



Board of Trustee
Special Meeting Minutes
Held at Winfield Township Office
130 Arbor Ave.
West Chicago, IL 60185
6/22/2017

Meeting called to Order at 7:00PM by Supervisor Smith.

The Clerk called roll call Trustee Voelz, Trustee Halley, Trustee Alekna, Trustee Guglielmi, and Supervisor Smith were all present.

Also present: Township Officials Clerk Nicole Prater and Highway Commissioner John Dusza

Supervisor Smith led the Pledge of Allegiance.

Trustee Guglielmi made a motion to amend the agenda to read Approval of Minutes of Special Board meeting held June 22, 2017 and to omit RESOLUTION 2017-10 – Appointment of Township Enforcement Officer. Second by Trustee Alekna. No Discussion. Motion carried on roll call vote.

Trustee Guglielmi- Aye

Trustee Halley-Aye

Supervisor Smith-Aye

Trustee Alekna- Aye

Trustee Voelz-Aye

Audience Participation -None

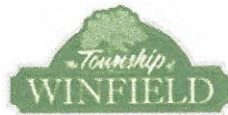
Correspondence- None

Old Business- None

Resolution 2017-6 Purchasing a locking, fireproof file cabinet for clerk's discretion. No vote necessary as Supervisor Smith is complying as requested.

Trustee Voelz asked if the new Trustees have received the Trustee Operation Handbook Manual 2013, or the purple book "Township Officials of Illinois Laws & Duties handbook Revised 2015." Trustee Voelz then reviewed the OP Manual, telling the board its role in various scenarios: the Audit, the Clerks duties, line of authority for the board of trustee. The Clerk interjected, "How do we get the books?" Supervisor Smith stated the purple books you were already given. Clerk Prater, Trustees Halley, Alekna, and Guglielmi all advised they had not received a purple book "Township Officials of Illinois Laws & Duties handbook Revised 2015". Supervisor Smith then gave the purple books to Clerk Prater, Trustee Halley, Trustee Alekna, and Trustee Guglielmi and Trustee Voelz. Supervisor Smith will follow up on the Trustee Operation Handbook Manual 2013 for the Trustees.

Resolution 2017-7 Purchasing and implementing a Central lockbox with all keys to all files and issuing a key to that central lock box to all elected officials. Supervisor Smith advises no one is under the clerk. Trustee Voelz asked if there as anything Clerk Prater has asked for and was told No. Clerk Prater stated "Yes, the keys to the File cabinet." Supervisor Smith advised we are now not locking the file cabinets so



the clerk can have access to them. The only files that will be locked with be the General Assistance files, personnel files/Supervisor files, passport files, and anything that has a SSN.

Trustee Voelz asked about the level of access to file cabinets. Clerk Prater advised if the trustees are considered the internal audit, they need to have access to the bills/invoices/files. That is why the trustee needs access. Supervisor Smith noted the internal audit occurs at the meetings when the Trustees approve the Board Audit. Trustee Guglielmi stated the internal auditing is an independent, objective assurance and consulting activity designed to add value and improve and organizational operations. Internal audit is constantly ongoing.

Resolution 2017-8 Furnishing all Trustees with keys to the Township Office and individual security codes. Supervisor Smith advised she had made keys for all Trustees and directions on how to operate the alarm. Board members will have access to the board room if a room/desk is needed.

Discuss current closed circuit TV setup and possible changes- Trustee Alekna is concerned for the safety of employees. Supervisor Smith will look into this for something that will be able to identify who is in the building.

Resolution 2017-9 Organizational Chart. Organizational charts were given to the Trustees and Clerk by both Supervisor Smith and Highway Commissioner Duza. Assessor Malay will give his when he is back in town. Supervisor Smith will update her chart with last names, job titles, and FT/PT, as per the Trustees request.

On-going Business- None
Department reports- None
Comments from elected officials- None

Trustee Alekna made motion to fall into Closed session: Board Discussion of specific employees. TOWNSHIP EMPLOYEES 60 ILCS 1/ARTICLE 100 . Second by Trustee Guglielmi. No Further Discussion. Motion carried on roll call vote.

Trustee Guglielmi- Aye Trustee Halley-Aye Supervisor Smith-Aye
Trustee Alekna- Aye Trustee Voelz-Aye

Recessed into Closed Session at 7:48PM.
Risen from Closed session at 8:21PM.

The Clerk called roll call. Trustee Alekna, Trustee Voelz, Trustee Guglielmi, Trustee Halley and Supervisor Smith were all present. Also present: Lawyer Richard J. Tarulis and Clerk Nicole Prater

To Take Action, if any, on matters from Closed Session: Trustee Voelz made a motion for the Supervisor to provide at the next board meeting the names of Employees, titles, hours, how long employed, how



much vacation they have, Job description and copy of personnel manual. Seconded by Trustee Halley. No further discussion. Motion carried on roll call vote.

Trustee Alekna- Aye Trustee Halley-Aye Trustee Voelz-Aye
Trustee Guglielmi- Aye Supervisor Smith-Aye

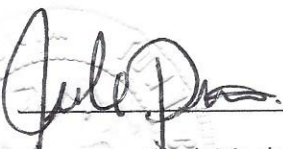
Trustee Halley made a request for Supervisor Smith and Assessor Malay give a running tally of Paid Time Off on a monthly basis for all employees.

Trustee Alekna, Trustee Halley, Trustee Voelz and Trustee Guglielmi addressed Lawyer Richard J. Tarulis about his e-mail sent earlier. Lawyer Richard J. Tarulis apologized for the way the e-mail was interpreted. Trustee Alekna asked Lawyer Tarulis if his was charging the Township for today. His response was "Oh, yeah!" Trustee Alekna asked who invited him to be present. His response was "Dona." Trustee Guglielmi stated he was told by Highway Commissioner Dusza last night that Dusza asked to have the attorney at the meeting. The Trustees asked Supervisor Smith if she asked for the attorney to be there. She said she asked Tarulis if he should be here. Dusza demanded the attorney to be here because the Highway Commissioner is not to sign resolutions ever. Clerk Prater responded that Highway Commissioner Dusza has signed many resolutions throughout his time while holding the position of Highway Commissioner in the Township as our Township Records (Resolution Binder) reflect.


Motion for Adjournment made by Trustee Voelz; Second by Trustee Halley. No discussion. Motion carried on roll call vote.

Trustee Voelz- Aye Trustee Alekna-Aye Trustee Guglielmi –Aye
Trustee Halley-Aye Supervisor Smith-Aye

Meeting Adjourn at 8:38PM



Clerk Nicole Prater



Supervisor Dona Smith