

Minutes of
Makanda Township Board of Trustees
June 8, 2021
Makanda Township Fire Station #2
Giant City Road

CALL TO ORDER and ATTENDANCE: Supervisor Sara Lipe called the meeting to order at 7:00 p.m. Present were Supervisor Lipe and Trustees Michael Holub, Clay Kolar, Debbie Stanley, and Fred York. Also present were the following (non-voting) Township Officials: Assessor John Dickson, Clerk Gina Einig and Road Commissioner Ed Hoke. Fire Chief Jimmy Bilderback was present via Zoom.

MINUTES: Gina read the minutes of the May 11, 2021, Board of Trustees. There were no additions or corrections to the minutes, which were accepted as presented.

REPORTS:

1. Sara reports that she has been getting documents ready for the CPA Audit which is completed at the end of each term. There is nothing out of the ordinary.
2. Ed reported on the following: (1) As of 5/31/2021, \$31,534.29 remained in the 2021 Motor Fuel Tax Budget. (2) A need to borrow funds to purchase a roadside mower. (3) Plans to lease a 90-hp John Deere Tractor to mow (\$18/hr. 300-hour max). (4) A need to purchase items to support mowing. (5) Asking the County Engineer to install a stop sign on Schoolhouse Road at Springer Ridge Road. (6) A Driveway Permit form with one driveway permit in process. (7) Vacation of a Township road (in process). (8) In the process of dropping the legal proceedings in the Sheppard Lane case.
3. Jimmy reported the following activity: Fire Alarm-1, EMS Calls-7, Assist Police-1, Cancelled in Route-2, Traffic Crash-1, Vehicle Fire-2, Smoke in Area-1. Total of 14 calls. Two people have completed the First Respondent Certification. We have 20 volunteer firemen.
4. Assessor John Dickson reported "I am in the middle of the quadrennial assessment; don't talk to me for another two weeks."
5. There was no CWPP report.

FUND BALANCES: Sara read the following fund balances as of 6/8/21: Fire Protection - \$40,235.08. Fire Protection Capital Fund - \$168,167.87. General Assistance: \$95,919.71. New Bridge - \$0.91. Road & Bridge - \$986.46. Town: \$73,558.34.

APPROVAL OF BILLS: A motion to pay the Town Fund bills was made by Fred, seconded by Clay, and was approved unanimously, YES-5, NO-0. A motion to pay the

Fire Protection bills was made by Fred, seconded by Michael, and was approved unanimously. Motion to pay the Road and Bridge bill was made by Fred, seconded by Michael, and was approved with YES-4, NO-0 with Clay abstaining. There were no New Bridge or General Assistance bills.

OLD BUSINESS:

(1) Without objection, Sara announced that two unneeded copies of the 2019 Revision of the Township Officials of Illinois Laws and Duties Handbook are available for purchase by the general public at the cost of the handbook (\$27.50) by check (no cash).

(2) Sara made two corrections to the Fire Protection Beginning and Ending Balances posted on the website: Beginning Balance should be \$67,719; Ending Balance should be \$26,436. Fred moved to accept all FY2022 Budgets as corrected, seconded by Michael. The motion passed unanimously.

(3) Sara announced receipt of an engagement letter to complete the required CPA Audit from Sarah Gibbens, CPA from Johnson City, IL at a cost of no more than \$5,000. The audit will be completed by the end of September 2021. No board action was needed.

NEW BUSINESS:

(1) A motion to appoint Dennis Leitner as Deputy Clerk, to fulfill the responsibilities of Deputy Clerk as defined in the TOI Handbook of Laws and Duties, was made by Clay, seconded by Michael. The position is a non-voting appointment without pay. The motion passed unanimously.

(2) Ed will put together a budget to borrow from other funds to buy mower and other road needs.

(3) Ed and Gina expressed a need for a locked, shared office to carry out their Township responsibilities, including office hours and storing official Township documents and files. Options included sharing office space in a Fire Station or renting space in the Township. Assessor Dickson said that sharing the office in Fire Station #2 did not work out well in the past. Suggestions were made that Gina, Ed, John, Jimmy, Josh Lipe, and Sara get together to figure out how the Fire Station offices could be shared by all concerned.

(1) Establish a committee to purchase equipment. No action. Sara wondered what equipment would be needed, especially to continue meeting in the bay using Zoom (e.g., screen and projector).

(2) A discussion was held about renting a P.O. Box in Makanda. Other options considered were a locked box outside the Fire Station #1 or continuing to receive the mail as has been done. No action was taken.

(3) A discussion about requiring a second signature on all Township checking accounts resulted in no action. By statute, the clerk "attests" to the Supervisor's signature. Sara is the only person who can sign checks. If she is no longer able to sign checks, a new (Republican) Supervisor will be appointed who will then go to the bank and change the signature card.

- (4) A discussion about establishing a committee to consider the possibility of retaining an attorney for the Township resulted in no action. Retaining an attorney is expensive and has not been done in the past, although it has been considered.
- (5) A discussion about establishing a Township General Assistance (GA) Committee resulted in no action. Sara mentioned that there have been very few applicants for GA in the past. Information from applicants is confidential. Sara and Clay suggested that the GA program could be publicized better through the Township website and word of mouth. Sara will report on how many applications are received each month.
- (6) A discussion of establishing a Township Broadband committee resulted in no action. Robert Henderson mentioned several opportunities for federal grants to expand broadband in rural areas. Makanda Township may need to team up with larger governmental entities (e.g., Jackson County) to pursue such opportunities. Robert recommended forming an advisory committee to report back to the Board to encourage the Jackson County representatives in applying for grant money. After reading a post on Zoom from Jill Adams regarding Julie Peterson being Makanda Township's representative to the Jackson County Board, Sara mentioned that perhaps we could get something going with her. In response to a question about establishing a "hot-spot" at the fire stations, Michael replied that he has been talking with Brian Pierce about this and will report at the July Township meeting.
- (7) A motion to authorize electronic payment of routine, recurring, monthly bills (e.g., utilities, Jimmy's retirement) was made by Fred, seconded by Michael. Passed unanimously.
- (8) A discussion was held about beginning each Township meeting with the Pledge of Allegiance. Sara suggested that since the meeting was already about 2 hours long, we should bring it up at another time. Board members agreed with this.

PUBLIC COMMENTS:

It was mentioned that those folks attending via Zoom had difficulty hearing and participating via Zoom. Since this was not on the agenda, a motion to spend money was not allowed. This issue will be brought up at the July Township Meeting. Sara would like some help in choosing the equipment. Clay will check with the equipment and setup from his church and report back to the board.

ADJOURN: Debbie moved to adjourn the meeting, seconded by Michael. The motion passed unanimously.

Respectfully submitted by Regina Einig, Clerk