

Aurora Township

Board of Trustees Meeting

Main Offices, 80 North Broadway

Aurora, IL.

Date: Thursday, May 26, 2016

Time: 4:00 P.M.

Minutes

- I. **Call To Order**
Pledge of Allegiance
Invocation
Roll Call and Establish Quorum

A meeting of the Aurora Township Board of Trustees was held at the Aurora Township office, 80 North Broadway, Aurora, IL, at 4 p.m. on Thursday, May 26, 2016. Notice was sent to all members of the Board as required by statute.

Aurora Township Supervisor Bill Catching called the meeting to order at 4:03 p.m. Supervisor Catching led the group in the Pledge of Allegiance. Trustee Hicks gave the invocation.

Aurora Township Clerk, Jason Owens, called the roll with the following Board of Trustees members present: Bill Catching – Supervisor; Trustees: Dolores Hicks, David Moore. Excused Absent: Juan Reyna, Juanita Wells.

Clerk Jason Owens – Present.

Assessor Davis Offutt – Present.

Highway Commissioner John Shoemaker – Present.

Staff and Public present – see attached.

- II. Motion to approve the minutes of the regular Board meeting held on May 12, 2016 made by Supervisor Catching, seconded by Trustee Hicks. Motion carried by unanimous voice vote.

III. Approval and/or Audit of Township and Road District Bills.

- a. Motion made by Supervisor Catching and seconded by Trustee Moore to approve the Town Fund bills in the amount of **\$107,454.57**. Motion passed by unanimous voice vote.
- b. Motion made by Supervisor Catching and seconded by Trustee Hicks to approve the Road & Bridge Fund bills in the amount of **\$8,315.25**. Motion passed by unanimous voice vote.
- c. Motion made by Supervisor Catching and seconded by Trustee Moore to approve the General Assistance Fund bills in the amount of **\$2,547.12**. Motion passed by unanimous voice vote.
- d. Motion made by Supervisor Catching and seconded by Trustee Hicks to approve the combined IMRF and Road & Bridge IMRF Funds bills in the amount of **\$11,456.25**. Motion passed by unanimous voice vote.
- e. Motion made by Supervisor Catching and seconded by Trustee Moore to approve the combined Social Security and Road & Bridge Social Security bills in the amount of **\$5,306.79**. Motion passed by unanimous voice vote.
- f. Motion made by Supervisor Catching and seconded by Trustee Hicks to approve the Mental Health Fund bills in the amount of **\$70,165.79**. Motion passed by unanimous voice vote.
- g. Motion made by Supervisor Catching and seconded by Trustee Moore to approve the Liability Insurance Fund bills in the amount of **\$21,247.00**. Motion passed by unanimous voice vote.

IV. Reports

- a. **Assessor's Report** – Report attached. Summary: Assessor Offutt reported that they have revalued approximately 94.56% of Aurora Township.
- b. **Highway Commissioner's Report** – John Shoemaker. Summary: Commissioner Shoemaker said the resurfacing program should begin right after Memorial Day. Drainage work was completed on Eastern Avenue and Shoemaker was able to video the after-effects of the rains on Wednesday, May 25, to see the work addressing the problem. Shoemaker reported that the Highway Department is prepared and ready to move into their summer programs.
- c. **Supervisor's Report** – Bill Catching. Summary: Supervisor Catching reported he spoke with City of Aurora Mayor Tom Weisner regarding the senior snow plowing program and hopes this conversation will move the approval of the program along. Catching also reported the actual migration to the new server will take place on Wednesday, June 1.
- d. **Code Enforcement Officer's Report** – Supervisor Catching. Report attached.
- e. **General Assistance Manager's Report** – Suely Cabral. Report attached. Summary: Ms. Cabral reported that thirteen clients were re-approved for financial assistance, three new clients added and two clients terminated. Ms. Cabral also reported five rental

assistance clients for April and that the Township had been reimbursed by Social Security for one GA client who had been approved for benefits. Ms. Cabral mentioned that the minutes for the April meetings for Senior Services and TRIAD were included in the Trustees packets. Ms. Cabral thanked Trustee Wells for assisting during the Latina Health Fair on April 16. Finally, Ms. Cabral mentioned that the annual meeting for the Northeastern IL Area Agency on Ageing was held on April 8, 2016.

- f. **April Financial Statement Report** – Patricia Richardson. Ms. Richardson reported that the Township was a little light on income in April as expected, but will make it up in May and June. She said that the first tax distribution arrived last week, which enabled her to make the Mental Health Board fund payment, and she hopes the next, larger distribution will come in the next week or two. Ms. Richardson mentioned that the insurance provider for the Township alerted her that premiums are likely to go up close to 22% over last year. This increase will require several line items to be defunded as that level of increase was not anticipated. Ms. Richardson also said she will be investigating coverage options with other carriers.

V. Unfinished Business

None.

