

**VILLAGE OF WEST SALEM  
VILLAGE BOARD MEETING  
106 E SOUTH STREET, WEST SALEM ILLINOIS  
COUNTY OF EDWARDS  
Monday, November 24, 2025**

## MINUTES

## 1. Call to Order:

Mayor Jeffrey Bradham called the Board Meeting of the Village of West Salem to order on November 24, 2025 at 6:32 pm. The Meeting was held in the West Salem Board Room of Village Hall.

## 2. Invocation:

Fire Department Chief Harvey Fenton let the invocation.

### 3. Pledge of Allegiance:

Trustee George Gerlach led the pledge.

#### 4. Roll Call:

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## Trustees Present

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Jeffrey Bradham, Mayor

Jerry Bradham

## George Gerla

Royce Jones

Sarah Orrel

Tom Smith\*

Aaron Winter

### Trustees Absent

\*Trustee Smith took the *Oath of Office* on November 18, 2025 at Village Hall.

Others Present: Village Treasurer Amelia Quillen; Village Clerk Cynthia Fuerst; Police Chief Mark Weber; Fire Chief Harvey Fenton, Director of Public Works Tod Goble, Assistant Fire Chief Jason Arnold, Assistant Water Superintendent Mike Clark, Attorney Darrin Rice. Engineer Mike Bridges arrived at 7:23 PM.

## 5. Approval of Minutes:

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*Village Board Meeting Minutes of October 27, 2025, and Special Meeting of November 12, 2025.*

**Motion:** It was moved by Trustee Jerry Bradham and seconded by Trustee Royce Jones to approve the Minutes from the West Salem Village Board Meeting of October 27, 2025, and the Special Meeting Minutes of November 12, 2025. Motion passed by **Roll Call Vote**.

**Ayes:** Trustees Bradham, Gerlach, Jones, Orrel, Smith, Winter

**Nays:** -

**Abstain:** -

**Absent:** -

49

50 6. **Village President's Report:**

51 Mayor Jeffrey Bradham noted that Trustee Tom Smith had been appointed to the Board at the  
52 Special Village Board Meeting held on November 12, 2025. He took the Oath of Office at  
53 Village Hall on November 18, 2025. With his appointment, the Board Committee assignments  
54 have been updated:

55 Finance: George Gerlach (Chair), Royce Jones, Aaron Winter

56 Water and Sewer: Jerry Bradham (Chair), Geroge Gerlach, Tom Smith

57 Streets and Alleys: Tom Smith (Chair), Jerry Bradham, Royce Jones

58 Public Safety: Royce Jones (Chair), George Gerlach, Sarah Orrel

59 Property and Building: Aaron Winter (Chair), Sarah Orrel, Tom Smith

60 Parks and Playgrounds: Sarah Orrel (Chair), Jerry Bradham, Aaron Winter

61

62 The Mayor reminded everyone that the Tree Lighting on the Square is scheduled for 5:00 PM  
63 on Saturday, November 29, 2025.

64

65 7. **Treasurer's Report:**

66 Treasurer Amelia Quillen thanked the Board for allowing her to attend the Illinois Municipal  
67 Treasurers Association Institute. She shared that the seminars were full of valuable information.

68

69 She noted that out of 396 utility customers, 94 have signed up for autopay, and 141 have signed  
70 up for email billing.

71

72 The Village's checking, savings, and investments total \$1,966,164.52

73

74 **Motion:** It was moved by Trustee George Gerlach and seconded by Trustee Sarah Orrel to  
75 approve the Treasurer's Report. Motion passed by Roll Call Vote:

76

77 **Ayes:** Trustees Bradham, Gerlach, Jones, Orrel, Smith, Winter

78 **Nays:** -

79 **Abstain:** -

80 **Absent:** -

81

82 8. **Approval of Bills:** \$57,156.02

83 Treasurer Amelia Quillen presented the expense report. The report also included a few  
84 estimated bills, as they have not yet arrived. The estimated bills need to be paid before the next  
85 Board Meeting in order to avoid late charges. The actual bill amounts will be included in next  
86 month's financial reports.

87

88 **Motion:** It was moved by Trustee Royce Jones and seconded by Trustee Aaron Winter to  
89 approve the bills totaling \$57,156.02. Motion passed by Roll Call Vote.

