

**State of Illinois
County of Cook
Township of Northfield
Northfield Township Board of Trustees Meeting May 11, 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
Peter Amarantos, Northfield Township Road District Commissioner
Mary Lou Kratochwill, Northfield Township Staff
Michele Wilson, Northfield Township Staff
Lucinda Fuller, Northfield Township Staff
Wally Kehr, Northfield Township Road District Foreman
Todd Shields, Pioneer Press
Gene Bulmash, Bulmash Law Firm
Eric Anderson, Staub, Anderson, Crane Law Firm

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

Public Hearing - Budgets

Supervisor Brickman opened the public hearing on the budget.

No comments.

The public hearing on budgets was adjourned.

Town Meeting

Approval of the minutes of the April 14, 2010 meeting

Trustee McCormick noted on page 3, Commissioner Amarantos said he had a consultation with a law firm, not a contract.

Trustee McCormick moved to approve the amended minutes.

Trustee Blustein seconded the 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.

Trustee Reynolds seconded the motion.

Trustee Reynolds asked why the Com Ed bill was high this month. Road District Foreman, Wally Kehr said the bill fluctuates with the weather patterns. He explained there was a lot of rain in April, and that means the pumps are running more.

Trustee McCormick why there was no bill for straight time in April. Mr. Kehr explained the Road District employees did not work with the sanitary district in April, as the concentration is now on construction.

Trustee Reynolds asked if the quarterly billing system has been changed to a monthly billing system. Finance Director, Lucinda Fuller said it has. Trustee Reynolds said she is happy with this system, as she found the quarterly system confusing. Trustee Reynolds also asked about the bill from the Village of Glenview for the sewer truck. Mr. Kehr explained this is a quarterly charge from the village that is based on the meter reading on the water from the fire hydrant that is used to fill the sewer truck.

Roll Call:

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

Nays: None (0)

Motion carried 5-0

Sewer Collections for April

No discussion

Bid Openings for Cleaning and Televising

Mr. Kehr opened the envelopes and announced the following bid openings for cleaning and televising:

Pipe View LLC

-\$1.64 per linear foot, total proposal \$10,988

-\$1.30 per foot for heavy cleaning

-Cashier's Check \$549.40

Visu Sewer

-\$1.59 per linear foot, total proposal \$10,653

-\$1.10 per foot for heavy cleaning

-Cashier's Check \$550

HydroVisions Technology

-\$1.38 per linear foot, total proposal \$9,246

-\$2.00 per foot for heavy cleaning

-Bid Bond

Mr. Kehr said that we require a cashier's check, and we do not accept bid bonds. Supervisor Brickman said the bid is non-compliant.

Sheridan Plumbing and Sewer, Inc.
-\$2.35 per linear foot, total proposal \$15,745
-\$1.50 per foot for heavy cleaning
-Cashier's Check \$800

National Power Rodding (This bid was opened during the bid openings for CIPP)
-\$1.71 per linear foot, total proposal \$11,457
-\$1.00 per foot for heavy cleaning
-Cashier's Check \$572.85

United Septic Incorporated
-\$1.40 per linear foot, total proposal \$9,380
-\$2.50 per foot for heavy cleaning
Cashier's Check \$469

Trustee Reynolds asked that given HydroVision did not follow the expected practice, what has Mr. Kehr's experience been with Pipe View and Visu Sewer. Mr. Kehr said he has worked with Visu Sewer in the past and not experienced any problems. He said he has not worked with Pipe View. Supervisor Brickman asked if there is an estimate on the footage that requires heavy cleaning, as this price varies in the bids. Mr. Kehr explained that it is written in the contract that a township representative would have to agree to any heavy cleaning before it can be done. He said we keep our lines clean, so there should be no surprises, however, there is always the unknown. There are 22 sections being televised, and each section is 300 feet. Supervisor Brickman noted that if we have 3 sections or less of heavy cleaning, the lower bidder would be better. Mr. Kehr said that he needs to go through the bids and check references before a decision can be made.

Trustee Reynolds moved to accept the bid from United Septic.
Trustee Blustein seconded the motion.

Trustee Blustein asked Supervisor Brickman if the board revisits the bids if the references are not acceptable. Supervisor Brickman answered, yes.

