

**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
December 18, 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: Administrator Pioch, Highway Commissioner Niewiardowski, and Assessor Carosielli.
- III. Public Comment: None
- IV. Approval of Payroll and Bills. A motion to approve the payment of bills as presented was made by Trustee Niewiardowski and seconded by Trustee Ingraffia. *The motion was passed on a 5-0 roll call vote.*
- V. Reports
 - A. Assessor: Assessor Carosielli submitted a written report.
 - B. Clerk. Clerk Busse submitted a written report. He noted that the meeting agenda has been modified as requested by the Board. Specifically, the approval of payroll and bills has been moved up in the meeting and placed immediately after public comment. He stated that he would wait on a discussion of the videotaping of board meetings until New Business.
 - C. Highway Commissioner. Commissioner Niewiardowski submitted a written report. He noted that the Township co-purchased highway salt this year with the Cook County Highway Department which reduced the cost to only \$56 a ton.
 - D. Supervisor. In written reports Supervisor Sweeney informed the Board of General Assistance/Emergency Assistance activity and Transportation rides in the month of November. He also provided the Board with the November Township Employment Support Center Report and Financial Reports. Supervisor Sweeney reported that the Township offered a bus driving position to an individual currently working as a para-transit driver. The gentleman has accepted the offer and will begin working on December 27, 2017.
- VI. Correspondence. None
- VII. Executive Session. Supervisor Sweeney asked for a motion to adjourn to Executive Session to discuss Township real estate matters. A motion was made by Trustee Koshaba and seconded by Trustee Niewiardowski. *The motion passed on a voice vote.* The meeting was adjourned at 7:12 p.m.

- VIII. Reconvene Regular Board Meeting. The Regular Elk Grove Township Board Meeting was reconvened at 7:30 p.m. A roll call was taken with Trustees Koshaba, Satern, Niewiardowski, Ingraffia and Supervisor Sweeney present. In attendance were Administrator Pioch, Assessor Carosielli and Highway Commissioner Niewiardowski.
- IX. Old Business.
- A. Sale of Township Property at 401 W. Golf Road, Mount Prospect. Supervisor Sweeney asked for a motion to approve the purchase/sale agreement for the Township property at 401 W. Golf Road, Mount Prospect to DiMucci Company for \$245,000 with the agreed upon lease back arrangements. A motion was made by Trustee Koshaba to approve the agreement. The motion was seconded by Trustee Niewiardowski. *The motion passed on a 5-0 roll call vote.*
- B. Update on Township Property at 711 Chelmsford Lane, Elk Grove Village. Supervisor Sweeney reported that an Intergovernmental Agreement for the swap of the property with Elk Grove Village should be made available for Board approval no later than mid-January 2018.
- C. Videotaping of Township Board Meetings. Clerk Busse reported that Elk Grove Village has submitted a bid for the taping of Township Board meetings that is lower than the current cost of the taping services provided by Lorelle Communication. The taping arrangement would be open ended and could be cancelled by either party with appropriate notice. The taping arrangement with Lorelle Communication ends with the December 2017 Regular Board meeting. Lorelle Communication, however, has notified the Township that they would like to bid on retaining the videotaping assignment and has asked for an RFP so that they are bidding on a comparable basis in terms of service and cost. Clerk Busse noted that an RFP was not required in this situation but that to be fair to providers wishing to compete for the videotaping assignment he felt an RFP would be appropriate. After discussion, a motion was made by Trustee Ingraffia and seconded by Trustee Koshaba to have the Clerk issue an RFP for the videotaping of Regular and Special Township Board meetings that could be bid on by interested Governmental and private sector service providers. *The motion passed on a 5-0 roll call vote.* Trustee Satern made a motion to retain Lorelle Communication for the taping of the January Regular Township Board meeting which was seconded by Trustee Niewiardowski. *The motion passed on a 5-0 roll call vote*
- X. New Business.
- A. Recording Township Committee of the Whole Meetings. Supervisor Sweeney made a motion to exempt Township Committee of the Whole meetings from any meeting videotaping requirements. He noted that issues could not be voted on at Committee of the Whole meetings and that the exemption would save the Township from an, in his opinion, unnecessary expenditure. After a short discussion a motion was made by Trustee Koshaba and seconded by Trustee Satern to exclude Township Committee of the Whole Meetings from any videotaping requirements. *The motion was passed on a 5-0 roll call vote.*
- B. Resolution 2017-19 / TRIP Transit Grant Service Agreement. Supervisor Sweeney noted that this is the annual agreement between the Township and Suburban Bus Division of the Regional Transportation Authority (Pace) regarding transportation services provided by the Authority. A motion was made by Trustee Ingraffia and seconded by Trustee Niewiardowski to approve the Agreement. *The motion passed 5-0 on a roll call vote.*

- C. Resolution 2017-20 / Policy to Prohibit Sexual Harassment in the Township of Elk Grove. Supervisor Sweeney reported that a change in State law triggered the need to review and update the Township policy prohibiting sexual harassment. The policy was reviewed by the Township attorney and he offered modifications for improving and strengthening the policy. The policy will need to be read and signed by all employees. After discussion, a motion was made by Trustee Koshaba and seconded by Trustee Ingraffia to approve Resolution 2017-20 which requires the adoption of a policy that prohibits sexual harassment in the Township, is in compliance with State statues, and supersedes all prior existing Township sexual harassment policies. *The motion passes on a 5-0 roll call vote.* A motion was then made by Trustee Koshaba and seconded by Trustee Niewiardowski to approve the Township Policy to Prohibit Sexual Harassment as modified by the Township attorney. *The motion passed on a 5-0 roll call vote.*
- D. Day Care Voucher Program. Supervisor Sweeney reported that he met with the Director of the Elk Grove Township Community Day Care Center, Annette Capuani, and asked her to participate in Township Committee of the Whole meetings for the development of a Township day care voucher program. He believes her professional input would be of great value in developing an effective program. Supervisor Sweeney indicated that he was interested in setting a date for a Committee of the Whole meeting in early January (possibly between January 2nd and 8th) to address the issue and asked Board members for input on their availability.
- E. Other. Trustee Niewiardowski expressed his thanks to Billy Beaupre (Elk Grove Village) for donating 300 books to the Township library in November.

XI. Adjourn: There being no further business, a motion to adjourn was made by Trustee Koshaba and seconded by Trustee Satern. *The motion passed via voice vote.* The meeting was adjourned at 7:58 p.m.

Respectfully submitted,



George Busse
Elk Grove Township Clerk