

**COMMITTEE OF THE WHOLE MEETING
PALATINE TOWNSHIP BOARD OF TRUSTEES
February 12, 2014
7:00 P.M.**

CALL TO ORDER

Supervisor Langlotz-Johnson called the meeting to order at 7:03 p.m. in the Conference Room of the Palatine Township Center.

ROLL CALL

Supervisor Langlotz-Johnson, Trustees Goes, McGrane and Pohlman, and Administrator Pioch were present.

PUBLIC COMMENT

None

BUSINESS

A. MOTION by Trustee Pohlman, second by Trustee McGrane to move item *A – Town Fund & General Assistance 2014-2015 Budgets* to after item *M. Website Committee* in this section.

MOTION CARRIED by voice vote

B. Cemetery Committee

Administrator Pioch informed 2nd Committee Chair Pohlman as an FYI that the GIS file from Eagle Scout Ian Estrada was still pending. The previous item submitted via a disk was not readable by three (3) different people at the Township offices and Road District.

C. Events/Special Projects Committee

Supervisor Langlotz-Johnson advised that she and staff are working on dates to hold a Health Fair as well as a Pet Safety Day.

D. Finance Committee

The Supervisor provided information on the following projects:

One of the Township buses was being taken in for its Preventative Maintenance work and the engine light came on. The light was a result of the Fuel Injection system with an estimated repair cost of between \$4,200 - \$5,000.

There is a leak in the Assessor's office roof that had previously leaked. She asked for the Trustee's consensus to proceed with repairing the roof based on a quote from MetalMasters (company that replaced the roof in the center section of the building last year). The Trustees provided their consent.

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There are two (2) air conditioner units that service Meeting Room 2 and the Food Pantry that the Township had spent money repairing at the end of the warm weather last year just to keep them operating. A proposal was reviewed by the Committee and then asked the Supervisor to provide additional proposals.

The Drainage Project on the East side of the Township building has been through the bidding process. Bids are being reviewed to determine the winning bidder and the project will begin as soon as possible once the weather permits.

E. Health & Safety Committee

Supervisor Langlotz-Johnson reiterated that she and staff are working on dates to hold a Health Fair as well as a Pet Safety Day.

F. Human Needs Committee

Chairman Goes advised that the Committee met twice in January and their final meeting to discuss allocation of funds has been scheduled for this coming Saturday, February 15th.

G. Insurance Committee

The attendees discussed the Health Care Act and questioned what affects the recent announced change for delaying parts of the program for small businesses would hold for the Township.

H. Intergovernmental Relations Committee

Supervisor Langlotz-Johnson reported that the Rolling Meadows City Council voted at their recent meeting against participating in improvements to Meacham Road.

I. Newsletter Committee

Trustee Pohlman reported that the Township's Spring Newsletter is complete and is expected to arrive in homes/businesses in early March.

J. Policy Committee

Trustee Goes reported that the Committee recently met and will have four (4) changes in the upcoming February 24th Board Packet. A couple of these items include Concealed Carry Gun Law and Medical Marijuana.

K. Public Relations Committee

No Discussion

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L. Transportation Committee

No Discussion

M. Website Committee

Trustee McGrane reported that he had met with Road District Superintendent Roland Sachs to discuss the changes and migration of the Road District web site information to the Township's Road District page of the web site. Superintendent Sachs will make the changes and then the committee will review the subject matter.

N. Town Fund & General Assistance 2014-2015 Budgets (Refer to point "A" above.)

Supervisor Langlotz-Johnson advised the Committee that she would like to go through each of the budgets (Town Fund and General Assistance) by section and point out major changes to various line items. During the review the Members can ask questions, if not answered in the review process. The highlights of the discussion included the following:

Note "Capital Items to be Funded from 2014-2015 Budget" page and the details for each. Other items for consideration and being added to the Capital Equipment Replacement Worksheet were New Windows, Building Tuck Pointing, Scupper Heaters and Auto Door Openers for the remaining two (2) Township entrances.

Town Fund Budget

Line 1340 Service Fee – Increase by \$6,000 due to \$0.50 increase in bus fare beginning March 1, 2014.

Line 1527 Annual Capital Equipment Replacement – Zero out. Budget cannot afford to fund this line item in this budget cycle.

Line 1476 Community Events – Increase from \$3,000 to \$5,000.

Line 1538 Programs – Decrease from \$3,000 to \$0.0.

Line 1604 Vehicle Insurance – Increase from \$1,100 to \$1,500.

General Assistance Budget

Note that the Projected Income and Projected Expense totals are equal at \$499,078.

Home Relief (Straight)

Line 3905 Telephone – Increase to \$25/month.

Line 3908 Rental – Increase to \$225/month

Line 3912 Food – Change to \$25/week (\$125/month) and begin issuing Aldi Gift Cards – Reduce budget amount to \$19,000

Line 3914 Personal Essentials – Change to \$25/month and Increase budget amount to \$6,000.

Much discussion took place about where the revenue was going to come from regarding the funding of line item 1525 – Building and Permanent Improvements – Capital. It was decided that the \$80,000 designated for this line item would be derived from the Capital Equipment Replacement Account that currently maintains a balance of approximately

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\$120,000 on the Balance Sheet. The \$80,000 will not be shown as a Receipt item in the Income section of the budget. If all budgeted income is realized and all expense line items are spent the ending Actual figures on the monthly Financial Statements will show a deficit of \$80,000 at year-end.

The Committee Members discussed Personnel salaries to conclude the Budget discussion. Employee ratings, increase parameters and estimated costs were discussed.

ANNOUNCEMENTS

No Discussion

ADJOURN (TO EXECUTIVE SESSION)

MOTION by Trustee McGrane, second by Trustee Pohlman to adjourn the meeting at 10:09 p.m. to Executive Session to discuss personnel and salaries pursuant to Section 2(c)(2) of the Open Meetings Act.

ROLL CALL:

Ayes: Goes, McGrane, Pohlman and Langlotz-Johnson

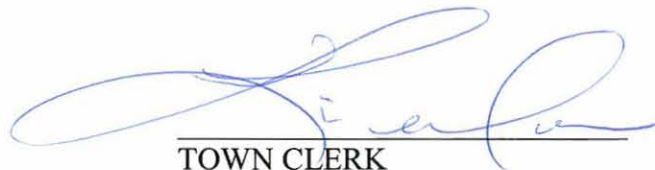
Nays: None

MOTION CARRIED

**Please note that Administrator Pioch served as Deputy Clerk for this Committee of the Whole meeting and drafted the original set. This finalized set includes revisions made by Clerk Moran.*

***Please note there was no Executive Session listed on this evening's Agenda, which is noted here for transparency. A separate set of Executive Session Minutes have been drafted from the audio of that Executive Session Meeting.*

Respectfully submitted,


TOWN CLERK