



**Clerk's Office**  
**Lucy A. Prouty**

**Town Hall:** 1155 East Route 22 • Lake Zurich, IL 60047  
**Phone:** 847-438-7823 **Fax:** 847-438-9269  
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**BOARD MEETING**

Thursday, February 9, 2023 – 7:00 P.M.  
 1155 E. Route 22, Lake Zurich, IL

Approved March 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 5:00 p.m. on February 9, 2023. 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 February 9, 2023 Board meeting to order at 7:00 p.m.
2. Board Roll Call: Present were Supervisor Palmblad, Clerk Prouty, Township Manager Marciniak, Trustees Bowman, Sikes, Ufodike, and Wilhoit, Community Programs Director Dillon, Highway Superintendent DePouw, and Director Marx. Assessor Herr was absent.
3. Pledge of Allegiance: The Board led the audience in 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 January 5, 2023:  
 A motion by Trustee Wilhoit and seconded by Trustee Bowman to approve the January 5, 2023 Board Meeting Minutes, with any corrections or additions. Trustee Sikes abstained and the motion passed 4 to 0. There were no additions or corrections.
6. Committee Meeting Minutes – accept meeting minutes from COW (1/25) – Community Center Committee (11/4) - Communication Committee () –Health & Wellness Committee () –Highway (12/12) - Park Committee (): A motion by Trustee Ufodike and seconded by Trustee Bowman to accept the committee meeting minutes of COW (1/25) – Community Center Committee (11/4) – Health & Wellness Committee () –Highway (12/12). Motion passed 5 to 0 with an amendment to the Highway Committee meeting minutes of 12/12/22.

7. Approval of Board Audit from 12/31/22 to 2/6/23:

GENERAL TOWN FUND-----	\$	67,229.53
GENERAL ASSISTANCE FUND-----	\$	1,636.37
GENERAL ROAD FUND-----	\$	38,526.16
PERMANENT ROAD FUND -----	\$	40,528.64
PARK MAINTENANCE-----	\$	3,749.09
CEMETERY MAINTENANCE FUND-----	\$	4,958.99

TOTAL PAYROLL-----\$ 156,974.59

TOTAL OF ALL FUNDS-----\$ 313,603.37

A motion by Trustee Bowman and seconded by Trustee Wilhoit to authorize the payment of the board audit (12/31/2022 to 02/07/2023) of \$313,603.37. 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 Report: Supervisor Palmblad notified the Board that the 2023 Scholarship Application has been posted to the Ela Township website and any interested LZHS senior should apply by May 1, 2023. The LZACC hosted a breakfast with newly elected officials which she and Trustee Wilhoit attended and it was very nice to meet everyone.

Clerk Report: Lake County sent out a notice on Economic statement due May 1, 2023. Early voting will be held at Town Hall March 20 – April 1, 2023, with the Consolidated Election on April 4, 2023.

Trustee Bowman: The next Parks Committee meeting will be at 8:30 a.m. on February 28, 2023. There is a new baseball team in town that would like to use the Township baseball diamond.

Trustee Sikes: Township meetings can be held via Zoom until May 11, 2023.

Trustee Ufodike: Trustee Ufodike wanted to wish everyone Happy Black History month.

Trustee Wilhoit: Trustee Wilhoit attended two meet and greet political meetings at Kemper this past weekend and found them very informative.

Community Center: Seniors are returning to the center in droves and are very happy to be out of the house. Need volunteers for wine pairing on February 17, 2023.

Health and Wellness: Full report will be attached to the minutes.

Highway: Full report will be attached to the minutes.

Assessor: Full report will be attached to the minutes.

Township Manager: Township Manager Marciniak presented the first Trex bench the Township received from the Trex plastic recycling initiative. This new bench will be placed in one of the Township cemeteries. He was pleased to let the Board know that the Township is well on their way to receive a second bench.

OLD BUSINESS: None

NEW BUSINESS

9. Update to Employee Handbook: Employee Expense Policy – motion to approve changes to reimbursed meal expenses, effective immediately. A motion by Trustee Wilhoit and seconded by Trustee Sikes to approve (GSA) changes to reimbursed meal expenses, effective immediately. Motion passed 5 to 0.

10. Addition to Employee Handbook: Department Head Spending Limits – motion to approve a new policy, Department Head Spending, effective immediately. A motion by Trustee Ufodike and

seconded by Trustee Sikes to approve the new Department Head Spending Policy, effective immediately. Motion passed 5 to 0.

11. Mohawk Lifts – motion to approve purchase of one TR-35, 20’ track and jacking beam at a cost of \$119,359.56 per quote no. Ela-TR35-020123. A motion by Trustee Bowman and seconded by Trustee Sikes to approve the purchase of one TR-35, 20’ track and jacking beam at a cost of \$119,359.56 per quote no. Ela-TR35-020123. Motion passed 5 to 0.
12. Request for Pricing: Refuse and Recycling Collection – motion to approve Refuse & Recycling Collection RFP with a bid opening date of March 9, 2023. A motion by Trustee Bowman and seconded by Trustee Sikes to approve Refuse & Recycling Collection RFP with a bid opening date of March 9, 2023. Motion passed 5 to 0.
13. Annual Audit – consideration to approve Evans, Marshall& Pease, P. C. to complete audit for the FY ending 3/31/2023 in an amount not to exceed \$8150. A motion by Trustee Bowman and seconded by Trustee Sikes to approve Evans, Marshall & Pease, P.C. to complete audit for the FY ending 3/31/2023 in an amount not to exceed \$8150. Motion passed 5 to 0.
14. Executive Session: Trustee Wilhoit requested to go into executive session for the purpose of discussing of personnel. A motion by Trustee Bowman and seconded by Trustee Ufodike to enter into closed executive session at 7:44 p.m. Motion passed 5 to 0.  
A motion by Trustee Wilhoit and seconded by Trustee Sikes to come out closed executive session at 7:55 p.m., Motion passed 5 to 0.
15. Consideration and possible action on items discussed in closed session: No action needed or taken.
16. Adjournment: A motion by Trustee Bowman and seconded by Trustee Wilhoit to adjourn at 7:57 p.m. Motion passed 5 to 0.

*Respectfully Submitted: Clerk Lucy A. Prouty*

Ela Township

February 6, 2023

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<b>Trustee</b> Larry Bowman	<b>Supervisor</b> Gloria M. Palmblad	<b>Clerk</b> Lucy A. Prouty	<b>Trustee</b> Tosi Ufodike	<b>Trustee</b> Laurie Wilhoit
	<b>Trustee</b> Joel Sikes			