

Waupoosee Township Board Meeting Minutes

January 13, 2016

The regular scheduled meeting of the Board of Trustees of Waupoosee Township of Grundy County, the State of Illinois was held on the above date at the Waupoosee Township Road and Bridge Office for the purpose of conducting normal business. Supervisor Fannin opened the meeting at 7:00 pm. The Pledge of Allegiance to the flag followed immediately.

The meeting attendance roll call results are shown below.

Trustees:	Jeff Carr	Physically Present
	Tom Baker	Physically Present
	Neil Romines	Physically Present
Supervisor:	Steven Fannin	Physically Present
Road Commissioner:	Mark Doerfler	Physically Present

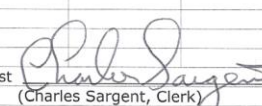
Residents Present:
Andy Chandler

Public Comments

None

Approval of Minutes

Meeting minutes for the December 8th meeting was presented. A motion to approve the minutes as presented was made by Trustee Romines and seconded by Trustee Carr. The motion passed on a voice vote.

Waupoosee To	
August 8	
Employee	Monthly Salary
Baker, Tom	\$ 100.00
Carr, Jeff	\$ 100.00
Romines, Neil	\$ 100.00
Sparrow, Tom	\$ 100.00
Sargent, Charles	\$ 416.67
Fannin, Steve	\$ 916.67
Doerfler, Mark	\$ 2,343.75
	\$ 4,077.09
Payable To	For
ComEd	Electric service
NICOR	Service 19-66-
EFTPS	Federal 941's
IL TAXNET	State tax on-li
Payable To	For
 Attest (Charles Sargent, Clerk)	

Commented [C1]:

Approval of Claims

A motion was made by Trustee Romines and seconded by Trustee Baker to authorize the Wauponsee Township Fund claims and approve the fund summary report as presented.

Trustees:	Jeff Carr	Yes
	Tom Baker	Yes
	Neil Romines	Yes
Supervisor:	Steven Fannin	Yes

The motion passed on a roll call vote. The claim details are listed on the attachment to these minutes.

A motion was made by Trustee Baker and seconded by Trustee Carr to authorize the Wauponsee Township Road and Bridge Fund claims as presented.

Trustees:	Jeff Carr	Yes
	Tom Baker	Yes
	Neil Romines	Yes
Supervisor:	Steven Fannin	Yes

The motion passed on a roll call vote. The claim details are listed on the attachment to these minutes.

Supervisor's Report

Supervisor Fannin had no report.

Road Commissioners Report

Commissioner Doerfler reported the following:

- The new Peterbilt has a light problem which is likely a computer issue.
- International (truck #3) has quit running a couple times; investigating a fuel issue.

- Mixed the first load of salt; expect more later this week.
- Initiated 2016 Hot Mix Program.
- MFT funds are available now.
- Verizon IPADS (2) purchased on data base with the County. The old Toughbook computers are for sale for \$250 each.
- Township computers- Requested a quote on a replacement computers and technical support. Trustee Carr will review the proposal.

Clerk's Report

A copy of a proposed computer use policy was given to each board member for their review. The policy is based on the County document on the same subject. The topic will be placed on the agenda for the next meeting.

Old Business

Old Township Hall Hazardous Material Inspection

IEPA apparently does not conduct asbestos inspections based on a contact in the agency. The bidders will be contacted to determine if they will do the inspection for asbestos.

Appointment of Trustee to replace T. Sparrow.

A resume was received from Andy Chandler for the open position of trustee:

Following a review, Trustee Romines made a motion to appoint Andy Chandler as Trustee to fill the open position and to issue a warrant of appointment .The motion was seconded by Trustee Baker. The motion passed on a raise of hands vote.

The Clerk administered the oath of office to appointed Trustee Andy Chandler, issued the Township Clerk's Notice To One Appointed To Fill Vacancy and provided a copy of the TOI Handbook.

