



Clerk's Office

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BOARD MEETING

Thursday, December 8, 2022 - 7:00 pm

MEETING MINUTES

Approved January 5, 2023

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 5:00 p.m. on December 8, 2022. In accordance with the Open Meetings Act, the meeting will also be audio or video recorded and made available to the public, as provided by law.

1. Call to Order: Supervisor Palmblad called the December 8, 2022 Board Meeting to order a 7:00 P.M.
2. Board Roll Call: Present were Supervisor Palmblad via Zoom, Trustee Bowman, Trustee Sikes, Trustee Ufodike, Trustee Wilhoit, Deputy Clerk Case, Assessor Herr, Township Manager Marciniak, Community Programs Director Dillon, Health & Wellness Director Marx, and Highway Superintendent DePouw.
3. Pledge of Allegiance: Supervisor Palmblad led the Pledge of Allegiance.
4. Public Comments: At this time we welcome any public comments, three minutes a piece or a total of fifteen minutes. There were no public comments.
5. Approval of Board Meeting Minutes of November 10, 2022: A motion by Trustee Wilhoit and seconded by Trustee Sikes to approve the Board Meeting Minutes of November 10, 2022 including the corrections discussed to agenda item #10, motion passed 4 to 1, and agenda item #15, Motion passed 4 to 1. Motion passed 5 to 0.
6. Committee Meeting Minutes – accept meeting minutes from COW (11/30) – Community Center Committee (11/4) - Communication Committee () – Health & Wellness Committee () – Highway () - Park Committee (10/19): A motion by Trustee Wilhoit and seconded by Trustee Bowman to accept the meeting minutes from COW (11/30) – Community Center Committee (11/4) - Communication Committee () – Health & Wellness Committee () – Highway () - Park Committee (10/19). Motion passed 5 to 0.
7. Approval of Board Audit from 11/8/22 to 12/5/22:
GENERAL TOWN FUND.....\$51,064.48
GENERAL ASSISTANCE FUND.....\$1,972.58
GENERAL ROAD FUND.....\$42,559.60
PERMANENT ROAD FUND.....\$14,553.57
PARK MAINTENANCE FUND.....\$14,020.18
CEMETERY MAINTENANCE FUND.....\$727.73
PAYROLL.....\$155,129.63

TOTAL ALL FUNDS.....\$280,027.77

A motion by Trustee Bowman and seconded by Trustee Sikes to authorize the payment of the board audit \$280,027.77 from 11/8/22 to 12/5/22. Motion passed 5 to 0.

8. Monthly Updates from Elected Officials, Township Manager and Department Heads
(Assessor – Bus – Cemetery – Health & Wellness - Highway - Senior – Youth)

Supervisor Palmblad: The Peace Pole fabricator expects to be finished within the next two weeks. He will need to coordinate with the electrician to get the interior lighting installed. The Peace Pole committee has planned a dedication for Spring 2023. Dave Kylo, the Cemetery Manager is retiring and has given his resignation. We also have a position available for a part-time bus driver, currently a seasonal employee from the Highway Department is filling in.

Trustee Bowman: The annual parks maintenance walk was completed, and Management Assistant Snyder will provide a maintenance report and checklist to the Parks Committee and Highway Department.

Trustee Wilhoit: Attended Shop with a Cop event with the Health & Wellness department. The Health & Wellness committee are scheduled to meet tomorrow, December 9, 2022.

Trustee Ufodike: No Report

Trustee Sikes: Looking forward to the 55+ Jingle Ball. The Highway Committee is scheduled to meet on December 12, 2022. Merry Christmas.

Deputy Clerk Case: No Report

Assessor: New construction and land values are under review. The department is in the process of rolling the information in the assessment program to the 2023 year. 90 new permits have been recorded in the assessment program since November 1. Township logos will be installed on all the field vehicles this week. A field worker with prior experience was brought on staff to help with computer entry and the assessment process.

Health & Wellness: The annual shop with a cop event was successful and well attended. The rest of the report will be attached to the minutes.

Community Center: The Youth department is still looking to get more kids registered for Winter Break camp, they currently have about 15 per day. The 55+ department is busy setting up for the Jingle Ball. The January-March 2023 newsletters is at the printer and should hit mailboxes next week.

Highway: Report is attached to the minutes.

Township Manager: Made it past the 90-day mark at Ela Township, very grateful to be here. Looking forward to the upcoming budget planning meetings.

OLD BUSINESS
NEW BUSINESS

9. Insurance Renewal – consideration and possible action to approve insurance renewal (BCBS), along with continuation of HRA & FSA and no changes to employee deductions: A motion by Trustee Sikes

and seconded by Trustee Ufodike to approve insurance renewal (BCBS), along with continuation of HRA & FSA and no changes to employee deductions. Motion passed 5 to 0.

10. Approve Contract with KnowBe4: A motion by Trustee Bowman and seconded by Trustee Wilhoit to approve the contract with KnowBe4. Motion passed 5 to 0.
11. Executive Session: None at this time.
12. Consideration and possible action on items discussed in closed session
13. Adjournment: A motion by Trustee Wilhoit and seconded by Trustee Sikes to adjourn at 7:27 p.m. Motion passed 5 to 0.

Respectfully submitted: Deputy Clerk Case