

**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
July 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 and Supervisor Sweeney – Present. In Attendance: Administrator Pioch, Assessor Carosielli and Highway Commissioner Niewiardowski.
- III. Public Comment: Melissa Cayer stated that she believes the Senior Bus Service should be discontinued.
- IV. Discussion and Action on Approval of Minutes: Trustee Ingraffia requested that the minutes of the June 26, 2017 Regular Board meeting be amended to reflect greater clarity on two issues. Under New Business, Paragraph A, Review of Policy for Purchasing Authority, Trustee Ingraffia requested that the Minutes be changed from saying “ordering of the pump” to “purchasing of the pump” in two different sentences. Also under New Business, Paragraph A, Review of Policy for Purchasing Authority, Trustee Ingraffia requested that “Acting Chair Koshaba stated that she did not feel the Supervisors presence was necessary” to “Acting Chair Koshaba stated that she did not care that the Supervisor was not present”. A motion was made by Trustee Ingraffia and seconded by Supervisor Sweeney to approve the Regular Board Minutes of June 26, 2017 with the proposed amendments. *The motion was defeated by voice vote.* After a short discussion, Trustee Satern made a motion to table approval of the Minutes until the next Regular Board meeting and to direct the Clerk to review a recording of the meeting that was made by Trustee Koshaba to accurately determine what was said at the meeting. The motion was seconded by Trustee Niewiardowski. *The motion carried by voice vote.* Trustee Satern made a motion to approve the Minutes of Elk Grove Township Special Board Meeting of July 6, 2017 which was seconded by Trustee Niewiardowski. *The motion carried by voice vote.*
- V. Presentations: None
- VI. Reports
 - A. Assessor. Assessor Carosielli submitted a written report. She noted that nearly 600 Township residents contacted her office after the tax bills were mailed. The most common concerns were related to a dramatic increase in the assessed value of their homes and dropped exemptions. Trustee Ingraffia pointed out that Assessor Carosielli reported 846 actions from June 19th through July 14th but only 209 phone calls and 371 walk-ins. These numbers do not add up and he asked about the apparent disconnect. Assessor Carosielli answered that a phone call or a walk in can generate one, 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. Clerk. Clerk Busse reported that the video taping of the Regular and Special Township Board Meetings was beginning with the current meeting and would continue for six months. At

that time he would review the effectiveness and value of the video-taping with the Board and a decision would be made as to whether it should be continued. The meeting videos are being posted on YouTube and the Township website. He also reported that he explored the cost of installing an audio system in the Township Hall. Installation of system would cost approximately \$5,900. This does not include the cost of hiring someone to operate the system for meetings. He suggested that it would make more sense to pursue this option when the Township potentially moves to new offices in a year or two. Clerk Busse also reported that he and the Deputy Clerk would be assuming responsibility of meeting agenda's per the decision of the Supervisor. Clerk Busse stated that he would be developing and submitting for Board approval a policy for the submission of meeting agenda items no later than the September Regular Board meeting.

- C. Highway Commissioner. Commissioner Niewiardowski submitted a written report. In the report he noted that the July branch pickup has been completed and that he is seeing a substantial increase in illegal dumping. Trustee Ingraffia asked about the Township's ability to enforce the no dumping laws. Highway Commissioner Niewiardowski stated that the Township is dependent on the County Sheriff's Office for enforcement and they are not proving to be effective. The Township is being left with the time and cost of the clean ups. Trustee Ingraffia asked how much it cost for the Township to clean up dumped waste. Commissioner Niewiardowski stated that it cost \$70 a load to dispose of the waste. Trustee Satern asked about the status of the Township Road Condition Report. Commissioner Niewiardowski reported that he is in the process of finishing the final draft and he should be ready to present the report in the not too distant future. Supervisor Sweeney complimented Commissioner Niewiardowski and the Township Engineer on their efforts.

- D. Supervisor.

In a written reports Supervisor Sweeney informed the Board of General Assistance / Emergency Assistance activity and Transportation rides in the month of June. He also provided the Board with the July Township Employment Support Center Report and Financial Reports. Supervisor Sweeney said he was pleased to announce that the Township Employment Support Center had helped three residents find jobs after only three months. He reported that currently there are no job seekers. Supervisor Sweeney also reminded the Board that the hours of the Township Food Pantry changed as of July 1 to all day Monday, Tuesday and Thursday. Previously the pantry was open Monday through Friday. This gives the Township staff a chance to restock and makes for more efficient utilization of staff time. There are no indications that the adjusted hours have reduced usage. In fact, to date in July, 99 individuals have used the pantry which is ahead of last year's usage levels. Supervisor Sweeney noted that there are several events scheduled over the next several weeks that included the Back-to-School Blast-off, the August 24th Job Fair and training for the staff. He also highlighted the success of the community support programs the Township organized and participated in last fiscal year. Programs such as the Souper Bowl, Cereal Bowl, Back to School, Thanksgiving Food Baskets, Snow Angels, the Postal Food Drive, and Operation Christmas all exceeded expectations. Trustee Satern asked if the Job Center was open to non-residents. Supervisor Sweeney said that it was. He noted that the Job Center was a collaborative effort with Wheeling and Schaumburg Townships and that the Townships help each other.

