

**MINUTES OF THE  
APRIL 4, 2017 REGULAR MEETING  
OF THE TOWN OF SUGAR GROVE  
KANE COUNTY, ILLINOIS**

**CALL TO ORDER:** Supervisor Rowe called the meeting to order at 6:02pm followed by the pledge of allegiance.

**ROLL CALL** was taken. Present were: Trustees Lee Drendel, and Scott Hester, Supervisor Tom Rowe, Clerk Phil Silagi, and Road Commissioner Greg Huggins.

**ALSO PRESENT:** Ellen V. Suehla, Jada Hudson, Jerry Elliott, Greg Huggins, Shari Baum, Curt Karas, Nelda Karas, and Doug Musser.

**PUBLIC COMMENT:** None

**MARCH 7, 2017 REGULAR MEETING MINUTES:** Trustee Drendel motioned, and Trustee Hester seconded the motion to review and approve the March 7, 2017 Meeting Minutes. After review, Trustees Drendel, and Hester, and Supervisor Rowe voted aye. 0 nays. Motion carried.

**ACCOUNTS PAYABLE:**

TOWNSHIP: Trustee Hester motioned and Trustee Drendel seconded the motion to review and approve the March accounts payable as presented. Supervisor pointed out that check 16234 for \$708 to Aurora Township for transportation services was significantly less than previous bills due to the loss of a regular rider. He also pointed out that the bulk of the \$3,040 check to Ancil Glink was for the objection filed by Scott Jesseman to the candidacy of Curt Karas. Trustee Hester questioned whether all or a portion of the attorney costs should be reimbursed by Jesseman since the objection was unsuccessful. Supervisor Rowe stated that he would look into that and get back to the Board. After additional discussion and review, Trustees Drendel, and Hester, and Supervisor Rowe voted aye. 0 nay. Motion carried. The balance in the Township checking account as of March 30, 2017 is \$429,965.76.

ROAD & BRIDGE: Trustee Hester motioned and Trustee Drendel seconded the motion to review and approve the March Road and Bridge accounts payable as presented. Commissioner Huggins mentioned that the invoice from Ancel Glink for \$332.50 was for consultation on the Hankes Rd. Bridge which IDOT has promised to resurface this summer. After review, Trustees Drendel, and Hester and Supervisor Rowe voted aye. 0 nay. Motion carried. The balance in the Road & Bridge checking account as of March 30, 2017 is \$381,127.38.

**PAYROLL REPORT:** Accepted.

**PROFIT & LOSS:** Accepted.

**QUARTERLY FINANCIAL REPORT 3/31/17:** Trustee Drendel motioned, seconded by Trustee Hester to review and approve the Quarterly Financial Report 3/31/17 as presented. After review Trustees Drendel, 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. He also wanted to highlight the following items: The State of the Village event will be April 26<sup>th</sup> at WCC at 7:30am, any Board member wishing to attend should contact Supervisor Rowe. The Northern IL Food Bank has sent a thank you note for allowing them to make a presentation to the Board. The Oaths of Office for the new term will be administered at the May meeting pending certification of election results. If the election results are not certified by the time of that meeting, we will schedule a special meeting to swear everyone in. Supervisor Rowe presented the Board with a draft of the copy for the Spring/Summer edition of the SG Community Newsletter. The Chamber of Commerce After Hours Event will be held next Tuesday at 6pm prior to the Annual Town Meeting. Statements of Economic Interests for elected officials are due May 1<sup>st</sup> and the filing forms are available online. Supervisor Rowe asked the Board if they had any objections to him purchasing some supplies for the senior lunch using the Township credit card. The purchase would be about \$200.00. The Board had no objections to this purchase.

ASSESSOR: No report. Supervisor Rowe stated that there was no report, however, the Assessor did respond in writing to questions that came up during the review of her proposed budget. The answer to the first question regarding an explanation of salary paid to Darlene Allen after her death in the summer of 2016 was answered by referring to emails sent to Trustee Hester containing payroll sheets submitted for July & August of 2016. Supervisor Rowe and Trustee Hester agreed that the payroll sheets did not explain actual hours worked, PTO earned, and PTO paid prior to and after Ms. Allen's death. The second question asked for a report of earned and used Vacation/PTO hours for assessor employees in 2016. The Assessor answered by referring the Board to the Assessor's employee handbook and stated that employees were compensated PTO in accordance with this handbook. Further she cited employee privacy concerns with regard to providing details of individual employees earned and used PTO. Supervisor Rowe stated that the Board was looking for the detail of earned and used PTO similar to the information provided by the Road District for their employees. The third question asked what differentiates a part-time salaried employee from a part-time hourly employee and was answered by simply stating that one was hourly and the other salaried. Supervisor Rowe explained that the Board was looking for an answer that would explain what qualified employees for the two designations. The last question asked for an explanation of why the AT&T U-Verse bill was sent to a different P.O. Box than other bills. The Assessor answered that Assessor mail including bills are directed to P.O. 1138 which was established in 1994. Supervisor Rowe commented that her response didn't explain why this one bill is directed to the Assessor's P.O. Box and all others to the Township P.O. Box.

ROAD & BRIDGE: Commissioner Huggins reported that they have received their quota of salt for the year and it is in storage for next winter season. The clutch on one of the mowing tractors went out and is being repaired. That repair is estimated to cost \$3,000. The Road District crews are picking up garbage currently and will begin mowing soon.

CLERKS REPORT: No report.

TRUSTEES REPORT: Trustee Hester had no report since the Airport Board did not meet. Trustee Drendel stated that the Community House Board discussed check signing which will be covered in Unfinished Business.

