

**State of Illinois**  
**County of Cook**  
**Northfield Township Board of Trustees Meeting July 13, 2010**

Supervisor Brickman called the meeting to order at 6:03 PM and led us in the Pledge of Allegiance.

The following board members were present:

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

Also Present:

Laura Fine, Township Clerk  
Eric Patt, Northfield Township Attorney  
Peter Amarantos, Northfield Township Road District Commissioner  
Wally Kehr, Northfield Township Road District Forman  
Michele Wilson, Northfield Township Staff  
Miguel Nunez, Northfield Township Staff  
Tom Norton, Northfield Township Resident  
Carol Bredecka, Northfield Township Resident  
D. Doffin, Northfield Township Resident

**Town Meeting**

**Approval of the Minutes of the June 8, 2010 Board Meeting**

Trustee Blustein moved to approve the minutes of the June 8, 2010 town meeting.  
Trustee Reynolds seconded the motion.

The minutes were unanimously approved on a voice vote.

**Recess Town Meeting**

**Open Sewer Meeting**

**Approval of the Sewer Bills**

Supervisor Brickman noted an addition to the sewer bills. A bill was received from J&R Landscaping for the June service that covers the strip in front of the lift station. Supervisor Brickman explained J&R charges \$26 a week to bring out the truck and the mower. Trustee Reynolds recommended the board renegotiate the charge next year, because there is less area to take care of since asphalt was recently put over a large portion of the area.

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

Trustee Reynolds asked why Robert Barber's bill was higher this month. Road District Forman Wally Kehr explained Mr. Barber has been reviewing video tapes of the sanitary lines. Trustee Appel asked Mr. Kehr if he was pleased working with United Septic. Mr. Kehr said that Mr. Barber said United Septic is working out well. He added, the board was concerned about the price for heavy cleaning. He said they thought there would be 3 sections that required heavy cleaning, but there is only 1.

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.

### **Sewer Old Business**

Trustee Reynolds commended the Road District for the new *Sanitary and Sewer Report Form*. She said it is excellent, highly readable and very complete.

Trustee Appel asked if Finance Director Lucinda Fuller received a written opinion about whether the Sewer System can pay into IMRF. Supervisor Brickman said Ms. Fuller has asked for the written opinion, but she has not received it yet. Trustee Reynolds asked what the next step should be in the process since we have been trying to get a response since the Budget Committee meeting in January. Trustee Appel asked Attorney Patt for his opinion on the issue. He explained his concern is the Sanitary District is not a governmental agency, but it is reimbursing into IMRF, a governmental fund. He said we have received verbal responses but nothing in writing. Attorney Patt said he would also like to see this in writing. Supervisor Brickman asked Office Manager Michele Wilson to contact IMRF.

Trustee Reynolds noted there was no sewer overtime for the month. Mr. Kehr explained in March the board asked the Road District to cut down overtime. He said Commissioner Amarantos allowed the crew to do a couple of weeks worth of sanitary work during regular work hours. As a result, Mr. Kehr explained, about 10 weeks of overtime was performed at the regular rate. The board thanked the Road District for the effort.

Trustee Appel asked why the ComEd bills are much higher this summer. Mr. Kehr explained the electric bills for the lift stations are affected by wetness, as the pumps run when it rains. June was a wet month.

### **New Sewer Business**

No discussion.

### **Reconvene Town Meeting**

Trustee Blustein moved to approve the Town Fund bills for June. Trustee Reynolds seconded the motion.

Trustee Reynolds noted 2 bills from ComEd, the first bill dated April 19-May 18. She asked why we are paying the bill so late. Supervisor Brickman explained the bill arrived after the June meeting, and it is a month in arrears. Trustee Blustein asked about the compensation for Wanda Tarnowska. She noted it was \$2,870.40 last month and \$2,724 this month. Trustee Blustein also noted the contribution to Medicare last month was \$3559 and this month it was \$2895.

Supervisor Brickman asked Michele Wilson to look into both matters.

