

Minutes of The  
January 2, 2024 Regular Meeting  
Of Sugar Grove Township  
Kane County, Illinois

CALL TO ORDER: Supervisor Rowe called the meeting to order at 6:00 pm followed by Roll Call and the Pledge of Allegiance.

ROLL CALL: Present were Trustees Jon Bobbe, Jerry Elliott, Lewis Medina, Phil Silagi, Supervisor Tom Rowe, Deputy Assessor Patty Kleckner, Road Commissioner Musser and Clerk Marion Bond.

PUBLIC COMMENTS: Supervisor Rowe asked if Ms. Kleckner could share the reason Assessor Karas was absent. She said that his oldest son had passed from lifelong health issues on December 22<sup>nd</sup>. There will be a celebration of life at the Pine Room on January 13, 2024. All are invited. Supervisor Rowe asked if the Board and Road District would like to send flowers and a donation to American Heart Society. All agreed.

APPROVAL OF MINUTES: Supervisor Rowe asked for a motion to review and approve the Township Regular Meeting Minutes from December 5th, 2023. Motion by Trustee Elliott, second by Trustee Silagi. Trustees Bobbe, Elliott, Medina, Silagi and Supervisor Rowe voted aye to approve the minutes as corrected 0 nay. Motion Carried.

**ACCOUNTS PAYABLE:**

TOWNSHIP: Trustee Medina motioned and Trustee Silagi seconded the motion to review and approve the December Town accounts payables. Trustee Elliott asked about the difference between the balance at end of month and beginning balance. Supervisor Rowe explained that the difference is due to when the report is pulled by Jim and that there are checks written at the end of the month such as IMRF that don't make it to the report. Supervisor Rowe said he would get a list of bills that made the difference. Trustee Silagi asked for clarification on Ck# 19272 to Patty Kleckner. Ms. Kleckner said that was a reimbursement for Continuing Education coming up in April and was split by the assessor into two accounts. Trustee Elliott asked about Ck# 19276 to Madden Glass. Supervisor Rowe explained that was for repair of the front door to close the gap. Supervisor Rowe asked for a vote. Trustees Bobbe, Elliott, Medina, Silagi and Supervisor Rowe voted aye. 0 nay. Motion Carried.

ROAD & BRIDGE: Trustee Elliott motioned, and Trustee Medina seconded the motion to review and approve the December Road and Bridge accounts payable. Trustee Elliott asked for clarification on #12766 to Bonnell Industries for \$674.48. Commissioner Musser said that was for filters. Trustee Elliott also asked #12767 to Moffit Construction for \$8750. Commissioner Musser said that was for wrapping the salt shed with siding and will be adding oversized gutters. Trustee Silagi asked about #12757 to Elan Financial in the amount of \$106.97. Commissioner Musser stated that is the credit card. Commissioner Musser then asked Supervisor Rowe about #12764 to Village of Sugar Grove for \$2320.59. Supervisor Rowe said that is engineering on the Bike Bridge and should be charged to the Township and will be reimbursed to Road District. Trustee Elliott asked about #12775 to Sugar Grove Township in the amount of \$12,911.57. Commissioner Musser said that was for BC/BS insurance. Supervisor Rowe called for vote. Trustees Bobbe, Elliott, Medina, Silagi and Supervisor Rowe voted aye. 0 nay. Motion Carried.

PAYROLL REPORT: For Pay Period December 1 through December 31, 2023. Trustee Elliott asked if a new column would be added for the mandatory paid leave. Supervisor Rowe said that would be another category of personal days for the new paid off law. It will appear on the next payroll report.

PROFIT & LOSS REPORTS: Through December 31, 2023. There were no questions. Supervisor Rowe pointed out it is the end of the 3<sup>rd</sup> quarter and asked for a motion to approve the Quarterly Financial Report of 12/31/23. Trustee Silagi Motioned and Trustee Elliott seconded. Trustees Bobbe, Elliott, Medina, Silagi and Supervisor Rowe voted aye. 0 nay. Motion Carried.

CORRESPONDENCE: Supervisor Rowe said he had received thank-you letters from A.I.D and Holiday Spirit from Conley Outreach. Both were very appreciative of our sponsorship.

## REPORTS:

Supervisor's Report: Supervisor Rowe presented a written report of his activities for the last month:

1. Senior/Disabled Transportation update
  - Total of 145 residents are registered for the transportation program as of 12/31/23.
  - A total of 81 rides were given in the month of December.
  - A total of 4,467 rides have been given from 9/1/18 through 12/31/23.

