



AVON TOWNSHIP MONTHLY BOARD MEETING MINUTES
433 E. Washington Street, Round Lake Park, IL 60073
Tuesday – April 14, 2020
After the Special Budget Hearing

Pursuant to the Governor’s Executive Orders 2020-7, 2020-10, and 2020-18, this meeting will be held via audio and video conference and not at the Avon Township General Offices. Please note that, by joining the meeting by video or audio conference, your name, image, or phone number may be visible (in whole or in part) to others participating in the meeting. Detailed instructions for the public to join the meeting via audio and/or video conference will be provided upon request, if you contact Candy Leatherman at 847-546-1446 or Cleatherman@avonil.us by no later than 6:30 p.m. on Tuesday, April 14, 2020.

Please also note that the Governor’s executive orders request that public bodies limit their agendas to only those items that require immediate attention and that other matters be deferred.

The agenda for the meeting will be as follows:

1. Call Meeting to Order at 7:06 p.m.

Suspension of rules to allow for electronic attendance

Supervisor Wilke read the Governor’s executive orders that only those items that require your immediate attention and all other items will be deferred. There are some items on the agenda that we will not vote on but is there for your information.

Trustee DUBY moved and was seconded by Trustee Vaughn to suspend the rules according to the Governor’s Executive Orders allowing electronic attendance.

Trustee Vaughn – aye
Trustee DUBY – aye

Trustee Bauman – aye
Supervisor Wilke – aye

Trustee Law – aye
Motion Carries

2. Pledge of Allegiance:

3. Roll Call:

Attendance was electronic through Zoom

Trustee Bauman – present
Trustee Vaughn – present

Trustee Law – present
Supervisor Wilke – present

Trustee DUBY – present
Quorum Met

Also, in attendance: Commissioner Kula, Assessor Ditton, Clerk Kearby and Attorney Krafthefer

4. Approval of Minutes:

Motion to approve the minutes by Trustee Bauman and seconded by Trustee Vaughn to approve the March 9 General Meeting Minutes and the Special Meeting for February 19, 2020.

Trustee Law – aye
Trustee Bauman – aye

Trustee DUBY – aye
Supervisor Wilke – present

Trustee Vaughn – aye
Motion Carries

5. Public Participation:

Clerk Kearby noted receipt of a public comment to be read. Krystal Larson is present and was asked if she wanted to read her comments. Supervisor Wilke asked if she could read the comment now instead of during the agenda item due to the electronic meeting. Krystal Larson noted that this item was not an action item at tonight’s meeting so in the interest of brevity, she will not read the comment. Everyone has received a copy of the comments.

There was a question by a member of the public how the public would get the comment. Attorney Krafthefer noted if the comment was deferred it would become part of the public meeting at that time. Krystal Larson agreed with that suggestion.

Supervisor Wilke advised the public that everyone is unmuted and could make a comment at this time. Hearing none.

6. Reports:

Supervisor Wilke noted that the Treasurers Report was included but is not an action item. He also noted the Lawyer working with the tax objection was included and the settlement amount around \$1700. This is the last one. The details will be sent to you when we vote on it.

Motion was made by Trustee Law and seconded by Trustee Bauman to approve the reports. Supervisor Wilke called for a roll call.

Trustee Duby – aye	Trustee Vaughn – aye	Trustee Bauman – aye
Trustee Law – aye	Supervisor Wilke – aye	Motion Carries

7. Consideration and review of bills:

Motion was made by Trustee Law and seconded by Trustee Duby to approve the Pre-Paid Bills.

Trustee Duby – aye	Trustee Vaughn – aye	Trustee Bauman – aye
Trustee Law – aye	Supervisor Wilke – aye	Motion Carries

A motion was made by Trustee Law and seconded by Trustee Duby to approve the Outstanding Bills.

Discussion: There was a comment made by Supervisor Wilke that check 25101 for the training would be held. Bookkeeper Anmarie Anderson noted that the checks for training in the Assessors office were submitted but the training was cancelled so she will cancel the checks. If any were cashed, she would get the reimbursement from those checks cashed.

Trustee Duby – aye	Trustee Vaughn – aye	Trustee Bauman – aye
Trustee Law – aye	Supervisor Wilke – aye	Motion Carries

8. New Business – Discussion and possible action on:

- a. Credit card policy as submitted is everything we have been working under except for the blue tinted items that Attorney Karfthefer and I still need to work on. This is just for information. Attorney Krafthefer suggested we have a board workshop to discuss policies for transparency. Supervisor Wilke suggested we just work on the new stuff but then have a meeting to discuss all policies to strip out the superfluous stuff. Trustee Bauman asked for the whole board to work with Attorney Krafthefer not just the Supervisor. That was affirmed by Supervisor Wilke and Attorney Krafthefer. Trustee Duby asked if we could discuss all policies. Attorney Krafthefer stated the best thing to do was have a meeting with everyone so it is totally transparent and to work with everyone. Supervisor Wilke noted it could be a committee of the whole and would be open to the public.

- b. Use of Township Vehicles

Supervisor Wilke noted it was suggested by our Attorney that we just put the vehicles in my name. If that would satisfy everyone, he is offering to do that. Trustee Duby opened the discussion for this item. He wanted to make sure the Supervisor is prepared to take on the costs of the car. Supervisor note he was prepared and he already has paid for the car. Trustee Bauman noted she wanted to make sure that all the items involving the car he was going to pay for and that she would need a list of all the expenses of the car, and everything would need to be in writing. Trustee Duby said if that was the case, he could see that this action could resolve the issue. Supervisor Wilke said we will move forward on this. Trustee Bauman asked if that was going to include the charging station and everything you put into the car. Supervisor Wilke said he was not going to pay for the charging station because they are used by everybody. Noting there is a lot more to discuss on this issue. Anmarie Anderson was asked to update the list of all the expenses of the car. She noted that the insurance is a package and each vehicle is covered.