Approval of Meeting Schedule for 2016

Clerk Sargent presented a proposed meeting schedule for the year 2016. All meetings are on the second Wed. of the month except for the April meeting which will be on Tuesday to coincide with the annual meeting.

Trustee Baker made a motion to approve the proposed schedule as presented and Trustee Romines seconded the motion. The motion carried on a voice vote.

New Business

Trustee Romines asked if the Board members are provided any insurance – liability or life. The topic will be placed on the agenda for next month.

Adjournment

Being no further business, Trustee Carr made a motion to adjourn the meeting. Trustee Romines seconded the motion, which carried on a voice vote. The meeting was adjourned at 7:45PM.

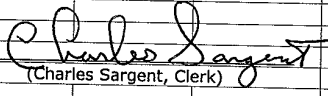
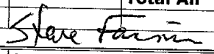
Meeting minutes approved on February 10, 2016

- Trustee
- Trustee
- Trustee
- Trustee
- Supervisor

Minutes submitted by:

----- Township Clerk

For Information Copy Only

Wauponsee Township Town Fund						
13-Jan-16						
Employee	Monthly Salary	FICA	Medicare	State	Total/Month	
Baker, Tom	\$ 100.00	\$ 6.20	\$ 1.45	\$ 3.75	\$ 88.60	
Carr, Jeff	\$ 100.00	\$ 6.20	\$ 1.45	\$ 3.75	\$ 88.60	
Romines, Neil	\$ 100.00	\$ 6.20	\$ 1.45	\$ 3.75	\$ 88.60	
Sargent, Charles	\$442.17	\$ 27.41	\$ 6.41	\$ 16.58	\$ 391.76	
Fannin, Steve	\$916.67	\$ 56.83	\$ 13.29	\$ 34.38	\$ 812.17	
Doerfler, Mark	\$2,487.21	\$ 154.21	\$ 36.06	\$ 93.27	\$ 2,203.67	
	\$ 4,046.05			Total	\$ 3,584.80	
Payable To	For				Town Fund	
ComEd	Electric service 9359639007				\$ 4.12	
NICOR	Service 19-66-71-2000 0				\$ 92.94	
USPS	Box Rental (1 year)				\$ 132.00	
EFTPS	Federal 941's on-line				\$ 1,993.50	
			FICA	\$ 1,615.73		
			MED	\$ 377.77		
			WH			
IL TAXNET	State tax on-line (August)				\$ 317.76	
				Total	\$ 2,540.32	
Payable To	For				General Assistance Fund	
					\$ -	
				Total	\$ -	
Loan/Transfer					\$ -	
				Total	\$ -	
				Total All	\$ 6,125.12	
Attest			Signed			
	(Charles Sargent, Clerk)			(Steve Fannin, Supervisor)		



Preferences Contact Us Help Log Off

Accounts | Transactions | eStatements | Bill Pay | Quick Links | Open New Account

Welcome WAUPONSEE TOWNSHIP. You have [0] unread and [0] read messages. Your last login was December 30, 2015 01:15:00 PM

List of Accounts

Deposits (\$)		189,800.34
Account	Description	Available Current
****6014	GENERAL ASSISTANCE	19,253.12
****8018	ROAD & BRIDGE FUND & DISTRICT	73,939.71
****7014	TOWN FUND	35,799.59
****8118	ROAD & BRIDGE FUND & DISTRICT	13,017.91
****7204	TOWN FUND	10,001.87
****1209	GENERAL ASSISTANCE	37,888.14

Bill Pay

Quickpay Zone

[Close this dialog](#)

Calendar

Blue dates are available. Today's date is bold.

