



Ela Township Board Meeting

Thursday,
December 14, 2023
7:00 p.m.

Ela Town Hall
1155 E. Route 22,
Lake Zurich, IL



Supervisor's Office
Gloria M. Palmblad

Town Hall: 1155 East Route 22 • Lake Zurich, IL 60047
Phone: 847-438-7823 **Fax:** 847-438-9269
E-mail: info@elatownship.org

BOARD MEETING

Ela Town Hall
1155 E. Route 22, Lake Zurich, IL
Thursday, December 14, 2023, at 7:00 p.m.

AGENDA

NOTICE IS HEREBY GIVEN that a Board Meeting of the Ela Township Board, Lake County, Illinois will be held on Thursday, December 14, 2023 at 7:00 p.m. at the Ela Township offices at 1155 East IL-22, Lake Zurich, IL 60047 in accordance with Section 80-10(b) of the Illinois Township Code, 60 ILCS 1/80-10(b). Said meeting has been called by Township Supervisor Gloria Palmblad. The meeting will be held for purposes of considering the following agenda:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Freedom of Information Requests
5. Public Comment
6. Approval of Board Meeting Minutes of November 9, 2023
7. Approval of Special Board Meeting Minutes of November 28, 2023
8. Committee Meeting Minutes – accept meeting minutes from C-O-W (11/22), - Community Center Committee (11/10) – Communication Committee (11/28) – Health & Wellness Committee (11/17) – Highway Committee (12/6) – Park Committee () – Cemetery () - Decennial ()
9. Approval of Board Audit from 11/7/2023 - 12/11/23
10. Monthly Updates from Elected Officials and Department Heads (Assessor – Bus – Health & Wellness – Highway – Senior – Youth – Township Manager)

OLD BUSINESS:

NEW BUSINESS:

11. Social Agency Grant Application – consideration and possible action to approve social agency grant application and timeline
12. Intergovernmental Agreement by and Between Fremont Township Road District, Ela Township Road District and Wauconda Township Road District – consideration and possible action to approve IGA
13. Ordinance 2023-05 – Tax Levy – consideration & possible action to approve Tax Levy Ordinance 2023-05, tax year 2023, collectable in 2024 (\$3,985,000)
14. Employee Handbook – consideration & possible action to approve Employee Handbook changes effective January 1, 2024
15. 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.
16. Consideration and possible action on items discussed in closed session.
17. Adjournment

Posted this 12th day of December 2023

Trustee Larry Bowman

Supervisor Gloria M. Palmblad
Trustee Doug Samz

Clerk Lucy A. Prouty
Trustee Tosi Ufodike

Trustee Laurie Wilhoit

ELA TOWNSHIP UPCOMING EVENTS

DATE	EVENT	TIME	LOCATION
12/15/2023	ET Holiday Party	11:30 A.M.	Ela Town Hall - Lower Level Board Room
12/22/2023	Township Closed in Observation of Christmas Eve	All Day	
12/25/2023	Township Closed in Observation of Christmas Day	All Day	
1/1/2024	Township Closed in Observation of New Years Day	All Day	
1/11/2024	Board Meeting	7:00 P.M.	Ela Town Hall - Lower Level Board Room

4

1	<u>DATE REQUESTED:</u> 12/2/2023	<u>REQUESTER:</u> Rhonda Kruckenberg	<u>REQUEST:</u> Requested all emails from 1/1/23 to 12/1/23 to and from Jessica Parman to Ted Marciniak AND to and from Ted Marciniak to Jessica Parman
	<u>DATE RESPONDED:</u> responded 12/2		<u>RESPONSE:</u> info emailed
2	<u>DATE REQUESTED:</u> 12/4/2023	<u>REQUESTER:</u> Linda Green	<u>REQUEST:</u> Digital copy of the excel spreadsheet used to track the assessment appeals for 2023
	<u>DATE RESPONDED:</u> responded 12/11		<u>RESPONSE:</u> info emailed
3	<u>DATE REQUESTED:</u> 12/4/2023	<u>REQUESTER:</u> Private Citizen	<u>REQUEST:</u> entire property record files including permits, field visits, field notes including dates and name of inspectors for the following PINS: 14-04-104-037 and 114-14-103-008
	<u>DATE RESPONDED:</u> responded 12/11		<u>RESPONSE:</u> info emailed

4	DATE REQUESTED: 11/29/2023	REQUESTER: John Schnecker	REQUEST: Request copy of new contract for Assessor Penelope Herr on which the Board voted last evening at the special mtg.
	DATE RESPONDED: responded 12/5		RESPONSE: info emailed
5	DATE REQUESTED: 11/28/2023	REQUESTER: Karen Garcia	REQUEST: Commercial FOIA request for all current employee/staff contact information including: Name, position, department, title, phone number, business cell, email and office address
	DATE RESPONDED: responded 12/5		RESPONSE: emailed link
6	DATE REQUESTED: 11/21/2023	REQUESTER: Cristin Arseculeratne	REQUEST: Requested original copies of contracts, current contracts, including amendments with companies currently providing software services: 1. ERP system utilized for utility billing 2. Third Party Community Development Provider who provides software/cloputd services for online permit applications, inspections, P & Z, code enforcement & licensing. 3. Payment Processing system
	DATE RESPONDED: responded 11/30		RESPONSE: info emailed

7	DATE REQUESTED: 11/16/2023	REQUESTER: Nicholas Barrington	REQUEST: Proof that Al Zielinski received his termination letter on 9/14/2023 and when it was received
	DATE RESPONDED: 11/27/2023		RESPONSE: info emailed
8	DATE REQUESTED: 10/13/2023	REQUESTER: Bonnie Barrington	REQUEST: All FOIA requests from 9/1/23 thru 10/13/23 Provide the date of the request, name of the requester, date of the response and copy of information given
	DATE RESPONDED: responded 11/15		RESPONSE: info emailed
9	DATE REQUESTED: 10/15/2023	REQUESTER: Bonnie Barrington	REQUEST: All documents related to Alan Zielinski's termination on 9/14/2023 including emails from Board members and township attorney
	DATE RESPONDED: 11/15/2023		RESPONSE: info emailed

10	DATE REQUESTED: 10/9/2023	REQUESTER: Bill Kruckenberg	REQUEST: Requesting all legal bills, itemized, from July 1, 2023 to November 9, 2023. Include all departments and assessor's office
	DATE RESPONDED: responded 11/17		RESPONSE: info emailed
11	DATE REQUESTED: 11/16/2023	REQUESTER: Kim Lishamer	REQUEST: Requested all correspondence emails, FOIA requests, and associated attachments for Rhonda & Bill Kruckenberg from October 1/23 thru November 15/2023
	DATE RESPONDED: responded 12/4		RESPONSE: partially responded to on 12/4 emailed re: issues on response 12/4 with Ms. Lishamer Ms. Lishamer did not reply
12	DATE REQUESTED: 11/7/2023	REQUESTER: Donald Frump	REQUEST: highway department pay
	DATE RESPONDED: response attempted on 11/9		RESPONSE: None

6



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

BOARD MEETING

Ela Town Hall
1155 E. Route 22, Lake Zurich, IL
Thursday, November 9, 2023 at 7:00 p.m.

MEETING MINUTES

NOTICE IS HEREBY GIVEN that a Board Meeting of the Ela Township Board, Lake County, Illinois will be held on Thursday, November 9, 2023 at 7:00 p.m. at the Ela Township offices at 1155 East IL-22, Lake Zurich, IL 60047 in accordance with Section 80-10(b) of the Illinois Township Code, 60 ILCS 1/80-10(b). Said meeting has been called by Township Supervisor Gloria Palmblad. The meeting will be held for purposes of considering the following agenda:

1. Call to Order: Supervisor Palmblad called the November 9, 2023 Ela Township Board meeting to order at 7:01 p.m.
2. Roll Call: Present were Supervisor Palmblad, Clerk Prouty, Township Manager Marciniak, Trustees Bowman, Samz, Ufodike, and Wilhoit. Township Attorney Megan Mack was also present.
3. Pledge of Allegiance: Supervisor Palmblad led the Board and Audience in the Pledge of Allegiance.
4. Freedom of Information Requests: Will attach full list to the minutes.
5. Public Comment: Township Manager Marciniak read a statement from Melissa Johnson, John Schneckner, James Tarbet, Rhonda Kruckenberg, William Kruckenberg, and Kelly Ziegler.
6. Approval of Board Meeting Minutes of October 12, 2023: A motion by Trustee Wilhoit and seconded by Trustee Bowman to approve the October 12, 2023 Board meeting minutes. Motion passed 5 to 0.
7. Committee Meeting Minutes – accept meeting minutes from: C-O-W (10/25), - Community Center Committee () – Communication Committee (10/24) – Health & Wellness Committee () – Highway Committee () – Park Committee () – Cemetery () - Decennial (). A motion by Trustee Wilhoit and seconded by Trustee Ufodike to accept the committee meeting minutes from C-O-W (10/25), and Communication Committee (10/24) . Motion passed 4 to 0. Trustee Bowman abstained.
8. Approval of Board Audit from 10/10/2023–11/6/2023:

TOTAL TOWN FUND-----	\$ 198,180.07
TOTAL GENERAL ASSISTANCE FUND	\$1,999.52
TOTAL GENERAL ROAD FUND-----	\$119,183.62
TOTAL PERMANENT ROAD FUND-----	\$108,803.95
TOTAL PARK MAINTENANCE FUND----	\$18,824.46
TOTAL CEMETERY MAINTENANCE FUND--	\$819.83
TOTAL OF ALL FUNDS-----	\$447,811.45

A Motion by Trustee Bowman and seconded by Trustee Samz to authorize the payment of Board audit (10/10/23 to 11/06/2023) of \$ 447,811.45. Motion passed 5 to 0.
9. Monthly Updates from Elected Officials and Department Heads (Assessor – Bus – Health & Wellness – Highway – Senior – Youth – Township Manager)

Supervisor Report: Supervisor Palmblad thanked Director Marx and the Health & Wellness department for distributing red ribbons around Town Hall for Red Ribbon week. She also thanked our veterans for their courage and dedication in defending our country and protecting our freedom.

Clerk's Report: No report.

Township Manager Report: Two Lake County Board members visited Ela Township and were very impressed with our Community Center and senior and youth programs.

Trustees: Bowman: Thank you to our Veterans.

Samz: Happy Veterans Day. The next Health & Wellness meeting is on November 17, 2023, at 8:30 a.m. in the upper level conference room.

Ufodike: Thank you to our Veterans. She also attended State Senator Dan McConchie's Veteran appreciation event and Career Expo.

Wilhoit: Thank you to our Veterans. The next Community Center committee meeting is on November 10, 2023, at 8:30 A.M. Happy Birthday to the Marine Corp.

Senior: October was a great month both for Ela 55+ and the Youth Department. I wanted to give you all an update on our Revenue budget as the report in the Board Books is not quite updated. With the NCOA Vaccine grant deposited, we now have \$14,500 (we are budgeted to have \$5000). Our donations that were budgeted for \$2000 are now at \$3100. Homework Club brought in \$1430 in October to bring its revenues to \$28,145. Winter Break recoveries have already surpassed the target revenue by \$400 and are at \$7600 and we are over a month out from the first day of it. Senior Program recoveries had a great month in October, bringing in just over \$9000 to bring the YTD to \$63,928. Which means we are at 67% of our projected target. Long Distance Travel recoveries are just below \$30,000 and will come in lower than projected because we had to cancel two of our long-distance trips during this budget year. Finally, our meal recoveries came in at \$1,097 and we are just under \$6000 for the year. This is significantly lower than we forecasted, however, when creating the budget, we did not foresee shifting to in person meals only and eliminating the curbside pickup. Having said that, you will also notice that our Nutrition expense line is nowhere close to where we projected. That's all for the numbers. At the center... programs are thriving. Day trips, classes, lunch & learns and all exercise classes are filling up. We have officially entered our busiest time of the year with all the festivities. Today we served just over 60 veterans at our annual Veteran's Luncheon. We are lucky enough to even host a WWII veteran, who will turn 104 in a couple weeks. Next week's Friendsgiving meal will have over 100 guests.

Youth: The Youth Department is flourishing. Coordinator Cacciatore is continuing to grow the program and both the kids and parents love him and his staff. He is working on second semester payments and taking in Winter Break Camp registrations, which is trending way ahead of where we were last year at this time. Full report will be attached to the minutes.

Highway: Full report will be attached to the minutes.

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

Assessor Report: 1153 appeals for Ela Township 50% less than last year.

Historic Center: No Report

Bus: Full report will be attached to the minutes.

OLD BUSINESS:

NEW BUSINESS:

10. Approve 2024 Holiday Schedule: A motion by Trustee Wilhoit and seconded by Trustee Ufodike to approve the 2024 Holiday schedule. Motion passed 5 to 0.

11. Approve 2024 Board Meeting Schedule: A motion by Trustee Samz and seconded by Trustee Bowman to approve the Ela Township 2024 Board meeting schedule. Motion passed 5 to 0.
12. Approve Town Hall Front Door ADA Replacement-DH Pace \$3,626: A Motion by Trustee Wilhoit and seconded by Trustee Samz to approve Town Hall Front Door ADA Replacement-DH Pace \$3,626. Motion passed 5 to 0.
13. Approve Ela Historical Bathroom Remodel- Not to Exceed \$29,157.50: A motion by Trustee Bowman and seconded by Trustee Wilhoit to approve Ela Historical Bathroom Remodel- Not to Exceed \$29,157.50. Motion passed 5 to 0.
14. 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 Bowman and seconded by Trustee Wilhoit to enter into Executive Session for the purpose of discussing personnel at 7:49 P.M. Motion passed 5 to 0.

A motion by Trustee Bowman and seconded by Trustee Ufodike to come out of Executive Session at 8:48 P.M. Motion passed 5 to 0.
15. Consideration and possible action on items discussed in closed session which may include the selection of a candidate for the position of Township Assessor.
No action was taken.
16. Adjournment: A motion by Trustee Wilhoit and seconded by Trustee Bowman to adjourn at 8:49 P.M. Motion passed 5 to 0.

Respectfully Submitted: Clerk Lucy A. Prouty

Supervisor Gloria M. Palmblad Clerk Lucy A. Prouty
Trustee Larry Bowman Trustee Doug Samz Trustee Tosi Ufodike Trustee Laurie Wilhoit





**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

SPECIAL BOARD MEETING

Ela Township
Lower Level Board Room
1155 E. Route 22, Lake Zurich, IL
Tuesday, November 28, 2023 at 7:00 p.m.

MEETING MINUTES

1. Call to Order: Supervisor Palmblad called the November 28, 2023 Special Board Meeting to order at 7:00 P.M.
2. Board Roll Call: Present were Supervisor Palmblad, Clerk Prouty, Township Manager Marciniak, Trustee Bowman, Trustee Samz, Trustee Ufodike, and Trustee Wilhoit. Ela Township Attorney Mark Heinle was also present.
3. Pledge of Allegiance: Supervisor Palmblad led the Board in the Pledge of Allegiance.
4. Public Comment: William Kruckenberg, John Schneckner, Linda Greene, Rhonda Kruckenberg, and James Tarbet.
5. New Business: None
6. Old Business: None
7. 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 Bowman and seconded by Trustee Wilhoit to enter into closed Executive session for personnel, at 7:15 P.M. Motion passed 5 to 0
A motion by Trustee Bowman and seconded by Trustee Samz to come out of Executive Session at 7:48 P.M. Motion passed 5 to 0.
8. Discussion and Potential Action to Approve Assessor Contract: A motion by Trustee Bowman and seconded by Trustee Samz to approve the Assessor contract for Ms. Penny Herr. Motion passed 3 to 2. Trustees Ufodike and Wilhoit voted nay.
9. Adjourn: A motion by Trustee Bowman and seconded by Trustee Ufodike to adjourn at 7:53 P.M.

Ela Township

November 29, 2023

Trustee Larry Bowman

Supervisor Gloria M. Palmblad
Trustee Doug Samz

Clerk Lucy A. Prouty
Trustee Tosi Ufodike

Trustee Laurie Wilhoit

8



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 MEETING

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

MEETING MINUTES

1. Call to Order: Supervisor Palmblad called the November 22, 2023 Committee of the Whole meeting to order at 8:30 a.m.
2. Board Roll Call: Present were Supervisor Palmblad, Clerk Prouty, Trustees Samz, and Wilhoit. Also present were Township Manager Marciniak, Assistant Director Dalbec, Health & Wellness Director Marx, Community Programs Director Dillon, Highway Superintendent DePouw, and Highway Foreman Meyer. Youth Coordinator Cacciatore and Trustee Bowman were absent. Trustee Ufodike was present via telephone with Trustee Wilhoit during the meeting.
3. Pledge of Allegiance: Supervisor Palmblad led the audience in the Pledge of Allegiance.
4. Public Comment: Ms. Bonnie Barrington and Ms. Kelly Ziegler.
5. Committee Reports: Director Dillon said the Jingle Ball is on December 8, 2023, and all volunteers are welcome. Trustee Wilhoit wanted to be sure that the Forest Lake residents will know that they will not lose their funding for paving.
6. Topics for Discussion
 - a. Sale of Vactor: Fremont Township will place the old vactor on Obenauf Action.
 - b. Approve 2024 Employee Insurance Plans: A motion by Trustee Samz and seconded by Trustee Wilhoit to approve the 2024 Employee Insurance plan as presented. Motion passed 3 to 0. Trustees Ufodike and Bowman were absent.
 - c. Approve Contract with IT Vendor: A motion by Trustee Wilhoit and seconded by Trustee Samz to approve contract with IT Vendor DeKind for \$12,600. Motion passed 3 to 0. Trustees Ufodike and Bowman were absent.
 - d. Review Proposed Employee Handbook changes: Trustee Wilhoit wanted to be sure that part-time employees received 32 hours sick pay and a floating holiday.
 - e. Review FY24/25 Tax Levy: Township Manager Marciniak explained changes and discussed page by page for the Board. Headings and page numbers will be added and will give out copies to the Board at the Special meeting on November 28th. Vote will be taken at December 14, 2023 Board meeting.
7. Next Special Board Meeting Tuesday, November 28, 2023, at 7:00 p.m.
8. Adjourn: A motion by Supervisor Palmblad and seconded by Trustee Samz to adjourn at 10:19 a.m. Motion passed 3 to 0. Trustees Bowman and Ufodike were absent.

Respectfully submitted: Clerk Lucy A. Prouty

Ela Township

November 24, 2023

Trustee Larry Bowman

Supervisor Gloria M. Palmblad
Trustee Doug Samz

Clerk Lucy A. Prouty
Trustee Tosi Ufodike

Trustee Laurie Wilhoit



Supervisor's Office
Gloria M. Palmblad

Town Hall: 1155 East Route 22 • Lake Zurich, IL 60047
Phone: 847-438-7823 **Fax:** 847-438-9269
E-mail: info@elatownship.org

COMMUNITY CENTER COMMITTEE MEETING

Ela Township Community Center
380 Surryse Road, Lake Zurich, IL
Friday, November 10, 2023 – 8:30 A.M.

MEETING MINUTES

1. Call to Order: Trustee Wilhoit called the November 10, 2023 Community Center Committee meeting to order at 8:30 A.M.
2. Roll Call: Present were Trustee Wilhoit, Supervisor Palmblad, Township Manager Marciniak, Director Dillon, and Youth Coordinator Cacciatore. Trustee Samz and Assistant Director Dalbec were absent.
3. Youth Program: Winter break signups going well. YMCA has a new Director of Youth Programs, could open new partnership with YMCA. Reviewed Summer camp financials and discussed potential changes to pricing for next year.
4. Senior Program: Programs continue to thrive, and long distance trips are all sold out.
5. Staffing: Need for part-time office help during the day to help with registrations, and potentially replacement for part-time worker looking for full time work.
6. Projects: Washer and Dryer project has been canceled. Waiting on updated pricing on signage for Community Center.
7. Old Business: Received the 10 thousand dollars for vaccines.
8. New Business: None
9. Set Date for Next Community Center Committee Meeting: February 7th at 10 A.M.
10. Adjournment- Trustee Wilhoit adjourned the meeting at 9:25 A.M.

Communications Committee Meeting

Ela Town Hall – Upper Level Conference Room
1155 E. Route 22 Lake Zurich, IL
Tuesday, November 28, 2023 - 10:00 A.M.

MEETING MINUTES

1. Call to Order: Supervisor Palmblad called the November 28, 2023, Communications Committee meeting to order at 10:00 a.m.
2. Roll Call: Present were Supervisor Palmblad, Township Manager Marciniak, Assistant Director Dalbec, and Administrative Coordinators Case and Mendocha. Community Programs Director Dillon and Health & Wellness Director Marx were absent.
3. Public Comment: None.
4. Old Business
 - A. New Residents - Update on Mailing: Lake County has not sent an updated new resident list.
 - B. E-Blast - December 4 & 18, 2023 – Content for both E-Blasts due to Administrative Coordinator Case on November 30, 2023: Township holiday programs and observed holidays will be included in the December e-blasts.
 - C. Township Tuesday - November 14 & 28, 2023 – Highway Department, the new bucket truck was chosen for the department spotlight & Branden Spencer was chosen for the employee spotlight. December 12 & 26, 2023 – Open: With no department being assigned to December, we will spotlight the Jingle Ball recap with pictures on the 12th, and on the 26th we will spotlight the winners of the Ela Township Holiday Home Decorating contest.
5. New Business
 - A. 2023 Holiday Home Decorating Contest: Touring homes is scheduled for the evening of December 12th; the committee will meet at the Community Center at 4:30 p.m. The committee discussed contacting local vendors for prize donations.
 - B. Employee Holiday Party: Administrative Coordinator Case discussed food options with the committee. The catering service used for past employee parties has raised their prices \$4 per person and it is no longer an option.
6. Set Date for Next Communications Committee meeting: December 19, 2023, @ 10:00 a.m.: This is a tentative date that may need to be rescheduled.
7. Adjournment: Supervisor Palmblad adjourned the meeting at 10:22 a.m.

HEALTH & WELLNESS COMMITTEE MEETING

Ela Town Hall 1155 E. Route 22, Lake Zurich
Friday, November 17, 2023 8:30 A.M.

