

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

251 Canterbury Lane  
Levy Center – Bolingbrook, IL

**September 20, 2022**  
Minutes

1. **CALL TO ORDER:** The meeting was called to order at 7:00 PM Supervisor Marschke advised that that Trustee Townsend would be late to the meeting, and I have not heard from Trustee Savage.
2. **PLEDGE OF ALLEGIANCE:** Pledge of Allegiance was recited by all and lead by Clerk Parker.
3. **ROLL CALL FOR QUORUM:** Trustees Braxton, Ransom, and Supervisor Marschke were present via roll call vote, so a quorum was determined.
4. **APPROVAL OF AGENDA:** Supervisor Marschke made a motion to amend the agenda for item VIII-D – change air to engine and Trustee Ransom seconded. Trustee Ransom made a motion to approve the agenda with the amendment and was seconded by Trustee Braxton. Upon roll call vote, motion passed.
5. **APPROVAL OF AUGUST REGULAR BORD MEETING MINUTES:** A motion was made by Trustee Braxton and seconded by Trustee Ransom to approve the August 23, 2022, minutes. Upon roll call vote, motion passed.
6. **PUBLIC COMMENTS:** Judy Bredeweg of Bolingbrook spoke about the levy and budget. No other public comments. Trustee Savage arrived at the meeting.
7. **SUPERVISOR’S REPORT:** Treasurer’s report for Township is in Board materials. No approval is needed. Trustee Townsend arrived at the meeting. Will be meeting with Romeoville and elected officials to discuss Bluff Road. We will have a food pantry volunteer appreciate dinner. We have four volunteers who have been with the food pantry for over 10 years. Recommend all attend our Octoberfest on October 6 from 12-3 PM
8. **ACTION ITEMS:**
  - a. Discussion and Approval of Dress Code – A motion to amend the dress code section of the employee manual was made by Trustee Savage and seconded by Trustee Braxton. Upon roll call vote, motion passed.

- b. Discussion and Approval of Holiday Meals – After some discussion, a motion was made by Trustee Savage and seconded to approve the holiday meals. Upon roll call vote, motion passed. Date is set for November 19, 2022.
- c. Discussion and Approval of Hiring Part-Time Bus Drivers – Questions were asked and answered, and a motion was made by Trustee Ransom and seconded by Trustee Braxton to approve the hiring of part-time bus drivers. This will be on an as needed basis.
- d. Discussion and Approval of Ordinance 22-13 - Engine Braking Signage on 135<sup>th</sup> Street. After some discussion, a motion was made by Trustee Ransom and seconded by Trustee Townsend to approve this ordinance. Upon roll call vote, motion passed.

**9. APPROVAL OF TOWNSHIP BILLS & CLAIMS (for 8/23/2022-09/20/2022)**

a. Open Payables	\$24,015.53	Paid Payables	\$118,660.67
b. Town	\$20,252.04	Town	\$ 61,604.60
c. Banquets	\$ 2,763.49	Banquets	\$ 33,688.98
d. 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 Townsend. Upon roll call vote, the following voted yes: Trustees Braxton, Ransom, Savage, Townsend, and Supervisor Marschke. Motion passed.

**10. No Executive Session**

**11. REPORTS FROM ADMINISTRATIVE STAFF AND CONTRACTORS**

**12. Legal Report** – Local government to put together a committee every 10 years to review what work has been done and if improvements can be made. Full Board members, Administrator and two extra members will serve on the committee. Meet three times and prepare a written report and the report must be filed with the County Clerk.

**13. Administrator** – COVID vaccines will be available at the Levy Center for all Township residents. Last clinic was a tremendous success. Soltice Program – 16 residents have signed up from our link. We get \$100 for each one that signs up. Township is saving money by using this program. We will begin promoting again. Distributed food to 2,704 individuals and 851 households. Managed sixty-six marriage licenses, ten passports and thirteen reduced fee license plates. Put the chair rails up on the steps for the stage at Levy Center. Repairs to Boardman Cemetery made.

**14. General Assistance:** See Attached

**15. Levy Center:** Handed out list of upcoming events. Busy planning.

## 16. ELECTED OFFICIALS' REPORTS

a. **Assessor:** See attached

b. **Clerk** – Thanked Jackie for setting up solar program to save township money but also to help save money for our residents.

c. **Trustees:**

i. **Braxton:** Working on next newsletter and thanked Supervisor Marschke for setting up the food pantry volunteer dinner. I recruited one volunteer for the food pantry.

ii. **Ransom:** Happy Founders Day to Romeoville. Youth Committee is meeting on Monday. There will be a presentation from Bolingbrook pride youth group.

iii. **Savage:** Bolingbrook Park District will be holding a celebration of special recreation on October 8<sup>th</sup> 12-2PM. New vaccine is out, and you get one at pharmacies in the area or come to our event on November 5<sup>th</sup> at the Levy Center.

iv. **Townsend:** No report

d. **Collector:** No report

17. **ADJOURNMENT:** A motion was made by Trustee Savage and seconded by Trustee Braxton to adjourn the meeting. Upon roll call vote, motion passed. Meeting adjourned by 7:51 PM

# General Assistance Report

REGULAR MEETING OF TOWNSHIP SUPERVISOR AND BOARD OF TRUSTEES — SEPTEMBER 20<sup>TH</sup>, 2022

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- 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 FOCUS 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 13<sup>th</sup> 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 1<sup>st</sup>. 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:** September 20, 2022

**To:** Gary Marschke  
Township Supervisor  
*Kenneth Harris*

**From:** Kenneth Harris, CIAO  
Township Assessor

**Subject:** Assessor Monthly Report to Supervisor – September 2022

For the past few years, Will County Supervisor of Assessments granted automatic exemption roll overs due to the COVID-19 pandemic but this past spring, property owners had to file to determine eligibility. Therefore, we had a substantial increase in calls and visits this past spring. The Will County Supervisor of Assessment closed its Board of Review appeal portal on 9/12/2022, therefore no further appeal submissions will be considered. As of today, our DuPage Township had:

- 74 appeals filed
  - 37 residential
  - 11 commercials
  - 26 industrial parcels

Stipulations were agreed for 12 of these appeals and the remaining may be given a hearing with the Will County Board of Review. This number is likely to increase as the County continues to process timely appeals.

2023 will be Will County Quadrennial Reassessment (Quad Year), and all property owners will receive a Notice of Assessment. For residential assessments, we will use property sales data from 2022, 2021, & 2020. Therefore, we are expecting an increase in the number of appeals.

Although the Board of Review appeal process has ended, property owners are encouraged to reach out to the DuPage Township Assessor if they have questions regarding their assessment. Feel free to call, visit our website ([www.dupagetownshipassessor.com](http://www.dupagetownshipassessor.com)), or stop in.

Our Township property owners are vital to our municipal operations, and we will continue to see that our assessment process is fair and equitable in accordance with State statute.