

RUTLAND TOWNSHIP BOARD MEETING  
OCTOBER 10, 2017

The Rutland Township Board held its monthly meeting in the Town Hall. Assessor Jan Siers led the Pledge of Allegiance. Supervisor Sanders called the meeting to order at 7:00 pm. Roll call showed the following members present: Supervisor Sanders, Clerk Rendl, Trustees Hoffman, Eaton, Carlsen and Keegan. Also present: Assessor Janet Siers.

### AGENDA

Supervisor Sanders called for a motion to approve and/or amend the October 10, 2017 agenda. Trustee Eaton made the motion to approve the agenda. Motion seconded by Trustee Hoffman. Vote: Voice vote. All ayes. Motion carried. **2017-10-01.**

### MINUTES

Trustee Carlsen made the motion to approve the regular Board meeting minutes of August 8, 2017 as presented; Supervisor Sanders seconded the motion. Vote: Roll call vote.

Carlsen	yes	Sanders	yes
Hoffman	yes	Eaton	yes
Keegan	yes		

Motion carried. **2017-10-02.**

The minutes from the regular Board Meeting of September 12, 2017 were then voted on for approval. Trustee Carlsen made the motion to approve the minutes as presented; Trustee Eaton seconded the motion.

Vote: Roll call vote.

Carlsen	yes	Eaton	yes
Sanders	yes	Hoffman	yes
Keegan	yes		

Motion carried. **2017-10-03.**

**PUBLIC COMMENTS** None.

### SUPERVISOR'S ANNOUNCEMENTS

Supervisor Sanders stated that Trustee Keegan had collected information on the Dial a Ride program and if anyone was interested in reviewing the information it was available. Supervisor Sanders then reviewed some of the stipulations, rules and conditions of the program and asked Trustee Keegan for any additional information he wanted to provide. A brief discussion ensued regarding this particular program. The Board felt that the costs and supervision involved made this a program they did not want to pursue at this time.

Supervisor Sanders then made mention of the Kane County officer present at the meeting and related that she had spoken to the County Sheriff's office and the procedure going forward would be that she would call the office a few days prior to the meeting and they would have an officer present at the meetings. There will be no expense for this. Supervisor Sanders introduced the officer and a brief discussion took place.

### FINANCIALS

**In addition to the reports sent electronically, printed paper copies of all financial reports were provided to all Trustees at this meeting.**

The financial reports for five months ending August 31, 2017 for the Township and Road District were provided to the Trustees electronically last month for review and included in this month's materials for approval. A

motion was made by Trustee Hoffman and seconded by Trustee Carlsen to accept the financial reports for the Township for the five months ending August 31, 2017, as presented.

Vote: Roll call vote.

Hoffman	yes	Carlsen	yes
Sanders	yes	Eaton	abstain
Keegan	yes		

Motion carried. **2017-10-04.**

The financial reports for the Road District for the five months ending August 31, 2017 were then considered for approval. A motion was made by Trustee Hoffman and seconded by Trustee Carlsen to accept the financial reports for the Township for the five months ending August 31, 2017, as presented.

Vote: Roll call vote.

Hoffman	yes	Carlsen	yes
Sanders	yes	Keegan	yes
Eaton	abstain		

Motion carried. **2017-10-05.**

Financial reports for the Township and Road District for the six months ending September 30, 2017 were included in the Trustee materials for review. Supervisor Sanders asked for any questions. Trustee Carlsen had several questions on the Township reports. Her first question was on account #55000 (fines). Supervisor Sanders explained the nature of the account and the difference between the amount budgeted and the amount shown. Question #2 was on office supply expenses. Supervisor Sanders provided the explanation for those expenses. Trustee Carlsen queried an expense for General Assistance and Supervisor Sanders clarified that there are no GA claims in 2017, the only GA expense this year is for insurance. Trustee Carlsen also inquired as to whether the equipment account budget would be sufficient to cover the expense of memory cards for the tablets. A brief discussion ensued regarding the cost of the cards with the determination that there is sufficient money in the account to cover that expense. Trustee Carlsen also asked if the Road District had reimbursed the Township for its share of the audit. Supervisor Sanders stated that the Township had been reimbursed. Trustee Carlsen then questioned a Road District report. The Budget vs Actual report showed no figures in the budget column. Supervisor Sanders stated that her report had figures in that column. Clerk Rendl will investigate the report, correct the problem and re-send the correct information to each Trustee within the next few days. There were no additional questions.

