

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

251 Canterbury Lane  
Levy Center-Bolingbrook, IL

**June 17, 2025**  
Minutes

**CALL TO ORDER:** Meeting was called to order at 7:00 PM by Supervisor Marschke

**PLEDGE OF ALLEGIANCE:** Pledge of Allegiance was recited by all and led by Trustee Jackson.

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

**APPROVAL OF AGENDA:** A motion was made by Trustee Braxton and seconded by Trustee Parks to approve the agenda. Upon roll call vote, agenda approval carried.

**APPROVAL OF MAY 20, 2025 REGULAR BOARD MEETING MINUTES:** A motion was made by Trustee Ransom and seconded by Trustee Parks to approve May 20, 2025 Board meeting minutes. Upon roll call vote, motion carried.

**PUBLIC COMMENTS:** Sean Salisbury – 42-year resident – why we did we have to go beyond what former administrator asked for in her resignation letter? \$50 short of \$19,000 a year for taxes. Are you trying to drive out seniors from the township?

**SUPERVISOR'S REPORT:** To start off, I would like to introduce our food pantry employees: Teresa, Director; food pantry leads: Ruth, William, Miranda, Kassandra. I want to thank Bob, our maintenance Manager for offering our Township's assistance to the Bolingbrook Fire Department. Recently our buses helped evacuate residents from the fire that occurred in the senior housing community by Greenleaf. Next, I want to confirm that we have undertaken necessary steps to keep our effort to bring the food pantry to the center of the Township alive; not only is it to fulfill the obligations of this Township, but to address the need in the community in a respectful, safe and easily accessible manner. We need to do everything possible to honor the referendum results of November 2024 with over 79% in favor and overwhelming support on April 1, 2025 for this Township government. Lastly, we have begun planning for three new programs that are for seniors in DuPage Township. Last year made me realize that while lunch and learns are tremendously helpful and informative, many seniors sometimes need one-on-one help, and they have no one to turn to. This leads to stress, frustration and

sometimes depression. Our programs will focus on volunteers with skills to share and the Township will undertake oversight, referral and sense of security and direction a senior can feel comfort in. We are looking at a handyman program, Health Advocacy program, and a legal assistance program. Morse to come as we continue our planning.

#### **ACTION ITEMS:**

#### **DISCUSSION AND POSSIBLE APPROVAL OF THE FISCAL YEAR 2025-2026 BUDGET & APPROPRIATION ORDINANCE 25-09:**

After questions were asked and answered, a motion was made by Trustee Ransom and seconded by Trustee Braxton to approve the 2025-2026 Budget & Appropriation Ordinance 25-09. The following voted in the affirmative. Upon roll call vote, the following voted yes: Trustees Braxton, Jackson, Parks, and Supervisor Marschke. Motion carried.

#### **DISCUSSION AND POSSIBLE APPROVAL TO FILL THE POSITION OF**

**ADMINISTRATOR:** After some discussion, a motion was made by Trustee Braxton and seconded by Trustee Parks to approve the hiring of a new administrator. Upon roll call vote, the following voted yes: Trustees Braxton, Jackson, Parks, and Supervisor Marschke. Motion carried.

#### **DISCUSSION AND POSSIBLE APPROVAL FOR A CLEANING CONTRACT FOR BANQUETS:**

After some discussion, a motion was made by Trustee Jackson and seconded by Trustee Parks to the cleaning contract for banquets. Upon roll call vote, motion carried.

#### **DISCUSSION AND POSSIBLE APPROVAL TO COMBINE THE RESPONSIBILITIES OF PAY-**

**ROLL AND HR:** A motion was made by Trustee Jackson and seconded by Trustee Parks to name Deneen Lenoir as IMRF agent. Upon roll call vote, motion carried.

#### **DISCUSSION AND POSSIBLE APPROVAL OF A SALARY INCREASE FOR THE DIRECTORS OF OPERATIONS FOR THE FOOD PANTRY.**

A motion was made by Trustee Ransom and seconded by Trustee Parks to approve the salary increase for the food director. Upon roll call vote, the following voted yes: Trustees Braxton, Jackson, Parks, and Supervisor Marschke. Motion carried.

#### **DISCUSSION AND POSSIBLE APPROVAL OF A NEW BOARD LIAISON FOR SENIOR**

**COMMITTEE:** The Supervisor named Trustee Monty Jackson as the new senior committee liaison. A motion was made by Trustee Parks and seconded by Trustee Braxton to approve the new senior committee liaison. Upon roll call vote, motion passed.

