



**Minutes of a Meeting of the
Wesley Township Board
21333 W. Ballou Road, Wilmington, IL 60481
Tuesday, March 13, 2018**

- I. **Call to Order**
Supervisor Quigley called the meeting to order at 7:04 p.m.
- II. **Pledge of Allegiance**
Supervisor Quigley asked everyone to stand for the Pledge of Allegiance.
- III. **Roll Call**
Clerk Lyday called the roll call. Present: Supervisor Quigley, Clerk Lyday, Road Commissioner Parsley, Assessor Garvey, Trustees Kennedy, Strawson, and Welchko. Absent: Trustee Smith. Quorum present.
- IV. **Supervisor Report**
Unemployment paperwork presented to Road Commissioner for filing.
Park Rentals – 2 whole park rentals; 5 additional inquiries
Prior Meeting Minutes – Supervisor asked for comments and/or corrections. Trustee Kennedy noted spelling of Mr. Spinale's name and correction to Senior Freeze Household Income amount in Assessor's Report from \$6500 to \$65000.
- V. **Approval of Prior Meeting Minutes**
Regular Meeting Minutes of February 13, 2018: Clerk Lyday questioned whether meeting minutes were to be read by the Clerk. Supervisor Quigley granted permission for meeting minutes to be read aloud by the Clerk. The Clerk presented the meeting minutes of the Regular Meeting of February 13, 2018 for review and approval. A motion was made by Trustee Kennedy to approve the minutes as corrected. Motion seconded by Trustee Welchko. Roll Call: Ayes – Quigley, Kennedy, Smith, Strawson and Welchko. Nays – none. Motion passed.
- VI. **FOIA Report/Clerk's Report**
Clerk Lyday reviewed FOIA request received for Road District Ordinances from 2013 to present.
Upcoming due dates were read as reminders: Annual Town Meeting and Agenda, Supervisor Annual Financial Statement, Highway Commissioner Annual Report. Notice is posted for Annual Town Meeting, to be published in the Free Press. 2019 FY Meetings will be posted on April 1st; Supervisor Annual Statement due 4/7; April 30th due date for Highway Commissioner Report on receipts and disbursements; Statement of Economic Interests due by May 1st.
Records Update: Meeting Agendas and Minutes available; Bills are in files; many historical documents. Current incoming township records such as correspondence from both Road and Town are not being received. Clerk expressed concern over process of creating and distributing board packets; concern about pre-appointment files in general.
Financial and recordkeeping: Clerk Lyday expressed concern about budget preparation for Road District and presentation of actual FY 2018 spending needed for budget completion. Clerk read statement including state statutes for both trustees and supervisors regarding the presentation, auditing, and payment on township accounts. Clerk reiterated concerns previously expressed.
Discussion: included Supervisor Quigley stated that while monies are available, there will be some transfers made between line items; all reports presented monthly are based on the board's direction. Supervisor Quigley stated new reports will be available beginning with new fiscal year. Review of problems with current Quickbooks system, resulting in manual tracking.
- VII. **Road Commissioner Report**
Road Commissioner Parsley expressed concern regards timely payment of road bills. Discussion summary: bills are paid within 5-10 days of board approval; check could be printed and available at time of board meeting.

Trustee Strawson asked Supervisor Quigley if Road District checks could be prepared that way. Supervisor Quigley expressed concern with processing time. Conclusion: If bills are presented on the Wednesday before the meeting, checks can be ready.

Commissioner Parsley requested board approval for Road District Credit Card. Discussion: Supervisor Quigley brought up setting policy for Credit Card to align with current debit card practice. Trustee Strawson stated that applying the \$200 limit would hinder the purpose of the card. Board approval of expenses charged to a credit card would require documentation prior to approval and payment. Conclusion: Board agreed with the Road Commissioner's request to obtain a credit card at Grundy Bank as Travis Parsley, Wesley Township Road Commissioner.

Discussion regarding Homewood/NuWay Disposal costs being charged fully to Road District. Supervisor Quigley stated the board decision was made in October to have the Road District pick up the cost. Dan Jay commented that the cost used to be split between Township and Road District with each picking up the cost every other month.

Discussion regarding check for \$1700.00 on bank statement that appear to be marked void from the May 2017 road district statement. Conclusion: Commissioner to check with Grundy Bank on road check; Supervisor Quigley will check with Grundy Bank on Town Fund check appearing the same way.

Discussion regarding split of TOIRMA insurance costs. Audience member Dan Jay reported that there was approximately a 70/30 split in the past. Clarified overspending in current budget. Dan Jay reported that a rebate should be received to offset some expense.

Commissioner Parsley asked for documentation to show transfer was made to split gas purchase between Park Fund and Road/Bridge account. Supervisor Quigley stated that a transfer was made and will show up on the March statement to be available at the next meeting.