Trustee Satern asked why the Trustee pictures were removed from the last Township Newsletter. Supervisor Sweeney apologized to the Trustees for removing the pictures. He stated that the issue was pressed for room and the pictures were removed in order to accommodate all of the news articles and advertisements. He stated that this would not happen again.

Finally, Supervisor Sweeney invited all elected officials to meet with him to discuss ideas and concerns. He asked the elected officials to call or text him to set up a meeting.

VII. Correspondence. None

VIII. Old Business.

A. Employee Handbook Update. Supervisor Sweeney noted that Administrator Pioch and the Township Attorney had review the Township Employee Handbook and in April suggested a few minor changes. He noted that several of the Trustees were concerned about the section on overtime and compensatory time and that over the last two months significant time was spent addressing these concerns. He hoped the Board could approve the changes at tonight's meeting. He pointed out that the Board can set employee policies and guidelines but that the execution of these policies/guidelines is under the purview of the Assessor, Highway Commissioner and Supervisor. He then opened the issue for discussion. Trustee Satern asked for verification that FLSA has set comp time at 1.5 hours and overtime at 1.5 times regular salary. Supervisor Sweeney responded that they have and that these are the minimum standards that the Township must meet - the Township can set higher standards. Trustee Satern then asked for verification that the Township work week is 35 hours. Supervisor Sweeney responded that it is but that comp is not paid until after 40 hours. Trustee Koshaba noted that departments with less than five employees can set their own employee standards and that only the Town staff has more than five employees. She also pointed out that overtime in the GA Department has been high. Supervisor Sweeney agreed that it has been high but that it wouldn't continue at these high levels. He explained that the GA Director has moved to salary and that department turnover issues have abated. Clerk Busse agreed that departments with less than five employees could set their own employee polices but noted that the Township has always operated with a single Employee Handbook that applied to all employees. The Supervisor, Assessor and Highway Commissioner have historically agreed to a single handbook so that there would be a common, even playing field for all employees. This cooperation has avoided differences that, in a small organization, could create dissonance and disruption. Trustee Satern asked if non-exempt employees (hourly) can get both comp and overtime. Supervisor Sweeney responded that they could. Trustee Satern then asked if exempt employees (salaried) could receive both. Supervisor Sweeney stated that the salaried employees (Administrator, GA Director and three Youth Services professionals) could not get either. Trustee Satern made a motion to approve the changes as proposed to the Employee Handbook which was seconded by Trustee Niewiardowski. *The motion passed on a 4-0 roll call vote with Trustee Koshaba abstaining.*

B. Policy for Purchasing Approval Authority. Supervisor Sweeney stated that he was on vacation and able to listen but not participate in the June Regular Board meeting. He posited that when it came to the discussion of the Policy for Purchasing Approval Authority (PAA) it

was apparent to even the most casual observer that the discussion was not about sound public policy but about other personal issues. He stated that the passing of a policy limiting the Supervisor to \$500 without the Township Board approval was terrible and unacceptable. He noted that there is no law limiting the Supervisors PAA to less than the bidding requirement level of \$20,000 and that he had previously agreed to a policy limiting his PAA to \$10,000 in the spirit of transparency and good faith with Board. In fact, he noted that the Board had approved a policy setting his PAA at \$10,000 just six months ago. While he would cooperate with the Board on a \$10,000 PAA, Supervisor Sweeney said he could not and would not accept a \$500 PAA. An authority level that low, he argued, would have a serious negative impact on daily Township operations and responsibilities. Supervisor Sweeney stated that he understands that the Board has the authority to approve or disapprove the payment of Town bills and that cooperation between the Board and Supervisor is important to the smooth operation of the Township. He stated that he has no intention of marching off and start spending up to his legal limit of \$20,000 only to have the Board disapprove payments. Supervisor Sweeney suggested that instead of an arbitrary PAA of \$10,000 or \$500 the Board should consider establishing specific expenditure categories where he is given authority to purchase up to reasonable level.

