

SENECA TOWNSHIP
Regular Monthly Meeting
June 9, 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, and Clerk Dawn Seemann. Absent Officials: Assessor Donald Andrews.

Guests in Attendance: Robert Helfers, Robert Pope, Paul Bockman, Michelle Kuhlman.

Public Speaking: Seneca Township Planning Commission member Bob Pope informed the board that he received a letter from the McHenry County Soil & Water Conservation District referencing their findings regarding the E.J. Mercado Landscape, Inc. property located at 16313 Kishwaukee Valley Rd., Woodstock. The letter was given to Clerk Seemann for the records.

Minutes: Bartman motioned to approve the May 12, 2009 regular monthly minutes as presented. Second by Dahlfors.

-Kagel made an amendment to page 3 – replacing the word “he” with “Helfers” in the paragraph following “Zoning Petitions for consideration...” Seemann will make the correction. Motion passed with amendment.

- Dahlfors motioned to approve the May 20, 2009 Special Meeting Minutes as presented. Second by O’Leary. Motion passed.

Audit of Current Bills:

Road District – Dahlfors motioned to approve the Road District bills for payment for the period of May 13, 2009 through June 9, 2009 in the amount of \$4,734.80. Second by Bartman. Roll call vote taken. Motion passed 5-0.

Town Fund – Mathews motioned to approve the Town Fund bills for payment for the period of May 13, 2009 through June 9, 2009 in the amount of \$4,520.09. Second by O’Leary. Roll call vote taken. Motion passed 5-0.

General Assistance – Dahlfors motioned to approve the General Assistance bills for payment for the period of May 13, 2009 through June 9, 2009 in the amount of \$350.00. Second by Bartman. Roll call vote taken. Motion passed 5-0.

- Kagel noted some check number corrections: Check #1025 for \$1060.00 should be #1023; check #2594 for \$30 went to Township Clerks of Illinois; and check #2593 for \$30 went to Trustees Division.

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

Dahlfors motioned to approve the Treasurer’s Report for the period of May 1, 2009 through May 31, 2009. Second by Mathews. Motion passed.

Illinois Fund	Prev. Bal.	Trans/Prime	Expenses	Income	Ending Bal.
General Assistance	\$26,368.64	0	\$1,060.00	\$4.64	\$25,313.28
Town Fund	\$28,189.69	0	\$11,076.94	\$862.94	\$17,975.69
Road & Bridge	\$135,888.91	0	\$10,240.66	\$3,061.54	\$128,709.79
Permanent Hard Road	\$77,263.02	<i>-\$77,274.27</i>	0	\$11.25	\$0.00
Building & Equipment	\$42,432.30	<i>-\$42,438.48</i>	0	\$6.18	\$0.00

Prime Fund	Prev. Bal.	Trans/Funds	Expenses	Int. Income	Ending Bal.
General Assistance	\$76,315.96	<i>-\$76,330.35</i>	0	\$14.39	\$0.00
Town Fund	\$3,178.54	<i>-\$3,179.13</i>	0	\$0.59	\$0.00
Road & Bridge	\$123,375.06	<i>-\$123,398.33</i>	0	\$23.27	\$0.00

Harris Checking	Prev. Bal.	Trans/Funds	Expenses	Int. Income	Ending Bal.
Town Fund	0	\$3,179.13	\$2,049.35	\$5,642.05	\$6,771.83
Road & Bridge	0	\$123,398.33	\$870.07	\$3,773.48	\$126,301.74

Harris Money Market	Prev. Bal.	Trans/Funds	Expenses	Int. Income	Ending Bal.
General Assistance	0	\$76,330.35	0	\$73.41	\$76,403.76
Hard Road	0	\$77,274.27	0	\$3,779.34	\$81,053.61
Building & Maintenance	0	\$42,438.48	0	\$956.38	\$43,394.86

General Assistance Report: Supervisor Kagel reported that one applicant was issued a one time emergency assistance check. That applicant is no longer qualified for assistance from Seneca Township for one year. The other applicant received assistance elsewhere, choosing not to proceed for assistance from Seneca Township.

Clerk's Report: Clerk Seemann had nothing to report this month.

Road Commissioner: Commissioner Swanson gave Seemann a list of the road district's tool inventory, which he and former road commissioner Robert Helfers went through together.

- The mowing along the right-of-ways is being finished up. Dorr Township is allowing us the use of their mower.
- Garbage and tree limbs are being cleaned up.
- A culvert extension was installed at a resident's home.
- Geske has done some prep work on Steig and Davis Roads to prepare them for blacktopping, which will be started tomorrow (6-10-09).
- The McHenry County prisoners will be picking up garbage along the right-of-ways 6-15-09 thru 6-19-09.
- Swanson applied for a credit card for road district use only. It is the same card that Helfers had. There is no annual fee.

Assessor's Report: Assessor Andrews is absent tonight. No report.

Planning Commission: Information/review/action

A. Commission Activity Report – Committee review/action on pending petitions:

The planning commission did not meet this month. No report.

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

a. Clerk Seemann informed the board that a resident from Coral Township approached her to let her know the people on Union Road have again filed a petition with the ZBA regarding their horse race track. The resident wondered if our board could again draft a letter stating our concerns since we were opposed to the race track the last time the petitioner tried to get a CUP. The board stated that they will wait to see what the ZBA decides before drafting a letter.

