

AVON TOWNSHIP MONTHLY BOARD MEETING MINUTES
433 E. Washington Street, Round Lake Park, IL 60073
Tuesday – July 7, 2020
7 p.m.

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 4:00 p.m. on June 9, 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.

1. Call the Meeting to Order at 7:04 p.m.
2. Pledge of Allegiance
3. Roll Call (Meeting held electronically via Zoom)

Trustee Bauman – present	Trustee Law – present	Trustee Duby – present
Trustee Vaughn – absent	Supervisor Wilke – present	<u>Quorum Met</u>

Also, present Clerk Kearby, Assessor Ditton, Commissioner Kula, and Attorney Krafthefer

4. Approval of Minutes

Motion was made by Trustee Duby and seconded by Trustee Bauman to approve June 9, 2020 General Meeting minutes as presented.

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

5. Public Participation

Travis Haley, Village of Grayslake, requesting on agenda item Pace Bus stop. We have had 5 to 6 thousand dollars of expenditures for the Bus Stop that was not authorized by the Township Board. This is the same kind of reckless spending we have seen with the vehicles without the approval of this board along with house. This reminds me of a quote, "Trust but verify.". There is no verification on the Bus Stop whatsoever from the Supervisor, no transparency, no contracts. I am respectfully asking the Board rejects the Supervisor's proposal and ask the Supervisor to resign for his incompetence and if not, at least the Board vote on a Censure Resolution for the Supervisor.

6. Reports

Commissioner Kula summarized his Report noted the listed projects going on are about 35% completed. All the underground is about 95% completed everything is going very well.

No additional report for the Assessor.

Supervisor noted he is working on the Cares Act funding and should be ending that soon with a vote tonight. Stopped by Fort Hill Cemetery and Bob's crew is doing a nice job. Commissioner Kula noted the Headstones were clean and looking great. Ditch is cleaned out.

Trustee Bauman did a Trustee Report. She attended a TOI Budget Training last week on Audits. She was talking to other Trustees from other Townships. She thought we should look at doing a Forensic Audit. This would do a deep cleaning of what is going on with our Township finances. This is an expensive move and she noted a possible alternative. In 60ilcs1/80-20 audit allows a Township Finance Committee to do a deep cleaning Township Audit. Michelle would like the Township to consider appointing a Township Financial Audit Committee to do a deep audit. I would like it to be on the agenda to discuss at the next meeting. She asked Attorney Krafthefer to tell the difference between a traditional audit and a forensic audit. Attorney Krafthefer noted that Townships do an annual audit. It checks the expenditures and income using general accounting standards. A report is given to the Board with any issues they have found. A forensic audit is a more in depth look at the details of the expenditures to find if there is anything going on. Attorney Krafthefer noted we could have a finance committee look any items you have concerns about. Questions were asked Anmarie Andresen on the audit is done. She is hoping to have a report for the board next week.

Supervisor Wilke asked Trustee Bauman to put this in writing so the board can review and discuss.

A motion was made by Trustee Law and seconded by Supervisor Wilke to accept the reports.

Trustee Duby – aye
Trustee Law – aye

Trustee Vaughn – absent
Supervisor Wilke – aye

Trustee Bauman – aye
Motion Carries

7. Consideration and Review of Bills

A motion was made by Trustee Law and seconded by Trustee Duby to approve the Pre-Paid bills.

Trustee Vaughn – absent
Trustee Duby – aye

Trustee Baumann – aye
Supervisor Wilke – aye

Trustee Law – aye
Motion Carries

Trustee Bauman asked for invoice FMW051820, two gas purchases paid for through the credit card. Supervisor Wilke was asked about the ownership of the Step Van. He stated the truck was gifted by him to the Avon Cares Food Pantry with an agreement that the Township would pay for gas and repairs. When asked when and who made that agreement. Supervisor Wilke noted Attorney Krafthefer was working on solving this with an IGA. He also noted that it was transferred from the Avon Township title to the pantry in January or February. Attorney Krafthefer noted that the electors have to reallocate assets. Clerk Kearby noted that through FOIAs there is no record of the board approving the transfer of the Step Van or any agreement voted on or reviewed. Supervisor Wilke said the charity would pay for the gas and the car wash noted by Trustee Bauman.

