

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

Held at  
14450 S. Manistee Avenue  
Burnham, IL 60633  
October 22, 2024

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

PRESENT: Trustees John Cap Jr, Jefferey Hodges, Graciela Garcia, Brenda Greer, Carmella Richardson, Travis Claybrooks, Mayor Robert E. Polk and Clerk Lus E. Chavez  
ABSENT: None

PLEDGE OF ALLEGIANCE

Motion made by Trustee Jefferey Hodges and seconded by Trustee Carmella Richardson to approve the Regular Board meeting minutes of October 8, 2024

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 Travis Claybrooks 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, Brenda Greer Carmella Richardson and Travis Claybrooks  
NAYS: None  
ABSTAIN: None  
ABSENT: None

Maria Rosales asked the following:

- Why is the videoing of the Board Meetings not in the budget?

Josephine Ross commented on the following:

- Asked if the Village would consider giving a discount or rebate towards the residents' water bills again
- Asked if Village has anything for our residents for Christmas or Thanksgiving again

The mayor replied that there would be some type of payment towards the residents' water bills next year and any family in need could sign up for a Turkey by calling the Village Hall, Turkey will be given out on November 23, 2024 at the Community Center.

Trustee Jefferey Hodges mentioned that if anyone needs resources please reach out to him after meeting.

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, Brenda Greer Carmella Richardson and Travis Claybrooks

NAYS: None

ABSTAIN: None

ABSENT: None

**MAYOR'S REPORT:**

Mayor Polk stated the following:

- Cook County was working today on curb drains that were completely clogged
- We ask our residents to keep clear any debris around the curb drains
- Tomorrow Public Works will be out with the street sweeper
- Early voting is being held at Calumet City Library, so far 1500 to 1600 have early voted there, in 2020 840 had voted early around this time. This year it has doubled. We encourage everyone to go out and Vote.

**CLERK'S REPORT:**

Clerk Chavez mentioned the following:

- Early Voting began yesterday October 21, 2024 at Calumet City Library thru November 4, 2024
- Halloween, October 31<sup>st</sup> Trick or Treat hours 3 p.m. to 7 p.m.
- Clerk's office shall be closed on Monday, November 11<sup>th</sup> in observance of Veterans Day

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

1. Motion made by Trustee Brenda Greer and seconded by Trustee Carmella Richardson to approve a contract with Vector Solutions which is a regulatory compliance company, we are requesting to add the Water Department, Public Works, and Police Department. This is for compliance training for all the remaining departments. Currently, the Fire Department has a contract with Vector Solutions. This will assist in compliance with OSHA, Insurance companies, and each department's policies and procedures. The Prorated fee of 1,214.27 dollars is due upon signing. The Renewal Fee of \$5,804.20 is due annually on March 31st of each year. We have line items for each department for either training or regulatory compliance in this FY appropriation. Once a person completes training on the site, they get a certificate that can stay in their file and assist in lowering our insurance premiums is one of the hopes and benefits of having this.

**ROLL CALL:**

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

NAYS: None

ABSTAIN: None

ABSENT: None

Trustee Greer, please mention the following:

- October is Breast Cancer Awareness
- Medicare annual enrollment starts October 15<sup>th</sup> and ends December 7<sup>th</sup>.

- I am a gentleman program -a program designed to empower young men ages 13-21 by providing them with the necessary skills, guidance and resources to navigate the challenges of personal and professional life successfully.
- 10 days away from Election Day
- We are holding a Toy Drive, we are accepting donations from November 1<sup>st</sup> to December 14. New unwrapped toys for our local children in our community
- Christmas Pop Up to be held on December 7, 2024, 11 am to 5 pm at the Community Center, vendors needed. It is an indoor event
- COVID-19 isn't slowing down-update your vaccination
- Pet owners please pick up after your pets when you walk them

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

1. Motion made by Trustee Travis Claybrooks and seconded by Trustee John Cap Jr. to approve SMS Construction to work on concrete sidewalk repairs throughout the Village of Burnham. The cost is not to exceed \$25,000.00, funds from MFT would cover this cost.

#### **ROLL CALL:**

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

NAYS: None

ABSTAIN: None

ABSENT: None

Trustee Travis Claybrooks mentioned the following:

- Next Monday is National First Responders Day-we will have a luncheon for our Fire Department, Police Department, and our Public Works Department on Monday at Village Hall from 1 pm to 4 pm.

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

The mayor mentioned that a new business strip is being built on Torrence Avenue next to the grocery store. It will consist of four units. The first unit will be a Taco Restaurant, second one an ice cream shop. The purchase of these lots will bring in real estate tax revenue to the Village of Burnham once again.

**FINANCE: None**

#### **PUBLIC UTILITIES:**

Trustee Richardson mentioned the following:

- ComEd is giving our rebates

#### **PARKS AND RECREATION:**

Trustee Hodges mentioned the following:

- Burnham Veteran Memorial Ground Breaking Ceremony Saturday, November 16<sup>th</sup> starting at 1 pm at the Community Center
- CMPD will be hosting a Haunted House beginning October 11<sup>th</sup> thru October 26<sup>th</sup>, Fridays and Saturdays 6 pm to 10 pm- cost is \$ 15.00 at Finneran Park Lincoln Avenue & Freeland Avenue
- Burnham School truck or treat will be held on October 25<sup>th</sup> 5 pm to 6 pm

- On Halloween the Village Hall will be giving our treats during the time of 3 pm to 7 pm
- Thank you to Bria-Trustees volunteer once a month-they play Pokeno with the residents at Bria
- Burnham School 8<sup>th</sup> grade trip will be on November 25<sup>th</sup> to Springfield, IL and I will be attending.

**PRESENTATION OF PETITIONS:** None

**COMMUNICATIONS, MEMORIALS,  
AND REMONSTRANCES:** A senior was fatally hit by a vehicle on Avenue O this past weekend

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

**ADJOURNMENT:**

Motion made by Trustee Travis Claybrooks and seconded by Trustee Jefferey Hodges 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

  
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Mayor

  
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Village Clerk