

**1. 2. 3.** The May 7, 2014 Board meeting was called to order by Supervisor Kupa at 7:30 p.m. at the Community Center. The Pledge of Allegiance was recited. Clerk Johansen called the roll with Supervisor Kupa and Trustees Stutesman, Vandiver, Murphy, and VanZandt present.

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

*Highway Commissioner – Sam Gallucci:* Commissioner Gallucci appeared by written report stating lawn damage along subdivision roadways was assessed throughout Campton Township and the Village of Campton Hills for repair this spring with soil and seed; all minor intersections in the Township and Village were swept; gravel along roadway shoulders throughout the Township and Village was swept; garbage was picked up along numerous roadways throughout the Township and Village; roadways were assessed for drainage problems, pot holes and culvert permits throughout the Township and Village; pot holes were repaired with cold patch throughout the Township and Village, and in subdivisions in the Village of Lily Lake; all stop signs in the Township and Village were checked on a weekly basis and damaged or missing ones replaced. 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. John Giblin, Jacob Matthews, Joe Pitts, and Ray Weber attended Traffic Safety School on April 11<sup>th</sup> 2014. On April 16<sup>th</sup> Safety Officer/Crewmen Joe Pitts and Crewman John Giblin attended a seminar on West Nile Virus and mosquito control and were certified to dispense mosquito briquettes for the 2014 season. Trees were cut and chipped on Campton Hills and Denker Roads, White Oak Lane and Fair Oaks Drive. Two street signs were replaced and installed in Plato Township for the Village of Campton Hills, and signs and posts were replaced for the Village of Lily Lake. Ongoing maintenance of Township vehicles and equipment was performed in house by Highway District staff.

*Assessor – Alan D. Rottmann:* Assessor Rottmann stated we are working on the 2014 assessed valuations and we will turn in assessments between June 10<sup>th</sup> and June 15<sup>th</sup>. Appeals start after that. We are still looking at a (negative) – 1.5 EAV (Equalized Assessed Valuation) this year.

*Solid Waste District – President Jack Berry:* No Report.

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

- The new accounting software is live and is taking staff time to learn to adjust to the new program.
- For the month of April, the Key Bank certificate of deposit in the PMA maintenance fund matured in the amount of \$1,253,696.44. A transfer from the Open Space program budget for the fiscal year needs to be made to the Township's BMO Harris account.
- April begins the current fiscal year, April 1, 2014 through March 31, 2015. The month has been very busy trying to close the accounting year, preparing the cash basis financials for the annual meeting and the annual meeting booklet. Work on creating the monthly budgets for the new fiscal year has been proceeding but the numbers have not been entered into the new accounting system yet. Due to the early date of this Board meeting all these items could not be completed. However, the monthly spread sheets for the year have been provided.

- The largest invoices for the month besides the health insurance invoice are the Risk Management invoices from TOIRMA for the new fiscal year. However, all invoices are within or under budget.
- The quarterly payroll tax returns for the first quarter were completed in April and submitted.
- We are currently completing all the accrual entries for the year ending March 31, 2014. The adjusted Trial Balance needs to be to the auditors on May 14<sup>th</sup>. Sikich will be in the Township offices May 15<sup>th</sup> through May 19<sup>th</sup> for their field audit work.
- The Finance Director attended a Payroll Law seminar on April 30<sup>th</sup> and learned new information, which will be implemented in the coming months.
- NICOR is gathering information about installing a natural gas line along Beith Road. Would the Township be interested in obtaining a natural gas line for the Headwaters Conservation Area pole barn on Beith Road? If you request service when the line is installed, you will receive credit for the first 200 – 300 feet.

*Corron Farm Preservation Society Update – Vice Chair Judi Arman:* Vice Chair Arman stated the Corron Farm Preservation Society had its annual meeting May 1<sup>st</sup> at the Lodge in Campton Township. All the meetings are open to the public. They are preparing for the annual pig roast on Sunday, June 28<sup>th</sup> at Corron Farm from 1:00 p.m. to 5:00 p.m. There will be a tour of the farm and the farmhouse. They will have a band, raffles, and lots of good food. Financial support to restore the dairy barn is continuing. They raised \$1,950.00 to start preliminary drawings on restoration. She wants to be on the agenda every month in order to get the message out about local farming activities and Corron Farm.

*Village of Campton Hills – President Patsy Smith:* Absent.

