



**LISLE TOWNSHIP
DUPAGE COUNTY, ILLINOIS**

MINUTES OF THE LISLE TOWNSHIP REGULAR BOARD MEETING

June 14, 2023

- 1. CALL TO ORDER:** The Meeting of the LISLE TOWNSHIP REGULAR BOARD MEETING was called to order by Supervisor Hewitt at 7:50pm. 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.

Roll Call:

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

Present: Township Attorney Yordana Wysocki, Operations Manager Jerald Wolff, Ruby Smith, Sharon Connell, Don Krause, Yosh Yamanaka, Marty Srail, Lene Young, Food Pantry Director Jordan Tukes, Senior Services Director Terri Caraballo

Present Electronically: Lisa Rose, Claire Goldenberg, Rob Williams

- 2. Pledge of Allegiance** – recited at prior meeting

- 3. Public Comments**

Public Comment can be viewed at <https://www.youtube.com/watch?v=D2BcGKPem48> at :39

- 4. Discussion and possible action regarding the Payment of Bills through June 14, 2023.**

Motion by Trustee McGovern to move to audit.

The motion was seconded by Trustee Geist

4-0 Motion Passed

Motion by Trustee McGovern to move to approve the audit.

The motion was seconded by Trustee Robinson

4-0 Motion Passed

- 5. Accountants Report**

The accountant is not able to attend the meeting as she is at a three-day conference. Trustee Robinson is meeting with Highway Commissioner Young on Friday morning regarding the payroll withholding issues.

- 6. Supervisor's Report**

Reported that they are working on grants. A proclamation for Juneteenth and for 2023 Pride was read.

7. Jordan Tukes, Director of the Food Pantry’s presentation about the future of the food pantry in coordination with West Suburban.

After the presentation, there were questions regarding the cost of the food pantry software as the numbers are different than first presented. Our pantry would need to pay the \$3145 cost as well as an annual fee. Also, a \$44,000 annual option for food to serve 100 orders was also suggested. Supervisor Hewitt said if the township would’ve committed when West Suburban presented there wouldn’t be these extra charges. An ARPA grant could cover this, if awarded. The township does not spend any money on food for the pantry although the Foundation has.

8. Presentation from Terri Caraballo, Director of Senior Services, about Mon Ami Software.

After the presentation, there were questions regarding what data is being used to gauge the community is being underserved as noted. Impact DuPage has a needs assessment as well as the NIU Study. Trustee Geist mentioned the desire to see a count of who is served for Senior Services, and it was mentioned that there is a monthly report filled out by the director. For May, the report counts the assistance to approximately eleven – thirteen people.

The Mon Ami software can be used with multiple functions of the township. The annual cost is approximately \$23,000; \$24,500; \$21,500 depending on which option is chosen. There is a three-year term. Rob Williams spoke about the benefits of data collecting and reduced employee hours with multiple platforms taken care of with their software.

9. Staff Reports

In packet

10. Discussion of and proposal of the 2024 Budget from Lisle Township.

June 17 viewed the draft budget and the impact on the township reserves by over \$1 million and the General Assistance budget by \$172,000. The budget has since been revised and now stands at slightly over \$500,000 in deficit spending in the township budget and \$175,000 in the GA. As it stands salary, benefits and keeping buildings running is totaling the levy amount. So, any programs or anything else done has to be from reserves or grants.

A finance committee meeting to further work on the budget has been called for June 21 at 8:00am.

11. Discussion and final actions on the overpayment and underpayments of elected officials.

It is felt that the overpayment of over \$8,716.88 for 2021, 2022 & 2023 to Supervisor Hewitt has now been satisfied by holding pay. The partial payment of \$6543.38 (which is less insurance premiums) being held is now going to be returned. It was questioned if everyone feels comfortable with the numbers as the pdf was just put into the packet at 5:00pm. It was expressed that this situation was handled poorly from the beginning.

Regarding Assessor Trowbridge’s underpayment, Trustee Robinson explained that he now understands that the request to pay him is not additional salary but what is owed to make him whole from the IMRF funds that had not been going into his fund. The Assessor has spoken to IMRF which is guiding the process for payment even though it may delay his retirement payout.

Motion by Trustee McGovern to amend the agenda to move the discussion about the grants prior to discussion on Item 12 & 13.

