

AURORA TOWNSHIP BOARD OF TRUSTEES MEETING

313 Gale Street, Aurora, Illinois

Thursday, December 9, 2021

MINUTES

I. Call to Order

Pledge of Allegiance

Invocation

Roll Call and Establish Quorum

Aurora Township Supervisor Bill Catching called the meeting to order at 4:00 p.m. and led all present in the pledge of allegiance. Trustee Hicks gave the invocation. Township Clerk Alexander called the roll and established a quorum with the following Officials and Board members present: Supervisor Catching; Trustees Dolores Hicks, David Moore, and Juanita Wells; Assessor Offutt; Deputy Highway Commissioner Jason Owens; Director of Community Services Ken Maurice, and Director of Finance and Administration Patty Richardson. Trustee Nunez was delayed until 4:37 p.m. due to traffic. Public present: see sign-in sheet.

II. Approval of the Minutes of the Regular Board Meeting November 18, 2021

Supervisor Catching moved to approve the minutes of the board meeting of November 18, 2021, which was seconded by Trustee Moore. There was no discussion. The motion was carried by a unanimous voice vote.

III. Approval and/or Audit of Township and Road District Bills

Supervisor Catching moved to approve the combined Town Fund, Road and Bridge Fund, General Assistance Fund, Equipment & Building Fund, Senior Citizens Services Fund, Town IMRF Fund, R&B IMRF Fund, Town Social Security Fund, and Road & Bridge Social Security Fund bills. It was seconded by Trustee Hicks. The bills are as follows:

Town Fund.....	\$173,574.23
Road & Bridge Fund.....	\$251,237.48
General Assistance Fund.....	\$3,028.46
Equipment & Building Fund.....	\$501.60
Senior Citizens Services Fund...	\$488,000.00
Town IMRF Fund.....	\$3,946.35
Social Security Fund.....	\$3,782.11
R&B Social Security Fund.....	\$1,109.79
R&B IMRF Fund.....	\$1,342.84

The total for all funds is \$926,522.86. Without discussion, the motion was carried by a unanimous voice vote.

IV. Reports

a. Assessor's Report

Assessor Davis Offutt turned in a written report to the board, stating that the Kane County Board of Review hearings are completed, and a full report will be ready for the next board meeting.

b. Highway Commissioner's Report

Deputy Highway Commissioner Jason Owens turned in a written report to the board, stating normal activities. He said that the Highway Department recently had a power surge which damaged some equipment, and new equipment was ordered. It is reflected in the R&B levy.

c. Supervisor's Report

Supervisor Bill Catching stated that the hiring of the HR Coordinator is on hold due to personal family issues with the new HR person. We will put off the hiring until January 1, 2022. Ken Maurice, the former HR Coordinator, is helping out until then. He said we have formalized a written agreement with VNA which states that the Township will provide shuttle service for the VNA. There are no monies involved. He said about 4 to 5 people per day use the service.

Catching announced the Senior Services Christmas Dinner would be Saturday, December 11, at the Senior Services Center on Plum Street at 11 a.m.

d. Director of Community Services Report

Director Ken Maurice said building repairs and upgrades are continuing at the Youth Center. More improvements will be made, including an upgrade to one room for the youth to use. Maurice announced that there will be an archery presentation at the Youth Center on Thursday, December 16, by two world champion archers, and the board is encouraged to attend.

V. **Unfinished Business - None**

VI. **New Business**

a. Accept Highest Bids for Surplus Vehicles as Determined at the Bid Opening Held December 9, 2021

Supervisor Catching moved to accept the highest bids for surplus vehicles as determined by the bid opening held on December 9, 2021. It was seconded by Trustee Moore. After naming the two highest bidders, there was no discussion and the motion was carried by a unanimous voice vote.

b. Ordinance 2021-30 Aurora Township 2021 Tax Levy

Supervisor Catching moved to approve the 2022 Aurora Township Tax Levy. It was seconded by Trustee Moore. Catching asked Director of Finance and Administration Patty Richardson to give an overview. She said most funds were flat, but Mental Health was going up slightly more than the Consumer Price Index; The Senior Citizens Services Fund is going up by the CPI (1.4%); the General Assistance Fund will be reduced by 30%; and overall there is a .71% decrease for Township Funds. Richardson stated that, on a property with an Equalized Assessed Value (EAV) of \$100,000 (a \$300,000 actual value) the tax rate for the Township will be 186.97, as opposed to 200.16 last year. She noted that a person's actual tax may still increase if their home value increased. There was no discussion.

