

**SENECA TOWNSHIP**  
**Regular Monthly Minutes**  
**May 12, 2009**

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

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

**Guests in Attendance:** Scott Swanson, Paul Bockman, Denise Swanson, Bob Pope, Michelle Kuhlman, Marilyn Kelly, Jim Kelly, Iris Hensley, and Howard Hensley.

**Public Speaking:** Michelle Kuhlman voiced her concerns about the McHenry County 2030 Land Use Plan. She was mainly concerned about what the county is saying about the aquifers and development. She would like to see the township and west side of the county preserved with open land, and would like the township board to draft a letter to the county’s 2030 land use plan committee reflecting her concerns and wishes. In addition, Ms. Kuhlman stated that she enjoys getting the newsletter and would like us to continue sending it. She would also like the township board to compile copies of the Pandemic Flu Emergency Plan and make it available to the township residents so they could know what to do and how they could help if an emergency should arise.

**Minutes:** Dahlfors motioned to approve the April 14, 2009 Budget Hearing Minutes for the Town Fund and Road District for fiscal year 2009-2010. Second by Bartman. Motion passed.

- Dahlfors motioned to approve the April 14, 2009 Regular Monthly Minutes. Second by Bartman. Helfers amended page 1 of the minutes. Motion passed with amendment.
- Dahlfors motioned to approve the April 21, 2009 Special Meeting Minutes. Second by Mathews. Motion passed.

**Audit of Current Bills:**

**Road District** – O’Leary motioned to approve the Road District bills for payment for the period of April 15, 2009 through May 12, 2009 in the amount of \$12,094.28. 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 April 1, 2009 through May 12, 2009 in the amount of \$12,174.65. Second by Bartman. Voting

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

**General Assistance** – Dahlfors motioned to approve the General Assistance bills for the period of April 15, 2009 through May 12, 2009 in the amount of \$1,060.00. Second by Bartman.

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

**Treasurer’s Report:** April 1, 2009 through April 30, 2009, as listed below:

**Illinois Fund** – O’Leary motioned to approve the Treasurer’s Report for the Illinois Fund for the period of April 1, 2009 through April 30, 2009. Second by Dahlfors. Motion passed.

Illinois Fund	Prev. Bal.	Trans/Prime	Expenses	Income	Ending Bal.
General Assistance	\$26,362.84	0	0	\$5.80	\$26,368.64
Town Fund	\$31,000.86	0	\$3,700.31	\$889.14	\$28,189.69
Road & Bridge	\$134,638.58	0	\$2,866.45	\$4,116.78	\$135,888.91
Permanent Hard Road	\$77,246.02	0	0	\$17.00	\$77,263.02
Building & Equipment	\$42,422.97	0	0	\$9.33	\$42,432.30

**Prime Fund** – Dahlfors motioned to approve the Treasurer’s Report for the Prime Fund for the period of April 1, 2009 through April 30, 2009. Second by O’Leary. Motion passed.

Prime Fund	Prev. Bal.	Trans/Funds	Expenses	Int. Income	Ending Bal.
General Assistance	\$76,290.84	0	0	\$25.12	\$76,315.96
Town Fund	\$3,177.50	0	0	\$1.04	\$3,178.54
Road & Bridge	\$123,334.45	0	0	\$40.61	\$123,375.06

**General Assistance Report:** Kagel reported that he hasn’t received any calls this month.

**Clerk’s Report:** Seemann asked about having new township stationary, envelopes, and fax forms made. She also suggested to Interim Supervisor James Kagel to look into getting a credit card for the Town Fund – mainly to pay for the website due to the fact that the website company only accepts credit cards and doesn’t bill. In addition, nameplates for the newly elected officials need to be purchased so Seemann asked to have this issue included on the June agenda.

- Seemann also mentioned the upcoming workshops that are available through Township Officials of Illinois (TOI) for newly elected officials.

**Road Commissioner’s Report:** Helpers reported that the highway commissioners received confirmation for salt prices with them going out on their own instead of going through the state. Of the seventeen McHenry County townships, three of them did not participate in the program. The fourteen townships that did participate were able to obtain their salt for next year at a cost of \$69.75/ton delivered. Last year the cost was \$135 to \$200/ton. The CMS State Program still has not come through with a price, therefore, the fourteen highway commissioners whose townships participated all signed a letter of cancellation and sent it to them. Helpers order 250 ton of salt for next year.

