

STATE OF ILLINOIS)  
COUNTY OF KANE) SS  
TOWN OF AURORA)

**MINUTES OF October 28, 2010**

**I. CALL TO ORDER / ROLL CALL**

A meeting of the Aurora Township Board of Trustees was held at the Aurora Township office, 80 North Broadway, Aurora, Illinois at 4:00 p.m. on Thursday, October 28, 2010. Notice was sent to all members of the Board as required by statute.

Aurora Township Supervisor Christina Campos called the meeting to order. Supervisor Campos led the group in the Pledge of Allegiance.

Aurora Township Clerk, Herbert Hill was absent. A motion was made by David Moore and seconded by Bill Catching that Suely Ann Cabral be appointed Clerk Pro-tem.

The motion carried. (voice vote)

Suely Cabral did the roll call with the following members present: Bill Catching, Dolores Hicks, Christina Campos, and David Moore. Highway Commissioner, John Shoemaker and Trustee, Monica Silva were not present.

**Public Present:** please see attachment.

**I. APPROVAL OF MINUTES OF THE BOARD OF TRUSTEES MEETING OF October 14, 2010**

A motion to approve the Minutes of the regular meeting held on Thursday October 14, 2010, was made by David Moore with a second by Dolores Hicks provided that the following corrections are made under the Clerk category; page 3 line 4 "and" should be replaced with "and", page 2 Section IV, Paragraph 4, law enforcement should be systematic.

Also to add in Announcements:

4. Supervisor Campos went to Golden Kiwanis to do a presentation on Ride In Kane and on the program services.

Motion carried. (voice vote)

Supervisor Campos said that Highway Commissioner John Shoemaker and Clerk Herbert Hill will not be here today.

**III. APPROVAL AND / OR AUDIT OF TOWNSHIP AND ROAD AND BRIDGE BILLS**

A motion to approve the Town Bills in the amount of \$59,365.29 was made by Dolores Hicks with a second by David Moore.

Motion carried. (voice vote)

A motion to audit the Road and Bridge bills in the amount of \$49,333.15 was made by Dolores Hicks and seconded by David Moore.  
Motion carried. (voice vote)

A motion to audit the General Assistance bills in the amount of \$7,215.18 was made by David Moore and seconded by Dolores Hicks. Motion carried.  
(voice vote)

A motion to audit the Mental Health Fund bills in the amount of \$152,928.71 was made by Dolores Hicks and seconded by David Moore. Motion carried.  
(voice vote)

A combined motion to approve the IMRF bill in the amount of \$6,062.38 and the R&B IMRF bill in the amount of \$1,180.86 was made by David Moore and seconded by Dolores Hicks.  
Motion carried. (voice vote)

A combined motion to approve the Social Security bill in the amount of \$4,464.08 and the Road & Bridge Social Security bill in the amount of \$866.87 was made by Dolores Hicks and seconded by David Moore.  
Motion carried. (voice vote)

#### IV. **REPORTS**

##### **1. Assessor Report: Davis Offutt**

Mr. Offutt submitted a written report. Please see attachments. He said that the equalization factor is 1.018 %. As of November 1<sup>st</sup> notices will be mailed out. Residents have 30 days to appeal. They will be published in the Beacon News on November 5, 2010.

##### **2. Highway Commissioner, John Shoemaker**

A written report was submitted by the Highway Commissioner, Shoemaker.

##### **3. Supervisor's Report, Christina Campos**

GA continues to be very busy with clients.

The workshops at the Youth Center were very successful. We will host 2 GA workshops for clients in December. We will provide the transportation.

Ride in Kane program averaged 50 new clients who registered during the month of September. The program did not have any procedures in place to handle the money collected in this program prior to when Supervisor Campos took office in May of 2009. The procedures she put in place include the following:

The drivers come into the office once a week to count the money collected. The Ride In Kane dispatchers have the keys needed to remove the box from the vehicles. These keys are kept in a locked cabinet in the Township office. The driver is given the key to remove the box from the vehicle, and the box is immediately brought into the township building. Another key is needed to open the boxes which are opened in the presence of two staff members and the driver.

All money is also counted at that time. The amount of money collected is documented in a manual ledger and initialed by the driver, RIK dispatcher and the staff member. The dispatcher calculates the total cash collected and provides the calculator tape along with the cash to the comptroller. The comptroller initials the manual ledger after receiving the cash. All cash is deposited at the bank at a minimum of once a week. All money is kept in a locked drawer at all times until it is deposited. Prior to the May 2009, the money was not kept locked and money was turned over to the comptroller on a sporadic basis. All Ride in Kane deposits are made into the Town Fund. A copy of the bank deposit receipt is given to the dispatcher for confirmation that the funds were deposited accurately. These new procedures have significantly improved the controls over cash handling in the Township offices.

The Township hosted a seminar on Breast Cancer Awareness at the Aurora Township Youth Center on October 18<sup>th</sup> and 19<sup>th</sup>. The seminar was very successful with the partnership we had with Rush-Copley Medical Center. We received positive feedback from the ladies who attended, and Aurora Township will continue to provide educational awareness classes on other topics for the community in the future.

On October 23<sup>rd</sup> we hosted a recognition breakfast for the partner organizations who supported our summer youth sports camps. We served 500 students at soccer and 100 at football camps. We want to continue the collaborations. Thank you to Trustee Moore for attending the awards breakfast. Mr. Moore said the students who spoke at the awards breakfast were most impressive. He was able to meet the coaches and said that the coaches are very involved with the kids, involved with mentoring, life skills to mentor children. He felt that it was very positive and very organized. Vicki and Howard were there. Overall, it was a very good program. A five minute video was shown for those in attendance.

