

MEETING MINUTES - BOARD OF TRUSTEES

NUNDA TOWNSHIP

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, July 10, 2025**, at 7:00 p.m.

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

Township Clerk Kyle Bussenger recorded the following official business.

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

Roll Call answered by

- Trustee Joe Bratanick
- Trustee Bob Murray
- Trustee Sheila Halasz
- Trustee Karen Tynis
- Supervisor Mike Shorten

Also in attendance: Highway Commissioner Rob Parrish and members of the public.

Public Comment

Residents voiced appreciation for road maintenance and addressed concerns regarding a permit relating to the Jake Keltner Memorial at Rawson Bridge. A lengthy discussion followed regarding right-of-way ownership, misidentified PINs on permit documents, and prior misrepresentations between the township and the county. Public commenters urged the board to investigate the legal responsibility and financial obligations associated with this issue.

Approval of Meeting Minutes

5A. Approval of June 12, 2025 Regular Meeting Minutes

- Motion by: Bob Murray
- Second by: Sheila Halasz

- Voice Vote: All Ayes – Motion carries
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6. Cemetery Board of Directors Applicant Interviews

Applicants Catherine Williams and Steve Platt were interviewed by the board. Discussion emphasized the importance of restoring operational structure and records of the township's cemeteries.

7A. Budget Line Items Transfer

- i. **Resolution 07-10-25-01 – Transfer of Appropriations for Legal Services:**
 - Motion by: Karen Tynis
 - Second by: Bob Murray
 - Roll Call Vote: All Ayes – Motion carries
- ii. **Resolution 07-10-25-02 – Transfer of Appropriation for Accounting Services:**
 - Motion by: Joe Bratanick
 - Second by: Bob Murray
 - Roll Call Vote: All Ayes – Motion carries

7B. Resolution 07-10-25-03 – Appointing Members to the Cemetery Board of Trustees:

- Motion by: Joe Bratanick
- Second by: Sheila Halasz
- Roll Call Vote: All Ayes – Motion carries

7C. Resolution 07-10-25-04 – Authorizing the Township Supervisor to enter into a settlement agreement and pay outstanding FNBO balances:

- Motion by: Karen Tynis
- Second by: Joe Bratanick
- Roll Call Vote: All Ayes – Motion carries

7D. Road District Warrants for approval for payment for July 10, 2025:

- Motion by: Bob Murray
- Second by: Joe Bratanick
- Roll Call Vote: All Ayes – Motion carries

7E. Township Warrants for approval for payment for July 10, 2025:

- Motion by: Joe Bratanick

- Second by: Bob Murray
- Roll Call Vote: All Ayes – Motion carries

7F. Resolution 07-10-25-05 – Authorizing the Supervisor to enter into an agreement for Accounting Services:

- Motion by: Karen Tynis
- Second by: Bob Murray
- Roll Call Vote: All Ayes – Motion carries

7G. Resolution 07-10-25-06 – Authorizing the Supervisor to enter into an agreement for QuickBooks File Consolidation:

- Motion by: Joe Bratanick
- Second by: Bob Murray
- Roll Call Vote: All Ayes – Motion carries

New Business:

Supervisor Mike Shorten reported issues with the township's outdated phone system, including poor call quality, distorted voicemails, and the inability to transfer calls between offices, which has disrupted communication and resident service. The current voicemail still references the former supervisor and cannot be easily changed. To address these problems, the township is seeking proposals from IT Connection, Clarity, and Comcast for a modern, unified system that will improve call handling, enable internal transfers, and potentially include upgraded internet service such as fiber or 5G solutions.

Old Business:

- Sherwood Park – Discussion of maintenance, safety, and potential improvements. A site visit was proposed to assess needs and determine policy direction.
- Office Consolidation – Supervisor Shorten intends to initiate discussions regarding relocating the supervisor's office to the main township building.

Reports by the Supervisor, Town Clerk, Highway Commissioner, Assessor, Trustees and Cemetery Board Trustees:

Supervisor Shorten reported attending a TOI training session and visiting DeKalb Township for best practices in general assistance. He also reviewed current emergency assistance policy and proposed updates, including an increase of the emergency grant limit to \$500 and a five-tier

declining assistance structure. He provided a breakdown of recent phone call traffic and discussed efforts to streamline communications and services.

Commissioner Parrish provided updates on road projects, legal issues related to parks, recycling center improvements, and equipment auctions. He also discussed preparations for the upcoming Touch-A-Truck event and recent enhancements to safety, waste management, and operations.

Trustee comments welcomed new cemetery board members and discussed communication best practices and FOIA/open meetings compliance.

Motion to Adjourn:

- Motion by: Joe Bratanick
- Second by: Bob Murray
- Voice Vote: All Ayes – Motion carries

Adjourned at: 8:47pm

Respectfully submitted,
Kyle Bussenger
Nunda Township Clerk