

HOMER TOWNSHIP

EXECUTIVE BOARD MEETING MINUTES

State of Illinois
Will County, ss.
Town of Homer

Executive Session
Board Meeting
May 13th 2019

Draft presented to Board on June 10th 2019
Approved without release June 10th 2019
Restrict or release review on 12-9-2019
Board restricted release on 12-9-2019
Restrict or release review on 6-15-2020
Board restricted release on 6-15-2020
Restrict or release review on 12-14-2020
Board restricted release on 12-14-2020

The Board of Town Trustees met at the Old Town Hall 16057 Cedar Rd. Lockport, Illinois 60491 on May 13th 2019. The Executive session began at 8:38 PM and ended at 9:10 PM Supervisor Meyers conducted the Executive Meeting of Township Board where the following official business was transacted.

1. Roll Call

A. Present: Supervisor Meyers: Trustees Fijan and Kruczek.

Absent: Trustee Offord and Kalas

B. Attorney Sramek, Assessor Szykowski and Deputy Clerk Kathy Kruczek attended the closed session as requested by the Township board.

2. 2C1 Appointment, employment compensation, performance of public body employees.

Supervisor Meyers stated at this point there are no returning seasonal laborers. She indicated other governmental agencies are starting laborers out at \$10.50 a hour. We hope to fill 3-4 laborer positions this year. She recommends they start

out at the same wage every year despite whether or not they are returning employees.

Supervisor Meyers discussed CPI and its effect on wages earned. She mentioned that some employees are exemplary while others show less motivation. She does not feel an equal raise across the board for all employees is indicated but rather should be based on performance.

Trustee Fijan believes that the issue of wage increases should be made by Supervisor Meyers based on her hands on knowledge of working directly with employees. He also concurs with Supervisor Meyers that raises should be performance based.

Trustee Kruczek agrees with Trustee Fijan. He added that he believes the range should be from .25 cents an hour to \$1.00 an hour but should not be less than .25 cents.

Supervisor Meyers talked about setting the CPI as a minimum because it is a cost of living raise. She also mentioned she feels stellar employees should be acknowledged. However, she is also aware of many people who do not get a yearly raise in the private sector. She suggests this year she would like to give three employees (Mary Pat, Stan and Shaun Reardon) a .50 cent increase and all other regular employees a .25 cent raise based on performance. She talked about bumping up the seasonal workers hourly rate as well. In addition, she has had interest from college students inquiring about summer office work.

Trustee Fijan and Trustee Kruczek have no objection for summer office help.

Supervisor Meyers feels summer office help should be at the same rate as the seasonal laborers.

Attorney Sramek suggested it might be in the best interest to have the Board actually announce the amount of raises and name who gets what.

Supervisor Meyers asked can we just say three employees get .50 cents an hour and the rest .25 cents without naming the actual employees?

Attorney Sramek said yes.

Trustee Kruczek and Trustee Fijan agree to not name the employees and just indicate three people would receive a raise of .50 cents and the rest .25 cents.

3. 2C3 Filling a vacant public office

In regard to the vacant position of Clerk, Supervisor Meyers initially felt it could be a Part-time position however that opinion has now changed based on the following. Since the absence of Clerk Sowa the office has been struggling. There were many duties performed by the Clerk like FOIA requests, phone calls, voter registration, reception and copying records to name a few in which staff is now trying to perform. The absence of Clerk Sowa places a heavy burden on staff. Often times the Clerk would jump in and lend a hand in all aspects of the office. She believes the position would now be best served as a fulltime position.

Trustee Kruczek was concerned about potential litigation if the position was changed from full-time to part-time (position was an elected full time position) based on a previous discussion in Executive Session with Attorney Sramek. Trustee Kruczek believes the position should remain as it is because of the potential litigation and the issue can be revisited next term if a change is indicated.

Supervisor Meyers concurs. She also cited that in the past the position of Clerk and Supervisor and intent of work status (full or part time) was stipulated at the start of the term.

Trustee Kruczek added that if a Clerk is part-time and more staff is needed to fill the void, either way monies are being spent.

Supervisor Meyers agrees.

Trustee Fijan is concerned that established hours are needed for the Clerk.

The Board discussed how many hours constitutes full-time. The consensus is 32 to 40 hours.

Supervisor Meyers stated the only letter of interest received regarding the position of Township Clerk was from the Deputy Clerk, Kathy Kruczek.

Deputy Clerk Kruczek stated she could work designated days, Mondays, Thursdays and Friday's full days (8-10 hours). She would also work late Tuesday afternoons and some Saturdays while retaining a part-time position elsewhere.

Trustee Fijan asked about responsibilities of Clerk and Bid Openings

Supervisor Meyers stated with Bid Openings and established hours of the Clerk the Highway Commissioner and Township should be able to schedule Bid appointments accordingly.

Supervisor Meyers stated there are also a great deal of things that can be performed by the Clerk during non-business hours. Supervisor Meyers asked if the Trustees have any other concerns.

No other concerns mentioned.

- 4. Adjournment: Motion by Trustee Kruczek to exist Executive Session, second by Trustee Fijan, No Discussion- All Yes- Motion Carries at 9.10 PM.**