

**MINUTES OF THE
NOVEMBER 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, Laurene Geary, Scott Hester, and Mike Fagel (via teleconference), Supervisor Tom Rowe, Clerk Phil Silagi, and Road Commissioner Greg Huggins.

ALSO PRESENT: Howard Katz, Cathy & Matthew Hoyda.

PUBLIC COMMENT: Cathy Hoyda addressed the Board with a request for the expansion of the Senior Transportation Program to include disabled passengers. Her son Matthew who is non-verbal and occasionally has seizures, is in a day program at AID and could use the transportation services if they were expanded. She would need to have assurances that the drivers would be trust worthy and be able to handle her son's medical conditions. Supervisor Rowe stated that he would discuss her request with Aurora Township and report back to the Board for their consideration. Ms. Hoyda also mentioned that she would be interested in any assistance the Township could provide regarding jobs and housing for the disabled.

Supervisor Rowe introduced Howard Katz who is being considered by the Township for a part time GA case worker position. Mr. Katz explained that he has been performing similar duties for the last 13 years in numerous Kane County Townships including St. Charles and Aurora. Mr. Katz stated that there has been a decline in the number of recent cases for area Townships due mostly to ineligible clients. Clients must have a monthly income of \$245 or less and not be eligible for any other type of assistance to qualify. Supervisor Rowe further explained that if approved by the Board, Mr. Katz would be a part time hourly employee and would only be paid as needed for case work.

OCTOBER 6, 2015 REGULAR MEETING MINUTES: Trustee Geary motioned, and Trustee Drendel seconded the motion to approve the October 6, 2015 Meeting Minutes, Trustees Drendel, Geary, Fagel and Hester, and Supervisor Rowe voted aye. 0 nays. Motion carried.

ACCOUNTS PAYABLE:

TOWNSHIP: Trustee Geary motioned, seconded by Trustee Hester, to review and approve the October Town Accounts Payable. Trustee Drendel questioned check 15563, which Supervisor Rowe explained was for travel expenses for the Assessor from 4/8 thru 10/21. Trustees Geary and Drendel questioned why the Assessor was submitting expenses dating back several months. They felt that reimbursement requests should be made monthly. After discussion, the Board agreed to authorize that check and instruct Assessor Ross to submit reimbursement requests on a monthly basis. Trustee Drendel also questioned check 15567 to RVG Appraisals for \$2500. Supervisor Rowe explained that it was for quad assessment of the airport. Trustee Geary stated that she thought Fred and Laura were doing the commercial assessments and wondered why they were hiring an outside contractor. After further discussion it was agreed to approve the October Town

Accounts Payable as presented with the exception of check 15567 pending further explanation. Trustees Drendel, Geary, Fagel, and Hester, and Supervisor voted aye. 0 nay. Motion carried. The balance in the Township checking account as of October 29, 2015 is \$507,594.49.

ROAD & BRIDGE: Trustee Drendel motioned and Trustee Hester seconded the motion to review and approve the October Road and Bridge accounts payable as presented. After discussion, 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 October 29, 2015 is \$353,962.94.

PAYROLL REPORT: The Board discussed with Commissioner Huggins, the documentation of paid time off for Road District employees and commented on the need for better documentation of make-up hours for employees in the Assessor's office.

PROFIT & LOSS REPORTS 10.31.15: Supervisor Rowe noted that revenue and expenses were on target for the year so far.

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: The new newsletter is out. He attended a meeting of the Historical Society to update them on the roof. Olsen Roofing will be working up a budget number for the repair which is estimated to be around \$10,000. Olsen suggested that it may be possible to add a pitch to the roof and still retain the decorative panels that were part of the original Bliss House. The Historical Society expressed an interest in the bell and have staked out a possible location on the property. Supervisor Rowe stated that we would probably have to get a permit from the Village to pour a concrete pad for the bell. Sean Michels sent an email, requesting our participation in funding a preliminary design report for a pedestrian bridge over Blackberry Creek. The bridge would connect a local trail to the Gilman Trail which would allow bicyclist to avoid vehicular traffic on Bliss Rd. The Village would pay for \$4,000 of the design report, with the other \$4,200 split between the Township, Park District, and County. Cost to the Township will be \$1,400. The design report would allow the Village to apply for a grant to fund the project, and would also determine if a section of a bridge removed from a trail in the Elgin area, could be reused for this project, significantly lowering the cost. After discussion, Supervisor Rowe asked the Board to give it some thought and reconsider at next month's meeting after some of the other participants have weighed in.

ASSESSOR: No report.

ROAD & BRIDGE: Commissioner Huggins reported that they are prepared for winter operations and will be putting up snow fencing as weather allows.

CLERKS REPORT: Attended TOI Kane County Awards Dinner

TRUSTEES REPORT: Trustee Geary reported that the 708 Mental Health Board had a meeting and that the audit that was recently conducted found no problems or irregularities. She also submitted for the record, year to date as of 8/31/15, service statistics for Sugar Grove Township to indicate where Township money is being spent. She also submitted a spread sheet of awards and

grants. Geary also notified the Board of the Kaneland special needs vendor craft show for the PTA on Nov 14th. Lastly, Trustee Geary informed the Board of a notice she received for property she owns in Henderson County IL. The notice explains the reasons for changes in her assessed valuation and where to call with questions. This notice goes out to all property owners. She thought the Assessor should consider a similar notice system here.

