

**REGULAR MEETING OF THE DUPAGE
TOWNSHIP SUPERVISOR AND THE
BOARD OF TRUSTEES**

251 Canterbury Lane
Levy Center – Bolingbrook, IL

May 17, 2022
Minutes

CALL TO ORDER: Meeting was called to order at 7:05 PM

PLEDGE OF ALLEGIANCE: Pledge of Allegiance was recited by all and lead by Assessor Ken Harris during the Budget Meeting.

ROLL CALL FOR QUORUM: Trustees Braxton, Ransom, Savage, Townsend, and Supervisor Marschke were present via roll call vote, so a quorum was determined.

APPROVAL OF AGENDA: A motion was made by Trustee Ransom and seconded by Trustee Townsend to approve the agenda as submitted. Upon roll call vote, agenda approval passed.

APPROVAL OF APRIL REGULAR BOARD MEETING MINUTES: A motion was made by Trustee Savage and seconded by Trustee Ransom to approve the April Regular Board Meeting minutes. Upon roll call vote, motion carried.

PUBLIC COMMENTS: None

SUPERVISOR'S REPORT:

Looking at changing our payroll service to a different payroll keeper. Jackie and Deneen are in favor of changing. The new company can do more for us. ADP charges additional fees for these extra services and the new company includes them with their pricing. County Board members, Jackie, Saud, Mimi, and Rachel are working on a township fund in the amount of \$390,000 federal ARPA money. Need to meet to develop some provisions for this money. We are second largest township in Will County for population. Karolina will be helping with this project. We have a couple of years to spend. Refrigerated truck for food pantry and another 25-passenger bus for Levy Center. June 16th from Noon – 5:00 pm is our Senior Picnic. Free food and beverages. There will be a DJ. Happy one year anniversary to our slate.

ACTION ITEMS:

- **DISCUSSION AND POSSIBLE APPROVAL OF THE 2022-23 TOWNSHIP BUDGET:** After some discussion and questions asked and answered, a motion was made by Trustee Braxton and seconded by Trustee Savage to approve the 2023-

2023 Township Budget. Upon roll call vote the following Trustees voted yes: Trustees: Braxton, Ransom, Savage, and Townsend and Supervisor Marschke. motion carried.

- **APPOINTMENT OF SENIOR ADVISORY COMMITTEE MEMBERS** A motion was made by Trustee Savage and seconded by Trustee Ransom to approve the following to serve on the Township Senior Advisory Committee: George Brown, Ocie Koonce, Carol Krupka, Ola Love, Judith Schmidt, Kathy Wayne, Carla Williams, Bernadette Young and Linda Youngs. Terms on the committee will be determined after swearing in by picking year out of a hat. Upon roll call vote, the motion carried. All members were sworn in except George Brown who will be sworn in at the next senior advisory committee meeting. Terms ending 2025: George Brown, Ocie Koonce, and Carol Krupka. Terms ending 2026: Ola Love, Kathy Wayne, and Bernadette Young. Terms ending 2027: Judith Schmidt, Carla Williams, and Linda Youngs.
- **DISCUSSION ON NEW IT VENDER** – This is for information only as the company is coming in this Friday to present to us.
- **SCRIVENER’S ERROR CORRECTION ON RESOLUTION #20-23 MAKING IT RESOLUTION # 21- 24 TAX LEVY:** Discussion on the possibility of a cost increase for the printing and mailing of the newsletter. A motion was made by Trustee Braxton and seconded by Trustee Savage to approve the printing and mailing of the newsletter. Upon roll call vote, motion carried.
- **RESOLUTION 22-10** – Scrivener's error correction – Resolution 22-11 is now Resolution 22-10 and eliminating items 17-22. After some discussion, a motion was made by Trustee Braxton and seconded by Trustee Ransom to approve the corrections. Upon roll call vote, motion carried.
- **DISCUSSION AND APPROVAL TO HIRE (PART-TIME) FOR BANQUETS** – After some discussion, a motion was made by Trustee Braxton and seconded by Trustee Savage to approve the hiring of part-time personnel for banquets. Upon roll call vote, motion carried.
- **INTERGOVERNMENTAL AGREEMENTS BETWEEN WHEATLAND TOWNSHIP AND DuPAGE TOWNSHIP FOR FOOD PANTRY AND GENERAL ASSISTANCE SERVICES.** Supervisor Marschke explained that Wheatland Township does not have a GA person and not many residents asking for help. We would come up with a fee schedule for services if needed. We need to approve this request at this meeting so the agreement can be sent to Wheatland Township for their approval. Questions were asked and answered. A motion was made by Trustee Townsend and seconded by Trustee Ransom to approve this intergovernmental agreement between DuPage Township and Wheatland Township. Upon roll call vote, motion carried.

APPROVAL OF TOWNSHIP BILLS AND CLAIMS for (4/08/2022 - 4/19/2022)

A. Open Payables	\$12,523.34	B. Paid Payables	\$66,608.86
Town	\$ 8,105.57	Town	\$51,815.99
Banquets	\$ 3,860.38	Banquets	\$ 2,917.07
Assistance	\$ 557.39	General Assistance	\$11,875.80

A motion was made to approve bills and claims by Trustee Ransom and seconded by Trustee Savage. Upon roll call vote, the following voted yes: Trustees Braxton, Ransom, Savage, Townsend, and Supervisor Marschke. Motion carried.

REPORTS FROM ADMINISTRATIVE STAFF AND CONTRACTORS

Legal Report – Township Attorney – Copies of the revised Township Handbook have been ordered and should be here in June.

