

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

251 Canterbury Lane
Levy Center-Bolingbrook, IL

December 12, 2023
Minutes

CALL TO ORDER: Meeting was called to order at 7:03 PM

PLEDGE OF ALLEGIANCE: Pledge of Allegiance was recited by all and lead by Assessor Harris.

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

APPROVAL OF AGENDA: A motion was made by Trustee Ransom and seconded by Trustee Townsend to approve the agenda as presented. Upon roll call vote agenda approval passed.

APPROVAL OF SPECIAL BOARD MEETING MINUTES Of November 19, 2023, A motion was made by Trustee Ransom and seconded by Trustee Townsend to approve the November special meeting minutes as presented. Upon roll call vote, motion carried to approve the November 19, 2023 meeting minutes. Trustee Savage joined the meeting at the end of the vote.

APPROVAL OF REGULAR BOARD MEETING MINUTES OF November 19, 2023: A motion was made by Trustee Savage and seconded by Trustee Ransom to approve the November meeting minutes as presented. Upon roll call vote, motion carried to approve the November 19, 2023 meeting minutes.

PUBLIC COMMENTS: Rose Harris – happy holidays

SUPERVISOR'S REPORT: The grant for our digital food pantry order system ends in January. Dave Locke and Khadija Sufi have put together a proposal to keep it running. It costs \$400 a month for this program. They will contact local businesses to see if they are interested in being a sponsor. Jackie will give you all a copy of the proposal to review. Let us know if you have any suggestions or questions on the proposal. No approval is required. Also, you have been given a copy of the meeting dates for 2024. The annual meeting is scheduled for April 9th which is a Muslim holiday – Eid al Fitr. If the annual meeting falls on a holiday, we have the option to change it. Think about moving it to the following week and our regular board meeting the following week.

ACTION ITEMS:

DISCUSSION AND POSSIBLE APPROVAL OF THE HOLIDAY SCHEDULE FOR 2024:

After some discussion, a motion was made by Trustee Townsend and seconded by Trustee Savage to approve the holiday schedule for 2024. Upon roll call vote, motion carried.

DISCUSSION AND POSSIBLE APPROVAL OF THE PAYROLL AND ACCOUNTS PAYABLE SCHEDULE FOR 2024:

After some discussion and questions asked and answered about the annual meeting date, a motion was made by Supervisor Marschke and seconded by Trustee Savage to change the annual meeting date to April 16th and our regular board meeting to April 23rd. Upon roll call vote, motion carried. Trustee Savage then made a motion and seconded by Trustee Townsend to approve the 2024 payroll and accounts payable schedule for 2024 with amended dates. Upon roll call vote, motion carried.

DISCUSSION AND POSSIBLE APPROVAL FOR 2024-2025 TOWNSHIP LEVY - ORDINANCE 23-21:

After some discussion and questions asked, a motion was made by Trustee Ransom and seconded by Trustee Townsend to approve 2024-2025 Township Levy - Ordinance 23-21. Upon roll call vote, the following voted Yes: Trustees Ransom, Savage, Townsend, and Supervisor Marschke. Motion carried.

DISCUSSION AND POSSIBLE APPROVAL FOR SCRIVENER’S ERROR – RESOLUTION 23-22:

After an explanation of the error, a motion was made by Trustee Townsend and seconded by Trustee Ransom to approve Scriver’s Error - Resolution 23-22. Upon roll call vote, motion carried.

DISCUSSION ON EMERGENCY REPAIR OF LEVY CENTER WINDOW: A motion was made by Trustee Savage and seconded by Trustee Townsend to approve \$1,470 for the emergency repair of Levy Center window. Upon roll call vote, motion carried.

PAID LEAVE FOR ALL WORKERS ACT HANDBOOK UPDATE; After some discussion, a motion was made by Trustee Savage and seconded by Trustee Townsend to approve the handbook update. Upon roll call vote, motion carried.

EXECUTIVE SESSION: None

APPROVAL OF TOWNSHIP BILLS & CLAIMS (for 11/22/2023-12/12/2023)

Open Payables		Paid Payables	
Town	\$7,525.76	Town	\$49,815.32
Banquets	\$2,965.04	Banquets	\$12,292.03
General Assistance	\$ 151.75	General Assistance	\$ 26,682.13

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

REPORTS FROM ADMINISTRATIVE STAFF AND CONTRACTORS

Legal Report- None

Administrator: While on vacation, the Township staff was great. 46 marriage licenses, 11 passports, 47 plate discounts. Special shout out to Deneen who put together the info for the levy – good numbers.

