



**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, February 2, 2021 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 February 2, 2021.

1. **Call to Order:** Supervisor Palmblad called the February 2, 2021 COW meeting to order at 8:30 a.m.
2. **Board Roll Call:** Present were Supervisor Palmblad, Trustee Bowman, Trustee Jennings, Trustee Sikes (joined at 8:43 a.m.), Assessor Barrington, Highway Commissioner Forster, Township Manager Stefaniuk, Deputy Clerk Case, Community Programs Director Dillon, Assistant Director Dalbec, Youth Coordinator Cacciatore, and Social Worker Hummel.
3. **Pledge of Allegiance:** Supervisor Palmblad led the Pledge of Allegiance.
4. **Township Manager Report:** Finance staff are diligently working on budget preparation. Budget meetings and Trustee interviews will be scheduled in the upcoming weeks. The Highway Superintendent review process will commence later this month. Thank you to Highway Commissioner Forster and the Highway Department employees for keeping everyone safe and the roads clear of snow during the recent and upcoming storms.
5. **Discussion – Updates by Chair:**
  - a. **Senior Committee – Chair/Larry Bowman - Members:** Gloria, Susan D., Jim  
Community Programs Director Dillon reported that attendance has increased at their Zoom classes, and everyone is looking forward to April in hopes that in-person capacity at the center can be increased. Curb-side lunch pick-up orders are still a big hit with members and the program is going extremely well. The 55+ February/March newsletter was recently sent to members, and they are already receiving reservations for 2022 long distance trips. Assistant Director Dalbec suggested moving the lending closet to the Community Center so it is more accessible to seniors.
  - b. **Communications Committee – Chair/Gloria Palmblad - Members:** John B, Susan D, Susan F, Jim, and Staff  
Supervisor Palmblad reported that the “I Got Caught Being Kind” event has had 5 submittals thus far. The Daily Herald contacted Trustee Sikes to inquire about the event. After speaking with Township Manager Stefaniuk, the Daily Herald ran an article in the newspaper about the event. It has also been promoted by the Villages of Lake Zurich, Hawthorn Woods, and Kildeer. The Ela Historical Society & Museum was the focus of Township Tuesday in January, and the Clerk's Department will be spotlighted in February.
  - c. **Community Family Services – Chair/Vacant - Members:** Gloria, Larry, & Susan F.  
Director Fackler is out at a retreat. Social Worker Hummel reported that she and Administrative Coordinator Sandstrom have been busy with EAGA training.
  - d. **Youth Committee – Chair/Joel Sikes - Members:** Gloria, Michael, & Susan D and Joe  
Youth Coordinator Cacciatore reported that he and staff have been continuing to assist 55+ with curb-side lunches, and deliveries to seniors in need. Homework Club and Summer Camp registration is now available for next year. Final planning of Homework Club is on hold until school district boundaries have been set. Summer Camp will be a regular program with 50 kids, running 10 weeks, from June 7 until August 13. Safe Sitter and Safe @ Home classes will also be scheduled for next year. Trustee Sikes had no report.
  - e. **Parks & Recreation Committee – Chair/Michael Jennings - Members:** Gloria, Joel, Andy, & Geoff

Supervisor Palmblad reported that Township Manager Stefaniuk sold the hockey rink wall boards at Obenauf Auction. Youth Coordinator Cacciatore and Township Manager Stefaniuk are looking into options to replace the Knox Park playground equipment.

f. **Bus Service – Board Liaison/Gloria**

Supervisor Palmblad reported that the bus department is running as normal, although we still have low ridership due to the pandemic.

g. **Highway Department:**

Highway Commissioner Forster reported that he and the Highway Department employees have been very busy working long hours through the recent snowstorms.

h. **Historic Society: No Report**

**6. Topics for Discussion:**

a. **Maintenance**

i. **Ela Historical Window Replacement Project:**

Two quotes have been received for the project. The Board will vote to approve All American Exterior Solutions to perform the window replacement by March 31, 2021 at the February Board Meeting.

ii. **2021 Landscape Maintenance Contract:**

Milieu Landscaping increased their 2021 contract by 1% over the cost of 2020. The Board will vote at the February Board Meeting to approve the Milieu 2021 Landscape Maintenance contract. Highway Commissioner Forster offered to have the Highway Department provide landscape maintenance for the Highway Department property to help reduce cost.

iii. **Town Hall – Office Door Remote Access Project:**

Tabled until February 23, 2021 COW Meeting.

b. **Trustee Vacancy:**

Interviews will be scheduled in the last two weeks of February with a goal of appointing a Trustee by March 1, 2021.

c. **2021 Lacrosse Agreement:**

The contract term was extended until November 15, and a few games will be held at Knox Park, all other terms remain the same. The Board will vote to approve the 2021 Lacrosse agreement at the February Board Meeting.

d. **FY22 General Assistance Budget:**

Supervisor Palmblad reviewed the FY22 General Assistance budget. There were no questions.

e. **FY22 Cemetery Budget:**

Supervisor Palmblad reviewed the FY22 Cemetery budget and noted that \$10,000.00 from the levy would be dedicated to the Cemetery fund.

f. **Old Business:**

The pandemic has delayed progress with the peace pole. The location and logistics are still to be determined.

g. **New Business:**

Budget meetings are being scheduled in the upcoming weeks.

7. **Set Date of Next COW Meeting:** (February 23, 2021 @ 8:30 AM)

8. **Executive Session:**

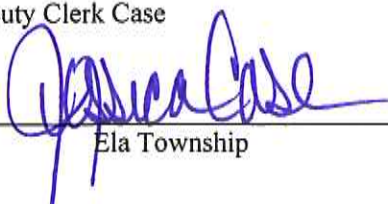
None

9. **Adjourn:**

The February 2, 2021 COW meeting was adjourned at 9:20 a.m.

Respectfully Submitted,

Deputy Clerk Case



Ela Township

January 25, 2021