

Dundee Township Board of Trustees – Regular Meeting
April 15, 2020

Supervisor Glees called the April Meeting of the Board of Trustees to order at 7:30 PM at the Dundee Township Meeting Room, 611 East Main Street, Suite #201, East Dundee, IL.

Roll call: Supervisor Glees was physically present at the meeting. Trustees Harney, Johnson, Schaffer and Ahrens were participating in the meeting via remote access.

As provided in Governor Pritzker’s Executive Order 2020-07, Section 6, the provisions of the Open Meetings Act that limited the remote participation of members of public bodies has been suspended and the remote participation of board members is encouraged. In accordance with this Order, Trustee Johnson made a motion to allow remote participation at this Board meeting. Trustee Harney seconded the motion. The motion was called and all present voted “aye” – motion carried.

Office Manager Robert Block led the attendees in the Pledge of Allegiance.

Agenda:

Trustee Schaffer made the motion to approve the agenda as presented. Trustee Harney seconded the motion. Supervisor Glees called the motion and with a voice vote - all present voted “aye” - motion carried.

Minutes/Treasurer’s Report:

Trustee Harney made the motion to dispense with the reading and approve the minutes of the March 18, 2020 Board of Trustees regular meeting. Trustee Johnson seconded the motion. Trustee Ahrens asked for a correction in the minutes to show that for the motion to approve Resolution 2020-002, he did not make the motion. The Board reviewed the matter and decided that it was Trustee Schaffer who made the motion with a second by Trustee Harney. Supervisor Glees called the motion to approve minutes of the February 19, 2020 meeting as corrected and upon voice vote – all present voted “aye” – motion carried.

Trustee Harney made the motion to accept the March 31, 2020 Treasurer’s Report and Financial Reports through April 14, 2020 as presented subject to audit – Trustee Johnson seconded the motion. Upon voice vote, all present voted “aye” – motion carried.

Reports:

Highway Commissioner: Mr. Sinnett report that for the last couple of weeks, his staff has been working on preparing the roads for resurfacing, grinding stumps and edging roads. He stated he had met with the Longmeadow Engineers and that when they widened Sandbloom Road during the construction they created a 15 ft. wide strip of additional paving. They will leave this extra roadway in place for use as an emergency road. Supervisor Glees asked if this additional paving would affect stormwater runoff in the area and Mr. Sinnett said it would not. He also noted that he had met with a resident in Lake Marian who has an old manhole on his property that has several small diameter pipes. He will investigate more closely when the ground dries and will speak with the Country regarding removing this system.

Supervisor Glees asked Mr. Sinnett about the status of Nicor moving the gas lines in Lake Marian. Mr. Sinnett replied that Nicor had moved those lines as well as the gas lines at Country School Road and the area by the new culverts on Sleepy Hollow Road.

Trustee Harney asked Mr. Sinnett to provide a drawing of the new road layout on Sandbloom Road including the new 15-foot wide strip. Mr. Sinnett will send out the drawing.

Assessor: Mr. Bielak noted that his staff is continuing to work remotely. They are gearing up for what they anticipate will be many telephone calls when the tax bills go out. He has purchased headsets for his staff to help with the phone calls. Several additional expenses to allow compliance with the Covid-19 Executive Order including additional software licenses and hardware. Trustee Johnson asked if there will be a delay or extension of the

Dundee Township Board of Trustees – Regular Meeting
April 15, 2020

deadline for residents to pay the 1st installment of their Property Tax? Mr. Bielak answered that the County will allow late payments of up to 30 days with no added interest or late fees. The original plan had been 90 days but was reduced to 30 days.

Cemetery: No report.

Open Space: No Report.

Chris Kious – Kane County Board: Mr. Kious reported that he has been attending various Kane County Board meetings remotely. He said that the County meetings are set up to allow public attendance via an audio link that can be found on the County website. Also, the public can submit comments ahead of time. Recordings of past meetings are available online.

The deadline for the submittal of the Senior Freeze applications has been extended.

The Kane County Health Board has up to date statistics online for the Covid-19 pandemic including active cases. Lastly, the County Board has approved additional funding for work on Sharon Road and to demolish the old barn/home on Bolz Road.

