

**State of Illinois
County of Cook
Township of Northfield
Northfield Township Board of Trustees Meeting August 9, 2011**

The following board members were present:

Jill Brickman, Northfield Township Supervisor
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 Kratochwill, Northfield Township Staff
Debra Wierzbicki, Northfield Township Staff
Michele Wilson, Northfield Township Staff
Gayle Zalatoris, Northfield Township Staff
Eric Patt, Northfield Township Attorney
Tom Norton, Northfield Township Resident

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 July 12, 2011 Town Meeting

Trustee McCormick moved to approve the minutes of the July 12, 2011 meeting.
Trustee Blustein seconded the motion.

Trustee Reynolds noted on Page 2, the second paragraph under *Road and Bridge Bills* should read "County Homeland Security."

The minutes were unanimously approved as amended on a voice vote.

Recess Town Meeting

Open Sewer Meeting

Approval of the Sewer Bills

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

Roll Call:

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

Nays: None (0)
Motion carried 4-0

Sewer Collections

No discussion

Old Business

No discussion

New Business

Road District Foreman, Wally Kehr said this past month, the township received 7 inches of rain in 2 hours. This resulted in flooded roads and sanitary sewers. He said the work that had been done to improve the sewer system was a tremendous help during this rainfall.

Supervisor Brickman said she received a letter from a Northbrook Countryside resident asking what the township was going to do about sewer backups. Supervisor Brickman said the problem stems from the fact that the MWRD will not allow the township to increase capacity. The Supervisor suggested a possible shared cost arrangement with the homeowner to install an overhead sewer, as this would eliminate backups. Attorney Patt noted the township is not responsible for backups due to the rain.

Recess Sewer Meeting

Reconvene Town Meeting

Approval of Town Fund Bills

Trustee Reynolds moved to approve the Town Fund bills.

Trustee McCormick seconded the motion.

Trustee Reynolds asked why there were so many errors in Friday's draft bills given to board members. She noted in the payments for staff salaries, some staff members were marked '\$0' as well as other gaps in the figures. Supervisor Brickman said Ms. Fuller was on vacation on Friday, and she completed the preliminary draft on Wednesday. The Supervisor said she and Ms. Wilson printed the bills on Friday. Trustee Reynolds noted that nobody reviewed the draft before it was given to board members. Ms. Fuller said the correct figures were on her draft. Supervisor Brickman said she had no explanation for the error since the numbers showed on her screen. Supervisor Brickman explained the township has had problems with a Peachtree upgrade. She added that, at Ms. Wilson's urging, Peachtree said they will zero out the renewal fee to make up the expense to the township.

Roll Call:

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

Nays: None (0)

Motion carried 4-0

Road and Bridge Bills

Trustee Reynolds moved to approve the Road and Bridge bills.

Trustee Blustein seconded the motion.

Roll Call:

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

Nays: None (0)

Motion carried 4-0

Township Employee Handbook

Supervisor Brickman explained that the draft of the Northfield Township Employee Handbook has been reviewed by counsel and changes have been made.

Trustee Blustein moved to adopt the revised Employee Handbook including amended job descriptions as of August 5, 2011.

Trustee Reynolds seconded the motion.

Supervisor Brickman said Trustee Appel asked the board to delay the approval of the handbook because of his absence from tonight's meeting. Trustee Reynolds noted that the handbook had been discussed at length at previous meetings and at the Human Resources meeting, and it was time to move forward. Supervisor Brickman noted she expressed her concerns about the handbook at last month's meeting, and her concerns still stand.

The board discussed the following revisions to the handbook proposed by the township's attorneys. They included:

-A typographical error when discussing the posting of announcements (page 9).

-The issue of tardiness and how an employee must provide notification if s/he will be late for work (page 14).

-Under the topic *Protecting of Township Assets and Confidential Information*, words were deleted so the sentence would read, "forecasted township income and expenses" (page 25).

Supervisor Brickman thanked the trustees for all of the time and effort put into the revision of the handbook. However, she reiterated that she cannot support some of the changes that were made.

Trustee Blustein amended the motion to adopt the handbook as amended at the meeting.

Trustee Reynolds seconded the amended motion.

Roll Call:

Ayes: Trustee Blustein, Trustee McCormick, Trustee Reynolds (3)

Nays: Supervisor Brickman (1)

Motion carried 3-1

Pantry Advisory Board

Supervisor Brickman explained a solicitation has been created to print in *Patch* and post on the township website to recruit members to the Pantry Advisory Board. The supervisor said there is also a proposed commitment letter for advisory board members

to sign that outlines the expectations and responsibilities of the board to proposed members. Trustee Blustein suggested the letter be reworked to explain why the board is being established in the first line of the letter. Trustee McCormick noted there will be 7 members on the board, and if anyone is interested, they should contact Gayle Zalatoris. Supervisor Brickman said the free postings will be put into the paper immediately.

Pace Bus Update

Office Manager, Michele Wilson said that Pace got back to her about allowing the township to use the Allstate bus when Allstate is not using its services. She learned the fixed route and the traditional bus will not meet the needs of the township. Supervisor Brickman said she contacted New Trier Township to find out if their township would be interested in participating in a Pace Bus with Northfield Township.

Matters to be Presented by the Public

Office Manager, Michele Wilson told the board she was disappointed that the board did not consider the suggestions she made in an email she sent to board members regarding the Township Handbook just prior to tonight's meeting.

Northfield Township resident, Tom Norton asked what the North Shore Mosquito Abatement District is doing about the abundance of mosquitos this year. Trustee Blustein, who is also a Trustee for Mosquito Abatement, explained that although the weather has hampered some of the spraying, the district has a schedule it follows. She recommended calling the district if you find any breeding places so they can come and treat that area. Supervisor Brickman noted that the West Nile Virus has been found in Glenview, Skokie, Nilens and Northbrook.

Old Business

Supervisor Brickman said the township is awaiting delivery of the new copy machine, and with Trustee Appel's assistance we were able to negotiate a guarantee in the contract.

Supervisor Brickman said the response has been overwhelming for the Rotary Club of Glenview Sunrise's school supply collection. There have been so many donations of supplies and cash that the program may allow students to replenish their supplies in January.

Assessor Damisch said that she, Trustee Blustein, Trustee McCormick, Ms. Fuller and Ms. Kratochwill visited various properties for the township. Now the committee is waiting for more directive from the board in terms of accessibility to public transportation before they can take the next step.

New Business

Supervisor Brickman noted that with the office hour changes, we need to notify volunteers who are scheduled at night or on the weekend about the changes. The new hours will take effect September 1. Ms. Zalatoris asked if people can contact the board members if they have questions or concerns about the changes. Trustee Reynolds

noted that personal emails are printed on township business cards, and they can be posted on the township website.

Trustee McCormick moved to go into Executive Session for the purpose of discussion of the purchase or lease of real property for the use of Northfield Township and to consider litigation, affecting or on behalf of Northfield Township which has been filed and is pending before a court.

Trustee Blustein seconded the motion.

Roll Call:

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

Nays: None (0)

Motion carried 4-0

The meeting moved into Executive Session at 6:48 PM.

The meeting moved back into Open Session at 8:03 PM.

Trustee McCormick moved to adjourn.

Trustee Blustein seconded the motion.

The meeting adjourned at 8:03 PM.

Respectfully Submitted,

Laura Fine, Northfield Township Clerk