

## MINUTES – BOARD OF TOWN TRUSTEES

STATE OF ILLINOIS)  
COUNTY OF COOK)  
TOWN OF ELK GROVE) **REGULAR BOARD OF TRUSTEES MEETING**

The Board of Towns Trustees met at the Office of the Town Clerk at 2400 S. Arlington Heights Rd, Arlington Heights, IL on Monday June 23rd, at 7:00 pm.

Supervisor Sweeney, acting as Chairman, Gregory O'Brien acting as Clerk, the following official business was transacted.

**Call to Order:** Supervisor Sweeney called the meeting to order at 7:00 pm

**Roll Call:**

Trustee Busse – Present  
Trustee Koshaba – Present  
Trustee Satern –Present  
Trustee Niewiardowski – Present  
Supervisor Sweeney –Present

**In Attendance:** Connie Carosielli, Art Niewiardowski, Linda Hopfer, Annette Capuani, Robin Wilson, Mitch Bruski.

**Pledge of Allegiance:** The Pledge of Allegiance was recited.

**Approval of Minutes:** A motion to approve the minutes from the May 27, 2014 Regular Board of Trustees Meeting was made by Trustee Koshaba, seconded by Trustee Satern. Carried.

**Auditing of Bills for authorization of payment:** A motion to approve payment of the bills as presented was made by Trustee Satern, seconded by Trustee Niewiardowski. Carried.

**Day Care Center:** Annette Capuani reported that their summer program started a week ago. They will have field trips starting in a few weeks. They are waiting to find out what cuts will occur due to the reduced state funding for child care. They recently were informed that District 59 will be moving to an all-day Kindergarten

program in several of their schools. Not certain of all the details, but this could affect the number of students they have attending their program.

**Youth Services:** Robin Wilson reported that they are working with the Upward Bound program using their Challenge Course. Grove Junior High selects students to act as mentors for incoming 6th Graders. Youth Services is assisting by conducting their training. The Social Skills for Empowerment Groups are starting next week, and will run for six weeks.

**Kenneth Young Center:** Mitch Bruski reported that they have received funding from the Illinois Housing Development for their Wheeling Project. This funding is critical, as it provides a positive sign for other groups to move forward with their funding. The Wheeling Project will contain approximately 50 units, larger than the Meyers's Place project in our township. They have determined that they are not going to be getting a tenant in the Meyer's Place retail space, so they will be moving some of their own offices to that location.

**Assessor's Report:** Connie Carosielli provided a written report on the Assessor's office activity for the past month. She reported that the second installment bills are mailing soon, likely going out July 1. They are concerned about the accuracy of the bills, as there have been numerous situations in the past where the bills are missing exemptions. With the closing of the Cook County Assessor's office in Rolling Meadows, the closest location to make a filing to correct the error is in Skokie. They are looking into arranging bus serve for seniors on specific dates to provide them the opportunity to make these filings timely. Connie will be attending the public meeting event being hosted by Representative Moylan in Des Plaines.

**Road & Bridge:** Art Niewiardowski reported on several street maintenance projects currently in progress.

**Clerk's Report:** Greg O'Brien will be attending the public meeting event being hosted by Representative Moylan in Des Plaines.

**Office Manager's Report:** Linda Hopfer reported that Cook County vehicle stickers had arrived and they have started selling them. The county revised the No-Fee stickers this year, so those stickers will need to be reissued as well. This is adding to the workflow they usually experience this time of year. The office is no longer accepting cash payments, so far no major issues. The office has collected over \$81,000 in fees in the past three weeks. Will offer extended hours this week

and weekend to accommodate residents so they can obtain the stickers and avoid the expensive late fee. Linda reported that we have received a letter of appreciation for the bus services, along with a donation.

They recently held a meeting with a local banker to consider accepting credit/debit cards for payments, covering the cost with a \$3 convenience fee. The office should be up and running later this week. Once this is established, the office can accept Sewer Bill payments using this method. Trustee Busse asked a question about the fee, whether it will be run at break-even. Supervisor Sweeney believes it will, but they will review the costs and fees closely to determine if the fee needs to be adjusted. Trustee Busse asked about fraud protection. Supervisor Sweeney provided details of the training program and other protections currently in place. He also offered to have the banker attend a future Board meeting to present the program to the Trustees and answer any questions.

