

SPECIAL MEETING OF THE MILTON TOWNSHIP BOARD

September 23, 2013

A Special Meeting of the Milton Township Board was held in the Board Room of the Milton Township Town Hall, 1492 N. Main Street, Wheaton, Illinois on Monday, September 23, 2013, at 7:30 p.m.

Board Members Present: Supervisor O. Chris Heidorn- Clerk Gail Hinkle- Trustees Sal Falbo, Marty Keller, Patrick Kehoe and Yadav Nathwani. Board Members absent: none. Other Elected Officials Present: Highway Commissioner Gary Muehlfelt. Also present: Michael Leach, Chris LeVan, John Monino, Ralph Hinkle and Mark Kmiecik.

The Special Meeting was called to order by Chairman Heidorn at 7:30 p.m. Mike Leach led the Pledge of Allegiance. A quorum was present and acting, and due notice had been mailed and posted in compliance with the Open Meetings Act.

Public Forum – None.

The purpose of this Special Meeting was to hold an informal workshop on the Township's health insurance to be followed immediately by a formal meeting to take action on the Township's health insurance options and the discussion and adoption of the 2013-2014 Audit and Management letters.

Mike Leach of Langan, Haeger, Vincent & Born Insurance Company, presented the Blue Cross/Blue Shield renewal information to the Board along with competing quotes from other carriers. A general discussion was had among the Board members and Mr. Leach answered numerous questions and presented various options to the Board.

When the Board felt it had sufficiently discussed the various issues and options presented, Chairman Heidorn closed the workshop and called the formal meeting to order.

Supervisor Heidorn moved, seconded by Trustee Keller to renew the current insurance plan, with the premium increase of 8% as of October 1, 2013 and to take the early renewal option on December 1, 2013 that would extend to December 1, 2014. The motion passed by voice vote. Effective January 1, 2014, the employee contribution to the PPO premium will increase to 18% from 17%.

Chairman Heidorn moved, seconded by Trustee Falbo to accept the 2013 Audit and Management letters that were prepared by Miriani & Associates. Chairman Heidorn expressed his desire to make the audit a part of the public record. After discussion, the motion passed by voice vote. The audit will be posted on the township web site.

Trustee Nathwani inquired about the "comp time" for Milton Township. Chairman Heidorn stated that every employer has a formal policy for "comp time". Supervisor Heidorn stated his policy is compensatory time off will be awarded, in lieu of overtime pay. Assessor Earl's policy for compensatory time off will be awarded, in lieu of overtime pay but, at any time after the period of time allowed for taking of compensatory time expires, Milton Township may, but is not obligated to, compensate employees in cost for overtime worked. At present the Assessor has increased the hours of his employees to (40) hours per week and has increased their pay as well. Chairman Heidorn stated that the township has always worked the same basic hours as the County and State Offices; 8:30 to 4:30 daily with (1) hour for lunch. This equals out to a (35) hour week. The Township provides (8) personal/sick days for the employees. Sick days that are not used up by the end of the year, Supervisor Heidorn will pay the employee for those days not used. Vacation days use them or lose them.

Trustee Falbo inquired about on the inventory of Township office equipment. Chairman Heidorn stated that Clerk Hinkle is working on a list pertaining to the Supervisor offices. In 2009, the Township Board passed Resolution No. R-09-3, *Establishing a Capitalization Policy for Milton Township and Milton Township Road District*. This policy allows the township to capitalize anything over \$1,000. Annually we issue an inventory list to the Auditor of items worth over \$1,000.

Mr. Heidorn stated that we do not have a complete inventory list from the Assessor's office due to Mr. Earl's lack of communication with the Board. Once the Clerk receives cooperation from the Assessor, the Clerk will compile a complete inventory list.

Trustee Falbo stated that since the Board is providing the funds for the equipment, the Board has the right to request the Assessor to submit an inventory list. Chairman Heidorn agreed but, Mr. Heidorn

stated that he is still waiting for Mr. Earl to submit a back up disc of the Assessor's Pam's software program to the Board. This request was issued to Mr. Earl in June of 2013.

Trustee Kehoe and Trustee Falbo indicated their desire to conduct a workshop with Board members regarding ideas to service children of low income families of Milton Township. Chairman Heidorn suggested conducting a workshop next month after our October Board Meeting.

There being no further business to come before the Board, Trustee Nathwani moved, seconded by Chairman Heidorn that the meeting stand adjourned. The motion carried by voice vote and the meeting adjourned at 8:15 p.m.

Gail P. Hinkle

Gail P. Hinkle Township Clerk

Date minutes were approved_____