



**LISLE TOWNSHIP
DUPAGE COUNTY, ILLINOIS**

MINUTES OF THE REGULAR MEETING November 9, 2022

1. CALL TO ORDER: The Regular Meeting of the Board of Township Trustees was called to order by Supervisor Hewitt at 7:30p.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.

2. Pledge of Allegiance

3. Roll Call:

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

Present Electronically:, Lisle Township Attorney Ed Mullen, Lisa Rose (Labeled as Diane Hewitt)

Present: Heather Kazmark, Eric Baranski, Donna Prepejchal, Drew Bolda, Ruby Smith, Patrick Callahan, Robert Urgo, Linda Nayder

4. Public Comments:

Donna Prepejchal spoke regarding the 708 Mental Health Board. Asking for all to reach out to include qualified members to be on the board. Bob Urgo followed up with the previous month's comments regarding traffic issue in the Meadows subdivision. He noted that DuPage County does not have an issue with speedbumps being installed. He would like to be part of the solution. Highway Commissioner Young mentioned that speedbumps turn out to not be helpful in the long run. They will table this discussion until spring.

5. Presentation from Pat from Studio GC:

Pat Callan updated on the new build that the number of offices spaces has been reviewed; the elevation has not changed; a plan modification will be available at the next meeting showing a reduction in square footage to 7,000. There is a possibility to both include a freight elevator in lieu of a ramp to handle receiving food as well as having some ground level access as there was concern for food pantry clients.

6. Update on Human Resources from Becky Shreer:

The focus has been on recruiting and creating onboarding procedures for the six positions to be filled. Executive Assistant and Youth/Family have not been filled yet. The Director of General Assistance has verbally accepted the position. Filled are the part time receptionist (Cindy Porcaro); Senior Services & Transportation Coordinator (Jerald Wolff); Operations Manager (Lisa Rose)

7. Presentation from the Accountant:

Accountant Linda Nayder was introduced and let us know that she is starting by helping through the transition of personnel. It was noted that the last time the bank account was reconciled was in August by Bill Green.

8. Approval of the Appointment of a Lisle Township Trustee:

While nine people were interested in the position, two applications were received. Heather Kazmark was presented for approval. It was questioned if the resignation by Trustee Rose was official because it wasn't accepted by the Township Board. Attorney Mullen felt it does not require a vote of the Board but is just an acknowledgment portrayed by the actions from the Board. If a successor is appointed, it would be the same as accepting the resignation. A couple of concerns were mentioned: transparency to our citizens; validity of future Township business if appointment is not proper; if the Trustee resignation has not been accepted is there a conflict that they are now a Township employee.

Trustee McGovern made a motion to table the Acceptance of a new Trustee to the special meeting to be held on November 28, 2002.

Motion was seconded by Trustee Page . 4-0 Motion passed.

9. Approval of the Annual Financial Report, Year Ended March 31, 2022 (Audit):

Trustee Page made a motion to approve the Annual Financial Report.

Motion was seconded by Trustee McGovern. 4-0 Motion passed.

10. Approval of the October 12, 2022 Minutes:

Trustee McGovern made a motion to approve the minutes of the October 12, 2022, Regular Meeting.

Motion was seconded by Trustee Geist. 4-0 Motion passed.

11. Approval of Connor and Gallagher for General Liability Insurance:

Trustee McGovern made a motion to approve Connor and Gallagher for General Liability Insurance.

Motion was seconded by Trustee Geist 4-0 Motion passed.

12. Approval of Esser Hayes for Health Insurance Proposal:

Trustee Page made a motion to approve Esser Hayes for Health Insurance Proposal.

Motion was seconded by Trustee McGovern 4-0 Motion passed.

13. Changing of cleaning services Approval of new monthly agreement:

This will see cost savings from currently paying over \$700 to \$499 a month. Service will remain once a week.

Trustee Geist made a motion to approve new monthly agreement with Building Stars

Motion was seconded by Trustee Page 4-0 Motion passed.

14. Public Review of Township Funds FY 2022-2023 Proposed Budget

Due to some accounting discrepancies this will be tabled until the November 28 special meeting.

