

**Sangamon Township
Regular Meeting Minutes
And Decennial Meeting Minutes #2
Held at Sangamon Township Building, 1264 Old Rt 47 White Heath, Illinois
August 10, 2023**

The regular monthly meeting of Sangamon Township was called to order at 7:05 p.m. by Supervisor Mike Nolan. Roll Call was taken. Present were Trustees Kathleen Piatt, Bill Blickhan, Bill Olson, and Tim King. Also present were Decennial committee members Leslie Heath, Tosha Valentine, and John Foley. Highway Commissioner Larry Sebens, Cemetery Sexton Francis Dick and Clerk Kevin Duff were present. Guest Tom Scott, Jr. was also present. Absent was Decennial member Mark Sieja.

The pledge of allegiance was recited.

Public Comment: The Township's Cemetery Guidelines were reviewed and will be discussed at the September meeting.

Decennial Meeting #2: The Sangamon Township Decennial Meeting #2 was held Thursday August 10, 2023 as part of the regular township meeting. Present were Supervisor Mike Nolan, Clerk Kevin Duff, Trustees Bill Olson, Bill Blickhan, Tim King and Kathleen Piatt, Highway Commissioner Larry Sebens, at large committee members John Foley representing Road and Bridge, Tosha Valentine and Leslie Heath representing White Heath. Mark Sieja at large town committee member was absent. The following topics were covered during the Second Decennial meeting: review of Decennial meeting #1: review of meeting #1, Road and Bridge, Employees, Building and Facilities, General Assistance, Insurance, Legal Compliance, and Finances. A summary of each area is covered below.

1.) **Review of Decennial Meeting #1** - the committee was given the opportunity to review the minutes and process of the first meeting. The committee was in agreement that the minutes were representative and the areas that were discussed needed no further comment.

2.) **Road and Bridge** - the discussion began with a background given of the area covered by the road crew of Sangamon Township. Highway Commissioner Sebens was very informative on all the aspects related to maintaining roads, equipment, employees and buildings. The Township consists of 96 miles of roads, 3 river bridges, about 30 culvert bridges and 3 County roads (Shady Rest Road, Mansfield Road, and Old 47). The Township has 32 subdivisions two of which have roads that are not maintained by the Township. The Road and Bridge Department consists of the highway commissioner, two full time employees and one part time employee. Piatt County does not have a road maintenance department so each township is responsible for road and bridge maintenance. Only a handful of counties in Illinois have no maintenance department for county road and bridge maintenance. The Piatt County Engineer informs the Township's Highway Commissioner of maintenance needed and also provides bridge inspection. The townships Goose Creek, Sangamon, Willow Branch, Monticello and Blue Ridge have agreements to share equipment thus eliminating unnecessary duplication and expense of equipment. An example is the sharing of a road grader and skidster equipment between Sangamon and Willow Branch. When it comes to oil and chipping roads, the townships work together loading and hauling gravel which saves the expense of hiring outside trucking. Sangamon Township has 2 buildings for road and bridge use. A metal building was built in 2 stages with the older portion built in 1981 and the addition a few years ago. This building stores all of the Township's vehicles and equipment. The building is in good condition but the older portion needs to be painted. The second road and bridge building is an open-end

salt shed that was constructed in 2020. The salt shed is used to store salt for the winter for Sangamon and Willow Branch townships, another example of sharing resources. All equipment purchases follow State guidelines. The Highway Commissioner confers with the Township Board before purchasing equipment. Highway Commissioner Sebens does an excellent job of budgeting funds for the purpose of replacing equipment. Presently the Township purchases equipment rather than leasing equipment. The Township has 7 vehicles that can be used for snow removal.

