

**Minutes – Board of Town Trustees
June 15, 2017**

STATE OF ILLINOIS
Crawford County
Town of Robinson

THE BOARD OF TRUSTEES met at the Robinson Township Office at 6:00 p.m. June 15, 2017.
The following official business was transacted.

1. The meeting was called to order by Supervisor Larry Corder.
2. Clerk Vickie Gribben then called the roll.

PRESENT:	Larry Corder	Township Supervisor
	Vickie Gribben	Township Clerk
	Monty Murray	Township Highway Commissioner
	Tom Hose	Township Trustee
	Mary Jane Parker	Township Trustee
	Pat Richards	Township Trustee
	Kevin Steele	Township Trustee
ABSENT	Sue Roberts	Assessor

Item 3, Pledge of Allegiance.

Under Item 4, Approval of the Minutes of June 15 2017, Supervisor Corder asked for a motion to approve the minutes from the previous monthly meeting. Pat made the motion, second by Kevin. Motion carried with vote as follows; Tom-yes; Mary Jane-yes; Pat-yes; Kevin-yes; Larry-yes.

5. Reports
A. Supervisors Report

Supervisor Corder said a lot been going on and a few new changes have been made. He wanted to discuss comments from the public. Comments need to pertain to the subject currently being discussed on the agenda, not new subjects. He stated that the board needs to continue with the 5 minute maximum limit per person. First time newly elected board members need to get the OMA Training done and bring the certificate into office for Lacey to file. Mr. Corder told the trustees he needed to know who is going to the August 3rd meeting in Normal IL.

He reported they have started doing Safety meetings in the office and are also documenting them. Safety Dept. heads are implementing a Hazardous Communications Program which is great if there are ever any OSHA problems. He wanted to thank Monty and Stan for jumping on board and doing such a great job, also wanted to thank Lacey and Becky for doing a great job. Mr. Corder concluded by telling the board that they, Mr. Corder, Monty Murray, Stan Mullins, Sue Roberts, and Lacey Kerns met and discussed the amounts the buildings are presently assessed because TOIRMA Insurance cost is based upon their assessed evaluation. He ended by saying we don't want to pay too much for insurance. Mr. Corder then went onto General Assistance and said that he and the secretaries discuss the cases and agree on the decisions together based on financial and non-financial requirements which are outlined in the GA and EA Handbooks. Lacey Kerns said that some cases take more time than others, but in the end, the cases balance each other out. Mr. Corder concluded by bringing up the need to letter the doors as people are not always sure which one to use. Monty Murray said Tom Hose letters doors. The decision was made to allow Tom Hose to letter them.

Under Item 5B, the Highway Commissioner's report, Monty Murray said he has a good crew and he believes things are going to turn out really good. He wanted to welcome everybody and looked forward to working together. Mr. Murray stated that they have been mowing, cleaning out the ditches, and checking culverts. He also said that a lot of them need replaced. Mr. Murray said he had also been holding safety meetings with the highway crew. He ended by telling the trustees that he had taken, passed and received certification for fulfilling the Open Meetings Act requirement.

Under Item 5C, Assessor's report, Sue Roberts was not present.

Item 5D, Cemetery Report. Stan Mullins said he had placed the mulch from grinding the tree stumps around the flower beds. He said he had gotten approval from the OSHA representative for the grave box he fabricated. He asked if he should continue with repair and/or replacement of foundations. Mr. Corder thanked him for the repair work he had done and that it would be a good thing for the township to continue to fix the stones and/or foundation. Mr. Mullins said he would also like to do repair work in the outlying cemeteries. Kevin Steele asked about finding family members to help recoup the cost if possible. The sexton told of repairing a ledger and a relative of the deceased thanked him six months later and said he wanted to have the stone repaired but didn't know how he was going to pay for getting it done. Discussion continued about locating relatives. Mr. Corder mentioned that fixing the foundations was job security.

6. Regular Business

- A. Motion to authorize payment of town, general assistance, and payroll bills.
Motion & Vote.
Motion was made by Mary Jane and seconded by Pat.
Mary Jane—yes; Pat—yes; Kevin—yes; Larry—yes; Tom—yes.
- B. Motion to authorize payment of road district bills. Motion & Vote.
Motion was made by Tom and seconded by Kevin.
Pat—yes; Kevin—yes; Larry—yes; Tom—yes; Mary Jane—yes.
- C. Motion to authorize pre-approval of payment of elected officials from June 16, 2017 through July 20, 2017.
Motion was made by Pat and seconded by Tom.
Kevin—yes; Larry—yes; Tom—yes; Mary Jane—yes; Pat—yes.
- D. Motion to authorize payment of per diem expenses.
Motion was made by Kevin and seconded by Mary Jane.
Larry—yes; Tom—yes; Mary Jane—yes; Pat—yes; Kevin—yes.

