

**AURORA TOWNSHIP**  
**BOARD OF TRUSTEES MEETING**  
**MAIN OFFICES: 80 N. BROADWAY**  
**AURORA, ILLINOIS**

**Date: APRIL 26, 2012**

**Time: 4:00 p.m.**

**MINUTES**

**I. CALL TO ORDER**

PLEDGE OF ALLEGENCE

ROLL CALL AND ESTABLISH QUORUM:

A meeting of the Aurora Township Board of Trustees was held at the Aurora Township Main Office, 80 N. Broadway, Aurora, Illinois at 5:00 p.m. on Tuesday, April 26, 2012. 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 Pro Tem Patty Richardson called the roll with the following Board of Trustees members present: Bill Catching, Delores Hicks, Christina Campos, David Moore and Mark Semmler.

**Public Present:** Please see attached.

**II. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF March 22, 2012.**

A motion to approve the Minutes of the **regular meeting** held on Thursday **April 10, 2012** was made by Bill Catching and seconded by Delores Hicks. Motion carried, subject to amendment.  
(Voice Vote)

A motion was made by David Moore and seconded by Bill Catching to amend the existing agenda to add personnel issues. Motion carried.  
(Voice vote).

Clerk Hill replaced Clerk Pro Tem Patty Richardson.

### III. APPROVAL AND/OR AUDIT OF TOWNSHIP AND ROAD DISTRICT BILLS

A motion to approve **the Town Bills** in the amount of \$57, 286.07 was made by Delores Hicks with a second by Bill Catching. Motion carried. (Voice Vote)

A motion to exclude Exxon Mobile invoice (hold for next meeting) was made by David Moore and seconded by Bill Catching. (Voice vote)

A motion to approve the **Road and Bridge Bills** in the amount of \$11, 91.04 was made by David Moore with a second by Bill Catching. Motion carried. (Voice Vote)

A motion to approve the **General Assistance Bills** in the amount of \$5, 506.32 was made by David Moore with a second by Delores Hicks. Motion carried. (Voice Vote)

A motion to approve **the COMBINED IMRF BILL** and the **R&B IMRF Bill** in the amount of \$9, 895.88 was made by Christina Campos and seconded by David Moore. Motion carried. (Voice Vote)

A motion to approve **the COMBINED SOCIAL SECURITY BILL** and the **ROAD & BRIDGE SOCIAL SECURITY Bill** in the amount of \$5,673.98 was made by Delores Hicks and seconded by Bill Catching. Motion carried. (Voice Vote)

### IV. REPORTS

#### 1. Assessor's Report

Mr. Offutt submitted a written report. Please see attachment.

#### 2. Highway Commissioner's Report

Mr. Shoemaker reported that that "Brush pick up" was under way assisting 300 homes. Three days.

Roads go to bid on May1, 2012. Gambling on gas dropping.

3. **Code Enforcement.**

See written report as of 3/22/2012.

Mr. Moore stated that "grass cutting" was good, and that manpower should be up to par next week.

Mr. Moore also expressed that he visited the garage at 760 Prairie and noted the storage area. Questioned adequate spacing.

Hector Benavidez explained.

4. **Human Resources Coordinator's Report**

Working on 21-25 open positions.

Developing hiring procedures.

Obtained new company for background screening.

Meeting is scheduled to discuss employee health benefits.

Up dating job descriptions as we go along.

Mr. Moore asked for an explanation of minimum wage scale. Explained at \$8.25 per hr. Only a couple of summer jobs are expected.

Mr. Moore also asked if personnel evaluations are in place. H.R. explained that those (evaluation / performance forms) are to come.

Mr. Moore offered his assistance if needed or necessary.

Clerk Hill was excused for personal matters. Ms. Patty Richardson was appointed Clerk Pro Tem.

5. **UNFINISHED BUSINESS**

None

**NEW BUSINESS**

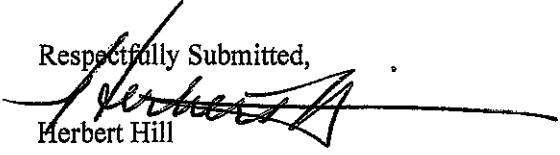
**PUBLIC COMMENTS**

**ANNOUNCEMENTS**

**ADJOURNMENT / EXECUTIVE SESSION**

VII. NEXT MEETING THURSDAY, May 10, 2012 at 5:00 p.m., at the Aurora Township Offices.

Respectfully Submitted,

  
Herbert Hill

Aurora Township Clerk

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VII. Reports

E. Supervisor's Report

Supervisor Campos distributed copies of the March 2012 General Assistance Reports to Board Members.

The Ride In Kane program has had an average of 90 riders per day and 70 new registrations this month.

Aurora Township participated in the Kiwanis' One Day River Clean-up which was held on Saturday, April 21<sup>st</sup>.

The Township hosted the TRIAD Car Care Clinic at the youth center. This was the first time this event was held and turnout was low.

The April Community Outreach Program was "From Stress to Success", and there were about 10 attendees at the event on April 19<sup>th</sup> at the youth center. Tonight is the second presentation of this program which will be in Spanish.

Supervisor Campos gave a presentation on the Ride In Kane program at the Golden K Club meeting last week.

The Township hosted the April Women in Government luncheon with 10 to 15 women in attendance including Trustee Hicks.

