

3510 Bay Road  
Crystal Lake, IL 60012  
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[www.nundatownship.com](http://www.nundatownship.com)

RE: Regular meeting of the Nunda Township Board of Trustees  
WHERE: Nunda Township Town Hall, 3510 Bay Road, Crystal Lake, IL  
DATE: Thursday, January 11, 2018 at 7:00 p.m.

## ***A G E N D A***

1. The meeting is called to order
2. Pledge of Allegiance
3. Roll Call
4. Public comments (related to Agenda items only) 3 Minute Limit
5. Review and approval of the minutes of the regular board meeting dated Thursday, December 14, 2017
6. Township Warrants for approval for payment for January 11, 2018
7. Road District Warrants for approval for payment for January 11, 2018
8. Resolution #01-11-18-01 Updated Sexual Harassment Prohibition Policy
9. Reports by the Supervisor, Town Clerk, Highway Commissioner, Assessor, Trustees and Cemetery Board Members
10. New Business from Board
11. Old Business from Board
12. Public Comments - 3 Minute Limit
13. Document Signing
14. Adjournment

MEETING MINUTES – BOARD OF TRUSTEES

NUNDA TOWNSHIP

DRAFT

STATE OF ILLINOIS }  
McHenry County } SS.  
Township of Nunda }

**The Board of Trustees** met at the Nunda Township Town Hall, 3510 Bay Road, Crystal Lake, Illinois, on Thursday December 14, 2017 at 7:00 p.m.

**Meeting called to order** at 7:00 p.m.

Township Clerk Smith recorded the following official business

**The Pledge of allegiance** was recited at 7:00 p.m.

**Roll call answered by:** Trustee: Justin Franzke, Trustee: Rob Parrish, Trustee: Tim Parrish, Supervisor: Lee Jennings - Absent: Trustee: Karen Tynis. Also present: Assessor Mark Dzemske, Road Commissioner Mike Lesperance, Attorney Scott Puma and residents.

**Public Comments (related to Agenda items only)**

**Cemetery Board Member Cyntheea White** requested the Township Meeting Agenda include an Agenda item intended for the Cemetery Members reports.

**Township Assessor Mark Dzemske** expressed his opinions on lowering the Levy and expressed his interest in reviewing and implementing suggestions on completing a feasibility study within the township.

**Mike Shorten of Crystal Lake** expressed his opinions regarding lowering the Tax Levy and his thoughts on the board following abatements regarding the Township Levy.

**Motion to review and approval of minutes of regular board meeting dated Thursday, November 9, 2017:** Made by: Rob Parrish; Seconded by: Justin Franzke. Voice Vote: All Ayes. Motion carries

**Motion to Approve for Payment Township Warrants for December 14, 2017** in the amount of \$27,898.71. Made by: Tim Parrish; Second by: Rob Parrish. Discussion followed. Roll Call: Tim Parrish (Yes), Justin Franzke (Yes), Rob Parrish (Yes), Lee Jennings (Yes). Motion carries.

**Motion to Approve for Payment Road District Warrants for December 14, 2017** in the amount of: \$424,466.80. Made by: Justin Franzke; Seconded by: Tim Parrish. Discussion followed. Roll Call: Justin Franzke (Yes), Tim Parrish (Yes), Rob Parrish (Yes), Lee Jennings (Yes). Motion carries.

**Truth in Taxation hearing for 2018-2019 proposed Cemetery Levy: Motion to open meeting for public comment:** Made by: Tim Parrish; Seconded by: Justin Franzke. Voice Vote: All Ayes. Motion carries.

**Cemetery Board Member Bill Boltz** explained the Cemetery Board met on two occasions regarding the Levy and suggested the Levy be increased to sustain current costs of maintenance and operations of the Township Cemetery's.

**Cemetery Board Member Cyntheea White** explained that after further review of the Cemetery's finances an abatement may be feasible in the future.

**No members of the public gave testimony on the Cemetery Tax Levy.**

**Motion for Approval of the 2018 Annual Tax Levy as presented and posted on 11/10/17 for Town Fund:** Made by: Lee Jennings; Seconded by: Justin Franzke

**Motion to amend the motion of approval of the 2018 Annual Tax Levy for Town Fund to decrease the Town Fund Levy from \$1,052,603.00 to \$952,608.89.** Made by: Tim Parrish; Seconded by: Rob Parrish

**Motion to table items #9 – Approval of the 2018 Annual Tax Levy for the Town Fund, #10 – Approval of the 2018 Annual Tax Levy as presented and posted on 11/10/17 for the General Assistance Fund, #11 – Approval of the 2018 Annual Tax Levy as presented and posted on 11/10/17 for the Cemetery Fund and #12 – Approval of the 2018 Annual Tax Levy as presented and posted on 11/10/17 for the Road and Bridge Fund, Permanent Hard Road Fund, Road and Bridge IMRF Fund, Road and Bridge Social Security Fund and Road and Bridge Insurance Fund as on the Agenda to Monday December 18, 2017 at 7:00 P.M.** Made by: Lee Jennings; Second by: Justin Franzke. Discussion followed. Roll Call: Rob Parrish (Yes), Justin Franzke (Yes), Tim Parrish (Yes), Lee Jennings (Yes). Motion carries.

**Motion for approval of Resolution 12-14-17-01 setting the holiday schedule for the calendar year 2018:** Made by: Tim Parrish; Seconded by: Rob Parrish. Voice Vote: All Ayes. Motion carries.

**Motion for approval of Resolution 12-14-17-02 setting and post the Nunda Township Board meeting dates for the calendar year 2018:** Made by: Justin Franzke; Seconded by: Tim Parrish. Voice Vote: All Ayes. Motion carries.

**Reports by Supervisor, Town Clerk, Highway Commissioner, Assessor and Trustees:**

**Supervisor** – Explained the video streaming for Township meetings is set for installation within the next week.

**Township Clerk** - None

**Road Commissioner** – Explained the Road District has finished the paving program last week and the snowplows are ready for the winter season.

**Township Assessor** – Stated he provided Assessor's office informational packets for public review.

**Trustee** – Justin Franzke – None

**Trustee** – Rob Parrish – Expressed his concerns regarding the road paving process in cooler weather.

**Trustee – Tim Parrish** - Suggested adding the Cemetery Board Reports and Comments to the Township Monthly meeting agenda and adding the review of township feasibility to the February meeting agenda.

**New Business:** None

**Old Business:** - None

**Public Comments:**

**Assessor Mark Dzemske** inquired about the administering of funds for line items in the Township General Assistance funds.

**Cemetery Board Member Cyntheea White** requested clarification on funds being disbursed within the Township funds.

**Mike Shorten of Crystal Lake** Suggested it maybe more helpful if there was further clarification on identifying time spent on each budgeted fund and thanked the Supervisors office for adding the Township meeting packet on line and for implementing the streamlining of the meetings.

