

**MINUTES OF THE  
MARCH 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, Clerk Phil Silagi, Road Commissioner Doug Musser, and Assessor Curt Karas.

**ALSO PRESENT:** Bill Collins.

**PUBLIC COMMENT:** None

**FEBRUARY 1, 2022 REGULAR MEETING MINUTES:** Trustee Elliott motioned, and Trustee Medina seconded the motion to review and approve the February 1, 2022 Meeting Minutes. Assessor Karas requested that the minutes be corrected to reflect that the May 1<sup>st</sup> deadline of turning in the assessment rolls is one that is self-imposed by his office and that the State deadline is usually mid-summer. After review, Trustees Bobbe, Bond, Elliott, and Medina, and Supervisor Rowe voted aye. 0 nays. Motion carried.

**ACCOUNTS PAYABLE:**

**TOWNSHIP:** Trustee Medina motioned, seconded by Trustee Bobbe to review and approve the February Township Accounts Payable. After review and discussion, Trustees Bobbe, Bond, Elliot, and Medina, and Supervisor Rowe voted aye. 0 nays. Motion carried. The balance in the Township checking account as of February 24, 2022 is \$342,405.17.

**ROAD & BRIDGE:** Trustee Bond motioned, seconded by Trustee Elliott, to review and approve the February Road & Bridge Accounts Payable. After review and discussion, Trustees Bobbe, Bond, Elliott, and Medina, and Supervisor Rowe voted aye. 0 nays. Motion carried. The balance in the Road & Bridge checking account as of February 24, 2022 is \$64,166.97.

**PAYROLL REPORT:** Pay Period February 1st through February 28<sup>th</sup>.

**PROFIT & LOSS REPORTS:** April 2021 through February 2022.

**CORRESPONDENCE:** Supervisor Rowe provided the Board with a copy of a letter from TOI informing Township Officials of the annual Lobby Day in Springfield on April 6, 2022.

**REPORTS:**

**SUPERVISOR'S REPORT:** Supervisor Rowe presented a written report of his activities during the last month and highlighted the following: The senior/disabled transportation program now has 101 people registered and gave 76 rides during February. The bill for February will be \$5,500 which will put us at 100% of funds budgeted with one month left in the fiscal year. Supervisor Rowe will hold any new clients off the list until the new fiscal year begins in April. Rowe

mentioned that he attended a Ride in Kane meeting at KDOT and commented that the program will now be administered by the County and that they are strongly encouraging western Townships to become sponsors. Based on past complaints he has heard about reliability Supervisor Rowe had been reluctant to participate in Ride in Kane and has opted to contract with Freedom First which has provided reliable service for our clients. Big Rock Township will be participating in the Ride in Kane service. Rowe will monitor their experience now that the County is administering the program and if it appears reliability has improved, it may be something we may want to consider. Supervisor Rowe stated that one advantage of the Ride in Kane program is that it is supported by grant money and our ride cost would be reimbursed at 50%. There would be some additional administration involved and we would have to re-register current residents to ensure eligibility and to make sure they are still currently interested in the program. The Ride in Kane program would also allow us to expand hours and service if we needed to or chose to do so. The senior lunch program served 78 lunches from Paisano's. Bliss House Leases are up for renewal, Jada Hudson is not renewing for the upper level, however, she has an associate that is buying her business and wants to lease the office space. We will review the leases at our April 5<sup>th</sup> meeting for approval at the Annual Town Meeting on April 12<sup>th</sup>. Our TOIRMA representative stopped by today and dropped off a dividend check for \$8,386 which will be split between the Township and Road District. This is the 4<sup>th</sup> consecutive year we have received a dividend for a total of \$19,534 in the past 5 years. Newkirk & Associates has confirmed providing audit services for the year ended March 31, 2022. IMRF has completed an employer compliance review for the Community Building. Rowe reminded Board members of the required sexual harassment training and newly elected Board members of the FOIA/OMA required training.

ASSESSOR: Assessor Karas reported that his office has been updating their database, adding new sales, working on neighborhoods, and working on what they think the County will use as a factor.

ROAD & BRIDGE: Road Commissioner Musser reported that they will be ordering an additional 200 tons of salt and salt enhancement. The bid openings for the 3.3 miles of overlays for this season will be at KDOT on March 8<sup>th</sup>. Delivery of the new one-ton truck is expected at the end of June. There seems to be a response from the Railroad on the Barnes Rd. culvert replacement project. The guardrails on Hankes Road will need to be upgraded to meet standards, the cost of the upgrades is estimated to be \$60,000. Culvert replacements are planned at a number of locations to improve drainage.

CLERKS REPORT: Clerk Silagi reported on the 708 Board Meeting. West Towns reported 28 new contacts in the period and 147 year-to date. The Clothes Closet had 177 unduplicated and 207 duplicated clients, they are open Wednesdays and by appointment. The INC Board has a vacancy due to the death of one of their members. The levy for the 708 Mental Health Fund will be utilized solely for operations as opposed to building support. The INC Board is currently working on their three-year strategic plan. Clerk Silagi also reported that he responded to the annual request by the BGA for wage, salary, benefit, and expense information.

