

**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
June 26, 2017**

MINUTES

- I. Call to Order: Supervisor Sweeney called the meeting to order at 7:01 p.m.
- II. Roll Call: Trustees Koshaba, Satern, Niewiardowski and Ingraffia – Present. Supervisor Sweeney – Absent (listening by phone). Trustee Koshaba acting chairman. In Attendance: Administrator Pioch and Assessor Carosielli and Youth Services Director Reschke.
- III. Public Comment: None
- IV. Discussion and Action on Approval of Minutes: Trustee Ingraffia requested that the minutes of the May 22, 2017 Regular Board meeting be amended to include additional comments that he made regarding the taping of the Regular and Special Board meetings. He requested that the minutes include “Trustee Ingraffia stated that he felt this was simple a “gotcha” on the Supervisor by certain Board members and was nothing more than taxpayer paid opposition research.” A motion was made by Trustee Niewiardowski and seconded by Trustee Ingraffia to approve the Special Township Meeting minutes of May 22, 2017 Elk Grove Township Regular Board meeting as amended. *The motion carried by voice vote.*
- V. Presentations:
 - A. Elk Grove Township Youth Services. A Youth Services update presentation was provided by Director Dean Reschke and Robin Wilson. They addressed the department’s goals for 2017 and their plans for this summer/fall. The two primary goals for this year were 1) Offer more community programs and 2) Continue the partnerships with the community through the schools. Since the department’s last Board update they have added a parental presentation on “How to Discipline your Children” which they have held, up to this point, five times at the Early Learning Center and Friendship Junior High. They also have added a parental presentation on “How to Help Kids with Social Skill Deficits” which they have held at the Elk Grove Village and Mount Prospect libraries. The partnerships with the community through the schools has included 1) A team course event with the Grove Junior High 6th grade class and the Ridge Family Learning Center 5th grade class, 2) Facilitated weekly Social Skills and Girls Empowerment groups in five elementary schools, and 3) Worked with Elk Grove High School, District 59 and a consortium of community reps on creating a substance abuse prevention campaign. The focus this summer is on the Social Skills and Girls Empowerment groups, hosting Upward Bounds groups and the My School/My Choice program from Community Connections, and collaboration with District 59 on the development of parenting groups. In the fall, they already have Bully Prevention programs, Social Skills and Girls Empowerment groups and several parenting classes scheduled. They are also working on an At-Risk Kids program at Holmes Junior High.

VI. Reports

- A. Assessor. Assessor Carosielli submitted a written report. She stated that after interviewing several candidates she hired Bryan White as a third full time member of her staff. She pointed out that Bryan brings considerable experience in customer service to the job and speaks Spanish. Assessor Carosielli noted that tax bills will be sent out at the end of month and that she is expecting the calls and walk ins to be substantial. The average increase for residential properties is in excess of \$500. Trustee Ingrassia asked about the apparent disconnect between the reported monthly numbers for calls and actions. Assessor Carosielli answered that a phone call or a walk in can generate none or more than one action. She also noted that the Assessor's Association is creating a new reporting format that should make the numbers more accurate and easier to understand.
- B. Highway Commissioner. Commissioner Niewiardowski submitted a written report. In the report, he noted that the June branch pick up has been completed and that emergency repairs were performed on Richard Hall Drive.
- C. Supervisor. In a written report Supervisor Sweeney informed the Board of General Assistance/Emergency Assistance activity and Transportation rides in the month of January. He also provided the Board with the January Township Employment Support Center Report and Financial Reports.

