

**MINUTES OF THE
FEBRUARY 1, 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 Jon Bobbe, Marion Bond, Jerry Elliott, and Lewis Medina, Supervisor Tom Rowe, Road District Commissioner Doug Musser, Assessor Curt Karas, and Clerk Phil Silagi.

ALSO PRESENT: Tim Norris

PUBLIC COMMENT: Supervisor Rowe introduced Tim Norris, President of the Sugar Grove Cemetery Association. Mr. Norris addressed the Board seeking financial assistance for the restoration of headstones. Norris and his son, who is also a cemetery trustee have identified over 100 headstones in need of attention. Supervisor Rowe commented that Big Rock Township was able to restore or reset 9 headstones for \$2,000 using a Sycamore company. Rowe then suggested that the Sugar Grove Cemetery Association could prioritize the stones and the Township could budget money each year to restore or reset a number of stones each year until all that can be restored will be restored. Norris stated that some of the stones may be beyond repair and money may be better spent on stones in need of repair but not that far gone. Rowe suggested bringing the contractor out in the spring and having him evaluate the condition of the cemetery. Rowe then asked Norris for a financial report from the cemetery association which Norris agreed to submit.

JANUARY 4, 2022 REGULAR MEETING MINUTES: Trustee Elliott motioned, and Trustee Medina seconded the motion to review and approve the January 4, 2022 meeting minutes. After review, Trustees Bobbe, Bond, Elliott, and Medina, and Supervisor Rowe voted aye. 0 nays. Motion carried.

ACCOUNTS PAYABLE:

TOWNSHIP: Trustee Bobbe motioned, and Trustee Bond seconded the motion to review and approve the January Town accounts payable as presented. After review, Trustees Bobbe, Bond, Elliott, and Medina, and Supervisor Rowe voted aye. 0 nay. Motion carried. The balance in the Township checking account as of January 27, 2022 is \$361,544.82.

ROAD & BRIDGE: Trustee Bond motioned, and Trustee Elliott seconded the motion to review and approve the January Road and Bridge accounts payable. After review, Trustees Bobbe, Bond, Elliott, and Medina, and Supervisor Rowe voted aye to approve the January Road & Bridge accounts payable. 0 nay. Motion carried. The balance in the Road & Bridge checking account as of January 27, 2022 is \$91,109.79.

PAYROLL REPORT: For Pay Period Jan. 1 through Jan. 31, 2022.

PROFIT & LOSS REPORT: Through Jan. 31st with two months left in the budget year.

CORRESPONDENCE: Supervisor Rowe presented the Board with copies of a thank you letter from Conley Outreach for our \$100 donation to Holiday Spirit.

REPORTS:

SUPERVISOR'S REPORT: Supervisor Rowe presented a written report of his activities during the last month and highlighted the following: Supervisor Rowe noted that our transportation budget expense is at 80% with three months to go in the fiscal year. He suggested not adding any new clients until the new fiscal year starts April 1st as we are getting calls frequently. Rowe then suggested waiting until next month to see what ridership and billing are before making that restriction. Supervisor Rowe informed the Board that the Community Building Board has established a cell phone reimbursement of \$30 for the administrator and maintenance position. Since Julie Walker is no longer an employee of the Community Building and is only handling rsvp's for the senior lunch and game day, Supervisor Rowe is recommending a monthly reimbursement of 25\$. After discussion, the Board agreed with Rowe's recommendation. Supervisor Rowe informed the Board that the snow removal program has openings for 3 households out of the 10 budgeted. He is sure of the qualifications for at least one of the three. After discussion, the Board recommended including the qualified person and looking over the qualifications for the other two before including them in the program. Supervisor Rowe reminded Board members about the required annual sexual harassment training and provided the link for those members who have yet to complete it. Rowe also informed Trustees Bobbe and Medina that the Attorney General's Office has notified us that the FOIA/OMA Training is now available online and must be completed by all newly elected officials.

ASSESSOR: Assessor Karas reported that they are analyzing neighborhood sales and preparing updated assessment rolls to be turned into the County on or before the May 1st.

