

**JULY 9, 2013**

**Special meeting 6:00pm**

**CALL MEETING TO ORDER:** Meeting called to order by Supervisor McCormick at 6:00PM

**Roll Call:** Arnold (p) Feger (p) Shallenberger (p) Hranka (p) McCormick (p) Hiller (a) Risinger (p) Christianson (p)

**Guests:** Eric Jones

Supervisor McCormick reviewed the Agenda

**CONTINUATION OF THE AUDITOR'S PRESENTATION:**

**1.) Specific Questions or Comments from the Board**

Trustee Arnold says he believes we should push forward and do what needs to be done per Mr. Jones recommendations but wonders how much time it will take and what the process will be. Trustee Feger also agrees we should move forward and also wonders what that time frame may be. Mr. Jones response is that he does not want to shortchange the regular audit for this fiscal year and anticipates it will be the end of September before backtracking with a final due date of November 30, 2013. Trustee Hranka questions any future consequences and asks if we can start in August paying bills out of the correct funds. She also agrees with the other trustee's that we really do not have an alternative but to correct the issue. She also suggests that we should at least go back four years with the replacement tax. Trustee Shallenberger, also in agreement with the other trustees suggests we do all the other things before we address the replacement tax issue. He also suggests that guidelines be set up for the Office Administrator. Mr. Jones says letter from the Attorney will answer some of this, and yes we can start now in paying bills from the appropriate funds. Supervisor McCormick says we will probably need to change some of the forms that have been used for years and asks assistance from the Auditor for the Levy.

**2.) Recommendations Regarding the Pioneer Committee**

Supervisor McCormick took a poll of the board asking if the Pioneer Committee should be part of the Township or a separate entity.

Shallenberger, Hranka, Feger, and Arnold are all in agreement that it should be a separate entity. Supervisor McCormick states that the township of course can help facilitate in getting it up and running.

### **3.) Additional Concerns/Recommendations**

**The area of Prevailing Wage** – Mr. Jones says this is the most violated in the State of Illinois. The handout provided shows how complicated this can be with so many area's that can potentially place a Township at risk for fines and penalties. Once a complaint is issued then the State must follow through, putting a township in the position of having to spend a lot of money to fight a complaint and then maybe not win. He recommends the questions to ask yourselves are; 1.) Is the board identifying Prevailing Wage issues? 2.) Are the appropriate documents attached and are they correct? 3.) Who is responsible and is that person appropriately trained? He also recommends a 3 year record retention.

Mr. Risinger's says we cannot "police" the issues of prevailing wage in an area like cement work for instance where we are billed a lump sum and billing does not include each step/person doing a job.

**Response:** The Townships responsibility is to notify in writing all contractors that their work is a Prevailing Wage job prior to the start of any applicable work. It is then the responsibility of the contractor to have in place a program which meets or exceeds requirements of the Public Works Projects Act and be filed with the public body engaged in the construction and made available to the public. The TOI website has lists of contractors that are not eligible.

Supervisor McCormick says the person who handles most of this is the Administrative Assistant, so this should not be a problem. There are standardized forms on the States website that can be downloaded and used for this purpose.

**Capitalization Policy** – This is another area that needs to be addressed. The Township needs to establish a policy for setting thresholds. Supervisor McCormick asks the auditor for guidance in this area so the township can take a look at setting a policy at the August 2013 regular meeting.

### **4.) Final Summaries, Questions and Recommendations**

There being no further questions at this time Supervisor McCormick asks for a motion to adjourn.

**Motions to Adjourn: Motion by: Arnold                      Second by: Shallenberger**

**All in Favor: Voice Vote All Aye's                      Meeting Adjourned 7:10PM**

**Respectfully Submitted:**

**Pam Christianson Town Clerk**