92                   **Ayes:** Trustees Bradham, Gerlach, Jones, Orrel, Smith, Winter  
93                   **Nays:** -  
94                   **Abstain:** -  
95                   **Absent:** -  
96  
97                   **9. Clerk's Report:**

98                   Clerk Cynthia Fuerst shared that the Greater Wabash Planning Commission (GWRPC) is  
99                   working with the Illinois Department of Transportation (IDOT) to develop a Safety Action Plan  
100                  for our region. A survey seeking public input is now available. She encouraged the trustee and  
101                  the public to complete the survey, which will help GWRPC with future grant applications.  
102  
103                  She reminded the trustees that trash service will be delayed one day due to the Thanksgiving  
104                  Holiday.  
105

106                  **Motion:** It was moved by Trustee Sarah Orrel and seconded by Trustee Jerry Bradham to  
107                  approve the Clerk's Report. Motion passed by Roll Call Vote.  
108

109                  **Ayes:** Trustees Bradham, Gerlach, Jones, Orrel, Smith, Winter  
110                  **Nays:** -  
111                  **Abstain:** -  
112                  **Absent:** -  
113  
114                  **10. Attorney's Report:**

115                  Attorney Darrin Rice reported that the Public Notice regarding the acceptance of Sealed Bids  
116                  for the Senior Center building (108 W. South Street) will publish in the *Mt. Carmel Register* on  
117                  November 29, 2025. Bids will be opened on December 29, 2025 at 6:30 PM.  
118

119                  **11. Public Discussion/Comments from Audience:**

120                  Resident Janet Porterfield asked about the process of selling the Senior Center Building, and  
121                  what would happen if the Board only receives one bid. The Mayor stated that the Village  
122                  Board has the option of rejecting an unacceptable bid offer.  
123

124                  **12. Committee Reports:**

125                  **A. Finance:**

126                  Trustee Gerlach reported that he has spoken with the President of the First National Bank of  
127                  Allendale, Don Price, to assure that everything was in order regarding the bonds for the  
128                  new Fire Truck. The paperwork for the Fire Truck bonds has been signed to assure that  
129                  funds will be available when needed.  
130  
131

132                  As was discussed at last month's meeting, the Loan Note for the Fire Truck deposit has  
133                  been paid in full.  
134  
135

136      **B. Parks & Playgrounds:**

137      Trustee Sarah Orrel had nothing to report at this time. Village Engineer Mike Bridges will  
138      discuss the Mill Pond Park Project later in the meeting.

140      **C. Property & Buildings:**

141      Trustee Aaron Winter nothing to report at this time.

143      **D. Public Safety:**

144      Trustee Royce Jones reported 555 miles were driven, and thirty (23) calls were made by our  
145      Police Chief. Check sheets at the fire house were up to date and in good standing. He had  
146      walked through the Fire House and all appeared in good order.

148      Police Chief Mark Weber stated that he continues to work on addressing neglected  
149      properties in the Village.

151      Fire Chief Harvey Fenton stated that the department responded to three (3) calls this month.  
152      He shared that the department has responded to sixty-five (65) calls so far this year, which  
153      is the most call in a year that he can remember.

155      **E. Streets & Alleys:**

156      Trustee Tom Smith had nothing to report at this time

158      **F. Water & Sewers:**

159      Trustee Jerry Bradham reported that they are still waiting on parts for a lift station.

161      **13. Old Business:**

163      No Old Business.

165      **14. New Business:**

167      *Note: Agenda items 14A and 14B were discussed after the Executive Session. An Executive  
168      Session was held regarding Agenda item 14H. Village Engineer Mike Bridges arrived at 7:23  
169      PM.*

171      **A. Discussion and/or Approval of Mill Pond Park Payment Request #4 – Mike Bridges.**

172      Mike Bridges of Charleston Engineering reported that the Mill Pond Project is complete.  
173      Pay Request #4 is for \$12,000.00. With Payment Request #4, the Village will have paid  
174      95% of the agreed upon Contract amount. There will be one more payment request for  
175      about \$6,000 which will be made once a final inspection is completed.

177      Due to the weather, the removal of old painted court lines will be completed in the Spring.

179                   **Motion:** It was moved by Trustee Royce Jones and seconded by Trustee George Gerlach to  
180                   approve *Pay Request #4* for \$12,000.00. Motion passed by Roll Call Vote.

