



- I. Chairperson Trustee Craig Essick called the meeting to order at 9:00 a.m.
- II. Roll Call: present were Chairman Trustee Essick, Supervisor McGuire, Administrator Barr, as well as Assessor Smogolski, Road Commissioner Ochoa, Assistant Administrator Powers, and Management Analyst Hughes.
- III. Review and Approval of Minutes: Minutes of November 7, 2016: The minutes from the Finance Committee meeting of November 7, 2016 were presented by Clerk Dolan Baumer for review and approval. A motion to accept the minutes as presented was made by Supervisor McGuire and seconded by Administrator Barr and carried by unanimous voice vote.
- IV. Consideration of FY18 Budget:
  - A. Assessor's Office: Assessor Smogolski reviewed the proposed budget noting a 4% increase in salary, plus \$1 per hour for the newly certified staff; a cut in his training costs and costs associated with the training have resulted in a savings. The Office's budget is proposed at an increase over FY17 9.5%. Discussion ensued. Points covered were cutting staff and hiring seasonal staff during peak times. Cutting staff, then increasing salaries in the future associated with increased time and duties. Readdress the salary issue in 6 months. The committee members concurred that the Board would not approve the budget at an increase of 9.5%, reflected mainly in salaries that are not comparable across the Township.
  - B. Senior Services: Director Colagrossi thanked the Commissioner for \$125,000 from Road District funds to underwrite support of transportation. The Volunteer Express grant is on hiatus due to insurance issues. Lending Closet revenue is projected to be up in FY18. On the expense side, the utilities line item is zeroed out because it is transferred to Administration; it will be returned to the Department budget in one year. Regarding Nutrition Services, the Committee asked where we should be and how many we are serving. The Director would come back to the Committee with more specifics on Nutrition Services. Regarding salaries, one ½ time position was eliminated due to attrition. Approximately \$30,000 exists in the Senior Services levy.
  - C. Youth & Family Services: In a review of the proposed budget, Director Parquette reported that salaries are budgeted at 2% and a \$1,500 bump when clinicians received licenses. Printing and Equipment line items are up; the copier may have to be replaced. Other various cuts in budget lent to a new line item of Substance Abuse Prevention program, which includes the continuation of development and launch of Operation Snowball. In discussion, the Committee wondered at the make up of the Open Gym line item, discovering that it includes salaries, as well as rental, equipment and supply costs. Can the frequency of Open Gym be reduced this coming year? Please move salaries out of Open Gym, and break out under Salaries line item. Please report cost of all school-based programming.
  - D. Emergency Services: Director Burke discussed a moderate increase of 2.2% increase in salaries, an increase of 14.3% in the uniform line item, as well as an 11.1% increase in communication. The Emergency Operations center is fully equipped except for laptop computers, and staff is waiting on the new phone system to insure internet is available.

- E. Town Fund: Administrator Barr discussed line items that are increased in the proposed budget, including in Community Health, Community and Veterans Affairs, and passport services. Town Fund revenues are up 2.6%, while expenses are down 39.0%. The Committee discussed the Legal Services line item and asked that it be increased to between \$130,000 and \$135,000 for FY18.
- F. Community & Veteran's Affairs: Mr. Barr continued, discussing items increased in this budget, including print, and noted that community affairs has been moved from the Town Fund into CVA.
- G. Community Health: The overall budget, reported Administrator Barr, is up 1.5%. Staffing is at two nurses, a full time assistant and part-time receptionist for a total of 3.5 FTE.
- H. Food Pantry: The overall budget is up 0.9%; Mr. McGuire asked if the Hanover Township Foundation could cover the entire cost of the Pantry (proposed \$69,950); Mr. Barr would investigate and report back.
- I. Welfare Services: With its own levy and fund, revenue is expected to be up 5.8%. Regarding the Employment Services: Professional Services line item, it was discovered that the area WorkNet program in Hanover Park is not working out to our satisfaction. While unemployment has decreased in the Township, that rate is not what was desired. \$18,000 has been set aside for a professional service/employment service for 2.5 days per week, with a one-year contract with a program now in place at Schaumburg and Elk Grove Townships. Administrator Barr was directed to discover the success of this program at those two townships. Mr. McGuire noted that we would most likely increase the monthly distribution from \$700 per month in the future.
- J. Mental Health: Print and postage line items are up due to printing and mailing of the Resource Guide, which is updated every two years. Capital improvements at the Resource Center will be a necessity in FY18 and have been budgeted for. Provision for the Mental Health Housing initiative is reflected in the Service Contracts line item increase.
- K. Road & Bridge: Commissioner Ochoa reported that the Senior Transport transfer of funds is less than in previous years. The R&B building needs attention, as leaks are forming in the roof. The document shred program should be continued by the Commissioner and the Clerk. A new truck has been ordered to replace the 1999 vehicle. Overall revenue projected to be up 1.5% and expenses down 6%.
- L. IMRF and FICA are both up 3%, reported Administrator Barr.
- M. Vehicle Replacement: Income is projected to be up 32.0%, and expenses to be flat in FY18.

In a cumulative review of all funds, expenses are projected at 17.8% less than FY17, and revenue down 18.9%.

- V. Consideration of the FY18-22 Capital Improvement Plan: The Committee discussed the Capital Projects plan. All were in agreement with the proposed projects, as presented.

A motion was made by Supervisor McGuire to recommend the budget as amended and discussed, seconded by Mr. Barr. Mr. Essick confirmed the voice vote all in favor. Motion carried.

- VI. Consideration of FY17 Auditor: We have an extended contract with our current firm, Tighe, Kress & Orr; we will look at the option for a new Auditor later in 2017.
- VII. Executive Session: No motion was made to go into closed session
- VIII. Other Business: Mr. McGuire reminded Mr. Barr to include "Public Comments" on future committee agendas for all committees.
- IX. At 10:59 a.m., Chairman Essick adjourned the meeting upon a motion from Mr. McGuire and second by Mr. Barr.

Respectfully submitted



Katy Dolan Baumer  
*Clerk*