

Dundee Township Board of Trustees – Special Budget Meeting
March 3, 2021

Supervisor Glees called the Special Budget Meeting of the Dundee Township Board of Trustees to order at 7:10 PM at the Dundee Township Meeting Room, 611 East Main Street, Suite #201, East Dundee, IL. Supervisor Glees read the notice regarding the modifications to the IL Open Meetings Act as contained in SB 2135 which modified the procedures necessary to conduct a meeting via remote access. As required in the Act, the meeting will be video recorded, and the recording will be made available to the public via the Township's website.

Roll call: Supervisor Glees and Office Manager Block were in attendance at the Township office. Trustees Harney, Johnson, Schaffer, and Ahrens were participating in the meeting via remote access.

Trustee Johnson led the attendees in the Pledge of Allegiance.

Supervisor Glees read a prepared statement prior to continuing the meeting. The statement is included at the end of the minutes.

Agenda:

Trustee Johnson made a motion to approve the Agenda for the March 3, 2021 Board of Trustees Special Budget meeting as presented with a second by Trustee Harney. Supervisor Glees called the motion to approve the Agenda as presented and with a roll call vote Supervisor Glees, and Trustees Harney, Johnson, Ahrens, and Schaffer voted "aye"; the motion to approve the Agenda was approved.

Public Comments: Supervisor Glees opened the Public Comment period.

Mr. Chris Kempf of Algonquin Shores asked to reserve his comments until the end of the discussion on the budget.

No other comments were made, and Supervisor Glees closed the public comment period.

New Business: No items of new business were on the agenda for tonight's meeting.

OLD BUSINESS

Review, Discussion and Approval of the Budget for FY 2021-22:

The Board of Trustees resumed the review of the budgets.

Supervisor Glees opened the discussion by noting several proposed changes to version 3.5 of the Town Fund budget. The first change covered line 18 - the Covid Cares Act Relief Payments. The Township has recently received an additional contribution of \$37,000 which would change the proposed revenue for this line item to \$112,540.55. The second line-item correction is line 298 GA Salaries. The correct amount should be \$16,000 as was shown in version 3.0 of the budget.

Trustee Schaffer commented that Trustee Johnson had sent out a worksheet with approximately \$83,000 in surpluses. Are we proceeding with budgets that have overages and will the same policy be applied to the road district? The Board reviewed the potential expenditures versus revenues for each budget. Supervisor Glees reviewed Trustee Johnson's review and spreadsheet noting that the General Assistance and Cemetery funds are dedicated funds which are separate from the Town Fund and cannot be used to supplement the Town Fund. Supervisor Glees noted to Trustee Schaffer that the Town Fund will be potentially \$89,000 over budget, however, we would not use these funds unless we need to.

Trustee Schaffer commented the concern is still the areas of personnel expense and related cost increases. He also reviewed the Cemetery budget and the lack of sales in the Columbaria Garden and

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the need to set aside funds for future units. The Board also reviewed the use of funds from the Capital Fund as a short-term loan to the Town Fund to meet a cash flow problem during fiscal year 2020.

Trustee Johnson commented that he is very disappointed - the Department Managers had over a year to put together a balanced budget and they have not done so. He would request that the Department Managers reduce their budgets by 2.5% to get closer to a balanced budget. The Board reviewed various methodologies that could be used to reduce the new budget. The Board discussed taking the remaining Open Space salary out of the Town Fund and using the Open Space fund to pay the salaries. The concern was that this would jeopardize future projects for the Open Space department.

The Board discussed the timing for approving the draft budget and the preparation of the notice of the public hearing on the Fiscal Year 21-22 budget. The Board reviewed the Covid 19 Cares Act funding and how this affects the budget. Also discussed was a review of the Open Space funds.

Trustee Johnson stated that he still wants to see an additional \$40-\$50,000 reduction in the Town Fund budget. Supervisor Glees noted that narrowing the budget further may lead to the need to reopen the budget to cover any major expenses which may come up during the budget year.

Assessor Bielak and Supervisor Glees reviewed the impact of the Covid pandemic on commercial properties and the burden shift of property taxes to private property. They noted that commercial assessments are being reduced.

Trustee Harney proposed a reduction in the General Assistance budget reducing line item 316 - GA Flat Grant from \$75,000-\$50,000. She also suggested a reduction in line number 320 - EA Expense to \$20,000.