- Helpers stated that he received a call today from a trucking outfit that wanted an overweight permit for 150,000 lbs. The company was bringing in a big excavator for the old Frohling farm to knock down the buildings and take the concrete out. Helpers told them “no”, due to our roads not being made to handle that type of weight. They told him they do have an 85,000 lb machine but didn’t want to use it because it would take more time. The company is called “Demolition, Inc.” They will call Helpers back.

- Helpers informed the board that he is teaching our newly elected Road Commissioner Scott Swanson “the ropes.” Scott be coming in again on Friday and Helpers will take him out to show him the boundaries of Seneca Township and some of our blacktopping program that has been let so he could get some “hand-on” so he’ll know what to do. In addition, Scott will be going for his drug test, which is mandated by the CDL program that we’re in, and he will have to go to flagger school.

**Assessor's Report:** Assessor Andrews stated that he received the annual tax assessment book from the county at the end of April. He has until the end of July to turn it back in.

- Andrews introduced our newly elected Assessor Paul Bockman, who takes over on January 1, 2010, and informed the board that he volunteered to work with him so he could learn the ropes.

- There isn't too much extra measuring to do this year because there aren't many buildings going up in the township. Andrews thinks there have been only five to date this year.

- Andrews told the board that he will begin moving in his equipment, safes, etc. around the 1<sup>st</sup> of August. He said he will have to contact a mover because of the extreme weight of the cabinets and safes.

- The township will have to purchase a computer and fax machine for the new assessor.

The computer and fax machine Andrews has been using are his own personal property.

- Helpers questioned Andrews regarding why the taxes are up, when the values are down. Helpers said he was told by the county that we are supposed to be on a three-year cycle with the taxing. He wants to know what year we are in on that cycle? Andrews explained how the process works.

### **Planning Commission: - Information/review/action**

#### **A. Commission Activity Report – Committee reviewed/action on pending petitions:**

No report.

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

##### **a. Petition #09-17 Edna G. Rosenwinkel Trust No. 1 – 5817 Dunham Rd., Union – A1 to A2 – The ZBA Hearing is on May 28, 2009 at 1:30 p.m.:**

Kagel contacted Planning Commission Chair Susan Standish regarding this petition to find out if she felt our planning commission would have any objections to this petition. She felt there would not be any objections. Bartman asked Kagel if he received any information regarding that petition? He said he did and summed up what the petitioner wanted. Helpers stated that Joyce Heimsoth, Trustee of the Trust, wants to buy the land but not the buildings, and wants to divide the property. The land on which the house and buildings are on consists of approximately 3.289 acres, which they would like to rezone from A1 to A2. The remaining land will be kept at A1. After some discussion, Bartman motioned to approve the change in zoning from A1 to A2 for Petition #09-17, and have Kagel draft a letter to the ZBA stating no objections. Second by Dahlfors. Voting yes: Bartman, Dahlfors, O'Leary, Kagel. Voting no: Mathews – based on not enough information. Motion passed with a vote of 4-1.

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

**A. Amend 2009-2010 Town Fund Budget** – Discussion took place among the board regarding specific amendments to the 2009-2010 Town Fund Budget and it was decided that a special meeting should be called in order to properly address this issue. Seemann will notice the meeting in the paper, which will take place on Wednesday, May 20, 2009 at 6:00 p.m. at the Seneca Township Building.

**B. Sign Progress** – Trustee Dahlfors informed the board that the township building sign should be installed by the June regular monthly meeting.

- Helpers asked about the driveway and suggested calling JULIE regarding the location of the gas main. He said they need to be given a 48-hour notice.

**C. Driveway** – Kagel stated that he has no information regarding the driveway plans,

and would like to know what is supposed to be happening with it. The board informed him that the plans are “up-in-the-air” at this point.

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

**A. Changing Bank** – Kagel informed the board that he is not happy with the current banking situation the township has. He stated he went out to local banks to see what they had to offer. He explained what he had learned and what the interest percentages each bank offered. Kagel was most impressed with Harris Bank.

- Helpers told Kagel that the Road District and Town Funds are separate accounts.
- The board feels both accounts should be in a local/community bank.
- After further discussion, Dahlfors motioned to transfer all funds, (Town Fund and Road District Fund,) to Harris Bank. Second by Mathews. Motion passed.

