

REGULAR MEETING OF THE
DUPAGE TOWNSHIP SUPERVISOR
AND BOARD OF TRUSTEES
Tuesday, August 28th, 2018
MINUTES

- I. CALL TO ORDER: Meeting was called to order at 7:00 p.m. by Supervisor Mayer.
- II. PLEDGE OF ALLEGIANCE: Pledge of Allegiance was recited by all led by Supervisor Mayer.
- III. ROLL CALL FOR QUORUM: Trustees Raga, Benford, Oliver, Burgess, and Supervisor Mayer were all present.
- IV. APPROVAL OF AGENDA: A motion was made by Trustee Burgess, and seconded by Trustee Benford to approve the agenda as presented. Upon roll call vote the following voted yes: Trustees Raga, Benford, Oliver, Burgess, and Supervisor Mayer. The motion passed.
- V. APPROVAL OF MINUTES:
A motion was made by Trustee Oliver, and seconded by Trustee Burgess to approve the minutes from the August 14, 2018 Regular Board Meeting. Upon roll call vote the following voted yes: Trustees Raga, Benford, Oliver, Burgess, and Supervisor Mayer. There were no nay votes, and the motion passed.

A motion was made by Trustee Burgess, and seconded by Trustee Raga to approve the minutes from the August 22, 2018 Special Board Meeting. Upon roll call vote the following voted yes: Trustees Raga, Benford, Oliver, Burgess, and Supervisor Mayer. There were no nay votes, and the motion passed.

- VI. SUPERVISOR'S REPORT:
 - a. SENIOR CITIZEN'S TOWNSHIP COMMITTEE
Supervisor Mayer and Township Attorney Spina reviewed the introduction of an Attorney recommended Senior Citizens's Committee to represent and review Township related senior matters. The Senior Citizen Committee, by State statute; must consist of at least five members, but no more than nine members. The members appointed would serve staggered terms (example: if there were nine members – three each would serve one, two and three year terms). This staggered system would ensure that not all members are replaced at any one time. The members of the committee would be recommended by the Township Supervisor, and then voted on by the Township Board. Senior groups or members of the community would bring any requests for funding first to the Senior Committee, and then the Committee would review and then make recommendations to the Board. It was advised by the Attorney that this Committee would be formed to replace the current 501c3, Friends of the Levy Center. The same funding would be spent directly by the Township, and all meetings held would be public meetings. A motion was made by Trustee Burgess and seconded by Trustee Oliver to approve the forming of a new DuPage Township

Senior Citizen Committee. Upon roll call vote the following voted yes: Trustees Raga, Benford, Oliver, Burgess, and Supervisor Mayer. The motion was approved.

b. SAFETY TOWNSHIP COMMITTEE

Supervisor Mayer and the Attorney also reviewed and recommended that a Safety Township Committee be formed. The Township has the authority to spend funds for safety purposes, and was recommended by the Attorney to assist in these decisions. The Safety Township Committee would consist of at least three members. A motion was made by Trustee Benford and seconded by Trustee Burgess to approve the forming of a new Safety Township Committee. Upon roll call vote the following voted yes: Trustees Raga, Benford, Oliver, Burgess, and Supervisor Mayer. The motion was approved.

c. YOUTH SERVICES TOWNSHIP COMMITTEE

Supervisor Mayer and Township Attorney Spina recommended that a Youth Services Township Committee be formed to represent and review Township related youth matters. The Youth Services Township Committee, by Township Code; must consist of not less than five members. The members appointed would serve staggered terms (example: if there were nine members – three each would serve one, two and three year terms). This staggered system would ensure that not all members are replaced at any one time. The members of the committee would be recommended by the Township Supervisor, and then voted on by the Township Board. Youth related groups or members of the community would bring any requests for funding first to the Youth Services Township Committee, and then the Committee would review these requests, and then make recommendations to the Board. It was advised by the Attorney that this Committee would be formed to replace the current 501c3, Youth and Friends. The funding would be spent directly by the Township, and all meetings held would be open to the public. A motion was made by Trustee Burgess and seconded by Trustee Raga to approve the forming of a new Youth Services Township Committee. Upon roll call vote the following voted yes: Trustees Raga, Benford, Oliver, Burgess, and Supervisor Mayer. The motion was approved.

d. AUDIT TOWNSHIP COMMITTEE

Attorney Spina concurred with the Auditor recommendation to set up an Audit Township that to better comply with Audit improvements. The Township Supervisor appoints the members of this committee. The Audit Township Committee would consist of at least three members. The Attorney explained that the idea of this committee is to investigate and report to the Board what is necessary, and make recommendations as to the best ways to implement the suggestions. A motion was made by Trustee Burgess and seconded by Trustee Benford to approve the forming of an Audit Township Committee. Upon roll call vote the following voted yes: Trustees Raga, Benford, Oliver, Burgess, and Supervisor Mayer. The motion was approved.

