

Supervisor Kevin Hughes called the meeting to order at 7:31 p.m.

Clerk Elwood led in the Pledge of Allegiance.

Clerk Katherine Elwood called the roll and the following board members were present:

Trustee Lewandowski, Trustee Michael Mahoney and Supervisor Kevin Hughes.

Trustee Patrick Hanlon and Trustee Theresa Roche were in route.

Also present: Attorney Amber Munday, Julie Jackowiak, Jenny Panico, June Maddrell, Sue Kelley, Maureen Ryan, John O’Sullivan, Joe Murray, Joanne Oliphant,

**MINUTES**

**Motion to approve the minutes from Session #912-14, Regular Board Meeting, Thursday, November 20, 2014**

Motion made by Supervisor Hughes, seconded by Trustee Mahoney, to table this agenda item until later in the meeting.

All ayes; Motion carried.

Trustee Roche arrived at the meeting at 7:33 p.m.

Trustee Hanlon arrived at the meeting at 7:35 p.m.

Motion made by Supervisor Hughes, seconded by Trustee Lewandowski, to approve the minutes from Session #912-14, Regular Board Meeting, Thursday, November 20, 2014

Trustee Hanlon:	Aye	Supervisor Hughes:	Aye	Trustee Mahoney:	Abstain
Trustee Lewandowski:	Aye	Trustee Roche:	Aye		

Motion carried.

**OLD BUSINESS**

**Discussion regarding painting the Youth Service Bureau waiting room with possible action to be taken**

Trustee Roche stated that the Youth Service Bureau office and waiting room were in dire need of painting. She stated that we received an estimate for this job from Craven Painting in the amount of \$2,250.00. Supervisor Hughes stated he would like a more detailed estimate giving a breakdown of the labor and material costs. Supervisor Hughes stated he would like to table this agenda item until the January board meeting when more detailed information is provided. The board agreed.

**Discussion regarding purchasing new furniture in the Youth Service Bureau waiting room with possible action to be taken**

Trustee Roche stated that there was also a real need for new furniture in the Youth Service Bureau waiting room as well as the Youth Service Bureau offices. Supervisor Hughes stated he felt this agenda item should also be tabled until the January board meeting in conjunction with the painting project in the Youth Service Bureau. Trustee Roche stated that she would like to vote now on at least Phase 1 of the project, which is purchasing new furniture in the waiting room. She was in agreement about tabling the action on Phase 2 of the project, which is purchasing new furniture in the Youth Service Bureau offices until the January board meeting.

Motion made by Trustee Roche, seconded by Trustee Lewandowski, to approve the purchase of new furniture in the Youth Service Bureau waiting room (Phase 1).

Trustee Hanlon:	No	Trustee Roche:	Aye	Supervisor Hughes:	Aye
Trustee Lewandowski:	Aye	Trustee Mahoney:	Aye		

Motion carried.

**Discussion regarding gym rental policy with possible action to be taken**

Supervisor Hughes thanked Clerk Elwood and her office for doing a fantastic job scheduling the rentals for both gyms and obtaining revenue for the township. Clerk Elwood stated that both gyms have been booked already until March so it is necessary that all gym rental requests go through the Clerk’s office to avoid a problem with overbooking and also to make sure all the required documentation has been filed in the Clerk’s office.

**Discussion regarding closing the township December 26, 2014 with possible action to be taken**

Supervisor Hughes stated that Friday, December 26, 2014 had been declared a national holiday and asked the board if they wanted to also close the township on that day.

Motion made by Trustee Mahoney to close the township on Friday, December 26, 2014.  
There was no second.

Motion failed.

**Discussion regarding current cleaning contract with possible action to be taken**

Supervisor Hughes stated that the township was very disappointed with the current cleaning service. He stated that we have notified them by letter of our dissatisfaction and asked them to improve their service. The maintenance department and staff stated that there had been no improvement. Clerk Elwood stated that the contract requires that the township give them a 30 day cancellation notice. She also stated that our attorney informed us that after the 30 day cancellation notice was given, we can resume using our previous cleaning service, K Janitorial Cleaning Service until June 23, 2015, but we will need to go out for bid upon contract expiration.

Motion made by Supervisor Hughes, seconded by Trustee Lewandowski, to give our current cleaning service a 30 day cancellation notice and to approve a contract with our previous cleaning service, K Janitorial, for the short term, with an expiration date of June 23, 2015.

All ayes; Motion carried.

**Discussion regarding Tax Levies**

Trustee Hanlon stated there was a public hearing held on December 17, 2014 at 7:00 p.m. presenting the projected tax levies for public review. He stated that no one from the public attended the meeting. He further stated there will be a Special Meeting held on December 29, 2014 at 6:30 p.m. to approve the tax levy ordinances so they can be filed in the appropriate timeframe.

**NEW BUSINESS**

**Discussion regarding time off policy including sick, personal and compensation time with possible action to be taken**

Supervisor Hughes stated he felt that we need to address employee carryover time for vacation, comp and sick time. He stated he felt our Personnel Manual was in need of improvements. Supervisor Hughes stated he would like to table this agenda item until the January or February board meeting after the board gets a chance to review the time off policy in our Personnel Manual.

