



Executive Committee Meeting

**SOLID WASTE AGENCY OF NORTHERN COOK COUNTY
EXECUTIVE COMMITTEE MEETING MINUTES**

**SWANCC Office
77 West Hintz Road, Suite 200,
Wheeling, IL 60090
Wednesday, December 09, 2020
5:00 PM**

I. Call To Order

Chairman Rummel called the meeting of the Executive Committee to order at 5:00 PM. A roll call attendance was taken, and a quorum was established.

Present

<u>Name</u>	<u>Position</u>	<u>Municipality</u>
Hon. John Thill	Trustee	Morton Grove
Hon. Paul Hoefert	Trustee	Mount Prospect
Hon. Karen Darch (by phone)	President	Barrington
Jon Sfondilis (by phone)	Manager	Wheeling
Matt Formica (by phone)	Manager	Glenview
Raymond Rummel	Manager	Elk Grove Village

Absent

Randall Recklaus	Manager	Arlington Heights
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Others in Attendance

George Van Dusen
Derke Price, Attorney, Ancel & Glink (by phone)
Dave Van Vooren, SWANCC Executive Director
Lisa Woody, SWANCC Assistant to the Executive Director

Mr. Hoefert made a motion to allow members to participate by phone. Mr. Thill seconded the motion. A roll call vote was taken, and the motion was unanimously approved.

Approval of Minutes

On a motion by Ms. Darch and seconded by Mr. Hoefert, a roll call vote was taken, and the October 28, 2020 meeting minutes were unanimously approved.

II. Financial Update

November 2020 Payment Request – Executive Director Van Vooren reviewed the November 2020 Payment Request totaling \$1,003,905.04 comprised of the following: \$973,522.90 from the Operations Fund and \$30,382.14 for the estimated December 2020 payroll. This payment request had been approved previously by email vote by the Executive Committee and all bills have been paid.



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Treasurer's Report and Revenue/Expense Reports for October 2020 – Executive Director Van Vooren asked the committee to review the Treasurer's Report for October 2020. The Treasurer's Report shows a balance of \$2,065,017.03 as of October 31, 2020.

Mr. Hoefert made a motion to ratify the November 2020 Payment Request and approve the October Treasurer's Report and forward them to the Board of Directors. Mr. Sfondilis seconded the motion. A roll call vote was taken, and the motion was unanimously approved.

FY2022 Budget Timeline - Executive Director Van Vooren presented the timeline for the FY2022 Budget. It has been condensed from previous years and combines the Public Hearing and the Adoption of the Budget at the April 14, 2021 meeting. The initial presentation to the Board of Directors will be February 10, 2021 which should provide ample time for review and input.

First Draft FY2022 Budget – Executive Director Van Vooren reviewed the first draft of the FY2022 Budget. He highlighted maintenance items including roof and road repair which will be included in this budget. A significant component of this draft is the CPI increase which is estimated at this time at 3%. This is actually likely to be more in the 2% to 1.5% range and he expects to have the actual CPI in the next draft to be reported at the end of January. The Member increase in committed tonnage is 1.2% based on the three-year rolling average of waste delivery for FY2018-FY2020. In this draft the proposed rate for FY2022 is \$49.71, a 2.96% increase from the FY2021 tipping rate of \$48.52. This includes \$30,000 allocated from cash reserves for maintenance.

Due to the COVID-19 pandemic, Executive Director Van Vooren wishes to extend his contract through April 2022. If the Committee approves, some additional funding would be included in the FY2022 budget for succession planning as well as strategic planning needed as the conclusion of the initial project use agreements approaches in 2031.

III. Executive Session – none

Ms. Darch made a motion to accept the advice of legal counsel and the Executive Director to not release of any historical Executive Session minutes. Mr. Hoefert seconded the motion. A roll call vote was taken, and the motion was unanimously approved.

IV. Glenview Transfer Station – Executive Director Van Vooren gave an update that all is running well at the Glenview Transfer Station.

V. Old Business - none

VI. New Business

2021 Agency Meeting Dates – Executive Director Van Vooren reported the scheduled Board of Directors and Executive Committee meeting dates for 2021. No meetings will be held at Oakton Community College until at least June of 2021 so any Board of Directors meeting in that time frame will be moved to SWANCC's office. Also, when it is possible to conclude the meeting within the



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time available, the Executive Committee meetings will be moved to immediately before the Board of Directors meetings.

Executive Director’s Report – Executive Director Van Vooren presented his status report. He highlighted that the only e-waste collection site now open is at the Glenview Transfer Station and that Staff is working with members to schedule one-day events for e-waste and document destruction for 2021. He also informed the committee that 5th3dr bank had stopped several fraudulent checks written on the Agency’s checking account by a party in California. No funds were removed from the account and the Agency is adopting a Positive Pay system to prevent any fraudulent activities in the future.

VII. Adjournment

At 5:45 PM, there being no further business, Mr. Hoefert made a motion to adjourn which was seconded by Mr. Thill. The motion was unanimously approved.

MOION TO ALLOW MEMBERS TO PARTICIPATE BY PHONE

AYES

- Hon. John Thill
- Hon. Paul Hoefert
- Hon. Karen Darch
- Mr. Jon Sfondilis
- Mr. Matt Formica
- Mr. Raymond Rummel

NAYS

ABSENT

- Mr. Randall Recklaus

MOTION TO APPROVE OCTOBER 28, 2020 MEETING MINUTES

AYES

- Hon. John Thill
- Hon. Paul Hoefert
- Hon. Karen Darch
- Mr. Jon Sfondilis
- Mr. Matt Formica
- Mr. Raymond Rummel

NAYS

ABSENT

- Mr. Randall Recklaus



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**MOTION TO RATIFY THE NOVEMBER 2020 PAYMENT REQUEST AND APPROVE
THE OCTOBER 2020 TREASURER’S REPORT AND FORWARD TO THE BOARD OF
DIRECTORS**

AYES

Hon. John Thill
Hon. Paul Hoefert
Hon. Karen Darch
Mr. Jon Sfondilis
Mr. Matt Formica
Mr. Raymond Rummel

NAYS

ABSENT

Mr. Randall Recklaus

MOTION TO NOT RELEASE ANY HISTORICAL EXECUTIVE SESSION MINUTES

AYES

Hon. John Thill
Hon. Paul Hoefert
Hon. Karen Darch
Mr. Jon Sfondilis
Mr. Matt Formica
Mr. Raymond Rummel

NAYS

ABSENT

Mr. Randall Recklaus

MOTION TO ADJOURN

AYES

Hon. John Thill
Hon. Paul Hoefert
Hon. Karen Darch
Mr. Jon Sfondilis
Mr. Matt Formica
Mr. Raymond Rummel

NAYS

ABSENT

Mr. Randall Recklaus

Material included in the Executive Committee packet for December 9, 2020:

- . October 28, 2020 Meeting Minutes*
- . November 2020 Payment Request memo dated November 20, 2020*
- . October 2020 Treasurer’s Report*
- . FY2022 Budget Timeline memo dated December 1, 2020*
- . SWANCC - First Draft FY2022 Budget memo dated December 3, 2020*
- . 2021 BOD and EC Meeting Schedules memo dated November 30, 2020*
- . Monthly Status Report memo dated November 30, 2020*