

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

Held at  
14450 S. Manistee Avenue  
Burnham, IL 60633  
January 9, 2024

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

ROLL CALL: Trustees John Cap Jr., Jefferey Hodges, Graciela Garcia, Travis Claybrooks (over the phone), Mayor Robert E. Polk, Village Clerk Lus Chavez and Village Attorney Stanley Pagorek

ABSENT: Trustee Brenda Greer and Trustee Carmella Richardson

Motion made by Trustee Jefferey Hodges and seconded by Trustee Graciela Garcia to approve the regular minutes of December 12, 2023.

ROLL CALL:

AYES: Trustees John Cap Jr., Jefferey Hodges, Graciela Garcia and Travis Claybrooks (over the phone)

NAYS: None

ABSTAIN: None

ABSENT: Trustee Brenda Greer and Trustee Carmella Richardson

Motion made by Trustee Jefferey Hodges and seconded by Trustee John Cap Jr. to open the meeting to the public.

ROLL CALL:

AYES: Trustees John Cap Jr., Jefferey Hodges, Graciela Garcia, Carmella Richardson and Travis Claybrooks (over the phone)

NAYS: None

ABSTAIN: None

ABSENT: Trustee Brenda Greer

- Ms. Sanders had a complaint in regards to residents not picking up after their pets the dog waste

Motion made by Trustee Carmella Richardson 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, Carmella Richardson and Travis Claybrooks (over the phone)

NAYS: None

ABSTAIN: None

ABSENT: Trustee Brenda Greer

**MAYOR'S REPORT:**

Mayor Polk mentioned the following to the residents

- Families that signed up for a Holiday Basket will be contacted
- FEMA's last day at Community Center will be December 16<sup>th</sup>
- Have a Merry Christmas
- Village will have more concentration on our vacant properties next year

**CLERK'S REPORT: None**

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

1. Motion made by Trustee Carmella Richardson and seconded by Trustee John Cap Jr. to approve hiring Steven Hotkiewicz for the position of Auxiliary Officer for the Village of Burnham Police Department.

**ROLL CALL:**

AYES: Trustees John Cap Jr., Jefferey Hodges, Graciela Garcia, Carmella Richardson and Travis Claybrooks (over the phone)

NAYS: None

ABSTAIN: None

ABSENT: Trustee Brenda Greer

2. Motion made by Trustee Carmella Richardson and seconded by Trustee John Cap Jr. to approve the hiring Michelle Celmer for the position of Community Service Officer for the Village of Burnham Police Department.

**ROLL CALL:**

AYES: Trustees John Cap Jr., Jefferey Hodges, Graciela Garcia, Carmella Richardson and Travis Claybrooks (over the phone)

NAYS: None

ABSTAIN: None

ABSENT: Trustee Brenda Greer

3. Motion made by Trustee Carmella Richardson and seconded by Trustee John Cap Jr. to approve the hiring Gina Brajkovich for the position of Community Service Officer for the Village of Burnham Police Department.

**ROLL CALL:**

AYES: Trustees John Cap Jr., Jefferey Hodges, Graciela Garcia, Carmella Richardson and Travis Claybrooks (over the phone)

NAYS: None

ABSTAIN: None

ABSENT: Trustee Brenda Greer

4. Motion made by Trustee Carmella Richardson and seconded by Trustee John Cap Jr. to approve the hiring Cindy Sobieraj for the position of Community Service Officer for the Village of Burnham Police Department.

**ROLL CALL:**

AYES: Trustees John Cap Jr., Jefferey Hodges, Graciela Garcia, Carmella Richardson and Travis Claybrooks (over the phone)

NAYS: None

ABSTAIN: None

ABSENT: Trustee Brenda Greer

Trustee Carmella Richardson read the Burnham Fire and Medical Report for December 2023

Fire Calls 8                      Day Calls 7    Night Calls 1

Ambulance 66                  Day Calls 33    Night Calls 33

We received a Thank you card from the Perez Family, residents of the Village of Burnham

**PUBLIC WORKS AND BUILDINGS:**

Trustee Travis Claybrooks mentioned the following:

