

**DON GRAY****CAPITAL TOWNSHIP CLERK**

200 SOUTH NINTH STREET – ROOM 101

SPRINGFIELD, ILLINOIS 62701

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**MINUTES****CAPITAL TOWNSHIP BOARD OF TRUSTEES****MARCH 14, 2022****CALL TO ORDER/ROLL CALL**

The Capital Township Board of Trustees met in the County Board Chambers, 2<sup>nd</sup> floor County Building. The following members answered to roll call: Joe Aiello, Richard Berning, Brad Carlson, and Tammie Rockford. Trustee Gordon came in late. Mark Crawford was also present. Bruce Stratton and Justin Reichert were present as Legal Counsel.

A motion was made by Trustee Carlson, seconded by Trustee Berning, to approve the minutes of the previous meeting. Upon a roll call vote, there were 4 Yeas - 0 Nays, for approval of the minutes.

A motion was made by Trustee Berning, seconded by Trustee Carlson, to approve payment of the Supervisor/Collector/General Assistance Administration Expenditures, in the amount of \$750.00. Upon a roll call vote, there were 4 Yeas – 0 Nays.

A motion was made by Trustee Carlson, seconded by Trustee Rockford, to approve payment of the Township Clerk/Township Assessor's Administration Expenditures, in the amount of \$336.50. Upon a roll call vote, there were 4 Yeas – 0 Nays.

**AUDIT REPORT**

Lori Milosevich with Estes, Bridgewater & Ogden gave an overview of the FY21 audit for Capital Township. She went over the total assets, liabilities, and fund balance for the General Fund and General Assistance Fund. She also went over the revenues and expenditures. She discussed accounting policies, operations, and the benefit pension plan. All books and records were ready and available. They do not have any recommendations to the board for any changes or improvements to the system or accounting process. The Comptroller Report was also submitted. In the audit report, they did give an unmodified or clean opinion on the financial statements.

Trustee Berning pointed out a couple corrections that need to be made to the report. On Page 17 there is a typo in the second paragraph. The word within should be changed to when. The last sentence should read "Expenditures generally are recorded when a liability is incurred, as under accrual accounting." On page 19 in the first paragraph under Use of Restricted Resources, the word "be" needs to be added. It should read "When an expense is incurred that can be paid using either restricted or unrestricted resources (net position), Capital Township Illinois' practice is to first apply the expense toward restricted resources and then toward unrestricted resources." He also pointed out the section for allowance for doubtful accounts that says no allowance for doubtful accounts has been provided, as management believes all accounts are fully collectable. He asked if this is always the case in other Illinois townships that may not be as well managed as they are. Ms. Milosevich stated from what she has seen they are the same. Trustee Berning also asked about the benefit pension plan. It says Capital Township's annual contribution rate for 2020 was 20%. What is it 20% of? Mark Crawford stated it is for payroll. It is 20% of the FICA wages.

A motion was made by Trustee Berning, seconded by Trustee Carlson, for approval of the Report of Audited Financial Statements, including the amendments discussed, for the year ending August 31, 2021 from Estes, Bridgewater & Ogden. A voice vote was unanimous.

Supervisor Aiello recognized that Trustee Gordon is now present.

### **OLD BUSINESS**

Supervisor Aiello stated they discussed the TIF Districts and the City of Springfield for quite a while, and this board provided a letter of approval for the extension of the Enos Park TIF. One of the things that came out of that discussion was to appoint a member of Capital Township to the City's Economic Development Commission. A motion was made by Trustee Carlson, seconded by Trustee Berning, to appoint Joe Aiello to the Springfield EDC Board. Trustee Gordon asked Supervisor Aiello who could be appointed to this board besides himself. Supervisor Aiello stated it is the will of the board to appoint someone. That is the way it was written and agreed to by the City. A voice vote was unanimous on the motion.

Trustee Gordon stated she had asked for a town hall meeting and wanted to know when they can have the meeting in regards to the merger. Alderwoman Purchase had a nice town hall meeting when she was on the Capital Township Board, and it would be a refresher for the community to let them know Capital Township is over in the Public Health building and will give them more information about the services they provide. Trustee Carlson asked if this would be a town hall meeting on the merger itself. Trustee Gordon stated it would.

Trustee Berning asked if they have any way to know how many people go to the 11<sup>th</sup> Street building thinking the General Assistance office is still there. Supervisor Aiello stated he could reach out to the Veteran's office to see if that is an issue. When they moved the office, they let the public know through a variety of means. The staff at the General Assistance office also communicated with just about every social service office they work with. He relocated his

office over there and personally sat in that building for a month and talked to people who walked in, and he gave out bus tokens to them. They also had signs on the building. This was well documented and promoted. They were looking at maybe doing some sort of open house at the new facility to expose their services, and he thinks that is still a possibility. He asked her if she wants to do this for more outreach and awareness. Trustee Gordon stated she does. Supervisor Aiello stated there are more ways of doing that. He is willing to do whatever the will of the board is. Obviously, if they have a meeting they need to have a purpose. Maybe an open house is a better way of doing things. Keep in mind, there are other things they do as a township such as provide assessing. This year the assessing numbers may surprise some people. They also have services provided through the Township Clerk/Assessor's office. They do a lot of outreach and promotion of exemptions and other things through that office. The last town hall meeting coordinated was through that trustee herself. We are more than happy to support you with information if you want to coordinate something.

Trustee Berning suggested they could maybe combine an open house and a town hall meeting. Supervisor Aiello stated he does like the idea of an open house to expose people to what they do and to answer some questions. Trustee Rockford suggested if they have the open house, they could also have people from the Health Department present and have information available for other services in the building. Supervisor Aiello agreed there is a lot going on in that building. He can continue to talk with Trustee Gordon about this and get something set up.

Trustee Berning stated he was out there recently as a private citizen and was very impressed with the helpful guidance from the people there directing him to where he needed to go. Supervisor Aiello agreed they are good.

### **ANNUAL TOWN MEETING AGENDA**

Supervisor Aiello stated that the Agenda is the standard Agenda with the exception of some questions that were presented to the Clerk prior to the March 1<sup>st</sup> deadline. Aiello stated that the petitions are in your packets and are available to be discussed and voted on at the annual meeting and placed on the November ballot. A motion was made by Trustee Berning, seconded by Trustee Carlson, for approval of the Annual Town Board Meeting Agenda. A voice vote was unanimous.

### **ADJOURN**

A motion was made by Trustee Carlson, seconded by Trustee Berning, to adjourn the meeting to April 12, 2022 at 5:30 p.m. Upon a roll call vote, there were 5 Yeas – 0 Nays.

**Don Gray**  
**Town Clerk**