

**MINUTES OF THE
SEPTEMBER 8, 2020 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 James Baker, Jerry Elliott, and Marion Bond, Supervisor Tom Rowe, Road District Commissioner Doug Musser, Assessor Curt Karas. Participating electronically were Clerk Phil Silagi and Trustee Alison Squires. Supervisor Rowe noted that temperatures of everyone present were taken and masks and hand sanitizer was available.

ALSO PRESENT: Jim Kreitz, Shari Baum, Debbie from the Community Building, and Auditor Mike Del Valle.

PRESENTATION OF ANNUAL AUDIT – Mr. Michael Del Valle, Lauterbach & Amen, LLP: The auditor began the discussion by thanking Township staff for their cooperation during the audit process. First Mr. Del Valle discussed the Management Letter Comments which once again included a recommendation to establish fund balance and capital assets policies. He stated that the policies are optional and that the lack of a policy in no way affects the integrity of financial reporting. Del Valle offered to assist SG Township with templates of fund balance systems used by other townships should we decide to adopt them. He then pointed out the Auditor's Letter and noted that they issued an unmodified opinion which is the highest level of opinion available. Next he moved to the Management Discussion & Analysis or summary of the audit and suggested that Board members read through it. He then briefly discussed the Financial Statements and changes in fund balances. He noted that we had about a year's worth of reserves in the General Fund which is adequate for operations and also should avoid tax payer objections. Del Valle also commented that the Township is current and making appropriate contributions to employee pensions.

PUBLIC COMMENT: Trustee Elliott wanted to address the electronic sign board message policy by citing page 137 of the Trustees Operation Manual specifically "Leave all predispositions, politics, and hidden agendas at the door." "Don't incite or encourage competition among members of the public."

AUGUST 4, 2020 REGULAR MEETING MINUTES: Trustee Baker motioned, and Trustee Elliott seconded the motion to review and approve the August 4, 2020 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 and Trustee Baker seconded the motion to review and approve the August Town Accounts Payable. After review Trustees Baker, Bond, Elliott, and Squires, and Supervisor Rowe voted aye. 0 nay. Motion carried. The balance in the Township checking account as of August 31, 2020 is \$339,291.45.

ROAD & BRIDGE: Trustee Bond motioned and Trustee Baker seconded the motion to review and approve the August Road & Bridge Accounts Payable. After review and discussion, Trustees Baker, Bond, Elliott, and Squires, and Supervisor Rowe voted aye. 0 nay. Motion carried. The balance in the Road & Bridge checking account as of August 31, 2020 is \$-40,408.44.

PAYROLL REPORT: For the period 8/1/20 thru 8/31/20.

PROFIT & LOSS REPORT: April through August 2020.

CORRESPONDENCE: Supervisor Rowe informed the Board of correspondence from TOI with regard to the annual conference which will be held Nov. 16th through 20th. Each day will focus on different Board positions and will be held virtually.

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: Supervisor Rowe reported that he received a letter from the Kane County State's Attorney notifying the Township that we are included in a pooled allocation of 1 million dollars of Federal funds from the county's Coronavirus Relief Fund. The Township will have to fill out an application form which will be reviewed for possible reimbursement of expenses incurred and related to the pandemic. Supervisor Rowe will make the application and indicated that he would include Road District employee wages while employees were asked to remain at home at the beginning of the pandemic as well as expenses for the deep cleaning of the building. Supervisor Rowe asked for Board input on possible reopening of the Township meeting room for programs and meetings. He suggested limiting group size to 15 people which is 50% capacity, requiring that all State and CDC guidelines be followed, and reviewing each use on a case by case basis. There were no objections to reopening the room so Rowe will notify the Park District. The senior/disabled transportation program is starting to pick back up. We currently have 62 residents registered and we gave 30 rides in the month of August. The drive thru senior lunch served 102 lunches in August. The fall edition of the SG Community Newsletter has been cancelled since only the Township and Community Building were interested in participating. Supervisor Rowe indicated that he would like to publish a spring newsletter even if the Township and Community Building were the only participants. Lastly Supervisor Rowe provided the Board with a TOI salary survey which he asked members to look at ahead of our October meeting where township elected officials salaries will be discussed. Rowe reminded Board members that State Law requires compensation for township elected officials to be set 180 days ahead of the Spring election for all members except the Assessor, which must be set 150 days ahead of the election. To meet this requirement we will have to adopt a resolution setting salaries at our November meeting.

