

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

251 Canterbury Lane  
Levy Center-Bolingbrook, IL

**January 21, 2025**

Minutes

**CALL TO ORDER:** Meeting was called to order at 7:04 PM by Supervisor Marschke.

**PLEDGE OF ALLEGIANCE:** Pledge of Allegiance was recited by all and led by Trustee 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 Ransom to approve the agenda. Upon roll call vote agenda approval passed.

**APPROVAL OF December 17, 2024 MEETING MINUTES:** A motion was made by Trustee Braxton and seconded by Trustee Townsend to approve December 17, 2024, Board meeting minutes. Upon roll call vote, motion carried to approve December 17, 2024, board meeting minutes as presented.

**PUBLIC COMMENTS:** None

**SUPERVISOR'S REPORT:** None

**ACTION ITEMS:**

**DISCUSSION AND POSSIBLE APPROVAL TO REPAIR THE FURNACE AT THE LEVY CENTER:** After questions asked and answered, a motion was made by Supervisor Marschke and seconded by Trustee Savage to approve the furnace at the Levy Center being repaired by United. Upon roll call vote, motion carried.

**DISCUSSION AND POSSIBLE APPROVAL OF EMERGENCY REPLACEMENT OF WATER HEATER AT THE PANTRY:** After some discussion, Supervisor Marschke made a motion and seconded by Trustee Savage to approve replacing the water heater at the pantry for \$1,450. Upon roll call vote, motion carried.

**EXECUTIVE SESSION:** None

**APPROVAL OF TOWNSHIP BILLS & CLAIMS (for 12/18/2024 - 12/21/2024)**

Open Payables		Paid Payables	
Town	\$ 5,113.78	Town	\$144,086.77
Banquets	\$ 1,216.24	Banquets	\$ 21,433.98
General Assistance	\$ 101.30	General Assistance	\$ 35,418.31

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, Savage, Townsend, and Supervisor Marschke. Motion carried.

**REPORTS FROM ADMINISTRATIVE STAFF AND CONTRACTORS**

**Legal Report:** None

**Administrator:** Very busy. Forty-eight marriage licenses, fifteen passports. We received about 130 resumes for the position and interviewed eight candidates for our food pantry director. Supervisor Marschke interviewed and selected one who will start this week. Salt spreader not working properly so taking it back.

**Levy Center:-** None

**General Assistance:** See Attached Report.

**ELECTED OFFICIALS' REPORTS:**

**Assessor -** See attached.

**Clerk –** BHS senior, Miriam Tsegay has been selected for the US Senate Youth Program. This is a very elite program, and it is an honor to be selected. Valley View Resource Center received fifty coats from the Romeoville Knights of Columbus. Our very own, Assessor Harris is going into the Sports Hall of Fame at Augustana College for basketball and track & field. Congratulations Ken! I will be dancing at the Dancing with the Stars this Saturday. My charities are DuPage Township Food Pantry and Bolingbrook Relay for Life. At the Community Center at 6:30 pm tickets are \$55.

**TRUSTEES:**

**Trustee Braxton:** Tuesdays Levy Center lunch is a good deal, and many come out and enjoy. Congratulations to Bernadette for being elected President of the senior club. February 13<sup>th</sup> is the State of the Village, and the Levy Center will be viewing the live stream.

**Trustee Ransom:** Citizens Against Abuse is putting on a program about the warning signs and how to identify warning signs on human trafficking. Black History Program is on Saturday, February 8<sup>th</sup> at Bolingbrook High School and starts at 2:00pm. Happy birthday to Gary. Youth Committee meets on Monday, January 27<sup>th</sup> at the Township office.

**Trustee Savage:** Wish Barbara good luck in Dancing with the Stars. Hope everyone stays healthy and warm.

**Trustee Reem Townsend:** No report

**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 7:25 pm.

Respectfully submitted,

Barbara Ann Parker  
Township Clerk



# General Assistance Report

REGULAR MEETING OF THE TOWNSHIP SUPERVISOR AND BOARD OF TRUSTEES

Tuesday, January 21<sup>st</sup>, 2025

Vicente Fernandez-General Assistance Administrator

## STATISTICAL TOTALS FROM December 2024

### GENERAL ASSISTANCE CASES

Current Recipients	2
New Applications	0
Applications Closed Out	0

### OTHER PROGRAMMING

Help to Others (H2O)	13
Goodwill Vouchers	9*

\*Each voucher was for \$25

### REFERRALS

VVSD Liaison	1	Food Pantry	15
Legal Referral	1	LIHEAP Referral	11
Senior Services	1	Resource Referral	4
Out of Township	2	WCCCC	1

