

**Sangamon Township  
Regular Monthly Minutes**

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

***December 13, 2018***

The regular monthly meeting of Sangamon Township was called to order at 7:00 p.m. By Supervisor Kathleen Piatt. Roll call was taken. Katherine Piatt, Trustee Mike Nolan and Trustee Bill Olson were present.

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

Absent: John Foley and Bill Blickhan

The pledge of allegiance was recited.

**Public Comment:**

No public comments were made.

**Minutes:**

The minutes of the November meeting were read aloud. Trustee Nolan made a motion to accept the minutes and Trustee Olson seconded the motion. All were in favor and the motion passed.

**Invoices:**

A motion to approve invoices was made by Trustee Olson and seconded by Trustee Nolan. With a roll call vote of 3 ayes and 0 nays, the motion was passed.

**Communications:**

A note from former Clerk Deb Marshall was passed around.

Supervisor Piatt and Trustee Nolan attended the last cemetery committee meeting. Committee member Joyce Munster was asked to finalize the committee budget for review by the Board in January for a vote in February. A bill for tree removal for the Mackey Cemetery was received and committee member Fran Dick heard what a good job the vendor did.

A letter was received from the Department of Employment Security stating our rate at 5.75% but Accountant Claudia at Kemper Accounting has said that our rate is 5.4%. Trustee Nolan suggested asking Accountant Kelly to confirm the correct rate. The question was raised if the township had anyone that might qualify for future employment compensation. Highway Commissioner Sebens thought former employees might qualify.

**Old Business:**

New Assessor Denise Dees was introduced. A draft copy of her contract was distributed to the Board. Assessor Dees passed out a letter of her qualifications. She said that she will not ask for reimbursement for mileage or education. Trustee Nolan asked about the total assessed value of properties in the other townships she assesses. Assessor Dees said she would look those numbers up. The Board mentioned that about 9 new houses are known to be under construction in the Township. Assessor Dees gave Supervisor Piatt an e mail of some the addresses she knew. Four new houses are going up on Bucks Pond Road. Another new house is going up north of Ingrams Cemetery. Supervisor Piatt thought that the Township needed to provide Assessor Dees liability insurance through TORMA or extend the Township's liability insurance. Assessor Dees stated that while she has her own liability insurance and an umbrella policy, extending the Township's policy to her would be a good idea. Assessor Dees said that she would confirm in January if postage reimbursement needs to be in her contract. The contract has been written for one year. Supervisor Piatt confirmed that payment will be made monthly at \$750/month. The question of liquidated damages shouldn't be a problem with a monthly payment since there won't be any unfinished work from one month to the next. Assessor Dees will attend the monthly Township meetings. She is checking the status of what is to be constructed this year by contacting the county zoning office and would appreciate being told of construction others observe. Assessor Dees signed the contract. A motion to approve the contract was made by Trustee Nolan and seconded by Trustee Olson. A roll call vote of the Board to approve the contract was made with 3 ayes and 0 nays. The contract was approved. Trustee Nolan asked to see a copy of Assessor Dees' contract with Colfax Township. Assessor Dees will bring a copy to the January meeting.

Changes to the 2018 Payable Town Levy Reduction has been discussed in previous meetings. The total was reviewed and confirmed by Supervisor Piatt. Trustee Olson made a motion to approve and was seconded by Trustee Nolan. A roll call vote was taken with 3 ayes and 0 nays and the motion was approved. Supervisor Piatt will deliver signed copies to Attorney Rupiper tomorrow.

No changes are to be made to the 2018 Payable 2019 Road and Bridge Levy. Highway Commissioner Sebens reviewed the document and verified its accuracy. A motion was made by Trustee Olson to approve and seconded by Trustee Nolan. A roll call vote was taken with 3 ayes and 0 nays and the motion was approved.

Trustee Nolan gave an update of the cemetery committee with a recommendation for the Board to appoint a committee chair. Trustee Nolan would like the appointed chair to attend the Township meetings in March and September. Trustee Nolan will follow up with the Township Board on requirements for the cemetery committee. Trustee Nolan has an updated copy of the township's cemetery license for the frame in the office. He also provided the State with Clerk Duff's e mail for future contact. Trustee Nolan has a copy of names of people in the township cemeteries as of 2011 and will put that information on the Township's website. Trustee Nolan also has a 3 page history of White Heath that he will also put on the website. Supervisor Piatt mentioned that the website has information on who maintains each cemetery. Trustee Nolan confirmed that the Boy Scouts are interested in a spring clean up project for the Argo Cemetery.

Trustee Nolan referenced an article concerning a judgement award in another state township that was made due to missing stop signs and stressed the importance of the Township maintaining stop signs.

Supervisor Piatt noted that some culvert markers are missing on Bucks Pond Road.

Supervisor Piatt reported that she talked to Trustees Blickhan and Foley and they agreed that the Township should contract with Kelly's Accounting for next year's services. Current Accountant Kemper will have transition documents ready January 9 including end of the year reports. Kelly's Accounting had the lowest bid of the three bids received and is a local firm. A motion was made by Supervisor Piatt to move the Township's accounting services to Kelly's Accounting and was seconded by Trustee Nolan. A roll call vote was taken and approved with 3 ayes and 0 nays. Highway Commissioner Sebens also concurred with the vote.

**New Business:**

Proposed Township meeting dates for 2019 were distributed: January 10, February 14, March 14, April 11, May 9, June 13, July 11, August 8, September 12, October 10, November 14 and December 12. Trustee Nolan made a motion to approve the dates and Supervisor Piatt seconded. A voice vote was taken and the motion was approved.

The new budget for the next fiscal year was discussed. Supervisor Piatt noted that the budget should reflect what is actually needed based on what has been spent in the past. She will meet with Attorney Rupiper to review and have projections ready for the January meeting for the Board to review. The Board will vote on the budget at the February meeting.

Clerk Duff agreed to send future agendas and proposed meeting minutes via e mail to the Trustees, Supervisor Piatt, Highway Commissioner Sebens and Assessor Dees.

Trustee Olson made a motion to adjourn the regular monthly meeting and move to a closed meeting and the motion was seconded by Trustee Nolan. A voice vote was taken and the motion was approved. Closed session began at 8:06.

A motion to adjourn the regular monthly meeting was made by Trustee Olson and seconded by Trustee Nolan. All were in favor. Meeting adjourned at 8:26.

Respectfully submitted,

Kevin Duff

Sangamon Township Clerk