Routine maintenance of equipment is done by the road crew. Maintenance such as engine repairs are done by appropriate dealerships. A listing of equipment is provided annually to the Board combined with income and disbursements. The road employees receive required training mandated by State and Federal law as provided by Piatt County. Legal counsel is on retainer for the Township's Road and Bridge department. Having legal counsel ensures that all mandates are executed in a required and timely manner. Road signage in the Township is maintained as needed and replaced on a fifteen year cycle. All signage is logged with the Piatt County Engineer and the County Engineer advises of any required changes. An annual budget is prepared by the Township's Highway Commissioner and consists of 5 items: Permanent Road Fund, Road and Bridge Fund, General Fund, Equipment Fund and Bridge Fund. The budget is an appropriation budget and is presented and approved by the Township Board. The budget is publicly posted as required. The Highway Commissioner files an annual report of equipment and finance each fiscal year to the Township Board. Highway Commissioner Larry Sebens pointed out that the recently enacted State gas sales tax has enabled the Township to go from repairing 9 miles of oil and chip roads each year to 16 miles. The additional work has reduced the maintenance cycle from 11 years to around 6 years. All expenses and income are reviewed and approved by the Township Board monthly. The review provides a check and balance system. The State is responsible for all overpasses over I-72. The Township mows the road right of ways every fall. The question was asked if the Township would consider oil and chipping the cemetery road at the Mackey Cemetery to keep down the weeds growing in the drive. The cost would be over \$20k and deemed not an affordable investment.

3.) **Employees** - presently there are 5 employees in Sangamon Township: two full time and one part time road crew employees, a cemetery sexton/caretaker and a part time cemetery clerk. The 2 full time road crew employees are part of the Illinois Municipal Retirement Fund funded by the employees and the Township. All aspects regarding payroll (taxes, IMRF etc.) are the responsibility of Kelly's Accounting Firm. Utilizing Kelly's Accounting ensures that all legal requirements are accurate and submitted in a timely manner. Drug testing of employees is conducted on a random basis. Anyone that runs a snow plow must now have a CDL license which is an obstacle in hiring part time help. Employee injuries as well as equipment of property claims are handled through TIORMA insurance. The Highway Commissioner determines raises and salaries for the road employees. The highway commissioner's salary is reviewed every 4 years by the Township Board.

4.) **Buildings and Facilities** - the Township owns and maintains 2 maintenance buildings, the Township office building, a Township park and cemeteries. The Board annually reviews and updates as necessary the insurance that is applied to these facilities. Previously noted was the painting needed on the Road and Bridge maintenance building. An annual inspection of the facilities was suggested to aid in developing long term facility needs and plans.

5.) **General Assistance** - funds are adequate in the general assistance account for the foreseeable future. Year to date, there have been no applications for assistance. The Township has followed the TOIRMA guidelines in administering assistance: a maximum of \$450 for emergency assistance in a year and \$350 per month for general assistance. The Township guidelines were recorded in regular meeting minutes for fair application to all residents.

6.) **Insurance** - as previously mentioned, a review of the Township's insurance policy is annually performed by the Board. Liability insurance is carried for the Township supervisor. The Township's contract employee is listed on the policy, also. TOIRMA annually sends out a form regarding township employees, their function and hours if hourly.

7.) **Legal Compliance** - all Board members have been provided a handbook to be able to be aware of the laws and responsibilities for townships. All Board members also receive the monthly "Township Perspective" magazine providing articles and information regarding laws and regulations. The Township supervisor shares additional information to the Board pertaining to compliance. Questions regarding laws and policies are directed to the Township's legal retainer consultant. The Township has designated the Township clerk as the Freedom of Information Officer and the supervisor as the Whistle Blower Officer.

8.) **Finances** - consultant Kelly's Accounting provides the Township with accounting services such as payroll, tax filings, bank balances, written checks, and a ledger showing all account year-to-date transactions as well as comparisons to the previous year. The Township supervisor advises the Board at regular monthly meetings the balances of all bank accounts, codes all disbursements and income received. The supervisor signs all checks and provides a monthly cash flow projection for the Town Fund, the Cemetery Fund, the Park Fund, the Insurance Fund, and the General Assistance Fund. The projection is based on previous year's income and expenses and helps the Board in planning. Since the supervisor can change, an independent accounting firm allows a consistent accounting of funds. An independent firm also provides transparency needed for confidence and accountability of Township funds. All expenses are reviewed, questioned as needed, and approved by the Township Board at the regular monthly meeting. Checks signed by the supervisor are attested by the Township clerk. Checks are reviewed every few months to see that they have cleared the bank. A procedure is in place to cancel any checks that have not been cleared within 90 days.

