



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

Ad Hoc-COVID-19 Update Public Meeting

March 18, 2020

Call To Order

The meeting was called to order at 7:00 p.m. Roll Call was answered by Trustees, Huckins, Bojarski, Bogdanowski, Harlfinger, Dustin and President Ruzanski.

Motion to allow Trustee Murphy to attend telephonically was made by Trustee Huckins and seconded by Trustee Harlfinger. On roll call vote Trustee Harlfinger, Dustin, Huckins, Bojarski and Bogdanowski vote Aye. No Nays. Motion Carried.

Also present were Village Administrator Jennifer Clough, Assistant Village Administrator/Finance Director Shane Johnson, Chief of Police Brey, Public Works Director Dan Kaup, Community Service Director Fred Mullard, Assistant Director of Community Development Anne Marie Hess, Attorney Stewart and Village Clerk Cecilia Carman.

Pledge of Allegiance was led by President Ruzanski.

Staff Presentation:

Administrator Clough reviewed changes in programming due to the governor's mandate. She urged the Board to take a more aggressive stand on the pandemic by suspend all programing and close all municipal buildings. She stated the staff recommends a declaration of emergency be made to maximize operations during the pandemic.

Discussion and Consideration for Action and Response to COVID-19:

President Ruzanski asked for board members to comment. Trustee Murphy Huckins and Bogdanowski stated they had no comment at this time. Trustee Bojarski stated she was in favor of suspending all programing and following the state's recommendations.

Trustee Dustin began a discussion concerning how long programing would be suspended. Administrator Clough stated the Village is complying with the governor's restrictions and programs will be closed to at least the end of the month. No definite date can be given at this time. It is discussed weekly at the Action Response Team Meetings. Trustee Huckins asked about specific programing. Administrator Clough reviewed what was canceled and what still needs to be considered. She stated staff has been very creative to provide alternative programing on-line. The staff understands certain populations may not have access or be technology minded. Trustee Murphy stated she supports the staff with providing on line activities and encourages them to expand if possible. Trustee Huckins asked how residents are notified of cancelations. Administrator Clough explained how this is done. Trustee Dustin asked about social media. Administrator Clough explained many notifications are re-shared and followed by social media sites.

Trustee Harlfinger asked if the Action Response Team is meeting with IEMA. Chief of Police Brey stated the local Fire and Police Departments meet weekly with IEMS and IDPH. There is also the governor's conference call that is held twice a week.

Trustee Harlfinger stated the Board needs to declare a state of emergency and asked the Board if they concur. Attorney Stewart stated that this is not how it is done. A trustee or Board cannot declare this; it is only done by the President. Once the President declares a State of Emergency it is valid for 7 days and the Board will need to vote for any extensions. President Ruzanski asked the Board to extend to April 9, 2020 to coincide with the Board meeting.

A discussion ensued concerning the Open Meetings Act. Attorney Stewart explained what provisions are being suspended. He explained tele/video conferencing is allowed. Meetings do need a 48 hour notice to the public unless an emergency occurs that the Board needs to meet to discuss.

President Ruzanski read the proclamation stating the Village of Lake in the Hills is in A State of Emergency effective March 18, 2020. This is valid for 7 days and can be extended by the Board.

Attorney Stewart stated the Village is now officially in a State of Emergency.

Trustee Huckins made a motion to extend local disaster emergency to April 1, 2020 and seconded by Trustee Bogdanowski.

Trustee Dustin asked President Ruzanski what days will he be out of town. President Ruzanski explained he will return April 2, 2020. Attorney Stewart stated President Ruzanski asked for the Board to extend to April 9, 2020.

Trustee Huckins amended motion to extend the declaration of local disaster emergency through April 9, 2020 and seconded by Trustee Bogdanowski. On roll call vote Trustee Harlfinger, Dustin, Huckins, Bojarski, Murphy and Bogdanowski vote Aye. No Nays. Motion Carried.

Trustee Huckins asked how payments to the Village will occur if buildings are closed. Administrator Clough stated the drop box or on line. The Village has also suspended any water shut offs for the time being.

Trustee Harlfinger began a discussion concerning permits. Director Mullard explained most communications is done via email and any inspection delays would be addressed on a case by case basis. The Village has suspended any in home inspections and will not issue any extra fees. Public Works Director Kaup explained no contractors will be limiting any services. In house water appointments have been suspended as well.

A discussion ensued concerning late fees. The Board directed the staff to have a moratorium on late fees for 45 days. The bills sent to residents will reflect this change.

Trustee Bogdanowski asked Director Mullard if there were any pending inspections this month. Director Mullard explained with commercial and new housing developments there are no residents inside and there may not be a delay but each case will be examined individually.

Trustee Harlfinger stated he does not have confidence in our county government. He asked what steps are taken to ensure safe eating establishments when restaurant's reopen. Director Mullard stated no one in the Village has the public health certifications to inspect restaurants. Assistant Director of Community

Development Anne Marie Hess stated the Village can take the lead for local business owners and obtain what inspections are needed and/or help facilitate appointments with the public health department.

Trustee Dustin began a discussion of adding a trustee to the Response Action Team. It was decided Trustee Harlfinger would join.

President Ruzanski stated our next meeting will be March 23, 2020 and IT will help facilitate any trustee that wants to join remotely.

Audience Participation: None at this time.

Adjournment: A motion to adjourn meeting was made Trustee Harlfinger and seconded by Trustee Huckins. On roll call vote Trustee Harlfinger, Dustin, Huckins, Bojarski, Murphy and Bogdanowski vote Aye. No Nays. Motion carried. There being no further business to discuss, the meeting of the Lake in the Hills Board of Trustees was adjourned at 7:50pm.

Submitted by,

Cecilia Carman
Village Clerk