

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

251 Canterbury Lane
Levy Center – Bolingbrook, IL

August 23, 2022
Minutes

CALL TO ORDER: Meeting was called to order at 7:00 PM

PLEDGE OF ALLEGIANCE: Pledge of Allegiance was recited by all and lead by Collector Monty Jackson.

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

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

APPROVAL OF REGULAR BOARD MEETING MINUTES: A motion was made by Trustee Townsend and seconded by Trustee Ransom to approve the Regular Board meeting minutes of July 19, 2022, with amendment of changing name of FOCOUS to FOCUOS. Upon roll call vote, motion carried. Trustee Savage joined the meeting from this point forward.

PUBLIC COMMENTS: None

SUPERVISOR'S REPORT: We will have a food pantry volunteer appreciation dinner on Friday, September 23, 2022, at 5:30 pm. Will be at White Fence Farm. Trustees are invited to attend. Let Linda know if you can attend, Tools for School – staff held a wrap-up meeting to discuss ways to improve the process. Staff did not read the numbers correctly. Hopefully next year will be a smoother process. Handed out the updated Levy Brochure. This one is spectacular. MTA is having a symposium on Saturday, September 24th. Let Clerk Parker know if you can attend. Starts at 9:00 am in Hanover Township. Topics to include 5013(c) and food pantries. Township Officials of Illinois is holding its annual conference in Springfield on November 13-15. Senior October Fest is on October 6th 12:00-3:00 pm. We will begin working on levy and budget so we will have a budget in place on April 1st. Hired the Levy Center PT person. He is a computer wiz and able to drive our buses. Discussed some of the changes to the personal manual. Terri and Reem to get together to come up with the dress code for the manual.

ACTION ITEMS:

- **PRESENTATION OF AUDIT BY COMPANY** – Kate Multon reviewed the audit and after some discussion, a motion was made by Trustee Savage and seconded by Trustee Braxton to approve the audit as presented. Upon roll call vote, motion carried.
- **DISCUSSION OF TOWNSHIP OFFICIAL OF IL LAWS & DUTIES HANDBOOK** . Discussed Dillions Rule, scholarships, charitable donations, and grants. There is no express authority in the Township Code for townships to use tax dollars to pay for charitable fundraisers, grants to people or organizations, charitable donations, or scholarships. In fact, the Illinois Constitution specifies that “public funds, property or credit shall be used only for public purposes.”
- **DISCUSSION & APPROVAL OF THE UPDATES TO OUR PERSONNEL MANUAL:** After some discussion, the dress code was removed from the handbook and will be voted upon next month Trustees Ransom and Townsend will get together and re-write the dress code portion of the handbook. A motion was made by Trustee Ransom and seconded by Trustee Savage to approve the handbook minus the dress code. Upon roll call vote, motion carried.
- **DISCUSSION & APPROVAL REVISION TO PURCHASING ORDINANCE 19-12** – After some discussion and questions answered, a motion was made by Trustee Braxton and seconded by Trustee Ransom to approve the revision of Purchasing Ordinance 19-12. Upon roll call vote, motion carried.
- **DISCUSSION & APPROVAL KITCHEN REMODEL BIDS** – After some discussion and questions, a motion was made by Trustee Ransom and seconded by Trustee Townsend to approve Lowes doing the kitchen remodel. Upon roll call vote, motion carried.
- **DISCUSSION & APPROVAL PAINTING OF THE LEVY CENTER BIDS** – After some discussion a motion was made by Trustee Savage and seconded by Trustee Townsend to approve the painting of the outside of the Levy Center. Upon roll call vote, motion carried.
- **DISCUSSION & APPROVAL FOR SALE OF THE AERATOR** - After some discussion and questions, a motion was made by Trustee Braxton and seconded by Trustee Savage to approve the sale of the aerator and all the cabling. Upon roll call vote, motion carried.
- **DISCUSSION & APPROVAL TO ORDER A FREEZER TRUCK CHASSIS FROM CMS** – After questions were answered, a motion was made by Trustee Braxton and seconded by Trustee Savage to order a freezer truck Chassis from CMS. Upon roll call vote, motion carried.

APPROVAL OF TOWNSHIP BILLS AND CLAIMS for (7/17/2022 - 8/23/2022)

| | | | |
|--------------------|-------------|--------------------|--------------|
| A. Open Payables | \$24,015.53 | B. Paid Payables | \$118,660.67 |
| Town | \$20,252.04 | Town | \$ 61,604.60 |
| Banquets | \$ 2,763.49 | Banquets | \$ 33,688.98 |
| General Assistance | \$ 1,000.00 | General Assistance | \$ 23,367.09 |

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

EXECUTIVE SESSION: A motion was made by Trustee Savage and seconded by Trustee Townsend to go into executive session. Upon roll call vote, motion carried.

