

**Aurora Township
Board of Trustees Meeting
Main Offices, 80 North Broadway
Aurora, IL.**

**Date: Thursday, March 12, 2020
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, March 12, 2020. 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 Deputy Clerk, Jason Owens, called the roll with the following Board of Trustees members present: Bill Catching – Supervisor; Trustees: Dolores Hicks, David Moore, Juanita Wells and Brenda Hernandez.

Township Clerk – Vacant.

Assessor Davis Offutt – Excused Absent.

Highway Commissioner Juan Reyna – Present.

Staff and Public present – see attached.

- II. Motion to approve the minutes of the regular Board meeting held on February 27, 2020 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 **\$103,949.13**. 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 **\$21,133.83**. Trustee Hernandez asked about the Sam's Club invoice. Commissioner Reyna explained it was for office/shop supplies. 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 **\$4,667.34**. Trustee Hernandez asked about the Blue Cross Blue Shield invoices. Chief of Staff Richardson explained the invoices were for the employer and employee portions of health insurance. Motion passed by unanimous voice vote.
- d. Motion made by Supervisor Catching and seconded by Trustee Hicks to approve the Equipment and Building Fund bills in the amount of **\$8,687.86**. Motion passed by unanimous voice vote.
- e. Motion made by Supervisor Catching and seconded by Trustee Moore to approve the Joint Bridge Fund bills in the amount of **\$8,268.11**. Motion passed by unanimous voice vote.
- f. Motion made by Supervisor Catching and seconded by Trustee Wells to approve the combined IMRF and Road & Bridge IMRF Funds bills in the amount of **\$13,363.08**. Motion passed by unanimous voice vote.
- g. Motion made by Supervisor Catching and seconded by Trustee Hicks to approve the combined Social Security and Road & Bridge Social Security bills in the amount of **\$11,345.00**. Motion passed by unanimous voice vote.
- h. Motion made by Supervisor Catching and seconded by Trustee Moore to approve the Senior Citizens Services Fund bills in the amount of **\$237,000.00**. Trustee Hernandez asked about the AID expenditure of \$37,500 for "Janitor & Supplies." Chief of Staff Richardson explained the expenditure is the second installment of a grant to AID to provide funds for a crisis hotline for homebound seniors and was incorrectly coded as "Janitor & Supplies" for the report, but has been paid correctly as grant money. Motion passed by unanimous voice vote.

IV. Reports

- a. **Assessor's Report** – Davis Offutt. Summary: Written report submitted. Three new computers were brought online and the software has rolled over for 2020 assessments.
- b. **Highway Commissioner's Report** – Juan Reyna. Summary: Written Report submitted. Commissioner Reyna thanked Chief of Staff Richardson for her help on the budget for next year and confirmed the Highway Department's continued participation in the Senior Lawn Program.

- c. **Supervisor's Report – Bill Catching.** Summary: Supervisor Catching reported a new part-time dispatcher was hired and is currently in training. Catching outlined a proposal and timeline for selecting and appointing a new Township Clerk. Catching stated applicants must live in the Aurora Township and be a registered Democrat. Catching suggested holding a special meeting on April 23, 2020 to hear presentations from prospective candidates and then select a new Township Clerk. Catching also suggested setting a deadline of April 17, 2020 for interested candidates to submit a résumé and cover letter. Supervisor Catching reported the Township will follow the CDC's recommendations for covid-19 preparedness and cleaning procedures. Catching mentioned new daily cleaning procedures mandated by Pace for the Ride-in-Kane and VNA shuttle, which now includes an end-of-day sanitization of all hard surfaces and seatbelts on the shuttles. Catching reported the Aurora Township Senior Center is closed to the public as are many of the senior living facilities in the area. Trustee Moore asked if hand washing signs were posted in all of the bathrooms in the Township offices. Supervisor Catching said he will have signs installed.
- d. **Ride-In-Kane Manager's Report – Melissa Wilmot.** Written report submitted. Summary: Ms. Wilmot reported ridership levels are not down significantly, as most rides are used for medically necessary treatments. Wilmot stated she created an end-of-day cleaning checklist for drivers which must be turned in after cleaning is completed. Ms. Wilmot said February 2020 ridership was a little lower than normal and attributed the decrease to the two days the service was shut down, plus February being a shorter month. Wilmot stated the fleet was recently inspected with some buses requiring more than just general maintenance. Trustee Hicks asked which entity makes the determination what maintenance to perform and when buses need to be replaced. Wilmot said Pace sets the replacement schedule and has stated that the next round of replacements will be in 2022. Wilmot also said the maintenance performed is required as a part of the contract with PACE and Gloria is doing a great job keeping the buses maintained and running. Supervisor Catching reported he attended a recent quarterly Paratransit Council meeting with Aurora resident Dee Dietzel, whom he is seeking to appoint to the council as rider and advocate. Catching reported that PACE Executive Director Rocky Donohue attended the meeting and discussed funding and service issues, among other topics. Catching said for every dollar paid to the RTA, only twenty cents is allocated to PACE. Catching also reported a currently unfunded \$20 million line item in the State of IL budget which will provide desperately needed upgrades to the software used for scheduling (Trapeze). Catching said the upgrades should help address ride-scheduling issues. Ms. Wilmot reported the VNA service continues to grow by word of mouth, but many potential riders are looking for rides after hours when our shuttle does not run.
- e. **Youth Services Director's Report – Scot Thurman.** Written report submitted. Summary: Mr. Thurman reported Youth Services received a \$3,000 grant from the Carson Family Foundation. Thurman stated participation numbers are down slightly and interns are working with after-school programs to increase basketball participants. Mr. Thurman also reported he signed a contract with Vanguard to provide after-hours cleaning

services at the Youth Center beginning next week on Tuesdays, Thursdays and Saturdays. Thurman stated he purchased sanitization supplies and will have staff clean as well.

f. Kane County Sheriff's Department Report – None.