Trustee Fagel addressed the Board with an offer to hold a three hour awareness course open to area residents on Learning How Not to be a Victim of cyber and other types of theft. Trustee Geary suggested that he contact the Chamber to assist in making the course available to the community.

UNFINISHED BUSINESS:

1. 2015 Employee Handbook Draft 11/3/15: Supervisor Rowe stated that TOIRMA has looked at it and that he has discussed with Ancel Glink, the cost for their review of the document. They thought it would take 10 to 15 hours to review at \$190 per hour. Supervisor Rowe asked about a flat fee and they felt we might end up paying too much if there were only minor changes. They suggested an hourly fee with a cap, but haven't got back to him with a proposal. They also mentioned that the Township should make sure they address medical marijuana and concealed carry in the document. After discussion, the Board agreed to authorize Ancel Glink to review and update the employee handbook for a fee not exceeding 10 hours @ \$190 per hour. Any additional hours for the review will require Board approval.
2. Declaration of Surplus Property for Senior Center Chairs: After evaluation and discussion, Trustee Drendel motioned, and Trustee Geary seconded the motion to declare 14 of the worst Senior Center Chairs as surplus property to be disposed of. Trustees Drendel, Geary, Fagel, and Hester, and Supervisor Rowe voted aye. 0 nays. Motion carried.
3. Consideration & Potential Approval of G. A. Case Worker Job Description: Supervisor Rowe presented the Board with a proposed job description for G.A. Case Worker that has been review by TOIRMA. Supervisor Rowe pointed out that while he does not need Board approval to hire the case worker, he would like Board input. He also pointed out that we will need to give Aurora 30 a day notice to cancel our agreement with them for handling General Assistance. The proposed hourly rate for Mr. Katz will be \$60 per hour which will be less than the \$75 per hour rate we currently pay Aurora for that work. Mr. Katz explained that based on past experience, he would be working very few hours weekly and that he would only charge for actual time worked. After discussion, Trustee Geary motioned, seconded by Trustee Drendel, to approve the G. A. Case Worker Job Description. Trustees Drendel, Geary, Fagel, and Hester, and Supervisor Rowe voted aye. 0 nays. Motion carried.

NEW BUSINESS:

1. Consideration & Potential Approval of 2015/16 Snow Removal Bids: Supervisor Rowe presented the Board with two proposals, Teddy's Landscaping, and Tera Care. Teddy's submitted the lower bid and offered a two year contract. Supervisor Rowe pointed out that Teddy's provided the service last year and did a good job in a timely manner. He also pointed out that the bid was for the same price charged last year. After discussion, Trustee Fagel motioned, seconded by Trustee Hester, to accept the bid submitted by Teddy's Landscaping for Snow Removal for 2015/16 & 17. Trustees Drendel, Geary, Fagel, and Hester, and Supervisor Rowe voted aye. 0 nays. Motion carried.

2. Establishment of 2015-16 Estimated Levy for SG Township & Road District: Supervisor Rowe presented the Board with the estimated levy and proposed ordinances for 2015-16. He commented that Ancel Glink has recommended that we adopt or approve an estimated levy in November before approving the actual levy in December. The estimated or proposed levy is flat with the exception of Mental Health, which is requesting the CPI increase of .08 plus new construction. Trustee Fagel suggested that we reject the request by Mental Health and keep the entire levy flat. Supervisor Rowe noted that their request is very small and a lot less than they could request and that they have reduced levels of funding as a result of cuts at the Federal and State levels. After discussion, Trustee Geary motioned, seconded by Trustee Fagel to approve the Estimated Levy for SG Township in the amount of \$613,215 & Road District in the amount of \$130,231 in the General Road Fund and a rate of .138 in the Permanent Road Fund. Trustees Drendel, Geary, Fagel, and Hester, and Supervisor Rowe voted aye. 0 nays. Motion carried.
3. Consideration & Potential Approval of Holiday in the Grove Sponsorship: Supervisor Rowe presented the Board with this sponsorship request outlining the various levels. Trustee Geary mentioned that we supported this group at the \$250 level last year and would recommend that we continue that same level of support. After discussion, Trustee Geary motioned, seconded by Trustee Fagel, to Sponsor Holiday in the Grove at the \$250 Level. Trustees Drendel, Geary, Fagel, and Hester, and Supervisor Rowe voted aye. 0 nays. Motion carried.
4. Consideration & Potential Approval of Conley Outreach Holiday Spirit Sponsorship: Supervisor Rowe presented this request to the Board. Trustee Hester questioned if the sponsorship was appropriate since we couldn't guarantee sponsorship funds would be used to help Sugar Grove Township residents. After discussion, the Board decided to deny this request.

ADJOURNMENT: Trustee Hester motioned, Trustee Geary seconded the motion and the Board unanimously approved adjourning the regular meeting at 8:45pm.