

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

**Date: Thursday, March 26, 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 26, 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 – Present.

Highway Commissioner Juan Reyna – Present.

Staff and Public present – see attached.

- II. Motion to approve the minutes of the regular Board meeting held on March 12, 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 combined Township and Road District Bills in the following amounts:
  - i. Town Fund bills in the amount of **\$58,660.69;**
  - ii. Road & Bridge Fund bills in the amount of **\$5,797.15;**
  - iii. General Assistance Fund bills in the amount of **\$1,116.49;**
  - iv. Equipment and Building Fund bills in the amount of **\$2,413.23;**
  - v. Combined IMRF and Road & Bridge IMRF Funds bills in the amount of **\$6,685.07;**
  - vi. Combined Social Security and Road & Bridge Social Security bills in the amount of **\$5,565.29.**

Motion passed by unanimous voice vote.

### IV. Reports

- a. **Assessor's Report** – Davis Offutt. Summary: Written report submitted. Assessor Offutt provided an update to the Board regarding the Walgreens evaluation hearings and likely timeline for an outcome. Offutt suggested the process could last up to two years, which is typical.
- b. **Highway Commissioner's Report** – Juan Reyna. Summary: Commissioner Reyna provided the Board a copy of the "Updated Workplace Recommendations and Expectations due to Novel Coronavirus and COVID-19" policy he enacted at the Highway Department. Trustee Hernandez asked if the Highway Department had modified its work schedule. Commissioner Reyna explained the updated work schedule (one Teamster per day, public access to facility to be restricted, office staff on duty as usual).
- c. **Supervisor's Report** – Bill Catching. Summary: Supervisor Catching reported that the main office had been closed to the public for the past two weeks and the Youth Center had been close completely. Catching handed out the latest General Assistance report and stated that all new applications are being handled without a face-to-face interview, if possible. Supervisor Catching explained that the Ride-in-Kane program was still operating, but only four routes and drivers are rotating on those routes. Catching stated that Ms. Wilmot was able to dispatch from home. Supervisor Catching proposed continued payment of salary and benefits to all employees of the Township as if they were still showing up for work.
- d. **Presentation of February 2020 Financial Statements** – Written report submitted. No discussion.

**V. Unfinished Business**

**None.**

**VI. New Business**

- a. **Resolution 2020-11 Transfer of Appropriations – Town Fund.** Motion made by Supervisor Catching and seconded by Trustee Hicks to approve Resolution 2020-11 Transfer of Appropriations – Town Fund.

Discussion: Supervisor Catching stated that most of the transfers were necessary to account for the extra cleaning required at the Youth Center and other Township facilities.

Resolution passed by unanimous voice vote.

- b. **Resolution 2020-12 Transfer of Appropriations – Road Fund.** Motion made by Supervisor Catching and seconded by Trustee Wells to approve Resolution 2020-12 Transfer of Appropriations – Road Fund.

Discussion: None.

Resolution passed by unanimous voice vote.

- c. **Resolution 2020-13 Transfer of Appropriations – General Assistance Fund.** Motion made by Supervisor Catching and seconded by Trustee Moore to approve Resolution 2020-13 Transfer of Appropriations – General Assistance Fund.

Discussion: None.

Resolution passed by unanimous voice vote.

- d. **Ordinance 2020-14 Remote Attendance Policy for Board of Trustee Meetings.** Motion made by Supervisor Catching and seconded by Trustee Wells to approve Ordinance 2020-14 Remote Attendance Policy for Board of Trustee Meetings.

Discussion: Supervisor Catching explained that the ordinance sets rules for remote participation of trustees at future Board meetings. Catching stated he is working with the IT group to confirm the equipment necessary to hold the Board meetings as teleconferences. Supervisor Catching further explained that the ordinance allows the Board to be flexible in its response as safety concerns evolve while still holding statutorily required meetings. Catching suggested that, until further notice, all future Board meetings be held at the gym at the Youth Center, which would provide ample

space for physical distancing protocols. Trustee Hernandez asked about the equipment required for teleconferences. Catching responded that it would depend upon the comfort level of the individual trustees, but he is aware that several trustees have home computers and all trustees have smart phones. Trustee Hernandez asked if other townships holding meetings this way. Supervisor Catching stated that he isn't sure how other townships are responding to the pandemic. Catching said he is aware of the issue of public participation during meetings and is working with the IT group to address that prior to holding the first meeting as a teleconference. Trustee Wells asked if the teleconferencing capabilities are based on the upgrades made to the Township's system. Supervisor Catching stated that one isn't necessarily connected to the other, but that the pandemic is creating the opportunity to try new methods.