181                   **Ayes:** Trustees Bradham, Gerlach, Jones, Orrel, Smith, Winter

182                   **Nays:** -

183                   **Abstain:** -

184                   **Absent:** -

185  
186                   **B. Discussion and/or Approval of North Prairie Street Sewer Line Repair and/or**  
187                   **Replacement – Mike Bridges**

188                   Head of Public Works Tod Goble discussed the issues with the North Prairie Street sewer  
189                   line. This section has frequently been a problem due to tree roots growing into the line.  
190                   This section of line has been rooted-out many times, but it is at the end of its life  
191                   expectancy and needs to be replaced to correct this ongoing problem.

192  
193                   Engineer Mike Bridges of Charleston Engineering explained that to correct this issue, the  
194                   Village is looking at replacing approximately 320 feet of line. This section of line is about  
195                   seven (7) to eight (8) feet underground, meaning this will be a more expensive project. He  
196                   estimates that the total cost will be between \$75,000 to \$80,000.

197  
198                   Trustees determined that there are funds available to pay for the project. The Village has a  
199                   few Sewer Fund CDs, and the proposed project is within the Village's TIF district. Due to  
200                   the estimated cost, the proposed project will need to go out to bid.

201  
202                   **Motion:** It was moved by Trustee Jerry Bradham and seconded by Trustee Aaron Winter to  
203                   direct Mike Bridges of Charleston Engineering to prepare the bid documents for the North  
204                   Prairie Street sewer line replacement. Motion passed by Roll Call Vote.

205  
206                   **Ayes:** Trustees Bradham, Gerlach, Jones, Orrel, Smith, Winter

207                   **Nays:** -

208                   **Abstain:** -

209                   **Absent:** -

210  
211                   **C. Discussion and/of Approval of Ordinance 2025-11; 2025 Tax Levy Ordinance for the**  
212                   **Village of West Salem Payable in 2026.**

213                   This levy ordinance provides funding for Village Administration, Police, Fire, and Parks.  
214                   The proposed levy is for \$84,134.00

215  
216                   The levy ordinances were discussed at the October Village Board Meeting. At that meeting,  
217                   there was consensus that the Village's three levy requests would need to be increased  
218                   slightly (less than 5%) due to inflation. The Board decided to approve all three (3) levies  
219                   (agenda items 14C, 14D, and 14E) with one motion.

220  
221       **Motion:** It was moved by Trustee George Gerlach and seconded by Trustee Royce Jones to  
222        approve *Ordinance 2025-11; 2025 Tax Levy Ordinance for the Village of West Salem*  
223        *Payable in 2026, Ordinance 2025-12 Tax Levy Ordinance for the West Salem Sanitary*  
224        *District Payable in 2026, and Ordinance 2024-13 Tax Levy Ordinance for the West Salem*  
225        *Road District #13 Payable in 2026.* Motion passed by Roll Call Vote.

226  
227        **Ayes:** Trustees Bradham, Gerlach, Jones, Orrel, Smith, Winter  
228        **Nays:** -  
229        **Abstain:** -  
230        **Absent:** -

231  
232        **D. Discussion and/or Approval of Ordinance 2025-12; 2025 Tax Levy Ordinance for the**  
233        **West Salem Sanitary District Payable in 2026.**

234        This levy ordinance provides funding for the Sanitary District. The proposed levy is for  
235        \$8,205.00.

236  
237        Approved. See agenda item 14C for motion and vote.

238  
239        **E. Discussion and/or Approval of Ordinance 2025-13; 2025 Tax Levy Ordinance for the**  
240        **West Salem Road District #13 Payable in 2026.**

241        This levy ordinance provides funding for Road District #13. The proposed levy is for  
242        \$7,654.00.

243  
244        Approved. See agenda item 14C for motion and vote.

245  
246        **F. Discussion and/or Approval of the 2026 West Salem Village Hall Holiday Closure**  
247        **Dates.**

248        After considering the holiday closures of Federal, State, and nearby government offices.  
249        The Board determined that the Holiday Closures for West Salem would be:

250           January 1, 2026	251           New Year's Day
251           January 19, 2026	252           Martin Luther King Day
252           February 12, 2026	253           Lincoln's Birthday
253           February 16, 2026	254           President's Day
254           April 3, 2026	255           Good Friday
255           May 25, 2026	256           Memorial Day
256           June 19, 2026	257           Juneteenth
257           July 3, 2026	258           Independence Day (observed)
258           September 7, 2026	259           Labor Day
259           October 12, 2026	260           Columbus Day / Indigenous Peoples' Day
260           November 11, 2026	Veterans Day

261 November 26 & 27, 2026 Thanksgiving  
262 December 24 & 25, 2026 Christmas  
263 December 31, 2026 New Year's Eve  
264

265 **Motion:** It was moved by Trustee Aaron Winter and seconded by Trustee Jerry Bradham  
266 for the Village of West Salem to observe the same holiday closing schedule as Edwards  
267 County. Motion passed by Roll Call Vote.