Trustee Johnson asked about the Covid-19 data for Algonquin. Does the data on the County website include the McHenry County portion of Algonquin? Mr. Kious replied no, the data only shows the cases in the Kane County portion of Algonquin. Trustee Johnson noted the Dundee Township has around 30 cases.

Public Comments: Supervisor Glees opened the Public Comment period.

Chris Kempf asked to hear the discussions on the Resolutions later in the Agenda and to address those matters at that time. Supervisor Glees agreed.

Mike Tennis offered comments on the proposed budget as follows:

Called to offer comments on three topics:

1. The recently posted Proposed DU Twp Budget FY2020-21 beginning this past March 1st
2. The referendum proposition for increasing the tax limiting rate for the township
3. The referendum proposition for abolishing the township road district

First, consider revising the proposed out-of-balance budget, since the following were noted:

- Town budget is out-of-balance by \$629K
- Excluding transfers out, proposed town expenses totals \$1,767K
- Excluding transfers in, proposed town revenue totals \$1,138K
- Town personnel costs propose a \$323K or 34% increase vs 2017-18, 3 years ago
- Proposed personnel cost increases are driven by open space salary increases of \$112K or 87%
- Open space insurance proposed to increase \$56K or 76% vs 3 years ago
- Overall, open space accounts for 90% of the overall \$186K expense increase
- Cemetery budget is out-of-balance by \$48K
- Cemetery expenses proposed of \$425K exceeds revenue projected of \$377K
- Excluding transfers in, General Assistance Budget is out-of-balance by \$71K
- A detailed plan is needed for utilization of the \$1.5 million state grant

As Trustees, revising the Town budget REDUCING SALARIES, BENEFITS and EXPENSES (especially Open Space costs) would go a long way to operate in a financially sound manner. OpenSpace, known for controlled burns, is an Uncontrolled Burn of Taxpayer Dollars.

Second, proposing an increase in the tax limiting rate is ludicrous until the trustees can demonstrate they can operate in a fiscally sound manner.

Dundee Township Board of Trustees – Regular Meeting
April 15, 2020

Third, abolishing the township road district in concept should lead to more efficient operations, however, a plan for doing so needs to be developed demonstrating doing so save taxpayers money.

Thank you

No other attendees wished to make a comment and the comment period was closed.

New Business:

Review/Approval of Resolution 2020-003 Dundee Township Families First Coronavirus Response Act (FFCRA)

Policy: Supervisor Glee presented Resolution 2020-003 to the Board. Trustee Harney made a motion to approve Resolution 2020-003 as presented with a second by Trustee Johnson.

Trustee Schaffer asked for clarification is the 2 weeks of extra sick leave noted in the Resolution is in addition to the current 5 days of sick leave and is it to be used after an employee uses all their current sick time? Supervisor Glee noted that an employee would need to use all their regular sick time before the extra leave would commence. Also, the extra leave would not be able to be used for extending an employee's IMRF retirement benefit.

Counsel Kurt Asprooth stated that the Township is not doing anything on their own rather that this resolution is what is mandated by Federal Regulations.

Supervisor Glee called the motion and upon roll call vote, Trustees Ahrens, Harney, Schaffer & Johnson and Supervisor Glee voted "aye" – Motion Carried.

Old Business:

Review/Approval of Resolution 2020-001 "A Resolution providing for and requiring the submission of the proposition for increasing the limiting rate for Township of Dundee, Kane County, Illinois, to the voters of Township of Dundee at the General Election on November 3, 2020":

Supervisor Glee presented Resolution 2020-001 and asked for a motion to approve the Resolution. Trustee Harney made the motion to approve the Resolution as presented with a second by Trustee Johnson.

Trustee Harney stated she supported this resolution and believes that the decision on the tax increase should be made by the electors. The level of Township services must be supported by an increase otherwise cuts will need to be made. Trustee Ahrens disagreed and felt the resolution should be tabled.

Trustee Johnson said that going back to the comments made earlier by Mr. Tennis, the Township operations are not scalable – more of a binary choice – need to choose to continue operations or cut major programs. The Township has approximately 2 years of operations with reserves after which there would need to be major cuts. Concern is for Open Space which has been a very important factor in providing clean air and water. The Township needs to find out sooner or later what the electors feel – in general supports the referendum.

