

**MINUTES OF THE
SEPTEMBER 1, 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, Michael Fagel, and Scott Hester, Supervisor Tom Rowe, Clerk Phil Silagi, and Road Commissioner Greg Huggins.

ALSO PRESENT: Charene Nagel, Dan Nagel, Karen McCannon, Jerry Elliott, Julie Elliott, Donald Pfeffer, Kevin Geary, and Sean Michels.

PUBLIC COMMENT:

AUGUST 4, 2015 REGULAR MEETING MINUTES: Trustee Drendel motioned, and Trustee Geary seconded the motion to approve the August 4, 2015 Meeting Minutes. Trustees Drendel, Geary, Fagel, and Hester, and Supervisor Rowe voted aye. 0 nays. Motion carried.

ACCOUNTS PAYABLE:

TOWNSHIP: Trustee Geary motioned and Trustee Hester seconded the motion to review and approve the August Town Accounts Payable. After review Trustees Drendel, Geary, Fagel, and Hester, and Supervisor Rowe voted aye. 0 nay. Motion carried. The balance in the Township checking account as of August 27, 2015 is \$352,637.54.

ROAD & BRIDGE: Trustee Geary motioned and Trustee Hester seconded the motion to review and approve the August Road & Bridge Accounts Payable. After review and discussion, Trustees Geary, Hester, Fagel, and Drendel, and Supervisor Rowe voted aye. 0 nay. Motion carried. The balance in the Road & Bridge checking account as of August 27, 2015 is \$381,994.62

PAYROLL REPORT: Supervisor Rowe pointed out that this report reflects timesheets now being submitted by the Assessor documenting vacation and sick time hours.

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: Supervisor Rowe and Commissioner Huggins attended the first meeting of the Route 47/I-88 interchange advisory group. This was the first of six meetings that will take place over the next 2 years. Currently there is funding for phase I, but no funding for construction. Supervisor Rowe has registered for general assistance basic training as recommended by the auditor to solicit additional general assistance clients. Also met with Howard Katz who is providing contract case management for a number of other townships, he has agreed to provide the same service to us at \$70 per hour. With regard to the Community Newsletter, the Community House has agreed to take a half page at their cost. Trustee Hester will reach out to the airport to see if they can take the last available half page. Teddy's has submitted a bid to remove the dead Ash tree on the Township office property. Road

Commissioner Huggins will include this tree in his list for bids for the Road District. He typically gets lower pricing, so we will defer awarding this contract pending a bid from the Road District contractor. Supervisor Rowe made a last call for those interested in attending the TOI conference. He also noted that he has distributed the new handbooks and that the old ones are to be discarded.

ASSESSOR: Assessor Ross was not present, however, she filed a written report that will be filed with the meeting minutes.

ROAD & BRIDGE: Commissioner Huggins answered questions raised by the Auditor with regard to budget balances. He explained that the large balance was due to the Prairie St. project coming in under budget as a result of the experimental overlay process recommended by the County. The Auditor also suggested that the Road District file invoices by month instead of alphabetically so that all Township divisions would have a consistent filing system. Commissioner Huggins explained that they file alphabetically because they need to refer back to the invoices frequently and having them alphabetically makes it much easier to access. Commissioner Huggins also wanted to publicly thank the Nagel family for allowing him to store grindings from the Prairie St. project on their farm. The grindings are being used to fill in road shoulders. After shouldering, the Road District will be doing their final mowing for the season and then prepare for the winter season.

CLERKS REPORT: Clerk Silagi reported that he has completed the FOIA and Open Meetings Act training provided by the Attorney General's Office.

TRUSTEES REPORT: Trustee Drendel on behalf of the Community House wanted to thank Commissioner Huggins for installing the fencing to keep people off the grass and also for working with Hinds to get the fence at the Bliss House repaired. Supervisor Rowe mentioned that he will be signing off on all cash deposits made by the Community House as recommended by the Auditor. Trustee Geary informed the Board that the Chamber is hosting a trick or treat event for kids on Halloween between 10AM and Noon. They are requesting use of the Township building parking lot and/or the Senior Center in the event of rain. The parking lot area will be for the event kick off and to distribute passports for the kids, directing them to local participating businesses. Kevin Geary mentioned that the Chamber views this as a great way to introduce and highlight local businesses to the kids and their parents. Supervisor Rowe will check with the Park District to confirm that the Senior Center will be available on 10-31.

