

**MINUTES OF THE
APRIL 3, 2018 REGULAR MEETING
OF THE TOWN OF SUGAR GROVE
KANE COUNTY, ILLINOIS**

CALL TO ORDER: Supervisor Rowe called the meeting to order at 6:03pm followed by the pledge of allegiance.

ROLL CALL was taken. Present were: Trustees Jim Baker and Alison Squires, Supervisor Tom Rowe, Clerk Phil Silagi, and Assessor Curt Karas.

ALSO PRESENT: Doug Musser.

PUBLIC COMMENT: none

MARCH 6, 2018 REGULAR MEETING MINUTES: Trustee Squires motioned, and Trustee Baker seconded the motion to review and approve the March 6, 2018 Meeting Minutes. After review, Trustees Baker, and Squires, and Supervisor Rowe voted aye. 0 nays. Motion carried.

ACCOUNTS PAYABLE:

TOWNSHIP: Trustee Baker motioned and Trustee Squires seconded the motion to review and approve the March accounts payable as presented. After discussion and review, Trustees Baker, and Squires, and Supervisor Rowe voted aye. 0 nay. Motion carried. The balance in the Township checking account as of March 29, 2018 is \$300,294.80.

ROAD & BRIDGE: Trustee Squires motioned and Trustee Baker seconded the motion to review and approve the March Road and Bridge accounts payable as presented. Doug Musser noted that check 10804 to Vermeer Midwest in the amount of \$20,552 was for a new chipper to replace a 15 year old unit. The chipper was obtained under state bid resulting in substantial savings. After review, Trustees Baker, and Squires, and Supervisor Rowe voted aye. 0 nay. Motion carried. The balance in the Road & Bridge checking account as of March 29, 2018 is \$513,072.20.

PAYROLL REPORT: For the period 2/25/18 thru 3/25/18

PROFIT & LOSS REPORTS: April 1, 2017-March 31, 2018

QUARTERLY FINANCIAL REPORT 3/31/17: Trustee Baker motioned, seconded by Trustee Squires to review and approve the Quarterly Financial Report 3/31/18 as presented. Supervisor Rowe noted that he changed some of the CD's to a longer term with a higher interest rate. After review Trustees Baker, and Squires, and Supervisor Rowe voted aye. 0 nays. Motion carried.

CORRESPONDENCE: Supervisor Rowe presented the Board with a thank you letter and copy of the budget & appropriation ordinance for the 708 Mental Health Board from Jerry Murphy. They anticipate using the entire 2017 levy for operations.

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 First National Bank is hosting a Shred Day 4/7/2018 for anyone interested in disposing of documents. TOI Kane County is holding a meeting 4/18/2018 at St. Charles Township for any Board member interested in attending. The Annual Town Meeting is next Tuesday April 10th. Board member are encouraged to attend as electors as well as family members, friends, and neighbors. The SG Community Newsletter is scheduled to be mailed in early May. This issue is featuring Assessor Curt Karas and Road Commissioner Greg Huggins. The Chamber is holding a "Bingo de Mayo" event on May 4th at the Bliss Creek Pine Room for anyone interested. The State of the Village event will be held on May 31st at WCC at 7:30am. The annual audit will be conducted June 7 & 8 by Knutte & Associates with a preliminary draft that should be available for review at the July meeting. Lastly the Statement of Economic Interest for elected officials is due May 1st. An email with a link for filing on-line should have been sent to Board members email account.

ASSESSOR: Assessor Karas reported that their office is currently in the process of going through neighborhoods looking for discrepancies and adjusting and correcting assessed values.

ROAD & BRIDGE: Doug Musser reported that they have removed all the snow fencing and the wing plows, but are keeping front plows and salt spreaders on the trucks due to snow in the forecast. Bids have went out for the asphalt overlay projects. The Road District has hired a part-time seasonal employee. Lastly, the Road District has received additional signs from the County for installation on the 90 degree curve at Denny and Norris Rds. to alert motorists of the 10mph curve.

