

# HOMER TOWNSHIP

## EXECUTIVE BOARD MEETING MINUTES

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STATE OF ILLINOIS  
WILL COUNTY, ss.  
TOWN OF HOMER

EXECUTIVE SESSION  
BOARD MEETING  
APRIL 8<sup>TH</sup> 2019

*DRAFT PRESENTED TO BOARD ON MAY 13<sup>TH</sup> 2019/ Approved May 13<sup>th</sup> 2019 without Release  
DRAFT PRESENTED TO BOARD NOV 18<sup>TH</sup> 2019 TO REVIEW FOR RELEASE/ Board voted no release  
DRAFT PRESENTED TO BOARD MAY 11<sup>TH</sup> 2020 TO REVIEW FOR RELEASE/ Board voted no release  
DRAFT PRESENTED TO THE BOARD NOVEMBER 9<sup>TH</sup> 2020 TO REVIEW FOR RELEASE/ Board voted no release  
DRAFT PRESENTED TO THE BOARD APRIL 12<sup>th</sup>, 2021 TO REVIEW FOR RELEASE/ Board voted no release  
DRAFT PRESENTED TO THE BOARD MAY 10<sup>TH</sup> 2021 TO REVIEW FOR RELEASE/ Board voted no release*

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**THE BOARD OF TOWN TRUSTEES** met at the Old Town Hall 16057 Cedar Rd. Lockport, Illinois 60491 on April 8<sup>th</sup>, 2019. The Executive session began at 7:53 PM and ended at 8:44 PM. Supervisor Meyers conducted the Executive Meeting of Township Board where the following official business was transacted. Also present was Attorney Sramek, Assessor Szykowski and Deputy Clerk Kathy Kruczek

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### 1. Roll Call

A. Supervisor Meyers; Trustees Fijan, Kalas and Kruczek. Trustee Offord was absent.

### 2. Wage Reviews

Supervisor Meyers stated she is not able to individually present wage reviews at this meeting and will address at the next meeting.

Trustee Kruczek stated he was under the impression that wages were automatic until they reached a particular level.

Supervisor Meyers stated that every year we have discussed many options. Previously discussion about mirroring the CPI was entertained.

Trustee Kruczek stated he was under the impression that increments of .50 cents would be given yearly and once they reached a platform wage increases would follow the CPI.

Supervisor Meyers stated that was discussed but no motions were made. She spoke of assessing employees individually for wage reviews based on performance.

Trustee Kruczek recommends an increase per position up to a point and then CPI.

Supervisor Meyers discussed the expected minimum wage increase in Illinois and the effect it will have on the economy and the individual employee.

Trustee Kruczek stated perhaps an increase based on the minimum wage if and when it occurs and then move up from there.

Supervisor Meyers stated she will bring more information and employee history to the next board meeting where wage reviews can be discussed more thoroughly with the necessary information in hand.

### **3. Resignation of Clerk Sowa**

Supervisor Meyers stated with the official resignation of the Clerk the Board must now address filling the vacancy and this must be completed within 60 days.

Attorney Sramek stated it is 60 days from the resignation and the replacement must be from the same political party.

Supervisor Meyers added they must also be a resident for at least one year.

Supervisor Meyers reminded the Board that pleasing all people in a situation such as this will be difficult. She cited the possibility of having an application where someone can apply (this has been done once previously as she recalls when there was more than one candidate applying for the position) or as a Board they can make their own appointment.

Trustee Kalas stated that the application system worked before.

Trustee Kruczek asked Trustee Kalas did he have someone in mind?

Trustee Kalas said he did not have someone in mind.

Supervisor Meyers discussed if they put an application out there sixty days is a very short time. She stated where do we put the information out, in the newspaper, on the website? What is the deadline? She stated proper time is needed to procure resumes, interviews must be performed, then back to the Board for discussion and decision. In addition, we must decide is this a full or part-time position?

