

**1. 2. 3.** The November 9, 2016 Board meeting was called to order by Supervisor Kuper at 7:35 p.m. at the Community Center. The Pledge of Allegiance was recited. Clerk Johansen called the roll with Supervisor Kuper and Trustees Murphy and Miller present. Trustees Stutesman and Vandiver were absent.

#### **4. Old Business – Presentation and Discussion for Action:**

*a. Review and Act Upon Whitney School House Located at Wasco and Old Burlington Roads Relocation to Campton Township Open Space Property:* Finance Director McKay stated we have notice stating they will not be presenting until sometime in the winter because they are focusing on finding funding for now. E. Murphy moved the Board table agenda item 4. a. J. Miller seconded the motion. In a voice vote Supervisor Kuper and Trustees Murphy and Miller voted aye. Trustees Stutesman and Vandiver were absent. The motion passed.

#### **5. Reports:**

*Highway Commissioner – Sam Gallucci:* Commissioner Gallucci stated the County and State are still using calcium chloride on the roads which causes rust on vehicles and hurts pets paws. We are using geo-melt which does not cause those problems. J. Kuper stated Anderson Road is not equipped to handle heavy trucks. Commissioner Gallucci stated a grant was approved for this road with the requirement it become a truck route. We turned it down. The person putting on the Christmas light show on Beith Road agreed to have persons there to control traffic but the question is who does traffic control? Is it Campton Hills police, the County Sheriff, or a private security company? J. Miller stated as he went around his neighborhood he found people knew Commissioner Gallucci and said good things about his work for the residents. Commissioner Gallucci continued his report stating brush pick-up was completed throughout Campton Township and Campton Hills north and south of Route 64 and the Village of Campton Hills in Plato Township. Dura Patching was completed on the Deer Run subdivision entrance, and Hemlock, Oak Hill, and Balkan Drives. Cold patch repairs were completed for the Village of Lily Lake, ditch work was completed on Arboretum Lane which was landscaped with soil and seed, a washout was repaired on Campton Hills Road, a cross culvert was installed at the intersection of Campton Hills and Town Hall Roads, asphalt repair was completed on Splitrail and Cutwood Lanes and Denker Road, a sink hole was repaired on Farmstead in the Fox Mill subdivision, all trucks passed annual inspection and received certification, and Campton Township Highway crewmen attended a flaggers class on 10/05/16. Sam Gallucci, Dale Gommel, and Scott Eveland attended a Snow & Ice Control seminar given by Kane County. Sam Gallucci was guest speaker. Commissioner Gallucci continued his report stating tree trimming was completed throughout Campton Township and the Village of Campton Hills, 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, we checked for the issuance of culvert permits throughout the Township and Village, we assessed roadways for drainage problems and potholes, and repaired potholes with cold patch throughout the Township and Village. Ongoing maintenance on Township vehicles and equipment was performed in-house by Highway District staff.

*Assessor – Alan D. Rottmann:* Assessor Rottmann stated the hearings are over and we have wrapped up the 2016 assessment year. We are ramping up for the 2017 assessment year.

