Approved Minutes of a Regular Meeting of the
Senior Services Commission
Village of Northbrook
January 10, 2019

The meeting was called to order at 7:00 p.m. in the Village Hall, Terrace Room. Present were Chairman Rosenberg and Members Caldwell, Ganitopoulos, Lefkow, Malin, Moore, and Stern. Also present was Assistant Director of Finance Betsy Garibaldi, (R&M) Representative Jaworski, Manager Dave Vaicaitis, and Recorder Anetsberger.

Guests
Debbie DePalma, Northbrook resident; Jim Butler, Crestwood resident

Review and Approval of Minutes
A change on Page 3, under New Business - remove the sentence on line 15 and move it immediately after the sentence on line 11.

Remove the comma on Page 3, line 33, after “American Taxi”.

A motion to approve the minutes of the November 8, 2018 meeting with two changes was made by Member Lefkow and seconded by Member Caldwell. The motion was approved by voice vote.

Chairman’s Report
Chairman Rosenberg stated that the cost of running Crestwood Place has gone up and it is faced with future hefty capital improvements for this year and the next 4-5 years. Chairman Rosenberg recommends in FY20, a one-time 5% increase on lease renewals, and a rent increase for new tenants moving into Crestwood. New tenant rent would be $650 per month. The increase was reviewed with CFO Jeff Rowitz. The FY20 budget does contain those increases. Revenue would be increased by approximately $43,276 per year. Member Lefkow asked if there were any comparable facilities in the area that could be used for rent comparison. The answer was that there are no comparable facilities that are municipal owned. Membership agreed that Crestwood is an affordable option.

Chairman Rosenberg stated that the budget will be addressed at tonight’s meeting.

Manager’s Report
Manager Vaicaitis reported that there are two vacant units. Candidates have been vetted for a late January move in date.

Trips continue to the Northfield Food Pantry. Currently, seven residents are qualified but the number may possibly grow to nine.

Three bids were received for the public restroom remodeling project. One of the bids did not cover everything and was disqualified. The two remaining bids will be discussed under New Business.
The new outdoor canopies for the “A/B” building entrance and the “C” building entrance have been completed.

Jim Butler, Crestwood resident stated, “The new canopies are a very attractive addition to the building and keep folks dry.”

**Budget and Finance**


Member Ganitopoulos, seconded by Member Moore moved to approve the October, 2018 Financial Report. On voice vote, the motion passed.


Member Caldwell, seconded by Member Moore moved to approve the November, 2018 Financial Report. On voice vote, the motion passed.

3) Review of the Draft Budget for Crestwood Place for FY19/20 & Consider a Rental Rate Increase

Draft Budget for Crestwood Place FY 19/20

Interest Income – Interest income is $1,600. Total income budgeted for section 1 is $1,600.

Rental Income – Rental income for FY/20 is $836,040.00 plus the 5% proposed rent increase for existing tenants comes to $43,276. A proposed increase for new apartment rental income comes to $3,240. (Approximately 18 units are turned over each year.) Revised total income for FY/20 is $882,556 (subject to approval of the Board). A motion was made to accept Sections 1 and 2 – Interest Income and Rental Income by Member Ganitopoulos and seconded by Member Caldwell. The motion passed.

Miscellaneous Income (Application Fees) – A motion was made to accept Section 3 - Miscellaneous Income (Application Fees) by Member Lefkow and seconded by Member Stern. The motion passed.

Miscellaneous Income – (Non-Recurring) - A motion was made to accept Section 4 - Miscellaneous Income (Non-Recurring) by Member Stern and seconded by Member Caldwell. The motion passed. Total income budgeted for sections 2-4 is $903,458.

Maintenance Equipment – Chairman Rosenberg questioned why $6,760 was budgeted for Fire Protection when the average for the past three years was approximately $3,000. R&M Representative Jaworski replied that Crestwood was supposed to have been billed by the Village but that no invoices were received. Assistant Director of Finance Garibaldi will follow up. A motion was made to accept Section 5 - Maintenance Equipment by Member Ganitopoulos and seconded by Member Lefkow. The motion passed. Total expenditure budgeted for section 5 is $10,010.

Building Repairs – (Travel Expense, Directory, Decorating and Apartment Refurbishing) -
Member Lefow questioned the amount of $6,100 for decorating. Manager Vaicaitis stated that $3,600 was to be used for painting the storage room floor and $2,500 for other interior decorating. Chairman Rosenberg stated that due to the large amount of anticipated capital improvements, there was no money for additional artwork in the FY/20 budget. Member Lefkow raised his objection and asked for twelve more pictures at a cost not to exceed $2,500. Member Malin agreed with Member Lefkow that the residents enjoyed the artwork, that artwork was negotiated at a reasonable price, and that the pictures were all framed nicely and hung with security. Member Lefkow felt that the art purchases would be ongoing into the new budget. Member Malin objected that every apartment was receiving new door handles and added that some of that money could have gone towards more artwork.