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

#### **Activities Completed –**

- Eagle Scout Horseshoe Trail project at Gray Willows including 500 + hours of donated Scout work, and many well appreciated hours of staff time.
- Prescribed burns at Anderson Park, Harley Woods, and Corron Farm by Kristin Bilar and other staff.
- New automated PechaKucha mini slide show created by Jack Shouba that was displayed at the April 26<sup>th</sup> Earth Day event in St. Charles.
- The gardens at Poynor Park, the Headwaters Conservation Area, Town Hall, and Corron Farm were cleared and prepared for the growing season. At Harley Woods and Corron Farm woody material was removed and stacked, and stumps herbicided. At Gray Willows stumps near the trail were cut and herbicided. This work was done by Kristin Bilar, Denise Morgan, Vince Pavlicek, Mark Gordon, and Jason Shea.
- Kristin Bilar herbicided invasive plants in several locations.
- Lisa Mertz placed updated informational signs in kiosks at the Headwaters Conservation Area, Corron Farm, and Harley Woods, and will update the remaining kiosks in coming days.
- Two kestrel nest boxes have been installed at Corron Farm and two researchers are monitoring them for activity. They are optimistic that one of the boxes will be used for nesting because male Kestrels have been spotted nearby.
- Jan Sorensen, former owner of The Natural Garden, has accepted an offer to plant and maintain the gardens at the Old Town Hall building as a volunteer. She is currently working part time next door at Wasco Nursery, and can begin mid-June.

#### **Networking and Events Attended –**

- At the Earth Day Event at the Glen Ellyn Park District on Tuesday, April 22<sup>nd</sup>, Lisa picked up information and made connections for future programs and events in the Township.
- At the Earth Day Event at St. John Neumann Church in St. Charles on Saturday, April 26<sup>th</sup>, Jack and Kristin provided Open Space information and the new mini-slide show of Jack's.
- In a wildflower tour of Harley Woods, on Saturday, May 3<sup>rd</sup>, that was led by Jerry Johnson and assisted by Lisa, ten people attended and learned about Garfield and Campton Township properties, habitats, and restoration efforts. Our May 10<sup>th</sup> wildflower tour of Corron Farm that Jack Shouba will lead was promoted.
- Josh Nelson, our new seasonal employee, who is very involved with Eagle Scouts assisted Lisa in meeting with scouts and their families at Gray Willows to discuss future projects. He will continue to assist in Eagle Scout project coordination.

### Upcoming Campton Township Event –

- At a volunteer workday and wildflower walk at Corron Farm on Saturday May 10<sup>th</sup>, Lisa will work with volunteers from 9:00 – 11:00 and Jack will start a guided wildflower walk at 11:00 a.m. Participants are invited to take home free wildflower plants that are suitable for home landscapes.

### Planned Activities –

- Lisa will contact local nurseries regarding donations of shrubs and small trees for screening near the Gray Willows campsite. A small sign will be created to recognize the contributing companies. Wasco Nursery has already offered two small trees. Ten to 12 specimens is the goal. Approximately six nurseries will be contacted.
- Mark Rake, Gayle Garbarski, and Lisa are working to overcome some of the challenges presented by the NetworkSolutions e-mail program and other IT difficulties. This is necessary to update and gain full utilization of our volunteer mailing lists.
- Volunteer training and site monitoring networks already exist locally for amphibians, bees, dragonflies, birds, rare plants, new invasive plants, and possibly other organisms. Lisa will contact these organizations to inquire about doing inventories or regular monitoring on our sites.

*Operations Manager – Tom Serewicz:* Operations Manager Tom Serewicz stated at **Town Hall** the grass was mowed and weeds whacked; at **Gray Willows** a trail was mowed, a wood chipped trail completed, the camp ground mowed, and fallen trees cut and hauled away; at **Anderson Park** the parking lot was graded, mowing and core aerating done, the water turned on and a leak discovered; at **Corron Farm** the parking lot was graded, mowing done, the yard waste dumpster delivered; the water turned on and a leak discovered; at **Poynor Park** the parking lot was graded, mowing done, and core aeration and fertilization done; at the **Headwaters Conservation Area** the dog fountain was repaired, the water turned on, and mowing started; at **Harley Woods** cut stumps were picked up; at the **Community Center** the basement floor was cleaned and a new sump pump installed; we sent the Duetz mower to service, and a new hire (summer help) starts.