**Motion to continue the Township monthly meeting for further discussion and approval of line items #9 – Approval of the 2018 Annual Tax Levy for the Town Fund, #10 – Approval of the 2018 Annual Tax Levy as presented and posted on 11/10/17 for the General Assistance Fund, #11 – Approval of the 2018 Annual Tax Levy as presented and posted on 11/10/17 for the Cemetery Fund and #12 – Approval of the 2018 Annual Tax Levy as presented and posted on 11/10/17 for the Road and Bridge Fund, Permanent Hard Road Fund, Road and Bridge IMRF Fund, Road and Bridge Social Security Fund and Road and Bridge Insurance Fund as on the Agenda to Monday December 18, 2017 at 7:00 P.M.** Made by: Lee Jennings; Seconded by: Justin Franzke. Voice Vote: All Ayes. Motion carries.

**Meeting concluded** at 8:10 P.M. on 12/14/17 set to reconvene at the same location at 7:00 P.M. on Monday 12/18/17.

**Motion to reconvene The Board of Trustees** meeting at the Nunda Township Town Hall, 3510 Bay Road, Crystal Lake, Illinois, on Monday December 18, 2017 at 7:00 p.m. Made by: Justin Franzke; Seconded by: Tim Parrish. Voice Vote: All Ayes. Motion carries.

**Meeting called to order** at 7:00 p.m.

Township Clerk Smith recorded the following official business

**The Pledge of allegiance** was recited at 7:00 p.m.

**Roll call answered by:** Trustee: Tim Parrish, Trustee: Karen Tynis, Trustee: Justin Franzke, Trustee: Rob Parrish, Supervisor: Lee Jennings - Also present: Assessor Mark Dzemske, Road Commissioner Mike Lesperance, Attorney Scott Puma and residents.

**Motion to remove from the tabled line items #9 – Approval of the 2018 Annual Tax Levy for the Town Fund, #10 – Approval of the 2018 Annual Tax Levy as presented and posted on 11/10/17 for the General Assistance Fund, #11 – Approval of the 2018 Annual Tax Levy as presented and posted on 11/10/17 for the Cemetery Fund and #12 – Approval of the 2018 Annual Tax Levy as presented and posted on 11/10/17 for the Road and Bridge Fund, Permanent Hard Road Fund, Road and Bridge IMRF Fund, Road and Bridge Social Security Fund and Road and Bridge Insurance Fund.** Made by: Justin Franzke; Seconded by: Karen Tynis. Voice Vote: All Ayes. Motion carries.

**Motion on the Floor: Approval of the 2018 Annual Tax Levy in the amount of \$952,608.89. The Board discussed the appropriate amount of the Tax Levy. After discussion, the Board reached consensus to abate a portion of the Levy in 2018 and to Levy 5% less than the previous year's Tax Levy.**

**Motion for Approval of the 2018 Annual Tax Levy for the Town Fund in the amount of \$999,972.85.** Made by: Tim Parrish; Seconded by: Rob Parrish. Discussion followed. Roll Call: Rob Parrish (Yes), Justin Franzke (Yes), Tim Parrish (Yes), Karen Tynis (Yes), Lee Jennings (Yes). Motion carries.

**Motion for approval of the 2018 Annual Tax Levy as presented and posted on 11/10/17 for General Assistance Fund \$32,000.00.** Made by: Karen Tynis; Seconded by: Justin Franzke. Discussion followed. Roll Call: Justin Franzke (Yes), Rob Parrish (Yes), Karen Tynis (Yes), Tim Parrish (Yes), Lee Jennings (Yes). Motion carries.

**Motion for approval of the 2018 Annual Tax Levy as presented and posted on 11/10/17 for Cemetery Fund \$20,000.00.** Made by: Tim Parrish; Seconded by: Karen Tynis. Discussion followed. Roll Call: Rob Parrish (Yes), Karen Tynis (Yes), Justin Franzke (Yes), Tim Parrish (Yes), Lee Jennings (Yes). Motion carries.

**Motion for approval of all Road Funds as amended for Tax Levy to General Road Fund \$582,601.00, Permanent Hard Road Fund \$2,358,368.00, Insurance Fund \$66,743.00, Social Security Fund \$69,025.00, IMRF Fund \$88,817.00 making aggregate sum of \$3,165,554.00.** Made by: Lee Jennings; Seconded by: Karen Tynis. Discussion followed. Roll Call: Tim Parrish (Yes), Karen Tynis (Yes), Justin Franzke (Yes), Rob Parrish (Yes), Lee Jennings (Yes). Motion carries.

**Document Signing by Officers and Trustees took place**

**Motion to Adjourn** made by: Karen Tynis; Seconded by: Justin Franzke. Voice Vote: All Ayes. Motion carries.

**Adjourned at: 7:34 p.m.**

(A full videotaping of all the monthly Board Meetings (excluding Closed Sessions) are maintained by the Township).

Respectfully submitted,  
Joni Smith  
Nunda Township Clerk

# NUNDA TOWNSHIP TOWN FUND

## Income Statement

December 2017

	Current	YTD	Budget	Variance	% of Budget
<b>Income</b>					
100-400 · Income					
401-000 · Property Tax Disbursement	0.00	950,113.63	952,603.00	2,489.37	99.74%
402-000 · Replacement Taxes	745.16	18,237.52	20,000.00	1,762.48	91.19%
405-000 · Miscellaneous Income	0.00	433.58	250.00	-183.58	173.43%
410-000 · Insurance Dividend	0.00	0.00	3,000.00	3,000.00	0.0%
411-000 · Town Hall/Chair Rental	0.00	498.00	750.00	252.00	66.4%
412-000 · Cemetery Administration	0.00	0.00	6,000.00	6,000.00	0.0%
414-000 · GA Administration	0.00	0.00	10,000.00	10,000.00	0.0%
415-000 · Interest - County Treasurer	0.00	36.83	10.00	-26.83	368.3%
<b>Total Income</b>	<b>745.16</b>	<b>969,319.56</b>	<b>992,613.00</b>	<b>23,293.44</b>	<b>97.65%</b>
<b>Expense</b>					
110-500 · Compensation - Town Officers					
110-501 · Supervisor	5,731.68	54,351.98	74,511.74	20,159.76	72.94%
110-502 · Town Clerk	846.16	8,518.16	11,000.00	2,481.84	77.44%
110-503 · Assessor	6,249.38	59,369.11	80,000.00	20,630.89	74.21%
110-504 · Highway Commissioner	7,213.34	68,402.13	93,773.45	25,371.32	72.94%
110-505 · Board of Trustees	450.00	4,972.00	7,200.00	2,228.00	69.06%
110-506 · Road District Treasurer	76.92	727.70	1,000.00	272.30	72.77%
110-507 · Cemetery Trustees	0.00	0.00	1,500.00	1,500.00	0.0%
110-676 · Health Insurance	7,749.47	47,743.42	70,000.00	22,256.58	68.21%
110-680 · Social Security Tax	1,519.02	14,586.57	22,000.00	7,413.43	66.3%
110-681 · IMRF	1,638.06	18,232.47	25,000.00	6,767.53	72.93%
<b>Total Compensation - Town Officers</b>	<b>31,474.03</b>	<b>276,903.54</b>	<b>385,985.19</b>	<b>109,081.65</b>	<b>71.74%</b>
120-000 · Administration - General					
120-601 · Salaries	0.00	5,406.00	10,000.00	4,594.00	54.06%
120-612 · Moderator	0.00	0.00	150.00	150.00	0.0%
120-614 · Deputy Clerk	0.00	0.00	500.00	500.00	0.0%
120-619 · Professional Services	0.00	722.54	1,000.00	277.46	72.25%
120-620 · Accounting Services	700.00	8,135.00	10,000.00	1,865.00	81.35%
120-621 · Legal Services	1,763.98	8,361.74	15,000.00	6,638.26	55.75%
120-623 · Professional Improvement	0.00	330.00	500.00	170.00	66.0%
120-626 · Equipment Purchase	0.00	0.00	4,000.00	4,000.00	0.0%
120-632 · Maintenance Expense	718.51	11,634.21	15,000.00	3,365.79	77.56%
120-651 · Dues - Township Officials	0.00	1,162.66	1,200.00	37.34	96.89%
120-652 · Travel Expense	0.00	0.00	500.00	500.00	0.0%
120-658 · Publishing	0.00	354.84	1,000.00	645.16	35.48%
120-670 · Utilities	609.51	5,662.42	10,000.00	4,337.58	56.62%
120-673 · General Insurance	0.00	9,200.00	5,000.00	-4,200.00	184.0%
120-675 · Liability Insurance	0.00	4,124.00	10,000.00	5,876.00	41.24%
120-678 · Worker's Compensation	0.00	7,215.00	10,000.00	2,785.00	72.15%
120-679 · Unemployment Compensation	0.00	325.34	1,000.00	674.66	32.53%

