

**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
January 22, 2018**

MINUTES

- I. Call to Order: Supervisor Sweeney called the meeting to order at 7:00 p.m.

Roll Call: Trustees Koshaba, Niewiardowski and Ingraffia – Present. Supervisor Sweeney - Present. In Attendance: Administrator Pioch, Highway Commissioner Niewiardowski, and Assessor Carosielli. A motion was made by Trustee Ingraffia to approve the participation of Trustee Satern by phone for medical reasons. The motion was seconded by Trustee Niewiardowski. *The motion passed on a roll call vote.*
- II. Public Comment: None
- III. Discussion and Action on Approval of Minutes: A motion was made by Trustee Satern and seconded by Trustee Niewiardowski to approve the Regular Board Meeting Minutes of November 27, 2017; the Regular Board Meeting Minutes of December 18, 2017; the Special Meeting Minutes of December 6, 2017 and the Committee Meeting of the Whole Minutes of January 6, 2018. *The motion carried by voice vote.*
- IV. Approval of Payroll and Bills. A motion to approve the payment of bills as presented was made by Trustee Niewiardowski and seconded by Trustee Ingraffia. *The motion passed on a 5-0 roll call vote.*
- V. Presentations: Assessor Carosielli presented her proposed budget for FY 2018-2019. While some costs were reallocated no additional funds were requested.
- VI. Reports
 - A. Assessor. Assessor Carosielli submitted a written report for year-end 2017 and for January 2018. She reported that her office was assisting the Cook County Treasurer with three projects: 1) Notification of vulnerable taxpayers prior to the May tax sale, 2) Inputting names directly into the mainframe, and 3) Identifying correct mailing addresses for returned tax bills.
 - B. Clerk. Clerk Busse submitted a written report. He addressed several recent FOIA requests including a request from the Daily Herald Newspaper. He also reminded the Board that the date of the Annual Town Meeting will be the second Tuesday in April which is April 10th.
 - C. Highway Commissioner. Commissioner Niewiardowski submitted a written report.
 - D. Supervisor. In written reports Supervisor Sweeney informed the Board of General Assistance/Emergency Assistance activity and Transportation rides in the month of December. He also provided the Board with the December Township Employment Support Center Report and Financial Reports. Supervisor Sweeney reported to the Board that Elk

Grove Village has come to an agreement with the Elk Grove Village Park District Board for the swap of the property at 711 Chelmsford. This is an important step in the completion of the Township consolidation plan.

- VII. Correspondence. Supervisor Sweeney addressed a memo that the Administrator sent to the Board on January 18th. The memo stated that the February Regular Board Meeting will be rescheduled for February 20th, 2018 to ensure that there are 30 days between the presentation of the Final Tentative Budget in February and the Final Budget in March as required by statute.
- VIII. Old Business.
- A. Selection of the Auditor for FY 2018-2019. The Board reviewed five proposals for audit services. The current auditor, Costabile & Steffens, did not submit a proposal. Its failure to submit a proposal was likely because they assumed the Board would be selecting a new auditor as is customary for fiduciary reasons after having served as the Township auditor for 5 years. Several Board members expressed their satisfaction with the service provided by Costabile & Steffens and suggested that they be encouraged to submit a proposal. The Board members suggested a willingness on their part to delay a decision regarding the selection of an auditor until the February Regular Board meeting. Trustee Ingraffia stated that he was opposed to this because 1) Costabile & Steffens did not submit a proposal in the required time set by the RFP; 2) A rotation of auditors every 3-4 years is customary with most government bodies and many private sector businesses, like banks; and 3) A rotation of auditors serves a valuable purpose in that it helps prevent fraud and provides a fresh, objective look at the Townships financials. Supervisor Sweeney agreed with Trustee Ingraffia and suggested a 3-4 year rotation cycle be established with three of the more experienced auditors. After some discussion Trustee Satern made a motion and seconded by Trustee Niewiardowski to engage the firm of Klein Hall CPAs as the Township auditor for FY 2017-2018. Klein Hall CPAs has extensive experience auditing Township financial records and had the second lowest bid at \$11,950. *The motion passed on a 5-0 roll call vote.*
- B. Township Meetings Videotaping RFP. Clerk Busse presented for approval a RFP that would be sent out soliciting proposals for videotaping Township Regular and Special Board meetings. The RFP was developed through discussions with other local townships and municipalities that videotaping their meetings and through an extensive internet search for related information and practices. Clerk Busse stated that the RFP was open for discussion but that he strongly recommended that the insurance coverage requirement not be changed. Trustee Ingraffia asked as to when the RFP would be sent out and when proposals would be due. Supervisor Sweeney said the RFP would be immediately disseminated upon Board approval and that he felt that the Board should set a due date for proposals of February 16th. Trustee Koshaba stated that she had talked with the Elk Grove Village Mayor and that they were offering to provide the videotaping services for \$1000 which she felt was very reasonable. She also felt that consideration should be given to the Township buying the necessary equipment for videotaping the meeting. Clerk Busse stated that he felt an RFP was the most appropriate way to arrange for videotaping services because it 1) allowed all vendors the opportunity to bid on the contract using the same set of requirements in an open forum and 2) it is a contract that may exceed \$20,000 in cost. Regarding the purchase of equipment for the current Township Hall, he suggested that it made more economic sense to wait to buy equipment until the move to the new Township facilities in Elk Grove Village in 12-18 months. Trustee Satern made a motion to approve a

