

**NORTHFIELD TOWNSHIP  
Township Board  
Minutes  
May 23, 2017**

**CALL TO ORDER**

The meeting was called to order at 7:07 P.M. by Treasurer Manley at 8350 Main Street.

- ▶ **Motion:** Beliger moved, Manley supported, that Otto be appointed to run the meeting in the absence of the Supervisor. **Motion carried 4—0 on a voice vote.**

**PLEDGE/INVOCATION**

Otto led those present in the Pledge of Allegiance and provided a brief invocation.

**ROLL CALL**

Marlene Chockley, Supervisor	Absent with notice
Kathleen Manley, Clerk	Present
Lenore Zelenock, Treasurer	Present (arrived at 7:14 P.M.)
Tawn Beliger	Present
Janet Chick, Trustee	Absent with notice
Wayne Dockett, Trustee	Present
Jacki Otto, Trustee	Present

Also present:

Township Attorney Bradford Maynes  
Recording Secretary Lisa Lemble  
Members of the community

**ADOPT AGENDA**

Otto removed Agenda Item 1 due to the need for additional research. Dockett asked that his Trustee pay be added as Agenda Item 8, and that *Discussion of the Township Board HVAC System* be added as Discussion Item 3.

[Zelenock arrived].

- ▶ **Motion:** Manley moved, Beliger supported, that the balance of the agenda be adopted as amended. **Motion carried 5—0 on a voice vote.**

**FIRST CALL TO THE PUBLIC**

Andrew Lakatos, 9249 Lakewood, reported on his fundraising efforts for the matching funds for easement acquisition for the Barker Road Non-Motorized Path.

**BOARD MEMBER COMMENTS**

None.

**CORRESPONDENCE AND ANNOUNCEMENTS**

None.

**AGENDA ITEMS**

**1.**

**Wastewater Treatment Plant Request to  
Purchase New Air Conditioning Unit**

Removed from the agenda.

**2.**

**Downtown Development Authority (DDA)  
Request Regarding 75 Barker Road Paving**

Beliger and Dockett noted this proposal for the DDA and the Township to each pay 50% of the cost includes only patching of small areas and restriping. Board members questioned who made the determination this should be done and why the DDA is managing it.

- ▶ **Motion:** Otto moved, Beliger supported, that it is approved for D&H Asphalt company to do the patch work, sealcoating, and striping on 75 Barker, subject to the Township attorney working with the DDA to determine who will be billed directly, with the Township paying \$2,269. **Motion carried 5—0 on a voice vote.**

**Lee Maulbetsch Request for Farming of  
2727 N. Territorial (Fire Station 2)**

The Board discussed whether a lease has ever been signed regarding this agreement and how the rental income should be used.

- ▶ **Motion:** Otto moved, Beliger supported, to accept the farming of the land at 2727 N. Territorial Road for the 2017 crop year by Lee Maulbetsch contingent upon either drafting a new agricultural property lease or renewal of the current lease for the amount of ~~\$1,000~~ \$150. **Motion carried 5—0 on a voice vote.**

**4.**

**Resignation of Front Desk Clerk**

- ▶ **Motion:** Otto moved, Beliger supported, to accept the resignation of Tabatha Isenbarg as Front Desk Clerk for the Township. **Motion carried 5—0 on a voice vote**

Board members thanked Isenbarg for the time she spent with the Township, and said she was an asset to community.

**5.**

**Township Manager Job Description**

Otto reported that the Personnel Committee prepared the current draft and it has been reviewed and approved by the Township's labor attorney. It was agreed to make two changes.

- ▶ **Motion:** Otto moved, Beliger supported, to accept the Township Manager job description with amendments [underlined words added]:
  - a. "Manages Township initiatives, including the Master Plan," and,
  - b. "Ensures the implementation and enforcement of those laws, Township ordinances, etc..." with the understanding that the Board will review it three months after the Township Manager has been hired. **Motion carried 5—0 on a roll call vote.**

6.  
**Selection of Township Manager Candidates  
for Second Interviews**

- ▶ **Motion:** Beliger moved, Otto supported, that second interviews be held for Steven Aynes, Leanne Clair, and Matthew Miller at a special Board meeting on Tuesday, May 30, 2017, starting at 6:30 P.M.

