

Workhorse Step Van

Vehicle Timeline and Evidence

Workhorse Step Van

August 2020

There have been three vehicle purchases that have been titled, licensed, insured and repaired by Avon Township.

Workhorse Step Van (referred to as Peapod Truck, truck, Step Van, Food Truck)

1. Purchased and paid for by Terry Wilke on 6/29/17. The title was issued to Avon Township. On 5/13/19, municipal plates were purchased by Avon Township. Document Packet 1 contains the evidence. In this document all evidence packets will be referred to as Doc with a number.
2. Board informed of purchase on 7/10/17 (Doc 2)
3. A notarized document on 8/23/17 of intent and responsibility for repairs, insurance, title and maintenance was signed by Terry Wilke. There is no evidence for any discussion, vote, or knowledge of said document for the entire year of 2017, 2018, 2019 to present. The first time the board heard about a contract is at the July 21, 2020 meeting. It was emailed to trustee on 7/22/20. Further there is no evidence of any payment mentioned in the document (Doc 3).
4. The Avon Township accountant collected and informed the Board of all expenses for the Step Van and the latest insurance bill/policy verifies payment of all gas, repairs, and insurance (Doc 4).
5. Transfer of title of Step Van to the Avon Cares Food Pantry search revealed no vote or discussion on transferring the title from October 2019 through July 2020. On 6/16/20, Supervisor Wilke mentioned he bought the Step Van for the Food Pantry. It was a regular practice to include picking up food for the pantry in the Superintendent Reports. The title and all expenses for the Step Van were in the Avon Township name from the date purchase through July. There is no agreement with Avon Cares on the use or payment in the meeting minutes or documents. The Board did know that the Step Van was used to pick up food for the Food Pantry but there is no evidence that they did not believe the Township owned it. There are numerous times the Step Van is referred to as owned by the Township included are minutes with that sentiment stated by Terry Wilke on 11/19/18. At the 7/7/20 meeting the Supervisor informed the board that the title of the Step Van was transferred to the Avon Cares Food Pantry. There is also discussion on the transfer of title and his ownership of the Step Van on 7/21/20. A title change was discovered on July 9, 2020 through a google search by a community member as a result of statements made by Supervisor Wilke at the July 7, 2020 meeting. This search was sent to Trustee Bauman. Clerk Kearby, responded to questions from the Trustee and statements made at the 7/21/20 meeting by calling the DMV. It was reported by the DMV that the paperwork had a sale date of July 1, 2020. Title changes are only allowed on or after the sale date. They do not transfer any titles unless a sale date is noted in the documents. (Doc 5)

Summary:

1. The Supervisor referred to the Step Van as Township property it is noted in the Supervisor's Report at the 7/10/17 meeting and in the minutes on 11/19/18 meeting. It was general knowledge that the Step Van was owned by the Township because it was titled, insured, repaired and licensed under Avon Township. None of the expenses associated with the Step Van were preapproved by the Board. In addition, there was never a discussion on what repairs were needed or the condition of the Step Van at purchase.
2. The "contract" signed and notarized on August 23, 2017, was first heard of at the July 21, 2020 board meeting. Trustee Bauman even questioned, what contract. It was emailed to the Board members by Terry Wilke on July 22, 2020. There are no signatures of Board members on the

document, no motion to approve the document in any of the meeting from 2017 to present, no acceptance or discussion of said contract. Furthermore, there is no documentation of any payment of \$1.00 lease from Avon Township as noted in the contract.

3. There is no motion or discussion or mention of changing the Step Van title over to the Avon Cares Food Pantry. Even with the statements from the Township Attorney that property has to transferred by the electors. Clearly, the Step Van title was changed after July 1, 2020.

Document 1

CERTIFICATE OF TITLE OF A VEHICLE

VEHICLE IDENTIFICATION NO

5B4HP42VX43387083

5B4HP42VX43387083

YEAR

2004

2004

MAKE

WORKHORSE

WORKHORSE

MODEL

STEP VAN

BODY STYLE

TRUCK

TITLE NO.

17193692629

DATE ISSUED

07/12/17

ODOMETER

CCM

MOBILE HOME SQ. FT.

PURCHASED

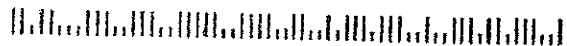
06/29/17

USED

TYPE/TITLE

ORIGINAL

MAILING ADDRESS



AVON TOWNSHIP
433 E WASHINGTON ST
ROUND LAKE PARK IL 60073-3018

LEGEND(S)

MILEAGE NOT REQUIRED

OWNER(S) NAME AND ADDRESS

AVON TOWNSHIP
433 E WASHINGTON ST
ROUND LAKE PARK IL 60073-3018



FIRST LIENHOLDER NAME AND ADDRESS

SECOND LIENHOLDER NAME AND ADDRESS

RELEASE OF LIEN

The Lienholder on the vehicle described in this Certificate does hereby state that the lien is released and discharged.

Full Name

By

Signature of Authorized Agent

Date

Full Name

By

Signature of Authorized Agent

Date

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

- ☐ 1. The mileage stated is in excess of its mechanical limits.
☐ 2. The odometer reading is not the actual mileage.
WARNING-ODOMETER DISCREPANCY.

"If this vehicle is one of more than 5 commercial vehicles owned by me, I certify also that the vehicle is not damaged in excess of 33 1/3% of its fair-market value unless this document is accompanied by a salvage application."

ODOMETER READING **NO TENTHS**

Signature(s) of Seller(s)

Printed Name(s) of Seller(s)

I am aware of the above odometer certification made by seller.

Signature(s) of Buyer(s)

Printed Name

DATE OF SALE

I Jesse White, Secretary of State of the State of Illinois, do hereby certify that according to the records on file with my Office, the person or entity named hereon is the owner of the vehicle described hereon, which is subject to the above named liens and encumbrances, if any.
IN WITNESS WHEREOF, I HAVE AFFIXED MY SIGNATURE AND THE GREAT SEAL OF THE STATE OF ILLINOIS AT SPRINGFIELD

CONTROL NO.

M9103149



Jesse White

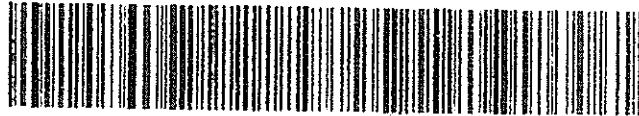
JESSE WHITE, Secretary of State

DO NOT ACCEPT TITLE SHOWING ANY ERASURES, ALTERATIONS OR MUTILATIONS

MUST BE COMPLETED BY SELLER

DO NOT DETACH UNTIL SOLD
NOTICE OF SALE

SEE INSTRUCTIONS ON REVERSE



WORKHORSE

2004

5B4HP42VX43387083

Vehicle Make

Vehicle Year

Vehicle Identification Number (VIN)

Date

Name of Seller (Current Registered Owner)

Name of Buyer

Complete Address of Seller

Complete Address of Buyer

City

State

ZIP

City

State

ZIP

Under penalties of perjury, I hereby certify that the foregoing is true and correct under the laws of the United States.

Seller's Signature

Printed Name of Seller

Date

FIRST REASSIGNMENT
DEALER ONLY

The undersigned hereby certifies that the vehicle described in this title is free and clear of all liens, except as noted, and has been transferred to the following printed name and address:

Name of Purchaser _____ Street _____ City _____ State _____ Zip _____

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

- ☒ NO TENTHS
☐ 1. The mileage stated is in excess of its mechanical limits.
☐ 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY.

ODOMETER READING _____

Date of Sale _____

Dealer's Name _____

Dealer No. _____

Agent's Signature _____

Printed Name (same as signature) _____

I am aware of the above odometer certification made by the seller/agent.

Signature of Buyer/Agent _____

Printed Name (same as signature) _____

SECOND REASSIGNMENT
DEALER ONLY

The undersigned hereby certifies that the vehicle described in this title is free and clear of all liens, except as noted, and has been transferred to the following printed name and address:

Name of Purchaser _____ Street _____ City _____ State _____ Zip _____

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

- ☒ NO TENTHS
☐ 1. The mileage stated is in excess of its mechanical limits.
☐ 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY.

ODOMETER READING _____

Date of Sale _____

Dealer's Name _____

Dealer No. _____

Agent's Signature _____

Printed Name (same as signature) _____

I am aware of the above odometer certification made by the seller/agent.

Signature of Buyer/Agent _____

Printed Name (same as signature) _____

THIRD REASSIGNMENT
DEALER ONLY

The undersigned hereby certifies that the vehicle described in this title is free and clear of all liens, except as noted, and has been transferred to the following printed name and address:

Name of Purchaser _____ Street _____ City _____ State _____ Zip _____

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

- ☒ NO TENTHS
☐ 1. The mileage stated is in excess of its mechanical limits.
☐ 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY.

ODOMETER READING _____

Date of Sale _____

Dealer's Name _____

Dealer No. _____

Agent's Signature _____

Printed Name (same as signature) _____

I am aware of the above odometer certification made by the seller/agent.

Signature of Buyer/Agent _____

Printed Name (same as signature) _____

The undersigned hereby certifies that the vehicle described in this title is free and clear of all liens, except as noted, and has been transferred to the following printed name and address:

FOURTH REASSIGNMENT
DEALER-ONLY

ODOMETER READING: TENTHS

☐ 1. The mileage stated is in excess of its mechanical limits.
☐ 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY.

Date of Sale:

Dealer's Name:

Agent's Signature:

I am aware of the above odometer certification made by the seller/agent.

Printed Name (same as signature):

Signature of Buyer/Agent:

Printed Name (same as signature):

LAST REASSIGNMENT
DEALER-ONLY

The undersigned hereby certifies that the vehicle described in this title is free and clear of all liens, except as noted, and has been transferred to the following jurisdiction and address:

Name of Purchaser: Street: City: State: Zip:

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

ODOMETER READING: NO TENTHS

☐ 1. The mileage stated is in excess of its mechanical limits.
☐ 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY.

Date of Sale:

Dealer's Name:

Agent's Signature:

I am aware of the above odometer certification made by the seller/agent.

Printed Name (same as signature):

Signature of Buyer/Agent:

Printed Name (same as signature):

DO NOT ACCEPT TITLE SHOWING ANY ERASURES, ALTERATIONS OR MUTILATIONS.

VSD-40.24

NOTICE OF SALE INSTRUCTIONS

When a vehicle owner sells and/or releases interest in a vehicle that is titled in the State of Illinois, this form must be completed immediately and mailed to the Illinois Secretary of State, Vehicle Services Department, Record Inquiry Division, 501 S. Second St., Rm. 408, Springfield, IL 62756, to ensure that your responsibility for the vehicle is released.