contract with Elk Grove Village to provide videotaping services. There was further discussion and there being no second for the motion it died. Supervisor Sweeney made a motion to approve the RFP as written with two amendments: 1) A certificate of insurance would be require with the submission of a proposal and 2) Proposals would be due February 16, 2018. Trustee Niewiardowski seconded the motion. *The motion passed on a 4-0 roll call vote with Trustee Koshaba abstaining.*

- C. Committee of the Whole Meeting for the Purpose of Day Care Vouchers. After discussion it was determined that Saturday, February 10th at 9:30 a.m. would be the best time to hold a Committee of the Whole Meeting for the purpose of discussing the establishment of a Township day care voucher program. Trustee Ingraffia and Clerk Busse stated that they would be unable to attend the February 10th meeting.

IX. New Business.

- A. Presentation of FY 2018-2019 Preliminary Tentative Budgets for Town Fund, General Assistance, Road and Bridge, and Sewer. Supervisor Sweeney and the Township Finance Director, Erika Renz, presented the FY 2018-2019 Preliminary Tentative budgets for the Town Fund, General Assistance, Road and Bridge and Sewer. There were no significant changes to the Road & Bridge and Sewer budgets from last year. Supervisor Sweeney noted that currently all budgeted salaries reflect an increase of 3% which is a place holder until the Board determines specific salary increase(s). There were questions by the Trustees concerning the allocation of some employee salaries across multiple departments. Trustee Koshaba felt that such allocations created unnecessary budgetary confusion while Trustee Ingraffia felt that it more accurately reflected where work was being done and where costs were being generated. Supervisor Sweeney noted that the allocation of salaries was previously recommended by the Township auditor Costabile & Steffens. Finally, Supervisor Sweeney reported that the agency packets are due on February 5th and that a meeting will be held at a date to be determined to set this FY's agency grants. He noted that there are several new agencies requesting grants this year.

- B. Intergovernmental Agreement with Elk Grove Village for 711 Chelmsford Property. Supervisor Sweeney reported that the Intergovernmental Agreement for the swap of the Township property at 711 Chelmsford for the Elk Grove Village Public Works property is still pending due to some title issues that the Village still needs to work through.

- X. Adjourn: There being no further business, a motion to adjourn was made by Trustee Koshaba and seconded by Trustee Saturn. *The motion passed on a voice vote.* The meeting was adjourned at 8:06 p.m.

Respectfully submitted,



George Busse
Elk Grove Township Clerk