

Dundee Township Board of Trustees – Regular Meeting  
April 18, 2018

Supervisor Glees called the Regular Meeting of the Board of Trustees to order at 7:04 PM at the Dundee Township Meeting Room, 611 East Main Street, Suite #201, East Dundee, IL.

**Present at roll call:** Supervisor Glees, Trustees Ahrens, Harney, Johnson and Schaffer. Cemetery Manager Mark Rakow led the group in the Pledge of Allegiance.

**Agenda:**

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

**Bid Opening – Website Redesign:** Clerk Block conducted the bid opening for the proposals submitted to the Township for the redesign of the Township website. Three companies submitted responses to the Township’s Request for Proposal which was dated March 29, 2018. Supervisor Glees announced that the bid results would be referred to the subcommittee that is handling the website project for a review of the bids and the vendor qualifications especially with regard to the Illinois accessibility requirements. The target date for the award of the contract is April 27, 2018.

**Minutes/Treasurer’s Report:**

Clerk Block noted the addition to the March 21, 2018 minutes that had been submitted by Trustee Harney. After review of the revised minutes, Supervisor Glees moved to dispense with the reading and approve the minutes of the March 21, 2018 Board of Trustees Regular Meeting as amended. Trustee Harney seconded the motion. Supervisor Glees called the motion and it was carried by voice vote.

Trustee Schaffer moved to accept the March 31, 2018 Treasurer’s Report and Financial Reports through April 17, 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 the burial statistics comparing the first quarter of 2018 which had 25 burials to the comparable first quarter of 2017 which had 37 burials. Mr. Rakow also reported that the project to update the Cemetery office has been completed. For the Westside cemetery, he is collecting quotes for the reroofing & painting of the maintenance shed and hopes to have them available shortly. He also reported on the issues discussed during the last Cemetery Board meeting which included updating the plan for the berm behind the columbaria garden, the paving of the parking lot by the maintenance shed at the East Cemetery, the review and updating of the decoration policy for both cemeteries, the possibility of resupplying water service to the West side cemetery and that the staff is recently completed spring maintenance on all the graves. Finally, Mr. Rakow noted that a seasonal helper has been hired and started work on April 16<sup>th</sup>.

**Highway Commissioner:** Highway Commissioner Sinnett reported that his staff is continuing with the cleanup of winter debris and the removal of trees/stumps. Mr. Sinnett stated that the Highway Department has plenty of salt as we approach the end of the winter season. He also reported that the paving package for this year’s work has been submitted to the Kane County Department of Transportation for their review and incorporation into their paving bid. The work includes the possible paving of the maintenance parking lot at the East Cemetery. Also, his staff will be creating the required ADA accessible ramps for the areas where a bike path intersects with streets that are being repaved. Finally, Mr. Sinnett reported that he has spoken with Heinz Engineering regarding the development of plans for the new salt shed and that if everything goes well the shed should be ready for the 2018-19 winter season.

**Assessor:** Assessor Bielak was absent due to conflict with Monthly Township Officials of Kane County meeting.

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**Supervisor:** Supervisor Glees presented her written report. She reviewed incident which occurred on Sunday, April 15th where a large portion of a tree located in the IDOT easement on the West side of the East Cemetery fell into the northbound lanes of route 25. East Dundee police contacted Cemetery Manager Rakow who in turn notified Supervisor Glees. IDOT was unable to respond to the emergency and Supervisor Glees contacted Mr. Sinnett and received the assistance of the Highway Department to remove the tree and reopen Route 25. IDOT thanked the Township for their prompt assistance in this matter. Supervisor Glees noted that she has had our Open Space staff look at the remaining portion of the tree and they have determined that the rest of the tree could fall and are recommending its removal. Supervisor Glees is working with IDOT to have the tree removed.

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

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

**Clerk:** Clerk Block highlighted a recent Freedom of Information request from the Better Government Association. The request asks for the Township's 2017 payroll broken down by the amount paid to each employee. The information will be sent by Friday, April 20<sup>th</sup>.

**Trustees:** Trustee Harney commented about the Great Lakes Water Quality Agreement which was first signed in 1972 to coordinate the actions of Canada and the US with regards to restoring and maintaining the chemical physical and biological integrity of the waters of the Great Lakes. She noted that the US is at 76% of the treaty's allowance for use of Great Lakes water and that the treaty only allows for the use of Lake Michigan water for the Lake Michigan watershed of which Kane County is not a part of. She further stated that salt water infiltration is being seen in the deep aquifers that make up the watershed. She stated that water is a very critical resource and recommended the Trustees see the Cape Town, Africa story for further details. She concluded by noting that Open Space areas provide recharge zones for aquifers and help maintain water supplies in our area.

**Public Comments:** Chris Kemp commented that the tax and spend policy has hampered the State of Illinois and he hopes that the Dundee Township Board of Trustees does not follow that pattern in the future. Leslie LaMarca, the community outreach and fundraising director, for the D300 Food Pantry presented information on their organization and requested the support of the Township to supply operating funds to help cover food purchases for the pantry.

