

1 Minutes of a Regular Meeting of the
2 Senior Services Commission
3 Village of Northbrook
4 March 11, 2021
5

6 The meeting was called to order at 7:04 p.m. via Webex and Shermer Study in the Village
7 Hall. The following Commissioners were present: Chairman Rosenberg and Members
8 Butler, Caldwell, Hazaray, Lefkow, Moore, Stern and Whitmore. Also present was Trustee
9 Heather Ross, Assistant Director of Finance Betsy Garibaldi, (R&M) Representative Jaworski,
10 Manager Dave Vaicaitis.

11
12 **Guests**

13 None

14
15 **Roll Call**

16 Chairman Rosenberg asked for the Roll Call. A quorum was present.
17

18 **Chairman's Report**

19 Chairman asked Commissioner Caldwell to provide new information on the COVID-19
20 vaccine for Crestwood Place residents. Commissioner Caldwell reported coordinating
21 through Cook County Commissioner Scott Britton, vaccines will be provided to the residents
22 at Crestwood Place the week of 3-15-21. About 100 residents are interested in receiving the
23 vaccine.
24

25 **Review and Approval of Minutes**

26 Chairman asked if there were any questions or changes to January 14, 2021 meeting
27 minutes.

28 A motion to approve the minutes of the January 14, 2021 meeting was made and the
29 motion was approved by voice vote.
30

31 **Review and Approval of Minutes of the Round Table Meeting**

32 Chairman asked if there were any questions or changes to the February 16, 2021 meeting
33 minutes. Commissioner Lefkow requested that the first name of Christophe be spelled
34 correctly.

35 A motion to approve the amended minutes of the February 16, 2021 meeting was made and
36 the motion was approved by voice vote.
37

38 **Hear from the Audience**

39 No one was present; no emails were received.

40 Commissioner Lefkow requested to view the videos that were made by Manager Vaicaitis of
41 Crestwood Place for the purpose of advertising available apartments. Also, has the licensing
42 for BriteLift been completed.
43

44 **Manager's Report**

45 Manager Vaicaitis reported that there are eleven vacant units available for leasing. The
46 COVID-19 pandemic visitor restrictions were lifted for the building on March 1, 2021 and

1 apartments are now being shown. There is a steady flow of interest from the Priority 1
2 group for leasing beginning April 1, 2021.

3
4 The laminate for the flooring project has been chosen and is a commercial grade laminate
5 material that has a surface thickness of 30 mil. as opposed to a 12 mil. thickness that is
6 typically used in residential flooring which will make it less vulnerable to damage. In
7 addition, according to Patcraft/Shaw the laminate manufacturer, it meets the
8 recommended static coefficient of friction for ADA walking surfaces and accessible routes.
9 The color (Hemlock) was chosen to compliment the existing carpeting in the common areas.

10
11 Since the State of Illinois has eased the COVID-19 restrictions, resident programs will be
12 starting again. Exercise classes will resume on Tuesdays and Thursdays and yoga fitness will
13 begin in April. The bus transportation will begin in April with proper social distancing.

14
15 An update on the washing machine contract was provided. The current contract expires in
16 November, 2021 with Wash. Wash will give us new equipment if we sign a new contract in
17 May. It's a seven-year lease. Commission felt that was too long. Chairman suggested that
18 Manager Vaicaitis obtain three bids for the Commission to review at the May 13 meeting.

19 20 **Budget and Finance**

21 1) Review of December, 2020 Financial Report
22 No questions.

23
24 2) Review of January, 2021 Financial Report
25 No questions.

26
27 Member Stern, seconded by Member Whitmore moved to approve the
28 December, 2020 and January, 2021 Financial Reports. On voice vote, the motion
29 passed.

30
31 3) Approve Realty & Mortgage Company Management Agreement
32 R&M has proposed a four-year renewal starting on May 1, 2021 through April 30,
33 2025. The first year of the renewal term would remain at the current rate and, then
34 increase at 2% per year. The agreement with these terms needs to be approved so
35 the Village Board can approve the agreement in April.

36
37 Commissioner Lefkow asked about page 3 section 4 with regard to concessions.
38 There aren't any other concessions.