Point of Order was made by Trustee Law asking if these were in the prepaid bills. Anmarie Andresen said the gas was but the car wash was not, and she would work with Terry to get reimbursed for those items. Trustee Duby said we need to make sure this is corrected in the future and no gas is paid for by the Township. Trustee Law stated we can move forward on the motion and direct the Supervisor to have Avon Cares Food Pantry reimburse for the gas. Attorney Krafthefer noted credit card bills must be approved prior to payment. Suggesting we take them off auto pay to assure they are approved. Anmarie Andresen said she would work through it. The understanding is we will pay the bill and the charity will reimburse the Township for the expenses of the Step Van. There will be no more charges for the Step Van.

Anmarie Andresen asked how far back for any charges on the Step Van. Supervisor Wilke said all the way back. After a discussion it was directed to go back to the start of this fiscal year. Anmarie will work to get the credit card off auto pay. She will work with the bank. Attorney Krafthefer will work on an IGA.

Supervisor Wilke noted the same thing with outstanding bills, the Township will be made whole.

A motion was made by Trustee Bauman to approve the Outstanding bills and was seconded by Trustee Law.

Gewalt Hamilton invoice 4051.310-4 for \$1290.00. Another charge for the Pace bus stop that we do not have a contract with. We were told we were not going to have any more charges. Trustee Duby noted he was shocked at Attorney Krafthefer's last update showing the cost of the bus stop upwards of \$22,000.00. This is far from the original \$8,000.00 we spoke about. We were told Pace was going to cover the cost of the bus stop itself. We were doing the base and the concrete. He does not think we need to do the path or the seeding. Supervisor Wilke said it has to be ADA compliant and that is why we need the path. Trustee Bauman suggests just a sign. Attorney Krafthefer commented that the estimate is \$25,200. The engineering fees were about \$10,00 and we have already paid \$8,000 and that includes the permitting. Point of Order by Trustee Law asking if the intention to approve the bills with the exception of Gewalt and the two gas bills on the credit card. Trustee Bauman accounts on how we found the Gewalt Bill. Anmarie is not on the Gewalt bills. Anmarie asks of the lawyer, if the services are performed, how do we not pay the bill? Attorney Krafthefer says if they were not authorized, we do not have to pay them. I am working with Gewalt and PACE to get contracts for the next meeting. Everything will be outlined as to what responsibilities there are for Gewalt, Pace and the Township. Gewalt did confirm there is a stop order and we will have no more work until we get this resolved.

Supervisor Wilke hopes we do not engage Gewalt on every single thing and wind up with the \$25,000. Attorney Krafthefer detailed her email. Gewalt's fees were only about \$10,000, The other fees resulting in the \$25,000 are the estimates of the building costs for whoever builds it. The only other fees were if you wanted them to oversee the project to assure ADA compliance such as that.

Trustee Duby asked Commissioner Kula if he deals with bus stops. His response is we do not get involved with bus stops. He agrees to pull the bills suggested by Trustee Bauman. Then pay it if we approve the contract.

A motion was originally made then edited by Trustee Bauman and seconded by Trustee Law to approve the Outstanding Bills with the exception of the 2 bills attributed to FMW061720 (\$8.00 and \$63.90) and Gewalt Hamilton Invoice 4051.310-4(\$1290.00).

Trustee Law – aye
Trustee Bauman – aye

Trustee Duby – aye
Supervisor Wilke – aye

Trustee Vaughn – absent
Motion Carries

8. New Business – Discussion and Possible Action

a. Cares Act:

Documents presented; the county will provide funds as we spend it up to approximately \$20,000 total. Trustee Duby asks if we have any assures that the other installments will be coming. Supervisor Wilke says that it is the intention and may be more. Trustee Bauman asks how we will know how the money is spent. Supervisor Wilke noted Anmarie Andresen will have to make reports monthly. Trustee Bauman says our goal is to have a bus stop so people can go to the food pantry, right. We do not need to spend that much money; we could do so much for our community. There is no contract. Supervisor Wilke says Washington is the busiest route in the county. Just put in a bus sign. Supervisor Wilke notes it goes to the College, Waukegan and the Navy Base. It is the busiest route in the County.

Motion made by Trustee Law and seconded by Trustee Duby to approve Covid Relief Fund Agreement grant #CRF2002.