Assistant Director of Finance Betsy Garibaldi stated that the door handles were approved in this year’s budget (FY18/19). Assistant Director of Finance Betsy Garibaldi also stated that the common areas in Crestwood were redecorated in 2014 for a total amount of $31,000 which included using a professional decorator. She further stated that this cost is not a priority at this time. Discussion followed. Member Lefkow made a motion seconded by Member Malin to put aside in the FY/20 budget $2,500 for twelve new pieces of art for Crestwood Place. The motion passed, five in favor and one opposed. Ms. Garibaldi stated that three bids will need to be obtained for this project. A motion was made to accept Section 6 – Building Repairs by Member Stern and seconded by Member Ganitopoulos. The motion passed.

Building Repairs – (Building maintenance and Repair) – Member Lefkow questioned information contained in the Thornton Tomasetti forecast for new kitchens in 2028. Member Lefkow stated that it is still fifteen years away but that kitchen remodeling would require an enormous amount of money. Manager Vaicaitis stated that most kitchens were in good shape but that some of the refrigerators and stoves were beginning to fail. Also, the floors are being replaced with tile as units turn over. A motion was made to accept Section 7 - Building Repairs by Member Caldwell and seconded by Member Moore. The motion passed.

HVAC, Grounds, General Exterior Maintenance – Member Malin asked for more flowers around the building in the future. A motion was made to accept Section 8 - HVAC, Grounds, and General Exterior Maintenance by Member Lefkow and seconded by Member Stern. The motion passed. Total expenditure budgeted for Sections 6-8 is $183,898.

Administrative Services, Water, Self-Insurance – Chairman Rosenberg asked Manager Vaicaitis if he was comfortable with $25,000 budgeted for water. Manager Vaicaitis stated as long as there were no issues, the money in the budget was adequate. A motion was made to accept Section 9 - Administrative Services in the amount of $86,540; Water in the amount of $25,000; and Self Insurance in the amount of $54,080 by Member Ganitopoulos and seconded by Member Caldwell. The motion passed.

Telephone Services, Electricity, Natural Gas, and Legal Services – A motion was made to accept Section 10 -Telephone/Communication in the amount of $5,800; Electricity in the amount of $28,500; Natural Gas in the amount of $8,500; and Legal Services in the amount of $1,000 by Member Moore and seconded by Member Stern. The motion passed.
Other Professional Services – The Management Fee contains a 2% increase. The Manager Payroll contains a 2.5% increase. Health Insurance contains a 7% increase. A motion was made to accept Section 11 - Other Professional Services in the amount of $144,651 by Member Stern and seconded by Member Moore. The motion passed.

Custodial Services (Maintenance Payroll) – Janitor Payroll contains an increase of 2.5%. Chairman Rosenberg questioned the increase in part-time janitor expenses from the previous year. R&M Representative Jaworski stated that the previous budget did not include extra duty hours of time. The new figure has an allowance for extra duty hours. Maintenance Payroll contains an increase of 2.5%. A motion was made to accept Section 12 - Custodial Services in the amount of $68,376 by Member Caldwell and seconded by Member Stern. The motion passed.

Advertising, Solid Waste Management, Senior Citizens Programs – Chairman Rosenberg stated that the average amount of money spent in prior years for Senior Programming was $27,197. He questioned if Manager Vaicaitis would use the whole $33,000 as provided for in the budget. Manager Vaicaitis stated that they lost the “Current Events” person at Crestwood but were looking into bringing new programming to the residents. Manager Vaicaitis stated that he would use $33,000 in the current budget. A motion was made to accept Section 13 - Scavenger Services in the amount of $300 and Senior Citizens Programs in the amount of $33,000 by Member Lefkow and seconded by Member Ganitopoulos. The motion passed.

Miscellaneous – Line 6351-000 is a duplicate of the same in Section 11 and needs to be deleted. A motion was made to accept Section 14 - Miscellaneous in the amount of $5,800 by Member Stern and seconded by Member Moore. The motion passed.

Office Supplies, Maintenance Parts & Supplies – A new computer and printer for the business office are included in this section. A motion was made to accept Section 15 - Office Supplies in the amount of $6,000 and Maintenance Parts & Supplies in the amount of $5,700 by Member Caldwell and seconded by Member Ganitopoulos. The motion passed.

Building & Permanent Improvements – Line item 6860-025 in the amount of $125,000 is for tuck pointing. It is a current quote from Public Works. Line 6860-029 HVAC $32,000 is an outdated quote. R&M Representative Jaworski will seek a new quote for HVAC as there is the possibility that HVAC needs replacement. A motion was made to accept Section 16A - Building & Permanent Improvements Member Ganitopoulos and seconded by Member Stern. The motion passed.

