

RICHMOND TOWNSHIP
REGULAR MEETING OF THE BOARD OF TRUSTEES

7812 S. RT 31 RICHMOND, IL

April 16, 2025

7:00 pm

PRESIDING: Supervisor Ron Kay

PRESENT: Trustees, Kosta Iftica, Kara Lotz

ALSO PRESENT: Clerk Tammy Kay, Highway Commissioner Chris Gumm, Administrative Assistant Diana Benitez

ABSENT: Assessor Patricia O'Neill, Trustee Scott Freund, Trustee Tracy Dickens

R. Kay called the meeting to order at 7:06 pm, with the Pledge of Allegiance recited by all.

ROLL CALL: Trustees Iftica, Lotz, and Supervisor R. Kay were present, quorum established.

MINUTES: Trustee Lotz moved to approve the regular March 12th, 2025 meeting minutes, seconded by Trustee Iftica, and passed by unanimous voice vote. Trustees Freund and Dickens were absent. Trustee Iftica moved to approve the special meeting minutes of April 8th, 2025, seconded by Trustee Lotz and passed by unanimous voice vote. Trustees Freund and Dickens were absent.

PUBLIC COMMENTS: Road District Assistant Bridgette Saunders and Trustee elect Mike Lynn were in the audience, but had no comment at this time.

TREASURER'S REPORT AND PRESENTATION OF BILLS FOR APPROVAL: Supervisor R. Kay presented the reports and balances. He stated interest earned for all accounts since mid-August was \$53,125.45. The end of fiscal year budgeted amount and balances were discussed.

Trustee Lotz moved to accept the Treasurer's Report, seconded by Trustee Iftica and passed with unanimous voice vote. Trustees Freund and Dickens were absent.

Township Warrant #25-4T in the amount of \$4,892.78 was presented. Trustee Lotz moved to approve payment, seconded by Trustee Iftica and passed with Trustees Iftica, Lotz and Supervisor R. Kay voting yes. Trustees Freund and Dickens were absent.

Road District Warrant #25-4R in the amount of \$24,053.35 was presented. Trustee Iftica moved to approve payment, seconded by Trustee Lotz, and passed with Trustees Iftica, Lotz, and Supervisor R. Kay voting yes. Trustees Freund and Dickens were absent.

CORRESPONDENCE: A letter from the McHenry County Historical Society was received describing a donation opportunity. A \$500.00 donation will be given.

REPORTS:

Supervisor: Supervisor R. Kay stated the General Assistance computer program is up and running in his office. He has processed 3 clients to date. He also stated that he applied for and received a check for unclaimed property from the State of Illinois in the amount of \$400.00 plus interest for the past 20 years. Today another letter was received from the State of Illinois and another \$2,200.00 of unclaimed property is available to claim from 2001, 2002, and 2003. He will apply to receive those funds along with accrued interest. It is unclear where these funds were unclaimed from and some of the funds may belong to the Road District. Supervisor R. Kay stated the donation account has been set up at the State Bank of The Lakes. He also spoke about upcoming classes for new Supervisors and Trustees in Crystal Lake and Rockford that he will be attending and hopes the new Trustees-elect will also attend.

Road District: Highway Commissioner Gumm reported Broadway Road will be repaved this year. He gave the board a handout excerpt from the McHenry County Division of Transportation, with pictures of Broadway Road, the condition, the rating of the pavement and then explained the PASER rating of the road, the process of the rating and the process of determining which road would be addressed this season. He stated the Road District refers to "Standard Specifications for Road and Bridge Construction" published by Illinois Department of Transportation. He also had a thank you card from a resident regarding the snow removal and upkeep of her road. He stated the sweeper broom approved for surplus sale at the Annual Town Meeting has been sold for \$800.00. Commissioner Gumm said the Road District will be looking to replace the 2006 red truck. Currently there is an 18-24 month wait for delivery and anticipated cost for a new truck is approximately \$150,000-180,000. The Hill Road paving project done 2 years ago is showing signs of failure in a 30' x 6' wide area. He is working with the county engineer on a solution. He discussed County Ordinance 16.72.040 regarding signs prohibited from placement in road right of way and discussed the reason for the prohibition, in regards to underground utilities and safety issues to the sign placer and to the general public if underground structures are damaged. The Road District tries to contact the sign owner for them to remove the sign, and if no response, then removes the sign, holds at least a week, usually longer, and if not picked up, then properly disposed of. Commissioner Gumm stated he will attend a meeting tomorrow regarding the West Solon Road bridge. There is concern that Federal Funding might not be available for the project. Commissioner Gumm stated it is "Donate Life" month and purple lights are turned on to show support for the project.