*Educational Opportunities at Campton Properties – Trustee Vandiver:* Trustee Vandiver stated join us for Campton Hills first Safety Fair, Saturday, June 21<sup>st</sup> from 2:00 p.m. to 5:00 p.m. at Bell Graham Elementary School 4N505 Fox Mill Road, Campton Hills, IL. Children can explore a squad car, fire truck, or ambulance. The American Red Cross will be there. CPR and bike safety demonstrations will also be conducted. Volunteers can attend a **Safety Training Session** at 2:15pm, 3:15pm, or 4:15pm focusing on household safety and what to do during a natural disaster. The sessions are put on by Kane County Emergency Response and St. Joseph Hospital. If we can get a total of 200 people to attend the 45 minute safety training sessions, we will qualify for a grant for a tornado siren. At the same time children 3 years and older can participate in a safety class hosted by Vicki Vandiver and LaFox Martial Arts. For more information call Village Hall at 630-584-5700, or e-mail Jessica at [Jessica.spencer@villageofcamptonhills.org](mailto:Jessica.spencer@villageofcamptonhills.org) This makes us safer, sooner in bad weather. At the fair a local vet will show how to care for animals in emergencies. Paramedics will demonstrate the Heimlich maneuver and CPR training. Trustee Vandiver has met with Cub Scout masters at Ferson Creek School to ask for their participation, and she will meet with homeowner associations to ask for them to participate. Highway Commissioner Gallucci will bring Township trucks to the event. Supervisor Kupa said we need the Township Board to attend the Safety Fair. Trustee Vandiver said the Board needs to approve a Certificate of Insurance to District 303 for using their property.

*Joint Environmental Resource Management Committee – Rob Linke, John Kupa, Greg VanZandt:* Joe Miller, a member of the Committee with the Village of Campton Hills reported that storm water was discussed by one of the subcommittees. The other committee discussed development of the town center which requires more PE (population equivalent) from WSD (Wasco Sanitary District).

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

- He met with the owner of Bull Run Farm to discuss potential options for extending the lease on the property. There are several options on the table that may be advantageous to both the Township and Bull Run. We will be meeting again later in the month to develop a path forward on these options.
- He attended the Village of Campton Hills Committee of the Whole meeting yesterday. The Gail Borden Public Library District presented their plan to hold a referendum in the fall to seek to

annex parts of Campton Township and the Village of Campton Hills. The referendum is a two part process. First, residents in the library district have to vote to allow new areas into the district. Second, residents in the affected areas have to vote to get into the district. Each would have to receive a majority for the referendum to pass.

- The majority of his time and that of staff has been focused on the Norton farm demolition project and the Gray Willows Barn roof project.
- **This is Trustee Greg VanZandt's last Board meeting.** Greg and his wife Ann are moving to South Carolina to start a new life. Greg was first elected as a Trustee in 1993 and served two terms. He then became President of the Campton Township Solid Waste Board for two terms. Greg came back as a Trustee in 2009 and served until now. He has always been an ardent supporter of the Township's Open Space program, having been one of the original group of residents supporting the first and second referendums. **On behalf of the Township we thank you for all the time and effort you have spent making Campton Township a great place for all of us. Best of luck in the future. Two large framed presentation photographs were presented, one of a summer scene of Campton open space, the other of a winter scene of Campton open space. The first contained an engraved thank you from the Township, and both photographs were made by Jack Shouba. Applause was heard all around. Greg said Campton Township has come a long way.**
- Supervisor Kupa announced the Township now has an open Trustee position on the Board. We will advertise in the papers and on our website that the position is open and we will welcome all applicants.

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

*a. Board Meeting April 3, 2014:* G. VanZandt moved the Board approve the minutes of the meeting of April 3, 2014. V. Vandiver seconded the motion. In a voice vote Supervisor Kupa and Trustees Stutesman, Vandiver, Murphy, and VanZandt voted aye. The motion passed.

*b. Public Hearing Town Fund Budget & Appropriation Ordinance 14-2T:* E. Murphy moved the Board approve the minutes of the Public Hearing on the Town Fund Budget & Appropriation Ordinance #14-2T. V. Vandiver seconded the motion. In a voice vote Supervisor Kupa and Trustees Stutesman, Vandiver, Murphy, and VanZandt voted aye. The motion passed.

*c. Public Hearing Road Fund Budget & Appropriation Ordinance 14-1R:* G. VanZandt moved the Board approve the minutes of the Public Hearing on the Road and Bridge Fund Budget & Appropriation Ordinance #14-1R. E. Murphy seconded the motion. In a voice vote Supervisor Kupa and Trustees Stutesman, Vandiver, Murphy, and VanZandt voted aye. The motion passed.

