

**State of Illinois
County of Cook
Township of Northfield
Northfield Township Board of Trustees Meeting June 14, 2011**

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
Patricia Damisch, Northfield Township Assessor
Peter Amarantos, Northfield Township Road District Commissioner
Wally Kehr, Northfield Township Road District Foreman
Lucinda Fuller, Northfield Township Finance Director
Mary Lou Kratchowill, Northfield Township Staff
Michele Wilson, Northfield Township Staff
Ashley Moore, Buffalo Grove Resident
Earl Moore, Buffalo Grove Resident
David Feller, Cook County Sheriff's Department

Supervisor Brickman called the meeting to order at 6:00 PM and led us in the Pledge of Allegiance.

Town Meeting

Approval of the Minutes of the May 10, 2011 Meeting, the April 25, 2011 Executive Session and the May 10, 2011 Executive Session

Trustee McCormick moved to approve the minutes of the May 10, 2011 Board Meeting and the April 25, 2011 Executive Session.

Trustee Reynolds seconded the motion.

The minutes were unanimously approved on a voice vote.

Trustee Appel moved to approve the May 10, 2011 Executive Session minutes with the correct spelling of 'attorney' in the third paragraph.

Trustee Reynolds seconded the motion.

The minutes were unanimously approved on a voice vote.

Approval to keep Executive Session minutes confidential

Supervisor Brickman explained the board periodically reviews previously approved Executive Session minutes and must decide whether to keep the minutes confidential due to pending or active litigation.

Trustee Reynolds moved to keep the minutes of the Executive Sessions confidential due to pending litigation.

Trustee Appel seconded the motion.

Roll Call:

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

Nays: None (0)

Motion carried 5-0

Recess Town Meeting

Open Sewer Meeting

Trustee Blustein moved to approve the sewer bills.

Trustee Reynolds seconded the motion.

Supervisor Brickman noted that included in the bills is a separate line item for the Northwest Municipal Conference. Trustee McCormick asked why the sewer budget pays for the NWMC and what the benefits are to membership. Mr. Kehr said the EPA and the MWRD are setting up new requirements for sanitary districts that will be costly. He explained villages are fighting the new requirements, and with the help of the NWMC we will have a bigger voice in protecting the interests of the sanitary district. He explained the new requirements would reduce the number of gallons per minute the lift stations could discharge. He said this reduction in outflow could cause flooding in homes. Mr. Kehr added the MWRD wants to reduce outflow to 100 gallons per minute, and we are currently at 358 gallons per minute. Mr. Kehr said some villages are at 1000 gallons per minute. Supervisor Brickman added fines for noncompliance are very costly, although we have not been fined as of yet.

Trustee Appel asked Mr. Kehr if there are any other benefits to joining the NWMC. Mr. said there are purchasing advantages as well as a savings of time and money if the sewer district performs video taping and slip lining.

Roll Call:

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

Nays: None (0)

Motion carried 5-0

Sewer Collections

No discussion

Old Business

No discussion

New Business

Trustee Reynolds thanked Mr. Kehr for his sewer report.

Supervisor Brickman thanked Mr. Kehr and Patrick Coy for their efficient response to a local resident who was experiencing a backup into her home.

Reconvene Town Meeting

Approval of the Town Fund bills

Trustee McCormick moved to approve the town fund bills.

Trustee Blustein seconded the motion.

Trustee McCormick noted three years of reimbursements for mileage and tolls for the Northfield Township Assessor. She asked Assessor Damisch to turn in her receipts in a more timely manner in the future.

Roll Call:

Ayes: Supervisor Brickman, Trustee Appel, Trustee Blustein, Trustee McCormick,

Trustee Reynolds (5)

Nays: None (0)

Motion carried 5-0

Road and Bridge Bills

Trustee Appel moved to approve the Road and Bridge bills.

Trustee Blustein seconded the motion.

Trustee Blustein noted the legal fees for the Road District for June were \$2,801.50 compared to \$1,410 for the township. Trustee Appel said this is an ongoing pattern.

