

NAPERVILLE TOWNSHIP BOARD OF TRUSTEES  
Open Session Meeting Minutes Taken Tuesday, July 8, 2014  
Naperville Township Office, 139 Water Street, Naperville, Illinois 60540

1.0 CALL TO ORDER:

Supervisor Rachel Ossyra called the meeting to order commencing at 6:00 p.m.

2.0 PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Supervisor Ossyra.

3.0 ROLL CALL AND ESTABLISHMENT OF A QUORUM:

Town Clerk Barry Greenberg called the Roll; Janice Anderson joined the Meeting at 6:05 p.m. and Paul Santucci joined the Meeting at 6:20 p.m. The remaining Trustees were present at Roll Call. Greenberg announced that a quorum was present for the purpose of conducting the meeting. Present: Rachel Ossyra, Paul Santucci, Robert Wegner, and Kerry Malm. Also present were Highway Commissioner Stan Wojtasiak, Chief Deputy Assessor Ken Jackson, appearing on behalf of Assessor Warren Dixon III, and Legal Counsel Steve Adams. Township residents in attendance this evening are listed on the attached Board of Trustees Regular Meeting Sign-In Sheet.

4.0 ADDENDA TO THE AGENDA:

None.

5.0 WELCOME TO THE PUBLIC AND PRESS:

Supervisor Ossyra invited community members to speak for up to 3 minutes. There were no comments.

6.0 AUDIT OF BILLS AND CLAIMS:

Per statement of Ossyra, the monthly audit of bills and claims was completed but for the approval by Santucci, outside the Meeting.

7.0 CONSENT AGENDA:

7.1 Upon Motion to Approve the June 10, 2014 Regular Meeting Minutes by Wegner, Seconded by Malm, and there being no discussion: Greenberg called the Roll, and the Motion to Approve passed unanimously.

Ayes: Ossyra, Malm, Anderson, and Wegner. Nays: None. Absent: Santucci.

7.2 Upon Motion to Approve the Ordinance Adopting Township Firearm Concealed Carry Policy (T-14-0708-01) by Wegner, Seconded by Malm, and there being no discussion: Greenberg called the Roll, and the Motion to Approve passed unanimously.

Ayes: Ossyra, Malm, Anderson, and Wegner. Nays: None. Absent: Santucci.

8.0 APPROVAL OF BILLS AND CLAIMS:

8.1 Upon Motion to Approve the 06/01/14 – 06/30/14 Town Fund Bills and Claims in the amount of \$172,155.38 by Malm, Seconded by Anderson, and there being no discussion: Greenberg called the Roll, and the Motion to Approve passed unanimously.

Ayes: Ossyra, Malm, Anderson, and Wegner. Nays: None. Absent: Santucci.

8.2 Upon Motion to Approve the 06/01/14 – 06/30/14 Road Fund bills and claims in the amount of \$68,475.00 by Wegner, Seconded by Malm, and there being no discussion: Greenberg called the Roll, and the Motion to Approve passed unanimously,

Ayes: Ossyra, Malm, Anderson, and Wegner. Nays: None. Absent: Santucci.

9.0 PRESENTATIONS AND SPECIAL RECOGNITION:

9.1 Dr. Scott Mitchell, President and CEO of Samaritan Interfaith Counseling Center, reported that the agency has been in existence for 43 years, providing child adolescent mental health services and adult mental health services, and a senior subset of the adult services program. The agency also provides services to veterans and their families in small part, but is predicted to increase such services in coming years. Two of the psychologists on Staff are certified in animal assisted therapy. The agency does some collaborative work with Loaves & Fishes and Hesed House. Mitchell stated that many of the families served could not be helped without the fee subsidies provided by the Township. State money is neither received nor sought primarily because of its requirements. Mitchell thanked the Board for its assistance.

9.2 Marilyn Weisner, Executive Director of Aurora Area Interfaith Food Pantry, introduced her agency to the Board, as serving five counties and being in existence for 33 years. The agency distributes food weekly to anyone who registers, in addition to providing Thanksgiving and Christmas meals. Eight summer mobile pantries provide food to schoolchildren over the summer months and four seniors are also provided with one pantry monthly. Weisner stated that the agency is currently serving about 1000 people weekly, including about 200 new families registering monthly and including about 1300 persons from Naperville Township. About 40% of the distributed food comes from Food Rescue, donated by wholesalers and grocers who donate their excess inventories.

9.3 Scott Duenser of Klein Hall Associates presented the 2014 Financial Audit results. He reported that the format used was the same as in the past, and that the rendered Opinion is based on a variety of techniques performed in accordance with standard accounting principles, and that it concludes no material misstatements were found. He believes it important to review the bank statements periodically, and Ossyra indicated that she does so monthly. Ossyra then confirmed with Duenser that we now must sign and file the Report with the County Clerk.

10.0 OLD BUSINESS:

None.

11.0 NEW BUSINESS:

11.1 Motion to Approve Resolution Receiving and Acknowledging the Annual Independent Auditor's Report for Fiscal year Ending March 31, 2014 (T-14-0708-02) by Anderson, Seconded by Malm, and there being no discussion: Greenberg called the Roll, and the Motion to Approve passed unanimously.

