

MINUTES OF DOWNERS GROVE TOWNSHIP  
BOARD MEETING  
January 19, 2017

A meeting of the Town Board of Downers Grove Township was held January 20, 2016 at the Downers Grove Township, 4340 Prince Street, Downers Grove, Illinois.

1. *Call to Order:* Supervisor Thoman called the meeting to order at 7:30 p.m., and everyone present stood and recited the Pledge of Allegiance.
2. *Roll Call and Establishment of Quorum:* Clerk Hois called the roll. Board members in attendance were Trustee Abbate, Trustee Boltz, Trustee Cuthbert, Trustee Grimsby, and Supervisor Thoman, establishing that a quorum was present. Attorney Alongi was present.
3. *Public Comment:* Supervisor Thoman invited attendees to make public comment. There was no response; he said there would be more opportunities to make comments later in the meeting.
4. *MINUTES OF Board Meeting from December 13, 2016, Motion to accept the minutes as presented:* Trustee Abbate made a motion to approve the December 13, 2016 Minutes as presented, seconded by Trustee Grimsby, four members of the Board voted aye, Trustee Cuthbert voted nay, and the motion carried.
5. *TRUSTEE AUDIT and Approval of Bills and Claims, Motion to approve Bills and Claims as presented:*

General Town Fund	12/15	\$ 4,297.09
General Town Fund	01/01 to 01/19	\$ 28,637.64
General Road Fund	01/18	\$ 99,407.11
General Assistance	12/01to 12/31	\$ 3,319.76

Trustee Abbate made a motion to approve bills and claims as presented, seconded by Trustee Cuthbert, all voted aye, and the motion carried.

6. *RES 2017 -0119-1 – A Motion to approve a Resolution appointing Supervisor Thoman as IMRF Authorized Agent:* Trustee Abbate made a motion to approve the IMRF Resolution Form 2.20 appointing Supervisor Thoman as IMRF Authorized Agent, seconded by Trustee Cuthbert, all voted aye, motion carried.
7. *RES 2017 2017 -0119-2 – A Motion to approve the IMRF Resolution for Participation by elected Officials in the Illinois Municipal Retirement Fund, directing IMRF Form 6.64 to be filled out for the Supervisor, Assessor, and Highway Commissioner and Certified by the Clerk, and forwarded to IMRF:* Trustee Abbate

made a motion to table this agenda item until next month to obtain further information, seconded by Trustee Cuthbert. All voted aye, the motion carried.

8. *MOT 2017-0119 Motion to approve the 2017 Downers Grove Township Employee Policy Handbook as presented:* Work on corrections and updates to the Employee Policy Handbook is underway. A log of changes will be added as an appendix, names will be removed and replaced by job title. Trustee Abbate made a motion to table this agenda item until the February 16, 2017 Board meeting, seconded by Trustee Cuthbert, all voted aye and the motion carried.
9. *PRESENTATION by Theodore Darden, Professor Criminal Justice College of DuPage on topic of Security for Township Offices:* Supervisor Thoman asked Theo Darden to recognize the security report is confidential in nature. Theo Darden said the Township asked him in June, 2016 to develop an emergency action plan, as required by OSHA. The Township conducted a security survey to assess the entire building, not just brick and mortar but also access control, utilities, fire extinguishers, telephone and internet systems. Theo's report contains recommendations for the Board to consider. He suggested taking care of inexpensive items such as purchasing a second A.E.D. to have a backup. Supervisor Thoman invited comments and thanked Theodore Darden.
10. *Workshop: how Regular Township Board Meetings shall be organized and run, to include discussion of physical layout of room, seating arrangements, allowance for public comment on active agenda items, advance preparation, meeting handouts for Board members and for the public, Roberts Rules of Order:* Supervisor Thoman said the special meeting for this workshop on January 7, 2017 was cancelled when former Township Trustee William Swanston passed away, funeral services were held at that time. Supervisor Thoman's "cliffnotes version" is as follows:
  - a. The Trustees are the legislative arm of the Township, setting policy for the Supervisor to administer,
  - b. At Township meetings courtesy will be extended to guests and to each other,
  - c. All comments will be directed to the Chair (Supervisor Thoman) only, the Trustees may then make comments to the Chair,
  - d. Voice votes will be utilized for most matters to be decided upon, roll call vote for items that involve dollar amounts,
  - e. The room layout has been changed, provides an extra row of desks for guests who wish to take notes or place or distribute printed information,
  - f. In the past, public comments have been limited to the beginning of the meeting, the Supervisor will try to open up opportunities for attendees to comment during the meeting.

Trustee Cuthbert said he likes the new agenda format and room layout.

11. *Discussion – Preliminary Budget for the Township and Proposed Budget and Appropriation Ordinance for the Township Road District for Fiscal Year – March 1, 2017 through February 28, 2018:* Supervisor Thoman opened the discussion:
  - a. Trustee approval is needed for security improvements, including a point of egress for fish pantry workers,
  - b. Ed Kalina, P.E. will provide a range of security improvement cost estimates for the Board’s consideration,
  - c. Trustee Grimsby said she likes the notes on the budget,
  - d. Trustee Cuthbert suggested reviewing the budget page by page,
  - e. Trustee Boltz asked for a 10 month actual update,
  - f. Trustees will submit individual questions to Supervisor Thoman, who will respond regarding tentative Township and Road District budgets.
  - g. Public comment: Karol Sole asked if the security report recommends an AED and first aid kit for basement in Township building.
12. *Supervisor’s Report:* Supervisor Thoman said he gave his report, agenda item 10.
13. *Old Business:* Trustee Cuthbert said the minutes of November 17, 2016 do not reflect the intent and will of the Board. He instructed Supervisor Thoman to take any and all efforts required to remove the Clerk’s comments from the minutes.
14. *New Business:* Trustee Boltz asked for a moment of silence in recognition of William Swanston’s extraordinary service to the Township for 34 years. A moment of silence for Bill Swanston followed. Trustee Cuthbert asked if there is something we can do to keep his memory alive in the Township building. Supervisor Thoman suggested bringing that idea back in February.
15. *Trustee Reports:* NONE.
16. *Executive Session – Motion to adjourn to Executive Session Approve pursuant to the requirements of the Illinois Open Meetings Act under exemptions 5 ILCS 120/2(c)(1) and (21).* Trustee Abbate made a motion to adjourn to Executive Session pursuant to statutes cited, seconded by Trustee Cuthbert, all voted aye in favor of moving into closed session.
17. *Approval of the Board’s determinations in Executive Session:* Trustee Abbate made a motion to reconvene into open session, which motion was seconded by Trustee Cuthbert, all voted aye and open session resumed at 8:55 p.m. Next Trustee Abbate made a motion to keep confidential the closed executive session minutes from January 16, 2016, motion seconded by Trustee Cuthbert, and all voted aye.
18. *Executive Session:* NONE.

19. *Motion to Adjourn:* There being no further business, Trustee Abbate made a motion to adjourn the meeting, seconded by Trustee Cuthbert, all voted aye. The meeting was adjourned at 8:56 p.m.

Respectfully submitted,

Laura Hois  
Town Clerk

*The next regular Downers Grove Township Board Meeting will be Thursday, February 16, 2017, 7:30 p.m. at Township Offices, 4340 Prince Street, Downers Grove, IL 60515.*