Trustee Johnson suggested a reduction in lines 65 and 66 which are the training and travel line items for the Town Fund. The Board briefly discussed these items and Supervisor Glees agreed to lower them to \$2,000 each.

The Board concluded their discussion on the Town Fund proposed budget. Trustee Harney made the motion to approve version 4.0 of the proposed budget for fiscal year 2021-22 for the general Town Fund as amended including the Supervisor's department, the Assessor's office, the Clerk's office, Open Space, General Assistance, and the Cemetery. The motion was seconded by Trustee Johnson.

Supervisor Glees called the motion to approve the version 4.0 of the proposed budget for fiscal year 2021-22 for the general Town Fund including the Supervisor's department, the Assessor's office, the Clerk's office, Open Space, General Assistance, and the Cemetery as amended and with a roll call vote Supervisor Glees, and Trustees Harney, Johnson, Ahrens, and Schaffer voted "aye"; the motion to approve version 4.0 of the proposed budget for Fiscal Year 2021-22 was approved.

The Board moved their discussion to the Road and Bridge budgets.

Supervisor Glees noted that she had met with Highway Commissioner Sinnett to review the Highway Department budget - she explained the proposed cuts and they went through the proposed changes line by line. The Board briefly reviewed the budget as shown in version 3.0.

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Supervisor Glees noted that Highway Commissioner Sinnett sent a new revised budget to the Board and herself today. Highway Commissioner Sinnett commented that the new version of the budget shows the dollars he believes are needed to provide current services to the residents of the Township.

Trustee Schaffer noted that in version 3 the Board had asked the Highway Commissioner to reduce his salaries by 33% - a figure which is certainly not doable in other departments. The new proposal from the Highway Commissioner shows an increase in salaries of approximately \$62,000. The new Highway Commissioner must not be hamstrung by giving them a budget which contains drastic cuts. Trustee Schaffer also noted that he was not in support of spending \$90,000 over revenue in this year's budget. Supervisor Glees asked if Trustee Schaffer was okay with the Highway Commissioner having a shortfall? Trustee Schaffer responded that is not acceptable and we cannot spend money we do not have. Highway Commissioner noted that he is still working on what would be the final numbers.

Trustee Harney noted that she would not support version 4 of the Road District budget and she believes it does need to get closer to the balanced budget as we cannot afford to continue to do deficit spending. Highway Commissioner Sinnett stated that he never approved or agreed to the budget numbers contained in version 3.

Trustee Johnson stated he was opposed to the deficit and was opposed to further discussion of budget version 4 due to the lateness of its presentation. Supervisor Glees asked Highway Commissioner Sinnett to review the recent changes in his personnel and Highway Commissioner Sinnett noted that one of his people had recently left, so he is now down to four people in the field.

The Board discussed potential cuts which could be made in the Road District budget. Trustee Harney noted her option would be to approve version 3 of the budget tonight and that the final budget needs to get to a figure which is no more than \$20-\$30,000 over revenue. Trustee Johnson stated he agreed and that he would not support the current budget. Trustee Schaffer commented that again we could make the reduction to make the deficit look better but drastic reductions may handcuff the New Highway Commissioner.

Supervisor Glees commented that in reviewing the Highway Department payroll, three employees showed over 60 hours of overtime in one pay period, and it appeared they started and went straight through for period of 26 hours. It was again noted that one employee had retired in December and one left this past week and questions were raised as to which services can be continued and which might be cut.

The Board concluded their discussion of the general Road and Bridge proposed budget for fiscal year 2021-22. Trustee Harney made the motion to approve the proposed budget version 3.5 for the Road and Bridge Department as amended with a second by Trustee Johnson. Supervisor Glees called the motion to approve the proposed budget version 3.5 for the Road and Bridge Department as amended and with a roll call vote Supervisor Glees, and Trustees Harney & Johnson voted "aye"; Trustees Ahrens and Schaffer voted "nay"; the motion to approve the proposed budget version 3.5 for the Road and Bridge Department as amended for fiscal year 2021-22 was approved.

The Board briefly discussed the Road and Bridge Building and Equipment Fund and its proposed budget for fiscal year 2021-22 version 3.5. At the conclusion of the discussion, Trustee Harney made the motion to approve the proposed budget version 3.5 for the Road and Bridge Building and Equipment Fund as

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amended with a second by Trustee Johnson. Supervisor Glees called the motion to approve the proposed budget version 3.5 for the Road and Bridge Road and Bridge Building and Equipment Fund as amended and with a roll call vote Supervisor Glees, and Trustees Harney, Johnson, Ahrens, and Schaffer voted “aye”; the motion to approve the proposed budget version 3.5 for the Road and Bridge Road and Bridge Building and Equipment Fund as amended for fiscal year 2021-22 was approved.

