

Dundee Township Board of Trustees – Regular Meeting
January 17, 2018

Supervisor Glees called the Regular Meeting of the Board of Trustees to order at 7:00 PM at the Dundee Township Meeting Room, 611 East Main Street, Suite #201, East Dundee, IL.

Present at roll call: Supervisor Glees, Trustees Harney, Johnson, Schaffer and Ahrens. Highway Commissioner Scott Sinnett led the group in the Pledge of Allegiance.

Agenda:

Trustee Schaffer made the motion to approve the agenda as presented with a second by Trustee Harney. Upon voice vote – all present voted “aye” – motion carried.

Minutes/Treasurer’s Report:

Trustee Harney moved to dispense with the reading and approve the minutes of the December 20, 2017 Board of Trustees Regular Meeting. Trustee Johnson seconded the motion. Supervisor Glees called the motion and it was carried by voice vote.

Trustee Harney moved to accept the December 31, 2017 Treasurer’s Report and Financial Reports through January 16, 2018 as presented subject to audit – motion was seconded by Trustee Ahrens. Upon voice vote, all present voted “aye” - motion carried.

Reports:

Cemetery: Cemetery Manager, Mark Rakow presented his written report which included data on the number of burials at the Cemetery over the past 10-year period. He also presented information on the capital improvement project to regrade and pave the parking lot by the maintenance building at the East Cemetery.

Highway Commissioner: Highway Commissioner Sinnett reported that he has been meeting with contractors who design salt sheds about the possibility of erecting a new salt barn at the road district property. This barn would replace the current salt shed which has deteriorated and is in need of repair and/or replacement. Mr. Sinnett will get a minimum of three quotes on the barn and will work to ensure that the Village of Sleepy Hollow will approve the design. Mr. Sinnett also noted that he had ordered additional road salt for the balance of the winter and that his staff is currently conducting routine maintenance on the summer equipment such as the mowers. The Board asked several questions regarding the potential uses for the current salt shed should a replacement be built. Mr. Sinnett responded that he believes the current shed can be re-used for the parking of Highway Department equipment which now must be stored outside.

Assessor: Assessor Bielak said his Department is currently reconciling their property assessment values with the County assessment office, conducting fieldwork and updating their records. He also noted that the tentative numbers look like there will be an approximate 6% increase in property values this year. Finally, he reviewed the hot water issue that occurred at the office building over the past few weeks in which there was limited or no hot water available due to problems with the building’s water heaters. Supervisor Glees reviewed the communications with the Village of East Dundee and the repair work that had been done.

Clerk: No report.

Open Space Coordinator-Katie Meyer: Written report as presented.

Open Space – Kirby Dowiat, Natural Areas Manager: Mr. Dowiat’s monthly written report was presented.

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Supervisor: Supervisor Glees presented her written report.

Public Comments: One member of the public attended the meeting. No Comments.

Old Business:

Update on Elgin land donation: Per the landowner's attorney the matter is still under review with the City of Elgin. No further action. Matter tabled to next meeting.

Review/Approval of Employee & Volunteer Safety Program: Supervisor Glees stated that she is continuing work on developing the changes to the current personnel policy and that the new policy will contain a section on employee access to Township buildings during non-working hours.

Review of Accounting Software/Annual Audit Reports: Meeting with auditors is in the process of being scheduled and should be completed prior to the next Board of Trustees meeting.

Review/Approval of Purchase of Land from the Village of Sleepy Hollow: Supervisor Glees stated that she is still waiting receipt of the updated documents from the Village of Sleepy Hollow. The item was tabled until February 2018 meeting.

Review/Approval of the IDNR request for CWD deer sampling in 2018: Stefanie Fitzsimmons, a representative from the IDNR's Spring Grove, IL office attended the meeting to answer any further questions the Board may have regarding the CWD program for 2018. The Board confirmed that they were in agreement with the program as earlier presented. Ms. Fitzsimmons was asked if the IDNR ever had any deer horns that could be donated to the Township for use in the Nature Play areas. Ms. Fitzsimmons stated that she would check into it and see if any were available.

Review/Approval of Revised Huntley Road land transfer agreement: Supervisor Glees reported that the updated documentation had not been received and therefore requested that the item be tabled to a later meeting.

Discussion on potential referendum regarding property tax increase: The Board discussed the pros and cons of the property tax increase issue. Trustee Schaffer noted many individuals are not in favor of a tax increase now. He also reviewed the need to fully plan for such a proposal and the need to outline the expenses & services that would be provided with the increase. Trustee Johnson stated that he would like the discussion to focus on two levels. The first would be the financial aspect and the cost to the taxpayers. The second would be the political aspect especially considering the events that have recently occurred at Algonquin Township and to make sure that a referendum would not provide impetus to abolish all Townships and thereby destroy all of the previous good work done by Townships such as open space.

