

# Minutes –Board of Town Trustees

STATE OF ILLINOIS,     }  
McHenry County,        }  ss.  
Township of Nunda,     }

THE BOARD OF TOWN TRUSTEES met at the Nunda Township Supervisors Office (Annex), 3510 Bay Road, Crystal Lake, Illinois, on **November 15th, 2011.**

PRESENT:	John Heisler	Supervisor
	Joni Smith	Town Trustee
	Tom Palmer	Town Trustee
	Jim Schlader	Town Trustee
	Lee Jennings	Town Trustee

Mr. John Heisler, Chairman, called the meeting to order at 7:00 P.M. Bridgett Provenzano, Township Clerk, recorded the following official business.

The Pledge of Allegiance to the Flag was recited. Roll call was answered by Trustees Palmer, Smith, Schlader, Jennings, and Supervisor Heisler. Also present was Township Attorney Jim Militello, Highway Commissioner Kopsell, Assessor Jagla, staff and members of the public.

**Minutes** – Motion to approve the Regular Board Meeting minutes from October, made by Trustee Jennings, seconded by Trustee Smith.

**Voice Vote, all ayes, motion carries.**

**Levies** – discussion and approval of the 2011 Annual tax levy took place with Trustee Schlader asking about the percentage increase for the town fund. Heisler explained that the increase was .24%. Trustee Palmer asked about the Road district levies. Donna Kopsell explained they did not need to be posted for review and that she would have them later in the week.

Motion to post the town levies for thirty day review made by Trustee Schlader, seconded by Trustee Palmer.

**Roll Call Vote, all ayes, motion carries.**

**Resolution 11-15-11-01 setting the Holiday schedule for all Nunda Township Departments-** motion made by Trustee Palmer, seconded by Trustee Jennings.

**Voice Vote, all ayes, motion carries.**

**Resolution 11-15-11-02 to set and post the meeting dates for calendar year 2012**

Motion made by Trustee Schlader, seconded by Trustee Smith.

**Voice Vote, all ayes, motion carries.**

**Claims and Additional Bills (Road District)** – A motion was made by Trustee Jennings and seconded by Trustee Schlader to approve claims of the Highway Commissioner for audit and payment as presented, including additional bills. The following is a summary of the bills presented, including last months payroll figures that were not available at the time of the meeting.

Total Road District Claims presented.....\$469,876.74

<b>Road District payroll</b>	<b>September 2011</b>	<b>October 2011</b>
Permanent Hard Road Fund	\$69,808.00	\$68,329.09
Road District Social Security Fund	\$ 5,119.86	\$ 5,016.40
Road District I.M.R.F. Fund	\$ 5,516.09	\$ 5,956.51

**Bills for additional payment:**

**November 15, 2011**

**Additional Bills**

**Road & Bridge Bills**

<b>1. DJD Contracting</b>	<b>\$1,085.00</b>
<b>2. Fastrack Construction</b>	<b>\$14,565.00</b>
<b>3. Miller Verchota, Inc</b>	<b>\$140.00</b>
<b>4. Jim Veugeler</b>	<b>\$2,281.65</b>
<b>5. Hi-Viz Inc.</b>	<b>\$3,881.00</b>
<b>6. Ray Valzano</b>	<b>\$100.00</b>
<b>7. Jack Smith Sr.</b>	<b>\$58.71</b>
<b>8. GFS Fence, Guardrail &amp; Signage</b>	<b>\$4,415.00</b>
<b>ROAD AND BRIDGE GRAND TOTAL</b>	<b>\$26,526.36</b>

Trustee Smith asked about the boot allowance for the Highway employees. Commissioner Kopsell explained they get a \$100.00 allowance and they pay the rest. Trustee Schlader asked about the Bridge fund expense. Kopsell explained there was a lot of work that needed to be done on the project.

**Roll Call Vote, All Ayes, Motion Carries.**

**Claims and Additional Bills (Town Fund)** –A motion was made by Trustee Schlader and seconded by Trustee Palmer to approve claims of the Supervisor for audit and payment as presented, including additional bills. The following is a summary of the bills presented, including last months payroll figures that were not available at the time of the meeting.

