

COLLINSVILLE TOWNSHIP BOARD
REGULAR BOARD MEETING MINUTES

DECEMBER 10, 2019 7:00 P.M.

OPENING

The regular meeting of the Board of Trustees was held on the above date at the Collinsville Senior Center, 420 East Main Street, Collinsville, Illinois. The meeting was called to order by Supervisor Terry Allan at 7:00 p.m.

PRESENT

Following the Pledge of Allegiance, roll call was taken with the following members present: Trustee Foley, Trustee Stack, Trustee Cox, Trustee Hopkins and Supervisor Allan. Township Attorney Jack Daugherty, Road Commissioner Larry Trucano and Clerk Cathy Allison were also present. After the roll call, per the agenda, motion and vote to approve trustee participation by conference call. Since all board members were present, no motion was made.

Also present were Clint Ball, Brian Otten, Robert Milam, Cinda McGrew, Ron Jedda, Kathy Hoelscher, Mead Dowling, and Phil Astrauskas.

APPROVAL OF PRIOR MEETING MINUTES

Motion to approve minutes from November 12, 2019 board meeting and November 20, 2019 special meeting. A motion was made by Trustee Hopkins to approve the minutes with an amendment to the November 12, 2019 minutes that included Trustee Hopkins' motion to approve to purchase the vacant lot next to the senior center contingent upon the environmental study. The motion had died for lack of a second. A second to approve the minutes as amended was made by Trustee Foley. Roll call found the vote unanimous. Motion passed.

PUBLIC COMMENTS

Clint Ball (Collinsville) Looking forward to the update on the purchase of the vacant lot. Would like the board to work together to make the purchase possible. Hopes audit discussion will have the employees be more mindful and careful.

Ron Jedda (Collinsville) Doesn't understand why the board does not move more rapidly on the purchase of the vacant lot. It is a good deal for the township. In reviewing the audit, there seems to be some real problems with the operations of the township office. He had requested a Freedom of Information request (FOIA) on November 13, 2019. A response was not sent out until December 4, 2019. Response should have been received within five days. The reason for the delay was that the email address he sent the request to had been changed. Mr. Jedda said that is not his responsibility. Attorney Daugherty apologized for how Mr. Jedda's request was handled. Had he known about the problem regarding the request, Attorney Daugherty would have made sure Mr. Jedda would have had some kind of response within the five days as required by the statute. Trustee Foley said no one is in disagreement about wanting the lot. There has not been an environmental study done on it. Mr. Jedda's thought the city of Collinsville had presented a letter indicating they had done the environmental study and everything was done properly.

Phil Astrauskas (Collinsville) When tearing down his building on Main Street, the city did nothing. He does not believe the city did what they are stating in the letter sent to the township. If you look at that empty lot next to the senior center, you will see that it was never filled properly. Mr. Astrauskas was impressed by the leaf and limb pickup provided by the township.

Mead Dowling (Collinsville) Mr. Dowling pointed out that the letter from the city of Collinsville stated no known contamination. That does not mean there is nothing there. It just means they did not know of anything. The survey only covered the one building. There were no studies done on the other addresses. Trustee Cox said what he is hearing is a lot of disagreement with the position of the city. He is going on what the city has said. If someone disagrees with the city, that is their opinion. Trustee Cox is just trying to get the lot to make it a safer place for the seniors.

MOTION - Motion to take the road commissioner's comments out of order and move up on the agenda was made by Trustee Foley and seconded by Trustee Hopkins. Roll call found the vote unanimous. Motion passed.

ROAD COMMISSIONER TRUCANO'S COMMENTS - Cleaning leaves, trimming trees and mulching limbs is still ongoing. Ordered a new crack filler that should be here the first of the year. Salt shed has been filled in preparation for bad weather.

MOTION - Motion to amend the agenda to take "discuss the audit" out of order and move up on the agenda was made by Trustee Hopkins and seconded by Trustee Cox. Roll call found the vote four ayes and one nay. Motion passed. Trustee Foley was the nay vote.