WATER AUTHORITY REPORT: Jerry Elliott reported that he will be meeting with the Illinois State Water Survey to look at the Well Intel system installed on his personal well. There have been calibration problems with the sensor and the Water Authority is not sure if it is usable or not. There are three suppliers for well monitoring, Well Intel at \$600 per installation, Campbell Scientific at \$3,000 per installation, and the U.S. Geological Survey which uses satellite communications at \$10,000 per installation. He will be meeting with EEI on design for a water level monitor system on the Blackberry Creek Bridge. Once they have a design, they can seek a permit from the County for installation.

**UNFINISHED BUSINESS:**

1. Bliss House Lease Review & Update: Tenants Jada Hudson and Ellyn Suehla were present for this item. Since Ms. Svehla was a new tenant, she explained to the Board her use of the space for her sewing instruction business. Supervisor Rowe then explained to the Board that the lease renewal would be for the third year of the current lease. Changes would include two separate leases with rent for the upstairs at \$500 per month and rent for the basement at \$300 per month. The only other change would be the elimination of the sub-lease clause. The lease would be effective June 1<sup>st</sup> for one year. All Village and Fire Protection District occupancy requirement have been met. Total rent for both spaces would increase \$50 per month for the upcoming year. Trustee Drendel asked about security deposits and Supervisor Rowe explained that a separate security deposit would be required for the basement space. The Board had no objections to the proposed lease update which will be presented for approval by the electors at the Annual Town Meeting next week.
2. Community Building Check Signing Policy: Shari Baum explained that when Dan Nagel, the former Supervisor left, his replacement Harry Davis gave the book keeping responsibilities to the Community House Board. At that time they purchased DNO insurance for the three Board members and their policy is now expiring. Shari was seeking replacement insurance and realized that DNO insurance was not the correct insurance. After contacting TOI, Shari discovered that they didn't need any insurance since Supervisor Tom Rowe was the Treasurer and would be responsible for signing checks. Supervisor Rowe then contacted Ancel Glink who confirmed that he should be signing the checks once they are approved by the Community House Board. In keeping with the Township's current policy of have two signatures on all checks, a member of the Community House Board would also sign all checks. This policy will be effective immediately.

**NEW BUSINESS:**

1. Approval of 2017-18 Sugar Grove Township Tentative Budget: Supervisor Rowe presented the proposed budget ordinance and highlighted the following increases: Updated the Health Insurance line item which will be a little under \$100,000, a 5% increase for TOIRMA, increased legal services, allocated \$12,000 for Bliss House repairs, provided

funding for resurfacing the parking lot, \$5,000 for a new copier, \$5,000 for the contingency fund, and a new line item for Social Service funding at \$10,000. Shari Baum then addressed the Board over concerns for an elderly woman she encountered walking down Galena Blvd. The woman apparently walks from the new senior housing to the west side of Aurora to catch the bus. She does this frequently as the police are aware of her. She doesn't have a telephone to call for the senior ride services and doesn't have the \$4.00 fare to ride. Baum asked the Board if we could work anything in the budget to help her. The Board discussed her situation and suggested she contact our GA coordinator who might be able to assist. Curt Karas also offered to put her in contact with a client of his who might be able to help. After review, Trustee Hester motioned, seconded by Trustee Drendel to approve the 2017-18 Sugar Grove Township Tentative Budget. Trustees Drendel, and Hester, and Supervisor Rowe voted aye. 0 nays. Motion carried.

2. Approval of 2017-18 Sugar Grove Township Road District Tentative Budget: Commissioner Huggins highlighted the following: Budgeted \$200,000 in the Permanent Road Fund for asphalt overlay of Densmore, N. Mighel, and Pembroke Ct. Capital items include the replacement of a brush chipper and the replacement of a pick-up truck. After review, Trustee Hester motioned, seconded by Trustee Drendel to approve the 2017-18 Sugar Grove Township Road District Tentative Budget. Trustees Drendel, and Hester, and Supervisor Rowe voted aye. 0 nays. Motioned carried.
3. Consideration & Potential Approval of 2017 Corn Boil Sponsorship: Supervisor Rowe presented the Board with this sponsorship request and mentioned that in the past the Township sponsored the shuttle at the \$250 level and that he would recommend we continue to sponsor the shuttle. Trustee Drendel motioned, and Trustee Hester seconded the motion to approve sponsorship of the Harvester Shuttle for the 2017 Sugar Grove Corn Boil in the amount of \$250.00. Trustees Drendel, and Hester, and Supervisor Rowe voted aye. 0 nays. Motion carried.
4. Approval of Township & Road District Budget Hearings on May 2, 2017: Supervisor Rowe explained that the hearing notices have gone out and that the Board needs to formally approve the hearings for the Township and Road District budgets. He noted that the hearings will begin at 6:00pm with the regular meeting immediately following. Trustee Drendel motioned, seconded by Trustee Hester to Approve the Township & Road District Budget Hearings at 6:00PM on May 2, 2017. Trustees Drendel, and Hester, and Supervisor Rowe voted aye. 0 nays. Motion carried.
5. Approval of Resolution #2017-A Relating to Participation by Elected Officials in The Illinois Municipal Retirement Fund. Supervisor Rowe explained that the above resolution is required for the participation of Township elected officials in the IMRF. Positions that qualify are the Supervisor, Highway Commissioner, Assessor and Deputy Assessor. Trustee Hester motioned, and Trustee Drendel seconded the motion to Approve Resolution #2017-A Relating to Participation by Elected Officials in The Illinois Municipal Retirement Fund. Trustees Drendel, and Hester, and Supervisor Rowe voted aye. 0 nays. Motion carried.

**ADJOURNMENT:** Trustee Hester motioned, Trustee Drendel seconded the motion, and the Board unanimously approved adjourning the regular meeting at 7:27pm.