



Clerk's Office
Lucy A. Prouty

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SPECIAL BOARD MEETING

Ela Township Community Center
1155 East Route 22, Lake Zurich
Wednesday, March 29, 2023, at 8:30 a.m.

MEETING MINUTES – Approved April 13, 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 8:15 a.m. on March 29, 2023.

1. Call to Order: Supervisor Palmblad called the March 29, 2023, Special Board meeting to order at 8:31 a.m.
2. Board Roll Call: Present were Supervisor Palmblad, Trustee Bowman, Trustee Sikes via Zoom, Trustee Wilhoit, Township Manager Marciniak, Deputy Clerk Case, Assessor Herr, Health & Wellness Director Marx, Community Programs Director Dillon, Highway Superintendent DePouw, Highway Foreman Meyer, and Youth Coordinator Cacciatore. Trustee Ufodike and Assistant Director Dalbec were absent. Trustee Sikes left the meeting at 9:25 a.m.
3. Pledge of Allegiance: Supervisor Palmblad led the Pledge of Allegiance.
4. Executive Session: At 8:32 a.m., Supervisor Palmblad called for a motion to move into Executive Session. Motion by Trustee Bowman and seconded by Trustee Wilhoit. Motion passed 4 to 0, Trustee Ufodike was absent.
At 8:58 a.m., a motion by Supervisor Palmblad and seconded by Trustee Wilhoit to come out of Executive Session. Motion passed 4 to 0, Trustee Ufodike was absent.
5. MS4 Presentation by Karolina from Gewalt Hamilton Associates: Tabled
6. Discussion – Updates by Chair:
 - a. Community Center Committee – Chair/Trustee Ufodike, Members: Supervisor Palmblad, Trustee Wilhoit, Director Dillon, Assistant Director Dalbec, Youth Coordinator Cacciatore: Director Dillon said the Community Center received a \$7000 SHIP Grant, and the money was used for in and outdoor improvements such as soft seating, outdoor lighting, and new patio furniture. The April-June newsletter went out and registration numbers are very good. Youth Coordinator Cacciatore reported that he concluded the last Safe Sitter class, which went very well. He is busy planning fall classes, along with preparing for Summer Camp and Homework Club which are both almost full. Spring Break Camp went well but attendance was low.
 - b. Communication Committee – Chair/Supervisor Palmblad, Members: Assessor Herr, Director Dillon, Director Marx, Assistant Director Dalbec, and Staff: Supervisor Palmblad met with the Communications Committee on March 28th, they are busy planning for the pickleball court ribbon cutting event. The Spring/Summer 2023 newsletter is in progress and will be on the agenda for possible board approval at the April board meeting. A mandatory Narcan training event will take place at the Community Center on April 28, from 11:30 – 1pm. Local municipalities will be notified that Ela Township staff are all trained on how to administer Narcan. An emergency guide should be created and included in future E-Blasts when necessary.

- c. Health & Wellness – Chair/Trustee Wilhoit, Members: Supervisor Palmblad, Trustee Sikes, Director Marx: Trustee Wilhoit met with the Health & Wellness committee on February 3rd, and their next meeting is scheduled for April 7th. Director Marx said that the lending closet is very busy and client referrals are rising. She is planning a few days to have staff clean out the lending closet. She is working on a flyer to distribute to all staff regarding the mandatory Narcan training course. Staff will be visiting local assisted living and nursing home facilities to provide self-care tips and support. Charity Knit is going very well, she and Supervisor Palmblad met with the group on March 28th.
- d. Parks & Recreation Committee – Chair/Trustee Bowman, Members: Supervisor Palmblad, Trustee Ufodike, Highway Superintendent DePouw, and Highway Foreman Meyer: Trustee Bowman and the Parks Committee have reviewed the punch list of parks maintenance items, most have been completed. The Flames have been contacted regarding their concerns and they are being addressed. The pickleball court opening is still to be determined depending on the weather, 5 days of consistently warm weather is needed in order to stripe. There was a request to remove the wind screening for better visibility, but it will be left up for now.
- e. Highway Committee – Chair/Trustee Sikes, Members: Supervisor Palmblad, Trustee Bowman, Highway Superintendent DePouw, and Highway Foreman Meyer: Highway Superintendent DePouw was happy to say that the new bucket truck is getting the decals installed. Winter snow equipment is getting moved into storage for next year. While crews were out trimming branches around the Township, the chipper overheated, and the catalytic converter melted and blew hot metal shards onto a nearby roof which caught fire. Thankfully it was put out promptly and with minimal damage. The Highway Department made a temporary roof patch, and the resident was very understanding. The fire department was not called but the sheriff was onsite, and any damage will be covered by insurance. The manufacturer of the chipper said it is a common problem with the machine.
- f. Bus Service – Board Liaison – Supervisor Palmblad: No report.
- g. Assessor: Assessor Herr and staff are very busy with 2023 assessments and completing field work. Their newest employee started courses today to get her certification for assessing properties and she will complete it by the end of the year.
- h. Township Manager: In an effort to bring more revenue to the Township, Township Manager Marciniak is looking into the logistics of offering passport services, license plate stickers, and hunting/fishing licenses. The management assistant job description was posted on ILCMA which is free unlike Indeed and is more geared toward government employment opportunities.
- i. Historic Society: The Historical Society has been told that the apple from Bells Apple Orchard is available for free and they are interested installing it in front of the building. They applied for a permit with the Village of Lake Zurich, but it is too tall. The Highway Department is getting quotes for the bathroom remodel.

7. Topics for Discussion

a. Old Business

- 1. Playground options: Youth Coordinator Cacciatore presented three playground equipment options and their warranties for the Community Center. The manufacturer would need 6-8 weeks lead time to fabricate, and they would like it to be installed by the end of August. This will be on the April board meeting agenda for consideration and possible approval.
- 2. Emergency exit stairway: Additional questions have come up regarding the exit at the bottom of the stairway. Supervisor Palmblad will meet with Virgilio and Associates to finalize the details. Unfortunately, the project has come in much more than it was budgeted for so the budget will have to be amended depending on final numbers. One more quote is expected to come in.

8. New Business: None

9. Set Date of Next COW Meeting (April 26, 2023 @ 8:30 AM)

10. Executive Session: See above.

11. Consideration and possible action on items discussed in closed session: A motion by Trustee Bowman and seconded by Trustee Sikes to do as directed in Executive Session. Motion passes 4 to 0. Trustee Ufodike was absent.
12. Adjourn: A motion by Trustee Wilhoit and seconded by Trustee Bowman to adjourn the meeting at 9:51 a.m. Motion passed 3 to 0, Trustee Sikes and Trustee Ufodike were absent.

Respectfully Submitted: Deputy Clerk Case

Ela Township

March 31, 2023

Trustee Larry Bowman

Supervisor Gloria M. Palmblad
Trustee Joel Sikes

Clerk Lucy A. Prouty
Trustee Tosi Ufodike

Trustee Laurie Wilhoit