

PROCEEDINGS OF A TOWN MEETING

Hebron Township 10206 Seaman Hebron, Illinois 60034

May 9, 2018

CALL TO ORDER - At the Regular Town Meeting, held in the town of Hebron, County of McHenry, and State of Illinois, at 7:00p.m. on the 9th day of May 2018, the meeting was called to order by Jim Nichols, Township Supervisor. The Pledge of Allegiance was recited.

Present – Supervisor Jim Nichols, Trustee Susan Reed, Trustee Nancy Lech, Trustee Paul Musgrave, Trustee Brandon Berg, Clerk Patricia Elswick, Assessor Tracie Von Bergen & Road Commissioner Zeke Nickels.

HEADQUARTERS – Discuss Town Building Lawn Maintenance/Mowing – Fred Boal, B&B Lawn Care gave a new proposal for the mowing of the Township Building. Supervisor Nichols received a letter from the Township Attorney regarding how the option for cemetery plots should be handled. They should have an appraisal of the value and the option needs to go before the electors it is not an administrative decision. There was a discussion on the options provided by Boal. No decision was made as there was no option without a cemetery plot included for payment.

APPROVAL OF PRIOR MINUTES - Regular April 11, 2018 Minutes - Trustee Reed motion to approve the minutes. Second Trustee Berg. Roll call vote Ayes – 5: Supervisor Nichols, Trustees Reed, Lech, Musgrave & Berg. Nays – 0 Motion Passed.

Budget Workshop Minutes April 19, 2018 - Trustee Musgrave motion to approve the minutes. Second Trustee Berg. Roll call vote Ayes – 5: Supervisor Nichols, Trustees Reed, Lech, Musgrave & Berg. Nays – 0 Motion Passed.

APPROVAL OF EXPENDITURES/BILLS - General Assistance Fund Bills - Trustee Lech motion to approve. Second Trustee Reed. Roll call vote Ayes – 5: Supervisor Nichols, Trustees Reed, Lech, Musgrave & Berg. Nays – 0 Motion Passed.

Cemetery Fund Bills - Trustee Reed motion to approve. Second Trustee Berg. Roll call vote Ayes – 5: Supervisor Nichols, Trustees Reed, Lech, Musgrave & Berg. Nays – 0 Motion Passed.

Building Completion Fund Bills – No bills were presented for consideration of the Building Fund.

Road District Bills – Trustee Berg motion to approve. Second Trustee Lech. Roll call vote Ayes – 5: Supervisor Nichols, Trustees Reed, Lech, Musgrave & Berg. Nays – 0 Motion Passed.

Town Fund Bills, May – Trustee Reed motion to approve. Second Trustee Musgrave. Roll call vote Ayes – 4: Supervisor Nichols, Trustees Reed, Musgrave & Berg. Nays – Trustee Lech. Motion passed.

Town Fund Bills, April – Trustee Lech motion to approve. Second Trustee Reed. Roll call vote Ayes – 5: Supervisor Nichols, Trustee Reed, Lech, Musgrave & Berg. Nays – 0 Motion Passed.

CLERKS REPORT – Clerk Elswick reported completing one FOIA request. Clerk Elswick met with Steve Colaizzi from the Local Records Unit Illinois State Archives to go over the procedure for filing an Application for Authority to Dispose of Local Records. There is nothing on file with the State of Illinois for as far back as 1974. The records need to be cataloged by date, volume, annual accumulation, arrangement for each category of record. Once the cataloged and recommendation on the disposal is approved the records may be disposed of. The approved Certificate of Disposal now becomes a permanent record. Supervisor Nichols thought this was a lot of work and everything should be kept. Clerk Elswick will work at this a little at a time because if we have the records we are required to produce them. It would be too difficult to continue to go thru all the old documents.

PLANNING COMMISSION REPORT – The April 24, 2018 planning commission meeting was canceled.

ASSESSOR REPORT – Assessor Von Bergen reported tax bills have been mailed out, fielding calls & working on assessments for parcels with improvements and will then start on the quadrennial year assessments.

ROAD COMMISSIONER REPORT - Commissioner Nickels reported working on equipment, plowing & salting, washed plow equipment & put it away, patching, went out twice at night to remove trees from the roads, cutting brush, picking up garbage, replacing signs & posts, started grading gravel roads, replaced culvert and completed ditch cleanout on Johnson Rd, took #7 to Rush Truck Center for some frontend steering work, it needs to go back for steering gearbox replacement, had drag links replaced. Road Commissioner & employee Dale helped Greenwood Twp. for two & a half days.

Attended the ZBA hearing for Thelen Materials it has been continued to May 17th 1:30pm. Once ZBA approves the conditional use permit the Road District will get it's \$2000. Burgett Lakes sent it's check for \$10,121.09 which is a shortfall of \$6,307.93 in which the county is helping to recoup.

Research on other disposal services was shown. The new garbage service starts June 1st, went with Lakes Disposal weekly service for \$59.50 per month.

Read letter addressing Road District concerns with the Supervisor including that the Road District Employees were not paid again. Supervisor Nichols said he did the payroll but overlooked printing the checks out & will apologize to the employees it will not be a problem again. The Road District budget has been done, posted, the clerk was asked to put it on the agenda adopt at this meeting. It was not put on the agenda. When asked why, Supervisor did not want on the agenda yet, they needed to have another workshop on the budget. When Supervisor was asked why, he said he asked the clerk & clerk said there was plenty of time to adopt it before the deadline.