CLERKS REPORT: Clerk Silagi reported that he participated in a webinar on records retention. Silagi stated that the Township needs to contact the state coordinator and develop a schedule to dispose of unnecessary records. He stated that the good news was that very few records needed to be retained permanently, among them meeting minutes. He also noted that social media posts can be regarded as public records, however that requirement can be met by establishing an electronic file or paper record. Electronic files can be deleted as long as a paper record of the file exists. With regard to electronic records, Silagi stated that the state requires computer hard drives to be retained until the records contained can be destroyed and then the hard drives disposed of in the recommended manner. Clerk Silagi then reported on the Community Building where the only significant development was the access card audit. Shari Baum went through access cards, eliminating inactive cards and reprogramming active cards to limit them to appropriate times and parts of the building.

TRUSTEES REPORT: Trustee Squires reported that she attended an INC Board meeting where they discussed budget issues.

UNFINISHED BUSINESS:

1. Bliss House Lease: Supervisor Rowe presented the updated leases with no changes from what was previously discussed and agreed upon. Rent for Jada Hudson will increase from \$500 per month to \$525 per month and rent for Ellen Violet Designs will increase from

\$300 to \$315 per month. The updated leases will be presented to electors for approval at next week's Annual Town Meeting.

2. Senior/Disabled Transportation Update: Supervisor Rowe presented the Board with a proposal from Freedom 1st Transportation to provide senior/disabled transportation. Freedom 1st proposed hourly rate will be \$65 per hour which is \$10 per hour less than Aurora Township. The client copay would then be deducted from the hourly rate. Currently the copay is \$4 and Freedom 1st would agree to lower the copay to \$3 for the first 10 miles and then \$1.50 for each additional mile. All trips will have a minimum 1.5 hours billable. Freedom 1st will provide transportation services Monday thru Friday from 7:30am to 5:30pm and will handle scheduling of calls for service from a list of clients approved by Sugar Grove Township. Supervisor Rowe would like the Board to consider expanding the program to non-medical trips with limitations for Township residents unable to drive. Supervisor Rowe will begin drafting an agreement for discussion at the May meeting.

NEW BUSINESS:

1. Consideration and Potential Approval of Road District 2018-19 Tentative Budget: Supervisor Rowe explained that it was necessary to approve a tentative budget before budget hearings and final approval in order to pay bills during that time period. Rowe then noted that there were no changes to the draft ordinance discussed at last month's meeting. Trustee Squires motioned, seconded by Trustee Baker to Approve the Tentative 2018-19 Road District Budget amounts of: General Road Fund \$62,391, Permanent Road Fund \$935,648, Motor Fuel Tax \$130,000, and Payroll Service Fee \$288 for Total Appropriations of \$1,128,267. Trustees Baker, and Squires, and Supervisor Rowe voted aye. 0 nays. Motion carried.
2. Consideration & Potential Approval of Township 2018-19 Tentative Budget: Supervisor Rowe began by addressing some questions posed by Trustee Elliott and then noted that the tentative budget was unchanged from the budget discussed at the March meeting. Trustee Squires motioned, seconded by Trustee Baker to Approve the Tentative 2018-19 Township Budget amounts of: General Town Fund \$536,117, General Assistance Fund \$465, and Mental Health Fund of \$115,501 for Total Appropriations of \$652,083. Trustees Baker, and Squires, and Supervisor Rowe vote aye. 0 nays. Motion carried.
3. Approval of Township & Road District Budget Hearings on May 1, 2018: Supervisor Rowe explained that the hearing notices have gone out and that the Board needs to formally approve the hearings set for May 1, 2018. Trustee Baker motioned, seconded by Trustee Squires to Approve Township & Road District Budget Hearings on May 1, 2018. Trustees Baker, and Squires, and Supervisor Rowe voted aye. 0 nays. Motion carried.
4. Approval of Mental Health 708 Board Candidate Lisa Sestak: Supervisor Rowe received a letter from 708 Board Director Jerry Murphy recommending the appointment of Lisa Sestak to replace Jada Hudson who has resigned. Trustee Squires motioned, seconded by Trustee Baker to Appoint Lisa Sestak to the Sugar Grove 708 Mental Health Board with a term expiring June 30, 2019. Trustees Baker, and Squires, and Supervisor Rowe vote aye. 0 nays. Motion carried.

ADJOURNMENT: Trustee Baker motioned, Trustee Squires seconded the motion, and the Board unanimously approved adjourning the regular meeting at 7:30pm.