

**State of Illinois
County of Cook
Township of Northfield
Northfield Township Board of Trustees Meeting September 8, 2009**

Attendance:

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, Northfield Township Clerk
Eric Patt, Northfield Township Attorney
Peter Amarantos, Northfield Township Road District Commissioner
Michele Wilson, Northfield Township Staff
Thomas Norton, Northfield Township Resident

Supervisor Brickman called the meeting to order at 7:00PM and led us in the Pledge of Allegiance.

Approval of the Minutes of the August 12, 2009 Meeting

Trustee Reynolds moved to approve the minutes.

Trustee Blustein seconded the motion.

Trustee Blustein mentioned that under *New Business*, she asked Assessor Damsich to begin giving the trustees quarterly reports beginning in October.

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

Recess Town Meeting

Open Sewer Meeting

Trustee Reynolds moved to approve the sewer bills.

Trustee McCormick seconded the motion.

The trustees had many questions regarding the sewer bills, the responsibilities of the contractors, and the workings of the system. Trustee Blustein requested a workshop with contractors, Robert Barber and Berryman to educate the board on the kind of work they do. She said that since the board would be auditing the line items for the next three years, it would be best to understand what the descriptions of the line items. Supervisor Brickman suggested having the workshop at a lift station. She said it would be valuable to see how the system works, and it would not be a hardship for the public to attend since it is in the township.

Attorney Patt added that as long as the meeting at a lift station is posted, it would not violate the Open Meetings Act.

Trustee McCormick said that the line item for Layla Construction says it is for storm sewer repairs, however, it comes up as a bill under the sanitary sewers. Supervisor Brickman noted the error and said where it says 'Strom Sewer Repairs' it should read 'Sanitary Sewer Repairs' otherwise the item is accurate in its location and numbers.

Trustee Reynolds had a question about the line item under the Sanitary Sewers for 'Northfield Township Office Personnel 2nd Quarter.' Supervisor Brickman explained the township office personnel administer the bills and payments for the Sewer District, and the Sewer District reimburses the township for the job. The money does not go to the office personnel, who are already compensated through their salaries.

Trustee Reynolds also asked about the overtime reimbursement for Northfield Township Road District labor for the second quarter. Commissioner Amarantos explained that much of the work was done for JULIE.

Trustee Appel asked for an update on the Lift Station upgrades. Commissioner Amarantos said the project is underway, and the structures are being put in place at the Greenwood Station.

Trustee McCormick pointed out a typo in the line items. On the Sewer Certificate of Payables, Mosele & Associates was mistakenly written Mosele & Associations.

Trustee Reynolds changed the motion to show Layla Construcion is under the Sanitary Sewers, not the Storm Sewer Repairs as shown, and the line item 'Mosele & Associatons' should read 'Mosele & Associates'.

Trustee Blustein seconded the amended motion.

Roll Call:

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

Nays: None (0)

Motion carried as amended, 5-0

Sewer Budget

Trustee Blustein said that the board received information from Attorney Patt that a sewer budget is not necessary unless it is for a new system. Supervisor Brickman added that although it is not necessary, the board is planning to include it in the regular budgeting process.

Old Sewer Business

New Sewer Business

Trustee Reynolds asked if the board gets a comprehensive quarterly report on the state of the sewer system. Supervisor Brickman said this is not something the boards have requested in the past. There is a report on the system from the 1990s, but a new report would be extremely costly. Trustee Blustein asked if Wally Kehr from the Road District could come in and give the board quarterly reports on the system. Supervisor Brickman said Mr. Kehr is fantastic at what he does, and perhaps he could update the board. In addition if something major arises regarding the sewers, he could come in and explain it.

Trustee Appel noted the investments for the Sanitary Sewers are only earning about \$1000 per month based on \$1.5 million in investments and \$1 million in cash. Supervisor Bickman explained that no investments are making much interest right now, and we have to make safe investments, we cannot take a risk.

Reconvene Town Meeting

Approval of Town Fund Bills

Trustee Blustein moved to approve the Town Fund Bills.
Trustee McCormick seconded the motion.

Trustee McCormick noticed a mistake in the line items. Last month the IMRF Retirement Contribution and the FICA/Medicare Contributions were very different. She felt the numbers may have been flipped when they were inserted this month. Upon researching the amounts, Supervisor Brickman and Office Manager Wilson found the numbers were reversed. The contribution for IMRF should be \$1648.53 and FICA should be \$2043.59.

