

**MINUTES OF THE
FEBRUARY 3, 2015 REGULAR MEETING
OF THE TOWN OF SUGAR GROVE
KANE COUNTY, ILLINOIS**

CALL TO ORDER: Supervisor Rowe called the meeting to order at 7:00pm followed by the pledge of allegiance.

ROLL CALL was taken. Present were: Trustees Lee Drendel and Laurene Geary, Supervisor Tom Rowe, and Clerk Phil Silagi.

ALSO PRESENT:

PUBLIC COMMENT: None

JANUARY 6, 2015 REGULAR MEETING MINUTES: Trustee Drendel motioned, and Trustee Geary seconded the motion to approve the January 6, 2015 meeting minutes, Trustees Drendel, and Geary, and Supervisor Rowe voted aye. 0 nays. Motion carried.

ACCOUNTS PAYABLE:

TOWNSHIP: After review Trustee Drendel motioned and Trustee Geary seconded the motion to approve the January Town accounts payable as presented. Trustees Drendel, and Geary, and Supervisor Rowe voted aye. 0 nay. Motion carried. The balance in the Township checking account as of January 30, 2015 is \$324,121.08

ROAD & BRIDGE: Trustee Geary motioned and Trustee Drendel seconded the motion to review and approve the January Road and Bridge accounts payable. After review Trustee Geary questioned the void payroll checks in the report. Supervisor Rowe thought that they were due to Jim preparing payroll early because he thought he would have to report for jury duty. When Road District employees were called out for overtime, he had to void and correct the payroll checks. Trustee Geary stated that she would like to see an explanation or notation of voided checks in future accounts payable reports Trustee Drendel then questioned check 9764 to Atlas Bobcat for \$4000. Trustee Geary stated that it appeared to be an equipment rental. The Board then discussed whether it might make more sense to purchase the Bobcat instead of renting. Trustees Geary and Drendel, and Supervisor Rowe voted aye. 0 nay. Motion carried. The balance in the Road & Bridge checking account as of January 30, 2015 is \$227,877.28.

PAYROLL REPORT: In order to clarify questions with regard to the status of Assessor's office employees, Trustee Geary provided the attached IRS guidelines. Trustee Geary summarized the IRS rules as follows: If you can control what is done and how to do it, you are in an employer/employee relationship and subject to IRS taxes. Supervisor Rowe informed the Board that he will also verify that information with our attorney. The Board then restated their earlier conclusion that all persons working for the Township will be considered employees, unless hired through a temp agency. The Board then discussed the question of the 112 regular hours paid to Judy Kreitz since she was hospitalized during at least part of that time. Trustee Geary didn't think she would qualify for paid time off under the guidelines of the Assessor's Office Handbook. Supervisor Rowe will pull the timesheets for the last three pay periods to verify her hours.

PROFIT & LOSS REPORT/BUDGET WORKSHEET 1-31-15: The Board review the P & L reports and noted that while some individual line items needed adjustment, overall the budgets were on target for the year. Supervisor Rowe also noted that we will have to change the May meeting date to satisfy the 30 day review period if the preliminary budgets are not approved before the April meeting.

REPORTS:

SUPERVISOR'S REPORT: Supervisor Rowe presented a written report of his activities during the last month and highlighted the following: WCC has completed the scrolling feature on the website so that we will be able to add to and change information. Supervisor commented on the Face Book page and asked why we had multiple pages. Trustee Geary explained that she did not have admin authority to remove the old pages, she is trying to get FB to remove the old pages, but it shouldn't matter since only the new page is linked to the new website. Supervisor Rowe then reported that we have 2 more registered for the senior transportation program, bringing the total to 6. He is currently working on copy for the SG Informer and will have a draft for the next meeting. Rowe then informed the Board of TOI educational opportunities available. He also reported that the CPI fell to .80 for 2015. Lastly he reminded the Board about the Economic Interest Statements due on May 1st that can be filed on-line.

ASSESSOR: Assessor Ross was not present, however, she issued that attached written report as well as her 2015 Holiday Schedule.

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

CLERKS REPORT: No report.

TRUSTEES REPORT: Trustee Geary reported that she received the pictures of the Bliss House property and will post on Loop Net. Supervisor Rowe stated that thus far there has been no interest in the office space. Trustee Geary also reported that she was approached about the possibility of the Township soliciting volunteers to assist seniors in spring yard clean up. Supervisor Rowe stated that we would have to line up volunteers before offering to assist. Trustee Geary will reach out to a contact at Kaneland Schools to see if they are looking for volunteer opportunities. Trustee Drendel then asked if there was any progress on the Community Garden Project. Trustee Geary explained that Dan Nagel's property is still available if we can provide insurance. Supervisor Rowe stated that we would need buy in from the Park District and they are only interested if the garden is located on the Community House property. Trustee Geary felt that the availability of easily accessible water is their issue with the other properties suggested. Trustee Drendel reported that Jim Daw was in the process of setting up new email addresses for Community House officers.

