

**1. 2. 3.** The May 18, 2015 Board meeting was called to order by Supervisor Kupar at 7:42 p.m. at the Community Center. The Pledge of Allegiance was recited. Clerk Johansen called the roll with Supervisor Kupar and Trustees Stutesman, Murphy, and Miller present. Trustee Vandiver was absent.

#### **4: Reports:**

*Highway Commissioner – Sam Gallucci:* Commissioner Gallucci appeared by written report which stated the remaining snowplows and spreader boxes were taken off trucks and put in storage in preparation for spring road work projects; all trucks passed annual inspection for certification; Scott Eveland, Jacob Matthews and Ray Weber attended Traffic Safety School on April 28<sup>th</sup>; and Jacob Matthews and John Giblin attended a seminar on West Nile Virus/mosquito control on April 14<sup>th</sup> and are certified to dispense mosquito briquettes for the 2015 season. The Road District contracted out to repair the shoulder gravel on McDonald Road for the Village of Campton Hills in Plato Township. Shoulder gravel and landscape work was completed on E. Mary and Foxfield Drives. Road and drainage projects that consisted of digging out culvert ends, culvert openings, replacing culverts, catch basins and 3" to 4" drain tiles was completed. Also soil and seed to shape ditches for the installation of landscape matting and rip/rap was completed. Roadways were assessed for drainage problems and pot holes. Pot holes were repaired with cold patch throughout Campton Township and the Village of Campton Hills; grates and storm drains were cleaned of debris throughout the Township and Village; all intersections were swept in the Township and Village; all stop signs in the Township and Village were checked on a weekly basis and damaged or missing ones replaced; culvert permits were checked throughout the Township and Village; and brush pick-up was completed on the north and south sides of Route 64 in the Township and Village, and in the Village of Campton Hills in Plato Township. Ongoing maintenance of Township vehicles and equipment was performed in-house by Highway District staff.

*Assessor – Alan D. Rottmann:* Assessor Rottmann stated he will turn in the books to the County this Friday. Less people are coming in to his office now but with completion of the quadrennial assessment he expects more calls.

*Solid Waste District – President Jack Berry:* Absent.

*Financial Report – Finance Director McKay:* Finance Director McKay stated:

- The Road District did not give the March invoice for salt for Lily Lake.
- April is the first month of the current fiscal year which is April 1, 2015 through March 31, 2016. Closing fiscal year 2015 included preparing the financials for the Annual Town Meeting, preparing the annual Town Meeting booklet, preparing the modified accrual financial statements for the audit, and finalizing the annual budget.
- For the first time capital assets were included in the accounting software instead of excel spreadsheets that calculated depreciation. The conversion is working correctly.
- The monthly budgets for the new fiscal year will be imported soon.
- The largest invoices for the month, other than health insurance, are the Risk Management invoices from TOIRMA (Township Officials of Illinois Risk Management Association) for the new fiscal year, which are within, or under, budget.
- The first quarter payroll tax returns were completed in April and submitted.
- The auditors from Sikich were in our offices on May 4<sup>th</sup> and 5<sup>th</sup> for audit field work. They will be in the office again on May 18<sup>th</sup> for their final day of field work. The audit is progressing well.

- We had several new calls regarding the RIK (Ride in Kane) program, and also a General Assistance request, which has been forwarded to Elgin Township for processing under our IGA (Intergovernmental Agreement).

*Corron Farm Preservation Society Update – Vice Chair Judi Arman:* Vice Chair Arman stated the Corron Farm Preservation Society had its annual meeting at the Lodge in April. It was well attended. Awards were given. Providing a flagpole at Corron Farm was discussed. She suggested providing free hay rides for residents once a month at Corron Farm. We can have a sign outside advertising it. J. Kupa stated we will have a heated tent outside at Corron Farm for the crafters event so it won't be inside the house.

*Village of Campton Hills - :* Absent.

*Open Space Program Manager – Lisa Mertz:* Program Manager Mertz stated:

