

**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
November 27, 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 – Present. Supervisor Sweeney - Present. In Attendance: Highway Commissioner Niewiardowski, and Assessor Carosielli.
- III. Public Comment: Melissa Cayer (Arlington Heights) asked if the Township Financials were posted on the Township website. Supervisor Sweeney stated that they were on the State Comptrollers website and that Administrator would send her a link to the site. Ms. Cayer stated most taxing bodies post their Financials on their website. Supervisor Sweeney asked Clerk Busse to look into doing that.
- IV. Discussion and Action on Approval of Minutes: A motion was made by Trustee Ingraffia and seconded by Trustee Niewiardowski to approve the Regular Board Meeting minutes of September 25, 2017 as amended and the Regular Board Meeting minutes of October 23, 2017. *The motion carried by voice vote.*
- V. Reports
 - A. Assessor. Assessor Carosielli submitted a written report. She also reported that she has unofficially heard that the Skokie County Assessor's satellite office will be closing on December 1st. It is the only County Assessor satellite office in the northern area. In addition, Assessor Carosielli reported that Rolling Meadow County Board of Review office has been closed. There are now no satellite offices and everything will be managed out of the County Building in the city. This will affect the Township when it comes to last minute filings and Assessor Carosielli will try to negotiate an agreement with the County which allows for a filing grace period.
 - B. Clerk. Clerk Busse reported that a bid from the Village of Elk Grove for the videotaping of the Township Regular and Special Board Meetings should be received before the December Regular Board meeting. He had no written report as there were no legislative update or FOIA requests in November.
 - C. Highway Commissioner. Commissioner Niewiardowski submitted a written report. He had nothing else to report.
 - D. Supervisor. Supervisor Sweeney submitted written reports informing the Board of General Assistance/Emergency Assistance activity, Township Employment Support Center activity, and Transportation rides through the end of October. He also provided the Board with the October Township Employment Support Center Report and Financial Reports through October end. Supervisor Sweeney as stated that he was sorry to report the Administrator Pioch's mother recently passed away. He also noted that he was pleased to announce the Lisa Menich was named the Illinois Township Caseworker of the Year at the Annual TOI Educational Conference in November in Springfield. Supervisor Sweeney also provided the

most recent statistics for the Food Pantry this year in response to an earlier Board request. Food Donated: \$11,000+; Food Donated Requiring Pick up: \$57,000; Travel Expenses Associated with Pick Up: \$496; Travel Expense/Food Value Ratio: 0.8%; Payroll Expenses Associated with Pick Up: \$3,406; Payroll & Travel Expense/Food Value Ratio: 7%. Finally, Supervisor Sweeney asked about Board availability the next week for discussion of the property bids that will be opened at this meeting. He would like to schedule a meeting for Monday, December 4th or Wednesday, December 6th. Clerk Busse and Trustee Koshaba were not be available either day but the rest of the Board was available on Wednesday. Supervisor Sweeney stated that a Special Meeting would be called for Wednesday, December 6th. Trustee Satern asked Supervisor Sweeney how one can find information about the Employment Support Center Seminars. He stated that he would send Trustee Satern the current seminar information. Clerk Busse and Trustee Ingraffia asked how specifically the seminars were advertised. Supervisor Sweeney stated advertising was done through Township Hall postings, event site postings, emails to clients of Township Support Center, Township website postings, dissemination through churches and press releases. Supervisor Sweeney said that he would look into additional posting sites.

VI. Correspondence. None

VII. Old Business.

A. Videotaping of Board Meetings. Supervisor Sweeney recommended that discussion of the videotaping of Board meetings be tabled until the Township is in receipt of the Elk Grove Village videotaping proposal. Trustee Satern stated that EGV told her that they would be very reasonable in terms of cost. Clerk Busse responded that EGV has certainly indicated that they will be reasonable but that they will probably need to use their mobile studio and four employees for six hour to meet our needs so the cost may not be less than what the Township is currently paying

VIII. Approval of Payroll and Bills. A motion to approve the payment of bills as presented was made by Trustee Satern and seconded by Trustee Ingraffia. *The motion was passed on a 5-0 roll call vote.* Trustee Koshaba inquired about the payment of bills submitted by attorney Kelly for legal assistance provided to Trustee Koshaba. She indicated that she will pay for the September 26, 2017 bill which was submitted before Board approval of payment for legal advice provided by Attorney Kelly for all elected officials. Supervisor Sweeney stated that the November 27, 2017 bill had not been received. He also requested that for him to pay the bills he would like to see a statute or case law that allows elected officials to hire outside counsel and be compensated by the Township for the expense. Trustee Koshaba stated that she would have her attorney contact Supervisor Sweeney.