Supervisor Campos welcomed Sheriff Pat Perez. Sheriff Perez gave an update as it relates to Aurora Township. He said they put a halt to a Vice-Lord on Exposition Drive who was recruiting members. The rented a U-Haul and the entire SWAT Team ascended on the neighborhood. The landlord took care of the eviction process.

Currently they are working on another project city wide. He was not able to divulge the information at this time. They are working with city police pulling a lot of people together. He said he thinks that everyone will be pleased in the end. The township has been very quiet.

Susan Deuchler is in training. Another Deputy will be retiring in November. Hopefully through attrition a few more people are retiring in the future. He said that they are looking to consolidate work and to provide safety without increasing cost. He said that if Lt. Williams can't make it to the Aurora Township Board meetings he will send someone else.

Every other month they host the neighborhood meeting at their office. Lt. Williams will issue a newsletter to neighborhood watch groups.

The Northeast neighborhood watch group has one of the best neighborhood groups in the county. They really care. If they see something out of order they call.

V. **Old Business**

Supervisor Campos said regarding the gentleman that came in to share his concerns at the previous board meeting; Supervisor Campos and Code Enforcement Officer Hector Benavides went to check on the following day (Friday). Pictures were taken and two of the addresses were already cleaned up. 1521 Woodland Drive was served a certified letter. The property owners said that they would clean it up by the deadline.

Supervisor Campos also shared a letter of thanks recognizing Code Enforcement Officer Hector Benavides for a job well done. Recent pictures of the properties were passed around for the board members to view. Trustee Catching said that some of the debris is still in the picture at 1470 Church Road and asked if a citation was issued. Supervisor Campos said, no, it is hard to get too close to the houses but that they will follow up with it. The Nuisance Ordinance is very clear as to what is covered for violations.

VI. **New Business**

Supervisor Campos said that the Trustees received a letter regarding additional vehicle insurance coverage for business travel when using your own vehicle. Assessor Offutt had some concerns and wanted to continue the discussion on this issue. It affects his staff. If a staff member uses his vehicle for business, they should carry additional coverage for business use. If an accident were to occur, their insurance is primary and then TOIRMA would cover secondary. All agreed that it is a difficult call financially. It was going to be an additional \$900.00. Assessor Offutt has his own line items. We have about 14 staff members that drive their own personal vehicle to attend to township business.

Attorney Trinta addressed the board and those in attendance; he said that there are three options.

1. Reimbursement for having additional coverage. Concern; the possibility from the plaintiffs side especially if it is for business, you see our logo on the vehicle. If asked in court what were you doing when the accident happened, if while at work, the employer may be implicated. It is a matter of requiring that the employees carry insurance coverage.
2. Or provide vehicles for them.  
Carry proof and to require that every single person brings you proof of insurance. Depending on how they pay it, it could be every 6 months vs.

monthly. We would need to make sure that the township is not over reimbursing.

3. Release and Indemnification

Drafting some sort of release to make sure that the township indemnified releasing the township. Keep in mind that if an employee signs off on the release, it can be over turned by a judge. Attorney Trina suggested that employees check with their insurance coverage beginning with high users.

Supervisor Campos said the biggest concern is with the Assessor's office because they are out in the field every week.

Trustee Catching said that for some employees an additional \$240.00 a year is not affordable.

Trustee Moore said that we would have to look at bearing the brunt on approving this. It is obviously a concern that has to be addressed. Short term it is probably cheaper to reimburse. More research will be done.

#### **IV. PUBLIC COMMENT**

Ms. Peggy Hicks addressed the board regarding the following 3 items.

Ms. Hicks said that she is here today as a citizen and requested a copy of the annual operating budget. She had some questions regarding Ride In Kane (RIK) and the money that comes in should be in your report, current and year to date. You should have a spread sheet and not doing excessive spending. Accounting and transparency should be reflected.

Ms. Hicks said that when presenting your report you should have the number of General Assistance (GA) clients that are being served. How much money is coming in from RIK? Those are the kinds of questions that you should have the answers for.

Regarding GA, how many clients do you actually see? What is required of the client?

Suely Ann Cabral gave a brief description of what is required of the GA clients. Howard Katz was also present and gave additional information regarding the GA program.

Ms. Hicks asked if we will have our accountant attend meetings to answer questions.

Ms. Hicks commended the board and said that they are doing a good job.

Following Ms. Hicks comments and questions, Supervisor Campos suggested that Ms. Hicks fill out a FOIA request and submit it to the Township office.

#### **VII. ANNOUNCEMENTS**

Trustee Hicks, Supervisor Campos and Vicki Marques will attend the Townships id Illinois National Conference on Nov. 7-9, 2010 so that she can be able to attend the Trustees session.

Trustee Hicks made a request to change the board meeting of November 9, 2010 to Wednesday November 10, 2010. Supervisor Campos said that the schedule of meetings was approved one year in advance by the board.

A motion to move the meeting of November 9, 2010 to November 10, 2010 was made by Trustee Catching with a second by Trustee Moore.  
Motion carried. (voice vote)

November 23, 2010 will be the second meeting for the month of November 2010.

VIII. ADJOURNMENT

A motion to adjourn this meeting was made by Trustee Hicks with a second by Trustee, Moore. The meeting was adjourned at 5:30 p.m.  
Motion carried. (voice vote)

Respectfully submitted,

Suely Ann Cabral  
**Clerk Pro-Tem**