# NUNDA TOWNSHIP TOWN FUND

## Income Statement

December 2017

120-680 · Social Security Taxes	0.00	413.56	750.00	336.44	55.14%
<b>Total 120-000 · Administration - General</b>	<b>3,792.00</b>	<b>63,047.31</b>	<b>95,600.00</b>	<b>32,552.69</b>	<b>65.95%</b>
<b>130-000 · Administration - Supervisor</b>					
130-601 · Staff Salaries	5,909.49	43,990.88	60,000.00	16,009.12	73.32%
130-623 · Professional Improvement	0.00	283.00	2,500.00	2,217.00	11.32%
130-652 · Travel Expenses	662.34	1,225.78	2,000.00	774.22	61.29%
130-654 · Office Expense	68.95	2,789.53	6,000.00	3,210.47	46.49%
130-672 · Telephone	328.89	3,110.90	4,000.00	889.10	77.77%
130-676 · Health Insurance	1,348.18	12,703.15	20,000.00	7,296.85	63.52%
130-679 · Unemployment Compensation	0.00	0.00	1,200.00	1,200.00	0.0%
130-680 · Social Security Tax	437.38	3,247.23	4,500.00	1,252.77	72.16%
130-681 · IL Municipal Retirement Fund	502.31	4,334.72	5,200.00	865.28	83.36%
130-690 · Miscellaneous Expense	0.00	787.74	2,000.00	1,212.26	39.39%
<b>Total 130-000 · Administration - Supervisor</b>	<b>9,257.54</b>	<b>72,472.93</b>	<b>107,400.00</b>	<b>34,927.07</b>	<b>67.48%</b>
<b>140-000 · Administration - Assessor</b>					
140-601 Staff Salaries	16,808.00	166,456.01	240,205.25	73,749.24	69.3%
140-611 · Professional Service	0.00	0.00	5,000.00	5,000.00	0.0%
140-623 · Professional Improvemnt	403.00	598.00	2,100.00	1,502.00	28.48%
140-626 · Equipment Purchases	140.22	1,751.98	4,400.00	2,648.02	39.82%
140-629 · Computer Expenses	75.00	12,772.50	15,000.00	2,227.50	85.15%
140-640 · Car Expenses	83.53	1,309.59	1,800.00	490.41	72.76%
140-649 · Dues	380.00	690.00	1,000.00	310.00	69.0%
140-652 · Travel Expense	0.00	0.00	500.00	500.00	0.0%
140-654 · Office Expenses	0.00	1,050.31	1,500.00	449.69	70.02%
140-655 · Postage	0.00	286.68	500.00	213.32	57.34%
140-656 · Printing	0.00	252.00	1,000.00	748.00	25.2%
140-657 · Publications & Subscriptions	454.58	6,305.37	8,500.00	2,194.63	74.18%
140-660 · Maintenance	0.00	496.60	1,000.00	503.40	49.66%
140-672 · Telephone Expense	241.61	2,096.19	4,300.00	2,203.81	48.75%
140-676 · Health Insurance Exp	7,869.65	50,387.05	60,040.55	9,653.50	83.92%
140-679 · Unemployment Compensation	0.00	1,575.45	7,000.00	5,424.55	22.51%
140-680 · Social Security Taxes	1,246.25	12,396.91	14,892.73	2,495.82	83.24%
140-681 · IL-Municipal Retirement Fund	1,450.67	19,653.03	20,417.45	764.42	96.26%
140-682 · Medicare	0.00	2,258.00	3,482.98	1,224.98	64.83%
140-690 · Miscellaneous Expense.	191.94	2,109.22	3,800.00	1,690.78	55.51%
<b>Total 140-000 · Administration - Assessor</b>	<b>29,344.45</b>	<b>280,186.89</b>	<b>396,438.96</b>	<b>116,252.07</b>	<b>70.68%</b>
<b>160-000 · Township Park</b>					
160-695 · Park & Grounds Maintenance	0.00	0.00	1,000.00	1,000.00	0.0%
160-696 · Bay Road Park Maintenance	0.00	0.00		0.00	0.0%
<b>Total 160-000 · Township Park</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>0.0%</b>

**NUNDA TOWNSHIP TOWN FUND**  
**Income Statement**  
**December 2017**

220-000 · Other					
220-841 · Open Space			500.00	500.00	0.0%
220-890 · Community Relations	0.00	6,299.60	10,000.00	3,700.40	63.0%
220-895 · Mosquito Abatement	0.00	0.00	1,000.00	1,000.00	0.0%
220-900 · Contingencies	0.00	0.00	10,000.00	10,000.00	0.0%
220-901 · Capital Improvements	9,000.00	9,000.00	10,000.00	1,000.00	90.0%
Total 220-000 · Other	9,000.00	15,299.60	31,500.00	16,200.40	48.57%
330 · Weed Ordinance					
330-855 · Ordinance Expense	-345.00	895.00	2,500.00	1,605.00	35.8%
66000 · Payroll Expense	11.63	6.21	0.00	-6.21	100.0%
Total 330 · Weed Ordinance	-333.37	901.21	2,500.00	1,598.79	36.05%
Total Expense	82,534.65	708,811.48	1,020,424.15	311,612.67	69.46%
Net Income	-81,789.49	260,508.08	-27,811.15	-288,319.23	28.19%