MEETING MINUTES

1. Call to Order: Trustee Samz called the November 17, 2023 Health & Wellness committee meeting to order at 8:30 A.M.
2. Roll Call: Present were Supervisor Palmblad, Trustee Samz, Township Manager Marciniak, and Director Marx
3. Public Comment: None
4. Groups:
 - a. Grief Group, Last Tuesday of the month from 3-4:30pm. Well attended.
 - b. Charity Knit: going strong, donating a lot of things, connected them with KPD.
5. Events
 - a. Thanksgiving Meals from Jewel Osco and Blue Heron Cafe. Deadline to sign up for meals is 11/16.
 - i. Jewel Osco will provide a whole cooked turkey with sides (heat-n-serve) and H&W will deliver the box meals.
 - ii. Blue Heron will provide single serve meals (heat-n-eat) with sides and will deliver the meals.
 - b. Christmas Meals from Jewel Osco and DJ Bistro. Deadline to sign up for meals is 12/18.
 - i. Jewel Osco will provide a whole cooked ham with sides (heat-n-serve).
 - ii. DJ Bistro will provide single serve (heat-n-serve) meals with sides.
 - iii. The Health & Wellness team will deliver all the meals for Christmas.
 - c. Holiday Giving Tree for children ages 0-17 and senior citizens. Sign up ends 11/3.
 - i. Working with Messiah Lutheran Church and Kiddie Academy to host tree/ certain number of gifts.
 - ii. We plan on putting the gifts in the small conference room downstairs.
 - iii. Also looking for residents interested in adopting a kid or two...or three!
 - d. Shop with a Cop in partnership with LZPD. Exact date 11.29 from 5:30-7:30pm.
 - i. Limited space, for ages 8-13
 - e. CERT of South Lake County Mental Health Training at Vehe Barn scheduled for 11/14 from 7-10pm.
 - f. EA/GA Training to review new laws on 10.25
 - i. Webinar from Hanover, more training is needed.
6. Lending Closet:
 - a. Doing well at this time, no report.
 - b. Getting the word out more, stats indicate we are increasing the people that use it.
7. Staffing
 - a. May be losing Melanie to the VA for a better opportunity.
8. Monthly Statistics & Trends:
 - a. 19 referrals so far this month, last year we had 17 total.

- i. Seeing more villages represented, even people outside the community are reaching out.
 - ii. Doing better at using non-triggering language, more information over the phone, taking more time with them at a slower pace.
 - iii. Doing better at reaching more people outside LZ, can always do better.
9. New Business:
 - a. Working on updating the website to best represent the department. May not get to it until next year due to high demand in referrals, events, clients.
10. Old Business: None
11. Set Date for Next Health & Wellness Committee Meeting: February 16th at 8:30 AM
12. Adjournment: Trustee Samz adjourned the meeting at 9:35 A.M.



Township Manager's Office
Ted Marciniak

Town Hall: 1155 East Route 22 • Lake Zurich, IL 60047
Phone: 847-438-7823 **Fax:** 847-438-9269
E-mail: info@elatownship.org

HIGHWAY COMMITTEE MEETING

Ela Town Hall – Upper-Level Conference Room
1155 E. Route 22, Lake Zurich, IL
Wednesday, December 6, 2023 – 10:00 A.M.

MEETING MINUTES

1. Call to Order: Trustee Bowman called to order 10:03 a.m.
2. Roll Call: Present were Trustee Bowman, Trustee Wilhoit, Supervisor Palmblad, Township Manager Marciniak, Highway Superintendent DePouw, and Foreman Meyer.
3. Public Comment: None.
4. Project Updates: Still awaiting word from the state regarding two pending DECO Grants. State still waiting to pay 2022 award winners. Received pay requests from both Chicagoland Paving, and Peter-Baker. Highway Department completed all scheduled work this year. The bridge in Long Grove has been hit multiple times recently.
5. Vehicles: Both trucks 2 and 5 have rear main seal leaks. Both vehicles still operational. Discussions on replacement schedules for both vehicles occurred. The fleet is now 100 percent ready for plowing.
6. Staffing: Initial conversations on the potential of adding another position to the budget for next year.
7. New Business: Vernon Township put the old Vector on auction site. Township will receive our portion of the sale.
8. Old Business: None.
9. Set Date for Next Highway Committee Meeting: February 7, 2024, at 10:00 a.m.
10. Adjournment: Meeting Adjourned at 10:36 a.m.

9

ELA TOWNSHIP
BOARD AUDIT REPORT
FROM: 11/7/2023 - 12/11/2023

	INVOICE CHECKS	PAYROLL & PAYROLL TAXES & RETIREMENT	TOTAL FUNDS
TOTAL GENERAL TOWN FUND:	\$72,525.03	\$107,787.39	\$180,312.42
TOTAL GENERAL ASSISTANCE FUND:	\$2,040.59	\$1,999.55	\$4,040.14
TOTAL GENERAL ROAD FUND:	\$311,052.50	\$10,285.88	\$321,338.38
TOTAL PERMANENT ROAD FUND:	\$21,995.23	\$36,040.46	\$58,035.69
TOTAL PARK MAINTENANCE FUND:	\$22,884.78	\$4,123.91	\$27,008.69
TOTAL CEMETERY MAINTENANCE FUND:	\$5,069.52	\$621.05	\$5,690.57
*** TOTAL ALL FUNDS:	\$435,567.65	\$160,858.24	\$596,425.89

THE FOLLOWING INFORMATION HAS BEEN AUDITED AND APPROVED FOR PAYMENT.

THIS _____ DAY OF _____, 20_____.

SUPERVISOR

TOWN CLERK

TRUSTEE

TRUSTEE

TRUSTEE

TRUSTEE

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 1 GENERAL TOWN FUND					
Dept 1 ADMINISTRATIVE DIVISION					
1-1-509.00	HEALTH BENEFITS	DELTA DENTAL OF ILLINOIS	DECEMBER PREMIUM	146.02	96978
1-1-509.00	HEALTH BENEFITS	BLUE CROSS AND BLUE SHIE	DECEMBER PREMIUM	1,793.08	1112
1-1-520.00	MATS-TH (35%)	UNIFIRST CORPORATION	MATS-TH	49.20	97037
1-1-520.00	MATS-TH (35%)	UNIFIRST CORPORATION	MATS-TH	49.20	97037
1-1-520.00	FURNISH AND INSTALL AUTOMATIC	DH PACE COMPANY	FURNISH AND INSTALLATION OF AUTOMATIC	3,626.00	96984
1-1-532.00	TELEPHONE-CELL ADMIN - 3 UNITS	SPRINT	ACCT #838841513 9/8-10/8/23	157.78	1115
1-1-532.00	TELEPHONE 3016001336 NOV 2023	ACCESS ONE	TELEPHONE 3016001336 NOV 2023	369.92	1125
1-1-532.00	INTERNET/PHONE 11/9-12/8/23 35	COMCAST	ACCT#8771100970050157 11/9-12/8/23	126.39	1116
1-1-532.00	PHONE SERVICE 10/16-11/15/2023	T-MOBILE	PHONE SERVICE 10/16-11/15/2023	54.00	1139
1-1-534.00	ELECTRICITY 3363121110 9/25-10/	COMMONWEALTH EDISON	ELECTRICITY 3363121110 1155 W RT 22 9	221.78	1132
1-1-534.00	WATER 1155 E RT 22 9/20-10/20/2	VILLAGE OF LAKE ZURICH	GAS 46-44-35-6488 8 1155 E RT 22 9/13	21.52	1142
1-1-534.00	GAS 35% 9/13-10/12/23	NICOR GAS	TOI CONFERENCE TRAVEL&MILES REI	75.62	1121
1-1-536.00	TOI CONFERENCE TRAVEL&MILES REI	TADEUSZ MARCINIAK	TOI CONFERENCE TRAVEL&MILES REIMBURSM	500.50	97021
1-1-538.00	POSTAGE-3Q2023	QUADIENT FINANCE USA, IN	POSTAGE 7900 0443 5186 7811-3Q2023	254.40	97025
1-1-538.00	POSTAGE METER LEASE	QUADIENT LEASING USA, IN	POSTAGE METER LEASE 9/18/23-12/17/23	179.85	97032
1-1-540.00	TOWNSHIP WINTER 2023/2024 NEWSL	AMERICAN LITHO	TOWNSHIP WINTER 2023/2024 NEWSLETTER	3,193.00	97006
1-1-540.00	METERED COPIER USAGE	WAREHOUSE DIRECT	METERED COPIER USAGE 7/29-10/28/2023	734.06	97041
1-1-544.00	LEGAL EXPENSES 10/9-11/30/2023	ANCEL GLINK, P.C.	LEGAL EXPENSES 10/9-11/30/2023	8,606.50	97007
1-1-544.00	LEGAL FEES-MANDAMUS COMPLAINT	BOND, DICKSON & ASSOCIAT	LEGAL FEES-MANDAMUS COMPLAINT	5,692.50	97009
1-1-546.00	BOARD LUNCHEONS 2Q 3Q 4Q 2023-G	LAKE ZURICH AREA	BOARD LUNCHEONS 2Q 3Q 4Q 2023-GP	225.00	96948
1-1-546.00	ILLINOIS CITY COUNTY-MEMBERSHIP	ELAN FINANCIAL SERVICES	BYLINE STATEMENT - OCTOBER 2023	266.25	1113
1-1-546.00	LATE CHARGES FOR INV#5068221254	RICOH USA, INC.	LATE CHARGES FOR INV#5068221254	5.17	97034
1-1-558.00	COSTCO-TOILET PAPER	CITI CARDS	OCTOBER STATEMENT	19.49	1114
1-1-558.00	READYFRESH/WATER SERVICE 35%	ELAN FINANCIAL SERVICES	BYLINE STATEMENT - OCTOBER 2023	46.76	1113
1-1-558.00	DLX-DEPOSIT BOOKS,STMP,ENVELOPE	ELAN FINANCIAL SERVICES	BYLINE STATEMENT - OCTOBER 2023	441.67	1113
1-1-558.00	READYFRESH/WATER SERVICE 35%	ELAN FINANCIAL SERVICES	BYLINE STATEMENT - OCTOBER 2023	17.97	1113
1-1-558.00	KEY-GENERATOR	LAKE ZURICH ACE	KEY-GENERATOR	2.54	96985
1-1-558.00	W2 BLANK FORMS	ODP BUSINESS SOLUTIONS,	W2 BLANK FORMS	21.98	97026
1-1-558.00	PLANNING CALENDAR 2024	ODP BUSINESS SOLUTIONS,	NOTEBOOK REFILL PAGES AND CALENDAR	19.99	97026
1-1-565.00	TIMEPRO HOSTING - OCTOBER 2023	COMMEG SYSTEMS, INC.	TIMEPRO HOSTING - OCTOBER 2023	220.00	97010
1-1-565.00	MONTHLY IT SERVICE JAN 2024	DEKIND COMPUTER CONSULTA	MONTHLY IT SERVICE JAN 2024	1,050.00	97011
1-1-565.00	WEBSITE STD/MTG SUBSCRIPTION	PROUDCITY, INC.	WEBSITE STD/MTG SUBSCRIPTION	1,800.00	97031
1-1-565.00	HOSTED SERVICE (3) OCT 2023- SE	VC3, INC.	HOSTED SERVICE (3) OCT 2023-SEPT 2024	1,278.00	97039
1-1-565.00	MONTHLY IT SERVICE - DECEMBER 2	DEKIND COMPUTER CONSULTA	MONTHLY IT SERVICE - DECEMBER 2023	1,050.00	96983
1-1-568.00	ACCT 939689 SUBSCRIPTION	PADDOCK PUBLICATIONS INC	ACCT 939689 SUBSCR. 12-12-23-2/6/24	51.80	97027
Total For Dept 1 ADMINISTRATIVE DIVISION				32,367.94	
Dept 2 ELECTED OFFICIALS					
1-2-536.00	TOI 11/12-11/14/23 TRAVEL/MILES	DOUGLAS SAMZ	TOI 11/12-11/14/23 TRAVEL/MILES REIMB	322.77	97012
1-2-536.00	TOI CONFERENCE MILES REIMBURSME	GLORIA PALMBLAD	TOI CONFERENCE MILES REIMBURSMENT	285.46	97029
1-2-537.00	TOWNSHIP OFFICIALS-D.SAMZ	ELAN FINANCIAL SERVICES	BYLINE STATEMENT - OCTOBER 2023	223.50	1113
Total For Dept 2 ELECTED OFFICIALS				831.73	
Dept 3 HEALTH AND WELLNESS					
1-3-509.00	HEALTH BENEFITS	DELTA DENTAL OF ILLINOIS	DECEMBER PREMIUM	401.92	96978
1-3-509.00	HEALTH BENEFITS	BLUE CROSS AND BLUE SHIE	DECEMBER PREMIUM	5,705.07	1112
1-3-510.00	TASC FSA PAYMENT 11/15/23	TASC CUSTOMER CARE	TASC FSA PAYMENT 11/15/2023	349.99	1110
1-3-510.00	TASC FSA PAYMENT 11/29/2023	TASC CUSTOMER CARE	TASC FSA PAYMENT 11/29/2023	349.99	1111
1-3-520.00	MATS-TH (25%)	UNIFIRST CORPORATION	MATS-TH	35.14	97037
1-3-520.00	MATS-TH (25%)	UNIFIRST CORPORATION	MATS-TH	35.14	97037

PAID
 BOARD AUDIT

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 1 GENERAL TOWN FUND					
Dept 3 HEALTH AND WELLNESS					
1-3-532.00	TELEPHONE-CELL H&W - 3 UNITS	SPRINT	ACCT #838841513 9/8-10/8/23	135.54	1115
1-3-532.00	TELEPHONE 3016001336 NOV 2023	ACCESS ONE	TELEPHONE 3016001336 NOV 2023	239.22	1125
1-3-532.00	INTERNET/PHONE 11/9-12/8/23 25	COMCAST	ACCT#8771100970050157 11/9-12/8/23	90.27	1116
1-3-532.00	PHONE SERVICE 10/16-11/15/2023	T-MOBILE	PHONE SERVICE 10/16-11/15/2023	54.00	1139
1-3-534.00	ELECTRICITY 3363121110 9/25-10/	COMMONWEALTH EDISON	ELECTRICITY 3363121110 1155 W RT 22 9	158.42	1132
1-3-534.00	WATER 1155 E RT 22 9/20-10/20/2	VILLAGE OF LAKE ZURICH	WATER 006658-00 1155 E ROUTE 22 9/20-	15.37	1142
1-3-534.00	GAS 25% 9/13-10/12/23	NICOR GAS	GAS 46-44-35-6488 8 1155 E RT 22 9/13	54.01	1121
1-3-537.00	ASCENSION-EDUCATION B.INNOCENTI	ELAN FINANCIAL SERVICES	BYLINE STATEMENT - OCTOBER 2023	25.00	1113
1-3-537.00	ASSESSION-EDUCATION M.LIMA	ELAN FINANCIAL SERVICES	BYLINE STATEMENT - OCTOBER 2023	25.00	1113
1-3-537.00	PESI - 2 WEBINARS	ELAN FINANCIAL SERVICES	BYLINE STATEMENT - OCTOBER 2023	374.98	1113
1-3-538.00	POSTAGE-3Q2023	QUADRIENT FINANCE USA, IN	POSTAGE 7900 0443 5186 7811-3Q2023	2.13	97025
1-3-540.00	IN JUMBOPOSTCARD	ELAN FINANCIAL SERVICES	BYLINE STATEMENT - OCTOBER 2023	33.00	1113
1-3-558.00	COSTCO--TOWELS,STORAGE	ELAN FINANCIAL SERVICES	BYLINE STATEMENT - OCTOBER 2023	82.73	1113
1-3-558.00	AMAZON-SUPPLIES	ELAN FINANCIAL SERVICES	BYLINE STATEMENT - OCTOBER 2023	162.66	1113
1-3-558.00	READYFRESH/WATER SERVICE 25%	ELAN FINANCIAL SERVICES	BYLINE STATEMENT - OCTOBER 2023	33.40	1113
1-3-558.00	READYFRESH/WATER SERVICE 25%	ELAN FINANCIAL SERVICES	BYLINE STATEMENT - OCTOBER 2023	12.83	1113
1-3-559.00	AMAZON-OFFICE EQUIPMENT CHAIRS	ELAN FINANCIAL SERVICES	BYLINE STATEMENT - OCTOBER 2023	439.96	1113
1-3-565.00	THERAPY NOTES	ELAN FINANCIAL SERVICES	BYLINE STATEMENT - OCTOBER 2023	76.00	1113
Total For Dept 3 HEALTH AND WELLNESS				8,891.77	
Dept 5 COMMUNITY CENTER					
1-5-411.01	REFUND-CANCELED DAY TRIP	JOAN GRYGEL	REFUND-CANCELED DAY TRIP	100.00	96949
1-5-411.01	REFUND-CANCELED DAY TRIP	BERNARD SCHOFIELD	REFUND-CANCELED DAY TRIP	220.00	96950
1-5-411.01	REFUND-CANCELED DAY TRIP	KATHLEEN RICHARDS	REFUND-CANCELED DAY TRIP	100.00	96951
1-5-509.00	HEALTH BENEFITS	DELTA DENTAL OF ILLINOIS	DECEMBER PREMIUM	189.26	96978
1-5-509.00	HEALTH BENEFITS	BLUE CROSS AND BLUE SHIE	DECEMBER PREMIUM	1,901.69	1112
1-5-510.00	TASC FSA PAYMENT 11/15/23	TASC CUSTOMER CARE	TASC FSA PAYMENT 11/15/2023	7.69	1110
1-5-510.00	TASC FSA PAYMENT 11/29/2023	TASC CUSTOMER CARE	TASC FSA PAYMENT 11/29/2023	7.69	1111
1-5-520.00	OVERHEAD DOOR REPAIR	ELAN FINANCIAL SERVICES	BYLINE STATEMENT - OCTOBER 2023	429.50	1113
1-5-520.00	GFS STORE-PAPER TOWELS/TP	ELAN FINANCIAL SERVICES	BYLINE STATEMENT - OCTOBER 2023	265.94	1113
1-5-520.00	CLEANING SUPPLIES COMMUNITY CTR	HOME DEPOT CREDIT SERVIC	#2908 NOVEMBER STATEMENT	52.76	96994
1-5-520.00	MATS--CC	UNIFIRST CORPORATION	MATS-CC	95.05	97037
1-5-520.00	MATS--CC	UNIFIRST CORPORATION	MATS-CC	95.05	97037
1-5-524.00	COSTCO-11/9 VET LUNCH-RETURN	CITI CARDS	OCTOBER STATEMENT	(4.99)	1114
1-5-524.00	JEWEL WEEK 9/25 LUNCHES	CITI CARDS	OCTOBER STATEMENT	5.49	1114
1-5-524.00	MARIANO'S WEEK 9/25 LUNCHES	CITI CARDS	OCTOBER STATEMENT	14.74	1114
1-5-524.00	COSTCO WEEK 9/25 LUNCHES	CITI CARDS	OCTOBER STATEMENT	33.45	1114
1-5-524.00	COSTCO WEEK 9/25 LUNCHES	CITI CARDS	OCTOBER STATEMENT	135.60	1114
1-5-524.00	MARIANO'S WEEK 9/25 LUNCHES	CITI CARDS	OCTOBER STATEMENT	67.33	1114
1-5-524.00	COSTCO-NUTRITION YOUTH	CITI CARDS	OCTOBER STATEMENT	249.18	1114
1-5-524.00	COSTCO-SENIOR NUTRITION	CITI CARDS	OCTOBER STATEMENT	51.27	1114
1-5-524.00	GFS STORE-PLATES, TO GO CONTAIN	ELAN FINANCIAL SERVICES	BYLINE STATEMENT - OCTOBER 2023	75.94	1113
1-5-524.00	MARIANO'S-10/10&10/12 LUNCH&LEA	ELAN FINANCIAL SERVICES	BYLINE STATEMENT - OCTOBER 2023	34.56	1113
1-5-524.00	MARIANO'S-10/10&10/12 LUNCH&LEA	ELAN FINANCIAL SERVICES	BYLINE STATEMENT - OCTOBER 2023	5.96	1113
1-5-524.00	COSTCO-YOUTH AFTER SCHOOL SNACK	ELAN FINANCIAL SERVICES	BYLINE STATEMENT - OCTOBER 2023	66.63	1113
1-5-524.00	WALMART-SENIOR NUTRITION	ELAN FINANCIAL SERVICES	BYLINE STATEMENT - OCTOBER 2023	2.60	1113
1-5-525.00	D-DAY PRESENTATION 11/14/2023	JIM GIBBONS	D-DAY PRESENTATION 11/14/2023	300.00	96960
1-5-525.00	MARIANO'S--LUNCH & LEARN	CITI CARDS	OCTOBER STATEMENT	32.05	1114
1-5-525.00	COSTCO--LUNCH & LEARN	CITI CARDS	OCTOBER STATEMENT	95.83	1114
1-5-525.00	MARIANO'S--LUNCH & LEARN	CITI CARDS	OCTOBER STATEMENT	5.59	1114

