

Minutes of the Oswego Township

REGULAR MEETING

May 12, 2020

APPROVED 6-09-20

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

Supervisor LeClercq opened up public comment session:

Pat Stiles addressed the board on the Highway Department and discussed the payroll errors, police report and voided documents. He stated that Michelle has poor bookkeeping skills.

Todd Milliron spoke on the Highway Department and handed out a copy of the job description for Michelle Stradel and Donna Stanley. He discussed the differences. Todd stated that Michelle was hired in July of 2016 and he feels she is not qualified for the job. He discussed the accounting issues at the Highway department.

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

Supervisor LeClercq presented the following bills for approval:

General Road Fund	\$	24,271.77
Permanent Road Fund	\$	8,388.76
Building & Equipment	\$	<u>29.49</u>
Total Road Fund	\$	32,690.02
General Town Fund	\$	32,088.14

Supervisor LeClercq asked for a motion to approve. Motion to approve the bills made by Trustee Small, 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 April 14, 2020 meeting minutes. Motion by Trustee Selmer to approve the minutes. Second by Trustee Bidegain. Trustees Bidegain, Jacobsen, Selmer, Small and Supervisor LeClercq voted to approve the minutes of 4-14-2020 as reported. Motion carried.

Trustee Initiative:

Trustee Bidegain – No Report.

Trustee Jacobsen – No Report.

Trustee Selmer – No Report

Trustee Small – No Report

Senior report – Reported that the Township received a thank you letter from the Senior Center for the help they were given. Five Thousand was donated to the Oswego Senior Center and five thousand was donated to the Kendall County Food Pantry for the purchase of food and supplies to deliver to seniors in the form of care packages.

Kendall County Sheriff Report – Deputy Sheriff submitted a written report and a copy of the report is attached to these minutes.

Highway Commissioner Rogerson gave his report. He gave a rebuttal to the report by Stiles and Milliron. A copy of his Highway report is attached to and becomes part of these minutes. Trustee Small asked the Highway Supervisor if he considered a suspension of the employees that made an error. Trustee Selmer asked if Michelle is considered a new hire since the Supervisor terminated her employment within the Township and Rogerson kept her on in his department. Rogerson stated that this was considered a job swap and that took place on July 1, 2019.

Supervisor LeClercq asked the Highway Commissioner questions on the payroll issue. He asked if the work out on the time that is due the Highway Department was considered future payment or charged to their current accrued time off.

Supervisor LeClercq discussed the fact that Governor Pritzker announced that they have \$25,000,000 for "Shovel Ready" projects by way of a grant.

Township Assessor's report – Announced that the tax bills will be mailed this week.

Ordinance Officer Report – Copy of the report is attached to these minutes. He discussed the Covid 19 results for the month within the county. Supervisor LeClercq thanked Rob publicly for his work on weed control. Trustee Small asked about a house in Boulder Hill that has many cars parked on their property.

Supervisor Report –

- Wormley Cemetery update – 20 bodies were found by sonar. The Cemetery will be mowed.

- Scatter Garden planning will be started again.
- General Assistance no update
- Kendall Area Transit may be a source for possible Township Funding.
- Supervisor has been playing landlord at 84 Templeton.

Old Business:

- Annual Meeting still suspended by Executive order.

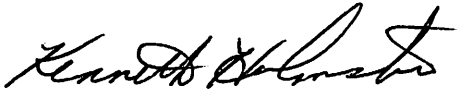
New Business:

- Emergency Management Coordinator (EMC) and policy. This position will report to the Township Supervisor. This position and salary were discussed. Discussion took place on a fair salary. Selmer motioned to set the salary for this position at \$900 for the period from 4-1-2020 to 3-31-2021 and add to the job description that this position will report to the Supervisor. Second by Trustee Small. Roll call by Clerk Holmstrom; Trustee's Selmer, Small, Jacobsen, Bidegain and Supervisor LeClercq motioned to approve the position.
- Discussion on Board approval of ACH Withdrawals for bill payment. It was determined that a policy may be needed if ACH payments are to be allowed. Board approved ACH payment for the May ACH PAYCHEX debit until a policy can be determined on ACH payment versus check payment.
- Discussion and vote on Resolution 2020-4. Trustee Small motioned to approve Resolution 2020-04 concerning Oswego Township Road District, resolving Road District issues. Second by Trustee Selmer. Roll call vote; Trustee's Bidegain, Jacobsen, Selmer, Small and Supervisor LeClercq approved. Supervisor LeClercq read the Resolution at the meeting.

