

**MINUTES OF REGULAR BOARD MEETING  
OF PRESIDENT AND BOARD OF TRUSTEES**

Held at  
14450 S. Manistee Avenue  
Burnham, IL 60633  
June 13, 2023

Mayor Robert E. Polk called the meeting to order at 7:00 p.m.

ROLL CALL: Trustees John Cap Jr, Jefferey Hodges, Graciela Garcia, Brenda Greer, Carmella Richardson, Travis Claybrooks, Mayor Robert E. Polk, Village Clerk Lus E. Chavez and Village Attorney Stanley Pagorek  
ABSENT: None

Motion made by Trustee Carmella Richardson seconded by Trustee Jefferey Hodges to approve the regular minutes of May 9, 2023 and May 23, 2023.

ROLL CALL:

AYES: Trustees John Cap Jr., Jefferey Hodges, Graciela Garcia, Brenda Greer, Carmella Richardson and Travis Claybrooks  
NAYS: None  
ABSTAIN: None  
ABSENT: None

Motion made by Trustee Jefferey Hodges and seconded by Trustee Carmella Richardson to open the meeting to the public.

ROLL CALL:

AYES: Trustees John Cap Jr., Jefferey Hodges, Graciela Garcia, Brenda Greer, Carmella Richardson and Travis Claybrooks  
NAYS: None  
ABSTAIN: None  
ABSENT: None

Sharon thanked Trustee Brenda Greer for following up with her

Josephine Ross thanked Superintendent Dwayne Liddell and Cristina for taking care of her matter

Motion made by Trustee Travis Claybrooks and seconded by Trustee John Cap Jr. to close the meeting to the public.

ROLL CALL:

AYES: Trustees John Cap Jr., Jefferey Hodges, Graciela Garcia, Brenda Greer, Carmella Richardson and Travis Claybrooks  
NAYS: None  
ABSTAIN: None  
ABSENT: None

### **MAYOR'S REPORT:**

Mayor Polk mentioned the following:

- Community looking nice
- Asked residents to clean up some items
- Southland Regional Mayoral Black Caucus Scholarship Program is now open to for college students to apply

### **CLERK'S REPORT:**

Clerk Chavez mentioned the following:

- Clerk's office shall be closed on Monday, June 19<sup>th</sup> in observance of Juneteenth
- Secretary of State Mobile Unit will be at Village Hall on Thursday, June 29<sup>th</sup> 10 a.m. to 2 p.m.

### **PUBLIC EDUCATION, HEALTH, SAFETY, AND WELFARE:**

Trustee Brenda Greer mentioned the following:

- May's Fire and Ambulance calls
- Motorists need to obey the Stop in our community
- CPR class is full, everyone on the list shall be contacted once the date has been set
- COVID vaccination clinic shall be held at the Village Hall on June 24<sup>th</sup> -10 a.m. to 4 p.m.
- Village of Burnham Garage shall be held on Saturday, July 15<sup>th</sup> at the Community Center rain date would be July 22<sup>nd</sup>.
- Let us work together to keep our Village safe-If you see something say something
- Remember to lock your car doors
- Be aware of your surroundings
- Support our local businesses

### **PUBLIC WORKS AND BUILDINGS:**

Trustee Travis Claybrooks mentioned the following:

- We had a luncheon for the Public Works department last week
- Public works continues cutting grass and the open lots
- Public works has filled low spots in the parkway

### **ORDINANCE, RESOLUTION, AND PLANNING:**

Trustee Graciela Garcia mentioned the following:

1. Job Fair at Community Center on Wednesday, June 21<sup>st</sup> 11 a.m. to 2 p.m.

### **FINANCE:**

1. Motion made by Trustee John Cap Jr. and seconded by Trustee Carmella Richardson to approve on authorizing the payment of last month's bills and this month's bills.

