



Clerk's Office
Lucy A. Prouty

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COMMITTEE OF THE WHOLE (COW) MEETING

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

MEETING MINUTES – Approved November 9, 2023

1. Call to Order: Supervisor Palmblad called the October 25, 2023, Committee of the Whole meeting to order at 8:32 a.m.
2. Board Roll Call: Present were Supervisor Palmblad, Trustee Samz, Trustee Ufodike, Trustee Wilhoit (arrived at 8:41 a.m.), Deputy Clerk Case, Township Manager Marciniak, Highway Superintendent DePouw, Health & Wellness Director Marx, Assistant Director Dalbec (arrived at 8:45 a.m.), Youth Coordinator Cacciatore, and Highway Foreman Meyer. Trustee Bowman, Clerk Prouty, and Community Programs Director Dillon were absent.
3. Pledge of Allegiance: Supervisor Palmblad led the Pledge of Allegiance.
4. Public Comment: None
5. Discussion – Updates by Chair:
 - a. Township Manager: Township Manager Marciniak was invited to participate in a municipal government national think tank. The initial interview and meetings are free of charge, however going forward it is \$1200.00 per year. His first meeting is on October 27th. He and Supervisor Palmblad are prepared to begin mid-year budget reviews. The tax levy distribution will be lower than expected this year due to the stipend given to local municipalities within Ela Township. Township Manager Marciniak along with Supervisor Palmblad and Trustee Samz will be attending TOI in November where John Barrington will be receiving the Assessor of the year award, and he will be accepting it on behalf of the Barrington family.
 - b. Community Center Committee: Chair/Trustee Wilhoit, Members: Supervisor Palmblad, Trustee Samz, Director Dillon, Assistant Director Dalbec, Youth Coordinator Cacciatore: Assistant Director Dalbec said October was a very busy month at the Community Center. They have a day trip to Shedd Aquarium planned for next week. The auto entry for the women's washroom door is malfunctioning and service is needed. They are also experiencing problems with the front building doors and a service call has been placed with Stanley Door. Youth Coordinator Cacciatore said that 2023 Winter Break Camp registration is now open. Homework Club is full with only one spot open at Isaac Fox. 41 children take Township transportation and 10 do not. Their next committee meeting will be on November 10th.
 - c. Communications Committee – Chair/Supervisor Palmblad, Members: Director Dillon, Director Marx, Assistant Director Dalbec, and Staff: The 2023/2024 Winter Newsletter is at the printer and expected to reach households the first week of November. The 2023 ET Holiday Home Decorating contest is in the planning stages, homes must be decorated by December 10th, judging will be the week of December 13th, award winners will be notified, and prizes will be delivered the following week. The committee is contacting local vendors to obtain prize donations. The Township employee holiday party is in the planning stages as well, and will be held Friday, December 15th.

