



Board of Trustee  
Regular Meeting Minutes  
Held at Winfield Township Office  
130 Arbor Avenue  
West Chicago, IL 60185  
01/08/2018

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

Clerk Prater called roll call: Trustee Halley, Trustee Alekna Trustee Guglielmi and Supervisor Smith were all present. Trustee Voelz was absent.

Also present: Assessor Mark Malay and Clerk Nicole Prater. Highway Commissioner Dusza was absent.

Others present: Stan Zegel

Supervisor Smith led the Pledge of Allegiance.

Supervisor Smith entertained a motion for approval for the minutes of the Regular Board meeting held December 11, 2017. Motion made by Trustee Guglielmi. Second by Trustee Alekna. No discussion. Motion carried on roll call vote.

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

Audience participation: Stan Zegel asked about the gifts that were bought for the office party. Who received them? Was there anyone who was not an employee that received them? Did any elected officials receive them? And what happen to the extra? Supervisor Smith asked for Mr. Zegel to call her the next day. Mr. Zegel asked in general. Supervisor Smith asked the Board if there were no objections to answer. There were none and Supervisor Smith advised that Assessor Mark Malay and she paid for what the employees received. No public funds were used. Besides that, the USB drives and the extra are here in the office. The USB drives were bought with taxpayers' dollars. Trustee Guglielmi advised it was \$1500. Supervisor Smith stated, I do not believe it is \$1500. Clerk Prater advised it was \$1600. Mr. Zegel asked if any of the items that were paid by taxpayer dollars go to a non-employee or an elected official. Supervisor Smith advised no. Trustee Alekna asked what gifts where you referring to that you and Assessor Malay gave? Supervisor Smith advised, gift cards for our appreciation.

Correspondence: Highway Commissioner Dusza sent out a post card in the mail.

Board Audit Report

Town Fund \$ 84,307.77	General Road Fund \$34,105.62
General Assistance \$11,177.70	Permanent Road Fund \$108,434.22
Equipment & Building Fund \$8,243.00	IMRF Road District Fund \$10,009.78
Social Security Road Fund \$6,180.35	Liability Insurance Fund \$0.00
Total of all funds \$262,458.44	



Motion made by Trustee Guglielmi to approve the Board Audit report. Second by Trustee Halley. Discussion from Trustee Guglielmi asked on page two of the General assistance 200580 office supplies for \$39.99 the name is ZSOU1, what those office supplies were and what is that company? Supervisor Smith stated, it is Source One and did you see the invoice? Trustee Guglielmi advised he could not find the invoice. Neither could Supervisor Smith. She will look into and get back to the Board. Trustee Guglielmi asked how the process has been going with the Office Depot program. Supervisor Smith advised that we really have not ordered anything, but many things have come in cheaper thru other sites. Trustee Guglielmi: The last meeting you mention it is for your department only; the resolution is written as for the entire office. Supervisor Smith advised, I understand that is the way the Resolution was written, but the Board does not have the authority to dictate from where the Assessor's office, General Assistance or the Highway Commissioner order their supplies. The Assessor Mark Malay and Supervisor Smith advised they order office supplies at the cheapest cost to the Township.

Trustee Alekna asked on the Equipment Building fund, page one, carpet for \$2052.00 of the road district. Supervisor Smith advised they got new carpeting in their building. Trustee Halley asked where the carpeting came from. Supervisor Smith did not know and will get back to the Board. Supervisor Smith also advised that both she and Assessor Mark Malay corrected the credit card issue as well. Trustee Guglielmi amended his motion to approve the board audit report minus the office supplies for \$39.99. Trustee Halley amended his second. Supervisor Smith asked to check to see if she could find the invoice and noticed the charge is coded wrong and should be under Highway Commissioner Dusza's fund.

Trustee Guglielmi amended his motion to approve the board audit report once the 200580 office supplies are coded correctly Trustee Halley amended his second.

Motion carried on roll call vote.

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

#### Unfinished Business

Construction of office and door- Supervisor Smith advised that she has a crew that can come in and do it for \$5100 turning the vault room into the office for the Clerk. I am looking to do this without disruption to the office. We need to paint the copy room, move supplies into the copy room, and order another fireproof cabinet for the minute books. The wall and doors at the end of the hallway will allow putting a door up. Clerk Prater asked Assessor Malay if that works for him and his information. Assessor Malay advised all of the records are backed up on the cloud; things will get moved around upstairs and downstairs.

Trustee Alekna asked if Supervisor Smith could show us what she is talking about. Supervisor Smith advised, after the meeting yes. Supervisor Smith advised Kaylor Construction would be doing the work and no permits are needed because it is an existing room. They are willing to do this in spurts and they have a licensed electrician. Trustee Halley stated, as long as it works for the Clerk, I am comfortable. Trustee Guglielmi agreed with Trustee Halley and advised he would be more comfortable if we at least received a total of three bids. Trustee Alekna agreed with Trustee Guglielmi. Supervisor Smith advised the Board it will put it off, but OK.