- At **Corron Farm** landscape enhancements include working with volunteers to remove garlic mustard and installing flowering plants and ground cover. Signage will be added as an educational feature.
- At **Anderson Park** we contracted with Bedrock Earthscapes to spray sweet clover in the most visible locations. Additional herbiciding will be done as time permits.
- At **Poynor Park** McGinty Brothers has been contracted to start herbiciding the edge of the prairie most visible from the picnic shelter trail.
- At **Harley Woods**, Witness Tree, Josh Nelson, a group of scouts, and the Program Manager pulled garlic mustard. The trail has become rutted with tire tracks so we should avoid driving there under wet conditions.
- **Hiring of staff** for maintenance of gardens and natural areas is recommended.
- We have an experienced volunteer with an herbicide license who is available to apply herbicides for the Township. She **requests authorization** to use this person.
- The **Corron Farm Preservation Society** was added to the Campton Township Parks and Open Space website.
- The **Kiwanis Club of Campton Hills BBQ fundraiser** for parks is being promoted through e-mail blasts, the open space website, and by creating and posting signs advertising it at the most visible park locations. The picnic table previously donated by Kiwanis is now located by the Community Center ball fields.
- The **Town hall Landscape plan** is completed and scheduling of it will be done in stages based on availability of funds, plants, materials, and labor. The first portion will be in front of the building. The Township currently has \$450.00 budgeted for this site. Matt Zerby of Wasco Nursery has offered to cover the cost of removing the existing shrubs and will provide some of the plants and labor. Matt, Jan Sorensen, and the Program Manager will work together to schedule the installation stages.
- **Purchasing authority** in the form of a Township issued credit card is requested.
- **Upcoming activities** include:
  1. Family Picnic with Volunteer Garden Workday at Poynor Park: Kiwanis Club of Campton Hills.
  2. Monarch Butterfly Recovery Program and Garden with support from the Golden Kiwanis Club of St. Charles.
  3. "Idea and ID" Garden at Corron Farm: Comparative Milkweeds and sedges for home gardeners, landscapers, students, and regional field crew techs.
  4. Community Wide Tree Care Education Program: Proper planting and mulching to extend tree lifespan and reduce replacement costs with support from the Kiwanis Club of Campton Hills.

*Operations Manager – Tom Serewicz:* Operations Manager Serewicz stated:

- **In General:**
  1. Mowing and weed whacking was completed at the **Lily Lake** Park.
  2. Broadleaf control was completed on turf at the **Lily Lake** offices.
  3. A safety meeting was held.
  4. Safety equipment was received that included shirts, safety vests, and first aid kits.
  5. A yard waste dumpster arrived, and the flag pole for Anderson Park was received.
  6. Court supervision completed 255 hours.

- At **Anderson Park** mowing and weed whacking was done, broadleaf control and turf builder applied, a toilet repaired, core aeration done, playground chips added, rocks moved to the parking lot, and culvert rocks redone.
- At **Burlington Park** mowing and weed whacking was done, gravel added to the parking area for the dumpster, and the lower yard cleaned.
- At the **Community Center** mowing and weed whacking of turf was done, broadleaf control was applied, and weather strip was repaired on the doors.
- At **Corron Farm** a tree was cut down and hauled away, mowing and weed whacking done, broadleaf control applied, the fence line and gravel areas herbicided, and trails were cut.
- At **Gray Willows** mowing and weed whacking was done, a shed roof repaired, a split rail fence fixed, and the scout trail herbicided.
- At the **Headwaters Conservation Area** turf was mowed, chips added to the dog pen, broadleaf control applied to the turf and trails, playground chips were added, core aeration was done, and trails cut.
- At **Harley Woods** trees were cut down and hauled away, the burn pile burned, scouts pulled garlic mustard for a service project, broadleaf control was applied, and mowing, weed whacking was done.
- At **Mongerson Park** broken drain tiles were reported by the farmer.
- At **Poynor Park** mowing, weed whacking was done, playground chips were added, core aeration was done and turf builder applied, broadleaf control was applied to turf and the trail, and trails were cut.
- At **Town Hall** mowing and weed whacking was done, broadleaf control applied, a toilet repaired, and floors cleaned in the building.

*Educational Opportunities at Campton Properties – Trustee Vandiver: Absent.*

*Supervisor Report – John Kupa: Supervisor Kupa stated:*

- Campton Township's County Board Representative Barb Wojnicki and Supervisor Kupa helped Tom Corron, President of the Corron Farm Preservation Society, apply for a Riverboat Grant to preserve the barn at Corron Farm. The grant requests \$50,000 from the County with matching funds of \$25,000 from Campton Township, and \$25,000 from the Corron Farm Preservation Society. The \$100,000 will be used to stabilize and restore the dairy barn. The grant required that one of the partners had certified annual financial reports and had a financial accounting system. Campton Township has both. The direction to staff is to prepare a Resolution for a \$25,000 matching fund from Campton Township for the Corron Farm barn repair and put the Resolution on the agenda for next month's meeting.
- We worked with Gerard Fabrizio to help realign the fields and crops on the fields adjacent to Bull Run. The expansion of the wetlands bank will require 10 acres of the 30 currently in cultivation. Mr. Fabrizio will plant corn on the 10 acres scheduled to be included in the new wetlands bank. The balance will be planted in hay. We will have to adjust his contract for next year.
- We are still working with V3 companies on the new contract for the expansion of the Headwaters wetlands bank. He expects the new contract will be in hand this week. The major change will be an increase in the upfront share to the Township of the sales of the wetlands credits.

