

Dundee Township Board of Trustees – Regular Meeting
October 16, 2019

Supervisor Glees called the Regular Meeting of the Board of Trustees to order at 7:01 PM at the Dundee Township Meeting Room, 611 East Main Street, Suite #201, East Dundee, IL.

Present at roll call: Supervisor Glees, and Trustees Ahrens, Harney, Johnson and Schaffer were present at the roll call.

Trustee Ahrens led the attendees in the Pledge of Allegiance.

Agenda:

Trustee Schaffer requested an amendment to the Agenda to include a discussion of the Open Space Personnel Issue as part of the Budget Documentation item. After a brief discussion, Trustee Schaffer made the motion to approve the agenda as amended. Supervisor Glees seconded the motion. Supervisor Glees called the motion and with a voice vote - all present voted “aye” - motion carried.

BID OPENING – CEMETERY KUBOTA/SNOW PLOW:

Office Manager Block announced that four (4) sealed bids for the Cemetery Kubota RTV with Snow Plow were received at the Township Office by the submission date. Mr. Block opened the bids and announced the bids from each of the four dealers. The Board reviewed the bids and after discussion, Trustee Harney moved to accept the bid from Russo Power Equipment. Trustee Ahrens seconded the motion. Upon roll call vote, Supervisor Glees, and Trustees Ahrens, Schaffer, Johnson & Harney voted “aye” – Motion Carried.

PRESENTATION OF FISCAL YEAR 2018-19 AUDIT - Wade Arthur – Tighe, Kress & Orr

Mr. Arthur reviewed the Audit Report for the 2018-19 Fiscal Year. He stated that there were no big changes from the previous year. He pointed out the key pages in the report such as the Income Statements and Net Worth Statements. He said that at a glance, the Township is very healthy financially with just over 12 months in reserve while the Highway Department has 6-7 months of reserves. He noted that Tighe, Kress & Orr would be preparing and submitting the required ARF report to the State Comptroller’s office and supplying the final audit reports to the Township office.

Trustee Schaffer asked if the Township is optimized for addressing future tax objection cases. Mr. Arthur referenced the new State law that allows a higher accumulation of funds and stated the Township should meet these criteria.

Minutes/Treasurer’s Report:

Trustee Johnson made the motion to dispense with the reading and approve the minutes of the September 18, 2019 Board of Trustees regular meeting. Trustee Ahrens seconded the motion. Supervisor Glees called the motion to approve the minutes and upon voice vote – all present voted “aye” – motion carried.

Trustee Harney made the motion to accept the September 30, 2019 Treasurer’s Report and Financial Reports through October 15, 2019 as presented subject to audit – Supervisor Glees seconded the motion. Upon voice vote, Supervisor Glees and Trustees Ahrens, Harney, Johnson and Schaffer voted “aye” – motion carried.

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Reports:

Sheriff's Office: Kane County Deputy Sheriff Mike Wilgosiewicz and Deputy Chris presented the monthly update to the Board. They noted that activity at the Milk Pail is basically done for the year. They reviewed the recent neighbor complaints about the noise from the site.

Supervisor Glees reviewed the information on the latest abandoned home in the Township on Sumter Avenue. Finally, they reviewed information on several recent robberies in the area including the capture of the offenders.

Assessor: Mr. Bielak stated he & his staff are continuing to deal with the responses to the appeals that have been filed. They have received 300 total appeals of which 125 appeals deal with commercial properties.

He noted that his department is continuing to have software issues with their current assessment software/vendor. The software vendor and the IT support staff can not figure out why the software will not run properly. His Department has over 200 GB of data stored in the program.

Chris Kious – Kane County Board: Mr. Kious reported that the Kane County Board had passed their new budget which was balanced with the use of money from the RTA funds. He detailed a new option for users of the Longmeadow Toll Bridge whereby an individual can subscribe to a monthly program that will reduce the tolls to \$0.38 per trip.

With regards to the Raging Buffalo site, the Kane County Forest Preserve did not find a suitable vendor to run the site. Options are being studied including converting the property to a sledding hill.

The Kane County Board passed a resolution that establishes the 3rd Saturday in September as “Fox River Day” in Kane County. Finally, the Kane County Board voted against opting out of taxing cannabis – they will collect 2.5% on sales and will address sales in unincorporated areas in the near future.

Highway Commissioner: Highway Commissioner Scott Sinnett reported that Bulk Storage, the builder of the Salt Barn, has resolved the issue with the ridge vent on the barn. The tuckpointing work on the office/shop building has started. His department is working to resolve the culvert issue on Kassen Court. They are attempting to get Nicor to move the gas lines to the other side of the street. Finally, the staff is working to prepare the equipment for the winter season and cleaning ditches of debris.

