

VILLAGE OF NORTHBROOK, ILLINOIS
SENIOR SERVICES COMMISSION
Village Hall, Terrace Room
1225 Cedar Lane
Northbrook, IL 60062

MINUTES OF THE JANUARY 11, 2024 MEETING

1. **CALL TO ORDER:** The meeting was called to order by Chairman Rosenberg at 7:04 p.m.
2. **ROLL CALL:** The following individuals were present:

Chairman Fred Rosenberg, Commissioner Robert Caldwell, Commissioner Sandra Whitmore, Commissioner Amy Malloy, Commissioner Emmeline Hazaray, Commissioner Betsy Phillips, Manager Dave Vaicaitis, R&M Representative Aggie Jaworski, Trustee Johannah Hebl and Liaison Anita Bozic. A quorum was present.

3. **MINUTES FROM THE NOVEMBER 9, 2023 MEETING:**

- A. **Corrections:** The following corrections were offered by Commissioner Lefkow, Commissioner Caldwell and Chairman Rosenberg to the November 9, 2023 minutes:
 - Page 1, Roll Call section: add Commissioner Caldwell as an attendee.
 - Page 4, line 160: word “Commissioner” should be plural.
- B. **Motion:** Upon motion made by Commissioner Caldwell and seconded by Commissioner Whitmore, the minutes of the November 9, 2023 meeting, as amended, were approved.

4. **CHAIRMAN'S REPORT:** Chairman Rosenberg stated that he has nothing to report.
5. **MANAGER'S REPORT:** Manager Vaicaitis submitted his report, a copy of which was furnished to all Commissioners.
 - **Occupancy:** There are currently 4 empty apartments. Two move-ins are scheduled for January and Management will continue to work on leasing the available units.
 - **C-Building Sewer Drain Issue:** There have been several issues with the sewer drain in the C-Building. The plumbers are constantly finding wipes clogging the line when they came out to rod. The residents have been notified they cannot flush wipes into the sewer system for this specific reason. At this point, we are rodding the line every month and still finding wipes in the line. We have a proposal from Santucci Plumbing to replace an “old Style cross fitting” that is suspected to be the cause of the backups. The cost for the proposal has been included in the budget for next year. Manager Vaicaitis is recommending to make the repair now as opposed to waiting until next year. Manager Vaicaitis would work with Public Works to coordinate the repairs which should cost approximately \$3,400. Chairman Rosenberg inquired if this project would require the formal bidding process (3 bids) under the Village's purchasing policy. Liaison Bozic replied that the purchases below \$20,000 require a purchase order only (no formal bidding).
 - **Activity Room Fans:** The wall fans have been ordered and will be installed later this month. Chairman Rosenberg inquired about a reason for delays, and Manager Vaicaitis replied that the delays are vendor related.

- **Smoking Issues:** Management has been working with the Commission to find a designated smoking area for the Crestwood Place Campus. There are no new smoking complaints since the last commission meeting.
- **Parking:** Parking violations continue to diminish.

6. **BUDGET & FINANCE:**

- A. Chairman Rosenberg asked if there are any questions or comments for October and November 2023 financial statements. An inquiry was made about the status of the windows sealants project under Capital Outlay since the memo stated that the project will not be completed in the current year. The question was raised if the project is budgeted for FY 2025. Liasion Bozic responded that the annual cost for windows sealants was a placeholder only in the current year's budget until a new/refreshed capital maintenance study is completed. The project will not be added to the FY 2025 budget. A capital maintenance study needs to be completed first to address the overall needs for the windows. The building windows are original and have never been replaced. The study will evaluate the costs for window replacements and for windows sealants. The study is budgeted for FY 2025.
- B. **Motion:** Upon motion made by Commissioner Caldwell and seconded by Commissioner Hazaray, the October and November Crestwood Place financial statements were approved by voice vote.
- C. **Review of FY 2025 Draft Budget previously distributed** – Chairman Rosenberg passed around the table to the Commissioners a document listing the budget sections and explanation for each section. He explained that all individual budget lines are categorized and grouped into one of the budget sections. The Commission will review and discuss each section and they will vote to approve each section after their discussion.