VII. Correspondence. None

VIII. Old Business.

- A. Employee Handbook Update. Administrator Pioch stated that this was a routine update of the Employee Handbook. Both he and the Township Attorney had reviewed the Handbook and were suggesting a few minor changes. Acting Chair Koshaba and Trustee Satern were both concerned about the section on Overtime and Compensatory Time. They asked questions about how much overtime/comp time has historically and is currently being given and to whom. They also had questions regarding who could authorize overtime/comp time. Clerk Busse noted that the granting of overtime/comp time for General Assistance, the Highway Department and the Assessor's office was at the discretion of Supervisor, Assessor and Highway Commissioner respectively. Beyond controlling the annual budget, the Board did not have any financial control over the execution of these budgets. He stated that the Board only has direct oversight of the execution of the Town budget. Assessor Carosielli, however, noted that it's been her experience that the Assessor, Highway Commissioner and Supervisor have voluntarily cooperated on employee policies so that there is not dissonance among the Township staff. Trustee Satern made a motion to table the approval of the Employee Handbook until the next Regular Board meeting. The motion was seconded by Trustee Niewiardowski. *The motion passed on a voice 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 Ingrassia. *The motion was passed on a 4-0 roll call vote.*

X. New Business.

- A. Review of Policy for Purchasing Authority. Acting Chair Koshaba stated that she had asked for a review of the Township Policy for Purchasing Authority to be added to the agenda because she was concerned about the level of spending the Supervisor was authorized to execute without Board consultation or pre-approval. The Elk Grove Township Supervisor, under the current policy, has the authority to spend up to \$10,000 without Board consultation/pre-approval. She noted that she investigated the issue and found that 1) The TOI staff saw no need for spending authority of that level and 2) No other local Township, except for Palatine with a \$2500 spending authority level, is authorizing any spending level without Board consultation/pre-approval. Acting Chair Koshaba also noted two examples of what she considered to be inappropriate expenditures – a letter to Township residents apologizing for a newsletter article that proved to contain fraudulent information and the purchasing of a pump without the Highway Commissioner’s authority. Administrator Pioch warned that the issue concerning the ordering of the pump was not as simple as it was being implied and he indicated that the situation could be discussed in more detail after the meeting. Trustee Ingraffia stated that he was perplexed by the need for any changes to the policy. He pointed out that the Board had recently approved the Policy for Purchasing Authority, that there are times when an emergency requires the immediate expenditure of funds, that the policy states that any expenditure needs to be within the Supervisors remaining budget authority, and that there have been no substantive examples of policy misuse. He stated that he felt this was a solution looking for a problem. Trustee Ingraffia also pointed out that Supervisor Sweeney was not in attendance at the meeting and, given that a change in the policy would directly impact him, it would be better for the Board to wait until the next meeting when the Supervisor would be able to participate in the discussion. Trustee Ingraffia noted that in a pre-meeting email to the Board Supervisor Sweeney had asked that the issue be tabled until the next Regular Board meeting. Trustee Ingraffia made such a motion but there was no second. Acting Chair Koshaba stated that she did not feel the Supervisors presence was necessary and made a motion to approve the policy for Purchasing Approval Authority with a reduction of the Supervisor’s purchasing authority to \$500. The motion was seconded by Trustee Niewiardowski. *The motion passed on a 3-1 roll call vote.*
- B. Health Services. Clerk Busse suggested the Board consider establishing several new health services for Township residents. Specifically, he suggested the Board consider exploring the offering of Health Screening Clinics where blood pressure is check for free and blood sugar and cholesterol levels are check for a nominal fee. He also suggested exploring establishing a Nurses Lending Closet where residents can borrow medical equipment such as wheelchairs, walkers, crutches and commodes. Clerk Busse noted that while some other municipalities and Townships offer these services the demand remains very high and it is very valuable service for low income families and seniors.
- C. Forwarding of Elected Official Letters. Trustee Satern asked that letters mailed to her at the Township office and then forward to her by the Township administrative staff not be opened. Trustees Koshaba and Niewiardowski also asked that their correspondence not be opened before it is forwarded. Clerk Busse and Trustee Ingraffia stated that they approved or the administrative office opening their correspondence and checking for its immediacy before forwarding.

- XI. Adjourn: There being no further business, a motion to adjourn was made by Trustee Satern and seconded by Trustee Nierwiardowski. The motion carried by voice vote. The meeting was adjourned at 8:00 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'George Busse', written in a cursive style.

George Busse
Elk Grove Township Clerk