PAID
 BOARD AUDIT

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 1 GENERAL TOWN FUND					
Dept 5 COMMUNITY CENTER					
1-5-525.00	MARIANO'S- COOK BY THE BOOK 10/	ELAN FINANCIAL SERVICES	BYLINE STATEMENT - OCTOBER 2023	34.60	1113
1-5-525.00	MARIANO'S - 10/17/23 LUNCH&LEAR	ELAN FINANCIAL SERVICES	BYLINE STATEMENT - OCTOBER 2023	30.45	1113
1-5-532.00	TELEPHONE-CELL CC - 4 UNITS	SPRINT	ACT #838841513 9/8-10/8/23	128.04	1115
1-5-532.00	TELEPHONE 3016001336 NOV 2023	ACCESS ONE	TELEPHONE 3016001336 NOV 2023	331.57	1125
1-5-532.00	INTERNET/PHONE 11/17-12/16/202	COMCAST	8771 10 097 0242481 11/17-12/16/2023	282.98	1141
1-5-532.00	PHONE SERVICE 10/16-11/15/2023	T-MOBILE	PHONE SERVICE 10/16-11/15/2023	72.00	1139
1-5-534.00	ELECTRICITY 2211206014 9/25-10	COMMONWEALTH EDISON	ELECTRICITY 2211206014 380 SURRYSE RD	541.57	1143
1-5-534.00	WATER 380 SURRYSE RD 9/20-10/20	VILLAGE OF LAKE ZURICH	WATER 006109-01 380 SURRYSE RD 9/20-1	101.14	1131
1-5-534.00	9168622268 7 380 SURRYSE 9/14-1	NICOR GAS	GAS 91-68-62-2268 7 380 SURRYSE 9/14-	91.28	1122
1-5-536.00	MILES REIMBURSEMENT FOR 9/21/23	LISA GAGGIANO	MILES REIMBURSEMENT FOR 9/21/23 & 9/28	47.16	97017
1-5-537.00	POTBELLY-STAFF RETREAT LUNCH	CITI CARDS	OCTOBER STATEMENT	33.54	1114
1-5-537.00	AMERICAN RED CROSS-SENIOR CPR T	ELAN FINANCIAL SERVICES	BYLINE STATEMENT - OCTOBER 2023	216.00	1113
1-5-537.00	AMERICAN RED CROSS-YOUTH CPR TR	ELAN FINANCIAL SERVICES	BYLINE STATEMENT - OCTOBER 2023	180.00	1113
1-5-538.00	OVERNIGHT POSTAGE 55+ NEWSLETTE	CATHY EDWARDS	OVERNIGHT POSTAGE 55+NEWSLETTER	28.75	97013
1-5-538.00	POSTAGE-3Q2023	QUADIENT FINANCE USA, IN	POSTAGE 7900 0443 5186 7811-3Q2023	1.89	97025
1-5-538.00	POSTAGE 55+ NEWSLETTER	U.S. POSTAL SERVICE	POSTAGE 55+ NEWSLETTER	725.27	96981
1-5-540.00	COPIER MPC2504 RENT 11/18-12/17	RICOH USA, INC.	COPIER MPC2504 RENT 11/18-12/17/2023	110.08	96962
1-5-540.00	COPIER MPC2504 RENT 12/18-1/17/	RICOH USA, INC.	COPIER MPC2504 RENT 12/18-1/17/2024	110.08	97033
1-5-540.00	COPIER AGRM-ADD'L COPIES-OCT 2	RICOH USA, INC.	RICOH 13734233 COPIER AGRMT ADDL COPI	137.61	97034
1-5-540.00	COPIER AGRM-ADD'L COPIES NOV 2	RICOH USA, INC.	13734233 COPIER AGRMT ADDL COPIES NOV	118.85	97034
1-5-547.00	SR. 55+ CUISINE CLUB EVENT 11/2	BACCHUS NIBBLES	SR. 55+ CUISINE CLUB EVENT 11/20/23 (1,035.00	96965
1-5-547.00	SHED AQUARIUM 10/30/2023	CITI CARDS	OCTOBER STATEMENT	1,704.00	1114
1-5-547.00	BUS DRIVER TIP - HAMILTON 11/28	JEFF HUFFMAN	BUS DRIVER TIP - HAMILTON 11/28/2023	108.00	96973
1-5-547.00	TST ZIN GASTRO - 10/24/23 CUISI	ELAN FINANCIAL SERVICES	BYLINE STATEMENT - OCTOBER 2023	1,305.00	1113
1-5-547.00	FITNESS CLASSES - 11 2023	ELB CONSULTING, INC.	FITNESS CLASSES - 11 2023	512.00	97014
1-5-547.00	PROGRAMS-ZUMBA CLASS 11/03/2023	ERIN CONWAY-FINNEY	ZUMBA CLASS 11/03/2023	30.00	97015
1-5-547.00	JG' REPTILE ROAD SHOW 1/8/2024	JG'S REPTILE ROAD SHOW	JG' REPTILE ROAD SHOW 1/8/2024	425.00	97016
1-5-547.00	WINTER BREAK PROGRAM 1/2/24	LAKE COUNTY FOREST PRES	WINTER BREAK PROGRAM 1/2/24-MAMMALS	120.00	97020
1-5-547.00	YOGA CLASSES - NOVEMBER 2023	VAL MARKOVSKA	YOGA CLASSES - NOVEMBER 2023	352.00	97022
1-5-547.00	BUS-HAMILTON TRIP 11/28/2023	VAN GALDER BUS/COACH USA	BUS-HAMILTON TRIP 11/28/2023 BALANCE	990.00	97038
1-5-547.00	BUS-SHEDD AQUARIUM TRIP BALANCE	VAN GALDER BUS/COACH USA	BUS-SHEDD AQUARIUM TRIP BALANCE 10/30	999.00	97038
1-5-547.00	VOLO MUSEUM DEPOSIT FOR DAY TRI	VOLO AUTO MUSEUM	VOLO MUSEUM TRIP DEPOSIT-1/29/24	50.00	97040
1-5-547.00	MORNING MOVERS NOV 2023	PATRICIA WISNIEWSKI	MORNING MOVERS NOV 2023	320.00	97042
1-5-547.00	BUS-SANFILIPPO ESTATE 12/5/2023	BARRINGTON TRANSPORTATIO	BUS-SANFILIPPO ESTATE 12/5/2023	418.00	96977
1-5-547.00	CHRISTMAS LUNCH/CONCERT 12/5/20	SANFILIPPO FOUNDATION	CHRISTMAS LUNCH/CONCERT 12/5/2023	3,974.00	96979
1-5-547.00	BUS DRIVER TIP-SANFILIPPO 12/5/	ANNE BECKER	BUS DRIVER TIP-SANFILIPPO 12/5/2023	92.00	96980
1-5-551.00	LE ACE - OCTOBER CRAFT	CITI CARDS	OCTOBER STATEMENT	8.48	1114
1-5-551.00	AMAZON--PROGRAM SUPPLIES YOUTH	CITI CARDS	OCTOBER STATEMENT	31.25	1114
1-5-551.00	COSTCO COOK BY THE BOOK 9/28/23	CITI CARDS	OCTOBER STATEMENT	26.97	1114
1-5-551.00	AMAZON-PROGRAM SUPPLIES YOUTH	CITI CARDS	OCTOBER STATEMENT	12.24	1114
1-5-551.00	AMAZON-PROGRAM SUPPLIES YOUTH	CITI CARDS	OCTOBER STATEMENT	128.12	1114
1-5-551.00	MARIANO'S COOK BY BOOK 9/28/23	CITI CARDS	OCTOBER STATEMENT	44.82	1114
1-5-551.00	CRICUT-SENIOR PROGRAM SUPPLY	ELAN FINANCIAL SERVICES	BYLINE STATEMENT - OCTOBER 2023	9.99	1113
1-5-551.00	WALMART-SR PROGRAM SUPPLIES OCT	ELAN FINANCIAL SERVICES	BYLINE STATEMENT - OCTOBER 2023	60.20	1113
1-5-551.00	AMAZON- SR PROGRAM SUPPLIES OCT	ELAN FINANCIAL SERVICES	BYLINE STATEMENT - OCTOBER 2023	239.30	1113
1-5-551.00	BINNYS-VIRTUAL WINE TASTING	ELAN FINANCIAL SERVICES	BYLINE STATEMENT - OCTOBER 2023	148.88	1113
1-5-551.00	ALDI-VIRTUAL WINE TASTING	ELAN FINANCIAL SERVICES	BYLINE STATEMENT - OCTOBER 2023	11.13	1113
1-5-551.00	WALMART- YOUTH PROGRAM SUPPLIES	ELAN FINANCIAL SERVICES	BYLINE STATEMENT - OCTOBER 2023	20.14	1113
1-5-551.00	TRADER JOE'S-COOK BY THE BOOK 1	ELAN FINANCIAL SERVICES	BYLINE STATEMENT - OCTOBER 2023	9.76	1113
1-5-551.00	MARIANO'S-COOK BY THE BOOK 10/1	ELAN FINANCIAL SERVICES	BYLINE STATEMENT - OCTOBER 2023	69.46	1113

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 1 GENERAL TOWN FUND					
Dept 5 COMMUNITY CENTER					
1-5-551.00	DUNKIN-MUSIC TRIVIA PRIZES	ELAN FINANCIAL SERVICES	BYLINE STATEMENT - OCTOBER 2023	50.00	1113
1-5-551.00	WALMART-MUSIC TRIVIA SNACKS	ELAN FINANCIAL SERVICES	BYLINE STATEMENT - OCTOBER 2023	35.10	1113
1-5-551.00	PARTY CITY-COOK BY THE BOOK 10/	ELAN FINANCIAL SERVICES	BYLINE STATEMENT - OCTOBER 2023	30.00	1113
1-5-551.00	WALMART-CRAFT SUPPLIES FOR HOME	ELAN FINANCIAL SERVICES	BYLINE STATEMENT - OCTOBER 2023	25.70	1113
1-5-551.00	WALMART-SNACK & CHAT	ELAN FINANCIAL SERVICES	BYLINE STATEMENT - OCTOBER 2023	26.36	1113
1-5-558.00	LABELS/PENS/PAPER/GLOVES/MASKS/	RUNCO OFFICE SUPPLY	LABELS/PENS/PAPER/GLOVES/PENCILS	191.11	97035
1-5-561.00	AKROGOLD UNLEADED GASOLINE	CONSERV FS INC	AKROGOLD UNLEADED GASOLINE	135.79	96990
1-5-563.00	AMAZON-DOOR STOPS	CITI CARDS	OCTOBER STATEMENT	32.24	1114
1-5-568.00	ACCT 905351 SUBSCRIPTION	PADDOCK PUBLICATIONS INC	ACCT 905351 SUBSCRIPT. 12/5/23-1/30/2	91.40	97028
Total For Dept 5 COMMUNITY CENTER				21,831.16	
Dept 6 ASSESSORS DIVISION					
1-6-509.00	HEALTH BENEFITS	DELTA DENTAL OF ILLINOIS	DECEMBER PREMIUM	259.14	96978
1-6-509.00	HEALTH BENEFITS	BLUE CROSS AND BLUE SHIE	DECEMBER PREMIUM	2,568.95	1112
1-6-520.00	MATS-TH (40%)	UNIFIRST CORPORATION	MATS-TH	56.23	97037
1-6-520.00	MATS-TH (40%)	UNIFIRST CORPORATION	MATS-TH	56.23	97037
1-6-532.00	TELEPHONE 10/16-11/15/23	VERIZON WIRELESS	TELEPHONE 686572087-00001 10/16-11/15	72.02	1126
1-6-532.00	TELEPHONE 3016001336 NOV 2023	ACCESS ONE	TELEPHONE 3016001336 NOV 2023	320.62	1125
1-6-532.00	INTERNET/PHONE 11/9-12/8/23 40	COMCAST	ACCT#8771100970050157 11/9-12/8/23	144.44	1116
1-6-534.00	ELECTRICITY 3363121110 9/25-10/	COMMONWEALTH EDISON	ELECTRICITY 3363121110 1155 W RT 22 9	253.47	1132
1-6-534.00	WATER 1155 E RT 22 9/20-10/20/2	VILLAGE OF LAKE ZURICH	WATER 006658-00 1155 E ROUTE 22 9/20-	24.59	1142
1-6-534.00	GAS 40% 9/13-10/12/23	NICOR GAS	GAS 46-44-35-6488 8 1155 E RT 22 9/13	86.42	1121
1-6-540.00	METERED COPIER USAGE 8/1-10/31/	WAREHOUSE DIRECT	METERED COPIER USAGE 8/1-10/31/2023	623.16	97041
1-6-544.00	LEGAL EXPENSES-ASSESSOR CONTRAC	ANCEL GLINK, P.C.	LEGAL EXPENSES 10/9-11/30/2023	710.00	97007
1-6-546.00	COSTAR SUITE	ELAN FINANCIAL SERVICES	BYLINE STATEMENT - OCTOBER 2023	420.86	1113
1-6-546.00	JOB AD POSTING FEE (3)	IILCMA	JOB AD POSTING FEE (3)	150.00	97018
1-6-558.00	COSTCO-TOILET PAPER	CITI CARDS	OCTOBER STATEMENT	19.49	1114
1-6-558.00	READYFRESH/WATER SERVICE 40%	ELAN FINANCIAL SERVICES	BYLINE STATEMENT - OCTOBER 2023	20.53	1113
1-6-558.00	READYFRESH/WATER SERVICE 40%	ELAN FINANCIAL SERVICES	BYLINE STATEMENT - OCTOBER 2023	53.45	1113
1-6-558.00	PAPER/MECHANICAL PENCILS	RUNCO OFFICE SUPPLY	LABELS/PENS/PAPER/GLOVES/PENCILS	103.97	97035
1-6-561.00	AKROGOLD UNLEADED GASOLINE	CONSERV FS INC	AKROGOLD UNLEADED GASOLINE	58.83	96990
Total For Dept 6 ASSESSORS DIVISION				6,002.40	
Dept 7 TRANSPORTATION DIVISION					
1-7-509.00	HEALTH BENEFITS	DELTA DENTAL OF ILLINOIS	DECEMBER PREMIUM	48.52	96978
1-7-509.00	HEALTH BENEFITS	BLUE CROSS AND BLUE SHIE	DECEMBER PREMIUM	667.26	1112
1-7-532.00	TELEPHONE-CELL BUS - 3 UNITS	SPRINT	ACCT #838841513 9/8-10/8/23	200.28	1115
1-7-532.00	PHONE SERVICE 10/16-11/15/2023	T-MOBILE	PHONE SERVICE 10/16-11/15/2023	54.00	1139
1-7-558.00	DISCBOUND NOTEBOOK REFILL PAGES	ODP BUSINESS SOLUTIONS,	NOTEBOOK REFILL PAGES AND CALENDAR	13.58	97026
1-7-561.00	AKROGOLD UNLEADED GASOLINE	CONSERV FS INC	AKROGOLD UNLEADED GASOLINE	1,616.39	96990
Total For Dept 7 TRANSPORTATION DIVISION				2,600.03	
Fund 2 GENERAL ASSISTANCE FUND					
Dept 0					
2-0-537.00	EB NEW GENERAL ASSIST TRAINING	ELAN FINANCIAL SERVICES	BYLINE STATEMENT - OCTOBER 2023	50.00	1113
2-0-701.00	CASE #2023-1199001	GLENCOE PROPERTIES LLC	CASE #2023-1199001	1,500.00	96953
2-0-701.00	COMED 10/19/23 ACC#2127483114 P	CITI CARDS	OCTOBER STATEMENT	490.59	1114
Total For Dept 0				2,040.59	
Total For Fund 1 GENERAL TOWN FUND					
Total For Fund 1 GENERAL TOWN FUND				72,525.03	

PAID
 BOARD AUDIT

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 2 GENERAL ASSISTANCE FUND					
Total For Fund 2 GENERAL ASSISTANCE FUND				2,040.59	
Fund 3 GENERAL ROAD FUND					
Dept 1 ADMINISTRATIVE DIVISION					
3-1-509.00	HEALTH BENEFITS		DECEMBER PREMIUM	250.50	96978
3-1-509.00	HEALTH BENEFITS		DECEMBER PREMIUM	3,236.21	1112
3-1-510.00	TASC FSA PAYMENT 11/15/23		TASC FSA PAYMENT 11/15/2023	57.69	1110
3-1-510.00	TASC FSA PAYMENT 11/29/2023		TASC FSA PAYMENT 11/29/2023	57.69	1111
3-1-532.00	INTERNET/PHONE 10/21-11/20/202		8771 10 098 0313769 10/21-11/20/2023	145.72	1140
3-1-532.00	TELEPHONE 10/16-11/15/23		TELEPHONE 686572087-00001 10/16-11/15	114.14	1126
3-1-546.00	AMAZON-BUSINESS MEMBERSHIP		OCTOBER STATEMENT	179.00	1114
3-1-558.00	POSTAGE-302023		POSTAGE 7900 0443 5186 7811-302023	40.95	97025
3-1-565.00	12/15/23-03/14/24 WXSENTRY PVFS		12/15/23-03/14/24 WXSENTRY PVFST ONLI	934.92	96991
3-1-565.00	MONTHLY SUBSCRIPTION SERVICE		MONTHLY SUBSCRIPTION SERVICE	194.49	97004
Total For Dept 1 ADMINISTRATIVE DIVISION				5,211.31	
Dept 4 MAINTENANCE DIVISION					
3-4-534.00	ELECTRICITY 1467261008 9/25-10/		ELECTRICITY 1467261008 WS MIDLOTHIAN	245.24	1137
3-4-534.00	WATER 23605 ECHO LAKE RD 9/20-1		WATER 006631-00 23605 ECHO LAKE RD 9/	20.00	1127
3-4-534.00	#67226410008 ES ECHO LAKE 9/13-		GAS #67226410008 ES ECHO LAKE 9/13-10	48.91	1124
3-4-534.00	GAS#12830810003 23605 ECHO 9/13		GAS#12830810003 23605 ECHO 9/13-10/12	169.79	1120
3-4-534.00	ELECTRICITY 1467261008 10/24-11		ELECTRICITY 1467261008 WS MIDLOTHIAN	301.59	1119
3-4-562.00	TREESTUFF-KASKS		OCTOBER STATEMENT	1,030.09	1114
3-4-563.00	DMR MOBILE RADIO/ANTENNA-T6		DMR MOBILE RADIO/ANTENNA-T6	1,320.08	96952
3-4-567.00	SPRING COMPRESSION-BOBCAT		SPRING COMPRESSION-BOBCAT	5.13	96987
3-4-567.00	GEAR HEAD		GEAR HEAD	184.99	97001
3-4-567.00	80# CONTRACTOR SPREADER		80# CONTRACTOR SPREADER-BAFFLES-GRATE	239.99	97001
3-4-569.00	MISC FASTENERS		MISC FASTENERS	7.38	96985
3-4-569.00	T5 SEAL KIT FRT.CRANK/GASKET		T5 SEAL KIT FRT.CRANK/GASKET	150.33	96986
3-4-569.00	T3 - 2 VALVES, SUSTAINABLE I334		T3 - 2 VALVES, SUSTAINABLE I334	1,223.00	96996
3-4-569.00	T5 SEAL KIT.FRONT OIL.GASKET OI		T5 SEAL KIT.FRONT OIL.GASKET OIL PAN	420.00	96996
3-4-569.00	T2 - INJ PRESS CTR. SENSOR		T2 - INJ PRESS CTR SENSOR	232.74	96998
3-4-569.00	BELT TENSNER		BELT TENSNER	42.00	96999
3-4-569.00	BELT TENSNER RETURN INV#1996-35		BELT TENSNER RETURN INV#1996-351923 1	(42.00)	96999
3-4-569.00	T14 - 7 1QTTRANSFLD, 1 AIR FIL		T14 - 7 1QTTRANSFLD, 1 AIR FILTER	148.15	96999
3-4-569.00	T2 - CAM SENSOR		T2 - CAM SENSOR	26.40	96999
3-4-577.00	LG VILLAGE HALL-WEATHERSTRIP, G		#2908	39.65	96961
3-4-577.00	DEER PARK - MISC FASTENERS		DEER PARK - MISC FASTENERS	10.65	96985
3-4-577.00	LG-IDOT N50 SURFACE LAKEMOOR IO		LONG GROVE-IDOT N50 SURFACE LAKEMOOR	196.30	96988
3-4-577.00	IDOT N50 SURFACE-NORTH BARRINGT		IDOT N50 SURFACE-NORTH BARRINGTON	334.75	96988
3-4-577.00	BRACKETS CAP (10)/CROSS (10)		BRACKETS CAP (10)/CROSS (10)	440.00	96993
3-4-577.00	STREET SIGN 6X36-WEST OLD BARRI		STREET SIGN 6X36-WEST OLD BARRINGTON	37.50	96993
3-4-577.00	LG VILLLG 2 SIGNS 6X30, 1 SIGN 1		2 SIGNS 6X30 FOR LONG GROVE, 1 SIGN 1	127.50	96993
3-4-577.00	RETURN 3/8X6" DRILL BIT DP		#2908 NOVEMBER STATEMENT	(10.97)	96994
3-4-577.00	WATER STOP/QUIKRETE NB		#2908 NOVEMBER STATEMENT	38.81	96994
3-4-577.00	3" CONSTRUCTION SCREWS/QUIKRETE		#2908 NOVEMBER STATEMENT	255.82	96994
3-4-577.00	3/8"X6 DRILL BIT/KWIKBOLT 20PK		#2908 NOVEMBER STATEMENT	49.87	96994
3-4-577.00	MAG 2 1/2" 1PK LONG GROVE		#2908 NOVEMBER STATEMENT	21.98	96994
3-4-577.00	DEER PARK LED LIGHTS		DEER PARK - LED LIGHTS	12.00	96995
3-4-577.00	DEER PARK-MIXER,CONC 9 CU' GAS		DEER PARK-MIXER,CONC 9 CU' GAS TOW	107.52	97000
3-4-577.00	LG AND NB DRAINAGE PROJECTS-FUE		THELEN MATERIALS, LLC	751.05	97003
LONG GROVE AND N BARRINGTON DRAINAGE					

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 3 GENERAL ROAD FUND					
Dept 0					
3-4-580.00	2023 ROAD PROGRAM-PAYMENT #1	PETER BAKER & SON CO.	2023 ROAD PROGRAM-PAYMENT #1	283,924.94	96988
3-4-580.00	CLASS D PATCHING 3" - QTY 200-F	CHICAGO/LAND PAVING	CLASS D PATCHING 3" - QTY 200-FINAL	9,000.00	96989
3-4-580.00	PATCHING CONSTRUCTION MGT AND I	GEWALT HAMILTON ASSOCIAT	PATCHING CONSTR. MGT 10/18 INSPECTION	664.96	96992
3-4-580.00	10/19/23&10/20/23 PROJECT INSEPE	GEWALT HAMILTON ASSOCIAT	ROAD PROGRAM DESIGN 10/19/23&10/20/23	282.55	96992
3-4-580.00	ELA TWSP 2023 ROAD PROGRAM	GEWALT HAMILTON ASSOCIAT	ELA TWSP 2023 ROAD PROGRAM	3,782.50	96992
Total For Dept 4 MAINTENANCE DIVISION				305,841.19	
Total For Fund 3 GENERAL ROAD FUND				311,052.50	
Fund 4 PERMANENT ROAD FUND					
Dept 0					
4-0-509.00	HEALTH BENEFITS	DELTA DENTAL OF ILLINOIS	DECEMBER PREMIUM	594.27	96978
4-0-509.00	HEALTH BENEFITS	BLUE CROSS AND BLUE SHIE	DECEMBER PREMIUM	7,001.48	1112
4-0-510.00	TASC FSA PAYMENT 11/15/2023	TASC CUSTOMER CARE	TASC FSA PAYMENT 11/15/2023	38.46	1110
4-0-510.00	TASC FSA PAYMENT 11/29/2023	TASC CUSTOMER CARE	TASC FSA PAYMENT 11/29/2023	38.46	1111
4-0-561.00	DIESELEX GOLD ULTRA LS CLEAR	CONSERV FS INC	DIESELEX GOLD ULTRA LS CLEAR	2,987.09	96990
4-0-561.00	AKROGOLD UNLEADED GASOLINE	CONSERV FS INC	AKROGOLD UNLEADED GASOLINE	167.95	96990
4-0-562.00	HVY DUTY ARM HANGER,HUSKY WALL	HOME DEPOT CREDIT SERVIC	#2908	109.76	96961
4-0-562.00	MISC. TOOLS, BATTERIES	HOME DEPOT CREDIT SERVIC	#2908	339.18	96961
4-0-562.00	MENARDS-SCREWS,PLYWOOD,LUMBER	CITI CARDS	OCTOBER STATEMENT	54.22	1114
4-0-562.00	CLEANING SUPPLIES/KEY ID TAG	LAKE ZURICH ACE	CLEANING SUPPLIES/KEY ID TAG	18.33	96985
4-0-582.00	9"BASIN KIT-FOREST LAKE	HOME DEPOT CREDIT SERVIC	#2908	56.97	96961
4-0-582.00	4"DRAIN PIPE POP-FOREST LAKE	HOME DEPOT CREDIT SERVIC	#2908	19.97	96961
4-0-582.00	MS4 YEAR 21	GEWALT HAMILTON ASSOCIAT	MS4 YEAR 21	349.17	96992
4-0-582.00	10ELAT-MIXED CLEAN FILL 4 WHEEL	SUPER AGGREGATES	10ELAT-MIXED CLEAN FILL 4 WHEELER	150.00	97002
4-0-584.00	ELECTRICITY 0706074008 10/20-11	COMMONWEALTH EDISON	ELECTRICITY 0706074008 ALL STRT LGHTS	897.64	1117
4-0-586.00	BULK SAFE-T-SALT (109.69)	MORTON SALT, INC.	BULK SAFE-T-SALT (109.69)	9,172.28	96997
Total For Dept 0				21,995.23	
Total For Fund 4 PERMANENT ROAD FUND				21,995.23	
Fund 5 PARK MAINTENANCE FUND					
Dept 0					
5-0-509.00	HEALTH BENEFITS	DELTA DENTAL OF ILLINOIS	DECEMBER PREMIUM	48.52	96978
5-0-509.00	HEALTH BENEFITS	BLUE CROSS AND BLUE SHIE	DECEMBER PREMIUM	629.15	1112
5-0-520.00	AJAX DISH SOAP-KNOX BATHROOM	HOME DEPOT CREDIT SERVIC	#2908	9.98	96961
5-0-521.00	MAINTENANCE&FALL CLEAN UP OCT/N	MILLIEU DESIGN, LLC	LANDSCAPE MAINT&FALL CLEAN UP OCT/NOV	1,935.00	97023
5-0-534.00	ELECTRICITY 0429157040 9/25-10/	COMMONWEALTH EDISON	ELECTRICITY 0429157040 1111 W RT 22 9	132.40	1135
5-0-534.00	ELECTRICITY 1035656002 9/25-10/	COMMONWEALTH EDISON	ELECTRICITY 1035656002 ES TELSER RD 9	20.55	1136
5-0-534.00	WATER KNOX PARK 9/20-10/20/202	VILLAGE OF LAKE ZURICH	WATER 006673-00 1111 E ROUTE 22 9/20-	178.47	1128
5-0-562.00	TREE PURCHASE (3)-KNOX & CC	WILSON NURSERIES, INC.	TREE PURCHASE (3)-KNOX & CC	1,149.50	97005
5-0-563.00	CONCRETE MIX-PARK BENCHES	HOME DEPOT CREDIT SERVIC	#2908	72.80	96961
5-0-564.00	BB1-SCAG MOWER SPECIAL BORE	CITI CARDS	OCTOBER STATEMENT	6.04	1114
5-0-568.00	POSTAGE-3Q2023	QUADIENT FINANCE USA, IN	POSTAGE 7900 0443 5186 7811-3Q2023	0.63	97025
5-0-574.00	ELECTRICITY 1467506002 9/25-10/	COMMONWEALTH EDISON	ELECTRICITY 1467506002 95 E MAIN ST 9	120.26	1134
5-0-574.00	WATER 95 E MAIN ST 9/20-10/20/2	VILLAGE OF LAKE ZURICH	WATER 002695-00 95 E MAIN ST 9/20-10/	39.66	1130
5-0-574.00	ELA TOWNSHIP BUILDING PERMIT PB	VILLAGE OF LAKE ZURICH	ELA TOWNSHIP BUILDING PERMIT PB23-125	803.00	96964
5-0-574.00	ELA TOWNSHIP BOND DEPOSIT BBD23	VILLAGE OF LAKE ZURICH	ELA TOWNSHIP BOND DEPOSIT BBD23-0499	510.00	96964
5-0-574.00	ELA HISTORIC BATHROOM RENOVATIO	THE MURCO GROUP INC	ELA HISTORIC BATHROOM RENOVATION DEPO	15,000.00	96966
5-0-574.00	68340810008 95 E MAIN ST 9/14-1	NICOR GAS	GAS 68-34-08-10008 95 E MAIN ST 9/14-	61.45	1123
5-0-574.00	CHRISTMAS LIGHTS INSTALLATION	LAKE ZURICH ACE	3 HOOKS MINI CLEAR 6PK	15.28	96985