- **Section 1 - Interest Earned:**
 - Chairman Rosenberg explained that the interest income is calculated against the total cash balance. Liasion Bozic commented that the Village has earned between 4% and 5% interest on its checking and savings accounts during FY 2024. The \$35,000 budgeted interest for FY 2024 was conservative and we currently project \$105,000 in interest revenue for FY 2024 and \$90,000 for FY 2025.
 - Upon motion made by Commissioner Whitmore and seconded by Commissioner Caldwell, and by unanimous voice vote, Section 1 of the draft budget was approved.
- **Section 2 – Income:**
 - Laundry & vending revenue - Commissioner Whitmore asked why there is a decrease in FY 2025 budget. Manager Vaicaitis explained that there was a change in the leasing company and we are now paying the lease on laundry machines.
 - Damage & Cleaning Fees – Manager Vaicaitis explained these fees are for damages in excess of security deposit amount. The budgeted amount of \$1,500 is higher than in the previous year due to higher turnover in residents because of aging community.
 - Upon motion by Commissioner Phillips, seconded by Commissioner Hazaray and by unanimous voice vote, Section 2 of the budget was approved.

- **Section 3 – Maintenance Equipment, Etc.:**
 - Upon motion by Commissioner Caldwell, seconded by Commissioner Hazaray and by unanimous voice vote, Section 3 of the budget was approved.
- **Section 4 – Building Repairs and General Operating Expenses:**
 - Elevator Repairs \$3,000 – Commissioner Whitmore inquired about the budgeted cost of \$3,000 versus \$0 in current year. Manager Vaicaitis explained this is due to expiring warranties on the elevators.
 - Decorating Common Areas Account 6561-000 – Inquiry was made about \$0 budget for FY 2025. Management commented that they did not identify any new areas needing decorating updates. Most of common areas have already been updated. Hallways were painted a year ago, a package collection space was added last year. Major painting would be too expensive and would not be budgeted in this account. After a brief discussion, it was agreed to add \$5,000 to this line for FY 2025 for any potential new initiatives.
 - Upon motion by Commissioner Hazaray, seconded by Commissioner Caldwell and by unanimous voice vote, Section 4 of the budget, as amended, was approved.
- **Section 5 – Government and Utility Expenses:**
 - Professional Services – Chairman Rosenberg and Liaison Bozic explained this line is for the Thornton Tomasetti updated maintenance study which was budgeted for FY 2024 but the Village made a decision to move this project to FY 2025. FY 2025 includes \$38,000 estimated cost to complete this study.
 - Upon motion by Commissioner Whitmore, seconded by Commissioner Hazaray and by unanimous voice vote, Section 5 of the budget was approved.
- **Section 6 – Payroll and Other Operating Expenses:**
 - Janitor Payroll – Chairman Rosenberg noted that the FY 2025 proposed budget includes R&M's request to move the janitor's position from part time to a fulltime position. Chairman Rosenberg asked Manager Vaicaitis to provide details for this request. Manager Vaicaitis commented that the new janitor hired in FY 2024 is Thomas and he currently works 4 days a week, 6 hours per day. In order to properly maintain the areas, there is a need to increase Thomas's hours to full time (40 hours per week). The payroll tax and benefit expense accounts reflect the change in this position for FY 2025.
 - Activity Room Equipment & Artwork – This line includes \$3,000 budgeted for the artwork. It was noted that the artwork replacement is an annual project that will continue in future. It was also noted that there are no other projects for the activity room to be budgeted for FY 2025.
 - Upon motion by Commissioner Caldwell, seconded by Commissioner Whitmore and by unanimous voice vote, Section 6 of the budget was approved.
- **Section 7 – Capital Improvements:**
 - Cap.Imp.Bldg – Renovations (acct 6860-036) – Includes \$15,000 budgeted for Management Office rehabilitation. Manager Vaicaitis explained that the management office was done over 18 years ago and was not updated since. The rehabilitation project will include new flooring, new wall painting/wallpaper and new blinds. The furniture is in a good shape and does not need to be replaced.
 - Upon motion by Commissioner Hazaray, seconded by Commissioner Caldwell and by unanimous voice vote, Section 7 of the budget was approved.