@@DueDateDayNumber@@ Due Date.

a

loading

- Pay Bills
- Popmoney

Payments you make in Pay Bills appear on the Payment Center in **Blue** when you receive a check or Go To: [Advanced Bill Payment Options](#)

Express Transfer

Transfer Detail

Transfer From: GENERAL ASSISTANCE ****6014 \$19,253.12

Transfer To: ROAD & BRIDGE FUND & DISTRICT ****8018 \$73,939.71

Transfer Amount:

Transfer Date: 01/13/2016

[Advanced Transfer Options](#) [Make Transfer](#)

[Advanced Scheduled Transfers](#)

Transaction Search

Search Criteria

Account: GENERAL ASSISTANCE ****6014 \$19,253.12

Search: Date

From: [0]

Thru: [0]

[Display](#)

Transactions January 13, 2016

Account: GENERAL ASSISTANCE ****6014 \$19,253.12

Description	Amount	Balance
[0038] No History is available.		

**TOWNSHIP HIGHWAY COMMISSIONER'S MONTHLY REPORT
TO
COUNTY ENGINEER
County of GRUNDY
WAUPONSEE Township**

To: CRAIG CASSEM, County Engineer
245 North Illinois Route 47
Morris, Illinois 60450

Month of **JANUARY 2016**

Date	Order No.	Payable to	For What	General Road & Bridge Fund
12.30.15	6838	Rodney Jones	Labor Gross\$265, IST\$9.94, Med\$3.84, FICA\$16.43	\$ 234.79
12.30.15	6839	Mike Meloun	Labor Gross\$1587.50, IST\$59.63, Med\$23.02, FICA\$98.43	\$ 1,406.53
12.16.15	6840	Mike Meloun	Labor Gross\$1295, IST\$48.56, Med\$18.78, FICA\$80.29	\$ 1,147.37
2.16.15	6841	Rodney Jones	Labor Gross\$1280, IST\$48, Med\$18.56, FICA\$79.36	\$ 1,134.08
1.10.16	6842	Midwest Testing	QAQC 2015 Hotmix Project	\$ 500.00
1.10.16	6843	Grundys Supply	Bathroom Paper	\$ 29.50
1.10.16	6844	Matteson Ace	Supplies	\$ 19.98
1.10.16	6845	Grain Co FS	Diesel Fuel	\$ 422.33
1.10.16	6846	Hi Viz Inc	Winter Road Markers	\$ 840.00
1.10.16	6847	Lindco Equipment Sales	Plow light & Master Switches	\$ 92.13
1.10.16	6848	Com Ed	Electrical Service	\$ 66.05
1.10.16	6849	Wilmington Overhead Door	New Opener -- South Building/ West Door	\$ 1,700.00
1.10.16	6850	Turf Team	Chain Saw Sharpening	\$ 49.00
1.10.16	6851	Waste Management	Dumpster Empty	\$ 74.62
1.10.16	6852	Sparrow Development	Fuel -- Gasoline	\$ 172.56
1.10.16	6853	Kindelspires Auto	Filters for Truck 1 & 2	\$ 69.68
1.10.16	6854	Menards	Supplies -- Flags, Car Soap, Spray Bottles	\$ 87.78
1.10.16	6855	AT&T	Internet Service	\$ 65.00
1.10.16	6856	Mark Doerfler	Cell Phone Reimburse	\$ 100.00
1.10.16	6857	Bank Card Services	Credit Card, MS 365, iPad4, Accessories, Hand tools for trucks, Accumulator, Door Remotes, wheels, phone	\$ 2,594.50
Monthly Total				\$ 10,805.90

Monthly Summary Of Receipts, Expenditures, & Balances

Beginning Month Balance	
Receipts During Month	\$ 10,805.90
Ending Month Balance	\$ (10,805.90)

Attest Charles Sargent
(Charles Sargent)

Signed Mark W. Doerfler
(Mark W. Doerfler)