7. Continued Business

- A. Motion to hire new attorney for fiscal year 2017-2018: Weber's.
Motion was made by Larry to hire Weber and Pat seconded.
Tom—yes; Mary Jane—yes; Pat—yes; Kevin—yes; Larry—yes.
- B. Approval to pay bills that are due prior to Board Meeting.
Motion was made by Mary Jane and seconded by Kevin.
Mary Jane—yes; Pat—yes; Kevin—yes; Larry—yes; Tom—yes.
- C. Motion to advertise for sealed bids to sell two zero turn cemetery mowers.
Motion was made by Tom and seconded by Kevin.
Pat—yes; Kevin—yes; Larry—yes; Tom—yes; Mary Jane—yes.

- D. Motion to approve maintenance and mowing of Duncanville Cemetery and church grounds with Stan and his employees mowing it this year.

Motion was made by Mary Jane and seconded by Pat.

Kevin—yes; Larry—yes; Tom—yes; Mary Jane—yes; Pat—yes.

8. New Business

- A. Motion to pass the Prevailing Wage Ordinance for the Town.

Motion was made by Pat and seconded by Kevin.

Larry—yes; Tom—yes; Mary Jane—yes; Pat—yes; Kevin—yes.

- B. Motion to pass the Prevailing Wage Ordinance for the Road District.

Motion was made by Tom and seconded by Mary Jane.

Tom—yes; Mary Jane—yes; Pat—yes; Kevin—yes; Larry—yes.

- C. Motion to go into Closed Session at 6:29p.m. for semiannual review of Closed Session minutes. Ref. S ILCS 120/2(c) (21)

Motion was made by Pat and seconded by Kevin.

Mary Jane—yes; Pat—yes; Kevin—yes; Larry—yes; Tom—yes.

Motion to go back into open meeting at 6:39p.m.

Motion was made by Mary Jane and seconded by Tom.

Pat—yes; Kevin—yes; Larry—yes; Tom—yes; Mary Jane—yes.

- D. Motion to approve Larry Corder and Lacey Kerns as Company Contacts on the Township credit card.

Motion was made by Pat and seconded by Kevin.

Kevin—yes; Larry—yes; Tom—yes; Mary Jane—yes; Pat—yes.

- E. Motion to approve Monty Murray and Janie Thackrey as Company Contacts on the Highway Department Credit Card.

Motion was made by Tom and seconded by Kevin.

Larry—yes; Tom—yes; Mary Jane—yes; Pat—yes; Kevin—yes.

- F. Motion to approve the video recording of monthly meeting and post on Township website and Mary Jane added to sell the camera to Vickie and Mr. Corder

added for \$1.00. Motion was not made and no vote was taken. Mr. Corder said to put the camera on next month's meeting agenda.

- G. Mr. Murray drafted a culvert agreement where the Township would not be responsible for the homeowner who wants to pipe their ditches for proper drainage. It will include check valves to prevent back flow. Mr. Murray said if not done to specification, the agreement gives him the discretion to tear it out. The area he was referring to is in a flat area where when it rains it floods the ditch. There has to be a clean out wherever there is a septic system coming into the ditch. Tom Hose asked about a surface inlet to catch the ground water. Tom said it is now illegal to have an open pipe go into a ditch. Mr. Corder asked what the motion was. Motion was made by Mary Jane to approve the agreement and seconded by Kevin.

Mary Jane—yes; Pat—yes; Kevin—yes; Larry—yes; and Tom.

- H. Motion to obtain bids for a new cemetery trailer with possible trade in or bids to sell.
A bigger trailer is needed because the track hoe the cemetery now has is too heavy for it.
Motion was made by Larry and seconded by Kevin.
Pat—yes; Kevin—yes; Larry—yes; Tom—yes; Mary Jane—yes.
- I. Motion to approve office updates. Entrance signs, ramps for building and windows and cameras on the entrance area.
Tom made the motion and Mary Jane seconded.
Kevin—yes; Larry—yes; Tom—yes; Mary Jane—yes; Pat—yes.
- J. Motion for amendments on the rules and regulations for the cemeteries.
Larry made the motion and Mary Jane seconded to allow benches at the grave site and in the park area. As to Rule 5, change the height allowance on monuments to eight feet throughout the cemetery. Tom Hose said update the contact information in Rule 22 and change rule 23 to state “Benches are allowed at the grave site and the park area.”
Larry—yes; Tom—yes; Mary Jane—yes; Pat—yes; Kevin—yes.
- K. Motion to purchase a 12” bucket for the cemetery track hoe.
Pat made the motion, seconded by Kevin.
Tom—yes; Mary Jane—yes; Pat—yes; Kevin—yes; Larry—yes.
- L. Motion to approve the cemetery’s one ton dump truck repairs.
Mary Jane made the motion and Tom seconded.
Tom—yes; Mary Jane—yes; Pat—yes; Kevin—yes; Larry—yes.

8. Public Comments

Matthew Wilson said that the road at 92850 and 725 is a prescription right of way and before any work is done he would like to see the Township’s title because the road is a prescription and not a dedicated right of way.

9. Adjourn Meeting

Time: Meeting adjourned at 7:56p.m.

Pat made the motion and Kevin seconded.

Mary Jane—yes; Pat—yes; Kevin—yes; Larry—yes; and Tom.

Respectfully Submitted,

Vickie Gribben
Township Clerk

Larry Corder
Township Supervisor