Minutes of the Oswego Township

REGULAR MEETING

April 14, 2020

APPROVED 5-12-20

The meeting of the Oswego Township was called to order at 6:30 P.M by Supervisor Brian LeClercq. The meeting was held at 99 Boulder Hill Pass, Montgomery, Illinois. During this time of Covid-19 the meeting had to allow for social distancing and the meeting was available to attend online through Zoom. The pledge of allegiance to the U.S flag was given by all in attendance.

Township officials in attendance in person were: Supervisor Brian LeClercq, Trustees: Allyson Jacobsen and Diane Selmer. On line were Trustee's Michael Bidegain and Bill Small. Clerk Ken Holmstrom and Highway Commissioner Robert Rogerson were present in person. Also in person were Donna Stanley, Attorney Karl Ottosen, Rob Delong, Pat Stiles, Todd Milliron and Mrs.Milliron. In attendance on line were Assessor Brian Hauser and Jim Wyman.

Supervisor LeClercq opened up public comment session:

Pat Stiles addressed the board on the Highway Department and the referendum that was proposed by the Highway Department. He voiced his dissatisfaction with the Highway Commissioner and the Administrative Assistant. He asked for the resignation of the Highway Commissioner.

Todd Milliron spoke on the Highway Department and the police investigation on the overtime and vacation time that was approved in error. Milliron called this a case of poor accounting practice. He believes that the Highway Commissioner and the Administrative Assistant were not qualified to run the Highway Department. He did not understand how the error on payroll could have happened.

Supervisor LeClercq closed public comment since no one else wished to speak.

Supervisor LeClercq presented the following bills for approval:

General Road Fund	$	11,941.25
Permanent Road Fund	$	23,153.68
Building & Equipment	$	189,086.15
Total Road Fund	$	224,181.08
General Town Fund	$	60,155.13

Supervisor LeClercq asked for a motion to approve. Motion to approve the bills made by Trustee Jacobsen, second by Trustee Selmer. A roll call vote was held by Clerk Holmstrom. Trustee Bidegain, Jacobsen, Selmer, Small and Supervisor LeClercq voted yes. Motion passed.

Supervisor LeClercq asked for approval of the March 10, 2020 meeting minutes. Motion by Trustee Selmer to approve the minutes. Second by Trustee Jacobsen. Trustees Bidegain, Jacobsen, Selmer, Small and Supervisor LeClercq voted to approve the minutes of 3-10-2020 as reported. Motion carried.

Trustee Initiative:

Trustee Bidegain – No Report.

Trustee Jacobsen – Clarified that at the last meeting she was upset about the incorrect assumption on the engineering budget and the Road District Budget.

Supervisor LeClercq spoke on the work that he and Trustee Jacobsen did for the Senior population. The senior center is closed due to the Covid-19. The Township was able to help through the Kendall County Food Pantry and Senior Services in Yorkville. He also wants to thank Representative Batinik on his efforts to assist the seniors.

Trustee Selmer – No Report

Trustee Small – No Report

Senior report – No additional report

Kendall County Sheriff Report – No report

Highway Commissioner Rogerson gave his report. A copy of the report is attached to and becomes part of these minutes.

Township Assessor's report – Working on a plan to assess properties during this pandemic.

Ordinance Officer Report – Copy of the report is attached to these minutes.

Supervisor Report –

- Landlord update on plumbing leaks and water heater to be fixed and parking lot cleaning at 84 Templeton.
- Parking lot light repaired at 99 Boulder Hill Pass.
- Annual Town Meeting is postponed during this Covid-19 pandemic. This is mandated by the Governor's Disaster Declaration.
- He stated that the Recycling event is on hold until the Disaster Declaration is lifted.
- Sonar is being done at the Township Cemeteries.

Old Business:

- Discussion and approval of the Ethics Officer – Michael Becker. Trustee Selmer motioned to approve Michael Becker, seconded by Trustee Jacobsen. All Trustees voted to approve Mr. Becker.
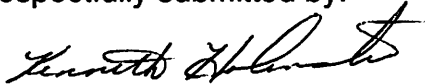
New Business:

- • Discussion and approval of a Lease agreement with the Kendall County Sheriff's office. The lease will be $200 per month. Trustee Jacobsen motioned to approve the lease agreement, seconded by Trustee Bidegain. All Trustee's voted in favor of the lease.

