

Minutes - Board of Town Trustees

STATE OF ILLINOIS, }
WILL County } ss. REGULAR MEETING
Town of New Lenox }

THE BOARD OF TOWN TRUSTEES met at the office of the Town Clerk at 1100 South Cedar Road on March 11, 2010.

PRESENT: William McCollum Supervisor
Annette Boyd Clerk
Mike Hickey Trustee
Martin Boban Trustee
Barbara Kaupas Trustee

ABSENT: Larry Wennlund

The following official business was transacted:

I. CALL TO ORDER

The New Lenox Town Board of Trustees Meeting was called to order on March 11, 2010, at 7:00 p.m by Supervisor McCollum.

II. ROLL CALL

Also present:
Highway Commissioner McPartlin
Township Assessor Hernandez
Marlene Batson, Executive Assistant
Attorney Wennlund

III. APPROVAL OF MINUTES

Motion by Trustee Boban, seconded by Trustee Kaupas, to approve the minutes of the February 11, 2010 Regular Meeting. No further discussion; all in favor; none opposed; motion carried.

IV. SPECIAL GUESTS/ PUBLIC COMMENTS

None

V. BOARD ISSUES – ACTIONS

A. Professional Services Contract for Performing FY 2010 Audit

Motion by Trustee Kaupas, seconded by Trustee Boban, to approve the Professional Services Contract for FY-2010 with Bruns & Bruns . No further discussion; Trustee Hickey, Trustee Boban, Trustee Kaupas, and Supervisor McCollum in favor; none opposed; motion carried.

B. Service Contract for Annual Clean-up Day

Motion by Trustee Boban, seconded by Trustee Hickey, to approve the Service Contract from NuWay Disposal for Annual Clean-up Day. No further discussion; Trustee Hickey, Trustee Boban, Trustee Kaupas, and Supervisor McCollum in favor; none opposed; motion carried.

C. Para-Transit Service Policy

Motion by Trustee Kaupas, seconded by Trustee Boban, to adopt the Para-transit Service Policy as presented. No further discussion; all in favor; none opposed; motion carried.

D. Personnel Policy Amendment

Supervisor McCollum presented the Personnel Policy Amendment reflecting changes in the Township office staff hours to 35 hours as being considered full time for qualifying for full benefits. Motion by Trustee Hickey, seconded by Trustee Boban to accept the Personnel Policy Amendment as presented; all in favor; none opposed; motion carried.

E. Office Hours Extension

Supervisor McCollum presented a proposal for expanding the Township office hours from 3:30 to 4:00pm. Motion by Trustee Hickey, seconded by Trustee Kaupas to approve the proposal for expanded office hours. No further discussion; all in favor; none opposed; motion carried.

VI. REPORT FROM TOWNSHIP OFFICIALS

A. SUPERVISOR

1. FY 2010-2011 Budget Preparation

Supervisor McCollum presented the proposed budget for the board to review prior to plans to pass the budget at the Regular Board meeting in April.

Trustee Hickey inquired as to whether all figures with the Assessor's office were now finalized. Township Assessor Hernandez responded that the discrepancy in the Social Security figures and Medicare figures were corrected.

2. Medical Benefits Program

Supervisor McCollum reported that given there was an anticipated 30-40% increase in insurance premiums, the Township would possibly be implementing an employee contribution of up to 20%. Staff continues to work with our insurance agent to explore insurance program options in order to control costs.

Township Assessor Hernandez noted that she had submitted a budget which was \$175.00 more than last year's budget and had spoken with Trustee Hickey at length, however her budget was reduced by 2.5%. Township Assessor Hernandez explained that she only has 2 highly skilled individuals and was not inclined to ask her employees to pay the 20% given that these individuals could obtain employment elsewhere at a significantly higher salary, but instead choose to work in the Assessor's office because of the work atmosphere and working for her.

Township Assessor Hernandez also pointed out that her budget was also significantly less than other comparably sized offices.

Supervisor McCollum inquired of Attorney Wennlund if there were legal ramifications to this difference in varying employee payroll contributions.

Attorney Wennlund advised the board that the Assessor as well as the Highway Commissioner could set their own policy with regard to employee contributions toward health insurance, as well as their own full time policy rules. The Assessor has her own budgetary line item, however the Township Board does not have the authority to reduce a particular line item in the Assessor's budget, only in the overall gross budget for the Assessor. If the Assessor does not wish to purchase into the Township's benefit plan, she can buy her own policy for her employees, if she has that money in that particular line item.

Township Assessor Hernandez inquired what the ramifications would be if her employees were more than 30 hours per week, but were not at a full 35 hours per

week.

Attorney Wennlund advised that the Township could establish their own policies regarding their own employees. The Township and the Assessor's office can each make decisions with regard to plan participation.

Supervisor McCollum noted that there was an outstanding issue with regard to providing a written policy regarding vacation days and holidays. Assessor Hernandez noted that the Assessor is not obligated by statute to provide a written policy until the office has reached 5 employees. Attorney Wennlund concurred.

Assessor Hernandez also informed the Board that she has, however, provided these figures, in writing, to the accountant each time the figures were requested.

Attorney Wennlund noted that the Township and the Assessor's office simply need to establish if the Assessor's employees are covered by the Township or if the Assessor would be purchasing a separate policy for the 2 employees in that office.

Assessor Hernandez noted that her office doesn't close for lunch, that everyone eats in the office and that all phones are answered during lunches. The office staff opts for this arrangement in order to have a shorter day.

Trustee Hickey said while the Board is aware that they cannot tell either the Highway Commissioner nor the Assessor how to run their office, the Township would receive a more favorable rate if everyone were to participate on the same plan.

