

**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 21, 2015**

MINUTES

- I. Call to Order: Supervisor Sweeney call the meeting to order at 7:09 p.m.
- II. Roll Call: Supervisor Sweeney and Trustees Koshba, Satern, Niewiardowski and Ingraffia – Present
In Attendance: Highway Commissioner Niewiardowski and Administrator Pioch
- III. Public Comment: None
- IV. Discussion and Action on Approval of Minutes: Amendments were proposed by Trustee Satern to Section X (New Business) Paragraph E (Meyers Place). A motion to approve the Minutes as amended from the November 23, 2015 Regular Board Meeting was made by Trustee Ingraffia and seconded by Trustee Niewiardowski. Motion carried by voice vote.
- V. Presentations: None
- VI. Reports:
 - A. Assessor: In a written report Assessor Caroselli informed the Board that her office served 316 residents between November 23rd and December 18th.
 - B. Supervisor: In a written reports Supervisor Sweeney informed the Board of General Assistance/Emergency Assistance activity and Transportation rides in the month of November. He also reported that 49 families were served through the Township's annual Thanksgiving Meal Program and 29 families through the Christmas Adopt a Family Program. Also, the first annual Township Snow Angel Program collected 450 snow pants and coats for children in need. The pants and coats will be distributed through the social workers in the township elementary schools. Finally, Supervisor Sweeney distributed a draft copy of the new Township Services and Information Directory. He solicited suggested corrections or changes from the Board and noted that a constantly updated calendar of Township events will be included with the Directory as an insert.
- VII. Correspondence. A letter from Northwest Community Hospital was received following up their presentation to the Board at the November Regular Board Meeting regarding the Mobile Dental Clinic. The Township supports the Mobile Dental Clinic through an annual grant. The letter again thanked the Township for its continuing support and highlighted the growing need to replace the aging dental van. It suggested that the Township consider a special grant in 2016 to assist in financing the purchase of a new retrofitted van.
- VIII. Old Business
 - A. Employee Handbook Changes – Holiday Pay. At the November Regular Board Meeting the Board passed a motion that any full time Town Fund or General Assistance employee, that is approved to work by the Supervisor on a Holiday, will be compensated at the rate of one and one-half times their normal rate of pay for the hours worked on the given Holiday. At

the advice of the Township Attorney, a motion was made by Trustee Ingraffia and seconded by Trustee Satern to amend the Handbook change to read "Any full-time Town Fund or General Assistance hourly employee". The motion passed on a 5-0 roll call vote. There was further discussion regarding the paying of part time employees on holidays. Supervisor Sweeney proposed that regular part time hourly employees be eligible for paid holidays if they are normally scheduled to work on that day. The holiday pay would be equal to the number of hours the employee would have worked on the date in question. Currently, this policy change would impact only one employee – the Township nurse. A motion was made by Trustee Ingraffia and seconded by Trustee Niewiardowski to approve the proposed change. The motion passed on a 3-2 roll call vote with Trustees Koshaba and Satern voting nay.

- IX. Approval of Payroll and Bills: A motion to approve the payment of bills as presented was made by Trustee Niewiardowski and seconded by Trustee Satern. The motion was passed on a 5-0 roll call vote.
- X. New Business:
- A. Resolution 2015-14 – Schedule of 2016 Regular Board Meetings. Supervisor Sweeney submitted a proposed schedule for Regular Board Meetings in 2016. A motion was made by Trustee Ingraffia and seconded by Trustee Niewiardowski to approve Resolution 2015-14. The motion passed by voice vote.
- B. 2016 Township Holiday Schedule. Supervisor Sweeney submitted a proposed list of Township Holidays for 2016. A motion was made by Trustee Satern and by Trustee Niewiardowski to approve the list of holidays as presented. The motion passed by voice vote.
- C. Commercial Appraisals. The Village of Mount Prospect notified the Township that a private developer may be interested in purchasing the property on which the Township's Youth Services offices are located. The private party is currently working on a comprehensive commercial development plan for the southwest corner of Golf Road and Elmhurst Road. Supervisor Sweeney and Administrator Pioch informally met with the Mount Prospect Village Manager and the Mount Prospect Director of Community Development to gain a better understanding of the scope and status of the potential project. Coming out of the meeting Supervisor Sweeney realized that the various properties owned by the Township had not be officially appraised for many years. He feels it is important that the Township has this information and has directed Administrator Pioch to contact several Commercial Appraisers to request their price for appraising the Township Hall /Highway Department facilities property (Arlington Heights), the Youth Services property (Mount Prospect) and the Daycare Center property (Elk Grove Village). Administrator Pioch has contact Cambridge Partners & Associates in Palatine, IL and Real Valuation Services in Deerfield, IL. Supervisor Sweeney will keep the Board apprised of action taken regarding this matter.
- D. Architectural Review. Supervisor Sweeney has directed Administrator Pioch to seek preliminary plans and cost estimates for upgrades and efficient improvements to the Township Hall building. Administrator Pioch has contacted ARC Creative LTD in Willowbrook, IL and Capital Architects LLC in Barrington, IL. The account number that will be used to expense the cost of developing the preliminary plans is Town Fund #4444 (Building & Permanent Improvements).

E. Roof Top Unit Replacement Overrun. There was a small cost overrun of \$282.96 associated with the previously Board approved replacement of one of the Township Hall roof top HVAC units. A motion was made to Trustee Koshaba and seconded by Trustee Satern to approve payment of the overrun cost. The motion passed on a 5-0 roll call vote.

F. Other - Budget Calendar. Supervisor Sweeney suggested that following budget meeting schedule for 2016: Preliminary Tentative Budget Meeting following the January 25, 2016 Regular Board Meeting; Final Tentative Meeting following the February 22, 2016 Regular Board Meeting; and the Public Hearing and Final Budget Meeting following the March 28, 2016 Regular Board Meeting. A date for the Agency Meeting was not proposed. The dates were discussed.

XI. Executive Session: None

XII. Adjourn: There being no further business, a motion to adjourn was made by Trustee Koshba and seconded by Trustee Satern. The motion carried by voice vote at 7:47 p.m..

The meeting was adjourned at 8:17 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'George Busse', written over a horizontal line.

George Busse
Elk Grove Township Clerk