Budget 2015-2016:2
4/1/2015 through 3/31/2016 Using FY 2015-2016

1/13/2016

Page 1

Category Description	4/1/2015 Actual	Budget	3/31/2016 Difference
EXPENSES			
Admin Capitol Outlay			
Equipment	500.00	500.00	0.00
Other Admin Capitol Outlay	0.00	0.00	0.00
TOTAL Admin Capitol Outlay	500.00	500.00	0.00
Admin Commodities			
Office Supplies	470.10	500.00	29.90
Other Admin Commodities	0.00	0.00	0.00
TOTAL Admin Commodities	470.10	500.00	29.90
Admin Contractual Service			
Contract Payment	732.00	550.00	-182.00
Insurance	7,271.00	7,300.00	29.00
Legal Service	100.00	500.00	400.00
Postage	1.82	100.00	98.18
Printing	86.60	100.00	13.40
Publishing	0.00	0.00	0.00
Telephone	1,535.80	2,150.00	614.20
Training	161.80	200.00	38.20
Traveling Expense	0.00	200.00	200.00
Other Admin Contractual Service	0.00	0.00	0.00
TOTAL Admin Contractual Service	9,889.02	11,100.00	1,210.98
Admin Other	1,806.54	3,000.00	1,193.46
Admin Personnel			
Salaries	14,923.26	14,800.00	-123.26
Other Admin Personnel	0.00	0.00	0.00
TOTAL Admin Personnel	14,923.26	14,800.00	-123.26
GC Highway Commissioners			
Maint Capitol Outlay	0.00	0.00	0.00
Building			
Equipment	1,384.06	2,100.00	715.94
Vehicle	0.00	2,000.00	2,000.00
Other Maint Capitol Outlay	42,081.34	43,000.00	918.66
TOTAL Other Maint Capitol Outlay	42,081.34	43,000.00	918.66

**STATE OF ILLINOIS,
County of Grundy
Township of Wauponsee**

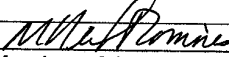
**WARRANT OF APPOINTMENT OF THE Wauponsee TOWNSHIP
BOARD OF TRUSTEES**

To: Charles Sargent, Township Clerk.

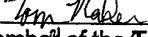
WHEREAS the office of Trustee in said township became vacant on December 1, 2015 due to the resignation of Tom Sparrow.

THEREFORE, we the undersigned, being a majority of the members of the township board of Wauponsee, trustees of said township, have appointed Andy Chandler to the office of Trustee for said township to hold said office until some other person shall be chosen or appointed and to have the same powers, and be subject to the same duties and penalties as if he had been chosen by the electors of said township.

IN WITNESS WHEREOF, we have hereunto subscribed our names this thirteenth day of January, 2016.



Member of the Township Board of Trustees



Member of the Township Board of Trustees



Member of the Township Board of Trustees

Member of the Township Board of Trustees

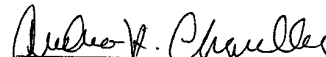


Steve Fannin, Supervisor

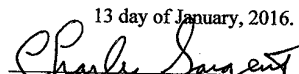
Oath of Office

State of Illinois)
Wauponsee Township) ss.
Grundy County)

I, Andy Chandler, do solemnly swear (affirm) that I will support the Constitution of the United States, and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of Trustee to the best of my ability.


(Elected or Appointed official)

Signed and sworn (affirmed) before me on:

13 day of January, 2016.

Township Clerk

**TOWNSHIP CLERK'S NOTICE
TO ONE APPOINTED TO FILL VACANCY**

TO Andy Chandler

of the Township of Waupousee in the County of Grundy
and State of Illinois:

You are hereby notified that on January 13, 2016

the Township Board of Trustees and Supervisor of said Township, by their warrant of
that date under their hands and seals, appointed you to the office of Trustee
for said Township, which warrant has been duly filed in my office.

Given under my hand January 13, 2016

Charles Dager
(Township Clerk)

DCEO #33 (Revised 7/03)

TAX LEVY ORDINANCE

ROAD DISTRICT

ORDINANCE NO. 2015-10 - Rev 1[#]

An ordinance levying taxes for all road purposes for Wauponcee Township Road District Grundy County, Illinois, for the tax year 2016, collectable in 2017.