**NUNDA TOWNSHIP GENERAL ASSISTANCE FUND**

**Income Statement**

**December 2017**

	Current	YTD	Budget	Variance	% of Budget
<b>Income</b>					
401-000 · Property Taxes	0.00	31,926.11	32,000.00	73.89	99.77%
402-000 · Replacement Taxes	124.12	3,040.63	4,000.00	959.37	76.02%
<b>Total Income</b>	<b>124.12</b>	<b>34,966.74</b>	<b>36,000.00</b>	<b>1,033.26</b>	<b>97.13%</b>
<b>Expense</b>					
120 · Administration - General					
120-601 · Township Administration	0.00	0.00	10,000.00	10,000.00	0.0%
120-620 · Accounting Services	0.00	0.00	600.00	600.00	0.0%
120-621 · Legal Services	0.00	0.00	500.00	500.00	0.0%
120-623 · Professional Improvement	0.00	150.00	500.00	350.00	30.0%
120-654 · Office Expense	0.00	449.99	500.00	50.01	90.0%
120-682 · Catastrophic Insurance	0.00	0.00	2,500.00	2,500.00	0.0%
<b>Total 120 · Administration - General</b>	<b>0.00</b>	<b>599.99</b>	<b>14,600.00</b>	<b>14,000.01</b>	<b>4.11%</b>
210 · Home Relief Division					
210-706 · Medical & Dental	0.00	0.00	500.00	500.00	0.0%
210-709 · Shelter	3,610.00	17,432.00	15,000.00	-2,432.00	116.21%
210-710 · Utilities.	0.00	4,763.49	15,000.00	10,236.51	31.76%
210-711 · Food	0.00	185.00	1,000.00	815.00	18.5%
210-712 · Personal Allowance	0.00	732.61	1,500.00	767.39	48.84%
210-715 · Transportation	768.00	861.84	3,000.00	2,138.16	28.73%
<b>Total 210 · Home Relief Division</b>	<b>4,378.00</b>	<b>23,974.94</b>	<b>36,000.00</b>	<b>12,025.06</b>	<b>66.6%</b>
<b>Total Expense</b>	<b>4,378.00</b>	<b>24,574.93</b>	<b>50,600.00</b>	<b>26,025.07</b>	<b>48.57%</b>
<b>Net Income</b>	<b>-4,253.88</b>	<b>10,391.81</b>	<b>-14,600.00</b>	<b>-24,991.81</b>	<b>48.56%</b>

# NUNDA TOWNSHIP ROAD BRIDGE FUND

## Income Statement

December 2017

	Current	YTD	Budget	Variance	% of Budget
<b>Income</b>					
401-000 · Property Taxes	0.00	393,462.83	394,491.00	1,028.17	99.74%
402-000 · Replacement Taxes	706.25	19,163.98	21,628.00	2,464.02	88.61%
403-000 · Traffic Fines	1,807.74	6,685.38	4,000.00	-2,685.38	167.14%
405-000 · Street Lighting Reimbursements	0.00	2,137.48	3,000.00	862.52	71.25%
407-000 · Bus Fares	0.00	72.00	250.00	178.00	28.8%
4011-000 · R.O.W. & Culvert permit fee	450.00	4,600.00	6,000.00	1,400.00	76.67%
412-000 · Services and Materials Reimbursement	24,637.29	367,731.22	315,000.00	-52,731.22	116.74%
<b>Total Income</b>	<b>27,601.28</b>	<b>793,852.89</b>	<b>744,369.00</b>	<b>-49,483.89</b>	<b>106.65%</b>
<b>Expense</b>					
120-000 · Administration - General					
120-620 · Accounting Services - Audit	0.00	2,030.00	1,960.00	-70.00	103.57%
120-650 · McRide Dues	0.00	0.00	3,600.00	3,600.00	0.0%
120-654 · Office Expenses	1,016.95	23,389.11	29,600.00	6,210.89	79.02%
<b>Total 120-000 · Administration - General</b>	<b>1,016.95</b>	<b>25,419.11</b>	<b>35,160.00</b>	<b>9,740.89</b>	<b>72.3%</b>
170-000 · Road Division					
170-642 · Non-Dedicated Road Improvements	0.00	0.00	11,000.00	11,000.00	0.0%
170-645 · Street Lighting	0.00	19,060.12	27,000.00	7,939.88	70.59%
170-700 · Municiple Road Maintn Co-op	24,819.18	188,360.68	315,000.00	126,639.32	59.8%
<b>Total 170-000 · Road Division</b>	<b>24,819.18</b>	<b>207,420.80</b>	<b>353,000.00</b>	<b>145,579.20</b>	<b>58.76%</b>
180-000 · Bridge Division					
180-633 · Bridge Maint/Repair/Storm Water	0.00	0.00	10,000.00	10,000.00	0.0%
<b>Total 180-000 · Bridge Division</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>25,836.13</b>	<b>232,839.91</b>	<b>398,160.00</b>	<b>165,320.09</b>	<b>58.48%</b>
<b>Net Income</b>	<b>1,765.15</b>	<b>561,012.98</b>	<b>346,209.00</b>	<b>-214,803.98</b>	<b>48.17%</b>