Trustee Harney reviewed how the reduction in the Township Levy to the retirement of the open space bond issue could be linked with the possibility of a tax increase for operating expenses. The Board further discussed various projects that could be included in the proposal for a tax increase.

New Business:

Review/Approval of Contract with the Pederson Company/McGinty Brothers for a one-year stewardship program for the prairie in the Columbaria Garden at the East Cemetery: As directed at the last Board meeting, Clerk Block presented a revised contract with the Pederson Company/McGinty Brothers for a one-year stewardship program for the enhanced Prairie which is part of the columbaria garden at the East Cemetery. The cost of the contract was re-quoted at \$8334 plus \$291.67 bonding and annual administration fee for a total one-year cost of \$8,625.67. The Board reviewed the contract and the work that would be completed to maintain the enhanced Prairie. Also reviewed were the dates of the contract and the warranty provisions for the replacement of plants included in the contract. The Board also discussed the issue of whether or not other volunteer groups or internal staff could do the work. The Board reviewed the detailed site plans and the scope of work involved in the

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contract. After discussion, Trustee Harney made the motion to approve the one-year stewardship program with the Pederson company/McGinty Brothers for a one-year stewardship program as presented. Trustee Ahrens seconded the motion and upon roll call vote - Supervisor Glees and Trustees Ahrens, Harney, Johnson and Schaffer all voted “aye” - motion carried.

Review/Approval of Resolution 2018-001 to approve the Township’s revised Sexual Harassment Policy:

Supervisor Glees presented Resolution 2018-001 which is the Township’s revised Sexual Harassment Policy. The document was prepared by counsel to meet the new State of Illinois legislation on this issue. After brief discussion, the Board made several minor typographical changes to the document. Trustee Johnson made a motion to approve Resolution 2018 – 001 as amended. The motion was seconded by Trustee Harney and upon voice vote all present voted “aye”-motion carried.

Review/Approval of Tentative/Proposed Budget for FY 2018-19 including approval of tentative Budget Ordinances 2018-001 & 2018-002:

Clerk Block presented the Tentative Budget for the FY 2018-19 including the line item budget. The Board reviewed the budget and discussed many of the line items. The Board requested that a slide presentation of the budget be prepared and presented at the Annual Town Meeting. The Board also discussed the current rental properties and requested that current fair market estimates of the potential rental rates be developed. Several additional work items for the repair of the Open Space barn were noted.

Trustee Harney made a motion to approve the tentative Budget Ordinance 2018-001 for the Township with a second by Trustee Johnson. Upon roll call vote, Supervisor Glees and Trustees Ahrens, Harney, Johnson and Schaffer all voted “aye” - motion carried.

Trustee Schaffer made a motion to approve the tentative Budget Ordinance 2018-002 for the Township Road District with a second by Trustee Harney. Upon roll call vote, Supervisor Glees and Trustees Ahrens, Harney, Johnson and Schaffer all voted “aye” - motion carried.

Audit/Approve Bills and Payrolls:

Audit Bills – Pending Town Fund Bills \$38,904.45; Pre-Paid Town Bills \$857.78; Payrolls \$31,305.65 & \$32,113.03; Pending General Assistance Bills \$14.00; General Assistance Payrolls - \$529.28 & \$538.91; Pending Cemetery Fund Bills \$8337.14; Pre-Paid Cemetery Bills \$257.78; Payrolls \$7,894.14 and \$7,983.42; Pending Road & Bridge Fund Bills \$160,541.93; Pre-Paid Road & Bridge Bills \$165.27; Payrolls \$12,287.83 & \$13,448.66; Road & Bridge Equipment Bills \$1,172.53; & Road IMRF/FICA Payrolls of \$1,870.92 & \$2,074.06; Road & Bridge Insurance Bills of \$5.34 & Open Space Bond Funds of \$291.50.

Trustee Johnson made the motion to approve the bills as audited with a second by Trustee Harney. Upon roll call vote, Supervisor Glees, Trustees Ahrens, Johnson, Schaffer and Harney voted “aye” - Motion Carried.

Budget Transfers: Budget Transfers #15-20 were presented and reviewed. Trustee Harney made the motion to approve Budget Transfers #15-20 as presented with a second by Trustee Johnson. Upon roll call vote, Supervisor Glees, Trustees Ahrens, Johnson, Schaffer and Harney voted “aye” – Motion Carried.

Executive Session:

No Executive Session was called at this meeting.

Motion to approve minutes of Executive Session from August 16, 2017: As the Board did not go into Executive Session, the approval of the minutes of the Executive Session from September 20, 2017 was tabled to the next executive session.

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Trustee Johnson made the motion to adjourn with a second by Trustee Harney. Upon voice vote, all present voted “aye” – motion carried and the meeting was adjourned at 11:03 PM.

A handwritten signature in blue ink, reading "Robert L. Block", is written over a horizontal line. The signature is cursive and includes a large initial "R".

Robert Block
Dundee Township Clerk