

**CUNNINGHAM TOWNSHIP BOARD**  
**Tuesday, September 04, 2018**

The Cunningham Township Board met in Regular session Tuesday, September 04, 2018 at 7 p.m. in the Council Chambers at the Urbana City Building, 400 S. Vine Street, Urbana, Illinois.

**ELECTED OFFICIALS PHYSICALLY PRESENT:**

**Chair:** Diane Wolfe Marlin  
**Trustees:** Aaron Ammons; Bill Brown; Dean Hazen; Eric Jakobsson; Maryalice Wu;  
**Township Clerk:** Charles A. Smyth  
**Supervisor:** Danielle Chynoweth

**ELECTED OFFICIALS PRESENT VIA TELECONFERENCE:** Wayne T. Williams, Assessor

**ELECTED OFFICIALS ABSENT:** Jared Miller; Dennis Roberts

**OTHERS PRESENT:** Frederic Grosser

1. **ROLL CALL**

Chair Marlin called the meeting of the Cunningham Township Board to order at 7:00 p.m.

2. **APPROVAL OF MINUTES OF PREVIOUS MEETING**

Trustee Hazen made a motion to approve minutes from Aug 6, 2018. Trustee Ammons seconded and the motion carried by unanimous voice vote.

3. **ADDITIONS TO THE AGENDA**

There were no additions.

4. **PUBLIC PARTICIPATION**

There was none.

5. **COMMITTEE TO VERIFY BILLS**

The following items presented in omnibus fashion by Supervisor Chynoweth:

1. Town Fund - \$43,134.76
2. General Assistance Fund - \$54,130.75

Trustee Jakobsson asked about projections for the Township budget. Supervisor Chynoweth noted that a previous supervisor, Carol Elliot, provided quarterly financial reports which Ms. Chynoweth explained would be something that she could do and would reflect the expenditures and balances in a more balanced way taking into account monthly fluctuations. It was agreed that such a profit loss statement provided quarterly would be done October, January, and April. Trustee Jakobsson made a motion to approve the Town Fund for \$43,134.76 and the General Assistance Fund for 54,130.75. Trustee Wu seconded and the motion passed by unanimous voice vote.

6. **REPORTS OF OFFICERS**

- a. **Report of Supervisor Chynoweth:** Supervisor Chynoweth summarized her written report to the board noting that there were 113 applications for GA in August and that there are currently 114 clients down from last month's 127. Of these, 55 are homeless. She reviewed work assignments: 20 are assigned to Community Workfare, 39 are assigned to the Job Search track, 50 have pending SSI/SSDI cases, and five are senior citizens (65 years or over) and exempt from workfare. She explained the newly established Job Search track and a new contract with Worknet. They also kept four households from becoming homeless through

eviction. Ms. Chynoweth also described food distribution from the community gardens and a donation program for emergency assistance from the Township. In response to Trustee Brown, Ms. Chynoweth reviewed the rules for determining last known address for those eligible for homelessness assistance and GA. She is in the process of auditing this and regularly refers individuals to Champaign Township as appropriate.

7. **UNFINISHED BUSINESS**

There was none.

8. **NEW BUSINESS**

- a. **Resolution No. T-2018-09-010R:** Resolution Authorizing the Supervisor to sign an Agreement with Clifton Larson Allen for audit services

Supervisor Chynoweth presented an audit agreement with the same firm used last year. She discussed the need for the Town Board to authorize her signing the agreement. The audit will begin next week. A correction was noted in the title to Clifton Larson Allen. A motion to approve Resolution T-2018-09-010R was made by Trustee Brown, seconded by Trustee Ammons. Trustee Wu asked about the cost of the audit to which Ms. Chynoweth noted that the price was in line with past audits. With no further discussion, the motion passed by unanimous voice vote.

- b. **Resolution No. T-2018-09-011R:** Resolution Authorizing the Supervisor to Sign Agreements with Social Service Providers for Grants Disbursed through the Consolidated Social Service Funds for FY 2019

Supervisor Chynoweth noted that for simplicity, this year's Town Board budget has a lump sum for Social Service payments necessitating individual agreements with each agency in order to disburse funds. These agreements and individual amounts should be reviewed by the board as well. A correction to \$12,500 was noted. Trustee Brown also raised the issue of annual reporting to which Supervisor Chynoweth noted the new reporting requirements and narrative as part of agency reporting form as well as accounting procedures. Trustee Wu asked about the township being the lead agency and how funds were being allocated between the city and township. Ms. Chynoweth is going to provide trustees with the list prepared by City of Urbana staff. With no further discussion, Trustee Brown moved approval of Resolution T-2018-09-011R, seconded by Trustee Jakobsson, and passed by unanimous voice vote.

- c. **Resolution No. T-2018-09-012R:** A Resolution Authorizing Review and Approval of Township Bills at the next Township Board Meeting after Payment

Supervisor Chynoweth introduced the resolution providing for the township to pay bills on time similar to Champaign Township. She gave examples of late payments and associated penalties from not being able to pay bills as they come due. New state law allows for payments in advance of Town Board approval. Trustee Jakobsson moved approval, seconded by Trustee Brown.

Questions and discussion followed with Trustee Wu asking about procedures for handling discrepancies. Township Attorney Grosser addressed this as townships being the only unit of government where bills are not paid in the course of business. Any issues that are raised get handled as they may occur though he did not recall any. Ms. Chynoweth added that she is only authorized to pay contracts or per the budget. Mr. Grosser also noted that GA and payroll payments are existing exceptions that can be paid without approval of the board. Any new expenditures would require approval of the board. With no further discussion, the motion passed by unanimous voice vote.

d. **Closed Session:** Review of Closed Meeting Minutes, Pursuant to 5 ILCS 120/2(c)(21)

Trustee Jakobsson moved to go into closed session for the purpose of reviewing closed session minutes, pursuant to 5 ILCS 120/2(c)(21). The motion was seconded by Trustee Wu and passed by roll call vote (5-0): Ammons – Aye, Brown – Aye, Hazen – Aye, Jakobsson – Aye, Wu – Aye.

The Town Board and staff moved to the City Clerk’s office at 7:20 pm.

The board returned to chambers at 7:46 pm. Trustee Ammons moved to return to open session, seconded by Trustee Wu and the motion passed by unanimous voice vote. Assessor Williams joined the meeting in person.

e. **Resolution No. T-2018-09-013R:** Resolution Regarding the Release of Closed Sessions Minutes (For the period ending August 31, 2018)

Trustee Wu moved approval of Resolution T-2018-09-013R. The motion was seconded by Trustee Hazen and passed by unanimous voice vote.

9. **ADJOURNMENT**

There being no further business to come before the Cunningham Town Board, Chair Marlin declared the meeting adjourned at 7:48 p.m.

Charles A. Smyth  
Township Clerk

This meeting was video recorded with website link (viewable on demand):

<https://www.urbanaininois.us/node/7310>

This meeting was broadcast on cable television (UPTV) and streamed live:

<http://urbanaininois.us/uptv>

**Minutes Approved: October 1, 2018**