Ayes: Ossyra, Santucci, Malm, Anderson, and Wegner. Nays: None. Absent: None.

11.2 Motion to Approve Ordinance Approving Agreement for Provision of Services between Naperville Township and Samaritan Interfaith Counseling Center (T-14-0708-03) by Malm, Seconded by Wegner, and there being no discussion: Greenberg called the Roll, and the Motion to Approve passed unanimously.

Ayes: Ossyra, Santucci, Malm, Anderson, and Wegner. Nays: None. Absent: None.

11.3 Motion to Approve Ordinance Adopting Township Records Generation, Organization, Control and Records Retention & Disposal Policy (T-14-0708-04) by Anderson, Seconded by Santucci. Wegner asked if we can delete our Township emails. Ossyra stated that she stores hers in dedicated folders, but does delete the earlier string if any. Adams stated that the rules are not clear, but that we should review Section 4 of the Ordinance. Santucci asked that, because we are not given devices to access Township emails, many emails are deleted automatically after a period of time. Adams stated the emails are still accessible on the server. There being no further discussion: Greenberg called the Roll, and the Motion to Approve passed unanimously.

Ayes: Ossyra, Santucci, Malm, Anderson, and Wegner. Nays: None. Absent: None.

11.4 Discuss Ordinance Adopting Township Public Relations and Communication/Crisis Communication Policy. Ossyra stated that the Township has nothing in place yet, but this Policy will come up at the next Meeting for approval.

11.5 Discuss Ordinance Adopting Township Technology Policy. Ossyra stated that, again, the Township has nothing in place yet relating to this policy, but this Policy also will come up at the next Meeting for approval. Adams stated that the Township owns the equipment and software, not the employees, and there is no expectation of privacy. He added that personal business and use have no business on Township equipment; Ossyra commented that there are certain leniency exceptions.

## 12.0 REPORTS:

12.1 Chief Deputy Assessor Jackson reported for Assessor Dixon who is attending The Northern Illinois Assessor's Association Conference this evening. Jackson presented Dixon's report, stating in summary that the majority of the current assessment work has been completed, expecting to close the assessment rolls by September.

12.2 Highway Commissioner Stan Wojtasiak reported via previously submitted packet.

12.3 Town Clerk Greenberg reported there have been several more complaints of weed and grass growth, leading to inspection of the properties, meetings with homeowners or renters responsible for property maintenance, and in some cases demand letters issued. Three properties will soon be mowed by Township contractors because the property owners have not complied with the demand letter requests; the property owners will then be billed for the services rendered by contractors performing the mowing and cleanup; and possibly liens and notices will be prepared if the respective Township bills are not paid timely. Greenberg asked Adams if a 30 day period within which to pay would be reasonable, and Adams affirmed that.

12.4 Supervisor Ossyra commented on several areas included in her written Supervisor's report, including, among other items, that the IT work is progressing well; that the phone system RFP and the new website is continuing to be developed; that Naperville Police Officer Anders suggested that all Staff wear their badges while in the building to identify themselves, so that in the event of a crisis situation, law enforcement would be aware.

12.5 Trustees:

Anderson-No report.

Malm reported that she attended the VFW Senior Luncheon and Day Without Hunger at Loaves & Fishes.

Santucci reported by way of comment that the elected Township Officials have now passed a one year anniversary in office, and he congratulated the Officials for the progress made.

Wegner reported that he is planning to attend the 360 Gala event in November.

12.6 Legal Counsel Adams reported that the General Assembly passed a new law for Notice of the Annual Town Meeting to 15 days [prior] and adopting the Agenda also is 15 days prior to the Annual Town Meeting. Agenda items at the Annual Town Meeting have been modified [by the new law], and Adams will meet with Town Clerk Greenberg to clarify.

13.0 CLOSED SESSION

13.1 At 8:22 p.m., upon Motion by Malm, Seconded by Anderson to convene into Closed Session of the Naperville Township Board to consider the following subjects under the Open Meetings Act: Section 2(c)(21) minutes of prior meetings lawfully closed under the Open Meetings Act, for the purpose of review, approval or release of such minutes, and there being no discussion: Greenberg called the Roll, and the Motion to Convene into Closed Session passed unanimously.

Ayes: Ossyra, Santucci, Malm, Anderson, and Wegner. Nays: None. Absent: None.

14.0 RETURN TO OPEN SESSION:

14.1 Motion to Approve May 13, 2014 Closed Session Minutes by Santucci, Seconded by Wegner, and there being no discussion: Greenberg called the Roll, and the Motion to Approve passed unanimously.

Ayes: Ossyra, Santucci, Malm, Anderson, and Wegner. Nays: None. Absent: None.

14.2 Other Final Action, if any, on Subjects Discussed in Closed Session: None.

15.0 ADJOURNMENT:

Upon Motion to Adjourn by Santucci, Seconded by Anderson, and there being no discussion: Greenberg called for a Voice Vote, and the Motion to Adjourn passed unanimously at 8:35 p.m.

Ayes: Ossyra, Santucci, Malm, Anderson, and Wegner. Nays: None. Absent: None.

Respectfully submitted,



Barry Greenberg  
Naperville Township Clerk

*Temporary Deputy Clerk  
Warten Dixon*



Rachel Ossyra,  
Naperville Township Supervisor