Completion of this form does not satisfy the transfer of ownership requirements as set forth in the Illinois Compiled Statutes. Illinois law requires the owner of a vehicle to complete and sign the Assignment of Title section on the Certificate of Title to the buyer who must apply to the Vehicle Services Department for a Certificate of Title.

COPY

ORIGINAL
SENT
WITH
CHECK

GIVEN TO
CANDY
TO MAIL

Type or transaction(s):

422641D

Municipal

06 21

Do not write in Validation Area.

- ☐ Title and Plates
- ☐ Title and Transfer
- ☐ Title Only
- ☐ Duplicate Title
- ☐ Corrected Title
- ☐ Salvage Certificate
- ☐ Junking Certificate
- ☐ Plates Only
- ☐ Sticker Only
- ☐ Transfer Only
- ☐ Corrected ID Card
- ☐ Duplicate ID Card
- ☐ Single Plate Replacement
- ☐ Set of Plates Replacement
- ☐ Sticker Replacement
- ☐ Reclass of License Plates
- ☐ Resale of License Plates
- ☐ Other:

OWNER / PURCHASER INFORMATION

First Last Middle
Avon Township

Residence/Business Street Address

433 E. Washington St.

Round Lake Park

IL 60073



0864606789

Owner 1 DLFEIN #

Owner 2 DLFEIN #

VEHICLE INFORMATION

Vehicle Identification Number (VIN)

5B4HP42VX43387083

2004 Workhorse Step Van

Body Style Color
Truck White

8. Purchase Date

New ☐

Used ☐

Month Day Year
9. Current Odometer Reading
(No Tenth)

Actual ☐

Not Actual ☐

Rebuilt ☐

Flood ☐

Other Branded Title ☐

MCY C.C. ☐

Mobile Home Sq. Ft. ☐

Rental ☐

Lease ☐

In Excess of Mechanical Limits ☐

10 years or older (mileage not required) ☐

Check if G.V.W.R. over 16,000 pounds
(odometer reading not required) Yes ☐

Gross Weight (RV, RT, TRK, BUS, TRLR) For Hire ☐

of Axles ☐

10. Surrender Title Number and State

State:

11. File Number

12. Unit Number

MAKE SURE TO BE DIFFERENT THAN ABOVE

13. VEHICLE INSURANCE INFORMATION (TRAILERS EXEMPT)

CUSTOMER RECEIPT

TRP #:

Date:

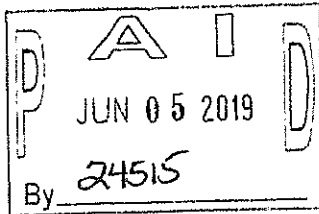
6/5/18

5-10-513

Control #:

0864606789

Printed by authority of the State of Illinois, July 2015 - 1 - VSD 190.25



Year
VIN

Make/Model

Name

Dealer #

Address

19. REASON(S) FOR CORRECTED OR DUPLICATE TITLE
State all reasons for corrections or duplication.

20. REASON FOR REPLACEMENT PLATES/STICKER

Lost ☐

Stolen ☐

Destroyed ☐

Requesting a Different Number ☐

Respacing ☐

21. WHEN REPLACING PLATES, YOU MUST CHECK ONE

I wish to be issued a random-number plate. ☐

I wish to retain my current plate number. ☐

22. BENEFICIARY INFORMATION

Name

Address

ZIP

Country

23. Daytime Phone Number (optional)

25. AUDITOR'S USE ONLY

TRP NUMBER

Tax Form Number

24. Signature(s)

847 546 1446

Circle All Attachments:
PCA Small Estate Affidavit Affirmation

Invoice Number

24515

Step Van

5/31/19

8.00

8.00

6/5/19

24515

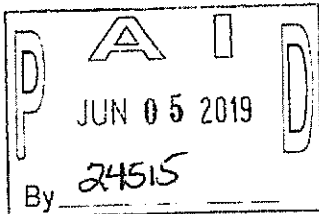
Secretary of State

\$8.00

COPY

ORIGINAL
SENT
WITH
CHECK

GIVEN TO
CANDY
TO MAIL



Type of Transaction(s):		422641 D		Municipal		06 20	
<input type="checkbox"/> Title and Plates <input type="checkbox"/> Title and Transfer <input type="checkbox"/> Title Only <input type="checkbox"/> Duplicate Title <input type="checkbox"/> Corrected Title <input type="checkbox"/> Salvage Certificate <input type="checkbox"/> Junking Certificate <input type="checkbox"/> Plates Only <input type="checkbox"/> Sticker Only <input type="checkbox"/> Transfer Only <input type="checkbox"/> Corrected ID Card <input type="checkbox"/> Duplicate ID Card <input type="checkbox"/> Single Plate Replacement <input type="checkbox"/> Set of Plates Replacement <input type="checkbox"/> Sticker Replacement <input type="checkbox"/> Reclass of License Plates <input type="checkbox"/> Resale of License Plates <input type="checkbox"/> Other:		Do not write in Validation Area.					
5. OWNER / PURCHASER INFORMATION							
First		Last		Middle			
Avon		Township					
First		Last		Middle			
Residence/Business Street Address		ZIP		IL		60073	
433 E. Washington St.		Round Lake Park					
Barcode		0864606789					
7. VEHICLE INFORMATION							
Vehicle Identification Number (VIN)							
5B4HP42VX43387083							
8. Purchase Date		New <input type="checkbox"/> Used <input type="checkbox"/>		Year		Make	
Month / Day / Year							
9. Current Odometer Reading (No Tenants)		Actual <input type="checkbox"/> Not Actual <input type="checkbox"/>		Rebuilt <input type="checkbox"/> Flood <input type="checkbox"/> Other Branded Title <input type="checkbox"/>		MCV C.C. <input type="checkbox"/> Mobile Home Sq. Ft. <input type="checkbox"/> Rental <input type="checkbox"/> Le <input type="checkbox"/>	
		In Excess of Mechanical Limits <input type="checkbox"/>		Check if G.V.W.R. over 16,000 pounds (odometer reading not required) Yes <input type="checkbox"/>		Gross Weight (RV, RT, TRK, BUS, TRLR) <input type="checkbox"/>	
10. Surrender Title Number and State		11. File Number		12. Unit Number			
#		State					
13. MAIL TITLE TO (IF DIFFERENT THAN ABOVE)							
Name							
Street Address							
City		State		ZIP			
14. VEHICLE INSURANCE INFORMATION (TRAILERS EXEMPT)							
Insurance Company Name							
(Do not list agent)							
Policy Number							
Expiration Date							
15. FIRST LIENHOLDER							
Name							
Street Address							
City		State		ZIP			
16. SECOND LIENHOLDER							
Name							
Street Address							
City		State		ZIP			
17. TRANSFER INFORMATION							
Year							
VIN							
18. SELLER'S INFORMATION (INDIVIDUAL OR DEALERSHIP)							
Name							
Address							
19. REASON(S) FOR CORRECTED OR DUPLICATE TITLE							
State all reasons for corrections or duplication							
20. REASON FOR REPLACEMENT PLATES/STICKER							
<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Destroyed <input type="checkbox"/> Requesting a Different Number <input type="checkbox"/> Respacing							
21. WHEN REPLACING PLATES, YOU MUST CHECK ONE							
<input type="checkbox"/> I wish to be issued a random-number plate. <input type="checkbox"/> I wish to retain my current plate number.							
22. BENEFICIARY INFORMATION							
Name							
Address							
ZIP		Country					
23. Daytime Phone Number (optional)							
24. Signature(s)							
1.		847 546 1446					
2.		[Signature]					
Your signature on the application authorizes the Secretary of State to lower the amount of your check if the fee submitted is greater than the fee required for mail-in transactions. We hereby affirm that the information is true and correct and, when applicable, will abide by the provisions of the Motor Vehicle Insurance Code.							
25. AUDITOR'S USE ONLY							
TRAP NUMBER		Tax Form Number					
Circle All Attachments: POA, Small Estate, Affidavit, Affirmation, Loan/Lease Agreement, Lien Release, Release of Interest, Death, Note Other(s):							

Need 2
\$800 checks
for Municipal Plates
made out to
Secretary of State

Document

2

7/5/17

Item 6a**Supervisors report**

- Completed changes to the Employee Policy, ~On 7/10/17 agenda
- Completed changes and Adoption of the new Board Policy, ~On 7/10/17 agenda
- Purchased a new truck for the Township.
- Sale of township property, ~On 7/10/17 agenda
- Updating Travel Policy, ~On future agenda
- Work on building, garage and grounds is progressing.
- Met with several financial advisors about maturing CD's
- Continuing diaper and essentials programs researching ways to integrate programs in to Food Pantry.
- Continuing medical equipment loan program, a future expenditure for steam cleaning equipment is likely and a permanent line item for repair parts will be necessary. ~On future agenda
- Met with Bob Kula about grounds improvements.
- Met with new Food Pantry Board.

**AVON TOWNSHIP MINUTES
MONTHLY BOARD MEETING
433 E. Washington Street, Round Lake Park, IL 60073
Monday - July 10, 2017
7:00 PM**

1. Call Meeting to Order at 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call

Trustee Bauman – present Trustee Law – present Trustee Neff – present
Trustee Vaughn – present Supervisor Wilke – present Quorum Present

4. Approval of Minutes :

A motion was made by Trustee Law and seconded by Trustee Vaughn to approve the June 12, 2017 minutes.

Trustee Vaughn – aye Trustee Bauman – aye Trustee Law – aye
Trustee Neff – aye Supervisor Wilke – aye Motion Carries

5. Public Participation: (for items **not on the agenda**) - state your name and who you represent.
Public Participation for items **on the agenda** will be taken directly preceding the item.
~ There is a 3 minute time limit on all public participation. ~

No Public Participation

6. Submitted Written Reports:
 - a) Supervisor Wilke
 - b) Assessor Ditton
 - c) Commissioner Kula
 - d) Clerk Kearby – Clerk Kearby highlighted items in her report including the job description and application. Also noted was the progress on the internal files.
 - e) Trustee reports

Motion was made by Trustee Vaughn and seconded by Trustee Bauman to approve the written reports.

All in favor say aye. Opposed? Motion carries by acclamation.

7. Consideration and review of bills:

Motion was made by Trustee Law and seconded by Trustee Vaughn to approve the prepaid bills.

Trustee Neff – aye Trustee Vaughn – aye Trustee Bauman – aye
Trustee – Law – aye Supervisor Wilke – aye Motion Carries

8. Addenda: None noted

9. New Business:
 - a) Disposal of certain named Township property

Motion was made by Trustee Bauman and seconded by Trustee Vaughn to approve the lawn mowing tractor as surplus equipment and to put it up for auction.