IX. New Business.

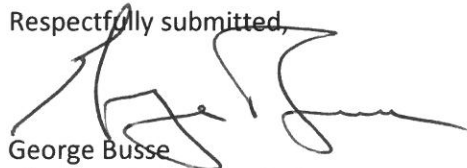
A. Resolution 2017-18 Declaration of 711 Chelmsford as Surplus Property. Supervisor Sweeney request approval of the resolution which would allow the Township to enter into an Intergovernmental Agreement (IGA) with the Elk Grove Village to swap the property at 711 Chelmsford, Elk Grove Village for the Village's Public Works Facility at 600 Landmeier Road, Elk Grove Village. Trustee's Koshaba and Satern expressed concern that approving the Resolution would preclude the Township from fulfilling its agreement with the Daycare Center to provide space in the building and funding through March 31, 2018. Supervisor Sweeney stated that any new owner would not have access to the property until April 2018

and that the Board will have the final say on any new contract. A motion was made by Trustee Ingrassia to approval Resolution 2017-18. Trustee Niewiardowski seconded the motion. *The motion carried 5-0 on a roll call vote.*

- B. Bid Opening for 401 Golf Road, Mount Prospect. One bid was received for the purchase of the Township property at 401 Golf Road. A bid was received from DiMucci Company for \$245,000.
- C. Bid Opening for 2400 S. Arlington Heights Road, Arlington Heights. Three bids were received. A bid was received from Insight Real Estate for \$980,000 with no enclosed Earnest Money check. A bid was received from HVAC Equipment Services for \$869,487 with an enclosed check. A bid was received from CBRE fir \$2,456,000 with no enclosed Earnest Money check.
- D. Township Staff Christmas Party. Supervisor Sweeney asked for a motion to approve the funding of the December Township Staff Christmas Party at an expense not to exceed \$2,000. A motion to approve was made by Trustee Koshaba and seconded by Trustee Ingrassia. *The motion carried 5-0 on a roll call vote.*
- E. Other. Trustee Satern inquired about Township efforts to replace the bus driver who left in August. Supervisor Sweeney stated that the driver left with one week's notice which left the Township in a difficult position. An offer was extended to candidate to fill the position but the individual failed to obtain Secretary of State Certification for the type of vehicles the Township uses. The Township is looking at new candidates and people can still apply for the position. Trustee Koshaba asked if the approval of payroll and bills could be moved up in the Board meeting agenda to after the approval of the minutes. Supervisor Sweeney asked Clerk Busse to do so. Trustee Satern also requested that mail received by the Township for elected officials be forwarded to them by the staff and not held until the Board meetings. She noted that some of the mail is time sensitive. Supervisor Sweeney agreed to have the staff forward the mail every two weeks. Trustee Koshaba asked that Daycare vouchers be placed on the December Regular Board meeting agenda. Trustee Koshaba also noted that under the Illinois code the Township Board, which the exception of Welfare, Assessor and Highway Departments, may employ and set compensation for the remaining Township employees as needed. She asked for Township employee job descriptions. Supervisor Sweeney stated that he would provide the descriptions. Finally, Trustee Koshaba stated that she felt Administrator Pioch was reticent to respond to Board requests for information. Supervisor Sweeney disagreed with her comment. Trustee Koshaba specifically noted that she asked the Administrator to sign her up for the Annual TOI conference in November. The issue was discussed and it appears Trustee Koshaba did not submit the request form that was sent out to the elected officials in July. Trustee Koshaba also requested a list of the duties performed by the Township employees excluding the Assessor, Highway Commissioner and the General Assistance departments.

- X. Adjourn: There being no further business, a motion to adjourn was made by Trustee Koshaba and seconded by Trustee Satern. *The motion carried by voice vote.* The meeting was adjourned at 7:44 p.m.

Respectfully submitted,



George Busse
Elk Grove Township Clerk