There was not a reason to go into Closed session.

Motion to adjourn by Trustee Small, seconded by Trustee Selmer. Meeting adjourned at 7:55PM.

Respectfully submitted by:



Kenneth Holmstrom, Township Clerk

Oswego Township Meeting

05/12/2020

The Kendall County Sheriff's Office is now accepting applications for the position of Patrol Deputy

Applications are available at: www.jobsource.copsandfiretesting.com or
www.co.kendall.il.us/employment

The application deadline is Wed, May 20, 2020 at 4:00 PM

All applications must be returned to the office of:

C.O.P.S. and F.I.R.E. Personnel Testing Service

ATTN: Kendall County SO

200 W. Higgins Road, Suite 201

Schaumburg, IL 60195

Kendall County Sheriff's Office Announces Cancellation of 2020 Youth Academy

Due to the current situation, we will not be holding the Youth Academy this year. We do expect to continue the Youth Academy in 2021.

Kendall County Sheriff's Office Investigating Shooting in Boulder Hill Neighborhood

On May 11th, 2020 at approximately 1:39 a.m., Kendall County Sheriff's Deputies were dispatched to the 0-99 block of Scarsdale Rd, Oswego Township for a report of shots fired. While the investigation is still ongoing, no injuries were reported, and it does not appear to be a random act. The scene was processed, witnesses were interviewed, and evidence was collected, and the investigation thus far has led to the belief that this is a targeted incident.

The investigation is ongoing and anyone with tips or information regarding this incident can email detectives@co.kendall.il.us or call (630)553-5856. Callers who wish to remain anonymous can contact Kendall County Crime Stoppers at (630)553-5999.

Montgomery Man Arrested on Numerous Charges

On April 27, 2020, at approximately 7:32 p.m., the Kendall County Sheriff's Office was called to the 0-99 block of Sheffield Rd in Montgomery for a report of criminal trespass to a residence and a theft. Prior to deputies arrival on scene the suspect fled from the residence. A search of the area was conducted however the suspect was not located. The investigation identified the suspect as Niko K. Hadac, a 28-year-old male from the 1800 block of Waverly Way in Montgomery. On April 28, 2020, at approximately 9:24 a.m., deputies responded to follow up on the case. As deputies arrived on scene Hadac was observed sitting in the victim's vehicle and again fled from the area. A search of the area was again conducted however Hadac was not located. At approximately 11:03 a.m. deputies were notified Hadac had returned to the residence and was damaging property. Hadac again fled the scene prior to deputies arrival and after an exhaustive search of the area Hadac was located at which time he physically resisted arrest but was ultimately taken in to custody. Hadac was transported to a local area hospital for treatment and upon his release was transported to the Kendall County Jail. Hadac was charged with the following:

Aggravated Battery to a Peace Officer (felony)

2 Counts of Resisting/Obstructing a Peace Officer (Misdemeanor)

Theft from Motor Vehicle (Misdemeanor)

Theft \$500 and Under (Misdemeanor)

Criminal Trespass to Residence (Misdemeanor)

Criminal Damage to Property (Misdemeanor)

Hadac remains in custody and will appear for bond call at which time the bond amount will be set. Investigation into Hadac's actions is still ongoing

KCSO Activity from 04/01/2020 to 04/30/2020

317 Calls for Service

11 Traffic Stops

23 Civil Process Attempts

Car Burglaries. Look up ring and neighbor's application

Donna Stanley

From: Bob Rogerson
Sent: Monday, May 11, 2020 9:02 AM
To: Allyson Jacobsen; Bill Small; Diane Selmer; Michael Bidegain
Cc: Brian LeClercq; Ken Holmstrom; Donna Stanley
Subject: Hwy Report and Pay adjustments
Attachments: Commissioners Report for Meeting 05-12-2020.docx; Bill Raymond Letter.pdf; Gary Crane Letter.pdf; Michele Letter.pdf

To All,
FYI only, please do not reply all. Here is my Highway report. Also, included are the pay adjustments that were in question. We got these together before our time clock started on Monday the 4th. I had asked Ms. Stanley if the numbers and adjustment looked correct according to her audits and she said yes. So this allowed me to communicate with the PayChex team to input the correct data into the system to move forward.