DISCUSS THE AUDIT: Mr. Brian Otten of Scheffel Boyle asked if everyone received a copy of the audit and if anyone had any questions. Trustee Cox wanted to point out that Supervisor Allan is the one who prepares the tentative budget for the township and Commission Trucano prepares the road district. Trustee Cox does not want to budget more than we spend. That is giving the office authority to go wild. Mr. Otten said it does say Supervisor Allan prepares the tentative budget, but Supervisor Allan delegates that. Ultimately, he is the treasurer. Trustee Cox read from a letter dated September 27, 2019 stating communications of significant deficiencies are material weakness in the township internal controls. First one is transfer of appropriations. Several line items in the budget contain over expenditures of the budget. The board of trustees can make transfers between line items or any funds in the budget and appropriation ordinance not exceeding ten percent. But transfer between appropriated line items in different funds cannot be made. Trustee Cox asked which funds are we talking about. Mr. Otten said they may not all be listed in the budget because only major funds are listed. On the budget actual schedule is variance budget actual. Anything with revenue is okay but anything on the expenditure side with a negative is an over expenditure budget. Trustee Cox asked if it was correct that we are not supposed to go over ten percent. Mr. Otten said you are not supposed to go over the dollar amount that you budget. You can transfer ten percent if you go over that amount. Trustee Cox said sometimes we are over budget and this needs to be fixed. There has been a disagreement with this board concerning excess fund balances. Illinois law is that you can only have two and a half years of excess. In some funds we have had ten years of excess. Trustee Cox wanted the board to return the excess to the taxpayers and get us back to the two year cushion. He had a letter from the county that they would do all this for the price of a stamp. The audit states which funds we are over and what we are doing to remedy this. By reducing the tax levy to zero. Trustee Cox has an issue with number four, that the bank confirmations for the certificates of deposit do not tie back to the general ledger. Not all interest is being recorded to the general ledger. He asked Mr. Otten to explain. Mr. Otten said what was happening there is the interest is being capitalized on the CD. Instead of the township actually receiving a check, it was being added to the CD. There was a notification that it was sent to the township, it just wasn't recorded on the general ledger that there was additional interest earned. Trustee Hopkins asked if they were just adding it to the principle and then re-establishing the CD at that value but it wasn't properly entered in the ledger. Mr. Otten said that was correct. Trustee Cox asked if this had anything to do with deposits. Mr. Otten said no. It was just a

paper transfer. Trustee Hopkins said it was an accounting error; no money missing. Trustee Cox asked Supervisor Allan if he made the deposits. Supervisor Allan said most of the time he does and sometimes Office Manager Jackson does. Trustee Cox said he had a bank come to him saying we were trying to deposit checks into the wrong bank. He asked who is responsible for backing up QuickBooks. Attorney Daugherty's understanding is, after speaking to Mr. Otten, that we are doing that now and it is being brought up to speed and backups are being done now. Trustee Cox asked if there were any other things we should know. Mr. Otten said no. Trustee Hopkins ask Mr. Otten if Trustee Cox or anyone from the board called him referencing this audit before today. Mr. Otten said no. Trustee Hopkins asked the board if anyone called the office with questions regarding the audit. Trustee Cox said he asked at the last meeting. Trustee Foley thanked Mr. Otten for coming to the meeting. He said he had read the audit and found minor things that should be corrected.

REPORTS BY OFFICERS None

APPROVAL OF BILLS

Motion to approve General Assistance bills for **\$8,052.83** was made by Trustee Foley and seconded by Trustee Stack. Roll call found the vote unanimous. Motion passed.

Motion to approve Road and Bridge bills for **\$134,425.88** was made by Trustee Foley and seconded by Trustee Hopkins. Roll call found the vote unanimous. Motion passed.

Motion to approve Town Fund bills for **\$61,135.64** was made by Trustee Hopkins and seconded by Trustee Stack. Roll call found the vote unanimous. Motion passed.

Motion to approve Senior Center bills for **\$3,850.31** was made by Trustee Foley and seconded by Trustee Hopkins. Roll call found the vote unanimous. Motion passed.

CORRESPONDENCE None

UNFINISHED BUSINESS

Collinsville Township & Collinsville Food Pantry Food and Gift Basket Giveaway – A reminder that the deadline for submitting names for food and gift basket is December 13, 2019.

Update on Senior Citizen Center Programs and Director Vacancy – Trustee Cox said people have asked him where April had gone. Attorney Daugherty said this is a personnel matter. Trustee Cox said people have asked if the yoga program is going away. Trustee Hopkins asked Trustee Cox how long April has been gone. Trustee Cox did not know. He was not notified of anything. Trustee Hopkins said it was announced at the last meeting. Trustee Hopkins has been volunteering at the senior center because he knew no one was up there. He has been helping with calling bingo, answering phones, and helping in the kitchen. He had asked Office Manager Jackson if there was anything he could do to help. Trustee Hopkins said the interviews were conducted earlier this week and the person picked was sent for a physical and there is a background check in progress. Hopefully, by the first of next week we will have a new director. Trustee Cox wants a new director here full-time. He wants to know the process in trying to find somebody. The center needs someone full-time, not just Trustee Hopkins coming in. Attorney Daugherty's understanding from this cacophony is that a lot of stuff has been happening and that there is a candidate who has been selected. Hopefully by the end of next week there will be a new director in the building working full-time and making sure all programs are running. Trustee Cox asked if more than one person interviewed. Supervisor Allan said there has been three people interviewed. Trustee Cox just wants an open and fair process. Attorney Daugherty said these positions have all been posted and listed publicly on Indeed.com and there was a wide variety of candidates. This was narrowed down to a smaller field of candidates who received interviews. Trustee Cox asked if it was okay to ask about our senior director. Attorney Daugherty said his opinion is that

