

**MINUTES OF THE
MAY 5, 2020 REGULAR MEETING
OF THE TOWN OF SUGAR GROVE
KANE COUNTY, ILLINOIS**

CALL TO ORDER: Supervisor Rowe called the meeting to order at 6:07pm.

ROLL CALL: Trustees James Baker, Marion Bond, Jerry Elliott, and Alison Squires, Supervisor Tom Rowe, Clerk Phil Silagi, Road Commissioner Doug Musser, and Assessor Karas. Due to the Governor's Executive Order regarding public meetings during the Covid-19 Pandemic, the Trustees, Clerk, and Assessor were allowed to participate via internet tele conference. Supervisor Rowe and Road Commissioner Musser were present at the Township Building.

CORONA VIRUS PANDEMIC UPDATE: Supervisor Rowe informed the Board that the building remains closed to the public with business being conducted remotely online. Assessor Karas has tested positive for the virus and is in quarantine for 14 days after which he will be retested. The Assessor's office has continued to operate with modified staffing allowing one person in the office at a time and all other staff working from home. The Road District is operating normally while observing social distancing guidelines and wearing masks.

ALSO PRESENT: Deputy Rojkowski

PUBLIC COMMENT: Deputy Rojkowski reported that it has been quiet in southern Kane County. In other areas of the County, cars parked in forest preserves and near trails have been broken into and valuables taken. As traffic has increased it has become necessary to increase enforcement of speed limit violations. There have been no Covid-19 cases reported among the jail population.

APRIL 7, 2020 REGULAR MEETING MINUTES: Trustee Elliott motioned, and Trustee Squires seconded the motion to review and approve the April 7, 2020 meeting minutes. After review, Trustees Baker, Bond, Elliott, and Squires, and Supervisor Rowe voted aye. 0 nays. Motion carried.

ACCOUNTS PAYABLE:

TOWNSHIP: Trustee Squires motioned, seconded by Trustee Baker to review and approve the April Township accounts payable. After review and discussion, Trustees Baker, Bond, Elliott, and Squires, and Supervisor Rowe voted aye. 0 nays. Motion carried. The balance in the Township checking account as of April 30, 2020 is \$308,196.91.

ROAD & BRIDGE: Trustee Elliott motioned and Trustee Baker seconded the motion to review and approve the April Road and Bridge accounts payable as presented. After review and discussion, Trustees Baker, Bond, Elliott, and Squires, and Supervisor Rowe voted aye. 0 nays. Motion carried. The balance in the Road & Bridge checking account as of April 30, 2020 is \$65,906.65.

PAYROLL REPORT: For the period March 27, 2020 through April 19, 2020

PROFIT & LOSS REPORT: For April 2020 (Township Only)

CORRESPONDENCE: Trustee Elliott copied an article from Kane County Connects on average tax bills by Township which found that Sugar Grove Township had the highest average tax bills in the County. Assessor Karas noted that tax bills for the last two years are lower than they were in 2017. He also noted that the Township has a lot of land that is zoned agricultural or ag which is assessed at a much lower rate. Karas stated that in order to lower taxes we would have to decrease levies or increase assessed values. Karas then informed the Board that a large commercial property was recently constructed and should provide a significant increase in assessed value for the Township. This should lower residential bills which could result in lowering our ranking among Kane County Townships. Trustee Elliott raised concerns about the School District's affect on tax bills and noted that tax revenues have increased 47% from 2012 to 2019 while enrollment has dropped 10%. Supervisor Rowe noted that the Township share of resident's tax bills are less than 3% and that the Township has kept their levy flat for the last 7 years.

REPORTS:

SUPERVISOR'S REPORT: Supervisor Rowe presented a written report of his activities during the last month and highlighted the following: Supervisor Rowe reported that a total of 23 rides were given for the month of April for the Senior Transportation Program which is a significant drop off as a result of limiting rides to medical only. Rowe suggested allowing one social ride per week since we now have the capacity. Trustee Baker also suggested adding the eight people on the waiting list. After discussion it was agreed to allow the eight residents on the waiting list to become eligible for rides and expand the service to include one social ride per week. Rowe then provided the Board with a copy of the Mental Health Budget & Appropriation Request which will be incorporated into the Township Budget Ordinance to be approved at our June 2, 2020 meeting. The MetroNet installation and transition was completed on May 1st. Mediacom has been terminated and AT&T will be terminated before the next billing cycle. Staff training on the new system will begin this week. As a result of the Shelter in Place order, The Township and Community Building offered a drive thru senior lunch in April. It was a big success with 122 lunches served which included 16 first responders. Chris and Julie did a great job of organizing the event resulting in smooth traffic flows and little waiting time. The Township received favorable press coverage on the event and will plan to hold a similar event in May. Supervisor Rowe will be sending a thank you note to the local business who donated \$500 to sponsor the luncheon and will let the Board know who the donor was.