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

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

- PMA investment revenue in the Statement of Revenue and Expenditures is net of the amortization of premiums and discount. The actual cash proceeds from coupon interest deposited in the Maintenance Money Market account was \$5,355.85; in 2002A Money Market account \$1,206.25; in 2005A Money Market account \$1,123.57; and in 2007A Money Market account \$3,000.00. A \$200,000 Federal Home Loan Bank (FHLB) note maturing 10-6-25 was called on 10-6-16 and reinvested with a FHLB note maturing on 10-28-26. In addition, a \$250,000 Federal Farm Credit Bank (FFCB) note maturing on 1-5-23 was called and reinvested with a FFCB note maturing on 10-20-25. The GE Capital Bank Certificate of Deposit matured on 10-19-16 in the amount of \$166,000. These funds will be transferred to BMO Harris to use for operations for the remainder of the fiscal year.
- Town Fund, Administration, Assessor, Parks and Capital Improvement total expenditures are within budget for the month of October and for the year to date. All over budget line items have offsetting under budget line items. All the funds have a credit in the health insurance line item due to recording the insurance reconciliation adjustment the auditors requested.
- See the detailed analysis of the Open Space line items at this point in time. With forecasted upcoming expenses the analysis indicates a balanced budget for the year. Unpredicted events could change this projection at any time. Also change orders from the Corron Farm Dairy Barn renovation could have a significant effect.
- Road & Bridge Fund for the month of October is under budget but the year to date is currently over its total budget. The Contractual Road Services and Contractual Services for tile trees line items are offset by the revenue line item for Intergovernmental Drainage-Roadway.
- I attended a MIP-Abila accounting software seminar presented by Sikich business partners. After discussing how to streamline our payroll processing with the seminar presenter and networking with other users, I determined that there are several options available. One option is to decrease the number of task codes the Open Space and Parks use. The Board has not asked for reports that detail the various task activities and I question if the excessive number of task codes are necessary. It is beneficial to track the hours by site to maintain records of costs related to the property. This procedure could be used as justification if there was an IRS review of any income generated by a specific property. Another idea is to start a combined vacation and personnel time pool of hours instead of segregating the two. All departments would have to agree to this because there is one payroll system. In addition, there may be a cost savings to outsource payroll with a company such as ADP or Pay Pal.

J. Kupar stated the direction is to get quotes from ADP for doing payrolls.

*Corron Farm Preservation Society Update – Tom Corron:* Absent.

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

- **At Anderson Park** we mowed and weed whacked, built and herbicided turf, regraded the parking lot, repaired basketball nets, and prepared for the bike rally.
- **At Burlington Park** we mowed and weed whacked, and added gravel to the parking area.
- **At the Community Center** we mowed and weed whacked, replaced exterior light bulbs, and added salt to the water softener.
- **At Corron Farm** we mowed and weed whacked, mowed trails, herbicided broadleaf, and had a fire inspection.
- **At Gray Willows** we mowed and weed whacked, mowed trails and the camp ground, and mulched leaves around trees.
- **At the Headwaters Conservation Area** we mowed and weed whacked, applied turf builder, herbicided broadleaf, and core aerated turf.
- **At Poynor Park** we mowed and weed whacked, mowed trails, cut up a fallen willow tree, core aerated turf, applied broadleaf control, applied turf builder to ball fields, and did an asphalt patch to the service road.
- **At Town Hall** we mowed and weed whacked.
- **In General**, we attended a Christmas light show meeting, got a new tire for the bobcat, assisted Trillium Dell on dairy barn work at Corron Farm, installed cameras at Poynor Park, and repaired the Duetz tractor we use for burn breaks. There was deep water on the trail at the Headwaters near Route 38.

*Natural Resources Monthly Report – Ecological Restoration Technician Josh Nelson:* Ecological Restoration Technician Nelson stated:

