



**State of Illinois
County of Cook
Township of Northfield
Northfield Township Board of Trustees Meeting March 9, 2010**

The following board members were present:
Jill Brickman, 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
Michele Wilson, Northfield Township Staff
Gayle Zalatoris, Northfield Township Staff
Melanie Flynn, Northfield Township Resident
Thomas Norton, Northfield Township Resident

Supervisor Brickman called the meeting to order at 7:02 PM and led us in the Pledge of Allegiance.

Town Meeting
Approval of the minutes of the February 9, 2010 meeting
Trustee Blustein moved to approve the minutes.
Trustee Reynolds seconded the motion.

Trustee Reynolds requested the following changes to the minutes:
Page 3, Supervisor Brickman added the *Township* receives 3 reports during the year from the agencies on how they use their funding.
Page 4, 'organizations' should read 'organization's'.

Trustee Blustein moved to approve the minutes as amended.
Trustee Reynolds seconded the motion.
A voice vote to accept the minutes as amended was unanimous.

Recess Town Meeting

Approval of the minutes of the Sewer Budget Workshop

Trustee McCormick moved to approve the minutes of the March 1, 2010 Sewer Budget Workshop.

Trustee Blustein seconded the motion.

A voice vote to accept the minutes was unanimous.

Approval of the Sewer Bills

Trustee Reynolds moved to approve the sewer bills.

Trustee Blustein seconded the motion.

Trustee Reynolds asked about the AT&T bill. She noted during the last fiscal year, the bill was \$75 a month on a regular basis. However, this February it was \$147 and in March it was \$122. She asked why there was an increase in the bill. Supervisor Brickman said she would ask Finance Director Lucinda Fuller to clarify the bill.

Trustee McCormick asked for clarification for the following line items: Labor, road crew and administrator, 4th quarter (\$4,041.42) and Administration, March (\$1,044.88). Supervisor Brickman explained for the line item 'Labor, road crew and administration' is comprised of \$1,364.30 for Wally Kehr and \$2,677.12 in overtime December 25-28 for road crew emergency work. She suggested that these charges be separated in the future. She also suggested the board remove the administration costs for March until Finance Director Lucinda Fuller can clarify the charges.

Trustee McCormick moved to amend the motion to remove the line item 'Administration, March'.

Trustee Appel seconded the amended motion.

Roll Call on the amendment:

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

Nays: None (0)

Motion to amend is carried 5-0

Roll call to approve the Sewer Bills minus the \$1,044.80 bill for 'Administration, March':

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

Nays: None (0)

Motion carried 5-0

Sewer Collections

Supervisor Brickman noted as predicted, sewer collections were up in February.

Renewal of J & R Landscaping contract

Supervisor Brickman said a proposal was received from J & R Landscaping for the exterior maintenance of the Greenwood Station. Trustee Appel asked if this is the only bid the township has received for this service. Supervisor Brickman explained since the contract is under \$1,000 it does not go out to bid, and J & R has been providing this service for many years. Trustee Appel said the company that he uses seems more cost effective than J & R. Mr. Kehr said he will contact Martin Green, Inc., 773-983-1200, and an additional company to find out what they would charge for the work.

Sewer Budget for 2010-2011

Supervisor Brickman explained the board had an extensive discussion about the sewer budget at a workshop the prior week.

Trustee Reynolds moved to approve the sewer budget.

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

Supervisor Brickman thanked Road District Commissioner Peter Amarantos, Road District Foreman Wally Kehr and Finance Director Lucinda Fuller for all of their work in completing the sewer budget.

Old Business

None

New Business

None

Reconvene Town Meeting

Approval of Town Fund Bills

Supervisor Brickman suggested adjusting the agenda and discussing the Human Services recommendations before approving the Town Fund Bills.

Approval of Human Services Review Commission recommendations

Supervisor Brickman said as requested, the board received more information from the Human Services Commission about their selection process. Trustee McCormick thanked the commission for the thorough information, Supervisor Brickman thanked Gayle Zalatoris for performing the extra work, and Trustee Reynolds said she is much more comfortable making her decision now that she has seen the additional information.

Trustee McCormick moved to approve the recommendations to the Human Services agency grants.

Trustee Reynolds seconded the motion.

Trustee Appel voiced concern that he has not received information regarding whether Links would use the grant money for the morning after pill. He said without this information, he could not vote to approve the recommendation.

A voice vote to approve the motion was approved by Trustees Blustein, McCormick, Reynolds and Supervisor Brickman. It was opposed by Trustee Appel (5-1)
Motion carried 5-1

The board returned to the Town Fund Bills that included the Human Services expenditures.

