

SENECA TOWNSHIP
Regular Monthly Meeting
August 11, 2009

The regular monthly meeting of the Seneca Township Board of Trustees was called to order at 7:00 p.m. by Supervisor James Kagel at the Seneca Township Building located at 16506 Garden Valley Road, Woodstock, Illinois.

Township Officials in Attendance: Supervisor James Kagel, Trustees Rosemary Bartman, Susan Mathews, Thomas Dahlfors, and Michael O’Leary, Road Commissioner Scott Swanson, Assessor Donald Andrews, and Clerk Dawn Seemann. Absent Officials: None.

Guests in Attendance: Bob Helfers, Bob Pope, Paul Bockman.

Public Speaking: None.

Minutes: Bartman motioned to approve the July 14, 2009 Regular Monthly Minutes as presented. Second by Dahlfors. Motion passed.

- Dahlfors motioned to approve the July 14, 2009 Town Fund Budget Amendment Hearing. Second by Mathews. Motion passed.

Audit of Current Bills:

Road District – O’Leary motioned to approve the Road District bills for payment for the period of July 15, 2009 through August 11, 2009 in the amount of \$6,585.14. Second by Dahlfors. Voting yes: Bartman, Mathews, Dahlfors, O’Leary, Kagel. Voting no: None. Motion passed.

Town Fund – O’Leary motioned to approve the Town Fund bills for payment for the period of July 15, 2009 through August 11, 2009 in the amount of \$7,172.89. Second by Dahlfors. Voting yes: Bartman, Mathews, Dahlfors, O’Leary, Kagel. Voting no: None. Motion passed.

Treasurer’s Report: July 1, 2009 through July 31, 2009, as listed below:

Harris Checking	Prev. Bal.	Transfer Funds	Expenses	Income	Ending Bal.
Town Fund	\$92,311.40	0	(\$13,372.23)	\$2,898.97	\$81,838.14
Road & Bridge	\$166,592.85	0	(\$5,340.39)	\$1,701.61	\$162,954.07

Harris CD	Prev. Bal.	Transfer Funds	Expenses	Income	Ending Bal.
Road & Bridge	\$123,000.00	0	0	0	\$123,000.00

Harris Money Market	Prev. Bal.	Transfer Funds	Expenses	Income	Ending Bal.
General Assistance	\$102,347.33	0	0	\$75.29	\$102,422.62
Hard Road	\$135,990.59	0	(\$52,485.53)	\$958.19	\$84,463.25
Building & Maintenance	\$57,216.14	0	(\$2,250.00)	\$257.75	\$55,223.89

General Assistance Report: Kagel reported that he received 1 call asking for assistance with their electric bill. Kagel called another township supervisor regarding this issue and was given information which implied that this person did not qualify for assistance. This information was passed on to the resident. At a later date, Kagel learned that the resident may have actually qualified. He tried to call them three times to inform them of this and received no answer each time.

- McHenry Township had a General Assistance meeting given by their case worker, which Kagel attended.

Clerk's Report: Seemann informed the Board that the password for the website had been changed for security purposes. In addition, another page was added for ordinances & policies, and the Agenda page was changed so previous agendas could be accessed. She will update the ordinance page as needed.

Road Commissioner's Report: Swanson reported that he ordered 200 tons of Birdseye and 100 tons of salt to get ready for the winter.

- A company sprayed a sealant on the new section of Steig Road between Davis and South streets, free of charge, for us to "keep an eye on" to see how long the road lasts. If we feel this preserves the roads longer, it may be something to look at doing in the future. This treatment is supposed to add approximately 4 years to the road's life.
- In addition to the above, Swanson and his crew have been picking up garbage along the right-of-ways; patching the roads; and keeping the intersections clear.

Assessor's Report: Andrews reported that he brought over all of his equipment. He is upset that AT&T is holding us up with getting the phone lines in. Had he known this he would have waited. AT&T's delay is forcing him to have to run back and forth from his house to the townhall in order for him to do his job properly.

- The cost for movers to move the safes/filing cabinets from Andrews' home to the townhall was extremely high, so Kagel and a couple of other men moved them themselves.
- Kagel learned that DSL is not available for the township and ended up going with mc.net for internet service.

Planning Commission Report: Information/review/action

A. Commission Activity Report – Committee review/action on pending petitions: The Planning Commission did not meet. No report.

B. Zoning Petitions for consideration, review and/or action by the town board – None.

C. Zoning Petitions Status – None.

Old Business: Information/review/action

A. Building Use Policy - Kagel informed the board that he contacted TOIRMA (township insurance company) regarding the required insurance if the building is rented out. He was told that the building is covered, but was recommended to ask anyone who wants to use the building if they have a liability policy for their group, as well.

- O'Leary suggested drafting a waiver form for users to fill out and sign, and show it to TOIRMA for approval prior to letting the public use the building. The board agreed.
- The board reviewed a copy of Marengo Township's Building Use Policy was reviewed.

Suggestions and changes were made to suit our township needs. Kagel will draft a Building Use Policy specific to what was discussed and present it to the board at next month's meeting for approval.

B. Township Property Landscaping by Boy Scouts – Mathews informed the board that she and the Boy Scouts will be at the township building at 8:00 a.m. tomorrow to see what needs to be done to get organized; then on Friday at 9:00 a.m. they will begin their landscaping. They will work until 5:00 p.m., return on Saturday and work until the job is complete. Mathews added that 15 Junipers were donated by D-Hill Nursery; Perennials were donated from Trustee Dahlfors' garden; Assessor Andrews donated the American Flag; State Representative Jack Franks donated the Illinois Flag; and an anonymous donator donated the 25' flag pole and sacrete. Anyone who wants to come help with the project is welcome and lunch will be provided.

- Assessor Andrews asked that he and the American Legion be informed when the flag would be raised because they would like to be there for the ceremony.
- Lighting possibilities for the flag will be determined prior to raising the flag.

C. Response from Ersel Schuster concerning pay owed - O'Leary motioned to address this issue at next month's meeting. Second by Dahlfors. Motion passed.

New Business: Information/review/action: No new business this month.

Public Speaking: None.

Supervisor's Report: Kagel informed the board that the Gasby34 audit is going well. He was told it should be done around August 15th.

- TOI sent a letter asking for nominations for outstanding Trustees.
- A letter from the Treasury Office was received informing us that a form will be sent to us shortly so we could file our annual report of unclaimed property. It was determined by the board that we have no unclaimed property to report.
- Information regarding the 2010 census was received. We are asked to contact our residents to let them know the importance of filling out the census when they receive it. Seemann will put information about this on the website.
- As mentioned earlier, Kagel had contacted several moving companies regarding moving the safes/filing cabinets from Assessor Andrews' home to the township building. He received a response from only one. Their cost was \$150/hour with a 4 hour minimum. This is the reason Kagel and 2 other people moved the equipment themselves.
- Kagel informed the board that he had contacted AT&T a week ago Friday and ordered a total of three additional phone lines for the Assessor's Office and Road Commissioner's Office. He was told by AT&T that they should be installed by a week ago today. To date, no lines have been installed. Kagel was told by AT&T that there is a problem with the line. He doesn't know what the problem is or why it is taking so long due to the lack of a follow-up response by AT&T.
- The internet provider (mc.net) gave us a cost of \$49.95 per month, which will be split between the Assessor and the Road Commissioner's budgets. The agreed contract is for 2 years.

Adjourn: At 9:00 p.m. Dahlfors motioned to adjourn tonight's regular monthly meeting. Second by Bartman. Motion passed.

Respectfully Submitted,

Dawn Seemann
Township Clerk