PAID
 BOARD AUDIT

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 5 PARK MAINTENANCE FUND					
Dept 0					
5-0-574.00	CHRISTMAS LIGHTS INSTALLATION	LAKE ZURICH ACE	1 HOOK MINI CLEAR 6PK	5.09	96985
5-0-574.00	HISTORICAL BUILDING REMODEL+SID	GEWALT HAMILTON ASSOCIAT	HISTORICAL BUILDING REMODEL+SIDEWALK	1,472.00	96992
5-0-574.00	SIDEWALK RAISING HISTORICAL BUI	ATLAS CONCRETE LIFTING,	SIDEWALK RAISING OUTSIDE HISTORICAL B	675.00	97008
		Total For Dept 0		22,884.78	
		Total For Fund 5 PARK MAINTENANCE FUND		22,884.78	
Fund 6 CEMETERY MAINTENANCE FUND					
Dept 0					
6-0-410.02	PLOT REIMBURSEMENT-VAN DYKE	ELIZABETH VAN DYKE	PLOT REIMBURSEMENT-VAN DYKE	3,750.00	97024
6-0-521.00	MIXER, CONC 9 CU' GAS TOW FOR B	RENTALMAX I.L.C.	MIXER, CONC 9 CU' GAS TOW FOR BENCH I	107.52	97000
6-0-522.00	CREMATION-POTEREX	PROFESSIONAL CEMETERY SE	CREMATION-POTEREX	425.00	97030
6-0-522.00	CREMATION-OPEN/CLOSE-LINES	JEFF THOMPSON	CREMATION-OPEN/CLOSE-LINES	250.00	97036
6-0-523.00	PLAQUE-PADALIAK	INTERNATIONAL BRONZE PLA	PLAQUE-PADALIAK	179.00	97019
6-0-523.00	PLAQUE-MACK	INTERNATIONAL BRONZE PLA	PLAQUE-MACK	179.00	97019
6-0-523.00	1 PLAQUE 8.5X1 P. ROREX	INTERNATIONAL BRONZE PLA	1 PLAQUE 8.5X1 P. ROREX	179.00	97019
		Total For Dept 0		5,069.52	
		Total For Fund 6 CEMETERY MAINTENANCE FUND		5,069.52	

PAID
 BOARD AUDIT

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
			Fund Totals:		
			Fund 1 GENERAL TOWN FU	72,525.03	
			Fund 2 GENERAL ASSISTA	2,040.59	
			Fund 3 GENERAL ROAD FU	311,052.50	
			Fund 4 PERMANENT ROAD	21,995.23	
			Fund 5 PARK MAINTENANC	22,884.78	
			Fund 6 CEMETERY MAINTA	5,069.52	
			Total For All Funds:	435,567.65	

CASH SUMMARY BY ACCOUNT FOR ELA TOWNSHIP
 FROM 11/01/2023 TO 11/30/2023
 FUND: ALL FUNDS
 INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 11/01/2023	Total Debits	Total Credits	Ending Balance 11/30/2023
Fund 1 GENERAL TOWN FUND					
100.00	BYLINE-MM/DISB.#0192/0190	470,389.20	154,996.52	219,720.38	405,665.34
101.05	BYLINE #7986-MONEY MARKET	1,293,744.40	4,395.18	0.00	1,298,139.58
101.07	BARR.#0429-MONEY MARKET	1,164,439.05	5,647.72	0.00	1,170,086.77
103.12	BARR. 5.35% - 9 MO - 4/26/2024	206,529.24	0.00	0.00	206,529.24
104.20	CS/CDARS 5.38% 10/5/2023-13WK	106,755.80	0.00	106,755.80	0.00
104.22	CS CDARS 5.00% 9/12/24-52WK	471,007.12	0.00	0.00	471,007.12
104.23	CS CDARS 5.00% 1/4/24-13WK	0.00	106,755.80	0.00	106,755.80
	GENERAL TOWN FUND	3,712,864.81	271,795.22	326,476.18	3,658,183.85
Fund 2 GENERAL ASSISTANCE FUND					
100.00	BYLINE-MM/DISB.#0192/0190	19,720.85	2.64	5,624.22	14,099.27
101.05	BYLINE #7986-MONEY MARKET	83,020.77	282.04	0.00	83,302.81
	GENERAL ASSISTANCE FUND	102,741.62	284.68	5,624.22	97,402.08
Fund 3 GENERAL ROAD FUND					
100.00	BYLINE-MM/DISB.#0192/0190	378,362.12	55,931.44	126,585.47	307,708.09
101.05	BYLINE #7986-MONEY MARKET	934,675.14	3,175.33	0.00	937,850.47
	GENERAL ROAD FUND	1,313,037.26	59,106.77	126,585.47	1,245,558.56
Fund 4 PERMANENT ROAD FUND					
100.00	BYLINE-MM/DISB.#0192/0190	288,911.75	43,967.93	67,588.12	265,291.56
101.05	BYLINE #7986-MONEY MARKET	751,503.32	2,553.05	0.00	754,056.37
101.06	5/3 BANK-BOND ACCT #0773	92,592.71	2,500.00	4,900.00	90,192.71
103.11	BARR. 4.90% - 6 MO - 11/25/2023	254,059.90	2,106.49	256,166.39	0.00
103.13	BARR. 5.00% - 6 MO - 5/28/2024	0.00	256,166.39	0.00	256,166.39
104.21	BYLINE CDARS 3.77% 11/30/23-13WK	253,072.64	2,345.19	255,417.83	0.00
104.24	BYLINE CDARS 3.77% 2/29/24-13WK	0.00	255,417.83	0.00	255,417.83
	PERMANENT ROAD FUND	1,640,140.32	565,056.88	584,072.34	1,621,124.86
Fund 5 PARK MAINTENANCE FUND					
100.00	BYLINE-MM/DISB.#0192/0190	151,316.35	33,516.15	34,090.51	150,741.99
101.05	BYLINE #7986-MONEY MARKET	182,311.43	619.36	0.00	182,930.79
101.08	CORNERSTONE MM #6332	130,144.14	104.53	0.00	130,248.67
	PARK MAINTENANCE FUND	463,771.92	34,240.04	34,090.51	463,921.45
Fund 6 CEMETERY MAINTENANCE FUND					
100.00	BYLINE-MM/DISB.#0192/0190	30,701.50	4,275.32	1,132.69	33,844.13
101.05	BYLINE #7986-MONEY MARKET	198,663.63	674.92	0.00	199,338.55
	CEMETERY MAINTENANCE FUND	229,365.13	4,950.24	1,132.69	233,182.68
	TOTAL - ALL FUNDS	7,461,921.06	935,433.83	1,077,981.41	7,319,373.48

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/2023 INCREASE (DECREASE)	YTD BALANCE 11/30/2023 NORMAL (ABNORMAL)	2023-24 ORIGINAL BUDGET	AVAILABLE BALANCE NORMAL (ABNORMAL)
Fund 1 - GENERAL TOWN FUND					
Revenues					
Dept 0					
1-0-400.00	PROPERTY TAX	118,808.45	1,879,138.49	1,900,007.73	20,869.24
1-0-402.00	PERS PROP REPLACEMENT TAX	0.00	49,964.72	50,000.00	35.28
1-0-404.00	INTEREST INCOME	10,042.90	77,822.78	10,000.00	(67,822.78)
1-0-407.00	PROJ'D BEGINNING BALANCE	0.00	0.00	3,063,407.00	3,063,407.00
1-0-410.00	MISCELLANEOUS INCOME	0.00	75.00	2,000.00	1,925.00
1-0-410.01	COMMUNITY ROOM FEES	0.00	50.00	0.00	(50.00)
Total Dept 0		128,851.35	2,007,050.99	5,025,414.73	3,018,363.74
Dept 3 - HEALTH AND WELLNESS					
1-3-410.00	MISCELLANEOUS INCOME	100.00	150.00	0.00	(150.00)
Total Dept 3 - HEALTH AND WELLNESS		100.00	150.00	0.00	(150.00)
Dept 5 - COMMUNITY CENTER					
1-5-406.00	GRANTS	0.00	14,500.00	5,000.00	(9,500.00)
1-5-409.00	DONATIONS	2,000.00	3,100.00	2,000.00	(1,100.00)
1-5-410.00	MISCELLANEOUS INCOME	0.00	409.00	0.00	(409.00)
1-5-410.01	HOMEWORK CLUB RECOVERIES	3,950.00	30,665.00	48,330.00	17,665.00
1-5-410.02	TEEN CLUB RECOVERIES	0.00	0.00	0.00	0.00
1-5-410.03	SHOOTING STARS RECOVERIES	0.00	47,433.35	50,550.00	3,116.65
1-5-410.04	WINTER BREAK RECOVERIES	10,000.00	10,800.00	7,200.00	(3,600.00)
1-5-410.05	SPRING BREAK RECOVERIES	0.00	(50.00)	4,500.00	4,550.00
1-5-410.06	KIDS DAY OFF RECOVERIES	0.00	0.00	0.00	0.00
1-5-410.07	SAFE SITTER RECOVERIES	0.00	600.00	1,560.00	960.00
1-5-410.08	SAFE AT HOME RECOVERIES	100.00	450.00	600.00	150.00
1-5-411.01	SENIOR PROGRAM RECOVERIES	14,771.00	69,649.00	95,000.00	25,351.00
1-5-411.02	LONG DISTANCE TRIPS RECOVERIES	0.00	28,675.26	72,000.00	43,324.74
1-5-411.03	MEAL RECOVERIES	1,731.00	6,570.00	30,000.00	23,430.00
1-5-411.04	NON-RESIDENT FEES	0.00	350.00	500.00	150.00
Total Dept 5 - COMMUNITY CENTER		32,552.00	213,151.61	317,240.00	104,088.39
Dept 6 - ASSESSORS DIVISION					
1-6-410.00	MISCELLANEOUS INCOME	0.00	0.00	0.00	0.00
Total Dept 6 - ASSESSORS DIVISION		0.00	0.00	0.00	0.00
Dept 7 - TRANSPORTATION DIVISION					
1-7-410.00	MISCELLANEOUS INCOME	0.00	0.00	0.00	0.00
1-7-410.01	DIAL-A-RIDE RECOVERIES	545.70	3,921.57	7,000.00	3,078.43
1-7-410.02	SUBSCRIPTION RECOVERIES	441.00	3,360.00	5,000.00	1,640.00
1-7-410.03	S.W. LAKE RECOVERIES	1,932.00	7,728.00	9,000.00	1,272.00
Total Dept 7 - TRANSPORTATION DIVISION		2,918.70	15,009.57	21,000.00	5,990.43
TOTAL REVENUES		164,422.05	2,235,362.17	5,363,654.73	3,128,292.56
Expenditures					
Dept 1 - ADMINISTRATIVE DIVISION					
1-1-500.00	SALARIES	21,289.03	129,776.78	225,750.00	95,973.22
1-1-509.00	HEALTH BENEFITS	1,563.23	13,257.58	25,000.00	11,742.42
1-1-510.00	HRA	0.00	(302.54)	3,100.00	3,402.54
1-1-511.00	SOCIAL SECURITY TAX	1,599.88	9,755.39	17,000.00	7,244.61
1-1-512.00	IMRF	632.31	3,854.47	8,000.00	4,145.53
1-1-513.00	UNEMPLOYMENT COMPENSATION	0.00	536.48	1,000.00	463.52
1-1-520.00	BUILDING MAINTENANCE	4,338.30	7,920.40	14,000.00	6,079.60
1-1-528.00	INSURANCE	0.00	29,352.00	35,000.00	5,648.00
1-1-532.00	TELEPHONE/INTERNET	654.08	5,927.08	7,500.00	1,572.92
1-1-534.00	UTILITIES	318.92	3,005.88	7,000.00	3,994.12
1-1-536.00	TRAVEL EXPENSE	0.00	42.97	2,000.00	1,957.03
1-1-537.00	EDUCATION	0.00	278.50	2,000.00	1,721.50
1-1-538.00	POSTAGE	5.94	5,083.01	12,000.00	6,916.99
1-1-540.00	PRINTING	0.00	4,048.29	11,000.00	6,951.71
1-1-544.00	PROFESSIONAL SERVICES	432.71	29,374.23	20,000.00	(9,374.23)
1-1-546.00	DUES/FEES	491.25	5,353.29	9,000.00	3,646.71
1-1-548.00	PUBLIC NOTICES	34.50	67.85	750.00	682.15
1-1-549.00	PERS. PROP. REPL. TAX-VILL. REFUND	0.00	5,664.42	20,000.00	14,335.58
1-1-555.00	GRANT FUNDING	0.00	38,000.00	36,000.00	(2,000.00)
1-1-558.00	OFFICE SUPPLIES	586.45	2,362.51	5,500.00	3,137.49
1-1-559.00	OFFICE EQUIPMENT	90.19	1,460.60	2,500.00	1,039.40

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/2023 INCREASE (DECREASE)	YTD BALANCE 11/30/2023 NORMAL (ABNORMAL)	2023-24 ORIGINAL BUDGET	AVAILABLE BALANCE NORMAL (ABNORMAL)
Fund 1 - GENERAL TOWN FUND					
Expenditures					
1-1-565.00	INFORMATION TECHNOLOGY	2,891.00	7,287.57	20,000.00	12,712.43
1-1-568.00	MISCELLANEOUS	51.80	1,383.67	5,000.00	3,616.33
1-1-572.00	COMMUNITY EVENTS	0.00	201.81	5,000.00	4,798.19
1-1-573.00	COMMUNITY SERVICE PROJECTS	0.00	718.46	3,500.00	2,781.54
1-1-585.00	TOWNHALL IMPROVEMENTS	0.00	0.00	5,000.00	5,000.00
1-1-600.00	CAPITAL IMPROVEMENTS	0.00	128,345.00	1,000,000.00	871,655.00
Total Dept 1 - ADMINISTRATIVE DIVISION		34,979.59	432,755.70	1,502,600.00	1,069,844.30
Dept 2 - ELECTED OFFICIALS					
1-2-501.00	SUPERVISOR	3,333.33	25,624.99	40,000.00	14,375.01
1-2-504.00	CLERK	1,250.00	10,000.00	15,000.00	5,000.00
1-2-505.00	TRUSTEES	1,666.68	12,986.21	20,000.00	7,013.79
1-2-506.00	TREASURER	83.33	666.64	1,000.00	333.36
1-2-511.00	SOCIAL SECURITY TAX	484.48	3,769.74	6,000.00	2,230.26
1-2-536.00	TRAVEL EXPENSE	0.00	0.00	3,000.00	3,000.00
1-2-537.00	EDUCATION	223.50	507.00	2,000.00	1,493.00
Total Dept 2 - ELECTED OFFICIALS		7,041.32	53,554.58	87,000.00	33,445.42
Dept 3 - HEALTH AND WELLNESS					
1-3-500.00	SALARIES	24,733.44	146,623.73	225,750.00	79,126.27
1-3-509.00	HEALTH BENEFITS	4,923.19	39,387.41	44,000.00	4,612.59
1-3-510.00	HRA	0.00	(0.05)	4,750.00	4,750.05
1-3-511.00	SOCIAL SECURITY TAX	1,765.14	10,483.96	17,270.00	6,786.04
1-3-512.00	IMRF	674.26	4,016.72	7,000.00	2,983.28
1-3-513.00	UNEMPLOYMENT COMPENSATION	0.00	633.64	1,000.00	366.36
1-3-520.00	BUILDING MAINTENANCE	3,098.78	5,609.35	5,500.00	(109.35)
1-3-528.00	INSURANCE	0.00	0.00	600.00	600.00
1-3-532.00	TELEPHONE/INTERNET	465.04	3,920.18	4,800.00	879.82
1-3-534.00	UTILITIES	227.80	2,147.03	4,000.00	1,852.97
1-3-536.00	TRAVEL EXPENSE	26.20	450.77	2,000.00	1,549.23
1-3-537.00	EDUCATION	424.98	1,810.91	3,000.00	1,189.09
1-3-538.00	POSTAGE	0.00	2.04	100.00	97.96
1-3-540.00	PRINTING	33.00	66.00	300.00	234.00
1-3-546.00	DUES/FEES	0.00	359.00	1,600.00	1,241.00
1-3-558.00	OFFICE SUPPLIES	729.61	1,350.36	1,500.00	149.64
1-3-559.00	OFFICE EQUIPMENT	439.96	513.70	1,000.00	486.30
1-3-565.00	INFORMATION TECHNOLOGY	76.00	1,820.28	2,800.00	979.72
1-3-568.00	MISCELLANEOUS	0.00	0.00	1,000.00	1,000.00
Total Dept 3 - HEALTH AND WELLNESS		37,617.40	219,195.03	327,970.00	108,774.97
Dept 5 - COMMUNITY CENTER					
1-5-500.00	SALARIES	47,129.17	295,498.01	475,000.00	179,501.99
1-5-509.00	HEALTH BENEFITS	1,683.55	14,283.20	26,000.00	11,716.80
1-5-510.00	HRA	0.00	0.00	3,000.00	3,000.00
1-5-511.00	SOCIAL SECURITY TAX	3,572.48	22,408.02	36,000.00	13,591.98
1-5-512.00	IMRF	1,244.83	6,932.92	13,000.00	6,067.08
1-5-513.00	UNEMPLOYMENT COMPENSATION	0.00	1,503.04	5,000.00	3,496.96
1-5-520.00	BUILDING MAINTENANCE	1,955.54	11,645.43	25,000.00	13,354.57
1-5-524.00	NUTRITION	782.54	5,433.27	31,000.00	25,566.73
1-5-525.00	LUNCH & LEARN PRESENTATIONS	498.52	3,623.52	7,500.00	3,876.48
1-5-532.00	TELEPHONE/INTERNET	735.51	5,225.98	7,500.00	2,274.02
1-5-534.00	UTILITIES	733.99	8,193.92	14,000.00	5,806.08
1-5-536.00	TRAVEL EXPENSE	69.17	258.59	1,000.00	741.41
1-5-537.00	EDUCATION	429.54	2,375.64	5,000.00	2,624.36
1-5-538.00	POSTAGE	0.00	9,859.81	9,750.00	(109.81)
1-5-540.00	PRINTING	323.61	11,673.51	16,000.00	4,326.49
1-5-546.00	DUES/FEES	404.03	1,946.06	4,000.00	2,053.94
1-5-547.00	PROGRAMS	6,574.94	50,390.97	80,000.00	29,609.03
1-5-550.00	LONG DISTANCE TRIPS	119.18	23,752.41	39,000.00	15,247.59
1-5-551.00	PROGRAM SUPPLIES	987.90	10,485.65	15,000.00	4,514.35
1-5-553.00	SPECIAL EVENTS	500.00	576.03	3,000.00	2,423.97
1-5-558.00	OFFICE SUPPLIES	0.00	943.40	2,000.00	1,056.60
1-5-559.00	OFFICE EQUIPMENT	0.00	501.30	2,000.00	1,498.70
1-5-561.00	FUEL/OIL	116.97	1,312.34	2,500.00	1,187.66
1-5-563.00	BUILDING EQUIPMENT	32.24	4,820.76	12,000.00	7,179.24
1-5-565.00	INFORMATION TECHNOLOGY	0.00	1,284.00	4,000.00	2,716.00
1-5-568.00	MISCELLANEOUS	79.12	567.22	2,000.00	1,432.78
1-5-585.00	GRANT PROJECTS	0.00	0.00	5,000.00	5,000.00
Total Dept 5 - COMMUNITY CENTER		67,972.83	495,495.00	845,250.00	349,755.00