The motion was seconded by Trustee Geist

Motion Passed

12. Discussion and possible action on Resolution 2023-025 to purchase Pantry Soft.

Motion by Trustee Robinson to table discussion and possible action on Resolution 2023-025 to purchase Pantry Soft at the next board meeting.

The motion was seconded by Trustee McGovern

4-0 Motion Passed

13. Discussion and possible action on Resolution 2023-026 to purchase Mon Ami Software

Motion by Trustee Geist to not approve Resolution 2023-025.

The motion was seconded by Trustee McGovern

3-1 Motion Passed

14. Discussion and possible action on 2121 Ogden, unit B, Tenant Estoppel Letter for Lessor's sale of the building

It was suggested to have a real estate attorney work on this. Attorney Wysocki said she can take an initial look at the lease, but a real estate attorney should be used for the rest. Attorney Wysocki reviewed the estoppel letter and didn't have an issue with saying that the lease was the entire agreement. It was noted that it would be best if the estoppel letter included more details, especially the tenant's fixtures. The attorney who worked on this when writing the lease was from Ancel Glink and a signed lease is being asked for.

Motion by Trustee McGovern to table item 14 to a June 21 special board meeting.

The motion was seconded by Trustee Robinson

4-0 Motion Passed

15. Old Business

16. New Business

A. Update on Grants

Grants received: \$12,500 and \$25,000 has already been received for the food pantry in ARPA funds from the DuPage County Board and the US Congress in 2020. From the state Appropriations bill that already passed, \$110,000 for capital improvements has been awarded. Supervisor Hewitt is suggesting solar panels be considered for this grant. It was noted that there are already items listed in our capital improvement fund that have been identified as a need such as: exterior windows replacement, gutter cleaning etc.

Grants applying for: ARPA which must be spent prior to the end of 2024. Fifteen options were suggested totaling approximately \$370,000. Every other township received \$500,000-\$1,000,000 last round. Supervisor Hewitt is looking for direction as to which items to ask for. The application is to be turned in to the County the next day. It is suggested to include an expansion to the food garden but not either software items.

Discussion regarding frequency of janitorial services and the request to have them come more frequently or a change in tasks. The Operations Manager will present options at the next meeting.

17. Report of Elected Officials

Highway Commissioner Young – Concrete work is done. Paving is starting next week.

Supervisor Hewitt - Lunch & Learn is set for the second Tuesday of the month with a capacity of 15.

The first one will be a hybrid event about the RTA for Seniors. Mosquito abatement program is starting.

Trustee Geist – A Lunch with the Trustee program with staff is being started. It will be coordinated with Office Manager Wolff.

Trustee Robinson – Asked where we stand with Auditor Sikich. Contract is signed but waiting for them. Wondering if the attorney from Taft has come back with any recommendations. Attorney

Wysocki asked who the point of contact should be. Supervisor Hewitt, Office Manager Wolff, Lisa Rose and Trustee Robinson will all be the contact with the Taft attorney.

18. Review and approval of minutes

A. 5-10-23 May Lisle Township Board Meeting Minutes

**Motion by Trustee McGovern to approve the minutes for the May 10 Board meeting.
The motion was seconded by Trustee Robinson 4-0 Motion Passed**

5.10.23 Lisle Township Road District Decennial Meeting Minutes

**Motion by Trustee McGovern to approve the minutes for the May 10 Road District Decennial Meeting.
The motion was seconded by Trustee Robinson 4-0 Motion Passed**

5.10.23 Lisle Township Decennial Meeting Minutes

**Motion by Trustee Geist to approve the minutes for the May 10 Decennial Meeting.
The motion was seconded by Trustee McGovern 4-0 Motion Passed**

B. 5-23-23 Special Lisle Township Board Meeting Minutes

**Motion by Trustee McGovern to approve the minutes for the May 23 Special Board Meeting as amended.
The motion was seconded by Trustee Robinson 4-0 Motion Passed**

19. Executive Session (if needed)

20. Adjournment:

**Motion by Trustee Geist to move to adjourn.
The motion was seconded by Trustee McGovern Motion Passed**

Respectfully Submitted,

Debbie Pawlowicz
Lisle Township Clerk

The meeting recording can be viewed at: <https://www.youtube.com/watch?v=D2BcGKPem48>