

RICHMOND TOWNSHIP  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
7812 S. Rt. 31 Richmond, IL  
Wednesday, November 14, 2018

**PRESIDING:** Supervisor Paul Hain

**PRESENT:** Trustees Connie Gradt, Adam Metz, Bob Roth, Marge Stermer

**ALSO PRESENT:** Clerk Kate Hellmann, Road Commissioner Chris Gumm, Assessor Patricia O'Neill, Junior Trustee Devin Bailey

Supervisor Hain, called the meeting to order at 7:00 p.m.

**Roll Call:** Hain, Gradt, Metz Roth and Stermer were present.

**Minutes:** Metz moved to approve the minutes of the Regular October 10 and Special October 17 meetings. Seconded by Stermer and passed by voice vote.

**Public Comment:** Mr. Bryan Cox, President of the Northern Illinois Helping hands food pantry in Spring Grove, presented an overview of the program. He explained that the pantry is part of the Northern Illinois Food Bank and they service clients from Antioch to Wonder Lake, and northern McHenry city. They do not extend into Wisconsin. People are never turned away the first time but must provide proof of residency after that. Food is distributed on Tuesday and Thursday and all help is volunteer. Rent for the building at 2502 Spring Ridge is paid for by 5 local churches. According to Cox, the organization is very financially responsible and is audited every year. They serve approximately 140 families. They are in need of additional financial support at this time and are asking the Townships to participate, either a lump sum or monthly contribution. Money is sent to the Northern IL Food bank to be credited to Helping Hands for food. He invited the Board to visit the facility. Various local service groups, the High School honor society and confirmation classes, provide community service and they provide job training for special ed. Karen McGraw, Spring Grove, spoke in support of the program and provided additional information based on her personal experience with clients.

**Treasurer's Report:** Jr Trustee Bailey presented the October budget report for the Road District and Town funds. Hain presented the total bank balances for all funds. Gradt moved to accept the report. Seconded by Roth and passed by voice vote.

Township Warrant #18-11T in the audited amount of \$19,173.49 was reviewed. Gradt moved to authorize payment. Seconded by Metz and passed with Hain, Gradt, Metz, Roth and Stermer voting yes.

Road District Warrant #18-11R in the audited amount of \$28,799.82 was reviewed. Roth moved to authorize payment of Warrant 18-11R. Seconded by Hain and passed with Hain, Gradt, Metz, Roth and Stermer voting yes.

**Correspondence:** Notice of application for sludge permit was received from the IEPA. TOI is asking Townships to oppose HB 4637, which provides for abolition of Townships and Road Districts.

## **Reports:**

Supervisor. Hain stated that he has visited Helping Hands food pantry and is quite impressed with their program. Burton Township has donated from their GA Fund and Hain asked the Board to consider participating. He will find out how many of the clients are from Richmond Township. He recommended splitting a donation between the Richmond and Spring Grove food pantries. He will also find out what area Richmond serves. Roth stated that he does not feel this is part of Township responsibility. Decision was tabled to the next regular meeting. Next Hain briefly addressed issues discussed at the last Supervisor's meeting. He attended the County Zoning hearing on the Rt 31 solar farm application and presented the findings, which included many unanswered questions.

Highway Commissioner. Gumm presented his monthly report. He is in the process of reviewing the Road District employee handbook. He provided a detailed report on fuel consumption (average cost \$2.92/gal diesel). He is keeping the tank for non-road diesel use. Cost of road salt has escalated this year from \$44/57/ton to \$69.21/ton per state bid. The County is doing the work on the West Solon Road Bridge and it will probably be one lane of traffic for the next 3-4 years. Richmond is paying for the light.

Assessor: O'Neill informed the Board that she has finished the Board of Review hearings. She provided an update on the proposed development of the old Thread and Gauge property in Spring Grove.

Clerk: Hellmann suggested that the Board may have the ability to provide that the position of Clerk be an appointed rather than an elected post. Discussion ensued and the majority of the Board was not in favor of pursuing the possibility. Regarding the new requirement that the Clerk attest all Treasurer's (Supervisor) signatures on checks, the Board was in favor of obtaining a signature stamp for this purpose. A Resolution will be presented at the next meeting.

Trustees: Stermer requested that an electrician be engaged to make sure all outside lights are working. She also suggested getting the cost for installing a yard light behind the vehicles for security..possibly motion or solar. Gradt asked if someone could cut the grass next to the building. Gumm offered to take care of it. Gradt also mentioned the need to weed and generally police the area.

Jr. Trustees. Bailey read an article stating that only 48.4% of McHenry County registered voters cast ballots at the election last week, although election judges did say that there were more young voters. The High School spring musical is coming up and will be offered as a senior trip. No one has turned in application for the junior trustee opening.

Senior Transportation and Services. Hain presented the monthly report and mentioned that ridership is up. Special trips were discussed and Hain moved to approve trips to Lake Geneva (Geneva Grand for lights and gingerbread house display), downtown Lake Geneva for snow/ice sculptures, and LaSalette center light display...provided a driver is available and enough seniors sign up. Seconded by Stermer and passed by voice vote.

**Unfinished Business:** a. Senior Transportation and Services Policy. Metz moved to approve the revised Senior Transportation and Services Policy. Seconded by Gradt and passed by voice vote. Gradt pointed out that drivers have not been wearing the reflective vests and moved to amend the policy by adding the requirement to page 10 under Dress Attire for Drivers. Seconded by Metz and passed by voice vote.

b. Employee Handbook tabled to the next regular meeting.

**New Business:** a. McRide Intergovernmental Agreement. This is basically the same as last year including the annual contribution of \$2,520. All seniors in the Township will be able to participate in the McRide (Pace) transportation program at reduced fees. Stermer moved to enter into the agreement for 2019. Seconded by Roth and passed with Hain, Gradt, Metz, Roth and Stermer voting yes.

b. Petty Cash Fund. Hain explained various situations where cash payment is needed (e.g. emergency vehicle repairs, office vendors, travel expenses) The Township has a debit card but the Board is not in favor of using this and the need for a credit card was discussed. It was agreed to obtain a credit card through the 1<sup>st</sup> National Bank with the understanding that payment would be approved at a regular Board meeting regardless of the date and without penalty. Hain moved to authorize a credit card through the 1<sup>st</sup> National Bank, to be used for authentic Township business only and with a credit limit of \$2,500. Seconded by Metz and passed by voice vote.

c. Highway Commissioner Gumm presented the proposed tax levy for the Road District in the amount of \$561,194.24. This represents a 2.62% increase over the extension. Hain presented the proposed tax levy for Richmond Township in the amount of \$277,000 which is the same as last year. Both ordinances will be voted on at the next regular meeting.

d. Resolution 2018-4, amending Resolution 2016-3, Compensation of Officials, adding the position of Highway Commissioner to IMRF, was presented and discussed. Gradt moved to approve, seconded by Roth. Motion passed with Hain, Gradt, Metz, Roth and Stermer voting yes.

e. Resolution 2013-T4, authorizing pre-payment of certain bills was reviewed. Currently telephone, electric and health insurance are included. Amendment will be presented at the next regular meeting to include wages, payroll taxes and IMRF. Gumm will have more information on credit card payments and it is his understanding that Illinois governments have 60 days to pay regardless of due dates and therefore vendors cannot apply penalties to late payments.

**Public Comments:** None

**Closed Session:** None

There was no further business. Stermer moved to adjourn. Seconded by Gradt and passed by unanimous voice vote. 9:40 PM

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Kathleen Hellmann, Township Clerk

Approved: \_\_\_\_\_