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/2023 INCREASE (DECREASE)	YTD BALANCE 11/30/2023 NORMAL (ABNORMAL)	2023-24 ORIGINAL BUDGET	AVAILABLE BALANCE NORMAL (ABNORMAL)
Fund 1 - GENERAL TOWN FUND					
Expenditures					
Dept 6 - ASSESSORS DIVISION					
1-6-500.00	SALARIES	35,035.52	237,596.22	425,000.00	187,403.78
1-6-509.00	HEALTH BENEFITS	2,193.49	25,385.93	50,000.00	24,614.07
1-6-510.00	HRA	0.00	836.10	9,000.00	8,163.90
1-6-511.00	SOCIAL SECURITY TAX	2,635.38	17,851.12	33,000.00	15,148.88
1-6-512.00	IMRF	776.19	5,620.86	13,000.00	7,379.14
1-6-513.00	UNEMPLOYMENT COMPENSATION	0.00	1,130.56	2,000.00	869.44
1-6-520.00	BUILDING MAINTENANCE	4,958.06	8,685.65	6,000.00	(2,685.65)
1-6-532.00	TELEPHONE/INTERNET	537.08	4,168.29	6,000.00	1,831.71
1-6-534.00	UTILITIES	364.48	3,435.27	7,000.00	3,564.73
1-6-536.00	TRAVEL EXPENSE	0.00	1,521.77	3,500.00	1,978.23
1-6-537.00	EDUCATION	0.00	2,361.54	6,500.00	4,138.46
1-6-538.00	POSTAGE	0.00	0.60	100.00	99.40
1-6-540.00	PRINTING	0.00	435.33	1,500.00	1,064.67
1-6-544.00	PROFESSIONAL SERVICES	0.00	11,937.50	5,000.00	(6,937.50)
1-6-546.00	DUES/FEES	586.86	4,166.10	9,000.00	4,833.90
1-6-558.00	OFFICE SUPPLIES	93.47	1,231.54	2,500.00	1,268.46
1-6-559.00	OFFICE EQUIPMENT	0.00	387.06	24,000.00	23,612.94
1-6-561.00	FUEL/OIL	114.12	1,922.68	5,000.00	3,077.32
1-6-565.00	INFORMATION TECHNOLOGY	9,162.50	16,310.99	24,500.00	8,189.01
1-6-568.00	MISCELLANEOUS	0.00	469.50	500.00	30.50
1-6-569.00	VEHICLE MAINTENANCE	0.00	125.82	5,000.00	4,874.18
Total Dept 6 - ASSESSORS DIVISION		56,457.15	345,580.43	638,100.00	292,519.57
Dept 7 - TRANSPORTATION DIVISION					
1-7-500.00	SALARIES	11,281.52	61,154.64	115,500.00	54,345.36
1-7-509.00	HEALTH BENEFITS	577.00	4,893.56	9,000.00	4,106.44
1-7-510.00	HRA	0.00	0.00	1,650.00	1,650.00
1-7-511.00	SOCIAL SECURITY TAX	852.42	4,614.65	9,000.00	4,385.35
1-7-512.00	IMRF	335.04	1,816.26	3,500.00	1,683.74
1-7-513.00	UNEMPLOYMENT COMPENSATION	0.00	358.40	800.00	441.60
1-7-515.00	UNIFORMS/TESTING	181.00	352.50	600.00	247.50
1-7-528.00	INSURANCE	0.00	1,799.00	4,000.00	2,201.00
1-7-532.00	TELEPHONE	200.28	1,520.90	2,500.00	979.10
1-7-544.00	PROFESSIONAL SERVICES	0.00	108.00	1,000.00	892.00
1-7-558.00	OFFICE SUPPLIES	0.00	1,030.10	250.00	(780.10)
1-7-561.00	FUEL/OIL	1,290.51	11,234.52	26,000.00	14,765.48
1-7-569.00	VEHICLE MAINTENANCE	316.95	5,123.45	10,000.00	4,876.55
Total Dept 7 - TRANSPORTATION DIVISION		15,034.72	94,005.98	183,800.00	89,794.02
TOTAL EXPENDITURES		219,103.01	1,640,586.72	3,584,720.00	1,944,133.28
Fund 1 - GENERAL TOWN FUND:					
TOTAL REVENUES		164,422.05	2,235,362.17	5,363,654.73	3,128,292.56
TOTAL EXPENDITURES		219,103.01	1,640,586.72	3,584,720.00	1,944,133.28
NET OF REVENUES & EXPENDITURES		(54,680.96)	594,775.45	1,778,934.73	1,184,159.28

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/2023 INCREASE (DECREASE)	YTD BALANCE 11/30/2023 NORMAL (ABNORMAL)	2023-24 ORIGINAL BUDGET	AVAILABLE BALANCE NORMAL (ABNORMAL)
Fund 2 - GENERAL ASSISTANCE FUND					
Revenues					
Dept 0					
2-0-400.00	PROPERTY TAX	(7.70)	41.82	0.00	(41.82)
2-0-404.00	INTEREST INCOME	282.04	2,120.05	500.00	(1,620.05)
2-0-407.00	PROJ'D BEGINNING BALANCE	0.00	0.00	119,303.00	119,303.00
Total Dept 0		274.34	2,161.87	119,803.00	117,641.13
TOTAL REVENUES		274.34	2,161.87	119,803.00	117,641.13
Expenditures					
Dept 0					
2-0-500.00	SALARIES	3,269.94	19,116.00	30,450.00	11,334.00
2-0-511.00	SOCIAL SECURITY TAX	206.24	1,198.78	2,300.00	1,101.22
2-0-512.00	IMRF	97.11	567.69	1,000.00	432.31
2-0-513.00	UNEMPLOYMENT COMPENSATION	0.00	82.94	100.00	17.06
2-0-537.00	EDUCATION	50.00	163.12	500.00	336.88
2-0-565.00	INFORMATION TECHNOLOGY	0.00	0.00	2,000.00	2,000.00
2-0-701.00	EMERGENCY ASSISTANCE	1,990.59	2,935.24	45,000.00	42,064.76
2-0-702.00	GENERAL ASSISTANCE	0.00	0.00	20,000.00	20,000.00
Total Dept 0		5,613.88	24,063.77	101,350.00	77,286.23
TOTAL EXPENDITURES		5,613.88	24,063.77	101,350.00	77,286.23
Fund 2 - GENERAL ASSISTANCE FUND:					
TOTAL REVENUES		274.34	2,161.87	119,803.00	117,641.13
TOTAL EXPENDITURES		5,613.88	24,063.77	101,350.00	77,286.23
NET OF REVENUES & EXPENDITURES		(5,339.54)	(21,901.90)	18,453.00	40,354.90

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/2023 INCREASE (DECREASE)	YTD BALANCE 11/30/2023 NORMAL (ABNORMAL)	2023-24 ORIGINAL BUDGET	AVAILABLE BALANCE NORMAL (ABNORMAL)
Fund 3 - GENERAL ROAD FUND					
Revenues					
Dept 0					
3-0-400.00	PROPERTY TAX	28,990.55	456,652.12	700,030.61	243,378.49
3-0-402.00	PERS PROP REPLACEMENT TAX	0.00	0.00	0.00	0.00
3-0-404.00	INTEREST INCOME	3,175.33	17,512.84	1,000.00	(16,512.84)
3-0-407.00	PROJ'D BEGINNING BALANCE	0.00	0.00	947,071.00	947,071.00
3-0-410.00	MISCELLANEOUS INCOME	0.00	42,941.50	5,000.00	(37,941.50)
3-0-410.01	HWY.ENT. INCOME/BUS REPAIRS	51.99	278.86	0.00	(278.86)
3-0-410.02	HWY.ENT. INCOME/VILL. DEER PARK	9,017.00	39,896.11	170,000.00	130,103.89
3-0-410.03	HWY.ENT. INCOME/VILL. LONG GROVE	10,017.13	51,097.38	50,000.00	(1,097.38)
3-0-410.04	HWY.ENT. INCOME/VILL. NORTH BARRINGTON	3,054.50	55,335.89	20,000.00	(35,335.89)
3-0-410.05	HWY.ENT. INCOME/VILL. KILDEER	4,539.60	45,003.12	45,000.00	(3.12)
3-0-418.00	TRANSFERS IN	0.00	0.00	0.00	0.00
Total Dept 0		58,846.10	708,717.82	1,938,101.61	1,229,383.79
TOTAL REVENUES		58,846.10	708,717.82	1,938,101.61	1,229,383.79
Expenditures					
Dept 1 - ADMINISTRATIVE DIVISION					
3-1-500.00	SALARIES	14,841.48	86,579.68	131,250.00	44,670.32
3-1-509.00	HEALTH BENEFITS	2,810.84	23,838.46	44,000.00	20,161.54
3-1-510.00	HRA	0.00	0.00	5,000.00	5,000.00
3-1-511.00	SOCIAL SECURITY TAX	1,070.44	6,233.68	9,850.00	3,616.32
3-1-512.00	IMRF	440.79	2,571.40	4,000.00	1,428.60
3-1-513.00	UNEMPLOYMENT COMPENSATION	0.00	331.77	750.00	418.23
3-1-528.00	INSURANCE	0.00	26,890.00	30,000.00	3,110.00
3-1-532.00	TELEPHONE/INTERNET	259.86	3,669.19	8,500.00	4,830.81
3-1-536.00	TRAVEL EXPENSE	0.00	0.00	3,000.00	3,000.00
3-1-537.00	EDUCATION	0.00	1,463.42	3,000.00	1,536.58
3-1-540.00	PRINTING	0.00	0.00	500.00	500.00
3-1-544.00	PROFESSIONAL SERVICES	0.00	0.00	1,000.00	1,000.00
3-1-546.00	DUES/FEES	179.00	301.70	2,000.00	1,698.30
3-1-548.00	PUBLIC NOTICES	0.00	0.00	500.00	500.00
3-1-558.00	OFFICE SUPPLIES	0.00	1,211.51	2,500.00	1,288.49
3-1-559.00	OFFICE EQUIPMENT	0.00	1,830.49	3,500.00	1,669.51
3-1-565.00	INFORMATION TECHNOLOGY	111.65	2,780.48	6,000.00	3,219.52
Total Dept 1 - ADMINISTRATIVE DIVISION		19,714.06	157,701.78	255,350.00	97,648.22
Dept 4 - MAINTENANCE DIVISION					
3-4-520.00	BUILDING MAINTENANCE	12,344.00	86,207.51	130,000.00	43,792.49
3-4-533.00	ENGINEERING SERVICES	0.00	93.20	3,000.00	2,906.80
3-4-534.00	UTILITIES	314.15	4,798.68	8,500.00	3,701.32
3-4-535.00	RENTALS	0.00	512.38	2,000.00	1,487.62
3-4-562.00	OPERATING SUPPLIES	1,066.08	947.94	4,000.00	3,052.06
3-4-563.00	VEHICLE/HEAVY EQUIPMENT	82,726.08	98,287.88	160,000.00	61,712.12
3-4-564.00	SMALL TOOLS	127.29	524.47	4,000.00	3,475.53
3-4-567.00	EQUIPMENT MAINTENANCE	204.96	21,349.38	30,000.00	8,650.62
3-4-569.00	VEHICLE MAINTENANCE	2,460.22	14,268.24	45,000.00	30,731.76
3-4-575.00	GARBAGE SERVICE	0.00	0.00	500.00	500.00
3-4-577.00	VILLAGE MATERIALS	774.46	14,284.55	40,000.00	25,715.45
3-4-580.00	PAVING	6,593.50	11,255.50	500,000.00	488,744.50
3-4-599.00	CONTINGENCIES	0.00	0.00	10,000.00	10,000.00
3-4-600.00	CAPITAL IMPROVEMENTS	0.00	0.00	675,000.00	675,000.00
Total Dept 4 - MAINTENANCE DIVISION		106,610.74	252,529.73	1,612,000.00	1,359,470.27
TOTAL EXPENDITURES		126,324.80	410,231.51	1,867,350.00	1,457,118.49
Fund 3 - GENERAL ROAD FUND:					
TOTAL REVENUES		58,846.10	708,717.82	1,938,101.61	1,229,383.79
TOTAL EXPENDITURES		126,324.80	410,231.51	1,867,350.00	1,457,118.49
NET OF REVENUES & EXPENDITURES		(67,478.70)	298,486.31	70,751.61	(227,734.70)

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/2023 INCREASE (DECREASE)	YTD BALANCE 11/30/2023 NORMAL (ABNORMAL)	2023-24 ORIGINAL BUDGET	AVAILABLE BALANCE NORMAL (ABNORMAL)
Fund 4 - PERMANENT ROAD FUND					
Revenues					
Dept 0					
4-0-400.00	PROPERTY TAX	43,967.93	692,917.86	700,004.24	7,086.38
4-0-404.00	INTEREST INCOME	7,004.73	30,082.24	4,000.00	(26,082.24)
4-0-407.00	PROJ'D BEGINNING BALANCE	0.00	0.00	1,398,233.00	1,398,233.00
4-0-410.00	MISCELLANEOUS INCOME	0.00	0.00	50,000.00	50,000.00
4-0-410.01	MFT FUND	0.00	57,652.18	45,000.00	(12,652.18)
4-0-410.02	ROAD BONDS	50.00	4,250.00	500.00	(3,750.00)
Total Dept 0		51,022.66	784,902.28	2,197,737.24	1,412,834.96
TOTAL REVENUES		51,022.66	784,902.28	2,197,737.24	1,412,834.96
Expenditures					
Dept 0					
4-0-500.00	SALARIES	50,273.76	300,057.71	485,000.00	184,942.29
4-0-509.00	HEALTH BENEFITS	6,123.32	51,931.42	95,000.00	43,068.58
4-0-510.00	HRA	0.00	(576.90)	6,500.00	7,076.90
4-0-511.00	SOCIAL SECURITY TAX	3,724.47	22,226.30	37,000.00	14,773.70
4-0-512.00	IMRF	1,493.13	8,916.52	14,378.00	5,461.48
4-0-513.00	UNEMPLOYMENT COMPENSATION	0.00	1,333.52	4,500.00	3,166.48
4-0-515.00	UNIFORMS/TESTING	784.00	1,854.60	8,000.00	6,145.40
4-0-535.00	RENTALS	231.84	231.84	500.00	268.16
4-0-561.00	FUEL/OIL	121.24	17,397.19	40,000.00	22,602.81
4-0-562.00	OPERATING SUPPLIES	785.32	4,626.88	8,500.00	3,873.12
4-0-563.00	VEHICLE/HEAVY EQUIPMENT	0.00	0.00	10,000.00	10,000.00
4-0-570.00	ROAD SIGNS/JULIE	0.00	90.00	4,000.00	3,910.00
4-0-575.00	GARBAGE SERVICE	0.00	0.00	500.00	500.00
4-0-580.00	PAVING	605.80	605.80	20,000.00	19,394.20
4-0-582.00	STORM WATER	2,561.76	41,658.70	250,000.00	208,341.30
4-0-584.00	STREET LIGHTS	883.48	7,070.43	15,000.00	7,929.57
4-0-586.00	ROAD SALT AND LIQUID DE-ICER	0.00	0.00	75,000.00	75,000.00
4-0-587.00	ROAD SUPPLIES & TREE REMOVAL	0.00	5,048.46	15,000.00	9,951.54
4-0-599.00	CONTINGENCIES	0.00	0.00	10,000.00	10,000.00
4-0-600.00	CAPITAL IMPROVEMENTS	0.00	133,837.56	350,000.00	216,162.44
Total Dept 0		67,588.12	596,310.03	1,448,878.00	852,567.97
TOTAL EXPENDITURES		67,588.12	596,310.03	1,448,878.00	852,567.97
Fund 4 - PERMANENT ROAD FUND:					
TOTAL REVENUES		51,022.66	784,902.28	2,197,737.24	1,412,834.96
TOTAL EXPENDITURES		67,588.12	596,310.03	1,448,878.00	852,567.97
NET OF REVENUES & EXPENDITURES		(16,565.46)	188,592.25	748,859.24	560,266.99

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/2023 INCREASE (DECREASE)	YTD BALANCE 11/30/2023 NORMAL (ABNORMAL)	2023-24 ORIGINAL BUDGET	AVAILABLE BALANCE NORMAL (ABNORMAL)
Fund 5 - PARK MAINTENANCE FUND					
Revenues					
Dept 0					
5-0-400.00	PROPERTY TAX	33,516.15	529,171.63	527,369.75	(1,801.88)
5-0-404.00	INTEREST INCOME	723.89	3,839.84	500.00	(3,339.84)
5-0-407.00	PROJ'D BEGINNING BALANCE	0.00	0.00	273,330.00	273,330.00
5-0-410.00	MISCELLANEOUS INCOME	0.00	0.00	5,000.00	5,000.00
5-0-410.01	KNIGGE PARK - STUDENT PARKING LOT REV	0.00	16,050.00	15,000.00	(1,050.00)
5-0-410.02	YOUTH SPORTS - PARK REV	0.00	2,450.00	4,500.00	2,050.00
5-0-418.00	TRANSFERS IN	0.00	0.00	0.00	0.00
Total Dept 0		34,240.04	551,511.47	825,699.75	274,188.28
TOTAL REVENUES		34,240.04	551,511.47	825,699.75	274,188.28
Expenditures					
Dept 0					
5-0-500.00	SALARIES	8,079.04	68,963.69	89,000.00	20,036.31
5-0-509.00	HEALTH BENEFITS	546.30	4,633.14	9,000.00	4,366.86
5-0-510.00	HRA	0.00	(430.00)	1,650.00	2,080.00
5-0-511.00	SOCIAL SECURITY TAX	608.00	5,215.42	7,000.00	1,784.58
5-0-512.00	IMRF	160.50	952.86	2,600.00	1,647.14
5-0-513.00	UNEMPLOYMENT COMPENSATION	0.00	165.89	1,000.00	834.11
5-0-520.00	BUILDING MAINTENANCE	999.68	1,978.21	10,000.00	8,021.79
5-0-521.00	PARK MAINTENANCE	3,966.75	27,318.63	42,000.00	14,681.37
5-0-534.00	UTILITIES	331.42	2,448.68	6,000.00	3,551.32
5-0-544.00	PROFESSIONAL SERVICES	286.27	286.27	3,000.00	2,713.73
5-0-555.00	SCHOLARSHIPS/KNIGGE PARKING MAINTENANCE	0.00	12,402.82	15,000.00	2,597.18
5-0-561.00	FUEL/OIL	742.10	5,559.85	6,000.00	440.15
5-0-562.00	LANDSCAPING SUPPLIES	0.00	785.50	20,000.00	19,214.50
5-0-563.00	PARK EQUIPMENT	137.77	55,970.14	90,000.00	34,029.86
5-0-564.00	SMALL TOOLS	6.04	308.24	2,000.00	1,691.76
5-0-568.00	MISCELLANEOUS	0.00	0.00	1,000.00	1,000.00
5-0-574.00	ELA HISTORIC-PROJECTS/MAINT	17,950.64	22,570.15	25,000.00	2,429.85
5-0-596.00	MOSQUITO ABATEMENT PLAN	0.00	34,957.00	38,000.00	3,043.00
5-0-600.00	CAPITAL IMPROVEMENTS	276.00	116,835.30	258,800.00	141,964.70
Total Dept 0		34,090.51	360,921.79	627,050.00	266,128.21
TOTAL EXPENDITURES		34,090.51	360,921.79	627,050.00	266,128.21
Fund 5 - PARK MAINTENANCE FUND:					
TOTAL REVENUES		34,240.04	551,511.47	825,699.75	274,188.28
TOTAL EXPENDITURES		34,090.51	360,921.79	627,050.00	266,128.21
NET OF REVENUES & EXPENDITURES		149.53	190,589.68	198,649.75	8,060.07

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/2023 INCREASE (DECREASE)	YTD BALANCE 11/30/2023 NORMAL (ABNORMAL)	2023-24 ORIGINAL BUDGET	AVAILABLE BALANCE NORMAL (ABNORMAL)
Fund 6 - CEMETERY MAINTENANCE FUND					
Revenues					
Dept 0					
6-0-400.00	PROPERTY TAX	(2.01)	18.45	0.00	(18.45)
6-0-404.00	INTEREST INCOME	674.92	4,221.21	500.00	(3,721.21)
6-0-407.00	PROJ'D BEGINNING BALANCE	0.00	0.00	232,953.00	232,953.00
6-0-409.00	DONATIONS	0.00	0.00	0.00	0.00
6-0-410.00	MISCELLANEOUS INCOME	0.00	0.00	0.00	0.00
6-0-410.01	FAIRFIELD CEMETERY REVENUE	350.00	2,350.00	2,000.00	(350.00)
6-0-410.02	LAKE ZURICH CEMETERY REVENUE	3,925.00	18,050.00	10,000.00	(8,050.00)
Total Dept 0		4,947.91	24,639.66	245,453.00	220,813.34
TOTAL REVENUES		4,947.91	24,639.66	245,453.00	220,813.34
Expenditures					
Dept 0					
6-0-500.00	SALARIES	865.38	2,468.36	10,000.00	7,531.64
6-0-508.00	CEMETERY BOARD	0.00	0.00	1,500.00	1,500.00
6-0-509.00	HEALTH BENEFITS	0.00	0.00	0.00	0.00
6-0-511.00	SOCIAL SECURITY TAX	66.21	188.13	400.00	211.87
6-0-512.00	IMRF	0.00	0.00	0.00	0.00
6-0-513.00	UNEMPLOYMENT COMPENSATION	0.00	2.40	200.00	197.60
6-0-521.00	CEMETERY MAINTENANCE	0.00	10,828.02	20,000.00	9,171.98
6-0-522.00	BURIAL EXPENSES	0.00	2,450.00	8,000.00	5,550.00
6-0-523.00	CREM SCATTER GARDEN	0.00	4,465.00	5,000.00	535.00
6-0-532.00	TELEPHONE/INTERNET	0.00	0.00	250.00	250.00
6-0-536.00	TRAVEL EXPENSE	0.00	0.00	200.00	200.00
6-0-537.00	EDUCATION	0.00	0.00	200.00	200.00
6-0-544.00	PROFESSIONAL SERVICES	56.27	434.75	2,000.00	1,565.25
6-0-564.00	SMALL TOOLS	0.00	0.00	2,000.00	2,000.00
6-0-565.00	INFORMATION TECHNOLOGY	142.50	3,500.50	6,000.00	2,499.50
6-0-568.00	MISCELLANEOUS	0.00	73.45	3,000.00	2,926.55
6-0-600.00	CAPITAL IMPROVEMENTS	0.00	0.00	100,000.00	100,000.00
Total Dept 0		1,130.36	24,410.61	158,750.00	134,339.39
TOTAL EXPENDITURES		1,130.36	24,410.61	158,750.00	134,339.39
Fund 6 - CEMETERY MAINTENANCE FUND:					
TOTAL REVENUES		4,947.91	24,639.66	245,453.00	220,813.34
TOTAL EXPENDITURES		1,130.36	24,410.61	158,750.00	134,339.39
NET OF REVENUES & EXPENDITURES		3,817.55	229.05	86,703.00	86,473.95
TOTAL REVENUES - ALL FUNDS					
TOTAL REVENUES - ALL FUNDS		313,753.10	4,307,295.27	10,690,449.33	6,383,154.06
TOTAL EXPENDITURES - ALL FUNDS		453,850.68	3,056,524.43	7,788,098.00	4,731,573.57
NET OF REVENUES & EXPENDITURES		(140,097.58)	1,250,770.84	2,902,351.33	1,651,580.49

Payroll Check Register Report For Ela Township
For Check Dates 11/07/23 to 12/11/2023

Name	Check Net
AXA EQUITABLE-EQUI VEST	438.42
EFTPS	33,441.80
ILL DEPT OF REVENUE	6,162.78
ILLINOIS MUNICIPAL	11,869.40
WISCONSIN DEPT OF REVENUE	523.51
EMPLOYEE PAYROLL	108,422.33
 Total Payroll	 160,858.24

10



Date: December 6, 2023

To: Township Supervisor and Board of Trustees

From: Penelope Herr- Township Assessor

Subject: **Board Report –November 2023**

The 2023 assessment appeals are finished except for one that was incorrectly closed out at the county level. That hearing will be held just before the holidays. Once the Lake County Board of Review closes the books for Ela Township, the findings will be mailed. There were 1,142 appeals filed in Ela Township. Being a quadrennial year, this number was not as large as the last quadrennial reassessment.

