



MINUTES, TOWNSHIP BOARD  
DEKALB, ILLINOIS  
October 14<sup>th</sup>, 2020

Due to the Governor's order restricting gatherings of 10 or more people, and in an effort to restrict the spread of COVID 19, the Township reserves the right to restrict attendance to the meeting. The Township encouraged anyone who wished to attend the Town Board meeting to do so. Should we be unable to safely accommodate social distancing guidelines, the Township Board reserves the right to adjourn until such time (and place) when social distancing is possible.

The meeting was called to order at 6:00p by Supervisor Teboda at the Township offices located at 2323 S. Fourth Street in DeKalb, Illinois. Roll was taken, those present were: Supervisor Teboda, Highway Commissioner Smith, Assessor Dyer, Trustees Hess, King and McNett; Trustee Flavin was absent.

The Pledge of Allegiance said by all in attendance.

**Town Hall Public Comments:** Mark Charvat welcomed the newest Trustee to the board. Continued to raise concerns regarding the website and the fact that the agenda and meeting packet, for tonight's meeting, was not posted until 5p today, with partial information before that. Materials should be made available for Trustees and the public. New Business items D, E, F and G did not have supporting documents. In the expenditures section, page 3 of the packet, the Supervisor's pay has a \$4,000 difference from September to October and would like to know why. Also, not seeing an expenditure regarding the Advisory role of Jennifer Johnson during September or October. The details need to be made public.

Supervisor Teboda's responses:

By law, only the agenda has to be posted on the website. The board will determine if the packet will be posted. Some documents are readily available to post prior to a meeting.

Item D regards the Committee on Youth and is not active right now.  
Item F is an Election mandate.

The difference in the Supervisor's pay from September to October is catch up pay from August and September. Ms. Teboda has been working with Township Attorney and her Accountant to determine processes and procedures.

The Township has not received a bill from Ms. Jennifer Johnson for her services; therefore the information cannot be contained in bills to pay nor published.



## Reports:

**Supervisor Teboda:** A lot is going on, Ms. Teboda has discovered that being Supervisor is not an hour here and there position. Ms. Teboda received a call from the state regarding our audit, she contacted the auditing company and an extension for our filing has been granted.

Early Voting will begin in our building on October 19 and end on October 31<sup>st</sup>. Discussions on staff safety have taken place and Highway Commissioner Smith has implemented some protocols for the duration of Early Voting. The building will be cleaned every night at the expense of the County Clerk's office, there will be no public access to the bathrooms and no entry access points will be established with tape. Township staff will enter the building through the back door. Plexiglas dividers will be installed for Karen's desk. The Assessor's office staff will most likely work from home.

The Township received a thank you note from Carol Tamblen regarding the beautiful condition of Oakwood Cemetery.

The annual T.O.I. conference is next and is being conducted virtually, if interested please contact Karen for registration. Highway Commissioner Smith will pay and the Township will reimburse.

Sexual Harassment training is required by law, if you have not taken the training yet please do so by tomorrow and turn your certificate into Karen. If you have completed the training please turn your certificate in to Karen, if you have not already done so.

Paul Calligan from the 2-1-1 board contacted the Township and has requested that the board donate again. Supervisor Teboda will reach out after the 1<sup>st</sup> of the year.

The May issue of the magazine, Township Perspective, recognized Highway Commissioner Smith and past Supervisor Johnson for two programs the Township sponsored. Meals to children and cleaning supplies given to Hope Haven; funds were provided for these programs by approval of the board.

It is time to pass a resolution regarding the salaries of Elected Officials during the next four year term. We will discuss tonight, no action will be taken because it is not an agenda item. The matter will need to be voted on during the November meeting. Supervisor Teboda put a spreadsheet together showing current salaries and the history of raises given. Four years ago a decision was made to bring the salaries on track with similar Townships of or size. Supervisor Teboda is suggesting a salary freeze for one year and the COLA increases for the next three years. Supervisor Teboda will put the resolution information together for action at the November meeting.





Highway Commissioner Smith and Supervisor Teboda have met with Karen Gumino to discuss her current role with the Township. There have been many changes to her job description and they are working to update.

Trustee Hess is working on reconvening the Committee on Youth and will move forward.

Supervisor Teboda is putting together an Elected Officials cheat sheet for the upcoming new board for next year. It will be an orientation packet intended to bring a comfort level to the new officials.

Supervisor Teboda has signed her compensation letter, which is included in tonight's board packet. She had to evaluate what she was getting into, in order to figure out what would be fair to her and the Township. The decision was for her compensation to be \$2,750 per month. This is approximately one third of the total monthly compensation (salary and benefits) of the approved budget for the monthly supervisor's compensation of \$9,226. Supervisor Teboda's compensation was retroactively adjusted from August 13<sup>th</sup>, 2020.

Former Supervisor Johnson has signed her Advisory role contract with the Township and has provided a memo on the projects needed to complete. Some of the projects have been completed.

**Clerk Kunde:** Early voting begins on October 19<sup>th</sup> and the Township building will not be utilized as an Election Day Registration Center.

**Road Commissioner Smith:** During Early Voting the building will be cleaned on a nightly basis and the DeKalb County Clerk, Doug Johnson has agreed to reimburse the Township for the expense. The Election Judges will not have access to the kitchen area and will be restricted to the front bathrooms.

Highway Commissioner Smith reached out to DeKalb County Community Gardens to use the newly purchased land; they do not have the manpower to utilize the area. There are talks, with the Boy Scouts, to garden on the plot of land for DCCG.

