

**Northfield Township
Minutes of the Finance Committee Meeting, March 11, 2010**

Called to order 10:35 a.m.

The business of the meeting was a discussion of the proposed budgets for the Township Funds (General Town, General Assistance, and Special Police District) for fiscal year 2010-2011.

The committee reviewed the draft budget and discussed proposed changes to the draft.

Reserves: Of the three funds, the General Assistance fund is stable, the General Town Fund budget contains a significant budget deficit which will decrease reserves, and the Special Police District has a larger reserve than necessary. Although we cannot transfer excess reserves from one fund to another, we can readjust our future tax levy to collect less revenue for the Police District and more for the General Town Fund.

Revenues: Tax revenue for each fund is affected by the timing of County property tax bills. The revenue for the current bills began arriving late in February. The bulk will be received in March, later than usual. However, the County has announced that the next semi-annual bills will also be late, which will delay Township revenues in the second half of this fiscal year.

The relationship between the Township grant to the Northfield Township Food Pantry and the Pantry payments for rent, salaries and utilities was discussed. It was observed that it's important to communicate that the increase in Pantry rent payments to Town is part of the continuing effort to establish the Pantry's autonomy, and is unrelated to the Pantry's cash reserve or income.

Expenses: The committee discussed Township salaries and benefits. Raises averaging 3% were recommended for staff, offset in part by an increase in employee contribution toward medical insurance expenses. A possible increase in administrative staff hours was considered.

Dues expenses were reviewed, with the conclusion that the Township may wish to discontinue Northwestern Municipal Council membership for a trial year, with that membership possibly being taken over by the Road District.

It was agreed that an upgraded senior transportation, while desirable, is not a practical option for this fiscal year.

Meeting adjourned 12:25 p.m.

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FINANCE COMMITTEE BUDGET RECOMMENDATIONS:

Retain the line item increasing staffing, first approved but unimplemented last fiscal year. The committee recommends returning the administrative assistance position to full time, rather than hiring additional part-time help.

Budget for staff raises averaging 3%.

Increase employee contributions for medical insurance to 5.5% of each employee's premium (dollar amount will vary by employee's individual coverage).

If the Township is asked by the Northfield Township Road District to take over salary costs for Debra Wierzbicki's work at the Township office, reduce Debra's Township hours from two days a week to one day.

Drop Northwestern Municipal Conference membership for this year, and join Township Officials of Cook County.

Collect information on other medical insurance providers, comparing their policies' costs and services with our current Central Management Services policy.

Continue to explore options for a new senior transportation program, but assume that Dial-a-Ride will remain our only transportation program in FY 2010-2011.

Lucinda Fuller, Secretary pro tem
March 11, 2011