

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

251 Canterbury Lane  
Levy Center-Bolingbrook, IL

**September 17, 2024**  
Minutes

**CALL TO ORDER:** Meeting was called to order at 7:02 PM by Supervisor Marschke.

**PLEDGE OF ALLEGIANCE:** Pledge of Allegiance was recited by all and lead by visitor Daryl Parks.

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

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

**APPROVAL OF August 20, 2024 MEETING MINUTES:** A motion was made by Trustee Townsend and seconded by Trustee Braxton to approve the August Board meeting minutes. Upon roll call vote, motion carried to approve the August 20, 2024 board meeting minutes as presented.

**PUBLIC COMMENTS:** Judith Bredeweg – Bids – what newspapers and bag over supervisors parking sign; Linda Ellis – what is current situation with food pantry; Jackie Randle – progress on food pantry.

**SUPERVISOR'S REPORT:** Supervisor introduced Steve Leopoldo from Margin of Era Opinion Research who gave an overview of the survey results. Answered Trustees questions. Levy Center won two awards at the Pathways Parade – one for first place adult marching/walking and Judges award. Thank you to all involved with putting the float together and the seniors for dancing. Everyone had a blast.

**ACTION ITEMS:**

**DISCUSSION AND POSSIBLE APPROVAL OF PATHWAY LIGHT LED UPGRADE:** After some discussion and questions answered, a motion was made by Trustee Braxton and seconded by Trustee Ransom to approve the pathway light LED upgrade. Upon roll call vote, motion carried.

**DISCUSSION AND POSSIBLE APPROVAL TO CHANGE CREDIT CARD VENDORS FROM NUVEI TO ePAY:** After some discussion, a motion was made by Trustee Braxton and seconded by Trustee Townsend to approve the change in credit card vendors. Upon roll call vote, motion passed.

**APPROVAL FOR THE EMERGENCY REPAIR OF THE FIREWALL:** A motion was made by Trustee Ransom and seconded by Trustee Braxton for the emergency repair of the firewall. Upon roll call vote, motion passed.

**DISCUSSION AND POSSIBLE APPROVAL FOR 2024-2025 LIABILITY INSURANCE RENEWAL:** After some discussion, a motion was made by Trustee Braxton and seconded by Trustee Townsend to approve the liability insurance renewal. Upon roll call vote, motion passed.

**DISCUSSION AND POSSIBLE APPROVAL OF AN UPDATE TO OUR FINANCIAL PROCEDURE AND CREDIT CARD POLICY FOR DUPAGE TOWNSHIP TO INCLUDE INFO ON THE ICASH RESPONSIBILITIES:** After some discussion, a motion was made by Trustee Ransom and seconded by Trustee Braxton to update the financial procedure and credit card policy. Upon roll call vote, motion passed.

**EXECUTIVE SESSION:** A motion was made by Trustee Townsend and seconded by Trustee Braxton to go into Executive Session at 7:41pm. Upon roll call vote, motion passed.

**RETURN FROM EXECUTIVE SESSION:** A motion was made by Trustee Braxton and seconded by Trustee Ransom to resume the regular board meeting at 8:44 pm. . Upon roll call vote, motion passed.

**ACTION ITEMS FROM EXECUTIVE SESSION:** A motion was made by Trustee Braxton and seconded by Trustee Townsend to remove the April 22, 2014 from Resolution 24-16 and then approve the resolution releasing executive session minutes. Upon roll call vote, motion passed.

**APPROVAL OF TOWNSHIP BILLS & CLAIMS (for 8/21/2024 - 9/17/2024)**

|                    |             |                    |             |
|--------------------|-------------|--------------------|-------------|
| Open Payables      |             | Paid Payables      |             |
| Town               | \$ 7,273.00 | Town               | \$85,444.14 |
| Banquets           | \$ 7,995.34 | Banquets           | \$51,920.33 |
| General Assistance | \$ 1,216.29 | General Assistance | \$18,849.17 |

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

**REPORTS FROM ADMINISTRATIVE STAFF AND CONTRACTORS**

**Legal Report - None**

**Administrator:** Very busy. Thanked staff for working extremely hard. Worked on audit, bids, and Treasurers Report. Sixty-eight marriage licenses, working on getting a fee from county for handling marriage licenses. Maintenance at the cemetery, pantry, shed, and landscape work.

**Levy Center:** Senior Olympics - leaving at 5:00 am on Thursday. Twenty-six seniors will be participating. Fishing event was great – Thanks Carol. White Sox game – Supervisor Marschke got a ball.

**General Assistance:** See Attached Report.

#### **ELECTED OFFICIALS' REPORTS:**

**Assessor -** See attached.

**Clerk –** Attended an MTA zoom meeting on seniors and our center offers lots of activities for our seniors. Some others only have a monthly lunch or weekly event. Thanks to all who help plan events at the Levy Center. Some people who attend our meetings think we do not listen to our residents. We listen to all our residents. Most do not attend our meetings. I sat next to the manager of Riverstone Apartments during tools for school and she introduced me to several of her residents. They were extremely grateful for us planning to build a food pantry close enough to where they reside that they can walk there. I even had two women hug me. These are the people who make it easy to continue the fight to build the food pantry on Canterbury Lane.

