Voice vote: [AYES: 6] [NAYES: 0] [ABSENT: 0] [ABSTAIN:0] Motion **CARRIED**

Approved this 5th day of December, 2023



Barbarba Wojnicki
Village President



Tracy Johnson
Village Clerk