The Board next reviewed the Road and Bridge FICA and Medicare fund and the proposed budget version 3.5. At the conclusion of the discussion, Trustee Harney made the motion to approve the proposed budget version 3.5 for the Road and Bridge FICA and Medicare fund with a second by Trustee Johnson. Supervisor Glees called the motion to approve the proposed budget version 3.5 for the Road and Bridge FICA and Medicare fund and with a roll call vote Supervisor Glees, and Trustees Harney, Johnson, Ahrens, and Schaffer voted “aye”; the motion to approve the proposed budget version 3.5 for the Road and Bridge Road and Bridge FICA and Medicare fund for fiscal year 2021-22 was approved.

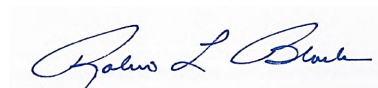
The Board next discussed the Road and Bridge Insurance fund and its proposed budget version 3.5 for fiscal year 2021-22. At the conclusion of the discussion, Trustee Johnson made the motion to approve the proposed budget version 3.5 for the Road and Bridge Insurance fund with a second by Trustee Schaffer. Supervisor Glees called the motion to approve the proposed budget version 3.5 for the Road and Bridge Insurance fund and with a roll call vote Supervisor Glees, and Trustees Harney, Johnson, Ahrens, and Schaffer voted “aye”; the motion to approve the proposed budget version 3.5 for the Road and Bridge Road and Bridge Insurance fund for fiscal year 2021-22 was approved.

Supervisor Glees then re-opened the public comment period and Chris Kempf of Algonquin Shores made the following comments: Mr. Kempf reiterated the need for the Board to fully speak their answers to questions. He noted that especially when speaking about the budgets just giving the line-item number does not help the public listening in on the telephone as they do not have the budget sheets in front of them. With regard to personnel issues in the Highway Department, he noted that the Department recently lost two employees who had a minimum of 10-years’ experience, and there will be a definite learning curve for any new staff members. He noted that when David Schultz is elected the new Highway Commissioner, he will need to replace the mechanic’s position.

The public comment period was closed.

Supervisor Glees established the following parameters for moving forward with the approval of the budget. The public hearing on the proposed Budget for Fiscal Year 2021-22 is scheduled for 6:30 PM on April 21, 2021. Any suggested changes to the budget will need to be into her no later than March 31st at the end of the day. The Trustees will get the final draft version of the budget on April 1st.

Supervisor Glees asked if there were any additional items that needed to be brought before the Board and hearing none, she asked for a motion to adjourn. Trustee Johnson made the motion to adjourn with a second by Trustee Ahrens. Upon roll call vote, Trustees Ahrens, Johnson, Schaffer, and Harney and Supervisor Glees all voted “aye” – motion carried, and the meeting was adjourned at 9:37 PM.



Robert Block

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Dundee Township Deputy Clerk

Statement made by Supervisor Trish Glee – March 3, 2021

Today, I was made aware by the Edgar County WatchDogs that T.G. Consultants cannot provide software licenses from Microsoft, Vipre Anti-Virus, and Cloud Back nor computer equipment from vendors such as Dell even though these transactions were made at a zero percent markup to the township. I have had the opportunity to talk with Mr. Kraft from the Edgar County WatchDogs who took the time to provide me with a full understanding of the situation. At no time, did I nor the Dundee Township Trustees or Clerk know these pass-through costs were a violation of Township Code.

As of 3:15 today, I have rectified the issue and have provided the software license vendors with a Township credit card so there will not be a loss of services. Also, all future hardware purchases will be made directly by the Township from the hardware vendor(s). The Dundee Township Trustees, Clerk and I intended only to provide cost savings for software licensing and computer hardware to the residents of Dundee Township.

I apologize to the residents of Dundee Township, for my failure of not knowing of the violation and I'm sorry for any potential increased cost for the direct purchases associated with software licenses and computer hardware due to the loss of discounts.

Trustees on your DRAFT Budget v3 you will see an increase of \$15,000.00 to line item 76 account # 01-50-2438-00 Other Professional Services. This line item has been changed to \$30,000.00 to cover the purchases of computer licenses in the next budget year.