

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

251 Canterbury Lane
Levy Center – Bolingbrook, IL

January 17, 2023
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 Assessor Ken Harris.

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

APPROVAL OF AGENDA: A motion was made by Trustee Braxton and seconded by Trustee Savage and seconded by Savage 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 Savage and seconded by Trustee Braxton to approve the Regular Board meeting minutes of December 13, 2022. Upon roll call vote, motion carried.

PUBLIC COMMENTS: Judy Brediweg - food pantry and bus use; Sinatra Strong - food pantry; Carol Penning – food pantry; Willie Pole spoke - F.O.C.U.O.S. Norman Brown and Patty Droogan, Ms. Baker; and Daniel also spoke on behalf of the organization. Lurine Hild– bus use; Gail and Rita Armstrong – food pantry.

SUPERVISOR’S REPORT:

Trustee Townsend arrived at the meeting. Township budget must be approved by June. We will hold a budget workshop in February on a Saturday or evening. We will see which works out best. Would like to get the budget completed by March. Food pantry update. Congressman Foster has told us we have the \$3 million from the federal government. Count will give us \$140,000 in ARPA funds toward the purchase of land. We will apply for grants to help with the costs. We will be signing for a loan up to \$595,000 at 4.76% interest rate for 10 years. The old garage building will put up for sale. We will be having a pancake breakfast fundraiser on Saturday, February 25th from 9 am – 12 noon. We have volunteers but could use a few more. Trustees will help sell tickets and we will be contacting local businesses in Bolingbrook. Want to recognize Karolina for doing a great job applying for and getting grants for us. Shoutout to Jackie Traynere for her work with Congressman Foster’s staff in securing the funds. Great example of government working together.

ACTION ITEMS:

- **APPROVAL TO CHANGE SIGNAGE IN MIKAN SUBDIVISION:** Supervisor Marschke discussed the reason for this and answered questions. No further questions, a motion was made by Trustee Townsend and seconded by Trustee Braxton to approve the change in signage for the subdivision. Upon roll call vote, the motion carried.
- **APPROVAL TO PURCHASE REPLACEMENT BANQUET CHAIRS:** After some discussion, a motion was made by Trustee Savage and seconded by Trustee Ransom to approve the purchase of 200 new banquet chairs for the Levy Center. Upon roll call vote, the motion carried.
- **DISCUSSION AND APPROVAL TO PURCHASE ADDITIONAL SECURITY CAMERAS FOR LEVY CENTER:** After some discussion and questions answered, a motion was made by Trustee Savage and seconded by Trustee Braxton to approve the emergency repair of the windows. Upon roll call vote, motion carried.
- **DISCUSSION AND APPROVAL FOR REPLACEMENT COMPUTER AND MANAGED SWITCH FOR COMMUNICATIONS:** After some discussion, a motion was made by Trustee Braxton and seconded by Trustee Savage to approve the replacement computer and managed switch for communications. Upon roll call vote, motion carried.
- **FOOD PANTRY UPDATE:** See Supervisor's report above.
- **PANCAKE BREAKFAST:** We will be hosting a pancake breakfast on February 25th to benefit our food pantry. All are welcome and Trustees will be selling tickets. Event begins at 9:00 am and goes to 12:00 noon. Tickets are \$7.00 for adults and \$5.00 for kids under 14.
- **TRANSFER OF APPROPRIATIONS IN THE ASSESSOR'S OFFICE – Resolution 23-1:** After some discussion and questions asked of the Assessor, a motion was made by Trustee Braxton and seconded by Trustee Townsend to approve the transfer of funds in the Assessor's budget. Upon roll call vote, motion carried.
- **EXECUTIVE SESSION - None**

APPROVAL OF TOWNSHIP BILLS & CLAIMS (for 12/12/2022-1/13/2023)

a. Open Payables	\$ 11,455.73	b. Paid Payables	\$ 158,722.53
Town	\$ 10,316.63	Town	\$ 129,504.16
Banquets	\$ 162.63	Banquets	\$ 9,589.72
General Assistance	\$ 977.10	General Assistance	\$ 19,628.65

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

REPORTS FROM ADMINISTRATIVE STAFF AND CONTRACTORS

Legal Report – None

Administrator: Removing holiday decorations. Repairing drywall in records office, roofing company will honor warranty and do the repairs. Volunteered again on Saturday. Parking was a problem. People are greeted as they come in and shop. They are happy to leave with a cartful of groceries. Problem is the facility is not ADA compliant. 20% of our township qualifies for free good. Need for volunteers. We are producing some short videos for a media campaign. Received 6 applications for director spot for our summer bridge program. Program being paid for from ARPA funds.

