

**MINUTES OF THE  
DECEMBER 3, 2019 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 Baker, Bond (at 6:28pm), Elliott, and Squires, Supervisor Tom Rowe, Clerk Phil Silagi, Assistant Assessor Patti Kleckner, and Road District Commissioner Doug Musser.

**ALSO PRESENT:** Deputy Rojkowski.

**PUBLIC COMMENT:** Deputy Rojkowski reported on police activity for the Township since November 1<sup>st</sup>. He reported on traffic stops, 12 property damage accidents, and 1 injury accident. He also reported on routine premise checks. Rojkowski then informed Board members of the crime map feature on the Kane County Sheriff's website. Road Commissioner Musser asked the Deputy to keep an eye out for snow plow contractors who he suspects are taking out the lane dividers on Barnes Rd. at the Railroad crossing.

**NOVEMBER 5, 2019 REGULAR MEETING MINUTES:** Trustee Elliott motioned, and Trustee Baker seconded the motion to review and approve the November 5, 2019 Regular Meeting Minutes. After review, Trustees Baker, Elliott and Squires, and Supervisor Rowe voted aye. 0 nays. Motion carried.

**ACCOUNTS PAYABLE:**

TOWNSHIP: Trustee Elliott motioned and Trustee Squires seconded the motion to review and approve the November Town accounts payable. After discussion, Trustees Baker, Elliott, and Squires, and Supervisor Rowe voted aye. 0 nay. Motion carried. The balance in the Township checking account as of November 26, 2019 is \$515,017.70.

ROAD & BRIDGE: Trustee Squires motioned, and Trustee Elliott seconded a motion to review and approve the November Road & Bridge Accounts. After review, Trustees Baker, Elliott, and Squires, and Supervisor Rowe voted aye. 0 nay. Motion carried. The balance in the Road & Bridge checking account as of November 26, 2019 is \$803,847.29.

**PAYROLL REPORT:** For the Period Oct.28th through Nov. 17<sup>th</sup>.

**PROFIT & LOSS:** April 1<sup>st</sup> through Nov. 30<sup>th</sup>. Supervisor Rowe pointed out expenditures that were charged to the wrong line item accounts which made those accounts appear to be over budget. He will have Jim make the necessary adjustments.

**CORRESPONDENCE:** none

## **REPORTS:**

**SUPERVISOR'S REPORT:** Supervisor Rowe presented a written report and highlighted the following: Supervisor Rowe reported that we currently have 56 residents registered for the transportation program. A total of 95 rides were given in November for a grand total of 944 rides since the program began 9/1/18. We are currently at 72% of our budget not including November which will likely mean we will run out of budgeted money by the end of the year with three months left to go in the fiscal year. Supervisor Rowe has sent a letter to Sugar Grove Senior Living requesting financial assistance since 9 of our riders reside there. Funding for the construction of the facility was partially provided by the State of Illinois with the understanding that the operators would participate in the Ride in Kane program. Supervisor Rowe has recently received a request from the mother of an 18 year old women with a learning disability. She is requesting rides to work a couple days a week. He is currently requesting a doctor's verification of her disability that would qualify her for the program. Rowe suggested the Board look at adopting guidelines to establish qualifications for similar situations in the future. Since the program will run out of funds in January, Supervisor Rowe suggested that the Board begin thinking about the possibility of establishing a waiting list or allocating more money for the program. The Village is proposing meeting will partnering agencies to discuss Phase II engineering for the Blackberry Creek Bike/Pedestrian Bridge Project. This meeting may be scheduled for the Township regular January meeting to discuss Phase II engineering and cost sharing. The Township building window replacement project has been completed. A total of 21 windows were replaced at a cost of \$3700.

**ASSESSOR:** Assistant Assessor Patti Kleckner reported that they are partnering with other Kane County Township Assessors to come up with a standardized value for the Walgreen's stores in the County as a result of Walgreen's appeal to the County Board of Appeals with regard to assessed value and property taxes. The various Township Assessor's Offices are considering hiring an appraiser to establish a standardized value that could be applied to all Walgreen's stores across the County and be used until the next quad assessment. Supervisor Rowe provided the Board with a copy of the employee handbook and Kleckner explained changes related to holiday and vacation pay for full and part-time employees.

**ROAD & BRIDGE:** Doug Musser reported that they have completed their last round of mowing and have had three snow events. Snow fencing will be completed once the crops are out of the fields if the ground isn't too frozen. Road District staff have completed CPR training. Musser then informed the Board of Employee Handbook updates which included double-time pay for Sunday hours and a provision for Paternity leave.