2. Senior Holiday Lunch was held December 19th, at the Community Building Spaghetti and Meatballs from Paisano's were served to approximately 60 individuals.
3. Senior Snow Removal program – A total of 16 applications were received for the 2023-24 senior snow removal program, but two did not provide the necessary documentation so only the 14 have been accepted. We have not yet had any snow events as of yet.
4. Bliss House Lease Update – We have received a request from Ellen Violet Svhelda about expansion of her business in the lower level of the Bliss House. She is certified in Plant Based Nutrition and may want to offer cooking demos and running a monthly nutrition group to help others learn how to eat plant-based. Our current lease says “sewing and related business” so we may need to append the lease language to include “consumer sciences and related business”. The lease will be renewed in April at the Town meeting.
5. Sugar Grove and Montgomery TIF Update – The Township received \$1321.87 and the Road District received \$2357.83 from the Village of Sugar Grove in TIF 1 & 2 surplus for 2023. We have not received confirmation from Village of Montgomery TIF surplus yet.
6. TOI Scholarship Application -Students must be graduating seniors and winners will receive \$2,000 that is applied directly to their tuition.
7. United States Census Bureau Update – As a result of the City of Aurora questioning the 2020 housing counts, the total counts for Sugar Grove Township has changed slightly per attached letter.
8. Out of Office – Supervisor Rowe will be out of office from January 9 – 19, 2024 but will check email and voicemails daily. Jim and he will be scanning any documents that need Supervisor Rowe's signature during that time.

Assessor: Deputy Assessor Kleckner reported that there were 7 new home permits issued in December and none transferred to owner.

Road & Bridge: Commissioner Doug Musser no new snow, doing waxing, and maintenance. Contract with County for salt exchange. Trustee Elliott asked if Commissioner Musser has spoken with the fellow from Sensible Salting and looked into getting Certified since it is what the Road District already does. Commissioner Musser said that he had called but did not get a call back.

#### Trustee Reports:

Mental Health – Trustee Silagi said there was no meeting.

Community Building – Trustee Bobbe reported getting front door fixed. Had magic show on Saturday with about 200 attendees and may expand to make it a fun fair. Rink is flooded but not suitable for skating as of yet.

Airport – Trustee Medina distributed plans from Aurora Sign Company for a new Airport sign. He also read minutes from the October 9<sup>th</sup> meeting he was unable to attend. There is a runway they want to take out. Discussion about a solar farm to get power to the Airport. In December they had surveyors and soil testing. He said the Mayor's office is going to go in a different direction with the sign. He said that they want the Board to take a tour of the Airport.

Water Authority - Trustee Elliott said he had been contacted by Rachel Rockwell from Wreaths Across America, a new organization that places wreaths on the grave of veterans. Supervisor Rowe suggested he invite her to the February meeting to present in Public Comments. Blackberry Creek is up 17,000 gal/min. Airport well is 12 feet below ground level, Heartland is at 14 feet, Hannaford Trail is at 11 feet, the S-Curve is at 30 feet, Ratos well at 43 feet and Elliott well at 10feet. He said the well intel system was down for most of December. He dismantled system and sent it to Milwaukee and was replaced with new router and is now up and running. He said he is applying to a well intel Field Technician Badge.

Clerk – Filed the Township and Road District Tax levies with the County.

#### UNFINISHED BUSINESS:

- a. Between Friends Food Panty Update – Commissioner Musser reported that he has been looking for another place to hold the equipment currently in the bus barn. He looked at the 220 Main, he called the owners who said they would get it appraised. Commissioner Musser said he thinks that the land acquisition funds will be sufficient. Supervisor Rowe suggested another option would be to expand the bus barn or build a new metal building.
- b. Consideration & Potential Approval of Road District Alliance of Kane County IGA - Commissioner Musser said there will be a meeting of all townships on December 27<sup>th</sup> and they must have 9 of 16 road districts to see if they have required number participating. The IGA was created by Aurora Township. Motion by Trustee Bobbe, second by Trustee Medina. Trustees Bobbe, Elliott, Medina, Silagi and Supervisor Rowe voted aye. 0 nay. Motion Carried.

#### NEW BUSINESS:

- a. Consideration & Potential Approval of Paid Time Off Policy – Supervisor Rowe shared a policy prepared by Ancel Glink to be included as section 13.07 in the employee handbook. Motion by Trustee Medina, second by Trustee Silagi to approve new paid time off policy. Trustees Bobbe, Elliott, Medina, Silagi and Supervisor Rowe voted aye. 0 nay. Motion Carried.

- b. Consideration & Potential Approval of 2024 Holiday schedule. Supervisor Rowe said he has received a schedule from both Commissioner Musser and Assessor Kara and they match what the County is doing. Trustee Medina motioned, Trustee Bobbe seconded to approve the 2024 holiday schedule. Trustees Bobbe, Elliott, Medina, Silagi and Supervisor Rowe voted aye. 0 nay. Motion Carried.
- c. Consideration & Potential Approval of Employee Handbook Update – Supervisor Rowe explained that the new organizational chart reflects Marion Bond as Clerk and Phil Silagi as Trustee. Motion by Trustee Silagi, second by Trustee Bobbe to approve updated org chart. Trustees Bobbe, Elliott, Medina, Silagi and Supervisor Rowe voted aye. 0 nay. Motion Carried.

Supervisor Rowe said that the next Decennial Committee meeting is TBD. We have a draft of the final report but Supervisor Rowe would like to review what other townships have done. There will be a need for one more meeting to approve the final report.

Next Meeting: Tuesday February 6, 2024 at 6:00 pm.

Adjournment: Trustee Silagi motioned, Trustee Bobbe seconded, voice vote carried. Meeting Adjourned at 7:06 pm.