

**Elgin Township Board**  
**729 S. McLean Blvd Elgin, IL 60123**  
**Meeting of July 13, 2015**

The regular meeting of the Town of Elgin, Illinois, was held on July 13, 2015, in the Board Room of the Elgin Township Building. The meeting was called to order by Supervisor Annette Miller at 6:00 p.m. The Pledge of Allegiance was led by Clerk Wallett.

**ROLL CALL**

Roll call was answered by the following Board Members: Supervisor Miller, Trustee Johnson, Trustee Pelock, and Trustee Hudgens. **Quorum was established.** Trustee Endean arrived after roll call.

**PUBLIC COMMENT**

No public comments.

**APPROVAL OF THE JUNE 8, 2015 REGULAR TOWN BOARD MEETING MINUTES**

A motion was made by Trustee Pelock to approve the minutes of the June 8, 2015 Regular Town Board Meeting. Motion seconded by Trustee Johnson. Grammatical corrections were made and discussion was held. **Motion carried 3-0-1**

**APPROVAL OF THE JUNE 8, 2015 PUBLIC HEARING GENERAL TOWN**

A motion was made by Trustee Pelock to approve the minutes of the June 8, 2015 Public Hearing General Town. Motion seconded by Trustee Johnson. Discussion was held. **Motion carried 3-0-1**

**APPROVAL OF THE JUNE 8, 2015 PUBLIC HEARING GENERAL ROAD**

A motion was made by Trustee Pelock to approve the minutes of the June 8, 2015 Public Hearing General Road. Motion seconded by Supervisor Miller. Discussion was held. **Motion carried 3-0-1**

**OLD BUSINESS**

**Review & Audit of Township Bills/Funds:**

A motion was made by Trustee Hudgens to approve the Board Audit report for the period of 6-9-2015 through 7-10-2015 in the amount of \$20,041.47 and \$3,526.82 for General Town and Road Funds, respectfully for a total of \$23,568.29. Motion seconded by Trustee Pelock. Discussion was held. **Motion carried 4-0-0**

A motion was made by Trustee Hudgens to approve the Board Audit report for 7-13-2015 in the amount of \$51,433.65 and \$93,018.67 for General Town and Road Funds for a total of \$144,452.32. Motion seconded by Supervisor Miller. Discussion was held.

**Motion carried 4-0-0**

**NEW BUSINESS**

**1. Website Update**

Designer has met with Supervisor Miller and her staff. Plan for Road Commissioner and Assessor to meet with designer as well to discuss specific needs. Hourly rate is \$70.00 per hour. Trustee Hudgens commented expenditures of \$20,000 or more needs to go out for bid. At this time estimated expense is under threshold.

**2. Newsletter Discussion**

Two quotes from Responsive Mailroom to produce a newsletter were reviewed by board. Debate ensued as to whether newsletter is needed or would updating township brochure be a better option. Mode of distribution was discussed in terms of whether traditional mailing or digital media would be more effective and cost efficient. Consensus was to update brochure with more detailed service information and have it designed to enable mailing if necessary.

**3. Sign Update**

Discussed City of Elgin sign ordinance. Board would like to move forward with acquisition. Trustee Hudgens to follow up with requirements and zoning variance if a request for variance will be needed.

**OTHER BUSINESS**

None

**SUPERVISORS REPORT**

Grant recipient interim reports for Ecker, AID, Administer Justice and Food for Greater Elgin were distributed. A letter of thanks was received from AID and monthly usage reports were available. Elgin Cares Prescription Drug Program costs to date \$1,903.75. Supervisor’s office will do follow up calls to those who have funds left. New application period to begin in November. Board invited to Hamilton Wings upcoming event.

**TRUSTEE COMMENTS**

Trustee Hudgens requested the township review maintenance and service contracts specifically for HVAC, plumbing and electric and obtain current quotes. Quotes should contain an hourly rate for service and be done every 2-3 years.

Trustee Pelock is working on a list of additional questions that may be helpful to put on grant questionnaire at funding time. She will provide to Supervisor Miller prior to next funding for review and further Board input.

Trustee Endean expressed sadness for township employees who had recent deaths in their families.

**ADJOURNMENT**

A motion was made by Trustee Pelock to adjourn the meeting at 6:57pm. Motion was seconded by Trustee Endean. **Motion carried 5-0-0**

The Elgin Township Board of Trustees stands adjourned until Monday, August 10, 2015 at 6:00pm.

Respectfully submitted by Town Clerk Laura Wallett

_____	_____
Laura Wallett, Town Clerk	Date
_____	_____
Annette M. Miller, Supervisor	Date
_____	_____
J. Patrick Hudgens, Trustee	Date
_____	_____
Robert L. Johnson, Trustee	Date
_____	_____
Vicki Pelock, Trustee	Date
_____	_____
Randy Endean, Trustee	Date