

**MINUTES OF THE
AUGUST 4, 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, Laurene Geary, and Mike Fagel (Deployed – via telephone), Supervisor Tom Rowe, and Clerk Phil Silagi.

ALSO PRESENT: Abdullah Khan, Shari Baum, Jim Kreitz, Karen McCannon

PRESENTATION OF ANNUAL AUDIT: Mr. Abdullah Kahn, Knutte & Associates
Supervisor Rowe introduced Mr. Kahn and thanked him for attending the meeting. Mr. Kahn began his presentation by stating that the audit went smoothly and that staff was cooperative and provided all records that were requested. He went on to explain that fraud was their top concern when conducting any audit and that it is not always apparent, so one of the functions of the audit is to recommend ways to strengthen internal controls to lessen the possibility of the fraud occurring. In conducting the audit they took 30 samples of disbursements, deposits, and payroll. In all 30 samples of each, they found no discrepancies and everything was properly documented and approved. Journal entries were also tested and no issues found. The report made the following suggestions for improvement in reporting and controls. The General Assistance Fund has too large a fund balance with very little expenditures, the Township should try to find ways to spend down this balance. Budget for the R & B Contractual Services line item should be adjusted to be more in line with expenditures. Supervisor Rowe should sign off on cash and check receipts for the Community Building. The Township should purchase IDES unemployment insurance to limit exposure to claims. R & B needs to file invoices by month instead of by vendor so they are in line with record keeping for the other Township divisions. Finally, the Township should have a uniform vacation policy for all divisions. Mr. Kahn then turned to financial statements and pointed out that the balance sheet showed \$7.5 million in assets and only \$37,000 in liabilities which was very good. With regard to funds, all funds were in good shape. The Road and Bridge fund had a decreased balance which was recommended so that the large balance could be decreased. The General Assistance Fund, as pointed out earlier has too large a balance in relation to expenditures, so the Township needs to seek more clients to correct that. Supervisor Rowe stated that he was looking into qualifying clients in house which could correct that situation. Sheri Baum stated that it currently is too hard for potential clients to get assistance and that bringing the administration in house would make it easier for potential clients who are in need. A discussion then began with regard to Community House cash receipts, it was noted that they have adopted a better system of reconciliation, however, it was agreed that Supervisor Rowe begin signing off on deposits as recommended by Knutte.

PUBLIC COMMENT: Karen McCannon has permission from the Village to solicit funds, material, and manpower to decorate the large tree on frontage road for the Christmas Holidays since the Village no longer have resources to do so. Jim Wilhelm has agreed to provide manpower and a man lift for the project. Karen is requesting assistance in raising funds to purchase 100 to

150 300' strings of LED lights, approximate cost of \$800 to \$1000. Supervisor Rowe asked Karen to draft a letter to the Board and he will place the request on next month's meeting agenda.

JULY 7, 2015 REGULAR MEETING MINUTES: Trustee Geary motioned, and Trustee Drendel seconded the motion to approve the July 7, 2015 regular meeting minutes, Trustees Drendel, Geary, and Fagel, and Supervisor Rowe voted aye. 0 nays. Motion carried.

ACCOUNTS PAYABLE:

TOWNSHIP: Trustee Drendel motioned and Trustee Fagel seconded the motion to review and approve the July Town accounts payable. After a brief discussion, Trustees Drendel, Geary, and Fagel, and Supervisor Rowe voted aye. 0 nay. Motion carried. The balance in the Township checking account as of July 30, 2015 is \$372,109.70.

ROAD & BRIDGE: Trustee Geary motioned and Trustee Drendel seconded the motion to review and approve the July Road and Bridge accounts payable as presented. Trustees Geary, Fagel, and Drendel, and Supervisor Rowe voted aye. 0 nay. Motion carried. The balance in the Road & Bridge checking account as of July 29, 2015 is \$401,004.67.

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: American Tree treated our 3 maples trees for various problems for \$75 per treatment and recommends 2 treatments per year. Teddy's had submitted a proposal for mulching, weed control, and tree trimming in the amount of \$1060. Trustee Geary has offered to be present when the work is performed to assist in thinning perennials. The DVR and security camera upgrade has been completed. During the process it was discovered that the camera that faces the parking lot from Mental Health is out, Russ estimated \$200 to \$250 to replace. Trustee Geary stated that for security purposes, she would recommend replacement. A FOIA request was made by Lee Thompson for information on the creation of the Sugar Grove Water Authority, Supervisor Rowe was able to furnish the requested information. It appears Mr. Thompson is interested in looking into possibly abolishing that agency. Supervisor Rowe then informed the Board of the TOI conference and a Kane County Taxing Seminar for anyone interested in attending.

