

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

251 Canterbury Lane  
Levy Center-Bolingbrook, IL

**June 20, 2023**  
Minutes

**CALL TO ORDER:** Meeting was called to order at 7:06 PM

**PLEDGE OF ALLEGIANCE:** Pledge of Allegiance was recited by all and lead by Trustee Savage.

**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 Savage and seconded by Trustee Ransom to approve the agenda as presented. Upon roll call vote agenda approval passed.

**APPROVAL OF REGULAR May 16, 2023, BOARD MEETING MINUTES:** A motion was made by Trustee Braxton and seconded by Trustee Savage to approve adding Shingles before shot to the May meeting minutes. Upon roll call vote, motion carried. A motion was made by Trustee Savage and seconded by Trustee Ransom to approve the meeting minutes of the May 16<sup>th</sup> meeting with amendment. Upon roll call vote, motion carried to approve the May 16, 2023 meeting minutes.

**PUBLIC COMMENTS:** The following residents spoke at the meeting: Diane Kloepfer – the villagentry location; Carol Krupka – Thank Linda and Gary for senior activities; Jackie Randle – Food pantry; and Pat Ronna – Homeless and signing documents before village approves plans.

**SUPERVISOR'S REPORT:** Hino truck is out of commission again. Put in over \$37,000 in repairs since purchased. Will ask for action on this later in the meeting.

**LEGISLATIVE UPDATES:**

**State Senator Rachel Venture** gave a legislative update of her first term in the senate. Introduced forty-five bills and nine passed. One to three more will be heard during veto session. Very pleased that many communities in my district received money. Please reach out with any questions/suggestions.

**State Representative Dagmara Avelar** gave a legislative update including that we have another balanced budget. Over 560 bills in general assembly and 150 of those went to the Governor's office. Was able to get 1.2 million to appropriations for Bluff Road in the capital funding. Call my office if you have any questions or concerns.

## **ACTION ITEMS:**

**DISCUSSION AND POSSIBLE APPROVAL FOR THE SUPERVISOR TO SIGN A PROJECT LABOR AGREEMENT:** After some discussion, questions asked and answered, a motion was made by Trustee Braxton and seconded by Trustee Ransom to approve the Supervisor to sign a project labor agreement between DuPage Township, Henry Bros. Co., Three Rivers Construction and Will & Grundy Building Trades. Upon roll call vote, the motion carried.

**DISCUSSION AND POSSIBLE APPROVAL OF AN "ORDINANCE (23-16) AUTHORIZING AND PROVIDING FOR AN INSTALLMENT PURCHASE AGREEMENT FOR THE PURPOSE OF PURCHASING REAL OR PERSONAL PROPERTY OR BOTH IN DUPAGE TOWNSHIP, WILL COUNTY, ILLINOIS AND ISSUE \$596,000 DEBT CERTIFICATES, SERIES 2023 OF SAID TOWNSHIP EVIDENCING THE RIGHTS TO PAYMENT UNDER SAID AGREEMENT, PROVIDING FOR THE SECURITY FOR AND MEANS OF PAYMENT UNDER SAID AGREEMENT, PROVIDING FOR THE SECURITY FOR MEANS OF PAYMENT UNDER AGREEMENT OF SAID CERTIFICATES, AND AUTHORIZING THE SALE OF SAID CERTIFICATES TO THE PURCHASER THEREOF".** After questions asked and answered, a motion was made by Trustee Braxton and seconded by Trustee Savage to approve the ordinance. Upon roll call vote, the motion carried.

**DISCUSSION AND POSSIBLE APPROVAL FOR SUPERVISOR TO SIGN CONTRACT FOR A CONSTRUCTION MANAGER:** After some discussion, a motion was made by Trustee Braxton and seconded by Trustee Ransom to award this contract to Henry Bros. Co. Upon roll call vote, motion carried.

**AWARD CONTRACT TO ADVANTAGE CHEVY FOR NEW BOX TRUCK:** After some background information by Administrator, a motion was made by Trustee Ransom and seconded by Trustee Braxton to award the contract to Advantage Chevy. Upon roll call vote, motion carried.