A cost comparison was done regarding the cemeteries; contract out vs. Road District doing the maintenance. The Township is experiencing a cost savings utilizing Township staff. More care is taken and the cemeteries have never looked as good as they do now. Keeping the work in-house has saved the Township taxpayers approximately 150K to 180K.

We have reached out to homeowners, in the Township, by sending out letters for leaf collection. It is a new program that we are trying out this year.



**Assessor Dyer:** Assessments were published on 10/1. The Board of Review filing deadline is 10/31. Not much more is going on, they are visually inspecting properties. There is a one year only special assessment based on condition of the property.

**Trustee King:** Students are doing learning on line and hybrid. N.I.U. is at the alert stage for COVID-19. Homecoming week just took place. They are preparing for next year's registration, Spring Semester. There will not be a Spring Break and the semester will end on April 30<sup>th</sup>.

**Trustee Flavin:** Absent.

**Trustee Hess:** Thank you for installing her as a board member. Will be participating in the T.O.I. virtual conference. Next Thursday the City of DeKalb and N.I.U. will cosponsor a virtual discussion with Dr. John A. Powell entitled "Belonging" Would like to put the flier on our website and Facebook page so our public is aware of the discussion.

**Trustee McNett:** Stated the he likes the way the website is shaping up. The Sexual Harassment training was easy to complete. Apologized for missing last month's meeting. Welcomed Trustee Hess to the board.

#### **Bill Paying:**

A motion was made by Trustee McNett to approve the September audit report and October bills to pay and was seconded by Trustee King. Motion passed. A roll call vote was taken: Supervisor Teboda: Aye; Trustee King: Aye; Trustee Flavin: absent; Trustee Hess, Aye and Trustee McNett: Aye. Motion passed.

A motion to approve and file the September Treasurer's budgetary report was made by Trustee McNett and seconded by Trustee Hess. A roll call vote was taken: Supervisor Teboda: Aye; Trustee King: Aye; Trustee Flavin: absent; Trustee Hess, Aye and Trustee McNett: Aye. Motion passed.

#### **New Business:**

Agenda items:

Section VIII, A. Approval of the Regular Meeting Minutes of September 9<sup>th</sup>, 2020. A motion was made by Supervisor Teboda and seconded by Trustee King. Motion passed.

Section VIII, B. Approval of the Special Meeting Minutes of September 23<sup>rd</sup>, 2020. A motion was made by Trustee King and seconded by Trustee McNett. Motion passed.

Section VIII, C. Approval of Resolution 2020-002 the Awarding of Annual Social Service Grants. Supervisor Teboda and Trustee Hess have met to review the requests. Discussion has taken place to pay out full amount in November in lieu of 2 payments that have taken place in





the past. The requirement to have the recipients come the Township and pick up their check and attend a Township meeting has been cancelled. The new requirement is to have acknowledgment, of the grant from the Township, placed on their website. DeKalb County Community Gardens and Barb Food Mart may now be given a grant through our food pantry line item.

Development of a partnership with the Salvation Army is being discussed. Supervisor Teboda will put together a recommendation for next month's meeting. Trustee King expressed concerns with the Salvation Army and their stance on the LGBTQ community. Supervisor Teboda will follow up with Salvation Army, Adventure Works and the Y.M.C.A. for more clarification on how the Townships residents will be served with the grant.

We could possibly have a grant balance which would enable us to make a Spring award.

The vote has been tabled until the November meeting.

Section VIII, D. Consideration of Committee in Youth Grant Request for Basic of DeKalb County. The amount requested is \$750 and will be used for a Toddler Garden in conjunction with the DeKalb Park District. A motion was made by Supervisor Teboda to approve the \$750 Grant award and was seconded by Trustee McNett. A roll call vote was taken: Supervisor Teboda: Aye; Trustee King: Aye; Trustee Flavin: absent; Trustee Hess, Aye and Trustee McNett: Aye. Motion passed.

Section VIII, E. Approval of 2020 General Election Day Closure of DeKalb Township building on November 3<sup>rd</sup>, 2020. A motion was made by Trustee King and seconded by Trustee Hess. Motion passed.

Section VIII, F. Discussion and Approval of Policy Regarding Duration of Website Posting of Board Meeting Information. Tabled until November meeting.

Section VIII, G. Discussion and Approval of Employee Travel Quarantine Policy. No vote was taken. Quarantine Policy, if travel took place to a "Hotspot" then the employee would need to quarantine for 14 days if exposed to COVID-19. The decision was made to make this a recommendation to employees and not a policy.

Section VIII, H. Approval of Warrant Recognizing Official Appointments of Nancy Teboda as Township Supervisor and Mary Hess as Township Trustee, for the remainder of the term. A motion was made by Trustee McNett and seconded by Trustee King. Motion passed.

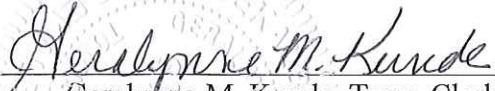
**Old Business:** None

**Next Regular Meeting:** Will be on November 11<sup>th</sup>, 2020 at 6:00pm at the Township offices.

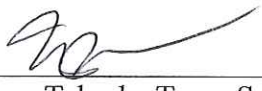


A motion to adjourn was made by Trustee McNett and seconded by Trustee Hess. Motion passed. The meeting adjourned at 8:13pm.

Respectfully submitted  
Geraldynne Kunde, DeKalb Township Clerk



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Geraldynne M. Kunde, Town Clerk



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Nancy Teboda, Town Supervisor