

RUTLAND TOWNSHIP BOARD MEETING

August 8, 2017

The Rutland Township Board held its monthly meeting in the Town Hall. Trustee Hoffman 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, Keegan and Carlsen. Also present: Assessor Siers. Commissioner Schultz, absent.

AGENDA

Supervisor Sanders called for a motion to approve and/or amend the agenda. Trustee Eaton asked that the agenda be amended to add the following items: Under Old Business, following business cards: name badges and following that, web design. Trustee Eaton made the motion to approve the agenda with the aforementioned additions. Motion seconded by Trustee Carlsen. Vote: Voice vote, all ayes. **2017-08-01.**

Supervisor Sanders then introduced Abdullah Kahn from Knutte & Associates, the firm performing the Township audit. Mr. Kahn gave a brief overview of Knutte & Associates and its familiarity with governmental clients and finances and proceeded with a summary of the township audit procedures, internal controls and findings. He then went through his suggestions for the Township as outlined in the "letter to management" included in the formal audit package from Knutte & Associates. His first recommendation was that the Motor Fuel Tax monies be accounted for and reconciled. Clerk Rendl related that she had contacted KDOT and requested that the MFT reports be emailed to her on a monthly basis and those reports would be retained and available for Board review. Trustee Carlsen had also contacted KDOT and had the same reports for the Trustees. A brief discussion followed regarding the MFT monies. Mr. Kahn then went over the recommendation of financial separation of duties and discussed what the auditors felt was a surplus in the General Assistance Fund as it related to the levy process, expenses and what Rutland Township should do about it going forward. His suggestion was to make more of an effort to allocate funds. His final recommendation was to consolidate cash accounts as much as possible – the auditors felt it unnecessary to have as many bank accounts as currently exist. He concluded by reviewing the financial statements and finished his presentation with a statement that the audit found nothing out of order, no missing invoices, no accounting errors and no discrepancies. He then took questions and discussed segregation of duties as it applied to financial accounting and Board oversight.

MINUTES

Supervisor Sanders asked for a motion to approve the regular Board meeting minutes of July 11, 2017. Trustee Eaton made the motion to approve the July 11, 2017 minutes as presented, second by Trustee Hoffman. Vote: Roll call vote.

Eaton	yes	Hoffman	yes
Carlsen	yes	Keegan	no
Sanders	yes		

Motion carried. **2017-08-02.**

PUBLIC COMMENTS

Bernard J. Thomas, 909 Scottsdale, Pingree Grove, addressed the Board regarding his thoughts on meeting packet delivery. Discussion took place.

SUPEVISOR'S ANNOUNCEMENTS

None.

FINANCIALS

The financial reports for three months ending June 30, 2017 for the Township and Road District were distributed in Trustee notebooks last month for review and included in this month's packet for approval. A motion was made by Trustee Hoffman and seconded by Trustee Eaton to accept the financial reports for the Township for the month ending June 30, 2017, as presented at the July 11, 2017 meeting.

Vote: Roll call vote.

Hoffman	yes	Eaton	yes
Carlsen	no	Keegan	no
Sanders	yes		

Motion carried. **2017-08-03.**

Financial Reports for the Road District for the three months ending June 30, 2017 were then considered for approval. A motion to approve the financial reports for the three months ending June 30, 2017, for the Road District as presented at the July 11, 2017 meeting, was made by Trustee Carlsen and seconded by Trustee Eaton.

Vote: Roll call vote.

Carlsen	yes	Eaton	yes
Hoffman	yes	Sanders	yes
Keegan	no		

Motion carried. **2017-08-04.**

Financial reports for the Township and Road District for the four months ending July 31, 2017 were included in the Trustee materials for review and consideration at the September meeting. Supervisor Sanders asked for any questions on these financial reports. There were none.

BILLS AND SALARIES

TOWNSHIP

Supervisor Sanders began the review of Township bills for the month of July by itemizing the expenses. Gross salaries in the amount of \$11,761.34, invoices \$9,961.28, automatic payments \$927.14, Quickbooks charges \$125.50, for a total of \$22,775.26. Trustee Hoffman and Trustee Carlsen had questions. Supervisor Sanders gave the explanations for both questions. Discussion took place. Trustee Eaton questioned a reimbursement to Trustee Carlsen. A motion to pay the Township bills in the **total amount of \$22,775.26**, as presented, was made by Trustee Eaton and seconded by Trustee Hoffman. Vote: Roll call vote.

Eaton	yes	Hoffman	yes
Sanders	yes	Carlsen	no
Keegan	no		

Motion carried. **2017-08-05.**

ROAD DISTRICT

Payment of Road District Bills began with the Supervisor Sanders itemizing the expenses; salaries in the amount of \$10,527.41, reimbursement for employee insurance \$4,200.00, invoices in the amount of \$990.73, automatic payments in the amount of \$484.11, Quickbooks charges \$98.50, for a total of \$16,300.75. Trustee Keegan questioned the reimbursement for insurance. Discussion ensued. Trustee Eaton made the motion to approve the bills in the **total amount of \$16,300.75** as presented. Trustee Carlsen seconded the motion. Vote: Roll call vote.