39
40 Commissioner Lefkow asked about page 9 section 15 paragraph (d). This section
41 states a 30-day notice to terminate the agreement and he asked if it should be
42 longer. Chairman stated that the additional time gives the Village more time to find a
43 new management company should that occur.

44 A motion to approve the management agreement with Realty & Mortgage Company
45 with a 60-day notice to terminate Section 15 paragraph (d) was made and the
46 motion was approved by voice vote.

1 **Old Business**

- 2 1) Update on COVID-19 Related Issues at Crestwood Place
3 Previously covered under the Manager's Report
4

5 **New Business**

- 6 1) Review of Tenant Selection Policy

7 Chairman provided the current policy that has been in place since 2007. He then
8 guided the Commission through a series of questions and/or comments about
9 sections that he had identified. A few items were also provided by Manager
10 Vaicaitis.

11 (a) The issue of independent living on page two as to whether live-in caregivers are
12 allowed for initial leases. Most of the Commission felt that we can't discriminate
13 against someone with a disability and we need to abide by the law. We need to
14 be cautious in how we handle this and it was suggested that the Village Attorney
15 should review.

16 (b) The issue of a two-bedroom apartments states on page 2 II c a requirement for
17 two occupants. If one of the two occupants leaves Crestwood Place, the
18 remaining occupant is required to move into a one-bedroom apartment, if
19 available, at the expiration of the current lease. Per Manager Vaicaitis this policy
20 isn't being enforced. Do we want to strike it from the document? Commission
21 felt that we shouldn't make people move if they have lost a spouse, for example.
22 We could offer them the opportunity to move to a one-bedroom apartment, but
23 not require it.

24 (c) Priority 1 Group on page 3. The applicant needs to prove residency.
25 On page 4 line 130 and 131 this needs to include "incorporated Northbrook".
26 This is important because the Village wants to protect against placing
27 unincorporated residents on the Priority Group 1 list if they don't live in
28 incorporated Northbrook.

29 (d) Unit Transfer Policy on page 5 says tenants cannot move to another apartment.
30 Commission wishes to change that wording to allow moving if they apply for
31 reasonable accommodation based on medical circumstances.

32 (e) Chairman opened it up to the Commissioners for additional feedback on the
33 policy.

34 Commissioner Lefkow questioned the criminal activity disclosure on page 2 I C.
35 iv. He felt the Village Attorney should review.

36 On page 2 line 65 there is a typo.

37 If an applicant is a Northbrook resident for 30 years, but moved out of the Village
38 and now wants to move into Crestwood Place, should the applicant's prior years
39 of residency in the Village matter? Most of the Commission felt that it was too
40 hard to verify prior residency in the Village and could be challenging to enforce.

41
42 Chairman will have legal review this policy.

- 43 2) Laura Wassinger, Recreation Supervisor of the Senior Center provided an update.

1 The Senior Center opened on March 1. No one is coming into the building until they
2 have received two COVID vaccines. The Northfield Food Pantry drive by drop off was
3 a huge success with over 700 items donated. Laura hosts a virtual Coffee Chat once a
4 week and offered to Manager Vaicaitis to provide flyers for the message boards at
5 Crestwood Place.

6 3) Commissioner Whitmore announced the date for the Josselyn Center’s “Mental
7 Health First Aid Program” which will take place on May 7, 2021 from 11 am – 3 pm
8 for the Round Table participants. She invited the Commissioners to join the program
9 if they were interested. She will be sending a registration form in April.

10 4) The North Suburban Legal Aid Clinic is now serving Northbrook. Crestwood Place
11 residents may be interested in taking advantage of this service.

12 5) Commissioner Lefkow mentioned that the Northbrook Civic Foundation hosted a
13 tribute to President Frum and her many years of service and Commissioner Caldwell
14 gave a nice presentation.

15 6) Chairman said the local election is on April 6, 2021 and encouraged everyone to
16 please vote.

17

18 **Adjourn**

19 A motion was made by Member Caldwell and seconded by Member Whitmore to adjourn
20 the meeting at 8:10 p.m. The motion passed. The next meeting will be held on Thursday
21 May 13, 2021 at Village Hall.

22

23 /s/B. Garibaldi

24 Recorder

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