**Call to Order**

The meeting was called to order at 7:13 pm.

**Roll Call**

Roll Call was answered by Trustees Andrew, Kalinowski, Rogus, Sauer, Smith and Weiner and President Sweet McDonnell.

Also present were Village Administrator Shannon Andrews, Deputy Clerk Kris Lennon, Village Treasurer Chris Michaud, Village Attorney Bryan Winter and members of the public.

Ms. Andrews explained that in accordance with the Governor’s Executive Order #2020-07, in person attendance requirements under the Open Meetings Act have been suspended and relaxed. Therefore, tonight Trustees of the Board will be participating remotely.

**Pledge of Allegiance**

The Pledge of Allegiance was led by President Sweet McDonnell.

**Public Comment**

Village Administrator Andrews confirmed that no public comments were received through phone, email or fax. No comments were made on the call.

**Agenda Items for Discussion**

1. **Approve the Minutes of March 18, 2020 Village Board Meeting**

A Motion to Approve the Minutes of March 18, 2020 Village Board Meeting was made by Trustee Kalinowksi and seconded by Trustee Andrew. On roll call vote Trustees Andrew, Rogus, Smith, Weiner, Kalinowski, and Sauer voted Aye. No Nays. Motion Carried.

1. **Approve Ordinance #2020-02, An Ordinance Declaring a Local State of Emergency in the Village of North Barrington Due to the Outbreak of COVID-19 Disease in the State of Illinois**

A Motion to Approve Ordinance #2020-02, An Ordinance Declaring a Local State of Emergency in the Village of North Barrington Due to the Outbreak of COVID-19 Disease in the State of Illinois was made by Trustee Kalinowksi and seconded by Trustee Andrew. On roll call vote Trustees Weiner, Sauer, Kalinowski, Rogus, Smith, and Andrew voted Aye. No Nays. Motion Carried.

1. **Approve Ordinance #2020-03, An Ordinance Establishing the Position of Budget Officer**

A Motion to Approve Ordinance #2020-03, An Ordinance Establishing the Position of Budget Officer was made by Trustee Rogus and seconded by Trustee Andrew. On roll call vote Trustees Andrew, Kalinowski, Rogus, Sauer, Smith, and Weiner voted Aye. No Nays. Motion Carried.

1. **Appoint Shannon Andrews to the position of Village Administrator, Village Clerk, Village Collector and Budget Officer for the Village of North Barrington from April 16, 2020 through April 15, 2023**

A Motion to Appoint Shannon Andrews to the position of Village Administrator, Village Clerk, Village Collector and Budget Officer for the Village of North Barrington from April 16, 2020 through April 15, 2023 was made by Trustee Kalinowski, and seconded by Trustee Andrew.

In discussion, Trustee Andrew questioned whether it was normal to have a 3 year agreement. President Sweet McDonnell clarified that the agreement runs with her term. Attorney Winter clarified that the appointments will be conducted annually. Trustee Kalinowski was pleased to have Ms. Andrews join the Village.

On roll call vote Trustees Rogus, Sauer, Andrew, Smith, Kalinowski, and Weiner voted Aye. No Nays. Motion Carried.

1. **Approve Ordinance #2020-04, An Ordinance Authorizing Execution of Employment Letter of Agreement with the Village Administrator**

A Motion to Approve Ordinance #2020-04, An Ordinance Authorizing Execution of Employment Letter of Agreement with the Village Administrator was made by Trustee Andrew and seconded by Trustee Kalinowski.

In discussion, Trustee Kalinowski indicated that as long as Ms. Andrews was okay with it, she was okay with it. President Sweet McDonnell clarified that Ms. Andrews had signed the agreement.

On roll call vote Trustees Andrew, Kalinowski, Rogus, Sauer, Smith, and Weiner voted Aye. No Nays. Motion Carried.

1. **Approve Ordinance #2020-05, An Ordinance of the Village of North Barrington, Illinois, Adopting a Budget for Fiscal Year 2020/2021 and Authorizes the Drafting of an Appropriation Ordinance**

A Motion to Approve Ordinance #2020-05, An Ordinance of the Village of North Barrington, Illinois, Adopting a Budget for Fiscal Year 2020/2021 and Authorizes the Drafting of an Appropriation Ordinance was made by Kalinowski, seconded by Rogus.

In discussion, President Sweet McDonnell requested that the Ordinance be amended by increasing the salaries and benefits line item from $233,660 up to $238,160.

Trustee Kalinowski questioned whether the retirement contributions are being made to a qualified plan. Ms. Andrews confirmed and also explained that the contributions would be made monthly beginning with the May pay period. If a termination were to occur mid-year, no further contributions would be made. Employees could contribute additional funds separately.

Trustee Kalinowski clarified that the BACOG dues had been changed since the last Finance Committee meeting. They had been updated to reflect the expected rate for the FY20/21. Trustee Kalinowski noted that the fees do not align with other membership-based organizations. Trustee Rogus questioned whether we are receiving duplicative services through the other organizations. Trustee Andrew requested that we discuss this further at an upcoming meeting.

