

**Burr Ridge Park District
Regular Meeting
July 10, 2017**

REGULAR MEETING

The regular meeting of the Burr Ridge Park District was called to order at the Burr Ridge Community Center at 6:30 pm by President Quigley.

Present:	Caplis, Fara, Lawrence, Malloy, Quigley
Absent:	None
Also present:	Supt. Of Finance Janusz Superintendent of Recreation Lavonne Campbell
Absent:	Jim Pacanowski, Director

APPROVE

July 10, 2017 Agenda

No changes were made to the Agenda.

June 12, 2017 Regular Meeting Minutes

Malloy moved, seconded by Fara, and approved by roll call vote to approve the June 12, 2017 Regular Meeting Minutes.

Ayes: Fara, Lawrence, Malloy, Quigley Nays: None Abstain: Caplis

June 12, 2017 Executive Session Meeting Minutes

Malloy moved, seconded by Fara, and approved by roll call vote to approve the June 12, 2017 Executive Session Meeting Minutes.

Ayes: Fara, Lawrence, Malloy, Quigley Nays: None Abstain: Caplis

OPEN FORUM

No Open Forum

CORRESPONDENCE

Nothing further added to the written correspondence.

REPORTS

Director of Parks and Recreation

Nothing further added to the written report.

Superintendent of Finance

In addition to the written report Caplis asked for verification that if there are banking fraud charges, the bank would have to reimburse the park district for the charges.

Janusz responded that no, the bank only reimburses for the first fraudulent charge.

Caplis stated that the UCC requires the bank to reimburse for fraud charges every time within approximately 30 to 45 days from the statement date.

Janusz stated that the bank will not reimburse for fraud charges if not caught by 10:00 am the following day. Janusz will speak to the bank about the UCC requirement.

Caplis asked for all the paperwork regarding the general agreement from the bank in order to ascertain the agreement regarding fraudulent charges.

Janusz will request a copy of the agreement. In addition, Janusz investigated the policy of the MB Bank where the Village of Burr Ridge does their banking, and their policy is the same regarding fraudulent charges for positive pay.

Caplis asked how the bank knows it is a fraudulent charge. Janusz responded that we send them a list of checks that are approved for payment. Anything other than those on the list are then flagged as fraudulent check.

Lawrence asked if you then notify the bank each day which checks are issued. Janusz responded for each run for both payroll and accounts payable.

Quigley stated that if you sign up for positive pay, why do you still need to send them a list of checks.

Janusz responded the bank won't know which checks are good unless we send them a list.

Quigley asked how they are monitoring the checks now?

Janusz responded that we aren't sending them a list of checks now. We check the online activity each morning.

Caplis asked how much the positive pay would cost.

Janusz responded that it would not exceed \$200 per month.

Janusz will obtain the general agreement with the bank and forward it to Caplis.

In addition to the written report, Janusz stated that Woods Pool received a Cook County sweet tax of 1 penny per ounce.

Caplis stated that this is a court order not to collect the tax and is on hold and therefore should not be paid.

Recreation Division

In addition to the written report, Campbell reported that PDRMA conducted a wellness check at Woods Pool. During the wellness check we were notified that because of the chlorinating system employees are not allowed to dispense the chemicals without a pulmonary test and must also get fitted for and wear a mask.

Caplis asked what type of chlorine is being used now.

Campbell responded that the chlorination system is a 50 gallon single layer drum with muric acid. This should also be changed over to a double layer drum which will cost about \$2,500. In order to have the chlorination be dispensed by an outside service would cost \$180.00 per fill. It was less costly to have an employee go for a pulmonary test and get fitted for the mask. The pool manager, Dave Nowak, has a beard and therefore can't wear a mask. Campbell was therefore tested and fitted for the mask.

Lawrence asked how often the chlorine needs to be dispensed.

Campbell responded that it is currently two times a week.

Caplis asked if the form is tablets.

Campbell responded that it is in liquid form.

Fara asked why All Seasons didn't notify the park district that this extra safety measure was needed.

Campbell responded that they didn't feel it was necessary because of the area it was located in. However, the smell is extremely intense, and the two gallons are very close in proximity to each other.

Fara stated that the double insulated tanks would be a good idea.

Campbell responded that the change to a double insulated tank won't be an option until winter.

UNFINISHED BUSINESS

No Unfinished Business

NEW BUSINESS

Approve Revised Articles of Agreement for Participation in Gateway Special Recreation Association

Caplis moved to Approve Revised Articles of Agreement for Participation in Gateway Special Recreation Association, seconded by Fara, and approved by roll call vote.

Ayes: Caplis, Fara, Lawrence, Malloy, Quigley Nays: None Abstain: None

APPROVAL OF BILLS

Fara asked for verification of Andy's Landscaping Bill invoice dated July 4th for \$968.00. On June 20, take apart pump, shut down filter, work with Jay, is this the issue we worked on last month? Or did we take the pump apart again?

Campbell responded that this was putting the repair pump back in.

Caplis asked for verification of a bill from Warehouse Direct supply for computers for \$871.00.

Janusz responded that this is a new place that we are ordering toner from.

Caplis asked for verification of a refund for pickleball.

Campbell responded that we do have pickleball which started last summer.

Malloy asked for verification for a bill from the Illinois State Police.

Janusz responded that all new hires need a background check. This particular round of background checks would be for lifeguard hires.

Malloy asked for verification of two bills for mulch, one at \$120.00 and another at \$700.00.

Janusz responded that this is for landscape mulch.

Caplis asked for verification of another window repair.

Campbell stated that the window was in the same program room which occurred during a karate class.

Quigley asked for verification of bills for portajohns.

There are portajohns at the West Field, Palisades, and Citizens Park.

Malloy moved, seconded by Caplis to Approve the July bills.

Ayes: Caplis, Fara, Lawrence, Malloy, Quigley Nays: None Abstain: None

REGULAR MEETING

Caplis moved, seconded by Fara to Adjourn the Regular Meeting at 7:11 pm.

Ayes: Caplis, Fara, Lawrence, Malloy, Quigley Nays: None Abstain: None

Respectfully submitted,

Sherry Stednitz
Recording Secretary