Respectively,



BOB ROGERSON
Highway Commissioner
Oswego Township Road District
Mailing : 1150 Rt. 25 Oswego, IL 60543

Shipping: 1150 Rt. 25 Oswego, IL 60543 P: (630)-264-4587 F: (630) 264-6695

This message may contain confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. E-mail transmission cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The sender therefore does not accept liability for any errors or omissions in the contents of this message, which arise as a result of e-mail transmission. If verification is required please request a hard-copy version. Oswego Township Road District 1150 Rt. 25 Oswegotownship.org

Highway Commissioners Report 5/12/2020.

1. The Crew has been working on our spring leaf cleanup program as well as brush pickup. Also, they have been working on doing what we can in house to clean up the back lot at 1150 Rt.25 to get some storage material bins in place so we can keep more materials on site especially pulverized dirt, for more efficiency of use. And to stop the water runoff into our salt storage. The crew has a long list of drainage problems that we are working on. The crew is also doing a lot of asphalt patching from the new storm sewer installs, culverts and misc. patching. At 124 Braeburn, the street needed to be excavated and the storms sewers rebuilt. We had to replace 11 stolen street signs on Reservation Rd. Also, had to clean paint off of approximately 15 others. The police have a report on this incident. We again have worked with the VOPW on having them make these signs for us at a lower cost than our normal supplier.
2. We are hiring a sub- contractor to help us with a culvert replacement on Simons road near Plainfield road. We are going to have to close this road for one day for this work and we will inform the public of this.
3. Our crew cab ½ ton truck #2 that has approximately 160,000 miles on it, the engine has gone out on 4/21/2020. I had acquired three bids for a rebuilt engine to be installed with a 5-year warranty to keep this truck in service. Harry's auto in Stone Hill was the lowest estimate. These bids were attested by our Clerk Holmstrom. Again, Trk #12 (the new 1-ton crew cab) was purchased for this reason. It was able to be in use while Trk #2 was being repaired. Trk #12 is in the rotation to eventually replace Trk #2. The new Trk #12 can haul the trailer with the Bobcat as an option and plow snow unlike Trk#2.
4. We are working on an IGA with the Village of Montgomery for shared services. We used their new roller to save us some money on our patch work and will in return, help them with our street sweeper when needed.
5. So, with the PayChex accounts, we are going to get a monthly bill for the \$184.00. The ACH was getting it setup. The monthly billing invoices are being processed as we speak by PayChex. Monthly is all they will do. Update today, now Paychex is saying since we don't use their payroll system, ACH is all they can do. Will this work?
6. So, to reiterate the unintentional clerical errors found with our payroll that was corrected, we have moved forward with a PayChex time keeping system. We have it installed already and is in use. I have submitted to Donna Stanley, final time sheets that have equaled her audit numbers and have imputed them into the PayChex system. I'm confident that this will be a good system moving forward. Also, any monies that have been paid out accidentally to any crew members or the administrative assistant, have been balanced with PTO/ Vacation time so there are no funds owed to the Road District. (Please see attached).

Bob Rogerson

From: Heller, David <dheller1@paychex.com>
Sent: Tuesday, May 12, 2020 10:34 AM
To: Bob Rogerson
Subject: RE: Information entry

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Hi Bob,

I just got word back for the case I created and was advised that since your account is not linked to payroll we can only do ACH and can not change to invoicing.

David Heller

Service Partner - Online Services
Office: (866) 935-3185
Ext: 5291380
paychex.com

1175 John Street
West Henrietta, NY 14626

PAYCHEX

Payroll | Benefits | FICA Insurance

The Power of Simplicity



"Want to schedule time to chat with me? <http://paychex.force.com/cts?id=aAi0g000000oO8LCAU> to view my availability and schedule a meeting."

From: Bob Rogerson <brogerson@oswegotownship.org>
Sent: Tuesday, May 12, 2020 10:55 AM
To: Heller, David <dheller1@paychex.com>
Subject: RE: Information entry

You the Man!!!! Thank you,

Bob Rogerson

From: Heller, David <dheller1@paychex.com>
Sent: Tuesday, May 12, 2020 9:50 AM
To: Bob Rogerson <brogerson@oswegotownship.org>
Subject: RE: Information entry

if you go in now Scott's should be the same as everyone else's.