Trustee Blustein amended her motion to correct the IMRF and FICA payments.
Trustee McCormick seconded the amended motion.

Roll Call:

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

Nays: None (0)

Motion carried, as amended 5-0.

Road and Bridge Bills

Trustee Blustein moved to approve the Road and Bridge Bills.
Trustee Appel seconded the motion.

Trustee Reynolds asked Commissioner Amarantos to explain the nature of the overtime on the bills. Commissioner Amarantos said it was for Saturdays to clean the system. Trustee Reynolds asked if it would be possible to get an itemization for the hours. Trustee Blustein said that at the last meeting, noted on page 3 of the minutes, the board asked for future itemizations of the hours. She said the purpose of the request was to enable the board to represent a good, transparent government and the citizens could see what they are paying for. She said they were not trying to interfere with the workings of the Road District.

Supervisor Brickman said it was her understanding that after the last meeting, the time sheets were made available to the trustees for inspection. She said the time sheets are color coded, so you can see what work is being done.

Trustee Reynolds asked if it would be possible to get copies of the time sheets in the meeting packets. Supervisor Brickman explained that there is confidential information on the time sheets, like social security numbers. It would be an administrative issue and time consuming to make the changes necessary to put the forms in the meeting packets. She suggested the trustees come into the township office to review the sheets instead. Trustee Reynolds questioned if it would be as efficient to do it that way. Trustee Appel asked if the board could find out how long it would take Lucinda Fuller to accomplish the job. Supervisor Brickman agreed to have Ms. Fuller prepare such a report.

Trustee Blustein asked Commissioner Amarantos if he has looked into hiring someone to do the Saturday work rather than paying time-and-a-half. Commissioner Amarantos answered that the way it is done is more cost effective. Attorney Patt explained that to hire a Saturday worker, you would have to follow the Prevailing Wage Act. He said the wage is what the state determines it to be, not the market. He said although he does not know if the Act applies to the work being done, if it does apply, that would be the explanation.

Roll Call:

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

Nays: None (0)

Motion carried, 5-0.

Proclamation Regarding the 2010 Census

Supervisor Brickman explained municipal governments are being asked to pass the proclamation and publicize the census with posters, in our newsletter and an insert with pantry distributions. She said the census count directly impacts the dollars that go to local governments, and the population is the basis for the distribution of taxes.

Trustee Appel questioned whether or not it would be appropriate for the board to pass such a resolution, given the board's precedent of not passing a resolution regarding tort reform on the basis of it not relating directly to township duties.

Attorney Patt said this is more a resolution than a proclamation. He recommended that in the paragraph that states "I, Jill Brickman, Supervisor of Northfield Township am committed..." should be changed to "The corporate authorities of Northfield Township are committed..." if this is a declaration by the board. A proclamation is signed by the supervisor with the advice and consent of the board. However, if it is listed as a resolution, the board is resolving to back the census.

Trustee Reynolds moved to approve the Resolution as amended.

Trustee Blustein seconded the motion.

Roll Call:

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

Nays: None (0)

Motion carried, 5-0.

Cook County Commissioner Sublease Amendment

Trustee Appel moved to approve the sublease.

Trustee Blustein seconded the motion.

Supervisor Brickman explained the Cook County Commissioner subleases one room in the back of the township office for use as his field office. Trustee Appel asked if there are any changes to the sublease other than the extension of the time. Supervisor Brickman said no.

Roll Call:

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

Nays: None (0)

Motion carried as amended, 5-0.

Township Committees

Trustee Blustein asked what the timeline is to start committees. Supervisor Brickman answered usually in the fall, but the board can be open to suggestions about structures. In the past the committees included: Finance, Human Resources, Human Services (which covers emergency assistance and general assistance), and Innovation (ideas on services we could provide and different revenue sources). Trustee Blustein asked if there is written information about the purposes of the committees. Supervisor Brickman answered she would get that to the Trustees.

Trustee Reynolds said she would like to be on the Finance Committee, Trustee Blustein said she would like to be on Human Resources, and Trustee Appel said he would like to be on the Innovations Committee. Trustee McCormick said she would like more information about the committees before she decides what she would like to do. Trustee Reynolds added that the board should look into committees on youth, seniors and the disabled.

