

**MINUTES OF THE  
JUNE 2, 2020 REGULAR MEETING  
OF THE TOWN OF SUGAR GROVE  
KANE COUNTY, ILLINOIS**

**CALL TO ORDER:** Supervisor Rowe called the meeting to order at 6:21pm followed by the pledge of allegiance.

**ROLL CALL** was taken. Present were: Supervisor Tom Rowe, Assessor Curt Karas, and Road Commissioner Doug Musser. Attending via Zoom video conference were: Trustees Jim Baker, Marion Bond, Jerry Elliott, and Alison Squires, and Clerk Phil Silagi.

**ALSO PRESENT:** None

**PUBLIC COMMENT:** None

**MAY 5, 2020 REGULAR MEETING MINUTES:** Trustee Squires motioned, and Trustee Bond seconded the motion to review and approve the May 5, 2020 regular meeting minutes. After review, Trustees Baker, Bond, Elliott, and Squires, and Supervisor Rowe voted aye. 0 nays. Motion carried.

**ACCOUNTS PAYABLE:**

**TOWNSHIP:** Trustee Elliott motioned, seconded by Trustee Baker to review and approve the May Township accounts payable as presented. After review, Trustees Baker, Bond, Elliott, and Squires, and Supervisor Rowe voted aye. 0 nays. Motion carried. The balance in the Township checking account as of May 28, 2020 is \$251,360.09.

**ROAD & BRIDGE:** Trustee Baker motioned, and Trustee Elliott seconded the motion to review and approve the May Road and Bridge accounts payable as presented. After review, 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 May 28, 2020 is \$198,824.43.

**PAYROLL REPORT:** April 24<sup>th</sup> through May 21st.

**PROFIT & LOSS REPORTS:** April through May 2020.

**CORRESPONDENCE:** Supervisor Rowe presented the Board with a TOI Covid19 Update. The update included information on HB2096 which amended the Township Code to suspend the Annual Town Meeting during a disaster declared by the Governor and rescheduled that meeting to the third Tuesday of the month following the end of the disaster declaration. The update also included guidance on electronic meetings.

**REPORTS:**

**SUPERVISOR'S REPORT:** Supervisor Rowe presented a written report of his activities during the last month and highlighted the following: Qualifying applicants for the senior transportation program that were on the wait list have now been included in the client list bringing the total to 57 eligible riders with no one on the wait list. There were only 11 rides in the month of May and without objection, Supervisor Rowe would like to resume the original guidelines allowing more rides. Trustee Bond asked if we were requiring riders to wear masks. Supervisor Rowe will check with Freedom First and confirm. The senior lawn mowing program started on May 4<sup>th</sup> with 8 clients. We have budgeted for ten so we can take on two more qualifying clients. The MetroNet installation is now complete and we have terminated service with AT&T and Mediacom. We have received partial refund checks from AT&T and are anticipating checks from Mediacom. The Groovin in the Grove concert series has been cancelled for the year with funds to be held over for next year's concerts and stage rental. We held our second drive thru senior lunch on May 26<sup>th</sup> with 120 lunches served. The Kane Senior Council has offered to hold a secondary senior lunch funded by the State of Illinois, Julie Walker is working with them to plan an event. The A. I. D. quarterly report has been provided to the Board with ridership statistics for disabled Township residents for the period of June 2019 thru March 2020. The Annual Audit is underway with a preliminary report available for our July meeting and final report for our August meeting.

**ASSESSOR:** Assessor Karas reported that the assessment rolls were turned over to the County and that our assessments averaged 32.24% of fair market value. As a result we were issued a factor of 1.338% which would bring us to the goal of 33.33% of fair market value.

**ROAD & BRIDGE:** Road Commission Musser reported that the roof project is now underway and is expected to be completed in about a month. Geneva Construction has begun the overlay project with ADA crosswalk upgrades. The project may be delayed a couple weeks until the Road District receives and replaces a culvert on Hanks Rd. before resurfacing. The Road District will soon be doing their second round of mowing due to recent heavy rains. Their new mowers are expected to be delivered in early July. The Road District is currently working with the BNSF Railway on replacement of a culvert at their crossing on Barnes Rd that has caused the shoulder of the road to wash out. Responsibility for replacement is being negotiated and the cost could be significant should the Road District have to fund the project.

**CLERKS REPORT:** No report.

**TRUSTEES REPORT:** Trustee Baker reported that the Airport Authority Board meeting for June was cancelled and the next scheduled meeting will be in August. Trustee Bond reported that the Community Building Board had a Zoom meeting on May 19<sup>th</sup> where they discussed the parking lot renovation project, boiler maintenance, a new elevator service company contract, and the replacement of the flag pole cable that was damaged in a storm.

**UNFINISHED BUSINESS:**

1. Consideration & Potential Approval of Remote Working Policy: Supervisor Rowe noted that this is the same document reviewed by the Board at last month's meeting and that the policy has been approved by our attorney's Ancel Glink. Assessor Karas noted that for the time being all employees have returned to work in the office on regular schedules. After review, Trustee Bond motioned, seconded by Trustee Squires to Approve the Remote Working Policy. Trustees Baker, Bond, Elliott, and Squires, and Supervisor Rowe voted aye. 0 nays. Motion carried.
2. Consideration & Potential Approval of Budget & Appropriation Ordinance #2020-3: Trustee Elliott motioned, seconded by Trustee Baker to Approve Budget & Appropriation Ordinance #2020-3. Trustees Baker, Bond, Elliott, and Squires, and Supervisor Rowe voted aye. 0 nays. Motion carried.

**NEW BUSINESS:**

- 1 Consideration & Potential Approval of Parking Lot Repair Quotes: Supervisor Rowe presented the Board with three bids for the Township Building parking lot resurfacing. He is recommending the low bid of J & J Sealcoating in the amount of \$20,980. They bid milling 2 inches of existing asphalt and resurfacing with 2 inches of new asphalt and re striping to existing. Supervisor Rowe stated that he is familiar with their work in Prestbury and is confident in their delivery of materials and workmanship. Supervisor Rowe motioned, seconded by Trustee Elliott to Accept the Bid Submitted by J & J Sealcoating for Township Building Parking Lot Resurfacing in the amount of \$20,980. Trustees Baker, Bond, Elliott, and Squires, and Supervisor Rowe voted aye. 0 nays. Motion carried.
- 2 Consideration & Potential Approval of Building Disinfection Quotes: Supervisor Rowe presented the Board with three proposals for building disinfection. Terminix @ \$1,269, Spectrum Restoration @ \$1,480, and Servicemaster @ \$2,007. Supervisor Rowe is recommending we accept the bid submitted by Spectrum as they are the lowest bidder to include carpet cleaning in their proposal. After discussion, Trustee Bond motioned, seconded by Trustee Baker to Accept the bid submitted by Spectrum Restoration in the amount of \$1,480 for Building Disinfection. Trustees Baker, Bond, Elliott, and Squires, and Supervisor Rowe voted aye. 0 nays. Motion carried.

**ADJOURNMENT:** Trustee Elliott motioned, Trustee Squires seconded the motion, and the Board unanimously approved adjourning the regular meeting at 7:28pm.