

**SENECA TOWNSHIP**  
**Regular Monthly Minutes**  
**July 14, 2009**

The regular monthly meeting of the Seneca Township Board of Trustees was called to order at 7:00 p.m. by Supervisor James Kagel at the Seneca Township Building located at 16506 Garden Valley Road, Woodstock, Illinois.

**Township Officials in Attendance:** Supervisor James Kagel, Trustees Rosemary Bartman, Susan Mathews, Thomas Dahlfors, and Michael O’Leary, Road Commissioner Scott Swanson, Assessor Donald Andrews, and Clerk Dawn Seemann. Absent Officials: None.

**Guests in Attendance:** Howard and Iris Hensley, Bob Helpers, Paul Bockman, Bob Pope.

**Public Speaking:** None.

**Minutes:** Dahlfors motioned to approve the June 9, 2009 Regular Monthly Minutes as presented. Second by Bartman.

- Supervisor Kagel made a correction to the Treasurer’s Report. He corrected the Harris Money Market General Assistance ending balance amount from \$76, 402.76 to \$76, 403.76. Motion passed with amendment.

**Audit of Current Bills:**

**Road District** – Mathews motioned to approve the Road District bills for payment for the period of June 10, 2009 through July 14, 2009 in the amount of \$60,311.54. Second by Dahlfors.

Voting yes: Bartman, Mathews, Dahlfors, O’Leary, Kagel. Voting no: None. Motion passed.

**Town Fund** – Dahlfors motioned to approve the Town Fund bills for payment for the period of June 10, 2009 through July 14, 2009 in the amount of \$13,417.34. Second by Bartman. Voting yes: Bartman, Mathews, Dahlfors, O’Leary, Kagel. Voting no: None. Motion passed.

**Treasurer’s Report:** June 1, 2009 through June 31, 2009, as listed below:

<b>Illinois Fund</b>	<b>Prev. Bal.</b>	<b>Transfer Funds</b>	<b>Expenses</b>	<b>Income</b>	<b>Ending Bal.</b>
General Assistance	\$25,313.28	(\$25,315.43)	0	\$2.15	0
Town Fund	\$17,975.69	(\$15,954.97)	(\$2,122.24)	\$101.52	0
Road & Bridge	\$128,709.79	(\$127,459.47)	(\$1,378.26)	\$127.94	0

<b>Harris Checking</b>	<b>Prev. Bal.</b>	<b>Transfer Funds</b>	<b>Expenses</b>	<b>Income</b>	<b>Ending Bal.</b>
Town Fund	\$6,771.83	\$15,954.97	(\$6,429.97)	\$76,014.57	\$92,311.40
Road & Bridge	\$126,301.74	\$4,459.47	(\$7,913.13)	\$43,744.77	\$166,592.85

<b>Harris CD</b>	<b>Prev. Bal.</b>	<b>Transfer Funds</b>	<b>Expenses</b>	<b>Income</b>	<b>Ending Bal.</b>
Road & Bridge	0	\$123,000.00	0	0	\$123,000.00

Harris Money Market	Prev. Bal.	Transfer Funds	Expenses	Income	Ending Bal.
General Assistance	\$76,403.76	\$25,315.43	(\$350.00)	\$978.14	\$102,347.33
Hard Road	\$81,053.61	0	0	\$54,936.98	\$135,990.59
Building & Maintenance	\$43,394.86	0	(\$45.00)	\$13,866.28	\$57,216.14

**General Assistance Report:** Kagel reported that there were no applicants this month.

**Clerk's Report:** Seemann informed the board that the nameplates for the newly elected officials have been ordered.

**Road Commissioner's Report:** Commissioner Swanson reported that Geske has Davis and Steig Roads paved. The lines are painted on South Street, and Davis, Stieg, Garden Valley, and River Roads. All the shoulders have been graveled on the new roads.

- Clean-up was necessary after the recent storm we had on June 20<sup>th</sup>, and Kunde Road and Timber Lane had to be closed for a couple of days.

- The McHenry County prisoners picked up the garbage along all the roads in the township.

- The 2<sup>nd</sup> mowing of the right-of-ways has been started.

- Bob Helpers had given Swanson a notice from the paper regarding the county's plans on redoing the Union Road bridge in between Route 176 and Highbridge Road. The completion date is expected to be 2011. They are going to detour on county and state roads. Scott stated he will post the roads if he finds trucks using our roads.

**Assessor's Report:** Assessor Andrews informed the board that he turned in this year's tax assessments to the county two weeks early.