- **Section 8 - Bond Principal and Bond Interest:**
 - Chairman Rosenberg commented that the Section 8 contains annual principal and interest payments for the 2021 bonds issued to finance Crestwood capital projects. The budgeted amount is per the Village's bond amortization schedule and no motion for approval is required. There were no comments or questions for this section.
- **Section 9 - Total Expenses and Profit and Loss:**
 - Chairman Rosenberg commented that Section 9 contains the total expenses and the profit and loss calculation. No motion for approval is required.
- **Section 10 - Profit and Loss Restatement:**
 - Chairman Rosenberg explained the add-back of the capital improvements into the profit and loss calculation to determine the restated profit and loss number.
- **Additional Discussion - Rent Increase:**
 - Trustee Hebl inquired if a rent increase was considered for FY 2025. She noted this should be considered and discussed every year. The Village Board wants to see Crestwood Place continue to be self-sustaining and to have sufficient reserves to fund annual operating expenses and capital projects.
 - Commissioner Malloy commented that her monthly rent will increase to \$695 in February. The rental units don't have dishwasher, garbage disposal, washer and drier. She was aware of this when she moved in, and she selected Crestwood based on its low rentals. She does not know if she can afford a rent increase year over year.
 - Chairman Rosenberg commented that Crestwood rental fees are very reasonable. Residents need to understand that it costs money to maintain the facility and to run general operations.
 - Commissioner Whitmore commented that the residents need to be informed about the future plans for rent increase and how often they should expect the increases. Commissioner Malloy further noted that it would be helpful to include a list of future capital projects that are required to be completed for Crestwood, which would help support the rent increases. Chairman Rosenberg noted that that would be easy to include, and would be based on the capital maintenance study.

7. OLD BUSINESS:

- A. **Update on Designated Smoking Area discussion:** Chairman Rosenberg opened the topic for discussion with a proposal from Commissioner Malloy to move the smoking area to the new bench installed across from the main entrance:
 - Commissioner Malloy started the discussion by stating that the proposed area is approximately 50 feet away (twice as required 25 feet) from the front entrance. No smoke should reach any of the windows in apartments and there should be zero complains from the residents. Commissioner Whitmore asked to clarify where that area is. It was noted that a new bench is already placed in this area located across from the entrance at the walkway to Angle Avenue. Commissioner Caldwell stated if the smoking area is in the walkway, any visitors would have to come through the smoking area to enter the building. Commissioner Whitmore also stated she does not think this is a good area due to visitors having to walk through the smoking area.
 - Chairman Rosenberg let Manager Vaicaitis know we would need the signage for the new smoking area. In addition, communication would be done by word of mouth.

- Commissioner Malloy proposed not to make any changes until the next meeting in March. Commissioner Rosenberg disagreed and he stated we need to deal with this issue now and put it to rest. Manager Vacaitis stated that they will put a notice on the wall board. Chairman Rosenberg called for a motion to move the designated smoking area to the new bench close to Angle Avenue.
- **MOTION:** Upon motion made by Commissioner Malloy and seconded by Commissioner Caldwell, and by majority vote in favor, a decision to move the designated smoking area was carried. Commissioner Whitmore voted against, and the remaining Commissioners voted in favor.

B. Commissioner Caldwell inquired if there are any new developments related to multiple claims of threats and disorderly conduct committed by a particular male tenant which were brought up by residents at the last meeting. Manager Vaicaitis commented that he had a long discussion with the tenant involved and that Management is not aware of any new incidents. The tenants are aware that they need to bring up any new incidents to Management and also to file a police report.

8. **NEW BUSINESS:** None.

9. **PUBLIC COMMENTS:** None.

10. **NEXT SCHEDULED MEETING:** March 14, 2024 at the Crestwood Place.

11. **MOTION TO ADJOURN:** There being no further business to be brought before the Commission, upon motion to adjourn by Commissioner Caldwell, seconded by Commissioner Hazaray, and by unanimous voice vote, the meeting was adjourned at 8:25 p.m.

Respectfully submitted,

Anita Bozic, Liaison