Assessor: Assessor O'Neill was absent. Clerk T. Kay read her report. "11 permits from Spring Grove entered, including a permit for chickens in Spring Grove, 16 phone calls-all residential and tax related questions, met with resident to help complete Senior Freeze form, 18 sales entered, and 17 welcome letters mailed. The computer crashed and has been restored. Inadvertently there was personal data on the computer-all personal data removed. Interviewed 3 potential candidates for summer work. I need to change the proposed Assessor Budget. Due to unforeseen computer repairs and legal fees, I need to add \$2,000 for legal and \$1,500 for computer repairs. Thank you."

Clerk: Clerk T. Kay reported there was a good turnout at the Annual Town Meeting, with 25 electors in attendance. An email was received from a resident regarding the possibility of consolidated garbage collection for township residents. A response was sent encouraging the resident to attend the monthly meetings to discuss this issue. She stated the results of the

Consolidated Election will be certified on April 22, 2025 and that voter turnout was 16.5%. She stated there was a mistake in the March agenda, in that Ordinance 2025-1 was not included, but it is included on the April agenda with a new certification page to sign. Clerk Kay discussed another FOIA request. This request, dated March 15, 2025, was sent to Assessor O'Neill from Kosta Iftica and was not responded to by Assessor O'Neill. On April 2, 2025, Assessor O'Neill resigned as FOIA Officer. On April 7, 2025, Clerk Kay received a letter of non-compliance from the Illinois State's Attorney Office. The same day, Clerk Kay contacted the township attorney about this case. Requested materials were emailed to the attorney and Assessor O'Neill also sent requested materials. On April 8, 2025 the case was closed per attorney. She stated it is very important to her to be compliant and follow the rules and that this situation created concern for her, that her integrity was in question and stressed the difficulty in answering FOIA requests for the Assessor Office when she has no access to those records.

Trustees: none

Senior Transportation: Supervisor R. Kay reported the township lost the use of the donated vehicle from Castle Kia McHenry. They are no longer participating in the program. Trustee Lotz has reached out to Ray Chevrolet about donating a vehicle to the program and is waiting on a response. Supervisor R. Kay also contacted Sunnyside Dodge and the initial conversation seemed promising. He stated there were 69 rides given, 976 miles driven, with Johnsbury/McHenry being the most frequent destination accounting for 42 of those rides. He gave the fiscal year report, with 918 total rides given, 14,696 miles driven and Johnsbury/McHenry being the most frequent destination accounting for 496 of those rides. This past month there have been several maintenance issues to address, such as brakes and sensors. He stated the vehicles are low mileage but older and thus problems will continue. He said approximately 10 grants have been applied for and results should be available in June or July.

Cemetery: Supervisor R. Kay stated the software program Crypt Keeper has been installed on the Cemetery Office computer and input of information has begun. The Cemetery Committee will meet tomorrow and will be setting a standard for foundations to create consistency throughout all of the township cemeteries.

UNFINISHED BUSINESS: Supervisor R. Kay stated he made Assessor budget changes that Assessor O'Neill asked for. Discussion ensued regarding line items that could be reduced and line items that may not have enough. Finalization of the budget will be held at the May meeting so Trustees Freund and Dickens can be present for discussion.

Trustee Lotz moved to adopt certification of Ordinance 2025-1 seconded by Trustee Iftica and passed by voice vote. Trustees Freund and Dickens were absent.

NEW BUSINESS: Supervisor R. Kay said at the Annual Town Meeting, 17 electors moved and voted to construct an office space in the Township Office Building for the Assessor's Office. Supervisor R. Kay stated we cannot force the Assessor, nor will he force her, to come to the Township Office Building. He stated that because the public moved and voted on the issue, he believes we need to do it. This topic will be placed on the May agenda to include the absent Trustees and to allow time to explore the legalities regarding the motion and vote.

Discussion about changing the July 16 meeting date and October 15 meeting date back to original 2nd Wednesday of the month ensued. Originally the dates were moved at the request of Commissioner Gumm. However, the Township Visa due date is before those meeting dates and special meetings would need to be held to pay the bill to avoid late fees/penalties. Supervisor R. Kay moved to change the July 16 meeting date and October 15 meeting date back to original 2nd Wednesday of the month dates, seconded by Trustee Ifitca and passed by unanimous voice vote. Trustees Freund and Dickens were absent.

PUBLIC COMMENTS: Bridgette Saunders asked about which dates are now the correct meeting dates. Clerk Kay handed out a revised list of correct meeting dates. Highway Commissioner Gumm assured Clerk Kay that the FOIA request with the subsequent letter from the Illinois State's Attorney Office was a routine letter and not to be distressed in receiving it, that it is not a blemish on her or the township's record. He stated that Kosta Ifitca did the correct steps in filing the FOIA and supported that effort. Discussion ensued about creating a policy on FOIA requests and how to create an Assessor's office space cost effectively.

CLOSED SESSION: none

There was no other business. Trustee Ifitca moved to adjourn, seconded by Trustee Lotz and passed by unanimous voice vote. Trustees Freund and Dickens were absent.
8:33pm.

Township Clerk

Approved: _____