



BERWYN PUBLIC HEALTH DISTRICT
REGULAR MEETING MINUTES

December 10, 2018

1. President Pechous called the meeting to order at 4:00 pm. Pechous, Avila and Paul answered present on the call of the roll. Attorney Zdarsky and Accountant Eagan were also in attendance.
2. The Pledge of Allegiance was recited.
3. **Open Forum:** Open Forum was called. No one rose to address the members.
4. **Approval of Minutes:** Pechous made a motion, seconded by Avila, to approve minutes submitted for the Special Meeting of November 5, 2018, the Regular Meeting of November 8, 2018, the Joint Special Meeting of November 8, 2018, and the Special Meeting of November 28, 2018 by omnibus vote. The motion carried by a voice vote.
5. **Bills Payable and Payroll:** Pechous made a motion, seconded by Paul, to approve the payables and payroll submitted through December 10, 2018 in the amount of \$47,054.71. The motion carried unanimously on the call of the roll.
6. **Statement of Receipts and Disbursements – November, 2018:** Pechous recognized Mr. Eagan who gave a brief report. Thereafter, the item was marked informational by Order of the Chair.
7. **Medical, Nursing & Sanitation Reports:** Pechous advised that Ms. Sherry Smith was hired to assist with inspections. The reports for November, 2018 were reviewed. Thereafter, the reports were marked informational by Order of the Chair.
8. **Vital Statistics Report – November, 2018:** Paul made the motion, seconded by Avila, to accept the report as submitted and place the money in the proper funds. The motion carried by a unanimous call of the roll.
9. **Correspondence:** Ad Hoc Rat Abatement Committee Recommendations from Berwyn City Council: Paul advised that the Berwyn City Council accepted the committee report at their meeting on November 27, 2018. The Council's action was to disseminate the report to the respective departments for implementation. The report contained action items that concerned Health Department activity. Paul then made the motion, seconded by Avila, to defer the report to the January, 2019 meeting for review. The motion carried by a unanimous voice vote.
10. **2018 Tax Levy Ordinance:** The 2018 Tax Levy Ordinance entitled: **An Ordinance Levying Taxes for all Health District Purposes for Berwyn Public Health District, Cook County, Illinois, for the Tax Year 2018, Collectible in 2019** was submitted. Thereafter, Pechous made a motion,

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seconded by Paul, to concur, **adopt** the ordinance as presented and authorize the corporate authorities to affix their signatures thereto, send it on its way to passage, and authorize the Secretary Paul to file same. The motion carried by the following call of the roll: Yeas: Pechous, Avila, and Paul.

11. **Health District AFR Filing Update:** The item was marked informational by Order of the Chair.
12. **Rush Oak Park Site Agreement:** The Volunteer Site Agreement was presented to the members. Discussion ensued. Pechous made the motion, seconded by Paul to approve the agreement as submitted and authorize the Health District President to affix her signature thereto. The motion carried by a unanimous call of the roll.
13. **Approval of Updated Employee Handbook:** Pechous presented a draft copy of the reviewed and revised 12/2018 Employee Handbook. President Pechous highlighted the significant changes to the original handbook adopted in 2014. Discussion ensued. Pechous made the motion, seconded by Paul, to defer further action to the January, 2019 meeting. The motion carried on a voice vote.
14. **Children and Family Wellness Program Update:** Treasurer Avila gave an oral report on the program. Discussion ensued. Thereafter, Paul made a motion, seconded by Avila to authorize payment of \$271.50 to Health Labs and authorize an additional payment of \$40.00 for reimbursement of expenses. The motion carried by a unanimous roll call vote. Avila further advised that he will convene a meeting with those involved in the program to provide a recap report at a later date.
15. **PODS Information Meeting:** Pechous advised that this meeting had been cancelled and not yet rescheduled. The item was marked informational by Order of the Chair.
16. **Masonry/Tuck pointing Bids:** Bids opened on November 5, 2018 were again reviewed. Discussion ensued. Members agreed that it would be prudent to withdraw the project from consideration in order for the members to seek an advisor for the project to assist in defining the scope of the project and review of responding bids at another time. Pechous made the motion, seconded by Paul, to defer further discussion of this item to the February, 2019 meeting. The motion carried by a voice vote. The Secretary will notify the bidders of the decision to withdraw the project.
17. **AFR Filing Verification:** This item was struck from the agenda as a duplicate. See #11, above.
18. **Snow Removal:** Pechous made the motion, seconded by Paul, to accept the contract with Edwardo Cabrera for snow removal for the 2018-2019 Winter Season for an amount of \$4,099.98 to be split

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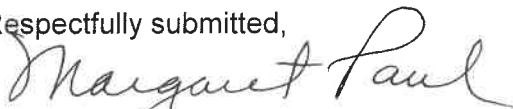
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with Berwyn Township on the condition that Mr. Cabrera obtains insurance and submits a Certificate of Insurance with the Health District as Certificate Holder in the amounts acceptable. The motion carried by a unanimous call of the roll.

19. **Dominican University Nutrition Counseling Schedule:** Dominican University sent a proposed 2019 schedule of nutritionist intern availability for consultation. Discussion ensued. Pechous made the motion, seconded by Paul, to accept the schedule as revised striking the following 2019 dates: January 14, February 11, and 18th, March 11, April 8th and 9th which conflict with Health District and Township schedules. The motion carried by a unanimous voice vote.
20. **Senior Breakfast Recap:** City of Berwyn Senior Services Director Mary Depcik provided an Income – Expense Report for this program financially supported by the Health District. The item was accepted as informational by Order of the Chair.
21. **Budget Committee Meetings:** Members agreed to meet on January 14, 2019 at 3:00 p.m. to begin discussion of the upcoming budget.
22. **Adjournment:** There being no further business in front of the members, Pechous made a motion, seconded by Avila, to adjourn. The motion carried by a voice vote.
23. **The meeting was adjourned at 5:06 pm**

Respectfully submitted,



Margaret Paul, Secretary
Berwyn Township Public Health District