Roll Call:
Ayes: Trustee Appel, Trustee Blustein, Trustee McCormick, Trustee Reynolds, Supervisor Brickman (5)
Nays: None (0)
Motion carried 5-0

Mr. Kehr added we will keep the 3 lowest bids while we examine the records.

Supervisor Brickman asked to override the original motion, as the bid for National Power Rodding was discovered during the bid openings for CIPP.
Trustee Appel moved to reopen consideration of the bid for cleaning and televising.
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

Trustee Reynolds moved to accept the bid from United Septic.

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

Bid Openings for CIPP (cured in place pipe) lining

Mr. Kehr opened the envelopes and read the following bids:

Visu Sewer

-700 feet of 15" pipe at \$84.30 per foot, total price \$59,010

-200 feet of 10" pipe at \$72 per foot, total price \$14,400

-3,700 feet of 8" pipe at \$38.90 per foot, total price \$143,930

-69 services at \$100 per service, total price \$6,900

-Grand Total: \$224,240

-Cashier's Check \$11,212

American Pipe Liners

-700 feet of 15" pipe at \$55 per foot, total price \$38,500

-200 feet of 10" pipe at \$41 per foot, total price \$8,200

-3,700 feet of 8" pipe at \$37.50 per foot, total price \$112,850

-69 services at \$95 per service, total price \$6,555

-Grand Total: \$166,105

-Cashier's Check \$8,500

Insituform

-700 feet of 15" pipe at \$49 per foot, total price \$34,300

-200 feet of 10" pipe at \$45 per foot, total price \$9,000

-3,700 feet of 8" pipe at \$26 per foot, total price \$96,200

-69 services at \$140 per service, total price \$9,660

-Grand Total: \$149,160

-Cashier's Check: \$8,750

Utility Service Authority

-700 feet of 15" pipe at \$51 per foot, total price \$35,700

-200 feet of 10" pipe at \$55 per foot, total price \$11,000

-3,700 feet of 8" pipe at \$29 per foot, total price \$107,300

-69 services at \$100 per service, total price \$6,900
Grand Total: \$160,900
-Bid Bond

Supervisor Brickman mentioned Mr. Kehr has done work with Insituform before. He said he had and he is still happy the company.

Trustee Appel moved to accept the low bid from Insituform.
Trustee McCormick seconded the motion.

Roll Call:

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

Nays: None (0)

Motion carried 5-0

Paving at Lift Station

Mr. Kehr said they are considering asphaltting inside the grounds of the lift stations. That way they would not have to be maintained as much. Supervisor Brickman added that we also would not have to let contractors into the secured areas. She said they have a bid from Moselle to do the work, and they are currently working on a project at the Greenwood station. The bid for the Greenwood station was \$3,375 and for the Lake Avenue station \$4,500. They got another bid from Finnegan's which was \$5,200 and \$4,950 respectively. Supervisor Brickman explained these bids fall under any legal threshold for bids, but she wanted to get the approval of the board, and not just the approval of herself and Mr. Kehr.

Trustee McCormick asked if this work would eliminate the landscaping fees at the lift stations in the summer. Mr. Kehr said the areas where there is no asphalt, he would like to cover with stones. Therefore, there will be no landscaping in the locked areas.

Trustee Reynolds moved to accept the bid for asphalt installation at the lift station from Moselle. 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

Supervisor Brickman asked the board what decisions it would be comfortable allowing herself and Mr. Kehr to make without the board. She explained there are times when a decision is time sensitive, and although this could be a management decision, she does not want to take responsibility without discussing the matter with the board. Trustee Reynolds said it would be reasonable for Supervisor Brickman and Mr. Kehr to make these decisions and discuss them later with the board.

Sewer Old Business

None

Sewer New Business

None

Recess Sewer Meeting

Open Town Meeting

Approval of the Budgets

Trustee Reynolds moved to approve the sewer budget.

Trustee Appel seconded the motion.