Trustee Duby – aye
Trustee Law – aye

Trustee Vaughn – absent
Supervisor Wilke – recuses

Trustee Bauman – aye
Motion Carries

b. Board Policy:

1. Minutes: Attorney Krafthefer noted that we reviewed most of these policies at the board workshop and there are two new ones we can vote on next meeting. The first was the Minutes with the changes directed at our policy workshop.

Trustee Law moved to approve the Minutes Policy 2.02.130 and was seconded by Trustee Bauman.

Trustee Duby – aye
Trustee Law – aye

Trustee Vaughn – absent
Supervisor Wilke – aye

Trustee Bauman – aye
Motion Carries

2. Tape Recording Meetings: Attorney Krafthefer addressed the version one and two policies regarding the taping of the minutes by the clerk and the video recording of the meetings. Supervisor Wilke noted that we do not vote on our own pay only on the future elected officials pay. His suggestion is we keep these recordings until the next board is seated and there is no conflict of interests. He likes version two. Trustee Duby noted a correction of county. He is doing this as an aide for the minutes then we decide on how the meetings are recorded. That is version two. Trustee Bauman agrees with the video recording for the meetings. Attorney Krafthefer suggests adding the person in the policy. Clerk Kearby noted the video is best started by someone not involved in the meetings. Trustee Bauman suggests putting the video on the website. Supervisor Wilke suggests putting one up and then the new one replaced it and they are archived once removed. Trustee Duby suggests keeping up a few meetings up. Trustee Law suggests having a YouTube page and post meeting on the YouTube. The general consensus is to develop a link and maybe have the most recent on the website. We can start with three.

Trustee Duby asked how we are going to get the cameras. Trustee Bauman suggests the Supervisor prices them and then shoots an email of the cost for approval. Trustee Law agreed with that action. Trustee Duby asked if we decided it was a person designated by the board? That was the discussion from the Attorney. Attorney Krafthefer noted that she added the person responsible for videotaping is designated by the board once face to face meetings resume. In addition, she has noted three tapings will be available and then the past meetings would be accessible through Facebook and/or YouTube.

A motion was made by Trustee Duby to approve Resolution 2020-7-7ROP2 with the changes of the Lake County and the person responsible for videotaping the meeting to be determined by the board.

Trustee Vaughn – absent
Trustee Duby – aye

Trustee Baumann – aye
Supervisor Wilke – aye

Trustee Law – aye
Motion Carries

3. Travel policy has been amended financial official was the only change.

Motion was made by Trustee Law and seconded by Trustee Bauman to approve the Travel Policy as presented.

Trustee Duby – aye
Trustee Law – aye

Trustee Vaughn – absent
Supervisor Wilke – recuses

Trustee Bauman – aye
Motion Carries

4. Credit Card Reimbursement Policy: Attorney Krafthefer noted she had spoken with the Assessor and it might be difficult for him to follow. I think the language does address his concerns as travel that is approved by the board would not have that restriction. Commissioner Kula did note that there are times we use accounts. Commissioner Kula noted he could contact the board if there was an issue above that amount. Trustee Bauman and Trustee Law were fine with that. No objections were noted. Supervisor Wilke was concerned about poling the Board. Attorney Krafthefer said it would be fine because the Board would have to vote on those items at the next meeting. Final action is always at an open meeting. You can just email for those emergency expenditures and it will be voted on at an open meeting. An example of how the Assessor used this method for a computer and it worked fine. Supervisor Wilke noted to blind copy all members when noting emergency expenditures. Attorney Krafthefer went over the spending limits in the policy proposed. Supervisor Wilke asked if that included transfers. Attorney Krafthefer said transfers have to be done at a board meeting. This is the credit card policy not paying the credit card bills. Trustee DUBY asked why the newspaper subscriptions needed to be authorized but the utilities are not included. Attorney Krafthefer noted this was based on the list Anmarie prepared and we have a newspaper subscription as a credit card payment. Utilities are not paid for by a credit card. He questioned the title of Candy. Attorney Krafthefer noted the names are in the policy if people come or go, they can change the name. Trustee Bauman asked if there were no Avon Cares Food Pantry on the credit card. Supervisor Wilke responded, we will not use the Avon Cares credit card for the Township, and we won't use the Township credit card for the food pantry. Trustee DUBY asked if there are any other authorized users needed by the Supervisor. Supervisor Wilke said no. If it gets burdensome for Anmarie we will revisit. Trustee DUBY asked about items like a Christmas lunch for the volunteers. Attorney Krafthefer noted that the Supervisor would just ask the board in advance for the allocation and authority. Supervisor Wilke noted he was fine with that. Trustee Bauman noted that we wanted to add no food or beverages. Attorney Krafthefer will add that limit. There was a discussion with a per diem amount. Attorney Krafthefer noted there was a change in the law by the General Assembly. There is no longer a per diem. Trustee DUBY asked if we set the amount of reimbursements. Attorney Krafthefer said there are limits set by the Federal Government called a GSM schedule and reimbursements are based on that regional amount. Candy Leatherman noted the credit card use for the Essentials Program what are we going to do about that. Anmarie Andresen noted that the average bill for the Essentials is \$275.00. There are some that are over \$300. Candy suggests changing that to \$350. All trustees verbally agreed to raising that to \$350.00. It will be changed. Trustee DUBY asked to add without prior board approval for the entire column. All board members verbally approved. The debit card was added to the second to last paragraph not maintaining the debit card.