- **Projects Completed or Ongoing are:**

1. Woody plant control was done in the prairies at Corron Farm, the Headwaters, and Harley Woods.
  2. Security cameras were placed and collected photos have been passed onto the Kane County Sheriff who is assisting. Besides security, cameras will be used for dumping, wildlife monitoring, and for collecting park usage data.
  3. Thanks to Kane County for loaning us their seed stripper to do seed collection. We collected 30 barrels of seed that is currently drying. The county will help us process the seed during the winter. Tim F. is helping us build our seed program.
  4. We completed maps of growing season weed control.
  5. We made preparations for burn season and are waiting for weather to allow burning.
  6. We cleaned up the gardens at the Headwaters, Poynor Park, Anderson Park, Corron farm, Town Hall, and the Community Center.
  7. We did phragmite weed control at Poynor and the Headwaters.
  8. Young oaks were weeded around at Harley woods and Corron Farm.
  9. Trees were trimmed along trails at Corron Farm.
  10. Operations staff was assisted as needed.
  11. The chimney swift tower at Headwaters was completed. The scout is working on an informational sign that will be placed by the tower.
- **Trainings and Meetings:**
    1. I finished my L-189 Burn Training. To complete the course for Prescribed Burn Manager I will work with Tom Serewicz and do the Apprentice Prescribed Burn Manager portion.
    2. I attended the Fox River Ecosystem Partnership meeting at Fox River Metro Reclamation Plant.
    3. I met with the Kane County Volunteer Coordinator regarding how we can develop our volunteer program. We are currently working through any insurance issues.
    4. I met with Kane County Natural Resources staff for a general discussion on management of our parks.
    5. I met with Jack Shouba to visit easements and conduct yearly reviews. Also I walked the new easement at Routes 47 and 64 to begin developing a management plan.
  - **Upcoming:**
    1. Fall burns that are weather dependent.
    2. We will begin winter brush/tree clearing.
    3. Attend an Invasive Species Conference at Morton Arboretum.
    4. Continue development of the volunteer program. The goal is to begin recruiting volunteers within the month.

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

*Gray Willows Planning Committee – Trustee Miller: Trustee Miller stated we continue walking the property.*

*Website Improvements Report – Trustee Stutesman: Absent.*

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

- I met with Amy Wahl, Stephen Ericson, and Shelbi Ball of the Northern Illinois Food Bank (NIFB) at their headquarters in Geneva on October 28<sup>th</sup>, 2016. We toured NIFB's food processing and distribution facility. Afterward we had a very productive meeting to discuss community gardens and the 28 acre parcel next to the wetlands Campton Township received in the conservation easement from ABC. The highlights of the discussion include:
  - NIFB suggested we send a survey in the Township Newsletter or website as soon as possible to get an accurate count of residents that will commit to owning a plot before we move forward in making plans for the 2017 growing season. He agreed to send the survey out in his next newsletter.
  - NIFB shared their proposed use of the Campton Township property and asked about the feasibility of using a comparable amount of land within the Township in order to produce an equivalent yield to that of the 28 acre property offered by ABC. NIFB discussed their relationship with the young farmers/leaders of Kane County farmers group and the benefits of growing a cash crop. We agreed to do what we could to make this happen and stated the decision is that of the Township Board and that we feel positive about such a proposal being agreed upon by all.
  - We will have a conference call with ABC this Friday to discuss our progress, and steps forward.

- I met with Dr. Samuel Smidt of Wheaton College. Dr. Smidt is a Professor in the Department of Geology and Environmental Science. He would like to help support our monitoring, restoration and environmental management efforts by using the resources of his department, including students and grant funds he has received. Some of the efforts he and his department can focus on are water quality and sustainability, wetlands monitoring, and interns. Dr. Smidt and members of the Environmental Science Department will be walking all of our open space areas this Saturday. I will accompany them.
- We received an initial concept plan and proposal from the Fox Valley Wildlife Center. They would like our initial assessment and thoughts on the plan. We will be discussing this later tonight.
- We received a proposal from V3 Companies for technical and program support to natural resource management. The proposal will allow access to their restoration specialists to develop and monitor resource management plans for all of our sites.
- We received a draft Intergovernmental Agreement from Jodie Wollnik, P.E. Assistant Director, Water Resources Division, Kane County for ground water monitoring and study of the near surface aquifers in the Township. Jodie had a telephone conference with the Illinois State Water Survey (ISWS) last week and also talked with St. Charles. It does not appear that St. Charles would have any benefit from our network so they are pursuing a network of their own with the ISWS. We did have a discussion about the cost and the limited funds that the Township and WSD have. They have an idea about monitoring a network of residential wells and one deep well with a new wireless transmitter. They are going to look into the costs, but feel that it would be less money.
- Louise McKay has notified the Township that she would like to reduce her time to half time status. She would like to continue to perform the accounting work for the Township. However, she would like to relinquish the administrative responsibilities of running the office.
- I spoke with Trustee Vandiver earlier this week. She indicated she decided not to run for reelection this year. Increasing family commitments and running two businesses are taking more of her time. She would still like to be involved in Township community outreach programs.

