

## 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 Hall, 3510 Bay Road, Crystal Lake, Illinois, on Thursday, November 13, 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: Karen Tynis (absent)
- Trustee: Sheila Halasz
- Trustee: Joe Bratanick
- Trustee: Bob Murray

Also in attendance: Members of the public.

---

#### Public Comment:

No public comment.

---

#### Approval of Meeting Minutes

##### 5. Approval of October 9, 2025 Regular Meeting Minutes

**Motion:** Joe Bratanick **Second:** Bob Murray

**Voice Vote:** All Ayes – Motion carries

---

#### 6A. Resolution 2025-11-13-01: Authorizing Multiple Methods of Clerk Attestation for Township Payouts

**Motion:** Bob Murray **Second:** Joe Bratanick

Supervisor Shorten explained that Public Act from 2018 requires the Clerk to attest to payments (checks and electronic payments). The law is vague on method, and the Township has used various approaches. The proposed resolution authorizes the Clerk to attest using multiple acceptable methods (manual signature, digital electronic signature, stamp, or other secure methods) to allow timely attestation for recurring or electronic payments while remaining compliant with state law and banking rules. Supervisor Shorten noted intent to pursue DocuSign/electronic options for efficiency

**Roll Call:** All Ayes – Motion Carries

**6B. Resolution 2025-11-13-02: Establishing the Official Paid Holiday Schedule for Nunda Township Employees for Calendar Year 2026**

**Motion:** Bob Murray **Second:** Sheila Halasz

Discussed employee paid holiday schedule. No discussion.

**Roll Call:** All Ayes – Motion Carries

**6C. Resolution 2025-11-13-03: Establishing the Official Annual Town Meeting and Regular Board of Trustees Meeting Schedule for Nunda Township for Calendar Year 2026**

**Motion:** Joe Bratanick **Second:** Bob Murray

No changes to regular meeting schedule for 2026.

**Roll Call:** All Ayes – Motion Carries

**6D: Resolution 2025-11-13-07: Resolution Offering Transfer of Appropriations**

**Motion:** Bob Murray **Second:** Joe Bratanick

Supervisor Shorten explained the request is to transfer \$6,000 from capital to office expense to permit normal operation for the remainder of the fiscal year (printer toner, office cleaning, maintenance, small equipment). He noted prior transfers earlier in the year (legal, accounting) and that transfers remain within the 10% cap on appropriations. Shorten stated he does not intend to spend the full \$6,000 immediately but needs the appropriation authority for routine operations. Trustee questions confirmed the transfer falls well under the statutory 10% cap on total appropriations.

**Roll Call:** All Ayes – Motion Carries

**6E: Road District Warrants for approval for payment for November 13, 2025:**

**Motion:** Bob Murray **Second:** Joe Bratanick

In the amount of \$88,264.00

**Roll Call:** All Ayes – Motion Carries

**6F: Township Warrants for approval for payment for November 13, 2025:**

**Motion:** Joe Bratanick **Second:** Sheila Halasz

In the amount of \$19,540.80

**Roll Call:** All Ayes – Motion Carries

---

**New Business:**

**7A – 7C: Tax Levies for Township, Road District and Cemetery**

**Township:** Staffing and assessor office needs, uncertain General Assistance exposure tied to federal ACA subsidy changes (Township has \$127,000 in General Assistance fund currently). Supervisor Shorten intends to post the maximum allowable levy now with intent to abate later if federal action or updated budgets reduce risk. Trustees were asked to review and submit questions prior to the December meeting.

**Cemetery:** deferred maintenance, potential management and software costs. Cemetery Board requested the 4.99% increase to sustain operations and address backlog.

**Road District:** Road Commissioner Rob Parrish (reported) reviews five separate road funds and recommended changes — a 4.99% increase on the General Road Fund to restore funding levels; insurance, Social Security, and IMRF funds were adjusted based on fund balances and expected expenditures. Discussion included responsible use of reserves and planned abatements where appropriate.

### **Road District Budget Amendment**

Supervisor Shorten reported that surplus equipment sales generated \$147,500 for the Road District. To properly account for the incoming revenues and anticipated equipment purchases, a formal budget amendment is required (both revenues and expenditures must be increased). The amendment process requires a 30-day public posting and a public hearing before adoption. Supervisor Shorten indicated the December meeting date will likely need to move to the week of December 14 to satisfy publication timelines; he will confirm once notice is placed.

---

### **Old Business:**

No old business for approval.

---

### **Supervisors Report:**

Comcast fiber quote was revised upward; Township will test Verizon 5G internet as a lower-cost alternative; new VOIP phone system with Clarity is being implemented and numbers will be ported over. Mowing completed east of Squad Creek; water/drainage issues remain; controlled burn being considered for invasive species in spring. Work on space planning is ongoing; Supervisor will continue to coordinate with the Assessor. Proposal for community “150 acts of service” to commemorate the 250th anniversary; time capsule idea and community involvement discussed. Proposed for December 6 (10:00 a.m.–1:00 p.m.); committee/staff will coordinate publicity (Facebook event, email list) and minimal budget using Community Relations funds.

### **Highway Commissioner Report:**

Completed HMA projects; Holiday Hills ADA work nearly complete. Snow removal contract begins December 1, 2025. Surplus equipment sales ongoing; \$147,500 received. New equipment purchases and reallocation require the budget amendment described above. Covered Bridge subdivision: significant drainage, tile, and tree-root issues leading to flooding; crew is performing trimming and sight-line improvements; long-term work may require replacement or lining of storm pipes (estimates cited in the transcript; engineering/contractor work required). Leaf pickup schedule posted and ongoing; additional vac/leaf equipment purchased to improve pickup efficiency. Recycling center operations and security upgrades (new cameras) being implemented.

---

### **Motion to Adjourn:**

**Motion:** Joe Bratanick

**Second:** Bob Murray

**Voice Vote:** All Ayes – Motion Carries

**Adjourned at:** 8:11pm

---

Respectfully submitted,  
Kyle Bussenger  
Nunda Township Clerk