

## WEST DEERFIELD TOWNSHIP BOARD OF TRUSTEES

State of Illinois  
Lake County  
Town of West Deerfield

DATE: September 16, 2014

The regular monthly meeting of the Board of Trustees of West Deerfield Township was called to order by Supervisor Alyson Feiger at 7:06 p.m. This meeting was held at the West Deerfield Township Center, 601 Deerfield Road, Deerfield, Illinois.

The Pledge of Allegiance was led by Supervisor Feiger. Roll call was taken by Clerk Kristen Scott. Present were Trustees Marc Brown, Ron Levitsky, and Jack Strom; Supervisor Feiger; and Clerk Scott. Absent was Trustee Ron Schwartz.

Present at Board request was Township Attorney Keri-Lyn Krafthefer.

### MINUTES

Trustee Levitsky motioned to approve the August 19, 2014 minutes, noting that reference to the upcoming Levy should read 2015 rather than 2014. Clerk Scott agreed to correct the typo. Trustee Strom seconded the motion. There being no further discussion, a voice vote was taken. All those were in favor and the minutes were approved as amended.

### PUBLIC COMMENT

None.

### OLD BUSINESS

#### **A. For discussion and potential action: West Deerfield Township Scholarship Program policy**

Ms. Krafthefer outlined changes made to the original policy draft. Discussion followed, including Trustee Levitsky's suggestion that clause #2 be eliminated, and applicants be required to demonstrate acceptance to a two- or four-year college (re: clause #6). Trustee Strom recommended adding the phrase, "the scholarship would be contingent upon acceptance at a two- or four-year college." Trustee Levitsky motioned to accept the revised scholarship program policy with the changes noted. Trustee Strom seconded the motion. There being no further discussion, roll call was taken: Trustee Levitsky (aye); Trustee Strom (aye); Trustee Brown (aye); and Supervisor Feiger (aye). All being in favor the motion carried. Trustee Levitsky asked that a copy of the revised policy be distributed to the Board once the voted changes have been made.

#### **B. For discussion and potential action: Township Staffing**

Discussion continued on the role and duties of a potential new Township employee. Supervisor Feiger described the ideal candidate as one who would do casework as well as assist with general Township resident services. Substantial discussion followed. Trustee Levitsky moved that the West Deerfield Township Board hire a part-time intake case manager. Trustee Brown seconded the motion. Roll call was taken: Trustee Levitsky (aye); Trustee Strom (aye); Trustee Brown (aye); and Supervisor Feiger (aye). All being in favor the motion carried. Trustee Levitsky

asked Supervisor Feiger to rework the job description to list the case manager-related duties first, followed by the office assistance duties. Supervisor Feiger agreed to make this change.

**C. For discussion and potential action: Establishment of guidelines for Supervisor's spending parameters**

Discussion continued on the viability of establishing guidelines governing the Supervisor's spending parameters, as presented at the August meeting. Trustee Strom motioned to accept the policy drafted by Attorney Krafthefer outlining the Township Supervisor's spending limits, with the appropriate blanks filled in. Discussion continued; several Trustees opined that a written policy was in fact unnecessary, as long as the Supervisor informed the Board in advance of large/unusual expenditures. The motion failed for lack of a second. Supervisor Feiger motioned to table the issue indefinitely, unless and until the Board feels it necessary to revisit the topic. Trustee Brown seconded the motion. There being no further discussion, a voice vote was taken. Trustee Strom abstained from voting; the majority being in favor the motion carried.

**NEW BUSINESS**

**A. For discussion and potential action: Disabled Residents Aid report and approval of committee recommendation**

Supervisor Feiger asked Clerk Scott to recap the Disabled Residents Aid Committee's recommendations on the two applications received during the second quarter (see attached.) Trustee Levitsky motioned to accept the committee's recommendation to fund one application for \$1,000. Trustee Brown seconded the motion. There being no discussion, roll call was taken: Trustee Levitsky (aye); Trustee Strom (aye); Trustee Brown (aye); and Supervisor Feiger (aye). All being in favor the motion was approved.

**B. For discussion and potential action: Tax levy for 2015**

Supervisor Feiger asked the Board to begin consideration of the Township Levy for the upcoming year, stating that the Levy must be filed by the last Tuesday of December. Trustee Levitsky asked Ms. Feiger to provide a projection of Township programs and expenses for the next 5-10 years, and include this overview in the Board packets for the October meeting.

**C. For discussion and potential action: Senior Services budget and sponsored events**

Supervisor Feiger proposed co-sponsoring events with the three senior centers within West Deerfield Township, beginning with a November 13 event at the Patty Turner Senior Center in Deerfield. Discussion followed. Supervisor Feiger motioned to co-sponsor the "Swinging at Caesar's" senior event at a cost not to exceed \$2,333.33. Trustee Brown seconded the motion. Further discussion followed, including Trustee Levitsky's suggestion that sponsorship of a social event digressed from what he considered the original intention of the funds budgeted for "Senior Services." Roll call was taken: Trustee Levitsky: (nay); Trustee Strom (nay); Trustee Brown (aye); and Supervisor Feiger (aye). Due to a lack of three affirming votes the motion failed.

**SUPERVISOR'S REPORT**

Supervisor Feiger apprised the Board of matters of interest, including a) the Lifestyle Expo being held September 20, for which West Deerfield Township would serve as co-sponsor and have a presentation table; b) Food Pantry Board Chair Bob Rosenbacher's recent "fill the car" food-raising event at the Deerfield Farmer's Market; c) Holy Cross School's successful food drive on

September 12; d) the newsletter and re-designed website would be up and running in two weeks; and e) her personal thanks for the condolences and support following the death of her father, and her gratitude for the efficiency of the Township staff in her absence.

#### **OPEN DISCUSSION OF THE BOARD**

Trustee Strom posed several questions about the volunteer consent form recently drafted by Attorney Krafthefer. Trustee Levitsky raised several issues, including questions about the FY 2013-14 audit; the status of potential building security enhancements; the Pet Vaccination Clinic being held September 27; Supervisor Feiger's follow-up with National Alliance on Mental Illness; and the Township's possible alliance with Margie Fischer to address senior loneliness. Clerk Scott reminded the Board that the Township will again sponsor a Halloween party for children with special needs, this year on October 25. Attorney Krafthefer noted that a contract must be drafted for Trustee Schwartz's work on the Affordable Care Act on the Township's behalf.

#### **AUDIT AND APPROVAL OF BILLS**

After brief discussion, Trustee Brown moved to approve the bills as presented. Trustee Levitsky seconded the motion. Roll call was taken: Trustee Levitsky (aye); Trustee Strom (aye); Trustee Brown (aye); and Supervisor Feiger (aye). All being in favor the motion was approved.

#### **ADJOURNMENT**

There being no further business, Trustee Levitsky moved to adjourn the meeting. Trustee Strom seconded the motion. A voice vote was taken; all were in favor and the meeting was adjourned at 9:01 p.m. The next regular Board Meeting will take place on Tuesday, October 21, 2014 at 7:00 p.m. at West Deerfield Township Center, 601 Deerfield Road, Deerfield, Illinois.

Respectfully submitted,

Kristen Scott  
West Deerfield Township Clerk