UNFINISHED BUSINESS:

1. Bliss House Lease Update: Supervisor Rowe has forwarded pictures to Trustee Geary to post on Loop Net, and stated that he will continue to advertise in the Elburn Herald if there are no objections from the Board. The utilities have been switched over and the space has been cleaned. So far no one has shown any interest in leasing the space. Trustee Drendel suggested that some one stop by at least once a week to check on the space and Supervisor Rowe informed him that he currently is.

2. Review 2015 Lawn Mowing Specifications: Supervisor Rowe presented the Board with revised bid specifications for contract mowing for the 2015 season. The specs are the same as last year with the addition of the insurance requirements suggested by Ancel Glink. Supervisor Rowe informed the Board that he will be soliciting three bids for this work.

NEW BUSINESS:

1. Consideration & Potential Approval of Health Insurance Plan July 1, 2015: Supervisor Rowe informed the Board that he sat down with the Assessor and Road Commissioner on a conference call with the Land of Lincoln representative to discuss their health plans. Supervisor Rowe also provided the Board with a spread sheet comparing the Land of Lincoln plans with Aetna and CMS. The comparison was done assuming 2014 coverage levels and dependents. The Land of Lincoln Advantist Plan would provide the same or better coverage for significantly less money even factoring costs for vision and dental which are not part of the plan. Supervisor Rowe, Assessor Ross, and Commissioner Huggins are recommending that we approve the Land of Lincoln Advantist Plan for health insurance for 2015 beginning April 1st. Trustee Drendel questioned whether employees would have to start over with deductibles for the year and Supervisor Rowe stated that they would, however they will be through 9 months of the current deductible year when they start the new plan. Supervisor Rowe motioned, seconded by Trustee Drendel to approve the Land of Lincoln Advantist Plan for Employee Health Insurance for the 2015 year beginning April 1st. Trustees Drendel, and Geary, and Supervisor Rowe voted aye. 0 nays. Motion carried.
2. Consideration & Potential Approval of Employee Dependent Contribution: Supervisor Rowe began the discussion by citing employee contributions from nearby governmental agencies with the Village from 0 to 32% depending on the plan, SG Fire 18%, and Montgomery at 9%. He also pointed out that Commissioner Huggins informed him that ultimately the plan and contribution rate were up to him. Supervisor Rowe then informed the Board that their decision would be a recommendation only, but he felt that as a Board we should go on record as recommending some contribution for employee coverage. Trustee Geary suggested that the Board recommend some percentage contribution between 9 and 18%. Supervisor Rowe then stated that he felt that Commissioner Huggins in general was in agreement with this policy. Supervisor Rowe then recommended a 10% contribution for dependent coverage to be reviewed for possible adjustment annually. Trustee Geary motioned, seconded by Trustee Drendel to recommend a 10% Employee Contribution for Dependent Coverage to be reviewed annually. Trustees Geary, and Drendel, and Supervisor Rowe voted aye. 0 nays. Motion carried.
3. Consideration & Potential Approval of TOIRMA Insurance Renewal 4/1/15: Supervisor Rowe informed the Board that TOIRMA Insurance is due for renewal. We will not know if there is an increase until we complete the assessment, however, TOIRMA tells clients to budget for a 5% increase. It is possible however, that there will be no increase. Supervisor Rowe stated that he will budget for the 5% increase as recommended. He also reminded the Board that we can expect annual rebates after five years of participation. Trustee Geary motioned seconded by Trustee Drendel to renew TOIRMA Insurance for the year beginning April 1, 2015 which may include a slight increase in premium over the prior year. Trustees Drendel, and Geary, and Supervisor Rowe voted aye. 0 nays. Motion carried.

4. Consideration & Potential Approval of SG Park District Sponsorship Request: Supervisor Rowe presented the Board with the SG Park District Baseball/Softball Sponsorship Request. Rowe noted that we sponsored at the \$300 level last year and that there are funds budgeted for this purpose. He is recommending that we maintain the same level of sponsorship this year. After discussion, Trustee Drendel motioned, seconded by Trustee Geary to approve the SG Park District Sponsorship request at the Gold level in the amount of \$300. Trustees Drendel, and Geary, and Supervisor Rowe vote aye. 0 nays. Motion carried.

ADJOURNMENT: Trustee Drendel motioned, Trustee Geary seconded the motion and the Board unanimously approved adjourning the regular meeting at 8:31pm.