Trustee Schaffer questioned if the ask is large enough. Will this increase be enough? May only buy 2 additional years – should review the numbers used in the calculation of the rate factor. Counsel Asprooth noted the language still is based on the 2018 numbers. Trustee Schaffer asked when the new numbers would be available. Counsel Asprooth stated that no date for the number has been released. Trustee Schaffer stated he would like to see the

Dundee Township Board of Trustees – Regular Meeting
April 15, 2020

final numbers before voting on resolution – how long does the Board have to approve? Counsel Asprooth said the Board has until August to approve.

Supervisor Glee's tabled the Resolution until the next meeting.

Review/Approval of Resolution 2020-002 “A Resolution providing for and requiring the submission of the proposition for to place the question to the voters of Township of Dundee at the General Election on November 3, 2020 regarding abolishing the Dundee Township Road District”: Supervisor Glee's presented Resolution 2020-002. Trustee Johnson made the motion to approve the Resolution as presented with a second by Trustee Schaffer.

Trustee Harney stated that she understands that this resolution will not provide a great deal of savings as the Township still needs to plow & maintain the roadways. These tasks will continue to require the same number of employees. Her support is based on increasing accountability and transparency along with some consolidation with other Township departments.

Trustee Ahrens noted that there is currently a \$700K deficit in the Town budget while the Road District is in operating within their budget. This resolution would require an additional staff person in the township office with associated higher costs. Trustee Harney disagreed. Trustee Ahrens stated that most likely the Supervisor will need an extra person.

Supervisor Glee's reviewed the proposed Organizational Chart for the Township if the resolution abolishing the Road District is passed. She stated there would not be a need for any added personnel. Trustee Ahrens stated that the new manager would most likely need to be paid a higher salary with higher benefits than the current Highway Commissioner.

Trustee Harney reported that she had researched the potential salary costs with other local governments especially the neighboring villages. The range of possible salary costs ran between \$65,500 and \$91,000. The village positions that are paying more than \$80,000 appear to have added duties such as management of the water department. The Village of East Dundee Public Works Director felt that a salary range of \$70,000 - \$75,000 would be a good starting point.

Supervisor Glee's stated that the Board needs to approve the resolution after which it can begin to establish the parameters.

Trustee Ahrens questioned if Trustee Harney had investigated other Townships? Trustee Harney replied that she had not as the Villages appear to have the better job structure to compare with.

Trustee Johnson responded that he wanted it clear that this resolution is not based on job performance - the current Road District staff is doing an excellent job. The resolution would be a way to consolidate operations with the expectation of some cost savings. It would provide for more accountability.

Trustee Schaffer stated he believes he needs additional information before being ready to approve the resolution. He expressed concern that with regard to the requirement to establish Township official's salaries in November, the Board needs to know which way this issue is going. Certainly, these discussions will be a different picture if the

Dundee Township Board of Trustees – Regular Meeting
April 15, 2020

Highway Department remains separate. The Township needs to be building reserves. He then reviewed the current reserves.

Trustee Johnson asked if we could modify the resolution to use the term “consolidate” in lieu of abolish? Counsel Asprooth replied that the resolution language can not be modified as it is set by statute.

Trustee Harney reiterated that all this resolution is asking the voters for their direction – do they want to improve transparency? Trustee Ahrens asked where did you get the number of 13 miles of roads? What are the actual number of miles of road?

The Board discussed tabling the resolution. Trustee Johnson asked for a more detailed operation plan and a job description for all positions.

Counsel Asprooth stated that if the Highway Department is abolished, the Board of Trustees would need to vote on the assumption of the Highway Department’s duties and taxing authority.

Trustee Johnson asked if the resolution were to be passed, must the Township go through with the consolidation? Counsel Asprooth stated that it would. He further stated that once the request for the referendum is sent to the County Clerk, it usually cannot be pulled back.

Trustee Harney said she would imagine the overall operations would function like the Cemetery and Open Space with the managers having spending limits, etc. – we would not be reinventing the wheel.

Trustee Schaffer asked if we can get data from other Townships that don’t have Highway Commissioners? Counsel Asprooth said that he would provide a list.

Trustee Ahrens asked if the Supervisor’s office can handle the extra work? Supervisor Glees commented that if the Board follows the proposed Organizational Chart, the Highway Department would be operated like the Cemetery. We would not require office staff at the Highway Department because the manager is there. The Cemetery Manager only floats up major problems and situations to the Supervisor.

