

## MINUTES – BOARD OF TOWN TRUSTEES

STATE OF ILLINOIS)  
COUNTY OF COOK)  
TOWN OF ELK GROVE) **REGULAR BOARD OF TRUSTEES MEETING**

The Board of Towns Trustees met at the Office of the Town Clerk at 2400 S. Arlington Heights Rd, Arlington Heights, IL on Monday August 25, 2014 at 7:00 pm.

Supervisor Sweeney, acting as Chairman, Gregory O'Brien acting as Clerk, the following official business was transacted.

**Call to Order:** Supervisor Sweeney called the meeting to order at 7:00 pm

**Roll Call:**

Trustee Busse – Present  
Trustee Koshaba – Present  
Trustee Satern –Present  
Trustee Niewiardowski – Present  
Supervisor Sweeney –Present

**In Attendance:** Connie Carosielli, Art Niewiardowski, Linda Hopfer, Dean Reschke, Annette Capuani, Mitch Bruski.

**Pledge of Allegiance:** The Pledge of Allegiance was recited.

**Approval of Minutes:** A motion to approve the minutes from the July 28, 2014 Regular Board of Trustees Meeting was made by Trustee Koshaba, seconded by Trustee Niewiardowski. Carried.

**Auditing of Bills for authorization of payment:** A motion to approve payment of the bills as presented was made by Trustee Satern, seconded by Trustee Niewiardowski. Carried.

**Day Care Center:** Annette Capuani reported that their fall program began last week. They only have 10 openings remaining for this session. Their internal audit was completed last week. Trustee Koshaba asked a follow up question regarding the report from that audit.

**Youth Services:** Dean Reschke reported that their fall group session will begin on September 8<sup>th</sup>. The staff has recently developed a new program for teens. He provided a copy of the flyer that was produced to inform the local schools. He reported that their Spanish translator that works one evening per week is leaving after many years of service. They are currently searching for a new candidate to replace her.

**Kenneth Young Center:** Mitch Bruski reported that they will be launching a new program very soon for individuals that are severely mentally handicapped. It is unusual because it is a peer-run program, using other adults with milder forms of disability and is activity orientated. The program teaches living and social skills. It is a 365-day program that will be housed in their Mount Prospect facility. The Center received a grant to support the program. Final building permits for their final build-out of the Mount Prospect facility are being finalized; they should be operational in November.

**Assessor's Report:** Connie Carosielli provided a written report of the monthly Assessor's office activity. She reported that are open for accepting Board of Review appeals until next Tuesday's deadline. They had 42 attendees at their most recent Outreach Program. They had just under 500 Walk-in clients this past month. The office is up to date on all of their filings and paperwork. This coming Wednesday night will be there next scheduled Outreach Program at the Township Hall. The Assessor's Continuing Education program is still being worked on. Trustee Satern asked several questions regarding the Assessor's office efforts at community outreach, various forms of notification.

**Road & Bridge:** Art Niewiardowski reported that they are wrapping up several projects prior to the winter season. They are preparing for a major project on the Roppolo subdivision scheduled for September 23rd. They blocked off traffic coming from a private road on the back side of the subdivision, being used by heavy truck traffic. There are also issues related to drainage on those roads that will also have to be addressed. They completed the seal coating and striping of the Day Care Center parking lot. The salt order has been placed for the coming winter season. There was a question of the dumping issue in some unincorporated areas; the Cook County Sheriff's department cannot stop the dumping. That is a code violation issue. They recently had a stalled vehicle left in the Township parking lot for several hours, blocking traffic. They police were called, but informed us that we cannot tow the vehicle ourselves; only licensed towing services can do that. We have since retained a towing service to handle these matters for us. Discussed several areas currently under discussion to be annexed by the Village of Mount

Prospect. There is also a request by a party to take back a private road. Supervisor Sweeney explained that there is a long history of legal matters underlying this request. We are having our attorney review the matter and provide counsel on our next steps.

**Clerk's Report:** No report.

**Office Manager's Report:** Linda Hopfer reported that the Fall/Winter newsletter is being prepared, to please submit all articles. The newsletter is scheduled to be mailed on October 1, so it will be well timed to arrive just prior to the upcoming elections in November. The credit card machine is working well, no complaints by residents regarding the service fees. There is several new retail stores opening in the Township, so those are being added to the Senior Bus schedule stops.

Trustee Busse asked a question regarding the proposed advertising on the Township buses to help defray costs. Supervisor Sweeney responded that their primary focus was developing advertisers for the newsletter, which has been successful. He still wants to pursue the bus advertising inquiry, but needs to be more comfortable with any potential legal issues that may arise.

**General Assistance:** Supervisor Sweeney submitted a written report prepared by the General Assistance staff on the past month's client activity:

New:	4
Previous:	7
In-Process:	0
Denials:	2
Sanctions:	2
Terminations:	2
Total	17

There were no disbursements for GA-Medical; no client(s) for Work Program Assignments; 12 clients for Emergency Assistance; 49 clients for the Food Pantry; 8 Nurse Home visits; and several other miscellaneous services. Total Clients: 104.

Trustee Satern asked if they had hired anyone for the GA office to replace the employee that was leaving. Supervisor Sweeney replied that they had recently hired Kelly Hindle, that she started work on August 18 to begin her training while the employee she is replacing is still here. There was a follow up question if the new employee spoke Spanish. Supervisor Sweeney replied that she does not, that Spanish language skills are beneficial for this position but not a requirement. The primary focus was on the candidate's experience and customer service skills. He explained that GA clients have multiple language requirements in addition to Spanish, so the clients bring someone with them to interpret.

**Resolutions & Ordinances:**

There were no items to consider.

**Miscellaneous Business:**

**Item A: Appointment of Lynn Heffley, Treasurer Forest View Fire Protection District.** Supervisor Sweeney explained that the Township board only approves the officers for Fire Protection District, that we have no other oversight responsibilities. There were no questions. A motion to approve Lynn Heffley, Treasurer Forest View Fire Protection District was made by Trustee Busse, seconded by Trustee Koshaba. Carried.

A motion to adjourn was made by Trustee Busse, seconded by Trustee Koshaba. Carried.

The meeting was adjourned at 7:26 pm.

Respectfully Submitted

Gregory O'Brien  
Town Clerk