

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

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

ROLL CALL was taken. Present were: Trustees Lee Drendel, and Laurene Geary, Supervisor Tom Rowe, Doug Musser (Road District), and Clerk Phil Silagi.

ALSO PRESENT: Kevin Geary.

PUBLIC COMMENT: Kevin Geary invited any interested Board members to a Chamber event “Night At The Races” to be held on Oct.22nd at Rich Harvest Farms. The fee to attend is \$60 per person or \$100 per couple.

SEPTEMBER 1, 2015 REGULAR MEETING MINUTES: Trustee Geary motioned, and Trustee Drendel seconded the motion to approve the September 1, 2015 Meeting Minutes. Trustees Drendel, and Geary, and Supervisor Rowe voted aye. 0 nays. Motion carried.

ACCOUNTS PAYABLE:

TOWNSHIP: Trustee Drendel made a motion, seconded by Trustee Geary to review and approve September Township Accounts Payable. After discussion, Trustees Drendel, and Geary, and Supervisor Rowe voted aye. 0 nays. Motion carried. The balance in the Town Fund checking accounts as of September 30, 2015 is \$529,349.38.

ROAD & BRIDGE: Trustee Geary made a motion, seconded by Trustee Drendel to review and approve the September Road and Bridge Accounts Payable. After review, Trustees Geary and Drendel, and Supervisor Rowe voted aye. 0 nay. Motion carried. The balance in the Road & Bridge checking account as of September 30, 2015 is \$675,088.96.

PAYROLL REPORT: September, 2015

PROFIT & LOSS REPORTS: Period April thru September, 2015

QUARTERLY TREASURER'S REPORT: After review, Trustee Geary motioned, seconded by Trustee Drendel who made the correction changing the official name of Castle Bank to First National Bank of Omaha, to approve the Quarterly Treasurer's Report as presented. Trustees Drendel, and Geary, and Supervisor Rowe voted aye. 0 nays. Motioned carried.

REPORTS:

SUPERVISOR'S REPORT: Supervisor Rowe submitted a written report and highlighted the following: Attended a General Assistance seminar in Rockford. He noted that there was a lot to learn and that he received a good overview. While there, Supervisor Rowe was able to draft an independent contractor contract or agreement. He also noted that it is very hard to qualify for GA

which probably explains the lack of clients. Assistance can take the form of a flat grant or can be needs based. The contractor who has agreed to work with us, has offered to attend a Board meeting to answer any questions we might have. Supervisor Rowe provided the Board with the final draft of the Community Newsletter to review for comments or corrections. Trustee Geary offered to post the final draft on FB. Supervisor Rowe also reported that Heitkotter has completed replacement of damaged ceiling tiles in the Senior Center. The tree removal contractor for the Road District bid \$250 for removal of the dead Ash tree on the Township Building grounds. The tree will be removed in the next three weeks. The flat roof at the Bliss House is leaking and needs to be replaced. Supervisor Rowe will budget that project for next year. The Historical Society is interested in the school bell and would like to see it displayed at Veteran's Park or on the Bliss House property. Trustees Drendel and Geary feel that the Bliss House would be a more appropriate place to display the bell. Supervisor Rowe provided the Board with a TOI legislative survey to fill out if they had any legislative concerns.

ASSESSOR: No report

ROAD & BRIDGE: Doug Musser reported that Greg has issued the holiday schedule for next year, they have completed road shouldering and the last mowing. They are currently servicing trucks and will be assisting with the tree removal in the next three weeks. They have received permission from the property manager/tenant for removal of the fence line on N. Mighell Rd. between Jericho and Prairie. This will improve safety for mowing and snow removal operations as well as improve the appearance of the right of way.

CLERKS REPORT: No report.

TRUSTEES REPORT: Trustee Drendel reported that the Community House is rented every weekend through the end of the year. Drendel also reported that Jerry Murphy's father has passed away. Trustee Drendel is also working on the Christmas Tree lighting project. They have a sole sponsor for the lights and currently have \$1750 in the bank for other decorations. Trustee Geary reported that Mental Health will be having a meeting and that another person is stepping down from the Board. She also reported that they have a person in mind to fill that position. The person leaving, is also on the 708 Board. Trustee Geary has volunteered to take the open position on the 708 Board.

