

COMMITTEE OF THE WHOLE (COW) MEETING

Ela Township – Lower Level Board Room
1155 East Route 22, Lake Zurich
Wednesday, November 30, 2022, at 8:30 am

MEETING MINUTES
Approved December 8, 2022

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 November 30, 2022.

1. Call to Order: Trustee Wilhoit called the November 30, 2022 Committee of the Whole meeting to order at 8:33 a.m.
2. Board Roll Call: Present were Trustee Wilhoit, Deputy Clerk Case, Township Manager Marciniak, Assessor Herr, Highway Superintendent DePouw, Highway Foreman Meyer, Community Programs Director Dillon, Health & Wellness Director Marx, and Youth Coordinator Cacciatore. Trustee Ufodike joined at 8:37 a.m., Trustee Sikes joined at 8:40 a.m., and Trustee Bowman joined at 9:20 a.m. Supervisor Palmblad and Clerk Prouty were absent.
3. Pledge of Allegiance: Trustee Wilhoit led the committee in the Pledge of Allegiance.
4. Discussion – Updates by Chair:
 - a. Community Center Committee – Chair/Trustee Ufodike, Members: Supervisor Palmblad, Trustee Wilhoit, Director Dillon, Assistant Director Dalbec, Youth Coordinator Cacciatore:
Youth Coordinator Cacciatore was happy to announce that winter break camp numbers are rising. The SafeSitter class they hosted on November 19 went very well, and the next class is in January. The youth Department is fully staffed. Community Programs Director Dillon said the Community Center hosted 80 guests at their Friendsgiving event. The Jingle Ball will be on December 9, and volunteer head counts need to be sent to her by December 1. The soft seating that was ordered has arrived. She is looking into finding a contractor to install a stackable washer/dryer at the center.
 - b. Communication Committee – Chair/Supervisor Palmblad, Members: Assessor Herr, Director Dillon, Director Marx, Assistant Director Dalbec, and Staff:
Deputy Clerk Case provided the report for Supervisor Palmblad in her absence. The committee is finalizing details for the staff holiday party on December 16th. Thus far we have received 8 entries for the Holiday Home Decorating Contest, judging will take place on December 13th.
 - c. Health & Wellness – Chair/Trustee Wilhoit, Members: Supervisor Palmblad, Trustee Sikes, Director Marx:

Director Marx shared that one of her staff members welcomed a new baby boy. Director Marx attended the TOI conference in Springfield where she presented with AITCOY. In coordination with the Youth Department, she is hoping to plan a summer Olympics event in July 2023. Horizon Café and Quentin Road Baptist Church provided Thanksgiving meal boxes that were distributed to residents in need. There are 18 boxes left over that they are hoping to give out. Coming up in December, the department will host a hot chocolate bar at Liberty Lakes in hopes of making connections with residents that may need assistance. The Shop with a Cop event will take place on December 7 at 5:30 p.m. New brochures for the department have been ordered. The next committee meeting is on December 9th at 8:30 a.m.

- d. Parks & Recreation Committee – Chair/Trustee Bowman, Members: Supervisor Palmblad, Trustee Ufodike, Highway Superintendent DePouw, and Highway Foreman Meyer:
Highway Superintendent DePouw, along with Trustee Bowman, Township Manager Marciniak, Management Assistant Snyder, and Highway Foreman Meyer completed the parks maintenance walk through at all Township parks. Minor maintenance issues were noted and Management Assistant Snyder will provide a report explaining their findings and suggestions.
- e. Highway Committee – Chair/Trustee Sikes, Members: Supervisor Palmblad, Trustee Bowman, Highway Superintendent DePouw, and Highway Foreman Meyer:
Highway Superintendent DePouw informed the committee that the new striper and trailer have arrived, and the old equipment will be put on Obenauf Auction. The department is wrapping up final projects and prepping for winter. He plans to speak with the Villages to request more notice, at least 48 hours, when they make requests of the Highway Department such as street closures and last minute sign installation. Trustee Wilhoit suggested they should charge more for last minute requests and Trustee Ufodike agreed. Trustee Wilhoit also offered to speak with the Village of Long Grove on their behalf.
- f. Bus Service – Board Liaison – Supervisor Palmblad
Deputy Clerk Case provided the report for Supervisor Palmblad. The bus department is currently seeking a part time driver, and thanked Tim Janzen for his hard work in making up for the absence of a driver. Although we do not have enough ridership to support 3 drivers on staff, ridership is steadily increasing.
- g. Assessor: Assessor Herr and Deputy Assessor Behrel attended a quad meeting where they strategized how to finalize property values for 2023. There is one position open in the department, and Assessor Herr had 4 interviews earlier in the week. Field work continues to progress; however, they are having issues with their tablets download speed. Assessor Herr is working with Verizon to get the problem rectified.
- h. Township Manager: Township Manager Marciniak provided an update on the plastic recycling program. He was able to get the Jewel on Ela Rd. to agree to be our corporate partner and accept and weigh the plastic we have collected. The Highway Department made their first plastic drop, and we have 286 pounds so far, with a goal of 500 pounds to get a park bench. The committee all agreed that the program should continue, as we can get 1 park bench every 6 months through this program.
 - a. Ransomware/IT Consolidation
Township Manager Marciniak provided a PowerPoint presentation on the threat of ransomware, along with his recommended vendor quotes (attached to minutes) for security awareness training for 12 and 36 months which would implement phishing scams and identify vulnerabilities. Trustees Wilhoit and Ufodike requested he get additional quotes from at least 2 more vendors and provide them with a spreadsheet detailing cost and inclusions.

i. Historic Society: Highway Foreman Meyer said that the Historical Society would like to remodel the bathrooms, and the Village of Lake Zurich should be contacted regarding permitting requirements to insure they are ADA compliant.

5. Topics for Discussion

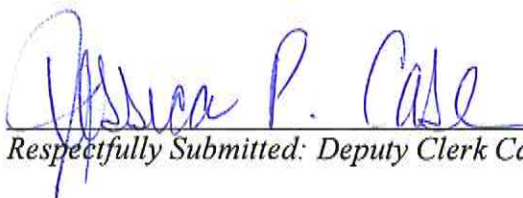
a. Old Business: None

b. New Business: A microphone needs to be purchased for the Board Room so that attendees on Zoom can hear better during meetings. Trustee Wilhoit mentioned a military support drive hosted by Wheeling Township and suggested Ela try and implement something similar in 2023.

6. Set Date of Next COW Meeting (January 25, 2023 @ 8:30 AM)

7. Executive Session: None

8. Adjourn: Trustee Wilhoit adjourned the meeting at 9:22 a.m.


Respectfully Submitted: Deputy Clerk Case

Ela Township

December 1, 2022

Trustee Larry Bowman

Supervisor Gloria M. Palmblad
Trustee Joel Sikes

Clerk Lucy A. Prouty
Trustee Tosi Ufodike

Trustee Laurie Wilhoit