

## 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 July 28, 2014 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 – Not Present  
Trustee Koshaba – Present  
Trustee Satern –Present  
Trustee Niewiardowski – Present  
Supervisor Sweeney –Present

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

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

**Approval of Minutes:** A motion to approve the minutes from the June 23, 2014 Regular Board of Trustees Meeting was made by Trustee Koshaba, seconded by Trustee Satern. Carried.

**Auditing of Bills for authorization of payment:** A software problem caused a problem with the reports used to audit the bills. Staff is attempting to correct the reports now, so that the Trustees can complete their Audit this evening. A motion to move this item to later in the agenda was made by Trustee Koshaba, seconded Trustee Satern. Carried.

**Day Care Center:** Annette Capuani reported that they recently completed their licensing review by DCFS, which was approved. They also had an annual inspection by Elk Grove Village Health Department and they passed that as well.

**Youth Services:** Rene Dorn reported that they had completed the Upward Bound program, which is a two-week program designed for school children that did not succeed with PE. They are also having success with their Community Garden, with several Social Groups cooperating on the effort.

**Kenneth Young Center:** Mitch Bruski reported that they recently received the results of their Medicaid Survey. They achieved an exceptional rating of 98%, for three years in a row. They are very pleased with those results, reflects a lot of hard work by their staff. No other items to report.

**Assessor's Report:** Connie Carosielli will provide a written report to the Clerk tomorrow, on the Assessor's office activity for the past month. She reported that the office is currently not as busy as they have been recently. With the most recent triennial assessment, many assessed values decreased so residents are not as motivated as they once were. However, the tax rates have gone up so the actual tax bill is the same or higher. The part-time staffer they employ is working out very well; hours are flexible depending on the volume of clients. Connie provided the Board with upcoming important dates. The Board of Appeals opens on August 4, 2014. Board of Review Commissioner Dan Patlak is hosting outreach sessions on August 12 and 27 at the Elk Grove Township hall. He will be joined by Cook County Commissioner Tim Schneider and State Representative David Harris.

Supervisor Sweeney noted for the record that Trustee Busse joined the meeting in progress at 7:11 PM.

**Road & Bridge:** Art Niewiardowski reported that they have several large repair jobs currently underway, but have been delayed by the frequent rains. They are working weekends to make up for lost time. They are researching barricades to be placed in the Roppolo subdivision. Someone removed the old barricades and they are getting unwanted truck traffic. They are looking at wooden barricades so they can be easily removed in an emergency. The street is in bad condition; hasn't had any maintenance in 17 years. They have a problem with the school buses turning around in that area.

**Clerk's Report:** Greg O'Brien reported that he recently called Ragnar Benson & Associates to follow up on the requested proposal for them to develop a long term

building maintenance and upgrade plan for the Township. He will report back to the Board at the next meeting.

**Office Manager's Report:** Linda Hopfer reported that the office collected over \$218,000 over the four week period they sold Cook County vehicle stickers. They were recently trained on the credit card machine and that is working fine. The Sewer Bills went out using the new accounting system. Had one minor glitch with some bills, but that is now cleared up. The new program is working well, it's more complicated than the old program but it has far more functionality.

The office recently obtained a program for the Senior Bus Service and staff is currently transferring the client data from index cards to the system. The drivers are assisting and doing the cards a little bit at a time. Office staff is working with the Assessor's office on an email contact program. They are looking to purchase one that allows for a larger number of email contacts. The inexpensive ones have very low limits on the number of email contacts

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

New:	1
Previous:	15
In-Process:	3
Denials:	7
Sanctions:	1
Terminations:	1
Total	28

There were no disbursements for GA-Medical; 1 client(s) for Work Program Assignments; 13 clients for Emergency Assistance; 58 clients for the Food Pantry; 7 Nurse Home visits; and several other miscellaneous services. Total Clients: 123.

Supervisor Sweeney reported that one of the General Assistance staff, Ann Hartney, will be leaving next month. He is working with Sandy Nowak to review potential candidates. He also reached out to neighboring townships for contacts. Sandy Nowak is scheduled to interview six candidates this week.

Supervisor Sweeney asked for a motion to recess the meeting so the Trustees could complete their audit of the bills. A motion was made by Trustee Satern, seconded by Trustee Niewiardowski. Carried. The meeting was recessed at 7:27 pm.

Supervisor Sweeney called the meeting back to order at 7:53 pm. A motion to approve payment of the bills as presented was made by Trustee Koshaba, seconded by Trustee Busse. Carried.

**Resolutions & Ordinances:**

There were no items to consider.

**Miscellaneous Business:**

**Item A: Approval of Designation of Depository.** Supervisor Sweeney explained that they needed to complete a form for the Township's bond insurer listing our banking accounts and financial institutions. A motion to approve the Designation of Depository was made by Trustee Busse seconded by Trustee Satern. Carried.

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

The meeting was adjourned at 7:55 pm.

Respectfully Submitted

Gregory O'Brien  
Town Clerk