Trustee Appel asked Supervisor Brickman if the employees understood that the retroactive raises that went into effect would only happen this time, and in the future the township would go back to the procedures used in the past. Supervisor Brickman said it was made very clear, and the employees signed a form to show they understood.

Trustee Reynolds asked about the payment to Aerex Pest Control. The township and the pantry each pay every other month, however the township paid 2 months in a row. Supervisor Brickman explained it was most likely part of the quarterly billing, and it will probably be billed back to the pantry.

Trustee Appel asked about the bill for computer equipment. Ms. Wilson explained a server was updated from Microsoft 2003 to 2008.

Roll Call:

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

Nays: None (0)

Motion Carried 5-0

### **Approval of Road and Bridge Bills**

Trustee Reynolds moved to approve the Road and Bridge bills.

Trustee Blustein seconded the motion.

Trustee Reynolds noted a mistake on the bill for C&D Recycling. The total invoice should be \$669.23 not \$1,286.46. Supervisor Brickman agreed the bill was in error.

Trustee Reynolds moved to amend the original certificate and the bill for C&D Recycling be \$669.23.

Trustee Blustein seconded the motion.

Roll Call on Motion:

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

Nays: None (0)

Motion Carried 5-0

Supervisor Brickman said the total expenses should now be \$33,681.89, and the total payroll benefits and expenses should be \$97,461.41.

Trustee Blustein asked what is being done with the Town Relocation Fund on the income statement. Supervisor Brickman said the money is being put away until the township moves.

Trustee Reynolds asked about the individuals who attended the Northeastern Illinois Public Safety Training Academy (NIPSTA). She said Jaime Murillo was listed as attending, but she has never seen his name on the certificates. Mr. Kehr said that was a misprint by NIPSTA. Mr. Kehr attended, but he was not listed. All who attended received certificates.

Roll Call:

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

Nays: None (0)

Motion Carried 5-0

### **Road District Budget**

Supervisor Brickman said at the start of the meeting, the board members each received 2 documents pertaining to Emergency Management Services. Trustee McCormick said since she just received the material tonight, she needs a chance to read it closely before she can discuss its contents. She said she would like to discuss it next month or hold a special meeting. Trustee Appel suggested the board table the discussion and come back to it, as he also said he could not comment on it until he reads it. Supervisor Brickman agreed to table the discussion.

### **Property Maintenance Ordinance**

Supervisor Brickman said the purpose of the ordinance is to allow the township to recoup some of the costs of maintaining the yards of vacant, foreclosed or abandoned homes. She said both Glenview and Northbrook have similar ordinances in place. The ordinance would provide the township the opportunity to put a lien on the property so the township could get paid by the buyer when the title is transferred. Attorney Patt said you can require under law payment of a lien in full, plus interest at a statutory rate, plus attorney's fees. He recommended amending the ordinance to include those penalties.

Supervisor Brickman said the ordinance also allows for an enforcement officer. She recommended a slight language change to include all permanent employees of the Road District as enforcement officers because they are the ones who are clearing out the properties. Attorney Patt said if the board so directs, he could take a critical look at the proposed ordinance and find any other revisions deemed necessary.

Trustee Blustein asked how many properties the Road District is currently maintaining. Mr. Kehr said there have been more than 50 since March. She mentioned the Village of Glenview is tearing down some of the properties that have become a menace and asked if this is something the township could do. Supervisor Brickman said this is done through the county as the township does not have the money to tear down a house. Mr. Patt added another expense required after a house is torn down is returning the property to green space.

Attorney Patt said an ordinance in the Village of Glenview requires vacant homes to be registered. This allows there to be a specific contact person for the home. He said there has been a fair amount of success from an enforcement standpoint getting people to register. Highway Commissioner Amarantos asked if the township can make the ordinance retroactive to March. Attorney Patt said no. Supervisor Brickman asked if it makes sense to pass the ordinance to put something on the books for the next 30 days so the mowing going on is possible, knowing next month we could pass a revised ordinance. Attorney Patt said yes.