#### **TRUSTEES:**

**Trustee Braxton:** Excited about the parade. Seventy plus entries and we won the judges choice award. The seniors had fun. Meals on Wheels lunch today was great. Kudos to Linda and staff. Couple of weeks ago was our last pop-up and we saw the need for food in our community.

**Trustee Ransom:** Today is National Voter Register Day. Registered a few new voters at BHS. Youth Committee will be meeting on Monday at 6:00 pm

**Trustee Reem Townsend:** Echo what Barbara said – 70% of the people surveyed are supporting the pantry not worried about the three people who come here.

**ADJOURNMENT:** A motion was made by Trustee Ransom and seconded by Trustee Braxton to adjourn the meeting. Upon roll call vote, motion carried. The meeting adjourned at 9:01 pm.

Respectfully submitted,

Barbara Ann Parker  
Township Clerk



# General Assistance Report

REGULAR MEETING OF THE TOWNSHIP SUPERVISOR AND BOARD OF TRUSTEES

Tuesday, September 17<sup>th</sup>, 2024

Vicente Fernandez-General Assistance Administrator

## STATISTICAL TOTALS FROM August 2024

### GENERAL ASSISTANCE CASES

| New Applicants | Current Recipients | Applications Closed Out |
|----------------|--------------------|-------------------------|
| 0              | 2                  | 0                       |

### OTHER PROGRAMMING:

| Help to Others (H2O) | Nicor Shield of Caring |
|----------------------|------------------------|
| 9                    | 1                      |

### REFERRALS:

| IL Dept. of Human Services | Will Co. Cent. For Comm. Con. | Food Pantry Referral |
|----------------------------|-------------------------------|----------------------|
| 1                          | 1                             | 7                    |
| Out of Township Referral   | Resource Referral             |                      |
| 3                          | 1                             |                      |

### EMERGENCY ASSISTANCE CASES

| Number of Applications | Applications Approved | Applications Denied | Applications Pending |
|------------------------|-----------------------|---------------------|----------------------|
| 25                     | 15                    | 5                   | 5                    |

#### Denial Reasons:

- Resident not experiencing a "life-threatening" circumstance
- EA grant amount not sufficient to alleviate "life threatening" circumstance
- Resident being over income

### EMERGENCY ASSISTANCE BREAK DOWN:

| Rental Assistance | IL American Water | Car Repair |
|-------------------|-------------------|------------|
| 2                 | 9                 | 1          |
| ComEd             | Nicor             |            |
| 2                 | 1                 |            |

### EMERGENCY ASSISTANCE CASES – Wheatland Township

| Number of Applications | Applications Approved | Applications Denied | Applications Pending |
|------------------------|-----------------------|---------------------|----------------------|
| 1                      | 0                     | 1                   | 0                    |

#### Denial Reason:

- EA grant amount not sufficient to alleviate "life threatening" circumstance

## OTHER ACTIVITIES THROUGH THE GENERAL ASSISTANCE OFFICE

- The General Assistance Office just received the next batch of Goodwill vouchers to distribute to those in need. They were previously going through some changes at the regional office in Wisconsin and the township did not receive vouchers for the first half of the year. Just as a reminder, each voucher is for \$25 to be used at any Goodwill location.
- The Salvation Army Service Extension's fiscal year ends at the end of this month. As of yesterday, the Salvation Army has asked that we put a pause on applications for two weeks or until told otherwise by the Salvation Army. Again, this is just for their Service Extension and not their other programming like H2O or Nicor Sharing.
- Currently working on getting ready for the Winter Coat Handout for residents in need for this upcoming winter season. Sign-ups will start in October and coats given out in November.
- LIHEAP begins October 1<sup>st</sup> and will again run through August 15<sup>th</sup> OR until funds run out. The Will County Center of Community Concerns will again be sending intake workers to the township on Mondays starting October 7<sup>th</sup>. Priority applications will start in October for seniors over the age of 60, those with a disability, households with children under the age of 5 or those with imminent disconnection or have been disconnected.
- Lastly, for Emergency Assistance, the township uses the same income limits as LIHEAP and with LIHEAP starting up again soon, Supervisor Marschke has updated the income disregards (aka income limits) to match. The changes are effective October 1<sup>st</sup>, 2024.



## Office of the Assessor

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

**Date:** October 1, 2024  
**To:** Gary Marschke  
Township Supervisor  
*Kenneth Harris*  
**From:** Kenneth Harris, CIAO  
Township Assessor  
**Subject:** Assessor Monthly Report to Supervisor – September 2024

### Will County Board of Review (BOR) Deadline

As reported last month, September 9, 2024, was the deadline to file an appeal. As of today:

Total Appeals: ..... 127

Total Stipulations: ..... 31

Hearing scheduled for October 2024 = 18

Hearing scheduled for November 2024 = 76

### 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.