

**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 22, 2017**

**AMENDED MINUTES**

**(A Motion was passed at the June 26, 2017 Board Meeting to amend Section X(H) of the May 22, 2017 Board Minutes that were presented for approval at the June 26, 2017 Board Meeting.)**

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

Roll Call: Trustees Koshaba, Satern, Niewiardowski and Ingraffia – Present. Supervisor Sweeney - Present. In Attendance: Administrator Pioch, Highway Commissioner Niewiardowski, and Assessor Carosielli.

- 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 Special Meeting minutes of May 15, 2017 and the Regular Board Meeting minutes of April 24, 2017. *The motion carried by voice vote.*

- IV. Presentations: None

- V. Reports

- A. Assessor. Assessor Carosielli submitted a written report. She reported that her office conducted a successful appeals outreach program on May 1. There was a presentation by the County and appeals were filed on the spot. She also noted that her office will end filing residential taxpayer appeals on May 24th.
- B. Highway Commissioner. Commissioner Niewiardowski submitted a written report. He noted that the second branch pick was completed on May 15<sup>th</sup>. He also reported that the easement survey on Lincoln and Martha Streets, where townhouses abut a township residential area, has been completed. The township will be cleaning up the property that has been determined to be its responsibility. Finally, Commissioner Niewiardowski reported that he is having all Township roads evaluated by the Township engineers in order to determine the work needed to bring all roads into acceptable condition.
- C. Supervisor. In a written reports Supervisor Sweeney informed the Board of General Assistance/Emergency Assistance activity and Transportation rides in the month of April. He also provided the Board with the April Township Employment Support Center Report and Financial Reports. Trustee Niewiardowski asked about the number of individuals who have obtained jobs through the Township Employment Support Center. Supervisor Sweeney noted that he is aware of several situations where individuals have found work but that he doesn't have the exact numbers and will have to get back to him. He also pointed out that it is hard to know the exact number because companies and individuals do not normally report back to the Township about hiring or being hired.

- VI. Correspondence. None
- VII. Old Business.
- A. Employee Handbook Changes. Supervisor Sweeney explained that the Township Administrator and Attorney have reviewed the Employee Handbook and are proposing some non-substantive changes regarding employee overtime and compensatory time. Trustee Koshaba asked who on the Township staff receives overtime pay. Supervisor Sweeney noted that overtime is managed by the Supervisor, Assessor and Highway Commissioner for each of their respective staffs and that all three have authorized overtime in the past. He noted that on his staff he has, this fiscal year, authorized overtime for Lisa Menich. Trustee Satern indicated that she was concerned that under the current policy there is potential for abuse and that an employee overtime cap should be considered. Supervisor Sweeney again noted that overtime has been managed and approved by the Supervisor, Assessor and Highway Commissioner for a long time and there has never, to his knowledge, been an instance of any abuse. He also pointed out that the proposed modifications do not in any way change the overtime policy and that the policy was approved by the current Board. Trustee Nierwiardowski made a motion to table the issue until the next Regular Board meeting. The motion was seconded by Trustee Satern. *The motion carried by voice vote*
- B. Discussions and Review. Trustee Koshaba stated that she would like a discussion concerning the hiring of the Township Auditor and Township Attorney. She also indicated an interest in reviewing Township purchasing policies. Supervisor Sweeney noted that the Board has responsibility for authorizing the hiring of the Township Auditor but that it is within the power of the Supervisor to hire the Township Attorney.
- C. Introduction of Intern. Supervisor Sweeney asked Lisa Menich to introduce the Township's summer intern, Kyle Knott, to the Board. Kyle attends Northern Illinois University where he will be a senior majoring in Political Science next school year. Kyle will be supervised by Administrator Pioch but will spend most of the summer working with Lisa Menich in the General Assistance office.
- VIII. Approval of Payroll and Bills. A motion to approve the payment of bills as presented was made by Trustee Satern and seconded by Trustee Niewiardowski. *The motion was passed on a 5-0 roll call vote.*
- IX. New Business.
- A. Transfer of Appropriation for Town Fund & General Assistance. Supervisor Sweeney asked for a motion to approve, as presented, the transfer of funds between appropriated line items in the Town Fund and General Assistance in the Budget and Appropriation Ordinance for FY 2016-2017. A motion was made by Trustee Koshaba and seconded by Trustee Satern to approve the transfer. *The motion passed on a 5-0 roll call vote.*
- B. Transfer of Appropriation for Road District. Supervisor Sweeney asked for a motion to approve, as presented, the transfer of funds between appropriated line items in Road and Bridge in the Budget and Appropriation Ordinance for FY 2016-2017. A motion was made by Trustee Koshaba and seconded by Trustee Satern to approve the transfer. *The motion passed on a 5-0 roll call vote.*

