



Clerk's Office
Lucy A. Prouty

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COMMITTEE OF THE WHOLE (COW) MEETING

Ela Township – Lower Level Board Room
1155 East Route 22, Lake Zurich
Wednesday, June 29, 2022, 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 June 29, 2022.

1. Call to Order: Supervisor Palmblad called the June 29, 2022 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, and Paul Virgilio of Virgilio and Associates. Department heads were excused from the meeting.
3. Pledge of Allegiance: Supervisor Palmblad led the committee in the Pledge of Allegiance.
4. Topics for Discussion
 - A. Town Hall Exterior Emergency Exit: Paul Virgilio of Virgilio and Associates reviewed two sets of architectural drawings as options for the second-floor emergency stairway exit. The committee suggested several revisions that will be incorporated into the scheme. Paul will submit revised drawings to the Board for review.
 - B. COVID Policy: The committee reviewed the current COVID policy and agreed that effective immediately, proof of a positive COVID test is required in order to receive PTO. PTO for COVID related illness can be received once per year. Full time employees are eligible to receive up to 40 hours per week, and part time employees will receive the equivalent of their normal weekly hours worked.
 - C. Whistleblower Policy: Reporting will go first to the direct department head, and then to the Township Manager. The Administration Department will draft a policy and resolution for the Board to consider approving at the July Board meeting.
 - D. New Business: Supervisor Palmblad raised a question permanent part time employees have regarding receiving holiday pay when some work flex schedules that vary weekly. The committee agreed that permanent part time employees will be eligible to receive holiday pay if the holiday lands on a normal workday and will be based on average hours worked per week.
 - E. Old Business: None at this time.
5. Discussion – Department Updates by Supervisor (if time allows):
(Assessor – Bus – Highway – Health & Wellness - Historical – Parks - Senior – Youth)
PARADE – Leaving the highway department at 9am on Monday, July 4th. Driving over in bus. Candy has been purchased. Bringing bunting and flags to decorate.

ASSESSOR – The assessment books were sent to the County, prior to the deadline and have acknowledged receipt. Waiting to see if they have questions. Working on some minor clean ups before assessments are mailed and quad work begins.

HEALTH & WELLNESS – Administrator Coordinator Emily Lahey decided last week not to return from maternity leave so that department is currently down two staff members. Both positions have been posted on Indeed and LinkedIn. Sara has been out this week due to 1) babysitter's health and 2) flu like symptoms for Sara. Requested Covid test be taken

ADMINISTRATOR - We are moving along just fine despite being short a Township Manager thanks to my terrific staff. Clerk Prouty tested positive for Covid.

HIGHWAY – Highway staff is still down one maintenance worker. A few interviews have been scheduled with three no shows and others not really good candidates. Staff worked hard, along with a few employees from the Village of Lake Zurich, laying concrete for the new fitness court on Tuesday. Still behind on the workload. Request for generator bids have been out for two weeks – no one as yet. Still no word on when we can take possession of our 22 International. Told to order new truck for 2024 now. Bucket truck scheduled for August delivery.

COMMUNITY CENTER –

Summer camp going well – almost all weeks are at capacity except for the week of July 4th. Teen Club – still not a go. Busing is still the issue. Will see if we can work this out with our drivers or not. Next year's Homework Club has one opening for the Isaac Fox bus with a waitlist for the other two schools. 55+ newsletter is out and registration is busy. Evening hours will begin with the next newsletter for October thru December. Pig roast held two Fridays ago – it was apparent umbrellas of some sort is needed to continue using the outdoor patio. Susan checking into options and costs. Still interviewing for a chef. One is currently in the testing stage. Permit for gate was approved. Contract signed with Action Fence to get started.

TRANSPORTATION – Nothing major here. Planning to get back into looking professional again (pre-Covid). New shirts will be ordered for both drivers.

HISTORICAL SOCIETY – They are working on final details for the History Day and Antique & Artisan Market to be held on September 4th from 10 am to 4 pm. Volunteers are needed for that day. Lions Club selling hot dogs, chips, and drinks. Donuts from Morkes will also be available for sale. Museum will be open. A stage will also be set up in the center of the park. There will also be activities for the kids. Vendors will be set up in parking lot. Rain date is tentatively scheduled for Sept. 18th.

CEMETERY – Next quarterly meeting to be held next week. Nothing major here. Highway removed a tree but will need to call in a specialist to remove a large tree in the center of the cemetery.

PARKS – Mulch was distributed around Town Hall about two weeks ago. Lacrosse is finished for the spring and Flames will begin the weekend of August 6th. The Fitness Court was delivered to the Highway Department on Monday and is stored in one of the stalls that normally holds one of the buses. Concrete needs to set for 30 days before installation can begin.

PEACE POLE –

Susan Dillon and I met with Shari from the Peace Pole Committee and discussed other locations. The three of us decided we liked the corner of Surryse and Buesching Rd. There would be plenty of space and could possibly move the existing furniture over. Home Depot might even help. An Eagle Scout has also approached Susan about a project. Landscaping architect would prefer to keep it at Lions. Discussion continues. I believe this move would keep peace with both the Historical Society and the Lions Club.

6. Set Date of Next COW Meeting (July 27, 2022 @ 8:30 AM)
7. Adjourn: Supervisor Palmblad adjourned the Committee of the Whole meeting at 9:30 a.m. to enter closed executive session.
8. Executive Session: The Board entered closed executive session at 9:34 a.m. for the purpose of conducting Township Manager interviews. Supervisor Palmblad and the Board exited closed executive session at 11:27 a.m.
9. Adjourn: Supervisor Palmblad adjourned the Committee of the Whole meeting at 11:37 a.m.

Respectfully Submitted: Deputy Clerk Case

Ela Township

June 21, 2022

Trustee Larry Bowman

Supervisor Gloria M. Palmblad
Trustee Joel Sikes

Clerk Lucy A. Prouty
Trustee Tosi Ufodike

Trustee Laurie Wilhoit