BE IT ORDAINED by the Board of Trustees of Wauponcee Township, Grundy County, Illinois, as follows:

SECTION 1: That the Highway Commissioner of Wauponcee Township Road District on December 8, 2015, does hereby determine and declare that the sum of Three Hundred Fifty Eight Thousand, Four Hundred and One Dollars (\$ 358,401) are hereby levied upon all property subject to taxation within the Road District as that property is assessed and equalized, in order to meet and defray all the necessary expenses and liabilities of the Road District as required by statute or voted by the people in accordance with the law, for such purposes as:

General Road Fund _____, Social Security Fund _____

for the year 2016.

SECTION 2: That the amount levied for each object and purpose shall be as follows:

FILED
2016 JAN 14 PM 12:29
CLERK OF COURT
GRUNDY COUNTY
ILLINOIS

Wauponsee Township Board Meeting Schedule – 2016

NOTICE OF MEETING UNDER ILLINOIS OPEN MEETINGS ACT

NOTICE is hereby given that Wauponsee Township shall have regular meetings of its Township Board on the following dates for the period January through December, 2016.

January 13, February 10, March 9, April 12, May 11, June 8, July 13, August 10, September 14, October 12, November 9, December 14.

These meetings shall take place at the hour of 7:00 p.m. at the Wauponsee Township Road and Bridge Office located on the south side of East Southmor Rd. at Route 47.

The Annual Meeting of the Town Electors for this Township shall take place at 7:00 p.m. on April 12, 2016 at the Wauponsee Township Road and Bridge Office located at 35 East Southmor Road.

Notice of any rescheduled regular meeting, reconvened meeting, special meeting or meeting held in the event of an emergency will be given as required by the Illinois Open Meetings Act.

Questions concerning meetings of the Wauponsee Township Board should be directed to Township Clerk Charles Sargent at charlessargent@wauponseetownship.org.

Township Clerk – Charles Sargent

Wauponsee Township

Computer and Electronic Mail Usage Policy # 2015-1

Computers, computer files, software, Internet service, the electronic mail system, and all other communication devices or systems furnished to Township personnel/employees are the exclusive property of Wauponsee Township and are intended for business use only. To ensure compliance with this policy, the Township reserves the right to monitor, review and/or trace, at any time, electronic communications (including e-mail), downloaded material, Internet usage and/or computer files stored on or transmitted via the Township's computers or systems. As a result, Township personnel /employees have no expectation of privacy in those files or communications.

All users are advised that password protection does not confer any privacy right. Password protection is provided for security purposes; however, a password does not prevent or limit the Township's access to files and communications (as explained above). In addition, employees are advised that deleting a communication or file does not eliminate the Township's ability to retrieve and review the communication or file.

The Township strives to maintain an efficient and appropriate workplace environment. Therefore, Township Personnel/ employees are prohibited from using the Township's computers, Internet, electronic mail system, and any other Township communication system in any manner that is disruptive, discriminatory, unlawful, obscene, derogatory, offensive, defamatory, or otherwise inappropriate. For example, playing of games is not permitted, and the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

Township personnel/employees should not use a password, access a file, or retrieve any stored communication without authorization. -

Electronic mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

Effective January 1", 2010, The Freedom of Information Act requires that all Electronic Communications including Electronic mail, must be performed in accordance with approved Electronic communication methods and resources approved by the Wauponsee Township board of Trustees. Under the 2010 Freedom of Information Act all Electronic Communications are considered Public Records to be preserved, retained or destroyed in accordance with the Illinois Records Act 51LCS 205/1seq.

Employees must and are required to notify their immediate supervisor or the Township Supervisor when learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

**Wauponee Township Board
Meeting Agenda
January 13, 2016
7:00pm at Township Road District
Office**

1. Call Meeting to Order
Pledge of Allegiance
2. Public Comment/ Statements
3. Approval of Minutes
4. Approval of Claims
5. Reports
Supervisor's
Highway Commissioner's
Clerk's
6. Old Business
Township Hall Hazardous Material Inspection

Appointment of Trustee to replace T. Sparrow

Approval of Meeting Schedule for 2016
7. New Business
8. Adjournment

Next Meeting; February 10, 2016