We are looking for new employees to help with the fieldwork that needs to be done. Right now, we are down to one part-time field inspector. There are two full-time positions and one part-time position open in the Assessor's office. All three positions involve going to properties to measure and document all changes made to the property.



Date: December 5th, 2023

To: Township Supervisor and Board of Trustees

From: Sara Marx LCPC, NCC, Director of Health & Wellness

Subject: Board Reports – November 2023

Clients and Groups:

In the month of November, the Health & Wellness department received a total of 16 referrals. There has been a noticeable decrease in requests related to EA/GA services. It is important to report many of our referrals are originating from local police and fire departments, which highlights the significance of our services within the first responder community.

The **Lending Closet** helped 30 families with medical equipment. We are open for donations; however, ask people to call before donating. We welcome donations of ramps at any time due to their high demand. The **Care Giver Support Group** runs the *last Tuesday of each month from 3-4:30pm* at Ela Town Hall. Residents are encouraged to reach out to Betsy Innocenti, LSW for more information. In November, **Charity Knit** donated 725 items to local organizations.

Community Events:

H&W is collaborating with local organizations, including a Toy Drive at Kiddie Academy, to ensure that our community is well-prepared for the upcoming holiday season. As part of our commitment to spreading holiday cheer, H&W established a holiday Giving Tree aimed at benefiting local children and senior citizens. We are currently looking for residents interested in donating to the cause.

H&W is dedicated to addressing the essential need for food security during this festive period. We teamed up with Jewel-Osco (on Ela) and Blue Heron Café of Barrington to provide Thanksgiving meals and will be teaming up with Jewel, D&J Bistro, and Beelow's to provide Christmas meals. If you are aware of any residents within our community who may require assistance during the holiday season, we kindly encourage you to reach out to us. Your input is invaluable in our efforts to provide support where it is needed most. We participated in LZPD's annual Shop with a Cop which was a great success. We conducted a mental health training session for our local CERT (Community Emergency Response Team) volunteers on November 14th.

Goals:

In the field of Health & Wellness, our steadfast commitment to cultivating strong relationships with Ela Township organizations endures. We are wholeheartedly dedicated to forming partnerships that amplify our capacity to deliver comprehensive support services to our residents. The Director, in harmony with this mission, will continue to explore avenues for further staff training, ensuring that our team is continuously equipped with the most up-to-date knowledge and skills to enhance our community service. Our unwavering dedication to our core mission remains unchanged: to provide the unwavering support and knowledge essential for nurturing mental well-being within our community.

Ela Crafters Monthly Donation Log

October, 2023

Recipient Organization	Item Donated	Quantity	Monthly Total
Staben House	Lapghans	2	11
	Christmas Stockings	9	
Ela Area Public Library	Soap Sacks	24	24
Lake County Haven	Crocheted Gift Baskets	4	76
	Baby Gift Basket	1	
	Cosmetic bags	15	
	Can Cozzies	15	
	Trivets	11	
	Dishcloths	22	
	Coasters	4	
	Decorative Pumpkins	4	
Geneva Hospital	Baby Hat	83	83
Kids Korner	Baby Afghans	20	117
	Tote bags	17	
	Fleece balls	6	
	Lovies	26	
	Crochet balls	5	
	Books	18	
	Crochet toys	20	
	Stuffed animals	5	
Women's Residence	Shawls	58	134
	Hats/Scarves	60	
	Cosmetic Bags	16	
Lutheran General Hospital	Prayer Cloths	200	200
Lutheran Home	Prayer Cloths	10	10
NW Community Hospital	Prayer Cloths	70	70

TOTAL

725

YTD TOTAL

4.072

Date: 12/1/2023
To: Township Supervisor and Board of Trustees
From: Mike DePouw, Highway Superintendent
Subject: **Board Report – December 2023**

Highway Department Update:

- During our first winter event on November 26th we deployed four plow trucks for this event and had no problems or issues. We took our first salt delivery of 100 tons and at this time our salt and liquid inventory is full.
- The Highway Department has completed all scheduled projects we had for 2023. At this time, we have started creating a list of projects for the 2024 season.
- We are currently in the process of scheduling training with Doug Pantel from Powerlink Electric for training on the Highway Department generator. We are look forward to learning about all the ins and outs of this unit.

Income from the Villages:

- Total income for November from Village Contracts \$61,224.13
- Village of Deer Park – 15 tickets preformed
 - Labor charges \$43,703.74
 - Material charges \$289.93
 - Equipment charges \$1,126.27
 - Totaling \$45,119.94
- Village of Kildeer – 8 work tickets preformed
 - Labor charges \$1,020.00
 - Material charges \$467.96
 - Equipment charges \$470.00
 - Totaling \$1,957.96
- Village of Long Grove – 8 work tickets preformed
 - Labor charges \$2,370.00
 - Material charges \$1,167.98
 - Equipment charges \$1,222.00
 - Totaling \$4,759.98
- Village of North Barrington – 9 work ticket preformed
 - Labor charges \$4,710.00
 - Material charges \$1844.50
 - Equipment charges \$2,831.75
 - Totaling \$9,386.25

Labor hours performed throughout Ela Township – 142.25 work hours preformed

- Assessor – 0 work tickets equaling 0 hours
- Buses – 0 work tickets equaling 0 hours
- Cemetery – 7 work tickets equaling 22.5 hours
- Community Center – 4 work tickets equaling 3.5 hours
- Health & Wellness – 0 work ticket equaling 0 hours
- Highway Department (unincorporated) – 25 work tickets equaling 101.25 hours
- Historical – 1 work tickets equaling 4 hours
- Parks – 4 work tickets equaling 9.5 hours
- Town Hall – 2 work tickets equaling 1.5 hours



Date: November 30, 2023
To: Township Supervisor and Board of Trustees
From: Jim Dalbec, Assistant Community Programs Director
Subject: **Board Report – November 2023**

Programming:

November featured a wide variety of programming despite us being closed for Thanksgiving. We had a Veterans Day Luncheon for 61 people (and 4 surprise walk-ins) and then the following Thursday had a Friendsgiving Lunch for 93 people! The kitchen was BUSY and Jill and Susan did all of the cooking. A huge thank you goes out to our senior volunteers who did dishes and cleared tables. Another huge thank you to Laurie Wilhoit and Gloria Palmblad for helping us out on Friendsgiving. Serving turkey, stuffing and all the fixins for 90+ people is no small task! We just had a Day Trip to see Hamilton in Chicago and had 57 very excited participants attend.

Meals:

Lunches were down a bit for the month, mostly because of our larger lunch events that were going on. We brought in just over \$600 for the month. People seem to really be enjoying meals with either entertainment or information to follow, so we are looking to build on that type of programming into 2024.

Upcoming Events/Programming:

Our Newsletter for October, November, December went out to the entire township of almost 21,000 homes and since then we have seen 54 new members register for Ela 55+. It's hard to believe but our annual Jingle Ball is right around the corner and then it's on to 2024.

Thank you again for your continued support,
Jim Dalbec
Assistant Community Programs Director



Date: December 1, 2023
To: Township Supervisor and Board of Trustees
From: Joe Cacciatore, Youth Coordinator
Subject: **Youth Board Report – November**

Homework Club

Homework Club is going well. The kids enjoyed the Thanksgiving break, and you can tell a lot of them are ready for the rest of the Holidays. The kids are enjoying the snow outside, and still using the playground, and GaGa Pit. If they could stay outside the whole time, some of them would! We received a registration form for next semester, so we will be full for transportation spots next semester!

Winter Break Camp

There is still about a month until Winter Break Camp starts. We are still pushing to get numbers up, as it would be awesome to run some days at full capacity. There are 9 days total of camp, we currently have 8 days running. The only day that is currently not running is Tuesday, December 26. We knew that this day would be lower numbers, and we are only 1 participant away from having the minimum number of participants to run the day. During the next 3 weeks before winter break, we expect to have all the days of camp running!

Thank you again for your continued support,

Joseph Cacciatore
Youth Coordinator



Date: December 1, 2023

To: ALL SOCIAL AGENCIES REQUESTING ELA TOWNSHIP FUNDING

ELA TOWNSHIP SOCIAL AGENCY FUNDING REQUESTS

The Ela Township Board will continue the current funding policy and form for the 2024-25 social agency grant requests. The Ela Township Board has plans to start the grant review process at the February 28, 2024 Committee of the Whole meeting at 8:30 A.M. All meetings will be held at Ela Town Hall in the lower level board room located at 1155 E. Route 22 in Lake Zurich. You are welcome to attend this meeting to provide information about your organization.

Grant requests are funded on their individual merit as decided by the Board. The Ela Township Board retains the right to modify or discontinue the agreement, if the agency were guilty of any misappropriation of funds, breach of contract, or other defined events.

Funding is intended to assist local agencies and organizations who provide direct social services for Ela Township residents and community services. Ela Township may distribute, up to \$35K, in total grant funding to awarded recipients.

Any further information requested by the Board must be responded to within two weeks of the initial review at the Committee of the Whole meeting. Every attempt will be made to make a Board decision on the grant request by the conclusion of the March Board meeting.

Please submit the attached completed form to the Ela Township office no later than 12:00 noon on Thursday, February 1, 2024 for consideration of 2024-25 funding.

Sincerely,

Gloria M. Palmblad
Ela Township Supervisor

Attachment: Ela Township Funding Application (3 pages)

Ela Township

Application for Funding – 2024

Name of Agency: _____

Proof of not-for-profit status: (attach) - Certificate of Good Standing available through Secretary of State.

Date of Incorporation: _____

Main Address: _____

Address of site to be used for Ela Township if different: _____

Phone number: _____

Contact person: _____ Title: _____

Mission Statement: _____

Amount requested: _____

Percent Change from last year: _____

Percent of Agency Total Budget: _____

Please attach a copy of your budget and return with the completed application. This should include a DETAILED list of incoming revenue (please list separately specific names of grantors and amounts as well as any other sources of income).

What is the total number of clients served this year? _____

What is the total number of Ela Township clients served directly this year? _____

What is the total number of direct client hours for Ela Township residents this year? _____

How can the above numbers be verified? _____

Salary and title of the five highest paid employees:

- 1. _____ Salary: _____
- 2. _____ Salary: _____
- 3. _____ Salary: _____
- 4. _____ Salary: _____
- 5. _____ Salary: _____

Have you ever received township funding? _____ If yes, specify dates and amounts:

1. What is your primary service area? Circle those that apply. Youth Adult Seniors
 Medical Social Services Drug/Alcohol Education Community Service

2. Do you charge for your services? _____ Do you use a sliding fee scale? _____

3. Please explain how charges are determined: _____

4. Do you refer to or use services from other township agencies? If so, please describe:

5. Please give a brief description of your agency: _____

6. How were the Township funds utilized from the previous funding year? Please specify details:

7. How would you use Township funds, if awarded? If you are requesting an increase in funding, describe the increased service or product that justifies it.

8. Do you receive State funding?: _____ Any changes to funding recently?: _____

9. Please provide the total amount of funding received from other agencies and what percentage that amounts to in comparison to your total budget?

10. Please explain any major changes that have occurred in your agency in the past year (i.e., new programs or direction, expansion of program or facility).

11. Describe any new fundraising efforts this year. Please explain.

12. Please indicate local statistics pertaining to the Ela Township area that would support the need in Ela Township for the services you provide.

Under penalty of law, I hereby certify to the best of my knowledge and belief the above information is true, correct and complete.

Signed: _____

Title: _____

Date: _____

12

INTERGOVERNMENTAL AGREEMENT BY AND BETWEEN
FREMONT TOWNSHIP ROAD DISTRICT, ELA TOWNSHIP ROAD DISTRICT AND
WAUCONDA TOWNSHIP ROAD DISTRICT

THIS AGREEMENT is effective as of _____, 2023, by and between the FREMONT TOWNSHIP ROAD DISTRICT (“Fremont”), ELA TOWNSHIP ROAD DISTRICT (“Ela”) and WAUCONDA TOWNSHIP ROAD DISTRICT (“Wauconda”)(collectively, referred to as the “Parties”), each of which is an Illinois Road District organized and operating under the Illinois Highway Code.

WHEREAS, Section 10 of Article VII of the Illinois Constitution of 1970 and Section 3 of the Illinois Intergovernmental Cooperation Act authorize and encourage the entering into of Intergovernmental Agreements between units of local government; and

WHEREAS, Fremont, Ela and Wauconda wish to enter into an intergovernmental agreement providing for the common ownership and maintenance of highway equipment, including a Vermeer Vactor Trailer, providing for the shared use of such equipment on a fair and equitable long-term basis, apportioning fair responsibility for costs associated with such equipment between the parties, and increasing the efficient delivery of services to the residents of their respective communities.

NOW THEREFORE, in consideration of the mutual promises of the parties hereto made each to the other and other good and valuable consideration, Fremont, Ela and Wauconda hereby agree TO ALL ASPECTS OF THIS AGREEMENT:

Section 1. Definitions. Whenever used in this Agreement, the following terms shall have the following meanings, unless a different meaning is required by the context:

“Capital Equipment”: Equipment, jointly purchased by the Parties with a value equal to or in excess of \$5,000 at the time of acquisition and anticipated to be utilized by all of the Parties in the provision of highway maintenance services.

“Initial Term”: The initial term of this Agreement as provided in Section 4 of this Agreement.

“Party” or “Parties”: Fremont, Ela and Wauconda.

“Road District Facility”: The building and surrounding real estate owned by Fremont Township, Illinois.

“Renewal Term”: Any five (5) year period or part thereof for which this Agreement is renewed pursuant to this Agreement.

“Share”: *The percentage of ownership of the Capital Equipment allocated to each Party based on the pro rata portion of the purchase price paid by each Party. Each Party’s Share of the Capital Equipment shall be described in Exhibit A, attached hereto and incorporated by reference,*

“Term”: The Initial Term and any Renewal Terms.

twelve (12) months prior to the expiration of the Initial Term or the then-current Renewal Term, as applicable.

C. Disposition of Property. In the event this Agreement is terminated without renewal, the Parties' ownership of, and the procedure for disposition of jointly owned Capital Equipment shall be as follows:

1. For the purposes of appraisal and disposition under this Section, each piece of Capital Equipment shall include all equipment and tools typically carried on that classification of Capital Equipment.
2. For each piece of Capital Equipment, the fair market value will be determined by an appraiser mutually selected by the Parties hereto, or if they cannot agree, then by a panel of three (3) appraisers, one selected by each Party. The cost of the services of all such appraisers shall be divided equally between the Parties.
3. Fremont will dispose of the Capital Equipment by a public sales process mutually agreed upon by the Parties. The proceeds from the disposition of each item of Capital Equipment will be distributed according to each Party's Share for such item.

Section 5. Dispute Resolution.

A. Negotiation. The Parties desire to avoid and settle without litigation any future disputes that may arise between them relative to this Agreement. Accordingly, the Parties agree to engage in good faith negotiations to resolve any such dispute. If any Party has a dispute about a violation, interpretation, or application of a provision of this Agreement, or a dispute regarding a Party's failure to comply with this Agreement, then that Party may serve on the other Parties written notice, setting forth in detail the dispute, the provisions of this Agreement to which the dispute is related, and all facts and circumstances pertinent to the dispute. The Parties then, within seven (7) days, shall schedule a date certain for representatives of the Parties to meet in a conference to resolve the dispute. Such conference shall be conducted within thirty (30) days after notice of the dispute has been delivered as provided herein.

B. Continuation of Services and Payments. Provided that the Parties are proceeding in good faith as set forth in Paragraph A, then during all negotiation proceedings and any subsequent proceedings provided for in this Section 5, the Parties continue to fulfill the terms of this Agreement to the fullest extent possible.

C. Remedies. Provided the Parties have met their obligations under Section 5, the Parties shall be entitled to pursue such remedies as may be available in law and equity. The requirements of Section 5 shall be waived in the event of either significant risk of irreparable harm or significant jeopardy to public health and safety.

Section 6. Severability and Waiver. If any portion of this Agreement is held invalid or inoperative, then so far as is reasonable and possible, the remainder of this Agreement shall be deemed valid and operative, and effect shall be given to the intent manifested by the portion held invalid or inoperative. The failure by either Party to enforce against the other Party any term or provision of this Agreement shall be deemed not to be a waiver of such Party's right to enforce against the other Party the same or any other such term or provision.

Section 7. Governing Law and Venue. This Agreement will be governed by and construed in accordance with the laws of the State of Illinois. The venue for all disputes arising out of, under, or related to these Terms shall be the Circuit Court for Lake County, Illinois.

Section 8. Freedom of Information Act. The Parties agree to maintain, without charge, all records and documents concerning or relating to this Agreement and all services provided thereunder in accordance with the Freedom of Information Act ("FOIA") 5 ILCS 140/1, *et seq.* Upon

Section 12. Counterparts. This Agreement may be signed in two or more counterparts, each of which shall be treated as an original but which, when taken together, shall constitute one and the same instrument.

Section 13. Headings. Headings of particular paragraphs are inserted only for convenience and are in no way to be construed as a part of this Agreement or as a limitation of the scope of the paragraphs to which they refer.

Section 14. Non-Transferrable. The Parties' rights, duties, and obligations under this Agreement shall not be transferred or assigned without the Parties' mutual written consent.

EXHIBIT A
CAPITAL EQUIPMENT

Capital Equipment	Price	Shares			Amortization Period
		Fremont	Ela	Wauconda	
Vermeer Vactor SN# 1MVA230UVRG010132	\$226,130.00	36%	36%	28%	_N/A_ years

13

TAX LEVY ORDINANCE

TOWNSHIP

ORDINANCE No. 2023-05

An ordinance levying taxes for all town purposes for Ela Township, Lake County, Illinois, for the tax year 2023, collectable in 2024.

BE IT ORDAINED by the Board of Trustees of Ela Township, Lake County, Illinois, as follows:

SECTION 1: That the sum of Three Million, Nine Hundred Eighty Five Thousand & 00/100 Dollars (\$3,985,000.00) are hereby levied upon all property subject to taxation within the Township as that property is assessed and equalized, in order to meet and defray all the necessary expenses and liabilities of the Township as required by statute or voted by the people in accordance with the law, for such purposes as:

General Town Fund

General Assistance Fund

Park Maintenance Fund

Cemetery Maintenance Fund

Road and Bridge Fund

Permanent Road Fund

Equipment and Building Fund

for the year 2023.

SECTION 2: That the amount levied for each object and purpose shall be as follows:

	<u>Amount</u>	
	<u>Levied</u>	
<u>GENERAL TOWN FUND</u>		
<u>ADMINISTRATION</u>		
Personnel	100,678	
Contractual Services	22,000	
Commodities	10,000	
Capital Outlay	0	
Other Expenditures	81,000	
TOTAL ADMINISTRATION:		213,678
<u>ELECTED OFFICIALS</u>		
Salaries	75,000	
Other Expenditures	12,000	
TOTAL ELECTED OFFICIALS:		87,000
<u>ASSESSOR</u>		
Personnel	558,000	
Contractual Services	48,500	
Commodities	10,000	
Other Expenditures	26,100	
TOTAL ASSESSOR:		642,600
<u>COMMUNITY CENTER PROGRAMS & SERVICES</u>		
Personnel	448,000	
Contractual Services	38,000	
Commodities	38,000	
Programs	74,000	
Other Expenditures	38,000	
TOTAL SENIOR PROGRAMS & SERVICES:		636,000
<u>SOCIAL SERVICES</u>		
Personnel	227,000	
Contractual Services	15,000	
Commodities	3,000	
Other Expenditures	6,000	
TOTAL SOCIAL SERVICES:		251,000

	<u>Amount Levied</u>	
<u>TRANSPORTATION SERVICES</u>		
Personnel	110,000	
Contractual Services	11,000	
Commodities	19,000	
Other Expenditures	15,000	
TOTAL TRANSPORTATION SERVICES:		155,000
TOTAL GENERAL TOWN FUND:		1,985,278
 REF: General Corporate Tax 60 ILCS 1/235-10		
LESS RECOVERIES		
Misc/Interest	(40,000)	
Community Center Programs	(140,000)	
Transportation	(21,000)	
TOTAL RECOVERIES:		(201,000)
<u>CEMETERY FUND</u>		
Personnel	0	
Contractual Services	5,000	
Commodities	0	
Capital Outlay	0	
Other Expenditures	5,000	
TOTAL CEMETERY FUND		10,000

REF: Cemetery Tax 50 ILCS 610c & 60 ILCS 1/135-50

	<u>Amount Levied</u>	
<u>PARK MAINTENANCE FUND</u>		
Personnel	112,250	
Contractual Services	113,360	
Commodities	33,280	
Capital Outlay	223,800	
Other Expenditures	32,310	
TOTAL PARK MAINTENANCE FUND:		515,000

REF: Park Maintenance Tax 60 ILCS 1/120-20

GENERAL ASSISTANCE FUND

ADMINISTRATION

Personnel		
Contractual Services	0	
Commodities	0	
Other Expenditures	0	
TOTAL ADMINISTRATION:		0

HOME RELIEF

Contractual Services	0	
Commodities	0	
Other Expenditures	20,000	
TOTAL HOME RELIEF:		20,000
TOTAL GENERAL ASSISTANCE FUND:		20,000

REF: Public Assistance Tax 60 ILCS 1/235-20

	<u>Amount Levied</u>	
<u>GENERAL ROAD FUND</u>		
<u>ADMINISTRATION</u>		
Personnel	77,700	
Contractual Services	10,400	
Commodities	0	
Capital Outlay	0	
Other Expenditures	0	
TOTAL ADMINISTRATION:		88,100
<u>MAINTENANCE</u>		
Personnel	0	
Contractual Services	5,200	
Commodities	7,000	
Capital Outlay	356,022	
Other Expenditures	10,400	
TOTAL MAINTENANCE:		378,622
TOTAL GENERAL ROAD FUND:		466,722
REF: General Road & Bridge Tax (605 ILCS 5/6-501 & 5/6-504)		
LESS RECOVERIES		
Misc/Interest/PPRT	4,500	
Hwy. Ent. Income/Municipal	270,000	
TOTAL RECOVERIES:		274,500
<u>EQUIPMENT & BUILDING FUND</u>		
Contractual Services	63,500	
Debt Service	0	
Capital Outlay	100,000	
TOTAL EQUIPMENT & BUILDING FUND:		163,500
REF: Equipment & Building Tax (605 ILCS 5/6-508.1)		

	<u>Amount Levied</u>	
<u>PERMANENT ROAD FUND</u>		
Personnel	804,000	
Contractual Services	4,000	
Commodities	71,500	
Capital Outlay	455,500	
Other Expenditures	10,000	
TOTAL PERMANENT ROAD FUND:		1,345,000
 LESS RECOVERIES		
MFT Fund	(45,000)	
TOTAL RECOVERIES:		(45,000)
REF: Permanent Road Tax (605 ILCS 5/6-601)		
 <u>TAX LEVY SUMMARY</u>		
General Corporate Tax	1,784,278	
Cemetery Tax	10,000	
Park Maintenance Tax	515,000	
Public Assistance Tax	20,000	
Road & Bridge Tax	192,222	
Equipment & Building Tax	163,500	
Permanent Road Tax	1,300,000	
TOTAL TAXES LEVIED:		3,985,000

SECTION 3: That the Town Clerk shall make and file with the County Clerk of said County of Lake on or before the last Tuesday of December, a duly certified copy of this ordinance.

