

# Minutes ~ Board of Town Trustees

STATE OF ILLINOIS,            )  
  )  
Winnebago County,        ( ss.  
  )  
Town of Harlem,            )

THE BOARD OF TOWN TRUSTEES met at the Office of the Town Clerk at 819 Melbourne Avenue, Machesney Park, Illinois on June 14, 2021.

PHYSICALLY PRESENT: \_\_\_\_\_ Gary Jury \_\_\_\_\_ Chairman  
  \_\_\_\_\_ Matthew Gabel \_\_\_\_\_ Town Clerk  
  \_\_\_\_\_ Paul Hofmann \_\_\_\_\_ Town Trustee  
  \_\_\_\_\_ Aaron McKnight \_\_\_\_\_ Town Trustee  
  \_\_\_\_\_ \_\_\_\_\_ Town Trustee  
  \_\_\_\_\_ \_\_\_\_\_ Town Trustee  
Mr. Gary Jury \_\_\_\_\_ acting as chairman, and \_\_\_\_\_ Matthew Gabel as clerk.

The following official business was transacted:

Others present: Tax Assessor Jon Vaiden, Attorney Gino Galluzzo, Deputy Supervisor Dawn Frank. Citizens: none

The meeting was called to order at 5:30 PM.  
Assessor Jon Vaiden gave the invocation followed by the Pledge of Allegiance.  
Roll call was taken, and a quorum declared present. Absent: Trustee Josh Gesner and Trustee Ron Esser.

A motion was made by Trustee McKnight to approve the May 17, 2021 regular board meeting minutes, seconded by Trustee Hofmann. Motion carried.

**PUBLIC COMMENTS:**

None

**COMMUNICATIONS:**

- General Assistance Report – 3 active, 0 pending, 0 application, 0 terminated, 0 denied.
- Financial Reports – On file.

**ATTORNEY COMMENTS:**

None

**ELECTED OFFICIAL'S REPORTS:**

**Supervisor:** Thanked the staff of the Township and the help they have provided during this transition and his job. We are very fortunate for the staff we have at the Township and enjoys that everyone works hand in hand. Thanked Deputy Clerk Frank and Tax Assessor Vaiden directly.

**Assessor:** Printed report given ahead of meeting to save time. The transition of offices has been really smooth and comfortable. We look forward to some positive changes coming soon that will enhance Harlem Township for its residents and staff as well. The books are going well, still shooting for the 6/25/2021 deadline to get the data to the Supervisor of Assessments. I have some more continuing education classes at the Radisson downtown Rockford on 6/28 thru 6/30, so I will be out of the office for those 3 days. I have 100% confidence in my staff to hold the fort down for those few days. This concludes my assessors report. Happy to answer any questions.

**Clerk:** Transition has been great so far. Looking forward to a great term and excited to help out the people of the township.

**Road Commissioner:** Printed report given ahead of meeting to save time. Our first month has been an eye opener for us all. For myself, it has been a lot to take in. The previous highway commissioner left me some notes on items that need to be priorities. I have addressed some of which that are in the pipeline and others that need more time and investigation. The second week of our tenure Gary arranged a meeting with Carlos Molina, Winnebago County Engineer. The meeting was attended by Carlos and a few of his staff as well as Gary and I. The meeting was very helpful with information Carlos and his staff shared. We have a few things that we work with Winnebago County that they provide for us and we reimburse them at a reasonable savings. I also have been in contact with several people at IDOT as it relates to the operation of the Township roads. All in all, a good beginning for me and my Highway Commissioner position. Gary, Ron, Dawn and the highway crew have been very helpful as I have been attending to my wife's needs after her open-heart surgery and I am very grateful. In the future I will be more specific with issues that effect the Township roads and I welcome your input on those issues. Thank you.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

**Motion requested to treat items below under new business as A, B, C, D to be handled as an omnibus vote.**

Motion was made by Trustee Hofmann, seconded by Trustee McKnight. Motion carried. 3 Ayes (Trustee Hofmann, McKnight & Supervisor Jury) Trustee Esser and Gesner absent.

**Omnibus Vote for approval of A, B, C, D.**

Motion was made by Trustee McKnight, seconded by Trustee Hofmann. Motion carried. 3 Ayes (Trustee Hofmann, McKnight & Supervisor Jury) Trustee Esser and Gesner absent.

- A. Resolution 11-2021 – Resolution Revising the Township Board Meeting Schedule**
- B. Ordinance 8-2021 – Ordinance Establishing Rules for Public Participation at Township Meetings**
- C. Ordinance 9-2021 – An Ordinance of Harlem Township, Illinois Establishing Robert's Rules of Order as The Official Set**
- D. Resolution 12-2021 – Resolution Authorizing the Township Supervisor to Enter into a Contract with a Cleaning Service Company for the Township Building**

**Approval of Bills for Payment – Town – General Assistance – Park – Road & Bridge**

**Town Fund:** A motion was made by Trustee McKnight to approve payment of the Town Fund Bills in the amount of \$36,055.48 Seconded by Supervisor Jury. Motion carried.  
3 Ayes (Trustee Hofmann, McKnight & Supervisor Jury). Trustee Esser and Gesner absent.

**G.A. Fund:** A motion was made by Trustee Hofmann to approve payment of the G.A. Fund Bills in the amount of \$957.00. Seconded by Supervisor Jury. Motion carried.  
3 Ayes (Trustee Hofmann, McKnight & Supervisor Jury). Trustee Esser and Gesner absent.

**Park Fund:** A motion was made by Trustee Hofmann to approve payment of the Park Fund Bills in the Amount of \$4,788.09. Seconded by Supervisor Jury. Motion carried.  
3 Ayes (Trustee Hofmann, McKnight & Supervisor Jury). Trustee Esser and Gesner absent.

**Road & Bridge Fund:** A motion was made by Trustee McKnight to approve payment of the Road & Bridge Fund Bills in the amount of \$16,480.50. Seconded by Supervisor Jury. Motion carried.  
3 Ayes (Trustee Hofmann, McKnight & Supervisor Jury). Trustee Esser and Gesner absent.

**FURTHER DISCUSSION OF TOWNSHIP MATTERS:**

Trustee Hofmann mentioned the idea of templates for reports going forward. More specific. Supervisor Jury agreed.

Next meeting with have a lengthy list of items on agenda. Need to discuss website, painting of building and upkeep. Supervisor Jury attempted to reach the County Engineer in regards to the salt shed in the back that is falling apart and collapsing, could be \$27,000 or more. Need to address this before falling into the neighbor's yard.

Trustee Hofmann raise a question in regards to bids for projects like the salt shed. Tax Assessor Vaiden mentioned that he thinks there are only a few companies that are able to help fix something like the salt shed. The shed is actually 20 years old. The canopy only has a life of around 10-12 years so it served its purpose. Dangerous to be around with the block pushing out. Deputy Supervisor Frank mentioned that we cannot use companies outside of Illinois, learned that in the past. Attorney Galluzzo said we could bid it out and is going to look into this. Deputy Supervisor Frank said that Public Works projects over \$20,000 have to go out for bid and that we may be able to get help from the County to fix it without being replaced in its entirety.

**ADJOURNMENT:**

A motion was made by Trustee Hofmann to adjourn the meeting, seconded by Trustee McKnight.

Motion carried.

The meeting adjourned at 5:43P.M.

Respectfully Submitted,

*Matthew Gabel*

Matthew Gabel  
Harlem Township Clerk

These minutes are not official unless signed by the Township Clerk.