### EMERGENCY ASSISTANCE CASES-

#### Wheatland Township

Number of Applicants	0
Approved Applications	1*
Denied Applications	0
Pending Applications	0

\*Application started in November, approved in December

### EMERGENCY ASSISTANCE CASES

Number of Applicants	40
Approved Applications	28
Denied Applications	7
Pending Applications	0

#### Denial reasons:

- No life-threatening circumstance
- Applicant receiving TANF
- Grant amount not enough to alleviate the "life-threatening" circumstance
- Grant not needed to maintain employment
- Over-income

### EMERGENCY ASSISTANCE BREAK DOWN

Rental Assistance	10
IL American Water	18

## OTHER ACTIVITIES THROUGH THE GENERAL ASSISTANCE OFFICE

- 60 households came to the township to apply for LIHEAP
- There are still a high number of residents contacting the General Assistance Office seeking assistance for their water bill. As you can tell from the above numbers that there were a large number of residents applying for assistance. The 18 that were approved for their water bill is the highest number of approvals in a month since my tenure. So far for this month, that number is on track to be surpassed.
- Received the next batch of Goodwill vouchers for the 1<sup>st</sup> half of 2025, each voucher is for \$25 and residents can receive up to two vouchers.
- The final numbers of the winter coat giveaway are, 73 coats were given out to 21 families. Many of the extra coats that were still left were given to the family resource center located at Brooks Middle School and we still have some on hand in case any resident is in need of a coat.





## Office of the Assessor

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

**Date:** February 13, 2025

**To:** Gary Marschke  
Township Supervisor

**From:** *Kenneth Harris*  
Kenneth Harris, CIAO  
Township Assessor

**Subject:** Assessor Monthly Report to Supervisor – January 2025

As reported last month, January 1, 2025, a new assessment cycle began. My responsibility is to establish an initial opinion of values and submit them to the Chief County Assessing Officer (aka Will County Supervisor of Assessment) by June 15, 2025. By law, I will use valid sales (excluding foreclosures and short sales) within DuPage Township from 2024, 2023, and 2022 to determine your market value for 2026. I will then divide the estimated market value by 3 to determine your assessment. If needed, the Supervisor of Assessments then applies a factor to that assessment to get your equalized assessed value.

### Filing an Appeal

If you disagree with the figures on this notice, you have thirty (30) calendar days from the date of the notice to file an appeal with the Will County Board of Review. Failure to file an appeal within that time forfeits your right to appeal.

### Will County Supervisor of Assessment Brochures

The following are a list of brochures available on the Will County Supervisor of Assessments website (<https://www.willcountysoa.com/Brochures>):

- Local Township Assessors
- Guide to Filing an Appeal
- Property Tax Exemptions
- Residential Appeal Instructions & FAQs
- Senior Citizen Assessment Freeze
- Supervisor of Assessments Office Procedures
- Understanding your Tax Bill

### Important 2025 Date

Include but are not limited to:

- 03/07/2025 – Bolingbrook Chamber of Commerce host Meet the Assessor, Ken Harris, as he will discuss exemptions, deadlines, and answer questions.
- 04/11/2025 – Annual exemption forms are scheduled to be mailed by the Will County Supervisor of Assessment.
- 06/13/2025 – Township Assessor values are due to the Will County Supervisor of Assessment. No other changes to values can be made by the Township Assessor.
- 08/06/2025 – Notices of Assessments are scheduled to be mailed and published.
- 09/08/2025 – Will County Board of Review deadline. Appeals need to be filed through the Will County Board of Review Portal. <https://borappeals.willcountysoa.com/>

### For Questions and Information

Residents and property owners are encouraged to reach out to the DuPage Township Assessor if they have questions regarding their assessment, exemptions, or general information regarding assessments. They can call, visit our website ([www.dupagetownshipassessor.com](http://www.dupagetownshipassessor.com)), or stop in.

Our Township property owners are vital to our municipal operations, and we will continue to see that our assessment process is fair and equitable in accordance with State Statute.