trustees are here as auditors. They are here to watch funds. Trustees typically do not participate directly in personnel matters. The hiring and firing of personnel with the township is that of the supervisor. You are well within your rights as a citizen of Collinsville Township to be asking questions. However, that is not really within your purview as a trustee to be making hiring decisions.

Update on Soil Testing of Vacant Lot – Trustee Hopkins has sent out five different RFPs to five different companies asking for services. Three companies have responded. The cost has ranged from \$1995.00 to \$2800.00. In speaking with Supervisor Allan, the lowest bidder was hired. Phase 1 should be done in three weeks. The company chosen pointed out that the city report only had one address and that the building had four addresses. They said by law the demolition company should have had one for each address. They will check to see if the city has given all the information to us. Trustee Cox did all he could do because the grant was being voted on two days later and we only meet once a month. The city of Collinsville knows about this lot. They wrote one address but maybe they meant the whole thing. Keller Construction did the fill. Did they have to get the permit? If this company finds something wrong with the lot it will not be our fault. It would be the city of Collinsville and Keller Construction because they are the ones who said it was okay. Trustee Cox said it would be opening up a can of worms with the EPA if they find something in the lot. They might have to drill under the senior center. Trustee Hopkins said they will not go under existing buildings. Trustee Hopkins said the bid was given to Tetra Tech in Collinsville. Trustee Foley said he witnessed when the building was torn down. Unless Keller Construction contracted out, there were no Keller employees or Keller trucks there. Attorney Daugherty said the EPA keeps records on what is discovered. Trustee Hopkins said all of that will be disclosed in the Phase 1 report. Trustee Cox said Tek Lab told him if anything is under there you would just seal it in. The city of Collinsville said the study was done and there were no known contaminants and no asbestos found. It was permitted to Keller Construction. This was free money that we were going to get that we otherwise wouldn't have. We have wanted this lot. Why didn't anybody think about getting the land tested before. Trustee Stack said \$125,000 is outrageous for that lot. We had the study paid for and the entire lot paved by the bank, who was the owner, for less than \$100,000. Trustee Cox asked Trustee Stack if he did not see a need for the lot. It is not directly coming out of any Collinsville Township tax dollars. It is a grant. Trustee Stack said it is a questionable grant. Trustee Foley said it was pay for play. Trustee Cox asked him to explain. Supervisor Allan moved on to the next agenda item.

NEW BUSINESS

City of Collinsville Joint Review Board Annual Meeting – The meeting will be held on Wednesday, December 11, 2019 at 10:00 a.m. at Collinsville City Hall, Council Chambers, 125 South Center Street, Collinsville, Illinois.

Vote on the Levy – Trustee Foley noted that Edwardsville Township is raising their levy by 4.9% in all areas. Several other townships are also going up. If we keep going with a zero levy, we are going to get in trouble. We will be in debt again. Motion to approve the Road & Bridge levy for next year was made by Trustee Hopkins. Trustee Cox doesn't think this is about the Edwardsville Township. It is about Collinsville Township. Trustee Cox said Trustee Foley is upset because we are levying zero. This exact issue is why he asked Mr. Otten to explain number two earlier. We are in violation of the law. That is why we have to make it zero. The auditor recommends utilizing excess funds for current expenditures or reducing the levy into each of the funds with the excess. We are going to be in violation of the law for another few years. Trustee Cox wants next year's budget to be in line with what we are going to be levying. Motion seconded by Trustee Stack. Roll call found the vote unanimous. Motion passed.

Motion to approve the Township levy for next year was made by Trustee Hopkins and seconded by Trustee Stack. Roll call found the vote four ayes and one nay. Motion passed. Trustee Foley was the nay vote.

ASSESSOR POLETTI'S COMMENTS None

ADJOURN

There being no further business to come before the board, Supervisor Allan asked for a motion to adjourn. Motion made by Trustee Foley and seconded by Trustee Stack to adjourn the meeting. Roll call found the vote unanimous. Motion passed. Time 7:56 p.m.

Terry Allan, Township Supervisor

Cathy Allison, Township Clerk