

Village of Winthrop Harbor  
President and Board of Trustees Meeting  
**March 21, 2023**  
Village Hall Council Chambers

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## **MINUTES**

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The meeting was called to order by Mayor Bruno at 7:00 PM

The following Elected Officials were present:

Mayor: Dr. Michael Bruno

Trustees: John Levin, Robert Marabella, Dana McCarthy, Hartmut "Fritz" Weiss, Alanna Whitmore

Absent: Buddy Hargett

Also present:

Robert Long, Village Attorney  
Julie Rittenhouse, Village Clerk  
David Alarcon, Village Administrator  
Michael Sheedy, IT Director  
Ed Mohn, Police Chief  
Tim Nearingard, Superintendent of Public Works  
Sanjay Singhal, Community Development Director  
Nick Narducci, Finance  
John Blackburn, Auditor

The Invocation was led by Associate Pastor JC from The Point Church followed by the Pledge of Allegiance

### **ABSENT OFFICIALS WISHING TO ATTEND REMOTELY**

None Reported

### **APPROVAL OF MINUTES**

**1** - A motion was made by Trustee Marabella and seconded by Trustee Weiss to approve the **February 21, 2023 Regular Meeting Minutes** as presented. Mayor Bruno declared the motion carried on the following roll call vote.

**Ayes: (5) Levin, Marabella, McCarthy, Weiss, Whitmore**

**Nays: (0)**

**Absent: (1) Hargett**

Passed: (0)

**MAYOR'S REPORT**

**RESOLUTION 2023-R-3 A Resolution Honoring and Thanking Winthrop Harbor Veterans**

2 - A motion was made by Trustee Marabella and seconded by Trustee Levin to approve **Resolution 2023-R-3** as presented. Mayor Bruno declared the motion carried on the following roll call vote.

**Ayes: (5) Levin, Marabella, McCarthy, Weiss, Whitmore**  
**Nays: (0)**  
**Absent: (1) Hargett**  
**Passed: (0)**

**RESOLUTION 2023-R-4 A Resolution Stating the Intent of the Village of Winthrop Harbor to Host a Memorial Day Parade and Close Sheridan Road and 9<sup>th</sup> Street**

3 - A motion was made by Trustee Marabella and seconded by Trustee Whitmore to approve **Resolution 2023-R-4** as presented. Mayor Bruno declared the motion carried on the following roll call vote.

**Ayes: (5) Levin, Marabella, McCarthy, Weiss, Whitmore**  
**Nays: (0)**  
**Absent: (1) Hargett**  
**Passed: (0)**

**RESOLUTION 2023-R-5 A Resolution Thanking Virginia Lopez for Her Years of Effort Leading the Memorial Day Parade**

Virginia thanked everyone for their support. The Mayor Thanked Virginia for all of her hard work.

4 - A motion was made by Trustee Marabella and seconded by Trustee Levin to approve **Resolution 2023-R-5** as presented. Mayor Bruno declared the motion carried on the following roll call vote.

**Ayes: (5) Levin, Marabella, McCarthy, Weiss, Whitmore**  
**Nays: (0)**  
**Absent: (1) Hargett**  
**Passed: (0)**

**Request Authorization to Enter into an Agreement with the Lake County Workforce Development Program**

5 - A motion was made by Trustee Levin and seconded by Trustee McCarthy to approve **the Request to Enter into an Agreement with the Lake County Workforce**

**Development Program** as presented. Mayor Bruno declared the motion carried on the following roll call vote.

**Ayes:** (5) Levin, Marabella, McCarthy, Weiss, Whitmore  
**Nays:** (0)  
**Absent:** (1) Hargett  
**Passed:** (0)

**Cindy Pocklington's Request for a BYOB License for the Sweet Stop**

6 - A motion was made by Trustee McCarthy and seconded by Trustee Marabella to approve **Cindy Pocklington's Request for a BYOB License for the Sweet Stop** as presented. Mayor Bruno declared the motion carried on the following roll call vote.

**Ayes:** (5) Levin, Marabella, McCarthy, Weiss, Whitmore  
**Nays:** (0)  
**Absent:** (1) Hargett  
**Passed:** (0)

**RESOLUTION 2023-R-6 A Resolution Approving an Engagement Letter with Clark Hill PLC to Provide Labor and Employment Counsel Services**

7 - A motion was made by Trustee Marabella and seconded by Trustee Weiss to approve **Resolution 2023-R-6** as presented. Mayor Bruno declared the motion carried on the following roll call vote.

**Ayes:** (5) Levin, Marabella, McCarthy, Weiss, Whitmore  
**Nays:** (0)  
**Absent:** (1) Hargett  
**Passed:** (0)

**Acceptance of the 2022 Audit**

Auditor, John Blackburn told the Board, the audit was completed, January 27<sup>th</sup>. It was filed with the State in February, late.

8 - A motion was made by Trustee Marabella and seconded by Trustee McCarthy to **Accept the 2022 Audit** as presented. Mayor Bruno declared the motion carried on the following roll call vote.

