

Minutes of a Regular Meeting of the
Senior Services Commission
Village of Northbrook
January 14, 2021

The meeting was called to order at 7:08 p.m. via Webex and Shermer Study in the Village Hall. Present were Chairman Rosenberg and Members Butler, Caldwell, Ganitopoulos, Hazaray, Lefkow, and Whitmore. Also present was Trustee Heather Ross, Assistant Director of Finance Betsy Garibaldi, (R&M) Representative Jaworski, Manager Dave Vaicaitis.

Guests

None

Roll Call

Chairman Rosenberg asked for the Roll Call; quorum present

Chairman's Report

Chairman asked Trustee Ross to give an update on the Affordable Housing Ordinance that was passed by the Village Board on December 8, 2020. Several Commissioners had questions.

Review and Approval of Minutes

Chairman asked if there were any questions or changes to November 12, 2020 meeting minutes.

Member Lefkow requested changes be made on page 1 line 24, page 2 line 13, 14 & 37 & page 4 line 26.

A motion to approve the amended minutes of the November 12, 2020 meeting was made and the motion was approved by voice vote.

Review and Approval of Minutes of the Round Table Meeting

Chairman asked if there were any questions or changes to the November 17, 2020 meeting minutes. No one had any changes.

A motion to approve the minutes of the November 17, 2020 meeting was made and the motion was approved by voice vote.

Hear from the Audience

No one was present; no emails were received.

Manager's Report

Manager Vaicaitis reported that there are nine vacant units available for leasing once the visitor restrictions are lifted for the building due to the COVID-19 pandemic. Per the Chairman's direction, a letter will be sent to the priority list to generate interest in leasing these units with a move in date of April 1, 2021. A number of these units have been vacant for six months due to concerns about COVID-19 and potential tenants not wishing to move at this time. A video will also be created and available for people to view.

1 Laminate samples were received today for the lobby floor project. Care is being taken to
2 match the laminate color to the abutting carpeting as well as durability and safety. Once
3 the color is decided, the project will begin in the A/B lobby, then the C lobby and finally the
4 main lobby.

5
6 IDPH has been contacted in regards to the COVID-19 vaccine. The CCDPH has a link for sign
7 up which the Manager has done. Residents of Crestwood Place are classified as 1b and 1c as
8 far as the IDPH phased approach.

9
10 Member Hazaray complimented the Manager on his work.

11
12 **Budget and Finance**

13 1) Review of October, 2020 Financial Report

14 No questions.

15
16 2) Review of November, 2020 Financial Report

17 No questions.

18
19 Member Hazaray, seconded by Member Lefkow moved to approve the
20 October and November, 2020 Financial Reports. On voice vote, the motion passed.

21
22 3) Review of Realty & Mortgage Company proposal

23 R&M has proposed a four year renewal starting on May 1, 2021 through April 30,
24 2025. The first year of the renewal term would remain at the current rate and, then
25 increase at 2% per year.

26
27 Member Lefkow asked how does this fee compare to the market rate? Chairman
28 Rosenberg said that in 2017, we found there aren't too many firms that do this work.

29
30 Member Butler would like to see bids. There have been three renewals and at some
31 point he would like to see other rates.

32 Member Butler, seconded by Member Hazaray moved to secure three bids. The
33 motion was defeated by a vote of 4 to 2.

34
35 Chairman Rosenberg stated that the agreement with R&M will be on the agenda for
36 approval at the March 11, 2021 meeting.

37
38 4) Review Draft FY22 budget

39 Chairman Rosenberg explained the budget process and that the draft budget is divided into
40 sections to make it easier to review and ask questions.

41 Section 1: No questions. Member Lefkow, seconded by Member Caldwell moved to accept
42 Section 1. All Approved.

43 Section 2: No questions. Member Ganitopoulos, seconded by Member Butler moved to
44 accept Section 2. All Approved.

1 Section 3: No questions. Member Whitmore, seconded by Member Ganitopoulos moved to
2 accept Section 3. All Approved.

3 Section 4: Member Whitmore and Member Lefkow questioned whether it was appropriate
4 for the decorating account to be zero. Chairman Rosenberg stated he thought it was up to
5 the Commission to decide if an amount should be included for common area decorating.

6 Member Lefkow, seconded by Member Whitmore moved as amended to include \$5,000 for
7 artwork and/or another project. All Approved.

8 Member Butler had some concern about the laminate flooring in the apartments. Manager
9 stated it's just in the front room area.

10 Member Lefkow had a question about the \$43,000 budget for Servpro for FY22. Is this
11 enough? Chairman Rosenberg clarified.

12 Member Caldwell, seconded by Member Ganitopoulos moved to accept Section 4 as
13 amended. All approved.

14 Section 5: Several line items in this section have changed. Administrative Transfers has
15 been increased by 3% to a total of \$95,275. Transfer to Self-Insurance has increased by 5%
16 to \$54,600. Electricity has been reduced to \$23,000.

17 Member Caldwell, seconded by Member Hazaray moved to accept as amended Section 5.
18 All approved.

19 Section 6: No questions. Member Whitmore, seconded by Member Caldwell moved to
20 accept Section 6. All Approved.

21 Section 7: Question from Member Butler concerning a note about the work needed on the
22 roofs for all three buildings in FY23. Manager stated that Public Works will be doing an
23 investigation in the spring to determine the amount of work and associated costs.

24 Member Butler, seconded by Member Whitmore moved to accept Section 7. All approved.

25 Section 8: Chairman Rosenberg clarified the term "mortgage", it was a loan from the Village.

26 Member Butler, seconded by Member Hazaray moved to accept Section 8. All approved.

27 Member Whitmore thanked the Chairman, Liaison Garibaldi, Representative Jaworski and
28 the Manager for their efforts in putting the budget together.

29 **Old Business**

30 1) Update on COVID-19 Related Issues at Crestwood Place
31 Previously covered under the Manager's Report

32
33 2) Member Butler asked about the status of replacing the leased washing machines.
34 Manager to get pricing.

35

1

2 **New Business**

3 1) Liaison Garibaldi presented a potential new service provider for the Senior Taxi
4 Program. BriteLift has the ability to transport wheelchairs as they use vans. The
5 Village has received inquiries in the past for this type of transportation so this will be
6 a nice addition to our program. BriteLift is currently going through licensing with the
7 Village.

8

9 2) Laura Wassinger, Recreation Supervisor of the Senior Center provided an update.
10 The Senior Center is currently closed but a Weekly Virtual Coffee Chat has been
11 added to the programming line up to help keep seniors engaged. They have also
12 added a virtual Current Events as well as virtual Knitting and Crocheting. They are
13 currently working on spring programming. They had the first Northfield Food Pantry
14 Drive-by Drop-off event this week at the Village Green parking lot. They thought it
15 would be a nice way to safely get seniors out of their homes and at the same time do
16 something good for the community.

17

18 **Adjourn**

19 A motion was made by Member Caldwell and seconded by Member Ganitopoulos to
20 adjourn the meeting at 8:30 p.m. The motion passed. The next meeting will be held on
21 Thursday March 11, 2021 at Village Hall.

22

23 /s/B. Garibaldi

24 Recorder

25

26