- d. Health & Wellness – Chair/Trustee Samz, Members: Supervisor Palmblad, Trustee Ufodike, Director Marx: Director Marx is busy planning holiday events including Shop with a Cop, a Thanksgiving and Christmas meal basket program in conjunction with D&J Bistro, Jewel, and Blue Heron Cafe, and a Giving Tree basket program. Staff have General Assistance training later this afternoon. CERT training on mental health is being held on November 14th from 7-10 p.m. at the Vehe Barn. The next Health & Wellness Committee meeting is scheduled for November 17th at 8:20 a.m.
 - e. Parks & Recreation Committee – Chair/Trustee Ufodike, Members: Supervisor Palmblad, Trustee Bowman, Highway Superintendent DePouw, and Highway Foreman Meyer: Highway Superintendent DePouw and staff are working on a solution for the pickleball court wind screen over the winter. There is no storage space available if it is taken down; they are looking for a better way to secure the corners. Supervisor Palmblad spoke to LZ Lacrosse, due to concerns about funds they may not use Ela Township Community Park for their program next year. Supervisor Palmblad asked the Board to consider waiving their fee.
 - f. Highway Committee – Chair/Trustee Bowman, Members: Supervisor Palmblad, Trustee Wilhoit, Highway Superintendent DePouw, and Highway Foreman Meyer: Highway Superintendent DePouw reported that the road resurfacing project in the Indian Trails is complete other than the shouldering. He expects the new jetter to be delivered next week, it will be housed at Fremont Township. The IGA will outline who will hold the title to the jetter.
 - g. Bus Service – Board Liaison – Supervisor Palmblad: No report.
 - h. Assessor: No report.
 - i. Historic Society: Bids are still coming in for the bathroom remodel. It will be added to a future Board meeting agenda for possible approval.
 - j. Cemetery: No report.
5. Topics for Discussion
- a. IT Services: Township Manager Marciniak proposed to the Board and Committee that the Township begin processes to consolidate IT services. Currently the Township is using three different vendors. This is a non-budgeted expense, but it is critical to make necessary improvements to IT security and services for the Township. Two proposals from vendors have been submitted and he is expecting one more. The goal is to have this on the November Board meeting agenda for consideration and possible approval by the Board.
 - b. Handbook Changes: Supervisor Palmblad reviewed a spreadsheet including changes to the Employee Handbook based upon the Paid Leave Act that goes into effect on January 1, 2024. Spreadsheet will be attached to the minutes. The Board will need to vote on this by the December Board Meeting at the latest for the changes to be put into effect in January 2024.
 - c. 2024 Holiday Schedule: The 2024 Holiday schedule was reviewed, Supervisor Palmblad proposed adding Indigenous Peoples Day as an additional paid holiday based upon other government offices, banks, and District 95 being closed in observation of the holiday. Election Day was also added as Governor Pritzker has deemed it an Illinois state holiday. The 2024 Holiday schedule will be on the November Board meeting agenda for consideration and possible approval.
 - d. FY24 Tax Levy: Township Manager Marciniak requested that Department Heads review their budgets so a levy amount can be proposed at the next Board meeting, this has to be completed by the end of December.

6. Executive Session – for the purpose of discussing Personnel 5 ILCS 120/2(c) 1 or 3, Litigation 5 ILCS 120/2(c) or Review of Executive Session Minutes 5 ILCS 120/2(c)21:

A motion by Trustee Wilhoit and seconded by Trustee Samz to enter into closed Executive Session at 9:36 a.m., for the purpose of discussing Personnel 5 ILCS 120/2(c) 1 or 3, Litigation 5 ILCS 120/2(c) or Review of Executive Session Minutes 5 ILCS 120/2(c)21. Motion passed 4 to 0, Trustee Bowman was absent.

A motion by Trustee and seconded by Trustee to come out of closed executive session at 10:37 a.m.

7. Trustee Wilhoit requested discussion on the following topics:
 - a. Again requested board packets be distributed earlier, especially the financial reports. Supervisor Palmblad advised that since we only approve payment of invoices once a month, we try to include as many as we can right up to the last possible minute. If we change our cutoff to the last day of the month, it would mean those vendors that submitted bills the first of the month would have to wait almost 6 weeks before receiving payment unless the Board gave the Supervisor authority to pay vendors ahead of time.
 - b. Suggested purchasing an escape ladder in place of the emergency staircase already approved.
 - c. Requested Trustees be added to the agenda to provide separate reports from committee reports.
 - d. Requested Township Manager create a hiring policy and include background check process.
 - e. Requested number of tax appeals – information was not readily available.
 - f. Discussed the need to read FOIA requests
8. Set Date of Next COW Meeting November 29, 2023, 2023 @ 8:30 AM
9. Adjourn: Supervisor Palmblad adjourned the meeting at 10:50 a.m.

Respectfully submitted: Deputy Clerk Case

Ela Township

November 1, 2023

Trustee Larry Bowman

Supervisor Gloria M. Palmblad
Trustee Doug Samz

Clerk Lucy A. Prouty
Trustee Tosi Ufodike

Trustee Laurie Wilhoit