

**Aurora Township**

**Board of Trustees Meeting**

**Main Offices, 80 North Broadway**

**Aurora, IL.**

**Date: Thursday, December 22, 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, December 22, 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 4:00 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, Juan Reyna, Juanita Wells.

Clerk Jason Owens – Present.

Assessor Davis Offutt – Excused Absence.

Highway Commissioner John Shoemaker – Present.

Staff and Public present – see attached.

- II. Motion to approve the amended minutes of the regular Board meeting held on December 8, 2016 made by Supervisor Catching, seconded by Trustee Reyna. 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 Hicks to approve the Town Fund bills in the amount of **\$45,453.36**. Motion passed by unanimous voice vote.
- b. Motion made by Supervisor Catching and seconded by Trustee Moore to approve the Road & Bridge Fund bills in the amount of **\$21,076.83**. Motion passed by unanimous voice vote.
- c. Motion made by Supervisor Catching and seconded by Trustee Wells to approve the General Assistance Fund bills in the amount of **\$7,739.02**. Motion passed by unanimous voice vote.
- d. Motion made by Supervisor Catching and seconded by Trustee Reyna to approve the Equipment & Building Fund bills in the amount of **\$2,388.33**. Motion passed by unanimous voice vote.
- e. 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 **\$12,973.53**. Motion passed by unanimous voice vote.
- f. 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 **\$6,062.07**. Motion passed by unanimous voice vote.

### IV. Reports

- a. **Assessor's Report** – Written Report. Summary: All December Board of Review cases are complete. The January hearings will run January 3 through January 11, 2017.
- b. **Highway Commissioner's Report** – John Shoemaker. Summary: Shoemaker reported that weekend snow events cause accrual of a significant amount of double overtime for the drivers. He said he'd have to watch how the overtime accrues over the winter to stay on budget. Shoemaker also reported that he had been working with KDOT to audit the speed limit signs in the unincorporated areas to make sure the signage is consistent. Supervisor Catching complimented the ATHD on their handling of the snow.
- c. **Supervisor's Report** – Bill Catching. Summary: Supervisor Catching reported that the Senior Services Associates' Holiday dinner at the 3<sup>rd</sup> Ward Club was a success with over 350 meals served to seniors, 300 of which were delivered by volunteers. Catching said that Tom Smith, board president of Senior Services Associates, felt it was important to advertise SSA's programs more and to reach out to younger seniors who may not want free meals, which will help get the word out to more seniors in need. Catching also reported that the Aurora Township was recognized for its work with seniors at the Senior Services Associates Holiday party.
- d. **Code Enforcement Officer's Report** – Written. Summary: Normal activities.
- e. **General Assistance Manager's Report** – Suely Cabral. Summary: Ms. Cabral reported that 19 clients were re-approved for financial assistance, 4 clients were added and 1 client was terminated. Ms. Cabral also reported that 3 applicants were approved for

rental assistance under the Emergency Assistance Program. Ms. Cabral asked for suggestions for speakers at the monthly TRIAD meetings. Trustee Hicks recommended Susan Hines from Copley to speak about support groups available to seniors. Ms. Cabral thanked Highway Commissioner Shoemaker and the ATHD for sponsoring the chicken served at the November 18 senior lunch and bingo event.

- f. **Ride In Kane Manager's Report** – Melissa Wilmot. Summary: Ms. Wilmot reported that several drivers have been out with injuries, which increases the usage of back-up drivers. Ms. Wilmot thanked all of the drivers for picking up the slack. Ms. Wilmot also said that new employee Gloria Yepiz is working out great and is learning quickly.
- g. **Presentation of November Financial Statements** – Patricia Richardson. Summary: Ms. Richardson reported that she made the "true up" payments to IMRF for both the Road District (\$24,000) and the Town Fund (\$80,000). Ms. Richardson said everything else is coming along smoothly and she is focusing on next year's budget as well as the levy and 2016 W2s.

#### V. Unfinished Business

- a. **Resolution 2016-29 Intergovernmental Agreement with Aurora Township Road District for 2017 Senior Mowing Services.**

Motion made by Supervisor Catching and seconded by Trustee Moore to table Resolution 2016-29.

Discussion: Supervisor Catching advised the Board that he and Commissioner Shoemaker had been unable to meet to discuss the parameters of the IGA prior to the meeting and asked that the consideration of the resolution be tabled until a future meeting.

Clerk Owens called the roll with the following Board of Trustees members voting "Yes": Supervisor Bill Catching, Trustee Dolores Hicks, Trustee David Moore, Trustee Juan Reyna and Trustee Juanita Wells. Motion passed by unanimous voice vote.

- b. **Ordinance 2016-30 Aurora Township Tax Levy 2016.**

Motion made by Supervisor Catching and seconded by Trustee Hicks to approve Ordinance 2016-31 Aurora Township Road District Tax Levy 2016.

Supervisor Catching reported to the Board that the tax levy was on display for public inspection for the statutorily required 20 days and no objections were made. Catching pointed out that the Illinois legislature will likely enact a property tax freeze. The only increases present in the levy are represented by the added value of new construction.

Clerk Owens called the roll with the following Board of Trustees members voting "Yes": Supervisor Bill Catching, Trustee Dolores Hicks, Trustee David Moore, Trustee Juan Reyna and Trustee Juanita Wells. Motion passed by unanimous voice vote.