15. Adoption of Tentative Amended Budget and Appropriation Ordinance of Lisle Township for Fiscal Year 2022-23

Will be tabled until a special meeting to be held on November 28, 2022 at 7:30 pm. It was asked for Township Attorney, Ed Mullen to be physically present at that meeting.

The question arose whether this discussion will also be addressing the change in budget that is posted on the website as well as in QuickBooks. Supervisor Hewitt was asked if she told former Finance Director Bill Green to change the budget. She replied that it should not have been done.

16. Discussion of Community Survey questions from NIU

The questions are being gathered for community input within the next three weeks. If there is any input now is the time to submit it. It was stated that in one of the meetings with the NIU group, they said that the community will not be asked specifically if they want a new building to be built because they do not ask Yes/No questions. It was mentioned that the topic should be included in the next newsletter.

17. Update on Lake Shore Recycling

To access the new 10% senior discount available to residents of unincorporated areas, applicants will need provide info from driver's license or state id to Lake Shore Recycling at 844.633.3577 Also, if past due balances are not paid there will be a suspension in services.

18. Update on the Food Pantry:

For October 2022, the Food Pantry has served 937 households; 3109 individuals; 368 households with children under the age of 18; 891 children under the age of 18; 167 households responding yes to receiving food stamps. As numbers are rising, there is a need for more donations.

19. Update on General Assistance and Emergency Assistance:

For October 2022, there were 19 General Assistance Cases (15 EA-5 GA) with \$16,192.28 being granted. Clothing totaled \$150.00; Food/Sundries totaled \$3,391.75; Rent totaled \$11,420.53; Gasoline totaled \$1,230.00. Passport services saw 10 applications. Also noted were 196 Caseworker calls; 10 new RTA Registrations; 31 Liheap Applications.

20. Update on Transportation in Lisle Township:

Gerald Wolf has been hired as a Director of Transportation. Right now, current needs of residents for the Pace and Ride DuPage programs are being defined. The budget is not being changed.

21. Change of Novembers Calendar:

Employees voted to have November 11, 24 and 25 off. The office will be closed.

22. Office Space for Staff Plan:

Due to the increase in staff being hired, the future Executive Assistant to the Supervisor will be sharing the supervisor's office. The Clerk will share the office with the Food Pantry Supervisor. It was noted that is not appropriate as the Clerk needs to be with and have a locked office where people don't have access to the Township sensitive documents and records.

23. Reports of Elected Officials:

Trustee Geist: The question was answered that the printer for the Yellow Brick Road Books has not gotten back yet.

Trustee McGovern: Tutoring with the Township will be held on November 15 at 5:00 pm-6:00 pm at the Lisle Park District Door 5. RSVP through links on website.

Trustee Page: Close out of the garden happened and the total harvested this season is nearly ½ ton. Appreciation to all who helped and to Chair Garcia.

Supervisor Hewitt: Thrilled that the 708 Mental Health Board passed. Tomorrow the process to fill the board will be announced and needs to be done within 60 days.

Clerk Pawlowicz: Requested that the packets be available prior to the weekend and not directly prior to meeting so that there could be sufficient time to review to have intelligent discussions at the meeting.

24. Audit of Expenditures:

Due to accounting issues, the audit of expenditures is being tabled to the Special Meeting being held on November 28, 2022 at 7:30 pm.

Trustee McGovern and Trustee Page could not reconcile the online portion of the expenditures prior to the meeting. Lisa Rose announced that the check details are now ready, and all is matched. Highway Commissioner Ed Young strongly stated that the vendor payments of hundreds of thousands of dollars are due tomorrow. He asked what the accounting issue is that prevents payment. It was noted that it is a major accounting problem that cannot be talked about. The accountant was attempted to be reached by phone unsuccessfully. It was asked if the meeting could be recessed to a time the next day or recess to a time certain since these bills need to be paid. It was said that the accountant needs to be present for the discussion. Attorney Mullen did not believe the meeting could be held over without notice and it would be a mistake to go against the accountant's direction. Supervisor Hewitt will speak to the accountant and get back to everyone within 12 hours with the scheduled time for a special meeting.

It was also asked if we ever paid Lisle Township Ed accountant's he started. A bill will be forthcoming.

25. Adjournment: 10:10 pm

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

4-0 Motion Passed

Respectfully Submitted,

Debbie Pawlowicz
Township Clerk

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