



**Clerk's Office**  
Lucy A. Prouty

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COMMITTEE OF THE WHOLE (COW) MEETING

**Ela Township, 1155 East Route 22, Lake Zurich**  
**Tuesday, December 1, 2020 at 8:30 am**  
**MEETING MINUTES**

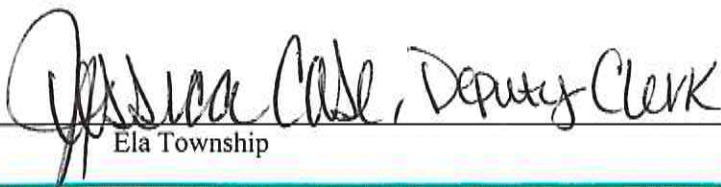
This meeting will be conducted by audio or video conference and may not have a physically present quorum of the Ela Township Board because of a disaster declaration related to COVID-19 public health concerns affecting the Township. Pursuant to Section 7(e)(2) of the Open Meetings Act, the Supervisor has determined that an in-person meeting at the Township building with all participants is not practical or prudent because of the disaster. Township officials, legal counsel, and the Township Manager will not be physically present at the Township Hall, if that is unfeasible due to the disaster. Since physical public attendance at the Township Hall may be limited or not feasible, alternative arrangements for public access to hear the meeting has been made available by contacting the Supervisor's Office at (847) 438-7823 for the Zoom meeting link or the phone number to call into the meeting prior to 8:15 a.m. on December 1, 2020.

1. **Call to Order:** Supervisor Palmblad called the December 1, 2020 COW meeting to order at 8:37 a.m.
2. **Board Roll Call:** Present were Supervisor Palmblad, Township Manager Stefaniuk, and Deputy Clerk Case. Present via Zoom were Trustee Jennings, Trustee Sikes, Assessor Barrington, Director Dillon, Assistant Director Dalbec, Youth Coordinator Cacciatore, and Geoff Meyer. Highway Commissioner Forster joined the meeting at 8:48 a.m. Trustees Bos and Bowman, and Director Fackler were absent.
3. **Pledge of Allegiance:** Supervisor Palmblad led the committee in the Pledge of Allegiance.
4. **Township Manager Report:** Township Manager Stefaniuk updated the committee on the status of the 2021 health insurance plan. All Township employees have been emailed and asked to confirm their plan, as open enrollment begins on December 1. The new website development is moving into the Beta phase where the board and department heads will be asked to review and provide feedback on content and layout. Ela Town Hall and the Community Center entered Covid-19 Tier 3 mitigations as of November 23, 2020 where we have reduced operational hours and staff. Services are provided by appointment only.
5. **Discussion – Updates by Chair:**
  - a. **Senior Committee – Chair/Larry Bowman - Members: Gloria, Chris, Susan D., Jim:**  
The Community Center has entered Covid-19 Tier 3 mitigations with reduced staff and alternating schedules at the center. Director Dillon stated that the center is closed to the public and all programming has transitioned back to remote. Curbside meals are still being offered and the service has become very popular. Trustee Bowman was absent.
  - b. **Communications Committee – Chair/Gloria Palmblad - Members: John B, Susan D, Susan F, Jim, and Staff**  
Supervisor Palmblad provided an update on the I Got Caught Being Kind event. The Communications Committee is scheduled to meet today, December 1, after the COW meeting.
  - c. **Community Family Services – Chair/Chris Bos - Members: Gloria, Larry, & Susan F.**  
Trustee Bos and Director Fackler were absent. No report other than Supervisor Palmblad noting that the CFS department assisted in delivering Thanksgiving meals to families.
  - d. **Youth Committee – Chair/Joel Sikes - Members: Gloria, Michael, & Susan D and Joe**  
With the Youth Department closed due to Covid-19, Youth Director Cacciatore and Ben Gullo have been assisting the 55+ department with curbside meals, pharmacy and grocery runs, and technology assistance. Trustee Sikes had no report.
  - e. **Parks & Recreation Committee – Chair/Michael Jennings - Members: Gloria, Joel, Andy, & Geoff**  
Supervisor Palmblad notified the committee that the Knox Park hockey rink underground structure is in need of replacement in order for it to be used safely, and replacing it is too costly. The rink walls will be sent to auction, and in the spring the Highway Department will remove the structure. LZ Lacrosse has requested use of the Knox Park field for a few of the girls team games. The committee agreed that fees will be increased in order to accommodate their request. Township Manager Stefaniuk will be meeting with the Highway Department to assess the condition of the playground equipment for possible replacement.

- f. Bus Service – Board Liaison – Gloria: Little City/Wauconda Township fee structure  
Supervisor Palmblad provided an update on the Wauconda/Little City transport. We are down to one person from Wauconda being transported to Little City three times per week. Wauconda Township is willing to pay increased trip fees to offset the Ela Township cost in order to accommodate the transportation of this one student.
  - g. Highway Department: No report.
  - h. Historic Society: No report.
6. **Topics for Discussion:**
- a. Maintenance
    - i. Preventative Maintenance Agreement  
Township Manager Stefaniuk has received preventative maintenance quotes from two companies and recommends that the Township continue using Sherman Mechanical, the cost for three years has not increased, and they have provided quality service.
  - b. Shared Shredding Event  
The Ela Area Library has asked if Ela Township would like to share a community shredding event at the library. Supervisor Palmblad will work with the library to coordinate the shared shredding event in 2021.
  - c. Peace Pole  
Progress has been halted due to Covid-19. Supervisor Palmblad would like to have the peace pole placed in the round-a-bout at the Knox Park parking lot where it could be lit and can be seen from Rt 22. The goal is to have the peace pole installed by August 2021.
  - d. Trustee Vacancy  
Trustee Bos will be resigning in January 2021. Advertising and interviews will commence once his resignation has been received.
  - e. Old Business: None
  - f. New Business: None
7. **Set Date of Next COW Meeting (January 26, 2021 @ 8:30 AM):**  
January 5, 2021 or February 2, 2021.
8. **Executive Session:**  
None
9. **Adjourn:**  
Supervisor Palmblad adjourned the COW meeting at 9:16 a.m.

Respectfully Submitted,

Deputy Clerk Case

  
Ela Township

November 23, 2020

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Supervisor Gloria M. Palmblad	Clerk Lucy A. Prouty	Highway Commissioner Andrew Forster	Assessor John Barrington
Trustee Chris Bos	Trustee Larry Bowman	Trustee Michael Jennings	Trustee Joel Sikes