Levy Center: Handed out list of planned activities for February. Flu/shingles shot and cooking class among activities for February. Meals on wheels continues to grow but we need additional drivers to take care of everyone.

General Assistance: See Attached

ELECTED OFFICIALS' REPORTS:

Assessor – See attached report.

Clerk – Hope everyone had a happy and healthy holiday season. We had a fabulous event at the Levy Center for MLK day. The kids were very engaged and enjoyed watching the video of MLK's "I have a Dream Speech" as well as creating a painting of their dream. Glad to be part of the volunteers with my Trustees Ransom and Braxton.

TRUSTEES:

Braxton: Echo what Barbara said. Video played during MLK even was great. Kids painted their dream.

Ransom: Happy New Year to all. Thank you, Monte Jackson for Toys for Tots.

Savage: Happy New Year. Went to West Suburban Food Pantry and we need for services in our township. We need a food pantry in Bolingbrook to accommodate the larger need.

Townsend. Happy New Year to all.

ADJOURNMENT: A motion was made by Trustee Ransom and seconded by Trustee Savage to adjourn the meeting. Upon roll call vote, motion carried. Meeting adjourned at 8:17 pm.

Respectfully submitted,

Barbara Ann Parker
Township Clerk



General Assistance Report

Regular Meeting of Township Supervisor and Board of Trustees

Tuesday, January 17th, 2023

- As of the last township meeting, 17 households have applied for assistance and five were approved, four for their water bill and one for their rent. Seven applicants are still pending and five households were denied. Of those 17 applicants three were from Wheatland township and all three were denied.
- With a lot of holidays within the past month, the Will County Center for Community Concerns was here at the township for LIHEAP a couple of times and saw a total of 30 households.
- Last Thursday, Lisa Mendez from Hines VA outreach set up in the conference room to help veterans with that they need. Lisa saw about four veterans and signed two up for services. She also had Kevin Cozzie from the Aurora Vet Center to see if they can also be included in some of their outreach, especially with regards to their counseling services for veterans.
- Last week, I participated in a webinar through the Will County Continuum of Care with regards to affordable housing. I will also be participating in another webinar next week about GA and confidentiality and how to document case notes.
- Earlier today, I was at the township food pantry doing some outreach and sharing information about GA and EA. I will be there again on Thursday. I'll also be participating in the "Together We Serve" event with the Village of Bolingbrook. I'll also be at the Black History Month event with information about GA/EA and the food pantry.
- I had a conversation with Jackie about EA/GA clients utilizing our food pantry. I worked with Dave at the food pantry and ran a report of food pantry clients and within the last six months, of the 67 households that came through the General Assistance Office, only about 10 have used the food pantry. When I spoke with Dave earlier today, I did mention that for many of the clients, transportation was a barrier for them which would make it difficult for them to utilize the food pantry.
- Lastly, on a positive note, I want to share something one of our GA recipients shared with me, I do have permission from them to share, "I'm extremely grateful this holiday season for the help you've provided to me. This holiday season has been different for me due to not having income, but I'm extremely blessed to have water, lights, gas and the basic necessities. I appreciate all you do."



Office of the Assessor

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

Date: January 13, 2023

To: Gary Marschke
Township Supervisor
Kenneth Harris

From: Kenneth Harris, CIAO
Township Assessor

Subject: Assessor Monthly Report to Supervisor – January 2023

1. Steve Arling, part time commercial field inspector celebrated his 27th work anniversary on 1/6/2023.
2. Ashley Farmby, Deputy Assessor, celebrated her 1-year anniversary on 1/10/2023. As reported last month, Ms. Farmby earned her Certified Illinois Assessing Officer (CIAO) designation. The "CIAO" is the premier designation for property assessment professionals in Illinois. The CIAO designation not only instills industry best practices but shows an understanding of the laws and statutes governing property assessment within the state of Illinois. Congratulations to Ashley.
3. The 2023 Assessment Cycle has begun. This starts with the Will County Clerk delivering the assessment roll ("the books") to the Will County Supervisor of Assessment. Our Township will receive our portion of the books and we will value the properties and return to the Will County Supervisor of Assessment by June 15, 2023.

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), 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.