**Ayes:** (5) Levin, Marabella, McCarthy, Weiss, Whitmore  
**Nays:** (0)  
**Absent:** (1) Hargett  
**Passed:** (0)

- Mayor Bruno said, we are looking to have 2 meetings in April. We need to finalize our funding for the vehicle replacement plan and finalize the 2023/24 operating budget. We

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want to meet on April 4<sup>th</sup>, which is the first Tuesday and April 25<sup>th</sup>, the fourth Tuesday, both at 7:00pm.

- David, Tim, Trustee Marabella and the Mayor will be going to Springfield for Illinois Municipal League Lobby Day, Tuesday the 18<sup>th</sup> of April. We will be advocating for the needs for the Village in the way of roadway improvements and water.
- Thanked the Parks and Rec Board, community volunteers and trustees who helped put together the Fun Fair. We had a great turnout.
- The Public Works building is moving along.
- We have a meeting on Tuesday at 1:00pm with the Garden Club to discuss the planting of flowers in the Village. We will be planting more this year than last year.
- On Saturday, April 22<sup>nd</sup>, we are having the “Welcome Home Expo” from 11am to 3pm. At the Schlader Building.

**VILLAGE ADMINISTRATOR’S REPORT**

None Reported

**CLERK’S CORRESPONDENCE**

None Reported

**OLD BUSINESS**

None Reported

**NEW BUSINESS**

**Accounts Payable Warrant**

9 - A motion was made by Trustee Levin and seconded by Trustee Marabella to approve **Accounts Payable Warrant W2022-11** in the amount of **\$226,829.72**. Mayor Bruno declared the motion carried on the following roll call vote.

**Ayes: (5) Levin, Marabella, McCarthy, Weiss, Whitmore**  
**Nays: (0)**  
**Absent: (1) Hargett**  
**Passed: (0)**

**February 2023 Monthly Financial Report**

Nick Narducci gave the Board a run down on the monthly financial report.

10 - A motion was made by Trustee Levin and seconded by Trustee Marabella to approve the **February 2023 Monthly Financial Report** as presented. Mayor Bruno declared the motion carried on the following roll call vote.

**Ayes: (5) Levin, Marabella, McCarthy, Weiss, Whitmore**

**Nays:** (0)  
**Absent:** (1) Hargett  
**Passed:** (0)

**RESOLUTION 2023-R-7 A Resolution Amending the By-Laws of the Economic Development Commission Changing Minimum Number of Members, Changing Regular Meeting Date, Changing Call for Special Meeting Requirements**

**11** - A motion was made by Trustee Levin and seconded by Trustee McCarthy to approve **Resolution 2023-R-7** as presented. Mayor Bruno declared the motion carried on the following roll call vote.

**Ayes:** (5) Levin, Marabella, McCarthy, Weiss, Whitmore  
**Nays:** (0)  
**Absent:** (1) Hargett  
**Passed:** (0)

**Discussion of Strategy for Economic Development – TABLED until next meeting**

**ORDINANCE 2023-O-6 An Ordinance Declaring Personal Property Surplus and Authorizing the Sale Thereof – One (1) 2006 Ford MedTec Ambulance**

**12** - A motion was made by Trustee McCarthy and seconded by Trustee Marabella to Set Aside the Rules of the President and Board of Trustees and Waive the Second Reading of **Ordinance 2023-O-6** and approve as submitted. Mayor Bruno declared the motion carried on the following roll call vote.

**Ayes:** (5) Levin, Marabella, McCarthy, Weiss, Whitmore  
**Nays:** (0)  
**Absent:** (1) Hargett  
**Passed:** (0)

**Approve Metro Contract – Year 2 (two)**

**13** - A motion was made by Trustee McCarthy and seconded by Trustee Marabella to approve the **Metro Contract-Option #1 (2% increase with the lease option for an ambulance for \$1,000.00 per month, until our new ambulance arrives)** as presented. Mayor Bruno Declared the motion carried on the following roll call vote.

**Ayes:** (5) Levin, Marabella, McCarthy, Weiss, Whitmore  
**Nays:** (0)  
**Absent:** (1) Hargett  
**Passed:** (0)

**Approval of Rules of Conduct Policy**

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**14** - A motion was made by Trustee McCarthy and seconded by Trustee Levin to approve the **Rules of Conduct Policy** as presented. Mayor Bruno Declared the motion carried on the following roll call vote.

**Ayes:** (5) Levin, Marabella, McCarthy, Weiss, Whitmore  
**Nays:** (0)  
**Absent:** (1) Hargett  
**Passed:** (0)

**Request to Honor a Mutual Aid Request from the Highland Park Police Department to Help Provide Security, Crowd & Traffic Direction Operations During the Ravinia Summer Concert Season**

**15** - A motion was made by Trustee McCarthy and seconded by Trustee Marabella to approve the **Request to Honor a Mutual Aid Request from the Highland Park Police Department to Help Provide Security, Crowd & Traffic Direction Operations During the Ravinia Summer Concert Season** as presented. Mayor Bruno Declared the motion carried on the following roll call vote.