All in favor say aye. Opposed? Motion carries by Acclamation.

b) Employee Policy

Motion was made by Trustee Vaughn and seconded by Trustee Law to concur with the presented Employee policy.

All in favor say aye. Opposed? Motion carries by Acclamation.

c) Board Policy

Motion was made by Trustee Vaughn and seconded by Trustee Law to approve the Board Policy.

All in favor say aye. Opposed? Motion carries by Acclamation.

Other Business

Trustee Bauman mentioned the Truck that was purchased for the Food Pantry. Supervisor Wilke discussed the Food Pantry and the use of the truck.

10. Executive Session- (Public Report – No Executive Session)
Attorney Dietz gave a report in public noting there has been new information that continues a lawsuit of an employee that has sued for political firing. The Assessor has his own attorney and we periodically receive updates.
11. Action on Executive session – No Action
12. Good of the order - None
13. Adjournment

Motion was made by Trustee Neff and seconded by Trustee Vaughn to adjourn the meeting at 7:17 p.m.

All in favor say aye. Opposed? Motion carries by Acclamation.

Avon Township is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or facilities, are asked to call the Township office prior to the meeting.

Document

3

Doc 3

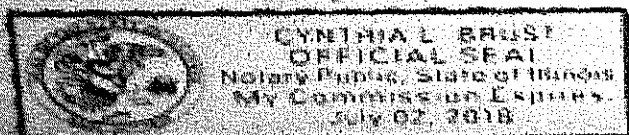
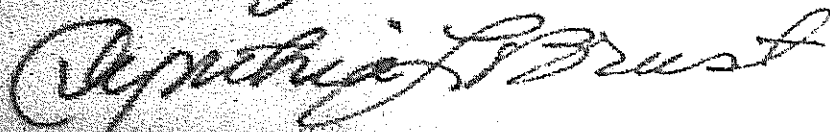
8/23/17

I Terry Wilke agree to lease my step van VIN 5B4HP42VX43387083 to Avon Township for \$1 dollar a year. With the understanding that said step van will be titled and insured in the name of Avon Township and that all maintenance and repairs are the responsibility of Avon Township. The term is automatically renewable annually. This lease shall be discontinued immediately at the request of either party.



Terry Wilke

23 Aug 17



Document

4

**Step Van
Suburban
Nissan/Charging Stations
Totals**

[illegible]



West's
INSURANCE AGENCY

(847) 623-0456 / FAX (847) 623-5600 / WWW.WESTINSURANCE.COM

1225 TRI-STATE PARKWAY SUITE 500 / GURNEE, IL 60031

November 1st, 2019

Mr. Terry Wilke
Avon Township Supervisor
433 E. Washington St
Round Lake, IL 60073

RE: Property/Casualty Insurance Proposal Summary

Dear Terry,

Thank you for giving the West's Insurance Agency the opportunity to provide the Avon Township with a renewal quotation on its property/casualty insurance program renewing 12/1/2019 and workers compensation renewal on 1/1/20. The current Commercial Package policy is underwritten by Trident Insurance and the Workers Compensation through the IPRF.

Trident has quoted a renewal premium of \$36,793, \$1,022 (2.9%) increase versus expiring. We received a competitive quote from Travelers for the property/casualty and professional lines of coverage. The coverages and limits offered by Travelers are similar to Trident's program but at a substantially lower premium of \$30,085, 18.2% less than Trident's renewal.

The IPRF has quoted a renewal premium of \$31,004 (+18.9%) based on a total payroll of \$711,661 (19.6%). The Township qualifies for a grant in the amount of \$2,045 (+26.9%) grant from the IPRF to be used to purchase safety equipment.

My recommendation is for the Township to renew with the IPRF and Travelers. The overall decrease for the 2019-2020 policy term would be 1.2% (\$755) from \$61,844 to \$61,089.

Again, thank you for this opportunity.

Sincerely,

Geoff Raef

Geoff Raef

BUSINESS / HOME / AUTO / PROFESSIONAL LIABILITY / LIFE / HEALTH / EMPLOYEE BENEFITS



Insurance Proposal For

Avon Township

12/1/2019 - 12/01/2020

11/1/2019

Presented By:
Geoff Raef

1225 Tri-State Parkway, Suite 500
Gurnee, IL 60031
Phone: (847) 623-0456
Fax: (847) 623-5700

Contact Information

Client: Avon Township
433 E. Washington Street
Round Lake Park, IL 60073
P - (847) 546-1446
F - (847) 546-9409
www.avontownship.us

Terry Wilke - Supervisor
terry@avonil.us

Broker: West's Insurance Agency
1225 Tri-State Parkway, Suite 500
Gurnee, IL 60031
P - (847) 623-0456
F - (847) 623-5600

Geoff Raef
C - (708) 955-3527
geoff@westinsurance.com

Kelly McGillivray – Account Executive	kelly@westinsurance.com
Louise Seliger – Work Comp Coach	louise@westinsurance.com

Disclaimers

Please Note The Following

This proposal is for "illustration purposes only". Coverage is not bound and this is a summary of proposed coverages. Once coverage is bound, please refer to the actual policies presented for specific terms, conditions, limitations and exclusions that will govern in the event of a loss. Specimen copies of proposed policies are available for your review prior to the binding of coverage.

In evaluating your exposures to loss, we have depended upon information provided by you. If there are other areas that need to be evaluated prior to binding coverage, please bring this information to our attention. Property values have been obtained from you and may not have been independently appraised. Please review your property values carefully.

Should any of your exposures change after coverage is bound, such as new operations, hiring employees in additional states, buying additional property, etc. please let us know so that we may request appropriate adjustments from your insurance carrier.

Higher limits of liability may be available and will be quoted on request.

Commercial Property**Travelers Insurance**

Property	Limits of Insurance
Blanket Building and Contents limit	\$2,566,733
Blanket Contents limit	\$132,810
Total Blanket and Contents limit	\$2,699,543
Equipment Breakdown limit	\$2,699,543
Property Deductible	\$2,500
Electronic Data Processing Equipment	\$50,000
Electronic Data Processing Data and Equipment	\$50,000

**Total blanket property limit reflects an inflationary increase of 3%.*

See Attached Statement of Values Spreadsheet for a list of all properties including insured building limits and business personal property limits. Also attached is a copy of Trident's property extension endorsement which includes additional coverages and limits not specifically identified in my proposal.

Inland Marine**Travelers Insurance**

Mobile Equipment	Limits of Insurance
Miscellaneous Scheduled Equipment	\$342,458
Miscellaneous Unscheduled Equipment	\$77,085
Deductible	\$1,000

See attached Mobile Equipment Schedule for a list of all scheduled equipment.

Crime**Travelers Insurance**

Coverage	Limit	Deductible (Per Occurrence)
Public Employee Dishonesty	\$250,000	\$5,000
Forgery and Alteration	\$250,000	\$5,000
Theft and Disappearance - Inside	\$250,000	\$5,000
Theft and Disappearance - Outside	\$250,000	\$5,000
Computer Fraud	\$250,000	\$5,000
Funds Transfer Fraud	\$250,000	\$5,000

General Liability**Travelers Insurance**

Coverages	Limits
Each Occurrence	\$1,000,000
Personal Injury & Advertising Injury	\$1,000,000
General Aggregate	\$3,000,000
Products/Completed Operations Aggregate	\$3,000,000
Damage to rented premises	\$100,000
Medical Payments (any one person)	No Coverage
Property Damage Deductible -	\$0
Bodily Injury Deductible -	\$0

Employee Benefit Liability

Limit:	\$1,000,000
Aggregate Limit:	\$1,000,000
Deductible:	\$1,000

Public Officials and Employment Practices Liability**Travelers Insurance**

Coverage	
POL/EPL Shared Per Wrongful Act	\$1,000,000
POL/EPL Aggregate	\$1,000,000
POL Deductible	\$25,000
EPL Deductible	\$25,000
Retroactive date	12/01/2015
Third Party Wrongful Acts	Not Included
Personal Injury	Not Included
FLSA / Wage and Hour Coverage	Not Included
EEOC Defense Coverage	\$10,000
Back Wages	\$50,000
Non-Monetary Defense	\$50,000
Defense in Addition to Limit	Included subject to policy deductible

Workers' Compensation**IPRF**

Coverages	Limits
Coverage A – Workers' Compensation	Statutory
Coverage B – Employers' Liability	
Each Accident – Bodily Injury by Accident	\$3,000,000
Policy Limit – Bodily Injury by Disease	\$3,000,000
Each Employee – Bodily Injury by Disease	\$3,000,000

Loc #	State	Description of Classification	Code	Est. Annual Payroll	Rate	Estimated Annual Premium
1	IL	Street Maintenance	5506	\$213,764	7.889	\$20,252
1	IL	Drivers	7370	\$45,076	3.019	\$1,361
1	IL	Clerical	8810	\$195,220	.123	\$240
1	IL	Building NOC	9015	\$28,586	2.922	\$835
1	IL	Municipal Employee	9410	\$186,064	3.984	\$7,413

Experience Mods

2020 - .90
 2019 - .89
 2018 - .90
 2017 - .92
 2016 - 1.0
 2015 - 1.0

2020 IPRF Preferred Loss Ratio Grant Amount: \$2,045

Premium Payment Terms

Travelers Insurance	Annual
Travelers Insurance	Annual
IPRF	Annual or Quarterly

*Premium financing is available upon request.

Acceptance of Proposal and any modifications to the proposal, Payment Terms and Contingencies:

Signature: **Insured: Avon Township**

By: _____

Date: _____

Your preferred method of delivery of Policies by West's Insurance Agency

_____ **Email** _____ **Mail** _____ **Fax**

Your preferred method of delivery of all other items by West's Insurance Agency.

_____ **Email** _____ **Mail** _____ **Fax**

Coinsurance Demonstration

Coinsurance	You must maintain this level of insurance relative to the insurable value of your property. Otherwise, you will receive a reduced settlement amount.	
Enter % of Coins	Your actual amount of insurance is divided by the required amount, and the result is multiplied by the amount of loss. The deductible is then subtracted to determine how much you will be paid.	
How Coinsurance works	Replacement value of your Equipment:	\$500,000
	Coinsurance Percentage:	80%
	Amount of insurance you should buy	\$400,000
	Amount of insurance purchased	\$300,000
	The deductible on your policy	\$1,000
	The amount of the loss	\$100,000

EXAMPLE:

Step 1 : Required amount (value times coinsurance)	$\$500,000 \times 80\% =$	\$400,000
Step 2 : Actual coverage divided by required amount	$\$300,000 / \$400,000 =$	75%
Step 3 : Actual loss times percentage result	$\$100,000 \times 75\% =$	\$75,000
Step 4 : Claim paid (subtract deductible from total)	$\$75,000 - \$1,000 =$	\$74,000
Step 5 : Amount YOU pay (actual loss less claim paid)	$\$100,000 - \$74,000 =$	\$26,000

WHY IS AN AUDIT NECESSARY?