Trustee Law moves to approve the credit card policy as amended at this meeting and it was seconded by Trustee Bauman.

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

5. Public Comment policy was provided for Board Meeting and Town Hall Meetings. Attorney Krafthefer noted the trustees could vote on this next meeting. Clerk Kearby gave an explanation of past practice and the noted difference of a Town Hall. Attorney Krafthefer said we can still have them sign in.

Trustee Law moved to approve the policy for Public Comments for Township Board Meetings and Town Hall Meetings. It was seconded by Trustee DUBY

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

6. Townhall. Attorney Krafthefer noted we can't hold the Town Hall virtually. When do you want to hold the townhall; we need to contact the health department and find a place large enough. There was a discussion on possible locations. Trust DUBY also noted the Sports Complex as a possible site. Currently we can move ahead with approval from the Health Department. Suggestion was made to schedule in September. Trustee DUBY noted we can edit the agenda. September is verbal approved by all trustees. It has to be the third Tuesday in September.
7. Road Dist. Attorney Krafthefer noted we needed to talk about this and careful thought. Supervisor Wilke noted the third Tuesday set aside. This will give the Commissioner Kula time to prepare for a discussion or committee. Commissioner Kula noted the make up might look like the Assessor's office with employees under whoever is appointed to run the department. Clerk Kearby recommended a committee lead by Bob Kula. Trustee Law also noted it was a good idea. Supervisor Wilke also approved of the committee.

Commissioner Kula noted the tax levy and discernments implications and asked the Attorney Krafthefer to explain. Attorney Krafthefer suggested to work with the Commissioner off-line.

Trustee Duby made a motion to forma Highway exploratory Committee chaired by Commissioner Kula to discuss upcoming changes in state law.

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

8. Compensation: Attorney Krafthefer noted we need to start compensation 90 days before the end of the term. This is the Boards discussion and decision.
9. PACE: Supervisor Wilke and Attorney Krafthefer are working on this and they hope to bring information to the board next meeting.
10. Gewalt) We are doing the same work with Gewalt. Trustee Bauman wants to know what it would need to have an estimate for just a pole. Supervisor Wilke noted that would be available. Trustee Duby asked about the specific clarifications about ADA compliance. Supervisor Wilke will get the details to the board.
11. Public Participation: Jeanne Kearby speaking as a member of the public. Jeanne Kearby explained the 2-year study and three public hearings to add more routes and bus stops. The decision was made that the ridership was not at a level to warrant adding more routes or stops. She also asked the board to go around town and check what types of stops are around town. You need to see what the stops look like.

Travis Haley, Grayslake, Supervisor claims that it was his suggestion to change the plates to municipal plates and that is inaccurate. When he was driving the Suburban, he had regular plates on the truck and giving the impression that it was his personal vehicle.

Trustee Duby thanked the Food Pantry for all the work going in and we still have immense needs.

9. Executive Session: None

10. Action on Executive Session: None

11. Adjournment

Motion made by Trustee Law and seconded by Trustee Duby to adjourn at 9:29 p.m.

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

