



**State of Illinois
County of Cook
Township of Northfield
Northfield Township Board of Trustees Meeting of February 9, 2010**

The following were present:

Jill Brickman, Northfield Township Supervisor
Brendan Appel, Northfield Township Trustee
Carol Blustein, Northfield Township Trustee
Karen McCormick, Northfield Township Trustee
Mary Reynolds, Northfield Township Trustee

Also present:

Gayle Zalatoris, Northfield Township Deputy Clerk
Peter Amarantos, Northfield Township Road District Commissioner
Patricia Damisch, Northfield Township Assessor
Liz Slavin, Northfield Township Staff
Bob Orsi, Northfield Township Human Services Commission

Supervisor Brickman called the meeting to order at 7:00pm and led us in the Pledge of Allegiance.

Due to severe weather, the board discussed delaying discussion on various agenda items to the March meeting.

Trustee Appel moved to defer the following agenda items to next month's meeting:

1. Itemized list of benefits of membership in NWMC, followed by discussion of membership for 2010-2011.
2. Discussion of benefits of membership of TOCC for 2010-2011.
3. Discussion of planned dates for TOI educational conferences, for coordination of travel purposes.
4. Discussion of Dial-a-Ride statistics from Liz.
5. Meeting dates discussion.
6. Discussion of proceeding with Ethics Ordinance.
7. Pace discussion.
8. Trustee Volunteer days.

Trustee Reynolds seconded the motion.

A voice vote to accept the agenda as revised was unanimous.

Town Meeting

Approval of the minutes of the January 12, 2010 meeting

Trustee Reynolds moved to approve the minutes.

Trustee Blustein seconded the motion.

Trustee Blustein made the following changes to the minutes:
Page 2, she preferred to change the wording to say, "Supervisor Brickman noted Trustee Appel arrived at 7:09 pm."
Line 4 of the paragraph beginning with "Trustee McCormick" should read 'dues'.
Page 3, under Sewer Collections, it should read 17 cents.
Under Old Business/New Business she would prefer it to read "Supervisor Brickman commended Wally Kehr for his hard work on Christmas day and the weekend."
In the following paragraph, insert the word *that* before 'thanks to the efforts of...'
On page 4, add a '- to tax-supported.

Trustee Reynolds suggested on page 3, last paragraph, second to the last sentence, strike the 're' before 'approving'.

Trustee McCormick said under the discussion about TOCC, instead of referring to last year it should be previous years.

Trustee Reynolds moved to approve the minutes as amended.
Trustee Blustein seconded the motion.
A voice vote to accept the minutes as amended was unanimous.

Recess Town Meeting

Open Sewer Meeting

Trustee Reynolds moved to approve the sewer bills.
Trustee McCormick seconded the motion.

Trustee Reynolds asked why the AT&T bill went from approximately \$75 a month in previous months to \$147 in January. Supervisor Brickman said part of it could be attributed to the upgraded alarm system. However, she will look into it.
Trustee Reynolds also asked about the NICOR bill. It went from \$110 in December to \$190 in January. Supervisor Brickman explained it was quite a bit colder in January.

Roll call:

Ayes: Trustee Appel, Trustee Blustein, Trustee McCormick, Trustee Reynolds,
Supervisor Brickman (5)

Nays: None (0)

Motion carried 5-0

Sewer Collections

Supervisor Brickman explained sewer collections began to slowly come in in January. However, there should be an increase in collections next month.

Old Business

The board set Monday March 1 at 2:30 for the sewer workshop.

Trustee Reynolds noted the board received the last payroll from the month of December. A notation at the bottom of it read, "All overtime on 12/25 to be paid double-time per Pete and Jill." Commissioner Amarantos explained that double-time is standard in the industry for holiday pay. Trustee Reynolds noted in the Road District personnel packet, it says holiday pay is time-and-a-half. Commissioner Amarantos said that although the policy changed, he did not change the packet. Trustee Reynolds asked where she could

find the changed policy. Commissioner Amarantos explained he made the change the old fashioned way with his employees; he used a handshake.

Trustee Reynolds explained she does not have a problem with paying the employees double-time. She said they deserve the pay for the extremely hard work they performed on Christmas. However, she has issues with the way she found out about the policy. She would like to be better informed about policies in the future. Trustee McCormick added that due to the information in the written policy, it created confusion for the trustees when they were given different information on the certificates. Trustee Blustein said that transparency and better government would dictate that the policy be written down.

New Business

None

Reconvene Town Meeting

Trustee Blustein moved to approve the Town Fund bills.

Trustee McCormick seconded the motion.