This policy is issued with an "estimated premium" which requires an adjustment after the policy expires. The estimated premium for this type of policy is usually based on the amount of your payroll, sales or subcontractor cost during the term of the policy.

After the policy expires and the actual amount of the payroll, sales or cost can be determined, the estimated premium is adjusted to develop the final premium. If the adjusted premium is less than the estimated premium, the difference will be refunded. If it is more, you will receive a bill for the additional premium.

WHO WILL MAKE THE AUDIT?

When the policy expires, either a Premium Auditor will make an appointment with you to review the records that pertain to your company's payrolls and other exposures covered by your policy(ies) with your insurance carrier or a Policyholder's Report will be mailed to you for completion.

Premium Auditors are knowledgeable in both accounting and insurance and will obtain the necessary information to make the premium adjustment with a minimum of inconvenience to you and your staff.

WHAT WILL THE PREMIUM AUDITOR DO?

The Premium Auditor will examine your books of original entry and ledger accounts that pertain to the variable factors on which the premium is based. The payroll portion of the audit will normally be verified to your quarterly tax reports. Additionally, during the course of the audit, the Auditor may also ask some questions about your records and personally observe the various operations of your business.

Automated Records

If your records are automated, or if they will be automated in the near future, the Premium Auditor will be pleased to assist you in setting up your records to include insurance requirements.

Premium Base

The most common premium bases are total remuneration (payroll), gross sales and total subcontractor cost. A rate is applied to the premium base to develop the premium. The premium base used is determined by the type of policy and the type of business being insured.

SUBCONTRACTORS PREMIUM CHARGES**Workers Compensation**

You may be held responsible when a subcontractor's employee is injured. Most Workers Compensation laws provide that the general or principal contractor shall be responsible for compensation to employees of subcontractors in the absence of appropriate subcontractors' coverage.

For this reason it is important that each subcontractor you use furnish you with certificates of insurance. Failure to secure a subcontractor's certificate of insurance will result in an additional premium charge.

The premium auditor will ask to see these certificates of insurance as proof that each subcontractor was separately insured.

General Liability

Your general liability policy may contain subcontractor classifications with rates based on operations performed for you by adequately insured subcontractors.

If any of your subcontractors do not have proof of adequate insurance, we will charge for the subcontractors without adequate insurance as if they were your employees. This usually means that a higher rate will be charged to you. It is important for you to verify the limits of insurance carried by your subcontractors by securing a certificate of insurance from each and every one of them. For rating or audit purposes, your insurance carrier considers adequate limits of

Remuneration is the total gross earnings of your employees. (See "Overtime" below for further details.) Gross sales is the gross amount charged by you for your products, services or rentals. Total subcontractor cost is the cost to you of all work you let or sublet. (Cost of material and equipment you furnished to your subcontractors may be handled differently under workers compensation than general liability coverage. Consult with your auditor for further information.)

Overtime

In most states the penalty portion of overtime payroll, or the amount paid in excess of the regular rate of pay, is excluded from the total payroll on which the premium is based.

You must, however, maintain your records to show separately, by employee and in summary by type of work, the amount of overtime paid.

Overtime deductions under workers compensation currently are not applicable in the states of Delaware, Pennsylvania, Utah, Nevada and to Stevedoring Operations.

Payroll Segregation

Insurance rates differ by type of work performed. The Premium Auditor must place each employee in the proper occupational category or insurance classification approved by the state. Since each classification has a different premium rate, proper placement is important.

By segregating your employee payroll records by type of work, you should receive a more prompt and equitable premium adjustment.

Consolidated (Wrap-Up) Insurance Programs

If you are a contractor involved in a consolidated (wrap-up) insurance program, your payroll receipts will not be automatically excluded from our audit. Please be sure to contact your agent before you begin working under a wrap-up program. If your policies are not endorsed properly, payroll/receipts will not be excluded from the audit.

insurance for your subcontractors to be limits of insurance equal to your own limits of insurance. Your agent will be able to help you determine subcontractor limits that could protect your assets and satisfy underwriting requirements.

TRIDENT INSURANCE SERVICES: 2019 Automobile Schedule for:
Avon Township, IL

Veh #	Year	Make	Model	VIN (last 4 digits)	Class Codes*	Cost New	Valuation	Comp	Coll	Loss Payee or Additional
1	2000	Ford	F550	3675	314-790	40000	ACV	1000	1000	0
2	2007	Chevrolet	Silverado	5534	7398-	19800	ACV	1000	1000	0
3	2007	International	Dump Truck	2001	314-790	70000	ACV	1000	1000	0
4	2004	GMC	Sierra	3567	014-990	31046	ACV	1000	1000	0
5	2002	Jeep	Suv Sport	5062	7398-	13000	ACV	1000	1000	0
6	2008	Ford	Dump Truck	3091	214-790	26900	ACV	1000	1000	0
7	2013	Ford	E350	0431	6482-	41000	ACV	1000	1000	AI/LP Pace Bus
8	2004	Workhorse	Step Van	7083	314-790		ACV	none	none	0
9	2019	Ford	550	7258	314-790	45155	ACV	1000	1000	0
10	2012	Nissa	Leaf	542	7398-	35200	ACV	1000	1000	0

Document

5

**AVON TOWNSHIP MINUTES
SPECIAL BOARD MEETING
Zoom Meeting**

Tuesday– June 16, 2020

Please call the Office Manager for log in information 847-546-1446 Ext:102 cleatherman@avonil.us

Pursuant to the Governor's Executive Orders 2020-7, 2020-10, and 2020-18, this meeting will be held via audio and video conference and not at the Avon Township General Offices. Please note that, by joining the meeting by video or audio conference, your name, image, or phone number may be visible (in whole or in part) to others participating in the meeting. Detailed instructions for the public to join the meeting via audio and/or video conference will be provided upon request, if you contact Candy Leatherman at 847-546-1446 or Cleatherman@avonil.us by no later than 4:00 p.m. on June 16, 2020

Please also note that the Governor's executive orders request that public bodies limit their agendas to only those items that require immediate attention and that other matters be deferred.

1. Call Meeting to Order at 7:02 p.m.
2. Pledge of Allegiance
3. Roll Call

Trustee Bauman – present
Trustee Vaughn – absent

Trustee Law – present
Supervisor Wilke – present

Trustee Duby – present
Quorum Met

Also present is Commissioner Kula, Assessor Ditton, Clerk Kearby and Attorney Krafthefer

4. Approval of Minutes: None
5. Public Comment:

Travis Haley commented regarding last week's meeting and this tonight's agenda item on the PACE bus stop. Noted comments of a lack of information or a vote on the bus stop. I find it interesting Supervisor Wilke has served as a County Board member for 16 years and last year passed an ordinance to require contracts with unions and other bidders in order to move forward on a project in a clear and transparent way. But yet in serving as Supervisor he has failed to provide the information. He implores the board to expect this and to vote against the bus stop tonight without this information.

Trustee Law suggests we put a time limit on tonight's meeting so members will be concise and brief in their comments. Supervisor Wilke agrees with this comment and we do not need to get into wordsmithing. I am hoping to get your thoughts on this and bring this back to the body.

Trustee Bauman asked if Attorney Krafthefer could run this portion of the meeting. Supervisor Wilke noted he has other Township resolutions and hopes our Attorney can draft language based on discussion. Supervisor Wilke noted Attorney Krafthefer is not the Chairman, but she will be present during this meeting. Trustee Bauman noted she would be the most qualified for this item.

6. Reports: None
7. Consideration and review of bills: None

Anmarie Andresen brought up an email for an item of emergency spending and asked if everyone was aware of it. Supervisor Wilke noted that everyone was aware, and it was a little more than originally noted.

Trustee Law and Trustee Duby noted that they had no problem with the emergency spending as long as they were informed of the emergency.

Trustee Bauman asked if she wanted to record the meeting, she had to get permission. Attorney Krafthefer noted that we needed to assure under the new law the Governor signed that the Township has to record it. Supervisor Wilke noted he would turn it on and provide it on the cloud and he would allow Trustee Bauman to record. Supervisor Wilke noted he could not access her to record but she could get a copy of it from him.

8. Addenda: None
9. New Business:

a. Correspondence provided an electronic copy for viewing. The correspondence noted how helpful Jackie was during the trouble times in her life.

b. Minutes Correction for May 11th Item #8

Supervisor Wilke wanted clarification item 8 motion. There were two motions and he was not clear if it included the application because there is the \$860.00 for the application. Clerk Kearby also recognized the long discussion and she can review the tape, or we can clarify at this meeting. Trustee Law said it was his understanding it included the application. Trustee Bauman said this was excluding any new money only money we had already spent. Trustee Duby noted the application and the ability to solicit bids. Clerk Kearby noted the comments before the motion stated he approved of the fee to submit the application. Trustee Duby said this was his intent in this motion. Clerk Kearby noted the entire block it was the intent, but no other money will be spent without going to the board. Supervisor Wilke noted they may come back with additional money and he would get back to the board on that and it would be minor. Trustee Bauman wanted it to be clearly stated that the board was not aware of any money spent ahead of time and we were just looking into the application and what the project would cost. Now we are facing a PACE Bus Stop with all this money already spent. She also noted she would have done it differently if she knew we already spent the money ahead of time.

c. Update on Projects

Attorney Krafthefer noted she had sent an itemized list of the next steps to move forward on this project. We needed contracts with PACE and Gerwalt Hamilton and then we need an estimate, so we know what the costs are going to be. Then we might need bid documents to go out for bid. Trustee Duby asked if Gerwalt was an estimate or a contract to do the work. Attorney Krafthefer noted a normal process would be the scope of the project and estimates, the Townships responsibility, and PACE responsibility to proceed. Then we may proceed with a bid. There was a clarification question by Trustee Duby on PACE having a set configuration for a bus stop. Can we use their standard design? We just need to know the costs of the project. We need to go out for bid if it was over the financial threshold.

Supervisor Wilke responded that this was two different things we are talking about. This is for the AMARC Building. For the PACE bus we would need to Corp Reserve which we have already done. They have already agreed to this, but we need an intergovernmental agreement with them. The we need to get Gerwalt to give estimates on the bus stop. On the AMARC Building it will be much more involved and more costs. We have been handed over to a new person from Gerwalt and we hope to get involved with her next week.

d. Minutes

Clerk Kearby noted we needed a motion to approve the General Meeting May 11 minutes.

