

**State Of Illinois
County Of Cook
Township Of Northfield
Northfield Township Board of Trustees Meeting June 8, 2010**

The following board members 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:

Laura Fine, Northfield Township Clerk
Wally Kehr, Northfield Township Road District Foreman
Lucinda Fuller, Northfield Township Staff
Mary Lou Kratchowill, Northfield Township Staff
Gene Bulmash, Bulmash Law Firm
CL Bredecka, Northfield Township Resident
Thomas Norton, Northfield Township Resident
Jack McGarrigle, Northfield Township Resident

Supervisor Brickman called the meeting to order at 7:01 PM and led us in the Pledge of Allegiance.

Town Meeting

Approval of the minutes of the May 11, 2010 board meeting

Trustee McCormick moved to approve the minutes of the May 11 town meeting.
Trustee Blustein seconded the motion.

Trustee McCormick asked Road District Foreman Wally Kehr if the monthly landscaping bill for \$105 for J&R Landscaping would be reduced since much of the area around the stations has been paved. Northfield Township Finance Director, Lucinda Fuller said if we signed a contract for a monthly amount, we would have to go back and ask them to change it.

Trustee McCormick noted under the discussion of the Road District budget under the category *Education*, 2 years ago the expenditure was zero, but the average of the expenditures for the last 5 years was \$260.

Todd Shields from the Pioneer Press and Gene Bulmash of Bulmash Law Firm attended the meeting on Monday, May 17, 2010.

Trustee McCormick said the amount suggested for *Contractual Services* was \$10,000.

Trustee McCormick moved to approve the minutes as amended.

Trustee Blustein seconded the amended motion.

The minutes were unanimously approved on a voice vote.

Recess Town Meeting
Open Sewer Meeting
Approval of the Sewer Bills

Trustee Blustein moved to approve the sewer bills, deleting the J&R Landscaping invoices for May and June.

Trustee Appel seconded the motion.

Trustee Blustein said that J&R Landscaping has only sent an invoice for April, although May and June are already in the bills. She said she feels it would be best practice to postpone the payments for May and June until the township receives an invoice for those months.

Trustee Reynolds said she is confused with the billing for *Labor* in the first quarter. She said on the income statements it is listed as *Personnel Service Town Office*. Therefore, she said, she thought it was crew labor not office labor. Supervisor Brickman said this would be less confusing if we could keep the titles consistent and the certificates matched the budget items.

Trustee Reynolds said when the Sewer Budget was made, she thought the 'Administration' for Wally Kehr was paid hourly, and it was not a salary. \$16,000 was budgeted for Administrative Services. Supervisor Brickman said it is her recollection that it is a flat fee, not a salary. Since the Sewer District does not have any employees, the Sewer District reimburses the Road District for a portion of his salary, it does not pay him directly. The fee is for Labor Administration of the sewer system.

Trustee Reynolds asked about the billings regarding the terrible storm on May 13. She said based on the report sheets and the payroll sheets it is hard to figure out who was doing what job on that day. For example, she noted some employees were marked as working on the storm sewers but they were not marked on the payroll form. She said another employee was marked as working on the storm sewers, but on the Road District Payroll sheet he was marked the same amount of hours as Sanitary Overtime. She said it is confusing that there is not a correspondence between the report sheets and the payroll. Supervisor Brickman suggested changing the terminology on the form to read 'Sanitary Regular Time' for consistency and clarity. Mr. Kehr said that would be an easy change.

Trustee Reynolds noted for another employee, the form marked him as having 11 1/2 hours straight time in one day, but no overtime. Mr. Kehr explained if you don't have 40 hours in a week, you will not get overtime. It is given on a weekly basis, not on a daily basis.

Trustee McCormick said it would be helpful for her if the time sheets that are marked with colors were given to the board in color instead of in black and white. She said that

would make it easier for her to understand what the various hours mean. Ms. Fuller said she would ask Debbie Weirzbicki to print them in color.

Trustee Reynolds noted the Sanitary Sewer was billed \$723.58 for overtime. However, there are an unclear number of hours of straight time that haven't been billed. She asked when we would be billed for those hours. Mr. Kehr said he will make sure there is an invoice by next week.

Roll call:

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

Nays: None (0)

Motion carried 5-0

Sewer Collections

No Discussion

Sewer Old Business

No Discussion

Sewer New Business

No Discussion

Reconvene Town Meeting

Approval of the Town Fund bills

Trustee Blustein motioned to approve the Town Fund bills for June.

Trustee Appel moved to second the motion.

