

**SOUTH MOLINE TOWNSHIP
BOARD OF TRUSTEES MEETING**

March 14, 2022

PRESENT — Greg Aguilar, Supervisor; Brian Forsberg, Trustee; Howard Gripp, Trustee; Bob Schultz, Trustee; Mark Lundahl, Road Commissioner and Nick Vyncke, Clerk.
Absent - Andrea Anderson, Trustee.

MEETING CALLED TO ORDER — Meeting was called to order at 5:30 p.m. by Supervisor Aguilar.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES — Aguilar requested that the minutes of March 1, 2022 be amended to the following wording:

Aguilar reminded everyone of a prior discussion that the payroll due to Road and Bridge employees on February 15, 2022 was late because the Road Commissioner did not sign off on payroll as he is required to do. Aguilar reminded the board that this is why we had to write a letter to the current Road Commissioner to avoid this from happening again.

Supervisor Aguilar shared copies of the aforementioned letter and asked that the minutes reflect that the SMT Road Commissioner received a letter dated on October 19, 2021 from the SMT Board. This letter stated that the Road Commissioner must sign off on various documents and reports that require his viewing, approval, and signature so that they can be filed on time and in accordance with our township regulations and that he is expected to sign off on these reports each month, as well as staff time sheets every two weeks.

Aguilar confirmed with the Township Attorney that the Supervisor cannot sign off on payment to Road and Bridge employees without the Road Commissioner's signature. Aguilar is concerned about possible legal consequences. Schultz agreed that this is cause for attention and involving attorneys should be a last resort. Schultz stated that he will reach out as former Road Commissioner. Aguilar believes the Road Commissioner is in negligence of payroll by not signing off on payment on time. Aguilar suggested the board establish a policy to make the action of delaying payroll a true negligence of duty. The board agreed something should be in place. Further discussion is needed.

Aguilar continued by asking Schultz if Road and Bridge removed the snow at the township offices and senior center. Schultz informed the board that he did, but only as a courtesy and when he was able to do so. Schultz continued by saying that he recommended having an outside company for snow removal, due to liability, which Aguilar has been doing since December of 2021.

There was a motion by Schultz, seconded by Forsberg, that we approve the minutes of March 1, 2022, as amended. Motion carried, with all voting in favor.

OFFICIALS' REPORTS —

- a. **Road Commissioner** — Lundahl presented his expected budget through 11/31/2022. He will need additional information from the township office to complete the fiscal year. He then discussed various notes on the budget sheet. The sheets explained why there are raises and changes in various line items. He continued by stating specific upcoming expected projects as well as inflationary costs. Aguilar asked if anything specific is coming up. Lundahl informed of a certain cul-de-sac needing cleaning to avoid future problems.

Lundahl spoke with Schultz in the past on certain things that need to be done. Lundahl then reaffirmed that he will need some more numbers in order to complete the annual ordinance. Lundahl then asked the board for contact information for the accountant to confirm certain numbers and for information in the future.

Discussion ensued on whether or not the annual transfer to Road and Bridge was necessary. Aguilar would like to see specifics on what the money would be used for. Lundahl restated that there are many unknown costs, including inflation. Aguilar then discussed the prior conversation of the tax levy. The board denied the request for Road and Bridge's tax levy due to the percentage of money still available to Road and Bridge. Schultz reminded the board that we have to have a certain percentage of money in the Road and Bridge fund in case of a costly event. Lundahl again explained that this request is due to inflationary costs. Forsberg asked if the transfer is an actual transfer or as needed. Discussion ensued on whether the transfer is necessary.

- b. **Clerk** — The Annual Town Meeting is Tuesday, April 12, 2022.
- c. **Trustees** — Schultz recently did a ride along with Lundahl.