RETURN TO OPEN SESSION: A motion was made by Trustee Townsend and seconded by Trustee Braxton to return to open session. Upon roll call vote, motion carried.

There were no actions to vote on in executive session.

REPORTS FROM ADMINISTRATIVE STAFF AND CONTRACTORS

Legal Report – None

Administrator Report – Had a busy month handling more passports, and marriage licenses, license plates and ride free permits. Food pantry helped in July, 1,525 individuals and 820 households – some more than once Lots of landscape work down around Levy Center and Township building. Refilled fountain at Levy Center. Updated SAMS registrations so we can now receive ARPA funds

Levy Center Report – Lots going on. Sock hop, Drury Lane trip, lunch & learn. White Sox baseball trip, Sr Olympics.

Food Pantry – See Administrator's report

General Assistance – See attached

ELECTED OFFICIALS' REPORTS:

Assessor – See attached

Clerk – Very rewarding experience helping with Tools for School. Everyone was so appreciative, and the pool passes were a big hit. Big thanks to the Youth Committee and staff for working very hard day of event as it was hot.

Collector – No report.

Trustees –

Braxton Appreciation dinner is a nice event. I recruited two volunteers for the food pantry.

Ransom – Barbara stole some of my thunder for the Tools for School event. Thank you to all who assisted on this event. Youth Committee will be meeting on Monday and FOCUS will be presenting to our committee on what assistance they require. Also does GA go out into the community to let people know what is available to them.

Savage – Thanks everyone working in the food pantry. NOVA vax is available

for people with issues or allegations. Another booster is on the way.
Townsend – Tools for Schools – we should send out a survey to families who participated in event to get their feedback.

ADJOURNMENT: A motion was made by Trustee Braxton and seconded by Trustee Ransom to adjourn the meeting. Upon roll call vote, motion carried. Meeting adjourned at 8:14 pm.

Respectfully submitted,

Barbara Ann Parker
Township Clerk

General Assistance Report

REGULAR MEETING OF TOWNSHIP SUPERVISOR AND BOARD OF TRUSTEES — SEPTEMBER 20TH, 2022

- Since last month, three households have been assisted through EA. One household for their ComEd bill, another household with their rent and the other for a car repair. There are still five households with pending applications and four households were denied, including one EA application from Wheatland Township.
- Recently, another individual applied and was approved for General Assistance, so we are now up to two individuals receiving GA from the township.
- Since last month, seven households applied for assistance with their water bill through the H2O program.
- The new LIHEAP program year just started at the township last week. There were about 40 households that had applied. This week only about 29 households applied because there were some technical difficulties from the outreach workers printers.
- This past month I met with Michael Crowner, Wheatland Township supervisor just to hammer out the details of how GA and EA will be administered.
- I am also working on this year's Winter Coat Drive, getting the sign ups ready and working with Marisol to see what coats we have in storage and looking for places to buy more winter coats.
- I also had a meeting with Betsy D'Onofrio, who works with Inland Bank and previously worked with the township with regards to offering financial literacy classes. She mentioned that one curriculum she has is for teens and I gave her information about the youth committee and about FOCUOS and possibly working with those groups.
- I was also recently contacted about having a table at the Citizens Against Abuse event next month on October 13th and I will also be having a table at the Autumn Colors Craft Show that is being put on by the Village of Romeoville on October 1st. This will give an opportunity for folks to learn more about township services, especially with regards to GA and EA.



Office of the Assessor

241 Canterbury Lane
Bolingbrook, IL 60440-2834
(630) 759-1315 (office)
(630) 759-6163 (fax)

Date: August 19, 2022

To: Gary Marschke
Township Supervisor
Kenneth Harris
From: Kenneth Harris, CIAO
Township Assessor

Subject: Assessor Monthly Report to the DuPage Township Board – August 2022

1. The Will County Supervisor of Assessment mailed the Notice of Assessments to all affected property owners on 08/10/2022. Surprisingly the expected phone calls have been light. Although certain assessments with trigger a Notice, property owners can still file an appeal if they disagree with their assessment.
2. We had two PTAB (Property Tax Appeal Board) hearings schedule for this month, but they were stipulated thereby a hearing was not necessary. The County has the authority to stipulate once the appeal is at the PTAB process.
3. Since April 2022, we received total of 1,037 calls and/or people coming in with assessment questions. April is usually when the exemptions application period is open and is a busy time for our office. Of the 1,037, about 25% of the calls pertains to other Counties. i.e. a lot of people confuse DuPage Township with DuPage County.