

NEW TRIER TOWNSHIP

Cook County

739 Elm Street
Winnetka, IL 60093
ncapretta@newtriertownship.com

Board Minutes of New Trier Township Board Meeting

Tuesday, March 8, 2022

The March meeting of the Board of Trustees took place in person at the township office. The public could participate by attending in-person. Recordings of the full meeting are available on the township's YouTube Channel, NewTrierTwp.

PRESENT: Gail Schnitzer Eisenberg, Supervisor
Nicole Capretta, Clerk
Kate Casale MacNally, Trustee
Stefan Mozer, Trustee
Elliott Robbins, Trustee
Danielle Ruben, Trustee
Jan Churchwell, Assessor

ALSO PRESENT:

Julie Koenigsberger, Communications & Social Services Support
Diane Tye, Director of Administration & Finance

James Howard, Governmental Accounting, Inc. (via zoom)
Katherine Sawyer, Oakton Community College

CALL TO ORDER / ROLL CALL: Following a roll call of attendees, Clerk Capretta announced that a quorum for conducting official business had been established. Supervisor Schnitzer Eisenberg called the Meeting to order at 7:30 p.m. and then led in the reciting of the *Pledge of Allegiance to the Flag of the United States of America*.

PUBLIC COMMENTS:

None.

SUPERVISOR'S REPORT:

Supervisor Schnitzer Eisenberg reported the below items:

- She participated in the second meeting of intergovernmental committee for Wilmette with the focus on sustainability issues and assessment of interest in a shared sustainability coordinator between the various municipal entities. She stated that she didn't know where the township will end up on this, but that's what they are investigating. None of the entities have need for a full-time person. She did contact the other townships as it

would be a new concept for the township to be involved. But, given the broad statutory authority on environmental concerns, she feels that the township could participate if the board is interested.

- She also participated in the TOI program. TOI has been doing once-a-month question and answer period. They are helpful to get questions answered. The program is open to all the board.

CLERK'S REPORT: Nicole Capretta

A. Approval of Annual Town Meeting Agenda

The clerk provided a very brief report and answered questions about the upcoming Annual Town Meeting.

- See, Attachment 1, Agenda Annual Town Meeting.

Trustee Casale MacNally moved, and Trustee Ruben seconded a motion to approve the agenda for the Annual Town Meeting, approved on a unanimous voice vote.

B. Approval of Minutes

Trustee Ruben moved, and Trustee Mozer seconded a motion to approve the minutes from January 11, 2022 with the edit of deleting the first paragraph under "New Business" on page 4 and editing KCM to Trustee Casale MacNally on the last page; approved on a unanimous voice vote.

Trustee Ruben moved, and Trustee Mozer seconded a motion to approve the minutes from February 8, 2022 with the minor edit of "Appealed to the Board of Review;" approved on a unanimous voice vote.

Trustee Ruben moved, and Trustee Mozer seconded a motion to approve the minutes from February 22, 2022; approved on a unanimous voice vote.

ASSESSOR'S REPORT: Jan Churchwell (7:43 p.m.)

Assessor Churchwell updated the board on the status of notices that the County Assessor will mail later this week to all property owners regarding Exemption carry-overs for 2021 and informed the board that 2021 Exemption forms are fully available on the county website.

NEW COMMITTEE MEMBERS

Review

The board packet included two applications for committee membership including Belle Lerner, Agency Oversight Advisory Committee, and Carolyn "Lyn" King, Mental Health Advisory Committee.

Approval

Trustee Robbins moved, and Trustee Casale MacNally seconded a motion to approve both candidates pending the signature/affirmation of the application by Ms. Lerner, approved unanimously with a voice vote.

TRUSTEE LIASON REPORTS

Trustee Casale MacNally – Mental Health

Trustee Kate Casale MacNally provided a brief report to the Board.

Trustee Ruben - Agency Oversight (7:48)

Trustee Ruben provided a report to the Board including feedback from the committee regarding the board not following their recommendations. As part of her report, Trustee Ruben acknowledged their disappointment and appreciation of their hard work. She then provided detailed comments to the board.