NEW BUSINESS —

- a. **Transfer of Appropriation 2021-3 – Assessor** - Schultz made a motion to approve the Transfer of Appropriation 2021-3. The motion was seconded by Forsberg. All ayes, motion carried.
- b. **Transfer of Appropriation 2021-4 – Town** - Forsberg made a motion to approve the Transfer of Appropriation 2021-4. The motion was seconded by Gripp. All ayes, motion carried.
- c. **Budget and Appropriation Ordinance** - Schultz asked for confirmation of the numbers and if the budget included various other numbers making the number extremely higher than expected. There was an emphasis on the General Town Fund number. After some calculation, Schultz determined the number to be off, due to inclusion of other funds that are not necessary. Further discussion is needed.
- d. **2022 Annual Town Meeting Agenda** - A copy was presented by Vyncke at the March 1, 2022 meeting and asked to be reviewed by the board. There were no public agenda items requested. Schultz made a motion to approve the agenda for the 2022 Annual Meeting. The motion was seconded by Gripp. All ayes, motion carried.
- e. **Submission of SMT Payroll Schedule and Procedures:** Aguilar read Resolution 2021-2 to adopt a payroll schedule. Discussion ensued on whether or not the pay schedule could be changed to prior existing dates versus what is proposed on Resolution 2021-2. Aguilar stated he would like to keep the dates the same. Lundahl stated that he does not understand how he will complete a payroll period during the day when the workers are still working on the said date. Aguilar stated he wants to keep the proposed dates the same. Schultz believes some wording should be changed. Aguilar stated that the issue with payroll needs to be addressed. He continued by stating that a formal document needs to be created in order to hold those individuals in such positions accountable to avoid future issues. Clarification and wording was vague to the board and they asked for some changes. The board would like to see more specific wording, stating that it is in fact the board that has the power to act versus any one individual in contacting attorneys. The resolution was tabled. Further discussion is needed.

MEETINGS & EDUCATION —

Next Board Meeting: April 5, 2022 at 5:30 p.m.
South Moline Township Hall, 2521 53rd Street, Moline, IL

TRUSTEES APPROVAL OF BILLS BY FUNDS —

- a. TOWN FUND
 1. TOWNSHIP ADMINISTRATION — Motion by Schultz for approval; second by Gripp. Ayes: Schultz, Gripp, Forsberg and Aguilar. Unanimous.
 2. ASSESSOR — Motion by Gripp for approval; second by Forsberg. Ayes: Schultz, Gripp, Forsberg and Aguilar. Unanimous.
 3. TOWNSHIP SENIOR CENTER — Motion by Forsberg for approval; second by Schultz. Ayes: Schultz, Gripp, Forsberg and Aguilar. Unanimous.
- b. TOWN FUND — FICA — Motion by Schultz for approval; second by Gripp. Ayes: Schultz, Gripp, Forsberg and Aguilar. Unanimous.
- c. TOWN FUND — IMRF — Motion by Gripp for approval; second by Forsberg. Ayes: Schultz, Gripp, Forsberg and Aguilar. Unanimous.
- d. GENERAL ASSISTANCE — Motion by Forsberg for approval; second by Schultz. Ayes: Schultz, Gripp, Forsberg and Aguilar. Unanimous.
- e. ROAD & BRIDGE / GENERAL FUND — Motion by Schultz for approval; second by Gripp. Ayes: Schultz, Gripp, Forsberg and Aguilar. Unanimous.
- f. ROAD & BRIDGE / IMRF FUND — Motion by Gripp for approval; second by Forsberg. Ayes: Schultz, Gripp, Forsberg and Aguilar. Unanimous.
- g. ROAD & BRIDGE / FICA FUND — Motion by Forsberg for approval; second by Schultz. Ayes: Schultz, Gripp, Forsberg and Aguilar. Unanimous.
- h. ROAD & BRIDGE / EQUIPMENT & BLDG — Motion by Schultz for approval; second by Gripp. Ayes: Schultz, Gripp, Forsberg and Aguilar. Unanimous.
- i. ROAD & BRIDGE / INSURANCE FUND — Motion by Gripp for approval; second by Forsberg. Ayes: Schultz, Gripp, Forsberg and Aguilar. Unanimous.
- j. CEMETERY — Motion by Forsberg for approval; second by Schultz. Ayes: Schultz, Gripp, Forsberg and Aguilar. Unanimous.

COMMENTS — None

ADJOURNMENT — Motion by Gripp, second by Forsberg, that we adjourn the meeting. Motion carried, with all voting in favor. Meeting adjourned @ 6:55 p.m.

Respectfully submitted,

Nicholas “Nick” Vyncke
South Moline Township Clerk