

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

**Date: Thursday, September 22, 2016
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, September 22, 2016. 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 Clerk Jason Owens called the roll with the following Board of Trustees members present: Bill Catching – Supervisor; Trustees: Dolores Hicks, David Moore, Juan Reyna, Juanita Wells.

Clerk Jason Owens – Present.

Assessor Davis Offutt – Excused absence.

Highway Commissioner John Shoemaker – Present.

Staff and Public present – see attached.

- II. Motion to approve the minutes of the regular Board meeting held on September 8, 2016 made by Supervisor Catching, seconded by Trustee Reyna. 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 Hicks to approve the Town Fund bills in the amount of \$48,771.17. 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 \$13,786.74. 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 **\$5,782.84**. Motion passed by unanimous voice vote.
- d. Motion made by Supervisor Catching and seconded by Trustee Reyna to approve the Equipment & Building Fund bills in the amount of **\$655.14**. Motion passed by unanimous voice vote.
- e. Motion made by Supervisor Catching and seconded by Trustee Hicks to approve the CDAP Loan Fund bills in the amount of **\$150.00**. Motion passed by unanimous voice vote.
- f. Motion made by Supervisor Catching and seconded by Trustee Moore to approve the combined IMRF and Road & Bridge IMRF Funds bills in the amount of **\$11,340.35**. Motion passed by unanimous voice vote.
- g. Motion made by Supervisor Catching and seconded by Trustee Wells to approve the combined Social Security and Road & Bridge Social Security bills in the amount of **\$4,755.50**. Motion passed by unanimous voice vote.

IV. Reports

- a. **Assessor's Report** – No report. Assessor Offutt was in Continuing Education training all week.
- b. **Highway Commissioner's Report** – John Shoemaker. Summary: Commissioner Shoemaker reported that the rainy weather allowed the crew to perform maintenance and prepare for brush pick up, which begins on October 17. With most of the culvert work completed for the season, hot asphalt driveway repairs can begin. Shoemaker also reported that he expected salt delivery to begin on September 23.
- c. **Supervisor's Report** – Bill Catching. Summary: Supervisor Catching passed along a compliment received from a senior lawn care program member. Catching said the Fiestas Patrias parade was fun and that 20 kids from the Youth Center's soccer program joined him in walking in the parade. Catching also reported that he has received preliminary engineering done for the proposed Montgomery Road expansion and the report will be placed on public display here at the office. Catching said that Kane County extending the bike trail and matching the two dead ends of Farnsworth Avenue are possible issues that will be addressed. Catching reported that Mark Semmler, Director of Transportation, will be leaving his position at the end of September to pursue another opportunity. Catching thanked Mr. Semmler for his efforts with Ride in Kane and passed out a preliminary job listing for the Board. He added that he intends to make the position a full time position and will seek board approval at the next meeting.
- d. **Code Enforcement Officer's Report** – Clarence Robinson. Written report submitted. Summary: Mr. Robinson said the month was typical for the department and that he also received a compliment from a senior lawn program member.
- e. **General Assistance Manager's Report** – Suely Cabral. Written report submitted. Summary: Ms. Cabral reported that thirteen clients were re-approved for financial assistance, with four new additions and two terminations.

- f. **Presentation of August Financial Statements** – Patricia Richardson. Written report submitted. Summary: Ms. Richardson reported that the township received a large tax distribution from Kane County property taxes in September, so financially we are on target.

V. Unfinished Business - None

VI. New Business

- a. **Aurora Township Petty Cash Policy Manual and Aurora Township Credit Card Policy Manual.**

Combined motion made by Supervisor Catching and seconded by Trustee Moore to approve and adopt the Aurora Township Petty Cash Policy Manual and the Aurora Township Credit Card Policy Manual.

Discussion: Ms. Richardson explained that these written policies are intended to standardize the current practices already in place, with the added benefit of increasing transparency for the township's spending. Ms. Richardson added that the next policy to be updated will be the business/travel expense policy, which will reflect the new rules passed by the state effective January 1, 2017. Trustee Reyna asked if there was a procedure currently in place for an employee to acknowledge acceptance of the guidelines and waiving the township's liability for improper spending. Ms. Richardson said there is a procedure in place. Trustee Wells asked if these policies would be added to the employee handbook. Ms. Richardson said the policies were to remain separate.

Clerk Owens called the roll with the following Board of Trustees members voting "Yes": Supervisor Bill Catching, Trustee Dolores Hicks, Trustee David Moore, Trustee Juan Reyna and Trustee Juanita Wells. Motion passed by unanimous voice vote.

- b. **Resolution 2016-26 CDAP Loan Approval for Critical Key**

Motion made by Supervisor Catching and seconded by Trustee Moore to table the vote for Resolution 2016-26 CDAP Loan Approval for Critical Key to allow the applicant to resubmit additional, important information.

Discussion: Supervisor Catching said the loan committee met on Thursday, September 15, to discuss the application. The applicants fell short on a couple of the financial requirements and the committee felt it was appropriate to ask the applicants to resubmit the application after addressing these issues. The applicants pushed back on the requirement for collateral as it isn't a state requirement. Catching said he researched CDAP programs in other communities and requiring appropriate levels of collateralization is very common.

Clerk Owens called the roll with the following Board of Trustees members voting "Yes": Supervisor Bill Catching, Trustee Delores Hicks, Trustee David Moore, Trustee Juan Reyna and Trustee Juanita Wells. Motion to table the vote passed by unanimous voice vote.

VII. Board Member Comments - None.

VIII. Public Comments

Al Talip (1714 Indian Ave) asked the Board to be aware of the Variance Meeting at Kane County to allow for an internet car dealer at 1738 Indian Avenue. Talip said he was opposed to the variance because of the additional traffic it would bring. Commissioner Shoemaker said he had already turned in his official objection to the plan. Trustee Wells said she wasn't able to attend the original meeting but will watch for the next meeting.

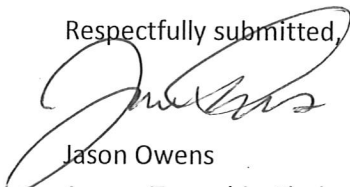
IX. Announcements

The Philip H. Sheridan Camp of the Sons of Union Veterans of the Civil War will hold a headstone dedication ceremony for 17 previously unmarked Civil War veteran gravesites at Riverside Cemetery , 414 North River Street, Montgomery, on October 29 at 1:00 p.m.

X. Adjournment – Motion for adjournment made by Supervisor Catching and seconded by Trustee Hicks. Motion passed by unanimous voice vote at 4:34 p.m.

Next regular Board meeting is scheduled for Thursday, October 13, 2016 at 4:00 p.m. at Aurora Township Office, 80 N. Broadway, Aurora, IL.

Respectfully submitted,



Jason Owens
Aurora Township Clerk