Resolution passed by unanimous voice vote.

- e. **Resolution 2020-15 Authorizing the Township Supervisor to Amend the Employee Handbook Related Paid Time Off.** Motion made by Supervisor Catching and seconded by Trustee Hicks to approve Resolution 2020-15 Authorizing the Township Supervisor to Amend the Employee Handbook Related Paid Time Off.

Discussion: Supervisor Catching stated the amendment to the handbook takes into consideration the safety of Township employees as well as their families while recognizing that not all Township employees can work from home. Catching explained that the amendment will allow all employees of the Township to be paid at their regular pay whether they can work from home or not. Trustee Wells asked if all employees in all departments are eligible. Catching stated that all full- and part-time employees are eligible and that the policy is more generous than the federal plan which was recently announced. Catching also said that the final language of the amendment to the employee handbook will be finalized later. Trustee Hernandez asked which employees were working from home. Supervisor Catching stated that six staff members from his office are working from home, while Assessor Offutt is the only employee from the Assessor's department working from home. Trustee Hernandez asked if there is a plan to equip employees so they can work from home. Supervisor Catching stated he is still investigating that possibility. Trustee Hernandez asked if the Township would still contribute to employee's insurance and other benefits. Supervisor Catching said yes. Trustee Hernandez asked if an increase in general assistance calls had occurred. Supervisor Catching stated that an increase hasn't happened yet, but that may be due to people not missing rent payments yet. Catching also stated that he submitted a FOIA request to the City of Aurora for a list of landlords operating in the city. Catching said he will send out a letter explaining Township rental assistance programs to these landlords once he receives the list. Trustee Hernandez asked if the Township had accessed any reserve funds. Supervisor Catching said no and stated the reserve levels for the Township are healthy and would allow continued normal operations even if the

proposed property tax collection delay by Kane County Supervisor of Assessments Mark Armstrong is enacted. Trustee Hernandez asked if there were calls into the Township about other services. Supervisor Catching stated he isn't aware of any calls. Trustee Hernandez asked if the Township could send out a letter to all Township residents explaining what Township services are available. Supervisor Catching stated that a letter going out to over 50,000 residences in Aurora Township would likely be cost prohibitive. Catching also said the Township's website and social media are regularly updated.

Resolution passed by unanimous voice vote.

- f. **Approval of Special Board Meeting at 4:00 p.m. on April 23, 2020 at the Aurora Township Youth Center (313 Gale Street, Aurora, IL) for the Purpose of Interviewing and Selecting a Township Clerk.** Motion made by Supervisor Catching and seconded by Trustee Moore to approve a Special Board Meeting at 4:00 p.m. on April 23, 2020 at the Aurora Township Youth Center (313 Gale Street, Aurora, IL) for the Purpose of Interviewing and Selecting a Township Clerk.

Discussion: Supervisor Catching explained that having a separate meeting to determine the new Township clerk is cleaner process. Catching further explained that a letter requesting candidates for the vacant position will be posted on the Township's website and Facebook page and will be sent to the Aurora Beacon News and The Voice.

Motion to table passed by unanimous voice vote.

**VII. Board Member Comments**

None.

**VIII. Public Comments**

- a. Lashon Harden (Ride-In-Kane driver) – Asked the Board to think of others during the pandemic and whether any Township job is necessary. Ms. Harden is concerned about the amount of physical contact required as a driver and is worried about her safety. Trustee Wells asked Ms. Harden if she is worried that people are too close. Ms. Harden said yes. Supervisor Catching stated that PACE issued a new directive stating that buses can only have one rider plus their companion at a time which will increase physical distancing procedures. Trustee Moore stated that this situation is new for everyone and the Board is taking it seriously. Moore also thanked Ms. Harden for coming in and voicing her concerns and explained that the Board will work together to deal with the changing world. Trustee Hernandez also thanked Ms. Harden for coming to the Board with her concerns. Trustee Hicks stated that it is important to stay calm and to be careful.

- b. Peggy Hicks (resident) - Suggested sending out a letter to Township employees which explains how employees can bring up concerns during a time of limited availability. Trustee Moore agreed with the idea of communicating with the employees.

**IX. Announcements**

None.

- X. Adjournment** – Motion for adjournment made by Supervisor Catching and seconded by Trustee Wells. Motion passed by unanimous voice vote at 5:09 p.m.

**Next meeting is scheduled for Tuesday, April 14, 2020 at 5:00 p.m. at Aurora Township Youth and Community Center, 313 Gale Street, Aurora, IL.**

Respectfully submitted,



Jason Owens

Aurora Township Deputy Clerk