

**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 28, 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 asked how residents are notified in the case of a Special Meeting. Supervisor Sweeney stated that residents are notified via the local newspapers and, in particular, the Daily Herald and the Journal. Ms. Cayer asked if there were time limitations. Supervisor Sweeney stated that there were and that she could talk to Administrator Pioch after the meeting regarding the specifics.
- IV. Discussion and Action on Approval of Minutes: Supervisor Sweeney requested that the minutes of the June 26, 2017 Regular Board meeting be amended to change item XA under New Business. The sentence beginning with “Acting Chair Koshaba also noted two examples...” The word “ordering” should be revised to “purchasing” and the word “knowledge” should be revised to “authority. The motion was made by Supervisor Sweeney and seconded by Trustee Satern to approve the minutes as amended. *The motion carried by voice vote.*
- V. Presentations: None
- VI. Reports
  - A. Assessor. Assessor Carosielli submitted a written report. Trustee Ingraffia complimented her on the accuracy of the report. Assessor Carosielli noted that the County tax bills were due August 1 and that her office was currently helping those residents that didn’t pay on time. The office assists them in filing on line at no cost (the County charges \$1.00). She also noted that the impact of triennial assessment is first felt in the second tax installment and always leads to many questions. Assessed values were certified last Friday, August 25<sup>th</sup>, and her office can now begin taking pre-filings for the Board of Review. Individuals can file on-line before the Board of Review opens, which should be in two to three weeks. Once the Board opens it stays open for 30 days.
  - B. Clerk. Clerk Busse submitted a written report and stated that going forward he would be submitting a written report. The report will cover FOIA’s received that month and special items of interest. Clerk Busse also reminded the Board that he and the Deputy Clerk would be assuming responsibility of meeting agenda’s per the decision of the Supervisor and that later in the meeting he would be submitting a Meeting Agenda policy for the Board’s approval. Clerk Busse also stated that he had explored the legal precedents and policies of other local Townships regarding the recording of meetings and the use of cell phones during meetings. There are no restrictions on the recording of meetings except if an elected official uses the recording for official business purposes. In that case, the recording becomes an official record, must be submitted to the Township Clerk and is subject to a FOIA. There are

no limitations on cell phone usage during Board meetings by residents or employees. However, there are court tested (City of Champaign vs. Madigan) precedents for the use of cell phones during Board meetings by Trustees and the Supervisor. The Open Meetings Act precludes the usage of cell phone calls, texting, or emails during a Board meeting between Board members and/or the Supervisor. Such action is illegal and official business which is subject to FOIA. Also, calls, texts, or emails between Board members and/or the Supervisor that constitutes a quorum is also, under the Open Meetings Act, illegal and official business subject to FOIA. Clerk Busse suggested that during Township Board meetings the Supervisor and Trustees turn off their cells phones and lay them on the desk in front of them. They should give their family the cell phone number of the Administrator who can be contacted in the case of an emergency during the Board meeting.

Trustee Ingraffia asked if the FOIA that inquired about obtaining a copy of the June Regular Board meeting. He wanted to know if they were asking about a Township copy or Trustee Koshaba's copy. Clerk Busse indicated that the Township was not taping Regular Board meetings until July and that while Trustee Koshaba had submitted a recording of the April Regular Board meeting to him, she had no recordings of the May or June meetings. The individual requesting a copy of the June meeting recording was so notified.

C. Highway Commissioner. Commissioner Niewiardowski submitted a written report. He noted that his department was very busy the last month and a half. There has been a lot of tree damage particularly in the Lincoln and Martha area.

D. Supervisor.

In a written reports Supervisor Sweeney informed the Board of General Assistance / Emergency Assistance activity and Transportation rides in the month of July. He also provided the Board with the July Township Employment Support Center Report and Financial Reports. Supervisor Sweeney took time to highlight some items and events. He noted that the Township sponsored Back to School Blast-off was very successful. 15,000 back to school items were picked up by District 59. That was 700 items more than last year. The recent Township hosted Job Fair had 150-170 attendees and 43 employers. Feedback was very positive from both the employers and the job seekers. The Township Employment Center made 8 appointments with new clients. Also 30 residents attended a pre-seminar workshop that provided advice on how to most effectively use the job fair. Regarding upcoming events, Supervisor Sweeney noted that the Township is hosting a Northwest Suburban Case Workers event on Coordinated Entry. This is a new HUD mandated program for coordinating housing for the homeless. The Township is also hosting an Elk Grove Township Collaborative meeting focusing on mental illness. Finally, he announced that due to budget constraints, the start of the State LIHEAP program has been delayed until October 1<sup>st</sup> and he announced that the Township had its 501(c)3 corporation (Elk Grove Township Community Empowerment Fund) status approved.

