

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

251 Canterbury Lane
Levy Center – Bolingbrook, IL

December 14, 2021
Minutes

CALL TO ORDER: Meeting was called to order at 7:04PM

PLEDGE OF ALLEGIANCE: Pledge of Allegiance was recited by all and lead by Tom Braxton.

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

APPROVAL OF AGENDA: A motion was made by Trustee Townsend and seconded by Trustee Savage to approve agenda. Upon roll call vote, agenda approval passed.

APPROVAL OF DECEMBER MINUTES: A motion was made by Trustee Braxton and seconded by Trustee Savage to approve the November meeting minutes. Upon roll call vote, motion carried.

PUBLIC COMMENTS: None

SUPERVISOR'S REPORT:

Supervisor Marschke mentioned that the Township has been very busy with helping residents, making needed repairs, and assisting our Seniors.

ACTION ITEMS:

- i. Administrative Assistant Position – After review of resume and discussion, a motion was made by Trustee Savage and seconded by Trustee Braxton to offer the position to Khadija Sufi. Upon roll call vote, motion carried.
- ii. Extend existing contract with Mack & Associates for 1 additional year at \$28,500. A motion was made by Trustee Townsend and seconded by Trustee Braxton. Upon roll call vote, the motion carried.
- iii. Approval of 2022 PACE Paratransit Local Share Agreement. A motion was made by Trustee Savage and seconded by Trustee Braxton to approve this agreement. Upon roll call vote, the motion carried.
- iv. Approval of 2022-2023 Tax Levy. After some discussion, a motion was by Trustee Ransom and seconded by Trustee Townsend to approve the 2022-2023 tax levy. Upon roll call vote, motion carried.
- v. Award of A/C contract. After some discussion, a motion was made by Trustee Savage and seconded by Trustee Ransom to award the A/C contract to Johnansen & Anderson. Upon roll call vote, the motion carried.
- vi. Approval to auction old Nortel telephones. A motion was made by Trustee Braxton and seconded by Trustee Townsend to auction off the old Nortel

- telephones. Upon roll call vote, motion carried.
- vii. Approval of Second Lemont Refinery Real Property Tax Assessment Settlement Agreement. After some discussion, a motion was made by Trustee Savage and seconded by Trustee Braxton to approve this agreement. Upon roll call vote, motion carried.
 - viii. Award of new fire alarm system for Township administrative office. After some discussion a motion was made by Trustee Ransom and seconded by Trustee Braxton to award the fire alarm contract to Alarm Detection Systems, Inc. Upon roll call vote, the motion carried.
 - ix. Capital Improvement Fund. After some discussion, a motion was made by Trustee Savage and seconded to table this item until our next meeting. Upon roll call vote, motion carried.
 - x. Approval of funds for emergency repair at the Township Food Pantry parking lot. A motion was made by Trustee Ransom and seconded by Trustee Braxton to approve \$6,380 in repairs. Upon roll call vote, motion carried.

APPROVAL OF TOWNSHIP BILLS AND CLAIMS for (11/16/2021 - 12/14/2021)

A. Open Payables \$38,609.58	B. Paid Payables \$133,323.18
Town \$16,164.50	Town \$98,611.83
Banquets \$2,726.59	Banquets \$13,897.37
General Assistance \$19,718.49	General Assistance \$20,813.98

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

REPORTS FROM ADMINISTRATIVE STAFF AND CONTRACTORS

- a. **Legal Report** – Township Attorney – No report
 - b. **Administrator Report** – Very busy month. 3 new alarms installed Was able to eliminate a phone line with new alarms. Savings over \$10,00 a year. Will work with A.C repair. Sexual Harassment training for staff as well as watching the narcan presentation. Gave out over 400 Thanksgiving meals to seniors and over 400 at the food pantry. In process of scheduling a vaccine clinic for January 8, 2022. Next newsletter is ready to go to printer. Levy Center has been very busy with activities and events. Tonight, the seniors and Linda at Motown.
- General Assistance** - The General Assistance office has been busy continuing to help residents. Since last board meeting, four individuals/families were helped through Emergency Assistance, two with their American Water bills and two others with their rent. Additionally, two households were helped through the Salvation Army Extension for their rent. One family, in addition to EA, because of their large balance applied for the H2O program as well to help with their water bill. Additionally, one individual applied for Nicor Sharing because she did not income qualify for LIHEAP which made them eligible for Nicor Sharing. With LIHEAP still going on, most of the assistance that seems to be requested with EA is for either

rent or water bill assistance.

Since last month, 60 households applied for LIHEAP at the admin office on Mondays. We are in the process of obtaining more coats for the coat drive. It seems that the coat drive is drawing more people who are older or have older children who need coats. We will keep this in mind for next year and adjust as necessary.

I recently did a large mailing to local religious congregations and non-profits introducing myself and explaining both what GA and EA are along with fliers for those programs. Again, this is all in an effort to get the word out about EA and GA.

Finally, starting next month, I will be setting up an "outreach" to the food pantry to meet the needs and serve those who use our pantry. I am still working out a calendar of dates with David Locke.

- c. **Levy Center Report** – See comment in administrator report.
- d. **Food Pantry** – See comment under administrator report.

ELECTED OFFICIALS' REPORTS

- a. Assessor – Not present- submitted written report attached.
- b. Clerk – Had a great time giving out food for the Thanksgiving Holiday at both the food pantry and Greenleaf. Big thanks to the food pantry staff for their hard work every day and at the giveaway. Wish everyone a very happy and healthy holiday season.
- c. Trustees –
 - i. Braxton – Thanks to Jackie with help on the newsletter. Happy Holidays to all.
 - ii. Ransom – Happy Holidays – Holiday Festival has 120 registered and there is still room to register. Toys for tots will be this Saturday at the food pantry,
 - iii. Savage – Happy Holidays – get vaccinated and a booster. Thank you to Linda and others who help with the senior events,
 - iv. Reem – Happy Holidays and happy new year,
- d. Supervisor Marschke – Happy Holidays. Once we adjourn, we will have a swearing in and a reception for the Township Assessor and Collector.

ADJOURNMENT: A motion was made by Trustee Ransom and Trustee Braxton seconded the motion to adjourn the meeting. Upon roll call vote, motion carried.

Respectfully submitted,

Barbara Ann Parker
Township Clerk

Assessor Report

To: DuPage Township Supervisor

To: DuPage Township Trustees

December 2021

We finished submitting the evidence for all the appeals we received this year. The Board of Review will make their decisions by the end of the year.

It's been a pleasure working with you all during the past several months.

I wish you a Happy Holiday Season and continued success with the Township!

Sincerely,
Jean Kelly