



**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

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

Ela Township – Lower Level Board Room  
1155 East Route 22, Lake Zurich  
Wednesday, January 25, 2023 at 8:30 a.m.

Approved – February 9, 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 8:15a.m. on January 25, 2023.

1. Call to Order: Supervisor Palmblad called the January 25, 2023 COW meeting to order at 8:37 a.m.
2. Board Roll Call: Present were Supervisor Palmblad (via Zoom), Clerk Prouty, Trustee Bowman, Sikes, Ufodike, and Wilhoit. Also present were Township Manager Marciniak, Community Programs Director Dillon, Health & Wellness Director Marx, Assistant Director Dalbec, Highway Superintendent DePouw, Assessor Herr, Management Assistant Snyder, and Highway Foreman Meyer:
3. Pledge of Allegiance: Supervisor Palmblad led the Pledge of Allegiance.
4. Discussion – Updates by Chair:
  - a. Community Center Committee – Chair/Trustee Ufodike, Members: Supervisor Palmblad, Trustee Wilhoit, Community Programs Director Dillon, Assistant Director Dalbec, Youth Coordinator Cacciatore: The Youth Department winter break camp went better than expected and now we are rolling into registrations for homework club 2023/2024, spring break camp, and shooting stars summer camp. Youth Coordinator Cacciatore is busy finalizing details on upcoming programs, as well as bringing in new registrations, looking for additional staff, and working with the kids every day. Pricing for these programs has been adjusted to reflect increased costs, and Joe has done a great job communicating this to parents. Director Dillon reported that 55+ has been very busy. Today they are hosting a day trip to Milwaukee. Programming has been steadily increasing, both in attendance and number of programs. A Covid booster clinic was hosted at the Community Center on the 13th, numbers are lower, but after surveying our population, the majority are fully boosted. This will probably turn into an annual flu/pneumonia/covid clinic. Our winter luau is coming up this Friday. Fitness classes are well attended, it's January so everyone has made their resolutions to be healthier. Highway Foreman Meyer has brought in someone to assess the lighting/energy efficiency in the building, and it seems that there could be some big benefits with very little cost. A copy of the report was provided to the committee.

- b. Communication Committee – Chair/Supervisor Palmblad, Members: Assessor Herr, Director Dillon, Director Marx, Assistant Director Dalbec, and Staff: Our last meeting was cancelled due to lack of attendance. Our next meeting will focus on upcoming event at the Community Center in September and timeline for Spring Newsletter.
  - c. Health & Wellness – Chair/Trustee Wilhoit, Members: Supervisor Palmblad, Trustee Sikes, Director Marx: Fourteen new referrals have come in. The Lending closet is active, and the only donations currently taking in are transport wheelchairs and knee scooters. There are a few EA and GA cases that are waiting for applicants to bring in requested information in order to process the case.
  - d. Parks & Recreation Committee – Chair/Trustee Bowman, Members: Supervisor Palmblad, Trustee Ufodike, Highway Superintendent DePouw, and Highway Foreman Meyer: No report from Trustee Bowman.
  - e. Highway Committee – Chair/Trustee Sikes, Members: Supervisor Palmblad, Trustee Bowman, Highway Superintendent DePouw, and Highway Foreman Meyer: The Highway Department is working with Comed at the Community Center to replace all in and outdoor lighting for very little fee. They are also working on selling the old trailer to make room for the new trailer.
  - f. Bus Service – Board Liaison – Supervisor Palmblad: Buses are running well but still need to hire a bus driver.
  - g. Assessor: Assessor Herr is interviewing for field work position in the department.
  - h. Township Manager: Township Manager Marciniak was happy to share that we have our first bench coming from the Trex plastic recycling program, and we are well on our way to having enough collected plastic for our second bench.
  - i. Historic Society: No report.
5. Topics for Discussion:
- a. Department head spending limit: \$2500 spending limit for Department heads. There was discussion about allowing Department Heads to purchase items in their budget for \$2500 and under and not wait for Board approval.
  - b. Update travel food allowance policy: It was suggested the Township follow the GSA requirements in the future rather than include dollar limits in the handbook.
  - c. Timecards: Township Manager Marciniak explained the differences in the two vendors that offer timecard software compatible with our current financial software. After much discussion, this item was tabled for a future meeting.
  - d. RFP – Garbage Collection: The Waste Management contract is expiring in August, refuse service will be going out for bid. Township Manager Marciniak will work on rewriting it for approval at next Board meeting.
  - e. Purchase of new vehicle lift: The Highway Department is in need of a new hydraulic lift, as the current lift is too old to pass inspection. Highway Superintendent DePouw has two quotes and is looking to get a third.
6. Set Date of Next COW Meeting (March 1, 2023 @ 8:30 AM): The board was in agreement on the next Cow Meeting on March 1, 2023.

7. Executive Session: Assessor Herr requested to go into closed executive session at 10:07 a.m.  
Came out of executive session at 10:42 a.m.
8. Adjourn: Supervisor Palmblad adjourned the COW meeting at 10:43 a.m.



*Respectfully Submitted: Clerk Lucy A. Prouty*

Ela Township

January 19, 2023

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**Trustee** Larry Bowman

**Supervisor** Gloria M. Palmblad  
**Trustee** Joel Sikes

**Clerk** Lucy A. Prouty  
**Trustee** Tosi Ufodike

**Trustee** Laurie Wilhoit