A motion was made by Trustee Law and seconded by Trustee Duby to approve the May 11, 2020 minutes as presented.

Trustee Duby – aye
Trustee Law – aye

Trustee Vaughn – absent
Supervisor Wilke – aye

Trustee Bauman – aye
Motion Carries

Supervisor Wilke asked if there was anything else on projects. Trustee Bauman wanted it to be noted that we are not moving forward financially on any of these projects until we have more information. Will there be any more bills coming in on these projects that we need to pay for.? Supervisor Wilke stated no, he didn't think so.

Anmarie Andresen asked Commissioner Kula if there were anymore bills from Gerwalt? He responded no. She then told Trustee Bauman that she has not seen any bills from them. Trustee Bauman asked if it was just the one in November and then the other two. Anmarie Andresen said correct, just the ones she sent to Trustee Bauman. Not certain if the other Trustees know about the bills.

Commissioner Kula noted that there was a bill in Nov, last month and one we found before it was paid.

e. Fair Housing Resolution

Commissioner Kula noted we need to renew the Fair Housing Resolution for the grant.

A motion was made by Trustee Law and seconded by Trustee Bauman to approve Resolution 2020-6-16FH.

Trustee Duby – aye
Trustee Law – aye

Trustee Vaughn – absent
Supervisor Wilke – aye

Trustee Bauman – aye
Motion Carries

Attorney Krafthefer questioned why we have to file in Seattle. Commissioner Kula said he does not know but he can find out. Supervisor Wilke noted we could update it if needed.

Commissioner Kula asked the most convenient way to get the grant signed. Clerk Kearby noted only Supervisor Wilke and the Clerk needed to sign and he could put it in her mailbox, and she would take care of getting it signed.

f.

g. Rebuild Illinois Grant (taken before Policy Review)

Commissioner Kula noted the information is included for the Board's review. This is the rest of this regarding Fair Housing. Things are moving right along.

f. Policy Review

Trustee Bauman wanted to reiterate that she thought Attorney Krafthefer would be the best to handle this item on the agenda. Supervisor Wilke said he just wanted to knock the edges off and spend about a half an hour on these items.

First one was the one the Attorney General wanted us to do. Attorney Krafthefer noted we could save a lot of time and money. We do not have a Township Code and it looks like we are trying to amend that. We could break this up into 4 categories: 1. Parliamentary procedures, making motions and things like that; 2. procedures relating to board governance relating to public comment, board packets and minutes; 3. Finances and financial matters; then a bunch regarding personnel. Personnel should be their own personnel policy manuals. If we just have discussion on what we want parliamentary procedures to look like, we can save hours of time. I have lawyers that can draft language from our discussion, then you can vote on it. She noted items that are inconsistent with Township such as corporate authorities. There is a lot of clean up. Let's have a conversation on each of the four areas for structure and use time more productively. Clerk Kearby agreed and there have been several voices in the past regarding inappropriate items and not following regulations. I am wondering if it might be better to work from a model, we can work off of rather than a model that is seriously flawed. Attorney Krafthefer said she would like some feedback from the board first. Especially given the frustrations from the Supervisor and those of the Board. Daily operational ones should be moved to the top. We are also missing some. What do we need first?

Trustee Law stated the financial ones are the most tension. Trustee Duby noted how we are documenting financial decisions. Supervisor Wilke noted he would like to do the Public comment, Clerk Attestation and Supersedes Clause. Attorney Krafthefer said she had standard policies on all those. She said each board has to adopt their own public comment rules. Trustee Duby asked if Supervisor Wilke was OK with the Attorney going to a set draft, he was OK, Supervisor Wilke said he was OK.

Clerk Attestation was discussed. The Clerk gave a brief history of the information provided by several sources and stated she would not have a problem with attesting monthly. Attorney Krafthefer noted there was confusion and she had policy language that represented the clarification of this rulings intent. Clerk Kearby stated her concern when the Supervisor writes a check that the Board does not know about and wouldn't have been a part of the checks attested to at the meeting. Attorney Krafthefer said that should not be happening.

Anmarie Andresen asked, we have policies different for highway and assessor office. Are we looking at establishing policies that we all follow? Attorney Krafthefer clarified that the Assessor has the ability to have his own policies for his employees. The best practice is to have some consistency or standardization, but the Township cannot impose that on the Highway Commissioner or Assessor. There should be a certain amount of standardization. It would be pretty easy to get a standard one and then present to the Assessor and Commissioner for their agreement or revision.

Supersedes Clause allows when we pass our policies, they supersede all other policies. Attorney Krafthefer asked if there was a policy in effect? Supervisor Wilke said it is the items not in yellow. It

was adopted by a resolution. Attorney Krafthefer stated we should have one document that everyone knows this is the document we are using. We can include language to meet that concern. The Clerk noted how we found what we currently have.

Attorney Krafthefer asks if we want to discuss financial policies. Trustee Bauman says yes. Anmarie noted she does not pay any bills until they are approved in the packet. Everything is in the packet. We need to know where the confusion is. Trustee Bauman asks, if we can make a list of what we want to talk about and start there. Supervisor Wilke agrees with Trustee Bauman. Much of this mimics State law. I do have one question about the Travel Policy that starts on 221. Does the Board have the authority to apply a travel to all employees regardless of where they work? Attorney Krafthefer noted that everyone follows the travel policies because that is not in Personnel Handbooks. That is an expenditure of Township funds issues. Attorney Krafthefer stated that there was a comprehensive expense reimbursement law passed by the General Assembly two years ago and this does not follow that. I know the Township has had some problems with per diems and I am suggesting you get rid of per diem. The problem is the amount given is guaranteed not based on receipts. This was clarified by Anmarie Andresen. We cannot verify the expenses. Provide the receipts and if you spent less you reimburse the per diem.

Supervisor Wilke said I think this tie directly into the next item, the credit card policy. I think you get reimbursed only if you have the receipts. Trustee Law stated we have an ordinance. If we have an ordinance, we should abolish the ordinance before we put in a policy. Ordinance #2014-2-10CC. Resolution cannot supersede an ordinance a hierarchical situation. Attorney Krafthefer agrees and states what we would do adopt this personnel ordinance, and this would take care of past ordinances or policies. She also asks, it seems there has been problems with this policy. Do we want to keep a policy or eliminate it? Also think about if the Supervisor and Highway Commissioner have access shouldn't he have access as well. Do you want to have a policy? If we have it, we are going to have to tighten it up. Or do we suspend except in the case of emergencies and if it is, we have to carve out what you would really use it for. Supervisor Wilke said he was going to send out policies from other Townships so you can review them. Anmarie thinks that is too confusing. Decide what we want and what it should be used for. Attorney Krafthefer stated we would have to specify who was going to use it, what was it going to be used for and the limits on expenditures for its use. Even a total limit per month. Then the controls. We would need receipts for each use. Supervisor Wilke said we could provide a list of what it was used for in the past. Anmarie Andresen said a copy was given to Attorney Krafthefer. Including who is authorized to use it, the dollar amounts and spending limits. Trustee Bauman asked to start with who is authorized to use the credit cards. Anmarie Andresen stated, we have 5 credit cards. The Supervisor, the Assessor, Deputy Assessor, The Commissioner, and Candy Leatherman. The Supervisor asked Anmarie Andresen to send a list of the items spent on the credit card. Trustee Bauman stated that in the past the credit card has been used for quite a bit of items without our approval. We have no control. Once it is bought; we have to pay. We have no control over the usage. Anmarie Andresen agreed. There are spending limits. It is presented to you monthly. If a trustee disagrees with the purchase of a credit card, then it needs to be reimbursed by the person. She noted the intent of the credit cards were for small purchases that fall within their spending authority and emergencies. It is auto paid. My understanding that spending will be approved of in advance and then there should not be an issue. Expenditures need to be communicated. There was a discussion on what was included in the packets, how the board can review it. Trustee Duby noted a charge without an itemized receipt. Trustee Bauman said like gas, what was that for; we do not know.

Clerk Kearby asked Attorney Krafthefer if she had enough clarification. Attorney Krafthefer noted she was getting mixed messages. Do you want to use credit cards or not? Trustee Bauman asked what other Townships do for these types of expenditures. Supervisor Wilke said it would be very difficult to operate without a credit card. Trustee Bauman noted that today was the first time she was notified of an emergency that would require the use of the credit card with the expected amount. Trustee Duby notes his opinion is that this is necessary on projects not really needed for breakdown emergencies. Attorney Krafthefer is going to review the policies from the Supervisor and bring back some language to the board.

Trustee Duby wanted to ask if mileage was included in the per diem policy and how is that recorded. Is it a mileage log, gas on a credit card or just a list doing this task? How is mileage and gas being recorded. Attorney Krafthefer said that is a bit tricky. Mileage to and from work is not included in mileage reimbursement. Then we have different situations with the Assessor and the Highway Commissioner. Supervisor has to go to different meetings. Some Townships just give a monthly mileage and gas allowance. Other Townships require a log of where they went and what the mileage is used for. Anmarie Andresen noted that our current practice is we own no vehicles and the Supervisor has an electric car so no reimbursement, the Assessor uses the vehicle owned by the

department. Assessor Ditton noted it was only for field work not for going to meetings or training. The Thorton's card is used for gas. Trustee Bauman asked about the Avon Cares Truck. The Avon Cares Truck is owned by the Township and we do repairs on the truck and pay for gas. My understanding is it used essentially for the Essentials Program, but the Food Pantry uses it. Trustee Bauman noted we do have a vehicle that we are paying for gas and repairs on that truck. I want to make sure we have a list of what the Food Pantry uses and what the Township uses. Attorney Krafthefer asked if we have an intergovernmental agreement for the Food Pantry or use of the vehicle. The Township pays for gas and repairs as noted by Supervisor Wilke. It is also used by the Township. Supervisor Wilke notes the truck is owned by the Food Pantry and the Township uses it. Attorney Krafthefer asked why are we paying for gas and repairs of the not-for-profit vehicle? Supervisor Wilke said because the Township uses it for free. Attorney Krafthefer said we need a written agreement specifying the arrangement.

Trustee Bauman said we need to know what exactly we are paying for and what we are not paying for. We need to figure that out. Attorney Krafthefer said we should not be paying for anything for a not-for-profit without a contract with them. There are two different ways, we cannot pay for food pantry out of GA. You can make it part of your township budget then the Township runs the food pantry. Or, you have a not-for-profit corporation run the food pantry and you enter into a social service contract. Then once a year you give the food pantry money and the food pantry board reports that money through the not-for-profit corporation act. This will need to be a meeting in and of itself because we should not be paying for anything without a contract or intergovernmental agreement with them.