Trustee Johnson reiterated his request for a full operation manual to study before voting on this matter. Trustee Glees replied we do not want to do prior to the adoption of the resolution/referendum. Trustee Schaffer stated he also wants a detailed manual/document of understanding.

Supervisor Glees asked for committee of the Trustees to prepare the requested manual. Trustees Harney and Johnson will prepare the manual with a targeted due date of May 5th. Once completed, Supervisor Glees will distribute to the full Board.

Further action on the resolution was tabled until the May meeting.

Supervisor Glees offered Chris Kempf the opportunity to make comments. Mr. Kempf stated:

- a) He does not agree with Trustee Harney the cuts if the proposed budget is not adopted
- b) He feels Trustee Schaffer should not worry about the Highway Commissioner issue as the first referendum on the tax rate will not pass

Dundee Township Board of Trustees – Regular Meeting
April 15, 2020

- c) Trustee Johnson should not feel Open Space is a critical operation for the Township
- d) Current Supervisor is spread very thin – more and more items on Agenda under old business as the Board cannot make any decisions – not very efficient.
- e) Township should go back to three basics of Assessor, GA and Cemetery.

Audit/Approve Bills and Payrolls:

Audit Bills – Pending Town Fund Bills \$45,049.39; Pre-Paid Town Bills \$1,298.01; Payrolls \$33,131.52 & \$32,423.73; Pending General Assistance Bills \$3,485.78; Prior Month’s General Assistance Costs \$6,256.79; General Assistance Payrolls - \$594.77 & \$594.77; Pending Cemetery Fund Bills \$6,799.38; Pre-Paid Cemetery Bills \$442.30; Payrolls \$8,280.08 & \$7,723.46; Pending Road & Bridge Fund Bills \$8,545.29; Pre-Paid Road & Bridge Bills \$1,316.53; Payrolls \$15,974.21 & \$15,394.16; Road IMRF/FICA Payrolls of \$2,537.68 & \$2,434.73; Road & Bridge Insurance Bills of \$1,056.46.

Trustee Harney made the motion to approve the bills as audited with a second by Trustee Johnson. Trustee Ahrens asked why the Township was spending so much on food for the pantry? Supervisor Glees reviewed the pantry program. Trustee Schaffer asked if all the recipients had been approved for General Assistance and if the Supervisor had the documentation? Supervisor Glees replied that under the Governor’s Executive Order regarding the Shelter in Place directive, the paperwork was not required.

Trustee Schaffer asked what villages were being served? Supervisor Glees replied all except for Algonquin, Gilberts and Barrington Hills. Trustee Schaffer asked if the people call in for service. Supervisor Glees replied that they do. Trustee Johnson asked if they visit the office and Supervisor Glees explained that we do contactless delivery. Trustee Ahrens asked about a Facebook post that showed a member of the Highway Department working at the food pantry. Is it fair that they are being paid by the Highway Commissioner while working at the pantry? Counsel Asprooth stated it is if the Highway Commissioner approves.

Trustee Harney asked about the cost of a trail camera. Supervisor Glees explained the need for the camera.

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

Supervisor Report: Supervisor Glees noted that the Township is doing its’ due diligence to acquire and provide personnel with the appropriate Personal Protective Equipment (PPE) such as gloves, hand sanitizer and face masks. Some of the supplies are coming from the State, some from the County and some from local fire/police departments. She noted that she is part of weekly calls with local and state officials about the Covid-19 pandemic. It is very nice to see the improved communications between all levels of government.

She is also tracking the various Covid-19 response costs to the Township and the Governor’s statements regarding the submittal of these costs for potential reimbursements.

Trustee Ahrens asked about services for the homeless. What about using hotels? Supervisor Glees responded that the Township has used hotels in the past but in today’s situation, we would need a current id for the client and proof that they do not have the Covid-19 virus before a hotel would accept them. The Township is waiting on thermometers and there is currently no way to transport them as the police cannot do it. She is working with local restaurants and the food pantry to provide food.

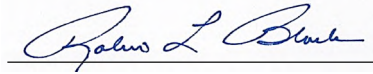
Budget Transfers: No Budget transfers were presented.

Executive Session:

Dundee Township Board of Trustees – Regular Meeting
April 15, 2020

The Board did not enter 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 9:345 pm.

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

Robert Block
Dundee Township Deputy Clerk