Trustee Reynolds noted the payment to Milburn Cain for the audit was \$4,000, but the full bill was \$5,500. Ms. Fuller explained the township receives two billings from Mr. Cain. The remaining \$1,500 on the contract will be paid after he files the township's reports with the state.

Trustee Appel noted he was listed as 'Brian Appel' on the bills instead of 'Brendan Appel.' Ms. Fuller said she would correct the mistake.

Trustee Blustein moved to amend the motion to approve Town Fund bills to change Brian to Brendan.

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

Approval of the amended motion to approve the Town Fund bills.

Roll call:

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

Nays: None (0)

Motion carried 5-0

Road and Bridge Bills

Trustee Blustein moved to approve the Road and Bridge bills.

Trustee McCormick seconded the motion.

Trustee Blustein asked if the Road District is tax exempt for fuel. Mr. Kehr said there is a small tax the Road District pays, but it does not pay the full tax you would at a gas station. Ms. Fuller added that every year she gets a form from the State of Illinois asking about taxes paid on gas. After filling out the form, the Road District receives reimbursement for about \$600 paid in taxes every year.

Roll call:

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

Nays: None (0)

Motion carried 5-0

Prevailing Wage Ordinance

Supervisor Brickman explained the Prevailing Wage Ordinance must be approved annually. She added it must be adopted as written.

Trustee McCormick moved to adopt the Prevailing Wage Ordinance.

Trustee Reynolds seconded the motion.

Roll call:

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

Nays: None (0)

Motion carried 5-0

General Assistance Manual

Supervisor Brickman explained the board must adopt changes to the General Assistance Manual. She said case managers are involved in making the recommended changes put forth by the county. The changes are uniform under all townships that administer General Assistance partly to prevent people from moving from township to township for different advantages in the program.

The changes include:

Temporary Absence: Changing the time period from 90 days to 30 days to prevent continuing to pay General Assistance to someone who has moved out of the township.

Exempt for job search and mandatory participation in educational or vocational training: Changing the exempt age for someone on General Assistance to be actively looking for a job, or participation in job training, to age 65 from age 60.

Retirement plans are now exempt as assets when determining eligibility for General Assistance. Involuntary wage garnishments are no longer exempted as income.

Trustee Blustein moved to adopt the changes in the General Assistance Manual. 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

Human Resources - Health Insurance

Supervisor Brickman reported that an employee raised concern about the change to the employee portion of the health insurance. The finance committee recommended a 5.5% increase for a total of an 11% employee contribution. The employee was concerned that the committee was unaware of the impact the increase would have on the employees. Supervisor Brickman said despite the increase, the Township still has a competitive package. She said the Township is also paying more, so it is a shared sacrifice. Also, increases to insurance costs are being seen in the private sector as well.

Trustee Appel said it is not without sensitivity that the Finance Committee increases the employees' portion of the benefits package, but there were many voids that needed to be filled in the budget. Trustee McCormick said at the March meeting, the committee proposed a 3% salary increase to offset the cost. Supervisor Brickman said she did not get any direction that these were automatic raises to be given at a specific time. She understood it to be the pool available for merit increases. Trustee Reynolds said that as a member of the Finance Committee, she was under the impression that the raises were going to happen. Supervisor Brickman said although this would be a new policy for the Township, she would be fine with the automatic increases. She explained that the Township's practice has been to award merit increases on an employee's anniversary date. Trustee Reynolds said she did not know the past policy, and her intent was to make the raises available for the new fiscal year. Supervisor Brickman suggested the board make an exception for one year, as the across the board raise for the new fiscal year was the intent of the committee. She said this is not her preference, but that is the basis of which the board voted for the budget, and that should be honored. Next year, the committee can change it back to a merit pay increase. She said the board should not issue the change without a clear explanation of a one time change in practice to the employees. She suggested having the employees sign something acknowledging the receipt of that explanation.

Trustee Reynolds moved to do an across the board 3% increase to employee compensation retroactive to March 1 for this fiscal year with the explanation that this is an exception to our practice in an attempt to offset rising healthcare premiums. 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

Attorney and Auditor Nominations

Auditor

Supervisor Brickman said for auditors, the Township received 6 responses for its request for proposals. The lowest responsive auditor was Klein Hall & Associates from Aurora. She said they are experienced in government auditing, they have 6 Illinois townships as references, and their bid includes the pantry. Their bid is \$15,200 for 2011, \$15,650 for 2012, and \$16,200 for 2013. Trustee Reynolds said she liked that they had Sanitary District experience, fire protection experience and experience with government auditing.