Trustee Appel asked Finance Director Fuller about the \$265 bank fee. Ms. Fuller explained this is a monthly charge for payroll processing.

Roll Call:

Ayes: Supervisor Brickman, Trustee Appel, Trustee Blustein, Trustee McCormick,

Trustee Reynolds (5)

Nays: None (0)

Motion carried 5-0

Adoption of Prevailing Wage Ordinance

Supervisor Brickman explained every year it is a legal requirement for the board to pass the Prevailing Wage Ordinance.

Trustee McCormick moved to pass the Prevailing Wage Ordinance.

Trustee Reynolds seconded the motion.

Trustee Appel raised his continuing objection to the law. He said he feels it makes the township party to bad government by passing the ordinance as he believes it represents the union wage, not the prevailing wage.

Roll Call:

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

Nays: Trustee Appel (1)

Motion carried 4-1

Communications gap: fundraiser benefiting Pantry and employee health issue

Trustee Reynolds said she is concerned about communications, as she learned about a pantry fundraiser by reading the Northbrook Patch and not from the office or the calendar. Supervisor Brickman said since then, the office has redoubled its efforts to notify everyone of events.

Trustee Reynolds talked about growing the township's e-mail list. She suggested sending out postcards in order to increase the number of addresses on the list. Supervisor Brickman said this could be an expensive project. Trustee McCormick suggested putting money aside for it this year, so next year we would have some money to go towards the project. Trustee McCormick also suggested a volunteer or an intern could help collect emails by contacting unincorporated residents. Trustee Blustein added that we could contact news outlets to spread the word. Supervisor Brickman said she would mention these ideas to Ms. Zalatoris.

Trustee Reynolds asked if it would be possible to notify the board of any medical or life cycle issues that happen to staff members so an acknowledgement can be made. Supervisor Brickman said we are prohibited by law to release any information about any employee's health issues. However the supervisor said she will find out if that includes releasing information about the death of an employee's relative.

Adoption of ordinance for identity protection

Supervisor Brickman said the board needs to adopt an ordinance for identity protection. Attorney Patt created an official document for the board's approval.

Trustee Reynolds moved to adopt Northfield Township's Identity Protection policy. Trustee Blustein seconded the motion.

Roll Call:

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

Nays: None (0)

Motion carried 5-0

Intern

Per a previous discussion about a township intern, Trustee Blustein introduced Ashely Moore as a candidate for the 8 week position. Ashley is a recent college graduate who eventually plans to go to graduate school in the city.

Trustee Blustein moved to hire Ashley Moore as an intern for Northfield Township, start date to be determined by Ashley and the supervisor, for a \$1,000 stipend paid at the regular payroll time.

Trustee Reynolds seconded the motion.

Roll Call:

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

Nays: None (0)
Motion carried 5-0

Intergovernmental agreement with Cook County regarding Vehicle Code enforcement

David Feller from Cook County attended the meeting to answer any questions the board may have on the previously distributed agreement. The board did not have any questions and a vote was taken.

Trustee Reynolds moved to adopt the Intergovernmental Agreement with Cook County regarding vehicle code enforcement.

Trustee McCormick seconded the motion.

Roll Call:

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

Nays: None (0)

Motion carried 5-0

Pantry Advisory Development Board

Trustee Blustein said if anything should happen to the township, it would be proactive to develop a pantry advisory board. She suggested the pantry board would report to the township board, however it would be an independent entity that would promote the pantry in the community. Supervisor Brickman said in the past there was a pantry advisory board, and it proved to be helpful. The supervisor also said it is not unusual for a charity to have an advisory board. Trustee Blustein said the next step should be developing an outline for the board, and then advertising it. Supervisor Brickman recommended the staff check with other charities to learn more about their boards, and bring a rough outline to the next meeting.