Trustee Mozer - Money Follows the Person (7:53)

Trustee Mozer reported to the board on the committee's recent activities. He mentioned to the board that it also came up that the board didn't follow their recommendations.

STAFF REPORTS

Community Services Administrator – Brian Leverenz

- Supervisor Schnitzer Eisenberg acknowledged the staff report of Mr. Leverenz. See, Attachment 2.

Social Services Administrator – Jeanne Rosser

- Supervisor Schnitzer Eisenberg acknowledged the staff report of Ms. Rosser. See, Attachment 3.

Communications and Support Services Associate – Julie Koenigsberger

- Supervisor Schnitzer Eisenberg acknowledged the report of Ms. Koenigsberger. See, Attachment 4.

NEW BUSINESS

A. Reorganization (7:59 p.m.)

Supervisor Schnitzer Eisenberg brought the board's attention to a document in the board packet, a list of the proposed New Trier positions going forward. See, Attachment 5, New Trier Positions 2022.

Supervisor Schnitzer Eisenberg told the board that she had created the document as a jumping off point. She announced that she'd like to seek approval to enter into third-party contracts for HR and accounting to start the reorganization to better streamline the services. See also, Attachment 6, Governmental Accounting, Inc.

Discussion ensued for a lengthy amount of time and included James Howard from Governmental Accounting, Inc., present via zoom, who provided answers to the trustees' questions.

Trustee Casale MacNally moved, and Trustee Mozer seconded a motion to table any further discussions until later in the agenda.

B. Oakton Scholarship (8:13 pm.)

See, Attachment 7, New Trier Resolution No. 2022-x, A Resolution Approving an Agreement for the Provision of Services Between New Trier Township and Oakton Community College Educational Foundation.

Supervisor Schnitzer Eisenberg reminded the board and informed the new board members about previous discussions concerning the township sponsoring a scholarship including past concerns about intergovernmental transfers. She referred to Northfield Township's resolution which clarifies that it is not an intergovernmental exchange, but a nonprofit fund and apologized for any typos in the draft resolution.

She then introduced the guest, Katherine Sawyer, CFRE, Associate Vice President for Marketing and Communication, Chief Advancement Officer, Oakton Community College

Supervisor Schnitzer Eisenberg presented two possible options: 1) endowment with one funding to be considered a special project that helps students in perpetuity; or 2) current use with an annual spend down of the funds. Ms. Sawyer informed the board that there is a third option by combining the two.

Discussion ensued.

Trustee Casale MacNally moved, and Trustee Ruben seconded a motion to fund the scholarship with \$7500 each for two years.

Discussion.

Trustee Robbins moved for an amendment, and Trustee Ruben seconded the amendment to fund the scholarship with \$20,000 with the criteria that the applicant be a resident of the township in financial need with a minimum 2.75 GPA; approved on a roll call vote.

C. Mask Requirement in Town Hall (8:51 p.m.)

Supervisor Schnitzer Eisenberg asked for a board vote on a continued mask requirement in the township offices notifying the board that both staff and volunteers would like for mask wearing to continue in communal spaces.

Trustee Robbins moved, and Trustee Casale MacNally seconded a motion to continue a mask requirement in the town hall common areas and for all public meetings until further notice; approved on a unanimous voice vote.

CONTINUING BUSINESS (8:55 p.m.)

A. BMO Harris Authorization Resolution

Ms. Tye reviewed the contract included in the board packet. Board members still questioned the numbering of the document. Trustee Casale MacNally moved to table the authorization resolution and approved unanimously on a voice vote.

APPROVAL OF CLAIMS (8:57 p.m.)

Trustee Mozer moved, and Trustee Casale MacNally seconded a motion to approve Payroll dated February 2022, including Checks #7975 - #7999 in the amount of \$28,163.54; approved unanimously on a roll call vote.

Trustee Mozer moved, and Trustee Casale MacNally seconded a motion to approve Town Fund dated February 1 to February 28, 2022, including Checks #1229 - #1302 in the amount of \$575,737.56; approved unanimously on a roll call vote.

Motion to Enter a Closed Session (8:59 p.m.)

Trustee Casale MacNally moved, and Trustee Ruben seconded a motion for the board to move into a closed session to discuss personnel issues pursuant to 5 ILCS 120/2(c)(1).

