

**Troy Township
Salary Committee Meeting Notes
Monday, June 20, 2016
6:00 p.m.**

Committee Chairman John Theobald called the meeting to order at 6:00 p.m.

The Pledge of Allegiance was recited.

In Attendance:

Supervisor Joseph D. Baltz

Trustee John Theobald (Chairman)

Trustee Donald Walden

Administrator Jennifer Dylík (acting as Secretary)

A quorum is established.

Assessor Anderson was present as well.

Clerk Kristin Dawn Cross, Trustee Larry Ryan, and Collector Bryan Kopman arrive later in the meeting.

Chairman Theobald called for any citizen comments. After asking three times Chairman Theobald closed the meeting for citizen comments.

Administrator Dylík presented the Rules for Persons Addressing the Members of the Troy Township Salary Committee. Dylík explained that these are the same rules that were adopted by the Board back in 2011. It is required that every Board and any subcommittee of the Board must have these rules. Motion made by Supervisor Baltz; seconded by Trustee Walden to adopt the rules. Motion carried.

Chairman Theobald opened the meeting for the review and discussion of the salaries and benefits for the elected officials for the 2017-2021 term.

Administrator Dylík distributed and reviewed Supervisor Baltz's memo (attached) which summarizes the salary and benefit history of all elected offices going back to 1989. The memo further recommends for the salaries and benefits of the elected officials to remain flat and equal to those of the current term with the exception of the Highway Commissioner and Assessor. Both the Highway Commissioner and the Assessor would have an initial increase in salary, starting them at \$67,000 for the new term. Each office (Assessor and Highway Commissioner) would receive an annual increase of the lesser of 3% or CPI; using the same CPI index that is used for calculating the limiting rate of the township levy.

Supervisor Baltz stressed the importance of attracting good people to these offices. The current salaries have been in place since May of 2009 for the Highway Commissioner and

January of 2010 for the Assessor and the new salaries will not go into effect until May of 2017 and January of 2018 respectfully.

Administrator Dylík reviewed the salary survey completed by the Township Officials of Illinois.

Supervisor Baltz asked for any questions on his memo. No questions were raised.

Assessor Anderson distributed a salary survey for local assessor offices in Will County. Plainfield Township currently does a yearly CPI increase for their assessor, Joliet Township currently does a 1% annual increase for the assessor, and Lockport Township currently does a 3.5% yearly increase for their assessor. Assessor Anderson reviewed the current duties, responsibilities and educational requirements of an assessor. Troy Township has continued to grow even during the recession. The Township has grown by 100's of parcels which requires additional work. The website requires continual maintenance and staff works very hard assisting tax payers with their exemption paperwork and questions. Since 2012 the Assessor's position at Troy Township is a full-time, 40 hour per week position. Not all assessors work full-time, many are part-time, and some winter in other states.

Administrator Dylík commented that if increases are being considered, it is easier from a budgeting standpoint to accommodate a small increase each year than it is to accommodate a one-time significant increase in one year.

Supervisor Baltz motioned; seconded by Trustee Walden that the committee recommend to the Board to approve the salaries and benefits as proposed in his memo for the 2017-2021 term. Motion carried.

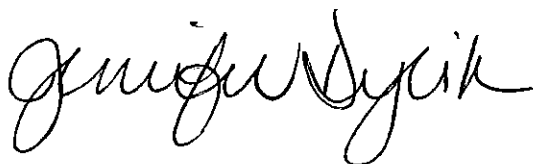
Administrator Dylík confirmed that this recommendation and salary resolution will be presented to the Troy Township Board at the July meeting.

Chairman Theobald asked for any new business.

Administrator Dylík reported that at a recent IMRF Authorized Agent training the importance of elected officials tracking their hours for IMRF was heavily stressed. If an IMRF audit occurs, all elected officials in IMRF must be able to prove their hours worked or sign a form saying they have worked the required 600 hours. It is a Class 3 felony to falsify this form. A discussion was had regarding the hours needed, penalties, removing classes of positions from IMRF, individuals opting out of IMRF, etc. It was agreed that more information was needed and a possible future meeting with an IMRF representative.

Motion made by Supervisor Baltz; seconded by Trustee Walden to adjourn the meeting at 6:28 p.m. Motion carried.

Submitted:
Jennifer Dylík
Secretary



TROY TOWNSHIP

Established 1850 Will County - Illinois

TO: TROY TOWNSHIP ELECTED OFFICIALS
 FROM: JOSEPH D. BALTZ, SUPERVISOR
 CC: JENNIFER DYLIK, ADMINISTRATOR
 SUBJECT: SALARY REVIEW COMMITTEE
 DATE: 06.10.16

Dear Fellow Troy Township Elected Officials,

As you all know, our Salary Committee is holding its first meeting on Tuesday, June 20th. At this time I'd like to put forth a proposal for discussion at this meeting.