**DISCUSSION AND POSSIBLE APPROVAL TO DECLARE THE HINO TRUCK SURPLUS AND AUCTION IT OFF.:** After some discussion and questions asked and answered, a motion was made by Trustee Ransom and seconded by Trustee Savage to approve declaring the HINO truck as surplus and auction it off. Upon roll call vote, motion carried.

**DISCUSSION AND POSSIBLE APPROVAL OF THE SUPERVISOR SIGNING THE REAL ESTATE CLOSING DOCUMENTS FOR THE NEW FOOD PANTRY AND RESOURCE CENTER AS PROVIDED FOR IN ORDINANCE 23-16** After some discussion, a motion was made by Trustee Braxton and seconded by Trustee Ransom to approve the signing of real estate closing documents for the new Food Pantry and Resource Center as provided in Ordinance 23-16. Upon roll call vote, motion carried.

**DISCUSSION AND POSSIBLE APPROVAL OF A HVAC MAINTENANCE CONTRACT.** After some discussion and a motion was made by Trustee Savage and seconded by Trustee Ransom to approve the bid of \$4,200 from Wiesbrook Sheet Metal, Inc. Upon roll call vote indicated motion carried.

**EMERGENCY REPAIR OF THE HVAC SYSTEM AT THE LEVY CENTER:**

After some discussion, questions asked and answered, a motion was made by Trustee Savage and seconded by Trustee Braxton to approve the emergency repair of HVAC at the Levy Center. Upon roll call vote, motion carried.

**DISCUSSION AND POSSIBLE APPROVAL OF SUMMER BRIDGE PART-TIME TEMPORARY STAFF.**

After questions asked and answered, a motion was made by Trustee Ransom and seconded by Trustee Savage to approve hiring of part time temporary staff for Summer Bridge Program. Upon roll call vote, motion carried.

**EXECUTIVE SESSION:** None

**APPROVAL OF TOWNSHIP BILLS & CLAIMS (for 5/13/2023-5/20/2023)**

1. Open Payables		2. Paid Payables	
Town	\$7,062.84	Town	\$150,903.74
Banquets	\$ 9,230.11	Banquets	\$ 14,111.75
General Assistance	\$ 370.00	General Assistance	\$ 26,071.53

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, and Supervisor Marschke. Motion carried.

**REPORTS FROM ADMINISTRATIVE STAFF AND CONTRACTORS**

**Legal Report** – Reviewing contracts – No other report.

**Administrator:** A busy month. Working with the Auditors and Summer Bridge Program is moving along and going smoothly. Still ordering supplies as the session continues. Attending classes and learning more about grants. Working on Food Pantry and Resource Center on the zoning. Community Garden meetings.

**Levy Center:** Thank elected officials for help with the staff and seniors. Cooking class was a success, lunch and learn had over 150 seniors. Planning road trips, Lots of events at Levy Center. Thank you to Bob, Roberto, and TY for doing a wonderful job in our garden. Mayor offered fire or police to come over and do a presentation.

**General Assistance:** See Attached

**ELECTED OFFICIALS' REPORTS:**

**Assessor** – See Attached

**Clerk.** Had a great Memorial Day ceremony at Boardman Cemetery and Alexander Cemetery. We had two wreaths made – one was for Boardman Cemetery in Bolingbrook and the other for Alexander Cemetery in Romeoville. Ruth did a fabulous job on the wreaths . Happy Pride Month. Had two people in my precinct compliment the staff at the Township – Tracey and Marisol were extremely helpful and kind. The Senior Committee is busy planning new activities and bringing lots of energy to the table. John Lewis Tribute will take place on July 22<sup>nd</sup> at 7:30 pm.

**TRUSTEES:**

**Trustee Savage:** Thank you to Linda and Vincente. Stay safe and healthy during the summer. Get

your vaccines. They are looking into combining flu and covid vaccines.

**Trustee Ransom:** Youth Committee is meeting on Monday at 6:00 pm. Flag contest is underway. We will announce the winner shortly.

**Trustee Braxton:** Lovely Memorial Day ceremony at Boardman & Alexander Cemeteries. Very moving. At Alexander we saw a women born in 1769 and died in 1863.

