

**Sangamon Township  
Regular Meeting Minutes**

**Held at Sangamon Township Building, 1264 Old Rt 47 White Heath, Illinois**

**February 14, 2019**

The regular monthly meeting of Sangamon Township was called to order at 7:05 p.m. by Supervisor Kathleen Piatt. Roll Call was taken. Supervisor Piatt, Trustee Mike Nolan and Trustee Bill Blickhan were present.

Also present were Kevin Duff - Clerk, Larry Sebens - Highway Commissioner and Denise Dees - Assessor.

Absent: Trustee Bill Olson and Trustee John Foley.

The pledge of allegiance was recited.

**Public Comment:**

No public comments were made.

**Minutes:**

The minutes of the Regular January meeting were e mailed to the trustees earlier in the week. Supervisor Piatt noted one spelling correction. Trustee Blickhan made a motion to approve the minutes as noted. Supervisor Piatt seconded the motion. All were in favor and the motion passed.

**Invoices:**

A motion to approve invoices was made by Trustee Nolan and seconded by Trustee Blickhan . A roll call vote was taken and unanimously approved.

**Communications:**

The State's Economic Interest forms were received from County Clerk Jennifer Harper and distributed to Supervisor Piatt, the trustees present and Highway Commissioner Sebens. Completed forms were collected to be mailed to the County Clerk. Forms were to be mailed by Clerk Duff to the absent trustees, the cemetery committee members and the cemetery sexton.

The Town Meeting will be held April 9, 2019 at 7:00 p.m. Supervisor Piatt has asked Deb Marshall to moderate the meeting. Deb is considering. An agenda for the meeting will be discuss by the Board at the regular March meeting.

Supervisor Piatt asked if the trustees were interested in membership to the Township Officials of Illinois for a fee of \$30. One of the benefits is to receive the monthly publication. After discussion, memberships for all trustees will be purchased.

A special Township meeting next month will be required to approve the budget and comply with a 30 day posting of the budget. The special meeting will be held in the Township building March 21 2019 at 7:00 p.m.

Supervisor Piatt noted that an advertisement for bids for mowing services needs to be posted and brought to the March regular Township Meeting. A motion was made by Trustee Nolan and seconded by Supervisor Piatt to authorize Clerk Duff to post an ad for a two year contract. A roll call vote was taken and approved unanimously.

The Board discussed how accounting and audit fees are currently split between the Town Fund and Road and Bridge Fund accounts. An agenda item for the regular March meeting will be written to discuss further.

### **Old Business:**

Assessor Dees gave a report. Assessor Dees and Supervisor Piatt attended a Piatt County assessor's meeting. Assessor Dees has driven the Township and noted new construction. One property owner has called and complained that his assessment is too high. Ordinarily, assessments can only be protested in the fall but since this year is a quad annual review and all assessments will be reviewed, the current complaint can be reviewed now. Assessor Dees thought the objection was valid. Trustee Blickhan asked if assessment protests are ever received by Trustees. Assessor Dees replied that if Trustees do receive complaints, Trustees should refer the calls to her. Discussion about the TIF district at Walden Pond Subdivision was had. Assessor Dees will look at the Townships total assessment value not including Walden Pond.

Discussion moved to the cemetery update. A cemetery notebook has been developed and if approved by the Township Board will be delivered to the Cemetery Committee at their next meeting on May 1. Members of the Board have been given a portion of the cemetery notebook for review. Supervisor Piatt thought the Board might adopt as policy that the Cemetery Committee should follow the Open Meetings Act including posting agendas 48 hours prior to a meeting and taking meeting minutes. Supervisor Piatt has asked Joyce Munster to chair to Cemetery Committee and hold meetings in the Township building. Ms. Munster is considering. Trustee Blickhan asked what the Township Board's responsibility is for the Cemetery Committee. Supervisor Piatt noted that the Township Board must approve any action that the Cemetery Committee wants to take. The Cemetery Committee is to be further discussed at the regular Township March meeting.

Supervisor Piatt reported that the transition to Kelly's Accounting Services is going well. Kelly will generate a financial report for the Town Meeting in April.

### **New Business:**

The Budget drafts for FY 2019 for the Town Funds and the Road Funds were discussed. Items noted included changing the budget to reflect the Town Fund covering the Highway Commissioner's salary. The Assessor's salary was noted to be correctly included on page 3. The township cleanup item might be reduced from \$5,000 to \$3,500. The items under Capital Outlay on Page 3 were discussed: safety/infrastructure, cleanup of abandoned properties, office furniture and office & building/property upgrades. Those items totaling \$47,000 were thought to be high. Legal services fees of \$2,000 are expected to remain the same as last year. The question was asked if the General Assistance budget should match or be less than the funds available. Some reductions on anticipated budget expenditures including physicians services might be possible. Other budget amounts exceed funds available. Highway

Commissioner Sebens reminded the Board that in order for the Township to pay for unexpected expenses, the items are budgeted and therefore the budget is higher than anticipated funds available. The budget doesn't reflect what the Township will spend but is an overview of what might be needed. With anticipated revenues of about \$160,000, the Township can spend this amount before dipping into the cash reserves.

The 2019 budget for the Road funds was noted to be the same as 2018.

In accordance with the exemption to the Open Meetings Act that authorizes the Board to go into closed session 5ILCS 120/C5, a motion was made by Trustee Nolan and seconded by Trustee Blickhan to adjourn to a closed meeting at 8:33 p.m. A voice vote was taken and the motion approved. Closed session began at 8:33.

A voice vote was taken to resume the regular meeting and the meeting resumed at 9:15. A motion to adjourn the regular meeting was made by Trustee Nolan and seconded by Trustee Blickhan. All were in favor. The meeting adjourned at 9:15.

Respectfully submitted,

Kevin Duff

Sangamon Township Clerk