e. PRINTING OF WE CARE CARDS

Supervisor Mayor reviewed with the Board the possibility of printing cards to residents that use our services. He would be looking into

charging a minimal fee to the vendors to assist with the cost of printing the cards. There were two proposals for printing and layout that were submitted by both Allegra and Bolingbrook Signs. There was not a representative present from Bolingbrook Signs. Allegra owner Tom Wilhelm was on hand to review his proposal. He noted that their Allegra quote was a little higher due to the quality and volume of cards they would recommend for this job. Tom Wilhelm noted that they may be able to add approximately 50 vendor names to the cards. Supervisor Mayer will be checking with the community vendors to see what interest there may be, and also get a feel for the minimal cost that may be charged. Discussion ensued with the Board regarding the related printing costs. A motion was made by Trustee Burgess and seconded by Trustee Oliver to accept the Allegra proposal. Tom Wilhelm noted that he will also work with the Township to provide the best costs for the printed cards, noting the quality, size, and thickness of the cards to be printed. Upon roll call vote the following voted yes: Trustees Raga, Benford, Oliver, Burgess, and Supervisor Mayer. There were no nay votes and the motion was approved.

**f. NORTHERN ILLINOIS FOOD BANK
HOLIDAY MEAL BOX ORDER**

Supervisor Mayer reviewed the Northern Illinois Food Bank Holiday Meal Boxes. A motion was made by Trustee Oliver and seconded by Trustee Burgess to approve the purchase of 1,250 Holiday Meal Boxes from Northern Illinois Food Bank at a cost of \$20,050. These fees would be paid out of the Town Fund, per Attorney advisement. Upon roll call vote the following voted yes: Trustees Raga, Benford, Oliver, Burgess, and Supervisor Mayer. The motion was approved.

g. KAVANAUGH GRUMLEY & GORBOLD, LLC INVOICE

Following a brief discussion and a review of the invoice by the Board, and a recommendation by Attorney Spina, a motion was made by Trustee Burgess and seconded by Trustee Raga that Item g. – the Kavanaugh Grumley & Gorbold, LLC Invoice for \$10,360.14, should be tabled for further review to omit some fees. Attorney Spina was asked by Supervisor Mayer to review the invoice for appropriate charges. Trustee Oliver also requested that there be a policy to allow for future calls to the Attorney would be outlined to avoid situations like this for the future. Upon roll call vote the following voted yes: Trustees Raga, Benford, Oliver, Burgess, and Supervisor Mayer. There were no nay votes and the motion was approved.

h. JOHANSEN & ANDERSON, INC RENEWAL CONTRACT

The renewal contract is for 251 Canterbury Lane, Bolingbrook and 719 Parkwood, Romeoville air conditioning and heating systems. A motion was made by Trustee Oliver and seconded by Trustee Burgess to approve the annual renewal contract for Air Conditioning and Heating Maintenance with Johansen & Anderson, Inc. at a cost not to exceed \$2,772. Upon roll call vote the following voted yes: Trustees Raga, Benford, Oliver, Burgess, and Supervisor Mayer. There were no nay votes and the motion was approved.

i. BKD, LLP INVOICE

Following a brief discussion – during which time it was noted by Supervisor Mayer that BKD, LLP was the former Auditor for the Township. The total charges of \$1,870.50 were billed for services after the company was no longer the Township Auditor. An itemized listing has not yet been provided, even though it has been requested. Attorney Spina advised that payment not be made, since it is for services after the termination by the Board. A motion was made by Trustee Burgess and seconded by Trustee Raga to not pay Item i – BKD, LLP Invoice for \$1,870.50, since services with BKD, LLP, had already been terminated. These charges will not be paid, unless they are able to show that these services were incurred prior to them being advised of the termination. Upon roll call vote the following voted yes: Trustees Raga, Benford, Oliver, Burgess, and Supervisor Mayer. There were no nay votes and the motion was approved.

j. 2017-2018 DUPAGE TOWNSHIP AUDIT RFP

Supervisor Mayer advised the Board that we will now be proceeding with an Audit RFP for 2017-2018 that was passed on 4/24/18, and requested that Clerk Stach do what needs to be normally be done to send out an RFP, so we can get a normal (not forensic audit). No Board action is needed for this item.

k. PRO FENCE QUOTE

A motion was made by Trustee Benford and seconded by Trustee Burgess to approve the Pro Fence Quote at a cost not to exceed \$1,389.00, for Boardman Cemetery Fence Repairs, following a fallen tree. Upon roll call vote the following voted yes: Trustees Raga, Benford, Oliver, Burgess, and Supervisor Mayer. There were no nay votes and the motion was approved

I. FORENSIC AUDIT REPORT APPROVAL

Attorney Spina noted that the Final Forensic Audit report has been submitted by Klein Hall CPAS. The report was released today – but there was a discrepancy in the cover letter date – which was dated August 20, 2018. The report will still be reviewed at the meeting, and will be released with the corrected date of August 28th. Total final cost of the Forensic Audit was noted by Supervisor Mayer to be \$46,750.00. The Executive Summary stated:

Although we noted numerous instances of weaknesses in internal control and failure to employ best accounting practices, we did not identify any instances of fraud. However, because we did not look at all transactions of the Township, fraud may exist that has not been identified.