Attorney Patt said section 4 of the proposed ordinance would be amended with the following additional sentences, “Any unpaid fine shall constitute a lien upon the property that is subject of the fine. Such a lien may be recorded with the Cook County Recorder of Deeds and may also include all costs of recording, statutory interest and reasonable attorney’s fees.”

Trustee Appel moved to pass the ordinance as amended.  
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

Trustee Appel moved to pass a resolution to appoint all of the permanent full time employees of the Northfield Township Road District to be Code Enforcement Officers.

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

The board gave Attorney Patt direction to review the ordinance and see if more changes are necessary.

### **Approval of the Human Services Review Commission Documents**

Supervisor Brickman thanked trustees McCormick and Reynolds for their time and effort reviewing the Human Services Commission documents.

Under the document titled “Qualifications for Members,” Trustee McCormick recommended changing the first line from “The seven members of the Human Services Review Commission...” to “The nine members” to include the two high school members of the Commission in the total number.

Trustee Reynolds noted the original document said that current volunteers and board members could be on the Review Commission but would need to recuse themselves if there is a vote on their agency. She said she doesn’t think board members should be on the Review Commission, but if we cut out all current volunteers it might limit the pool of possible commission members.

Supervisor Brickman said this will only eliminate volunteers who are with agencies that apply for Township funding. She said this is a small number of agencies relative to the volunteer opportunities in the area. She feels the more we can have at arms length, the better. Trustee Reynolds said she can understand that point of view and would be happy leaving it that way. Trustee Reynolds mentioned historically, the students on the commission have come from Glenbrooks North and South. She would like to increase the pool of participating schools. She asked how Gayle Zalatoris is going to handle soliciting students. Supervisor Brickman said she would like to open the application process to both public and private schools. The board

discussed the most efficient way to solicit high school applicants. Supervisor Brickman suggested they continue following the same practice they had in the past; post the position on the township website and print it in the Pioneer Press. She noted it would be difficult and time consuming if the township is inundated with applications. Trustee McCormick suggested contacting the Dean of Services at the local high schools and asking them to nominate a student for the position. Trustee Blustein added if that student is interested they can submit a letter of intention with their qualifications and interests, and then Ms. Zalatoris can use her discretion to pick the student.

The board was satisfied with the Mission Statement. On the List of Charges, Trustee Reynolds said she would like to clarify the 2nd sentence under number 1. The sentence reads, "At that meeting the commission members will receive their agency assignments." At the end of the sentence, she would like to add "from the chair." Trustee Blustein said she is glad number 3 has been added to the list. It talks about the commissioners visiting the agencies they are appointed to.

When it comes to membership, Supervisor Brickman asked the board to consider 1 or 2 year renewable terms for new board members to correct the staggering of board members and keep them on track for expiration dates.

Supervisor Brickman again thanked trustees McCormick and Reynolds for their work. She said it is an improvement to the system.

### **Updates to General Assistance Manual**

Miguel Nunez explained the recommended numbers in the updated manual are in line with townships around the state. This includes disregarding at least \$1,000 for applicants of General Assistance if they have some money in the bank.

Trustee McCormick moved to approve the updates to the General Assistance Manual. 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

### **Matters to be Presented by the Public**

Carol Brdecka thanked Commissioner Amarantos for organizing a neighborhood meeting. She said he coordinated with the Cook County Sheriff's Department, Mr. Kehr and Mr. Dunne, and they discussed safety and flooding issues.

### **Old Business**

None

### **New Business**

Trustee McCormick noted the large amount of money being spent on Dial-a-Ride. She asked what should be done if the spending continues. Supervisor Brickman said the usage has gone up considerably. She added this is something the board should consider when drafting next year's budget.

Trustee Blustein thanked Assessor Damisch for the informative quarterly report. She said it is concurrent with the ordinance the board passed regarding the maintenance of the number of foreclosed or abandoned properties.