## REVIEW OF AUGUST BILLS

### TOWNSHIP

Supervisor Sanders began the review of Township bills for the month of August by itemizing the expenses. Gross salaries in the amount of \$7,480.78, invoices \$977.24, automatic payments \$3,596.66, Quickbooks charges \$125.50, for a total of **\$12,180.18**. Supervisor Sanders asked for any questions. Trustee Eaton questioned if the list of bills had been sent to the trustees. Clerk Rendl stated that a review of the bills was something done at the office but the list could possibly be sent if the Trustees requested it. Clerk Rendl asked if the Trustees would like the list of bills sent with the other materials each month and the answer was affirmative. She will make sure that is something that can be sent electronically before anything is sent next month. A motion to pay the Township bills in the **total amount of \$12,180.18**, as presented, was made by Trustee Eaton and seconded by Supervisor Sanders. Vote: Roll call vote.

Eaton	yes	Sanders	yes
Carlsen	yes	Hoffman	yes
Keegan	yes		

Motion carried. **2017-10-06.**

Trustee Carlsen questioned the Township employee salary report as to whether there was a duplicated column. Supervisor Sanders explained that one column displayed the federal withholding and the other column indicated the employee withholding amount, both columns are necessary for accuracy.

### ROAD DISTRICT

Payment of Road District Bills began with the Supervisor Sanders itemizing the expenses; salaries in the amount of \$ 11,746.16, invoices in the amount of \$9,665.98, automatic payments in the amount of \$382.38, Quickbooks charges \$98.50, for a total of **\$21,893.02**. Trustee Hoffman questioned an expense for David Yee. Supervisor Sanders explained that expense was for the transfer of information from a crashed computer into the replacement computer. Trustee Hoffman also questioned the numerical listing displayed for payroll direct deposits – a series of 3 numbers is missing from the consecutively numbered (two) payrolls. A lengthy discussion ensued and Supervisor Sanders stated she would find the reason for that series interruption, she did not determine those numbers, they were an internal automatic numbering made by the Quickbooks program. Trustee Carlsen questioned check #1342. An extended discussion took place and Supervisor Sanders determined that check #1342 was the replacement check for check #1339 for the Visual Pams Pro expense paid from the September bills. Check #1339 incorrectly named “*VISUAL PAMS PRO*” as the payee but should have named “*Cirone Computing*” as the payee. Check #1339 was voided after approval, check #1342 was written to replace #1339. The check listings will be reflected in next month’s check register. Trustee Hoffman then made the motion to approve the bills in the **total amount of \$21,893.02**, as presented. Trustee Carlsen seconded the motion. Vote: Roll call vote.

Hoffman	yes	Carlsen	yes
Sanders	yes	Eaton	yes
Keegan	yes		

Motion carried. **2017-10-07.**

### OLD BUSINESS

The first item under Old Business was to re-assess the drafts of the two policy agreements on the use of the Township tablets by the Trustees. A brief discussion of the two policies took place. Trustee Carlsen made the motion to adopt the policy that was drafted previously (but not used) with no changes, and is used by the Village of Gilberts. Trustee Eaton seconded the motion. Vote: Roll call vote.

