

**MINUTES OF THE  
DECEMBER 1, 2015 REGULAR MEETING  
OF THE TOWN OF SUGAR GROVE  
KANE COUNTY, ILLINOIS**

**CALL TO ORDER:** Supervisor Rowe called the meeting to order at 7:05pm followed by the pledge of allegiance.

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

**ALSO PRESENT:**

**NOVEMBER 3, 2015 REGULAR MEETING MINUTES:** Trustee Geary motioned, and Trustee Drendel seconded the motion to approve the November 3, 2015 Regular 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 November Town accounts payable. Trustee Drendel questioned checks 15607 through 15611 which were described as year-end allowances for employees of the Assessor's office that were charged to the clothing allowance line item. Each employee was issued a check for \$150 for this allowance. Trustee Drendel also questioned why internal office employees would need a clothing allowance. Trustees Hester and Geary thought that the checks were actually year end or Christmas bonuses and should have been indicated as such and charged to an appropriate line item. Trustee Fagel questioned why the Board seemed to be overly concerned with small expenditures made by the Assessor and routinely approve larger expenditures without discussion. Supervisor Rowe stated that at this point we have to approve the expenditure, however, we should make sure we clarify this issue during budget discussions next year. After additional discussion, Trustees Hester, Drendel, Fagel, and Geary, and Supervisor Rowe voted aye. 0 nay. Motion carried. The balance in the Township checking account as of November 30, 2015 is \$478,306.46.

**ROAD & BRIDGE:** Trustee Drendel motioned, and Trustee Hester seconded a motion to review and approve the November Road & Bridge Accounts. Commissioner Huggins informed the Board that the State submitted a bill for the Township's portion of the Prairie St. bridge project which was completed in 2012/13. The bill was submitted too late to be included in the November accounts payable, however, the State due date of 12/15, was only 15 days after submitted. After discussion, The Board recommended holding the invoice over until the January meeting. After review, Trustees Hester, Geary, Fagel, and Drendel, and Supervisor Rowe voted aye. 0 nay. Motion carried. The balance in the Road & Bridge checking account as of November 30, 2015 is \$314,801.59.

**PAYROLL REPORT:** Trustee Geary asked if the Board could get a break down of hours worked and paid time off for the salaried employees. Supervisor Rowe will investigate.

**PROFIT & LOSS:** Trustee Geary questioned why line item 512 of the Township budget (Maintenance Service-Equipment) was over budget at 119%. Supervisor Rowe will investigate and report back to the Board.

**REPORTS:**

SUPERVISOR'S REPORT: Supervisor Rowe presented a written report and highlighted the following: The Township has received a \$500 donation from the Corn Boil Committee for the Senior Center that will be used for senior lunches, the IMRF employer contribution rate for 2016 has decreased, the contact list has been updated, and lastly he asked the Board to review the Assessor's revised employee handbook. Trustee Geary commented that she had concerns with the Assessor's Handbook language that stated that compensation would be determined at the Assessor's discretion. She felt that a recent claim by a former employee was a result of a similar policy.

ASSESSOR: No report, but submitted copy of employee handbook.

ROAD & BRIDGE: No report. Commented on invoice submitted by the State of IL earlier in the meeting.

CLERKS REPORT: No Report.

TRUSTEES REPORT: Trustee Drendel commented on the compliments he has received on the Christmas Tree lighting project. They purchased 2000 lights at a cost of \$4500, and have \$500 left for next year. Trustee Geary stated that Kevin Geary has made available stickers to show support for the Police and is accepting donations from anyone interested in displaying them. Any donations received will be made available to the Police Dept. for training or other purposes.

**UNFINISHED BUSINESS:**

1. 2015 Employee Handbook Draft 12/1/15: Supervisor Rowe printed one copy of the latest version of the Employee Handbook with the recommendations by Ancel Glink. He highlighted the following additions: Pregnant Worker Fairness Policy, Pre-Employment exam policy, ACA related regular full time employee language, and Medical Marijuana, and Concealed Carry Policy. Trustee Geary also wanted to see electronic participation policy language. Trustee Fagel expressed concern about the need for such a comprehensive document given the size of our organization. He felt that some of the provisions could be used against us in the event of a legal dispute. Supervisor Rowe explained that we needed a consistent and more up to date policy and that this document has been used successfully by Elgin for three years. He also pointed out that it has been reviewed by both TOIRMA and Ancel Glink. Supervisor Rowe then asked the Board to review the revised document one last time and suggest changes or deletions so that it could be adopted at next month's meeting.

