

**VILLAGE OF JOHNSBURG
NOVEMBER 4, 2025 REGULAR MEETING
OF THE PRESIDENT AND BOARD OF TRUSTEES**

President Hettermann called the meeting to order at 7:00 p.m. in the Village Hall.

Attendees

Trustee Mike Fouke
Trustee Josh Hagen
Trustee Scott Letzter
Trustee Jamie Morris
Trustee James Sylvanus
Trustee Keith Von Allmen
Village Administrator Claudett Sofiakis
Assistant Village Administrator Vinny Lamontagna
Chief of Police Jason Greenwald
Attorney Michael Smoron
Village Engineer Tim Hartnett (*absent*)
Special Projects Coordinator Rick Quinn

PUBLIC COMMENTS –

OMNIBUS AGENDA – Trustee Von Allmen moved to approve the Omnibus Agenda. Trustee Fouke seconded the motion. Trustee Sylvanus requested the removal of the purchase of the iTouch Biometrics fingerprint identification equipment. All Trustees voted aye on the roll on the remaining agenda items. Motion carried

OMNIBUS AGENDA

- Move to approve the minutes of the September 30, 2025 special meeting and October 7, 2025 regular meeting of the President and Board of Trustees.
- Move to approve expenditure in the amount of \$12,810 to iTouch Biometrics for the purchase of fingerprint identification equipment (*removed*)
- Move to approve Proclamation in support of Operation Green Light for Veterans Week
- **Disbursements**

• General Fund	\$294,811.40
• MFT	\$
• Waterworks & Sewage Fund	\$ 10,139.08
• Debt Service Fund	\$
• Total All Funds	\$304,950.48

ITOUCH BIOMETRICS FINGERPRINTING EQUIPMENT - Trustee Sylvanus moved to approve the expenditure of \$12,810 to iTouch Biometrics for the purchase of fingerprint identification system equipment. Hagen seconded. Trustee Sylvanus requested more details regarding the purchase. Chief Greenwald discussed the issues being experienced with the current equipment which was purchased in 2017. He reviewed the features and capabilities of the new equipment and explained that the current

equipment is scheduled for replacement in FY 2027 and capital funds have been set aside to support the purchase. All Trustees voted aye on the roll. Motion carried.

PRESIDENT'S REPORT - President Hettermann recommended the placement of Jeff Elser on the Economic Development Committee. He discussed the Assistant Administrator position and reported that details regarding the position requirements are being finalized and will be provided to the board for input. Trustee Sylvanus questioned if a posting is required. Attorney Smoron explained that it is not required but a good practice. Trustee Hagen questioned if the job requirements will change from the current requirements. Village Administrator Sofiakis explained that there will be some changes in the distribution of responsibilities between the Administrator, Assistant Administrator and Finance Director which is a role that will be filled through the accounting services contract. Trustee Letzter questioned the anticipated timeline to fill the Assistant Administrator position. President Hettermann expressed that he hopes to fill the position within 3-4 months. Trustee Von Allmen sought confirmation that the Village will be posting for the position externally and will be updating the Municipal Code regarding the job requirements. Ms. Sofiakis confirmed that to be accurate.

UNFINISHED BUSINESS

STAFFING AND OPERATIONAL ANALYSIS - President Hettermann discussed the updated RFP and explained the importance of providing more details to insure that the information relied upon to prepare a proposal is consistent. Trustee Von Allmen agreed that the updated draft is more comprehensive but expressed concern that it removes the ability for the company to propose their own creative approach to the project. He added that by expanding the RFP it may also increase the cost. President Hettermann explained the need to provide background information so that companies are submitting proposals based upon the same information. Trustee Hagen offered that the interested bidders can call for information in follow up to the RFP. President Hettermann pointed out that they will likely ask different questions resulting in different information being provided and the bids will not be comparable. Trustee Hagen stated that the updated draft is asking for higher level of detail than anticipated. Administrator Sofiakis questioned the anticipated deliverables as that has not yet been addressed. She suggested that the Board provide more details regarding what information is being sought so that the project scope can reflect that information. Trustee Morris expressed that the amended draft may be providing too much detail, but he believes it is better than not having sufficient information. Trustee Von Allmen agreed that the added foundational information is important but the scope of service has too much detail. Trustee Letzter suggested that the RFP include a more summarized scope and a pre-bid meeting be held to address any further questions. Administrator Sofiakis will provide an updated draft for consideration at the next meeting.

NEW BUSINESS

TAX LEVY RESOLUTION

Village Administrator Sofiakis discussed the proposed tax levy resolution and explained that it represents an estimate of what the levy may result in and is non-binding. Attorney Smoron explained that the Truth in Taxation law requires municipalities to estimate their tax levy 20 days in advance of taking action on it. Ms. Sofiakis stated that Finance Committee will review the levy and make a recommendation at their next meeting and the Board will take action on it in December. President Hettermann pointed out that the Board typically meets only once in December and suggested the meeting be held on December 9th. All concurred with the date. Trustee Von Allmen questioned if the Truth in Taxation law requires the Village to do a tax levy each year. Attorney Smoron explained that the Truth in Taxation law is about transparency not the levy itself. Trustee Morris moved to approve the Tax Levy Resolution. Trustee Sylvanus seconded the motion. All Trustees voted aye on the roll. Motion carried.

RECESS FOR EXECUTIVE SESSION - Trustee Von All men motioned to go into Executive Session to discuss pending litigation regarding the Pistakee Yacht Club versus the Village of Johnsburg. Trustee Sylvanus seconded the motion. All Trustees voted aye on the roll. Motion carried at 7:51 p.m.

RETURN – Trustee Morris moved to return to regular session. Trustee Fouke seconded the motion. All Trustees voted aye on the roll. Motion carried at 8:52 p.m.

ADJOURNMENT – Trustee Von Allmen moved to adjourn the meeting. Trustee Fouke seconded the motion. All Trustees voted aye on the roll. Motion carried 8:53 p.m.

Respectfully Submitted,

Claudett Sofiakis
Village Administrator