## **5. Approval of Minutes:**

*a. Board Meeting April 9, 2015:* J. Miller moved the Board approve the minutes of the meeting of April 9, 2015. T. Stutesman seconded the motion. In a voice vote Supervisor Kupa and Trustees Stutesman, Murphy, and Miller voted aye. Trustee Vandiver was absent. The motion passed.

*b. Public Hearing Town Fund Budget & Appropriation Ordinance 15-1T:* J. Miller moved the Board approve the minutes of the Public Hearing on the Town Fund Budget and Appropriation Ordinance 15-1T. E. Murphy seconded the motion. In a voice vote Supervisor Kupa and Trustees Stutesman, Murphy, and Miller voted aye. Trustee Vandiver was absent. The motion passed.

*c. Public Hearing Road Fund Budget & Appropriation Ordinance 15-1R:* T. Stutesman moved the Board approve the minutes of the Public Hearing on the Road Fund Budget and Appropriation Ordinance 15-1R. J. Miller seconded the motion. In a voice vote Supervisor Kupa and Trustees Stutesman, Murphy, and Miller voted aye. Trustee Vandiver was absent. The motion passed.

**6. Citizens' Comments:** Carl Zeigler, President of the Campton Hills Kiwanis Club said former Supervisor Neal Anderson and Trustee Vicki Vandiver are members of Kiwanis. They have 16 members. Dues are \$100.00. They have donated \$3,250.00 to kids groups and \$100.00 to the Open Space program and are looking for other projects in the Campton Township parks program to support. In a period of cutbacks, local support is a good thing. They want to identify projects Kiwanis can support with volunteers or money. They are interested in playgrounds. Right now Kiwanis is hosting a fundraising event to support local community parks. The fundraiser is Thursday, June 4<sup>th</sup>. By having dinner made for you, you'll be supporting our parks. Buy your Fay's BBQ meal tickets from Kelly Peterson at Old Second National Bank in Wasco for \$15.00, and pick the dinners up at the bank on Thursday between 4:00 p.m. and 6:30 p.m. Have your dinner at a nearby park. Supervisor Kuper has 15 tickets. So far 135 tickets have been sold.

**7. Old Business – Presentation and Discussion for Action:** None.

**8. New Business – Presentation and Discussion for Action:**

*a. Review and Act Upon Appointment of Campton Township Cemetery Board Managers – John J. Hamer, Mary Etta Lenkaitis, Dave Corron:* Clerk Johansen stated he researched this in the "Laws and Duties Handbook" and discovered they are not Trustees, but Managers, and it is required they be sworn in every two years. He informed Chairperson Hamer but neglected to tell him the date of the Township meeting. Secretary Dave Corron is here tonight. Treasurer Mary Etta Lenkaitis is out of town. T. Stutesman moved the Board appoint John J. Hamer, Dave Corron, and Mary Etta Lenkaitis Managers of the Campton Township Cemetery District. E. Murphy seconded the motion. In a voice vote Supervisor Kuper and Trustees Stutesman, Murphy, and Miller voted aye. Trustee Vandiver was absent. The motion passed whereupon Dave Corron was sworn in as Manager of the Campton Township Cemetery District. J. Kuper stated the direction is put this on the agenda for the June meeting and have John Hamer and Mary Etta Lenkaitis there to be sworn in then.

*b. Review and Act Upon Heritage Crystal Clean Event at Corron Farm:* E. Murphy moved the Board approve the "Campton Township Property Use and Event Agreement" and the attached "Individual Release and Hold-Harmless Agreement" for the 2015 Heritage Crystal Clean Event at Corron Farm. T. Stutesman seconded the motion. In a voice vote Supervisor Kuper and Trustees Stutesman, Murphy, and Miller voted aye. Trustee Vandiver was absent. The motion passed.

*c. Review and Act Upon Purchase of Z Trak Mower:* Finance Director McKay stated there are three bids. The low one is for \$7,790.00. This is a really good price. T. Stutesman moved the Board approve the bid of John Deere in Elburn for \$7,790.00 for purchase of a John Deere Z930M Commercial ZTrak mower. J. Miller seconded the motion. In a roll call vote Supervisor Kuper and Trustees Stutesman, Murphy, and Miller voted aye. Trustee Vandiver was absent. The motion passed.

