

**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
April 24, 2017**

MINUTES

- I. Call to Order: Supervisor Sweeney called the meeting to order at 7:00 p.m.
- II. Roll Call: Trustees Koshaba, Satern, Niewiardowski and Ingraffia – Present. Supervisor Sweeney - Present. In Attendance: Administrator Pioch, Highway Commissioner Niewiardowski, and Assessor Carosielli.
- III. Public Comment: Melissa Cayer asked a question about Trustee time sheets. Administrator Pioch said that the Trustees do not use time sheets and that he would explain how the trustees are paid after the meeting.
- IV. Discussion and Action on Approval of Minutes: A motion was made by Trustee Satern and seconded by Trustee Niewiardowski to approve the Special Meeting minutes of March 20, 2017, the Public Hearing for the Tentative Budgets Meeting minutes of March 27, 2017 and the Regular Board Meeting minutes of March 27, 2017. *The motion carried by voice vote.*
- V. Presentations:
 - A. Meijer's Simply Give Program. The Meijer store in Rolling Meadows was recognized by the Board for contributing funds to the Township Food Pantry that were generated by the sale of gift cards to its customers. Trustee Satern presented an appreciation plaque to store manager, John DeVore.
- VI. Reports
 - A. Assessor. Assessor Carosielli submitted a written report. She stated that her office has been busy the past month with the accepting of Senior and Senior Freeze applications. She is waiting to hear from the County as to the cut-off date. She also noted that her office will be open for CCAO appeals April 26th through May 26th. Finally, Assessor Carosielli noted that an outreach program addressing the CCAO appeal process is scheduled for May 1st in the Township Hall.
 - B. Highway Commissioner. Commissioner Niewiardowski submitted a written report. He noted that the first branch pick up concluded last week and that, due to the mild winter, salt stockpiles are high and the order for next winter will be minimal. The Highway Commissioner also provided an oral report stating that there may be some work that is needed to trim and/or remove some trees in the Martha/Lincoln area on a vacant piece of property.
 - C. Supervisor. In written reports Supervisor Sweeney informed the Board of General Assistance/Emergency Assistance activity and Transportation rides in the month of March. He also provided the Board with the March Township Employment Support Center Report and Financial Reports.
- VII. Correspondence. None

VIII. Old Business.

A. Budget and Appropriations Ordinance #2017-01 (Town Fund, General Assistance, Road District and Sewer). The motion to approve the Ordinance at the March Regular Board meeting failed to pass on a 2-2 vote. Due to the absence of Trustee Satern at the March meeting the Board decided to table action on the Ordinance until the April Regular Board meeting. Supervisor Sweeney reintroduced the Ordinance and recommended that the budget for the Assessor's office be amended and reduced. He had previously sent each of the Trustees an overview of the Assessor budget's and the actual annual expenditures for the office over the last several years. Supervisor Sweeney argued that there is no evidence that the Assessor's office needs a significant increase in its budget in a non-triennial assessment year particularly when approximately \$11,000 in funding went unused last fiscal year. He also noted that Assessor Carosielli had spoken of a need to hire a third full time employee. He suggested that, while he does not believe a third full time employee is necessary, there, nonetheless, appears to already be sufficient funding in the budget to make such a hire. Trustee Satern pointed out that Supervisor Sweeney's numbers included insurance costs for the Assessor's office this year but not for last year. She argued that this was, therefore, not an apples to apples comparison. Supervisor Sweeney concurred with Trustee Satern and stated that he would make the adjustment. However, he pointed out that even with the adjustment the Assessor's budget for 2017-2018 would still increase by about 30%. After further discussion, Trustee Koshaba made a motion to approve Budget and Appropriations Ordinance #2017-01 without amendments. Trustee Satern seconded the motion. *The motion passed on a 3-2 roll call vote.*

IX. Approval of Payroll and Bills. A motion to approve the payment of bills as presented was made by Trustee Niewiardowski and seconded by Trustee Satern. *The motion was passed on a 5-0 roll call vote.*

