



**LISLE TOWNSHIP
DUPAGE COUNTY, ILLINOIS**

MINUTES OF THE REGULAR MEETING September 14, 2022

- 1. CALL TO ORDER:** The Regular Meeting of the Board of Township Trustees was called to order by Supervisor Hewitt at 7:30 p.m. The board utilized the Zoom platform to remotely include attendees to the meeting. Lisle Township residents were able to provide public comment via Google form on the internet prior to the meeting.

Pledge of Allegiance

2. Roll Call:

Physically Present: Supervisor Diane Hewitt
Trustee Autumn Geist
Trustee Christy McGovern
Trustee Jean Page
Trustee Lisa Rose
Assessor John Trowbridge
Highway Commissioner Ed Young

Present Electronically: Clerk Debbie Pawlowicz, Attorney Ed Mullen, Heather Becker, Kim White, Joanne Lazarski

Present: Deputy Clerk/Finance Director Bill Green, Mary Jo Mullen, Scott Duenser,

- 3. Public Comments:** Mary Jo Mullen thanked Bill Green on behalf of herself, past Supervisors and Lisle Township residents for his service, care and help he has given to all. Deep appreciation was conveyed by Highway Commissioner Ed Young, Assessor John Trowbridge, Trustee Rose, Trustee Page, Trustee Geist - who also expressed that she was disappointed that Bill Green didn't have the opportunity to have the meeting with the trustees that he requested.
- 4. Update about HR from Becky Shreer:** Created job descriptions and job ad to recruit new hires. Collecting and reviewing resumes. Will contact and screen candidates, coordinate any desired interviews and can generate offer letters. For the six jobs posted, under 50 resumes received for the executive assistant, 60-70 for the receptionist position and approximately 25 resumes for the more specialized roles.
- 5. Presentation from Pat from Studio GC:** A presentation will follow next month regarding the building.

Presentation of expanded partnership with the Career and Networking Center: Kim White described the functions of the Career and Networking Center and the partnerships with area organizations, nonprofit agencies and Naperville Township to provide job search services as well as soft skill training. There would be a discounted fee for Lisle Township resident from the \$100/year per individual for unlimited services.

6. Presentation of the 2021-2022 draft Audit from Scott Duenser: The final report of the Annual Financial Report year ended March 31, 2022 was presented. He stated that the township is in solid financial condition. Scott Duenser discussed high fund balances and possible taxpayer objections. Mary Jo Mullen explained past objections and had since put policies in place. Scott Duenser stated that he liked the idea of setting up a capital project fund in order to build a building instead of running down the expenditures. This would clearly depict the town fund and true operating funds. Operating transfers of half the fund balance would come from Town Fund. Different spreadsheets are being created to show income more accurately.

7. Update on Grants: The Township is grateful to be an Edward Elmhurst grant awardee and will be receiving quarterly payments of \$62,500 totaling \$250,000 starting this month. This grant must be used for a refrigerated dock level truck for food rescue and moving and expanding the food pantry. Also awarded is \$36,127 in ARPA funds for past receipts for Covid 19 related costs. There is a second ARPA grant that we are in an appeal process with Wayne Township. The County is asking Lisle Township to amend our 2022-2022 budget to include the cost of a community center in order for them to award the Township \$1,000,000. Revisions of budget will take place with possibilities of increase amounts in Rental Assistance and Administrative costs. A Special Meeting will be called.

8. Resolution to Give Notice to Update the Fiscal Year 2022-2023 Budget:
Not needed at this time.

9. Approval of the August 10, 2022 Minutes:

Trustee Rose made a motion to approve the minutes of the August 10, 2022, Regular Meeting.

Motion was seconded by Trustee Page

5-0 Motion passed.

10. Update on Trash & Recycling

A seasonal increase of yard waste was reported this cycle.

11. Update on Pace/Ride DuPage/ RTA

Customer feedback is coming back with very poor reviews. Noted issues are: Taking too long to get signed up and questions answered. There is a greater need than has been able to be taken care of even including the Uber program for the at least 100 regular users. Transportation programs utilizing buses and taxi voucher system were mentioned as alternative options. The current broken system leaves riders being stranded at times with little remedy.