268  
269 **Ayes:** Trustees Bradham, Gerlach, Jones, Orrel, Smith, Winter  
270 **Nays:** -  
271 **Abstain:** -  
272 **Absent:** -  
273

274 **G. Discussion and/or Approval of the 2026 West Salem Village Board Meeting Schedule,  
275 and the West Salem Volunteer Fire Department Board Meeting Schedule.**

276  
277 West Salem Village Board Meetings Dates for 2026 are as follows:

278 January 26, 2026 6:30 PM July 27, 2026 6:30 PM  
279 February 23, 2026 6:30 PM August 24, 2026 6:30 PM  
280 March 23, 2026 6:30 PM September 28, 2026 6:30 PM  
281 April 27, 2026 6:30 PM October 26, 2026 6:30 PM  
282 May 18, 2026 6:30 PM November 23, 2026 6:30 PM  
283 June 22, 2026 6:30 PM December 21, 2026 6:30 PM  
284

285 West Salem Volunteer Fire Department Meeting Dates for 2026 are as follows:

286 January 5, 2026 6:30 PM July 6, 2021 6:30 PM  
287 February 2, 2026 6:30 PM August 3, 2026 6:30 PM  
288 March 2, 2026 6:30 PM September 14, 2026 6:30 PM  
289 April 6, 2026 6:30 PM October 5, 2026 6:30 PM  
290 May 4, 2026 6:30 PM November 2, 2026 6:30 PM  
291 June 1, 2026 6:30 PM December 7, 2026 6:30 PM  
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293 **Motion:** It was moved by Trustee Sarah Orrel and seconded by Trustee Aaron Winter to  
294 approve the West Salem Village Board and the West Salem Fire Department 2026 meeting  
295 schedules as presented. Motion passed unanimously by Voice Vote.

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**H. Annual Employee Evaluation and/or Wage Determination for Mike Clark with Possible Closed Session.**

**Motion:** It was moved by Trustee George Gerlach and seconded by Trustee Sarah Orrel enter into **closed session at 7:07 PM** pursuant to the Illinois Open Meetings Act 5ILCS 120/2(c)(1) to discuss employment matters regarding a specific employee. Motion passed by **Roll Call Vote**.

**Ayes:** Trustees Bradham, Gerlach, Jones, Orrel, Smith, Winter

**Nays: -**

**Abstain:** -

**Absent: -**

**At 7:23 PM** the Board came out of closed session. Mayor Bradham resumed the open meeting, and asked for a roll call.

## Roll Call:

## Trustees Present

## Trustees Absent

Jeffrey Bradham, Mayor  
Jerry Bradham  
George Gerlach  
Royce Jones  
Sarah Orrel  
Tom Smith  
Aaron Winter

The Mayor announced that during the closed session the job performance of Assistant Water Superintendent Mike Clark was discussed. They appreciate the fine work that he has done this year, and that he received his Illinois Water License. They would like for Mr. Clark to begin working on his Illinois Sewer License.

Mr. Clark stated that he was glad to be working for the Village of West Salem.

**Motion:** It was moved by Trustee George Gerlach and seconded by Trustee Sarah Orrel that Mike Clark be awarded a \$0.50 per hour raise effective with the next pay period.

**Motion passed by Roll Call Vote.**

**Ayes:** Trustees Bradham, Gerlach, Jones, Orrel, Smith, Winter

**Nays: -**

**Abstain:** -

**Absent:** -

345      **15. Adjournment**

346      The next meeting is scheduled for December 29, 2025 at 6:30 PM.

348      **Motion:** It was moved by Trustee Tom Smith and seconded by Trustee Sarah Orrel to adjourn  
349      the meeting. Motion passed unanimously by **Voice Vote**.

351      **Meeting Adjourned at 7:38 PM.**

355      Jeffrey Bradham, Village Mayor

360      Cynthia Fuerst, Village Clerk