

**AURORA TOWNSHIP**  
**BOARD OF TRUSTEES SPECIAL MEETING**

**MAIN OFFICES: 80 N. BROADWAY**

**AURORA, ILLINOIS**

**Date: June 29, 2011**

**Time: 11:00 a.m.**

**AMENDED MINUTES**

**I. CALL TO ORDER**

PLEDGE OF ALLEGEANCE

ROLL CALL AND ESTABLISH QUORUM:

A Special meeting of the Aurora Township Board of Trustees was held at the Aurora Township office, 80 North Broadway, Aurora, Illinois at 11:00 a.m. on Wednesday, June 29, 2011. 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 did the roll call with the following members present: Bill Catching, Delores Hicks, Christina Campos, David Moore and Mark Semmler.

**II. NEW BUSINESS**

**A. Lawn Crew Staffing issues.**

Present were Leticia DeLeon (Comptroller) / Hector Benavidez (Coordinator for Lawn Service) and Betty Lambert (Human Relations)

Trustee David Moore opened the discussion by stating that he called for the special meeting. Recognizing that the weather had been good considering, . . . Mr. Moore questioned how we can be behind in services to the community (grass cutting), if we have contractors? Mr. Moore raised questions regarding the Lawn Mowing Crew and their hours of employment to take care of the senior's yards. Expressing that calls have been made to the Township re: lack of cutting, and wondering if we have contractors in place and employees, why can't we get the job done?

Hector Benavidez explained that we use our own crew – representing 3 1/2 people. Explaining that the half person is focused on the Soccer Field and the cemetery, and Lots 9 & 1 on Sundown. Mr. Benavidez stated that Soccer Field is a big project and the Cemetery takes two hours time. Additionally it takes a whole day to do the vacant lots.

Mr. Benavidez explained that we have 3.5 workers working 25 hours per week doing 90 lawns per week, and that weather is a factor in the growth of the lawns and the need to cut.

Mr. Moore questioned perhaps the Township needs a back-up plan to accommodate the lawns. The use of contractors should be in place to satisfy yard requirements.

Mr. Moore further stated that it seems impossible to accommodate the yards – we need more help to accommodate the yards during the summer months when the rain causes the grass to grow.

Mr. Benavidez commented that the cost per worker is \$12.00 per hr. Mr. Benavidez stated that he has been working in this program for 6 years and this is the first year with problems because of the excess rain. Mr. Benavidez denies an inability of his staff to accommodate yard cutting, and questions the need to require the Township to hire contractors.

Supervisor Campos suggested that maybe we can look at more hrs to use the workers. Maybe the comptroller can increase the hrs, perhaps 2 ½ hrs per person per month.

Comptroller, Leticia DeLeon explained that we could not since the workers are seasonal and should not create employment problems.

Mr. Benavidez asked – why not 5 hrs per person for the need to accommodate the work.

Trustee Delores Hicks questioned what constitutes full time employment?

HR Betty Lambert answered that 30 hrs is what the state recognizes. She recommends increasing the time to 30hrs per week if it is within the budget.

Leticia DeLeon (Comptroller) relates to last year's (2010) lot accommodations for over 100 lots with three (3) employees. We accommodated all lots, including yards. If we increase to 30 hrs we will be over budget and must request a line item transfer.

Mr. Benavidez, . . . Even during rain, the workers are useful doing other Township jobs, including maintenance, etc. (Line item issues are accommodated in the work).

Mr. Moore was in agreement to increase the workers hrs from 25 to 30 hrs per week.

Supervisor Campos concludes, give Hector's employees 5 additional hrs with appropriate line item transfers to accommodate financing / costs.

Trustee Delores Hicks wants to know, who takes over Hector's responsibilities when he is on vacation?

Hector: Suely substitutes.

Supervisor Campos: Motion for Lawn Crew starting Monday (7/4/11) to be given increase time to 30 hrs per week and line item transfer at the end of the year to accommodate costs.

Trustee Hicks: HR would be the first person sought to explain audit of any question re: personal (wage & hr., etc.).

HR (Betty Lambert), there is no system in place – most information regarding wage and hrs is in the Comptroller.

Leticia DeLeon (Comptroller): We can work together to provide information. The Comptroller and HR.

HR: There is a system (SAGE) that incorporates Comptroller info and HR needs.

Mr. Moore: What is the cost of the system?

HR: Approximately \$6, 000

Mr. Moore: Why not pay the HR and the Comptroller to set up the system instead of bringing in an outsider?

HR: maybe integrating the data would require assistance – but not significantly.

Comptroller (Leticia Deleon), suggests a Waubensee intern to assist in the functioning program. This could relieve the Comptroller of obligations and save time and permits her to audit other functions within the Township broadening her functions and value within the Township.

Mr. Moore expressed agreement.

Trustee Delores Hicks asked if Hector was responsible for lien enforcement as well as cutting grass. Whether there were liens outstanding? How many? Where are they in your process? The Trustees need to know.

Supervisor Campos: I will contact Edwin (Trinta- Township Atty.), and seek his report on the liens and the progress.

Mr. Moore: And stickers?

Supervisor Campos: They are being reviewed by Edwin, and if approved, then they go to the printer.

## **B. Township Vehicles Repairs and Replacement**

Supervisor Campos presented copies of the number, make, model, age and condition of the fleet of vehicles comprising the Youth Center Fleet. See attached.

The listing shows the year / description / use and issues involving the vehicles.

Also attached is the TOIRMA Auto Control Sheet reflecting the first three vehicles as belonging to the Township and the rest belonging to the Youth Center.

Jason Owen (Highway Dept) expressed that his dept has a replacement vehicle available for transfer to the Township if needed. Costs could be worked out.

Mark Semmler agreed with need for intergovernmental transfer of vehicles.

Mr. Semmler further noted that all of the vehicles in the listings need issues resolved and usage.

Mr. Moore: We need someone within the Township to examine the vehicles for purposes of determining use and mobility. A complete assessment of the vehicles.

Bill Catching expressed agreement.

Mr. Semmler stated the need for someone (from the City even) to make an independent assessment and recommendation on the vehicles.

Supervisor Campos recommended for someone to examine and provide an assessment on the Township's vehicles. Marty's Auto Repairs was suggested. Motion to authorize exam was made by David Moore and seconded by Delores Hicks. Motion carried. (Voice vote)

## **III. PUBLIC COMMENTS**

**None**

## **IV. ADJOURNMENT**

A motion to adjourn was made by Delores Hicks and seconded by Bill Catching. Motion carried (Voice vote), and the Meeting adjourned at 12:40 p.m.

Respectfully Submitted.



Herbert Hill

Aurora Township Clerk