Employee Dale's personal truck was damaged 4/15/18 while out plowing snow for the township. Snow came sliding down off the township office building with such force it damaged the vehicle. If this was a person walking by it could have caused serious injury. Toirma was notified but would not pay on this type of claim. The building code now requires this on new buildings but not when this was built. Quote for snow stop bars for the remainder of the office end of the building was presented.

CEMETERY REPORT – Supervisor Nichols reported 2 sales, 2 staking fees & the mowing has started.

Appoint New Member – Trustee Berg motion to appoint Karen Lalor to the Cemetery Board. Clerk Elswick read a statement from Karen Lalor accepting the appointment. Second Trustee Musgrave. Roll call vote Ayes – 5: Supervisor Nichols, Trustee Reed, Lech, Musgrave & Berg. Nays – 0 Motion Passed.

Cemetery Board – Tom Evers has requested copies of the monthly meeting reports for the cemetery, Tom has been personally purchasing supplies such as marking flags, these items need to be reimbursed. The big map is starting to wear and should be replaced. The driveway pot holes need to be filled in, the fence repairs may be able to wait.

HEADQUARTERS – Map vendor discussion – There was a discussion on the price of the map restoration being no more than \$1000, would like to put the vendor on the June agenda.

Township Building Mowing agreement – No agreement was made at this time: the trustees did discuss taking turns mowing until a solution is found.

Road District Agreement – Trustee Berg was breaking it down and adding value. The road district does not have funds to contribute to the mowing.

Discuss Town Building Lawn Maintenance/Mowing – There was further discussion on the mowing and the purchase of a township mower was brought up again. Trustee Musgrave said it could not be discussed, it was not on the agenda.

Parking lot lighting/Marking – Supervisor Nichols knows an electrician who will donate time to install if the township provides the materials.

Green Street/Randy Martin – Annexation/Zoning updates – There was a discussion on the annexation and the village not wanting to accept the original agreement. The options discussed were to end the entire thing, annex all but the 10ft strips or to deed the 10ft strips to the adjoining land owners. Trustee Musgrave motion to abort the annexation of the township property unless the Village allows the annex of both PIN numbers. Elector Hilton asked why he was not notified and wants it noted that the Township did not follow thru on this. There was a discussion on the PIN splits and where to go from here. Second Trustee Lech. Roll call vote Ayes – 4: Supervisor Nichols, Trustee Reed, Lech & Musgrave. Nays – 1: Trustee Berg Motion Passed.

Set Meeting date for Budget Workshop – Budget Workshop set for May 15, 2018 6:30pm.

Discuss & approve payment on Employee vehicle damage - The Road District is asking for the \$650 deductible to be split by town and road to reimburse the employee. Trustee Musgrave motion to pay 50/50 \$325 from Town Funds and \$325 from Road District Funds. Second Trustee Berg. Roll call vote Ayes – 5: Supervisor Nichols, Trustee Reed, Lech, Musgrave & Berg. Nays – 0 Motion Passed.

Snow stop bars bid & approval – Trustee Berg motion to approve the snow stop bars for \$1000. Second Trustee Musgrave. Roll call vote Ayes – 5: Supervisor Nichols, Trustee Reed, Lech, Musgrave & Berg. Nays – 0 Motion Passed.

Reset Hearing Dates – Road District Budget Hearing May 15, 2018 6:45pm, Town Budget Hearing May 15, 2018 6:50pm, Final Road District & Town Budget Hearing at Special Meeting May 15, 2018 6:55pm. OLD BUSINESS – Special Holding Permit – There was a discussion on the county reviewing the special holding.

NEW BUSINESS – There was no new business discussed at this time.

SET NEXT MEETING AGENDA – Agenda Items- Call to Order; Pledge of Allegiance; Approve Prior Meeting Minutes; Current Bills; Reports – Clerk, Planning Commission, Assessor, Road Commissioner, Cemetery, Headquarters, Mowing, Map Vendor/Vote, Discussion on mowing/bids, Parking lot lights, Green Street updates, Prevailing Wage Town/Road; Old Business; New Business; Set Next Meeting Agenda; Electors Comments; Adjournment.

ELECTORS COMMENTS – There was a question on what the \$850 accounting bill was. Supervisor Nichols said it was for a service to complete the Annual Financial Reports and the quarterly reports. There was a comment saying the information that is discussed seems brand new to everyone, like no one is prepared. A goal should be set on executing the records retention & disposal project. Jim VanderPal would like to donate a horse drawn antique road grader to give the building and township sign some appeal. Trustee Berg will be in contact for more information on this. There were more comments on the need for a parking lot light. There were questions on who was mowing the retention area and big part of the lot. Commissioner Nickels has been contacted by Nate Petersons, who has done it in the past. Nickels told him to contact Supervisor Nichols. The Girl Scout Troop 327 would like to give an update in the June meeting on the results of the can drive they held at the Township for the Hebron Animal Clinic Compassion Fund. There was concerns on if there is any checks & balances for the township positions in the case of an absence or injury.

ADJOURNMENT - Trustee Musgrave moved to adjourn the meeting. Second Trustee Reed. Motion passed unanimously by voice vote. The meeting adjourned 8:54pm.

Respectfully Submitted,

X

Patricia A. Elswick
Hebron Township Clerk