

## MINUTES – BOARD OF TOWN TRUSTEES

STATE OF ILLINOIS)  
COUNTY OF COOK)  
TOWN OF ELK GROVE) **REGULAR BOARD OF TRUSTEES MEETING**

The Board of Towns Trustees met at the Office of the Town Clerk at 2400 S. Arlington Heights Rd, Arlington Heights, IL on Monday May 27, 2014 at 7:00 pm.

Supervisor Sweeney, acting as Chairman, Gregory O'Brien acting as Clerk, the following official business was transacted.

**Call to Order:** Supervisor Sweeney called the meeting to order at 7:00 pm

**Roll Call:**

Trustee Busse – Not Present  
Trustee Koshaba – Present  
Trustee Satern –Present  
Trustee Niewiardowski – Present  
Supervisor Sweeney –Present

**In Attendance:** Connie Carosielli, Art Niewiardowski, Linda Hopfer, Erika Renz Dean Reschke, Casey Smith.

**Pledge of Allegiance:** The Pledge of Allegiance was recited.

**Approval of Minutes:** A motion to approve the minutes from the April 28, 2014 Regular Board of Trustees Meeting was made by Trustee Satern, seconded by Trustee Koshaba. Carried.

**Auditing of Bills for authorization of payment:** A motion to approve payment of the bills as presented was made by Trustee Satern, seconded by Trustee Niewiardowski. Carried.

**Day Care Center:** No report.

**Youth Services:** Dean Reschke reported that their groups are concluding with the end of the school year. Their summer groups are starting, will run over a 3-week session, 12 groups are scheduled that focus on social skills. Dean provided a copy

of letter they received from The Children's Advocacy Center, recognizing Renee Dorn as being the recipient of their annual Darwin Adams Award for her work in child advocacy.

**Kenneth Young Center:** No report.

**Assessor's Report:** Connie Carosielli provided a written report on the Assessor's office activity for the past month. She reported that the Cook County Assessor's office will be closing the Rolling Meadows satellite office for the second time. They anticipate this will lead to increased traffic in our office, especially for handling corrected tax bills. The traffic in the office has been light this past month; next major wave will be when second installments go out. Trustee Satern asked if there were a large number of people from other Townships using our office. Connie reported that there were occasionally, but not a major issue.

**Road & Bridge:** Art Niewiardowski reported that they are completing their inspection and compiling a list of needed street repairs and sewer repairs. They have completed branch pickups.

**Clerk's Report:** No report.

**Office Manager's Report:** Linda Hopfer reported that Cook County vehicle stickers should be in this coming week. They are still informing people that our office no longer accepts cash payments. The newsletter is at the post office ready to be mailed, should be in everyone's mailbox later this week. Please let the office know if you don't receive it. Update on issues with Sewer invoices, being return as undeliverable mail. They try to work with the Homeowner to avoid the final step of shutting of their water, but dealing with more bank foreclosures than in the past.

**General Assistance:** Supervisor Sweeney submitted a written report prepared by the General Assistance staff on the past month's client activity:

New:	1
Previous:	13
In-Process:	2
Denials:	2
Sanctions:	2

Terminations: 0  
Total 20

There were no disbursements for GA-Medical; 1 client(s) for Work Program Assignments; 13 clients for Emergency Assistance; 48 clients for the Food Pantry; 2 Nurse Home visits; and several other miscellaneous services. Total Clients: 106.

### **Resolutions & Ordinances:**

Supervisor Sweeney presented Resolution 2014-2, the Appointment of the Township Auditor. He explained the resolution, answered questions about the firm's fees, provided Trustee Koshaba with the firm's phone number so she could recommend them to another Township. Erika Renz, Finance Director, stated that this was their second year working with the firm and they were very helpful during the audit and throughout the year. Motion to approve the resolution was made by Trustee Satern, seconded by Trustee Niewiardowski. A Roll Call vote was taken:

Trustee Koshaba – Aye  
Trustee Satern –Aye  
Trustee Niewiardowski – Aye  
Supervisor Sweeney –Aye

The motion was Carried.

Supervisor Sweeney asked that if Trustees have questions or concerns on the appointment of the auditor, that they raise them in November well before the firm is retained for the following year's audit.

Supervisor Sweeney presented Resolution 2014-3, Municipal Sponsor of METRO Federal Credit Union. He explained the reason for the resolution, it was borne out of a suggestion by one of our bus drivers. He presented Ms. Casey Smith of METRO Credit Union, who provided an overview of their services, benefits to the employees and the Township. METRO is currently the credit union for Elk Grove Village and several other municipalities in the area.

Motion to approve the resolution was made by Trustee Koshaba, seconded by Trustee Satern. A Roll Call vote was taken:

Trustee Koshaba – Aye  
Trustee Satern –Aye  
Trustee Niewiardowski – Aye  
Supervisor Sweeney –Aye

The motion was Carried.

**Miscellaneous Business:**

**Item A:** Supervisor Sweeney presented Ronald Igielski for appointment to the office of President, Forest View Rural Fire Protection District. A motion to approve the appointment was made by Trustee Koshaba, seconded by Trustee Satern. Carried.

**Item B:** Supervisor Sweeney opened discussion on the approval of the revised Employee Handbook. Copies of the changes were previously sent to the elected officials. He reviewed the contents of the email he sent with the latest version of the handbook, including the attorney's responses to our questions, Supervisor Sweeney suggested that we could make the changes discussed with the attorney in the Handbook, resend for review and approval at the next regularly scheduled Board Meeting in June. Trustee Satern suggested that we accept the attorney's recommendations, then look further into the issues raised on the Family Leave section. Supervisor Sweeney will work on that language and forward to the Trustees for their review.

**Item C:** Appointment of the Township attorney. Supervisor Sweeney spoke to other townships to find out how they handled obtaining legal counsel. Some have an open-ended relationship with an attorney, others appoint one annually. Supervisor Sweeney sees the value of maintain the current relationship with the two firms. Each has an area of specialty that we require, one for legal issues unique to Township government and the other for their expertise Employment and Labor law. He asked that the issue be tabled until next month for further discussion.

A motion to adjourn was made by Trustee Koshaba, seconded by Trustee Satern. Carried.

The meeting was adjourned at 7:52 pm.

Respectfully Submitted

Gregory O'Brien  
Town Clerk