- C. Transfer of Appropriation for Town Fund. Supervisor Sweeney asked for a motion to approve the transfer of funds between appropriated line items in the Town Fund for FY 2017 -2018. This was necessary because the IT services appropriation for the FY was mistakenly left in an old line item and not moved to the proper new line item. A motion was made by Trustee Koshaba and seconded by Trustee Satern to approve the transfer. *The motion passed on a 5-0 roll call vote.*
- D. Ordinance 2017-03 Prevailing Wage – Town Fund. Supervisor Sweeney asked for a motion to approve the Prevailing Wage Ordinance for the Town Fund. Trustee Koshaba made a motion to approve the Ordinance under protest. The motion was seconded by Trustee Satern. *The motion passed on a 5-0 roll call vote.*
- E. Ordinance 2017-04RD Prevailing Wage – Road District. Supervisor Sweeney asked for a motion to approve the Prevailing Wage Ordinance for the Road District. Trustee Koshaba made a motion to approve the Ordinance under protest. The motion was seconded by Trustee Satern. *The motion passed on a 5-0 roll call vote*
- F. Resolution 2017-13 Recording of Closed Meeting Minutes. Clerk Busse presented the resolution which lays out the procedures for recording, approving and disposing of closed meeting minutes. He noted that the recording of closed meeting minutes is required by law and that the resolution has been reviewed by the Township attorney. Supervisor Sweeney asked for a motion to approve the resolution. A motion was made by Trustee Satern to approve the resolution. Trustee Niewairdowski seconded the motion. *The motion passed on a 5-0 voice vote.*
- G. Resolution 2017-14 Forest View Rural Fire Protection District. Supervisor Sweeney asked for a motion to appoint Ronald Igielske to the position of President of the Forest View Rural Fire Protection Board for a term running from May 17, 2017 until May 16, 2020. He stated that Mr. Igielske was recommended for the position by the Fire Protection Board. He noted that the appointment of board members was the Township’s only responsibility in regard to the Fire Protection District and that the Township Board traditionally followed the recommendations of the Fire Protection Board. A motion was made by Trustee Satern and seconded by Trustee Nierwiardowski to appoint Mr. Igielske to the position of President. *The motion carried by voice vote.*
- H. Discussion on the Recording of Regular Township Board Meetings. Supervisor Sweeney reminded that Board that at the April Regular Board Meeting Trustee Koshaba indicated that in the spirit of transparency she would like to see the Regular Township Board meetings audio taped. The issue was tabled so that the Clerk could investigate the matter and return with information and a recommendation at the May meeting. He noted that Clerk Busse had put together a draft resolution that lays out procedures for audio or video taping Regular and Special Board meetings and asked Clerk Busse to summarize the resolution. Clerk Busse noted that the taping of public Board meetings is not required by law but can be done if directed by the Board and if specific rules and regulations are followed. He then presented a resolution for taping Township Regular and Special meetings that, he believes, meets State and Local Records Commission requirements. He noted that the resolution was reviewed and approved by the Township attorney. Supervisor Sweeney stated that if the Board decided that the taping of Regular and Special meetings was needed then, he believes, the Board should go all the way and videotape the meetings. Trustee Koshaba stated that she felt audio taping would be adequate. Clerk Busse asked that the decision to audio or video tape the meetings be left to his discretion but that, in any case, new and high-quality equipment would need to be purchased. Trustee Ingraffia indicated that he did not support the taping of Regular and Special meetings. He felt that it was unnecessary. He

pointed out that taping is not required by law, written minutes are taken and approved by the Board, the meetings are open to the public, it will require additional work on the part of the Clerk, and it will require an expenditure of funds to acquire and maintain the needed taping equipment. Trustee Ingraffia stated that he felt this was simply a "gotcha" on the Supervisor by certain Board members and was nothing more than taxpayer paid opposition research. He asked the other Board members why they felt taping Regular and Special Board meetings was necessary. Trustee Koshaba stated that transparency was essential for every governing body and that price and time should not be the key concern. Trustee Ingraffia stated that he felt the taping was the result of hurt feelings from Board interaction at a previous meeting and that it was not based on need. After additional discussion a motion was made by Trustee Satern and seconded by Trustee Koshaba to approve the resolution (Resolution 2017-14) with an implementation date of July 24, 2017. *The motion passed 4-1 on a roll call vote.*

- X. 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 Niewairdowski. *The motion carried by voice vote.* The meeting was adjourned at 7:45 p.m.
- XI. Reconvene Regular Board Meeting. The Regular Elk Grove Township Board Meeting was reconvened at 8:00 p.m. A roll call was taken with Trustees Koshaba, Satern, Niewairdowski, Ingraffia and Supervisor Sweeney present. In attendance were Administrator Pioch and Highway Commissioner Niewairdowski.
- XII. 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 8:01 p.m.

Respectfully submitted,



George Busse  
Elk Grove Township Clerk