



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

**Town Hall:** 1155 East Route 22 • Lake Zurich, IL 60047  
**Phone:** 847-438-7823 **Fax:** 847-438-9269  
**E-mail:** [info@elatownship.org](mailto:info@elatownship.org)

## **COMMITTEE OF THE WHOLE (COW) MEETING**

**Ela Township, 1155 East Route 22, Lake Zurich**  
**Wednesday, September 29, 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 8:15a.m. on September 29, 2021.

1. Call to Order: Supervisor Palmblad called the September 29, 2021 Committee of the Whole meeting to order at 8:33 a.m.
2. Board Roll Call: Present were Supervisor Palmblad, Clerk Prouty, Township Manager Stefaniuk, Trustees Bowman, Sikes, and Wilhoit. Community Programs Director Dillon, Assistant Director Dalbec, Community Family Services Director Marx, and Highway Superintendent DePouw. Trustee Ufodike was absent.
3. Pledge of Allegiance: Supervisor Palmblad led the board in the Pledge of Allegiance.
4. Township Manager Report: One item to report, the Township has hired a part-time Management Assistant for the Administration Department.
5. Discussion – Updates by Chair:
  - a. Community Center Committee – Chair/Trustee Ufodike  
Members: Supervisor Palmblad, Trustee Wilhoit, Susan, Jim, Joe  
Things are going well. We held our Oktoberfest event a couple weeks ago and despite the rain, it went very well. Thank you to Trustee Wilhoit for being such a great help! Going forward, any of our inside dining events will require guests to be fully vaccinated. Lunches are still going very strong. We are currently searching for a couple part-time chefs/kitchen leads. We decided to rework the job descriptions and make it two part time positions. Exercise classes are also going very well. We have not heard anything on being a location for booster vaccines, but we are fielding numerous calls from anxious seniors on how and where to get one.

Youth: The Homework Club program is going very well. Staff is getting used to each other and is doing a great job. The Youth Coordinator, Joe Cacciatore is really coming into his stride in his

position. He taught the first Safe Sitter class in over two years a couple weeks ago and it went very well. Currently, he is gearing up for the Kids Day Off programs on October 11 and 12. Ben Gullo from the Youth Department has been an incredible help in the kitchen. They have been working on some minor issues in the building: ie., small leak near the registration desk, whacky urinals, tweaking rooms. The parking lot with its new seal coating and striping looks fantastic!

- b. Communication Committee – Chair/Supervisor Palmblad  
Members: Sara, Susan, Jim, and Staff  
Ela Township will be having a holiday home decorating contest in December. The mid-October Township Tuesday spotlight will be in honor of Assessor Barrington. Thank you to the Highway Department for their help at the Hawthorn Woods Fall Family Fun Fest.
- c. Community Family Services – Chair/Trustee Wilhoit  
Members: Supervisor Palmblad, Trustee Sikes, Sara Marx  
Director Marx reported that the first meeting on staffing and technology will be on October 13<sup>th</sup> at 2:00 pm. She has filled the full-time position. The department is still in need of a part-time clinical coordinator. She had 16 referrals last week and has been very busy.
- d. Parks & Recreation Committee – Chair/Trustee Bowman  
Members: Supervisor Palmblad, Trustee Ufodike, Mike, & Geoff  
Playground equipment is anticipated to be installed within two weeks of the delivery date. Township Manager Stefaniuk has submitted grant applications for 50% funding for new tennis and pickleball courts.
- e. Highway Committee – Chair/Trustee Sikes  
Members: Supervisor Palmblad, Trustee Bowman, Mike, & Geoff  
Signage has gone up for the road repairs in Forest Lake and Echo Lake. Project completion is scheduled for October 29<sup>th</sup>, but it should be done way before that. The next Parks meeting is November 16.
- f. Bus Service – Board Liaison – Supervisor Palmblad  
Bus service is currently running smoothly. The new bus driver that was hired has been on the job for about 4 weeks.
- g. Historic Society  
No report.

## 6. Topics for Discussion

- a. Community Family Services – Rebranding  
The Board will vote on a new department name at the next Board Meeting October 13<sup>th</sup>. The new name will be Health and Wellness.
- b. Community Family Services – database  
Director Marx researched several different databases for the Community Family Services department. TherapyNotes is cloud based and seemed the best fit. An open house is planned for October 22, 2021 from 9:00 a.m. to 1:00 p.m.
- c. Employee Manual – Highway update  
Upcoming Highway Department committee meetings will focus on merging the Administration and Highway Department employee handbooks into one. A meeting with Highway Department staff is scheduled to review changes pertaining to them.

d. Memorial Bench

The Board is in favor of installing a memorial bench on Township property honoring Assessor Barrington.

7. Old Business:

None at this time.

8. New Business:

Supervisor Palmblad attended the Lake County Supervisor luncheon on Tuesday. There was discussion regarding Lake County Township Officials resuming their meeting schedule. A meeting is scheduled for October 27<sup>th</sup> in Gurnee with a possible Zoom option.

9. Set Date of Next COW Meeting (October 27, 2021 @ 8:30 AM)

Clerk Prouty will be absent.

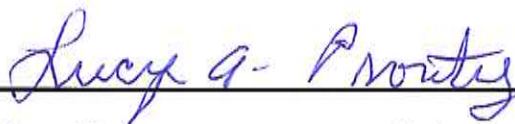
10. Executive Session

The Ela Township Board entered into Closed Executive Session at 9:50 am.

The Ela Township Board came out of Closed Executive Session at 10:25 am.

11. Adjournment:

Supervisor Palmblad adjourned the Committee of the Whole meeting at 10:26 am.



Ela Township

September 23, 2021

---

Trustee Larry Bowman

Supervisor Gloria M. Palmblad  
Trustee Joel Sikes

Clerk Lucy A. Prouty  
Trustee Tosi Ufodike

Trustee Laurie Wilhoit