Decennial Committee is good for the Township to look at efficiencies to save time and money. Congratulations to the campers on the slime program.

**ADJOURNMENT:** A motion was made by Trustee Savage and seconded by Trustee Braxton to adjourn the meeting. Upon roll call vote, motion carried. The meeting adjourned at 8:32 pm.

Respectfully submitted,

Barbara Ann Parker  
Township Clerk



## Office of the Assessor

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

**Date:** June 20, 2023  
**To:** Gary Marschke  
Township Supervisor  
*Kenneth Harris*  
**From:** Kenneth Harris, CIAO  
Township Assessor  
**Subject:** Assessor Monthly Report to Supervisor – June 20, 2023

### **2023 Update**

The 2023 Township Assessor (T/A) level is now closed to make assessments changes. Next up is to sign the Oath book to verify our assessment numbers.

### **Reminder: 2023 Exemption Event Dates**

The Will County Supervisor of Assessments Office Exemption Event is scheduled here in Bolingbrook as follows:

Thursday June 22, 2023  
10:00 am-2:00 pm  
DuPage Township - Levy Center  
251 Canterbury Lane  
Bolingbrook, IL 60440

If anyone is unable to make it to an event, they may visit their local Township Assessor's Office during their regular business hours or stop by the Will County Supervisor of Assessments Office.

Visit our website for the link to all the exemption event dates and locations.

### **For more information**

DuPage Township 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.



## General Assistance Report

-Vicente Fernandez: General Assistance Administrator

Regular Meeting of Township Supervisor and Board of Trustees

Tuesday, June 20<sup>th</sup>, 2023

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- For the month of May, 13 households had applied for assistance, 8 were approved, 2 were denied and 3 are still in process. Of the approved, 3 were for their IL American Water bill, 3 were for their rent, one was for car repair assistance and one household was for both their IL American Water and ComEd bills. The 2 denials were because one was over income and the other household was denied for several reasons including: not taking advantage of other resources available to them, not submitting all the documentation needed for their application including not disclosing that they receive SSI and that the grant amount from the township would not be enough to alleviate their life-threatening circumstance because the household owed a substantial amount of back rent.
- For General Assistance, one applicant was terminated from the program because they received a lump sum from a participating in a medical trial. Because it was a one-time payment, the client has reapplied again for General Assistance. I've also reached out to a few other residents explaining to them that they could qualify for GA as well. One has already applied and needing some additional documentation.
- As to the other programs at the township, 4 households were assisted with their IL American Water bill through the H2O program, 1 household applied for assistance with their Nicor bill though both the Nicor Sharing and Nicor Shield of Caring programs, 1 household received helped from the Salvation Army Service Extension for their ComEd bill.
- On May 31<sup>st</sup> the 2022-2023 LIHEAP program year ended. In that time, approximately 625 households came through the township office on Mondays to apply for LIHEAP. Even though the LIHEAP program year has ended, WCCCC still has someone coming out on Mondays to administer some of their other programs, which right now is their Emergency Food & Shelter program that can help with a past due utility bills over \$100 and their water assistance program. Funds, however, for those programs are extremely limited. For the 2023-2024 LIHEAP program year, LIHEAP is returning to giving priority to groups beginning in October for seniors, those with a disability or households with a child 5 years and younger. In November the program will open up to everyone else who qualifies.
- In May, approximately 91 referrals were given to residents, 29 for LIHEAP, 14 for residents outside of the township, 12 township food pantry referrals, 5 to the Will County Center for Community Concerns, 4 referrals to the IL Department for Human Services, 1 referral to the Community Service Council, 1 job search referral and 25 referrals to other organizations or resources.
- This past weekend I was at the Bolingbrook Juneteenth event representing the township, talking about GA/EA, the food pantry and Tools for School. I want to thank Clerk Parker, Assessor Harris and Trustee Townsend for coming out to help. I also want to thank Gloria from the Levy Center who was there for another organization but was telling people to stop by the township table. This upcoming weekend is the Bolingbrook Village Picnic where the township will have a table as well. I also have an event in July at the 1<sup>st</sup> Presbyterian Church of DuPage and I am also waiting to hear back on a couple of back-to-school events in August.