Levy Center: Busy. Had 125 at lunch & learn, safety in house and CPR followed up by the cardiologist. Naperville trolley tour. Red hats will distribute 125 hats, gloves, and mittens to Tibbits Elementary School kindergarteners and first graders. The Red Hats have adopted Tibbetts school. Going to Drury Lane to see Cinderella, golfcart tour with Mayor to see holiday lights around the pond. The Naperville Trolley tour of holiday lights had 45 seniors. Holiday party has 265 signed up and a wait list – with volunteers we will have 275. Movie – It's a Wonderful Life and then to Carrabba's for dinner. First ever PJ party – 150 signed up.

General Assistance: See Attached

ELECTED OFFICIALS' REPORTS:

Assessor - See Attached Report

Clerk – Jane Adams girls' basketball team had an undefeated season and will play for 3rd place on Thursday. Wish them well. Saw Elf at Romeoville High School and they did an excellent job. Kudos to all involved with putting on the show. Merry Christmas, happy holidays, and a happy and healthy new year to all.

TRUSTEES:

Trustee Savage: Happy Holidays. Wishing a peaceful, happy, and healthy holiday to everyone around the world.

Trustee Ransom: Toys for Tots and youth holiday event this Saturday at Levy Center. Come help and come early. Time of event is 11:00 – 2:00 pm. Waiting to see if ROTC can assist. We have our Santa. The Youth Committee could use more members. Need to figure out how to get more involved. Happy Holidays. Need to sign the card.

Trustee Townsend: Attended the Romeoville Village tree lighting and it was nice. Major Noak was there taking photos with families. Bolingbrook's hot chocolate with Santa – this Friday 5:30 pm – 7:00 pm. The Christmas celebration in Bethlehem (the birthplace of Jesus) is cancelled. We need to enjoy our lives and make sure our children are happy and healthy.

ADJOURNMENT: A motion was made by Trustee Savage and seconded by Trustee Townsend to adjourn the meeting. Upon roll call vote, motion carried. The meeting adjourned at 8:10 pm.

Respectfully submitted,

Barbara Ann Parker
Township Clerk

Totals for the month of
November 2023

General Assistance Report

REGULAR MEETING OF THE TOWNSHIP SUPERVISOR
AND BOARD TRUSTEES Tuesday, December 12th, 2024

VICENTE FERNANDEZ-GENERAL ASSISTANCE ADMINISTRATOR

GENERAL ASSISTANCE CASES

New Applicants	Current Recipients	Applications Denied
1	3	1

Denial Reason: Non-Cooperation

EMERGENCY ASSISTANCE CASES

Number of Applications	Applications Approved	Applications Denied	Applications Still Pending
22	16	4	2

Denial Reasons: Non-cooperation and EA grant not being enough to alleviate "life-threatening" circumstance.

EMERGENCY ASSISTANCE BREAK DOWN:

Rental Assistance	IL American Water	Village of Romeoville	Nicor	ComEd	Car Repair
3	12	0	0	0	1

OTHER PROGRAMMING:

Salvation Army Service Extension	Help to Others (H2O)	Nicor Programming	Goodwill Vouchers	Homeless ID
0	5	0	0	0

REFERRALS:

Financial Resource	IDHS Referral	Senior Services	LIHEAP
1	0	1	11
WCCCC	Out-of-Township Ref	Resource Referral	Food Pantry
0	6	2	6

Other activities through the General Assistance Office:

- One Wheatland Township resident applied for EA for their IL American Water bill (Wheatland, Bolingbrook resident) and was approved.
- 81 households have applied for LIHEAP at the township in November
- Currently giving out winter coats for those who signed up. About 14 families have registered with a total of 47 coats and also working with the Red Hatters in getting 17 coats to students at Tibbit Elementary


 WHEATLAND TOWNSHIP
 ILLINOIS



Office of the Assessor

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

Date: December 12, 2023

To: Gary Marschke
Township Supervisor
Kenneth Harris

From: Kenneth Harris, CIAO
Township Assessor

Subject: Assessor Monthly Report to Supervisor – December 2023

The 2023 assessment cycle is close. The 2024 assessment cycle begins 1/1/2024.