

**MINUTES OF THE  
JULY 7, 2015 REGULAR MEETING  
OF THE TOWN OF SUGAR GROVE  
KANE COUNTY, ILLINOIS**

**CALL TO ORDER:** Supervisor Rowe called the meeting to order at 7:01pm followed by the pledge of allegiance.

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

**ALSO PRESENT:** Doug Musser.

**PUBLIC COMMENT:** None

**JUNE 2, 2015 REGULAR MEETING MINUTES:** Trustee Geary motioned, and Trustee Fagel seconded the motion, to approve the June 2, 2015 Regular Meeting Minutes. Trustees Drendel, Geary, Fagel, and Hester, and Supervisor Rowe voted any. 0 nays. Motion carried.

**ACCOUNTS PAYABLE:**

TOWNSHIP: Trustee Drendel motioned and Trustee Geary seconded the motion to review and approve the June Town accounts payable as presented. Supervisor Rowe noted check 15383 to Castle Insurance for \$2500 was the annual bonding fee. Trustees Drendel, Geary, Fagel, and Hester, and Supervisor Rowe voted aye. 0 nay. Motion carried. The balance in the Township checking account as of June 30, 2015 is \$402,136.47.

ROAD & BRIDGE: Trustee Geary motioned and Trustee Hester seconded the motion to review and approve the June Road and Bridge accounts payable as presented. Trustees Fagel, Geary, Hester and Drendel, and Supervisor Rowe voted aye. 0 nay. Motion carried. The balance in the Road & Bridge checking account as of June 30, 2015 is \$416,960.12.

**QUARTERLY TREASURER'S REPORT 6/30/15:**

Trustee Geary motioned and Trustee Hester seconded the motion to approve the Quarterly Treasurer's Report as of 6/30/15. Trustees Drendel, Geary, Fagel, and Hester, and Supervisor Rowe voted aye. 0 nay. Motion carried.

**REPORTS:**

SUPERVISOR'S REPORT: Supervisor Rowe presented a written report of his activities during the last month. He also wanted to highlight the following items: Attended the Township Officials of Kane County meeting. The annual audit was completed May 21<sup>st</sup> and we will be discussing the management letter later in this meeting. The Community House would like space in the SG Newsletter fall issue and Supervisor Rowe wanted input from the Board with regard to whether we should pay for their space or ask that they contribute. Trustee Fagel informed the Board that the Fire District would not be participating in the fall issue of the newsletter. Supervisor Rowe also noted that the Library wants to participate, but is not sure they have the money. Supervisor Rowe said he thought that the Community House should contribute some money for their space, since the Township picked up the total cost for the first issue. Trustee Geary agreed that they should pay

for their space in the newsletter. Supervisor Rowe suggested delaying action until we know the number of participants as that may change costs. Trustee Hester suggested contacting Amy at the airport since they may be interested in participating. Supervisor Rowe also informed the Board that the website update is now complete with the posting of the Road District pictures and map, and he has emailed Jaime requesting that the map also be included on the Township home page. He also pointed out that the TOI membership cards for Board members are in their packets and that he will be ordering the updated TOI Handbooks for the Board.

ASSESSOR: Assessor Ross submitted a written report that will be filed with the meeting minutes. Supervisor Rowe asked Trustee Fagel if he had spoken to Assessor Ross with regard to the payroll issue raised at last month's meeting. Trustee Fagel reported that he had spoken to Ross and that she informed him that she would speak directly to Supervisor Rowe however, according to Ross the salaried people put in a fair amount of time and taking into consideration benefits given up as salaried employees, it all evens out. Trustee Fagel concluded that there appeared to be no abuse of public trust or resources. Supervisor Rowe then asked Fagel if Ross stated that the salaried employees were making up for time lost when the office was closed due to computer issues. Fagel said that Ross stated that they do a lot of extra work and that she feels she is getting full value from these employees. Trustee Geary stated that the payroll report reflects hourly pay even after Ross changed their status to salaried. Geary also stated that IRS guidelines for salaried employees do not include part time employees. Trustee Fagel said that after discussing the issue with Ross, he was comfortable that there was no mischief or mayhem. Trustee Hester expressed concern that there was no documentation of employee attendance. Trustee Hester was not sure how part time employees could be classified as salaried. After an extended discussion, Supervisor Rowe and Trustee Geary agreed to meet with Assessor Ross to discuss and resolve this issue.

ROAD & BRIDGE: Doug Musser reported on behalf of Commissioner Huggins. Doug reported the following Road District activity. Resurfacing has been completed. From the W. Prairie resurfacing, the Road District received 2 mountains of grindings for shoulder repairs. The second round of mowing has been completed and they are working on weed spraying and tree trimming. Supervisor Rowe asked Doug to comment on mosquito abatement since we have been getting a lot of calls. Doug informed the Board that 2 employees attended the annual West Nile conference conducted by the County. These employees received the certification needed for the application of larva pesticide tablets provided by the County. The tablets are dropped into catch basins and other pools of stagnant water where mosquitos breed. The application lasts about 3 months if not washed away by heavy rain. Supervisor Rowe mentioned that he will be attending a Kane County Township Supervisor's meeting where one of the topics to be discussed will be mosquito abatement.

CLERKS REPORT: Clerk Silagi reported that he has filed the Prevailing Wage Ordinance with the State of Illinois Department of Labor.