# NUNDA TOWNSHIP PERMANENT HARD ROAD FUND

## Income Statement

December 2017

	Current	YTD	Budget	Variance	% of Budget
<b>Income</b>					
401-000 · Property Tax Disbursement	0.00	2,352,180.49	2,358,371.00	6,190.51	99.74%
402-000 · Replacement Taxes	872.56	21,355.56	26,721.00	5,365.44	79.92%
410-000 · Miscellaneous Income	1,142.40	6,020.95	2,190.00	-3,830.95	274.93%
415-000 · Interest - County	0.00	111.37	0.00	-111.37	100.0%
420-000 · Equipment Sales	0.00	124,970.20	85,000.00	-39,970.20	147.02%
<b>Total Income</b>	<b>2,014.96</b>	<b>2,504,638.57</b>	<b>2,472,282.00</b>	<b>-32,356.57</b>	<b>101.31%</b>
<b>Expense</b>					
120-000 · Administration - General					
120-620 · Accounting Services - Audit	210.90	5,575.90	5,180.00	-395.90	107.64%
120-676 · Health & Dental Insurance	6,559.96	67,474.31	140,000.00	72,525.69	48.2%
120-676-A Employee Contributions to Health	0.00	8,182.29	-26,000.00	-34,182.29	-31.47%
120-679 · Unemployment Compensation	917.25	12,664.75	25,000.00	12,335.25	50.66%
<b>Total 120-000 · Administration - General</b>	<b>7,688.11</b>	<b>85,714.96</b>	<b>144,180.00</b>	<b>58,465.04</b>	<b>59.45%</b>
170-000 · Road Division					
170-601 · Salaries	80,484.28	824,603.47	1,000,000.00	175,396.53	82.46%
170-619 · Professional Services	13,044.33	36,014.76	60,000.00	23,985.24	60.03%
170-620 · Ice Control	0.00	0.00	12,000.00	12,000.00	0.0%
170-625 · Equipment Rental	2,268.40	5,429.21	10,000.00	4,570.79	54.29%
170-636 · Maintenance Personnel	3,900.63	19,659.00	17,000.00	-2,659.00	115.64%
170-642 · Road Improvements	305,434.67	832,137.93	926,000.00	93,862.07	89.86%
170-646 · Road Striping	0.00	10,846.00	18,000.00	7,154.00	60.26%
170-648 · Gasoline & Oil	19,370.58	71,776.04	90,000.00	18,223.96	79.75%
<b>Total 17 · Road Division</b>	<b>424,502.89</b>	<b>1,800,466.41</b>	<b>2,133,000.00</b>	<b>332,533.59</b>	<b>84.41%</b>
190-000 · Equipment Division					
190-626 · Maintenance & Purchases	11,239.39	414,971.74	300,000.00	-114,971.74	138.32%
<b>Total 190 · Equipment Division</b>	<b>11,239.39</b>	<b>414,971.74</b>	<b>300,000.00</b>	<b>-114,971.74</b>	<b>138.32%</b>
200-000 · Building Division					
200-634 · Maintenance/Facility Improvement	15,881.11	104,033.68	112,000.00	7,966.32	92.89%
200-635 · Recycling	146.88	954.03	6,000.00	5,045.97	15.9%
200-670 · Utilities	1,898.50	18,043.91	16,000.00	-2,043.91	112.77%
<b>Total 200 · Building Division</b>	<b>17,926.49</b>	<b>123,031.62</b>	<b>134,000.00</b>	<b>10,968.38</b>	<b>91.82%</b>
<b>Total Expense</b>	<b>461,356.88</b>	<b>2,424,184.73</b>	<b>2,711,180.00</b>	<b>286,995.27</b>	<b>89.41%</b>
<b>Net Income</b>	<b>-459,341.92</b>	<b>80,453.84</b>	<b>-238,898.00</b>	<b>-319,351.84</b>	<b>11.90%</b>

**NUNDA TOWNSHIP IMRF FUND**  
**Income Statement**  
**December 2017**

	Current	YTD	Budget	Variance	% of Budget
<b>Income</b>					
401-000 · Property Tax Disbursement	0.00	88,586.37	88,818.00	231.63	99.74%
<b>Total Income</b>	0.00	88,586.37	88,818.00	231.63	99.74%
<b>Expense</b>					
120-620 · Accounting Services - Audit	0.00	435.00	420.00	-15.00	103.57%
120-681 · IL Municipal Retirement Fund	6,116.49	61,913.68	88,397.00	26,483.32	70.04%
<b>Total Expense</b>	6,116.49	62,348.68	88,817.00	26,468.32	70.04%
<b>Net Income</b>	<b>-6,116.49</b>	<b>26,237.69</b>	<b>1.00</b>	<b>-26,236.69</b>	<b>29.70%</b>

# NUNDA TOWNSHIP SOCIAL SECURITY FUND

## Income Statement

December 2017

	Current	YTD	Budget	Variance	% of Budget
Income					
401-000 · Property Tax Disbursement	0.00	68,847.21	69,025.00	177.79	99.74%
Total Income	0.00	68,847.21	69,025.00	177.79	99.74%
Expense					
120-620 · Accounting Services	0.00	435.00	420.00	-15.00	103.57%
120-680 · Social Security Tax	6,172.62	60,136.90	68,605.00	8,468.10	87.66%
Total Expense	6,172.62	60,571.90	69,025.00	8,453.10	87.75%
Net Income	-6,172.62	8,275.31	0.00	-8,275.31	11.99%

# NUNDA TOWNSHIP INSURANCE FUND

## Income Statement

December 2017

		Current	YTD	Budget	Variance	% of Budget
<b>Income</b>						
	401-000 · Property Tax Disbursement	0.00	66,567.69	66,743.00	175.31	99.74%
	410-000 · Insurance Dividend	0.00	0.00	9,000.00	9,000.00	0.0%
	<b>Total Income</b>	0.00	66,567.69	75,743.00	9,175.31	87.89%
<b>Expense</b>						
	120-000 · Administration - General					
	120-620 · Accounting Services - Audit	0.00	435.00	420.00	-15.00	103.57%
	120-675 · Liability Insurance	0.00	34,366.00	34,366.00	0.00	100.0%
	120-678 · Worker's Compensation	0.00	35,225.00	35,225.00	0.00	100.0%
	<b>Total 120-000 · Administration - General</b>	0.00	70,026.00	70,011.00	-15.00	100.02%
	<b>Total Expense</b>	0.00	70,026.00	70,011.00	-15.00	100.02%
	<b>Net Income</b>	0.00	-3,458.31	5,732.00	9,190.31	-12.14%

# NUNDA TOWNSHIP

McHenry County, State of Illinois

Crystal Lake, Illinois

SUPERVISOR – Kelvin L. Jennings

TOWN CLERK – Joni Smith

## PERIOD:

**December 14, 2017 through January 11, 2018**

We the undersigned members of **NUNDA TOWNSHIP BOARD OF TRUSTEES**, certify that we have this **11th day of January 2018** examined and audited the amounts due for the items specified in the claims attached and hereby authorize payment in the amount of: **\$20,593.84 for all Township Funds, plus Payroll Expenditures.**

## TOWN FUND

DECEMBER 2017 PAYROLL EXPENDITURES

\$ 50,078.66

IN WITNESS WHEREOF, we the members of said Board of Township Trustees, have hereunto set our hand on January 11th, 2018.

Board of Township Trustees

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Voucher List 1/11/18		
Vendor	Budget Line Item	
Ancel, Glink, Diamond, Bush	100-120-621 Admin/Legal Fees	\$1,129.34
AFLAC*	100-000-225 Town Employee Cancer Ins	\$407.26
AT& T*	100-130-672 Supr/Telephone	\$305.39
AT& T	100-140-672 Assr/Telephone	\$201.38
At & T Uverse*	100-140-672 Assr/Telephone	\$40.23
At & T Uverse*	100-130-672 Super/Telephone	\$51.31
Blue Cross*	100-110, 130,140-676 Health Ins	\$7,679.29
Blue Cross*	100-110-676 Admin/Hospitalization Insurance	\$1,454.40
BTI Communications Group	100-220-890 Other/Community Relations	\$2,406.86
Cardunal Office Supply	100-140-654 Assr/Office Supplies	\$137.81
ComEd	100-120-670 Admin/Utilities	\$460.67
CoStar	100-140-657 Assr/Publications Subscriptions	\$454.58
Crystal Lake Engraving	100-130-654 Supr/Office Expense	\$13.50
Culligan of Crystal Lake	100-120-632 Admin/Building Maintenance	\$42.97
Culligan of Crystal Lake	100-140-690 Assr/Misc. Expense	\$34.97
EBAS	100-110-676 Admin/Hospitalization Insurance	\$0.00
EBAS	100-130-676 Supr/Hospital Ins	\$0.00
EBAS	100-140-676 Assr/Hospital Insurance	\$0.00
Eder, Casella & Co	100-120-620 Admin/Accounting Service	\$0.00
First Bankcard	100-120-632 Admin/Building Maintenance	\$344.80
First Bankcard	100-120-619 Admin/Profession Svs	\$0.00
First Bankcard	100-120-620 Admin/Accounting Service	\$569.08
First Bankcard	100-130-654 Supr/Office Expense	\$0.00
First Bankcard	100-130-690 Admin/Misc. Expense	\$0.00
First Bankcard	100-120-651 Admin/Dues	\$0.00
First Bankcard	100-120-652 Admin/Travel Expense	\$0.00
First Bankcard	100-120-623 Other/Professional Improvement	\$0.00
First Bankcard	100-130-623 Supr/Professional Improvement	\$437.00
First Bankcard	100-130-654 Supr/Office Expense	\$223.63
First Bankcard	200-210-710 GA/Utilities	\$0.00
First Bankcard	100-220-890 Super/Community Relations	\$0.00
First Bankcard	100-140-672 Assr/Telephone Expense	\$0.00
First Bankcard	110-140-655 Assr/Postage	\$34.00
First Bankcard	100-140-690 Assr/Misc. Expense	\$274.12
First Bankcard	100-140-654 Assr/Office Supplies	\$0.00