ROAD & BRIDGE: Doug Musser reported that budget request for next year would include, the one-ton truck, two mower decks, a highway spreader, overlays, and engineering for the Densmore Bridge estimated to be \$20,000 and repairs \$70,000. Other project for next year would include sealing of the Prairie Bridge deck and culvert replacements at Merrill and Ash Rds. as part of the overlays.

CLERKS REPORT: Clerk Silagi had no report.

TRUSTEES REPORT: Trustees Bond reported that the Community Building Board has not received any response to their solicitation for applications for a maintenance coordinator. Assessor Karas mentioned that he knew someone who is qualified and who would be interested in the position. Karas will have that person apply. Wire Wizard has offered a system to remotely lock and unlock doors so that staff would not have to be on site to open and close for rentals. Debbie is not comfortable with this system since there would be no one there to check the building after the people left. Trustee Bobbe was out sick last month but plans to attend the Village Board meeting this month. Trustee Elliott reported that he received the report from the Health Dept on the well that was sealed, and the report indicates the well was sealed properly. The flow in the Blackberry Creek is down to about 13 thousand gallons per minute and there is a little ice on it.

UNFINISHED BUSINESS:

1. Discussion of Gravestone Replacement at Sugar Grove Cemeteries: Supervisor Rowe suggested taking a look at the budget after we have funded priority programs and if there are funds available maybe we could budget for this program.
2. Consideration & Potential Approval of SGT Trustee to Aurora Airport Advisory Board: Supervisor Rowe provided the Board with an email from the City of Aurora informing him of their intention to resume meetings of the Airport Advisory Board. Since the Board consists of 9 members including one member of the Township Board, we will need to appoint a member of our Board to the Airport Advisory Board. After discussion Trustee Bobbe motioned, seconded by Trustee Bond, to Appoint Trustee Medina to the Aurora Airport Advisory Board. Trustees Bobbe, Bond, Elliott and Medina, and Supervisor Rowe voted aye. 0 nays. Motion carried.

NEW BUSINESS:

1. Review of Assessor 2022-23 Preliminary Budget: Assessor Karas presented his preliminary budget and noted that it represents a 5.1% increase over last year due primarily to employee compensation. Karas noted that a few key employees in his department have earned raises and in order to retain experienced employees increases in compensation are necessary. Karas also noted minor increases in software expenses.
2. Consideration & Potential Approval of Auditing Services for FY22 – FY24: Supervisor Rowe presented the Board with 3 proposals for auditing services. Newkirk & Assoc. bid \$8,400, \$8,650, and \$8,900 for years 1, 2, and 3 of their proposal. Lauterbach & Amen, our current auditor, bid \$10,100, \$10,100, and \$10,350 for years 1, 2, and 3 of their proposal. Sikich bid \$15,350, \$15,820, and \$16,285 for years 1, 2, and 3, of their proposal. Supervisor Rowe noted that Big Rock Township has used Newkirk for 10 or 12 years and are pleased with their performance. Rowe also noted that Lauterbach has not been as conscientious as our previous auditor. After discussion, Trustee Elliott motioned, seconded by Trustee Bobbe to Approve Newkirk & Associates Inc to Perform the FY 22 Annual Audit. Trustees Bobbe, Bond, Elliott, and Medina, and Supervisor Rowe voted aye. 0 nays. Motion carried.
3. Consideration & Potential Approval of Inter-Agency Agreement for General & Emergency Assistance Administration w/ Conley Outreach Community Services: Supervisor Rowe presented the Board with a draft agreement between the Township and Conley Outreach Community Services Regarding Administration of General Assistance and Emergency Assistance. Rowe explained that currently clients for these services are referred to a case worker that is hired by the Township. Conley Outreach, who are currently tenants in the Township building and who's mission is helping those less fortunate in our community, has expressed interest in handling general and emergency assistance for the Township. Supervisor Rowe believes this arrangement would work well since many of our current clients are already referred to Conley. The agreement would require a monthly administrative fee of \$200. Rowe asked Board members to review the agreement and comment before our attorneys produce a final draft for approval at next month's meeting.

ADJOURNMENT: Trustee Elliott motioned, Trustee Bond seconded the motion, and the Board unanimously approved adjourning the regular meeting at 7:49pm.