

**MINUTES OF THE
JANUARY 5, 2016 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, Mike Fagel, Scott Hester, and Laurene Geary, Supervisor Tom Rowe, and Clerk Phil Silagi.

ALSO PRESENT: None

PUBLIC COMMENT: None

DECEMBER 2, 2014 REGULAR MEETING MINUTES: Trustee Hester motioned, and Trustee Geary seconded the motion to review and approve the December 1, 2015 Regular Meeting Minutes. Trustee Fagel noted that the heated exchange between himself and Trustee Geary with regard to the year-end allowance in the Assessor's office was not documented. Clerk Silagi explained that it was recorded in a general statement and that the meeting minutes were only a summary of discussions. After discussion, Trustees Drendel, Geary, Hester, and Fagel, and Supervisor Rowe voted aye. 0 nays. Motion carried.

ACCOUNTS PAYABLE:

TOWNSHIP: Trustee Geary motioned, and Trustee Fagel seconded the motion to review and approve the Township accounts payable for December 2015. Trustee Hester questioned a check to the library which Supervisor Rowe explained was for the personal property replacement tax. After further discussion, Trustees Drendel, Geary, Hester and Fagel, and Supervisor Rowe voted aye. 0 nay. Motion carried. The balance in the Township checking account as of December 30, 2015 is \$430,913.79.

ROAD & BRIDGE: Trustee Geary motioned and Trustee Hester seconded the motion to review and approve the Road District accounts payable for December 2015. After review and discussion, Trustees Hester, Fagel, Geary, and Drendel, and Supervisor Rowe voted aye. 0 nay. Motion carried. The balance in the Road & Bridge checking account as of December 30, 2015 is \$198,235.71.

PAYROLL REPORT: Supervisor Rowe noted that Bob Bosma's pay has been reduced and that he has been changed from a salaried employee to an hourly employee with no explanation from the Assessor thus far.

PROFIT & LOSS REPORT: April 1, 2015 – December 31, 2015

QUARTERLY TREASURER'S REPORT: Trustee Geary motioned, and Trustee Fagel seconded the motion to review and approve the Treasurer's Quarterly Report. After review, Trustees Drendel, Geary, Fagel, and Hester, and Supervisor Rowe voted aye. 0 nays. Motion carried.

REPORTS:

SUPERVISOR'S REPORT: Supervisor Rowe presented a written report of his activities during the last month and highlighted the following: Met with Azemi & Son regarding the Bliss House porch roof and school bell projects. Azemi has agreed to submit proposals for both projects and suggested a pitched roof for the porch which the Historical Society has no objections to. Supervisor Rowe will try to get a least three proposals for these projects. Trustee Geary mentioned that she has been in contact with a contractor who may be interested in donating the work for the school bell project. Supervisor Rowe also contacted the Village to inquire about any permits which may be necessary for the bell project, but has not received a response. Regarding the website, Fairel has posted our map on the homepage and has merged our Facebook pages.

ASSESSOR: No report.

ROAD & BRIDGE: No report.

CLERKS REPORT: Clerk Silagi reported that he filed the tax levies with the County. He also asked the Board to consider providing a voter registration service for Township residents.

TRUSTEES REPORT: Trustee Geary reported that she will be participating in the Mental Health Board strategic planning meetings the next two weekends. Trustee Drendel reported that the Community House will be closed during kitchen remodeling. He also reported that they are working with Chris and Julie to make sure enough food is available for the senior lunches due to complaints about small portion sizes and running out of food. Drendel also informed the Board that they were discussing rental rates and whether they should allow rentals to non-residents. Trustee Fagel offered to provide a 30 minute workshop to residents on how to survive an active shooter event. Trustee Geary indicated that the Chamber would probably be interested. Trustee Fagel also mentioned that he has been in discussions with the Chamber on a 3 hour workshop on how not to be a victim. The workshop would be targeted at seniors and focus on security, awareness, and alarms. There would be a \$7 charge for the pamphlet. Supervisor Rowe suggested contacting the Park District to see if they would be interested in offering the course. Trustee Fagel asked if the Township could purchase 15 of the pamphlets to make them available for presentations to various groups. Supervisor Rowe and the board agreed to purchase the pamphlets.