Trustee Appel mentioned that at a meeting of the Budget Committee, it was discussed whether the sewer budget can pay anything to the IMRF because the sewer system is technically not a government entity. Ms. Fuller said our IMRF auditor explained since the sewer budget does not pay directly to the IMRF, but instead it reimburses the town fund the pays the equivalent amount of the IMRF contribution, it is fine. Trustee Appel said this seems to be an inherent conflict of government versus private, and he would like to get a more definitive answer to his question. Supervisor Brickman asked Ms. Fuller to request a written opinion from our area representative. Trustee Appel said the question to ask is: can a non-government entity such as the sewer system contribute money to IMRF?

Roll Call:

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

Nays: None (0)

Motion carried 5-0

Ordinance No. 0510-2 Special Police District Budget and Appropriations Ordinance

Trustee Reynolds moved to accept ordinance No. 0510-2.

Trustee McCormick seconded the motion.

Roll Call:

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

Nays: None (0)

Motion carried 5-0

Ordinance No. 0510-4 Single Township Road District Budget and Appropriations Ordinance for 2010-2011

Trustee Reynolds moved to accept Ordinance No. 0510-4.

Trustee Blustein seconded the motion.

Trustee Reynolds asked why, under *Administrative Division* the first item is *Contracted Services (Architect, Electrician, etc.)*, but on the income state for April, there is an item for *Consulting Services* but not for *Contracted Services*. Ms. Fuller explained she made the item more general

so she would not have to break out each individual position. She explained on the internal report, the engineering services are almost exclusively for Daniel Creaney Engineering, Consulting. She added the architect, electrician, etc., were put under consulting services. Supervisor Brickman asked Ms. Fuller to change it on the internal report to make it contracted services for the architect, electrician, etc. Ms. Fuller said she would. Trustee Reynolds said the change would make the reports less confusing for her.

Trustee Reynolds asked Commissioner Amarantos to explain why \$40,000 was requested for the line item *Contracted Services* when, for the past two years \$45,000 was requested, and no money was spent. Commissioner Amarantos said large sums are put into the line item to cover expenses when they tear the building down and require special services. He said the amount in the line item should stay. Trustee Reynolds said since the money has been in the budget for a couple of years, and the building has not been torn down, she would recommend a zero in the line item this year.

Trustee Reynolds asked about the line item for \$12,500 for *Engineering and Consulting*. Based on the spending in this line item over the past two years, \$7,800 last year and \$5,000 the year before, she would recommend decreasing the line item to \$10,000. Commissioner Amarantos disagreed, explaining the line item is for engineering to take a look at new construction costs in the unincorporated areas.

Trustee Blustein asked about the \$10,000 line item for *Dues*, an increase from \$4,500 the previous year. Commissioner Amarantos explained it is to cover membership in NWMC, as it is a great service to the Road District and the Township is no longer paying for it.

Trustee Reynolds asked what the \$7,500 under the line item *Computer Support* would be used for. Commissioner Amarantos said the systems are getting old, and they plan on doing work on them later in the year. They also plan to overlay the systems on to the Google Maps.

Trustee Reynolds noted that under the line item *Education*, two years ago, the expenditure was zero and last year it was \$260. She asked why \$5,000 is in the budget for this year. Mr. Kehr explained the Road District had credits at NIPSTA where they do some of their training, and those credits are almost gone. Therefore, the Road District has to start paying for some of those programs. Also, there are 6 or 7 drivers who need to be re-certified this year. He said it costs about \$500 per driving class per person.

Eric Anderson, an attorney with Staub, Anderson, Crane asked to address the board. He said he looked at the budget and feels the expenditures are in line with aggregate expenditures. Trustee Reynolds noted over the past 5 years, expenditures have been 75% of what the actual budget has been. Mr. Anderson said he thinks Ms. Reynolds concern is budgeting for expenditures you are not incurring. He added it is appropriate in your budget to come in under budget. He said whether you need the money is more of a levy issue.

Trustee McCormick asked Commissioner Amarantos how he can justify levying the full amount when he has consistently used 75% of his budget. Commissioner Amarantos said he is only carrying over 25%, and he is well within his limits. He said he budgeted high on a line item so

he would not have to transfer funds if he falls short. He said he runs the Road District, and he does not have to come to the board to explain what he is doing. Trustee Blustein said this is the time of the year when he has to inform the board of his plans. Commissioner Amarantos asked why the trustees did not come to him earlier to find out about the purpose of the line items. Trustee Reynolds said the entire board needs to get the information, and since everyone is together, they are asking for information to clarify the line items.