- The Public Works fleet is ready for the snowfall
- Everyone be careful during this weather

**ORDINANCE, RESOLUTION, AND PLANNING:** None

**FINANCE:**

1. Motion made by Trustee John Cap Jr. and seconded by Trustee Jefferey Hodges to approve the renewal of Workers Compensation Insurance premium policy period of 1/1/24 thru 01/01/25 of Technology Insurance Company an Amtrust Financial Company for the total annual amount of \$178,204.00. *Last year's annual premium was \$121,128.00.*

**ROLL CALL:**

AYES: Trustees John Cap Jr., Jefferey Hodges, Graciela Garcia, Carmella Richardson and Travis Claybrooks (over the phone)

NAYS: None

ABSTAIN: None

ABSENT: Trustee Brenda Greer

1. Motion made by Trustee John Cap Jr. and seconded by Trustee Jefferey Hodges to approve the Village of Burnham insurance liability renewals which totals \$795,946.00 and on the authorization of the Village Clerk to sign said insurance renewal and agreement. *Last year's premium was \$388,182.00. The Agency Fee is \$10,000.00 the same as last year.*

**ROLL CALL:**

AYES: Trustees John Cap Jr., Jefferey Hodges, Graciela Garcia, Carmella Richardson and Travis Claybrooks (over the phone)

NAYS: None

ABSTAIN: None

ABSENT: Trustee Brenda Greer

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

**ROLL CALL:**

AYES: Trustees John Cap Jr., Jefferey Hodges, Graciela Garcia, Carmella Richardson and Travis Claybrooks (over the phone)

NAYS: None

ABSTAIN: None

ABSENT: Trustee Brenda Greer

**PUBLIC UTILITIES:**

Trustee Carmella Richardson wished everyone a Happy New Year!

**PARKS AND RECREATION:**

Trustee Jefferey Hodges is excited about the New Year.

- Thanked everyone for supporting the Toy Drive and Ashley Williams who sang during our Toy Drive

**PRESENTATION OF PETITIONS:**

Thanked Leo one of our residents for picking up garbage and leaves on the overpass on Burnham Avenue with Trustee John Cap Jr.

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

**UNFINISHED BUSINESS:**

1. Motion made by Trustee John Cap Jr. and seconded by Trustee Jefferey Hodges to approve the schedule of 2024 REGULAR BOARD MEETINGS OF THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF BURNHAM.

**ROLL CALL:**

AYES: Trustees John Cap Jr., Jefferey Hodges, Graciela Garcia, Carmella Richardson and Travis Claybrooks (over the phone)

NAYS: None

ABSTAIN: None

ABSENT: Trustee Brenda Greer

**NEW BUSINESS:**

1. Motion made by Trustee Jefferey Hodges and seconded by Trustee Carmella Richardson to go into Closed Session per 5ILCS 120/2© (21); Discussion of minutes lawfully closed, whether for purposes of approval of the minutes or the semi-annual review of the minutes.

**ROLL CALL:**

AYES: Trustees John Cap Jr., Jefferey Hodges, Graciela Garcia, Carmella Richardson and Travis Claybrooks (over the phone)

NAYS: None

ABSTAIN: None

ABSENT: Trustee Brenda Greer

1. Motion made by Trustee Jefferey Hodges and seconded by Trustee Carmella Richardson to come back out of Closed Session per 5ILCS 120/2© (21); No action in executive session.

**ROLL CALL:**

AYES: Trustees John Cap Jr., Jefferey Hodges, Graciela Garcia, Carmella Richardson and Travis Claybrooks (over the phone)

NAYS: None

ABSTAIN: None

ABSENT: Trustee Brenda Greer

**ADJOURNMENT:**

Motion made by Trustee John Cap Jr. and seconded by Trustee Jefferey Hodges to adjourn.

**ROLL CALL:**

AYES: Trustees John Cap Jr., Jefferey Hodges, Graciela Garcia, Carmella Richardson and Travis Claybrooks (over the phone)

NAYS: None

ABSTAIN: None

ABSENT: Trustee Brenda Greer

  
Village Clerk

  
Mayor