Supervisor Wilke noted that Townships cannot be a 501C3 and Northern Illinois Foodbank will not work with anybody without one. Some Townships use their own money to run the food pantry a couple of hundreds of thousands of dollars a year and pay for all their people. We get all that for free. Attorney Krafthefer said then we do not spend any money on the food pantry. Supervisor Wilke noted except for the truck expenses and Clerk Kearby noted we do not charge them for use of the building. Trustee Duby noted that Township employees volunteer their time during work hours. I appreciate the amount of work they do but they have to do a lot of work for the Township. Trustee Bauman brought up a potential conflict of interest with the Supervisor being the head of the food pantry, which is in the same location. And Candy Leatherman is the director of the food pantry. Attorney Krafthefer noted it is not unusual for the leadership of a township to run a separate not-for-profit. Such as Palatine Township does, Cuba Township, Barrington and West Deerfield does and when new leadership comes in, they take over the running of the food pantry. We just need to make sure that if they use the building, they need a lease for that, and it needs to be approved by the electors. If we give money, we need to spell out what the township is giving them. If we are sharing employees, there is greater concern on this. We can not use public officials on paid time to do work for a not-for-profit. You can not use public funds for private purpose. We need to have a special meeting to work this all out. Clerk Kearby noted it would help if Attorney Krafthefer had background on how this came about. Such as the purchase of the Truck and Anmarie Andresen can send that to you. Supervisor Wilke noted, he bought the truck for the food pantry and it would be difficult to lay out when the truck is used because we double up when we take it out. Anmarie Andresen noted that the gas is roughly \$150.00 dollars per month, and it has been a gray area. Trustee Bauman stated our work is that our policies are clear and there is no misunderstanding. Attorney Krafthefer said he thinks she can bring back some policies to the board. Then do Personnel separately.

Commissioner Kula did want to note that when the highway department has to use the credit card for emergencies, they are generally large amounts of money such as 2-3 thousand dollars. So, a small amount limit would be very difficult. Keep that in mind when we discuss this. It is rare that we use it, but we try to make an open account with the vendor. Commissioner Kula noted the credit card is used for gas for the jeep. A \$500.00 limit would be appropriate. The only big thing is travel and that gets pre-approved by the Board. I think if it is over \$100.00 to get it pre-approved by the board. The open meeting act said the final approval has to be approved in public. So, polling the trustees is not a violation if the final vote is approved in a public meeting. Trustee Law said we can do a proportional, so limits are different for departments.

10. Other Business: None
11. Executive Session: None
12. Action on Executive session: None

Food
Pantry

Bought
for Food
Pantry

12. Good of the order: None

13. Adjournment:

Trustee Law moved to adjourn at 8:45 p.m. and it was seconded by Trustee Duby.

Trustee Duby – aye

Trustee Vaughn – absent

Trustee Bauman – aye

Trustee Law – aye

Supervisor Wilke – aye

Motion Carries

Avon Township is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting of facilities, are asked to call the Township office prior to the meeting.

AVON TOWNSHIP MONTHLY BOARD MEETING MINUTES
433 E. Washington Street, Round Lake Park, IL 60073
Tuesday – July 7, 2020
7 p.m.

Pursuant to the Governor's Executive Orders 2020-7, 2020-10, and 2020-18, this meeting will be held via audio and video conference and not at the Avon Township General Offices. Please note that, by joining the meeting by video or audio conference, your name, image, or phone number may be visible (in whole or in part) to others participating in the meeting. Detailed instructions for the public to join the meeting via audio and/or video conference will be provided upon request, if you contact Candy Leatherman at 847-546-1446 or Cleatherman@avonil.us by no later than 4:00 p.m. on June 9, 2020

Please also note that the Governor's executive orders request that public bodies limit their agendas to only those items that require immediate attention and that other matters be deferred.

1. Call the Meeting to Order at 7:04 p.m.
2. Pledge of Allegiance
3. Roll Call (Meeting held electronically via Zoom)

Trustee Bauman – present	Trustee Law – present	Trustee Duby – present
Trustee Vaughn – absent	Supervisor Wilke – present	<u>Quorum Met</u>

Also, present Clerk Kearby, Assessor Ditton, Commissioner Kula, and Attorney Krafthefer

4. Approval of Minutes

Motion was made by Trustee Duby and seconded by Trustee Bauman to approve June 9, 2020 General Meeting minutes as presented.

Trustee Bauman – aye	Trustee Law – aye	Trustee Duby – aye
Trustee Vaughn – absent	Supervisor Wilke – aye	<u>Motion Carries</u>

5. Public Participation

Travis Haley, Village of Grayslake, requesting on agenda item Pace Bus stop. We have had 5 to 6 thousand dollars of expenditures for the Bus Stop that was not authorized by the Township Board. This is the same kind of reckless spending we have seen with the vehicles without the approval of this board along with house. This reminds me of a quote, "Trust but verify.". There is no verification on the Bus Stop whatsoever from the Supervisor, no transparency, no contracts. I am respectfully asking the Board rejects the Supervisor's proposal and ask the Supervisor to resign for his incompetence and if not, at least the Board vote on a Censure Resolution for the Supervisor.

6. Reports

Commissioner Kula summarized his Report noted the listed projects going on are about 35% completed. All the underground is about 95% completed everything is going very well.

No additional report for the Assessor.

Supervisor noted he is working on the Cares Act funding and should be ending that soon with a vote tonight. Stopped by Fort Hill Cemetery and Bob's crew is doing a nice job. Commissioner Kula noted the Headstones were clean and looking great. Ditch is cleaned out.

Trustee Bauman did a Trustee Report. She attended a TOI Budget Training last week on Audits. She was talking to other Trustees from other Townships. She thought we should look at doing a Forensic Audit. This would do a deep cleaning of what is going on with our Township finances. This is an expensive move and she noted a possible alternative. In 60ilcs1/80-20 audit allows a Township Finance Committee to do a deep cleaning Township Audit. Michelle would like the Township to consider appointing a Township Financial Audit Committee to do a deep audit. I would like it to be on the agenda to discuss at the next meeting. She asked Attorney Krafthefer to tell the difference between a traditional audit and a forensic audit. Attorney Krafthefer noted that Townships do an annual audit. It checks the expenditures and income using general accounting standards. A report is given to the Board with any issues they have found. A forensic audit is a more in depth look at the details of the expenditures to find if there is anything going on. Attorney Krafthefer noted we could have a finance committee look any items you have concerns about. Questions were asked Anmarie Andresen on the audit is done. She is hoping to have a report for the board next week.

Supervisor Wilke asked Trustee Bauman to put this in writing so the board can review and discuss.

A motion was made by Trustee Law and seconded by Supervisor Wilke to accept the reports.

Trustee Duby – aye
Trustee Law – aye

Trustee Vaughn – absent
Supervisor Wilke – aye

Trustee Bauman – aye
Motion Carries

7. Consideration and Review of Bills

A motion was made by Trustee Law and seconded by Trustee Duby to approve the Pre-Paid bills.

Trustee Vaughn – absent
Trustee Duby – aye

Trustee Baumann – aye
Supervisor Wilke – aye

Trustee Law – aye
Motion Carries

Trustee Bauman asked for invoice FMW051820, two gas purchases paid for through the credit card. Supervisor Wilke was asked about the ownership of the Step Van. He stated the truck was gifted by him to the Avon Cares Food Pantry with an agreement that the Township would pay for gas and repairs. When asked when and who made that agreement. Supervisor Wilke noted Attorney Krafthefer was working on solving this with an IGA. He also noted that it was transferred from the Avon Township title to the pantry in January or February. Attorney Krafthefer noted that the electors have to reallocate assets. Clerk Kearby noted that through FOIAs there is no record of the board approving the transfer of the Step Van or any agreement voted on or reviewed. Supervisor Wilke said the charity would pay for the gas and the car wash noted by Trustee Bauman.

Point of Order was made by Trustee Law asking if these were in the prepaid bills. Anmarie Andresen said the gas was but the car wash was not, and she would work with Terry to get reimbursed for those items. Trustee Duby said we need to make sure this is corrected in the future and no gas is paid for by the Township. Trustee Law stated we can move forward on the motion and direct the Supervisor to have Avon Cares Food Pantry reimburse for the gas. Attorney Krafthefer noted credit card bills must be approved prior to payment. Suggesting we take them off auto pay to assure they are approved. Anmarie Andresen said she would work through it. The understanding is we will pay the bill and the charity will reimburse the Township for the expenses of the Step Van. There will be no more charges for the Step Van.

Anmarie Andresen asked how far back for any charges on the Step Van. Supervisor Wilke said all the way back. After a discussion it was directed to go back to the start of this fiscal year. Anmarie will work to get the credit card off auto pay. She will work with the bank. Attorney Krafthefer will work on an IGA.

Supervisor Wilke noted the same thing with outstanding bills, the Township will be made whole.

A motion was made by Trustee Bauman to approve the Outstanding bills and was seconded by Trustee Law.

Gewalt Hamilton invoice 4051.310-4 for \$1290.00. Another charge for the Pace bus stop that we do not have a contract with. We were told we were not going to have any more charges. Trustee Duby noted he was shocked at Attorney Krafthefer's last update showing the cost of the bus stop upwards of \$22,000.00. This is far from the original \$8,000.00 we spoke about. We were told Pace was going to cover the cost of the bus stop itself. We were doing the base and the concrete. He does not think we need to do the path or the seeding. Supervisor Wilke said it has to be ADA compliant and that is why we need the path. Trustee Bauman suggests just a sign. Attorney Krafthefer commented that the estimate is \$25,200. The engineering fees were about \$10,00 and we have already paid \$8,000 and that includes the permitting. Point of Order by Trustee Law asking if the intention to approve the bills with the exception of Gewalt and the two gas bills on the credit card. Trustee Bauman accounts on how we found the Gewalt Bill. Annmarie is not on the Gewalt bills. Annmarie asks of the lawyer, if the services are performed, how do we not pay the bill? Attorney Krafthefer says if they were not authorized, we do not have to pay them. I am working with Gewalt and PACE to get contracts for the next meeting. Everything will be outlined as to what responsibilities there are for Gewalt, Pace and the Township. Gewalt did confirm there is a stop order and we will have no more work until we get this resolved.

