

**MINUTES OF THE
JANUARY 5, 2021 REGULAR MEETING
OF THE TOWN OF SUGAR GROVE
KANE COUNTY, ILLINOIS**

CALL TO ORDER: Supervisor Rowe called the meeting to order at 6:00pm followed by the pledge of allegiance.

ROLL CALL was taken. Present were: Trustees James Baker, Marion Bond, and Jerry Elliott, Supervisor Tom Rowe, Assessor Curt Karas, and Road Commissioner Doug Musser. Participating electronically via Zoom were Trustee Alison Squires, and Clerk Phil Silagi.

ALSO PRESENT: Jon Bobbe.

PUBLIC COMMENT: None

DECEMBER 1, 2020 REGULAR MEETING MINUTES: Trustee Elliott motioned, and Trustee Baker seconded the motion to review and approve the December 1, 2020 Regular Meeting Minutes. After discussion, Trustees Baker, Bond, Elliott, and Squires, and Supervisor Rowe voted aye. 0 nays. Motion carried.

ACCOUNTS PAYABLE:

TOWNSHIP: Trustee Bond motioned, and Trustee Squires seconded the motion to review and approve the Township accounts payable for December 2020. After discussion and 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 December 31, 2020 is \$422,568.18.

ROAD & BRIDGE: Trustee Elliott motioned and Trustee Baker seconded the motion to review and approve the Road District accounts payable for December 2020. 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 December 31, 2020 is \$240,959.87.

PAYROLL REPORT: For Period 12/01 thru 12/31 2020.

PROFIT & LOSS REPORT: April through December 2020.

QUARTERLY TREASURER'S REPORT: Trustee Baker motioned, and Trustee Elliott seconded the motion to review and approve the Treasurer's Quarterly Financial Report 12-31-20. After review, Trustees Baker, Bond, Elliott, and Squires, and Supervisor Rowe voted aye. 0 nays. Motion carried.

CORRESPONDENCE: Supervisor Rowe provided the Board with copies of thank you letters from Holiday Spirit, and AID for Township contributions.

REPORTS:

SUPERVISOR'S REPORT: Supervisor Rowe presented a written report of his activities during the last month and highlighted the following: Supervisor Rowe informed the Board that Governor Pritzker issued another disaster declaration on December 11th, which among other things limits meeting participation, including those subject to the Open Meetings Act to 10 persons or less. Rowe noted that recent Board meeting attendance has been in compliance with this directive and that we will continue to follow those guidelines while providing a Zoom option for those wishing to attend remotely. Supervisor Rowe picked up a check today for \$1,700.15 from Kane County which was awarded to us as part of the Coronavirus Relief Fund Grant. The Senior/Disabled Transportation Program now has 63 residents registered and gave 28 rides in December for a grand total of 1,580 rides since the program began 9/1/18. The drive thru senior lunch served 100 lunches from Paisano's on Dec. 29th. Lastly, 19 out of our 20 Township employees have completed the Sexual Harassment Training mandated by the State. All employees and elected officials are required to complete this training on an annual basis.

ASSESSOR: Assessor Karas reported that they are updating their database for home improvements and building permits. They are also reassessing land assessed as agricultural that is no longer agricultural and which should be assessed as vacant land.

ROAD & BRIDGE: Doug Musser reported that they have had 3 or 4 snow events and are continuing with routine maintenance activities. Musser also reported that they are waiting for bids from the County for this year's overlay program. They are also planning to trade in and replace a 9 year old truck on the normal vehicle replacement cycle. Musser has not heard back from the railroad on the latest plan for the Barnes Rd. culvert replacement at the crossing.

CLERKS REPORT: Clerk Silagi reported that he filed the tax levies with the County. With regard to the election, Silagi reported that he received nominating papers during the filing period from Supervisor Rowe, Assessor Karas, Road Commissioner Musser, Trustees Bond and Elliott, and Steve Kowalczyk from the Community Building. Clerk Silagi also submitted papers to run for re-election. There will be no contests for positions in this election cycle. Since there were only 2 candidates for Trustee and 1 candidate for Community Building Board of Managers, there will be opportunities for write-in candidates to easily win election for the open positions. Clerk Silagi has provided the Board with the proper form to be submitted to the County for anyone interested in a write-in candidacy. The deadline for filing with the County Clerk is February 5th.