Payoff of Merchant's Bank Loan for Chipper – Supervisor Quigley stated that funds would not be available due to loan payment due to Grundy Bank (for Land) of \$7000 in April. She advised to wait until 2018 tax payments were received. Trustee Strawson asked whether the Commissioner received any reports showing actual spending versus budget available. Commissioner Parsley stated that he has never received such a report. Trustee Strawson stated his opinion that the commissioner should receive that type of report each month; Supervisor Quigley agreed and stated it would be available beginning in April. Issues with the current system should be resolved at that point. Trustee Strawson stated that he would like to see that report available for all funds. Supervisor Quigley agreed.

Discussion regarding current Enbridge offer and insurance claim for Daniels and Donahue road. Dan Jay cautioned the board to carefully consider amount to repair/replace roads that are damaged. Concept of escalation costs discussed. Inclusion of potentially escalated costs should be reflected in the FY 2019 budget.

Discussion regarding equipment stored on township property. Trustee Strawson suggested a certified notice, then removal if necessary, by a third party. Commissioner Parsley agreed and will take action.

Discussion regarding checks that were damaged in the mail. Supervisor Quigley stated that she will be replacing the damaged checks.

VIII. Assessor Report

Senior citizen's assessment freeze renewal applications available starting April 1st. Willcountytsoa.com for online form. On April 26th, 9:30-11:30 at the township hall, assessor and staff will be available to help process applications. Mary Jones will be attending first two classes for assessor training. Assessor requested access to Staples account for purpose of ordering supplies for the office. Board agreed and Supervisor Quigley will forward account information.

IX. Park Report

Hussein, a member of Boy Scout Troop 319, Bourbonnais, IL would like to build a kayak rack for the park as part of his Eagle Scout Project, and requested approval from the Board to pursue and complete this project. The Board approved and expressed thanks for his efforts.

Trustee Kennedy reported that a picnic table was donated; both the park and boat ramp are opened. New addition of gaga pit from last year, and there is additional scout interest in building benches for the park.

X. Trustee Report

Trustee Strawson reiterated his request for budget versus actual reporting on a monthly basis.

XI. New Business

Financial report given by Supervisor Quigley, with beginning balances, total credits, total debits, and ending balances by fund. Trustee Strawson appreciated the addition of the bank statements to the packet; noted number of unsigned checks being processed through the bank. It was noted that a check payment to the IRS from the town fund also has the void marking similar to issue stated by Road Commissioner.

Line Item Transfers

It was noted that up to 10% of any line item budget could be transferred within the same fund.

Transfers – Town Fund:

Payroll taxes were charged to town fund \$1317.88 should be Road & Bridge (Quickbooks error).

Transfer \$750 from Wages to Utilities.

Transfer \$500 from Accountant to Building to cover \$300 overage.

Transfer \$1000 from Building Capital Outlay (property equipment park) to Miscellaneous expense

Transfers – Road & Bridge

Transfer \$500 to Audit from Legal Fees

Transfer \$2000 from Commodities to Risk Management

Trustee Strawson made the motion to make the line item transfers, seconded by Trustee Welchko. Roll call:

Ayes: Trustees Strawson, Welchko, Kennedy, Supervisor Quigley. Nays: none. Motion passed.

Tentative budget for FY 19 was presented by Supervisor Quigley; it was stated that by approving this tentative budget, it would be possible for bills to be paid for the upcoming months until the budget hearing and adoption was held. Supervisor Quigley requested the MFT report from the Road Commissioner. The tentative budget report format will be used for FY19 and will show budgets, actuals, over/under and percentages by line item. Discussion regarding levy report from county; need actual levy numbers to prepare official budget.

Motion to approve tentative budget for FY 19 was made by Trustee Welchko, seconded by Trustee Kennedy.

Roll call: Ayes: Trustees Strawson, Welchko, Kennedy, Supervisor Quigley. Nays: none. Motion passed.

Township bills presented by Supervisor Quigley in the amount of \$1535.89. Payroll was not included; report was not able to be printed. It was noted that payroll report does not include elected officials. It was requested that payroll be read aloud for approval. Assessor requested that payroll be included in the approval process in the future. The timecard is in the packet but not included in the total amount listed of \$1535.89.

Motion to approve town bills as presented was made by Trustee Kennedy, seconded by Trustee Welchko. Roll call: Ayes: Trustees Strawson, Welchko, Kennedy, Supervisor Quigley. Nays: none. Motion passed.

Road District bills presented for review and approval. Motion to approve road bills as presented was made by Trustee Kennedy, seconded by Trustee Welchko. Roll call: Ayes: Trustees Strawson, Welchko, Kennedy, Supervisor Quigley. Nays: none. Motion passed.

