

Dundee Township Board of Trustees – Regular Meeting
February 21, 2018

Supervisor Glees called the Regular Meeting of the Board of Trustees to order at 7:29 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 and Schaffer. Trustee Ahrens was absent. Trustee Schaffer led the group in the Pledge of Allegiance.

Agenda:

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

Minutes/Treasurer’s Report:

Trustee Schaffer moved to dispense with the reading and approve the minutes of the January 17, 2018 Board of Trustees Regular Meeting. Trustee Harney seconded the motion. Supervisor Glees called the motion and it was carried by voice vote.

Trustee Schaffer moved to accept the January 31, 2018 Treasurer’s Report and Financial Reports through February 20, 2018 as presented subject to audit – motion was seconded by Trustee Johnson. Upon voice vote, all present voted “aye” - motion carried.

Reports:

Highway Commissioner: Highway Commissioner Sinnett reported that his department had used approximately ½ of the road salt they had contracted for this season. He briefly discussed the department’s challenges in dealing with the frequent snowstorms this season and the need to continue to clear culverts/storm drains during snow melts/rains to keep the water flowing. He also described work done for a resident in the Algonquin Shores subdivision during the recent heavy snows.

Assessor: Assessor Bielak was absent due to a commitment as chairman of the Township Officials of Kane County organization and their monthly meeting. Mr. Bielak provided a written report of his Department’s current activities.

Clerk: Clerk Block presented his report which summarized his meeting with the auditors from Tighe, Kress and Orr on February 15th to review the process necessary to convert the Township’s financial audit to the new state required accrual-based report. In general, the Township will need to review accounts payable and payroll entries for the beginning and the end of the fiscal year to provide data that will allow the audit teams to make the necessary adjustments. Revenue from sources such as property taxes and state replacement taxes will also have to be investigated and reports prepared for the accrual system. The Township will also have to prepare a vacation accrual schedule which shows the earned vacation time on the books for all employees at the start of the fiscal year. Finally, the Township will be responsible for preparing the detailed management discussion section of the audit. The auditors estimate that the switch to the accrual-based report will cost between \$2000-\$3000 for the additional time they will need to generate the new reporting format and tables. Clerk Block also noted the early voting which will be offered at the Township office during the primary election.

Cemetery: Clerk Block presented a report highlighting the remodeling of the Cemetery office which has been recently completed by the Cemetery staff.

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. She highlighted the new program where the Township will be hosting a member from the Kane County Clerk's office once a month to provide residents an opportunity to obtain certified copies of birth, marriage and death certificates without having to travel to the County Clerk's Geneva office. Supervisor Glees also noted the completion of job performance/baseline skills reviews for all employees in her department. She also highlighted the implementation of the new Dundee Township monthly newsletter which is distributed via email and is available on social media. Finally, Supervisor Glees reviewed a chimney fire which occurred at our rental property on the Bartel's property. The fire was contained in the chimney flue and caused approximately \$4000 in damages of which our insurance company will cover \$3529. The renter will be required to have the fireplace serviced on an annual basis to help prevent future occurrences.

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

Old Business:

Update on Elgin land donation: Per the landowner's attorney, Mr. Reagan, 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 noted that all employees have received CPR and first aid training. She asked that this item be considered completed and dropped from future agendas. There were no objections from the Board.

Review of Accounting Software/Annual Audit Reports: Covered in the Clerk's report.

Review/Approval of Purchase of Land from the Village of Sleepy Hollow: Supervisor Glees reviewed the status of the documentation for this transfer. The Board discussed several modifications to the contract language. Trustee Schaffer stated he would prefer to wait on the contract until the Township has a firm budget for the additional work that would be needed at this site. He also stated he felt the Board should wait until after the Annual Town Meeting where the electors could fully discuss the funding of this project. Board also reviewed the added maintenance that is in the FY2019 budget for the Jelke Creek site and the repair work for the trails at that location. Supervisor Glees noted that Kirby Dowiat, the Natural Areas Manager, has a work plan for this additional site and that the Township can dictate the hours necessary to adequately manage the property. Mr. Mike Tennis, a member of the public commented that with regards to the draft contract that allows the Township the ability to use staff from the Village of Sleepy Hollow to help maintain the property in question, the clause would have to be modified so that the Village of Sleepy Hollow staff could be called back to work on emergency situations such as a water line break.