X. New Business.

- A. Resolution 2017-12 (Senior Celebration Day). Supervisor Sweeney asked for a motion to proclaim June 9, 2017 as a day in recognition of the Twenty-Ninth Annual Senior Celebration Day. A motion to approve the resolution was made by Trustee Koshaba and seconded by Trustee Satern. *The motion carried by voice vote.*
- B. Resolution 2017-10 (Termination of Participation in IMRF by the Office of Township Supervisor). A motion was made by Trustee Koshaba and seconded by Trustee Niewiardowski to terminate the participation of the Township Supervisor office in the Illinois Municipal Retirement Fund (IMRF). *The motion passed on a 5-0 roll call vote.*
- C. Resolution 2017-11 (Approval of Participation in IMRF by Elected Township Officials). A motion was made by Trustee Koshaba and seconded by Trustee Niewiardowski to approve the participation of the offices of Township Assessor and Township Highway Commissioner in the IMRF. *The motion passed on a 4-1 roll call vote.*
- D. Employee Handbook Update. Supervisor Sweeney presented changes to the Township Employee Handbook that were proposed by the Township attorney. Trustee Koshaba indicated that she needed more time to review the proposed changes. A motion was made by Trustee Satern to table discussion until the next regular meeting. The motion was seconded by Trustee Koshaba. *The motion carried by voice vote.*
- E. Discussion on the Recording of Regular Township Board Meetings. Trustee Koshaba stated that in the spirit of transparency she would like to see the Regular Township Board meetings audiotaped. Supervisor Sweeney suggested that the Board also consider videotaping the

meetings. Clerk Busse noted that closed sessions are required to be audiotaped and that he would have a resolution regarding the procedure for recording closed sessions ready for approval at the next Regular Board Meeting. He also noted that the taping of public Board meetings is not required. However, if it was decided to tape Regular Board meetings, the Board would need to follow the rules established by the Local Records Commission. Trustee Ingraffia suggested that further analysis of the process was needed and recommended that the Clerk explore the matter and report back to the Board at the next Regular Board meeting. The Board agreed and Clerk was so directed.

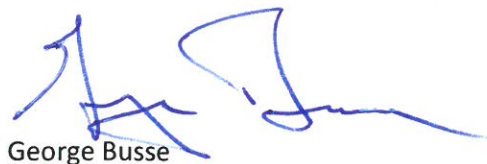
- F. Summer Intern. Supervisor Sweeney reported that the Township was planning to employ a college intern again this summer and inquired with the Board to determine if there was anyone that was interested in Chairing the committee or if they had any candidates to submit as noted in the Board Packet Memo. After receiving no comments the Supervisor moved to the next subject on the Agenda.
- G. Other: Date for Elected Officials to Receive Oath of Office. Trustee Satern asked about the swearing in date for the Township officials. Clerk Busse reported that the applicable statute stated that elected Township officials need to be sworn in within 30 days of the Township receiving certification of the election from the County. Trustee Satern indicated that she heard something different from TOI. Clerk Busse said he would investigate the matter and get back to the Board in time to ensure a proper swearing in.

- XI. Executive Session. Supervisor Sweeney asked for a motion to adjourn to Executive Session to discuss Township real estate matters. A motion was made by Trustee Koshaba and seconded by Trustee Niewiardowski. *The motion carried by voice vote.* The meeting was adjourned at 7:58 p.m.

- XII. Reconvene Regular Board Meeting. The Regular Elk Grove Township Board Meeting was reconvened at 8:26 p.m. A roll call was taken with Trustees Koshaba, Satern, Niewiardowski, Ingraffia and Supervisor Sweeney present. In attendance were Administrator Pioch and Highway Commissioner Niewiardowski.

- XIII. Adjourn: There being no further business, a motion to adjourn was made by Trustee Koshaba and seconded by Trustee Satern. *The motion carried by voice vote.* The meeting was adjourned at 8:27 p.m.

Respectfully submitted,



George Busse
Elk Grove Township Clerk