Attorney Sramek stated the Board can make the decision as to whether or not the position is full time or part-time. Historically it has been a full-time position because the Clerk has performed duties above and beyond a Clerks duty but if those are not part of the Clerks duties as defined by the Board then the position could be part-time.

Supervisor Meyers clarified that as long as she remembers the Clerk has been a full-time position. In the past, the Supervisor was a part-time position until Bud became the Supervisor. One of the positions must be full-time because of the level of work needed. Supervisor Meyers added that right now doing her job as well as many of the Clerks duties is problematic. She stated that Linsey did a great deal more work than was realized and despite the fact that herself and staff are trying to keep up it is difficult without a Clerk. She said she is not suggesting part or full-time but it isn't a figurehead position either. She feels a little uncomfortable going out to the public but she has faith that the Board will make a good decision and not put a person in this position who is not capable and qualified.

Trustee Kalas recommends the website or the paper.

Supervisor Meyers stated if the consensus of the Board is to advertise in the paper or website, we need to redraw documents, set up deadlines etc. in order to publish. She asked Attorney Sramek if she does this would the Board then need to make a motion to make this a part-time position at this meeting once out of Executive Session before she could proceed?

Attorney Sramek stated that it should be advertised as either full-time or part-time. He also stated that if you were able to find someone who was as organized as Linsey then he thinks you would be foolish to not make it a full-time position. Should someone not possess those characteristics, you might want to minimize the position.

Assessor Szykowski stated that it takes time to learn a position and if your part-time it would be more difficult. She also stated that she has been here 29 years and every top Clerk has been a full-time employee. She thinks with 2 years remaining it would be silly to cut the position back.

Supervisor Meyers stated that Kathy Kruczek (Deputy Clerk) is familiar with what we're doing here and she doesn't think anyone could have stepped in so easily and done what's been done thus far so easily and she wanted to say Thank you. She stated that four sets of minutes have been completed thus far. She does agree with Assessor Szykowski that there is much to be learned.

Trustee Kruczek stated it is important to think of the Staff as well and make sure they are comfortable with the person they are working with.

Supervisor Meyers stated there are many emotions dealing with Linseys absence. That many people assume that staff can do her position which is not the case. That it is possible that by making this position available to the public may draw people in with the mindset that they can procure a position such as this while receiving benefits and full-time pay with little effort.

Trustee Kruczek is fearful of the same.

Supervisor Meyers stated she is not in favor of letting the 60 days expire and having a special meeting to appoint a Clerk.

Trustee Kalas would like to have this completed prior to the 60 days as well.

Supervisor Meyers said this has to be ironed out now so she can proceed. That by next meeting we will only have 30 days.

Trustee Fijan asked what Supervisor Meyers is looking for.

Supervisor Meyers stated she just wants the Board to take all the information in and decide as a majority. That definite decisions must be made.

Trustee Kruczek added that we could make it part-time now or should it be full-time?

Supervisor Meyers asked Attorney Sramek does the law state whether it is a full or part-time position?

Attorney Sramek stated not that he knows of. He added that you can't alter salaries or change things mid-stream. Because of our guidelines it may be ok to go from full-time to part-time.

Supervisor Meyers concurs with Jerry. She asked what if they got to the point that this part-time position needed to become full-time could the Board make that decision in this term?

Attorney Sramek stated he believes so. It's not changing salary per say, it's changing the status of full-time to part-time.

Assessor Szykowski asked so a part-time position gets full-time pay?

Supervisor Meyers said no, it's a quarter of the full-time pay. No Benefits, no pension.

Trustee Kruczek asked is it possible that should we feel a part-time position is not beneficial to the Township could we before the end of our term turn it back into a full-time position?

Supervisor Meyers expressed concern that she believes the Attorney General's office ruled that salary and benefits had to be the same for the appointed position as it was before the vacancy.

Attorney Sramek stated that's because you can't affect compensation by increasing or decreasing benefits, but he believes this is a little bit of a different situation. He asked do we have a definition of part-time here?

