

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

251 Canterbury Lane
Levy Center – Bolingbrook, IL

June 21, 2022
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 Trustee 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 Savage and seconded by Trustee Braxton to approve the agenda as submitted. Upon roll call vote agenda approval passed.

APPROVAL OF MAY BUDGET and REGULAR BOARD MEETING MINUTES: A motion was made by Trustee Ransom and seconded by Trustee Savage to approve the Budget and Regular Board meeting minutes of May 17th. Upon roll call vote, motion carried.

PUBLIC COMMENTS: Judy Bredeweg, a township resident asked why the fountain in the back of the Levy Center was removed. Supervisor Marschke explained that a resident asked if the fountain could be turned off in the evening as it was making noise and keeping them up. This is when an investigation started, and Township found out that the aerator was purchased illegally by the Village of Bolingbrook and the invoice sent to the Township. There was no bidding on this item as is required by law on purchases over \$20,000. The Village sent the invoice to township to approve and pay for the aerator and the Village paid for the shipping of the aerator. The work to install it and electrical hookup was done by the township. The Township has been paying the electrical bill on this for the past several years. When the Township figured out what was going on, the Township removed the aerator. The village came and put it back in and The Township took it back out and locked it up so it could not be touched. The Township owns the aerator, and the Village owns the pond. The Township should not be responsible for the electrical bill to keep the aerator running nor should we have paid for the aerator in the first place. The Village put in an old aerator and that broke shortly thereafter. Now you know the true story. Judy said thank you and sat down,

SUPERVISOR'S REPORT: Attended a meeting on spending the ARPA funds. We need to work on our lists. Funds must be spent, and we will get reimbursed. Congressman Bill Foster put in \$3 million for us to build a food pantry. Karolina has put together a very good piece that will go along with our grant request.

ACTION ITEMS:

- **DISCUSSION AND POSSIBLE APPROVAL TO SELL THE AERTOR FROM THE LILY CACHE POND** – After further discussion, a motion was made by Trustee Braxton and seconded by Trustee Savage to approve the sale of the aerator. Upon roll call vote, motion carried.
- **APPROVAL OF NEW HIRES (LEVY CENTER BARTENDER PART-TIME AND SUMMER INTERN)** The part-time bartender position will be an on-call / as needed position. A motion was made by Trustee Braxton and seconded by Trustee Savage to approve the hiring for both positions. Upon roll call vote, motion carried.
- **DISCUSSION AND APPROVAL OF NEW VENDOR FOR IT SERVICES:** After listening to the presentation of the new IT vendor and asking questions, a motion was made by Trustee Savage and seconded by Trustee Townsend to approve the new IT vendor CDS Office Technology. Upon roll call vote, motion carried.
- **DISCUSSION AND APPROVAL FOR EMERGENCY REPAIR OF HOT WATER TAN AT FOOD PANTRY** – After some discussion about the water heater, a motion was made by Trustee Braxton and seconded by Trustee Savage to authorize the emergency repair bill.
- **APPROVAL OF PAYLOCITY PAYROLL COMPANY CONTRACT** – After some discussion, a motion was made by Trustee Savage and seconded by Trustee Braxton to approve the new payroll company. Upon roll call vote, motion carried,
- **REVIEW PERSONNEL MANUAL FOR APPROAL IN JULY** – The employee annual has been updated and handed out to the Supervisor and Trustees to review and come back with suggestions at the next meeting.
- **DISCUSSION ON SPENDING ARPA FUNDS** – Discussion on the uses for \$391,000 in ARPA funds that the Township will receive for approved purchases and future purchases within the guidelines that are being worked out. Bring your suggestions to the next meeting. Possibilities are another bus for seniors, summer bridge program, PPE paid for during pandemic, and refrigerated truck for food pantry. Money must be encumbered by 2024 and spent by 2026.
- **APPROVING 'TOOLS FOR SCHOOL' BUDGETED AT \$10,000** - After a discussion, a motion was made by Trustee Braxton and seconded by Trustee Ransom to approve \$10,000 for “tools for schools” program.
- **DISCUSSION OF COMMONWEALTH EDISON BILL** – This bill is for one light at the Romeoville’s Alexander Cemetery. The Company has never sent us a bill for service. Bill is \$990.41 and late fee is \$1,982.56 for a tot of \$2,2923.32. For ten years we have not received a bill for the light and now we get one. Working to pay just for the actual service. Checking on getting a solar light installed.

- **DISCUSSION AND APPROVAL TO ALLOW “FRIENDS OF THE LEVY CENTER” TO PURCHASE NEW FURNITURE FOR THE SOLARIUM AT THE LEVY CENTER –**
The Friends of the Levy Center held a fundraiser and purchased new furniture for the solarium. We need to vote to accept their gift. A motion was made by Trustee Braxton and seconded by Trustee Townsend to accept the furniture. Upon roll call vote, the motion carried.

APPROVAL OF TOWNSHIP BILLS AND CLAIMS for (5/22/2022 - 6/21/2022)

| | | | |
|------------------|-------------|--------------------|--------------|
| A. Open Payables | \$15,763.21 | B. Paid Payables | \$129,533.36 |
| Town | \$ 8,105.57 | Town | \$103,748.60 |
| Banquets | \$ 3,424.87 | Banquets | \$ 17,241.79 |
| Assistance | \$ 607.59 | General Assistance | \$ 8,542.97 |

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

Legal Report – None

Administrator Report – Very busy time Handling more passports, and licenses. Cleaned up gutters. Dead tree has been removed. Aerator removed and cleaned up. Back fountain cleaned. Front fountain needs repair. Repaired potholes. Getting ready for ARPA funds, getting prices and ordering details. Newsletter is in the works, and created a bunch of flyers for Levy Center. Materials ready for the 501c3 food pantry meeting.

Levy Center Report – Linda on trip with seniors.

Food Pantry – See Administrator’s report

General Assistance – See attached

ELECTED OFFICIALS’ REPORTS:

Assessor – See attached

Clerk – Thanked everyone who participated in the Relay or Life event. We raised more money than we expected. We will be back in 2023, If you have not done so, please vote on election day – June 28th

Collector – No report.

Trustees –

Braxton – ARPA is a good thing. Like coming up with a Christmas list. Welcome to the new IT company.

Ransom – Youth committee – we had to cancel Summer Bridge Program. We have a meeting on Monday. Heart Haven will make a presentation.

Savage – Thank you to our county board members and state reps for attending our senior picnic. Monkey pox is out there. Wash your hands often.
Vote

Townsend – no report.

ADJOURNMENT: A motion was made by Trustee Braxton and seconded by Trustee Ransom to adjourn the meeting. Upon roll call vote, motion carried. Meeting adjourned at 8:24 pm.

Respectfully submitted,

Barbara Ann Parker
Township Clerk