

SUGAR GROVE COMMUNITY BUILDING
Board Meeting Minutes (in-person)
August 15, 2023

6:30 PM

Roll Call: Trustee Sutton, Trustee Stalcup, Trustee Kowalczyk

Also, Present: Debbie DeBoer (Trustee Bobbe was absent)

Pledge of Allegiance

Public Comment: There is no public in attendance

Approval of Agenda for 8/15/2023 – Agenda reviewed. Trustee Stalcup makes a motion to approve the agenda with the addition of adding “January 2022 and earlier” under Letter F, Approval of Destruction of Audio Recordings....”. Trustee Sutton 2nds; Motion carried unanimously.

Approval of Minutes:

- July 18, 2023 - Open Session Minutes - Trustee Stalcup motions to approve the open session minutes from July 18, 2023, Trustee Sutton 2nds; Motion carried unanimously.
- August 8, 2023 - Open Session Minutes - Trustee Stalcup motions to approve the open session minutes from August 8, 2023, Trustee Sutton 2nds; Motion carried unanimously.
- August 8, 2023 - Closed Session Minutes - Trustee Stalcup motions to approve the closed session minutes from August 8, 2023, Trustee Sutton 2nds; Motion carried unanimously.

Treasurers Report: Administrator (Debbie)

1. The Financial reports include the accounts payable and accounts receivable register for July 19 through August 15, 2023. The balance sheet is as of August 15, 2023. There is a profit and loss budget vs actual for the fiscal year and an employee payroll report for the current year-to-date.
2. Review and approve Sugar Grove Township Community Building accounts payable for July 19 through August 15, 2023. Check numbers 11894-11913. We had two payroll periods: July 27, 2023 and August 10, 2023.
3. Trustee Stalcup motions to approve the accounts payable July 19 through August 15, 2023. Check numbers 11894-11913; no debit card payment this month and two payroll periods: July 27, 2023 and August 10, 2023. Trustee Kowalczyk 2nds. Roll Call Vote: Trustee Stalcup: yes, Trustee Kowalczyk: yes, Trustee Sutton: yes

Committee Reports

Administrator Report (Debbie)

1. Passport to Fun. We can discuss under “unfinished business”. Trick or Treat with left over prizes. Or keep for back up next year.
2. I need to start working on Thanksgiving Bingo (fill the food pantry). I will work with Julie for running the bingo and providing the list of necessary items. I will write a letter asking for donations that I will forward to the board for their approval before go knocking on doors.
3. Make 2024 Magical. Will discuss.
4. Freezer stop working. I thaw and clean, and now it is working again.
5. Producers Chemical received a check in error that we mailed to a renter for their deposit and Producers Chemical deposited it. We had to re-issue check and they cut us a check for the amount.
6. Tree on the side of the building that was going to have a branch removed, needed to come down. It was rotten inside. Doug approved and left me a vm regarding discovery. It is the same company we used in 2021. Doug had them trimming the trees in the Township. They were most affordable and verified prevailing wage.
7. Debit Card – it would be nice if I had access to the debit card for purchases. The fun fair and sometimes office supplies can add up. Especially the fun fair. We can discuss.
8. Open gym and Funeral dinner rentals for church. Will discuss.
9. Upcoming maintenance issues: Gym floor this Thursday. Tuesday Aug 29th Fire Inspection with SG. Tuesday September 5th, Annual Sprinkler System check and drain.
10. Wiesbrook provided quote for cleaning the 4 split units. Two new units would be free. I think it is high, and at this point in the year we wait until next year and I get a quote from Youngren’s and Artlip and go with best price.

Scheduler Report (Debbie)

1. Five (5) Dining Room party rentals
2. Five (5) scout meetings (boy/girl/leader mtg)
3. One (1) Senior Lunch
4. One (1) Senior Game Day
5. Two (2) HOA meetings
6. No Gym rentals (closed for summer)

Township Building Liaison (John Bobbe – via email).

- Blackberry Creek is running at 13 CFM (cubic feet per minute) which is up, and wells have begun to recover.
- We approved our 22/23 Audit at our last meeting.

Unfinished Business:

- Current status of the basketball hoops was discussed. Waiting for reply from a vendor.
- Corn Boil Fun Fair

New Business:

1. Review Correspondence.
 - a. First correspondence was a certified letter from Whitt Law regarding property tax exemption for 202-208 Genesis Drive, North Aurora, IL.
 - b. Second correspondence was a letter from resident Shari Baum and a response letter from Debbie DeBoer regarding use of our parking lot for the corn boil event. The Board reviewed both and had no additional comment. Both letters will be included with the hard copy of the minutes.
2. Review Proposals and Quotes - None

Trustee Kowalczyk makes motion to adjourn the open meeting at 7:42 pm. Trustee Stalcup 2nds; motion carried unanimously.

Our next regular meeting date is: September 19, 2023 at 6:30 pm.