**CLERKS REPORT:** Clerk Silagi reported on a FOIA request for information on permits submitted by SMART 265, the Sheetmetal Worker's Union.

**TRUSTEES REPORT:** Trustee Baker reported that the Governor vetoed HB3902 that would have extended the aviation sales tax exemption which may result in a loss of business at the airport. Trustee Bond reported that the Community Building Board is working with Ancel Glink to draft an agreement with the Village for cost sharing on the parking lot resurfacing project. Trustee Elliott reported that well monitoring equipment has been installed at the Rados well at 47 & Jericho.

The Water Authority has decided to delay water quality monitoring due to the cost of installing and maintaining the system. Trustee Elliott will continue to study the system and investigate ways to lower the cost or find additional funding sources. Elliott then informed the Board that State Rep. Keith Wheeler has agreed to introduce legislation or an amendment to legislation that would remove the clause in the Water Use Act that currently exempts Kane County from conflict resolution.

#### **UNFINISHED BUSINESS:**

1. Records Retention Update: Supervisor Rowe informed the Board that our Application for Authority to Dispose of Local Records was approved. We are awaiting approval of a Local Records Disposal Certificate before we can dispose of unnecessary or duplicate records.
2. Consideration & Adoption of Sugar Grove Township Tax Levy Ordinance #2019-4: Supervisor Rowe presented the Board with the above levy ordinance for adoption noting that the Township levy will be flat with the exception of the small increase for Mental Health. Trustee Elliott motioned, seconded by Trustee Squires to Adopt Ordinance 2019-4 Sugar Grove Township Tax Levy in the total amount of \$625,756 (General Town Fund \$502,415, General Assistance Fund \$2,000, and Mental Health Fund \$121, 341) 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, Baker, Bond, Elliott, and Squires, and Supervisor Rowe voted aye. 0 nays. Motion carried.
3. Consideration & Adoption of Sugar Grove Road District Tax Levy Ordinance #2019-5: Supervisor Rowe noted that this Ordinance is unchanged from the estimated tax levy approved at last month's meeting. Trustee Squires motioned, seconded by Trustee Baker to Adopt Ordinance 2019-5 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 Baker, Bond, Elliott, and Squires, and Supervisor Rowe voted aye. 0 nays. Motion carried.

#### **NEW BUSINESS:**

1. Consideration & Potential Approval of 2020 Township Meeting Dates and Times: Supervisor Rowe presented the Board with the schedule of meeting dates. All meetings will fall on the first Tuesday of every month. The Annual Town meeting is scheduled for April 14th. After review, Trustee Bond motioned, and Trustee Elliott seconded the motion to approve the 2020 Township Meeting Dates as presented. Trustees Baker, Bond, Elliott, and Squires, and Supervisor Rowe voted aye. 0 nays. Motion carried.
2. Consideration & Approval to Renew Blue Cross Health & Dental Insurance for 2020: Supervisor Rowe presented above referenced plan to the Board and noted that plan coverage will remain the same with a 5.9% increase in premiums. After review, Trustee Bond motioned, and Trustee Squires seconded the motion to Approve the Renewal of the Blue Cross Health & Dental Insurance Plan for 2020. Trustees Baker, Bond, Elliott, and Squires, and Supervisor Rowe voted aye. 0 nays. Motion carried.

**EXECUTIVE SESSION:** At 7:20pm Trustee Baker motioned, seconded by Trustee Elliott to convene into Executive Session for a 6 Month Review of Closed Session Minutes.

**RETURN TO REGULAR SESSION:** Trustee Elliott motioned, seconded by Trustee Squires to return to the Regular Session Meeting at 7:25pm. Trustees Baker, Bond, Elliott, and Squires, and Supervisor Rowe voted aye. 0 nays. Motion carried.

**EXECUTIVE MEETING MINUTES OF OCTOBER 1, 2019 PUBLIC RELEASE:** Trustee Baker motioned, seconded by Trustee Elliott to Approve the Executive Session Meeting Minutes of October 1, 2019. Trustees Baker, Bond, Elliott, and Squires, and Supervisor voted aye. 0 nays. Motion carried.

**ADJOURNMENT:** Trustee Bond moved, Trustee Elliott seconded and the Board unanimously approved adjourning the regular meeting at 7:27pm.