Supervisor Meyers stated there is no definition of part-time. I believe for Trustee's you have to serve on a committee but there is no definition of full or part-time for the Clerk. An elected official is considered an exempt employee.

Trustee Fijan asked how do you define part-time of full-time? Do we arbitrarily pick out a number?

Trustee Kruczek stated that an elected official is different. They just have to perform their duties. They are not punching a clock. He believes Linsey did a great deal of work as a full-time employee.

Supervisor Meyers stated in the past the Clerk and the Supervisor added a statement of their intentions to how many hours they would work.

Trustee Kalas believes we should come out of this session voting on a full-time or part-time position.

Attorney Sramek stated that if the official works on a part-time basis then the pay is reduced to one-fourth.

Supervisor Meyers said she will work with what the Board decides. Her biggest concern is that by reducing the compensation so much may result in the possibility of litigation.

Trustee Kruczek asked how would this cause litigation.

Attorney Sramek stated that someone could come in and say you can't change compensation for the term and this was a full-time position and you arbitrarily reduced it to a part-time position. It is an issue; he doubts the courts ever litigated it before. Our position is supported but it isn't a slam dunk by any means.

Supervisor Meyers stated there is never any guarantee of litigation. Someone could put in for part-time and then go for litigation.

Assessor Szykowski asked about the lady who ran against Linsey, could she litigate?

Supervisor Meyers stated that there will be negativity, but the lady that ran against Linsey is not an option because she belongs to the wrong political party.

Trustee Kalas said they would have had to have voted Republican at least in the last Election.

Attorney Sramek said it must be a Republican or an affidavit must be obtained.

Supervisor Meyer's read, "Any person appointed to fill a vacancy must be a member of the same political party as the person vacating the office. If the person vacating the office was elected in an established political party (which we were) at the time of the appointment, the appointee must establish his or her political affiliation by his or her record of voting in party primary elections or by holding or having held an office in a political party organization before appointment. If the appointee has not voted in a party primary election and is not holding or has not held an office in a political party organization before the appointment, then the appointee shall establish his or her party affiliation by his or her record of participating in a political party nomination or election caucus." Supervisor Meyers believes this could be challenged.

Trustee Kruczek advised he believes appointing someone is perhaps the best option. He believes it imperative to have someone who will work cohesively with the staff and the Supervisor. He believes criticism is inevitable and it will be difficult to please everyone.

Trustee Kalas say he will go with whatever the Board decides. He believes you will get a vast array of applicants.

Supervisor Meyers is most worried about the 60 days. She believes the Deputy Clerk has done a wonderful job and questioned as to whether she would consider doing it on a long-term basis?

Deputy Clerk replied, "I would very much like to"

Supervisor Meyers stated no decisions have been made, nothing has been offered. She stated you know if this is offered there will be some who claim this is nepotism.

Trustee Kruczek said criticism will exist with anyone we put in.

Supervisor Meyers stated there are husband/wife who were elected to serve on Boards in many other communities.

Attorney Sramek said you can just make an appointment today if indicated. If you post the position it must be posted on the website. No matter what you do their will be criticism. If you feel it best to appoint someone who at least has their feet wet then so be it.

Trustee Fijan stated he is against putting it out to the public. If we put it out there and all the applications come back as unqualified are we stuck having to hire one of them instead of appointing?

Attorney Sramek stated there is no perfect solution.

Trustee Fijan said he would rather take the criticism and have someone qualified then get what you get.

Supervisor Meyers asked would it be in our best interest to wait until next month to make an appointment? A decision must be made by next meeting.

Attorney Sramek suggests waiting on voting for part-time and full-time to consider all possibilities. He believes due to the amount of responsibility the Board may want to consider all options.

Supervisor Meyers stressed the need to have someone who will keep records confidential and perform adequately the duties of the Clerk.

The consensus of the Board is to wait and make a final decision at the next Board Meeting.  
No action to be taken.

- 4. Adjournment: Motion by Trustee Kruczek to adjourn Executive Session at 8:44 PM, second by Trustee Kalas, All Yes, Motion Carries.**

