

**MINUTES OF THE
JANUARY 6, 2015 REGULAR MEETING
OF THE TOWN OF SUGAR GROVE
KANE COUNTY, ILLINOIS**

CALL TO ORDER: Supervisor Rowe called the meeting to order at 7:02pm followed by the pledge of allegiance.

ROLL CALL was taken. Present were: Trustees Lee Drendel, Mike Fagel (via telephone), and Laurene Geary, Supervisor Tom Rowe, and Clerk Phil Silagi.

ALSO PRESENT:

PUBLIC COMMENT:

DECEMBER 2, 2014 REGULAR MEETING MINUTES: After review and discussion, Trustee Geary motioned, and Trustee Drendel seconded the motion to approve the December 2, 2014 meeting minutes with the revision of showing Trustee Fagel deployed in the roll call. Trustees Drendel, Geary, and Fagel, and Supervisor Rowe voted aye. 0 nays. Motion carried.

ACCOUNTS PAYABLE:

TOWNSHIP: Trustee Drendel noted that some checks were out of sequence and the payee on the report didn't match the actual check. Additionally Drendel noticed a check to Paula Ross for seasonal employment that should have gone through payroll per previous instructions. Trustee Geary noted that Paula Ross was also on the payroll report. Discussion then turned to the four checks questioned at last month's meeting. Assessor Ross in an email indicated that they were reimbursement for continuing education and boots and other clothing needed for field work. After a lengthy discussion, the Board felt that the checks should be charged to a more appropriate account such as a uniform allowance, or a miscellaneous account. Trustee Fagel thought the checks should be approved with a better clarification of expenses and accounts going forward. Supervisor then made a motion, seconded by Trustee Fagel, to approve the December Township accounts payable with the following exceptions: Checks 15142, 15143, 15144, and 15145 are approved with the understanding that there will be a clarification in line items in next year's budget to reflect the actual expense, and that all continuing education payment requests must be accompanied by documentation. Checks 15168, and 15169 to be paid subject to correction of clerical errors and satisfactory justification for payment. Trustees Drendel, Geary, and Fagel, and Supervisor Rowe voted aye. 0 nay. Motion carried. The balance in the Township checking account as of December 31, 2013 is \$351,402.06.

ROAD & BRIDGE: Commissioner Huggins was not present due to snow removal operations but asked Supervisor Rowe explain the two large checks 9729 for \$429,182 to Kane County for the Prairie St. project and check 9730 for \$154,828 to Northwest Truck Inc. for the new truck. After review Trustee Drendel moved and Trustee Geary seconded a motion to approve the December Road and Bridge accounts payable as presented. Trustees Fagel, Geary and Drendel, and Supervisor Rowe voted aye. 0 nay. Motion carried. The balance in the Road & Bridge checking account as of December 31, 2014 is \$-47,753.65.

PAYROLL REPORT: Supervisor Rowe to investigate a check to Paula Ross to determine if it is payroll or accounts payable.

PROFIT & LOSS REPORT: After review and discussion, the Board felt that while total amounts for the various budgets were on target, individual line items should be adjusted in the new budget to more accurately reflect expenses.

QUARTERLY TREASURER'S REPORT: Supervisor Rowe presented the report for review for discussion and pointed out that the Road District has run out of money in their checking account and that he has transferred \$300,000 out of their money market account and into their checking account. He reminded the Board that this is part of the plan previously discussed to spend down some of the Road District's reserve funds. This transfer should be enough to cover expenses through April or May when new tax revenue should start coming in. If there is a shortfall before the new revenue arrives, then we can transfer additional funds. Supervisor Rowe also pointed out that he has closed a dormant checking account for the Mental Health Fund that is no longer used. Supervisor Rowe then called for a motion which was made by Trustee Geary and seconded by Trustee Drendel to approve the Quarterly Treasurer's Report as presented. Trustees Drendel, Geary, and Fagel, and Supervisor Rowe voted aye. 0 nays. Motion carried.