- c. Board Policy Update

Motion was made by Trustee Duby and seconded by Trustee Law to postpone the discussion and possible action on the Credit Card Policy, the use of the Township Vehicles and Board Policies to a meeting where we can discuss and hash out the details at a later time.

Trustee Vaughn - aye	Trustee Bauman – aye	Trustee Law – aye
Trustee Duby – aye	Supervisor Wilke – aye	<u>Motion Carries</u>

- d. Action on COVID-19 Policies recommended by Attorney

Resolution Authorizing Payment of Standard Bills

Overview was given by Attorney Krafthefer. She noted that authorizing standard bills under these circumstances would assure there would be no late fees. There is a cap on the amount of those bills as well. Clerk Kearby asked if

she would sign off on those bills and that was affirmed. Trustee Bauman was assured that these would be utilities and heat air conditioning. Standard prepaid bills. Anmarie said she gave a list of the standard bills to the elected officials to be paid without prior approval to assure no lapse in service or late fees. I would like to include all medical related or fixed payroll withholdings. Attorney Krafthefer noted that the statutes allow the Supervisor to pay payroll and General Assistance without Board approval. Trustee Duby asked if this resolution have a time frame. It is noted that it is due to COVID-19 but there is no deadline. Attorney Krafthefer noted most of her Townships has this as a standard policy. Trustee Bauman asked to put it up for review at the workshop. It was noted that some bills would be over the limit noted. Attorney Krafthefer noted she would add under section two this would be in place for 60 days and then we will revisit it. Corrected copies will be sent to the township.

A motion was made by Trustee Law and seconded by Trustee Duby to approve the amended for 60 days COVID-19 Resolution to Authorizing Payment of Standard Bills.

Trustee Duby – aye	Trustee Vaughn – aye	Trustee Bauman – aye
Trustee Law – aye	Supervisor Wilke – aye	<u>Motion Carries</u>

Adoption of Families First Coronavirus Response Act Policies

Attorney Krafthefer noted that Part three of the legislation Congress adopted was for the Coronavirus Response Act. There are 8 different provisions and two allow employees to take emergency paid two weeks sick leave if they get Coronavirus, one of their children or family get the virus. Under the first three reasons it is 100% of their pay, the next three we would have to pay 2/3rds of their pay. The second is an enhanced medical leave. We would also have to allow employees to take 12 weeks leave for childcare. This policy is to interact with the current laws with these new laws so that there would not be a situation to use the laws under our policies and then apply a second time under the Coronavirus Response Act and then use any policies regarding sick leave provisions. This policy acknowledges the Federal Law and we abide with the Federal Law, but we will do it under the confines of the Township Policies. This policy tracks the language and how it interplays with our current policies.

Motion made by Trustee Law and seconded by Trustee Duby to approve Adoption of Families First Coronavirus Response Act Policies.

Anmarie asked since everyone is on call now, how would this impact. Supervisor Wilke noted if anyone calls in sick, we are just calling it a sick day. We will clear this with our Attorney in the future. Attorney Krafthefer noted we should not have people on call. They are working remotely or not working remotely. We are also working on a remote work policy. We will have to look at each unique employment situations to determine if they are working or need to use their benefits.

Trustee Duby asked if we are matching the Federal so how are we determining if someone has this or not. Attorney Krafthefer noted there are two provisions on this. One is if they are diagnosed. The other is if they are having symptoms and are seeking medical assistance. That would be an issue of documentation. We want to comply with the spirit of this. Trustee Vaughn asked if the Township is wearing cloth masks. Supervisor noted there are masks for employees and volunteers. Supervisor Wilke noted he may have to come to the Board for additional funding.

Trustee Duby – aye	Trustee Vaughn – aye	Trustee Bauman – aye
Trustee Law – aye	Supervisor Wilke – aye	<u>Motion Carries</u>

e. Final Action to Adopt Township Budget

Motion was made by Trustee Law and seconded by Trustee Bauman to approve the Town Budget.

Trustee Duby – aye	Trustee Vaughn – aye	Trustee Bauman – aye
Trustee Law – aye	Supervisor Wilke – aye	<u>Motion Carries</u>

Trustee Duby and Supervisor Wilke thanked the work of the Finance Committee.

f. Final Action to Adopt Road District Budget

A motion was made by Trustee Duby and seconded by Trustee Vaughn to approve the Road District Budget.

Trustee Vaughn – aye	Trustee Bauman – aye	Trustee Law – Aye
Trustee Duby – aye	Supervisor Wilke – aye	<u>Motion Carries</u>

- 9. Executive Session: None
- 10. Action on Executive session: None
- 11. Good of the Order

Trustee Duby noted that there was a need for bags/boxes for the Avon Cares Food Pantry and asking for those listening to support the pantry in that way. Candy Leatherman noted there is still a need. And we do need a couple of volunteers, but they do vet them to assure they haven't been traveling etcetera. Supervisor Wilke is not asking for elderly or people with health risks to volunteer. All other donations are on hold because we cannot let people in the building without an appointment. We cannot buy goods for our Essentials Program.

12. Adjournment

Motion was made by Trustee Duby and seconded by Trustee Law to adjourn the meeting at 7:58 p.m.

All in favor say aye. Opposed? Motion carries by acclamation.