VI. New Business

- a. **Resolution 2016-15 Authorizing the Township Supervisor to Dispose of Surplus Property.** Supervisor Catching explained that the property in question is an old 1990 International Series 3000 bus that has been offered for sale by bid twice in the past and received no bids. The legal advertisement fees have totaled \$250.64 to this point. Catching discussed alternative sale options with the Township Attorney and it was suggested to make a resolution rather than list the bus again. After the last bid deadline, Supervisor Catching was offered \$150.00 by Kyle Martin of the Fox Valley Christian Action (formerly known as Riverwoods Camp) for the bus. Catching said that we've helped this group out with transportation before. Ms. Richardson reported that the Youth Center still uses the bus, so it may not be the best time to sell the vehicle. She also reminded the Board that the line item for vehicles would be one of the first and easiest cuts to make if the 22% increase in insurance premiums comes to pass. Supervisor Catching agreed and said that passing the resolution simply gives him the authorization to sell the bus, but doesn't make it a requirement to do so now.

Motion made by Supervisor Catching and seconded by Trustee Moore to approve Resolution 2016-15 Authorizing the Township Supervisor to Dispose of Surplus Property. Motion passed by unanimous voice vote.

- b. **Review and Adoption of Aurora Township Employee Handbook dated June 1, 2016.** Human Resources Director Laurie Stone reported that there was only one major change to the handbook (aside from adding and updating several policies to account for new technologies) – employees will no longer be able to accrue more than 30 days of sick time. Ms. Stone mentioned that the previous policy limit was 120 days and that current employees will be allowed to keep any banked sick time above the new 30 day limit, but will not accrue any additional sick time until their banked sick time falls below 30 days. Supervisor Catching also mentioned that a change was made to the employee appeal process and the Board’s involvement in that process. Currently, the Board is involved in many of the appeal steps. The updated policy reserves the Board’s involvement in employee appeals only after a written appeal has been presented to the supervisor (Step 5), which effectively makes the Board review the last level of the appeal process. Supervisor Catching also mentioned that a “whistleblower” policy was included in the updated handbook. Trustee Moore asked Ms. Stone if the performance evaluation forms were updated and available in written form. Ms. Stone said that they were and that the evaluation process will expand from a single, annual review to an ongoing process that will allow more frequent and immediate feedback to the employees. These meetings will then be incorporated into the annual review. Supervisor Catching thanked Ms. Stone and Ms. Richardson for their efforts to revise the handbook. Ms. Stone reminded the Board that an attorney specializing in employment law had approved the handbook.

Motion made by Supervisor Catching and seconded by Trustee Hicks to Adopt the Aurora Township Employee Handbook dated June 1, 2016. Motion passed by unanimous voice vote.

- c. **Resolution 2016-16 Declaration of Surplus Township Vehicle.** Supervisor Catching explained that the 2000 Dodge Stratus SE being declared surplus with this motion needs \$650.00 in repairs and is likely only worth \$100. Ms. Richardson said that the Youth Center is still deciding what vehicle will replace this one in their fleet.

Motion made by Supervisor Catching and seconded by Trustee Hicks to approve Resolution 2016-16 Declaration of Surplus Township Vehicle. Motion passed by unanimous voice vote.

VII. Board Member Comments

None.

VIII. Public Comments

None.

IX. Announcements

- a. Public Hearing on Township Budget and Road District Budget, Thursday, June 9, 2016 beginning at 3:30 p.m. at the Aurora Township Office, 80 N. Broadway, Aurora, IL.
- b. Tickets are available for The Foundation for Aurora Township Senior and Youth Services 5B's BBQ Dinner, Monday, June 20, 2016 from 4:30 p.m. to 7:00 p.m.
- c. Highway Department will be participating at the Vets Week Picnic and Concert activities at Cool Acres (500 Clearwater Drive, Aurora) and the Fun Run, Walk, Woof and Roll 5K event at Phillips Park (1000 Ray Moses Drive, Aurora).
- d. Township will have transportation available to and from the Memorial Day Parade, as well as have one of the new buses riding in the parade on Monday, May 30. Any Township employees or Trustees that are interesting in riding along are welcome.
- e. Supervisor Catching will be participating in the Senior and Paratransit Panel Discussion hosted by Congressman Bill Foster on June 6, 2016 at the Santori Public Library (Room 224, 101 South River Street, Aurora) from 6:00 p.m. and 7:30 p.m. Supervisor Catching will also be a panelist at the Northern Illinois Newspaper Association's Tales from the Trail event on June 16, 2016 held at the NIU Campus Life Building (Corner of Lucinda Ave and Normal Rd, DeKalb, IL) from 9:00 a.m. to 12:00 p.m.

- X. Adjournment** – Motion for adjournment made by Supervisor Catching and seconded by Trustee Moore. Motion passed by unanimous voice vote at 4:25 p.m.

Next meeting is scheduled for Thursday, June 9, 2016 at 4:00 p.m. at Aurora Township Office, 80 N. Broadway, Aurora, IL.

Respectfully submitted,


Jason Owens
Aurora Township Clerk

**AURORA TOWNSHIP
BOARD OF TRUSTEES' MEETING
ATTENDANCE - SIGN-IN**

DATE: May 26, 2016

Name	Organization	Address	Phone or E-mail address
Constance Anderson	-	30 Voluntary Drive	630-554-4393
Patricia Richardson	AT Staff		