**6. Citizens' Comments:** None.

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

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

*a. Review and Act Upon Jacob Fragoso Final Eagle Scout Report for the HCA Observation Deck:* Eagle Scout candidate Jacob Fragoso stated cleaning and staining the Headwaters Conservation Area observation deck was a three phase project. First, in the pre-phase we got the hose and spigot ready and mixed water with the oxygen bleach. On day one we used stiff bristle brushes with oxy bleach and took off the lichen from the wood. On day two groups of scouts spread out and clear stained the observation deck. What went well was scouts followed his directions and followed the plan working from the inside out. The staining went faster than expected and the stain held up over the winter. We had just enough material to finish the project. The surrounding flower beds were untouched by the scouts working there. What was difficult was the roof that could only be cleaned by the power washer. The beams were so close together that it required frequent changing of angles to get at it with the power washer. Despite that, the project ran smooth and we finished only slightly over the expected time frame. There was a total of 98 service hours. Over all I would like to thank the Township for giving me the opportunity to make a change in my community and I hope you are pleased with the final product. As I was finishing the last day two people walking their dogs stopped me and thanked me for what I was doing for Headwaters. I thought you should know that by giving boys like me the opportunities you have, you are benefiting both the appearance of the Township, and also the people who live in it. It's good we are getting more Eagle Scouts involved. Jacob passed pictures of the completed project around for the Board to see. He received the thanks of the Township. Supervisor Kupa said your project looks great.

*b. Discuss and Act Upon Wasco Amer. Legion Baseball Future Plan for Anderson Park and LaFox:* Blake Crousore, Director of Fields for Wasco Baseball stated they have two projects. First, two batting cages need to be replaced. This involves regrading, and redoing netting. Second, they want to take the batting cage on the larger field and reposition it so they can extend the warm up pitching area. They want to do this by the end of June. J. Kupa stated we need a site layout to see this. We will put this on the agenda next time. Rob Rosengarden stated we have 900 kids in the league. Our website is wascobaseball.com.

*c. Review and Act Upon IGA Between Elgin Township and Campton Township for Reimbursement to Elgin Township for General Assistance Services:* T. Stutesman moved the Board approve the Intergovernmental Agreement Between Elgin Township and Campton Township for Reimbursement to Elgin Township for General Assistance Services, as presented. G. VanZandt seconded the motion. In a roll call vote Supervisor Kupa and Trustees Stutesman, Vandiver, Murphy, and VanZandt voted aye. The motion passed.

*d. Review and Act Upon MACI Medical Insurance for General Assistance:* J. Kupa stated this is to cover the Township if a catastrophic health issue comes up. T. Stutesman moved the Board approve the Medical Assistance Catastrophic Insurance Program in the amount of \$2,015.00. E. Murphy seconded the motion. In a roll call vote Supervisor Kupa and Trustees Stutesman, Vandiver, Murphy, and VanZandt voted aye. The motion passed.

*e. Review and Act Upon Ride in Kane Sponsor Agreement Phases 9, 10, 11, and 12:* Finance Director McKay stated the rides are limited for medical purposes only and we are limited to spending no more than \$2,000.00 per year. V. Vandiver moved the Board approve the Ride in Kane New Freedom/JARC Service Agreement Phase 9, 10, 11, and 12 grant cycles, May 2014 through June 2016. G. VanZandt seconded the motion. In a roll call vote Supervisor Kupa and Trustees Stutesman, Vandiver, and VanZandt voted aye. Trustee Murphy abstained. The motion passed.

*f. Review and Act Upon Use of Town Hall for Meetings:* Open Space Program Manager Mertz stated the capacity of Town Hall is 52 people. In light of Wasco Nursery's application to use the facility we need to formalize the kinds of activities we want to limit this to. V. Vandiver stated let's look at the wording of the grant to see how to limit this. J. Kupa stated look at the grant language to see if what they want to do falls into the grant. V. Vandiver moved the Board approve Wasco Nursery's use of Town Hall subject to that use falling within the grant language and they obtain a certificate of insurance. The motion was seconded by E. Murphy. In a voice vote Supervisor Kupa and Trustees Stutesman, Vandiver, Murphy, and VanZandt voted aye. The motion passed.

