Minutes - Board of Town Trustees

| STATE OF ILLINOIS, | | |
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| Kane County, | SS. | |
| Town of <u>Geneva</u> , | THE BOARD OF TOWN TRU | ISTEES met at the |
| PRESENT: J. Pa Barba Richa Sharo | <u>Theeler Drive</u> ON <u>November 17</u> trick Jaeger ra E. Olson rd Sharp n R. Brazill | , 201 <u>1</u> , Supervisor Town Clerk Town Trustee Town Trustee |
| John | Connolly | Town Trustee |

M<u>r.</u> <u>Patrick Jaeger</u> acting as chairperson and <u>Barbara Olson</u> as clerk. The following official business was transacted:

Supervisor J. Patrick Jaeger called the meeting to order at 7:10 p.m. Ken Shepro led the Pledge to the Flag.

Trustees audited the bills presented for payment.

Clerk Barbara Olson called the roll.

Minutes of the October 20, 2011 Board of Trustees Meeting were presented for approval. Motion by Trustee Brazill/second by Trustee Connolly to approve the Minutes as presented. Motion carried unanimously.

TOWNSHIP BUSINESS:

TOWNSHIP ROAD DISTRICT LEVY FOR THE TAX YEAR 2011.

Motion by Trustee Sharp/second by Trustee Brazill to accept the proposed tax levy. Motion carried unanimously.

TOWNSHIP TAX LEVY FOR THE TAX YEAR 2011.

Motion by Trustee Brazill/second by Trustee Connolly to accept the proposed tax levy for 2011. Motion carried unanimously.

The trustees will review the proposed tax levies and consider the levies at the December 15th Board of Trustees Meeting.

OFFICE COPIER PROPOSAL:

Supervisor Jaeger stated that the eleven year old copy machine was no longer in working condition. Parts are no longer available for this copy machine. He presented a proposal from Gordon Flesch Company for a new copy machine. The price was \$16,800.00 plus a monthly maintenance fee. Supervisor Jaeger noted that the cost of toner for the old copy machine totaled approximately \$5,000.00 per year plus the cost of 15 cases of copy paper last year. He thought those costs were extremely high for the size of the office. Mr. Jaeger will request proposals from other copy machine providers.

REPORT:

SENIOR CENTER DIRECTOR Sheri McMurray presented a written report to the trustees for the month of November. Sheri highlighted the events of the past month noting the Halloween party, a record attendance for the Bears game and other events.

Trustee Brazill asked Sheri about taking time off and the use of her vacation time. It was quickly determined that Sheri had not taken vacation time as there was no one to fill in for her.

Supervisor Jaeger noted that the Salvation Army will be assuming responsibility for the free lunches and that will make some funds available for a possible part time person to assist Sheri. It was the consensus of the trustees to encourage Sheri to interview possible candidates for the part time position to pay up to \$10,000.00 annually with no benefits.

BILLS FOR PAYMENT:

| TOWN FUND | \$ 40,295.92 |
|--------------------------------|--------------|
| GENERAL ASSISTANCE FUND | 500.00 |
| ROAD & BRIDGE BUNDS | 10,430.74 |
| TOTAL | \$51,226.66 |
| | |

Motion by Trustee Sharp/second by Trustee Brazill to pay the bills as audited. Motion carried unanimously.

OLD BUSINESS:

TOWNSHIP AUDIT FOR THE YEAR ENDING MARCH 31, 2011 A copy of the audit had been presented to the trustees at the October board meeting for their review.

Motion by Trustee Connolly/second by Trustee Brazill to accept the 2010-2011 audit completed by Klein, Hall & Associates, LLC. Trustees thought there should be an annual inventory of capital assets. Motion carried unanimously

to accept the 2010-2011 audit.

No other business was brought before the Board of Trustees. Motion by Trustee Sharp/second by Trustee Connolly to adjourn. Motion carried unanimously. Meeting adjourned at 7:35 p.m.

Respectfully submitted,

Barbarn 2. Olson

Barbara E. Olson Township Clerk