



MINUTES

Berwyn Township Board of Trustees December 10, 2018

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: Espinoza, Hayes, Bossany, and Johnston. Clerk Paul, Town Attorney Zdarsky, and Town Accountant Eagan were also present. Mr. Jack Macholl of Wisdom Bridge Communications was in the audience.
2. The **Pledge of Allegiance** was recited.
3. The **Open Forum** was announced. No one approached. Open Forum was closed.
4. **Approval of Minutes:** Espinoza made the motion, seconded by Bossany, to approve and accept the Minutes of the Regular Meeting of November 8, 2018 and Minutes of the Joint Special Meeting of November 8, 2018 as presented. The motion carried by a unanimous voice vote.
5. **Assessor's Office – Bills Payable, December, 2018:** Supervisor Pechous recognized Assessor Avila who answered questions about his request to purchase a new computer work station. Discussion ensued concerning the remaining balance in the Assessor's budget. Thereafter, Pechous made the motion, seconded by Espinoza, to authorize the purchase in the amount of \$1,777.52. The motion carried by a unanimous call of the roll. Pechous then made the motion, seconded by Hayes to approve payment of \$284.76 to reimburse Assessor Avila for expenses and \$440 to Manuel Zamudio for IT tech support. The motion carried by a unanimous roll call vote.
6. **Town Fund – Payables and Payroll - December, 2018:** Bossany made a motion, seconded by Johnston, to approve the Towns Fund payables and payroll as submitted for December, 2018 in the amount of \$28,859.57 and authorize payment. The motion carried by a unanimous call of the roll.
7. **General Assistance Fund Payables and Payroll – December, 2018:** Pechous made the motion, seconded by Hayes, to approve the General Assistance Fund payables and payroll as submitted in the amount of \$17,832.92 and authorize payment. The motion carried by a unanimous call of the roll.
8. **Accountant's Report - November, 2018:** Pechous called for questions on the report. There being none, Pechous marked the item informational by Order of the Chair.
9. **2018 Levy Ordinance for the Town and GA Fund:** The Ordinance entitled: **An Ordinance Levying Taxes for All Town Purposes for Berwyn Township, Cook County, Illinois for the Tax Year 2018, collectible in 2019** was presented. Pechous made a motion, seconded by Espinoza, to **adopt** the Ordinance as submitted, direct the Corporate Authorities to affix the necessary signatures, send it on its way to passage, and direct the Clerk to file same with Cook County. The motion carried by a unanimous call of the roll, AYES: Pechous, Espinoza, Hayes, Bossany, Johnston.
10. **708 Community Mental Health Board 2018 Tax Levy:** An Ordinance entitled: **Town of Berwyn Community Mental Health Fund, Cook County, Illinois 2018 Tax Levy for the Fiscal Year Beginning July 1, 2018 and ending June 30, 2019** was submitted. Pechous made the motion, seconded by Johnston, to **adopt** the ordinance as submitted, direct the corporate authorities to affix the necessary signatures, send it on its way to passage, and instruct the Clerk to file same with Cook County. The motion carried by a unanimous call of the roll. Voting AYE: Pechous, Espinoza, Hayes, Bossany, and Johnston.
11. **Farmer's Market Update and Approval of Payment:** Pechous made the motion, seconded by Hayes, to authorize payment in the amount of \$4,300.93 to the Berwyn Health Department for reimbursement of Township's share of expenses paid during the Farmer's Market season. The motion carried by a unanimous call of the roll. Thereafter, Pechous asked for a discussion regarding the continuation of the market for the 2019 season. Discussion ensued. Bossany made the motion, seconded by Espinoza, to move the markets to Tuesdays and held weekly from 3:00 p.m. to 7:00 p.m. with this plan to be

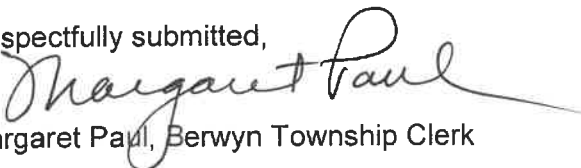
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contingent on the availability of Farmers for the markets on Tuesdays and that final determination to be deferred to the January, 2019 meeting. The motion carried by a unanimous voice vote.

12. **708 Community Mental Health Board Audit:** Pechous made the motion, seconded by Hayes, to accept the Community Mental Health Fund Annual Financial Report for the Fiscal Year Ended June 30, 2018 as submitted and direct the Clerk to file same with Cook County. The motion carried by a unanimous roll call vote.
13. **708 Community Mental Health Board Vacancy:** Supervisor Pechous announced that there will be a vacancy on the 708 Board. The 708 Board's Annual Schedule of Meetings was distributed. The item was marked informational by Order of the Chair.
14. **Township AFR Filing Update:** This item was marked informational by Order of the Chair.
15. **Wisdom Bridge Communications Discussion:** Supervisor Pechous introduced Jack Macholl who presented information about his company and the communications work he has been doing for New Trier Township. Discussion ensued. The item was marked informational by Order of the Chair.
16. **Snow Removal:** Pechous presented the snow removal contract submitted by Edward Cabrera. Discussion ensued. Thereafter, Pechous made the motion, seconded by Hayes, to accept the contract for services in the amount of \$4,099.98, cost to be shared with the Health District, with the condition that Mr. Cabrera must obtain a Certificate of Insurance with acceptable limits naming the Health District and Township as Certificate Holders. The motion carried by a unanimous roll call vote.
17. **Clerk's Attestation Requirement:** Pechous advised that the Clerk will be required to attest to her signature on checks beginning January 1, 2018. Discussion ensued. The matter was marked informational by Order of the Chair.
18. **Senior Breakfast Recap:** Pechous presented an Income – Expense Report for the City of Berwyn's Senior Holiday Breakfast event; of which the Township was one of the Sponsors. Discussion ensued. The item was marked informational by Order of the Chair.
19. **Township Holiday Cheer Update:** Debra Burke submitted a report on the program activities thus far for December. Discussion ensued. Supervisor Pechous requested authority to use funds to buy gifts for children should there be an insufficient number of toys donated. Espinoza made the motion, seconded by Hayes, to grant approval. The motion carried. The item was marked informational by Order of the Chair.
20. **Budget Committee Meetings:** Dates to hold upcoming 2019 Budget Committee Meetings were discussed. A consensus having been reached, Budget Committee Meetings will be called for the following 2019 dates: 1/14 immediately following the Regular Meeting, 2/4 at 6:00 p.m., and 2/11 immediately following the Regular Meeting.
21. **Approval of Updated Employee Handbook:** Supervisor Pechous presented a draft of the revised Employee Handbook for Township and Health District Employees. Discussion ensued. Pechous made the motion, seconded by Espinoza, to defer action on the document to the January, 2019 meeting. The motion carried by a voice vote.
22. **Adjournment:** There being no further business before the Trustees, Pechous made the motion, seconded by Hayes, to adjourn the Regular Meeting. The motion carried by a unanimous voice vote.
The meeting adjourned at 7:45 p.m.

Respectfully submitted,



Margaret Paul, Berwyn Township Clerk