SECTION 4: That if any section, subdivision, or sentence of this ordinance shall for any reason be held invalid or to be unconstitutional, such finding shall not effect the validity of the remaining portion of this ordinance.

SECTION 5: That this ordinance shall be in full force and effect after its adoption, as provided by law.

ADOPTED this 14th day of December, 2023, pursuant to a roll call vote by the Board of Trustees of Ela Township, Lake County, Illinois

<u>BOARD OF TRUSTEES</u>	<u>AYE</u>	<u>NAY</u>	<u>ABSENT</u>
<u>SUPERVISOR GLORIA M. PALMBLAD</u>	_____	_____	_____
<u>TRUSTEE LARRY BOWMAN</u>	_____	_____	_____
<u>TRUSTEE DOUG SAMZ</u>	_____	_____	_____
<u>TRUSTEE TOSI UFODIKE</u>	_____	_____	_____
<u>TRUSTEE LAURIE WILHOIT</u>	_____	_____	_____

Lucy A. Prouty
Town Clerk

Gloria M Palmblad
Chairman - Board of Trustees

CERTIFICATION OF TAX LEVY ORDINANCE

TOWNSHIP

The undersigned, duly elected, qualified and acting Clerk of Ela Township, Lake County, Illinois, does hereby certify that the attached hereto is a true and correct copy of the Tax Levy Ordinance, of said Township for the year 2023, as adopted this 14th day of December, 2023.

This certification is made and filed pursuant to the requirements of (60 ILCS 1/75-20) and on behalf of Ela Township, Lake County, Illinois.

This certification must be filed by the last Tuesday in December.

Date this ____ day of _____, 2023

Lucy A. Prouty
Town Clerk

Filed this ____ day of _____, 2023

County Clerk

1

4



Serving the people since 1850

Employee Handbook

Approved 12/14/2023

Ela Township Employee Handbook - Table of Contents

I. Mission Statement 3

II. At-Will Employment 3

III. Purpose 3

IV. Employment Classifications.....4

 Exempt:..... 4

 Non-exempt: 4

 Full-Time: 4

 Part-Time: 4

 Salaried Employee: 4

 Seasonal Employee: 4

V. Wage and Salary Administration.....5

 A. Performance Review: 5

 B. Salary Review: 5

VI. Hours of Work and Compensation: 6

 A. Hours of Operation and Overtime..... 6

 B. Lunch and Break Periods 6

 C. Work Hours 7

 D. Work Period, Pay Period and Paychecks..... 7

VII. Benefits and other Compensation:..... 7

 A. Insurance.....7

 B. Retirement Fund-IMRF: 8

 C. Paid Time Off (PTO)..... 8

 D. Holidays 10

 E. Sick Leave/Pay 10

 F. Bereavement Policy.....12

 G. Jury Duty..... 13

 H. Military Leave 13

 I. Parental Leave15

 J. Family and Medical Leave Policy:..... 15

 K. Victims' Economic Safety and Security Act ("VESSA") Policy.....20

VIII. Education Training.....22

IX. Tuition Reimbursement..... 22

XI. Miscellaneous..... 23

 A. Sexual Harassment..... 23

 B. Drug Free Workplace Policy. 25

 C. Non-Discrimination..... 27

 D. Procedures in Case of Violations 27

 E. Incident Report.....28

 F. Dress Code 28

 G. Employee Conduct...29

 H. Employee Expense Policy.....29

 I. Department Head Spending Policy.....30

XII. Pregnant Workers Fairness Policy..... 30

Ela Township Employee Handbook - Table of Contents

I. Mission Statement 3

II. At-Will Employment 3

III. Purpose 3

IV. Employment Classifications 4

 Exempt: 4

 Non-exempt: 4

 Full-Time: 4

 Part-Time: 4

 Salaried Employee: 4

 Seasonal Employee: 4

V. Wage and Salary Administration 5

 A. Performance Review: 5

 B. Salary Review: 5

VI. Hours of Work and Compensation: 6

 A. Hours of Operation and Overtime 6

 B. Lunch and Break Periods 6

 C. Work Hours 7

 D. Work Period, Pay Period and Paychecks 7

VII. Benefits and other Compensation: 7

 A. Insurance 7

 B. Retirement Fund-IMRF: 7

 C. Paid Time Off (PTO) 8

 D. Holidays 9

 E. Sick Leave/Pay 10

 F. Bereavement Policy 12

 G. Jury Duty 13

 H. Military Leave 13

 I. Parental Leave 15

 J. Family and Medical Leave Policy: 15

 K. Victims' Economic Safety and Security Act ("VESSA") Policy 20

VIII. Education Training 22

IX. Tuition Reimbursement 22

XI. Miscellaneous 23

 A. Sexual Harassment 23

 B. Drug Free Workplace Policy 25

 C. Non-Discrimination 27

 D. Procedures in Case of Violations 27

 E. Incident Report 28

 F. Dress Code 28

 G. Employee Conduct 29

 H. Employee Expense Policy 29

 I. Department Head Spending Policy 30

XII. Pregnant Workers Fairness Policy 30

XIII.	Nursing Mothers in the Workplace Act.....	31
XIV.	Policy on Transgender Issues... ..	31
	A. Discrimination Prohibited.....	31
	B. Transitioning Employee Responsibility.....	32
	C. Co-Workers Responsibility.....	32
	D. Township Responsibility.....	33
	E. Personal Documentation.....	33
	F. Names/Pronouns.....	33
	G. Restroom/Locker Room Accessibility.....	33
	H. Dress Code.....	34
	I. Discrimination/Harassment.....	34
XV.	Policy on Weapons in the Workplace.. ..	34
	A. Concealed Carry Prohibited.....	34
	B. Inspections.....	35
	C. Violations.....	35
	D. Public Safety and Concealed Carry Act Exceptions.....	35
XVI.	Outside Employment.....	36
XVII.	Computers, Internet, and Email Usage.....	36
XVIII.	Township Property.....	37
XIX.	Highway Department Employee Policies.....	37
XX.	Supplements to Employee Handbook.....	40
XXI.	Acknowledgement Form.....	41

I. Mission Statement

Dedicated to enhancing the quality of life for Ela Township residents by providing unparalleled and cost-effective community-based services.

II. At-Will Employment

This is your personal copy of Ela Township's Employee Handbook. The information in this document is a description of the policies, programs, and benefits for the department in which you were hired. It is not intended to be all-inclusive or complete in every detail. If there is a need for additional information, you should contact your immediate supervisor. Neither the policies, practices, and benefits summarized herein, nor this employee handbook itself shall be considered as creating the terms and conditions of an employment contract, either expressed or implied, nor creating rights in the nature of an employment contract, nor does it provide employees with any due process rights in the event of discipline or discharge.

All employment with Ela Township is "at-will," which means that the employment relationship may be terminated by the employee or the Township at any time without cause or notice and without any restriction or limitation. Nothing in this Employee Handbook is intended to or should be construed as altering the employment-at-will relationship. Nothing said or done by the Township, any Township Official, or any representative of the Assessor's Office, Highway Department, or Township Administration shall constitute an employment contract.

III. Purpose

- A. Ela Township is an equal opportunity employer and does not discriminate in employment policies and practices for any reason, without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, marital status, status as a protected veteran, status as a qualified individual with a disability, order of protection status, or criminal conviction history, or any other legally protected status.
- B. Once the hiring of an employee has been authorized by the Township Board, the authority to employ (including but not limited to hiring, firing, and assigning job duties) and to fix compensation shall be as follows:
 - 1. The Assessor hires all employees in the Assessor's Department.
 - 2. The Township Board hires the Township Manager, including all Department Directors with the Township Manager.
 - 3. The Highway Superintendent hires all employees in the Parks and Highway Departments.
 - 4. The Township Manager hires all employees in the Administration, Bus, and Cemetery Departments.
 - 5. The Community Programs Director hires all employees in the Community Programs Department.

6. The Health and Wellness Director hires all employees in the Health and Wellness Department.
- C. Procedures outlined in this employee handbook may be waived or changed at any time by the Assessor for the Assessor's Department, or by the Township Manager and Township Board for all other Township Departments. The Township Board should be notified if any permanent changes are made to the Employee Handbook. Exceptions to any employee policy may be made on a case-by-case basis with the Township Supervisor and/or Township Manager's approval.

IV. Employment Classifications

The following definitions will be used in classifying all Township employees:

Exempt: An exempt employee is any employee of the Township whether having achieved full employment status or not, who is exempt from coverage by the Fair Labor Standards Act ("FLSA") or its amendments for purposes of wages and overtime. Determination of exempt status shall be based on whether each written job description satisfies the criteria for an "Executive," "Administrative," "Professional" or "Creative" exemption, as established by Section 13(a)(1) of the Fair Labor Standards Act, as amended, and within guidance set forth by the U.S. Department of Labor. (See Section VI. Hours of Work and Compensation for additional information). Exempt employees are not eligible for overtime.

Non-exempt: A non-exempt employee is any employee of the Township, whether having achieved full employment status or not, who is provided coverage by the Fair Labor Standards Act as amended for purposes of wages and overtime. An employee shall be considered non-exempt until such time that the written job description for the employee's position satisfies the criteria for a qualified exemption as set forth in Section 13(a)(1) of the Fair Labor Standards Act. (See Section VI. Hours of Work and Compensation for additional information). Non-Exempt employees are eligible for overtime pursuant of the terms herein.

Full-Time: Any employee who works thirty-five (35) hours or more per week, fifty-two (52) weeks of the year.

Part-Time: An employee scheduled to work less than thirty-five (35) hours per week for fifty-two (52) weeks of the year. Permanent part-time employees are eligible for paid time off (PTO), sick leave, and paid holidays.

Salaried Employee: Any person hired by the Township who is paid on a salary basis and is regularly scheduled on a permanent assignment.

Seasonal Employee: An employee hired into a position with the Township who works six (6) months or less. A seasonal employee is not entitled to any holiday, paid time off (PTO), or sick pay.

Probationary Period: All employees (except seasonal) shall have a probationary period of ninety (90) days from their date of hire. Completion of the probationary period (90 days) for full-time and permanent part-time staff does not guarantee continued employment for a set period with the Township.

V. Wage and Salary Administration

A. Performance Review:

Performance evaluations provide a systematic opportunity for each employee to discuss their development with their immediate supervisor and to know where they stand in relation to their job performance or requirements. Each employee may be reviewed annually for the purpose of determining the quality of his or her performance.

The immediate supervisor shall meet with subordinate employees to discuss openly and in detail the results of their performance evaluations. Employees are encouraged to add comments to the evaluation form prior to signing it. The performance goals shall be prepared by each employee and their department director or immediate supervisor. Once completed, the immediate supervisor shall discuss the performance evaluation expectation with the individual employee. If the rating level in any of the performance standards and measured areas is determined to be unacceptable, the employee with their immediate supervisor shall develop an improvement plan. This improvement plan shall include a list of desirable objectives and a timetable for expected improvement on the part of the employee.

Upon completion of the review process, both the immediate supervisor and the employee shall sign the evaluation form to ensure that it has been discussed. If an employee does not concur with the evaluation, the statement to this effect should be written in the area provided on the evaluation form. A copy of the completed evaluation form and any supporting documents shall then be submitted to the Township Manager for review and further action, if necessary. The completed evaluation shall be placed in the employee's personnel file. The Township Supervisor may take part in all performance reviews.

B. Salary Review:

Any employee's compensation may be reviewed and or adjusted at any time. Each review is to be determined on a case-by-case basis, taking into account the nature of the job and the employee's performance, consideration for compensation being paid in the community for comparable activities and skills, and upon the Township's current and projected fiscal condition. The Township shall not be obligated to increase compensation at any time.

VI. Hours of Work and Compensation:

A. Hours of Operation and Overtime

1. The normal workday for non-exempt (hourly) full-time Township employees' is considered 8.5 hours per day, Monday through Thursday, and 5 hours on Friday, which assumes 39 hours is a normal work week. Highway Department employees work 6 hours on Friday, which is a total 40-hour work week. Exempt (salaried) employees generally work the same hours but may need to adjust their schedule and/or be required to work more hours as the work dictates. While employees are generally expected to work the number of hours stated above, Ela Township does not guarantee that employees will actually work that many hours in any given day or week (or to be paid for such hours if employees do not work that many hours).

2. It is the policy of the Township to keep overtime to a minimum whenever possible without jeopardizing the efficient operation of any department. Non-exempt employees do not have the right to utilize compensatory time, but rather will be allotted overtime (OT) pay for hours worked beyond their normal set hours over forty (40) hours. Any use of overtime shall be authorized by the immediate supervisor. Overtime work is only performed when necessary and approved in advance by the immediate supervisor. Overtime hours are defined under the Fair Labor Standards Act ("FLSA") as hours worked by non-exempt employees over forty (40) hours in a workweek at a rate of not less than time and one-half their regular rate of pay. *Holidays, unpaid lunchtime, and any paid leave, such as sick and paid time off (PTO), days, do not count as time worked.* Employees are expected to work necessary overtime when requested to do so. All overtime payments will be made in the pay period following the period the overtime was worked. Exempt (salaried) full-time employees are not entitled to overtime pay and may adjust their schedules accordingly to stay within an average of forty (40) hours worked each week on an annual basis.

3. All Employees are expected to arrive on time, ready to work, on every day, which they have been assigned to work. Regular attendance and punctuality are part of each employee's job responsibilities. If any employee is unable to arrive at work on time, or must be absent for any reason, the employee must contact their immediate supervisor as soon as possible, prior to the scheduled start time. Salaried employees may seek approval from immediate supervisor for schedule adjustments, and Department Directors from the Township Manager.

B. Lunch and Break Periods

Each day any employee scheduled to work seven (7) or more hours per day must take a minimum unpaid duty-free lunch break equivalent to thirty (30) minutes. At the discretion of their supervisor, full-time employees may take two additional fifteen (15) minute paid breaks. One break per day may be used to extend the lunch period. Times for breaks shall be mutually agreed upon between the employee and the supervisor. All lunch breaks must be taken by the fifth (5th) hour of work. For employees scheduled to work less than seven (7) hours per day, the amount of time used for breaks will be reduced proportionately with

a 15-minute break for each four (4) hours of work. An employee electing not to take the provided fifteen (15) minute break(s) or the lunch break, or both, is not entitled to leave early on the workday. Breaks are paid for whether taken or not and may not be combined to receive a thirty (30) minute paid lunch period. Both breaks cannot be combined with the lunch period to receive a full hour lunch break with only half an hour reported as unpaid.

C. Work Hours

- | | |
|-----------------------------------|---------------------------|
| 1. Assessor’s Department | set by the Assessor |
| 2. Highway Department | set by the Township Board |
| 3. Bus Department | set by the Township Board |
| 4. Administration Department | set by the Township Board |
| 5. Community Programs Department | set by the Township Board |
| 6. Health and Wellness Department | set by the Township Board |
| 7. Parks Department | set by the Township Board |
| 8. Cemetery Department | set by the Township Board |

D. Work Period, Pay Period and Paychecks

1. Work Period: For the purpose of determining any overtime pay, the “work period” begins Sunday at 12:00 a.m. and ends Saturday at 11:59 p.m.
2. Pay Period: Each employee’s pay period is two weeks, beginning on Sunday at 12:00 a.m. and ending on Saturday at 11:59:59 p.m.
3. Paychecks: All employees will receive their paychecks at work every other Wednesday. If the regular payday falls on a holiday, payday will normally be the last workday prior to the scheduled payday. If you think there is an error in your paycheck, notify your immediate supervisor immediately.

VII. Benefits and other Compensation:

Temporary Part-Time Employees and Seasonal Employees are not eligible for benefits. All new hire benefit eligibility can be located in its respective section below.

A. Insurance:

Employees are eligible to participate in a health insurance program as provided by the Township. **Eligibility begins on the first of the month following the date of hire.** ~~Date ninetieth (90th) day of employment.~~ The terms and conditions of any such programs shall be furnished to all eligible employees.

~~Employees may elect to opt out of their insurance program benefits. There will be a ninety-day waiting period before an employee is eligible for insurance coverage. After the ninety-day waiting period, insurance will begin on the ninetieth day of employment.~~

B. Retirement Fund - IMRF:

All employees working more than 1,000 hours per year are required to participate in Illinois Municipal Retirement Fund (IMRF) as provided. The terms and conditions of any such programs shall be furnished to all eligible employees.

C. Paid Time Off (PTO):

1. Full-time hourly, salaried, and permanent part-time employees are eligible for Paid Time Off (PTO), to use only after **completion of the ninety (90) day probationary period.**~~one (1) continuous year of employment with the Township.~~ Any employee that resigns or has their employment terminated with the Township prior to completion of their **ninety (90) day probationary period** will not be entitled to receive compensation for any unused PTO.
2. Permanent Part-Time employees who normally work a scheduled work week of less than thirty (30) hours per week are awarded **one hour of PTO for every 40 hours worked.**~~twenty (20) hours of PTO annually on their anniversary.~~ **When taken, PTO is paid out at the employees normally scheduled hours for that day.**~~When taken, PTO is paid out in increments four (4) hours per day, with a maximum of five (5) days per year.~~ Carry over is not permitted for permanent part time employees.
3. Permanent Part-Time employees who work a scheduled work week of thirty (30) hours or more per week are awarded one week of their normal weekly scheduled hours annually on their anniversary. Maximum amount of PTO awarded is **forty (40)**~~thirty-four (34)~~ hours per year. When taken, PTO is paid out at the employees normally scheduled hours for that day. Carry over is not permitted for permanent part time employees.
4. Regular full-time hourly and salaried **employees' PTO is given to the employee on the anniversary of their date of hire.**~~accrue PTO on a pro-rata basis as set out in the Paid Time Off Accruals Schedule, based on the number of continuous years of service completed.~~
5. **Seasonal employees are given one hour of PTO for every 40 hours worked, and are not eligible to use any accrued PTO until after ninety (90) days of hire. Unused PTO for Seasonal employees will not be paid out with their last check of the season.**

Paid Time Off – Full-Time Hourly (Non-Exempt) and Full-Time Salaried (Exempt) Employees:

Years of Service	Accrual Rate in Hours Per Bi-Weekly Pay Period	Annual Accrual in Hours
Date of Hire — 1 Year	1.54	40.00
2+ Years	3.08	80.00
8+ Years	4.62	120.00
12+ Years	6.15	160.00

Years of Service	Annual Paid Time off
90 days- 1 year	40.00
1 year-4 years	80.00
5-10 years	120.00
10+ years	160.00

6. PTO will be paid out in increments based on the day of the week PTO is taken (i.e. full-time hourly Township employees will be paid 8.5 hours for a full PTO day off on Monday through Thursday and 5 hours on Friday or as applicable to departmental operating hours). PTO may also be requested in ½ hour increments for the purposes of allowing employees to transact personal business (i.e., legal appointment, moving into a new house, etc.).
7. Full-time employees accrued PTO may be carried over from one calendar year to the next on their anniversary date, with a maximum of 80 hours carried over. Employees may not request pay in lieu of such PTO. If an employee wants to use more time than they have accrued, then they may elect to take unpaid time off with their immediate supervisor’s approval.
8. Upon termination of employment, an employee shall be paid for all unused PTO, only if the employee has been employed with the Township longer than one (1) year. Any amount due to an employee shall be paid at the time such employee receives their final paycheck.
9. ~~PTO must be authorized and scheduled by the employee’s immediate supervisor.~~ Requests for PTO **should** ~~must~~ be submitted far enough in advance to ensure the smooth performance of Township functions is not in any way jeopardized. **Staffing needs** ~~Scheduling~~ will be determined by the immediate supervisor after considering work requirements, length of service, and employer’s preferences.
10. For purposes of determining PTO, “continuous service” is not broken due to an employee’s absence as the result of sick leave, parental leave, accident, or leave of absence granted by their immediate supervisor.

11. Prior to using unpaid time off, employees must first utilize any available paid time off bank (PTO, Sick, Floating Holiday, etc) available to them.

12.

D. Holidays:

1. The Township Board approves paid holidays for full-time, salaried, and permanent part-time employees each year. In the event a full-time employee does not work the scheduled day before and/or after a holiday and is not taking authorized paid time off (PTO), or approved leave, the employee may not earn or receive holiday pay. Permanent part-time employees are eligible for paid holidays. ~~If the employee normally works less than thirty (30) hours per week, The employee will receive~~ **hours equivalent to their normally scheduled day.** ~~four (4) hours per paid holiday. If the employee normally works thirty (30) or more hours per week, they receive holiday pay for their normally scheduled hours for that day.~~
2. Holidays will be paid out in increments based on the day of the week the holiday falls.
3. Employees who observe a religious holiday on days which do not fall on an approved holiday, should use paid time off (PTO) time or receive permission to take the time off without pay.
4. A floating holiday must be used in the calendar year it was granted and may not be carried over from one year to the next. Employees that start working for the Township prior to July 1 of the current calendar year will be eligible to use a floating holiday in the same year of hire, otherwise, the employee will become eligible for their floating holiday beginning on January 1 of the following calendar year. Part-time employees are not eligible for a floating holiday.

E. Sick Leave/Pay:

1. All full-time and salaried employees are eligible for 72 hours of annual paid sick leave after successfully completing a ninety (90) day probationary period upon hire. Once the probationary period ends, regular full-time hourly and salaried employees accrue sick leave on a pro-rata basis at the rate of 2.77 hours per pay period up to a maximum as established under Section E paragraph 9.

Permanent part-time employees are eligible for three (3) days of annual paid sick leave after successfully completing **the ninety-day (90) probationary period.** ~~one (1) year of employment. For employees who work thirty (30) or more hours per week, The three (3) sick days are based off the employees normally scheduled hours. For employees who work less than thirty (30) hours per week, the three (3) sick days are paid at four (4) hours per day, with a maximum of twelve (12) hours annually.~~

2. Eligible employees may use sick leave for their own illness, injury, or medical appointment or that of an employee's:

- Child, stepchild or grandchild
 - Spouse or domestic partner
 - Parent or stepparent
 - Grandparent
 - Mother-in-law or father-in-law
 - Sibling
3. For full-time employees, sick leave will be paid out in increments based on the day of the week sick leave is taken (i.e. full-time hourly Township employees will be paid 8.5 hours for a full sick day off on Monday through Thursday and 5 hours on Friday or as applicable to departmental operating hours). Sick leave may also be requested in ½ hour increments for the purposes of allowing employees to attend their medical/dental appointments, pick up prescriptions, and/or take care of any other medically related needs pertaining to persons identified above.
 4. For sick leave, more than three (3) consecutive business days, or frequent absences claimed as sick days, the employee may be required to provide written verification from a licensed medical doctor the effect of the illness or injury involved was sufficient to justify the employee's absence from work and certifying also that the employee is medically fit to return to work. If an employee does not provide appropriate medical documentation, the employee will not be allowed to return to work, and such time off will be considered as unpaid leave of absence subject to the terms and conditions of this policy. Employees who are absent for three (3) consecutive days without notifying their supervisor will be considered to have voluntarily resigned.
 5. Notification requirements: In order for the employee to receive compensation while on sick leave, the employee must notify their immediate supervisor prior to the hour stated for beginning their daily duties. If sudden illness makes it impossible for an employee to request sick leave before the workday begins, the employee must notify their immediate supervisor as soon as reasonably practicable, but ordinarily within one (1) hour after their scheduled start time.
 6. Sick Leave and Workers' Compensation: Time lost due to injury received while on duty is not charged to sick leave providing such an injury is accepted as a justified claim under Workers' Compensation.
 7. Confidentiality of Medical Information: All information about an employee's medical condition is confidential and will be kept in separate files by the Township. When an employee is absent for medical reasons, the employee's personnel file will contain only the dates of the medical absence, but not the medical reason(s) for the absence.
 8. Unused and unpaid sick leave may be carried over for full-time and permanent part-time employees from one year to the next as an IMRF service credit; please refer to

IMRF policies for the maximum amount allowed to carry over. Up to 360 hours of the carried over sick leave may only be used for major medical events such as when surgery is required, or for severe illness in a given year for full-time employees.

