

**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
May 21, 2018**

MINUTES

- I. Call to Order. Supervisor Sweeney called the meeting to order at 7:00 p.m.
- II. Roll Call. Trustees Satern, Keenley and Ingraffia – Present. Supervisor Sweeney - Present. Trustee Niewiardowski – Absent. In Attendance: Administrator Pioch, Highway Commissioner Niewiardowski, and Assessor Carosielli.
- III. Public Comment. None
- IV. Consent Agenda. A motion was made by Trustee Ingraffia and seconded by Trustee Satern to approve the following items:
 - A. Resolution #2018-02 Forest View Rural Fire Treasurer Appointment – Lynn Heffley
 - B. Resolution #2018-03 Forest View Rural Fire Secretary Appointment – Thomas McDonnell
 - C. Resolution #2018-04 The Heart of a Marine Foundation Celebration Day
 - D. Authorization of Payroll/Bills – Town Fund General Assistance, Road District and Sewer.
 - E. Supervisors Report – February General Assistance, Employment Support, Transportation and Financial information

The motion passed on a 4-0 roll call vote.
- V. Discussion and Action on Approval of Minutes. A motion was made by Trustee Satern and seconded by Trustee Keenley to approve the Regular Meeting Minutes of April 23, 2018. *The motion passed by voice vote.*
- VI. Presentations. Clerk Busse presented The Heart of a Marine Foundation Executive Director Barbara Matsukes with a framed Township resolution that recognized the Foundation and its founders Roy and Georgette Frank for their 13 years of dedicated and compassionate support of the country's veterans and their families. May 21, 2018 was proclaimed Roy and Georgette Frank / The Heart of a Marine Foundation Celebration Day in Elk Grove Township.
- VII. Reports
 - A. Assessor. Assessor Carosielli submitted a written report. She noted that her office is now closed for property tax appeals and that the period for filing exemptions ended on May 21st. She reported that the second installment property tax bill will probably be late due to the large number of appeals and county staff reductions. Finally, Assessor Carosielli noted that her department has been carefully purging their files in preparation for scanning and digitalizing most of their records.
 - B. Clerk. Clerk Busse submitted a written report that addressed recent FOIA requests.
 - C. Highway Commissioner. Commissioner Niewiardowski submitted a written report. Supervisor Sweeney commended the Highway Department for their hard work in completing the plans for the Township Road Restoration Project. The project will start this summer.

VIII. Correspondence. None

IX. Old Business. None

X. New Business

- A. Ordinance #2018-03 Authorization of the Execution of the Intergovernmental Agreement By and Between the Village of Elk Grove IL and the Township of Elk Grove IL for Transfer of Real Estate, the Associated Post Closing Occupancy Agreement, and the Deed to Transfer Township Property to Elk Grove Village IL. After a review of the Ordinance by Township Attorney Jason Trembly, a motion to approve the Ordinance authorizing the execution of the the IGA between Elk Grove Village and Elk Grove Township was made by Trustee Ingraffia and seconded by Trustee Satern. *The motion passed on a 4-0 roll call vote.*
- B. Proposed Revision to Resolution 2017-17 Closing Dates for 2018. Trustee Satern noted that December 31st is not included in Resolution 2017-17 as a date that the Township offices are closed. It is a Monday that falls between Sunday and New Year's Day and she believes that historically the Township has closed when the December 31st falls on a Monday. Supervisor Sweeney acknowledged that establishing December 31st as a closure date should be considered, however, he suggested that the Board wait until the October Regular Board meeting when the 2019 Closing Dates will be set. He noted that the Board at that time could also reconsider the remaining 2018 Closing Dates and, in particular, December 31st. There was Board concurrence.
- C. Tuition Reimbursement Program. Trustee Satern asked about the Township Tuition Reimbursement Program. She asked Supervisor Sweeney to explain the program and asked if this was something that is being implemented by other government bodies. She stated that she was uncomfortable using taxpayers' money to reimburse Township staff for degrees and other longer term educational programs. Supervisor Sweeney stated that the Tuition Reimbursement Program currently in place is better described as a Tuition Assistance Program and that these type of programs are commonly offered by government organizations. He explained that when Township General Assistance Caseworker Stephanie Shparago decided to begin work on a Master's degree in Social Work it caused him to consider establishing an assistance program for employees who were seeking degrees, certifications or special training in areas related to their positions at the Township. After studying the idea he decided to initiate a program in the General Assistance office. He noted that the Assessor already provides financial assistance for those members of her department who are studying for the CIAO certification. He also noted that he is currently considering proposing an assistance program that would cover the entire Township staff. He would coordinate with the other Department Heads (Assessor and Highway Commissioner) on such a program before presenting it to the Board for discussion and approval. Trustee Satern stated that she thought CIAO certification was required for the Assessor's staff. Supervisor Sweeney said it was not and asked Assessor Carosielli to confirm that it was not required. Assessor Carosielli stated that CIAO certification was only required for the elected Assessor. However, she asserted that assisting employees in obtaining CIAO certification was valuable to the Township in that it that it increased professional knowledge, improved the quality of service, enhanced morale, and help put in place a leadership back up and/or succession plan in case of unexpected crises. Trustee Satern asked how much the program would cost. Supervisor Sweeney said he didn't know at this point in time but that he did not expect the total cost to exceed \$10,000. He noted that any tuition assistance policy would contain a requirement that the education must be job related (as determined by the Department Head), that it must be clearly afford an improvement in Township services, and that there would be performance/grade requirements. Supervisor Sweeney also

pointed out that while the GA tuition assistance program currently only requires one year of Township employment upon completion of courses, this requirement can be changed in the broader policy. Trustee Satern indicated that she will look forward to seeing the draft of a broader Township assistance policy. Trustee Satern pointed out that while she has seen the grades for the courses Caseworker Shparago has most recently taken, she has not seen a bill and that she felt was something that should be seen before the bill is paid the next time.

D. Procedures for Establishing Regular Board Meeting Agenda Items. Clerk Busse proposed procedures for establishing the Regular Board meeting agenda in an effort to enhance Board meeting preparation and meeting efficiency. Under the proposed procedure the Administrator would draft the initial Regular Board meeting agenda which, after the Clerk's approval, would be distributed to the Board no later than the close of business on the Tuesday before the meeting. Any elected official would be able to add an item to the agenda if it were submitted with the proper documentation by the close of business on Wednesday. After that time any two voting Board members would be able to add an item to the agenda if it were submitted under the names of both Trustees with the proper documentation by 3:00 p.m. on Friday. All additions would need to be approved by the Clerk or, in his/her absence, the Deputy Clerk. A final agenda is required by law to be distributed and posted not later than 48 hours prior to the meeting. The procedures also included a requirement for a second reading at a separate Board meeting if a non-standard agenda item was not passed by a super majority of the Board. After discussion it was agreed that the proposed procedure should be changed to require a second reading of any New Business Item that was not approved by a minimum of four of the five voting Board members. A motion was made to establish the procedure with the noted changes by Supervisor Sweeney and was seconded by Trustee Ingrassia. *The motion passed on a 3-1 roll call vote.*

XI. Adjourn. There being no further business, a motion to adjourn was made by Trustee Satern and seconded by Trustee Ingrassia. *The motion passed on a voice vote.* The meeting was adjourned at 7:49 p.m.

Respectfully submitted,



George Busse
Elk Grove Township Clerk