

VILLAGE OF WEST SALEM  
VILLAGE BOARD MEETING  
106 E SOUTH STEET, 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:**

Trustees Present

Trustees Absent

Jeffrey Bradham, Mayor

Jerry Bradham

George Gerlach

Royce Jones

Sarah Orrel

Tom Smith\*

Aaron Winter

\*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:**

*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.**  
90  
91

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

**Nays:** -

**Abstain:** -

**Absent:** -

**9. Clerk's Report:**

Clerk Cynthia Fuerst shared that the Greater Wabash Planning Commission (GWRPC) is working with the Illinois Department of Transportation (IDOT) to develop a Safety Action Plan for our region. A survey seeking public input is now available. She encouraged the trustee and the public to complete the survey, which will help GWRPC with future grant applications.

She reminded the trustees that trash service will be delayed one day due to the Thanksgiving Holiday.

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

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

**Nays:** -

**Abstain:** -

**Absent:** -

**10. Attorney's Report:**

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

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

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

**12. Committee Reports:**

**A. Finance:**

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

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

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.  
139

140 **C. Property & Buildings:**

141 Trustee Aaron Winter nothing to report at this time.  
142

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.  
147

148 Police Chief Mark Weber stated that he continues to work on addressing neglected  
149 properties in the Village.  
150

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.  
154

155 **E. Streets & Alleys:**

156 Trustee Tom Smith had nothing to report at this time  
157

158 **F. Water & Sewers:**

159 Trustee Jerry Bradham reported that they are still waiting on parts for a lift station.  
160

161 **13. Old Business:**

162 No Old Business.  
163  
164

165 **14. New Business:**

166  
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.*  
170

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.  
176

177 Due to the weather, the removal of old painted court lines will be completed in the Spring.  
178

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

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

**Nays:** -

**Abstain:** -

**Absent:** -

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

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

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

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

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

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

**Nays:** -

**Abstain:** -

**Absent:** -

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

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

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

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

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

**Nays:** -

**Abstain:** -

**Absent:** -

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

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

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

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

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

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

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

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

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

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

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

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

**Nays:** -

**Abstain:** -

**Absent:** -

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

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

January 26, 2026	6:30 PM	July 27, 2026	6:30 PM
February 23, 2026	6:30 PM	August 24, 2026	6:30 PM
March 23, 2026	6:30 PM	September 28, 2026	6:30 PM
April 27, 2026	6:30 PM	October 26, 2026	6:30 PM
May 18, 2026	6:30 PM	November 23, 2026	6:30 PM
June 22, 202	6:30 PM	December 21, 2026	6:30 PM

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

January 5, 2026	6:30 PM	July 6, 2021	6:30 PM
February 2, 2026	6:30 PM	August 3, 2026	6:30 PM
March 2, 2026	6:30 PM	September 14, 2026	6:30 PM
April 6, 2026	6:30 PM	October 5, 2026	6:30 PM
May 4, 2026	6:30 PM	November 2, 2026	6:30 PM
June 1, 2026	6:30 PM	December 7, 2026	6:30 PM

**Motion:** It was moved by Trustee Sarah Orrel and seconded by Trustee Aaron Winter to approve the West Salem Village Board and the West Salem Fire Department 2026 meeting schedules as presented. Motion passed unanimously by **Voice Vote**.

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

Jeffrey Bradham, Mayor

Jerry Bradham

George Gerlach

Royce Jones

Sarah Orrel

Tom Smith

Aaron Winter

Trustees Absent

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.

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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**.

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

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355       Jeffrey Bradham, Village Mayor

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359       \_\_\_\_\_  
360       Cynthia Fuerst, Village Clerk