Discussion ensued. Trustee Casale MacNally rescinded her motion.

Trustee Ruben moved, and Trustee Mozer seconded a motion to table reorganization; carries with approval 4 to 1 (4 ayes, 1 nay with Supervisor Schnitzer Eisenberg).

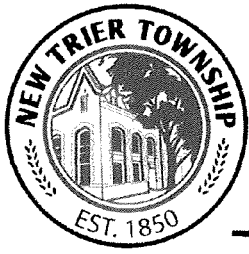
Trustee Casale MacNally moved, and Trustee Robbins seconded a motion to move to closed session pursuant to 5 ILCS 120/2(c)(1); approved on a unanimous voice vote.

[closed session held after a short break]

Trustee Robbins moved, and Trustee Mozer seconded a motion to return to the public meeting; approved on a unanimous voice vote.

MOTION TO ADJOURN: Trustee Robbins moved, and Trustee Robbins seconded a motion to adjourn the meeting; approved on a unanimous voice vote.

Meeting was adjourned at 10:05 p.m.



NEW TRIER TOWNSHIP

Cook County

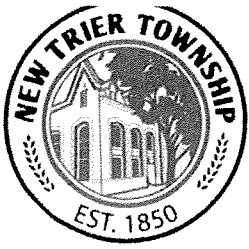
739 Elm Street
Winnetka, IL 60093

Nicole Capretta, Clerk
ncapretta@newtriertownship.com

Attachments

Minutes of New Trier Township Board Meeting
Tuesday, March 8, 2022

1. Agenda Annual Town Meeting
2. Staff Report of Community Services Administrator – Brian Leverenz
3. Staff Report of Social Services Administrator – Jeanne Rosser
4. Staff Report of Communications and Outreach Associate - Julie Koenigsberger
5. New Trier Positions 2022
6. Governmental Accounting, Inc.
7. New Trier Resolution No. 2022-x, A Resolution Approving an Agreement for the Provision of Services Between New Trier Township and Oakton Community College Educational Foundation



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Annual Town Meeting – 173rd

Woman's Club of Wilmette,

Tuesday, April 12, 2022

Check-In Begins at 7:00 p.m.

Program Begins at 7:30 p.m.

AGENDA

Meeting Called to Order (Clerk)

Pledge of Allegiance

Approval of Agenda (Clerk)

Election of Moderator (Clerk)

Adoption of Rules and Procedures (Moderator)

Acceptance of 2021 Annual Town Meeting Minutes

Reports from Township Elected Officials

2021/22 Financial Report (Supervisor)

Public Comments & Questions

Resolution to Set Time & Date for the April 2022 Meeting (Moderator)

Speaker TBD

Celebrate Community Service Award Winners

Adjournment (Moderator)

TO: NEW TRIER TOWNSHIP BOARD
FROM: BRIAN LEVERENZ, COMMUNITY SERVICES ADMINISTRATOR
DATE: MARCH 1, 2022
RE: ADMINISTRATOR REPORT

The committees are reviewing the funding letters and once complete they will be forwarded on to Supervisor Eisenberg for final review. We added some strong language to the letters to the youth centers. There was a lot of discussion about the board changing the funding recommendations for the Winnetka Youth Organization and the Warming House. Some members may come to the board meeting to discuss it. Committees will now focus on their liaison responsibilities and committee recruitment. The new funding priorities take effect for next year's process and will be part of the funding letters. We are losing 5 committee members to term limits, though several are moving to other committees. Members whose terms are up are:

Ed Olinger- TCMH – moving to Oversight in April

Paul Lively -Oversight - moving to MFP in April

Pat Balsamo – Oversight – retiring

Deb Hahamy – Oversight – retiring

Ellen Van Vechten – Oversight – retiring

They will be honored at the Annual Town Meeting. Paul and Ed are former committee chairs. I have nominated John Thomas for the George Noyes Award.

We also have two new members. Their applications are attached. Belle Lerner was assigned to Agency Oversight and Lyn King was assigned to Mental Health.

