

Regular Meeting of the Elk Grove Township Board of Trustees

Elk Grove Township Hall

2400 S. Arlington Heights Road, Arlington Heights, IL 60005

August 26, 2019

Minutes

- I. Call to Order. Supervisor Sweeney called the meeting to order at 7:00 p.m.
- II. Roll Call. Present: Trustees Satern, Niewiardowski, Ingraffia, Keenley and Supervisor Sweeney. In attendance: Administrator Pioch and Assessor Carosielli.
- III. Public Comment. None
- IV. Consent Agenda. Supervisor Sweeney asked for a motion to approve the authorization for payroll/bills and to approve the Supervisors Report consisting of information regarding General Assistance, Employment Support, Transportation Services and Financials. A motion for approval was made by Trustee Satern and seconded by Trustee Niewiardowski. *The motion passed on a 5-0 roll call vote.*
- V. Discussion and Approval of Minutes. Supervisor Sweeney asked for a motion to approve the minutes of the Regular Board Meeting of July 22, 2019 and the Special Board Meeting of August 6, 2019. A motion was made by Trustee Satern to approve the minutes with the change of "Agenda" to "Minutes" in the July 22nd minutes and "Trustee" to "Clerk" in the August 6th minutes. The motion was seconded by Trustee Niewiardowski and was *passed on voice vote.*
- VI. Presentations. Klein Hall CPAs reviewed the Township's 2019 FY Audit Report with the Board. The auditors found that the financial statements "presented fairly, in all material aspects, the respective modified cash basis financial basis position of the governmental activities, business type activities and each major fund of Elk Grove Township as of March 31, 2019". Furthermore, they found that the Township's "accounting policies conform to the prescribed basis of accounting that demonstrated compliance with the modified cash basis of accounting and budget laws of governments of this type in the State of Illinois". Finally, in the auditors Communication with Those Charged with Governance Letter they reported that there were no significant audit findings, no difficulties encountered in performing the audit, no corrected or uncorrected misstatements, and no disagreements with management". Supervisor Sweeney complimented Financial Director Renz on the outstanding audit results.
- VII. Reports.
 - A. Assessor. Assessor Carosielli submitted a written report. She also noted that the Cook County Board of Review will open for appeals on September 9th and will close on October 8th. Her office will be hosting Taxpayer Outreach Sessions with Commissioner Patlak at the Township Hall at 6:00 p.m. on September 4th and September 19th. Assessor Carosielli will also participate in a property tax podcast on August 28th and a "Property after Death Seminar" with County Commissioner Morrison and the County Recorder of Deeds on October 1st
 - B. Clerk. Clerk Busse submitted a written report and briefly discussed the increased unincorporated property annexation efforts by the Villages of Mount Prospect and Elk Grove.

C. Highway Commissioner Report. Commissioner Niewiardowski submitted a written report.

VIII. Correspondence. None

IX. Old Business.

A. Recertification of Elected Officials for Participation in IMRF. Supervisor Sweeney reported that his office had still not received sufficient clarification of the new IMRF eligibility requirements for the Board to be able to properly address recertification. He asked for a motion to table the issue until the next Regular Meeting of the Board. Such a motion was made by Trustee Satern and seconded by Trustee Keenley. *The motion passed on a voice vote.*

B. Approval of Contingency Loan for the 600 Landmeier Property. Supervisor Sweeney reviewed a spreadsheet outlining the \$400,000 contingency loan proposals submitted by four banks – Cornerstone, Parkway, Signature, and Wintrust. After the review, he recommended approval of the Parkway proposal. Overall, he viewed the Parkway proposal as the most advantageous to the Township. He cited the proposal's 5 year maturity with 10 year amortization, the lack of any prepayment penalties, an attractive interest rate of 3.2% tax exempt fixed, and very workable collateral requirements. After a short discussion, a motion was made by Trustee Ingraffia to approve the Parkway Bank \$400,000 loan proposal for remodeling contingencies in regard to the Township property at 600 Landmeier Road, Elk Grove Village, IL. The motion was seconded by Trustee Niewiardowski and *passed on a 5-0 roll call vote.*

X. New Business.

A. Acceptance of FY Ending 2019 Audit Report. Supervisor Sweeney asked if there were any questions about the Klein Hall CPAs Audit Report. There being none, he asked for a motion to accept the Fiscal Year Ending 2019 Audit Report as presented by Klein Hall CPAs. A motion was made by Trustee Keenley and seconded by Trustee Niewiardowski. *The motion passed on a 5-0 roll call vote.*

B. Proposed Revisions to the Elk Grove Township Employee Handbook. Supervisor Sweeney briefly reviewed the proposed revisions to the Elk Grove Township Handbook. He noted that all of the revisions had been either proposed or approved by the Township attorney, Jason Trembly. Supervisor Sweeney noted that the revisions were largely administrative in nature. The most substantive revisions related to the Family and Medical Leave (FML) and Military Leave (USERRA/ISERRA) sections. The modified FML section reflects the entitlements and requirements of the Family and Medical Leave Act (FMLA). However, at this time, Elk Grove Township does not fall under the act because its employees less than 50 individuals.

XI. Adjourn. There being no further business, Supervisor asked for a motion to adjourn. A motion was made by Trustee Satern and seconded by Trustee Niewiardowski. The motion passed on a 5-0 roll call vote. The meeting was adjourned at 7:40 p.m.

Respectfully Submitted,



George Busse, Clerk