The Township supervisor prepares an annual financial report and budgets for the Township's Annual Town Meeting held in April of each year. The suggestion was made that the Board prepares a 5 year projection of revenue and expenses.

Decennial Meeting #3 will be held during the regular monthly township meeting on September 14, 2023. The topics discussed will be: review of Decennial Meeting 2, cemeteries, community involvement, parks and long term planning.

Announcements and Communications: deposits for the month reflect the received State Replacement tax. Supervisor Nolan transferred \$12k from the Town Fund to the Cemetery Fund to cover the purchases of a new mower and the CMIS cemetery software program. Supervisor Nolan transferred the \$15k levied for the year for the Park Fund from the Town Fund.

Ms. Heath gave an update on the plans for this year's Homecoming event at White Heath.

A certificate of insurance was received from the Monticello School District regarding the Monticello Junior High baseball team's use of the Township's ball field. Supervisor Nolan will have the carrier designate the White Heath Rec League and Sangamon Township a separate entities on the policy.

Minutes: a motion was made by Trustee King and seconded by Trustee Piatt to approve the July minutes. A voice vote was taken and the motion passed unanimously.

Invoices: a motion was made by Trustee Blickhan and seconded by Trustee Piatt to approve the invoices. A roll call vote was taken and the motion passed unanimously. Supervisor Nolan will ask Kelly's Accounting if a reconciliation report can be provided once a year.

New Business: compensation for the cemetery sexton was discussed. Current compensation is not in line with other townships. A motion was made by Trustee Blickhan and seconded by Trustee King increase the sexton's salary to \$1400/month beginning August of 2023. A roll call vote was taken and the motion passed unanimously.

A proposed ordinance regarding the donation of land at Camp Creek Cemetery by the Hayes family was distributed to the Board members for their review to be discussed and voted on at

the September meeting. A motion was made by Trustee King and seconded by Trustee Olson to allow Supervisor Nolan to purchase title insurance and an appraisal for the donated cemetery land. A roll call vote was taken and the motion passed unanimously.

Old Business: Supervisor Nolan provided a monthly cash flow projection for the Township. The audit for 2022 will not be completed until September.

Assessor Scott Whitehouse reported that he has been very busy with new construction information and has all of 2022 and most of 2023 appraisals completed.

Supervisor Nolan, Clerk Duff and part time employee Tori Taylor completed a two hour training session for the new cemetery software (CIMS).

Termite damage inspection of the Township Office Building has not been completed.

An IDNR grant for the park was discussed with a deadline of August 31, 2023 for the 2024 year.

Six accounts for the Township have been established with the Illinois Funds. Copies of a transaction from the Town Fund to the Illinois Fund was given to Board Members. Highway Commissioner Sebens asked Supervisor Nolan to invest \$300k from the Permanent Road Fund into the Illinois Fund.

Trustees Blickhan and Olson met at the ball park with Aaron Brown (president of the White Heath Rec League) and Phil Davis to discuss starting to prepare the earthwork for a new field. A preliminary estimate for tiling is \$16k with additional monies possibly needed for terraces. The preliminary estimate for earthwork is \$35k and \$16k for a lime base infield. The timeline is for work to be done in the summer of 2024. Supervisor Nolan will look at a IDNR grant for possible funding.

A motion was made by Trustee Olson and seconded by Supervisor Nolan to adjourn the meeting. A voice vote was taken and the motion passed unanimously. The meeting adjourned at 10:00 pm.

Respectfully submitted,
Supervisor Nolan and
Clerk Duff