TRUSTEES REPORT: Trustee Geary reported that there will be an opening on the Mental Health Board. She attended the Kane County TOI meeting and found it very informative. At the meeting she asked the Kane County Assessor when the quad year figures from the Township Assessors were due and he answered June 15<sup>th</sup>. She stated that now that we are aware of the deadline, all overtime associated with the quad year assessment should be over. She also informed the Board

that Jerry has reached out to Jada with regard to the vacant spot on the Board, and that 87 Sugar Grove families have been helped this year. Trustee Hester reported that the Airport Board held a special meeting with the Mayor and discussed improved marketing for the airports as well as increasing fuel sales. He also mentioned that they were interested in selling the sports facilities and will appraise the land without improvements. The Board discussed having the Road District buy the whole piece for their maintenance facility and selling the sports facilities to the Park District. Supervisor Rowe informed the Board that the Park District would prefer to buy the sports facilities directly from the airport. Trustee Drendel reported that Chris Walker who helps out with the senior luncheon has indicated he would like to be paid for his work. The Township currently pays Julie Walker 3 hours for her work at the senior lunch and Chris feels he should be paid also. Supervisor Rowe said he thinks Chris was upset because he wasn't asked to play in the Chamber Golf Outing. Last year he was included, however this year the Township didn't participate. After an extended discussion the Board agreed to pay Chris three hours for his work at the senior luncheon on the days he helps out. The Board further indicated that Supervisor Rowe should meet with Chris and Jerry to set some rules for his participation. Trustee Drendel also mentioned that the employee incident with regard to gym rental has been discussed and addressed at last month's Community House meeting.

#### **UNFINISHED BUSINESS:**

1. AT&T Phone Line Conversion Update: Supervisor Rowe reported that the phone line conversion was completed the last Thursday in June. It went very smoothly, Wire Wizard was there and it was completed in about 2 hours. The voice mail was not part of the initial installation, so we don't have voice mail yet, but it should be installed shortly. Reception is very good and we have not experienced any service interruptions to date.
2. Dental Insurance Renewal Update: The new dental plan took effect July 1<sup>st</sup>. Costs for the new plan are 13% higher for the same coverage. While dental costs went up, we saved over 30% on the medical side. Doug Musser noted that Road District employees seem to be pleased with the way the medical plan is working.

#### **NEW BUSINESS:**

1. Approval of Re-appointments to Mental Health 708 Board: Supervisor Rowe presented the Board with a request from Jerry Murphy for the re-appointment to the Mental Health 708 Board of members Lisa Campise and Laurene Geary. Their terms expired on June 30<sup>th</sup>. With approval from this Board, their new four year term will expire on June 30, 2019. Trustee Drendel motioned, seconded by Trustee Hester, to approve the re-appointment of Lisa Campise and Laurene Geary to the Mental Health 508 Board for Four Year Terms. Trustees Drendel, Geary, and Hester, and Supervisor Rowe voted aye. 0 nays. Motion carried.
2. Consideration & Potential Approval of Updated FOIA Policy: Supervisor Rowe presented the Board with the Updated FOIA Policy developed by Ancel Glink. The policy, complete with forms is available for a fee of \$500. After review, Clerk Silagi questioned the last sentence in paragraph A which would seem to preclude him or any Board member from acting as FOIA officer. Supervisor Rowe will get a clarification from Ancel Glink and bring back to the Board for consideration at next month's meeting.
3. Preliminary Draft of FY15 Audit & Auditor Management Letter: Supervisor Rowe presented the Board with a draft of the audit management letter. He directed the Board to

the part of the letter pointing out problems or areas that needed improvements including the following. The General Assistance Fund has too large a balance. Supervisor Rowe pointed out that the lack of clients has resulted in the large fund balance, however, were we to get two or three new clients, the fund balance would decrease rapidly. He suggested the possibility of decreasing the levy for General Assistance for next year if the balance doesn't decrease. Supervisor Rowe pointed out that the Road District had a variance which was probably due to the Prairie St. project coming in significantly under budget. He also pointed out that Greg is continuing to spend down fund balances. The auditor also noted that the Township does not budget for unemployment insurance and recommends that they do so in the future, Supervisor Rowe agrees and will include in next year's budget. They also pointed out that there needs to be more accountability with regard to rent income collected by the Community House. Lastly they recommended that the Road District file invoices by month, instead of by vendor. Supervisor Rowe pointed out that overall it was a good audit and that Abdullah Kahn will attend next month's meeting to present the completed document.

4. Consideration & Potential Approval to Purchase Tables and Chairs: Supervisor Rowe presented the Board with samples of replacement tables and chairs for the senior center. He pointed out that the existing furniture is mix matched, heavy, and not very attractive. Funds for the replacement have been budgeted. After reviewing the samples, Trustee Hester questioned whether any of them are stackable since there is limited storage space. Supervisor Rowe will look into that. Trustee Drendel asked if we were going to get any trade in value for the old furniture. Supervisor Rowe felt that we wouldn't and mentioned that Jada has expressed interest in the tables if we were disposing of them. Trustee Geary noted that there was a used office furniture company in Aurora that might give us something for them. Trustee Drendel asked if we could see samples of each of the options. Supervisor Rowe said he would check on the stacking issue and ask for samples to be brought in so the Board could evaluate at next month's meeting.

**ADJOURNMENT:** Trustee Hester motioned, Trustee Drendel seconded the motion and the Board unanimously approved adjourning the regular meeting at 8:32pm.