**B. Bonding a second township official** – Kagel originally felt bonding a second official would be beneficial, then had second thoughts. The board and Road Commissioner Helpers all felt bonding a second official would be nothing but beneficial. Following discussion, Dahlfors designated senior trustee Rosemary Bartman as the second township official to be bonded. Second by O’Leary. Motion passed.

**C. County Treasurer’s Office Workshop** – Kagel was unable to find this information to present to the board, however, earlier in the evening township resident Michelle Kuhlman had given the board information regarding a Freedom of Information Act meeting that the McHenry County State’s Attorney was sponsoring. The board feels this could be the same meeting Kagel wanted to share with the board.

**D. Equipment Inventory** – Helpers prepared a detailed list of all of the Road District’s inventory. He and Scott Swanson will go over the list together on Friday and Scott will submit the approved list to Clerk Seemann for the files at the June meeting. Mathews motioned to approve the above process. Second by Dahlfors. Motion passed.

- Kagel decided it would be a good idea to do the same thing for items/supplies inside the township building that belong to the Town Fund, such as the copy machine, pictures, filing cabinets, etc. Dahlfors motioned to approve Kagel to take a physical inventory of the items/supplies owned by the Town Fund and present the list for approval by the board at a future meeting. Second by Mathews. Motion passed.

- Bartman will take care of returning pictures that belong to the former township clerk.

**E. Changing Locks** – Due to being unclear as to who actually has a key to the township building, it was decided that the exterior locks should be changed. Dahlfors motioned to approve Kagel to contact the contractor to have the exterior locks changed. Second by O’Leary. Motion passed.

- In addition to contacting the contractor regarding the locks, Helpers felt the contractor should be reminded of the three cracks in the stone front of the building that Helpers pointed out. Also, the back door doesn’t always close all the way, and the 2<sup>nd</sup> set of doors in the front of the building don’t always close either.

**F. Kitchen Accessories – Refrigerator** – Kagel asked O’Leary what the status was on getting a refrigerator installed in the kitchen area of the new addition? O’Leary stated it is already in there.

- Dahlfors informed the board that he has a neighbor who is remodeling their kitchen and asked if we would be interested in their old cabinets, counter tops, sink, etc. for the town hall? These would be free of charge.

**Other:**

- **Education Seminar:** Bartman had information regarding an upcoming education seminar for township officials which is being held on June 17<sup>th</sup>. Those who will be attending are: Kagel, Mathews, Bartman, O’Leary, Dahlfors, Swanson, and Bockman. Kagel will send in the fee and application.

- **Farewell to Retiring Road Commissioner:** On behalf of the Board of Trustees, Assessor Andrews, and Clerk Seemann, Interim Supervisor James Kagel thanked retiring Road Commissioner Robert Helfers for his outstanding service to the township and presented him with a plaque. Helfers dedicated twenty years of service to Seneca Township beginning when he was elected as a Trustee in 1989 and served in that position until he was appointed as the Road Commissioner in 1995, where he devoted many long hours superbly maintaining our township roads until his retirement on May 18, 2009. Thanks again, Bob! Enjoy your retirement.

- **Swearing in Elected Officials** – Clerk Seemann swore in the newly elected Road Commissioner Scott Swanson as his wife Denise proudly took pictures. Followed by newly elected Supervisor James Kagel, and the four re-elected Trustees - Rosemary Bartman, Susan Mathews, Thomas Dahlfors, and Michael O’Leary. Each of their terms officially begins on May 18, 2009. (Clerk Seemann was sworn in by a Notary Public prior to the meeting. Her next term also officially begins on May 18, 2009.)

- Mathews informed the board that Bill LeFew’s office would be willing to come talk to the board about township business. She asked if the board would be interested? Kagel feels at this point he is not interested.

- Helfers reminded the board that the GASB 34 audit must be done by June 30, 2009.

**Public Speaking:** Howard Hensley questioned the status of the houses that were to be built on Kunde Road. Seneca Township Planning Commission Member Bob Pope addressed this issue for Mr. Hensley. He informed him that the McHenry County Zoning Board of Appeals and County Board turned it down, and it is now pending in court.

**Motion to Adjourn:** At 10:00 p.m. Dahlfors motioned to adjourn tonight’s regular monthly meeting. Second by Bartman. Motion passed.

Respectfully Submitted,

Dawn M. Seemann  
Township Clerk