- He would like to move all the Assessor equipment/furniture over to the town hall as soon as possible. This includes: 2 file cabinet safes with keys, which weigh approximately 600+ each; 1 regular filing cabinet; 1 long table, which he purchased himself but will donate to the township; 1 desk, which he received from the county; 1 large map book; 1 small map book. He added that he had been using his own fax machine, computer, and camera. In which case, the board will need to purchase each of those things for the new assessor, and will need to install three phone lines – 1 for the fax, 1 for the computer, and 1 for the regular line. The county had been paying for the line in Andrews' home that their computer is hooked up to. Andrews thinks the county will bring in another line here at the town hall for their computer.

- Andrews stated that he will not attempt to move the 600# safes himself and advised that no one else should try moving them either. He recommended getting a professional mover. He asked the board if they'd like to move them, call someone to move them, or have Andrews himself call someone to move them? The board felt since the movers will be going into his home that he should look into getting them moved. Andrews will check into this and inform Supervisor Kagel of the cost.

- Andrews gave the program that most of the assessors use on their computers to the board for review. He never used it.

**Planning Commission Report: Information/review/action**

**A. Commission Activity Report – Committee review/action on pending petitions:**  
The committee didn't meet this month. No report.

**B. Zoning Petitions for Consideration, review, and/or action by the town board:**

Kagel informed the board that the Merryman gravel pit petition has been postponed until August.

**Old Business: Information/review/action**

**A. Building Use Policy:** Kagel informed the board that he had been asked if the township building could be used for a neighborhood watch meeting. He told the person that we don't have a building use policy in place. Kagel spoke with Steve Weskerna of Marengo Township about this issue and Mr. Weskerna gave Kagel a copy of their building use policy for our board to review. Kagel in-turn gave the board members a copy of this policy. Discussion of that policy took place during tonight's meeting. Various questions arose, as well as suggestions for changes to the policy so it would better fit what our township is looking for. Dahlfors motioned to table this issue until next month's meeting in order to find answers to the questions the board had. Second by Bartman. Motion passed.

**New Business: Information/review/action**

No new business this month.

**Other:**

- The landscaping issue with the boy scouts will be put on next month's agenda in order to schedule a date for them to come in and start working. The scouts have sent drawings to D-Hill Nursery.

**Public Speaking:** Bob Helfers questioned if there was anything in the works for the parking lot? The board informed him that nothing has been decided to this point. They are waiting for the necessary funds before proceeding.

**Supervisor's Report:**

**A. Purchase of Computer –** Kagel informed the board that he purchased a computer from Brown's, which is set up with Quick Books. He has entered the budgets and three months of the checking accounts. Brown's entered all of the line item accounts. He added that Road Commissioner Swanson is also purchasing a computer from Brown's. Due to the fact that there is no money allotted in the budget to pay for Kagel's computer, line item adjustments must be made in order to reimburse Kagel. He stated that if we can't find enough money in other line items, he said he saved quite a bit of money on the audit that was budgeted for \$4,000 (audit was estimated to cost \$8,000 of which \$4,000 comes from the Road District and \$4,000 comes from the Town Fund) so we could transfer some of the saved money from the budget line item. In addition, Kagel offered to do the Payroll instead of having Brown's do it, which will also save us money.

**B. Hired George Roach to do Gasby 34 Audit –** The audit is in the process of being completed. The cost is \$3,000, which as stated above, is far less than the allotted estimate of \$8,000. Mr. Roach was here last Friday and picked up the box of material that former township supervisor Ersel Schuster had designated for the audit. Kagel gave him permission to contact Brown's if they needed any additional information. Nothing had been heard back to date.

- **2030 Plan:** Kagel informed the board that the county's 2030 plan committee has had hearings regarding the 2030 plan, to which the public was invited to attend. Kagel attended one of the meetings and explained that it was a "round-table" type of format and each table had an official that was either on the planning commission or someone from the county board. They took each section of the 2030 plan and discussed it.

- **No Response to Letter:** Kagel informed the board that he has not received a response from former supervisor Ersel Schuster regarding the letter that was sent to her last month.
- **Township Officials Dues:** Kagel received a bill for \$381.09. In addition to that bill they were asking for an extra donation. The board turned down adding an extra donation to the original bill amount.
- **McHenry County Department of Health Clinic:** Kagel received notification flyers from the McHenry County Department of Health regarding a clinic that is being offered to adults 60 years of age or older interested in getting the shingles vaccination. Kagel posted a flyer at his bank, and Bartman took a flyer to post.

**Adjourn:** At 8:20 p.m. Dahlfors motioned to adjourn tonight's regular monthly meeting. Second by O'Leary. Motion passed.

Respectfully Submitted,

Dawn M. Seemann  
Township Clerk