Trustee Reynolds moved to approve the March certificates for the Town Fund bills. Trustee McCormick seconded the motion.

Trustee Appel moved to eliminate the line item for Links from the Certificates of Payables for March.
Motion to amend failed for lack of a second.

Roll Call:

Ayes: Trustee Blustein, Trustee McCormick, Trustee Reynolds, Supervisor Brickman (4)
Nays: Trustee Appel (1)
Motion carried 5-1

Road and Bridge Bills

Trustee Reynolds moved to approve the Road and Bridge bills.
Trustee McCormick seconded the motion.

Supervisor Brickman asked Commissioner Amarantos to describe to the board the role of the Emergency Management Director, since she had been unaware of the position. Commissioner Amarantos said he has been talking to Robert Dunne about the position since 2007, and he will give the board a full report in April.

Trustee Blustein voiced concern that the board was asked to approve \$9,000 in salary for a position when the board has no information about it. Trustee Appel asked if the person in this position is the same Bob Dunne that used to sit on the Township Board, and Commissioner Amarantos said it was.

Trustee Blustein asked Commissioner Amarantos if the position is necessary. She said she spoke with the Mark Nola, the Fire Chief and the Emergency Management coordinator in Northbrook. He said unincorporated Northbrook is covered just as incorporated Northbrook regarding emergency management services. In Glenview, she added, an “overlapping” grid regarding emergency services covers incorporated and unincorporated areas. Therefore, she is not sure why this position is necessary in the township.

Trustee Appel said the question is whether the board should approve the charges for Mr. Dunne. He asked Supervisor Brickman to reiterate the role of the board in respect to the Road District. Supervisor Brickman explained the board must determine if the bills submitted are within the budget. If they are, the board has the responsibility to approve them. The Road District is an autonomous unit of government.

Trustee Reynolds asked about the number of membership cards from Costco (4 cards at \$130 from the February certificates), and from Sam's Club for \$245. Commissioner Amarantos said the additional cards are for employees to use. He said he feels the additional \$30 for the employees to have a card is a benefit for his employees. He added many corporations provide this benefit to employees, and this is how he runs the Road District. Trustee McCormick said that the issue is we are using government funds to get employees cards, and this is a questionable use of tax dollars.

Roll Call:

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

Nays: (0)

Motion carried 5-0

Employee handbook personnel policies for the Road District

Trustee McCormick cited a state statute regarding personnel policies in the *Laws and Duties Handbook*. It says if there are any changes in regard to compensatory pay, overtime pay, time off, holidays, sick leave and maternity leave, the changes need to be put into writing and turned into the clerk. She explained if they are not put in writing, one is not complying with the law. She asked Commissioner Amarantos to update the employee handbook to comply with the state statute. She said this would avoid future confusion about the amount of pay employees receive for overtime and work on holidays. Trustee Appel asked Commissioner Amarantos to put any changes in writing and turn them in to the clerk in order to put this issue to rest. Highway Commissioner Amarantos agreed to do this.

Audit proposal for 2009

Supervisor Brickman said the board does not have time to engage a new auditor and bring them up to speed on such short notice. The RFP will go out seeking proposals for the following year's audit. The board agreed.

NWMC (Northwest Municipal Conference) membership 2010-2011 discussion

Supervisor Brickman said NWMC is beneficial when it comes to legislative activities, purchasing office supplies, telecommunications, as well as heavy equipment at reduced prices, and fostering relationships with neighboring communities and local officials.

Trustee McCormick asked about the membership fee for NWMC. Supervisor Brickman said it is roughly \$4,000. She added the savings our taxpayers receive is more than that due to purchases by the road district. Trustee McCormick said because the township has

such a tight budget, maybe the township could share the membership cost with the road district. Supervisor Brickman offered to pursue the suggestion.

Benefits of Rotary membership discussion

Supervisor Brickman said it costs about \$1,200 per membership of the Glenview Rotary and for the Northbrook Rotary. She feels the benefits outweigh the costs. She said being a part of Rotary creates community awareness of what the township does. Local Rotary clubs make significant contributions of money and time to the Pantry. Rotary sponsors the township for the Heart of Glenview, and a number of donors learn about the pantry through Rotary activities. Rotary also helps with disseminating information about the township to our residents.

TOCC (Townships of Cook County) 2010-2011 membership discussion

Trustee Reynolds said she feels the work of Bob Porter and TOCC is beneficial to our township. She said he keeps a close watch on issues important to our township and provides us with helpful information.