**Old Business:**

**Update on Elgin land donation:** Supervisor Glees noted that again there has been no further movement on this matter. Trustee Ahrens asked if the area the Township will be getting has an access road. The Board reviewed that the parcel in question would not have a public access path/road but that access would be available for Open Space staff to enter the parcel. Matter tabled to next meeting.

**Review/Approval of Purchase of Land from the Village of Sleepy Hollow:** Supervisor Glees noted that the finalized intergovernmental agreement for the transfer of the land from the Village of Sleepy Hollow had been vetted by our counsel and had been sent to the Trustees two weeks ago for their review. Trustee Johnson asked a question regarding Part 2 Section C clause 4 of the agreement which states

- (c) The Parties acknowledge and agree that the conveyance is and will be subject to the following specific items, and any other matters currently affecting title:
  - iv) Existing encroachments, encumbrances, violations, variations or other circumstances affecting title, if any.

The Board discussed the clause and it was noted that this item refers to covenants adopted by the Village of Sleepy Hollow that homeowners could not encroach on the property with items such as trampolines and that the Township would now be required to enforce these covenants. Trustee Harney made the motion to approve Intergovernmental Agreement between Village of Sleepy Hollow and Dundee Township regarding the transfer of

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certain property located in Kane County, Illinois commonly known as the Jelke Creek Wetland Mitigation Bank as presented. Trustee Johnson seconded the motion. Upon roll call vote, Supervisor Glees and Trustees Harney, Ahrens and Johnson voted “aye” – Trustee Schaffer voted “nay”. Motion carried.

**Discussion on potential referendum regarding property tax increase:** Supervisor Glees noted that there had been a very lively discussion at the recent Annual Town Meeting regarding a potential request for a property tax increase. She stated it appear that there was movement among those present to go to a referendum to let the electors make the final decision. The Board in discussing the matter suggested the preparation of a five-year projection of revenues and expenditures to better understand the need for funds. The Board also reviewed statements that were made at the Annual Town Meeting regarding the term “deficit spending.” The Trustees reviewed how the term is used in financial markets and how it applies to government budgeting and spending. Trustee Harney commented that the Township could have been said to be deficit spending when the Open Space bonds were issued and the funds were used to buy property. This type of spending is not irresponsible. Trustee Johnson stated that when the Board is using reserves to augment current revenue that is not deficit spending.

**Review of Trend Analysis Report:** Clerk Block presented the trend analysis report for fiscal year 2017-18. He reviewed the structure of the report and the method in which revenues and expenditures were presented. The Board reviewed the difference between the new accrual-based financial audit and the trend\cash balance reports that are presented on a monthly basis.

**New Business:**

**Review/Approval of Social Service Agency Donations/Payments to the D300 Food Pantry:** Supervisor Glees re-introduced Leslie LaMarca of the D300 Food Pantry who reviewed the school based food pantry. She highlighted that clients must have a child in a D300 school and may come in once a week to receive food. Further, the pantry just provides food and not items like soap. The Board asked questions concerning the location of the pantry and what percentage of the clients live in Dundee Township. Ms. LaMarca explained that the food pantry is located at the Dundee Middle School and that it serves primarily clients/students from the Carpentersville area (Approximately 92%). Supervisor Glees explained that the D300 Food Pantry would have to provide an invoice to the Township prior to the issuance of any funds. Trustee Harney made a motion to approve a \$5,000 stipend to the D300 Food Pantry. The motion was seconded by Trustee Johnson and upon roll call vote Supervisor Glees and Trustees Harney, Johnson and Schaffer voted “aye” - Trustee Ahrens voted “nay” - motion carried.

**Review/Approval request from Monica Morganstein to be reappointed to a new three (3) year term on the West Dundee Fire Protection District Board:** Supervisor Glees presented the letter from Monica Morganstein which outlined her request to be reappointed to the West Dundee Fire Protection District Board for a new three-year term. After a brief discussion, Trustee Johnson made a motion to reappoint Monica Morganstein to a new three (3) year term on the West Dundee Fire Protection District Board. Trustee Schaffer seconded the motion. Upon voice vote, all present voted “aye” - motion carried.

**Audit/Approve Bills and Payrolls:**

Audit Bills – Pending Town Fund Bills \$44,295.81; Pre-Paid Town Bills \$928.95; Payrolls \$33,379.58 & \$31,711.71; Pending General Assistance Bills \$3,382.12; General Assistance Payrolls - \$555.03 & \$555.03; Pending Cemetery Fund Bills \$5,647.41; Pre-Paid Cemetery Bills \$277.75; Payrolls \$8,573.28 and \$8,600.77; Pending Road & Bridge Fund Bills \$11,430.49; Pre-Paid Road & Bridge Bills \$403.78; Payrolls \$14,074.40 & \$14,064.79; Road IMRF/FICA Payrolls of \$2,183.57 & \$2,181.88 & Road & Bridge Insurance Fund Bills \$1,181.68

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

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**Budget Transfers:** No Budget Transfers were presented

**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 Johnson made the motion to adjourn with a second by Trustee Ahrens. Upon voice vote, all present voted “aye” – motion carried and the meeting was adjourned at 8:38 PM.

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

Robert Block  
Dundee Township Clerk