ASSESSOR: Assessor Karas began by recounting his recent illness as a result of Covid-19. He woke up on April 4th feeling bad and worked until 4pm that day. He went home and slept for most of the next two weeks. Since he wasn't deathly ill, he was unable to see a doctor or even get tested for the virus. Eventually he got tested, and tested positive. He recently was tested and once again tested positive. He will remain under quarantine until May 12th when he will be tested again and hopefully will test negative and be released from quarantine. Karas noted that their office turned in their assessment rolls on April 30th ahead of the May 1st deadline.

ROAD & BRIDGE: Road Commissioner Doug Musser reported that the maintenance building roof project has been awarded to R & S Framing of Batavia in the amount of \$207,160. Changes in the method of insulation will save about \$13,000, lowering the total to \$197,000. The crosswalk signs have been installed on Kedeka Rd. improving safety for pedestrians. Geneva Construction was awarded the asphalt overlay project in the amount of \$337,221 which was 8% under the engineer's estimate. The Road District is currently working on installing culverts to improve drainage in the farm fields and eliminate standing water in the ditches. They will begin mowing this week and will try to complete the first round by Memorial Day weather permitting.

CLERKS REPORT: Clerk Silagi reported that he attended the bid opening for the Road District roof replacement project.

TRUSTEES REPORT: Trustee Bond reported on the Community Building Board meeting which was held electronically. She reported on the discussion and planning that went into the drive thru senior lunch which proved to be successful. She also reported that the parking lot renovation is scheduled to begin in mid-June. Bond also mentioned discussion on plans to renovate the stage which has deteriorated and is unsafe.

UNFINISHED BUSINESS:

1. Consideration & Potential Approval of Ellen Svehla Lease Renewal: Supervisor Rowe explained that this lease is normally approved at the Annual Town Meeting. Since that meeting has been postponed indefinitely, our attorney has recommended that we approve it at a regular meeting due to the lease expiration date of May 31st. Rowe further explained that all terms of the lease remain unchanged. After review, Trustee Baker motioned, seconded by Trustee Bond to Approve a One Year Bliss House Basement Lease Renewal for Ellen Svehla. Trustees Baker, Bond, Elliott, and Squires, and Supervisor Rowe voted aye. 0 nays. Motion carried.
2. Consideration & Potential Approval of Jada Hudson Lease Renewal: Supervisor Rowe explained that this is a lease renewal similar to the Svehla lease which is for the upper level of the Bliss House with terms of the lease remaining unchanged. Trustee Squires motioned seconded by Trustee Elliott to Approve a One Year Bliss House Upper Level Lease Renewal for Jada Hudson. Trustees Baker, Bond, Elliott, and Squires, and Supervisor Rowe voted aye. 0 nays. Motion carried.

NEW BUSINESS:

1. Consideration & Potential Approval of Families First Coronavirus Response Act Policy: Supervisor Rowe explained that this Act would provide paid sick leave for the employee if he/she or a family member contracts Covid-19. The Act also provides paid leave for the employee if they are caring for a child whose school or place of care is closed due to Covid19. The paid leave is for a period of up to 12 weeks and is in addition to any paid leave they already have. This Act will be in effect from April 1, 2020 through December 31, 2020. After discussion and review, Trustee Bond motioned, seconded by Trustee Baker to Approve the Families First Coronavirus Response Act Policy. Trustees Baker, Bond, Elliott, and Squires, and Supervisor Rowe voted aye. 0 nays. Motion carried.

2. Consideration & Potential Approval of Remote Working Policy: The Board agreed to table this item until next month as requested by Assessor Karas. Karas requested the additional time to seek staff input.

ADJOURNMENT: Trustee Baker motioned, Trustee Elliott seconded the motion and the Board unanimously approved adjourning the regular meeting at 7:41pm.