

Regular Meeting of the Elk Grove Township Board of Trustees
Elk Grove Township Hall
600 Landmeier Road, Elk Grove Village, IL 60007
June 22, 2020

Minutes

- I. Call to Order. Supervisor Sweeney called the meeting to order at 7:00 p.m.
- II. Roll Call. Trustees Satern (via Zoom), Niewiardowski, Ingraffia (via Zoom), Keenley and Supervisor Sweeney were present. In attendance: Administrator Pioch, Highway Commissioner Niewiardowski and Assessor Carosielli (via Zoom).
- III. Public Comment. None
- IV. Consent Agenda. Supervisor Sweeney asked for a motion to approve the authorization of payroll and bills and to approve the Supervisors report consisting of information regarding General Assistance, Employment Support, Transportation Services and Financials. A motion was made to approve by Trustee Satern and seconded by Trustee Niewiardowski. *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 Regular Board Minutes of May 18, 2020 and the Special Board Meeting Minutes of May 30, 2020. A motion for approval was made by Trustee Keenley and seconded by Trustee Ingraffia. *The motion passed on a voice vote.*
- VI. Presentations. None
- VII. Elected Official Reports.
 - A. Assessor. Assessor Carosielli submitted a written report. She also reported that the Township was notified by the County on Friday, June 19th that offices would not be opening for appeals on Monday, June 22nd. The new opening date has been set for June 29th. She noted that this change was unexpected and unexplained.
 - B. Clerk. Clerk Busse submitted a written report.
 - C. Highway Commissioner. Commissioner Niewiardowski submitted a written report.

Supervisor Sweeney asked for a motion to approve the elected official reports. A motion for approval was made by Trustee Keenley and seconded by Trustee Niewiardowski. *The motion passed on a voice vote.*

VIII. Old Business. None

IX. New Business.

A. General Assistance Transfers of Appropriations for FY 2019-2020. Supervisor Sweeney asked a motion to approve the transfer of funds from over budgeted line items to the under budgeted line items in the General Assistance budget for FY 2019-2020. The total amount of funds transferred was under the 10% statutory limit. A motion to approve was made by Trustee Satern and seconded by Trustee Ingraffia. *The motion passed on a 5-0 roll call vote.*

B. Proposed Agency Grant Policy. Supervisor Sweeney presented a policy for the administration of the Township's Agency Grant Program. The policy formalizes the procedures that the Township has been using to managing the program for many years. Trustee Satern recommended that the policy be included in the application packages provided to organizations seeking to participate in the program. A motion was made by Trustee Satern and seconded by Trustee Niewiardowski to approve the policy. *The motion passed on a 5-0 roll call vote.*

C. Agency Grant Funding Request. A grant invoice was received from Shelter Inc. requesting the partial payment of a FY 2020-2021 agency grant in the amount of \$70,000. The Township, however, has no record of an application being submitted and the Board did not approve a grant for Shelter for the current fiscal year. Shelter is arguing that they did submit an application and provided the Township with a copy of an email showing that an application was sent on February 3, 2020. They assumed that the grant was approved even though they did not receive confirmation of the application's receipt or confirmation of grant approval. Shelter believes that an honest mistake was made on the part of one of the parties and has requested that their application for \$70,000 for FY 2020-2021 be considered for approval. Supervisor Sweeney asked for Board comments. Trustee Satern indicated that she would favor approving the grant request given the unusual circumstances surrounding the missing application. Trustee Ingraffia stated that he was not in favor of approving the grant citing Shelter's negligent assumption that the grant was approved even though they did not receive notification of either the application's receipt or the grant's approval. He noted that the grant procedures are spelled out in the application package and Shelter failed to follow them. He also noted that the Board has made exceptions in the past but, after last fiscal year, the Board had agreed that no further exceptions would be made. Trustee Keenley agreed with Trustee Ingraffia as did Supervisor Sweeney. Even though Shelter provides valuable services and has been supported by the Township for many years, Supervisor Sweeney stated that he felt it was important that all agencies be held accountable for failing to follow the established procedures. Supervisor Sweeney asked for motion to approve the grant. *No motion was made and the grant was not approved.*

D. FY 2019-2020 Town Fund Tentative Budget – Amended. Supervisor Sweeney reminded the Board that at the end of each budget year the Board reviews the budget and expenditures and approves line item transfers in order to ensure that the expenses that were actually incurred during the year are properly stated. If the total dollar amount of the line item transfers is more than 10% of the overall budget the Board must re-budget for the fiscal year. Since the 2019-2020 Town Fund budget had an overage of \$954,150 re-budgeting is required. Supervisor Sweeney pointed out that these additional expenditures are not new and have already been reviewed and approved by the Board. The re-budgeting is needed to clean-up year end financials and properly categorize the expenditures. Supervisor Sweeney walked through the proposed budget revisions with the Board. The larger items were largely related to costs associated with the Township move into its new facility on Landmeier Road in Elk Grove Village and the smaller items were the typical year-end adjustments. After a short discussion a motion to approve the Tentative budget was made by Trustee Ingrassia and seconded by Trustee Satern. *The motion passed on a 5-0 roll call vote.*