Supervisor Brickman said although she has been happy with the previous auditor, Milburn Cain, his bid was about \$3,000 higher. Therefore, she nominated Klein Hall & Associates.

Trustee Appel moved to confirm the nomination of Klein Hall & Associates.

Trustee Blustein seconded the motion.

The motion carried on a unanimous voice vote.

Attorney

Supervisor Brickman said the board suspended its discussion of the nomination for a township attorney last month, and the discussion is being reopened. She said her nomination is for Robbins, Salomon & Patt.

Trustee Appel moved to confirm the nomination of Robbins, Salomon & Patt to be the township attorney for the next fiscal year.

The motion failed for lack of a second.

Trustee McCormick said there were some other bids that warranted consideration.

Trustee Appel said the cause for the inquiry was to see if we could reduce costs, and Robbins, Salomon & Patt was the lowest proposal. Trustee McCormick said there was one more for the same cost from Lake County. Trustee Brickman said one firm did lower its proposal after hearing what the cost would be from others. She said she is not comfortable with this as it hurts the integrity of the proposal process. Trustee McCormick mentioned that when she read some of the proposals, she got the impression that some of the law firms would be willing to negotiate their price. Trustee

Blustein said because these are difficult financial times, many businesses are willing to adjust their fees. Trustee Appel said if you want someone to represent you and you ask for the best price, and it turns out it wasn't their best proposal, it gives him a lack of confidence.

Trustee Appel asked if the board is without counsel until it agrees on an attorney. Supervisor Brickman said we stay with our current attorney until we change counsel. Trustee Blustein said she checked with Jerry Crabtree from TOI and Bob Porter from TOCC, and they said since we have no contract with Mr. Patt, and since his offer was rejected by the board, the board does not have counsel. Supervisor Brickman said she did not know that Trustee Blustein spoke with Mr. Crabtree and Mr. Porter about this issue. She said it would have been more effective to have had this information ahead of time so she could have spoken with them before the meeting. She pointed out that neither Mr. Crabtree nor Mr. Porter is an attorney. Supervisor Brickman said she would follow up with them about this issue.

Matters to be Presented by the Public

Jack O'Garrigle, 709 Glenwood Lane, told the board he was concerned about cars speeding down his street and littering on his street. He asked the board to consider putting a speed bump on the block. Supervisor Brickman said the board has no authority over the road, but she did bring the situation to the attention of the Highway Commissioner. He has proposed a meeting with the Supervisor of the Callback program at the Cook County Sheriff's Department. She said the plan is to have a meeting at a Glenview Park District facility so as many people who want can attend.

Old Business

Trustee McCormick said last month she passed out information about the Well Card prescription drug card. She was wondering if it turned out to be a worthwhile program. Supervisor Brickman said she does not have an answer yet, but she plans to follow up and report back to the board.

Trustee McCormick asked Clerk Fine if she had received an update to the employee handbook from the Road District. Clerk Fine said no.

Supervisor Brickman told the board about the Empty Bowls program sponsored by Attea and Springman Middle Schools. She said it was a remarkable success, and the fundraiser raised more than \$5,000.

Trustee Appel said last month he asked Ms. Fuller for a written opinion about the sewer system paying into the IMRF. Ms. Fuller said she contacted the IMRF audit department, and she has not heard back formally yet. She said she would follow up again.

New Business

Supervisor Brickman said the Privacy Act regarding clients' social security numbers is effective in July 2010, and there is a 12 month period to adopt it. She said the Attorney General's Office is drafting something for municipalities to adopt. She added, in the

meantime, the Township is very careful with Social Security numbers and private information as a matter of practice. She said we have adopted, as part of FOIA, things to protect that type of information from FOIA requests. Therefore there are certain things exempt for privacy reasons.

Supervisor Brickman also said a student at the University of Illinois, Kari Wulfsohn, contacted the township about an unpaid internship for the summer. The board agreed this would be a good opportunity and there would be many ways an internship could benefit both Kari and the Township.

Supervisor Brickman said she and Clerk Fine discussed changing the meeting time to 6:00 PM instead of 7:00 PM. The board agreed to try it for a year. Supervisor Brickman said she would put the new time on the website and post it. She would find out if it needs to be advertised any other way.

Trustee McCormick moved to adjourn.
Trustee Appel seconded the motion.
The motion was approved on a unanimous voice vote.

The meeting adjourned at 8:24 PM.

Respectfully Submitted,

Laura Fine, Township Clerk