

Village of Hoffman Estates

**GENERAL ADMINISTRATION & PERSONNEL
COMMITTEE MEETING MINUTES**

August 28, 2012

I. Roll Call

Members in Attendance:

**Ray Kincaid, Chairperson
Gary Stanton, Vice Chairperson
Karen Mills, Trustee**

**Other Corporate Authorities
in Attendance:**

**Trustee Jacquelyn Green
Trustee Anna Newell
Trustee Gary Pilafas
Village President William McLeod**

**Management Team Members
in Attendance:**

**Dan O'Malley, Deputy Village Manager
Art Janura, Corporation Counsel
Mark Koplin, Asst. Vlg. Mgr.-Dev. Services
Peter Gugliotta, Director of Planning
Mike Hankey, Dir. of Trans. & Engineering
Patrick Seger, Human Resources Mgmt. Dir.
Bob Gorvett, Fire Chief
Michael Hish, Police Chief
Joe Nebel, Director of Public Works
Rachel Musiala, Assistant Finance Director
Bruce Anderson, Cable TV Coordinator
Gordon Eaken, Director of IS
Bev Romanoff, Village Clerk
Ben Gibbs, GM of Sears Centre Arena
Nichole Collins, Emergency Mgmt Coord.
Patricia Cross, Assistant Corporation Counsel**

Others in Attendance:

Daily Herald

The General Administration & Personnel Committee meeting was called to order at 7:56 p.m.

II. Approval of Minutes

Motion by Trustee Pilafas, seconded by Trustee Newell, to approve the General Administration & Personnel Committee meeting minutes of July 23, 2012. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

- 1. Request approval to dispose of Village records that have exceeded their State-required retention period.**

An item summary from Rachel Musiala was presented to the Committee.

Motion by Trustee Pilafas, seconded by Trustee Mills, to dispose of Village records that have exceeded their State-required retention period. Voice vote taken. All ayes. Motion carried.

- 2. Request approval of an ordinance declaring as surplus and authorizing the sale of personal property owned by the Village, utilizing online auction.**

An item summary from Tia Messino was presented to the Committee.

Motion by Trustee Pilafas, seconded by Trustee Newell, to approve of an ordinance declaring as surplus and authorizing the sale of personal property owned by the Village, utilizing online auction. Voice vote taken. All ayes. Motion carried.

- 3. Request by Comcast of Illinois VI, LLC, for approval of a Communications Equipment Site Lease Agreement for Cable TV equipment at 95 Aster Lane.**

An item summary from Pete Gugliotta was presented to the Committee.

Trustee Kincaid and Mr. Norris discussed the difference between this request and other requests to run cable between Village buildings.

Motion by Trustee Stanton, seconded by Mayor McLeod, to approve of a request by Comcast of Illinois VI, LLC, for approval of a Communications Equipment Site Lease Agreement for Cable TV equipment at 95 Aster Lane. Voice vote taken. All ayes. Motion carried.

- 4. Discussion regarding Energy Savings Program (ESP) for local businesses.**

An item summary from Dan O'Malley was presented to the Committee.

Mayor McLeod shared his opinion that it was important to help businesses save money.

Motion by Mayor McLeod, seconded by Trustee Pilafas, to approve advertising the Metropolitan Mayor's Caucus ESP program to those businesses not eligible for the municipal aggregation program. Voice vote taken. All ayes. Motion carried.

5. Request acceptance of Cable TV Monthly Report.

The Cable TV Monthly Report was submitted to the Committee. Trustee Pilafas and Mr. Norris discussed recent outages affecting the Village's municipal channel and the steps that have been taken to fix the problem.

Motion by Trustee Mills, seconded by Trustee Pilafas, to accept the Cable TV Monthly Report. Voice vote taken. All ayes. Motion carried.

6. Request acceptance of Human Resources Management Monthly Report.

The Human Resources Management Monthly Report was submitted to the Committee.

Motion by Trustee Mills, seconded by Trustee Pilafas, to accept the Human Resources Management Monthly Report. Voice vote taken. All ayes. Motion carried.

III. President's Report

IV. Other

V. Adjournment

Motion by Trustee Pilafas, seconded by Mayor McLeod to adjourn the meeting at 8:00 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Emily Kerous, Dir. of Operations/Outreach -
Office of the Mayor & Board

Date