

Regular Meeting of the Elk Grove Township Board of Trustees
Elk Grove Township Hall
2400 S. Arlington Heights Road, Arlington Heights, IL 60005
September 23, 2019

Minutes

- I. Call to Order. Supervisor Sweeney called the meeting to order at 7:00 p.m.
- II. Roll Call. Present: Trustees Satern, Niewiardowski, Ingraffia, Keenley and Supervisor Sweeney. In attendance: Deputy Clerk/Administrator Pioch, Assessor Carosielli and Highway Commissioner Niewiardowski.
- III. Public Comment. Melissa Cayer asked if the Township had a public wifi access, the password to access it along with wanting to know the best way to find the Township's website address. The questions were answered by Supervisor Sweeney. She wanted to know about when the Calendar function on the website would be available and requested that several items be posted at that time.

Heidi Graham requested that the Township Board consider purchasing an advertisement for the League of Women Voters on the envelope for the Youth Engagement program during the Township's next budget cycle. Birthday envelopes are delivered to high school students around their 18th birthday to encourage them to express their right to vote.
- IV. Consent Agenda. Supervisor Sweeney asked for a motion to approve the authorization for payroll/bills and to approve the Supervisors Report consisting of information regarding General Assistance, Employment Support, Transportation Services and Financials. A motion for approval was made by Trustee Satern and seconded by Trustee Ingraffia. *The motion passed on a 5-0 roll call vote.*
- V. Discussion and Approval of Minutes. Supervisor Sweeney asked for a motion to approve the minutes of the Regular Board Meeting of August 26, 2019 and the Special Board Meeting of September 10, 2019. A motion was made by Trustee Satern, seconded by Trustee Niewiardowski to approve the minutes. *The motion was passed on voice vote.*
- VI. Presentations. Mark Toll from Dan Creaney Company was present to provide an update, packet of information that he went through with the Board and advised that he will be creating a bid document to continue with the sewer pipe lining on the approximately 5.5 miles of pipe and to review the 141 manholes of the Township's Sanitary Sewer System for any needed repairs. To date the Township has completed approximately 14,435 linear feet of sewer pipe lining and repairs. He expected the bid for an additional 6,200 linear feet of pipe lining to be published in mid-October and work to take place in December (winter). He also presented information on the MWRD Inflow/Infiltration Program that is a Long-Term Operation and Maintenance Program for Storm Water management that has as its goal to reduce clearwater infiltrating the sanitary sewer systems. He noted the information about private property inspections that are a part of Ordinance 2019-03 and are applicable for unincorporated residents within the Township's sanitary sewer system. Supervisor Sweeney asked if there were specific questions about the last part of Mr. Toll's presentation and noted the Ordinance under New Business that the Board would consider tonight.

Michael Bailen from Alliant Mesirow Insurance Services was present to provide an initial discussion regarding the Township's 2020 Health Insurance program. Michael went through the packet

beginning with Section 3 (Current coverages). Dental rates are guaranteed for one additional year and the voluntary Vision program has a rate guarantee for another year as well. Sections 4 (Benchmarking comparisons) and Section 5 (Actual Renewal Medical Insurance rates begins December 1, 2019), which Michael explained each page in detail. He proposed increasing the employee portion from 5% to 10% which would split the increase in the "Annual Spend" between the Township and Employees.

VII. Reports.

A. Assessor. Assessor Carosielli submitted a written report. Her office is still open for Board of Review Appeals. Her office hosted a Taxpayer Outreach Session last week and had 89 attendees. Staff was available to assist with appeals from residents. Last 5 days had 225 walk-ins and did 186 Appeals. Appeals close on October 8th. Recorder of Deeds Outreach will take place at Elk Grove Village at 6:00. Assessor attended Cook County Township Assessor Meetings (Executive and Regular). There was a lot of discussion about the issues that have come out of the triennial reassessment. A decision was made to reach out to the Cook County Assessor to discuss the issues that arose in the process. Also, Elk Grove Township Assessor's office was awarded the 2019 Good Neighbor Award from the CC Assessors' for work on the triennial appeals as well as the assistance her office provided to Wheeling Township during their appeal process.

B. Clerk. Clerk Busse submitted a written report but was absent. Supervisor Sweeney asked Board Members to reach out to Clerk Busse upon his return if they had any questions for him.

C. Highway Commissioner Report. Commissioner Niewiardowski submitted a written report and verbally added that during a recent large rain storm the culvert work that was addressed in the recent road construction held up well and that the water accumulated as expected. The culverts filled up and then drained as planned about an hour later. He noted that residents that would normally have rain in their back yards even in small rain storms were completely dry. He noted the good work that Mark Toll and Dan Creaney Company staff did to calculate the drainage issues that were addressed with this project. He also noted that Building Maintenance employee stepped in to assist the Highway department a couple times this summer when they were short-handed and he appreciated it.