TRUSTEES REPORT: Trustee Squires reported that she has recently moved and no longer lives in Sugar Grove Township so is regrettably resigning from the Board. She thanked the Board for the opportunity to serve and stated that it has been a rewarding experience. Trustee Baker reported that the Airport Advisory Board hasn't met since last February, however, he was able to get an update on activities at the airport which include the following. There was increased traffic this last summer probably due to Covid. They are still waiting to get runway 1836 repaired, it has been closed for a few years and they are hopeful it can reopen next summer. The fencing project was not completed due to the failure of contractors to meet specifications set by the City. There is a drainage problem that is in the process of being resolved. A major investor is interested in taking over a large part of the airport which should increase traffic if the deal goes through. There are no meetings of the Airport Advisory Board scheduled until June. Trustee Bond reported that the Community Building Board met Dec. 15th. At that meeting they approved the tax levy with no increase, set meeting dates for 2021, and approved a large window replacement project and gym floor sealing. Trustee Elliott reported that the water levels in our six monitoring wells is down about a foot which is not normal. As a result, the State has declared a drought in our area. Elliott noted that this is not alarming, but is somewhat concerning. Elliott also reported that the Village has agreed to be a partner in the IGA for water quality testing which would bring the Township share down from 33% to 26.7%. The Water Authority has received its first invoice from the U of I which has been sent back for correction. Lastly, Dan Hadley will be meeting with the Water Authority next week to select 15 sites in the Township to test for water quality.

UNFINISHED BUSINESS:

1. Consideration & Potential Approval of Resolution #2021A & 2021B Between Sugar Grove Township, Sugar Grove Road District & Sugar Grove Water Authority: Supervisor Rowe explained that this is an update of the IGA the Board discussed previously providing for financial participation in the Water Authority's Water Quality Study and Monitoring Program. The update reflects smaller contributions as a result of participation by the Village. After review, Trustee Bond motioned, seconded by Trustee Baker to Approve Resolution 2021A & 2021B Between Sugar Grove Township, Sugar Grove Road District, and Sugar Grove Water Authority. After review, Trustees Baker, Bond, and Squires and Supervisor Rowe voted aye. Trustee Elliott abstained. 0 nays. Motion carried.
2. Consideration & Potential Approval of General Assistance New Monthly Payment Levels: Supervisor Rowe presented the Board with the revised monthly payment levels which reflect a small increase. Rowe also noted a new program to assist those residents facing utility disconnection. Rowe commented that because of the eligibility requirements, it is extremely hard to qualify which has resulted in no Township clients in recent years. After review, Trustee Elliott motioned and Trustee Bond seconded the motion to Approve the General Assistance New Monthly Payment Levels. Trustees Baker, Bond, Elliott, and Squires, and Supervisor Rowe voted aye. 0 nays. Motion carried.

NEW BUSINESS:

1. Consideration & Potential Approval of Sugar Grove Township Capital Asset Policy: Supervisor Rowe explained that our auditors have suggested that we adopt a capital asset policy to provide control and accountability over capital assets. Rowe asked the auditors to develop such a policy specifically for Sugar Grove Township which is reflected in the one page document he presented to the Board. After review, Trustee Squires motioned, seconded by Trustee Baker to Approve Sugar Grove Township Capital Asset Policy. Trustees Baker, Bond, Elliott, and Squires, and Supervisor Rowe voted aye. 0 nays. Motion carried.
2. Consideration & Potential Approval of Sugar Grove Township Fund Balance Policy: Supervisor Rowe presented the Board with a fund balance policy that was recommended and developed by our auditors. The policy is established to provide financial stability, cash flow for operations, and the assurance that the Government will be able to respond to emergencies with fiscal strength. After review, Trustee Baker motioned, seconded by Trustee Elliott to Approve Sugar Grove Township Fund Balance Policy. Trustees Baker, Bond, Elliott, and Squires, and Supervisor Rowe voted aye. 0 nays. Motion carried.
3. Consideration & Potential Approval of Employee Handbook & Holiday Schedule Updates: Supervisor Rowe presented the Board with the updated handbook. The updates include a working from home policy as a result of Covid. The holiday schedule for both the Assessor's Office and Road District for 2021 will follow the schedule adopted by the County. After review, Trustee Elliott motioned, seconded by Trustee Bond to Approve the Employee Handbook & Holiday Schedule Updates. Trustees Baker, Bond, Elliott, and Squires, and Supervisor Rowe voted aye. 0 nays. Motion carried.

ADJOURNMENT: Trustee Squires moved, Trustee Baker seconded, and the Board unanimously approved adjourning the regular meeting at 7:20pm.