First Bankcard	100-140-657 Assr/Publications Subscriptions	\$0.00
First Bankcard	100-140-623 Assr/Professional Imp	\$135.00
Jennings, Lee	100-120-652 Admin/Travel Expense Office Exp	\$39.24
McHenry County Recorder*	100-330-885 Weed Ordinance	\$40.00
NCPERS*	201-008 Employee Portion Health Ins	\$48.00
NCPERS*	102-001 Due from R & B Employee Health Ins	\$80.00
Nicor	100-120-670 Admin/Utilities	\$293.95
NJS	100-140-690 Assr/Misc Expense	\$110.00
Nunda Road District	100-140-640 Assr/Car Expense	\$56.64
Nu-Way Cleaning	100-120-632 Supr/Maintenance	\$300.00
Principal Insurance*	100-140-676 Assr/Hospital Insurance	\$808.83
Principal Insurance*	100-130-676 Supr/Hospital Insurance	\$240.29
Principal Insurance*	100-110-676 Admin/Hospitalization Insurance	\$494.64
Principal Insurance*	100-110-676 Admin/Hospitalization Insurance	\$103.76
Sams Club	100-140-690 Assr/Misc. Expense	\$0.00
Sawyer, Karen *	100-140-676 Assr/Hospital Insurance	\$630.11
Stan's	100-140-660 Assr/Maintenance	\$142.17
Unum Life Insurance*	100-110-676 Admin/Hospitalization Insurance	\$48.60
Unum Life Insurance*	100-130-676 Supr/Hospital Insurance	\$15.07
Unum Life Insurance*	100-140-676 Assr/Hospital Insurance	\$75.88
Unum Life Insurance*	100-000-228 Employee Portion Hospital Ins	\$88.85
U.S. Bank Equip Finance	100-140-626 Assr/Equipment Purchase	\$140.22
	TOTAL	\$20,593.84
* Bills already paid (or portions of)		

# NUNDA TOWNSHIP

McHenry County, State of Illinois

Crystal Lake, Illinois

SUPERVISOR – Kelvin Lee Jennings

TOWN CLERK – Joni Smith

## PERIOD:

**December 14, 2017 through January 11, 2018**

We the undersigned members of **NUNDA TOWNSHIP BOARD OF TRUSTEES**, certify that we have this **11th day of January 2018** **examined** and audited the amounts due for the items specified in the claims attached and hereby authorize payment in the amount of: **\$88,168.42 for all Road District Funds plus Payroll Expenditures.**

### PERMANENT HARD ROAD FUND

DECEMBER 2017 PAYROLL EXPENDITURES	\$81,401.52
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### R.D. SOCIAL SECURITY FUND

DECEMBER 2017 PAYROLL EXPENDITURE	\$ 6,172.62
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### R.D. INSURANCE FUND

DECEMBER 2017 PAYROLL EXPENDITURES	\$
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### R.D. IMRF FUND

DECEMBER 2017 PAYROLL EXPENDITURES	\$ 6,116.49
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IN WITNESS WHEREOF, we the members of said Board of Township Trustees, have hereunto set our hand on January 11th, 2018.

Board of Township Trustees

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Meeting Date  
January 11, 2018

Nunda Township Road District

Vouchers for December

Ist Ayd Corp.	400-190-626 PHR Equip Div - Maint. & Purchases	\$ 45.68
Ace Hardware Accounting	400-190-626 PHR Equip Div - Maint. & Purchases	\$ 85.45
Adam's Steel	400-190-626 PHR Equip Div - Maint. & Purchases	\$ 79.46
Aero Lock and Service	400-200-634 PHR Build Div - Maint/Facility Improv.	\$ 320.00
AFLAC*	400-120-676A PHR Admin Div - Hosp. Insurance	\$ 992.93
Airgas USA, LLC	400-170-625 PHR Road Div - Rental	\$ 1,153.33
Alumitank Inc.	400-190-626 PHR Equip Div - Maint. & Purchases	\$ 225.00
Arlington Power Equipment Inc.	400-190-626 PHR Equip Div - Maint. & Purchases	\$ 13.34
AT & T U-Verse*	400-200-670 PHR Building Div - Utilities	\$ 90.53
AT & T*	400-200-670 PHR Building Div - Utilities	\$ 235.62
AT & T*	400-200-670 PHR Building Div - Utilities	\$ 89.69
Blue Cross/Blue Shield of IL*	400-120-676 PHR Admin Div - Hosp. Insurance	\$ 6,073.82
Blue Cross/Blue Shield of IL*	400-120-676A PHR Admin Div - Empl.Ins.Contributio	\$ 1,518.46
Bonnell Industries Inc.	400-190-626 PHR Equip Div - Maint. & Purchases	\$ 1,213.86
Centegra Occupational Health	400-170-636 PHR Road Div - Maint. Personnel	\$ 120.00
Cintas	400-170-636 PHR Road Div - Maint. Personnel	\$ 42.65
City of Crystal Lake	400-170-642 PHR Road Div - Road Improvements	\$ 321.50
ComEd Street Lighting*	300-170-645 R&B Road Div - Street Lighting	\$ 2,380.78
ComEd*	400-200-670 PHR Building Div - Utilities	\$ 1,104.14
Conserv FS	400-170-642 PHR Road Div - Road Improvements	\$ 1,796.25
Conserv FS	400-170-648 PHR Road Div - Gasoline & Oil	\$ 1,695.74
Contech Engineered Solutions	400-170-642 PHR Road Div - Road Improvements	\$ 12,207.60
Culligan of Crystal Lake	400-170-636 PHR Road Div - Maint. Personnel	\$ 64.00
Curran Materials Company	400-170-642 PHR Road Div - Road Improvements	\$ 1,615.20
Don Bass Trucking, Inc.	400-170-642 PHR Road Div - Road Improvements	\$ 1,496.25
Dultmeier Sales, LLC	400-190-626 PHR Equip Div - Maint. & Purchases	\$ 863.84
Eco Logical Solutions	400-190-626 PHR Equip Div - Maint. & Purchases	\$ 38.98
Ed's Automotive	400-190-626 PHR Equip Div - Maint. & Purchases	\$ 377.00
First Bankcard	300-120-654 R&B Admin Div - Office Expense	\$ 608.98
First Bankcard	400-170-636 PHR Road Div - Maint. Personnel	\$ 2,597.89
First Bankcard	400-170-648 PHR Road Div - Gasoline & Oil	\$ 0.97
First Bankcard	400-200-634 PHR Build Div - Maint/Facility Improv.	\$ 2,280.60
Geske and Sons, Inc.	400-170-642 PHR Road Div - Road Improvements	\$ 290.00
Great Lakes Fire and Safety Equipmen	400-190-626 PHR Equip Div - Maint. & Purchases	\$ 37.50
Heritage Land Consultants, LLC	400-170-619 PHR Road Div - Professional Serv.	\$ 1,030.00
Hi Viz	400-170-642 PHR Road Div - Road Improvements	\$ 150.00
HR Green, Inc.	300-120-654 R&B Admin Div - Office Expense	\$ 1,974.00
Hydraulic Services	400-190-626 PHR Equip Div - Maint. & Purchases	\$ 700.00
Interstate All Battery Center	400-190-626 PHR Equip Div - Maint. & Purchases	\$ 70.90
Interstate Billing Service, Inc.	400-190-626 PHR Equip Div - Maint. & Purchases	\$ 885.30
Jameson Construction	400-170-642 PHR Road Div - Road Improvements	\$ 500.00
Lawson Products, Inc.	400-190-626 PHR Equip Div - Maint. & Purchases	\$ 752.23
Leach Enterprises, Inc.	400-190-626 PHR Equip Div - Maint. & Purchases	\$ 307.49
Lee Jensen Sales Co.	400-170-642 PHR Road Div - Road Improvements	\$ 67.00
Liebovich Steel & Aluminum Co.	400-200-634 PHR Build Div - Maint/Facility Improv.	\$ 3,941.00
Lorchem Technologies, Inc.	400-200-634 PHR Build Div - Maint/Facility Improv.	\$ 9,927.00