Administrator Report – Completed training on my senior center. Developed 30 event flyers and emails. Website work almost complete. Set up free mail chip account for seniors. We used the email addresses we gathered for this project. Water heater broke. At the food pantry Saturday numbers are almost equal to Tuesday and Thursday. 30 food packages to families in Riverstone Apartments.

Levy Center Report - Trips are filling up. Second Mackinaw Island trip planned for September. Seniors are happy with outings planned.

Food Pantry – See Administrator's report

General Assistance – As of the last board meeting, five households had applied for assistance through EA, two households were approved for assistance with their water bill, two households were denied for assistance because one was over income and the other did not meet the EA qualifications. One other household was approved for rental assistance but documentation from the property owner is still needed before payment can be made. Our one General Assistance client is still receiving his monthly benefit, for necessities. One client applied for assistance through the Salvation Army Extension and is the same that applied for EA rental assistance so just waiting for the property owner for their participation. Five households applied for the H2O program, one of those households was the household that was over income for EA but had a low balance. Since last month, over 63 households have applied for LIHEAP. The current LIHEAP program year ends May 31st and next Monday will be last chance for folks to apply for LIHEAP at the township. Applications will still be taken 'til the end of the month at the Will County Center for Community Concerns. The Will County Center for Community Concerns will still be doing intake outreach every Monday at the township but will be offering other programs, it is unknown what programs they will be offering. The current agreement between WCCCC and the township ends at the end of June, again, unsure what will happen after that time. The General Assistance Office has also given out several gift cards from the cards that were donated to the township. Earlier this month I attended the next level of the General Assistance Training Institute (GATI) in Rockford. It gave me an opportunity on how other townships are administering their GA and EA programs. There is another training in Hanover Township next month that I do plan to attend that will go more into some of the specifics of General and Emergency Assistance. I have also been working on making Wheatland Township specific paperwork when the intergovernmental agreement is approved by both townships. Also, in getting ready

for the intergovernmental agreement, I have been working on the Visual GA program to be set up for two townships, which the program can do and how to do things such as billing Wheatland Township for our services. All this is still in the working stages, and I do plan on meeting with Supervisor Crouner of Wheatland township once the agreement is finalized. Lastly, just to let you know that I received word this past week that one of the GATI instructors, Susan Curtiss had passed away. Susan was the acting township supervisor of Esmen Township in Livingston County.

ELECTED OFFICIALS' REPORTS:

Assessor – See attached

Clerk – Memorial Day is coming up and if you had a family member or friend who served in the armed services and passed away you can add their name of the list of names read at village hall service. Email clerk at village hall. Memorial Day services will be at Boardman, Hillcrest cemetery and at village hall at the memorial. Relay for Life is being held again this year behind village hall on Saturday, June 4th. Opening ceremony begins at 2:00 pm. Early voting begins on June 13th at the Fountaindale Library. Michelle Braxton asked me to let our entire slate know happy one year anniversary.

Collector – No report.

Trustees –

Braxton – Thunder stolen by Gary and Barbara on our one-year anniversary. Congratulations and thank you to our seniors for agreeing to serve on the senior advisory committee. Next newsletter is in the works and will be out beginning of July. We reach 28,000 households and they are reading our newsletter as people are calling us. Pat Woolley's husband passed away and service will be this Friday.

Ransom – The Youth Committee had a successful Easter Egg Hunt – we had lots of volunteers and kids participating. Thanks to everyone on the Youth Committee and all our volunteers. We will have our regular monthly meeting this coming Monday. Working on Summer Bridge Program. Fun Fest is cancelled. Looking into keeping the Heart Organization going. I joined the AITCOY (Association of Illinois Township Committees on Youth). They have a great mission statement.

Savage – Said goodbye to senior committee members and look forward to working with the new committee. COVID vaccine event was very well organized.

Townsend – no report.

ADJOURNMENT: A motion was made by Trustee Ransom and seconded by Trustee Braxton to adjourn the meeting. Upon roll call vote, motion carried. Meeting adjourned at 8:24 pm

Respectfully submitted,

Barbara Ann Parker
Township Clerk



Office of the Assessor

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Date: May 12, 2022

To: Gary Marschke
Township Supervisor

Kenneth Harris
From: Kenneth Harris, CIAO
Township Assessor

Subject: Assessor Monthly Report to the DuPage Township Board – May 12, 2022

1. Last month I reported on a report provided by the Illinois Department of Revenue, showing the Assessment Ratios Adjusted for Changes through 2021. DuPage Township ratio for 2021 is 28.04 and State law requires us to be at 33.33% therefore we are under assessed.
2. The other reported showed the tentative factor (multiplier) that the County will use to adjust assessed valued to the required State law 33.33%.
3. I would like to report on the following Assessment to Value (AVM) ratio:
 - a. **PRD (Price-Related Differentials)**. This is a valuation-to-selling price ratio. **DuPage Township ratio is 0.9939** with the ideal goal be within 1.03 – 0.98. 1.03 tend to indicate assessment regressivity while below 0.98 tend to indicate assessment progressivity.
 - b. **COD (Coefficient of Dispersion)**. This performance metric measures precision. **DuPage Township COD is 12.76%**. Less than 15% show that we have a fair property assessment for residential. 20% or less for Commercial.
 - c. **COV (Coefficient of Variation)**. This metric measures a combination of accuracy and precision. **DuPage Township COV is 16.34%**. COV <10 is very good, 10-20- is good, 20-30 is acceptable, and COV >30 is not acceptable.