

MEMORANDUM

TO: STAFF

COPY: VILLAGE PRESIDENT & BOARD OF TRUSTEES - DEPARTMENT HEADS

FROM: Richard Nahrstadt, Village Manager

DATE: November 27, 2013

RE: STAFF BRIEFING

WEEK OF NOVEMBER 25, 2013

POLICE ACTIVITY

Northbrook Police were contacted on Monday afternoon by Northbrook Court security to investigate three subjects suspected of using a fraudulent credit card for purchases totaling approximately \$2,300. The legal credit card owner, a California resident, was contacted. She had not given anyone permission to use her card. An APERN message about the Northbrook Court incident was sent to surrounding agencies. The subjects were located at the Lord & Taylor store in Schaumburg, apprehended by Schaumburg Police and taken into custody by Northbrook. The subjects admitted that the credit card number used in transactions at the Oak Brook and Northbrook Court Lord & Taylor stores was fraudulent. The vehicle the subjects were driving was towed to Northbrook and inventoried, revealing the stolen merchandise. Two female subjects were taken to Bond Court on Wednesday morning charged with Identity Theft.

NORTHBROOK PROVIDES MUTUAL AID TO HIGHLAND PARK

On Saturday, November 23, at approximately 1:20 pm, Northbrook Tower Ladder 12 responded to Highland Park for a house fire. While en route, the alarm was upgraded to a Mutual Aid Box Alarm System (MABAS) extra alarm, and Engine 11 was also dispatched to provide station coverage. Tower Ladder 12 was on the fire scene for almost six hours assisting in the fire suppression. Paid-On Call firefighters provided coverage in the Northbrook fire stations.



FIRE LIEUTENANT HARRIS TO RETIRE, LEADS TO PROMOTION OF FF/PM WOODBURY

Lieutenant Jeff Harris has announced his retirement after 24 years of service to the Northbrook Fire Department effective December 4, 2013. The Fire Department will be recognizing Lt Harris at the Board of Trustees meeting on December 10th at 7:30pm. The Board of Fire and Police Commission approved the Promotion of Firefighter/Paramedic Cliff Woodbury to Lieutenant/Paramedic. The Fire Department and Village Clerk Ford will be swearing in Lt. Woodbury on Monday, December 2, at 8:00am at Fire Station 11. Please join the Fire Department in wishing both Jeff Harris and Cliff Woodbury congratulations on their future endeavors.

SANITARY SEWER MAINTENANCE PROGRAM

The Public Works Department regularly televises and inspects the Village’s sanitary sewer lines to identify areas that may require repair or would be good candidates for lining. The inspections also help identify areas that have one of the most common sewer problems, root intrusion. The Village regularly removes roots from the public sewers through a cutting process where a rod is sent down the sewer main and the loose roots are flushed.

While reviewing the televising DVDs of the public sanitary sewers, staff is able to identify service lines leading from various residences and businesses that appear to have root intrusion. Over time, these roots can clog the service line and lead to a backup in the home or business. While it is the responsibility of the property owner to maintain the service line that connects to the Village’s sewer main to ensure proper flow of wastewater, the Village is able to identify possible private line issues that the property owners may not know exist.

In order to help identify a possible problem before it happens, staff has started notifying property owners about the roots which may cause an obstruction in their service line. The notification letter does not require the property owner to take any action, but states that we recommend they work with a plumber to determine if any work needs to be done to mitigate the possibility of a sewer backup. Since beginning this program, staff has identified 79 locations where roots may cause a blockage.

These letters are well received and hopefully help the property owners to avoid sewer backups.

WEEK OF December 2, 2013

THURS.	11/28		Hanukkah begins at Sundown
			Thanksgiving Day – Village Hall Closed
FRI.	11/29		Day after Thanksgiving – Village Hall Closed
MON.	12/2		No Meetings
TUES.	12/3	7:30 p.m.	Plan Commission – Board Room
WED.	12/4	7:30 a.m.	Administration & Finance Comm. – Cancelled, to be rescheduled
THURS.	12/5		Hanukkah ends
		5:30 p.m.	Electrical Commission – Cancelled, Rescheduled to 12-11
		6-7pm	Youth Forum Northbrook Cares – Terrace Room
		7:00 p.m.	Tax Appeal Seminar with Northfield Township – Board Room
		7:00 p.m.	Arts Commission – Terrace Room
		7:00 p.m.	Community Relations Commission - Library
FRI.	12/6		No Meetings