Our audit included transactions from 2015 to 2018 and we addressed the various issues by completing:

- In person, phone and written interviews with key Township employees who we believed may have information regarding the issues to be addressed;
- Documentation of the current procedures in place surrounding the issues;

- Testing of individual transactions to address the specific items under examination.

The full Forensic Audit Report will also be available in the near future for public review and examination, once the dates of the cover letter have been changed. No Board action will need to be taken.

m. ITEMS FOR DISCUSSION

Supervisor Mayer thanked Linda Youngs for being back and doing some great work for the Township – currently getting ready for the Bolingbrook and Romeoville parades. Supervisor Mayer said he is looking forward to the Township getting back to business as usual.

VII. ASSISTANT TO THE SUPERVISOR’S REPORT: No report.

VIII. ATTORNEY REPORT: Attorney Spina noted that he has spoken with Attorney Julie Bruschi, the legal counsel representing us with the Forensic Audit processes. They noted that they will assist us by reviewing the Employee handbook, and help the Township to make and implement the changes recommended by the auditor at no cost to the Township.

The settlement of an auto claim against a Township employee – there is no deductible, so there will not be a cost to the Township. Since there will not be a cost and no deductible, the Attorney recommends that the Board approve the settlement that will be recommended by the insurance company.

IX. OLD BUSINESS/NEW BUSINESS: None presented.

X. COMMENTS OR QUESTIONS:

Judy Bredeweg questioned the specifications of a contract with the new Attorney. Supervisor Mayer noted that he is still working with the Attorney outlining some items. She asked when Executive session minutes of the 8/22/2018 will be accepted and made available, since they were regarding the forensic audit. When will the forensic audit be available and letter of management be available? Attorney Spina noted that the minutes will be reviewed, but there may still be confidential items not able to be released.

Gary Marshke expressed concerns and questions regarding the Senior Township Committee. Supervisor Mayer addressed these questions and concerns and noted that the committee will be comprised mostly of seniors. The Attorney also noted these meetings will be held in public, and will better comply to standards required for spending. Trustee Oliver noted that this committee, per recommendation of the Auditor will help to strengthen internal controls.

Ocie Koonce noted that the seniors pick seniors for the current Friends of Levy Board.

Lorraine Hild noted that she is happy that Linda Youngs is back, and noted that she is speaking for all the seniors.

Rita Armstrong expressed some concerns on the use of the We Care cards, and wants to make sure that the individuals need to be directed towards living within their means, helping to manage their budgets. Supervisor Mayer noted that we do budget counseling and will make sure there are some supermarkets included in our selection

process and watch the items and vendors available. Rita Armstrong also complimented Kimberly Owens.

Christine Mayer wanted to clarify that the committees discussed will be formed or explored. The Attorney outlined that this is the best way and pursuant to law, will enable the Township to disburse funds properly. She also asked how residents will be able to apply for the positions on the committees. Attorney Spina noted that the Township Board will determine the process for application.

Jason Cann asked if there are any Board members that have direct contact with the Edgar County watchdogs due to the detrimental articles appearing recently. Supervisor Mayer, Trustees Oliver, Burgess, Benford, Raga, and Clerk Stach all stated they have not. He stated that there has been Trustee arrested for drunk driving, race allegations against the Board, possible breaking of a statute that could result in criminal charges. He asked the Board if we will start seeing resignations from their positions.

Joe Giamanco asked about the \$80,000 that was originally addressed as missing. Supervisor Mayer noted that there is no \$80,000 missing, and it is reflected in the forensic audit document.

Lorraine Hild voiced that she felt the firing of Linda Youngs was ridiculous, and now that the audit is over she hopes that the Board can go back to what they were doing before – and this is representing the people.

XI. TRUSTEE'S REPORTS

ALYSSIA BENFORD: No report.

KENNETH BURGESS: Trustee Burgess expressed that he is glad the audit is back and would like to see it released and move on.

MARIPAT OLIVER: No report.

DENNIS RAGA: No report.

XIII. ADJOURNMENT:

A motion was made by Trustee Benford and seconded by Trustee Burgess to adjourn the meeting at 8:12 p.m. All were in favor and the meeting was adjourned.

Respectfully submitted,

Patricia M. Stach
DuPage Township Clerk