REPORTS:

SUPERVISOR'S REPORT: Supervisor Rowe presented a written report of his activities during the last month and highlighted the following: Met with Fairel and Jaime about updates for the new website. Trustee Fagel agreed to provide links for emergency weather information. Commissioner Huggins also needs to provide a map and arrange for photos of staff and equipment for the website. Regarding the senior transportation program, Supervisor Rowe has drafted a press release that he has distributed to a number of publications to make more seniors aware of the program. Regarding compensation for Jim Kreitz, Jim was a little disappointed with the dollar an hour raise since he discovered a \$110 a month stipend paid previous office staff. Supervisor Rowe feels Jim should be paid at least what his predecessor was paid which would require an additional dollar an hour raise, but he was not in favor of a stipend. After an extended discussion of performance, compensation levels, and the possible loss of the employee, the Board was in agreement with regard to an additional dollar an hour and would revisit his compensation next year. Trustee Drendel made a motion, seconded by Trustee Fagel to approve an additional \$1 an hour raise for Jim Kreitz and agreed to revisit his compensation late this year before adopting the new levy. Trustees Drendel, Geary, and Fagel, and Supervisor Rowe voted aye. 0 nays. Motion carried. Lastly, Supervisor Rowe reminded Board members of the May 1st deadline for filing the statement of economic interest and provided a link for those wishing to file on-line.

ASSESSOR: No report.

ROAD & BRIDGE: Commissioner Huggins was not present due to snow removal operations.

CLERKS REPORT: Clerk Silagi reported that he filed the tax levies with the County.

TRUSTEES REPORT: Trustee Geary reported that she had to recreate the Township Face Book page since the last administrator didn't leave any admin information. She has posted information

on the senior transportation program and senior lunches. She offered to post any severe weather information Trustee Fagel would like to provide. To date the page has 35 likes. Trustee Drendel reported that the Community House was booked up for January and February and that they agreed to pay one of the two monthly phone bills. Drendel also informed Supervisor Rowe that the Community House would have a separate website calendar. Trustee Drendel then asked if the meeting minutes and bills for approval could be provided a day or two before the meeting. Clerk Silagi agreed to email a draft of the minutes to the Trustees a day or two before the meetings.

UNFINISHED BUSINESS:

1. Bliss House Lease Update: Mr. White has vacated and the utilities have been switched over to the Township. Per Trustee Drendel's suggestion, we have posted a sign offering office space for lease. Trustee Geary offered to take pictures and post on Loop Net as well as Face Book. Supervisor Rowe has placed an ad in the Elburn Herald.
2. Bliss House Snow Removal Update: Supervisor Rowe informed the Board that Crown has agreed to plow and salt the Bliss House drive and parking areas for \$50 per occurrence.

NEW BUSINESS:

1. Consideration and Potential Approval of Health Insurance Plan July 1, 2016: Supervisor Rowe presented the Board with a spread sheet comparing plans from Aetna (our current provider), CMS (a State of Illinois provider), and Land of Lincoln (insures the Village and SG Fire Dept.). Supervisor Rowe pointed out that the Land of Lincoln Gold plan would provide significant savings compared to our current provider. Supervisor Rowe informed the Board that he wanted to provide them with some information to review, however, he wanted to discuss the various plans with the Assessor and Road Commissioner before making a recommendation and seeking approval. The Board then briefly discussed employee contributions for dependent coverage and agreed to seek a contribution in line with other local agencies.
2. "Bridges Out Of Poverty" Request for Senior Center: Supervisor Rowe received a request from Carol at Mental Health for use of the Senior Center for a workshop to be held in the spring. Supervisor Rowe asked the Board for direction with regard to use of the Center for non-profits and whether or not we should charge. Supervisor Rowe also mentioned that WCC might be interested in using the room for a senior program. After discussion, the Board agreed to forward all requests to the Park District since they were already scheduling use of the room for their programs.

ADJOURNMENT: Trustee Drendel moved, Trustee Geary seconded, and the Board unanimously approved adjourning the regular meeting at 8:29pm.