

# Township of Hampshire



County Of Kane

State Of Illinois

## Minutes

June 13, 2023

The Board of Trustees met at the Hampshire Township Administration Offices at 170 Mill Ave., Hampshire, IL on the 13<sup>th</sup> day of June, 2023 at 7:00 pm.

Jody Remakel, Supervisor;  
Dan Rowlett, Hwy Commissioner;  
Rebecca Penkaty, Assessor;  
Lori Marwig, Clerk;

Bob Becker, Trustee;  
Dale Drendel, Trustee;  
Steven Gustafson, Trustee;  
Roger Paddock, Trustee;

1) The meeting opened with the pledge to the flag. Mrs. Remakel then asked for any changes or additions to the agenda. There were none.

2) Minutes. The Board reviewed the Board of Trustee Minutes from May 9, 2023. A motion was made by Trustee Paddock to approve them as presented. Trustee Drendel seconded the motion and it was approved unanimously by all those present. The Board then reviewed the Budget & Appropriations Hearing Minutes from May 9, 2023. A motion was made by Trustee Gustafson to approve them as presented. Trustee Paddock seconded the motion and it was approved by all those present.

3) Treasurer's Report. The Board reviewed the May Treasurer's report. A motion was made by Trustee Paddock to approve the May Treasurer's report. Trustee Gustafson seconded the motion and it was approved by all those present. A roll call vote was taken.

Trustee Gustafson Aye Trustee Becker Aye Trustee Drendel Aye Trustee Paddock Aye  
Supervisor Remakel Aye

4) Public Comment. There was none.

5) Reports

Assessor: Assessor Penkaty reported that she has been busy. The measuring at Tamms Farms is up to date at this time. There are about 20-30 more homes that will need to be measured once they are completed. She will begin measuring at Prairie Ridge next week. She noted that 3 of the 4 townhomes in Prairie Ridge are completed. Ms. Penkaty reported that all the permits are now up to date.

Highway Commissioner: Mr. Rowlett thanked the Township Board for allowing him to become the Highway Commissioner as he has big shoes to fill. They have finished mowing the entire Township. They also mowed the back section of Doty Cemetery. Mr. Rowlett reported that they had Starks & Son replace a culvert on Getzelman Road. The road crew did some patching on County Line Road. The tiger mower is back after being repaired. At this time, Mr. Rowlett does not have any excess equipment.

Supervisor: Supervisor Remakel reported that the audit has been delivered to Sikich. There were some items that were being sent electronically and they are now there. Ms. Remakel has hired an office assistant, Ashley, and has been training her. Ashley is proficient with QuickBooks and is a critical thinker, so anticipates her being a good fit. Ms. Remakel attended the Village TIF meeting. The TIF district continues to not generate enough revenue to pay the bonds. The TIF expires in 7 years, so she anticipates them asking for a renewal. Mrs. Remakel then reported on the conversations she has been having with the contractor regarding the building addition. They are not great with communication, and have missed their end of May

## Township of Hampshire Minutes (Cont'd)

start date. Ms. Remakel has been working on some of the items needed for the Decennial Committee. The budgets have been entered into Quick Books.

### 6) Old Business.

Ratification of Oath of Office for Highway Commissioner. A motion was made by Trustee Gustafson to approve the ratification of the oath of office for the Highway Commissioner. Trustee Drendel seconded the motion and it was approved unanimously by all those present.

### 7) New Business.

Cemetery Boundary Issue Update. Ms. Remakel reported on the handout she gave to all the Trustees in regards to the boundary issue with Center Cemetery and Crown Development. After going over the issue and what needs to be done, the township board is in agreement of holding a special meeting to receive permission to sell the 1 foot of land that had been donated to Crown back to Crown.

Approval to Schedule Special Town Meeting. A motion was made by Trustee Becker to schedule a Special Township Board Meeting on July 11, 2023 at 6:30pm. The motion was seconded by Trustee Gustafson and approved unanimously by all those present.

Review of Public Comment Policy. After reviewing the policy it was determined that this item will be tabled. Supervisor Remakel and Clerk Marwig will work on reviewing the policy and come back to the Board with the updates.

Approval to designate OMA Officer. A motion was made by Supervisor Remakel to appoint Clerk Marwig as the OMA officer. Trustee Drendel seconded the motion and it was approved unanimously by all those present.

Approval to designate FOIA Officer. A motion was made by Supervisor Remakel to appoint Clerk Marwig as the FOIA officer. Trustee Drendel seconded the motion and it was approved unanimously by all those present.

Certification(s) Reminder. Supervisor Remakel reminded everyone that they need to turn in their certifications once the OMA and Sexual Harassment training is done or if it has been done already.

8) Correspondence. Supervisor Remakel read a letter regarding the Personal Property Replacement Tax Allocation Statement. It appears that the State will be taking a larger allocation than they have in the past.

### 9) Board of Trustee Comments.

Policy of Subsidized Graves. This is tabled.

TOI Class July. July 27<sup>th</sup> there is a TOI Class in Rockford. A head count was taken of all that would like to attend. Clerk Marwig will get everyone signed up.

Credit Card Policy Discussion. Supervisor Remakel reported that one of the suggestions from Sikich is that we should have a credit card policy. She will look into this more.

### 10) Hampshire Township Development.

Parking Lot Addition Update. Supervisor Remakel reported on behalf of Mr. Walker. It was reported that the concrete has been poured inside the garage. The roof is completed and ½ of the siding is up at this time. The building has also been insulated.

Administration Building Addition Update. Supervisor Remakel reported that she has been having some issues with the contractor. They are not very responsive. At the last minute they are asking for soil samples and concrete samples. Ms. Remakel also spoke about her conversations with the contractor. It was also found that the building permits were not part of the bid. Are there more unknown permits? She has been in contact with our attorney and we could be within our rights to terminate the contractor. After much discussion it was determined by the Board to stay with Efraim, but that if Ms. Remakel need to hire a project manager to interpret

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the requests of the contractor and to make sure things were being done correctly, she could do so. Ms. Remakel is going to speak to Allen Drewes to see if he would be interested in being the project manager for this.

5-10 Year Goals. Tabled.

11) Approval of Current Bills. Invoices for the Road Fund and Town Fund were reviewed and audited by all Trustees present. A motion was made by Trustee Paddock to pay the June bills. Trustee Gustafson seconded the motion and it was approved unanimously. (Warrants and signatures are attached hereto). A roll call vote was taken.

Supervisor Remakel Aye Trustee Gustafson Aye Trustee Becker Aye Trustee Drendel Aye  
Trustee Paddock Aye

There was an expense report for an elected official.

For Highway Commissioner Rowlett there was an expense report of \$46.50 for mileage reimbursement. A motion was made by Trustee Gustafson to approve the expense report. Trustee Becker seconded the motion. A roll call vote was taken.

Trustee Drendel Aye Trustee Paddock Aye Supervisor Remakel Aye Trustee Gustafson Aye  
Trustee Becker Aye

12) Closed Session. There was no closed session.

13) There being no further business, a motion was made by Trustee Gustafson to adjourn the meeting. The motion was seconded by Supervisor Remakel, and then carried unanimously. The meeting closed at 7:31 p.m.

Approved on:

Respectfully Submitted:

Lori Marwig  
Township Clerk