2. Blackberry Creek Pedestrian Bridge Preliminary Design Proposal: Supervisor Rowe presented the Board with a request from Sean Michels for funding participation on this project. After discussion, Trustee Geary motioned and Trustee Hester seconded the motion, to Deny the Request for cost sharing on the Blackberry Creek Pedestrian Bridge Preliminary Design. Trustees Drendel, Geary, Fagel, and Hester voted aye. Supervisor Rowe voted nay. Motion carried.
3. Review of Transportation IGA between Aurora & Sugar Grove Township: Supervisor Rowe began the discussion by informing the Board that he attended a Ride in Kane meeting today. At the meeting he discussed the request from Cathy Hoyda for an expansion of the senior transportation program to include work related transportation for handicapped residents. AID currently provides this service for Jim Kreitz's daughter and it could be made available to Ms. Hoyda's son if he could be dropped off and picked up at the Kreitz residence since his daughter is grandfathered into a program that is no longer available. If the Township expanded our senior transportation program to include these types of rides, it would be open to all handicapped residents and could cause the program to deplete budgeted funds in a few months. Supervisor Rowe will suggest to Ms. Hoyda that she register with AID for participation in their program. The Board then discussed promoting the senior transportation program to the residents of the new senior housing facility on Galena and the possible expansion of the program to three days per week. Supervisor Rowe will reach out to residents of the new facility and report back to the Board next month for further review of the Transportation IGA.

#### **NEW BUSINESS:**

1. Adoption of 2015-16 Levy for SG Township & Road District: Supervisor Rowe presented the Board with the above levy ordinances for adoption noting that the Township levy will be flat with the exception of the small increase for Mental Health. Trustee Geary motioned, seconded by Trustee Hester to Adopt Ordinance 2015-4 Sugar Grove Township Tax Levy in the amount of \$613,215 of which amounts levied plus funds on hand at the end of the year exceeding 2.5 times the average expenditure from the fund for the past three years will be used to fund strategic plan initiatives. Trustees Drendel, Geary, and Hester, and Supervisor Rowe voted aye. 0 nays. Motion carried. Supervisor Rowe then asked for a motion to adopt the Road District levy. Trustee Drendel motioned, seconded by Trustee Geary to Adopt Ordinance 2015-5 Sugar Grove Township Road District Levy in the amount of \$130,231 for the General Road Fund, and a rate of \$.138 for the Permanent Road Fund of which amounts levied plus funds on hand at the end of the year exceeding 2.5 times the average expenditure from the funds for the past three years will be used to fund the planned 7 year pavement overlay schedule. Funds contained in CD's to be utilized for their earmarked purposes. Trustees Drendel, Geary, and Hester, and Supervisor Rowe voted aye. 0 nays. Motion carried.
2. Approval of 2016 Township Meeting Dates: Supervisor Rowe presented the Board with the schedule of meeting dates. All meetings will fall on the first Tuesday of every month with the Annual Town meeting scheduled for April 12th. Trustee Drendel motioned, and Trustee Geary seconded the motion to approve the 2016 Township Meeting Dates. Trustees Drendel, Geary, and Hester, and Supervisor Rowe voted aye. 0 nays. Motion carried.

3. Termination of General Assistance IGA between Aurora & Sugar Grove Township: Supervisor Rowe presented the Board with a letter of notice to terminate the General Assistance IGA with Aurora Township allowing Sugar Grove Township to process claims in house to better serve residents effective 1-1-16. Trustee Geary motioned, seconded by Trustee Hester to Terminate the General Assistance IGA between Aurora & Sugar Grove Townships. Trustees Drendel, Geary, and Hester, and Supervisor Rowe voted aye. 0 nays. Motion carried.
4. Consideration & Potential Approval of the Appointment of Jada Hudson to the SG Township 708 Board: Supervisor Rowe presented the Board with a request from the INC Board to appoint Jada Hudson to the SG Township 708 Board. Trustee Geary motioned, seconded by Trustee Drendel to appoint Jada Hudson to the SG Township 708 Board for a four year term expiring June 30, 2019. Trustees Drendel, Geary, and Hester, and Supervisor Rowe voted aye. 0 nays. Motion carried.

**ADJOURNMENT:** Trustee Drendel moved, Trustee Geary seconded and the Board unanimously approved adjourning the regular meeting at 8:45pm.