Township Attorney Report – policies submitted for review but no word from attorney.

Park Mission statement read and presented for board approval. Motion to accept park mission statement was made by Trustee Strawson, seconded by Supervisor Quigley. Roll call: Ayes: Trustees Strawson, Welchko, Kennedy, Supervisor Quigley. Nays: none. Motion passed.

Charge accounts to get fuel for mowers, chain saws, etc. – tank(s) available, line item budgeted.

Commissioner Parsley read his proposal to continue to deliver and maintain the jointly-owned mowers as done in the past. Road commissioner fund pays insurance cost for mowers.

Audience members Dan Jay and Joe Rodawald were allowed to speak: discussion of previous budgeting and payments, responsibilities, shared expenses. They stated laws have been updated in terms of reporting; different sets of numbers are available for reporting purposes; yet pay statements and bank reconciliations were available for review. Both members stated anyone with a budget must keep track of their spending. Discussion regarding lack of actual spending data from the Treasurer. Jay and Rodawald reported on purchase of mowers: two mowers were purchased and the cost was split between the township and road district. Stated there was an intergovernmental agreement signed regarding use of mowers. Trustee Strawson stated his position that one mower should definitely be stored at the park, Supervisor Quigley stated that one diesel mower, the charge account set-up was now approved; the intergovernmental agreement needs to be found.

Supervisor Quigley reported the Egress project brought in only one bid.

Supervisor Quigley reported on need for certificate for occupancy numbers, based on 7 square feet per person. She stated she would measure and prepare an occupancy certificate based on those measurements.

Supervisor Quigley presented two proposals regarding a new printer. One was for outright purchase. One was for service included, with maximum number of copies per year, black/white and color. Overage on copy count will result in additional charges. Service includes parts, labor and toner for a 5-year lease at \$135 per month. Trustee Strawson questioned number of copies currently made as compared to the 12000 copies presented on the proposal. Supervisor Quigley reported the copy number is close to actuals, and that at the end of the lease, there is an option to buy or replace, and if agreed to, could be delivered in two days. Trustee Strawson made a motion to lease the copier in question for a 60-month period. Trustee Kennedy seconded. No further discussion. Roll call: Ayes: Trustees Strawson, Welchko, Kennedy, Supervisor Quigley. Nays: none. Motion passed.

Discussion regarding disposition of current copier; it was determined to move to road district garage area for use. Motion made by Supervisor Quigley that road district takes copier to shop. Seconded by Trustee Strawson. Roll call: Ayes: Trustees Strawson, Welchko, Kennedy, Supervisor Quigley. Nays: none. Motion passed.

The Staples account will be set up for both clerk and assessor to be able to order supplies as needed.

Supervisor Quigley discussed timing issues for recurring bills. AT&T has agreed to give 60-day grace period. She asked for board authority to pay the Com Ed bill ahead of the meeting date; it will show up on the expenditure summary and profit and loss for the following month. Trustee Strawson made a motion for the Supervisor to pay the ComEd bill when it arrives. Seconded by Trustee Welchko. Roll call: Ayes: Trustees Strawson, Welchko, Kennedy, Supervisor Quigley. Nays: none. Motion passed.

Supervisor expressed concern regarding payment to Grundy Bank for property loan due April 15th in the amount of \$7093.53. Supervisor is expecting the bill 10 days prior. Trustee Strawson suggested granting authority to pay bill when it arrives. The current agreement is through 2020. Loan will need to be re-written at that time. Discussion regarding funding of loan; charged to Road District building and equipment. Property is split 70/30 (Road/Town), but is levied for under Road District. Commissioner Parsley questioned Supervisor Quigley regarding her request to the board to approve funds being paid from his road district account. Supervisor Quigley explained that it was all township money. Clerk Lyday questioned land being charged to a building and equipment line item. A motion was made by Trustee Kennedy to authorize Supervisor Quigley to pay the bill for Grundy Bank loan when it arrives. Further discussion ensued. Seconded by Trustee Welchko. Roll call: Ayes: Trustees Strawson, Welchko, Kennedy, Supervisor Quigley. Nays: none. Motion passed.

Supervisor brought up annual audit and asked for board direction regarding proposals. Commissioner Parsley questioned time frame. Past year only. Trustee Kennedy expressed support for same firm (Mack & Associates). Clerk Lyday noted the township could choose three residents to conduct an audit. Supervisor and board concurred with historical use of an outside firm. Supervisor will contact Mack & Associates and inform board of cost.