Trustee Appel asked the board if it would like to have Attorney Patt look into an ordinance for vacant home registration and possibly a tear down ordinance as well. Supervisor Brickman said the vacant home registration would be helpful, but the cost associated with a tear down ordinance would be quite high. She added the registration provision would be helpful when going to the county to advocate on behalf of our residents. Trustee Appel asked Attorney Patt what the enforcement provision is in Glenview if you do not register. Attorney Patt said there is a citation and a fine. Attorney Patt said he will look at the existing Glenview ordinance and try to draft it to meet the needs of the township.

Attorney Patt said that the Highway Commissioner provided a document at the beginning of the meeting about Emergency Management Services, and Commissioner Amarantos is here to answer questions. Supervisor Brickman asked Commissioner Amarantos if he planned to do a presentation. He said no. Supervisor Brickman asked if there is reasonable likelihood that there will be a discussion of the issue. Trustee McCormick said this is very frustrating, as the board should have had these documents before walking into the meeting. She said this is an important issue and she feels like the board is rushed. Trustee Reynolds said she feels the same way. She said she would read the document, but she does not know if she will have the time to develop the kind of questions she would like to ask.

The Board took a break to read the document at 7:31 PM.

The meeting reconvened at 7:44 PM.

### **Road District Budget**

Trustee McCormick moved to go into Executive Session to discuss prominent or imminent litigation.

Trustee Reynolds seconded the motion.

Trustee Appel said he would like to ask Commissioner Amarantos a question. The board tabled the motion to have a discussion. Trustee Appel asked Commissioner Amarantos to help the board understand what holes would be filled by the township having an Emergency Management Director. He said he is not getting a clear answer from what he has read so far. He asked what the Emergency Management Director would do that is not being done by other agencies like police, fire, municipal boards, the county and the state. He said this information would give the board an idea of why the position is necessary in the Road District. Commissioner Amarantos said he heard the board say there is overlap. He said in Emergency Management there has to be overlap because there is not one municipality, county or state that has enough people on their

payroll to handle everything by themselves. He said overlap is great as emergency management is not based on boundaries.

Trustee Appel asked if there is anything specific in the duties of Emergency Management Director that are not being handled by someone else. Bob Dunne said storm water mitigation. He mentioned the storm water utility system under Central Road was put in decades ago, and the runoff that takes place overwhelms the system. Trustee Appel asked if Mr. Dunne is trying to get grant money to help fix the problem. Mr. Dunne said there are sources of grant money that would help alleviate the issue. Trustee Appel asked if Mr. Dunne is the only person trying to get the funds to deal with this. Mr. Dunne said that nobody outside the township was aware of the issues until he came to the table. He said he is working with others for mitigation and procurement of funds. Mr. Appel asked if there are any other issues of emergency response. Mr. Dunne mentioned a Saturday night in June when there was a storm and a power outage. He said the lights at Central and Dearlove were out, and the county called the Road District. He said the sheriff's police needed to relocate the officers and the Road District employees directed traffic until the power was restored. Trustee Blustein asked what would have happened in the past with a similar situation. Commissioner Amarantos said the county sheriff's police would not have called and the Road District would not have been made aware of the situation. Now, he said, they contact Bob Dunne. Mr. Dunne added they contact him because he has established a relationship with them for emergency response. Mr. Amarantos added that they have made contacts from the federal level to the local level. Trustee Reynolds asked if the Department of Homeland Security has ever alerted the Road District to disasters. Commissioner Amarantos said no, and he is trying to avoid knee-jerk reactions. Mr. Dunne also added that if there were a boil water situation in the township, the fire department would not respond. Commissioner Amarantos said that there is currently no policy for that type of situation, and we need an Emergency Manager to create a plan.

Supervisor Brickman mentioned there is a motion and a second on the floor to go into executive Session.

Roll call to go into Executive Session:

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

Nays: None (0)

Motion Carried 5-0

Trustee Appel moved to adjourn the open meeting and go into Executive Session.

Trustee Blustein seconded the motion.

Motion approved on a unanimous voice vote.

The meeting adjourned at 8:05 PM.

Respectfully Submitted,

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Laura Fine, Northfield Township Clerk