Old Business: Information/review/action

A. Put the 2009-2010 amended Town Fund Budget on Display for 30 days: Bartman approved putting the 2009-2010 amended Town Fund Budget on display for 30 days and approving it at 6:45 p.m. on the July 14th, with the regular monthly meeting following at 7:00 p.m. Second by Dahlfors. Motion passed. Seemann will notice the hearing in the newspaper.

B. Bonding a second board member: Kagel called TOIRMA regarding bonding Trustee Bartman as discussed at the May regular monthly meeting. He was told that TOIRMA will not bond a second person and was advised to go to an independent insurer. He did this and was told it would cost thousands of dollars to bond Bartman for the amount required. The board chose not to bond Bartman at this time.

C. Estimates for Stationary, Envelopes, and Fax Sheets: Kagel received quotes from some companies for making new stationary, envelopes, fax sheets. The prices were very high. Kagel felt he could make the stationary and fax sheets himself, and get an address stamp for the envelopes to save money. The board agreed that the prices were too high, therefore, Kagel will make the stationary and fax sheets for the board, and order an address stamp for the envelopes.

D. Nameplates: Dahlfors motioned to approve Seemann to order the nameplates for the three new board members. Second by O'Leary. Motion passed.

E. Bank Accounts and credit/debit card status: During the discussion of the Treasurer's Report earlier in tonight's meeting, Kagel informed the board about the new bank accounts. In addition, two debit cards are free with the accounts (one for the township and one for the road district.) These cards are strictly debit cards only and in Kagel's name only.

F. Pandemic Flu/Emergency Plan: At no charge, Dahlfors made copies of the Pandemic Flu/Emergency Plan for each board member for their records.

- Bartman questioned a \$1500 cost for printing taken from the Pandemic Flu account that she ran across when reading old minutes. Through research and discussion, it was found that \$900+ was used for postage and the newsletter.

- Mathews questioned if there is a NIMSCAST Training account set up for follow-up training by FEMA for the Emergency Plan. She questioned if follow-up training is required in order to keep the grant? This topic was in the May issue of the Perspective Magazine. Kagel will look into this and put it on next month's agenda for further discussion.

New Business: Information/review/action

A. Audit: Kagel looked into receiving quotes for the GASBY34 Audit that needs to be completed for the township by June 30, 2009. He contacted Eder Casella & Co, who did the audit four years ago when it was required. He received a quote in writing stating the cost would not exceed \$8300.00. He will be meeting with another company tomorrow to see if they could do it and what their charge would be. Bartman motioned to approve Kagel to use his best

judgment to choose the audit company to complete our GASBY34 audit for this year. Second by O'Leary. Motion passed.

B. Prevailing Wage Ordinance: A roll call vote was taken to approve the Prevailing Wage Ordinance for the Town Fund – Voting yes: Bartman, Kagel. Voting no: O'Leary, Dahlfors, Mathews. Motion failed with a 3-2 vote.

- A roll call vote was taken to approve the Prevailing Wage Ordinance for the Road District – Voting yes: Bartman, Kagel. Voting no: O'Leary, Dahlfors, Mathews. Motion failed with a 3-2 vote.

C. Inventory – Town Fund & Road and Bridge: Kagel reported that he does not have this list completed at this time. The Assessor Equipment is unknown due to it being housed at the Assessor's home. A partial list was given to Seemann for the records. Kagel will complete this list and present it to the board and Clerk Seemann at a later date.

D. Building Use Policy: This issue was tabled until next month.

E. Election Rental: Kagel received a letter from the McHenry County Clerk asking if we want to again rent out our building for the upcoming elections. Dahlfors motioned to allow the Seneca Township Building to be rented out for election use. Second by Bartman. Motion passed.

F. Former Supervisor Salary: Kagel drafted a letter to former supervisor Ersel Schuster regarding her request for payment for the period of April 1, 2009 through April 14, 2009. The board reviewed that letter. Dahlfors motioned to have Kagel send the letter to Schuster. Second by Mathews. Motion passed.

Supervisor's Report:

A. Upcoming Meetings: Kagel informed the board of some upcoming meetings they may be interested in attending – specifically the newly elected officials meetings. Any board member who is interested in attending these should let Kagel know as soon as possible.

B. Locks: Kagel informed the board that the outside entrance locks have been changed. He will give keys to those required to have one.

C. Children's Health & Safety Fair: Kagel received information from the McHenry County Health Department regarding a Children's Health & Safety Fair that will take place on Wednesday, August 5, 2009 at McHenry County College from 9 a.m. to 4 p.m. Contact Clerk Seemann for more information.

Other:

- Kagel stated that he talked to Brown's Accounting to see if they could set him up with a computer with Quick Books installed in order for him to do the township's spreadsheets and misc. The proposal he received which includes training was \$1385. Due to lack of funds in the budget, Kagel is considering paying for the computer out of his own pocket then reimbursing himself at a later date when the funds are available in the town fund. The board felt that could be a possibility.

Adjourn: At 9:25 p.m. O'Leary motioned to adjourn tonight's regular monthly meeting. Second by Dahlfors. Motion passed.

Respectfully submitted:

Dawn Seemann
Township Clerk