#### **DISCUSSION AND POSSIBLE APPROVAL OF BOARD LIAISON FOR YOUTH**

**COMMITTEE:** The Supervisor named Trustee Terri Ransom to continue as Youth Committee liaison. A motion was made by Trustee Parks and seconded by Trustee Braxton to approve reappointing Trustee Ransom as the Youth Committee liaison. Upon roll call vote, motion passed.



**DISCUSSION AND POSSIBLE APPROVAL OF FOIA OFFICER:** The Supervisor named Clerk Barbara Ann Parker as the FOIA Officer. A motion was made by Trustee Jackson and seconded by Trustee Ransom to approve Clerk Parker as the FOIA Officer. Upon roll call vote, motion passed.

**DISCUSSION AND POSSIBLE APPROVAL OF HIRING A PART-TIME SEASONAL EMPLOYEE FOR THE MAINTENANCE DEPARTMENT:** After some discussion, salary will be \$15.00 per hour and work up to 30 hours per week. A motion was made by Trustee Braxton and seconded by Trustee Parks to approve the hiring of a part-time seasonal employee for the maintenance department. Upon roll call vote, the following voted yes: Trustees Ransom, Braxton, Jackson, Parks, and Supervisor Marschke. Motion carried.

**DISCUSSION AND POSSIBLE APPROVAL OF THE INTERGOVERNMENTAL AGREEMENT WITH WHEATLAND TOWNSHIP:** Tabled to a future date.

**APPROVAL OF TOWNSHIP BILLS & CLAIMS (for 5/21/2025 – 6/17/2025)**

Open Payables		Paid Payables	
Town	\$ 13,783.88	Town	\$235,639.87
Banquets	\$ 6,534.68	Banquets	\$ 68,760.48
General Assistance	\$ 950.18	General Assistance	\$ 18,832.21

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

**REPORTS FROM ADMINISTRATIVE STAFF AND CONTRACTORS**

**Legal Report:** None

**Administrator:** None

**Food Pantry:** Northern Illinois Food Bank provides us with snacks and juices to share with our families with children registered in the household that are 17 years old and younger during the summer months. DuPage Township Food Pantry supplements those items with additional kid friendly snacks. This Summer Program (June-August), helps ensure our pantry families and their children have access to additional food and snacks, reducing food insecurity when school is not in session. • JUNE: as of 6/17/25 over 300 TANF bags distributed. Romeoville Police Department conducted an active shooter training in June for our staff and volunteers. Open shifts available: WED 8am-2pm ; FRI 8am-2pm ; Extended Pantry Day (THURS) 3pm-6pm • DuPage Township

Food Pantry has 5-star ratings on volunteer websites! We are so happy our community enjoys volunteering with us! THANK YOU for the wonderful donations from The Knights of Columbus Council 6521, Bolingbrook Garden Club, Delta Zeta Delta Sorority of IL, & our various community neighbors. • Calendar Year of Giving Reminder: The DuPage Township Food Pantry launched its Year of Giving calendar in 2025. This program recommends themed donations of items pantry guests may need, but the food pantry does not provide consistently. o JUNE: Peanut butter, jelly, juice boxes, breakfast cereal o JULY (back to school): boxes of tissue, quart and gallon resealable plastic bags, disinfectant wipes, & new water bottles. • Community may drop off donations Monday -Friday 8am-2pm at our 719 Parkwood Ave location.

Food Pantry served from May 1, 2025- May 31, 2025 1227 households served, 4364 individuals in those households - 811 Bolingbrook residents - 370 Romeoville residents.

**Levy Center:-** Took forty-seven seniors on a Caribbean cruise. Toga event, Kane County Cougars, mini golf, ice cream social. Lots of activities for our seniors to participate in.

**General Assistance:** See attached report.

## **ELECTED OFFICIALS' REPORTS:**

**Assessor:** See attached report.

**Clerk:** Attended my last meeting of ITASCS. Thank you to the township for allowing Relay for Life to use the conference room for monthly meetings. Here is a certificate of thanks from the committee. ROTC wrestlers are going to Fargo North Dakota to participate in an elite tournament. Let's wish them luck.

## **TRUSTEES:**

**Trustee Braxton:** Welcome Eddie and congratulations. The Township will have a presence at the Bolingbrook Picnic. Nice event. Went to the White Sox game. Hats off to Linda. We won an award two years ago for our township.

**Trustee Ransom:** Welcome – Summer Bridge started yesterday and is going well. In bad weather our backup is the library and the community center. Next Youth Committee meeting is Monday at 6:00 pm. Juneteenth will be celebrated on Wednesday at the village.

