

**REGULAR MEETING OF THE
DUPAGE TOWNSHIP SUPERVISOR
AND BOARD OF TRUSTEES
Tuesday, March 19, 2019
MINUTES**

- I. **CALL TO ORDER:** Meeting was called to order at 7:00 p.m. by Supervisor George.
- II. **PLEDGE OF ALLEGIANCE:** Pledge of Allegiance was recited by all led by Trustee Burgess.
- III. **ROLL CALL FOR QUORUM:** Trustees Raga, Benford, Burgess and Supervisor George were present. Trustee Oliver was absent.
- IV. **APPROVAL OF AGENDA:** Prior to approval, Supervisor George revised the Agenda by moving items around as following:

Changed Item A to Item C
Changed Item B to Item D
Changed Item C to Item E

Changed Item D to Item F
Changed Item E to Item A
Changed Item F to Item B

A motion was made by Trustee Burgess to approve the revised Agenda and seconded by Trustee Raga to approve the agenda as presented. Upon roll call vote the following voted yes: Trustees Raga, Benford, Burgess and Supervisor George. There were no nay votes. The motion passed.

V. **APPROVAL OF MINUTES:**

A motion was made by Trustee Burgess and seconded by Trustee Benford to approve the minutes from the February 28, 2019 Special Board Meeting. Upon roll call vote the following voted yes: Trustees Raga, Benford, Burgess and Supervisor George. There were no nay votes. The motion passed.

A motion was made by Trustee Raga and seconded by Trustee Burgess to approve the minutes from the March 6, 2019 Budget Workshop Meeting. Upon roll call vote the following voted yes: Trustees Raga, Benford, Burgess and Supervisor George. There were no nay votes. The motion passed.

VI. **SUPERVISOR'S REPORT:**

A. Appointing A Township Attorney Resolution 19-03

Supervisor George provided a brief description and recommendation for the appointment of Odelson & Sterk, LTD as DuPage Township attorney(s). A motion was made, along with the request by Trustee Benford, to change the Appointment Letter presented by Odelson & Sterk, LTD. (**from:** 'at his usual and customary charges (currently \$185.00 per hour)' **to** '\$185.00 per hour per the Board'), seconded by Trustee Raga. Upon roll call vote the following voted yes: Trustees Raga, Benford and Supervisor George. The following voted no: Trustee Burgess. The Resolution was adopted with the noted amendment.

B. Village of Romeoville Downtown Tax Increment Finance Resolution 19-04

A motion was made by Trustee Burgess and seconded by Trustee Benford to approve the Village of Romeoville Downtown Tax Increment Finance ("TIF") Resolution 19-04 after hearing a brief update from Romeoville's Village Manager, Steven Gulden requesting DuPage Township to sign a letter on behalf of the Village of Romeoville extending the TIF timeline. Upon roll call vote the following voted yes: Trustees Raga, Benford, Burgess and Supervisor George. There were no nay votes. The motion passed and the Resolution was adopted.

C. Adoption of Robert's Rules of Order

Trustee Benford spoke briefly regarding Robert's Rules of Order. A motion was made by Trustee Burgess, seconded by Trustee Benford. Upon roll call vote the following voted yes: Trustees Raga, Benford, Burgess and Supervisor George. There were no nay votes. The motion passed.

D. QuickBooks Investigation Update

Supervisor George requested Trustee Benford or Trustee Burgess to address this topic as they requested to have item on Agenda. Trustee Benford stated she was seeking an update regarding the investigation or if someone had spoken to the authorities. Supervisor George stated DuPage Township received a FOIA from John Kraft on this matter and the previous attorney for DuPage Township visited with the police and he was informed that releasing information would interfere with on-going investigation. Supervisor George stated a redacted copy of the police report was sent to the Attorney General, Public Access Bureau and to John Kraft. Supervisor George stated he can give a redacted copy of the police report to the Board. When asked by Supervisor George if any other comments or questions were needed, Trustee Benford responded by saying 'no'. No further action was taken or voted upon.

E. Klein Hall- Discussion of Billing from Forensic Audit and Accounting Services

Trustee Benford stated she wanted to add this item to the Agenda because she sent a series of questions regarding bank reconciliations. Trustee Burgess discussed the Township's need to retain a forensic auditor and for additional assistance with bank reconciliation data. Supervisor George asked if anyone had additional questions, upon which, Trustee Benford stated she had no additional questions regarding the billing as Klein Hall had submitted all billing. Trustee Benford questioned the payroll deductions for the former Supervisor Bill Mayer, and how there could be more deductions than gross income. Supervisor George responded that he was told that the problem was due to data entry and computer error made by previous bookkeeper. Trustee Benford questioned the health insurance premiums and W-2 and suggested the Board re-issue a corrected W-2 to Bill Mayer to show the correct amount of compensation based on the 2016 Resolution that passed Supervisor's salary. Trustee Benford stated that showing incorrect amounts in W-2's could be considered tax evasion.

A motion was made by Trustee Benford and seconded by Trustee Burgess to issue a corrected W-2 to William Mayer showing the correct compensation per the 2016 Resolution. Upon roll call vote the following voted yes: Trustees Raga, Benford, Burgess and Supervisor George. There were no nay votes. The motion passed.

F. Transfer of Appropriations Ordinance 19-02

Supervisor George provided the detailed description of each transfer of appropriation to the Board. A motion was made by Benford and seconded by Trustee Burgess. Upon roll call vote the following voted yes: Trustees Raga, Benford, Burgess and Supervisor George. There were no nay votes. The Ordinance passed.

G. Mack & Associates Engagement Letter Audit 2018-2019

Trustee Burgess commented that since changing the Supervisor, the Township should be required to complete an audit per Township Code. Supervisor George agreed that audit can be completed. Trustee Benford questioned when the RFP was last issued, and it was commented by the Board that it was for a two (2) year period.