SUGAR GROVE WATER AUTHORITY "TOWNSHIP WATER" PRESENTATION Mr. Jerry Elliot, Jeff Babich and Don Pfeffer: Jerry Elliott began the presentation by explaining the purpose of the authority which is to preserve the natural occurring ground water assets of Sugar Grove Township for present and future generations. Mr. Elliott explained that the Authority has the power to inspect wells, gather information about well supply, issue permits for new wells, require the registration of wells, and plug abandoned wells. These controls apply only to high capacity wells, not residential wells. They also have the authority to regulate usage and establish limits of usage during times of shortage. He went on to talk about the depletion of ground water assets in the area and measures for conservation to avoid a water shortage. He also stressed the value of the Water Authority and the positive role it plays in ground water asset management to

insure the availability of water for present and future generations of Sugar Grove Township residents. The entire report is included as part of these meeting minutes.

UNFINISHED BUSINESS:

1. 2015 Employee Handbook Draft 9/1/15: Supervisor Rowe began the discussion by pointing out that he has received input from Commissioner Huggins and that the Assessor has expressed her desire to continue with her own separate handbook. Supervisor Rowe then asked for input as to how to evaluate the extensive and detailed draft. Trustee Fagel suggested each member read the document and choose sections that they wished to provide input on. He further suggested that we methodically and carefully review and revise the document with no deadline for completion so that we can come up with a final product that is thorough, comprehensive, and meets our particular needs. Supervisor Rowe pointed out that the draft is the most current handbook currently used by Elgin Township and that it has been reviewed by Ancel Glink. After discussion the Board agreed that the Assessor needed to provide the Board with copy of her handbook for review by the Board and possibly Ancel Glink since the Board will ultimately be responsible. The Board stressed that time off policy, which has caused problems in the past, should be clearly addressed. Supervisor then directed Board members to take the document home, review it and mark it up for revision or possible elimination of sections, and bring it back next month for review and discussion. Karen McCannon then suggested the final document be compiled in a three ring binder so that revisions can easily be made. The Board agreed that that would be the best way assemble the final document.

NEW BUSINESS:

1. Consideration & Potential Approval of Christmas Tree Lighting Request: Supervisor Rowe provided the Board with a copy of the letter of request from Karen McCannon. Karen then informed the Board that all donations be made to Friends of the Library with a memo indicating "Holiday Lights" since they are a 501-3C organization. Trustee Fagel liked that idea since it would limit any liability for organizations donating. Fagel then asked Karen what the cost of the lighting would be. Karen stated that Trustee Drendel was soliciting pricing. Drendel then indicated that each spool would be \$300 and that he thinks Fire Fighter organizations would donate \$750, so if the Township could contribute \$300, he felt that would be enough for lighting and maybe a few ornaments. Kevin Geary added that Chamber members enthusiastically support this project and are willing to donate as well. Trustee Fagel then motioned to make an unencumbered donation of up to \$500 to Friends of the Library memo (Holiday Lights). Supervisor Rowe pointed out that to be consistent with other donations made by the Township, we should limit the amount to \$250. Trustee Fagel then revised the amount of his motion to \$250, which was then seconded by Trustee Geary. Trustees Drendel, Geary, Fagel, and Hester, and Supervisor Rowe voted aye. 0 nays. Motion carried.
2. Sugar Grove Mental Health 708 Board Levy Request for Tax Year 2015: Supervisor Rowe asked the Board to look at the request submitted by the Mental Health Board. They are requesting a levy increase equal to the CPI of 0.8% plus new construction. The request is

informational only at this time, but something The Board needs to keep in mind as we approach levy discussions in November and December.

3. Approval of Annual Treasurer's Report Fiscal Year Ending 3/31/15: Supervisor Rowe presented the Annual Treasurer's Report for approval as required so that it can be published by the September 30th deadline. Trustee Fagel suggested an additional delineation of the compensation summary of under \$5000 to cover trustees. After discussion, Trustee Fagel motioned, seconded by Trustee Drendel, to Approve the Annual Treasurer's Report Fiscal Year Ending 3/31/15 with the additional compensation summary of under \$5000. Trustees Drendel, Geary, Hester, and Fagel, and Supervisor Rowe voted aye. 0 nays. Motion carried.

ADJOURNMENT: Trustee Drendel motioned, Trustee Hester seconded the motion and the Board unanimously approved adjourning the regular meeting at 9:01pm.