**TRUSTEES REPORT:** Trustee Bond reported that the Community Building is getting back to normal and is booked every weekend for the month of March. The County has requested that they be a polling place for the June primary and November general elections. They are still looking for persons to fill the scheduler and operations positions. The front door has been fitted with a remote access system to allow the building to be opened and closed remotely allowing renters to access the building without staff being present. American Tree & Turf was contracted to provide seven treatments for landscaping around the building. There was discussion of offering the canopy program for autistic and special needs individuals, use of the gym at no cost during the summer when it is usually closed due to the heat and lack of air conditioning. Trustee Bobbe reported that he attended the Village Board meeting and the two topics under discussion were the Airport Authority Board and leaf burning. Bobbe explained that the Aurora mayor has not appointed his members to the Airport Board due to a disagreement he is having with JAA Air. The Village considered a change in the leaf burning ordinance which would ban it due to a few complains however, none of the Trustees were willing to support a change. Trustee Medina reported that he met with Steve and Amy at the Airport and they informed him that they might have a meeting scheduled for next month. They also offered to give Medina and any other Trustees, a tour of the facilities. Trustee Elliott reported that the Blackberry Creek flow is currently running at 35 thousand gallons per minute. He is having conversations with the Illinois State Water Survey concerning a 4 foot drop in head levels on a well on Prairie. He met with the insurance agent for the Water Authority and they are making a modest increase in premiums of \$25.

**UNFINISHED BUSINESS:**

1. Discussion of Gravestone Replacement at Sugar Grove Cemeteries: Supervisor Rowe informed the Board that he has created a line item in the budget for gravestone replacement that will be discussed during review of the budgets under new business.
2. Consideration & Potential Approval of Inter-Agency Agreement for General & Emergency Assistance Administration w/Conley Outreach Community Services: Our attorneys have finalized this agreement for GA and EA administration with Conley Outreach Services, if approved the agreement will not take effect until April 1<sup>st</sup>. The term of the agreement is one year with a \$200 monthly administration fee regardless of the number of clients served. After discussion, Trustee Elliott motioned, seconded by Trustee Bond to Approve the Inter-Agency Agreement for General & Emergency Assistance Administration w/Conley Outreach Community Services. Trustees Bobbe, Bond, Elliott, and Medina, and Supervisor Rowe voted aye. 0 nays. Motion carried.

**NEW BUSINESS:**

1. Review of Sugar Grove Township 2022-23 Preliminary Budget: Supervisor Rowe presented the 2022-23 budget and highlighted some of the following line items. Line item 382 Accounting Services for the Community Building has been increased from \$200 to \$250 to cover increased cost of payroll services. Post pandemic due to increased ridership, Supervisor Rowe is proposing an increase in the budget for senior/disabled transportation from \$48,000 to \$72,000. Supervisor Rowe is budgeting \$25,000 for Bliss House front porch repairs. Supervisor Rowe budgeted \$100,000 in the capital improvement fund, \$50,000 of which is earmarked for the bicycle bridge project. Assessor Karas noted that he may need to make an adjustment to the salary for his commercial adjuster which will change his final numbers slightly.

2. Review of Sugar Grove Road District 2033-23 Preliminary Budget: Road Commissioner Musser started the discussion by commenting that he plans to use Rebuild Illinois money for paint striping and half of his salt purchases. Musser stated most line items remain unchanged or had minor increases. Major expenditures and capital projects for the year include asphalt overlays, Prairie bridge deck sealing, Hanks bridge guardrails, culvert replacements, new mower decks, a new one-ton truck, and building improvement. Lastly Musser informed the Board of a change to line item 520 Engineering. The amount will be decreased from \$30,000 to \$5,000. The original amount was for engineering for the Densmore bridge which the County now says is unnecessary.
3. Consideration & Potential Approval of Resolution 2022-B Authorizing the Accumulation of Funds for Capital Improvements: Supervisor Rowe explained that in order to establish a capital improvement fund and budget money it is necessary to adopt a resolution first. Trustee Elliott motioned, seconded by Trustee Medina, to Approve Resolution 2022-B Authorizing the Accumulation of Funds for Capital Improvements. Trustees, Bobbe, Bond, Elliott, and Medina, and Supervisor Rowe voted aye. 0 nays. Motion carried.
4. Consideration & Potential Approval of Annual Town Meeting Agenda: Supervisor Rowe presented the Annual Town Meeting Agenda to the Board for review. Last year's meeting took place at the Community Building, after discussion it was decided to move the meeting location back to the Township Building. After review, Trustee Bobbe motioned, seconded by Trustee Medina to Approve the Sugar Grove Township 2022 Annual Town Meeting Agenda. Trustees Bobbe, Bond, Elliott, and Medina, and Supervisor Rowe voted aye. 0 nays. Motion carried.

**ADJOURNMENT:** Trustee Elliott motioned, Trustee Bobbe seconded the motion and the Board unanimously approved adjourning the regular meeting at 7:53pm.