Trustee Koshaba stated that she could not accept this. She had canvassed a good number of townships and TOI officials and, with one exception, none of them had heard of a policy setting a PAA for the Supervisor as high as \$10,000. The one exception was Palatine Township which has a PAA at \$2500 for the Supervisor. She noted that the TOI officials she talked to thought that a Supervisor PAA of \$10,000 was excessive and that most Townships she talked to didn't even have a policy setting a PAA for the Supervisor. Trustee Satern stated that she agreed with Trustee Koshaba but asked Supervisor Sweeney that if he, by law, has PAA up to \$20,000 why did the Township even bother to establish a PAA policy of \$10,000. Supervisor Sweeney responded that he voluntarily supported the policy because 1) he felt a \$10,000 PAA was adequate for good operation; 2) a lower PAA provides more transparency; and 3) it furthers cooperation and teamwork between the Board and the Supervisor.

Supervisor Sweeney expressed his disappointment with the Board for moving ahead with the passage of a \$500 PAA at the June meeting even after he had asked that they defer the issue until the July meeting so that he could be present for the discussion. Since the decision directly impacted him and it was not time sensitive, he felt it was irresponsible for the Board to vote on the issue without his input. Supervisor Sweeney asked Trustee Satern how she believed things would work under the new PAA policy if an emergency occurred that required an expenditure in excess of \$500. Trustee Satern replied the Board would never disapprove an emergency expenditure. Supervisor Sweeney responded that he didn't know that for sure and to be safe he would likely have to call a Special Township Board meeting to get purchase approval. Trustee Koshaba replied that calling a Special Board meeting wouldn't be a problem since emergencies don't occur very often. Furthermore, she argued that the other Townships she canvassed are able to deal with emergencies without giving the Supervisor any spending authority. Supervisor Sweeney responded that Trustee Koshaba was wrong but that he would address that later. He asked the Board again if they were saying that they wanted a Special Board meeting called for every expenditure over \$500 so he could be sure they would pay for it. The Trustee's did not respond to his question. Supervisor Sweeney stated that during the short discussion about the policy last

month few questions were asked and many important issues were overlooked. He said he wanted to take the time to address some of these ignored issues. He pointed out, for example, that calling a Special Board meeting to approve a \$500 purchase would cost an additional \$500 in Trustee fees and \$1750 in video-taping costs. A \$500 purchase would become a \$2750 expense. He also pointed out that recently there were several items, including at \$1000 bus lift repair and an \$1100 sanitary sewer clean out, that needed immediate attention but would have had to wait for a Special Meeting. He acknowledged that given the Board's past behavior if he had purchased the items before Board approval they likely would have approved them at the next meeting. However, he noted that he couldn't know that for sure. Supervisor Sweeney asked the Board to consider identifying those items that they would approve rather than setting an arbitrary monetary limit. He would be willing to come back to the Board for approval of those items not on the list.

Trustee Satern made a motion to table the issue and do another check of the other Townships to make sure the Board fully understood how they are handling PAA. Supervisor Sweeney asked for a second to the motion to table the issue. The motion was seconded by Trustee Niewiardowski. Supervisor Sweeney asked if there was any further discussion and then stated that he had a few additional comments to make.

Supervisor Sweeney asked the Board if they agreed that Trustee Koshaba had said the following: 1) TOI officials had told her that they had never heard of a \$10,000 spending limit for Supervisors, 2) With the exception of Palatine Township, she could find no other local Township that provide the Supervisor with any level of PAA, 3) The Supervisor authorized the mailing of a letter of retraction for an article in the Township Newsletter without Board notification or approval, and 4) The Supervisor misappropriated funds in authorizing the purchase of a pump without the Highway Commissioners knowledge. All of the Trustee's agreed except Trustee Satern who stated that that she was not sure. Trustee Koshaba denied that she had accused him of misappropriation. She stated that she had asked for a copy of the invoice for the purchase of the pump and had never received it and that she had never been notified about the letter of retraction. Supervisor Sweeney proceeded to explain how the pump in question was purchased. He argued that it was a totally appropriate purchase. The Supervisor's explanation was confirmed by Highway Commissioner Niewiardowski. Supervisor Sweeney then address the PAA issue. He noted that the TOI officials to whom Trustee Koshaba spoke were never asked if they had heard of Townships with no PAA limits for the Supervisor. He pointed out that, if this question had been asked, it would have been discovered that most Townships have no PAA polices and in this circumstance the Supervisors have authority to purchase up to the \$20,000 required bid level. The lack of a PAA policy does not mean that the Supervisor must come to the Board for approval for all items but rather just the opposite. He stated that Trustee Koshaba misunderstood what the lack of a PAA policy meant. Supervisor Sweeney again argued that the Board should not set an arbitrary PAA level but should establish a list of approved items. He suggested using the List of Standard Items Paid, Resolution 2015-04, as the starting point for building the list.

