

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

251 Canterbury Lane  
Levy Center – Bolingbrook, IL

**October 18, 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 Assessor Harris.
3. **ROLL CALL FOR QUORUM:** Trustees Braxton, Ransom, Savage, Townsend, and Supervisor Marschke were present via roll call vote, so a quorum was determined.
4. **APPROVAL OF AGENDA:** Trustee Ransom made a motion to approve the agenda and was seconded by Trustee Braxton. Upon roll call vote, motion passed.
5. **APPROVAL OF SEPTEMBER REGULAR BORD MEETING MINUTES:** Trustee Ransom made a correction to the minutes --remove the e after her last name. Trustee Savage made a motion to approve the September minutes with the correction and seconded by Trustee Braxton. Upon roll call vote, motion passed.
6. **PUBLIC COMMENTS:** Willie Pole from F.O.C.U.O.S. spoke about his disappointment. Asked for help with transportation. All agreements should be put in writing. Norman Brown, James from Romeoville spoke. Another founding member of F.O.C.U.O.S. spoke. Questions were asked and answered.
7. **SUPERVISOR'S REPORT:** Electric van for food pantry was ordered but no delivery date. Handed out disposal of scrap equipment to study for next month's meeting.
8. **ACTION ITEMS:**
  - a. Discussion and Approval of Audit Services – Supervisor Marschke explained the difference between the two proposals. Supervisor Marschke made a motion to approve the proposal of Sikich for audit services to DuPage Township and was seconded by Trustee Townsend. Upon roll call vote, motion passed.
  - b. Discussion and Approval of Amendment to Last Purchasing Agreement – After some discussion, a motion was made by Trustee Townsend and seconded by

Trustee Ransom to approve the amendment to the Last Purchasing Agreement. Upon roll call vote, motion passed.

- c. Discussion and Approval of Amendment to Employee Handbook – Discussion on the addition of unpaid leave, questions were asked and answered, and a motion was made by Trustee Savage and seconded by Trustee Braxton to approve the addition of unpaid leave to the employee handbook.

**9. APPROVAL OF TOWNSHIP BILLS & CLAIMS (for 9/19/2022-10/18/2022)**

a. Open Payables	\$ 21,473.91	Paid Payables	\$ 89,770.44
b. Town	\$ 18,554.14	Town	\$ 68,893.23
c. Banquets	\$ 2,905.07	Banquets	\$ 12,868.47
d. General Assistance	\$	General Assistance	\$ 8,008.74

A motion was made to approve bills and claims by Trustee Braxton and seconded by Trustee Savage 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** – No Report.

**13. Administrator** – Tracey's son passed away. Will send out info on service for this Saturday. Worked on marriage licenses and passports. 15 discount licenses. Kitchen remodeling is in process. Working on winterizing and regular maintenance. Food Pantry is looking at different place to get pumpkin pies from. Cost is up to \$8.99 each. I volunteered at the food pantry last week and it was very rewarding.

**14. General Assistance:** See Attached

**15. Levy Center:** Motion sensor installed. As Jackie mentioned last month, stairs leading to stage now have handrails. Fall cleaning. Halloween is up to 251 attendees. Planning an educational trip to DC.

**16. ELECTED OFFICIALS' REPORTS**

a. **Assessor:** See attached

b. **Clerk** – Thanked Sue Verno for the invitation to the Bolingbrook History Museum Annex Ceremony. Early voting begins on Monday at the Fountaindale Library. Check website for dates and times. CAA had a great event at the Levy Center on Thursday night. Thank you, Terri Ransom, for being part of this group.

**c. Trustees:**

- i. **Braxton:** Great Halloween party.
- ii. **Ransom:** Condolences to Tracey and family. Youth Committee will be meeting on Monday. Looking to have a flag designed by our youth for our township. Breast Cancer Awareness month.
- iii. **Savage:** Vaccination event will take place at Levy Center on November 5<sup>th</sup>. Thanked Linda for work with seniors and thanks to food pantry workers.
- iv. **Townsend:** No report
- v. **Collector:** Boardman's Cemetery will be hosting a Halloween event on October 31<sup>st</sup>.

17. **ADJOURNMENT:** A motion was made by Trustee Ransom and seconded by Trustee Savage to adjourn the meeting. Upon roll call vote, motion passed. Meeting adjourned by 8:01 PM

# General Assistance Report

## REGULAR MEETING OF TOWNSHIP SUPERVISOR AND BOARD OF TRUSTEES — OCTOBER 18<sup>TH</sup>, 2022

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- This past month, ten individuals had applied for emergency assistance. One person was assisted with their rent, five were denied and four applicants are still pending. Of those that applied one was from Wheatland township but was denied.
- In addition, we did have one GA application from Wheatland township, but they did not qualify.
- Also, one person had applied for assistance from H2O for their IL American Water bill
- LIHEAP seems to be going every well here at the township. For the entire month of September, 109 households had applied for LIHEAP at the office. Compared to September 2021 which only 32 households had applied, this is an increase of 70% from last year.
- Sign-ups are currently underway for the Winter Coat drive. We will be taking inventory of what we still have and if necessary, purchase more to help provide a coat for residents in need.
- I have also been helping Khadija with some of the social media and communications for the township.
- I also recently had tables set up at the Autumn Craft Show in Romeoville in early October and last week I had a table at the Citizens Against Abuse event. At both events, a lot of residents seemed very interested in information about the food pantry and how to receive help and how to help.
- Finally, I recently participated in JJC's Human Services Advisory Committee for their Human Services program. We spoke about current trends right now in human services, especially with regards to service delivery in our post-COVID world. There was also a conversation about partner agencies that may offer internships. This might be something for the township to consider, especially if we plan on offering Summer Bridge next year. I reached out to the Human Services Program Director to see what their program requirements are for their interns.



## Office of the Assessor

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**Date:** October 13, 2022

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

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

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

Last month I reported Board of Review numbers and here are the numbers as of today

- 92 appeals
  - 54 Residential
  - 12 Commercial
  - 26 Industrial

As of today, we have stipulated fifty-five (55), withdrawals 11 and have written 21 appeal responses to date. We have ten (10) scheduled for hearings. We have about 6 that we are still currently working on.

This is an exceptionally small number of appeals – property owners may be waiting for the QUAD year.

**Reminder:**

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.

Property owners are encouraged to reach out to the DuPage Township Assessor if they have questions regarding their assessment. They can 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.