Approval of annual meeting agenda. Trustee Strawson questioned nomination of moderator. Supervisor Quigley stated to just keep people in mind to nominate. Supervisor Quigley asked to add a couple of items. Clerk Lyday received verification that there were surplus items. Supervisor Quigley requested addition to the agenda under New Business – transfer from the GA fund. The CPA notified township at time of audit of potential change to law; if you have not used 250% of your GA money, the state will take it back. Equates to township spending over \$150,000 in the last two years. Trustee Strawson inquired as to amount of proposed transfer. Supervisor replied she would know more after attending a couple of meetings. Trustee Strawson inquired as to typical yearly spending; it is next to nothing per Supervisor. Potential donation of funds to local area organization discussed, but details not clear at this time. Trustee Kennedy related a prior occurrence.

A motion was made to approve agenda for Annual Meeting Agenda (with addition of GA Funds transfer) and Annual Meeting Notice by Trustee Kennedy, seconded by Supervisor Quigley. Roll call: Ayes: Trustees Strawson, Welchko, Kennedy, Supervisor Quigley. Nays: none. Motion passed.

Park Form revisions were made to reflect Kathleen as contact. Supervisor Quigley requested a meeting with assessor in training Mary Jones to review training contract.

Trustee Strawson inquired as to whether the board was going to appoint a FOIA officer, as it was tabled the prior month. Supervisor Quigley responded that she hadn't received the policy back from the attorney. Supervisor Quigley stated that other townships are doing FOIA requests so that they go to more than one person as she proposed. After the request is received, it is delegated down as to who responds, ie. Clerk for town side, commissioner for road side. She again referred to other townships, especially the larger ones. She stated the biggest reason is that people go on vacation and then FOIA requests wouldn't be delayed until that person's return.

XII. Old Business
None.

XIII. Closed session motion requested by Supervisor Quigley to review closed session minutes. Question from audience as to exception. Exception stated to review closed session minutes, pursuant to 5ILCS 120/2 from Ch. 102, par. 42. Discussion regarding whether or not exception reason needed to be put on agenda. Closed session tabled with no action.

XIV. No action from closed session – not held.

XV. Public Comments
Mr. Smolenski expressed concern with brush piles in creeks. Commissioner Parsley described work being planned and done to date. Crane work may be required, and should be accomplished shortly.

Mr. John Norton asked if FOIA requested he presented tonight to the Supervisor had been reviewed.

Ms. Sherry Yakima expressed concern with amount of time spent on finances and discussions as to appropriate processes. She asked why there were no checks and balances. She suggested a second person, such as the clerk, be bonded to provide a second signature on checks. Supervisor Quigley responded that the second person would be responsible for providing their own bond, and that the TOIRMA insurance would only cover the supervisor bond. She reiterated that there were a group of concerns regarding whether checks were signed, bills were being paid on time, and others. She suggested the board to come together and come up with different ideas and suggestions to correct these issues. She disagreed with Dan Jay's contention that "you don't follow the black and white paper because those laws are from ancient ago." She stated her belief that the laws are law, and asked her to follow it. She question reports that the supervisor said had "only been off since July" and asked why it was taking so long to correct the problems. Ms. Yakima expressed her concerns with the number of excuses.

Trustee Kennedy stated that her belief was that if three people sat down together to work on the paperwork together, there wouldn't be any issues. Audits will highlight any areas of concern.

Ms. Sandy Marshall expressed her concern that the township is a one-man show, and excuses are made when something goes wrong. She stated current board was elected to help.

Supervisor Quigley stated payroll was wrong 8 months ago, and the other issues were caused because she is running two separate versions of Quickbooks. In July, the new system started. She stated the data is being pulled from two different versions and it is being doubled. As soon as the new fiscal year starts, she will stop needing the old version and everything will be in order. She was told by the auditors that she could not shut down the old version prior to the new fiscal year.

Trustee Kennedy also brought up the newness of the current officials. She stated her belief that current members need to go to training to understand their roles and be able to work together. Discussion about financial issues. Clerk Lyday stated she was referred to the Laws and Duties Handbook, and confirmed the board had their own copies. Trustee Strawson agreed that following the law was imperative, regardless of how others did their business or how old a law was. Discussion again revolved around appropriate procedures, primarily around expense.

Mr. Arlin Fritz question check signing procedures, particularly lack of signatures on checks, and asked for a check and balance. Trustee Strawson stated willingness to start a check and balance.

Ms. Mary Jones asked whether bills are certified for the Road District. Statement is not on the Road District statement at this point as it is not possible to verify funds availability. She also asked why there are not two signatures on checks. Supervisor Quigley stated the supervisor is the only one bonded. She also stated a non-bonded second person would be personally responsible and that a bond would cost \$12000/year.

- XVI. A motion was made to adjourn the meeting at 9:45 p.m. by Trustee Kennedy, seconded by Supervisor Quigley. Voice vote taken. All ayes. Meeting adjourned.