**Trustee Jackson:** Congrats to Eddie as Township Administrator. Training today in Naperville – FOIA will be worth the time.

**Trustee Parks:** Congrats to new administrator. Happy belated Father's Day! On Saturday, ACE will have a cookout and softball game from 12:00 - 5:00 pm.

**ADJOURNMENT:** A motion was made by Trustee Ransom and seconded by Trustee Parks to adjourn the meeting. Upon roll call vote, motion carried. The meeting adjourned at 7:50 pm.

Respectfully submitted,

Barbara Ann Parker  
Township Clerk





# General Assistance Report

REGULAR MEETING OF THE TOWNSHIP SUPERVISOR AND BOARD OF TRUSTEES

Tuesday, June 17<sup>th</sup>, 2025

Vicente Fernandez-General Assistance Administrator

## STATISTICAL TOTALS FROM MAY 2025

### EMERGENCY ASSISTANCE CASES

Approved	
IL American Water	9
Rent	2
Rent and Water	1
<b>Total</b>	<b>12</b>
Pending	
Rent	1
Water	1
<b>Total</b>	<b>2</b>
Denied	
Resident not in a "life-threatening" circumstance (TOI, EA Manual §3.04, 5.05, 11.03)	1
Grant amount not sufficient to alleviate emergency (TOI, EA Manual §3.03)	3
<b>Total</b>	<b>4</b>
<b>TOTAL APPLICATIONS</b>	<b>17</b>

### GENERAL ASSISTANCE CASES

Current Recipients	2
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### OTHER PROGRAMMING

Help to Others (H2O)	7
Salvation Army – Service Extension	2*
*assistance was \$600 for IL American Water bill and \$600 for their rent	

### REFERRALS

UNABLE TO PROVIDE ACCURATE DATA DUE TO THE UNAVAILABILITY OF VISUALGA

### EMERGENCY ASSISTANCE CASES – Wheatland Township

Approved	
Rent	1
<b>Total Applications</b>	<b>1</b>

## SUMMARY FROM THE GENERAL ASSISTANCE OFFICE

- 40 households came to the township to apply for LIHEAP in the month of May.
- Thank you to the board for approving the purchase of a new server that is needed for the VisualGA software. I have been working on inputting all the applications, payments and such from the applications that were done manually, this way accurate data and recordkeeping is kept intact.
- I recently received an e-mail from the Illinois Township Association of General Assistance Caseworkers, on behalf of TOI (Township Officials of Illinois) seeking input on updates and suggestions as they have put together a "Compliance and Review" team to update/change the current General Assistance Handbook. There is currently no word on when the update to the GA manual will be completed as they are currently taking input until mid-July. This review is being done for the General Assistance Handbook and **not** the Emergency Assistance Handbook which is separate.
- I am working with Grace on some of the outreach events we have coming up during the summer; including Juneteenth, Bolingbrook Village Picnic, Bulldog Bash at Brooks Middle School and others.
- Lastly, I received an e-mail from the Salvation Army with information on a new utility assistance program for residents using ComEd. The only details available at the time is that residential customers can receive up to \$500 towards their past due bill and residents must be at or below 300% of the Federal Poverty line. Application period is to start on July 7<sup>th</sup> and more details are forthcoming.

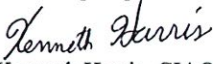


## Office of the Assessor

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

**Date:** July 11, 2025

**To:** Lori Marschke  
Township Supervisor

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

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

### **2025 Exemption Event Dates**

Will County Supervisor of Assessments 2025 Exemption was held May 7, 2025, DuPage Township – Levy Center. Per the Will County Supervisor of Assessments:

*"The event went well, and the taxpayers appreciate us coming out. We served over approximately 120 taxpayers and took in 114 applications and some just answered general questions. I just want to let you know that the staff at the Levy center that help us set up are absolutely amazing and go above and beyond for us and I appreciate them".*

### **Bolingbrook Coffee with the Chief**

On May 9, 2025, I attended the Coffee with the Chief (Bolingbrook Chief of Police & Fire). We received valuable community updates from the Bolingbrook Police Chief as well as the Fire Commander.

### **Will County Center for Economic Development (CED) Eye Opener**

On June 26, I attended this fantastic event. This midyear event presented a valuable look at the state of the Will County economy, including updates on major developments, new initiatives, and key economic indicators. It was a great time and drew a diverse, engaged crowd. It provided a great opportunity to connect with our community and engage with fascinating, like-minded, and genuinely eclectic mix of people

### **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, or visit our website ([www.dupagetownshipassessor.com](http://www.dupagetownshipassessor.com)), or stop in.