Eaton	yes	Carlsen	yes
Hoffman	yes	Sanders	yes
Keegan	yes		

Motion carried. **2017-08-06.**

OLD BUSINESS

Rutland Residents' Transportation Needs

Supervisor Sanders asked whether there was any opposition to her continuing to gather information from other townships regarding transportation assistance. There was no opposition.

Update on Tablet Purchase

Clerk Rendl stated that the tablets that were authorized for purchase at the July meeting for \$279.00 each were no longer available at that price. The same tablet is now \$329.00. Trustee Keegan suggested tabling the decision and compiling an additional 3 bids. Discussion ensued regarding the cost for the tablet, the cost for training, and the probability of increased cost incurred by tabling the decision. Trustee Eaton and Trustee Hoffman both presented their thoughts and opposition to delaying the decision. Supervisor Sanders made the motion to authorize the purchase of four tablets at the cost of \$329.00 each. Trustee Eaton seconded the motion. Vote: Roll call vote.

Sanders	yes	Eaton	yes
Hoffman	yes	Carlsen	no
Keegan	no		

Motion carried. **2017-08-07.**

Business Cards & Name Badges

Discussion ensued regarding the printing of business cards. Trustee Eaton suggested waiting to have the cards printed until email addresses had been decided on. Additional discussion took place. The motion to authorize getting business cards printed was made by Trustee Eaton. Discussion continued. Motion seconded by Trustee Keegan. Vote: Roll call vote.

Eaton	yes	Keegan	yes
Sanders	yes	Hoffman	no
Carlsen	no		

Motion carried. **2017-08-08.**

Web Design

Trustee Eaton asked Clerk Rendl to update the Board on the domain name currently used by the Township. Clerk Rendl reprised the information she had provided for the Trustees in the meeting material – the domain names of Rutland Township.com and Rutland Township.net are both owned by the Township and can be transferred to any hosting site. There is no need to purchase either name. Discussion took place. Supervisor Sanders will speak to Mark Rake about the cost of posting the volume of financials as his compensation is structured in part by the volume and time it takes for what he uploads.

NEW BUSINESS

Purchase of Updated/Revised edition of Laws & Duties Handbook

Supervisor Sanders informed the Trustees that there is an updated Handbook and the cost for same. Trustee Eaton questioned the differences between the 2015 and the 2017 versions and whether the expense is merited. Discussion ensued.

REPORTS BY OFFICIALS

Trustee Keegan recounted his experience on attending a pipeline meeting.

County Board Representative T.R. Smith communicated additional information regarding the same pipeline meetings held in DeKalb, Elgin, and Bolingbrook.

Clerk Rendl relayed information regarding the Open Meetings Act training that is required by the State of Illinois for all newly elected officials within 90 days of taking office. She reminded the Trustees that Illinois requires the training completion certificates to be printed and tendered to the Clerk to be kept on file. Trustee Hoffman has completed his training and she has his certificate. No one else has tendered the certificates to her, if they have completed the training. Trustee Eaton requested the information be sent to him. Trustees Carlsen and Keegan stated they will get her their certificates.

No other reports were offered.

Supervisor Sanders then recognized Kevin Blake, 40W247 Freeman Road, Gilberts, from the audience to speak. Mr. Blake gave his thoughts on the purchasing of tablets. Trustee Eaton related information regarding FOIA and personal computer usage on the Township's behalf. Additional discussion took place.

ADJOURNMENT

With no further business, Supervisor Sanders asked for a motion to adjourn the meeting. Prior to the motion being made, Supervisor Sanders recognized County Board Representative T.R. Smith, and he then addressed the Board and audience regarding Kane County Board news, specifically the Kane County budget and deficit resulting from the state legislature machinations in Springfield. He also mentioned that County revenue is down in part from a decrease in traffic stop tickets being issued, a possible reason for that decrease and the fact that offenses requiring jail time and fineable offenses have been changed to lower amounts and no jail time in some cases. T.R. also stated that he will be in Hampshire next month for the Hampshire Board meeting. Supervisor Sanders then made a motion to adjourn the meeting. Trustee Carlsen seconded the motion. Vote: Voice vote, all ayes. Motion carried. **2017-08-09. Meeting adjourned at 8:28 pm.**

DOCUMENT SIGNING

RESPECTFULLY SUBMITTED,

Kathleen J. Rendl

Kathleen J. Rendl, Township Clerk

ACCEPTED:

Margaret Sanders, Supervisor

Thomas Ray Eaton, Trustee

Nicholas Hoffman, Trustee

Charleen Carlsen, Trustee

Victor Keegan, Trustee