

**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
August 27, 2018**

MINUTES

- I. Call to Order. Supervisor Sweeney called the meeting to order at 7:00 p.m.
- II. Roll Call. Trustees Satern, Niewiardowski, Ingraffia and Keenley– Present. Supervisor Sweeney - Present. In Attendance: Administrator Pioch, Highway Commissioner Niewiardowski, and Assessor Carosielli.
- III. Public Comment.
 - A. Aaron Pullen (Elk Grove Village), President of the Branigar Home Owners Association, asked about the status of the Township road reconstruction project. Supervisor Sweeney reported seven bids were received and recently opened by Highway Commissioner Niewiardowski. The bid opening was witnessed by Deputy Clerk Paul Pioch. Highway Commissioner Niewiardowski stated that he is planning to hold meetings to review the plans with each of the home owners associations in the near future. All Township subdivisions will participate in the reconstruction project. The Highway Commissioner expects to have the project completed by spring of 2019
 - B. Lynn Cirrincione (Elk Grove Village), a Branigar Estates Subdivision resident, asked about the status of the culvert clean out project in her neighborhood. Highway Commissioner Niewiardowski report that he had recently met with a representative of the subdivision and that a follow-on meeting, which will include the Township Engineer, will be held shortly after Labor Day. Once general concurrence of project from the subdivision representative(s) is obtained the clean-up will start.
- IV. Consent Agenda. A motion was made by Trustee Satern and seconded by Trustee Ingraffia to approve the following items:
 - A. Authorization of Payroll/Bills – Town Fund General Assistance, Road District and Sewer.
 - B. Supervisors Report – July General Assistance, Employment Support, Transportation and Financial information

The motion passed on a 5-0 roll call vote.
- V. Discussion and Action on Approval of Minutes. A motion was made by Trustee Satern and seconded by Trustee Niewiardowski to approve the Regular Meeting Minutes of July 23, 2018.

The motion passed by voice vote.
- VI. Presentations.
 - A. Service Recognition. Clerk Busse presented former Trustee Andrea Koshaba with a Township Resolution which recognized her for her over 15 years of dedicated service to the Township

and its residents. Ms. Koshaba resigned as a Township Trustee in late winter 2018 for personal reasons.

- B. FY17-18 Audit/Financial Report. Andy Mace, Klein Hall CPA's, presented the results of the FY18-19 Township Audit/Financial Report. Mr. Mace reported that Township financials are in excellent shape. In their opinion the financial statements "present fairly, in all material respects, the respective modified cash basis financial position of the governmental activities, business type activities, and each major fund of Elk Grove Township as of March 31, 2018, and the respective changes in modified cash basis financial position and, where applicable, cash flows thereof for the year then ended in accordance with the modified cash basis of accounting." Mr. Mace offered two minor recommendations regarding credit card management and bank reconciliation reviews but stated that there were no discrepancies. Supervisor Sweeney thanked Erika Koshaba, the Township Finance Director, for her outstanding work.

VII. Reports

- A. Assessor. Assessor Carosielli submitted a written report that also included a letter from a resident complimenting her staff for their outstanding professionalism and customer service.
- B. Clerk. Clerk Busse submitted a written report that addressed recent FOIA requests and the opening of the Highway Department's road reconstruction project bids.
- C. Highway Commissioner. Commissioner Niewiardowski submitted a written report. He also noted that the Highway Department will be hosting a seminar on local wildlife issues for Cook County Commissioner Schneider on Wednesday, August 29th in the Township Hall.

VIII. Correspondence. None

IX. Old Business. None

X. New Business

- A. Acceptance of FY17-18 Audit/Financial Report. Supervisor Sweeney asked for a motion to approve the FY17-18 Elk Grove Township Audit/Financial Report. A motion was made to approve the report by Trustee Ingraffia and was seconded by Trustee Niewiardowski. *The motion passed on a 5-0 roll call vote.*
- B. Request for Consent to Sell Surplus Personal Property. Supervisor Sweeney asked for a motion to allow the Highway Commissioner to sell surplus department property. A list of items to be sold was provided. A motion was made by Trustee Satern and was seconded by Trustee Ingraffia to approve the selling of the listed surplus items by the Highway Commissioner. *The motion passed on a 5-0 roll call vote.*
- C. Funded Agency Request by HandsOn Suburban Chicago. HandsOn Suburban Chicago recently contacted the Township to inquire about the status of their FY18-19 grant request for \$7500. Administrator Pioch informed HandsOn that a request was not received and that,