Trustee Koshaba asked why the General Assistance and Administrator aren't making reports to the Board. Supervisor Sweeney stated that he is responsible for the Town staff and for GA and as such feels he should be making the reports. He indicated that this was a responsibility that we wanted to delegate. He also asked why Trustee Koshaba wasn't asking the Assessor or the Highway Commissioner to have their subordinates provide reports to the Board. Trustee Koshaba demanded that Supervisor Sweeney speak in a civil tone and

stated that she knew what the other employees were doing but wasn't as aware of what the Administrator and GA Director were doing. She also noted that the Administrator was a member of the Town staff. Supervisor Sweeney emphasized that these were areas of his responsibility and that he would be giving the reports. He also noted that the GA Director had not been making reports to the Board for many years and that Board members could always reach out to the Administrator and GA Director with specific questions.

Trustee Ingraffia asked if the Township's 501(c)3 corporation required a separate governing or advisory board. Supervisor Sweeney stated that he was in the process of establishing an advisory board.

VII. Correspondence. None

VIII. Old Business.

A. Policy for Purchasing Approval Authority.

Supervisor Sweeney reminded the Board that the discussion of the Policy for Purchasing Approval Authority (PAA) was tabled at the July Regular Board meeting and that he was opening the floor for further discussion. Trustee Koshaba stated that a policy had been approved at the June meeting and she was not going to vote to change it. Trustee Satern said that she had reviewed Resolution 2015-4 and that it contained provisions for the payment of bills necessarily incurred due to an emergency. Supervisor Sweeney asked what type of authority she felt that translated into. He stated that he was in favor of scrapping the PPA policy and instead using Resolution 2015-4 as a starting point for establishing a list of categories that could be prepaid before Board approval. Anything not on the list and above a set spending level would have to come before the Board for approval before any funds were expended. Items could be added or removed from the list at the Board's discretion. Supervisor Sweeney noted that the Board was concerned that the previous PAA put Elk Grove Township out of line with the other Township's. However, he reminded them that it was actually the opposite and that the new PAA policy with a \$500 spending limit was the policy that was putting Elk Grove Township out of line. Trustee Satern stated that she had checked with Schaumburg township and that while its Supervisor had spending authority up to the \$20,000 bid level, the Schaumburg Supervisor, nonetheless, always came to the Board for approval before making a major purchase. Trustee Satern said she would be comfortable with a establishing a list of pre-approved categories and then putting a spending limit of \$500 on everything else. Supervisor Sweeney responded by asking if Trustee Satern was still concerned or not about being in-line with other Township PAA policies. Trustee Koshaba interjected that a policy was passed at the June Regular Board meeting and if Supervisor Sweeney wanted to change the policy he should put forward a new resolution. Supervisor Sweeney expressed his dismay about the fact that the PAA discussion had been tabled the last Regular Board meeting but now the Board didn't want to discuss it. Trustee Koshaba responded that the issue had just been discussed and that she wasn't interest in changing the policy or her vote. She argued that she did not like being berated and as far as she was concerned the discussion was over. She stated that Supervisor Sweeney was threatening her and the other Board members when they did not agree with him. Supervisor Sweeney rejected the accusation and noted that at the last two meetings Trustee Koshaba had lied about his and the Administrators intentions/actions on several issues.

- IX. Adjourn: A motion to adjourn was made by Trustee Koshaba and seconded by Trustee Satern.  
*The motion passed on a voice vote.* The meeting was adjourned at 7:38 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "George Busse". The signature is stylized with a large initial "G" and a long horizontal stroke extending to the right.

George Busse  
Elk Grove Township Clerk