Office Move

Trustee Blustein asked for an update on the office relocation. Office manager Michele Wilson said the committee is seriously looking at the Carlson building on West Lake. Although it is still preliminary, a space planner has been brought in by the building's owner to configure the space without any cost to the township. Supervisor Brickman said the committee is expecting to have something to bring to the board at the July meeting. Trustee Blustein suggested the committee look at at least 3 properties. Trustee Appel said the committee has looked at at least 4 properties so far, but nothing was brought to the board because none of them were appropriate.

Trustee Blustein expressed her concern that every month she inquires about the office move under 'old business,' but nothing has been said by the committee about the progress of the search. Supervisor Brickman said the board is an oversight board, and if the prospective space is workable it will be brought up at the July meeting.

At 6:59 Trustee Appel left the meeting for a family emergency.

Exempt/non-exempt employees

Trustee Reynolds said she has not received any information on this from Attorney Patt as of yet. She will ask to have it put on the agenda again next month.

Holiday Party

Trustee Blustein suggested hosting a holiday party this year to recognize and thank either employees, volunteers or everyone. Trustee Blustein said if everyone is included, it would cost \$1,000 for the event. Food Pantry Director, Mary Lou Kratchowill said pantry volunteers are recognized every couple of years, and the township staff is constantly thanking them for their hard work. Trustee Reynolds said she is not ready to make a decision on the party, and she asked to put it on next month's agenda.

Approval of Budget: Road and Bridge Fund

Supervisor Brickman noted the changes in the budget, including the split of the cost of the audit and the compensation for Lucinda Fuller for her time at the Road District. Supervisor Brickman thanked the Road District Commissioner for changing the customary way this has been done and sharing the costs with the township.

Trustee Reynolds moved to approve the Budget and Appropriations Ordinance for the township Road District for fiscal year 2011-2012.

Trustee McCormick seconded the motion.

Supervisor Brickman noted the board had an extensive discussion about the proposed ordinance at the May board meeting. However, exact amounts needed to be determined before the board could approve the budget.

Trustee McCormick said that in last year's budget there was a line item for an Emergency Management Director, but this year the line item is gone. Finance Director Fuller said based on the information given to her by the Road District she was able to split the line item.

Roll Call:

Ayes: Supervisor Brickman, Trustee Blustein, Trustee McCormick, Trustee Reynolds (4)

Nays: None (0)

Motion carried 4-0

Trustee Appel was not present for the vote

Matters to be presented by the public

No discussion

Resolution regarding payment to Trustees for Committee Work

Trustee Reynolds moved that the Resolution Regarding Payment to Trustees for Committee Work be approved.

Trustee McCormick seconded the motion.

Trustee Reynolds explained that it would be more sensible in terms of paying trustees for the first 6 committee meetings they attend during a fiscal year. After you attend 6

meetings, you are no longer paid but you are still expected to attend committee meetings. Trustee Blustein asked why the number of paid meetings is set at 6. Supervisor Brickman said that is what is in the budget. This number was set by the previous board since you cannot vote on compensation during your term.

Roll Call:

Ayes: Supervisor Brickman, Trustee Blustein, Trustee McCormick, Trustee Reynolds (4)

Nays: None (0)

Motion carried 4-0

Trustee Appel was not present for the vote

Trustee McCormick said board members received a memo from Ms. Fuller discussing adjustments in medical insurance. As a result, the township will save thousands of dollars. Trustee McCormick suggested using an additional \$10,000 to fund a Pace Bus. Supervisor Brickman noted \$50,000 is budgeted for Dial-a-Ride, but due to the increase in gas prices, a Pace Bus could cost \$80,000 a year. Trustee Blustein suggested talking with other townships to see if they would be interested in working together to fund a bus.

New Business

Supervisor Brickman said the Grand Opening of the Northbrook Farmers Market is at 9:30 AM on June 22 at Our Lady of the Brook, and Glenview's Farmers Market opens at Wagner Farm at 11:30 AM on June 25.

Trustee McCormick moved to adjourn.
Trustee Reynolds seconded the motion.

The motion was unanimously approved on a voice vote.
The meeting adjourned at 7:29 PM.

Respectfully Submitted,

Laura Fine, Northfield Township Clerk