UNFINISHED BUSINESS:

1. 2015 Employee Handbook Draft 10/6/15: Supervisor Rowe distributed handbook binders with changes made by TOIRMA. They made minor changes to the document regarding pre-employment examinations, overtime, and compensatory time. Trustee Geary suggested requiring credit checks with criminal background checks. Supervisor Rowe instructed Board members to continue reviewing the binder document and to bring it back to the next meeting for further review.
2. TOKC 35th Annual Dinner Meeting – Oct. 28 @ Lincoln Inn Batavia: Supervisor Rowe informed the Board of the annual Township Officials of Kane County Dinner Meeting and asked members interested, to let him know so he could make arrangements.

NEW BUSINESS:

1. Consideration & Potential Approval of Public Comment Policy: Supervisor Rowe presented the Board with sample policy statements for public comment at meetings. He explained that the multiple page version was developed by Ancel Glink and covered both regular Board meetings and the Annual Town Meeting. Additionally it provided a form to be filled out by the person wishing to make a public comment. Trustee Geary liked the separate policies for regular and annual meetings, as well as the public comment form. After a brief discussion, Trustee Geary motioned, seconded by Trustee Drendel, to approve and adopt the Sugar Grove Township Policy on Public Comment as provided by Ancel Glink. Trustees Geary, and Drendel, and Supervisor Rowe voted aye. 0 nays. Motion carried.

2. Declaration of Surplus Property for Senior Center Tables & Chairs: Supervisor Rowe informed the Board that with the arrival of the new tables and chairs, we needed to declare any unwanted old tables and chairs as surplus property for disposal. After discussion, it was determined that 7 rectangular tables were no longer needed and should be declared as surplus. Trustee Drendel then stated that the Sugar Grove Food Pantry is interested in the tables and that since they are a local non-profit group, he would recommend we donate the tables to them. Trustee Drendel motioned, seconded by Trustee Geary to Declare Seven Rectangular Tables as Surplus Property to be donated to the Sugar Grove Food Pantry. Trustees Drendel, and Geary, and Supervisor Rowe voted aye. 0 nays. Motion carried.

3. Consideration & Potential Approval of 2015/16 Snow Removal Bid Specs: Supervisor Rowe presented the Board with snow removal bid specs for their review. He noted that the specs include the insurance language recommended by Ancel Glink last season. He also noted that since we were including the Bliss House this year, we should have no problem getting at least 3 bids. Trustee Drendel recommended that we place an ad in the newspaper to ensure that we get at least 3 bids. Supervisor Rowe agreed to advertise the specs for one day in the Elburn Herald.

4. Review of General Assistance Case Worker Independent Contractor Agreement: Supervisor Rowe presented the Board with a draft of a GA Case Worker agreement for review and comment. He pointed out that the language was from our risk management association with additions from a GA manual. Supervisor Rowe mentioned that we may want to require a background check. Trustee Geary offered to provide Supervisor Rowe with information about an online service that would perform the background and credit checks. Supervisor Rowe will try to get Howard, the person that has expressed interest in becoming our GA case worker, to attend our November meeting, and answer questions. Supervisor Rowe is hoping to finalize and approve the agreement at that meeting.

5. Kaneland Fire & Safety Foundation Donation Request: Supervisor Rowe presented the Board with the annual request for sponsorship from this group. After a brief discussion, Trustee Geary motioned, seconded by Trustee Drendel, to approve a donation of \$75 to sponsor 25 students, to the Kaneland Fire & Safety Foundation. Trustees Drendel, and Geary, and Supervisor Rowe voted aye. 0 nays. Motion carried.

ADJOURNMENT: Trustee Drendel moved, and the Board unanimously approved adjourning the regular meeting at 8:13pm.