



**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, July 26, 2023 at 8:30 a.m.

### **MEETING MINUTES – Approved August 10, 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 July 26, 2023.

1. Call to Order: Supervisor Palmblad call the July 26, 2023 COW meeting to order at 8:35 a.m.
2. Board Roll Call: Present were Supervisor Palmblad, Clerk Prouty, Trustees Bowman, Samz, Ufodike and Wilhoit. Also present were Highway Superintendent DePouw, Township Manager Marciniak, Assistant Director Dalbec, Health & Wellness Director Marx, Community Programs Director Dillon, and Highway Foreman Meyer. Youth Coordinator Cacciatore was absent.
3. Pledge of Allegiance: Supervisor Palmblad led the Board in Pledge of Allegiance.
4. Discussion – Updates by Chair:
  - a. Township Manager: Township Manager Marciniak is working on creating a FOIA Policy.
  - b. Community Center Committee – Chair/Trustee Wilhoit, Members: Supervisor Palmblad, Trustee Samz, Director Dillon, Assistant Director Dalbec, Youth Coordinator Cacciatore: Director Dillon informed the Committee of a new shed coming from Home Depot. She has asked the fire department if they would like the old shed. Vaccination clinic started on July 21, 2023, from 9 to 11 at Community Center. Homework Club is already filled up this year. Employee Barb Orchard is resigning, and her last day is August 18, 2023. Jill Barnes will take over her duties as well as assisting Director Dillon in the kitchen. Assistant Director Dalbec is suggesting an end date for the plastic recycling collection.
  - c. Communication Committee – Chair/Supervisor Palmblad, Members: Director Dillon, Director Marx, Assistant Director Dalbec, and Staff: No report.
  - d. Health & Wellness – Chair/Trustee Samz, Members: Supervisor Palmblad, Trustee Ufodike, Director Marx: Everything is going smoothly with referrals and lending closet.
  - e. Parks & Recreation Committee – Chair/Trustee Ufodike, Members: Supervisor Palmblad, Trustee Bowman, Highway Superintendent DePouw, and Highway Foreman Meyer: Highway

Foreman Meyer needs to order three benches for Ela Park and just needs to decide on a color combination. Trustee Bowman said that Knox Park fence is being installed.

- f. Highway Committee – Chair/Trustee Bowman, Members: Supervisor Palmblad, Trustee Wilhoit, Highway Superintendent DePouw, and Highway Foreman Meyer: Highway Superintendent DePouw has two quotes for the stump grinder. Looking for approval from the Board to accept the quote from Bobcat. The grant to repair stormwater issues in Forest Lake was applied for and could be as much as \$300-\$350K.
- g. Bus Service – Board Liaison – Supervisor Palmblad: Supervisor Palmblad has asked the Highway Department to make a recommendation as to which bus to keep and which to send to auction since the new bus has been delivered and is now in service.
- h. Assessor: No Report
- i. Historic Society: No Report
- j. Cemetery: Jeff Thompson has agreed to be Cemetery Manager, Supervisor Palmblad offered \$7500, which is under budget.

5. Topics for Discussion:

- a. Ela Township Logos: Tabled.
  - b. Townhall Egress Staircase: The vendor we approved two months ago would not provide a performance bond therefore another vendor needs to be chosen. Manager Marciniak has reached out to the other two vendors that previously provided quotes. As long as both estimates include the bonds and don't include the cost of the permits, we will go with the lowest bidder, Firehouse.
  - c. Township Bus: Discussed above.
  - d. State Grant \$48,000: This state grant can only be used for infrastructure. If awarded, the money will be used for stormwater issues at Knigge Park.
  - e. Software for Cemetery: The new software the Cemetery Committee has been anxiously awaiting is ready for us to purchase. The initial cost is \$6500 (budgeted \$6000) and the annual fee after the initial purchase is \$1800. Looking for approval from the Board to accept this quote at the August Board meeting.
6. Closed Executive Session: The Board Entered Closed Executive Session at 9:44 a.m. The Board came out of Closed Executive Session at 10:12 a.m.
7. Set Date of Next COW Meeting (August 23, 2023 @ 8:30 a.m.): The Board agreed on the date of August 23<sup>rd</sup> but moved the time to 10:00 a.m.
8. Adjourn: Supervisor Palmblad adjourned the meeting at 10:13 A.M.

*Respectfully Submitted: Clerk Lucy A. Prouty*

Ela Township

August 3, 2023