therefore, a grant had not been approved. HandsOn stated that they believe that they submitted a request and asked that their request still be considered. Supervisor Sweeney asked for the Board's views on this matter. Trustee Ingraffia noted that HandsOn never checked to see if their request was received and that their first inquiry was five months after the grants were approved. Trustee Satern stated that HandsOn is an organization with an important role in the community and that the Board should afford them the benefit of the doubt about having submitted their request. A motion was made by Trustee Satern and seconded by Trustee Keenley to approve a FY18-19 grant for HandsOn Suburban Chicago in the amount of \$5000. Clerk Busse asked if, going forward, the Board wanted to deal with issues of this nature on an individual basis or would they want to create a policy. The Board consensus was to develop a policy. *The motion passed on a 3-2 roll call vote and thus will be added to the September Board Meeting agenda for consideration in accordance with policy.*

D. Ordinance #2018-08 Authorization to Execute a Short Term Office Lease with Brian Properties for Township Youth and Family Services. Supervisor Sweeney stated that Youth and Family Services will need to leave their current offices on Golf Road prior to the Township taking occupancy of the new Township facilities on Landmeier Road in Elk Grove Village. He recommended that the Board approve leasing space managed by Brian Properties at 2025 S. Arlington Heights Road, Suites 119-121, Arlington Heights, IL 60005. It would be a short term lease of 6.5 months. The cost is very reasonable and the Youth and Family Services professionals are pleased with the space. A motion to approve the lease was made by Trustee Ingraffia and seconded by Trustee Satern. *The motion passed on a 5-0 roll call vote.*


E. Ordinance #2018-09 Authorization for the Hiring of an Architect. Supervisor Sweeney asked for the Board's approval to hire John Berta of Capital Architects for the renovation of the Elk Grove Village Public Works building which was purchased by the Township to serve as the new Township Hall and Township Services Building. Supervisor Sweeney stated that the Township did not go out for bids but that he and Administrator Pioch considered four architects who had been recommended by other Townships and Chambers of Commerce. After careful consideration of each candidate's experience, approach, temperament and comprehension of Township needs and goals, Supervisor Sweeney asked John Berta, Capital Architects and Renato Imana, SRC Creative to return for a second interview. Taking it all into consideration, Supervisor Sweeney believes that John Berta is the best choice particularly in terms of being able to maximize office effectiveness and efficiencies. Supervisor Sweeney noted that he emailed Mr. Berta's resume to all Board members prior to the Board meeting. Trustee Satern asked if he had spoken to anyone who had used Mr. Berta's services. Supervisor Sweeney responded that he had not. After a short discussion, Trustee Ingraffia made a motion authorized the hiring of Mr. John Berta of Capital Architects for the remodeling of the Township property on Landmeier Road in Elk Grove Village. The motion was seconded by Trustee Keenley. *The motion passed on a 5-0 roll call vote.*

F. Proposal to Create a Full-time Food Pantry Manager Position. Supervisor Sweeney stated that he has concluded that the Township is in need of a Food Pantry Manager. Up to this point, the Food Pantry has been managed by General Assistance caseworkers. However, as casework demands have grown with new programs and more clients and as food pantry usage has ramped, Supervisor Sweeney believes it is no longer practical or efficient for GA caseworkers to manage the pantry. He is asking for approval to hire a Food Pantry Operations Manager for 30

hours a week with a salary not to exceed \$15/hour. Trustee Satern asked if the services being provided by General Assistance and visits to the food pantry were being tracked. Supervisor Sweeney stated that services are currently being tracked by the caseworkers and that this information, along with his observation, is what led him to decide a Food Pantry Manager was needed. After further discussion. Supervisor Sweeney made a motion to authorize the hiring of a Food Pantry Operations Manager with the conditions previously noted. The motion was seconded by Trustee Ingraffia. *The motion passed on a 3-2 roll call vote and thus will be added to the September Board Meeting agenda for consideration in accordance with policy.*

- XI. Adjourn. There being no further business, a motion to adjourn was made by Trustee Satern and seconded by Trustee Niewiardowski. *The motion passed on a voice vote.* The meeting was adjourned at 7:45 p.m.

Respectfully submitted,



George Busse
Elk Grove Township Clerk