E. FY 2019-2020 Road District Tentative Budget – Amended. Supervisor Sweeney stated that the FY 2019-2020 Road District Budget had an overage in excess of 10% of the total budget dollar amount and that re-budgeting was required. Supervisor Sweeney walked the Board through the proposed revisions. The adjustments were primarily related to the carry overs, overruns and engineering expenses associated with the Township Road Maintenance Project and to the Township's move to its new facility. A motion for approval was made by Trustee Keenley and seconded by Trustee Satern. *The motion passed on a 4-0 roll call vote with Trustee Niewiardowski abstaining.*

F. Resolution #2020-05RD – Proposal to Place Question on November 2020 General Election Ballot Regarding the Abolishment of the Elk Grove Township Road District. Supervisor Sweeney stated that given that the Township is currently responsible for maintaining only 5.97 miles of road and given the Township's commitment to financial responsibility, he is proposing that the Board pass Resolution #2020-5RD which would place on the November 2020 General Election Ballot a question regarding the abolishment of the Elk Grove Township Road District. If the resolution is passed Township voters would be given the opportunity to vote on whether to abolish or retain the Township Road District. Supervisor Sweeney stated that he believes it is time to abolish the Road District for several reasons: 1) Cost reduction, 2) Operational streamlining, and 3) Existing Township staff capabilities. Abolishment of the road district would reduce costs because the Highway Commissioner position would go away and a full time highway department staff would no longer be needed as most services would be outsourced. Also equipment costs would be eliminated. The annual saving would be in excess of \$100,000 even with the possible hiring of a part-time employee to manage the outsourcing contracts and to handle minor service needs. Abolishment of the road district would streamline Township operations by eliminating a layer of unnecessary bureaucracy. Finally, with or without a part-time employee on the staff, the Township has the ability to properly manage and provide key highway department

services. Supervisor Sweeney also noted that the Township would continue to receive funds from the road districts levy to pay for road and bridge services as long as the total miles maintained were four miles or more. He also explained that if the Road District is abolished, highway operations would be managed by the Supervisor (with the possible help of a part-time employee) with oversight from the Township Board.

Trustee Ingraffia asked that if the road district was abolished would the Township be repaid for the loan made to the district for the recent Road Maintenance Project. Supervisor Sweeney stated that the Township would continue to be repaid as long as the district levy was in place. Trustee Satern stated that she heard that Wheeling Township initially spent more money on road and bridge services after their road district was abolished than before. Supervisor Sweeney replied that he had not heard that. He stated he found that hard to believe given the analysis the Township has done leading up to proposing the resolution. He felt it could possibly be the case if Wheeling had significant road maintenance to perform shortly after the abolishment of their district. He pointed out that, in Elk Grove's case, the recent Road Maintenance Project has left the Township roads in excellent shape. Elk Grove Township now has the ability to build its capital road fund over the next decade or so to be ready for the next major road maintenance project. Trustee Satern asked if this was the best time to making this change given the Township's recent move to a new facility and the need to rebuild the challenge course and bike safety site. Supervisor Sweeney noted that the question would not be voted on until the November election and by that time most of the move related issues will be resolved. Trustee Satern also asked whether the Township plans to hire a part-time employee to help manage road and bridge services. She also asked if Highway Commissioner Niewiardowski would be considered for the position. Supervisor Sweeney stated that a part-time employee would most likely be hired. He also stated that Highway Commissioner Niewiardowski would be a good choice for the position given his experience and the fact that he lives in an unincorporated Township neighborhood. Both Trustee Ingraffia and Trustee Satern asked questions regarding a delay in the vote on the resolution. Supervisor Sweeney stated that while that would be the Board's prerogative, it should be noted that if the vote on the resolution was delayed until July and there was a vote with less than four votes in favor of the resolution the vote would have to be delayed again until the next month. At that point it would be too late to have it placed on the November election ballot. A motion was made by Trustee Ingraffia to approve the resolution. The motion was seconded by Trustee Keenley. *The motion passed on a 4-0 roll call vote with Trustee Niewiardowski abstaining.*

G. Proposed Food Pantry and West Entrance Projects. Supervisor Sweeney reported that the proposed food pantry and west entrance projects were erroneously not placed on the meeting agenda. He stated that he would review the proposed projects with the Board but that a Special Meeting would be held on Wednesday, June 24 to hold a vote. He pointed out that with the Township having been in its new facility for over three months several issues and potential improvements have emerged. He and

Administrator Pioch worked with Integral Construction on the potential projects. The scope of the projects and the price quotes were provided to the Board prior to the meeting. Supervisor Sweeney then walked through each of the projects with the Board. Change Order 43 deals with the repair of a leak in the masonry wall above the new addition by the social service spaces. Change Order 44 concerns making the food pantry exterior door more accessible by adding an automatic door opener. Change Order 45 involves replacing the front door at the west entrance so it is hinged to allow access that does not require the person entering to navigate around the open door to enter the building. Change Order 46 deals with creating a new double door at the interior of the food pantry in order to eliminate congestion and make it easier to enter and exit the pantry.

H. Public Comments. Supervisor Sweeney reminded the Board and meeting attendees that any questions or comments that residents have for the Board or other elected officials can only be offered during the Public Comment portion of Board meetings. Meeting attendees physically present at the Town Hall can raise their hand to be recognized and attendees on line can raise their hands electronically to be recognized. If there are questions after the Public Comment period, residents are encouraged to email or call the respective Township official during normal Township business hours to obtain the answers or assistance needed.

- X. Adjournment. 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 8:20 p.m.

Respectfully Submitted,

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

George Busse
Elk Grove Township Clerk