Food Pantry

Donations have definitely slowed down, as they usually do after the first of the year. We did a food drive outside of Grand Foods in February, the first winter one we ever did, thanks to some scouts and kids from the Glencoe Jr. High Project. Grand Foods is now owned by Sunset Foods, though they indicate they will not change the name. However, the new owners are not as inclined to give us discounts, though seem to have no problem with food drives in front of the store. The pantry is in reasonably good shape and there are a lot of financial donations in the fund. We continue to prepack bags and produce for pantry clients and the arrangement works well.

Peer Jury

It continues to be slow in Peer Jury. We had two new cases at the January 19th Peer Jury, but none since. We did not meet in February.

Governmental Accounting, Inc.

Accounting Services & Applications

Schedule A Responsibilities:

Cash Management

1. Monitor All Account Balances and Investments (Weekly)
2. Reconcile Bank Accounts (Monthly)
3. Facilitate Internal Account Transfers (As Needed)

Accounts Payable

- a) Process, Record and Review Approved Invoices (Weekly)
- b) Process Board Audit Report (Monthly)
- c) Provide Account Allocation Oversight and Budget Review (Weekly)
- d) Insurance Reporting (Semiannual)

Payroll (*Services Provided by Howard Simon)

1. Integrate with QuickBooks and Timekeeping Software
2. Review of New Hire Set-Up (As Needed)
3. Review of Step and Pct. Increases (As Needed)
4. Review Retroactive Increases for New Union Contracts (As Needed)
5. (Monthly)
6. Review of Insurance Withholding Changes (As Needed)

General Ledger

1. Compile Monthly Financial Statements (Financial Report including Monthly Revenue, Expenditure and Fund Balance Review, Detailed Revenue Report, Dept. Summary Expense & Wage Reports, etc.) (Monthly)
2. Review of Historical Trend Analysis and Prior Year with Finance Team (Monthly)
3. Review of Budget v. Actual and Fund Balance with Finance Team (Monthly)
4. Review Performance Scorecard and Account Analysis with Finance Team (As Needed)
5. Prepare Monthly Board Financial Presentation (Monthly)
6. Unique Report Creation (As Needed)

Capital Projects & Debt Service

1. Maintain Fixed Assets
2. Work to Co-ordinate Debt/Lease Options (As Needed)
3. Compute Debt/Lease Service Schedules and Capital Projects Assessment (As Needed)
4. Present Proposed Debt/Lease Service and Capital Projects to the Board (Yearly)

Budgets

1. Work to Create Budget Timeline (1 Week)
2. Create and Review Individual Budget Submissions (6-8 Weeks)
3. Compile Budget Worksheets and Review with Budget Team (4 Weeks)
4. Compile Detailed Budget (3 Weeks)
5. Compile Summary, Payroll and Property Tax Budgets (3 Weeks)
6. Compile Trustee Budget Documents (1 Week)
7. Present Proposed Budget to the Board (Yearly)
8. Work with Counsel to Prepare Budget Ordinance (Yearly)
9. Chart of Account Maintenance for Account Changes (Yearly)

Governmental Accounting, Inc.

Accounting Services & Applications

Levy

1. Compute Tax Levy Figures (Yearly)
2. Present Proposed Tax Levy to the Board (Yearly)
3. Work with Counsel to Prepare Tax Levy Determination Resolution (Yearly)
4. Work with Counsel to Prepare Tax Levy Ordinance (Yearly)

Audit

1. Work with Auditors (Yearly)
2. Review and Enter All Audit Adjustments (Yearly)
3. Reconcile Audit with Books (Yearly)

Future Projects

1. Website Update for Financial Information
2. GFOA Financial Reporting Award (MD&A, Transmittal and Stat Sections)

Additional Responsibilities

1. Attend Board Meetings By Request
2. Review and Develop Internal Financial and Business Policies
3. Trustee Requests
4. Referendum
5. Overall E-commerce Upgrades
6. Disconnection / Annexation Review
7. Tax Rate Comparison
8. Compliance Reviews for Insurance, Pension, etc.
9. CPI Review

Governmental Accounting, Inc.