Total Town Claims presented.....\$27,804.42

<b>September 2011, Town payroll</b>	<b>September 2011</b>	<b>October 2011</b>
Town Fund	\$62,120.30	\$59,161.67
General Assistance Fund	\$ 0.00	\$ 0.00

**Bills for additional payment:**

**November 15, 2011**

**Additional Bills**

**Town Fund**

<b>1. Buss Ford</b>	<b>\$43.00</b>
<b>2. Harris N.A.</b>	<b>\$140.00</b>
<b>3. I.A.A.O.</b>	<b>\$875.00</b>
<b>4. In Sync Systems</b>	<b>\$43.83</b>
<b>5. Jennings, Kelvin</b>	<b>\$493.80</b>
<b>6. Schlader, James</b>	<b>\$578.85</b>
<b>7. Stan's Financial Services</b>	<b>\$193.00</b>
<b>8. Troop 149</b>	<b>\$34.00</b>
<b>9. Vaverek, Mary</b>	<b>\$41.07</b>
<b>TOWN FUND GRAND TOTAL</b>	<b>\$2,442.55</b>

Again the question regarding Attorney fees was asked and Trustee Smith inquired about a specific bill from Militello that include an extra charge for a discussion after the regular meeting. Militello could not recall what the exact conversation was, nor did Supervisor Heisler recall the exact discussion.

**Roll Call Vote. All ayes, except Trustee Smith, Nay Motion Carries.**

## **Reports:**

Clerk Provenzano – no report.

Assessor Jagla – explained how they do appeals and said he hoped the software purchase would help save time.

Highway Commissioner Kopsell – everything is great.

Trustee Palmer – wanted clarification from the clerk as to the authenticity of the minutes that were submitted regarding the latest investment policy. Clerk Provenzano said she would verify the information and contact Militello the following day. Palmer also asked how long it would take to compile the information requested by the forensic auditor. Heisler said it would take him three or four months. At this point Donna Kopsell tried to clarify with Heisler what information was needed and Trustees Smith and Jennings tried to facilitate communication between the two and ended up with an agreement to work together to get the information ready beginning after staff was back from vacation. Supervisor Heisler also agreed to try and get a draft copy of the regular audit which is on another extension which expires November 30<sup>th</sup>.

Trustee Smith – see Trustee Palmers report above.

Trustee Jennings – see Trustee Palmers report above. He also asked if Don was finished paving, and asked about the overtime needed for the appeals.

Trustee Schlader – said that he was going to type a report of the info he gleamed from the educational seminar he attended.

Supervisor Heisler – wanted to know if he should proceed with the coast to coast rx program, everyone agreed. He also announced he would be discontinuing the general assistance emergency fund for lack of funds. Trustee Smith wondered how we could fund it. She also recommends talking a collection for the existing general assistance cases for Christmas, and also asking Dan Duffy if any State funds were available.

**New Business** – no new business.

**Old Business** – Don Kopsell brought up the resolution regarding comingling of funds and wanted Heisler to purchase checks for each account. Supervisor Heisler said we didn't need checks as the other accounts did not require them. Board members asked Supervisor Heisler to print the checks for each account. Attorney Militello tried to explain to the board that they do not have the right to tell Supervisor Heisler how to pay the bills. They approve the bills and the Investment policy decides how the bills are paid. He once again explained how he handles the money. Kopsell asked him if he has ever spent Highway funds without permission, and with whose authority. Supervisor Heisler responded the authority of state of Illinois.

**Public Comment** - Brent Smith thanked Supervisor Heisler for answering his questions. He also commented on the flag needing to be replaced in the Cemetery on Gracy Road. Supervisor Heisler said it had been done. Mike Shorten thanked Trustee Smith for her comments on trying to find ways to save the residents money and suggesting we find

opportunities to reduce costs. He also thought the time frame for getting the records to the auditor was an issue. Mark Daniel mentioned he was in accounting and gave his recommendations to the board as how to conduct themselves when questioning a bill. He also wondered if there was a cap on legal fees and what the budget amount was for said fees. Another resident, Jean, wondered why we had used the same accounting firm to do the audit for so many years. She asked if she could view the bank statement. Supervisor Heisler said they are online. She also wanted to be sure that Trustee Smith's comments regarding the fiscal responsibility of this board and how Trustee Smith thought the board should try to work together for the residents of Nunda, were included in the public record. Trustee Jennings told her he thought it was covered in the minutes.

**Adjournment:**

A motion was made by Trustee Smith, seconded by Trustee Jennings, to adjourn.

Motion carried on a unanimous voice vote.

The meeting was adjourned at 8:37 P.M.

Respectfully submitted,

**Bridgett Provenzano, Township Clerk**