ASSESSOR: Assessor Ross was not present and didn't submit a report. Supervisor Rowe stated that he and Trustee Drendel met with her with regard to the payroll issue and can report the following. Salary for the part time employees is based on an hourly wage plus paid time off hours divided by 26 pay periods. Supervisor also pointed out that as long as there is money in her budget for payroll, we are obligated to approve it. Trustee Geary stated that the Assessor is allowed up to 5 employees according to the guidelines. Trustee Drendel pointed out that the part time employees are getting the same paid time off benefits as the full time employee. Supervisor Rowe did get a commitment from the Assessor to provide a payroll report for employees for each pay period going forward.

ROAD & BRIDGE: No report.

CLERKS REPORT: No report.

TRUSTEES REPORT: Trustee Drendel reported that the Community House was looking into taking space in the upcoming Community Newsletter. Shari Baum indicated that they were looking at costs before making a decision. Trustee Drendel then pointed out that Greg needed to approach Heinz Trucking to expedite repair of the fence they damaged at the Bliss House. Shari then stated that Chris and Julie were requesting an additional locker for Senior Lunch supplies. Supervisor Rowe was not aware of their request and said that he and Trustee Drendel will look into purchasing another locker. Trustee Drendel then stated that the church that hosted the pancake breakfast for the 5K run during the Corn Boil was disappointed that they had to pay a rental fee for space at the Community House since the proceeds were to be donated to the Corn Boil fireworks fund. Shari will discuss that situation with Chris and Julie and see if the church can be reimbursed since the breakfast was a community fundraiser.

UNFINISHED BUSINESS:

1. Consideration & Potential Approval of Updated FOIA Policy: Supervisor Rowe presented the Board with the Revised FOIA Policy provided by Ancel Glink. The revised policy eliminates the last sentence of paragraph A that was questioned at last month's meeting. Supervisor Rowe reminded the Board that the policy would apply to the Township and Road District only since the Assessor prefers to handle FOIA requests directed to her. Supervisor Rowe suggested that she develop her own policy. Trustee Fagel motioned, seconded by Trustee Geary to Approve the FOIA Policy provided by Ancel Glink for the fee of \$500. Trustees Drendel, Geary, and Fagel, and Supervisor Rowe voted aye. 0 nays. Motion carried.
2. Consideration & Potential Approval to Purchase Tables and Chairs: Supervisor Rowe asked the Board to examine the sample chairs and table and make a recommendation. After a brief discussion, the Board selected the Mayline TSH1 chair and the Mayline LF2460 table. Trustee Fagel asked that the reference to non-union delivery and set up be eliminated from the proposal. Trustee Geary then motioned, seconded by Trustee Drendel to approve the purchase of 16 Mayline TSH1 chairs and 9 Mayline LF2460 tables from Interiors For Business Inc. in the amount of \$12,125.82. Trustees Geary, Drendel, and Fagel, and Supervisor Rowe voted aye. 0 nays. Motion carried.

NEW BUSINESS:

1. Consideration & Potential Approval of Audit for Year Ended March 31, 2015: Supervisor Rowe asked for a motion to approve the audit presented earlier in the meeting. Trustee Geary motioned, seconded by Trustee Drendel to Approve the Audit for Year ended March 31, 2015. Trustees Drendel, Geary, and Fagel, and Supervisor Rowe voted aye. 0 nays. Motion carried.
2. Consideration & Potential Approval of SG Community Newsletter Sponsorship: Supervisor Rowe presented the Board with an email from Sean Michels outlining commitments for space in the upcoming issue of the SG Community Newsletter. The Fire District has committed to one page and the Township, Park District, Village, and Library have committed to two pages each. He has also suggested that the Community House take one page. Given these commitments Supervisor Rowe stated that the cost would be about \$750 per page. Shari Baum will take that number to the Community House Board for their approval, she stated that she is confident that they would agree to one page. After review and discussion Trustee Drendel motioned, seconded by Trustee Geary to Approve Sponsorship of the SG Community Newsletter for two pages in the amount of between

\$1,500 and \$1,600. Trustees Drendel, Geary, and Fagel, and Supervisor Rowe voted aye. 0 nays. Motion carried.

3. 2015 Employee Handbook Preliminary Draft: Supervisor Rowe presented the Board with the Table of Contents for the Elgin Township employee handbook which was reviewed and approved by Ancel Glink. The entire document is 50 pages long. He asked the Board if they wanted to review sections each month or consider the entire document all at once. Trustee Geary stated that since it was long overdue, she would prefer to review the entire document for consideration at one time. Trustee Fagel stated that since it was done in 2012, it may need to be updated for ADA and OSHA changes. Supervisor Rowe said that TOIRMA would review the completed document for free or we could have Ancel Glink look at it. Trustee Fagel thought that there could be legal ramifications to adopting an official handbook document and that he would recommend having Ancel review and make recommendations before we adopt it. Supervisor Rowe stated that we would need separate sections for paid time off for the different divisions. He then suggested that we get input from the Assessor, Road District Commissioner, and Community House and incorporate their sections on paid time off in the document for review at next month's meeting.

ADJOURNMENT: Trustee Drendel motioned, Trustee Geary seconded the motion and the Board unanimously approved adjourning the regular meeting at 8:52pm.