Supervisor LeClercq asked for a motion to move to Closed Session for the purpose of (5ILCS 120/2©(I)), Employment, Compensation, Discipline, Performance or Dismissal of Personnel. Trustee Jacobsen made that motion second by Trustee Selmer. Roll call vote, Trustee's Jacobsen, Selmer, Bidegain, Small and Supervisor LeClercq voted to go into Closed session at 7:10.

The meeting went back to Open Session at 8:25. Trustee's present: Bidegain, Jacobsen, Selmer, Small and Supervisor LeClercq were present. Also present were Clerk Holmstrom and Attorney Ottosen. With no further business to discuss; Trustee Jacobsen motioned to adjourn, second by Trustee Selmer. The meeting adjourned at 8:27 PM.

Respectfully submitted by:

Kenneth Holmstrom, Township Clerk

Highway Commissioners Report 4/14/2020.

1. I have talked to SD308 about our improvements at the Road District building. I met with Rob Allison (Director of Operations) on 3/13 to discuss space options for SD308 to possibly use our E. end of the property. He stated that given the fact the referendum did not pass; the district will likely not be in a position to contribute financially to this project in exchange for space at this time or anytime in the near future.

2. The Crew has installed two new 40' Culverts off of Reservation. Also, working on Collins road for a new farm entrance and had to do some ditch work from the wet fall. Also, working on some other remove & replace culverts this spring on Cherry Dr. and Simons Road.

3. We are going to go back out for a snow bid this year for our 42 Cul-De-Sacs and emergency country plowing and drifting. I had talked with both Oswego and Montgomery Village of Public Works, the Park District and SD308 to see if any of them would like to be included in this bid. At this time, they are all in a contract already or don't need a bid.

4. The public bid came in for our 2020 road work and the good news is that we had estimated the work to come in at approximately $1,012,521.00 and the bids came in at $812,379.00. "D" Construction won our MFT country paving bid and Builders Asphalt won our Boulder Hill and concrete bid.

5. The Village of Oswego Public Works Department has received their "Shared Services" Public RFP Bids for the new leaf dumping site. We have accepted the low bidder, Heritage Valley owned by the Zidlicky family.

6. Our two new 6-Wheeler dump trucks are in service.

7. The Village of Oswego Public Works Department had reached out to me to discuss possible use of some of our resources due to COVID 19. They had asked if we could donate temporarily, some barricades if the need arises, to deliver them to a nearby hospital for drive up in vehicle testing or for anything they may need. The Road District will absolutely comply to any request to help where needed with what we can.

8. In cooperation with the Township, we are working together for better communication during storm events or possible loss of other communication with our "Emergency Response Radios." These new radios as of yesterday, are all installed and working well. Rob Delong will update us more in his report.

9. So, there were some unintentional clerical errors found with our payroll that was corrected immediately. I am glad that it was discovered so that we could act on it and correct the situation going forward. Again, we are a human endeavor here and mistakes can happen. So, we have moved forward with a PayChex finger print time keeping system. We have it installed already and will be in use as soon as possible with the software training to keep this from happening again. I apologize for any inconvenience that this has caused.

10. Please check our website at oswegotownship.org for any updates.

ORDINANCE REPORT

APRIL 2020

Ordinance has no report

Census, due to the ongoing pandemic and social distancing, was unable to launch their kiosk stations anywhere throughout the county and have solely relied on resident participation. We are anticipating an extension being issued by the President, but that has not been ordered as of yet.

On 3/21/2020, Supervisor LeClercq asked me if I would help the Township during a difficult time and become the single point of contact for outside agencies during the Federal, State and County's declaration of emergency. In this role, I would be charged with communications with area EMA and health department, as well as helping identify areas within the Township that are vulnerable and needs improvement. I gladly accepted the position of Emergency Response Coordinator.

In an effort to make the entire Township better prepared for any type of pandemic or natural disaster, areas of need were identified for upgrade. Supervisor LeClercq, Donna Stanley and I met and discussed these options, at which point we thought it was important to invite Highway Commissioner Rogerson into the discussions for further input. The four of us worked great together as a team to come up with a comprehensive plan to 1) better secure 99 Boulder Hill Pass 2) Upgrade a communications system that was severely needing it for the safety of our workers, and 3) Begin the process of an internal communicating phone tree and procedures should there be an emergency. A copy of the phone tree is attached in your packet. I also want to thank the board for recognizing the urgency of these matters and swiftly authorizing them. I have also included in the packet a copy of a Tornado/Severe Weather Procedure and a Fire Procedure for your review. Given the amount of information I have been receiving, and providing to the board, I would like to hear feedback on the information you have been receiving, if it's too much, enough or do you need more?