The Board further discussed the issue of the assistance by the Village of Sleepy Hollow's staff to assist with the maintenance of this parcel. The Board concluded that the contract should include a hourly requirement for the two employees to total between 80 and 160 hours per year. Trustee Harney made the motion to approve the inter-governmental agreement and send it to the Village of Sleepy Hollow as presented with the amendment to include a requirement for the hours to be provided by the Village's two employees to total between 80 and 160 hours per year. The motion was seconded by Trustee Johnson and upon roll call vote Supervisor Glees and Trustees Harney and Johnson voted "aye" - Trustee Schaffer voted "nay" - motion carried.

Review/Approval of Revised Huntley Road land transfer agreement: Supervisor Glees reviewed the agreement adopted by the Township Board of Trustees in their February 2017 meeting. The Board reviewed the pending warranty deeds and other documentation for the transfer of the land from the Raceway woods property to allow for the Huntley road expansion. The Board discussed the issue of whose responsibility it would be to gain the release of the environmental easement from the IDNR. After discussion, Board believe the question needed to be

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further reviewed with counsel. Supervisor Glees will have all the documentation including the deeds reviewed by counsel before moving forward.

Discussion on potential referendum regarding property tax increase: The Board discussed the potential of a referendum for a property tax increase. Trustee Johnson stated that the Board should consider the message such a referendum would send to the community. He felt the Board's message should instead be that we are doing our best with the funds available. He expressed concern about the alarming efforts to consolidate Townships and especially the matters that are going on at the Algonquin Township. He also felt the Board should take a long look at what expenses could be cut and review the possibility of generating additional revenues perhaps by incorporating things such as the generation of green energy on some of our sites. The Board discussed the needs for all levels of government to be proactive. Other members of the Board felt that the referendum should move forward and let the electors decide whether they wish to provide the additional funding.

New Business:

Review/Approval of Resolution 2018-002 to approve the inclusion of healthcare bonuses with IMRF earnings: Resolution 2018-002 which would authorize the inclusion of Township paid healthcare bonuses as IMRF earnings was presented. It was noted, that while these bonuses have been included in the employees' IMRF earnings in the past, IMRF is now seeking a resolution from each government body to approve these actions. The Board debated the issue. Trustee Harney felt that the bonuses should not be included since their inclusion increases current IMRF costs and also has the potential to require increased contributions when an employee retires. The Board also discussed the issue of the bonuses in general. The Board asked the Supervisor and Clerk to develop additional information on this issue for the March meeting. The item was tabled until the March meeting.

Discussion of items for Annual Town Meeting: The Board discussed the items they would like to see presented at the Annual Town Meeting. The list of items includes the potential tax increase issue; a PowerPoint presentation on the FY 2019 budget; the resolution to transfer the remaining funds in the Open Space Bond Fund to the Open Space General Fund; a presentation on the highlights/accomplishments of the past year; a management summary of the audit for FY 2018; a presentation on the new columbaria garden at the Cemetery; the Supervisor's financial report; and the minutes of last year's meeting. These items will be reviewed at the March Board of Trustees meeting and the agenda for the Annual Town Meeting will be set at that time.

Approval of Pace contract for Ride in Kane program: The Pace contract for the Dundee Township Ride in Kane program for 2018 was presented. After a brief discussion, Trustee Harney made a motion to approve the Pace contract as presented with a second by Trustee Johnson. Upon voice vote, all present voted "aye" - motion carried.

Audit/Approve Bills and Payrolls:

Audit Bills – Pending Town Fund Bills \$56,274.75; Pre-Paid Town Bills \$1,680.66; Payrolls \$30,023.12 & \$30,659.76; Pending General Assistance Bills \$59.41; General Assistance Payrolls - \$423.43 & \$538.91; Pending Cemetery Fund Bills \$8,221.03; Pre-Paid Cemetery Bills \$634.83; Payrolls \$8,783.80 and \$8,129.14; Pending Road & Bridge Fund Bills \$56,122.46; Pre-Paid Road & Bridge Bills \$1,490.56; Payrolls \$13,887.72 & \$16,194.85; Road & Bridge Equipment Bills \$21,028.99; & Road IMRF/FICA Payrolls of \$2,150.90 & \$2,554.64.

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

Budget Transfers: Budget Transfers #25-30 were presented and reviewed. Trustee Johnson made the motion to approve Budget Transfers #21-30 as presented with a second by Trustee Schaffer. Upon roll call vote, Supervisor Glees, Trustees Johnson, Schaffer and Harney voted "aye" – Motion Carried.

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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.

Trustee Harney made the motion to adjourn with a second by Trustee Schaffer. Upon voice vote, all present voted “aye” – motion carried and the meeting was adjourned at 10:36 PM.

A handwritten signature in blue ink, reading "Robert L. Block", is written over a horizontal line.

Robert Block
Dundee Township Clerk