Accounting Services & Applications

Schedule B

FIRE DISTRICT REFERNECES:

Addison Fire Protection District (630-628-3100) *GFOA AWARD

Addison, IL

Board President: Michael Super

Fire Chief: Scott Walker

Algonquin Lake in the Hills Fire Protection District (847-658-8233) *GFOA AWARD

Lake in the Hills, IL

Board President: Rick Naatz

Fire Chief: Mike Kern

Bartlett Fire Protection District (630-837-3701) *GFOA AWARD

Bartlett, IL

Board President: Jim McCarthy

Fire Chief: William Gabrenya

Bloomingtondale Fire Protection District (630-924-5859) *GFOA AWARD

Bloomingtondale, IL

Board President: Timothy Deutschle

Fire Chief: Matthew Beyer

Carol Stream Fire Protection District (630-668-4836) *GFOA AWARD

Carol Stream, IL

Board President: William Natick

Fire Chief: Robert Schultz

Fox River and Countryside Fire Protection District (630-584-3473) *GFOA AWARD

St. Charles, IL

Board President: Kristin LeBlanc

Fire Chief: Bert Lancaster

Lisle Woodridge Fire Protection District (630-353-3000) *GFOA & PAFR AWARD

Lisle, IL

Board President: Brent Frank

Fire Chief: Keith Krestan

Plainfield Fire Protection District (815-436-5335) *GFOA AWARD

Plainfield, IL

Board President: William Barnes

Fire Chief: Jon Stratton

West Chicago Fire Protection District (630-231-2123) *GFOA AWARD

West Chicago, IL

Board President: Charles Bratcher

Fire Chief: Pat Tanner

Frankfort Fire Protection District (815-469-1700) *GFOA AWARD

Frankfort, IL

Board President: Robert Jacobs

Fire Chief: Sean Fierce

2004 Camphill Circle

Inverness, IL 60067

847-991-3909 Fax 847-991-3138

Governmental Accounting, Inc.

Accounting Services & Applications

Palos Fire Protection District
Palos Hills, IL
Board President: Kevin McCurrie
Fire Chief: Chris Courtney

Pingree Grove Fire Protection District
Pingree Grove, IL
Board President: Robert Seyl
Fire Chief: Kieran Stout

Homer Township Fire Protection District
Lockport, IL
Board President: Kevin Doyle
Fire Chief: Chris Locacius

Glenside Fire Protection District
Glen Ellyn, IL
Board President: Nicholas Kosiara
Fire Chief: Rich Cassidy

Lincolnshire-Riverwoods Fire Protection District
Lincolnshire, IL
Board President: Barbara LaPiana
Fire Chief: Tom Krueger

Woodstock Fire Protection District
Woodstock, IL
Board President: Robert A. Kristensen
Fire Chief: Michael Hill

New Lenox Fire Protection District
New Lenox, IL
Board President: Skip Minger
Fire Chief: Adam Riegel

North Palos Fire Protection District
North Palos, IL
Board President: Marguerite Hodek
Fire Chief: Paul Mackin

Bristol Kendall Fire Protection District
Yorkville, IL
Board President: David Stewart
Fire Chief: James Bateman

Mokena Fire Protection District
Mokena, IL
Board President: William Haas
Fire Chief: Joseph Cirelli

Manhattan Fire Protection District
Manhattan, IL
Board President: William Moncrief
Fire Chief: Steve Malone

2004 Camphill Circle
Inverness, IL 60067
847-991-3909 Fax 847-991-3138

Governmental Accounting, Inc.

Accounting Services & Applications

Schedule B
CHARITABLE/NON-PROFIT REFERNECES:

- Hanover Township Foundation, Bartlett, IL
- Schaumburg Township Foundation, Schaumburg, IL
- Mount Prospect Park District Foundation, Mount Prospect, IL
- Des Plaines Valley MABAS Division 15, Plainfield, IL
- Illinois Fire Chiefs Association and Foundation, Mundelein, IL