## **6. Approval of Minutes:**

*a. Board Meeting October 11, 2016:* E. Murphy stated the proper name Calamos at the bottom of page one is misspelled with an extra letter. She moved the Board approve the October 11, 2016 minutes with the typo corrected. J. Miller seconded the motion. In a voice vote Supervisor Kuper and Trustees Murphy and Miller voted aye. Trustees Stutesman and Vandiver were absent. The motion passed.

## **7. Citizens' Comments:**

*a. Resident e-mail re. Poynor Park:* J. Miller stated the proposals are not in the budget. J. Kuper stated we have two parks that we can cross country ski on. I will respond to her.

**Barb Wojnicki**, Campton Township's Representative on the Kane County Board, stated the Ponds of Stony Creek land development that Elgin annexed into Campton Township is back. The PUD was approved several years ago for 430 lots. Now they want to increase it by 75 lots for a total of 505 lots. She is writing a letter to Elgin Mayor Dave Kaptain stating we are still here and we are not going away. The density is out of character for the area. **Finance Director McKay** stated the original negotiated settlement called for a 15 foot buffer around Corron Farm. The new documents don't show this. We need to insist they live up to their agreement. **Barb continued, on another matter** last Wednesday at Executive Committee the agenda was made for the full County Board meeting to take place the following Tuesday. Maxxim Partners was not put on the agenda in Exec. for the full Board meeting the following Tuesday and yet it appeared on the agenda at the full Board meeting. The correct procedure would have been to have it on the Executive Committee agenda and then the Exec. Committee moves it to the full Board agenda. That was not done. At the full County Board meeting they asked the Board to rescind the previous rejection of the Maxxim proposal, and they did it. T. R. Smith, Drew Frasz, and myself were the only no votes. So the whole process has to be repeated beginning with the Zoning Board of Appeals (the ZBA). The entire ZBA board is gone. They have been replaced with new members. **Jack Shouba** stated regarding the proposal to use V3 to do natural resource management on our open space, he and Kim Haage recommended using the Conservation Foundation for this purpose.

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

*a. Review and Act Upon Fox Valley Wildlife Use of HCA Area of Motz:* J. Miller stated they need to put something on a plat. E. Murphy stated we need more clarity on what's desired. They need to provide insurance. Conceptually we need more specifics. J. Miller stated it's compatible with our mission. J. Kuper stated we need a concept drawing. E. Murphy moved the Board table this agenda item. J. Miller

seconded the motion. In a voice vote Supervisor Kubar and Trustees Murphy and Miller voted aye. Trustees Stutesman and Vandiver were absent. The motion passed.

*b. Review and Act Upon V-3 Ecological Program Management and Maintenance Proposal:* J. Kubar stated this is a concept that comes up because they are there half time anyway. It's a 60K effort for 400 hours. A supplement to our efforts. It's a-la-cart. What do you think? I can give the proposal to the Conservation Foundation too. Jack Shouba stated we will meet with the Conservation Foundation tomorrow. J. Kubar stated we can consider them. But to discuss the proposal eliminate the prices V-3 proposed and eliminate V-3 from the document before discussing it with the Conservation Foundation. J. Miller stated I will eliminate the costs and references to V-3 from the document before the meeting with V-3. I will do this tonight for the discussions with the Conservation Foundation tomorrow. E. Murphy moved the Board table this agenda item. J. Miller seconded the motion. In a voice vote Supervisor Kubar and Trustees Murphy and Miller voted aye. Trustees Stutesman and Vandiver were absent. The motion passed.