First let's review a salary history for each of our elected offices:

Term	1989-1993	1993-1997	1997-2001	2001-2005	2005-2009	2009-2013	2013-2017
Supervisor	\$ 15,250.00	\$ 15,250.00	\$ 16,875.00	\$ 28,000.00	\$ 32,190.00	\$ 35,000.00	\$ 35,000.00
Supervisor Health	No	No	No	Yes	Yes	Yes	Yes
Supervisor's Health Contribution	N/A	N/A	N/A	0%	0%	2%	2%
Percent Increase from Prior Term		0.00%	10.66%	65.93%	14.96%	8.73%	0.00%
R&B Treasurer	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Percent Increase from Prior Term			0.00%	0.00%	0.00%	0.00%	0.00%
Town Clerk	\$ 6,150.00	\$ 6,150.00	\$ 6,765.00	\$ 10,000.00	\$ 11,100.00	\$ 15,000.00	\$ 15,000.00
Percent Increase from Prior Term		0.00%	10.00%	47.82%	11.00%	35.14%	0.00%
Assessor	\$ 25,920.00	\$ 32,400.00	\$ 35,640.00	\$ 48,000.00	\$ 53,280.00	\$ 65,000.00	\$ 65,000.00
Assessor Health	?	No	Yes (individual)	Yes	Yes	Yes	Yes
Assessor's Health Contribution	?	N/A	Paid by TWP	0%	0%	2%	2%
Assessor's Mileage/Month	?	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 300.00	\$ 300.00
Percent Increase from Prior Term		25.00%	10.00%	34.68%	11.00%	22.00%	0.00%
Highway Commissioner	\$ 37,440.00	\$ 39,985.00	\$ 44,000.00	\$ 48,000.00	\$ 53,280.00	\$ 65,000.00	\$ 65,000.00
Hwy Com.'s Health	?	Yes (individual)	Yes (individual)	Yes	Yes	Yes	Yes
Hwy. Com.'s Health Contribution	?	Paid by TWP	Paid by TWP	0%	0%	2%	2%
Hwy. Com.'s Vehicle	?	Yes	Yes	Yes	Yes	Yes	Yes
Percent Increase from Prior Term		6.80%	10.04%	9.09%	11.00%	22.00%	0.00%
Trustee	\$ 1,800.00	\$ 1,800.00	\$ 2,400.00	\$ 3,600.00	\$ 3,996.00	\$ 6,000.00	\$ 6,000.00
Percent Increase from Prior Term		0.00%	33.33%	50.00%	11.00%	50.15%	0.00%

*In 2001 Insurance became available for the Supervisor, Highway Commissioner & Assessor including dependents. Health Insurance Contribution is 2% of Gross Salary.

At this time I would like to propose a freeze in salary and benefits for the Clerk, Trustees, R&B Treasurer, and Supervisor positions. Given the fact that the positions of Assessor and Highway Commissioner are full time positions that require additional time and attention I would like to propose an increase for each of those roles.

I cannot stress enough the importance of attracting and retaining good people to serve as elected officials in Troy Township. Not just in the Assessor and Highway Commissioner positions but in all of our roles. However, these two positions specifically do require full time hours, if not more; they require vast knowledge, experience, and education to perform these specific duties. We have to remember that we are setting the salaries that will not come into effect until 11 months from now for the Highway Commissioner and 19 months from now for the Assessor and then each will last another 4 years from that point. We are setting salary and benefit packages that will be in effect until the year 2021 and are starting with salaries that have been in effect since May of 2009 and January of 2010.

For the Assessor and Highway Commissioner I would like to propose an increase of approximately 3.08% or \$2,000.00 bringing the annual salary from \$65,000.00 to \$67,000.00 at the start of each of the respective terms. Each year thereafter, an increase using the lesser of 3% or the Consumer Price Index All Urban Consumers (CPI-U) U.S. City Average All Items December – December Percentage Change.¹

Using the past three years of the CPI values, below is a table showing how potential increases may look:

Highway Commissioner					
		Monthly	Annually		
	Current Rate	\$5,416.67	\$65,000.00		
	Effective Date	Monthly	Annually	Increase	Percentage
Sample CPI	May 2017-2018	\$5,583.33	\$67,000.00	\$2,000.00	3.08%
0.70%	May 2018-2019	\$5,622.42	\$67,469.00	\$469.00	0.70%
0.80%	May 2019-2020	\$5,667.40	\$68,008.75	\$539.75	0.80%
1.50%	May 2020-2021	\$5,752.41	\$69,028.88	\$1,020.13	1.50%

Assessor					
		Monthly	Annually		
	Current Rate	\$5,416.67	\$65,000.00		
	Effective Date	Monthly	Annually	Increase	Percentage
Sample CPI	Jan. 1, 2018	\$5,583.33	\$67,000.00	\$2,000.00	3.08%
0.70%	Jan. 1, 2019	\$5,622.42	\$67,469.00	\$469.00	0.70%
0.80%	Jan. 1, 2020	\$5,667.40	\$68,008.75	\$539.75	0.80%
1.50%	Jan. 1, 2021	\$5,752.41	\$69,028.88	\$1,020.13	1.50%

Please note the CPI for December of 2017 will determine the increase for the Highway Commissioner's salary effective May of 2018 and the Assessor's salary effective January of 2019 and so forth.

¹ This is the same CPI figured used when calculating a township's limiting rate on the levy.

If an increase is approved for one or both of these positions, the cost would have to be budgeted for in each of our fiscal year budgets. A budget is a work in progress; a fluid item; a guide; something in which you must monitor, plan, move, share, cut and add in order for it to be successful. Anyone who has completed even the most simplest of budgets knows that sometimes when you have an increase in one item you must review and make cuts in another. If an increase is considered, a proposal that includes a gradual, stepped increase gives the township several years in which to implement and absorb the increase in cost.

As the Supervisor of Troy Township, I thought it was important to take a leadership role and help guide the committee through this difficult process by offering a starting point for discussion.

I look forward to a productive conversation on the topic at the upcoming Salary Committee Meeting.

For your reference, below please find a 10+ year history of the CPI rate and attached please find the salary survey results published by TOI.

December 2015	0.70%
December 2014	0.80%
December 2013	1.50%
December 2012	1.70%
December 2011	3.00%
December 2010	1.50%
December 2009	2.70%
December 2008	0.10%
December 2007	4.10%
December 2006	2.50%
December 2005	3.40%
December 2004	3.30%
December 2003	1.90%
December 2002	2.40%