A short break was taken at 8:27. The meeting reconvened at 8:34.

Dial-A-Ride Statistics

Trustee Reynolds said she did some research on the township's Dial-a-Ride program. She looked at dollar amounts and tickets redeemed, and she said, although there were some peaks and valleys, the numbers were fairly consistent. She said this is something to keep in mind when considering a possible Pace bus in the future.

Pace Bus

Michele Wilson and Supervisor Brickman provided the board with statistics from nearby communities that utilize the Pace bus. For Northfield Township, it is estimated that the total cost of the bus would be \$67,236.00 a year. This cost sets the salary for the driver at \$16 per hour. Trustee Reynolds asked why Northfield would pay \$16 an hour, while drivers are paid less in areas like Moraine Valley and Fox Lake. Supervisor Brickman said the farther away you are from the city, the less you have to pay for qualified drivers. Trustee Reynolds asked how the \$6,000 is computed for gas. Supervisor Brickman said that figure is based on the costs to other townships. Trustee Reynolds asked how the \$24,000 for insurance is determined. Supervisor Brickman said that comes from TOIRMA.

Meeting dates fiscal year 2011

The board agreed to change the meeting date in November to Wednesday the 10th instead of Tuesday the 9th so the board can attend the TOI (Townships of Illinois) convention downstate.

The board also discussed changing the meeting to another night other than Tuesdays so Finance Director, Lucinda Fuller could attend the meetings. Supervisor Brickman

explained Ms. Fuller sings in a choir on Tuesdays and Wednesdays, and the township is open on Thursday evenings. So changing the day would not be practical. However, she added, Ms. Fuller's choir does not meet during the summer, so she will be able to attend meetings during the summer months.

Ethics Ordinance

Trustee Blustein said we have not heard back from the state about whether we can amend the ethics ordinance. She suggested by the end of the year, moving in that direction one way or another. Supervisor Brickman said the board can create policies at any time.

Trustee Volunteer Days

Trustee Blustein suggested the board members, and anyone else who would like to come, volunteer together at the Greater Chicago Food Depository. She said if we volunteer, the pantry will get credit for purchasing. The board agreed to the idea.

Supervisor Brickman also suggested sometime this spring or summer, the board work together one evening in the pantry.

RFPs for auditor and legal counsel discussion of publication

Trustee Reynolds inquired about who referred the RFPs that have been received if the township has not published it yet. Supervisor Brickman said sometimes they come from sales calls made to the township, and others may come from checking with other townships. She said we could publish the RFPs in the paper, but that would be expensive. Instead we could put the information up on our website and also send the information to those who have contacted the township and those the township has identified as potential service providers. The deadline for submission is April 30.

April Town Meeting

Trustee Reynolds shared her ideas for the Annual Town Meeting. She suggested someone who has volunteered in the township act as moderator. She said as a celebration of Northfield Township, at the meeting we could honor pantry volunteers, township staff members, and people in the community who have done something special in the township. Trustee Blustein said she would contact Gary Eimerman, who started the Hunger Resource Network, to see if he would be interested in coming to the town meeting and possibly serving as moderator if he were appointed by the electors at the meeting. Supervisor Brickman pointed out that the township board does not appoint the moderator; instead, the moderator is chosen by the electors at the meeting.

The board decided for the town meeting, a brief description of each township employee would be written and read describing how the staff serves the community. The assignments are as follows:

Gayle – Karen

Michele – Mary

Miguel – Mary

Lucinda – Brendan

Wanda - Brendan

Liz – Laura

Mary Lou – Carol
Debbie – Carol

Supervisor Brickman said she will invite volunteers and township staff to the meeting. She also suggested that she and Gayle Zalatoris would work on creating certificates for the pantry volunteers.

Meeting agendas

Supervisor Brickman said items that are informational do not need to be put on the agenda. Only items that the board needs to take action on should be placed on the meeting agenda. She said other items can be discussed without using board time.

Matters to be presented by the public

None

Old Business

None

New Business

Supervisor Brickman said the staff will no longer make monthly reports at the board meeting. Although this was intended to be a morale booster, many staff members are not comfortable with it.

Trustee Blustein said she will not be at the next meeting. She will be in Israel visiting her daughter.

Trustee Appel moved to adjourn.

Trustee Blustein seconded the motion.

A voice vote to adjourn was unanimous

The meeting adjourned at 9:10 PM.

Respectfully submitted,

Laura Fine, Northfield Township Clerk