**Ayes:** (5) Levin, Marabella, McCarthy, Weiss, Whitmore  
**Nays:** (0)  
**Absent:** (1) Hargett  
**Passed:** (0)

**Request to Purchase Ten (10) Mustang Hydrostatic Inflatable PFD's and Associated Accessories**

**16** - A motion was made by Trustee McCarthy and seconded by Trustee Weiss to approve the **Request to Purchase Ten (10) Mustang Hydrostatic Inflatable PFD's and Associated Accessories** as presented. Mayor Bruno Declared the motion carried on the following roll call vote.

**Ayes:** (5) Levin, Marabella, McCarthy, Weiss, Whitmore  
**Nays:** (0)  
**Absent:** (1) Hargett  
**Passed:** (0)

**Request to Accept the Quote from Flock Safety and Enter into an Agreement for the Lease and Installation of Two (2) License Plate Readers (LPR's) Cameras**

**17** - A motion was made by Trustee McCarthy and seconded by Trustee Levin to approve the **Request to Accept the Quote from Flock Safety and Enter into an Agreement for the Lease and Installation of Two (2) License Plate Readers (LPR's) Cameras** as presented. Mayor Bruno Declared the motion carried on the following roll call vote.

**Ayes:** (5) Levin, Marabella, McCarthy, Weiss, Whitmore  
**Nays:** (0)  
**Absent:** (1) Hargett

Passed: (0)

**Approval of Public Works Building Renovation Change Order Requests**

18 - A motion was made by Trustee Marabella and seconded by Trustee Weiss to approve the **Public Works Building Renovation Change Order Requests** as presented. Mayor Bruno Declared the motion carried on the following roll call vote.

Ayes: (5) Levin, Marabella, McCarthy, Weiss, Whitmore  
Nays: (0)  
Absent: (1) Hargett  
Passed: (0)

**RESOLUTION 2023-R-8 Request to Approve Engineering Services for 2023 Street Improvement Program with Baxter & Woodman Consulting Engineers**

19 - A motion was made by Trustee Marabella and seconded by Trustee Levin to approve **Resolution 2023-R-8** as presented. Mayor Bruno declared the motion carried on the following roll call vote.

Ayes: (5) Levin, Marabella, McCarthy, Weiss, Whitmore  
Nays: (0)  
Absent: (1) Hargett  
Passed: (0)

**PUBLIC COMMENT**

None Reported

**UNFINISHED BUSINESS**

Trustee Whitmore

- Send love and prays to Jane Hall’s family. She was a huge staple in our community.
- Thanked Mayor Bruno and Trustee McCarthy for working at the Fun Fair, helping set up and take down also, some of our Department Heads and David. I helped to have a lot of people from the community there. Huge turnout this year. This really helps the Rec Dept.
- We are gearing up for Lunch with the Easter Bunny. The Teen Easter egg hunt is Thursday before and Saturday is the Easter egg hunt followed by a small parade going into Lunch with the Easter Bunny.

Trustee Levin

- Heart and prayers to Jane’s family.

Trustee Marabella

- We will miss Jane.
- Bare with us on the Public Works Building. There are a lot of things like inclement weather.
- Branch pick-up is coming up. Be patient. We are still down a person.

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- Glad there was a good turnout for the Fun Fair.
- Baseball is coming up. Please be careful.

**CLOSED SESSION**

**20** - A motion was made by Trustee Marabella and seconded by Trustee Levin to move the meeting into Closed Session for the Purposes of **Internal Financial Controls Pursuant to 5 ILCS 120/2(c)(29)** Mayor Bruno declared the motion carried on the following roll call vote and the meeting moved into Closed Session at 7:54pm.

**Ayes: (5) Levin, Marabella, McCarthy, Weiss, Whitmore**  
**Nays: (0)**  
**Absent: (1) Hargett**  
**Passed: (0)**

**OPEN SESSION**

**21** - A motion was made by Trustee Marabella and seconded by Trustee Weiss to move the meeting into **Open Session with no action taken.** Mayor Bruno declared the motion carried on the following roll call vote and the meeting moved into Open Session at 8:12pm.

**Ayes: (5) Levin, Marabella, McCarthy, Weiss, Whitmore**  
**Nays: (0)**  
**Absent: (1) Hargett**  
**Passed: (0)**

**ADJOURNMENT**

**22** - A motion was made by Trustee Weiss and seconded by Trustee Whitmore to adjourn the meeting. Mayor Bruno declared the meeting adjourned at 8:13pm. on the following roll call vote.

**Ayes: (5) Levin, Marabella, McCarthy, Weiss, Whitmore**  
**Nays: (0)**  
**Absent: (1) Hargett**  
**Passed: (0)**

**APPROVED:**

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**DR. MICHAEL BRUNO, MAYOR**

**ATTEST:**

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**JULIE RITTENHOUSE, VILLAGE CLERK**

**Note: This is not a verbatim record.**