Trustee Rogus indicated that his questions related to the Special Service Areas and the accounting was answered in the public hearing.

Trustee Kalinowski thanked Treasurer Michaud and Ms. Andrews for helping the Board through the process. Trustee Rogus and President Sweet McDonnell also thanked everyone involved for their time and effort working.

A Motion to Approve the Proposed Budget for years 20/21 by Amending Ordinance #2020-05 by adjusting the salaries and benefits line item to $238,160 with a net income of $7,260, was made by Kalinowski, seconded by Rogus. On roll call vote Trustees Sauer, Smith, Weiner, Andrew, Kalinowski, and Rogus voted Aye. No Nays. Motion Carried.

1. **Approve Employee Sick Leave Policy**

A Motion to Approve Employee Sick Leave Policy was made by Trustee Andrew and seconded by Trustee Weiner.

Trustee Rogus asked whether these are intended to be paid sick days. Trustee Kalinowski asked whether the intent is to have this policy moved into a personnel manual. She also asked whether the time would be able to be used incrementally. The implementation of the policy may be difficult as it is currently worded.

On roll call vote Trustees Andrew, Kalinowski, Rogus, Sauer, Smith, and Weiner voted Aye. No Nays. Motion Carried.

1. **Motion to Designate Kristin Lennon and Shannon Andrews as the OMA & FOIA Officers for the Village of North Barrington.**

A Motion to Designate Kristin Lennon and Shannon Andrews as the OMA & FOIA Officers for the Village of North Barrington was made by Trustee Weiner and seconded by Trustee Rogus. On roll call vote Trustees Rogus, Kalinowski, Andrew, Weiner, Smith, and Sauer voted Aye. No Nays. Motion Carried.

**Approve the April 15, 2020 Scheduled Vouchers**

A motion to Approve the April 15, 2020 Scheduled Vouchers was made by Trustee Andrew and seconded by Trustee Kalinowski. Ms. Andrews clarified for Trustee Kalinowski that the Sheriff invoice reflected the new rate. Trustee Rogus noted the potential overlap in services between Lake County Municipal League and BACOG. On roll call vote Trustees Andrew, Kalinowski, Rogus, Sauer, Smith and Weiner voted Aye. No Nays. Motion Carried.

**Approve the April 2020 Manual Vouchers**

A motion to Approve the April 2020 Manual Vouchers was made by Trustee Andrew and seconded by Trustee Kalinowski. Ms. Andrews clarified for President Sweet McDonnell that $395.88 was the employee contribution for Humana. On roll call vote Trustees Weiner, Rogus, Sauer, Smith, Andrew and Kalinowski voted Aye. No Nays. Motion Carried.

**Village Administrator’s Report**

Waste Hauler RFP was created and issued in late March. April 15 was the last day for the submission of questions and the RFP responses are due on May 15. The E & H commission will review the results and provide a recommendation to the Board at a future meeting.

The Village has issued a Request for Quotation for Landscaping Services at Village Hall and Eton Park. COVID-19 challenges have impacted our April invoicing, so May’s invoices will likely be higher than usual. Lake Zurich Rural Fire Protection District has banned open burning. Golf courses remain closed. There was discussion among Board members whether it is necessary to send letters to Biltmore and Wynstone.

Trustee Kalinowski asked about the status of the $20,000 in outstanding Robinson engineering invoices. Ms. Andrews clarified that the Village is waiting for a response from Robinson.

Liquor licensees were given permission to deliver packaged alcohol and their permits were extended by a month.

**Board of Trustee’s Reports**

**Trustee Jackie Andrew** – No meetings were conducted to report on.

**Trustee Patricia Kalinowski** – Trustee Kalinowski attended the recent BACOG meeting via Zoom as an observer. They had a representative from Good Shephard on the call, who reported that there are active cases there. BACOG meetings are open the public if anyone else is interested in attending. Arbor Day/Earth Day was cancelled. Waste haulers are not picking up large items during COVID-19 and asking that the bins are placed facing the roads.

**Trustee Greg Rogus** – There was no plan commission meeting this month. Wynstone catering issue is in the Village’s hands at this point, however there has been no forward motion on this with COVID-19.

**Trustee Janice Sauer** – No report.

**Trustee Todd Smith** – ZBA did not meeting this month, so no report. Suggested using the Village’s Facebook page to communicate messages to our residents.

**Trustee Lawrence Weiner** – Reiterated that he is sure Wynstone is in full compliance.

**Village President’s Report**

President Sweet McDonnell is still encouraging everyone to maintain social distancing. We are hoping to have the newsletter completed soon. She recently used a robocall to communicate Village information to the residents.

**Closed Session**

There was no closed session.

**Old Business**

There was no old business.

**New Business**

There was no new business.

**Adjournment**

There being no further business to discuss, a motion to adjourn the meeting was made by Trustee Kalinowski and seconded by Trustee Andrew. All in favor. The meeting of the North Barrington Board of Trustees was adjourned at 8:46 pm.

Submitted by,

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Shannon Andrews, Village Clerk