

**MINUTES OF THE  
JANUARY 4, 2022 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 Marion Bond, Jerry Elliott, and Lewis Medina, Supervisor Tom Rowe, Assessor Curt Karas, Road Commissioner Doug Musser and Clerk Phil Silagi. Trustee Jon Bobbe was absent.

**ALSO PRESENT:** Dave Frantz and Lori Boyd.

**OATH OF OFFICE:** Clerk Silagi administered the Oath of Office to Deputy Field Assessor Lori Boyd, and Assessor Curt Karas.

**PUBLIC COMMENT:** Dave Frantz introduced himself to the Board as President of the Sugar Grove Historical Society. Mr. Frantz stated that on behalf of the Society he wanted to thank the Township for all the assistance they have provided over the years and most recently the new furnace at the Bliss House. Mr. Frantz also commented on being a lifelong resident of Sugar Grove and appreciating the unique character of the community. Supervisor Rowe thanked Frantz for his work with the Historical Society.

**DECEMBER 7, 2021 REGULAR MEETING MINUTES:** Trustee Elliott motioned, and Trustee Bond seconded the motion to review and approve the December 7, 2021 Regular Meeting Minutes. After discussion, Trustees Bond, Elliott, and Medina, and Supervisor Rowe voted aye. 0 nays. Motion carried.

**ACCOUNTS PAYABLE:**

**TOWNSHIP:** Trustee Medina motioned, and Trustee Elliott seconded the motion to review and approve the Township accounts payable for December 2021. After discussion and review, Trustees Bond, Elliott, and Medina, and Supervisor Rowe voted aye. 0 nays. Motion carried. The balance in the Township checking account as of December 3, 2021 is \$415,366.81.

**ROAD & BRIDGE:** Trustee Bond motioned, and Trustee Elliott seconded the motion to review and approve the Road District accounts payable for December 2021. After review and discussion, Trustees Bond, Elliott, and Medina, and Supervisor Rowe voted aye. 0 nay. Motion carried. The balance in the Road & Bridge checking account as of December 3, 2021 is \$357,561.85.

**PAYROLL REPORT:** For Period 12/01 thru 12/31 2021.

**PROFIT & LOSS REPORT:** April through December 2021.

**QUARTERLY TREASURER'S REPORT:** Trustee Elliott motioned, and Trustee Medina seconded the motion to review and approve the Treasurer's Quarterly Report 12-31-21. After review, Trustees Bond, Elliott, and Medina, and Supervisor Rowe voted aye. 0 nays. Motion carried.

**CORRESPONDENCE:** Supervisor Rowe provided the Board with a copy of a thank you letter from AID for the contribution the Township made on Giving Tuesday.

**REPORTS:**

**SUPERVISOR'S REPORT:** Supervisor Rowe presented a written report of his activities during the last month and highlighted the following: Supervisor Rowe reported the senior transportation program has 97 registered residents and gave a total of 80 rides during the month of December. The Senior Lunch Coordinator Julie Walker has resigned from her position with the Community Building; however, she wants to continue as the Senior Lunch Coordinator. Julie has requested a partial monthly cell phone reimbursement to handle senior-related calls. Supervisor Rowe will determine the cost of reimbursement and report back to the Board. Supervisor Rowe reported that one of the applicants for the senior snow removal program was removed from the list for disparaging remarks towards Teddy, our contractor, and will be replaced by someone else on the waitlist. Supervisor Rowe will be meeting with West Towns Services/Conley Outreach who are interested in handling our General Assistance and Emergency Assistance clients. Rowe commented that our current GA coordinator Howard Katz usually ends up referring clients to West Towns so it might make sense to have them contact West Towns initially. A new IGA would be required to replace our existing caseworker upon board approval. Supervisor Rowe reminded the board of that all employees and elected officials are annually required by the Illinois Department of Human Rights to complete sexual harassment training. Rowe provided the link to access online training. Lastly, Supervisor Rowe provided the board with updated contact lists.

**ASSESSOR:** Assessor Karas submitted his 2022 Holiday Schedule.

**ROAD & BRIDGE:** Doug Musser reported that they have had 2 snow events and have ordered 100 ton of salt. They have had no major breakdowns, and are performing routine winter shop duties.

**CLERKS REPORT:** Clerk Silagi reported that he filed the tax levies with the County.

**TRUSTEES REPORT:** Trustee Bond reported that Julie Walker has resigned from the Community Building and is working with Debbie to transition calls for rentals. They are still looking for a part time building maintenance contractor to work on an as needed basis. Trustee Elliott reported that well levels are down about 6 inches and that flow in the Blackberry Creek is up to 14 thousand gallons per minute from 7 last month. Elliott also talked about an abandoned well on Prairie that was in the process of being sealed and his discussions with the contractors sealing the well. Elliott also commented on the lack of documentation on the existence of the well.

**UNFINISHED BUSINESS:**

1. Discussion of Gravestone Replacement at Sugar Grove Cemeteries: Road Commissioner Musser reported that his meeting with the Sugar Grove Cemetery Board was postponed and that he will report back when it is rescheduled.

**NEW BUSINESS:**

1. Consideration & Potential Approval of 2022 Holiday Schedule: Supervisor Rowe presented the Board with the 2022 Holiday Schedule for Township Assessor and Road District employees. After review, Trustee Medina motioned, seconded by Trustee Bond to Approve the 2022 Holiday Schedule. Trustees Bond, Elliott, and Medina, and Supervisor Rowe voted aye. 0 nays. Motion carried.
2. Consideration & Potential Approval of Employee Handbook Updates: Supervisor Rowe presented the Board with the updated handbook. The updates include a revised table of contents, Whistleblower Policy and organizational chart. After review, Trustee Elliott motioned, seconded by Trustee Bond to Approve the Employee Handbook Updates. Trustees Bond, Elliott, and Medina, and Supervisor Rowe voted aye. 0 nays. Motion carried.
3. Consideration & Potential Approval of Whistleblower Resolution & Policy #2022-A: Supervisor Rowe explained that the Township is required by State Law to adopt the above referenced policy in the form of a resolution. Once the policy is adopted an auditing official must be designated, Supervisor Rowe has volunteer to assume the duties of the auditing official unless someone else is interested. All employees will receive a copy which they will have to sign off on acknowledging that they have received and read it. After review Trustee Bond motioned, seconded by Trustee Medina to Adopt Whistleblower Resolution & Policy #2022-A. Trustees Bond, Elliott, and Medina, and Supervisor Rowe vote aye. 0 nays. Motion carried.

**ADJOURNMENT:** Trustee Elliott moved, Trustee Medina seconded, and the Board unanimously approved adjourning the regular meeting at 7:20pm.