Human Services Review Commission

Trustee Blustein asked about the structure of the commission and the review process. Supervisor Brickman explained applications go out in September and are due back in October. In November and December, the commission members do their research and send their recommendations to the board. The board evaluates the recommendations in January. Trustee Blustein asked how various groups learn about the opportunity to apply for the money. Supervisor Brickman said the United Way helps to get the word out, and in the social services community, going to government is part of their developmental network. She added any other suggestions would be helpful. Trustee

Reynolds asked how long the term is for the people on the Human Services Review Commission. Supervisor Brickman said there is no written policy, but it has been three years.

The Board discussed the possibility of e-mailing the township newsletter instead of sending out hard copies. They came to the conclusion that eventually it could become electronic, but not now. Challenges include collecting residents' e-mail addresses, people changing their e-mail addresses, and older residents and others who do not use e-mail. The board discussed allowing some people to choose the option of e-mail versus the newsletter in the mail. However, since it is a bulk mailing, and not a mailing list, it would not reduce costs. Trustee McCormick suggested combing the Township newsletter with the Road District newsletter. Supervisor Brickman explained that would not work as only people in the unincorporated areas receive the Road District newsletter. Trustee McCormick said the Village of Northfield has incorporated an electronic newsletter. She said she will look into it to learn how it works.

Legislative Issues

Trustee Reynolds spoke with Bob Porter at TOCC. He told her TOI would like support in its effort to redistribute motor fuel money to all the eligible townships. He said the five townships that currently receive the money are fine with the redistribution. He also said TOI is working on a sewer bill that would allow townships to cut off the water supply when people don't pay their bills. Trustee Brickman explained that although the sewer bill may not be applicable to our township, the motor fuel redistribution is something that has been discussed for many years. Trustee Appel asked for more information about the issue. Trustee Reynolds said she would forward the information.

Trustee Reynolds moved that Northfield Township recommend TOI pursue the redefinition of the distribution of Motor Fuel Tax money. Trustee Blustein seconded the motion.

The motion was unanimously approved on a voice vote.

Community Events

Trustee Reynolds and Trustee Blustein attended the Glenview Farmer's Market and helped Gayle Zalatoris with the pantry event. They handed out flyers for 'Shop and Save' at Sunset Foods.

Trustee Appel mentioned the Corn Roast at the Northfield Farmer's Market. It was a very successful event attended by the entire board.

Trustee McCormick said Nurture is having a fundraiser on October 10 at 6:00 p.m. where you can learn more about the program. They are asking for a \$20 donation.

Trustee McCormick mentioned she went with Trustees Blustein and Reynolds, Clerk Fine and Neil Blustein to volunteer at the Greater Chicago Food Depository. While

there, they got to see how the facility works, and they spent three hours filling one-pound bags of rotini pasta.

Attorney Patt advised the trustees to be careful when doing something together, as they do not want it to appear as if they are violating the Open Meetings Act. He said if the activity is remotely related to township business, make a notice of it. Post the date, time and place where you are going 48 hours in advance. He also said be careful with e-mails, especially if you 'reply all,' as discussions between more than two trustees could be looked at as a violation of the act.

Supervisor Brickman attended the Ladies of Harley event. She said the gathering raised food and money for the pantry.

Trustee Blustein also spoke of the Hunger Project. The group is working to create a data base to deliver food from people who have it to people who need it. Once it is up and running, it will most likely change from Hunger Project Illinois to Hunger Project USA. Supervisor Brickman echoed Trustee Blustein's praise of the Project, which is already helping our pantry.

Matters Presented by the Public

Northfield Township resident, Thomas Norton raised concern about a proposed project at 602 Glenshire. The owners want to develop 6 townhomes on a single-home site. Supervisor Brickman said a hearing will be held at Glenview Village Hall on September 28 at 3:00 p.m. If the village does not approve the project, the deal will be dead.

Old Business

Supervisor Brickman received a phone call from Walter Kazmierczak from TOCC. He said he received an e-mail from Trustee Reynolds inviting him to speak at the board meeting about the benefits of joining TOCC. The Supervisor said that this is something the board discussed putting on the agenda in December due to the January through December membership for TOCC. Trustee Reynolds agreed December would be a good time to review the information.

Trustee Appel confirmed that Mr. Levin is coming to the October meeting.

New Business

The Executive Session on the agenda was cancelled.

Trustee Appel moved to adjourn.

Trustee Blustein seconded the motion.

The motion passed unanimously on a voice vote.

The meeting adjourned at 9:30 PM.

Respectfully Submitted,

Laura Fine, Township Clerk