SUGAR GROVE WATER AUTHORITY TREASURES REPORT: Supervisor Rowe presented the report for Board review. Trustee Fagel stated that the report was appalling with regard to expenses claimed such as cell phones and internet service. Trustee Hester stated that he would rather see them raise their salaries and eliminate these expenses. The Board also expressed concern with the large fund balance and suggested they find ways to spend down the balance or lower their levy.

UNFINISHED BUSINESS:

1. Employee Handbook: Trustee Fagel stated that he thought the Handbook was overkill given the number of employees we have, and went on to say that some of the language may create legal and other liabilities. He also noted that we do not have an HR person to administer the document. Supervisor Rowe stated that TOIRMA has an HR component that is available to us and that he would use it in the event of a dispute. Supervisor Rowe noted that we currently do not have a handbook which could also be a liability in certain circumstances. Trustee Hester pointed out language in the Handbook that stated that the document was to be used as a general guideline. Supervisor Rowe then suggested that we adopt the Handbook in its current form with the stipulation that it be reviewed annually for updates. Trustee Fagel stated that as long as it served as a general guideline, he would be inclined to approve it. After additional discussion, Trustee Hester motioned, seconded by Trustee Drendel to approve the Employee Handbook dated Jan. 5, 2016 subject to annual review. Trustees Drendel, Geary, and Hester, and Supervisor Rowe voted aye. Trustee Fagel voted nay. Motion carried.
2. IGA Between Sugar Grove & Aurora Townships for Senior & Disabled Transportation Services: Supervisor Rowe explained that he would like to modify the IGA to include a once a month trip from the new senior living facility to the senior lunch as a way to expand that program. He visited the facility and as a result, feels we will definitely have an increase in ridership for medical purposes. Since that is the case, he is not recommending expanding the program beyond its original parameters, with the exception of the senior lunch, until we get a better idea of demand. After additional discussion, the Board agreed to table this item to the February meeting pending discussion with Aurora Township and Supervisor Rowe.

NEW BUSINESS:

1. Review of Electronic Participation in Meetings Policy: Supervisor Rowe began the discussion by pointing out that when we originally adopted this policy nobody anticipated the frequency of use and that currently, the consensus is that perhaps we should put a limit on the number of meetings per year that members are allowed to participate electronically. Trustee Fagel commented that the Fire District has a similar policy with no restrictions and that it would be his preference to retain the current policy with no restrictions. Trustee Geary stated that she felt that we are elected to be here in person and that she would like to see some restriction on electronic participation. Trustee Drendel asked how many times Trustee Fagel participated electronically. Supervisor Rowe replied that Trustee Fagel was here in person for 2 meetings, participated electronically for 8 meetings and was absent 2 meetings last year. Trustee Hester stated that he felt Mike's situation was unique, however, he felt that some restriction should be considered for the future to avoid any problems. Supervisor Rowe mentioned that if two members wanted to participate electronically it wouldn't work, and in that case, who would be allowed or denied electronic participation? Trustee Fagel suggested that the first person to call in, be allowed. Supervisor Rowe thought that the last person to participate electronically be dropped to the bottom of the list for consideration. After additional discussion, the Board agreed to leave the current policy in place and review it next January so that any changes would be in place for the new Board. Additionally it was agreed that in the event of two Board members wishing to

participate electronically, only one would be allowed and that person would be determined by Supervisor Rowe.

2. Emergency Assistance Program Enhancement: Supervisor Rowe presented the Board with a proposal to add rental and utility assistance to this program. It would be limited to \$500.00 annually and be subject to specific requirements. He also pointed out that this would be a way to attract new clients and help spend down the fund balance. After discussion, Trustee Fagel motioned, seconded by Trustee Geary to add rental and utility assistance to the Emergency Assistance Program. Trustees Drendel, Geary, Fagel, and Hester, and Supervisor Rowe voted aye. 0 nays. Motion carried.
3. Sugar Grove Park District Sponsorship Request: Supervisor Rowe presented the Board with a request for Baseball/Softball sponsorship. After discussion, Trustee Drendel motioned, seconded by Trustee Geary to provide sponsorship at the \$300 Gold Level to be used as needed. Trustees, Drendel, Geary, Fagel, and Hester, and Supervisor Rowe voted aye. 0 nays. Motion carried.

ADJOURNMENT: Trustee Drendel moved, Trustee Hester seconded, and the Board unanimously approved adjourning the regular meeting at 9:07pm.