



BERWYN PUBLIC HEALTH DISTRICT
REGULAR MEETING MINUTES of MARCH 12, 2018

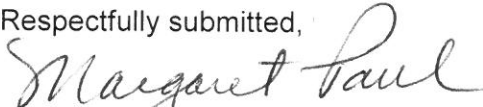
1. President Pechous called the meeting to order at 4:05 pm. Pechous, Avila and Paul answered present on the Call of the Roll.
2. The Pledge of Allegiance was recited.
3. **Open Forum** was announced. No one approached and the open forum was declared closed.
4. **Approval of Minutes:** Pechous made a motion, seconded by Avila, to correct the Minutes of the Regular Meeting of February 12, 2018 at line 11 amending them to state that Paul was the second on Avila's motion to refer the matter to the Budget Committee. The motion passed on a voice vote. Thereafter, Pechous made a motion, seconded by Avila to approve the Minutes for the March 12th Regular Meeting as amended along with the Minutes for the March 12th Budget Committee meeting. The motion passed by a voice vote.
5. **Statement of Receipts and Disbursements – February, 2018:** District Accountant Brian Egan commented on his submitted report. The communication was marked as informational by Order of the Chair.
6. **Medical, Nursing & Sanitation Reports:** Pechous recognized staff nurse Tina Kloss who commented on the Nursing Monthly Report and the concluded Healthy Heart event. The oral report and additional submitted written reports were marked Informational by Order of the Chair.
7. **Vital Statistics Report – February, 2018:** Pechous made the motion, seconded by Paul, to accept the report as submitted and place the money in the proper funds. The motion passed unanimously on the call of the roll.
8. **Correspondence:** The members reviewed the letter dated March 8, 2018 received from District 100 School Board President Mark Titzer regarding the School Board's support of Health District funding of District 100 schools' requests for playground equipment. The item was marked Informational by Order of the Chair.
9. **Water Fountain Update:** Pechous advised that she has ordered the two new water fountains from Sullivan's Plumbing and Heating at a cost of \$3,850.00 each. The cost for the installation may be reduced if certain electrical work is not required. The matter was marked Informational by Order of the Chair.
10. **API Architects Update:** Pechous advised that the contract was signed and payment prepared for the work authorized by the members at the last meeting. The matter was marked Informational by Order of the Chair.
11. **Emergency Food Service Inspections:** Pechous gave an over view of the Protocol for Emergency Health Inspections sheet that she prepared. Discussion of the process ensued. Paul volunteered to create a binder for use when she and David are called by the Police or Fire Department to do an emergency inspection. This would only occur when President Pechous or Nona Chapman are unavailable. The matter was marked Informational by Order of the Chair.
12. **Emergency Residential Inspections:** Pechous gave an over view of the Protocol for Emergency Health Inspections – Private Residences sheet that she prepared. Discussion ensued. Paul will add this information to the binder discussed in the above paragraph. The matter was marked Informational by Order of the Chair.
13. **Audio Recording of Regular Meetings:** This matter was deferred from the February meeting. Paul presented information regarding Closed Committee of the Whole procedures as practiced by the Berwyn City Council along with pertinent state statutes. Discussion ensued. Thereafter, Avila made a motion to audio record all meetings of the District. The motion failed for lack of a second.

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14. **Request Approval for Copier Purchase:** Pechous made the motion, seconded by Avila, to purchase one new and one used copier in the amount of \$12,535.00. The motion carried on a unanimous Call of the Roll.
15. **Rodent Abatement IGA:** Pechous presented the bill submitted by the City of Berwyn for the District's share of the cost as stipulated in the 2017 Intergovernmental Cooperation Agreement for a Comprehensive Rodent Program Between the City of Berwyn and the Berwyn Public Health District. Pechous pointed out that the bill received by City of Berwyn Building Director was incorrect. Under the IGA, the District agreed to pay one half of the bill incurred up to \$6,000. Pechous made the motion, seconded by Avila, to approve payment to the City of Berwyn in the amount of \$4,672.50. The motion passed unanimously on the Call of the Roll.
16. **Budgetary Transfers Ordinance:** Pechous made the motion, seconded by Avila, to reallocate funds in the amount of \$2,000.00 as recommended in the Budget Transfer Summary for the Year Ended March 31, 2017. The motion passed unanimously on the Call of the Roll.
17. **Bills Payable & Payroll – March, 2018:** Pechous made the motion, seconded by Avila, to accept and approve the bills and payroll in the amount of \$59,941.10 as presented. The motion passed unanimously on the Call of the Roll.
18. **Engagement of Seldon Fox:** Brian Eagan was recognized. He reported that there would be no increase in the fee charged for accounting services performed by Seldon Fox. Pechous made the motion, seconded by Avila to approve the renewal of the contract with Seldon Fox at a rate of \$1,800 for their service to the Health District. The motion passed unanimously on the Call of the Roll.
19. **Changing of Hours – Staffing Concerns – Packet Deadlines:** Due to work day week time changes, Pechous requested that submission of material for meeting packets be due by 10:00 a.m. Discussion ensued and it was agreed that submissions for the monthly packet would be due on the Wednesday prior to the monthly meeting by Noon. Pechous raised the issue of staffing concerns with the new weekly hours and increased number of weeks for the Farmer's Market. The members agreed to have a staff meeting to discuss employee concerns. Pechous will arrange the time and date for the meeting to take place and notify the other members. The matters were marked Informational by Order of the Chair.
20. **Farmer's Market Update:** Nona Chapman was recognized. She gave a verbal report listing all the work done so far for the upcoming market season. It was recommended that a Joint Farmer's Market meeting with the Township on March 26, 2018 should occur. Members were in agreement. The matter was marked Informational by Order of the Chair.

Adjournment: Upon motion by Pechous, seconded by Avila, the meeting was adjourned at 5:20 p.m. by unanimous voice vote.

Respectfully submitted,


Margaret Paul, Secretary,
Berwyn Township Health District