Trustee Koshaba stated that the PAA policy approved by the Board at the last Regular Board meeting was based on the policies of other local Townships and that she would not vote to change the policy. She also pointed out that if Supervisor Sweeney is correct and that he can do what he wants up to the \$20,000 limit then the policy doesn't even matter. Supervisor Sweeney responded by stating that he believes that negotiating a policy that

everyone can agree on would be the best way to go in terms of good governance. Furthermore, he stated, that he didn't want to take the risk of purchasing an item and then having the Board refuse to approve payment. This could create serious legal issues for the Township.

Trustee Koshaba raised the issue of the Supervisor spending approximately \$12,000 for the printing and mailing of the newsletter article retraction letter without Board approval. Supervisor Sweeney presented an email that showed that he had notified Board members of the mailing before it was sent. He noted that there were no Board member objections at the time. Trustee Koshaba stated that she received a letter in the mail, but never received an email from the Supervisor. Trustee Satern pointed out that there was an email that was sent out that addressed email issues that were occurring at the time. Supervisor Sweeney noted that the Board approved payment of the letter of retraction letter invoice at the next meeting without any objections. Trustee Koshaba stated that, in any case, the issue could have been handled in a better way and she was objecting now because she didn't want this to happen again.

Returning to the PAA policy, Trustee Koshaba again stated that she wanted the Township to be in line with the other Township and, therefore, would not change her stand on the issue. Supervisor Sweeney argued that Trustee Koshaba is misunderstanding what the lack of a policy means. He pointed out that lack of a policy means the Supervisor has PAA up to the \$20,000 bid level. Trustee Koshaba said that the bottom line is that the Board wants the Supervisor to come to the Board for purchasing approval for an extraordinary item of any expense. Supervisor again asked that the Board change the PAA policy from a PAA monetary limit to a list of items that he can move forward on without waiting for Board approval.

Trustee Koshaba stated that there was a motion with a second on the floor to table the issue. Supervisor Sweeney call for a vote. *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 5-0 roll call vote.*

- X. New Business.
 - A. TOI Conference Attendance. Supervisor Sweeney requested a motion to approve TOI Conference attendance for all Township elected officials. A motion for approval was made by Trustee Satern and seconded by Trustee Niewiardowski. *The motion passed on a 5-0 roll call vote.*
 - B. Advice and Consent Regarding Township Attorney. Supervisor Sweeney noted that the Supervisor appoints the Township attorney with the advice and consent of the Township Board. Jason Tremblay of Arnstein & Lehr was appointed Township Attorney four years ago and Supervisor Sweeney stated that he has decided to continue to retain his services. Trustee Koshaba noted that Township legal fees were up substantially this fiscal year and asked if the Supervisor felt the Township could stay within its budget. Supervisor Sweeney stated that he couldn't say for sure since the Township was in the midst of a number of actions that require legal assistance. He stated that he would review the budget and

forecasted legal expenses. Trustee Satern stated that she was concerned that the Mr. Tremblay did not give the Township the correct guidance regarding the swearing in of elected officials. Clerk Busse stated that he took responsibility for the error and that the Township Attorney was not involved,

- C. RFP to Audit Firms for Township Fiscal Year 2018-2019. Supervisor Sweeney informed the Board that an RFP for the hiring of an Audit Firm for FY'18-'19 would be sent out shortly.
- D. GA Director Report. Trustee Koshaba stated that she would like to have the GA Director & Administrator provide monthly oral reports at the Township Regular Board meetings. She acknowledged that they may have some redundancies with the Supervisor's reports but nonetheless she feels it would be of value for the Board. Supervisor Sweeney said he would consider the request.
- E. Cell Phone Usage at Board Meetings. Trustee Koshaba asked that a discussion of cell phone usage by employees and elected officials at Board meetings be added to the August Board meeting agenda. Supervisor Sweeney said that it would be added.

- XI. Adjourn: There being no further business, a motion to adjourn was made by Trustee Satern and seconded by Trustee Nierwiardowski. *The motion passed on a voice vote.* The meeting was adjourned at 8:48 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'George Busse', written over a horizontal line.

George Busse

Elk Grove Township Clerk