

**Regular Board Meeting of the Board of the Trustees of Elk Grove Township
Elk Grove Township Hall, 2400 S. Arlington Heights Road, Arlington Heights IL
February 20, 2018**

MINUTES

- I. Call to Order: Supervisor Sweeney called the meeting to order at 7:00 p.m.
- II. Roll Call: Trustees Satern, Niewiardowski and Ingraffia – Present. Supervisor Sweeney - Present. Trustee Ingraffia made a motion to approve Trustee Koshaba’s participation in the meeting via phone due to medical reasons. The motion was seconded by Trustee Niewiardowski. *The motion passed by a voice vote.* In Attendance: Administrator Pioch, Highway Commissioner Niewiardowski, and Assessor Carosielli.
- III. Public Comment: None
- IV. Discussion and Action on Approval of Minutes: A motion was made by Trustee Satern and seconded by Trustee Niewiardowski to approve the Regular Meeting Minutes of January 22, 2018 and the Committee of the Whole Meeting of February 10, 2018 with a revision to the January 22nd regular board meeting minutes reflecting Trustee Ingraffia’s absence. *The motion passed by voice vote.*
- V. Approval of Payroll and Bills. A motion to approve the payment of bills as presented was made by Trustee Satern and seconded by Trustee Ingraffia. *The motion was passed on a 5-0 roll call vote.*
- VI. Presentations
 - A. Kenneth Young Center Update. CEO and President Susan Cowen and the Center’s Program Director provided an overview of the Center’s mission, financial health and current programs. They highlighted those programs that were specifically benefitting from the Elk Grove Township grant.
 - B. A Caring Place 2018-2019 Funding Request. A Caring Place is requesting \$15,000 to assist in providing support to caregivers. They offer caregivers breaks during the week so that they can do chores, errands and get a little rest.
 - C. Amita Health 2018-2019 Funding Request. Amita Health is requesting \$30,000 to support its school based mental health programs at Elk Grove High School and Rolling Meadows High School. The State grant for the program has ended and Amita Health is looking for new funding to maintain and expand the program.
 - D. Connections of Illinois 2018-2019 Funding Request. Connections of Illinois is requesting \$10,000 to support its client service coordination program which reaches across housing assistance, counseling, health services and employment services.
 - E. GiGi’s Playhouse 2018-2019 Funding Request. GiGi’s Playhouse requested \$20,000 to support GiGi’s Studio which is a career development program for adults with Down Syndrome.
 - F. Maryville Academy 2018-2019 Funding Request. Maryville Academy is requesting \$15,000 for the Maryville Family Behavioral Health Clinic.

- G. Resources for Community Living 2018-2019 Funding Request. Resources for Community Living is requesting \$2,500 to help provide housing support services for adults with disabilities.

VII. Reports

- A. Assessor. Assessor Carosielli submitted a written report.
- B. Clerk. Clerk Busse submitted a written report that addressed recent FOIA requests. He noted that in accordance with FOIA regulations, as interpreted by the Township attorney, he will respond to and provide the necessary information for any official township document request. However, while he will respond to non-documentary requests, he will not provide non-documentary information unless he is given permission to do so by the elected officials associated with the request. He also reminded the elected officials of the Annual Township Topics Day in Springfield on April 25th.
- C. Highway Commissioner. Commissioner Niewiardowski submitted a written report. He noted that all three of the Township Highway Department trucks have experienced mechanical failures. He will be increasing his budget for 2018-2019 by \$65,000 to reflect truck repairs and a possible truck purchase. He indicated that he is likely to dispose of the Township's largest truck which is over 25 years old.
- D. Supervisor. In a written report Supervisor Sweeney informed the Board of General Assistance/Emergency Assistance activity and Transportation rides in the month of January. He also provided the Board with the January Township Employment Support Center Report and Financial Reports.

VIII. Correspondence. None

IX. Old Business.

- A. Video Taping Township Meetings RFP. Bids for videotaping Township Regular and Special Board Meetings were opened. Three bids were received: Lorelle Communications \$1,500 per meeting for 2 years, Rent Com \$2,670 per meeting, and Rocket Productions \$3,800 per meeting. There was no bid from or communication with Elk Grove Village Channel 6. Trustee Satern pointed out that the price quoted by Elk Gove Village Channel 6 in prior communication was less than the lowest bidder Lorelle Communications (who is the Township's current vendor). Supervisor Sweeney stated that he felt Elk Grove Village should be excluded from consideration for the videotaping contract because they did not respond to the RFP in any manner and because there have been indications that they cannot meet RFP requirements, particularly in terms of liability insurance. Clerk Busse noted that the private company vendors priced their services based on the RFP requirements while the Village quote was not based on any specific requirements. He also stated that he felt it would be irresponsible to enter into any contract without verification that the liability insurance requirement would be met. Trustee Satern pointed out that Supervisor Sweeney had previously stated that the Board would not be constrained by the RFP in selecting a videotape vendor. She made a motion to approve a contract for two years with Elk Grove Village Channel 6. The contract is not to exceed \$1,250 per meeting and is contingent upon

verification of the Village's ability to meet the RFP's insurance requirements. Verification is to be provided no later than March 30, 2018. The motion was seconded by Trustee Niewiardowski and was *passed on a 3-2 roll call vote*. Trustee Satern made a motion that was seconded by Trustee Niewiardowski to approve the continuation of videotaping services by Lorelle Communications through the month of March. *The motion passed on a 5-0 roll call vote.*