OSWEGO
TOWNSHIP

Road District

Date: 4/16/2020

To whom it may concern,

This letter is to confirm the verbal agreement that I, Bob Rogerson and Gary Crane have agreed to put in writing, the process taken to balance out his time of comp hours remaining in 2020 due to the accidental overpayment of comp time in 2019.

Mr. Crane had a total of 25.75 comp hours as of April 1, 2019. He had used 32 hours by June of 2019 due to some administrative time tracking issues leaving him with a negative balance of - 6.25 hours that he had owed the Road District. As of January, he had no other comp time coming.

So, to rectify this problem and balance the comp time bank total, we took the overpayment of 6.25 hours and paid it back with taking away 1 vacation day that was earned. He has since taken 1 PTO day to give him at the time of this letter, 0 - PTO days and a balance of 13 vacation days.

Mr. Crane is innocent on this issue as it was an office clerical error.

By signing this agreement, you agree with the statements made in this document.

Gary Crane Gary Crane Date 4/17/20

Bob Rogerson

Highway Commissioner Robert Rogerson Date 4/17/20

OSWEGO
TOWNSHIP

Road District

Date: 4/16/2020

To whom it may concern,

This letter is to confirm the verbal agreement that I Bob Rogerson and Michele Stradal have agreed to put in writing the process taken to balance out her time of vacation days remaining in 2020 due to the what appeared as an overpayment of vacation in 2019 and the first week of January 2020.

Ms. Stradal had a total of 7 days available when she had requested a 5-day payout on 11/18/2019. That left her with 2 days that she had taken on 12/23/19 & 12/26/2019.

Ms. Stradal requested a 5-day payout from her 2020 vacation.

She had then put in the request on 12/30/2019 for 5 more vacation days to be taken from the next payroll date, on 1/3/2020 that was deducted from her new vacation time earned on January 1st of 15 days. This was her normal yearly vacation accrual date from the Township. She will continue to receive her vacation renewal on 1/1/... So, she did not receive the payment until after she earned the vacation days. This has left her 10 days as of 4/16/2020.

Ms. Stradal also had a negative of 4 days PTO time (according to Ms. Stanley's 3/31/2020 payroll audit) which was deducted from her 1/1/2020 PTO/Vacation time. This leaves her 4.5 vacation days as of the date of this letter.

Any comp time that was recorded had been deducted from her vacation time and none will be given from this date forward.

By signing this agreement, you agree with the statements made in this document.

Michele Stradal Michele Stradal Date 4/17/20

Bob Rogerson

Highway Commissioner Bob Rogerson Date 4/20/20

OSWEGO
TOWNSHIP

Road District

Date: 4/16/2020


To whom it may concern,

This letter is to confirm the verbal agreement that I, Bob Rogerson, Michele Stradal, and Bill Raymond have agreed to put in writing, the process taken to balance out his time of vacation days remaining in 2020 due to the accidental clerical error overpayment of vacation in 2019.

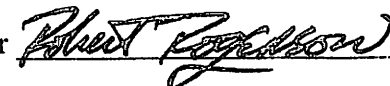
Mr. Raymond had a total of 17 days of vacation as of April 1, 2019. He had received a check for 10 vacation days in November and another one in the last payout of the calendar year. Out of the 17 days owed and the 28.5 days paid out, he went into January 2020 with a negative balance of -11.5 days that he had owed the Road District. As of January, he had been allotted 20 new days of vacation for 2020.

So, to rectify this problem and balance the vacation bank total, we took the overpayment of 11.5 days off the top of the 20 that was earned. This leaves him with a total of 8.5 vacation days left for 2020. He has since taken a half a day to give him at the time of this letter a balance of 8 vacation days. He also has a balance of 4 PTO unused days. Mr. Raymond was accused of wrong doing here and he is innocent. This was an office clerical error.


By signing this agreement, you agree with the statements made in this document.