Carlsen	yes	Eaton	yes
Sanders	yes	Hoffman	yes
Keegan	yes		

Motion carried. **2017-10-08. Copies of the policy will be printed and Trustees will sign individual policy statement agreements.**

Discussion then took place on the purchase of tablet covers and memory cards for the tablets. Trustee Hoffman stated he believed the tablet covers should be purchased by the Trustees; the memory cards should be purchased by the Township. Discussion took place regarding the size, cost and who would be responsible for purchasing the cards and whether trustees should be responsible for purchasing the covers. It was determined that 128 GB should be a sufficient size for the cards. Supervisor Sanders made the motion that the Trustees should purchase the tablet covers and that township will reimburse the Trustees for the purchase. Trustee Eaton seconded the motion. Vote: Roll call vote.

Sanders	yes	Eaton	yes
Keegan	yes	Hoffman	no
Carlsen	no		

Motion carried. **2017-10-09.**

Clerk Rendl asked the trustees for clarification on the motion that the township purchase the 128GB memory cards. She asked if the trustees were asking her to do the research and purchase the memory cards for them. A brief discussion took place after which it was stated that the Trustees were asking the Clerk to research and purchase the 128GB memory cards for the tablets. The motion for the Township to purchase the 128GB memory cards was made by Supervisor Sanders and seconded by Trustee Carlsen.

Vote: Roll call vote.

Sanders	yes	Carlsen	yes
Hoffman	yes	Eaton	yes
Keegan	yes		

Motion carried. **2017-10-10.**

The next item on the agenda was the discussion and approval of law enforcement presence at meetings. Supervisor Sanders stated that this agenda item was a moot point since there was an officer present. She confirmed that she had spoken to the County Sheriff and that the presence of law enforcement at meetings was possible at no expense to the township but that there would be no guarantee the officer would be there for the entire meeting. If there was a call, the officer would leave the meeting. Supervisor Sanders will have to call the County office each month to request an officer's presence for each monthly meeting.

#### **NEW BUSINESS**

Supervisor Sanders asked if anyone was planning to attend the Annual Education Conference in Springfield November 12-14. Clerk Rendl stated that she will be attending. Supervisor Sanders stated that a motion was necessary to approve the Clerk's attendance at the conference and reimbursement for expenses. There is a Resolution in place regarding expense reimbursement. Trustee Eaton made the motion to approve the attendance and expense reimbursement. Supervisor Sanders seconded the motion. Trustee Carlsen asked for clarification of the motion and was given same.

Vote: Roll call vote.

Eaton	yes	Sanders	yes
Hoffman	yes	Carlsen	yes
Keegan	yes		

Motion carried. **2017-10-11.**

Supervisor Sanders then reviewed the October 25<sup>th</sup> Township Officials of Kane County Annual Dinner meeting invitation.

#### **REPORTS BY OFFICIALS**

Clerk Rendl announced that the township had received another FOIA request this month but that it, like that one received in September, was for the Assessor's office. She had replied to the requester specifying the request be sent to the Assessor's office. She also reminded the Trustees that the Illinois State's Attorney's Office mandates that each public body must designate members/employees/officers as OMA designees and that the list must be sent to the SAO and Rutland Township needed to decide on those designees so she could send the list. A brief discussion then took place.

Trustee Carlsen questioned where the township stood regarding electronic attendance at meetings. A brief discussion took place. Clerk Rendl stated she would re-research the statutes of the OMA and present that information at the next meeting.

Trustee Keegan requested an exterminator be hired to kill the box elder bugs. A short discussion took place after which Supervisor Sanders stated she would ask the highway district employees to spray the township office.

Supervisor Sanders then asked for a motion to adjourn the meeting. Trustee Eaton made a motion to adjourn the meeting. Trustee Hoffman seconded the motion. Vote: Voice vote, all ayes. Motion carried. **2017-10-12. Meeting adjourned at 8:25 pm.**

**DOCUMENT SIGNING**

RESPECTFULLY SUBMITTED,

*Kathleen J. Rendl*

Kathleen J. Rendl, Township Clerk

**ACCEPTED:**

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Margaret Sanders, Supervisor

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Thomas Ray Eaton, Trustee

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Nicholas Hoffman, Trustee

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Charleen Carlsen, Trustee

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Victor Keegan, Trustee