A motion was made by Trustee Ingraffia and seconded by Trustee Niewiardowski to approve the Elected Officials' reports. *The motion passed by voice vote.*

VIII. Correspondence. Update from Center for Enriched Living

IX. Old Business.

A. Recertification of Elected Officials for Participation in IMRF. Supervisor Sweeney reported that non-governing Board Officials that are still in IMRF (Assessor and Highway Commissioner) would need to complete IMRF form 621 and would need to sign to certify they work the required number of hours (600). The form would then be forwarded to the Authorized Agent (Supervisor Sweeney) for signature. If there was a dispute and the Authorized Agent would not sign the form the form would still be forwarded to IMRF's office for a decision on how they wanted to proceed whether through a formal investigation or handle in some other fashion. It was also noted that IMRF does not have a formal process of tracking hours and it is normally based on the person's honor. Any form of hours tracking would be set in place by the Elk Grove Township Board.

B. Proposed Revisions to Elk Grove Township Employee Handbook. There were no questions by the Board regarding the document presented for approval. A motion was made by Trustee Keenley and seconded by Trustee Satern to approve the proposed changes to the Employee Handbook as presented. *The motion passed by voice vote.*

X. New Business.

A. Resolution 2019-06 Awarding Office Furniture Services Bid. Supervisor Sweeney advised that the only qualified bid was from Rieke Office Interiors and that he was not being presumptuous but wanted to put something in the Board Packet for discussion. The bid amount was \$111,038 and part of that amount in the Rieke bid was for millwork that was also included in the bid from the General Contractor (Integral Construction) so if the millwork is done by Rieke the millwork bid by Integral will be decreased so basically no matter which one of the vendors completes the millwork the cost is about the same. Some discussion was had regarding next steps, lead time for the work to be completed and the process for moving forward. A motion was made by Trustee Keenley and seconded by Trustee Satern. *The motion passed on a 5-0 roll call vote.*

B. Elected Officials Overnight Travel – Annual TOI Educational Conference – November. Supervisor Sweeney advised that he and Trustee Keenley are planning to travel to the Annual TOI conference on Sunday and stay one night and that Clerk Busse is planning to arrive on Sunday and depart on Wednesday. A motion to approve the travel was made by Trustee Ingraffia and seconded by Trustee Niewiardowski. *The motion passed on a 5-0 roll call vote.*

C. Proposal to create a Full-Time Program Support Specialist. Supervisor Sweeney that he wanted to bring this subject to the Board's attention anticipating the move to the new building in the near future. Since the Administrative & Assessor areas will be on the opposite side of the building from the Social Services, Adult & Family Counseling and Youth & Family Services departments there will be a need for an administrative person (Support Specialist) to greet the individual departments clients, to answer questions about the various programs and to perform administrative functions for said departments. A consensus was reached to table the subject.

D. Resolution 2019-07 Schedule of Office Closing Dates for Calendar Year 2020. Supervisor Sweeney advised that the dates for 2020 were comparable to the dates that were discussed for 2019. A motion was made by Trustee Ingraffia and seconded by Trustee Niewiardowski to approve the closing dates presented for calendar year 2020. *The motion passed by voice vote.*

E. Resolution 2019-08 Schedule of Regular Board Meetings for 2020. Supervisor Sweeney advised that the dates for 2020 were comparable to the normal dates (fourth Monday of each month) except that January 20th meeting date was revised to allow a 30-day time period for the Tentative Budget to lay on the table before being approved at the February 24th Board Meeting. A motion was made by Trustee Satern and seconded by Trustee Niewiardowski to approve the schedule of regular board meetings as presented for calendar year 2020. *The motion passed by voice vote.*

F. Ordinance 2019-03 To Allow Inspection of Private Property for Illegal Clear Water Connections to the Sanitary Sewer System. Supervisor asked for a motion to approve Ordinance 2019-03 that Mark Toll had explained during his presentation. A motion was made by Trustee Satern and seconded by Trustee Niewiardowski to approve Ordinance 2019-03. *The motion passed on a 5-0 roll call vote.*

- XI. Adjourn. There being no further business, Supervisor asked for a motion to adjourn. A motion was made by Trustee Satern and seconded by Trustee Niewiardowski. *The motion passed on a voice vote.* The meeting was adjourned at 8:32 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "George Busse", written over a horizontal line.

George Busse, Clerk