ASSESSOR: Assessor Karas reported that 56 property owners had electronic hearings with the Kane County Board of Review. The results of the hearings will be available in early January. The assessor's office sent out affidavits to all owners of land classified agricultural to confirm that the property is still being used as farm land since farm land is assessed at a different rate.

ROAD & BRIDGE: Road Commissioner Doug Musser reported that they are waiting for the railroad to sign off on the Barnes Rd. culvert replacement. He is unsure of how long that will take. Musser turned in his 2021 resurfacing project list to the county for engineering. Roads scheduled for resurfacing include: Hanks from the bridge to Deerpath, Dearpath to the Aurora line, Westridge, N. Barnes, and N. Norris. They have completed their third round of mowing and have completed striping and shouldering for the year. Lastly they had a random OSHA inspection on August 5th. OSHA found a number of minor violations which have all been resolved.

CLERKS REPORT: Clerk Silagi reported that he responded to the annual BGA FOIA request for Township salaries. Silagi also informed Board members seeking re-election on the necessary requirements and filing dates for the Consolidated election taking place April 6, 2021.

TRUSTEES REPORT: Since Shari Baum was present Trustee Bond suggested she give the report on the Community Building. Baum reported that their attorney is negotiating with the Village on the transfer of two parcels of property and an abandoned roadway from the Village to the Community Building. The parking lot project is complete and deep cleaning of the building will be scheduled after the election is held on Nov. 2nd since the building will be used as a polling place. Lighting and security camera upgrades are being made while the building is not being used. Trustee Elliott reported that the Sugar Grove Water Authority has concluded their 3 year Water Level Monitoring Program and a report of their findings has been written by the Illinois State Water Survey. Copies of that report have been provided to the Board. The study found that we have a high amount of ground water in the Township. The water levels in general run from about 9 ft. below ground level to about 13 ft. and tend to vary with the climate and rainfall. Water levels appear to replenish rapidly when usage diminishes and normal rainfall occurs. The findings generally indicate that the Township has sustainable ground water resources available. This information is valuable to planners as the Township becomes more developed and population increases. The report also found that ground water levels are near the surface in the Mallard Point subdivision causing discharges and basement flooding in that area. This situation also could lead to ground water contamination. As a result of these findings, the Water Authority would like to begin another three year program to study ground water quality. Trustee Elliott is currently seeking partnerships with the Township, Road District, and County to fund this program.

UNFINISHED BUSINESS:

1. IMRF Audit Report: Supervisor Rowe reported that the audit contained three issues that needed correction, two of which have already been resolved and that Jim is working with IMRF to resolve the remaining issue.
2. Sugar Grove Community Newsletter Update: This item was covered in the Supervisor's report.

NEW BUSINESS:

1. Consideration & Potential Approval of FY20 Annual Treasurer's Report: Supervisor Rowe presented the Board with this report which was prepared by the Auditor's and must be filed with the County this month. After review, Trustee Bond motioned, seconded by Trustee Elliott to Approve the FY20 Annual Treasurer's Report. Trustees Baker, Bond, Elliot, and Squires, and Supervisor Rowe voted aye. 0 nays. Motion carried.
2. Consideration & Potential Approval of Annual Audit for Year Ended March 31, 2020: Trustee Baker motioned, seconded by Trustee Bond to Approve the Audit for Year Ended March 31, 2020. Trustees Baker, Bond, Elliott, and Squires, and Supervisor Rowe voted aye. 0 nays. Motion carried.
3. Showmobile Rental Intergovernmental Agreement Draft Between Oswego & Sugar Grove: Supervisor Rowe presented the Board with this draft for informational purposes since we will be included in the IGA as a result of our participation in the "Groovin in the Grove" summer concert series.

ADJOURNMENT: Trustee Baker motioned, Supervisor Rowe seconded the motion and the Board unanimously approved adjourning the regular meeting at 7:34pm.