- B. Budget Update and Revisions for FY 2018-2019. Finance Director, Erika Renz, provided updates to the proposed 2018-2019 Township budgets for Town, General Assistance, Road District and Sewer. A vote for approval was required for each of these final tentative budgets.
1. Town Fund. The most significant issue addressed was how to deal with the agency grant requests which are running almost \$100,000 above 2017-2018 levels. Supervisor Sweeney suggested that during the course of the upcoming FY a review of the Agency grants and the process for approving the grants be carried out. He believes that some of the Township grants are duplicative and/or unneeded. He also proposed that the Township wait to add any new grants until the review is completed. Clerk Busse stated that he felt since the Board had requested the new agencies to make presentations at this evening's meeting they deserved to be considered for a grant for the coming FY. The Board consensus was to review both the recurring and the new agency requests for FY 2018-2019 at the March Regular Board Meeting. Supervisor Sweeney stated that he would budget recurring grant requests at their 2017-2018 levels and would budget new grant requests at ½ the requested levels. Supervisor Sweeney noted that these Agency budget numbers are placeholders and can be changed at the March Board Meeting. A motion was made by Trustee Ingraffia and seconded by Trustee Niewiardowski to approve the Town Fund Final Tentative Budget. *The motion passed on a 5-0 roll call vote.*
 2. Road and Bridge Fund. Highway Commissioner Niewiardowski made a significant change to the Equipment line item due to an emergency situation that very recently arose during a late winter snowfall. All of the Road District vehicles had mechanical problems to varying degrees. The main vehicle used to plow snow is 30 years old and needs to be replaced immediately therefore Commissioner Niewiardowski increased the line item from \$85,000 to \$150,000 to allow for the needed replacement of Township truck(s). After a short discussion, a motion was made by Trustee Satern and seconded by Trustee Niewiardowski to approve the Road and Bridge Final Tentative Budget. *The motion passed on a 5-0 roll call vote.*
 3. General Assistance Fund. After a short discussion, a motion was made by Trustee Satern and seconded by Trustee Niewiardowski to approve the General Assistance Fund Final Tentative Budget. *The motion passed on a 5-0 roll call vote.*
 4. Sewer Fund. There were no changes to the Sewer Fund budget. A motion was made by Trustee Satern and seconded by Trustee Ingraffia to approve the Sewer Fund Final Tentative Budget. *The motion passed on a 5-0 roll call vote.*

- X. New Business.
- A. 2018 Annual Town Meeting Agenda. Supervisor Sweeney presented the proposed agenda for the 2018 Annual Town Meeting. Trustee Satern made a motion to approve the Agenda which was seconded by Trustee Niewiardowski. *The motion passed on a voice vote.*
- B. Initial Review of Elk Grove Township Day Care Voucher. Supervisor Sweeney presented the proposed Township Day Care Voucher Application. After a short discussion a motion was made by Trustee Ingraffia and seconded by Trustee Niewiardowski to approve the application as presented. *The motion passed on a 5-0 roll call vote.*
- XI. Executive Session. Supervisor Sweeney asked for a motion to adjourn to Executive Session to discuss Township employee compensation matters. A motion was made by Trustee Satern and seconded by Trustee Niewiardowski. *The motion passed on a 5-0 roll call vote.* The meeting was adjourned to Executive Session at 8:50 p.m.
- XII. Reconvene Regular Board Meeting. The Regular Elk Grove Township Board Meeting was reconvened at 9:20 p.m. A roll call was taken with Trustees Satern, Niewiardowski, Ingraffia and Supervisor Sweeney present. Trustee Koshaba was absent. In attendance were Administrator Pioch and Highway Commissioner Niewiardowski.
- XIII. Employee Compensation. Supervisor Sweeney asked for a motion to approve a 2% base increase for Township employees (not including Assessor's office employees) with a potential for the same employees to receive up to another 2% merit increase. Any increase in excess of 4% would be required to be approved by the Township Board. A motion was made by Trustee Satern and seconded by Trustee Niewiardowski. *The motion passed on a 4-0 roll call vote.* Supervisor Sweeney asked for a motion to approve a \$5,000 increase in the salary for Administrator Pioch. A motion was made by Trustee Ingraffia and seconded by Trustee Satern. *The motion passed on a 4-0 roll call vote.*
- XIV. Adjourn: There being no further business, a motion to adjourn was made by Trustee Satern and seconded by Trustee Niewiardowski. *The motion passed on a voice vote.* The meeting was adjourned at 9:22 p.m.

Respectfully submitted,



George Busse
Elk Grove Township Clerk