Trustee Appel pointed out that a governmental body that doesn't feel compelled to use up all of its budget every year should not be punished for frugality, when in fact it is preserving taxpayer dollars.

Trustee Blustein recommended \$3,500 as a reasonable amount for education considering very little has been spent in the past 5 years.

Trustee Reynolds noted the \$12,000 line item for the newsletter, up from \$8,900 last year and \$2,000 to \$3,000 in previous years. Mr. Amarantos said the line item increased last year because the Road District updated its web page. Trustee McCormick asked if it was upgraded last year, why the increase remains in this budget. Mr. Amarantos said he still has things to do. Trustee Reynolds suggested \$10,000 for the line item. Mr. Amarantos warned be careful how you do the budget, or you might end up in court.

Attorney Anderson said the Highway Commissioner does have the authority to hire and make expenditures. He said it is his budget, but the board is duty bound to adopt it, in the absence of legitimate objections. He said the Township Code will tell you the Highway Commissioner employs his employees and makes expenditures to carry out his duties. He said he thinks the Highway Commissioner might be required to file action against the board to pass his budget.

Trustee Reynolds said, in terms of the Highway Code, her understanding is "The Township Board of Trustees, or the Highway Board of Trustees, as the case may be, at a public hearing, shall adopt a tentative budget, appropriations ordinance or any part as the Board of Trustees deem necessary." Attorney Anderson said you can't be forced, other than a with a mandamus action. He said if you look elsewhere in the code, it will say these are the Highway Commissioner's expenses. He added it is the law that the Highway Commissioner hires and incurs his expenses. He said it is also clear that the budget is passed by the board, or any part thereof. The uncertainty happens if the board does not pass a budget. He added there are several holes in the code, particularly in the Township Code, and to make it work, there is a mandamus action against the trustees. Trustee Reynolds pointed out that it is her understanding that as long as it does not prevent the Highway Commissioner from effectively pursuing his role, the trustees are permitted to do what they deem necessary. Attorney Anderson said the question becomes are you not doing your duties of office and are you preventing him from doing his duties of office. He said that is a question for a judge. Trustee Blustein asked if he would bring legal action over an education budget line item, for \$3,500 instead of \$5,000 when in fact it has not been used in the past 5 years. She added she would consider that frivolous. Attorney Anderson disagreed and said he would have no problem doing what the Highway Commissioner asked him to do. Attorney Anderson said that he believed it would be frivolous of the board to tamper with the Road District budget at this late hour.

Trustee Reynolds asked Commissioner Amarantos what the Emergency Management director has accomplished over the last several months. Mr. Amarantos said he has made contacts and started new programs. He is working on solving the flooding issues along Central Road. Trustee Reynolds asked if Northfield Township was an Emergency Management Agency by ordinance. Commissioner Amarantos said it is not. Ms. Reynolds said if the township is not an Emergency Management Agency, Former Trustee Dunne will not be certified as an Emergency Management Director. Therefore, he will not be able to get money from IEMA. Mr. Amarantos said he can go to other sources for money.

Ms. Reynolds noted 25% of the Road District budget is for emergency purposes only, and that seems generous. Mr. Amarantos said it only seems that way until an emergency arises. She suggested that if an emergency does arise, a public meeting could be held to take money out of reserves and put it into the budget.

Supervisor Brickman recommended recessing the meeting and continuing it at a later time for the purpose of discussing the Road District budget.

The motion was tabled.

Approval of Town Fund Bills

Trustee Appel moved to approve the Town Fund bills.

Trustee McCormick seconded the motion.

Trustee Appel asked about the \$700 bill for postage. Ms. Fuller explained it is a quarterly lease for the postage machine, folder and stuffer.

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 Appel seconded the motion.

Trustee McCormick asked why Mr. Dunne received a 3rd pay period in April if he was salaried. Ms. Fuller explained it was a mistake in March. The 3rd pay period was left out in March so it was carried over.