**Discussion regarding a repair to the heating system with possible action to be taken**

Supervisor Hughes stated that John Maier, the company that handles our heating /air conditioning maintenance, presented us with estimates for two necessary heating repairs. He reported that the first estimate was for repairing the York unit that needs a replacement of 2 heat exchangers and related parts at a cost of \$6,340.00. He also reported that the second estimate was for repairing the Carrier unit which was 19 years old and has a bad heat exchanger. Supervisor Hughes stated they recommended replacing this unit because of its age. John Maier presented a two-part estimate for this unit, Part 1 is for the installation of a new Carrier unit at a cost of \$7,090.00 and Part 2 is for replacement of the heat exchanger and related parts at a cost of \$2570.00. Supervisor Hughes stated he would like to proceed with both of these repairs and asked our Finance Dept. if we have enough money in our budget to cover these costs. Jenny Panico, Finance Department, reported that we have enough funds in this budget line to cover these types of expenses.

Motion made by Trustee Hanlon, seconded by Trustee Lewandowski, to authorize the Supervisor to expend an amount not to exceed more than \$7090.00 for heating repairs.

All ayes; Motion carried.

**Motion to approve the hiring of a new part-time receptionist in the clinic**

Motion made by Trustee Mahoney, seconded by Trustee Roche, to hire Jane C. Jachim-Campbell as a part-time receptionist in the clinic.

All ayes: Motion carried.

### **REPORTS FROM ELECTED OFFICIALS**

Clerk Elwood reported that the Chicago Passport Agency conducted an inspection earlier this month and we passed with flying colors. Clerk Elwood stated they gave us a very high score on our review and stated they were amazed at the amount of passports we processed this year. Clerk Elwood reported that we processed a total of 900 passports this year, 252 more than last year which resulted in an extra \$6300.00 in revenue. Clerk Elwood reported that she and Maureen Ryan went this month on the Senior Trip to White Fence Farm to accompany our 40 seniors. She said the show was terrific and the seniors really enjoyed the whole experience. She also reported that last week we had our Senior Lunch and Christmas Movie event. There were 20 seniors that participated and they had a great time. Clerk Elwood thanked all the employees that volunteered and worked hard during the last couple of weeks in the Youth Commission for the Christmas Care program.

Supervisor Hughes stated that our General Assistance office was able to help out 75 families through their Holiday Program. Supervisor Hughes stated we have established the Worth Township Foundation. He reported that our Staff Christmas Luncheon was held yesterday and it was a great success. He reported that the employees enjoyed the food and festivities. Supervisor Hughes stated that yesterday was Pam Chapman's last day and we celebrated her retirement during the staff luncheon. He reported that we have received a couple of nominees for our Student of the Month award which we will be presented in January.

### **ATTORNEY'S REPORT**

None

### **REPORTS FROM COMMITTEES**

Theresa Roche, Chairman of the Youth Commission/Youth Service Bureau, stated that the Youth Commission has been very busy with the Coat Drive, Christmas Care Program and Santa's Room. Trustee Roche stated a total of 382 families and 861 children visited Santa's room this year and that we have received a lot of positive feedback from parents who visited Santa's Room. She reported that the Girls Volleyball League program is underway with 16 different schools participating. She reported that there were 16 Township Teams and 35 Non-Township Teams totaling 541 participants. Trustee Roche stated that despite a great effort our Homework Haven program will have to be discontinued due to low enrollment. She stated the Youth Commission has collected \$595.00 in revenue for our 6-week Open Gym sessions. Trustee Roche stated we are now accepting applications for a new Youth Service Bureau Director. She stated she hoped we receive some qualified applicants so we can take action on this at our January board meeting.

Trustee Lewandowski, Chairman of Building and Grounds Committee, stated there was an inspection held at the township by the Alsip Fire Department and they reported we needed to fix the emergency lights. He stated that our Maintenance Department has replaced each unit with LED lights so we are now up to code.

Trustee Mahoney, Chairman of Health and Senior Services, thanked Pam Chapman for all her years of service in the Clinic and wished her well on her retirement. He also thanked Clerk Elwood for all her work setting up the Senior events this month.

### **PUBLIC/STAFF PARTICIPATION**

None

### **CORRESPONDENCE/ANNOUNCEMENTS**

Clerk Elwood stated the township received numerous thank you notes of appreciation regarding our Santa's Room and our Christmas Care program.

### **TREASURER'S REPORT**

Motion made by Trustee Hanlon, seconded by Trustee Mahoney, to waive the reading of the Treasurer's report and pay the bills, as presented.

All ayes: Motion carried.

**EXECUTIVE SESSION - for the purpose of the Semi-Annual Review of Minutes, as mandated by Section 2.06(22)**

Motion made by Supervisor Hughes, seconded by Trustee Mahoney, to go into Executive Session for the purpose of the Semi-Annual Review of Minutes, as mandated by Section 2.06(22)

All ayes; Motion carried.

**POSSIBLE FINAL ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION**

Supervisor Hughes reconvened the regular board meeting at 8:54 p.m.

Motion made by Supervisor Hughes, seconded by Trustee Mahoney, to open the minutes from Executive Session #853-11 dated July 28, 2011, Executive Session #863-12 dated January 26, 2012, Executive Session #870-12 dated June 28, 2012, Executive Session #878-13 dated January 31, 2013, and Executive Session #905-14 dated May 29, 2014.

All ayes; Motion carried.

Motion made by Supervisor Hughes, seconded by Trustee Lewandowski, to keep the remaining sessions sealed.

All ayes; Motion carried.

**ADJOURN**

Motion made by Trustee Lewandowski, seconded by Trustee Mahoney, to adjourn this meeting at 8:56 p.m.

All ayes; Motion carried.

Respectfully Submitted,

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Clerk Katherine A. Elwood