



MINUTES

Berwyn Township Board of Trustees January 14, 2019

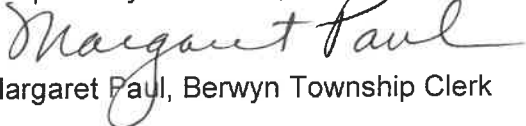
1. Supervisor Pechous called the Regular Meeting of the Berwyn Township Board of Trustees to order at 6:00 p.m. The following Trustees responded present upon the call of the roll: Hayes, Bossany, and Johnston. Clerk Paul, Town Attorney Zdarsky, and Town Accountant Eagan were also present. Pechous made the motion, seconded by Hayes to excuse Trustee Espinoza. The motion carried by a unanimous voice vote.
2. The **Pledge of Allegiance** was recited.
3. The **Open Forum** was announced. No one approached. Open Forum was closed.
4. Pechous made a motion, seconded by Hayes, to bring forward the item **I-5 Farmers' Market 2019 Discussion**. The motion carried by a voice vote. Township Assessor arrived at 6:05 p.m.
5. **I-5 Farmers' Market 2019 Discussion**: Pechous apprised the Board of the information she collected about participation by vendors on a day other than Sunday. Letters were sent to 53 vendors on a compiled list. Not one reply was received. Farmers attending during last summer were called. The floor was opened for discussion. There were residents in the audience. They were welcomed to participate in the discussion which encompassed community attendance, marketing efforts, efforts to attract vendors, as well as other related topics. Pechous closed discussion on the item. Thereafter, Pechous made the motion, seconded by Hayes, to discontinue the joint Farmers' Market. The motion carried by a unanimous voice vote.
6. Pechous asked for a motion to temporarily recess the Township Board meeting for five minutes or at such time as the Health Board reconvened meeting is done. Johnston seconded the motion and it carried by a unanimous voice vote. Thereafter, the meeting was in recess at the hour of 6:32 p.m.
7. Pechous made a motion (at the hour of 6:42 p.m.), seconded by Hayes, to reconvene the Township Board meeting. The motion carried by a unanimous voice vote. Clerk's Note: All Trustees marked present at the start of the regular meeting were once again present at the reconvened meeting.
8. **Approval of Minutes**: Pechous made the motion, seconded by Hayes, to approve and accept the Minutes of the Public Hearing held on December 10, 2018 and the Minutes of the Regular Meeting of December 10, 2018 as presented. The motion carried by a unanimous voice vote.
9. **Assessor's Office – Bills Payable, January, 2019**: The Assessor's Office Bill Payable indicated that \$440 had been paid to Manuel Zamudio for IT tech support. The Board had approved payment of this bill at its December, 2018 meeting. There were no other bills submitted for payment. The communication was marked informational by Order of the Chair.
10. **Town Fund – Payables and Payroll – January, 2019**: Pechous made a motion, seconded by Hayes, to approve the Towns Fund payables and payroll as submitted for December 12, 2018 through January 31, 2019 in the amount of \$30,692.61 and authorize payment. The motion carried by a unanimous call of the roll.
11. **General Assistance Fund Payables and Payroll – January, 2019**: Pechous made the motion, seconded by Johnston, to approve the General Assistance Fund payables and payroll as submitted in the amount of \$19,376.79 and authorize payment. The motion carried by a unanimous call of the roll.
12. **708 Board Treasurer's Report**: Correspondence received from Maria Sander, Executive Director, was reviewed. The matter was marked informational by Order of the Chair.
13. **708 Board Report**: Maria Sander was recognized. She gave the Board an oral report advising of an open seat on the board, their grant cycle application period is closing, their web site going live, and records retention. Discussion ensued. The report was marked informational by Order of the Chair.

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Berwyn Township Regular Meeting of January 14, 2019 cont.

14. **Statement of Receipts and Disbursements (April - December, 2018):** Accountant Egan was recognized. He provided a brief synopsis of his report. Pechous called for questions on the report. There being none, Pechous marked the item informational by Order of the Chair.
15. **Receipt for Filing 2018 Tax Levy for Town, GA and 708:** Clerk Paul reported that she had filed the 2018 Tax Levy for Township, GA, and the Mental Health District electronically prior to the deadline of December 26, 2018. She asked Supervisor Pechous to please check her in-box as the receipt would have been emailed to her. Clerk Paul will check the Cook County Clerk's web site and provide verification at the February meeting.
16. **Confirmation of Filing 708 Board Audit:** Clerk Paul advised that she had received a copy of the 708 Board Audit from Ms. Sander. She reported that there is an error in the Cook County Clerk's records on line indicating that the audit for 2015 had been filed under 2015 and 2016. Therefore, the reporting period for the 2018 audit is not currently being accepted. She will work with the County Clerk's office to rectify the matter and report back at the February meeting. Pechous made the motion, second by Hayes, to defer the item to the February meeting. The motion carried on a voice vote.
17. **Township Holiday Cheer Recap:** Debra Burke provided a written report for January, 2019. The report shows \$2,940 received in donations and an expenditure of \$794.33 from Town funds. Ten families and 5 adults were assisted by individual sponsors through the program. Coats continue to be distributed to children during the winter season. The report was accepted as informational by Order of the Chair.
18. **Policy / Handbook (Deferred from December 10, 2018):** Pechous opened the floor for discussion of the proposed employee handbook and attached policies. A copy of Assessor Avila's email of January 8, 2019 was reviewed. Questions and Discussion ensued. Thereafter, Pechous made the motion, seconded by Bossany, to approve the handbook and policies as submitted. The motion carried by a unanimous voice vote.
19. **Ethics Statements:** Pechous advised all to anticipate receipt of the notice to file sent by the Cook County Clerk's office. No vote, informational only.
20. **Audit Proposal – Evans, Marshall & Pease:** Pechous made the motion, seconded by Bossany, to accept the proposal for audit work from Evans, Marshall & Pease, P.C. for the next audit with the contract amount not to exceed \$5,385.00. The motion carried on a unanimous call of the roll.
21. **Budget Workshop Schedule:** Budget workshops will be conducted on the following dates: February 4, 2019 at 6:00 p.m. and February 11, 2019 at 6:30 p.m. or immediately following the conclusion of the Town Board meeting. January 10th was incorrectly listed as a workshop date.
22. **Assessor's Office Budget:** Assessor Avila advised that he would submit his budget by the January 31, 2019 deadline.
23. **Review of Office Hours:** Reports by staff of the number of people being assisted on Tuesday evenings were reviewed. The matter was marked informational by Order of the Chair.
24. **Adjournment:** There being no further business before the Trustees, Johnston made the motion, seconded by Hayes, to adjourn the Regular Meeting. The motion carried by a unanimous voice vote.
The meeting adjourned at 8:10 p.m.

Respectfully submitted,


Margaret Paul, Berwyn Township Clerk