### **ROLL CALL:**

AYES: Trustees John Cap Jr., Jefferey Hodges, Graciela Garcia, Brenda Greer, Carmella Richardson and Travis Claybrooks

NAYS: None

ABSTAIN: None

ABSENT: None

## **PUBLIC UTILITIES:**

1. Motion made by Trustee Carmella Richardson and seconded by Trustee John Cap Jr. to approve the proposal for Professional Engineering Services for the Risk and Resiliency Assessment (RRA) - Water System. Per the USEPA mandate, the Village of Burnham intends to comply with Section 2013 of America's Water Infrastructure Act (AWIA) and has requested professional services related to updating their existing vulnerability assessment and general compliance with the AWIA.

For the above scope of services, Robinson Engineering Ltd proposes a lump sum fee of \$22,500. This fee is based on our understanding of the project and experience with similar projects

### **ROLL CALL:**

AYES: Trustees John Cap Jr., Jefferey Hodges, Graciela Garcia, Brenda Greer, Carmella Richardson and Travis Claybrooks

NAYS: None

ABSTAIN: None

ABSENT: None

2. Motion made by Trustee Carmella Richardson and seconded by Trustee Jefferey Hodges to approve the proposal for Professional Engineering Services for the Emergency Response Plan (ERP) - Water System Per the USEPA mandate, the Village of Burnham intends to comply with Section 2013 of America's Water Infrastructure Act (AWIA) and has requested professional services related to the preparation of an Emergency Response Plan and general compliance with the AWIA. For the above scope of services, Robinson Engineering Ltd proposes the ERP be completed on an hourly basis, with a not-to-exceed fee of \$3,500. This fee is based on our understanding of the project and our experience with similar projects.

### **ROLL CALL:**

AYES: Trustees John Cap Jr., Jefferey Hodges, Graciela Garcia, Brenda Greer, Carmella Richardson and Travis Claybrooks

NAYS: None

ABSTAIN: None

ABSENT: None

Nicor installed an underground gas line at the Water Pump station. This gas line is needed to power a generator, (to be installed at a later date). If all power is lost, this generator will keep the water flowing until normal operations resume.

## **PARKS AND RECREATION:**

Trustee Jefferey Hodges mentioned the following:

1. Met with CMPD director to discuss improvements at the Burnham parks
2. Thornton Township Day in the Park shall be held on Wednesday, June 21<sup>st</sup> 4 p.m. to 7 p.m.
3. Open Gyn June 24<sup>th</sup> at Sandridge Center 1 p.m. to 4 p.m.
4. Aerobic dancing July 8<sup>th</sup> at Community Center at 12 p.m.
5. CMPD summer books are available
6. Oak Forest-Open Field June 30<sup>th</sup>

**PRESENTATION OF PETITIONS:** None

**COMMUNICATIONS, MEMORIALS,  
AND REMONSTRANCES:** None

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

1. Motion made by Trustee John Cap Jr. and seconded by Trustee Graciela Garcia to go into Closed Session per 5ILCS 120/2© (21); 5ILCS 120/2© (11): litigation, 5ILCS 120/2© (1): appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel.

**ROLL CALL:**

**AYES:** Trustees John Cap Jr., Jefferey Hodges, Graciela Garcia, Brenda Greer, Carmella Richardson and Travis Claybrooks

**NAYS:** None

**ABSTAIN:** None

**ABSENT:** None

1. Motion made by Trustee Carmella Richardson and seconded by Trustee John Cap Jr. to return from Closed Session and per 5ILCS 120/2© (21); 5ILCS 120/2© (11): litigation, 5ILCS 120/2© (1): appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel and go into regular session.

**ROLL CALL:**

**AYES:** Trustees John Cap Jr., Jefferey Hodges, Graciela Garcia, Brenda Greer, Carmella Richardson and Travis Claybrooks

**NAYS:** None

**ABSTAIN:** None

**ABSENT:** None

**ADJOURNMENT:**

Motion made by Trustee John Cap Jr. and seconded by Trustee Travis Claybrooks to adjourn.

**ROLL CALL:**

**AYES:** Trustees John Cap Jr., Jefferey Hodges, Graciela Garcia, Brenda Greer, Carmella Richardson and Travis Claybrooks

**NAYS:** None

**ABSTAIN:** None

**ABSENT:** None

  
\_\_\_\_\_  
Village Clerk

  
\_\_\_\_\_  
Mayor