*d. Review and Act Upon IGA Between Elgin Township and Campton Township for General Assistance Services:* E. Murphy moved the Board approve the Intergovernmental Agreement between Elgin Township and Campton Township for Reimbursement to Elgin Township for General Assistance Services. J. Miller seconded the motion. In a roll call vote Supervisor Kuper and Trustees Stutesman, Murphy, and Miller voted aye. Trustee Vandiver was absent. The motion passed.

*e. Review and Act Upon Campton Township Continued Committee Participation in the VCH JERM and VCH Water Resource Committees:* J. Miller moved the Board remove agenda item 8. e from the agenda. E. Murphy seconded the motion. In a voice vote Supervisor Kuper and Trustees Stutesman, Murphy, and Miller voted aye. Trustee Vandiver was absent. The motion passed.

**9. Claims and Demands Authorized for Payment:**

*a. Town Fund \$20,149.89:* E. Murphy moved the Board approve the claims and demands on the Town Fund in the amount of \$20,149.89. T. Stutesman seconded the motion. In a roll call vote Supervisor Kuper and Trustees Stutesman, Murphy, and Miller voted aye. Trustee Vandiver was absent. The motion passed.

*b. Open Space Fund \$24,811.53:* T. Stutesman moved the Board approve the claims and demands on the Open Space Fund in the amount of \$24,811.53. E. Murphy seconded the motion. In a roll call vote Supervisor Kuper and Trustees Stutesman, Murphy, and Miller voted aye. Trustee Vandiver was absent. The motion passed.

*c. Capital Improvement Fund \$1,366.80:* E. Murphy moved the Board approve the claims and demands on the Capital Improvement Fund in the amount of \$1,366.80. J. Miller seconded the motion.

In a roll call vote Supervisor Kuper and Trustees Stutesman, Murphy, and Miller voted aye. Trustee Vandiver was absent. The motion passed.

*d. Road & Bridge Fund \$88,327.68:* J. Miller moved the Board approve the claims and demands on the Road and Bridge Fund in the amount of \$88,327.68. E. Murphy seconded the motion. In a roll call vote Supervisor Kuper and Trustees Stutesman, Murphy, and Miller voted aye. Trustee Vandiver was absent. The motion passed.

**10. Executive Session – Personnel; Review Executive Session Minutes of March 6, 2015; Review Whether to Open Executive Session Minutes; Review Whether to Destroy Approved Executive Session Audio Tape Minutes Older than 18 Months:** T. Stutesman moved the Board go into Executive Session for the purpose of discussing personnel, reviewing the Executive Session minutes of March 6, 2015, reviewing whether to open Executive Session minutes, and reviewing whether to destroy approved Executive Session audio tape minutes older than 18 months. E. Murphy seconded the motion. In a voice vote Supervisor Kuper and Trustees Stutesman, Murphy, and Miller voted aye. Trustee Vandiver was absent. The motion passed and Executive Session began at 9:12 p.m.

**11. New Business Continued –** Supervisor Kuper reconvened the regular session at 9:35 p.m.

*f. Review and Act Upon Approve Executive Session Minutes of March 6, 2015:* T. Stutesman moved the Board approve the Executive Session minutes of March 6, 2015. J. Miller seconded the motion. In a voice vote Supervisor Kuper and Trustees Stutesman, Murphy, and Miller voted aye. Trustee Vandiver was absent. The motion passed.

*g. Review and Act Upon Whether the Need for Confidentiality Still Exists for Executive Session Minutes:* T. Stutesman moved the Board approve opening all Executive Session minutes of open space properties purchased in 2002, but that the need for confidentiality still exists for all other Executive Session minutes not yet opened, including those properties not yet purchased, all personnel, and all litigation. E. Murphy seconded the motion. In a roll call vote Supervisor Kuper and Trustees Stutesman, Murphy, and Miller voted aye. Trustee Vandiver was absent. The motion passed.

*h. Review and Act Upon Whether to Destroy Approved Audio Tape Executive Session Minutes Older than 18 Months:* T. Stutesman moved the Board approve destroying all approved Executive Session audiotape minutes older than 18 months. J. Miller seconded the motion. In a roll call vote Supervisor Kuper and Trustees Stutesman, Murphy, and Miller voted aye. Trustee Vandiver was absent. The motion passed.

**12. Adjournment:** E. Murphy moved the Board adjourn the meeting. T. Stutesman seconded the motion. In a voice vote Supervisor Kuper and Trustees Stutesman, Murphy, and Miller voted aye. Trustee Vandiver was absent. The motion passed and the meeting adjourned at 9:40 p.m.

Respectfully Submitted,

Richard Johansen

Clerk