*g. Review and Act Upon Safety and OSHA Compliance Manual:* Operations Manager Serewicz stated he took the Kane County Safety and OSHA Compliance Manual and adapted it to Campton Township. J. Kupa stated once or twice a year everybody goes through the safety course. G. VanZandt moved the Board approve and adopt the Campton Township Safety and OSHA Compliance Manual. E. Murphy seconded the motion. In a voice vote Supervisor Kupa and Trustees Stutesman, Vandiver, Murphy, and VanZandt voted aye. The motion passed.

*h. Review and Act Upon Third Party Contractor for Norton Farm IGA:* J. Kupa stated the job needs to be completed by June 1<sup>st</sup>. We need to authorize spending up to \$12,000.00. G. VanZandt moved the Board approve spending not to exceed \$12,000.00 to take down and haul away structures at Norton Farm. The motion was seconded by V. Vandiver. In a roll call vote Supervisor Kupa and Trustees Stutesman, Vandiver, Murphy, and VanZandt voted aye. The motion passed.

*i. Review and Act Upon Contracts for Natural Areas:* J. Kupa moved the Board approve contractors for the Headwaters Conservation Area weed control and brush removal, and the 2014-2015 Harley Woods ecosystem restoration. The motion was seconded by V. Vandiver. In a roll call vote Supervisor Kupa and Trustees Stutesman, Vandiver, Murphy, and VanZandt voted aye. The motion passed.

*j. Review and Act Upon Directing Clerk to File EIS with the County by Paper:* Clerk Johansen stated he placed this item on the agenda because a number of people that were required to file stated they were not notified by Kane County they were required to file even though the Clerk went through the required notifications with Kane County that triggered notification from Kane County of their requirement to file EIS. Secondly, those people who have had Internet Explorer for a long enough period of time for Internet Explorer's automatic updates to kick in, were unable to file electronically because the automatic updates prevented that and those people either had to be walked through the process by a County employee or mail in a paper EIS. In the process of dealing with these difficulties the Clerk had a

number of people express unhappiness with himself, and with the County. The Clerk felt it would expedite matters if he could be taken out of the middle of these difficulties by going back to paper filing. Kane County indicated they would mail the forms to everyone on our list in the future to enable paper filing without requiring people to come in to the County Clerk's office to pick up the forms. They could then mail the forms back. V. Vandiver moved the Board continue to require electronic filing of EIS (Economic Interest Statements). The motion was seconded by E. Murphy. In a voice Vote Supervisor Kupa and Trustees Stutesman, Vandiver, Murphy, and VanZandt voted aye. The motion passed.

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

*a. Town Fund:* T. Stutesman moved the Board approve the claims and demands on the Town Fund in the amount of \$18,716.88. V. Vandiver seconded the motion. In a roll call vote Supervisor Kupa and Trustees Stutesman, Vandiver, Murphy, and VanZandt voted aye. The motion passed.

*b. Open Space Fund:* J. Kupa moved the Board approve the claims and demands on the Open Space Fund in the amount of \$33,289.65. G. VanZandt seconded the motion. In a roll call vote Supervisor Kupa and Trustees Stutesman, Vandiver, Murphy, and VanZandt voted aye. The motion passed.

*c. Capital Improvement Fund:* E. Murphy moved the Board approve the claims and demands on the Capital Improvement Fund in the amount of \$2,488.35. V. Vandiver seconded the motion. In a roll call vote Supervisor Kupa and Trustees Stutesman, Vandiver, Murphy, and VanZandt voted aye. The motion passed.

*d. Road & Bridge Fund:* G. VanZandt moved the Board approve the claims and demands on the Road & Bridge Fund in the amount of \$50,325.05. T. Stutesman seconded the motion. In a roll call vote Supervisor Kupa and Trustees Stutesman, Vandiver, Murphy, and VanZandt voted aye. The motion passed.

**10. Executive Session – Personnel:** T. Stutesman moved the Board go into Executive Session for the purpose of discussing personnel. E. Murphy seconded the motion. In a voice vote Supervisor Kupa and Trustees Stutesman, Vandiver, Murphy, and VanZandt voted aye and Executive Session began at 9:25 p.m.

**11. New Business Continued:** Supervisor Kupa resumed the regular session at 10:05 p.m. No new business was conducted.

**12. Adjournment:** J. Kupa moved the Board adjourn the meeting. T. Stutesman seconded the motion. In a voice vote Supervisor Kupa and Trustees Stutesman, Vandiver, Murphy, and VanZandt voted aye. The motion passed and the meeting adjourned at 10:06 p.m.

Respectfully Submitted,

Richard Johansen

Clerk