

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 Road, Arlington Heights, IL on Monday February 23rd, 2015 at 7:02 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 7:02 pm

Roll Call:

Trustee Busse – Present
Trustee Koshaba – Present
Trustee Satern – Present
Trustee Niewiardowski – Present
Supervisor Sweeney – Present

In Attendance: Art Niewiardowski, Linda Hopfer, Renee Dorn, Annette Capuani, Mitch Bruski. Mark Toll.

Pledge of Allegiance: The Pledge of Allegiance was recited.

Approval of Minutes: Supervisor Sweeney asked if the Board wanted to vote on the six sets of meeting minutes as a group or individually. Consensus was to approve all submitted minutes together. Trustee Satern noted one error on the January 26, 2015 Committee of the Whole minutes, under the Day Care report it should say "... though we would retain...". No other changes or corrections were offered. Trustee Satern made a motion to approve the January 20, 2015 Preliminary Tentative Budget Meeting; the January 26, 2015 Regular Board of Trustees Meeting; the January 26, 2015 Committee of the Whole Meeting with the noted correction; the February 9, 2015 Agency Presentation Meeting; the February 9, 2015 Executive Session; and the February 17, 2015 Final Tentative Budget Meeting. The motion was seconded by Trustee Niewiardowski. Carried.

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

Trustee Satern noted a concern that one of the printouts was incomplete. They were able to complete the audit, but it is more difficult without the full report. Supervisor Sweeney said he would relay that information to the Township Finance Director.

Day Care Center: Annette Capuani wanted to thank Trustee Koshaba for assisting them in issuing their 1099 forms for the 2014 tax year. They are still waiting to find out what the State of Illinois will do about the shortfall in funding for the Child Care Assistance program. Approximately 80% of their students qualify for this program. The Day Care Center will be facing a budget gap from February to June if they don't continue to get these funds. She reported that their fund raising efforts with Little Caesar Pizza raised \$1,400. Supervisor Sweeney requested to get some time on her calendar next week, he will follow up to schedule.

Youth Services: Renee Dorn reported that they had met with the Elk Grove High School Counseling Advisor Committee, to help brainstorm alternatives on what to do about the chronic number of in-school suspensions they are administering. She was surprised to hear how high a number there were. Renee also noted that when she informed the committee about their wide range of programs the Township offers, the school faculty was not aware of them. She stated that their bilingual therapist they now have working on Saturday mornings is working out very well.

Kenneth Young Center: Mitch Bruski reported on a program the center is sponsoring in cooperation with area hospitals, to help keep seniors from having to be placed in nursing homes when being released from the hospital. The program has been very successful. In addition, the center is currently ranked second in the state for the number of referrals to successfully place seniors into community living arrangements. They are recruiting more volunteers for their programs, hosting a recruitment event at the Belvedere Banquet facility on February 25 at 5:30 pm. He reminded the Board that he will be retiring on April 30th and our next Board Meeting in March will be his last appearance.

Assessor's Report: No report. Supervisor Sweeney will follow up with Assessor Carosielli to obtain her written report that she submits monthly. He will pass it on to the Board.

Road & Bridge: Art Niewiardowski reported that the quiet winter weather is continuing, so activity has been light. He did want to recognize a local business, Diamond Truck and Trailer Repair, for their generous support. Recently on a Saturday, one of the plows on the trucks broke down and they could not obtain the necessary parts to repair it. Art happened to drive by a residence that had a repair truck from this company parked on the driveway. He stopped and discovered it was the homeowner's truck, who then took Art over to his shop, fabricated the necessary part on the spot and refused to take any payment for it. Art will be sending along an official thank you letter to recognize him for his selfless support.

Clerk's Report: No report.

Office Manager's Report: Linda Hopfer started by recognizing the efforts of our bus drivers, who have been remarkably busy these past weeks. In spite of the cold, or perhaps because of it, they have seen a marked increase in seniors needing bus service. They are also seeing an increase of seniors going to a single dialysis center in the township, so they are trying to work with the center to arrange for coinciding appointments to better coordinate the bus service. They are busy receiving calls for snow removal from residents in unincorporated Cook County. The county has a program where they will come and plow out people that are unable to clear a path to the road. Linda informed the Board that she had submitted her resignation today to Supervisor Sweeney, effective March 19, 2015. She is organizing her work and files for the transition.

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

New:	2
Previous:	12
In-Process:	1
Denials:	1
Sanctions:	0
Terminations:	1
Total	17

There were 0 disbursements for GA-Medical; 1 client(s) for Work Program Assignments; 9 clients for Emergency Assistance; 49 clients for the Food Pantry; 4 Nurse Home visits; and several other miscellaneous services. Total Clients: 105.

Resolutions & Ordinances:

There were no Resolutions or Ordinances to approve.

Miscellaneous Business:

Supervisor Sweeney asked if there were any objections to switching the order of the agenda to consider Item B: Township Administrator Job Notice Approval before the Engineer's report. No objections were noted.

B: Township Administrator Job Notice Approval. Supervisor Sweeney previously provided a copy of the proposed Job Description to the Board. He asked if there were any changes or additions. Trustee Busse asked that within the Finance section, Item #7, that "Elected Officials" be removed as Trustees are not on payroll, that their meeting fees are pre-set and are not subject to approval. Trustee Busse asked if we wanted to limit the departments under the Administrator's supervision, specifically the Assessor's office and Road & Bridge. Supervisor Sweeney clarified the wording. Trustee Busse questioned the wording under the Internal Relations section, requested that the line referring to "Indirect relationships with the Board of Trustees..." be removed. Trustee Satern asked if the role of Deputy Clerk needed to be an elected position or was it appointed. Supervisor Sweeney explained that anyone can be appointed to the role of Deputy Clerk. Supervisor Sweeney requested a motion to approve the Job posting, including the previously noted changes. A motion to approve the amended Job Posting was made by Trustee Busse, seconded by Trustee Koshaba. Carried.

A: Township Engineer Report: Supervisor Sweeney introduced Mark Toll, of Daniel Creaney Company, to the Board. The reason for this presentation was to bring the Board up to date on the various ongoing infrastructure programs currently underway in the township. Mr. Toll presented a written presentation to the Board. The presentation detailed the various consulting services that are provided by his firm to the Township, he then reviewed all of the major projects that the firm has partnered with the township since the early 1990's. Trustee Busse

asked a question on the five-year Sewer Maintenance program, does a similar plan need to be developed for our Road & Bridge infrastructure? Mr. Toll replied that a long-term plan does need to be developed as well. The main difference is that with roads you are looking at a 15 to 20 year time horizon for reconstruction on that plan, along with shorter timeframe plans for maintenance. Trustee Busse replied that we will need to complete this long term capital plan in order to properly set the tax levy so we have adequate funds for the required larger projects. Supervisor Sweeney thanked Mr. Toll for attending the Board meeting that they look forward to more frequent updates as they continue working on the long term plans.

Supervisor Sweeney asked if there were any other miscellaneous business items to consider. Trustee Busse mentioned that with Mitch Bruski retiring, he would like to have a resolution prepared recognizing his many years of service to our community. We could present it to him at the next Board meeting or at his retirement, whenever is appropriate. Supervisor Sweeney will prepare that for the next meeting.

Trustee Koshaba reported that the Township Officials of Cook County were planning a Field Trip event on Homeland Security preparedness by townships. She asked if they could borrow a bus and a driver for this event which is to be held on an upcoming Saturday. They would reimburse the township for any expenses. Supervisor Sweeney would follow up on that request.

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

The meeting was adjourned at 8:00 pm.

Respectfully Submitted

Gregory O'Brien
Town Clerk