**General Assistance:** Supervisor Sweeney submitted a written report prepared by the General Assistance staff on the past month's client activity:

New:	4
Previous:	10
In-Process:	2
Denials:	1
Sanctions:	0
Terminations:	3
Total	20

There were no disbursements for GA-Medical; 1 client(s) for Work Program Assignments; 12 clients for Emergency Assistance; 43 clients for the Food Pantry; 4 Nurse Home visits; and several other miscellaneous services. Total Clients: 90.

### **Resolutions & Ordinances:**

Supervisor Sweeney presented Resolution 2014-4, the Prevailing Wage Notice for Town Fund and 2014-5, the Prevailing Wage Notice for Road & Bridge. A motion to approve both resolutions was made by Trustee Busse, seconded by Trustee Niewiardowski. Supervisor Sweeney asked the Clerk for a Roll Call vote:

Trustee Busse – Aye, under protest  
Trustee Koshaba – Aye, under protest  
Trustee Satern – Aye, under protest  
Trustee Niewiardowski – Aye, under protest  
Supervisor Sweeney – Aye

The motion carried.

### **Miscellaneous Business:**

**Item A: Employee Handbook.** Supervisor Sweeney reviewed the changes discussed at the last meeting to the Employee Handbook. He completed a majority of the changes requested and forwarded a copy to the Board for review. He asked if there were any questions or changes, there were none. He discussed the Family Leave wording that was sent for review. Supervisor Sweeney believes this issue is already covered with existing wording in the Handbook under the Unpaid Leave category, but he defers to the Board on this matter. Trustee Satern questioned the notification to replace a worker on Leave of Absence. Supervisor Sweeney explained that he had that wording reviewed by our attorney and it was proper. A motion to accept the Employee Handbook, with the wording for Family Leave wording added, was made by Trustee Satern seconded by Trustee Niewiardowski. Carried.

**Item B: Appointment of Township Attorney.** Supervisor Sweeney recommended that the township use two different attorneys depending on the township's needs and the legal issue involved. The attorneys are not on retainer, the services are used on as-needed basis only. He requested that we appoint both Richard Cowen and Jason Tremblay as approved attorneys. A motion to accept these candidates was made by Trustee Busse, seconded by Trustee Niewiardowski. Discussion followed regarding how other townships handle multiple attorneys. Trustee Koshaba asked about Trustee consultation with the village attorney. Trustee Busse was concerned about incurring legal costs, asked Supervisor Sweeney to find out what is the approved process that should be followed.

Supervisor Sweeney will review this issue and get back to the Board with his findings.

Supervisor Sweeney asked the Clerk for a Roll Call vote:

Trustee Busse – Aye  
Trustee Koshaba – Present  
Trustee Satern – Aye  
Trustee Niewiardowski – Aye  
Supervisor Sweeney – Aye

**Item C:** Elgin O’Hare Western Access Local Advisory Committee Appointments. Supervisor Sweeney apologized for the late notice on this matter, but he was given late notice as well. The appointee needs to be from an organization with a majority of its members are in the affected area. Supervisor Sweeney recommended Shirlanne Lemm, the President of the Greater O’Hare Association. He also recommended Dino Gavanis, also from the Greater O’Hare Association as her alternate. A motion to accept these appointments was made by Trustee Koshaba, seconded by Trustee Satern. Carried.

Trustee Satern asked about upcoming meetings of the Metro Township Group. Supervisor Sweeney will forward meeting information to the Board. The next meeting is scheduled for July 1, 2014 at the Elk Grove Township hall.

A motion to adjourn was made by Trustee Busse, seconded by Trustee Koshaba. Carried.

The meeting was adjourned at 7:48 pm.

Respectfully Submitted

Gregory O’Brien  
Town Clerk