Supervisor Wilke hopes we do not engage Gewalt on every single thing and wind up with the \$25,000. Attorney Krafthefer detailed her email. Gewalt's fees were only about \$10,000, The other fees resulting in the \$25,000 are the estimates of the building costs for whoever builds it. The only other fees were if you wanted them to oversee the project to assure ADA compliance such as that.

Trustee Duby asked Commissioner Kula if he deals with bus stops. His response is we do not get involved with bus stops. He agrees to pull the bills suggested by Trustee Bauman. Then pay it if we approve the contract.

A motion was originally made then edited by Trustee Bauman and seconded by Trustee Law to approve the Outstanding Bills with the exception of the 2 bills attributed to FMW061720 (\$8.00 and \$63.90) and Gewalt Hamilton Invoice 4051.310-4(\$1290.00).

*
Transfer
Jan or
Feb.

Trustee Law – aye
Trustee Bauman – aye

Trustee Duby – aye
Supervisor Wilke – aye

Trustee Vaughn – absent
Motion Carries

8. New Business – Discussion and Possible Action

a. Cares Act:

Documents presented; the county will provide funds as we spend it up to approximately \$20,000 total. Trustee Duby asks if we have any assures that the other installments will be coming. Supervisor Wilke says that it is the intention and may be more. Trustee Bauman asks how we will know how the money is spent. Supervisor Wilke noted Anmarie Andresen will have to make reports monthly. Trustee Bauman says our goal is to have a bus stop so people can go to the food pantry, right. We do not need to spend that much money; we could do so much for our community. There is no contract. Supervisor Wilke says Washington is the busiest route in the county. Just put in a bus sign. Supervisor Wilke notes it goes to the College, Waukegan and the Navy Base. It is the busiest route in the County.

Motion made by Trustee Law and seconded by Trustee Duby to approve Covid Relief Fund Agreement grant #CRF2002.

Trustee Duby – aye
Trustee Law – aye

Trustee Vaughn – absent
Supervisor Wilke – recuses

Trustee Bauman – aye
Motion Carries

b. Board Policy:

1. Minutes: Attorney Krafthefer noted that we reviewed most of these policies at the board workshop and there are two new ones we can vote on next meeting. The first was the Minutes with the changes directed at our policy workshop.

Trustee Law moved to approve the Minutes Policy 2.02.130 and was seconded by Trustee Bauman.

Trustee Duby – aye
Trustee Law – aye

Trustee Vaughn – absent
Supervisor Wilke – aye

Trustee Bauman – aye
Motion Carries

2. Tape Recording Meetings: Attorney Krafthefer addressed the version one and two policies regarding the taping of the minutes by the clerk and the video recording of the meetings. Supervisor Wilke noted that we do not vote on our own pay only on the future elected officials pay. His suggestion is we keep these recordings until the next board is seated and there is no conflict of interests. He likes version two. Trustee Duby noted a correction of county. He is doing this as an aide for the minutes then we decide on how the meetings are recorded. That is version two. Trustee Bauman agrees with the video recording for the meetings. Attorney Krafthefer suggests adding the person in the policy. Clerk Kearby noted the video is best started by someone not involved in the meetings. Trustee Bauman suggests putting the video on the website. Supervisor Wilke suggests putting one up and then the new one replaced it and they are archived once removed. Trustee Duby suggests keeping up a few meetings up. Trustee Law suggests having a YouTube page and post meeting on the YouTube. The general consensus is to develop a link and maybe have the most recent on the website. We can start with three. Trustee Duby asked how we are going to get the cameras. Trustee Bauman suggests the Supervisor prices them and then shoots an email of the cost for approval. Trustee Law agreed with that action. Trustee Duby asked if we decided it was a person designated by the board? That was the discussion from the Attorney. Attorney Krafthefer noted that she added the person responsible for videotaping is designated by the board once face to face meetings resume. In addition, she has noted three tapings will be available and then the past meetings would be accessible through Facebook and/or YouTube.

A motion was made by Trustee Duby to approve Resolution 2020-7-7ROP2 with the changes of the Lake County and the person responsible for videotaping the meeting to be determined by the board.

Trustee Vaughn – absent
Trustee Duby – aye

Trustee Baumann – aye
Supervisor Wilke – aye

Trustee Law – aye
Motion Carries

3. Travel policy has been amended financial official was the only change.

Motion was made by Trustee Law and seconded by Trustee Bauman to approve the Travel Policy as presented.

Trustee Duby – aye
Trustee Law – aye

Trustee Vaughn – absent
Supervisor Wilke – recuses

Trustee Bauman – aye
Motion Carries

4. Credit Card Reimbursement Policy: Attorney Krafthefer noted she had spoken with the Assessor and it might be difficult for him to follow. I think the language does address his concerns as travel that is approved by the board would not have that restriction. Commissioner Kula did note that there are times we use accounts. Commissioner Kula noted he could contact the board if there was an issue above that amount. Trustee Bauman and Trustee Law were fine with that. No objections were noted. Supervisor Wilke was concerned about poling the Board. Attorney Krafthefer said it would be fine because the Board would have to vote on those items at the next meeting. Final action is always at an open meeting. You can just email for those emergency expenditures and it will be voted on at an open meeting. An example of how the Assessor used this method for a computer and it worked fine. Supervisor Wilke noted to blind copy all members when noting emergency expenditures. Attorney Krafthefer went over the spending limits in the policy proposed. Supervisor Wilke asked if that included transfers. Attorney Krafthefer said transfers have to be done at a board meeting. This is the credit card policy not paying the credit card bills. Trustee Duby asked why the newspaper subscriptions needed to be authorized but the utilities are not included. Attorney Krafthefer noted this was based on the list Anmarie prepared and we have a newspaper subscription as a credit card payment. Utilities are not paid for by a credit card. He questioned the title of Candy. Attorney Krafthefer noted the names are in the policy if people come or go, they can change the name. Trustee Bauman asked if there were no Avon Cares Food Pantry on the credit card. Supervisor Wilke responded, we will not use the Avon Cares credit card for the Township, and we won't use the Township credit card for the food pantry. Trusty Duby asked if there are any other authorized users needed by the Supervisor. Supervisor Wilke said no. If it gets burdensome for Anmarie we will revisit. Trustee Duby asked about items like a Christmas lunch for the volunteers. Attorney Krafthefer noted that the Supervisor would just ask the board in advance for the allocation and authority. Supervisor Wilke noted he was fine with that. Trustee Bauman noted that we wanted to add no food or beverages. Attorney Krafthefer will add that limit. There was a discussion with a per diem amount. Attorney Krafthefer noted there was a change in the law by the General Assembly. There is no longer a per diem. Trustee Duby asked if we set the amount of reimbursements. Attorney Krafthefer said there are limits set by the Federal Government called a GSM schedule and reimbursements are based on that regional amount. Candy Leatherman noted the credit card use for the Essentials Program what are we going to do about that. Anmarie Andresen noted that the average bill for the Essentials is \$275.00. There are some that are over \$300. Candy suggests changing that to \$350. All trustees verbally agreed to raising that to \$350.00. It will be changed. Trusty Duby asked to add without prior board approval for the entire column. All board members verbally approved. The debit card was added to the second to last paragraph not maintaining the debit card.

Trustee Law moves to approve the credit card policy as amended at this meeting and it was seconded by Trustee Bauman.

Trustee Duby – aye	Trustee Vaughn – absent	Trustee Bauman – aye
Trustee Law – aye	Supervisor Wilke – aye	<u>Motion Carries</u>

5. Public Comment policy was provided for Board Meeting and Town Hall Meetings. Attorney Krafthefer noted the trustees could vote on this next meeting. Clerk Kearby gave an explanation of past practice and the noted difference of a Town Hall. Attorney Krafthefer said we can still have them sign in.

Trustee Law moved to approve the policy for Public Comments for Township Board Meetings and Town Hall Meetings. It was seconded by Trustee Duby

Trustee Duby – aye	Trustee Vaughn – absent	Trustee Bauman – aye
Trustee Law – aye	Supervisor Wilke – aye	<u>Motion Carries</u>

6. Townhall. Attorney Krafthefer noted we can't hold the Town Hall virtually. When do you want to hold the townhall; we need to contact the health department and find a place large enough. There was a discussion on possible locations. Trust Duby also noted the Sports Complex as a possible site. Currently we can move ahead with approval from the Health Department. Suggestion was made to schedule in September. Trustee Duby noted we can edit the agenda. September is verbal approved by all trustees. It has to be the third Tuesday in September.
7. Road Dist. Attorney Krafthefer noted we needed to talk about this and careful thought. Supervisor Wilke noted the third Tuesday set aside. This will give the Commissioner Kula time to prepare for a discussion or committee. Commissioner Kula noted the make up might look like the Assessor's office with employees under whoever is appointed to run the department. Clerk Kearby recommended a committee lead by Bob Kula. Trustee Law also noted it was a good idea. Supervisor Wilke also approved of the committee.

Commissioner Kula noted the tax levy and discernments implications and asked the Attorney Krafthefer to explain. Attorney Krafthefer suggested to work with the Commissioner off-line.

Trustee Duby made a motion to form a Highway exploratory Committee chaired by Commissioner Kula to discuss upcoming changes in state law.

Trustee Vaughn – absent	Trustee Baumann – aye	Trustee Law – aye
Trustee Duby – aye	Supervisor Wilke – aye	<u>Motion Carries</u>

8. Compensation: Attorney Krafthefer noted we need to start compensation 90 days before the end of the term. This is the Board's discussion and decision.
9. PACE: Supervisor Wilke and Attorney Krafthefer are working on this and they hope to bring information to the board next meeting.
10. Gewalt) We are doing the same work with Gewalt. Trustee Bauman wants to know what it would need to have an estimate for just a pole. Supervisor Wilke noted that would be available. Trustee Duby asked about the specific clarifications about ADA compliance. Supervisor Wilke will get the details to the board.
11. Public Participation: Jeanne Kearby speaking as a member of the public. Jeanne Kearby explained the 2-year study and three public hearings to add more routes and bus stops. The decision was made that the ridership was not at a level to warrant adding more routes or stops. She also asked the board to go around town and check what types of stops are around town. You need to see what the stops look like.

Travis Haley, Grayslake, Supervisor claims that it was his suggestion to change the plates to municipal plates and that is inaccurate. When he was driving the Suburban, he had regular plates on the truck and giving the impression that it was his personal vehicle.

Trustee Duby thanked the Food Pantry for all the work going in and we still have immense needs.

9. Executive Session: None

10. Action on Executive Session: None

11. Adjournment

Motion made by Trustee Law and seconded by Trustee Duby to adjourn at 9:29 p.m.

All in favor say aye. Opposed? Motion carries by acclamation.