A motion was made by Trustee Benford and seconded by Trustee Burgess to table the Mack & Associates Engagement Letter as the project may need to change. Upon roll call vote the following voted yes: Trustees Raga, Benford, Burgess and Supervisor George. There were no nay votes. The motion passed.

H. Eagle Scout Project

Supervisor George requested Linda Youngs to briefly describe the Eagle Scout Project. Charlie Steenstra wants to build six (6) picnic benches for the back of DuPage Township. Linda Youngs stated she approved the first bench because it was under \$200.00, the remaining balance owed for the five (5) pin.

A motion was made by Trustee Burgess and seconded by Trustee Raga for the Eagle Scout Project to proceed with making six (6) picnic benches. Upon roll call vote the following voted yes: Trustees Raga, Benford, Burgess and Supervisor George. There were no nay votes. The motion passed.

I. Meals on Wheels Will County "March for Meals" Donation

A request was made for donation and Supervisor George suggested DuPage Township should become bronze members and donate \$500.00 Meals on Wheels Will County. Trustee Benford requested Meals on Wheels have a cooperative agreement on file.

A motion was made by Trustee Burgess and seconded by Trustee Raga for the Eagle Scout Project to proceed with making six (6) picnic benches. Upon roll call vote the following voted yes: Trustees Raga, Benford, Burgess and Supervisor George. There were no nay votes. The motion passed.

J. Eagle Scout Ceremony Levy Center

A request was made for Eagle Scout Ceremony to use the Levy Center on July 28, 2019.

A motion was made by Trustee Benford and seconded by Trustee Burgess for the use of Levy Center by Eagle Scouts for their event. Upon roll call vote the following voted yes: Trustees Raga, Benford, Burgess and Supervisor George. There were no nay votes. The motion passed.

K. Girl Scout Gold Ceremony

A request was made Girl Scouts to use the Levy Center on August 4, 2019.

A motion was made by Trustee Burgess and seconded by Trustee Benford for the use of Levy Center by Eagle Scouts for their event. Upon roll call vote the following voted yes: Trustees Raga, Benford, Burgess and Supervisor George. There were no nay votes. The motion passed.

L. Board Approval of 2019 Annual Town Meeting Agenda

Supervisor George commented the Agenda must be passed prior to March 25, 2019. Annual Town Meeting will be held by Levy Center to accommodate residents. Meeting will be on April 9, 2019.

A motion was made by Trustee Burgess and seconded by Trustee Benford to approve the Agenda. Upon roll call vote the following voted yes: Trustees Raga, Benford, Burgess and Supervisor George. There were no nay votes. The motion passed.

VII. CLERK'S REPORT:

Preparing for the Annual Board Meeting that is upcoming on April 9, 2019.

VIII. ASSESSOR'S REPORT:

Jean Kelly reported that senior freeze funds will be mailed out at the end of this month. Currently working on 2019 assessments. This is a quadrennial year so every parcel will receive a notice whether a change is made or not.

IX. TOWNSHIP ADMINISTRATOR REPORT: None.

X. FOOD PANTRY REPORT: None.

XI. SENIOR DEPARTMENT REPORT:

Written report provided to Board and Supervisor. Attached with minutes.

XII. GA/EA REPORT: None.

XIII. BANQUET COORDINATOR REPORT:

18 Bookings total in the last month. No Fridays left for 2019.

XIV. ATTORNEY REPORT:

Supervisor George welcomed the new DuPage Township attorneys and Mr. Odelson of Odelson & Sterk, LTD addressed the Board and community and stated they are looking forward to representing DuPage Township.

XV. APPROVAL OF TOWNSHIP BILLS – \$59,156.69

i. Open Payables – \$7,748.11

ii. Paid Payables – b/wween 02/26/19 – 03/14/19 - \$51,408.58

A motion was made by Trustee Burgess and seconded by Trustee Raga to approve the bills. Upon roll call vote the following voted yes: Trustees Raga, Benford, Burgess and Supervisor George. There were no nay votes. The motion passed.

XVI. OLD BUSINESS/NEW BUSINESS:

Trustee Burgess stated he has been questioned on whether the Easter Egg Hunt will be scheduled, Supervisor George said he will have an answer by next week.

XVII. PUBLIC COMMENTS:

(1) Public comment was given by Petra Burgess

(2) Public comment was given by Gary Marshke

(3) Public comment was given by John Kraft

(4) Public comment was given by Kirk Allen

XVIII. TRUSTEE'S COMMENTS:

a. Alyssia Benford: Thanked Kirk Allen, stated she has an issue with amount of money paid to Klein Hall for issues they should have resolved during the forensic audit; but did not, including W-2's.

b. Ken Burgess: Stated he was expecting update on QuickBooks from Trustee Benford. Discussion between Trustee Burgess and Trustee Benford followed regarding the adding of the QuickBooks system and the hiring of consultants by Trustee Benford in 2017 without the Board's knowledge; Trustee Benford stated the request for QuickBooks to be added was made by Linda Youngs. Trustee Burgess stated the Board did not approve the hiring of a vendor. Trustee Benford confirmed the Board did not vote on a vendor. Supervisor George suggested to add the QuickBooks back on the next Agenda.

c. Maripat Oliver: Absent.

d. Dennis Raga: No comments.

XIX. ADJOURNMENT:

A motion was made by Trustee Burgess and seconded by Trustee Benford to adjourn at 7:51 p.m. Upon roll call vote the following votes yes: Trustees Raga, Benford, Burgess and Supervisor George. All were in favor and the meeting adjourned.

Respectfully submitted,

Kulsum Ali
DuPage Township Clerk