\* Bills paid before meeting

Meeting Date  
January 11, 2018

Nunda Township Road District

Vouchers for December

Matuszewich & Kelly, LLP	400-170-619 PHR Road Div - Professional Serv.	\$ 323.75
McHenry County Twsp. Hwy. Comm.	300-120-654 R&B Admin Div - Office Expense	\$ 100.00
Menard's	400-190-626 PHR Equip Div - Maint. & Purchases	\$ 746.48
NAC Supply, Inc.	400-200-634 PHR Build Div - Maint/Facility Improv.	\$ 121.50
NAPA Auto Parts	400-190-626 PHR Equip Div - Maint. & Purchases	\$ 177.92
Nicor*	400-200-670 PHR Building Div - Utilities	\$ 473.14
Nicor*	400-200-670 PHR Building Div - Utilities	\$ 50.20
Peter Baker & Son Co.	300-170-700-R&B Road Div - Municiple Maint. Co-o	\$ 6,545.16
Pitel Septic, Inc.	400-170-642 PHR Road Div - Road Improvements	\$ 120.00
Principal Financial Group*	400-120-676 PHR Admin Div - Hosp./Dental Insuranc	\$ 692.33
Principal Financial Group*	400-120-676A PHR Admin Div - Empl.Ins.Contributio	\$ 173.08
R.A. Adams Enterprises, Inc.	400-190-626 PHR Equip Div - Maint. & Purchases	\$ 122.40
Reliable Sand and Gravel Co., Inc.	400-170-642 PHR Road Div - Road Improvements	\$ 1,401.00
Roland Machinery Co.	400-190-626 PHR Equip Div - Maint. & Purchases	\$ 4,800.00
Russo Power Equipment	400-190-626 PHR Equip Div - Maint. & Purchases	\$ 139.43
Schwan Masonry, Inc.	400-170-642 PHR Road Div - Road Improvements	\$ 2,870.00
Security Consultants Alarm Co., Inc	300-120-654 R&B Admin Div - Office Expense	\$ 60.00
Suburban Propane	400-170-648 PHR Road Div - Gasoline & Oil	\$ 223.00
Terminal Supply Co.	400-190-626 PHR Equip Div - Maint. & Purchases	\$ 117.66
Thelen Materials, LLC	300-170-700-R&B Road Div - Municiple Maint. Co-o	\$ 375.56
Thelen Materials, LLC	400-170-642 PHR Road Div - Road Improvements	\$ 1,127.69
Tifco Industries	400-190-626 PHR Equip Div - Maint. & Purchases	\$ 32.28
Tonyan Bros., Inc.	400-170-642 PHR Road Div - Road Improvements	\$ 577.50
Traffic Control & Protection Inc	400-170-642 PHR Road Div - Road Improvements	\$ 377.35
Trans Chicago Truck Group	400-190-626 PHR Equip Div - Maint. & Purchases	\$ 424.62
Tredroc Tire Services	400-190-626 PHR Equip Div - Maint. & Purchases	\$ 3,347.61
Verizon Wireless*	400-200-670 PHR Building Div - Utilities	\$ 151.66
WM Recycle America	400-200-635 PHR Building Div - Recycling	\$ 94.08
Ziegler's Ace	400-200-634 PHR Build Div - Maint/Facility Improv.	\$ 21.06
	TOTAL VOUCHERS TO BE PAID	\$ 88,168.42

\* Bills paid before meeting

**RESOLUTION NO. - 01-11-18-01**

**A RESOLUTION ESTABLISHING AN UPDATED SEXUAL  
HARASSMENT PROHIBITION POLICY FOR NUNDA TOWNSHIP  
IN ORDER TO COMPLY WITH PUBLIC ACT 100-0554**

**WHEREAS**, Nunda Township is a unit of local government; and

**WHEREAS**, Public Act 100-0554 requires units of local government to adopt a resolution or ordinance establishing a sexual harassment policy that complies with the new statutory requirements for such policies; and

**WHEREAS**, the Township Supervisor and the Township Board of Nunda Township desire to adopt a Sexual Harassment Prohibition Policy to comply with P.A. 100-0554 and to adopt by resolution the policy as required by state law.

**NOW, THEREFORE BE IT ORDAINED BY THE TOWNSHIP BOARD OF NUNDA TOWNSHIP, McHENRY COUNTY, ILLINOIS AS FOLLOWS:**

**Section 1.** The above stated recitals are incorporated into and made part of this Ordinance.

**Section 2.** The policies of Nunda Township are hereby amended to repeal and replace any existing policy regarding sexual with the Sexual Harassment Prohibition Policy that is attached to this Resolution as Exhibit A.

**Section 3.** All ordinances, resolutions, and regulations in conflict with this Resolution are hereby repealed to the extent of such conflict.

