



Supervisor's Office
Gloria M. Palmblad

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COMMITTEE OF THE WHOLE (COW) MEETING

Ela Township – Lower Level Board Room
1155 East Route 22, Lake Zurich
Wednesday, August 23, 2023 at 10:00 a.m.

Meeting Minutes – Approved September 14, 2023

1. Call to Order: Supervisor Palmblad called the August 23, 2023 COW meeting to order at 10:00 a.m.
2. Board Roll Call: Present were Supervisor Palmblad, Clerk Prouty, Trustees, Bowman, Samz, Ufodike and Wilhoit. Also present were Township Manager Marciniak, Assistant Director Dalbec, Director Marx, Community Programs Director Dillon, Highway Foreman Meyer, and Youth Coordinator Cacciatore. Highway Superintendent DePouw was late as he had a work related meeting.
3. Pledge of Allegiance. Supervisor Palmblad led the Board in the Pledge of Allegiance.
4. Discussion – Updates by Chair:
 - a. Township Manager: No Report.
 - b. Community Center Committee – Chair/Trustee Wilhoit, Members: Supervisor Palmblad, Trustee Samz, Director Dillon, Assistant Director Dalbec, Youth Coordinator Cacciatore:
The shed was delivered on August 17, 2023. Uptick in Covid cases nothing being traced, but the symptoms are milder. The new playground is scheduled to be completed in late August or early September; it will be fully installed for the Community Center Celebration on September 17, 2023.
 - c. Communication Committee – Chair/Supervisor Palmblad, Members: Director Dillon, Director Marx, Assistant Director Dalbec, and Staff: Staff are working on articles for the 2023/2024 winter newsletter. Department articles are due to Administrative Coordinator Case on September 18, 2023. The E-blast has been reformatted to ensure better mobile compatibility.
 - d. Health & Wellness – Chair/Trustee Samz, Members: Supervisor Palmblad, Trustee Ufodike, and Director Marx: Director Marx reported that the lending closet is experiencing a wheelchair shortage. The Caregiver support group is going very well. School is back in session, and she expects the department to be busy with new referrals.
 - e. Parks & Recreation Committee – Chair/Trustee Ufodike, Members: Supervisor Palmblad, Trustee Bowman, Highway Superintendent DePouw, and Highway Foreman Meyer: Pickleball Court issues are being addressed. Football season has begun, and the fence at Knox Park is fully installed. Trustee Ufodike and Bowman said all the Parks are cleaned up and getting prepped for winter. The next Parks Committee meeting will be on September 12, 2023.
 - f. Highway Committee – Chair/Trustee Bowman, Members: Supervisor Palmblad, Trustee Wilhoit, Highway Superintendent DePouw, and Highway Foreman Meyer: Highway Meyer reported that the part for the generator at Town Hall has not come in yet.

- g. Bus Service – Board Liaison – Supervisor Palmblad: No Report.
 - h. Assessor: Assessor Zielinski reported that as of this morning a small sample of the rebuttals shows a very high consistency between actual market value and assessed value submitted in Township books. During conversations with Ela Township taxpayer’s department staff are confirming that they have applied and are receiving all exemptions for which they are entitled to.
 - i. Historic Society: Supervisor Palmblad notified the committee of the upcoming Ela Township History Day and Artisan Market presented by the Ela Historical Society. The event will take place on September 17th, from 10:00 a.m. to 4:00 p.m. There will be a vintage baseball game along with many other things for attendees to enjoy.
 - j. Cemetery: Jeff Thompson was hired to fill the vacancy of the Cemetery Manager.
5. Topics for Discussion
- a. Committee Meeting Ordinance: Discussion on how often the Board should have Committee meetings, some Trustees wanted quarterly, every other month, or as needed. No decision was determined.
 - b. Ela Township Employee Handbook Changes: Township Manager Marciniak will meet with all the departments heads regarding the PTO Policy and any other changes. This agenda item was tabled.
 - c. FOIA Policy: This agenda item was tabled; however, Trustee Samz had a few questions on the FOIA policy, Township Manager Marciniak provided explanation.
 - d. Emmaus House Social Agency Grant: A \$3,000.00 dollar error was missed in the budget. Emmaus House has agreed to reduce their grant amount by \$1,000.00 and the Township will make a line-item adjustment on the balance.
 - e. Ela Township Logos: Trustee Wilhoit presented new logos to the committee. Directors Marx and Dillon would like department names under the Ela Township logo. Trustee Wilhoit will recreate with changes and present to the Board.
6. Closed Executive Session: None needed at this time.
7. Set Date of Next COW Meeting (September 27, 2023 @ 8:30 AM: The meeting date was changed. The next COW meeting will be held on September 20, 2023.
8. Adjourn: Supervisor Palmblad adjourned the meeting at 10:55 A.M.

Respectfully Submitted: Clerk Lucy A. Prouty

Ela Township

August 24, 2023

Trustee Larry Bowman

Supervisor Gloria M. Palmblad
Trustee Doug Samz

Clerk Lucy A. Prouty
Trustee Tosi Ufodike

Trustee Laurie Wilhoit