Capital Improvements Exterior Parking Lot – Public Works estimates $130,000 to repave the parking lot with a tear down and tear off. Manager Vaicaitis will make sure that the new parking lot meets the level of the lip on the exterior concrete ramp. A motion was made to accept Section 16B – Capital Improvements Exterior Parking Lot by Member Caldwell and Member Lefkow. The motion passed. Total expenditure budgeted for Sections 16A and 16B is $287,000.
Department Equipment – Apartment HVAC units that are purchased should be coded to HVAC. A motion was made to accept Section 17 - Department Equipment in the amount of $42,000 by Member Ganitopoulos and seconded by Member Stern. The motion passed.

Principal on Mortgage, Interest on Mortgage – Section 18 -Principal on Mortgage in the amount of $39,300 and Interest on Mortgage in the amount of $23,200. No motion was made to accept as this is a fixed item.

A motion was made by Member Malin and seconded by Member Moore calling for a 5% increase in the monthly rent rate for current Crestwood residents beginning FY/20 and a first time, new resident rent rate of $650 per month. This would result in an annual increase of $43,276 to the budget. The motion passed.

Member Ganitopoulos questioned that new tenants moving into Crestwood would not be paying a 5% increase. Member Ganitopoulos thought it would be more equitable to have new tenants moving into Crestwood, pay $665 per month. Discussion followed.

A motion was made to amend the previous motion and increase the amount of $650 to $665 per month for all first time new tenants moving into Crestwood beginning FY/20 by Member Ganitopoulos and seconded by Member Caldwell. The motion passed.

A motion was made to recommend the FY/20 Senior Services budget to the Village Board for approval by Member Stern and Member Moore. The motion passed.

Old Business
Update on Senior Taxi Program automation that began 11-1-18
Assistant Director of Finance Betsy Garibaldi stated that the Senior Taxi Program was automated beginning November 1, 2018 using Cabconnect software. The program is working very well and the riders like the new system. The new software allowed the Village to discover two instances of documented abuse using the new system. Specifically, one of the taxi drivers, a Northbrook resident, who is also a rider in the Program was using her swipe card in her driveway without going anywhere. This same driver was also using her husband’s swipe card and 3 other swipe cards in this same manner. Cabconnect software captures GPS coordinates so it was easy for the Village to identify this theft. All 5 riders have been removed from the Program. In the second case, a taxi driver was using 3 swipe cards in his driveway in Wheeling. All 3 riders have also been removed from the Program. The Senior Taxi Program is set up to provide local transportation for Northbrook residents.

New Business
Consider public restroom remodeling quotes for Crestwood Place and recommend the lowest responsible bidder
Chairman Rosenberg stated that three bids were received for remodeling quotes for the public restrooms at Crestwood Place. One of the bids did not cover the whole scope of the project and was disqualified. Two bids were compared and discussed. CKS Group Corporation is the lower bid of the two. Manager Vaicaitis stated that he has worked with CKS Group Corporation in the past and that it was a positive experience. It was noted that this project is $5,800 over budget but there are savings of $6,000 on the door handle.
A motion was made by Member Stern and seconded by Member Caldwell to recommend to the Village Board to accept the bid in the amount of $30,800 from CKS Group Corporation to remodel the public restrooms at Crestwood Place. The motion passed.

Member Malin questioned why windows would be replaced in Building A/B and not C. Member Malin stated that Building C has bad windows and that she hears complaints regularly from tenants. The answer was that the Thornton Tomesetti report recommended replacing the windows in Building A/B as they are original to the property. The C building windows were replaced in 2000. Manager Vacaitis will work with Member Malin and those tenants in Building C who have complaints regarding their windows to see what can be done to help them.

Member Malin questioned what the legal description for independent living was. Chairman Rosenberg stated that tenants must live in their own apartments but tenants have the right to have someone from the outside come in each day to help them. Chairman Rosenberg stated that Crestwood Place does not provide any assisted living services but tenants can get services on their own. Member Malin lives at Crestwood and stated she receives calls from tenants asking for her assistance. The Commissioners stated that it is very kind of Member Malin to offer to assist other tenants but that she has no obligation to do so.

Member Caldwell stated that on January 23, 2019, at 7 p.m., Hunger Free Northbrook will bring in two dieticians to present a talk on healthy foods at Crestwood Place. Free samples will be provided. All are invited.

Hear from the Audience
None.

Adjourn
A motion was made by Member Stern and seconded by Member Moore to adjourn the meeting at 8:35 p.m. The motion passed. The next meeting will be held on Thursday, March 14, 2019 at Crestwood Place.

/s/S. Anetsberger
Recorder