Supervisor Brickman recommended as a matter of order, the board adjust the agenda and discuss the Human Services Commission first. The board agreed to table the motion.

Supervisor Brickman explained this year, 26 agencies applied for portions of the \$165,000 allocation fund. Of the 26 agencies that applied, 6 are new commissions and 2 of the previous agencies did not apply. She said the commissioners are familiar with all of the agencies except for the new ones. She said the new commissions were reviewed quite extensively by the committee to see what they did and how they served the community.

Commission member, Bob Orsi explained the commissioners are assigned agencies, make personal contact with their assigned agencies, and review their applications. He said this year the commission focused on the areas of housing and shelter, youth engagement, mental health, health care and substance abuse. The commission, in many cases, allocated approximately 70% of the funds that were requested to the agencies it was familiar with. To the new agencies, the commission gave a small stipend to and plans to monitor their performance in the coming year. The group will look at how many Northfield Township residents they are serving and if they meet the commission's criteria. Supervisor Brickman added the township receives 3 reports during the year from the agencies on how they are using the funding.

Trustee McCormick commented that the trustees don't have a lot of information about the allocation process. She asked about the funding for Harbour. Harbour is allocated to receive \$12,000, but it says it served 4 township residents in 2009 and it is expected to serve 5 in 2010. Mr. Orsi explained Harbour is in a high expense category, as it finds housing and care for teens in crisis, including runaways and pregnant teens.

Trustee Blustein mentioned in the 'health care' category, Links was allocated 1/3 of what it asked for, although in 2009 they served 222 township residents, 25 pride youth and 3,572 for community education. Those numbers are expected to increase in 2010. Deputy Clerk Zalatoris explained that the commission also looks at an organization's fundraising and other funding sources before it allocates funds. Although, she added, she would have to look at Link's application to explain the process.

Trustee Blustein asked about the 70% of the requested funding granted to Midwest Palliative and Hospice Care Center, an organization that receives funding from Medicare. Mr. Orsi explained the money was requested to fund free Hospice care.

Trustee Appel mentioned there are 2 youth service organizations; Haven and Youth Services. He asked if these programs overlap or if they serve different purposes. Mr. Orsi explained Youth Services is primarily for Glenview and Northbrook residents while Haven is for Northfield residents. Trustee Appel questioned whether Haven really serves the 612 Northfield residents noted in the report given to the trustees, as that is about 10% of Northfield's population. Mr. Orsi said the commission will look into that.

Trustee Appel also inquired about Interfaith Housing Services. Ms. Zalatoris explained it offers programs like home sharing and advocating for people who face discrimination in housing. Trustee Appel asked why the commission gave Interfaith Housing Services 100% of what it asked for. Mr. Orsi explained that was the recommendation of the commissioner who interviewed the agency, and based on the commission's priorities, there was no reason to discount its request.

Trustee Appel also asked about the mission of Links. Ms. Zalatoris said, according to Link's mission statement, the organization addresses disease prevention, contraception and gynecological services for young women, counseling and guidance in a confidential and safe environment. Trustee Appel said he is concerned that according to the Links brochure, one of the services it provides is emergency contraception. He asked in what situation this would be used and if the township's funding would go towards that category, as this would create a problem for him.

Trustee Blustein said, from the discussion, she would glean that the trustees have some questions about the allocation of funding. She asked Mr. Orsi if it would be possible to go back to the commission and take another look at the allocations. Trustee Appel added that although he does not want to usurp the role of the committee, he would like more information about how the decisions were made. Trustee Blustein suggested the commission give the trustees a report on the rationale of how they reached their decisions. She explained before approving the funding, she wants to make an informed decision.

Mr. Orsi said it is his understanding that the trustees would like him to reconvene the committee and get information from the commissioners on how they reached their conclusions. He suggested a paragraph's narrative about each of the decisions and what, if any specific program is being funded.

Trustee Blustein said \$165,000 of taxpayer money is being spent, and of she would like to see the most deliberative process available to spend the money the best way possible. This could result in recalculating some of the allotments.

Supervisor Brickman added she feels the commission did follow a deliberative process, but some insight into that process would be useful to the group. Trustee Blustein said she understands that the commission is made up of volunteers, and she appreciates what they have done.

Supervisor Brickman said that the board needs to determine how it can carry over funds into the next fiscal year, as the current fiscal year is about to end. She said she would talk

to Finance Manager, Lucinda Fuller to see what steps need to be taken. The board may need to hold a special meeting.

Trustee McCormick amended the motion to approve the Town Fund bills to remove the agency grants from the certificates this month.

Trustee Appel seconded the motion.