Security Camera Access- Supervisor Smith spoke with ADS and they advised there are policies in place, so at the time I am no longer Supervisor, they immediately set someone else up. It is up to the Board to make the decision who that person would be.





#### New Business

##### Monthly Financial and Investment Reports- Information only

Supervisor Smith advised she took out Old Business from the agenda moving forward. I put in unfinished business from the month before, then to ongoing business until it is completed.

Resolution 2018-1 Public Comment Guidelines - Supervisor Smith advised changed to 5 Minutes. She will follow the TOI guidelines. Motion made by Trustee Halley. Second by Trustee Alekna. No Discussion. Motion carried on roll call vote.

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

Resolution 2018-2 Telecommunications Supervisor Smith advised whomever is calling in, they need to state: I am calling in for whatever purpose. That way it is part of the record. The other you were questioning, we need to be able to hear both the Board and the caller. Motion Made by Supervisor Smith. Second by Trustee Halley. Discussion Trustee Guglielmi stated, the subjective language that is in there I was hoping to remove it as far as the clean connection being subjective to one person. I am willing to leave it as long as at the end it could state: Take a vote by the Board to stop the call. Clerk Prater advised once the call has been made, we cannot disconnect the phone. The Board member who is placing the call would need to call back. Trustee Halley advised, I do not foresee this happening in the future. Motion carried on roll call vote.

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

Resolution 2018-3 Sexual Harassment Prohibition Policy - Supervisor Smith advised the Board that, at the State of Illinois at the end of November signed in December, all local governments need to pass this by January 14, 2018. It covers elected officials, employees, vendors and clients. Motion made by Trustee Alekna. Second by Trustee Guglielmi. Supervisor Smith advised a copy of this will be given to all employees. She will redo the manual and will reference this policy. It will be available to all who would like to see the policy and will be on the website as well. Motion carried on roll call vote.

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

#### On-going Business

Tax Objections- Supervisor Smith: Lawyer went into court and the Judge has postponed to January 19, 2018. Trustee Guglielmi asked, what room and time? Supervisor Smith advised at 10:30AM in Court Room 2005.

Citizen Corp. (CERT) - Supervisor Smith printed out the Newsletter. We are included in it for our recycling event.

#### Department Reports



Supervisor Smith- March 10, 2018 is Saturday from 11:00AM-2:00PM is our open house at the Road District. Please wear the green shirts with name tags. We will have to redo the boards as well at the Road District. Please let John or I know you will be attending. Next month we will have a resolution for our event and flyers. Our annual town meeting is in April; the agenda will be needed in February.

Assessor Malay- Finished 2017 assessments, moving on the 2018. Hearings went well; we won most of them and are moving right along.

Highway Commissioner Dusza- Absent

Trustee Voelz- Absent

Trustee Halley – Happy New Year! I am happy with the construction that will be happening. Thank you to Supervisor Smith for moving quickly on that.

Trustee Alekna – I agree. I am thrilled about the construction, a fabulous step forward. You wanted to buy another fireproof cabinet was the link Clerk Prater sent you. Did that have cheaper prices? Supervisor Smith advised, no, we did a lot of research on those. Our sites were cheaper.

Trustee Guglielmi - Happy New Year! Thank you for getting a jump on that and I am glad we have a consensus on this. Have a good rest of the month, everyone.

Clerk Prater- Happy New Year! I am excited on completing the annual town meeting agenda.

Supervisor Smith- Happy New Year and stay healthy!

Motion Supervisor Smith motioned to go into Executive Session Semi-Annual review of Executive Session Minutes 5 ILC S 120 2 C 21- Discussion of Minutes of the meetings lawfully closed under this Act, whether for purpose of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. Second by Trustee Halley. Motion carried on roll call vote.

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

Recessed into Executive Session at 7:35PM  
Risen from Executive Session at 7:44PM

Clerk Prater called roll call: Trustee Halley, Trustee Alekna, Trustee Guglielmi and Supervisor Smith were all present. Trustee Voelz was absent.

To take any action, if any, on matters from Executive Session:

Supervisor Smith made a Motion to approve closed session minutes 6/22/2017; 10/16/2017; and 10/25/2017. Second by Trustee Guglielmi. No Discussion. Motion passed.

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



Trustee Halley made a motion to release only Executive Session minutes 6/22/2017 keeping 10/16/2017 and 10/25/2017 closed. Second by trustee Alekna. No discussion motion passed.

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

Clerk Prater stated the Minutes from 10/16/2017 and 10/24/2017 are not approved for release. Therefore, they will be locked in the file cabinet until release is approved. Only Supervisor Smith and myself have a key.

Motion for Adjournment was made by Supervisor Smith. Second by Trustee Guglielmi. Motion carried on voice vote.

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

Meeting Adjourn at 7:48PM

A handwritten signature in black ink, appearing to read "Nicole Prater", written over a horizontal line.

Clerk Nicole Prater

A handwritten signature in black ink, appearing to read "Dona L. Smith", written over a horizontal line.

Supervisor Dona Smith