**AVON TOWNSHIP MINUTES
MONTHLY BOARD MEETING
433 E. Washington Street, Round Lake Park, IL 60073
Monday – November 19, 2018**

1. Call Meeting to Order at 7:02 pm
2. Pledge of Allegiance
3. Roll Call

Trustee Bauman – present
Trustee Vaughn – present

Trustee Law – present
Supervisor Wilke – present

Trustee Duby – present
Quorum Met

Also in attendance Clerk Kearby, Highway Commissioner Kula, Assessor Ditton and Attorney Weinstein

4. Approval of Minutes:

Motion was made by Supervisor Wilke and seconded by Trustee Vaughn to approve the October 15, 2018 General Meeting Minutes.

All I favor say aye. Opposed? Motion Carries by Acclamation.

5. Public Participation: None
6. Reports:

Motion was made by Trustee Law and seconded by Trustee Bauman to approve the written reports.

All in favor say aye. Opposed? Motion Carries by Acclamation.

7. Consideration and review of bills:

Motion was made by Trustee Law and seconded by Trustee Vaughn to approve the prepaid bills.

Trustee Duby – aye
Trustee Law – aye

Trustee Vaughn – aye
Supervisor Wilke

Trustee Bauman – aye
Motion Carries

Motion was made by Trustee Vaughn and seconded by Trustee Law to approve the outstanding bills.

Trustee Bauman – aye
Trustee Vaughn – aye

Trustee Law – aye
Supervisor Wilke – aye

Trustee Duby – aye
Motion Carries

8. Addenda:

Supervisor Wilke noted that Highway Department CD have been moved to greater yield CDs.

Trustee Vaughn requested getting the packets of information and agenda and the meat of the information, reports and proposals as a PDF before the meeting. Clerk suggested a motion and a vote to direct her to send the packets through email. Supervisor Wilke noted that they are available for review in the Board room. If there is anything that comes in late will have to be voted on at the next meeting. Trustee Duby noted if something comes in late we can put it on the agenda. Trustee Law noted a direction to the clerk does not need a formal vote. Supervisor Wilke noted the Clerk does not do the agenda. Clerk Kearby replied that the clerk does prepare the packets. Trustee Vaughn noted a formal vote will set the standard.

9. New Business:

- a) Liability Insurance presentation by Geoff Raef. He summarized the prepared insurance options, clarified the points between the options and noted the approximate 25% reductions from last year and this years' proposals. Also noted was the first time in three years we have had a competitive quote. There was a discussion on the differences between Greenwich and Trident coverage differences with disputes with employment practices, overtime and back wages. West's recommendation is to renew with Trident and the Illinois Public Risk Fund.

Motion was made by Trustee Law and seconded by Trustee Bauman to approve the Trident Insurance Package as presented.

Discussion: Trustee Duby noted that the Wage and Hour coverage for an employee dispute is for defense costs only. Supervisor Wilke noted we would just pay them and avoid the suite. Trustee Vaughn asked where wrongful termination be and was told that it was covered under both insurance proposals under wrongful acts.

Trustee Duby – aye
Trustee Law – aye

Trustee Vaughn – aye
Supervisor Wilke – aye

Trustee Baumann – aye
Motion Carries

b) Levy

Supervisor Wilke noted that he is recommending to go with the maximum increase this year and next and in the election year we would not have to go for an increase. We are far from solvent right now but we have options in the election year. Discussion was noted that the paperwork was for reference. Trustee noted the property maximum is minimal compared to the other taxing bodies. Clerk Kearby noted it was the maximum without needing a referendum.

c) Transfer Resolution for Hwy Hard Road Fund

Motion was made by Trustee Law and seconded by Trustee Vaughn to approve Transfer Resolution NO. 2018-11-19 PHR.

Trustee Duby – aye
Trustee Law – aye

Trustee Vaughn – aye
Supervisor Wilke – aye

Trustee Baumann – aye
Motion Carries

d) Transfer Resolution for Hwy Road & Bridge Fund

Motion was made by Trustee Duby and seconded by Trustee Vaughn to approve Transfer Resolution NO 2018-11-19RB.

Trustee Vaughn – aye
Trustee Duby – aye

Trustee Baumann – aye
Supervisor Wilke – aye

Trustee Law – aye
Motion Carries

e) Ordinance #2018-11-19Hwy

Motion was made by Trustee Law and seconded by Trustee Bauman to approve the Tax Levy Ordinance 2018-11-19HWY.

Discussion: Trustee Vaughn asked if there was a need to raise this in the future. Commissioner Kula noted not in the foreseeable future. Trustee Law asked if we recouped any of the oil spill. Commissioner Kula noted no and the cost to go after the money would have cost the Township more than the clean-up.

f) Employee Policy

Supervisor Wilke presented changes to take out the reimbursement options when an employee leaves. There are noted maximums for accumulated sick leave and vacation days. If you do not use them; you lose them. This would only include employees of the Supervisor's office. I would suggest to the Highway department and the Assessor's office to approve the same employee practices. Commissioner noted that he would not take anything away from current employees but maybe for future employees. We will vote on it the next month and Trustee Vaughn would like a copy of last years. He also asked Candy Leatherman her opinion. She noted the changes in family bereavement leave. Supervisor Wilke noted that it is fair to get 25 days a year for an employee to be able to take off work, which includes holidays. Trustee Duby noted he felt sick days should not be paid out only vacation days and he thought the current bereavement days were a rational amount. Trustee Duby also requested a copy of the old handbook. Supervisor Wilke asked Commissioner Kula to provide his Employee Handbook.

g) Proposed Budget

Supervisor Wilke said he wanted to vote on the overall budget totals. He presented documents of our current proposal and a comparison with other Townships of the percentages allocated for the Assessor's office. He also noted it was not always apples to apples. This compares their last year budget with our current budget. Supervisor Wilke noted that the County noted a recommendation of 10% increase for a Quad Year. Supervisor noted this did not include raises for Supervisor employees. Trustee Vaughn noted the increase for Supervisor was 14% which the Supervisor noted was an increase of ½ employee due to

Trustee Duby – aye
Trustee Law – aye

Trustee Vaughn – aye
Supervisor Wilke – aye

Trustee Baumann – aye
Motion Carries

j) Supervisor's/Township's Truck

Supervisor Wilke presented four options to the Board and the original agreement that was not approved or signed by the board members. Trustee Vaughn was concerned about potential of compensation for the Supervisor. He made the argument that he is on call 24 hours just as the Highway Commissioner is on call. He also noted he paid \$8600.00 out of his own pocket for the truck. Trustee Vaughn read the statute regarding the use of a vehicle. He believed it was considered compensation. Trustee Duby noted the Supervisor is not at the same level of on call as the Highway Commissioner. Supervisor Wilke noted he was on call for anything that happens in the Township. There was a discussion on the original discussion was to sell the jeep and share the vehicle. Trustee Vaughn said from everything he has read, option 1 is not possible. Supervisor Wilke noted option 3 was submitted by our bookkeeper. Trustee Bauman asked what it specifically was used for and Supervisor Wilke noted everything during the day such as diaper pick up or food pick up like turkeys.

Trustee Duby asked if the \$8600 out of his pocket was for repairs. The original price was \$3600. Then the repairs was \$5000. Trustee Vaughn noted he needed a legal opinion about he would track it and how it was documented and can we legally do that. Supervisor Wilke noted the reason for doing this was because of the mileage reimbursement for the supervisor. Supervisor Wilke said he would get all the expenses to the board.

Trustee Duby noted he wants the information to clarify the exact costs and expenses and legalities than might be Ok for option 3 but the bigger issue is why this wasn't brought to the board before this was purchased. There was a discussion of the differences of training events and going to community events. We want to decide who claims mileage and what gets reimbursed.

Trustee Bauman asked if any other Supervisor's had a vehicle or was compensated for travel. Supervisor Wilke said he could get that information. Questions were raised about getting license, stickers and sign for the truck.

10. Other Business:
11. Executive Session- None
12. Action on Executive session
13. Good of the order

Assessor Ditton asked if we had heard anything about the cell tower. Supervisor Wilke said he had heard nothing but hopefully next year.

14. Adjournment

Motion was made by Trustee Law and seconded by Trustee Bauman to adjourn the meeting at 9:02 pm.

All in favor say aye. Opposed? Motion Carries by Acclamation.

Avon Township is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting of facilities, are asked to call the Township office prior to the meeting.

Doc 5

Workhorse/Stephan
Peapod truckTitle change
July 9DMV called on
date of process
July 1 or later 2020Office of the Secretary of State Jesse White
CYBERDRIVEILLINOIS.COM

Title and Registration Status Inquiry

Results

Registration Status Inquiry Information

License Plate Number	2867556B
Registration Expiration Date	07/2021
Renewal Notice Sent	No
Last Payment Received	No payment information is available.
Sticker Mail Date	No renewal sticker mailing information is available.
Multi-owner	No
Address Correction Requested	No

Check status of another Vehicle

This information was printed from www.cyberdriveillinois.com, the official website of the Illinois Secretary of State's Office.

Thu Jul 21 2020

Step van.....

From: Doug Kearney (doug.kearney@sbcglobal.net)

To: wilbenmad@yahoo.com; db@dbgrec.com; tjhaley40@yahoo.com

Date: Thursday, July 9, 2020, 09:48 PM CDT

The status of the step van appears to have changed today....

Results

Title Status Inquiry Information

Vin	HP4HP42VX43387089
Title Number	20191042819
Application Number	6221077018
Most Recent Title Issuance	07/09/2020
Type of Title	Original
Lienholder	No
Multi-Owner	No
Is better address needed for mailing?	No
Is vehicle tagged as rebuilt?	No
Is vehicle tagged as having flood damage?	No

[Get the Registration Status of this Vehicle](#)

Please contact the nearest [Secretary of State Facility](#) or call 1-800-252-8980 with any corrections.

Please verify the VIN....

"Most recent title issuance" happened July 9th.....today.....

It now appears to have a B-Truck license plate:

Facebook x Title and Registration Status In x Mobile messages x 129 unread - dnap Kearney x +

apps.ilsos.gov/registration/statusCheck

Apps Outlook Florence County Go. Florence County W Facebook Lake County Illinois LandShark Search Lake County Aerial Criminal Case Contr. Other bookmarks

Title and Registration Status Inquiry

Results

Registration Status Inquiry Information

License Plate Number	286754-B
Registration Expiration Date	07-2021
Renewal Notice Sent	No
Last Payment Received	No payment information is available
Sticker Mail Date	No renewal sticker mailing information is available
Multi-owner	No
Address Correction Requested	No

[Check status of another vehicle](#)

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Workhorse Van Title.pdf
1.2MB