Roll Call Vote: Catching-yes; Hicks-yes; Moore-yes; Wells-yes; Nunez- Absent. The motion carried.

c. Ordinance 2021-31 Aurora Township Road District 2021 Tax Levy

Supervisor Catching moved to approve the Aurora Township Road District 2021 Tax Levy. It was seconded by Trustee Wells. Deputy Highway Commissioner Jason Owens stated that the Road District budget has to be increased because there has been a dramatic increase in consumables across the board. There was no discussion.

Roll Call Vote: Catching-yes; Hicks-yes; Moore-yes; Wells-yes; Nunez- Absent. The motion carried.

d. Resolution 2021-32 Transfer of Appropriation – Town Fund

Supervisor Catching moved to approve the Resolution 2021-32 Transfer of Appropriations - Town Fund. It was seconded by Trustee Wells. This resolution will move \$10,500 from Youth Services wages into both the Youth Services Soccer Program expense (\$500) and Youth Services for maintenance to the building (\$10,000). The motion carried by a unanimous voice vote.

e. Resolution 2021-33 Board Meeting Schedule

Supervisor Catching moved to approve the 2022 board meeting schedule. It was seconded by Trustee Hicks. There was no discussion and the motion carried by a unanimous voice vote.

f. Interviews of Highway Commissioner Applicants

Supervisor Catching said although there was interest from several people for the job of Highway Commissioner, only one person submitted an application: Jason Owens. The board had no objections.

g. Update to Aurora Township Employee Handbook

Supervisor Catching moved to approve a new Coronavirus (Covid19) Policy: Sick Leave update to the Aurora Township Employee Handbook. It was seconded by Trustee Moore.

Catching said a part-time employee in the main office tested positive for Covid19 but did not have paid time off because they were only part-time. He did not want to discourage anyone from reporting a positive test, so Catching wrote a temporary provision that would allow part-time employees to have paid leave if they have a doctor's note as proof of Covid19 or a positive test as proof.

Without further discussion, the motion was carried by a unanimous voice vote.

VI. Motion to Appoint Jason Owens to the Office of Aurora Township Highway Commissioner

Supervisor Catching moved to appoint Jason Owens to the office of Aurora Township Highway Commissioner. It was seconded by Trustee Wells. Trustee Wells asked who would take Jason's former position and was told that Owens could hire someone if needed. Without further discussion, the motion carried by a unanimous voice vote.

VII. Board Member Comments

Trustee Moore gave positive comments on the signs at the Youth Center for youth to be good citizens. Trustee Hicks remarked on the brightness of the new lights in the gym and said it makes a real difference. Catching noted we got a very good deal on changing to energy efficient lights and will save more money in future energy bills.

Supervisor Catching said we had 150 seniors on the lawn mowing list and only 103 on the snow plowing list, but we will have two contractors instead of one. He noted the City of Aurora is also doing this service for seniors and they have about 200 people on their list.

Trustee Wells asked if there was something in the Aurora Township Employee Handbook about doing performance appraisals. There followed a general discussion of the value of these appraisals and whether the handbook already contained a reference. Director of Community Services Maurice found the passage in the handbook, distributed copies to the board, and said they would be doing the evaluations. Trustee Wells suggested that all three departments – Town, Road District, Assessor's Office – should have their own handbook. Assessor Offutt said their office follows the current Handbook. Jason Owens said that 5 of 7 employees at the Road District are covered by a union contract, and that can make things complicated for performance appraisals.

VIII. Public Comments

Robert Pallicchi complemented the Road District and asked how their levy compares to last year. Director of Finance and Administration Patty Richardson said it was going up by the CPI plus a bit more, as consumables were up, but overall, there was a 6% decrease from last year, as there is more new construction everywhere, so the taxes are spread over more properties.

Dr. Peggy Hicks said it would be wise to add wording on Diversity and Equity Inclusion for new policies and staff. She stated that the Archery Presentation on Dec. 16 at 4 p.m. at the Youth Center was by two world champion archers and that we needed a good turnout. She encouraged the board members to attend.

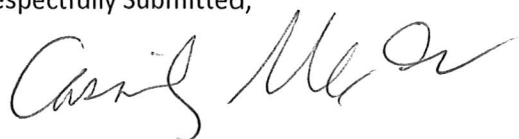
IX. Announcements

This Saturday is the Senior Services Christmas lunch and volunteers are needed to help cook the food. The Township sponsors the food. They prepare the food at the Third Ward, but it is served at the Senior Services Center on Plum Street.

X. Adjournment

Supervisor Catching moved to adjourn the meeting and it was seconded by Trustee Wells. The meeting adjourned at 4.49 p.m.

Respectfully Submitted,



Cassidy Alexander
Aurora Township Clerk