

**Sangamon Township
Regular Meeting Minutes**

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

May 13, 2021

The regular monthly meeting of Sangamon Township was called to order at 7:02 p.m. by Supervisor Kathleen Piatt. Roll Call was taken. Present were Supervisor Piatt and Trustees Mike Nolan, Bill Blickhan and John Foley

Also present were Clerk Kevin Duff and Highway Commissioner Larry Sebens.

Absent: Trustee Bill Olson

The pledge of allegiance was recited.

Public Comment: none

Minutes: a motion was made by Trustee Nolan and seconded by Trustee Foley to approve the April minutes. A voice vote was taken and the motion was approved unanimously.

Invoices: a motion was made by Trustee Foley and seconded by Trustee Nolan to approve the invoices with an addition of a check to be written at the request of Commissioner Sebens to Jennings Implement for the purchase of a Kubota tractor and bush hog mower for \$18,000. A roll call vote was taken and the motion was approved unanimously.

Communications: the TOIRMA certificate for property, liability and casualty insurance for the Township has been received

The County Clerk set the abstract of the April election results.

The levy has been confirmed for 2020 to be received in 2021.

Supervisor Piatt delivered audit materials to the CPA firm Feller and Kuester. The cost of the audit will be no greater than \$7k and will be received no later than August 31.

Cody Harrington of Harrington Earthworks is moving to Vermont. He is still our contact for the Township's mowing contract and his employees will be doing the work.

A request to sell liquor at the Rodeo by the Trailblazers has been received by the County Board. The Township is believed to have an ordinance prohibiting the sale of liquor. Attorney Rupiper did not find anything in the files about selling liquor. Supervisor Piatt found articles that the Hickory Hills Hunt Club had been raided years ago for serving liquor. Township files will be searched for relevant ordinances. The Trailblazers do not expect the question to be resolved in time for this year's rodeo.

Supervisor Piatt called State Senator Chapin Rose's office to ask about possible state grants for the Park. Mr. Rose's assistant confirmed that no state grants are available for 2021 and suggested the USDA be contacted. Supervisor Piatt contacted the USDA but they have no relevant grants.

The Assessor's report was shared with the Board.

Trustee Nolan reported a note of thanks was received from a constituent for the work of the Township Board.

Trustee Nolan reported that the consultant Go Daddy that helps with the Township's website has requested that our website be reformatted. Without reformatting, Go Daddy will significantly raise the cost of the website. Reformatting will allow postings to be made from

either a Mac device or a PC. Clerk Duff will work with volunteer Sally Nolan and the consultant on the reformatting and will assume responsibility for posting information after the reformatting.

Old Business: Trustee Blickhan edited the ball diamond lease to the White Heath Rec League to update expansion of the Park, an updated legal description of the property, improvements to be made and insurance requirements to be included. A copy was distributed to the Board and to Aaron Brown of the League for review. The Board noted that the lease needs to have the phrase “fire and extended coverage insurance upon leased premises” deleted in paragraph 8 as well as eliminating the League’s requirement to provide property insurance. TORIMA requires liability insurance for the League to be a minimum of one million dollars. A motion to approve the lease as amended was made by Trustee Blickhan and seconded by Trustee Foley. A roll call vote was taken and the motion passed unanimously.

Trustee Nolan reminded the Board of the Township’s obligation to screen the future ball field as a condition of purchase with tree planting. He requested assistance from Clerk Duff to recommend plant selections and design to the Board. Clerk Duff agreed.

Kelly’s accounting reports were reviewed. Supervisor Piatt reported that the bank account report and the financial report might not always agree since the State requires only one account for payments for payroll taxes and IMRF. Kelly suggested the transfers for reconciling happen quarterly. Questions about why the reports don’t show payroll transactions for the Road crew and why the transaction report doesn’t show the month of April like the profit and loss statement were raised.

Supervisor Piatt asked the Board to consider disbanding the Township’s Cemetery Committee. The Board could get a report from the Cemetery Sexton twice a year. Questions were raised on why the committee was originally established and how long has the committee existed. The Board appoints the committee and there is no levy for the cemetery expenses so funds are transferred from the Town Fund. The Cemetery Committee is to meet again in September.

New Business: Trustee Foley shared a presentation on accounting reports with the Board. With approval of the supervisor for the Township of Sidney, Trustee Foley showed their reports. The bookkeeper for Sidney has view only on-line privileges for township bank accounts so the information can be reported. The township has one account for the Town Fund with reporting broken down instead of multiple bank accounts. Reports can be generated early and sent to the Trustees ahead of the meeting. Town and Road accounts are reported on one sheet. The checking accounts have a detailed report. For more detailed information, an excel file of the general ledger is available. The bookkeeper is able to reconcile bank accounts to checks that are written. The suggestion was made to ask Kelly to attend some future Sangamon Township meetings to discuss best reporting practices for regular and consistent formatting for balance sheets, profit and loss statements and the General Ledger. Supervisor Piatt will follow up with Kelly about her attending the June 10th meeting.

A motion to adjourn was made by Trustee Nolan and seconded by Trustee Foley. A voice vote was taken and the motion was approved unanimously. The meeting was adjourned at 9:25 pm.

Respectfully submitted,
Clerk Duff