



Supervisor's Office
Gloria M. Palmblad

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COMMITTEE OF THE WHOLE (COW) MEETING

Ela Township, 1155 East Route 22, Lake Zurich
Wednesday, October 27, 2021 at 8:30 am
MEETING MINUTES – Approved November 11, 2021

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 October 27, 2021.

1. Call to Order: Supervisor Palmblad called the October 27, 2021 Committee of the Whole meeting to order at 8:34 a.m.
2. Board Roll Call: Present were Supervisor Palmblad, Trustee Bowman, Trustee Sikes, Trustee Ufodike, Trustee Wilhoit, Deputy Clerk Case, Township Manager Stefaniuk, Highway Superintendent DePouw, Director Dillon, Director Marx, Assistant Director Dalbec (joined at 8:39 a.m.), and Youth Coordinator Cacciatore.
3. Pledge of Allegiance: Supervisor Palmblad led the Pledge of Allegiance.
4. 2022 Insurance Benefit Presentation by Jake Carlson from Benefit Partners: Benchmark reporting and final marketing summaries were presented. Rates from three insurance companies were provided as well as three insurance benefit plans were presented to Township staff. It appears our current plan with Blue Cross Blue Shield continues to be our best option.
5. Township Manager Report: The new playground equipment for Knox Park is in transit and is scheduled to be delivered to the vendor by November 5, 2021. The Highway Department will make sure the old equipment is removed by November 3, 2021. A ribbon cutting will be planned for Spring 2022. Assessor interviews are scheduled for October 28, 2021. Township Manager Stefaniuk is now serving as Secretary on the MTA executive board.
6. Discussion – Updates by Chair:
 - a. Community Center Committee – Chair/Trustee Ufodike
Members: Supervisor Palmblad, Trustee Wilhoit, Susan, Jim, Joe
Director Dillon is still looking to hire 2 part-time kitchen leads, otherwise senior services are going very well. She is about to embark on a trip to Iceland with 44 seniors, the first long distance trip since the pandemic. Safe@Home and SafeSitter classes have been successful. Kids Day off and Winter Break programs are being planned, however various youth programs have been cancelled since youth cannot get vaccinated against Covid-19 as of now.
 - b. Communication Committee – Chair/Supervisor Palmblad
Members: Sara, Susan, Jim, and Staff
Winter Newsletter articles are due on November 1, 2021, the goal is for residents to receive it the first week in December. The newsletter will be on the agenda for vote at the November board meeting. The committee has planned a holiday home decorating contest. The Ela Township employee holiday party will be held December 17, 2021.
 - c. Community Family Services – Chair/Trustee Wilhoit
Members: Supervisor Palmblad, Trustee Sikes, Sara

The Health & Wellness department will be holding an open house on November 5, 2021, new signage has been ordered reflecting the new department name. The department is still in need of a part-time Clinician. TherapyNotes is the new cloud-based database the department will be using going forward.

- d. Parks & Recreation Committee – Chair/Trustee Bowman
Members: Supervisor Palmblad, Trustee Ufodike, Mike, & Geoff
Ela Township Community Park has been slit seeded and aerated.
- e. Highway Committee – Chair/Trustee Sikes Members: Supervisor Palmblad, Trustee Bowman, Mike, & Geoff
The committee will be meeting November 5, 2021. The Forest Lake/Echo Lake paving project has been pushed back due to weather, estimated completion would be early next week. Plows have been taken out of the garage and are being cleaned and prepared for the upcoming snow season. Asphalt patching of Township roads in underway. Winter bus maintenance will be scheduled.
- f. Bus Service – Board Liaison – Supervisor Palmblad
No report.
- g. Historic Society
No report.

7. Topics for Discussion

- a. Memorial Bench: The committee did not care for the options presented for a memorial bench in honor of John Barrington. Other options will be looked into and presented to the Board. A dedication will be planned for Spring 2022.
- b. 2021-2022 Mid-Year Budget Review: After reviewing the mid-year financials with Township Manager Stefaniuk, Supervisor Palmblad suggested there be no increase to the levy this year. Possible changes to the distribution, but 0% increase over last year. The Board will discuss further.
- c. Visual GA Software: EA/GA software will make the program more efficient. This will be on the agenda for vote at the November board meeting, other Townships use the same software and money is in the budget for this upgrade.
- d. Old Business: None at this time.
- e. New Business: Supervisor Palmblad asked everyone to look at the schedule and registration for the Educational Conference Bootcamp and get back to her.

8. Set Date of Next COW Meeting – November 17, 2021

9. Executive Session: None at this time.

10. Adjourn: Supervisor Palmblad adjourned the Committee of the Whole meeting at 10:08 a.m.

Respectfully Submitted: Jessica P. Case, Deputy Clerk


Ela Township

October 22, 2021