12. Presentation from Door Dash

Similar to other Townships, a partnership via an annual contract with Door Dash is being requested with food pantries to deliver to patrons for free. The Food Pantry will need to identify a minimum of 200 bags to be delivered per month by either converting existing clients or expanding the food pantry reach. Current average is 2-3 bags per patron. A meeting is being held in a week with a coordinator.

13. Update on the Food Pantry:

For August 2022, the Food Pantry has served 962 households; 2697 individuals; 296 households with children under the age of 18; 643 children under the age of 18; 141 households responding yes to receiving food stamps. The new reporting is still being worked on.

14. Appointment of Attorney to Develop a Township Foundation

Local attorneys with non profit experience are being identified for this position. It was stated that it is common to transform existing Food Pantry 501C3 to Angel Foundations focusing on natural disasters or other needs.

15. Update on the NIU Governmental Studies Survey and Long Term Planning

The first stakeholder focus group will take place Oct 6th 3:00-4:30 via zoom. October 24th via zoom will be the Board of Trustee interviews.

16. Update on General Assistance and Emergency Assistance:

For August 2022, there were 30 General Assistance Cases with \$24,708.45 being granted. Clothing totaled \$100.00; Food/Sundries totaled \$4,200.84; Rent totaled \$15,113.78; Electric/Gas totaled \$4,123.83; Gasoline totaled \$1,170.00. Passport services saw 17 applications. Also noted were 193 Caseworker calls; 6 new RTA Registrations. Eligibility levels for rent has been increased from \$750 - \$1500 with the April budget and will be reviewed annually.

17. Update on Twp Communications:

The newsletter has been mailed to the 38,950 homes in the Township. Local businesses were asked to quote future printing. The most cost effective quote was approximately \$14,000. Complimentary comments by a resident was shared. New smaller version of the Yellow Brick Road is currently being printed for \$2,000. Libraries have social worker intern that can make it available. The website is continually being updated and fixed.

18. Reports of Elected Officials:

Trustee Geist: Excited about the downsized version of the Yellow Brick Road for projects Trustee Geist is working on. The Dancing with the Stars fundraiser being held on September 21st that benefits Career and Networking Center that serves the Township was discussed. We have four tickets-Trustee Geist and Trustee McGovern will attend. Requesting a report of the number of constituents being helped through Career and Networking Center.

Trustee McGovern: Tutoring with the Township will be held on September 20th at 5:00 pm-6:00 pm at the Lisle Park District Door 5. RSVP through QR codes on newsletter or via website.

Trustee Page: This month saw a big increase in the garden production. The harvest is at 277 lbs.

Supervisor Hewitt: Thanked Bill Green for 11 wonderful years of service and stated there will be a lunch on Sept. 20 to say thank you. A reorganization of internal processes for human resources has been started and now will start hiring. Reviews were given to current employees this past month. Creating on boarding processes focused technology and cross training. Interviews begin in the next few weeks. Looking to alter financial reports to be more easily understood. The Metropolitan Township Association meeting will be held on September 24th from 8:30-1:30 at Hanover Township. Supervisor Hewitt, Trustee Rose and Trustee Page will be attending.

Clerk Pawlowicz: Commented that the money in the unrestricted reserves should not be viewed as a wish list fund. The Township should only collect tax dollars that it truly needs. Options for excess dollars is to transfer that amount to the Town Fund and/or abate money back to our residents. The township should not just create projects because there is money available.

19. Audit of Expenditures:

Motion by Trustee Geist to move to the audit of expenditures: seconded by Trustee McGovern

5-0 Motion Passed

**Motion by Trustee McGovern to approve the audit of expenditures: seconded by Trustee Geist
5-0 Motion Passed**

The following total expenditures in each fund were reviewed:

Town Fund	\$ 64,522.02
General Assistance Fund	\$ 18,879.24
Road & Bridge Fund	\$ 29,449.59

20. Executive Session

Original intent of Executive Session was to review past closed session minutes that are not available yet.

**Motion by Trustee Geist to go to Executive Session to discuss confidential personnel issues. No second
Motion fails**

21. Adjournment

Motion to adjourn was made by Trustee Page : seconded by Trustee Rose

Respectfully Submitted,

Debbie Pawlowicz
Township Clerk

A YouTube video of the meeting can be found at <https://www.youtube.com/watch?v=gjZvCikdsLQ>