Bill Raymond  Date 4-17-2020

Bob Rogerson

Highway Commissioner  Date 4/17/20

Michele Stradal

Administrative Assistant  Date 4/17/20

ORDINANCE REPORT

MAY 2020

We have officially closed the books for the snow ordinance enforcement. Over the course of the winter, 243 parking tickets were issued and 17 vehicles were removed by Grants towing.

We are still collecting data daily on COVID-19. I am in continuous contact with Kendall County Health Department and EMA daily via email and weekly via phone. Conversations with Dr. Tokars is that Kendall County has not reached its peak in cases yet but may be approaching it. I will continue to obtain as much information as I can and keep the board informed. If anyone has any particular questions, they would like me to ask during our weekly calls, please let me know.

As of yesterday, May 11, Kendall County has 425 cases, 233 recoveries, 16 deaths. (176 active cases)

Population wise-.003% of Kendall County has been infected, 3.76% of the infected have passed away, 20% infected has needed hospitalization, and Kendall County has had a 60.8% recovery rate. Kendall County Coroner is only reporting 3 deaths within Kendall, all were in their 80's and 90's and resided in area nursing homes. Oswego Township has 44 cases with 1 death.

As of Monday, May 11, the State has 79,007 positive tests, with 442,425 tests conducted. The state is reporting 3,459 deaths statewide.

Population wise-.006% of the state's population has been infected, 4% of the infected have passed away, 14% of current covid-19 patients require hospitalization. The state does not publish their recoveries but it was said at a recent press conference to be around 76%.

As you know, Governor Pritzker has released his "Restore Illinois" plan to reopen the state. It has been received as very unpopular. I have attached a brief outline of the 5 phases and what they entail. We currently are in phase 2. The criteria to advance to phase 3 is listed below, along with the progress of the region we are in. Unfortunately, we have been placed in the same region as the City of Chicago and Cook County, so we will not be able to advance to the next phase until they meet these criteria as well.

Criteria	Criteria Met or Unmet	Current Status
At or Under 20% Positivity Rate	UNMET	22.54%
Hospital Increases Over 28 Days	UNMET	Not Enough Data
ICU Bed Surge Capacity >14%	Met	18%
Medical / Surgical Bed Surge Capacity >14%	Met	17%
Ventilator Surge Capacity >14%	Met	63%
Testing Available	UNMET	Unknown
Contact Tracing/Monitoring	UNMET	Unknown

RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State

Phase 1 Rapid Spread	Phase 2 Flattening	Phase 3 Recovery	Phase 4 Revitalization	Phase 5 Illinois Restored
<p>Strict stay at home and social distancing guidelines are put in place, and only essential businesses remain open.</p> <p>Every region has experienced this phase once already and could return to it if mitigation efforts are unsuccessful.</p>	<p>Non-essential retail stores reopen for curb-side pickup and delivery.</p> <p>Illinoisans are directed to wear a face covering when outside the home and can begin enjoying additional outdoor activities like golf, boating & fishing while practicing social distancing.</p>	<p>Manufacturing, offices, retail, barbershops and salons can reopen to the public with capacity and other limits and safety precautions.</p> <p>Gatherings of 10 people or fewer are allowed.</p> <p>Face coverings and social distancing are the norm.</p>	<p>Gatherings of 50 people or fewer are allowed, restaurants and bars reopen, travel resumes, child care and schools reopen under guidance from the Illinois Department of Public Health.</p> <p>Face coverings and social distancing are the norm.</p>	<p>The economy fully reopens with safety precautions continuing.</p> <p>Conventions, festivals and large events are permitted, and all businesses, schools and places of recreation can open with new safety guidance and procedures.</p>

<p>New case growth slows</p> <p>Surge hospital capacity 10,000 tests per day statewide</p> <p>Testing for any symptomatic health care workers and first responders</p>	<p>Case positivity rate and hospital capacity benchmarks met</p> <p>Testing for patients, health care workers and at-risk residents</p> <p>Begin contact tracing and monitoring within 24 hours of diagnosis</p>	<p>Case positivity rate and hospital capacity benchmarks met</p> <p>Testing available in region regardless of symptoms or risk factors</p> <p>Contact tracing within 24 hours of diagnosis for more than 90% of cases</p>	<p>Post-pandemic:</p> <p>Vaccine, effective and widely available treatment, or the elimination of new cases over a sustained period of time through herd immunity or other factors</p>
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