Zelenock suggested hiring the one candidate who received positive votes from all Board members.

**Motion carried 3—2 on a roll call vote, Zelenock and Manley opposed.**

7.  
**Resolution 17-563:  
Investment Policy Amendment**

- ▶ **Motion:** Zelenock moved, Manley supported, that Resolution 17-563, *A Resolution of the Northfield Township Board of Trustees Establishing a Policy on Township Investment and Depository Designations*, be approved.

Zelenock explained that this adds First National Bank of Omaha because the Library Board would like to ~~invest~~ invest with them. **Motion carried 4—1 on a roll call vote, Dockett opposed. Resolution adopted.**

8.  
**Pay for Mr. Dockett**

There was discussion about Dockett's request to be paid by check, rather than by direct deposit or paycard per payroll policy. Manley noted that a paycheck will cost about \$22 per paycheck. Dockett explained the issues about the payment options (expense, difficulty using the paycard) and said he is willing to repay the Township's expenses if a check is issued to him.

- ▶ **Motion:** Beliger moved, Otto supported, that the Township provide Trustee Dockett with a paycheck for his annual salary one time per year.
- ▶ **Amendment to motion:** Zelenock moved, Dockett supported, that the motion be amended as follows: that Mr. Dockett pay the fee charged by the payroll company for the check. **Amendment to motion failed 2—2--1 on a roll call vote, Dockett abstaining, Otto and Manley opposed.**

**Original motion failed 2—2--1 on a roll call vote, Dockett abstaining, Otto Zelenock and Manley opposed.**

**DISCUSSION ITEMS**

1.  
**Independent Contractor Agreement Policy**

Otto asked if the Board would like the Personnel Committee to draft a policy and contract for independent contractors using information from the Township's labor counsel to comply with current law. After a brief discussion, Otto said she would have the Personnel Committee prepare materials for the next regular Board meeting.

2.  
**Compensation for Township Manager Duties**

The Board discussed compensating the Supervisor and or administrative assistant for handling some of the duties of the Township Manager. There was discussion about whether the Supervisor has been working additional hours, whether pay could be awarded retroactively, what duties would be paid for, and what the duration of the arrangement would be.

3.  
**Township Hall HVAC System**

Board members referenced problems with the heating, ventilating and cooling (HVAC) system. It was agreed to request that Chief Wagner prepare information about repairs or replacement.

**SECOND CALL TO THE PUBLIC**

Mary Devlin, 9211 Brookside, commented on the issue of pay for Mr. Dockett, and Andrew Lakatos commented on the HVAC situation.

**BOARD MEMBER COMMENTS**

Beliger asked that the issue of Mr. Dockett's pay be added to the next agenda and announced a DDA ice cream social on July 8<sup>th</sup> from 2-4 P.M. at 75 Barker Road. Board members made comments about County expenditures, shopping locally, planning for capital improvements, thanked Lakatos for his fundraising efforts, and wished everyone a happy Memorial Day weekend. Zelenock announced activities to celebrate the 70<sup>th</sup> anniversary of Kiwanis in the community this Saturday.

**ADJOURNMENT**

- ▶ **Motion:** Otto moved, Beliger supported, that the meeting be adjourned.  
**Motion carried 7—0 on a voice vote.**

The meeting adjourned at 8:46 P.M.

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Submitted by Lisa Lemble. Corrections to the originally issued minutes are indicated as follows:  
Wording removed is ~~stricken through~~; wording added is underlined.

Approved by the Township Board on June 13, 2017.

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Kathleen Manley, Clerk

Official minutes of all meetings are available on the Township's website at [http://www.twp-northfield.org/government/township\\_board\\_of\\_trustees/](http://www.twp-northfield.org/government/township_board_of_trustees/)