Trustee McCormick asked Ms. Fuller to explain the correction on Central Management Systems. Ms. Fuller said there was a typo in March. Instead of approving approximately \$11,000, approximately \$1,000 was approved, but the full amount was paid. Trustee McCormick noted the correction was already made and approved in the April 2010 payables. It says 'Central

Management Services Correction, additional March premium \$10,000.’ Ms. Fuller said the correction can be changed to \$772.

Trustee Blustein changed the motion to approved the bills with the change of \$772 for total expenses of \$151,581.55.

Trustee Appel seconded the changed motion.

Roll Call:

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

Nays: None (0)

Motion carried 5-0

Adoption of 2010 IRS mileage rate to \$0.50 a mile for reimbursement

Trustee Reynolds moved to approve the new mileage rates.

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 Finance Committee recommendation of processing fees for the Cook County Wheel Tax Stickers

Trustee Reynolds moved to approve the recommendation of processing fees for the Cook County Wheel Tax Stickers.

Trustee Blustein seconded the motion.

The motion was unanimously approved on a voice vote.

Approval of the Finance Committee recommendation of the increase in employee payroll deductions for medical insurance

Trustee Appel moved to approve the recommendation of the increase in employee payroll deductions for medical insurance.

Trustee Reynolds seconded the motion.

The motion was unanimously approved on a voice vote.

Attorney nomination

Attorney Gene Bulmash from the Bulmash Law Firm submitted a proposal and was present at the meeting. He said his firm represents 2 local sanitary districts and works with villages and counties. He proposed a retainer structure that would include 10 hours per month, the next 5 hours would be billed at 80% of the standard rate, then the next 15 hours would be 90% of the standard rate.

Supervisor Brickman said other attorneys who asked if they should be at the meeting were told no. She explained the way the process works is the Supervisor makes the nomination with the advice and consent of the board. She said we embarked upon this process as a cost cutting measure and that the township has historically preferred to do business with local providers when possible. She said she has worked with Mr. Bulmash before on non-municipal matters and was very happy. However, there is a great disparity in hourly rates of about 50%. Given that, she is nominating Robbins, Salomon and Patt. Trustee Appel noted Mr. Patt's rate is \$150 per hour. He said if we are looking to reduce costs, he would agree with keeping Mr. Patt. Trustee McCormick said there is a certain appeal to the retainer. Trustee Appel said it is beneficial if you are using your attorneys a lot, but the board has been very frugal using legal services. Therefore, a retainer may not be the best use of the township's money.

Trustee Blustein said she does not have confidence in Mr. Patt's ability to give the board sound legal advice. She mentioned on a couple of occasions, she found Mr. Patt's judgments to be in error.

Supervisor Brickman said she made the nomination and the board can take action at another point.

Matters to be presented by the public

None

Old Business

Supervisor Brickman said entry into the 4th of July parade in Northbrook costs the same as it does in Glenview. Plus, it would cost \$500 per parade for the driver. She suggested the township participate in the Glenview parade this year, revisit this later, and possibly alternate parades in the future.

Clerk Fine said she attended the TOCC Clerk's meeting. The Disability Coordinator from the state of Illinois discussed handicapped placards and how the state is working with the townships to fight fraud.

Trustee McCormick asked if the board has received a written overtime policy from the Road District. Clerk Fine said not yet.

Trustee Reynolds said she solved the mystery of a Pace bus she has spotted in Glenview and Northbrook. She said you must register for this particular bus.

New Business

Supervisor Brickman received a letter from Hanover Township suggesting the townships work together to create a draft application for agencies to apply for township funds. This would lessen the burden on the agencies who apply to more than one township.

Trustee Reynolds moved to recess this meeting until Monday, May 17 at 5:00 PM.

Trustee Blustein seconded the motion.

On a voice vote, Supervisor Brickman, Trustee Blustein, Trustee McCormick and Trustee Reynolds voted to recess the meeting until Monday, May 17 at 5:00 PM. Trustee Appel voted against recessing the meeting. He added he does not think another meeting is necessary.

Trustee McCormick passed along information about the Well Card prescription discount card. She said it may be possible that this could save the township money on prescription reimbursement.

The meeting recessed at 9:28 PM.