V. Unfinished Business

- a. Resolution 2020-06 Appointment of Youth Commission Members.** Motion made by Supervisor Catching and seconded by Trustee Moore to table Resolution 2020-06 Appointment of Youth Commission Members.

Discussion: None.

Motion to table resolution passed by unanimous voice vote.

VI. New Business

- a. Resolution 2020-08 Transfer of Appropriations – Town Fund.** Motion made by Supervisor Catching and seconded by Trustee Wells to approve Resolution 2020-08 Transfer of Appropriations – Town Fund.

Discussion: Chief of Staff Richardson stated the transfers were to address minor line item issues. Richardson also explained that more transfers were likely at the next Board meeting as the end of the fiscal year approaches and new, unplanned expenses arise. Trustee Wells asked if supplies for new PACE cleaning procedures were purchased. Ms. Wilmot confirmed the supplies were on hand.

Resolution passed by unanimous voice vote.

- b. Ordinance 2020-09 Budget and Appropriation Ordinance – Aurora Township.** Motion made by Supervisor Catching and seconded by Trustee Hicks to place Ordinance 2020-08 Budget and Appropriation Ordinance – Aurora Township on display for 30 days.

Discussion: Chief of Staff Richardson explained that changes were made to the tentative budget presented in December 2019. Richardson stated the main differences are related to the increase in PACE expenses and several projects moving from the 2019-2020 fiscal year to the 2020-2021 fiscal year. Ms. Richardson explained the goal remains to have six months in reserves at the end of the fiscal year.

Resolution passed by unanimous voice vote.

- c. Ordinance 2020-09 Budget and Appropriation Ordinance – Aurora Township Road District.** Motion made by Supervisor Catching and seconded by Trustee Hicks to place

Ordinance 2020-09 Budget and Appropriation Ordinance – Aurora Township Road District on display for 30 days.

Discussion: Commissioner Reyna explained largest challenge for the budget was estimating the 2020 resurfacing plan. Reyna thanked Chief of Staff Richardson and his staff for their efforts in creating the budget. Ms. Richardson stated that copies of the Road District's and Aurora Township's budget would be available for review online and in the office. Ms. Richardson also explained the appropriate budget notice would appear in the local paper on March 13, 2020. Ms. Richardson stated the budget hearings would take place on April 14, 2020 at the Youth Center immediately prior to the regular Board meeting scheduled to begin at 5:00 p.m. Richardson explained that the ordinances would then be voted on at the regular Board meeting.

Resolution passed by unanimous voice vote.

- d. **Approval of Agenda for Annual Town Meeting, April 14, 2020.** Motion made by Supervisor Catching and seconded by Trustee Hicks to approve Agenda for Annual Town Meeting, April 14, 2020.

Discussion: Supervisor Catching stated the annual meeting will take place at 6:00 p.m. at the Youth Center (313 Gale St, Aurora) on April 14, 2020. Catching explained the annual meeting is a once-a-year meeting run by the electors but the deputy clerk will be on hand to help the process proceed smoothly.

Motion to table passed by unanimous voice vote.

VII. Board Member Comments

- a. Trustee Hicks read a thank you card from Paul Heinkel, Senior Services Associates, to Supervisor Catching and Commissioner Reyna regarding the sponsorship of the African American History Month luncheon on February 28, 2020. Trustee Hicks also asked Supervisor Catching to research the possibility of placing a banner at the Senior Center to commemorate the Township's involvement with the program.
- b. Trustee Moore agreed with the idea of a banner.
- c. Trustee Wells stated her support for East Aurora for the upcoming IHSA basketball playoffs. Trustee Wells also reported a conversation with a RIK user who is upset at the \$1 per ride rate increase (from \$4 to \$5). Supervisor Catching stated that he voted against the increase (set to go into effect on April 1, 2020).

VIII. Public Comments

- a. Robert Paolicchi – Asked Supervisor Catching for an update on the tax protest filed on the various Aurora Township Walgreens locations. Supervisor Catching said he would ask Assessor Offutt to look into it and report back next meeting.
- b. Peggy Hicks – Thanked the Board and the Township for being proactive regarding the protections and procedures in place to deal with infectious diseases.

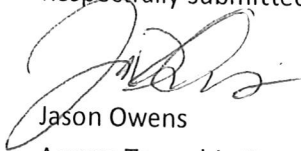
IX. Announcements

- a. Scot Thurman stated the tax preparation workshops will be held at the Youth Center (313 Gale St, Aurora) on March 21 and 28 from 10:00 a.m. until 3:00 p.m.
- b. Supervisor Catching congratulated Peggy Hicks for her successful defense of her doctoral proposal.

- X. Adjournment** – Motion for adjournment made by Supervisor Catching and seconded by Trustee Hicks. Motion passed by unanimous voice vote at 4:54 p.m.

Next meeting is scheduled for Thursday, March 26, 2020 at 4:00 p.m. at Aurora Township Office, 80 N. Broadway, Aurora, IL.

Respectfully submitted,



Jason Owens

Aurora Township Deputy Clerk