

**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 19, 2016**

MINUTES

- A. Call to Order and Pledge of Allegiance: Supervisor Sweeney called the meeting to order at 7:00 p.m. and began the meeting with the Pledge of Allegiance.
- B. Roll Call: Trustees Koshaba, Satern, Niewiardowski and Ingraffia and Supervisor Sweeney - Present. In Attendance: Highway Commissioner Niewiardowski, Deputy Clerk/Administrator Paul Pioch and Township Commercial Realtor Steve Stoner.
1. A motion was made by Trustee Satern and seconded by Trustee Ingraffia to allow attendance via telephone by Clerk George Busse who could not attend due to convalescence of a prior injury. Motion carried by voice vote.
- C. Public Comment: None
- D. Discussion and Action on Approval of Minutes: A motion was made by Trustee Ingraffia and seconded by Trustee Satern to approve the Regular Board Meeting Minutes from the October 24, 2016 & November 28, 2016 meetings. The motion carried by voice vote.
- E. Presentations:
1. Supervisor Sweeney praised the work of Columbia student Glenn Dunn who has created quite a number of graphics and provided design assistance to help brand several of the Elk Grove Township programs, such as Back to School Blast Off, Thanksgiving Baskets and Operation Christmas. The logos he created for each program are distinct and easily recognizable. Glenn's creations have appeared in the Township Newsletter, Newspaper advertisements and Flyers. Glenn was presented with a plaque that contained a Certificate of Appreciation and gift certificate for the assistance he provided to the Township.
- F. Reports.
1. Assessor. Supervisor Sweeney advised that Assessor Carosielli was ill and would not be attending tonight's meeting, but she had submitted a written report.
 2. Highway Commissioner. Commissioner Niewiardowski submitted a written report.
 3. Supervisor. Supervisor Sweeney reminded the Elected Officials that the IDShield Application was contained in their Packet and that they would be responsible for the entire cost, if they chose to participate. Other details are included in the memo from Administrator Pioch. The Township Employment Support Center, assisted 18 people that visited the employment center in November. A complimentary email was mentioned on the report, but was not included in the Board Packet. Administrator Pioch will forward to the Board members. Written reports for General Assistance and Transportation departments along with the November Financial Reports were also highlighted in the Supervisor's recap. The Supervisor asked if there were any questions. No questions for Highway Commissioner or Supervisor.

G. Correspondence. None

H. Old Business. None

I. Approval of Payroll and Bills. A motion to approve the payment of payroll and bills as presented was made by Trustee Niewiardowski and seconded by Trustee Ingrassia. The motion was passed on a 5-0 roll call vote.

J. New Business.

1. Set Special Township Meeting Date for Elk Grove Township Property Consolidation: Supervisor Sweeney introduced this subject by reminding the Board Members that the Electors had approved the sale of the Township-owned property at 401 W. Golf Road, Mt. Prospect last month at the November 28th Special Township Meeting. The Bid Notice for this property is expected to be issued next week and bids will be due on February 17, 2017. The Electors voiced at the November 28th Meeting that the Township should be moving forward on the sale of the remaining two (2) properties and that the logical next step to take in the Township's consolidation would be to set a date for another Special Township Meeting.

Several items were brought forward in discussion:

- a. Trustee Koshaba stated that she did not recall discussing the remodel option for the building at 2400 S. Arlington Heights Road, Arlington Heights. Supervisor Sweeney asked the Township's Commercial Realtor Steve Stoner to address this subject and Mr. Stoner advised that a Needs Assessment, with Board Members' input, had been completed and reflected a space request of 15,000 sq. ft. for a new building that would consolidate the operations of the Township employees from the 401 Golf Road and 2400 S. Arlington Heights Road buildings into one building. This consolidation of the two (2) buildings would create a more efficient design for the Administration, General Assistance/Youth Services and waiting areas along with room for growth in the highlighted areas of Food Pantry and General Assistance to name a few and that the sale of the 711 Chelmsford building would contribute funds to accomplish the goal.
- b. Trustee Koshaba advised Supervisor Sweeney that she was concerned about the related closure of the Day Care that operates at the 711 Chelmsford building. Supervisor Sweeney advised that it would be best to sell the Chelmsford property and go to a voucher program for Day Care, which would provide the families that use Day Care more options of where to go, whether it be close to their home or close to their work place. He stated that the building is older and is a liability that the Township could sell and, through the proceeds of the sale of this building, would still be able to support Township families that require Day Care services.
- c. Supervisor Sweeney advised the Board that he had spoken directly to the Day Care Executive Director and had been open with her by advising that the Township would work with the Day Care to find another location. He feels that

there is not a reason the Township has to renew funding or a lease with the Day Care.

- d. Clerk Busse explained that the Township is moving more towards a service business. The programs that are growing, or will have the opportunity to grow and service additional families in the Township after consolidating Township operations into a single larger facility, include the Food Pantry, Assessor's office, Youth Services and General Assistance. This expansion of services will only be accomplished through building consolidation. Providing Day Care in only one location within the Township when there are families in other parts of the Township that are not a part of the Day Care services currently being offered is something the Board has a chance to improve upon to help additional families by offering a Day Care Voucher program which is much more efficient and equitable to all residents throughout the Township.

A motion to set the date of Monday, January 30, 2017 at 7:00 p.m. for a Special Township Meeting to obtain approval to sell Elk Grove Township-owned properties at 2400 S. Arlington Heights Road, Arlington Heights, IL and 711 Chelmsford, Elk Grove Village, IL was made by Trustee Ingrassia and seconded by Trustee Niewiardowski. A roll call vote was taken on the motion and carried 5-0.

1. Revision to Sick Leave Policy – Supervisor Sweeney advised that this revision is to conform with State Statute. A motion to approve the Revision to Sick Leave Policy was made by Trustee Saturn and seconded by Trustee Niewiardowski. Motion carried by voice vote.

2. Other Topics. None.

K. Executive Session Matters: None

- L. Adjourn: There being no further business, a motion to adjourn was made by Trustee Koshaba and seconded by Trustee Saturn. The motion carried by voice vote. The meeting was adjourned at 8:02 p.m.

Respectfully submitted,



George Busse
Elk Grove Township Clerk