**Section 4.** This Resolution is effective immediately upon its passage and approval.

PASSED and APPROVED this 11th day of January, 2018.

Ayes:

Nays:

Absent:

Abstentions:

\_\_\_\_\_  
Supervisor Kelvin "Lee" Jennings

ATTEST:

\_\_\_\_\_  
Clerk Joni Smith

## **EXHIBIT A**

### **Sexual Harassment Prohibition Policy**

#### **Introduction**

The Township is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including sexual harassment. Therefore, the Township expects that all relationships among persons in the workplace, including relationships with members of the public, will be business-like and free of bias, prejudice and harassment.

It is the responsibility of each and every employee, officer, official, Township Trustee, agent, volunteer, and vendor of the Township as well as anyone using the Township's facilities, to refrain from sexual harassment. The Township will not tolerate sexual harassment of or by any of its employees and elected officials. Actions, words, jokes, or comments based on an individual's sex, sexual identity or orientation, civil union partnership, or any other form of sex discrimination or harassment will not be tolerated.

This policy should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, sexual orientation, civil union partnership, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and policies of the Township prohibit disparate treatment on the basis of race, religion, age, national origin, sex, sexual identity or orientation, civil union partnership, or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibition against sexual harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

#### **Definition of Sexual Harassment**

**Sexual harassment** means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

(iii) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. For purposes of this definition, the phrase "working environment" is not limited to a physical location an employee is assigned to perform his or her duties and does not require an employment relationship.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail, text messages or other workplace communications); and other physical, verbal or visual conduct of a sexual nature.

Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings and business-related and/or Township sponsored social events.

Any employee who engages in practices or conduct constituting sexual harassment shall be subject to disciplinary action, up to and including discharge. Any Township official (including an elected or appointed official) who engages in practices or conduct constituting sexual harassment shall be subject to appropriate remedial action, up to and including removal from office.

### **Retaliation Is Prohibited**

The Township prohibits retaliation against any individual who reports sexual harassment, participates in an investigation of such reports, or files a charge of sexual harassment. Retaliation against an individual for reporting sexual harassment, for participating in an investigation of a claim of sexual harassment, or for filing a charge of sexual harassment is a serious violation of this policy and, like sexual harassment itself, will result in disciplinary action, up to and including termination or removal from office against the retaliator.

Should you be subjected to retaliation for reporting sexual harassment, participating in the investigation of any such report, or for filing a charge of sexual harassment with the Illinois Department of Human Rights or any other federal, state, or local governmental agency with jurisdiction over such a charge, you have the right to file a charge with the Illinois Department of Human Rights

at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, (312) 814-6200, or filing a civil action against the retaliator under the Illinois Whistleblower Act. You also may have recourse under the State Officials and Employees Ethics Act.

## **Reporting Procedure**

The Township strongly urges the reporting of all incidents of sexual harassment or retaliation, regardless of the offender's identity or position. Early reporting and intervention have proven to be essential to the resolution of actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, the Township strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this reporting procedure does not preclude individuals who believe they are being subjected to sexual harassment from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

If you experience or witness sexual harassment, you should deal with the incident(s) as directly and firmly as possible by reporting the incident(s) to your immediate supervisor, your department head, and/or the Township Supervisor. If the Township Supervisor is the subject of the complaint, then the employee should report directly to another member of the Township Board of Trustees. You should also document or record each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident). Written records such as letters, notes, memos, e-mails, and telephone messages can strengthen documentation. It is not necessary that the harassment be directed at you to make a complaint. Following are steps you can take in the reporting process:

- **Direct Communication with the Offender:** If you experience or witness sexual harassment, you should directly and clearly express your objection to the offending person(s) regardless of whether the behavior is directed at you. If you are the harassed employee, you should clearly state that the conduct is unwelcome and the offending behavior must stop. However, you are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed below. The initial message may be oral or written, but documentation of the notice should be made. If subsequent messages are needed, they should be put in writing.

- Report to Supervisory and Administrative Personnel: At the same time direct communication is undertaken, or in the event you feel threatened or intimidated by the offending person, you should promptly report the offending behavior to your immediate supervisor, department head or the Township Supervisor. If you feel uncomfortable doing so, or if your immediate supervisor and/or department head is the source of the problem, condones the problem or ignores the problem, report directly to the Township Supervisor. If the Township Supervisor is the source of the problem, condones the problem, or ignores the problem, you should contact the Township Board. The Township Supervisor or other person receiving the report will promptly investigate the facts and take corrective action when an allegation is determined to be valid. If your complaint alleges harassment by the Township Supervisor, or if the Township Supervisor condones the problem or ignores the problem, you should immediately report the incident or incidents in writing directly to the Township Board. An investigation will be conducted and appropriate action will be taken when an allegation is determined to be valid. At no time will personnel involved in the alleged harassment conduct the investigation.
- You have the right at any time to contact the Illinois Department of Human Rights (IDHR) at the address and/or telephone number listed above, about filing a formal complaint. Thereafter, depending upon the results of the IDHR's investigation and the time required to complete the investigation, the IDHR may file a complaint with the Illinois Human Rights Commission (HRC), located at 100 W. Randolph St., Ste. 5-100, (312) 814-6269, or you may have the right to file a complaint on your own behalf either in circuit court or directly with the HRC.

### **Complaints Against Non-Employees and Third Parties**

If you make a complaint alleging sexual harassment against an agent, vendor, supplier, contractor, volunteer or person using Township programs or facilities, the Township Supervisor will investigate the incident(s) and determine the appropriate action, if any. The Township will make reasonable efforts to protect you from further contact with such persons.

## **Responsibility of Supervisors and Witnesses**

Any supervisor who becomes aware of any possible sexual or other harassment or discrimination of or by any employee should immediately advise the Township Supervisor, who will investigate the conduct and resolve the matter as soon as possible.

All employees are encouraged to report incidents of harassment, regardless of who the offender may be or whether or not you are the intended victim.

## **The Investigation**

Any reported allegations of sexual harassment will be investigated promptly. The Township will make every reasonable effort to conduct an investigation in a responsible and confidential manner. However, it is impossible to guarantee absolute confidentiality. The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. The Township serves notice that third parties, including attorneys for the Township, may be used to investigate claims of sexual harassment.

## **False and Frivolous Complaints**

Given the seriousness of the consequences for the accused, a false and frivolous charge of harassment is a major offense that can itself result in disciplinary action, up to and including discharge or, in the case of an officer, suspension or removal from an elected or appointed position. False and frivolous complaints are those accusations with respect to which the accuser is using a harassment complaint to accomplish an end other than stopping the harassment. The term does not refer to charges made in good faith that cannot be proved.

## **Responsive Action**

Subject to legal guidelines, the Township will make the initial determination as to whether sexual harassment has occurred based on a review of the facts and circumstances of each situation. Misconduct constituting sexual harassment or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment or demotion, temporary suspension without pay, termination, or, in the case of an officer, removal from an elected or appointed position, as the Township believes appropriate under the circumstances.