

Minutes Board of Town Trustees

STATE OF ILLINOIS

LAKE COUNTY

TOWN OF NEWPORT

THE BOARD OF TOWN TRUSTEES met at the office of the Town Clerk at the Village Hall on February 21, 2024

Members Present:

J. Daryle Spiller, Trustee

Corey Kirschhoffer, Trustee

Frank Kaiser, Trustee

Mike Wells, Trustee

Debbie Spurgeon, Clerk

Jerome Berens, Assessor

Call to Order: Trustee Spiller calls the Regular Township Meeting of the Board of Town Trustees to order at 7:00 p.m.

Pledge of Allegiance: Trustee Spiller leads the Pledge of Allegiance.

Roll Call: In attendance, Daryle Spiller, Corey Kirschhoffer, Jerome Berens, Mike Wells, Frank Kaiser, and Debbie Spurgeon. Absent, Randy Whitmore.

Also present, Rodger Edmonds, Highway Department Director.

Approval of Minutes: Trustee Spiller requests a motion and a second to approve the January Regular Meeting Minutes.

Motion by Kirschhoffer, second by Kaiser to approve the January 17, 2024 Regular Meeting Minutes.

Roll Call Vote: Ayes, Spiller, Kirschhoffer, Wells, Kaiser. Nays, none.

Motion passes, 4-0.

Reports:**Supervisor's Report:**

No report.

Highway Department Report:

Highway Department Director Rodger Edmonds reports on possible lighting for a bike path crossing on Edwards Road. The posted speed limit is 30 mph, however traffic engineering firm, CivilTech, studied the average speed closer to 48 mph. Therefore, the area may qualify for additional action which could be determined by this summer.

Previously, the director reported on lighting damage in Heritage Trails due to vandalism. The board had reservations regarding the \$3600 quote from a local lighting contractor for the repairs. Edmonds reports the township road department employees tore one apart, went to Menard's for parts, and were able to fix the damage for \$150. Board consensus is very pleased with the cost savings. Director Edmonds says they now have extra parts on-hand to repair possible future damaged lights.

Regarding township credit cards, progress on the arrangements is underway. The current plan is for (3) cards, which would be held by Randy Whitmore, Rodger Edmonds and Matt Mitton. Collectively, a \$5000 limit will be imposed.

The road department employees have been performing brushwork. On rain days, personnel have been working on building shelving in the mezzanine area of the shop for better dry storage. Additionally, a recent brake repair was performed on the 5-yard International including replacement of rotten steel.

A brief discussion occurs on the new state mandate, Paid Leave for All Workers Act. Townships are not exempt from the mandate, which requires 40 hours of paid leave to employees on an annual basis. Under the act, townships will be required to maintain records documenting hours worked, paid leave accrued and taken, and the new paid leave balance for each employee. Edmonds says the mandate creates a nightmare of record keeping and hurts small entities. Seasonal employees Ritchie and Beckie in the highway department, and Maureen in the assessor's office, will be eligible according to Edmonds. Other responsibilities also apply, such as posting a physical notice on the act in the workplace.

Assessor's Report:

Assessor Berens briefly reviews the township tax cycle: tax bills will come out in May, for June & September payments; his office is finishing up with last year's work; the 'blue sheet' comes out in late summer/early fall. Berens thinks it went pretty well last year and hopes for a similar result this year. However, the CPI (Consumer Price Index) is going up and undoubtedly the factor will also be rising.

Clerk's Report:

The state has released the FOIA and OMA training modules for 2024. As new trustees, Cory Kirschhoffer and Frank Kaiser will be required to take the OMA training only. The clerk has completed both FOIA and OMA, as required annually.

At the March meeting, we will be considering the proposed budget for the new fiscal year and also approving the Annual Town Meeting Agenda. The Annual Town Meeting for 2024 is April 9th at 7:00 p.m.

The county has been sending out the e-filing instructions for the EIS (Economic Interest Statement), which board members must file by May 1st, or face a fine. If you have not seen the emails from the county, please contact the Lake County Clerk's Office, Anthony Vega.

Trustee Comments:

Daryle Spiller—No comments.

Corey Kirschhoffer—No comments.

Mike Wells—No comments.

Frank Kaiser—No comments.

Township Business:

Trustee Spiller introduces the township's line-item transfer for the current fiscal year, as determined by township bookkeeper, Nancy Lech. The board has received details on the line-item specifics from Nancy. No discussion.

Motion by Kirschhoffer, second by Kaiser to adopt the line-item transfers, as presented.

Roll Call Vote: Ayes, Spiller, Kirschhoffer, Wells, Kaiser. Nays, none.

Motion passes, 4-0

Trustee Spiller announces consideration for IL Public Act 102-1143, requiring taxing bodies to provide paid time off for part-time employees that do not currently receive paid time off. This act does not pertain to elected officials. For Newport, this affects, Beckie Mitton and Richie in the

Highway Department, and Maureen McCarragher in the Assessor's office. Managers of these employees, Rodger and Jerome, are required to maintain and approve complete and correct time cards as part of the act. Brief discussion on the 40-hour limit and a time cap to take the time off or receive payment, and the possibility of double-dipping if part-time employees work at more than one government entity. As of January 1, 2024, affected employees have had the accrued time showing on on their paystubs. Nancy Lech is using a report available from the payroll software company to track the accrued time as approved from the department managers.

Motion by Kaiser, second by Wells to adopt a resolution (#21022024A) pertaining to IL Public Act 102-1143, as presented by the highway department.

Roll Call Vote: Ayes, Spiller, Kirschhoffer, Wells, Kaiser. Nays, none.

Motion passes, 4-0

Finances:

Trustee Spiller requests a motion to approve the township's bills.

Motion by Wells, second by Kaiser to approve the monthly bills.

Roll Call Vote: Ayes, Spiller, Kirschhoffer, Whitmore. Nays, none.

Motion passes, 3-0.

Public Comment:

No public comment.

Motion to Adjourn:

Trustee Spiller requests a motion to adjourn the Regular Board Meeting.

Motion by Kirschhoffer, second by Wells.

Voice Vote: Ayes, all. Nays, none.

Meeting adjourns at 7:19 p.m.

Dated the 21st day of February, 2024.

 s/Debbie Spurgeon

Debbie Spurgeon, Township Clerk