PARK DISTRICTS/TOWNSHIPS

- Hanover Township, Supervisor – Brian P. McGuire *GFOA AWARD
- Schaumburg Township, Supervisor – Timothy Heneghan *GFOA AWARD
- Oak Park Township, Supervisor – Gavin Morgan *GFOA AWARD
- Mount Prospect Park District, Executive Director – Jim Jarog *GFOA AWARD
- Barrington Park District, Executive Director – Terry Jennings *GFOA AWARD
- Clarendon Hills Park District, Executive Director – Don Scheltens *GFOA AWARD
- Hazel Crest Park District, Executive Director – Joseph Bertrand *GFOA AWARD
- Chicago Ridge Park District, Executive Director – Kevin King
- Hanover Park Park District, Executive Director – Jeff Acks
- Country Club Hills Park District, President – Appreal Williamson
- Markham Park District, Executive Director – Quintina Brown
- Worth Park District, Executive Director – Bob O'Shaunessy

LIBRARY DISTRICTS

- West Chicago Library District, Executive Director - Benjamin R. Weseloh
- Bartlett Library District, Executive Director – Karolyn Nance
- McHenry Public Library District, Executive Director – Lesley Jakacki

2004 Camphill Circle
Inverness, IL 60067
847-991-3909 Fax 847-991-3138

NEW TRIER TOWNSHIP
RESOLUTION NO. 2022 -

A RESOLUTION APPROVING
AN AGREEMENT FOR THE PROVISION OF SERVICES BETWEEN NEW TRIER
TOWNSHIP AND OAKTON COMMUNITY COLLEGE
EDUCATIONAL FOUNDATION

WHEREAS, New Trier Township, Cook County, State of Illinois (the “Township”) is a duly organized and existing township and a unit of local government organized under the laws of the State of Illinois and is operating under the provisions of the Illinois Township Code, 60 ILCS 1/1-1, *et. seq.*, and all laws amendatory thereto; and

WHEREAS, Sections 85-10 and 85-13 of the Township Code authorizes the Township Board to enter into contractual agreements with established not-for-profit agencies to provide to such agencies funds for ordinary and necessary maintenance and operating expenses in order to, *inter alia*, to provide social services to the poor and aged, Township youth, and other Township residents in need of such services, and to provide the social and economic needs of the Township, including for the development and retention of business, industrial, manufacturing, and tourist facilities within the Township; and

WHEREAS, Oakton Community College Educational Foundation (“Oakton Foundation”) is an Illinois not-for-profit corporation established to, among other things, manage scholarships and offer financial support to students within a variety of categories to ensure Oakton Community College remains an affordable, accessible educational option; and

WHEREAS, the Illinois Township Code authorizes the Township Board of Trustees to enter into contractual agreements with established organizations such as the Oaktown Foundation, whether public or private, which provide services to the general area of the Township; and

WHEREAS, the Supervisor has caused to be drafted for and on behalf of the Township, an Agreement for the Provision of Services between New Trier Township and Oakton Community College Educational Foundation, ~~which is attached hereto and incorporated in this Resolution as Exhibit 1.~~

NOW, THEREFORE, BE IT RESOLVED by the Supervisor and Board of Trustees of New Trier Township, Cook County, Illinois, as follows:

SECTION 1: That all of the recitals contained in the preambles to this Resolution are true and correct and are hereby incorporated into this Resolution by reference.

SECTION 2: The Township Board hereby empowers the New Trier Township Supervisor to enter into an Agreement for the Provision of Services between New Trier Township and Oakton Foundation within the following parameters:

SECTION 3: Any and all Resolutions, Motions, or Orders of the Township which may conflict with this Resolution are hereby repealed.

SECTION 4: This Resolution shall be in full force and effect from and after its passage as provided by law.

[Remainder of Page Intentionally Left Blank]

PASSED by the Supervisor and Board of Trustees of New Trier Township, Cook County.

Illinois this 8th of March 2022, pursuant to a roll call vote, as follows:

| | YES | NO | ABSENT | PRESENT |
|------------------------|------------|-----------|---------------|----------------|
| Trustee Robbins | | | | |
| Trustee Mozer | | | | |
| Trustee Casale McNally | | | | |
| Trustee Ruben | | | | |
| Supervisor Eisenberg | | | | |
| TOTAL | | | | |

APPROVED at a Regular Meeting of the Board of Trustees of the New Trier Township,
on March 8, 2022.

GAIL EISENBERG, Supervisor

ATTEST:

NICOLE CAPRETTA, Township Clerk