*c. Review and Act Upon Proposed Ponds of Stony Creek Subdivision:* J. Kubar stated he will write a letter to the Mayor and the Development Director of Elgin consulting Barb Wojnicki on bullet points to be brought up. J. Miller moved the Board direct the Supervisor to write a letter to Elgin Mayor Kaptain and Development Director Mylott detailing our concerns regarding the Ponds of Stony Creek. E. Murphy seconded the motion. In a voice vote Supervisor Kubar and Trustees Murphy and Miller voted aye. Trustees Stutesman and Vandiver were absent. The motion passed.

*d. Review and Act Upon Kane County Ground Water Monitoring:* E. Murphy moved the Board table this agenda item. J. Miller seconded the motion. In a voice vote Supervisor Kubar and Trustees Murphy and Miller voted aye. Trustees Stutesman and Vandiver were absent. The motion passed.

*e. Review and Act Upon Setting Elected Officials Salaries for the Next Four Year Term of 2017 – 2021:* E. Murphy moved the Board approve the Campton Township Resolution Setting Compensation of Township Offices for the Four Year Term Beginning May 15<sup>th</sup>, 2017. J. Miller seconded the motion. In a roll call vote Supervisor Kubar and Trustees Murphy and Miller voted aye. Trustees Stutesman and Vandiver were absent. The Resolution passed.

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

*a. Town Fund \$5,280.09:* J. Miller moved the Board approve the claims and demands on the Town Fund in the amount of \$5,280.09. E. Murphy seconded the motion. In a roll call vote Supervisor Kubar and Trustees Murphy and Miller voted aye. Trustees Stutesman and Vandiver were absent. The motion passed.

*b. Capital Improvement Fund \$ -0-*

*c. Open Space Fund \$54,523.85:* J. Miller moved the Board approve the claims and demands on the Open Space Fund in the amount of \$54,523.85. E. Murphy seconded the motion. In a roll call vote Supervisor Kubar and Trustees Murphy and Miller voted aye. Trustees Stutesman and Vandiver were absent. The motion passed.

*d. Road and Bridge Fund \$270,750.70:* J. Miller moved the Board approve the claims and demands on the Road and Bridge Fund in the amount of \$270,750.70. E. Murphy seconded the motion. In a roll call vote Supervisor Kubar and Trustees Murphy and Miller voted aye. Trustees Stutesman and Vandiver were absent. The motion passed.

**10. Executive Session – Personnel, Land Acquisition, Review Executive Session Minutes of August 9, 2016:** E. Murphy moved the Board go into Executive Session for the purpose of discussing personnel, land acquisition, and to review Executive Session minutes of August 9, 2016. J. Miller seconded the motion. In a voice vote Supervisor Kubar and Trustees Murphy and Miller voted aye. Trustees Stutesman and Vandiver were absent. The motion passed and Executive Session began at 9:30 p.m.

**11. New Business Continued:** Supervisor Kubar began the regular session.

*aa. Review and Act Upon Approve Executive Session Minutes of August 9, 2016:* J. Miller moved the Board approve the Executive Session minutes of August 9, 2016. E. Murphy seconded the motion. In a voice vote Supervisor Kubar and Trustees Murphy and Miller voted aye. Trustees Stutesman and Vandiver were absent. The motion passed.

*bb. Review and Act Upon Personnel:* E. Murphy moved the Board table this agenda item. J. Miller seconded the motion. In a voice vote Supervisor Kubar and Trustees Murphy and Miller voted aye. Trustees Stutesman and Vandiver were absent. The motion passed.

**12. Adjournment:** J. Miller moved the Board adjourn the meeting. E. Murphy seconded the motion. In a voice vote Supervisor Kuper and Trustees Murphy and Miller voted aye. Trustees Stutesman and Vandiver were absent. The motion passed and the meeting adjourned.

Respectfully Submitted,

Richard Johansen

Clerk