Assessor Hernandez pointed out that the Township just moved 2 employees from part time to full time increasing by 100% the number of insured staff the Assessor has, which has only 2 full time insured staff.

Supervisor McCollum noted that the meeting to discuss these insurance program options with the Highway Commissioner and the Assessor was cancelled and would need to be rescheduled in the next couple of weeks.

3. Chamber of Commerce Spring Business Expo

Supervisor McCollum noted the Spring Expo was on March 20th and invited everyone who could attend.

Supervisor McCollum inquired as whether anyone had heard if there would be an honorary road for Mr. Ron Schaper, who had passed away on February 14th. Supervisor McCollum suggested the Township consider a resolution recognizing Mr. Schaper.

B. TRUSTEES

1. Trustee Hickey

Trustee Hickey reported that the State of Illinois adopted new Cemetery Regulations in the wake of the Burr Oak Cemetery problems. One of the requirements being a signed contract for all internments, however, municipal cemeteries are exempt. Trustee Hickey felt the Township should still implement the same policy and require signed contracts as a practical business matter.

2. Trustee Boban

Trustee Boban noted that the board just approved the contract for NuWay to handle the Township's Annual Clean-up day on May 1, 2010, and the Township also has an agreement with the oil recycling vendor which the Township had partnered with before. Trustee Boban also noted the Township would also be offering latex paint recycling for Township residents. As in years past, the Township pickups could be as early as 6:00am so residents should have their curbside loads ready the evening before, although the vendor has been flexible enough in the past to try to make return runs if someone missed the early morning schedule.

Trustee Boban also noted that with the upcoming audit, and in keeping with Trustee Wennlund's focus on being good stewards of the public's money, it would be a good time to review some of the Township's contracts, like the elevator contract and the website contract.

Trustee Boban said a resolution for Coach Ron Schaper would be a great way for the Township to honor him. Trustee Boban noted the Mustang organization has been in the community for years, and Mr. Schaper put a great deal of work into Martino School while never impacting the tax payers of the community.

Attorney Wennlund noted that the children of the community are still able to play football to this day for a nominal amount.

3. Trustee Kaupas

Trustee Kaupas reported the TRIAD will be having a meeting with Frankfort, and would again be featuring the Senior Defense Training classes.

4. Trustee Wennlund

Trustee Wennlund was absent but provided a written report in his absence while requesting that all news articles for the spring newsletter be submitted by March 17th.

C. CLERK

Clerk Boyd reminded everyone the Annual Town Meeting would be on April 13th, at 6:30pm in the Township board room.

Clerk Boyd noted also, as did Trustee Boban, in keeping with Trustee Wennlund's diligent focus on being good stewards of the taxpayers' dollars that now would be an advantageous time to review some of the contracts the Township had with various vendors. Clerk Boyd presented the board with a package highlighting an optional vendor, NJS, Enterprises, for consideration to handle the Township's website hosting. Included in the packet were examples of a web based interface offered by NJS in which each of the various Township entities, including the Trustees, could have their own pages managed and updated in a timely fashion, including images, documents, links, etc. In addition to the ease of use, is also the Township's capability of adding and deleting pages as well as having much more finite control over the Township's content than we currently have. Clerk Boyd pointed out the timeliness the Road District could have being able to post where and when what road work would be taking place as well as posting weight limit changes immediately. All of which could be accomplished from anywhere, without any specialized software needed, as the entire interface was web based.

Clerk Boyd also explained the cost comparisons for the Township's current rate of \$225.00/month versus what larger government offices were paying, \$80.00/month for comparable services and much larger and busier websites.

Clerk Boyd noted the considerable cost savings the Township could realize by changing vendors would mean the entire redesign of the website, and implementation of the new interface would all be paid for within 10 months and thereafter, the Township would save approximately \$1,900.00/year by changing to this new vendor, reducing monthly costs to \$60.00/month yielding a \$165.00/month savings.

Clerk Boyd also reported that included with the \$60.00/month package, NJS, Enterprises offered the Township the ability to generate website statistical reports ourselves, providing information on usage, time frames, popularity of content, etc., something which the Township currently cannot do ourselves.

Clerk Boyd also went on to explain to the board that this vendor handles numerous government websites, and included screen images of the various sites. Clerk Boyd has had extensive experience with this vendor and was able to vouch for the professionalism and capabilities of this vendor. Clerk Boyd highly recommended the Township consider switching to this web hosting company, NJS, Enterprises.

D. HIGHWAY COMMISSIONER

Highway Commissioner McPartlin noted that his budget was currently on display as required and his office was responding directly to the new FOIA requirements as they were received.

E. ASSESSOR

Assessor Hernandez requested it be noted for the record that she had only increased her budget by 1/10th of 1% as per the increase in the CPI, however her \$20,000.00 line item for insurance had been reduced to \$16,000.00.

VII. REPORT FROM ATTORNEY

None.

VIII. APPROVAL OF BILLS

Supervisor McCollum pointed out for the board that the unusual amount reflects the Township paying down the debt on the Harris Installment Contracts. Motion by Trustee Kaupas, seconded by Trustee Hickey, to accept all bills and late bills as presented and approve for payment (\$653,467.72 for the Township General Fund, \$925.00 for General Assistance Home Relief, \$53,709.40 for the Road District General Fund). No further discussion; Trustee Hickey, Trustee Boban, Trustee Kaupas, and Supervisor McCollum in favor; none opposed; motion carried.

IX. OTHER BUSINESS:

None.

X. ADJOURNMENT

Motion by Trustee Hickey, seconded by Trustee Boban, to adjourn the meeting at 8:07 p.m. No further discussion; all in favor; none opposed; motion carried.

Respectively submitted,

Annette Boyd
Township Clerk