Open Space: Mr. Dowiat's written report for October was presented. The report highlighted the many benefits of oak trees.

Cemetery: Mr. Block reviewed the Cemetery's purchase of a vacuum attachment for one of the Toro mowers to assist in the pickup of leaves.

Supervisor: Supervisor Glees presented her written report. She noted that she is working with counsel to develop a revision to the Township Employee handbook regarding cannabis use.

Trustees: Trustee Schaffer noted that several residents have continued to express concerns to him regarding the use of Ranch and Oak Drive by gravel trucks as part of the Huntley Road project. Highway Commissioner Sinnett

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stated that the parties involved are aware of the situation and have committed to repairing any damage. Supervisor Glees noted that the plans called for these roads to be used only by empty trucks.

Public Comments: Members of the public were in attendance, but no one wished to make a comment. The comment period was closed.

Old Business:

Review of Budget Documentation for the 2020 – 21 Budget Cycle & Open Space Personnel Issue:

The Board reviewed their expectations on the documentation that they want to see for the preparation of the FY 2020-21 budget. Included are a Capital Expenditures Listing, individual line item justifications and an overall budget spreadsheet as in past years. Trustee Johnson asked that the budget be prepared using 2.5% as the overall maximum increase in spending. Trustee Schaffer stated the need to maintain a good financial position. He also reviewed the Open Space budget and the effect of potential personnel moves on the budget.

The Board also reviewed the State of Illinois grant program including when the moneys would be available, how the vendors are selected and how bills would be paid. Trustee Johnson also asked for clarification that the grants would not pay for engineering or design work.

The Board discussed the Open Space Personnel Issue. Supervisor Glees outlined the need to have an employee from the Cemetery train under the Open Space staff to be able to take over the maintenance of the Columbaria Garden next season. Also, she reviewed the positions and the job descriptions. The Board reviewed the past history of the Open Space staff and the past plans to eliminate a position.

New Business:

Review/Approval of State of Illinois Grant Money projects: The Board reviewed the current list of projects that had been proposed to be included in the State of Illinois Grant. The Trustees added several additional projects such as installing a “Green” roof on the office building and placing solar panels on all Township buildings. Supervisor Glees invited the Trustees to continue to submit additional projects for the list which will be reviewed at the next meeting.

Trustee Harney suggested that the Board should hire a landscape architect to develop a master plan to redesign the trails at all the Open Space sites. She stated that the funds could come from the current Open Space money market accounts. The Board reviewed the process to review professional service companies’ credentials through the Request for Qualifications process.

Audit/Approve Bills and Payrolls:

Audit Bills – Pending Town Fund Bills \$38,176.54; Pre-Paid Town Bills \$985.70; Payrolls \$35,167.27 & 34,676.98; Prior Month’s General Assistance Costs \$11,714.41; Pending General Assistance Bills: \$95.29; General Assistance Payrolls - \$549.02 & \$549.02; Pending Cemetery Fund Bills \$8,262.81; Pre-Paid Cemetery Bills \$56.62; Payrolls \$9,618.67 & \$9,237.58; Pending Road & Bridge Fund Bills \$14,587.52; Pre-Paid Road & Bridge Bills \$996.41; Payrolls \$14,964.71 & \$14,914.16; Road IMRF/FICA Payrolls of \$2,152.56 & \$2,144.36.

The Board asked for clarification on the bill from Russo Power for the repair of the Open Space Kubota tractor. The situation was reviewed along with the steps that have been put in place to prevent a reoccurrence.

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The Board then discussed the bills submitted for the purchase of supplemental food for the DTC food pantry using General Assistance funds. The Board stated they felt this was an inappropriate use of Township funds as they had been promised that the food pantry would be supported by contributions only. The Board stated they would not approve any future use of General Assistance funds for the DTC food pantry.

Trustee Harney made the motion to approve the bills as audited with a second by Trustee Johnson.

Supervisor Glee called the motion and upon roll call vote, Supervisor Glee, and Trustees Ahrens, Johnson & Harney voted “aye” – Trustee Schaffer voted “nay” - Motion Carried.

Budget Transfers: Budget Transfer #4 for the FY 2019-20 budget which asks to transfer funds from the Assessor’s Contingency Fund to the Training line item was presented. After a brief discussion, Trustee Harney made the motion to approve Budget Transfer #4 as presented. Trustee Johnson seconded the motion. Upon roll call vote, Supervisor Glee, and Trustees Schaffer, Johnson & Harney voted “aye” – Trustee Ahrens voted “nay” - Motion Carried.

Executive Session:

The Board did not enter Executive Session.

Trustee Harney 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 10:06 pm.



Robert Block
Dundee Township Deputy Clerk