Roll Call:

Ayes: Trustee Appel, Trustee Blustein, Trustee McCormick, Trustee Reynolds, Supervisor Brickman (5)

Nays: None (0)

Motion carried 5-0

Back to the motion as amended. The discussion continued over the Town Fund Bills. Trustee Appel noted the large ComEd bill (\$1,279.25). Supervisor Brickman said it was due to the additional heat provided by the electric heaters in the office.

Trustee Reynolds noted the Sheriff's Department is behind on its billing. Supervisor Brickman said the department does not regularly bill the township. She explained that fund has consistently been in arrears, but we are able to do it on that fund.

Trustee Appel asked about the payment to the TOCC Clerk's Division, if this is something beneficial to the township. Trustee McCormick mentioned Clerk Fine recently attended a Clerk's Division meeting and found it very helpful.

Supervisor Brickman revised the total of the Town Fund Bills. The new total is \$66,140.68 with the removal of the \$165,000 agency grants.

Roll call:

Ayes: Trustee Appel, Trustee Blustein, Trustee McCormick, Trustee Reynolds, Supervisor Brickman (5)

Nays: None (0)

Motion carried 5-0

Approval of the Road and Bridge Bills

Trustee Blustein moved to approve the Road and Bridge Bills.

Trustee Appel seconded the motion.

Trustee Reynolds asked about the increase in the cost of the Costco membership from \$90 to \$130. Commissioner Amarantos said the new membership allows the Road District to have multiple users for one price.

Supervisor Brickman noted the overtime on the January certificates covers the overtime hours worked at the end of December. The supervisor explained overtime is usually paid one month in arrears because we don't know what it will be when the regular payroll is submitted.

Roll call:

Ayes: Trustee Appel, Trustee Blustein, Trustee McCormick, Trustee Reynolds, Supervisor Brickman (5)

Nays: None (0)

Motion carried 5-0

Supervisor Brickman called for a two minute break at 8:18 PM. The meeting resumed at 8:20 PM.

Mosquito Abatement

Trustee Blustein asked Commissioner Amarantos if he would like the North Shore Mosquito Abatement to come speak to Road District employees about what they are looking for this year. Commissioner Amarantos said they have met with Mosquito Abatement in the past, and it is not necessary to meet with them again unless there is an emergency.

Approval of Line Item Changes to the Budget

Line item changes adjust expense accounts by moving surplus funds from overfunded accounts to cover those with budget shortfalls. The net change to the total expense budget is zero. Supervisor Brickman explained this can be done in an omnibus motion, which means everything can fund at one time. This procedure allows the Township to finish the fiscal year with all accounts within budget. The total line item increases, with the largest increases coming from Dial-a-Ride and health insurance totaled \$17,900. Line items decreased for Office Salaries by \$17,900 as part-time positions were unfilled.

Supervisor Brickman also noted an adjustment to the General Assistance fund of \$6,450 and to the Road and Bridge fund of \$1,950.

Trustee Reynolds suggested, in order to save on paper and copier expenses, in the future portions of the board packets should be printed back-to-back whenever possible.

Trustee McCormick moved to make adjustments to both increase and decrease the Town Fund budget by \$17,900, to both increase and decrease the General Assistance fund by \$6,450 and to both increase and decrease the Road and Bridge fund by \$1,950. Trustee Blustein seconded the motion.

Roll call:

Ayes: Trustee Appel, Trustee Blustein, Trustee McCormick, Trustee Reynolds, Supervisor Brickman (5)

Nays: None (0)

Motion carried 5-0

Matters to be Presented by the Public

Trustee Reynolds asked about the Resident Open House on February 20. Ms. Zalatoris explained it is an annual open house organized by the Glenview Communicators Group to inform the community about various local organizations, like schools, the hospital, the village, the township and the chamber of commerce. It is held at the Glenview Park Center from 9:30AM to 11:00AM.

Old Business

No discussion.

New Business

Trustee McCormick spoke on behalf of Clerk Fine. She said Clerk Fine would like to thank everyone in the office for all of their help leading up to the election. She said it was crazy in the office when they were handing out the supply judge envelopes, between people coming in for appeals and everything else that goes on everyday. She said she feels very fortunate to have such a wonderful office staff.

Supervisor Brickman said Springman and Attea middle schools in Glenview will be doing an 'empty bowls' project to benefit the pantry. It will take place in the spring, although a specific date has not been set.

Trustee Appel moved to adjourn.

Trustee Blustein seconded the motion.

A voice vote to adjourn was unanimous..

The meeting adjourned at 8:38 PM.

Following adjournment, Supervisor Brickman thanked Gayle Zalatoris for acting as Deputy Clerk.

Respectfully submitted,

Laura Fine, Northfield Township Clerk