**VI. New Business**

**a. Resolution 2016-37 Tentative Budget and Appropriation Ordinance – Town Funds for Fiscal Year 2017-2018.**

Motion made by Supervisor Catching and seconded by Trustee Hicks to approve Resolution 2016-37 which presents a tentative Budget and Appropriation Ordinance for Town Funds for the Fiscal Year 2017-2018.

Discussion: Supervisor Catching advised the Board the Town Fund appropriations are remaining flat, but that General Assistance expenses are increasing. Catching also pointed out that the budget has a line item to cover an estimated \$80,000 roof repair for the main building.

Clerk Owens called the roll with the following Board of Trustees members voting "Yes": Supervisor Bill Catching, Trustee Dolores Hicks, Trustee David Moore, Trustee Juan Reyna and Trustee Juanita Wells. Motion passed by unanimous voice vote.

**b. Ordinance 2016-38 Reimbursement of all Travel, Meal and Lodging Expenses of Officers and Employees in the Township of Aurora, Illinois.**

Motion made by Supervisor Catching and seconded by Trustee Wells to approve Resolution 2016-38 a revised policy for Reimbursement of all Travel, Meal and Lodging Expenses of Officers and Employees in the Township of Aurora, Illinois.

Discussion: Supervisor Catching reported to the Board that the ordinance is a response to a new state law which requires additional oversight for travel expenses. Catching said that the state law was in response to recent public employee expense report scandals. Catching also reported that Resolution 2016-38 was adapted from a model resolution provided by Township Officials of Illinois. Chief of Staff Richardson reported that all Board travel expenses are to be approved by roll call vote. Ms. Richardson also reported that no entertainment expenses could be covered, as well as no first class airfare, no spousal travel reimbursement and no reimbursement for alcohol. An updated expense report form was also presented.

Clerk Owens called the roll with the following Board of Trustees members voting "Yes": Supervisor Bill Catching, Trustee Dolores Hicks, Trustee David Moore, Trustee Juan Reyna and Trustee Juanita Wells. Motion passed by unanimous voice vote.

**c. Resolution 2016-39 Aurora Township Board of Trustees 2017 Meeting Schedule**

Motion made by Supervisor Catching and seconded by Trustee Reyna to approve Resolution 2016-39 setting the Aurora Township Board of Trustees 2017 Meeting Schedule.

Discussion: Supervisor Catching advised the Board that the schedule presented is the standard meeting schedule.

Clerk Owens called the roll with the following Board of Trustees members voting "Yes": Supervisor Bill Catching, Trustee Dolores Hicks, Trustee David Moore, Trustee Juan Reyna and Trustee Juanita Wells. Motion passed by unanimous voice vote.

**d. Approval of 2017 Holiday Schedule**

Motion made by Supervisor Catching and seconded by Trustee Moore to approve the 2017 Holiday Schedule.

Discussion: Supervisor Catching advised the Board that the schedule as presented matches the holiday schedule of Kane County.

Clerk Owens called the roll with the following Board of Trustees members voting "Yes": Supervisor Bill Catching, Trustee Dolores Hicks, Trustee David Moore, Trustee Juan Reyna and Trustee Juanita Wells. Motion passed by unanimous voice vote.

**e. Approval of Amendment to Aurora Township Employee Handbook – Pregnancy Policies and Procedures**

Motion made by Supervisor Catching and seconded by Trustee Hicks to approve the Amendment to Aurora Township Employee Handbook – Pregnancy Policies and Procedures.

Discussion: Supervisor Catching advised the Board that the amendment presented will clean up language in the handbook to conform with new information received by Laurie Stone, HR Coordinator, at a recent seminar.

Clerk Owens called the roll with the following Board of Trustees members voting "Yes": Supervisor Bill Catching, Trustee Dolores Hicks, Trustee David Moore, Trustee Juan Reyna and Trustee Juanita Wells. Motion passed by unanimous voice vote.

**VII. Board Member Comments**

Trustee Wells wished everyone a Merry Christmas and Happy New Year.

Trustee Moore reported that he attended a "Stop the Stigma of Suicide" meeting offered by the Kane County Sheriff's office. Trustee Moore said the meeting included presentations by parents who had suffered losses due to suicide. He also suggested that the Township keep their information available as they offer free counseling for those in need.

**VIII. Public Comments**

**Virginia Sierra** - Ms. Sierra offered her thanks to the Board for allowing her to have her birthday party at the Township Senior Center.

**Patricia Richardson** – Chief of Staff Richardson wished Trustee Hicks an early "Happy Birthday!"

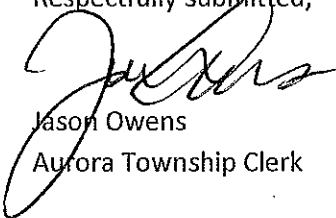
**IX. Announcements**

Kwanzaa Celebration will be held at the Prisco Community Center on December 26<sup>th</sup> from 5 p.m. to 8 p.m.

**X. Adjournment** – Motion for adjournment made by Supervisor Catching and seconded by Trustee Reyna. Motion passed by unanimous voice vote at 4:38 p.m.

**Next regular Board meeting is scheduled for Thursday, January 12, 2017 at 4:00 p.m. at Aurora Township Office, 80 N. Broadway, Aurora, IL.**

Respectfully submitted,



Jason Owens  
Aurora Township Clerk