Supervisor Campos extended a thank you to Trustee Moore for his participation in the budget workshops with the Comptroller and Department Managers. The 2012-2013 budget will be presented to the Board for approval in May.

Supervisor Campos presented a Hiring Request Form for a new part-time position for an Accounting Assistant. Discussion followed with Trustee Hicks stating that she does not support the addition of this position. Trustee Semmler stated that the hiring request shows an hourly rate of \$18 for approximately 20 hours per week for a salary of \$22,500 per year. The discussion was tabled until the next board meeting so that

additional justification for this position can be compiled. The Hiring Request will need to be included on the meeting agenda before any action to be taken.

F. Committee Reports: Senior Services

Trustee Hicks reported that Senior Services will be holding a Health Fair on June 11th.

Sunnymere has requested the Township's assistance with transportation for their bean bag baseball tournaments. Trustee Hicks will get additional information on the dates of the event in May. If handicapped accessible transportation is needed, the transportation may need to be scheduled through the Ride In Kane because the youth center buses are not handicapped accessible.

The Golden Diners serve lunch at Senior Services on Tuesday, Wednesday and Thursday of each week.

G. Other Reports

Trustee Moore commended our field employees and drivers for their service to the residents of the Township. The number of Ride In Kane riders continues to increase, and the demand for this service is evident.

VIII. Unfinished Business

None

IX. New Business

A. Presentation by Jack Thennisch, Clarke Mosquito Control

Jack Thennisch from Clarke Mosquito Control gave a presentation on the 2012 Pre-Season Mosquito Outlook. He discussed the history and methods used for the identification and treatment of the mosquito population in Aurora Township. The Aurora Township mosquito abatement program is performed on the same day as the City of Aurora as well as North Aurora and Montgomery.

All the pesticides and equipment are manufactured by Clark and are used in compliance with county, state and federal regulations. A public service message is available on DVD if we would like to submit it to local tv stations.

Light traps are used to collect samples of live mosquito populations in the area, and the samples are taken to the Kane County Health Department for DNA testing to identify the presence of West Nile Virus. Results of these tests can be found at the Illinois Department of Public Health's website. The light meters will be up by May 14<sup>th</sup> this year.

Residents are encouraged to monitor and remove any areas and containers on their property where standing water can accumulate and become a breeding area for mosquitos. In 80° and 80% humidity weather, the gestation period of a mosquito is 4 days and 7-10 days in cooler weather. The greatest risk of contracting West Nile Virus is in late summer. Residents can request to be called when spraying will take place in their neighborhood by registering with the Illinois Mosquito Hotline at 800-942-2555.

Mr. Thennisch invited the board members to visit Clarke's Roselle offices and labs this summer to see their operations and find out more about their program.

The Board members thanked Mr. Thennisch for his presentation.

#### B. Funders' Consortium Review Committee

Supervisor Campos appointed Trustee Hicks to the Funders' Consortium Review Committee for the 2012 funding year. The Review Committee is made up of one trustee and two or more staff members who review all the applications for funding and make a recommendation to the full board for grant funding. The committee will present its recommendation at the May 24<sup>th</sup> board meeting, and payments to grant recipients will begin in June 2012.

#### C. Establish Guidelines for Payment of Revolving Charge Accounts

Highway Commissioner Shoemaker discussed the need for changes to the procedure for paying revolving charge cards. His department currently has six revolving credit accounts, and occasionally there is a payment that is due on a date that does not coincide with the board meeting dates. Late charges have been assessed by these companies, and in most cases the charges are reversed, but only after considerable time is spend on the phone with the revolving loan company representatives. The late charges have historically occurred in months where there is a three-week period between board meetings.

Commissioner Shoemaker was requesting that the board give authorization for the Comptroller to make the minimum payment of \$25 if the next board meeting falls on a date later than the due date of the payment. Commissioner Shoemaker would then notify all the Trustees by e-mail that a \$25 payment was made and that full approval of all charges and payment of the remaining balance would be presented at the next board meeting.

Trustee Moore asked if an official letter could be drafted to these revolving credit companies to adjust the due dates.

Attorney Trinta asked for clarification on why this occurs.

Commissioner Shoemaker said that the delay is not the result of unauthorized charges, but simply the timing of the due dates and the board meetings.

Further action was tabled until Commissioner Shoemaker can meet with the Comptroller to draft the guidelines on how and when this procedure may be used.

#### X. Public Comment

Commissioner Shoemaker stated that he has been working with Alderman Schuler of the First Ward and the Northeast Neighborhood Group to promote the recycling program.

Commissioner Shoemaker will be participating in the Aurora Food Bank 5K Fun Run on Sunday, April 29<sup>th</sup>.

#### XI. Announcements


Aurora Township will be hosting a Ribbon Cutting Ceremony at the Aurora Township Soccer Park on Sunday, April 29<sup>th</sup> beginning at noon. Commissioner Shoemaker stated that the mulch used at the new playground was donated by Allied Materials.

#### XII. Executive Closed Session

Supervisor Campos made a motion to adjourn to Executive Closed Session for the purpose of discussion the sale of real property and personnel issues. Motion seconded by Trustee Moore. A Roll Call vote was taken with all Trustees voting yes; Motion carried.

Meeting adjourned at 5:20 p.m. to Executive Closed Session.

Respectfully Submitted,



Patricia Richardson  
Aurora Township Clerk Pro-tem