9. If an employee needs to use more time than what they've accrued, with immediate supervisors' approval, the employee must use unpaid time off or PTO.
10. No compensation will be paid for unused sick days. Unused sick days will not be compensated at the end of an employee's employment with the Township.
11. The Township prohibits retaliation against any employee who uses sick leave benefits for the purposes identified herein.

F. Bereavement Policy:

1. **Funeral Policy:** In the event of a death in the employee's immediate family, full-time and permanent part-time employees, who work twenty (20) or more hours per week may be granted as necessary up to three (3) days leave of absence without loss of pay for the purpose of attending the funeral. Immediate family for the purpose of this section shall mean the employee's spouse, children (including stepchildren), grandparents, grandchildren, parents-in-law, son-in-law, daughter-in-law, parents (including stepparents), brothers and sisters (including stepbrothers and stepsisters) brother-in-law, sister-in-law, and legal guardians. Proof of death and of relationship may be required. **Department Heads have discretion on a case-by-case basis to allow for bereavement leave outlined above for family members previously not listed.**
2. **Child and Spouse Bereavement Policy:** In accordance with the Illinois Child Bereavement Leave Act (Public Act 099-0703), an employee who is an eligible employee under the Family and Medical Leave Act of 1993, 29 U.S.C. § 2601, et seq., (that is, an employee who has been employed by the Township for at least 12 months and who has worked at least 1250 hours in the 12 month period preceding a leave taken in accordance with this Section) shall be entitled to a maximum of ten (10) working days of unpaid bereavement leave to attend the funeral (or alternative to a funeral) of the employee's child (defined as the employee's son or daughter who is the biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis) or spouse, make arrangements necessitated by the death of the child or spouse, or grieve the death of the child or spouse. Such leave must be completed within 60 days after the date on which the employee receives notice of the death of the child or spouse.
3. In the event of the death of more than one child in a 12-month period, an eligible employee is entitled to up to six (6) weeks of child bereavement leave during that 12-month period.
4. An eligible employee must give the Township at least 48 hours advance notice of the employee's intention to take child bereavement leave, unless providing such notice

is not reasonable or practicable. The Township may require reasonable documentation to support the leave, which may include a death certificate, a published obituary notice, or written verification of death, burial or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency.

5. An employee may substitute paid time off, to the extent available, for unpaid time off, to the extent that such paid time off is available and permitted by the Township's general bereavement policy, set forth above. However, nothing in this Child Bereavement Policy shall be interpreted as increasing the total amount of time off (consisting of unpaid time off or paid time off substituted therefore) available to an employee in any 12-month period under the Family and Medical Leave Act, nor shall this Child Bereavement Policy be interpreted as increasing the amount of paid time off otherwise available to an employee under the Funeral Policy or any other Township leave or paid time off policy.

G. Jury Duty:

Regularly scheduled exempt and non-exempt employees shall experience no loss in pay or paid leave benefits because of jury duty or because the employee, pursuant to a subpoena issued by the clerk of the court and served upon the employee, attends as a witness upon trial or to have their deposition taken in any Township related matter pending in court.

Employees required to appear for such jury duty, trial or deposition shall provide their immediate supervisor with a copy of the jury summons or the subpoena as soon as possible.

The employee's pay while on jury duty leave will be calculated based upon the employee's regularly scheduled hours.

The employee will be expected to sign over to Ela Township any pay received by the courts to offset the fact that the employer is paying wages for those days.

H. Military Leave:

Pursuant to the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), and the Illinois Service Member Employment and Reemployment Rights Act (ISERRA), an employee who provides notice of active military service will be granted a military leave of absence to participate in the required military service. Military service is recognized as a protected class under the Illinois Human Rights Act.

USERRA protects the right of an employee service member to re-employment if he or she gives advance notice to the employer prior to service, service five (5) years or less, returns to work in a timely manner upon discharge and is not discharged for dishonorable reasons.

ISERRA minimizes disadvantages to military service in civilian careers, providing for

prompt reemployment and protections of service members in a manner that minimizes disruption to the lives of such employees, their employers, and co-workers, prohibiting discrimination against and interference with military service, and ensuring that public entities are model employers of reserve components by providing additional benefits.

Protected persons under ISERRA include service members in the Armed Forces of the U.S., the National Guard of any state or territory regardless of status, and the State Guard as defined in the State Guard Act. "Military Service," whether active or reserve, includes service under the authority of U.S.C. titles 10, 14, or 32, or State active duty. Service members in a federally recognized auxiliary of the U.S. Armed Forces when performing official duties in support of military or civilian authorities resulting from an emergency. Employees who are absent from a position of employment for the purpose of medical or dental treatment for a condition, illness, or injury sustained or aggravated during a period of active service in which treatment is paid by the U.S. Department of Defense Military Health System.

Rights protected under ISERRA include Military Leave, Service, Efficiency, and Performance Rating, Discrimination, and Public Employees.

1. Other USERRA and ISERRA benefits include:

- a) During leaves for annual training, the employee shall continue to receive his or her regular compensation as a Township employee;
- b) During leaves for basic training, for up to 60 days of special or advanced training, and for any other training or duty required by the United States Armed Forces, the employee shall receive his or her regular compensation minus the amount of his or her base pay for military activities;
- c) For any member of the Illinois National Guard or any member of any branch of the Armed Forces Reserve who is placed on active-duty status, the rights and benefits of the employee shall have the following rights and benefits preserved and protected:
 - The provision of insurance coverage and its automatic continuation immediately upon return to employment status with the Township; and
 - The right to any promotional, employment, contractual or salary benefits, or pension rights and benefits that accrued while the employee was on active-duty status.

2. Reinstatement upon Completion of Military Service:

An employee who is drafted or ordered into the military service shall be entitled to return to their former position at the current rate of pay with no loss in seniority and benefits, providing said employee returns to work within ninety (90) days of discharge from military service. Seniority shall accrue while in the service on active duty.

Return to Work from Active-Duty Training: An individual returning from initial active training duty is entitled to reemployment if the following conditions have been met:

- a) The reservist was called for initial active-duty training for at least twelve (12) weeks and was called to active duty for at least ninety (90) days.
- b) The reservist applies for reemployment within thirty-one (31) days after release from active duty for training after satisfactory service or from discharge from hospitalization from military injury, provided it is less than one year after the scheduled release from duty.

Reporting to Work from Reserve Training: Employees granted a leave of absence for participation in training with the Army Reserves or National Guard need not apply for reemployment, but must report to work at the beginning of the next scheduled pay period, unless prevented by circumstances beyond the employee's control. If the employee does not report to work, he/she may be subject to progressive discipline, but does not forfeit entitlement to reemployment.

I. Parental Leave:

Parental leave under this policy is a leave associated with the birth of an employee's own child or the placement of a child with the employee in regard to adoption or foster care during which time an employee is paid 100% of his or her salary. Parental leave is not charged against the employees leave credits. In order to be eligible for paid parental leave, the employee must have worked with the Township for one (1) year.

Employees are entitled up to six (6) weeks of paid leave for the birth or adoption of a child and up to eight (8) weeks paid leave for a cesarean "C" section.

Health insurance benefits will continue to be provided during the paid parental leave under this policy at the same rate as in effect before the leave was taken.

The employee must provide a thirty (30) day notice to the employee's Department Director of the request for leave and complete the necessary forms and file said forms with the Township Manager.

After the paid parental leave has concluded, subsequent leave shall be covered under appropriate policies, including, but not limited to, leave under the Family and Medical Leave Act (FMLA). During the time of parental leave, the employee may utilize sick leave, paid time off (PTO), however, if utilizing FMLA during parental leave, an employee must use any available paid time off in concurrence with their leave.

J. Family and Medical Leave Policy:

The Township follows the guidelines of the Family and Medical Leave Act, as amended

from time to time. Employees who have been employed by the Township for at least one (1) year and for at least 1,250 hours during the preceding 12-month period are eligible for family and medical leave under the Family and Medical Leave Act. Family or medical leave consists of up to twelve (12) weeks unpaid leave during any 12-month period. The applicable 12-month period is that immediately preceding the starting date of the FMLA leave.

1. Reasons for Leave:

Family or medical leave may be granted for the following reasons:

- a) The birth or adoption of the employee's child and in order to care for the child;
- b) The placement of a child with the employee for adoption or foster care;
- c) To care for a spouse, child or parent who has serious health condition; or
- d) A serious health condition that renders the employee incapable of performing the functions of their job.

Entitlement to leave for the birth of a child or for adoption or foster care will expire twelve (12) months from the date of the birth or placement. Spouses are entitled to a combined total of twelve (12) weeks of leave for the birth or placement of a child or care of a parent.

Requests for FMLA shall be submitted at least thirty (30) days before the leave is necessary, if the need for the leave is foreseeable, as is the case with maternity or elective surgery. The Township Manager may require proof of the necessity for the leave. The Township Manager shall designate the start date of any employee's FMLA leave, which may be in effect concurrently with another disability leave.

2. Intermittent or Reduced Work Schedule Leave

Intermittent leave is leave taken in separate blocks of time. A reduced work schedule leave is a leave schedule that reduces an employee's usual number of hours per workweek or hours per workday.

If an employee takes leave intermittently or on a reduced work schedule basis, the employee must, when requested, attempt to schedule the leave so as not to unduly disrupt the Township's operations. When an employee takes intermittent or reduced work schedule leave for foreseeable planned medical treatment, the Township may temporarily transfer the employee to an alternative position with equivalent pay and benefits for which the employee is qualified and which better accommodates recurring periods of leave.

3. Military Caregiver Leave

Eligible employees who are family members of covered service members will be entitled to take up to twenty-six (26) weeks of leave in a single twelve (12) month period to care for the covered service-member recovering from a serious injury or illness incurred in the line of duty while on active duty. Family members are a "spouse, son, daughter, parent or

next of kin [the nearest blood relative]" of the injured or ill service member. Covered service members are those in the Armed Forces, including members of the National Guard and Reserves.

To qualify for this leave, the member of the Armed Forces must be undergoing medical treatment, recuperation or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list, for a serious injury or illness." A "serious injury or illness" is "an injury or illness incurred by the member in the line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating."

A covered service member is defined as "a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. Covered veteran means an individual who was a member of the Armed Forces (including a member of the National Guard or Reserves), and was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran."

An eligible employee is the spouse, son, daughter, parent or next of kin. "Next of kin" means the nearest blood relative (other than the covered service member's spouse, parent, son or daughter) in the following order of priority: (1) Blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions; (2) Brothers and sisters; (3) Grandparents; (4) Aunts and uncles; and (5) First cousins. An eligible employee is entitled to a combined total of 26 weeks of leave, including leave taken for any FMLA-qualifying reason, during a single twelve (12) month period.

4. Qualifying Exigency Leave

During the eligible employee's family member's duty in the Armed Forces, specifically, employees who have a spouse, parent or child who is on or has been called to active duty in the Armed Forces, the employee may take up to twelve (12) weeks of FMLA leave yearly when a "qualifying exigency" arises out of the fact that the family member is on active duty or has been notified of an impending call to active duty status. A "qualifying exigency" is:

1. Short-notice deployment;
2. Military events and related activities;
3. Childcare and school activities;
4. Financial and legal arrangements;
5. Counseling;
6. Rest and recuperation;

7. Post-deployment activities; and
8. Additional activities agreed to by the Township Manager.

5. Exhaustion of Paid Leave

Employees must exhaust any accrued paid PTO days, paid sick days, or other paid leave time for unpaid leave under this policy, and any such paid time off concurrent with his or her Family and Medical Leave. All time missed from work that qualifies for both Family and Medical Leave and for workers' compensation will be counted toward the employee's twelve weeks of Family and Medical Leave. If the employee qualifies for both Family and Medical Leave and any other leave, Family and Medical Leave must be taken first.

6. Benefit Continuation

While a full-time employee is on FMLA leave, the Township will maintain the employee's group health insurance coverage under the same conditions that the employee had at the start of FMLA leave for a period not to exceed the FMLA 12-week period. The employee will be responsible for any employee premium contribution and/or payment to other employee elected benefit programs. To the extent that an employee's FMLA leave is paid, the employee's portion of health insurance premiums will be deducted from the employee's salary. For the portion of FMLA leave that is unpaid, the employee's portion of health insurance premiums may be paid pursuant to a system voluntarily agreed to by the Township and the employee. Other benefits, if any, such as paid time off (PTO), sick leave, or personal days, shall not accrue while an employee is on unpaid FMLA leave. Employees on FMLA leave, however, will not forfeit any benefits that accrued prior to the start of the FMLA leave by virtue of taking FMLA leave.

7. Requesting Leave

Requests for FMLA leave must be made in writing. At least 30 days advance notice of the birth or adoption of a child or for planned medical treatment should be given. In cases of emergency, notice should be given as soon as is practical (usually within one or two business days). A delay in submitting this request may result in a delay of the start of your leave and jeopardize compensation under the FMLA leave.

- a) The request must specify, in detail, the reasons for requesting the leave and the length of time the employee intends to be away.
- b) In cases where an employee requests leave for the employee's own serious health condition or to care for a seriously ill family member, the Township requires medical certification from a health care provider to support the request. All medical certifications are due within fifteen (15) days from the date of the leave request. Failure to provide medical certification in a timely manner may result in denial of leave until it is provided.

- c) If the Township has reason to doubt the employee's initial certification, the Township may: (i) with the employee's permission, have a designated health care provider contact the employee's health care provider in an effort clarify or authenticate the initial certification; and/or (ii) require the employee to obtain a second opinion by an independent Township-designated provider at the Township's expense. If the initial and second certifications differ, the Township may, at its expense, require the employee to obtain a third, final and binding certification from a jointly selected health care provider.
- d) A request for leave of absence must be approved by the employee's Department Director.
- e) An approved medical leave of absence will be considered FMLA if it qualifies as such under the FMLA regulations promulgated by the U.S. Department of Labor.

8. Recertification of Leave and Reporting to Department Director Regarding Leave Status

During FMLA leave, the Township may request that the employee provide recertification of a serious health condition at intervals in accordance with the FMLA. In addition, during FMLA leave, the employee must provide the Township with periodic reports regarding the employee's status and intent to return to work. These periodic reports must be made on or about the 1st and 15th of each month that the employee is on leave. If the employee's anticipated return to work date changes and it becomes necessary for the employee to take more or less leave than originally anticipated, the employee must provide the Township with reasonable notice (i.e. within 2 business days) of the employee's changed circumstances and new return to work date. If the employee gives the Township notice of the employee's intent not to return to work, the employee will be considered to have voluntarily resigned or if employee fails to provide any periodic reports for 30 days.

9. Return from Leave

Upon returning from FMLA leave, the employee will be reinstated to the employee's original or equivalent position with equivalent pay and benefits. In the case of an employee's own serious health condition, a physician's statement certifying the employee's ability to perform the essential functions of the job is required. In some cases, the Township may require that the employee be examined by a physician of its choice to determine if the employee is fit to perform the essential functions of the position.

An employee is entitled to reinstatement only if he or she would have continued to be employed had FMLA leave not been taken. Thus, an employee is not entitled to reinstatement if, because of a lay off reduction in force or other reason, the employee would not be employed at the time job restoration is sought.

10. Failure to Return to Work Following FMLA Leave or Any Other Special Leave

An employee who fails to return to an available position after the leave of absence has expired may be considered, depending upon the circumstances, to have voluntarily resigned. The Township may recover health insurance premiums that the Township paid on behalf of the employee during any unpaid FMLA leave, except the Township's share of such premiums may not be recovered if the employee fails to return to work because of the employee's or a family member's serious health condition or because of other circumstances beyond the employee's control. In such cases, the Township may require the employee to provide medical certification of the employee's or the family member's serious health condition.

Depending upon the circumstances, including receipt by the Township of documented medical information that the employee is unable to return to work because of the employee's or family member's serious health condition, the employee may be eligible for emergency or other unpaid leave following the expiration of FMLA leave. If the employee needs additional leave after the expiration of FMLA leave, the employee is encouraged to contact the Township as soon as he or she becomes aware of the need for additional leave and should be prepared to document the need for such additional leave with medical information provided by the appropriate health provider. Failure to communicate in a timely fashion with the Township regarding the need for additional leave or otherwise to cooperate with the Township regarding the documentation or substantiation of such need may result in termination of employment.

K. Victims' Economic Safety and Security Act ("VESSA") Policy:

All employees shall be entitled to a total of twelve (12) work weeks of unpaid leave during any twelve (12) month period if:

1. The employee is a victim of domestic, sexual, or gender violence;
2. The employee has a family or household member or other person related by blood or by current or former marriage or who share a child, where said person is a victim of domestic, sexual, or gender violence.

The leave may be taken to:

1. Seek medical attention for or to recover from physical or psychological injuries;
2. Obtain services from a victim service organization.
3. Obtain psychological or other counseling.
4. Participate in safety planning, temporarily or permanently relocating, or taking other actions to increase safety from future domestic, sexual, or gender violence or ensure economic security; or
5. Seek legal assistance or remedies, including preparing for or participating in any civil or criminal proceeding related to or delivered from domestic, sexual, or gender

violence.

At the employee's discretion, the leave may be taken intermittently or on a reduced work schedule provided that the aggregate amount of leave does not exceed twelve (12) weeks, including any leave taken for any FMLA-qualifying reason. VESSA leave may only be taken if the employee has complied with certification requirements established by law and Township policy.

Notice to Township of Intention to Take Leave: Whenever practicable, the employee shall provide the Township with at least forty-eight (48) hours advance notice of the employee's intention to take the leave. The Township will not take any action against the employee if an unscheduled absence occurs, provided the employee provides the proper certification set forth below as soon as is practical.

Confidentiality

All information provided to the Township pursuant to this policy shall be confidential and shall not be disclosed unless requested or consented to in writing by the employee or otherwise required by state or federal law.

Certification: When applying for this leave, the employee shall provide to the Township a sworn statement and obtain one of the following documents:

1. Documentation from an employee, agent, or volunteer of a victim services organization, an attorney, member of the court, or a medical or other professional from whom assistance has been sought in addressing domestic or sexual violence and the effects of the violence; or
2. A police or court record; or
3. Other corroborating evidence as determined sufficient by the Township.

Nothing in this subsection shall be construed to prohibit the Township from requiring an employee on leave to report periodically to the Township regarding the employee's progress in treatment or recovery or regarding employment matters, or if employee fails to provide any periodic reports for 30 days.

Employee Benefits: Upon returning to work after taking leave enumerated under this policy, the employee shall be restored to the position held prior to taking leave or to an equivalent position. Equivalent position shall mean a position that is equivalent in benefits, pay, and other terms and conditions of employment. The employee shall retain all employment benefits accrued prior to the date on which leave commenced and will continue to accrue benefits while on leave as if the employee were reporting to work.

Health Benefits: The Township shall maintain coverage for the employee and covered family or household members under any group plan for the duration of the employee's leave. These benefits will be maintained under the same conditions of coverage that the employee would

have been eligible for if the employee were not on leave. If the employee fails to return to work after his or her leave has been exhausted or expired and for any reason other than continued domestic or sexual violence or treatment thereof, the Township shall have the right to seek reimbursement for all premiums paid by the Township while the employee was on leave.

Reasonable Accommodation: Any employee who is entitled to take leave under this policy or under the Act may request and shall receive a reasonable accommodation as long as the accommodation does not pose an undue hardship to the Township. Exigent circumstances and danger to the employee, his or her family member or household member shall be taken into consideration.

Use of Existing Leave: An employee who is entitled to take paid or unpaid leave (including family, medical, sick, annual, personal, or similar leave) from employment pursuant to federal, state or local law, or the employment benefits program or plan, may elect to substitute any period of leave for an equivalent period of leave provided under this policy. This policy does not provide additional time if the leave is also covered by the Family Medical Leave Act.

VIII. Education Training

In addition to paid time off (PTO), holidays, and sick days, an employee may be granted, at the sole discretion of the immediate supervisor and with their prior approval, necessary days per year for the purpose of attending education and training seminars related to their Township employment; none of these days, if granted, can be accumulated, or compensated in salary, if not used. Employees requiring training classes to perform their jobs shall be compensated at the regular workday rate.

IX. Tuition Reimbursement:

To encourage educational and professional development, the Township also affords eligible employees with tuition reimbursement who want to further their education in courses that are work related.

All full-time and permanent part-time employees are eligible for tuition reimbursement and must be continuously employed for one (1) year with the Township before becoming eligible.

The maximum reimbursement amount annually for tuition and course related books for full-time employees is up to \$1,500, while permanent part-time employees are eligible for up to \$750 per year.

Reimbursement is contingent on the employee remaining employed with the Township for one (1) year post program completion. Should employment be voluntarily or involuntarily terminated at any time in the first year of employment, then the employee would be

responsible to pay back the Township in final paycheck for the entire amount and/or any remaining amount reimbursed to the Township no later than fifteen (15) days of the termination date.

The employee's Department Director must determine and approve that the educational courses and program relate to the employee's current work assignments with the Township. The Department Director must then submit an Employee Tuition Reimbursement Form for approval to the Township Manager, within sixty (60) days of course completion. The Township Manager will determine tuition reimbursement eligibility, which is contingent on funds available within the fiscal year budget. In order to be eligible for reimbursement, the employee must receive a grade of C or better or a "pass" grade for classes offering only pass/fail option.

XI. Miscellaneous:

Ela Township is an equal opportunity employer and does not discriminate in employment policies and practices for any reason, without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, marital status, status as a protected veteran, status as a qualified individual with a disability, order of protection status, or criminal conviction history, or any other legally-protected status. Every effort is made to ensure that decisions relating to hiring, promotion, discharge, discipline, or other privileges and conditions of employment are made based on job-related factors and that any such decisions between the Township and its employees are free from unlawful discrimination and harassment.

This policy covers all employees and officers of the Township (whether elective or appointive), as well as all volunteers performing services for or on behalf of the Township. The Township will not tolerate, condone or allow sexual harassment, whether engaged in by fellow employees, supervisors, officers or by other non-employees who conduct business with this Township. The Township supports and encourages reporting of all incidents of sexual harassment, regardless of who the offender may be, and will promptly investigate all reported incidents. Where the alleged offender is not an employee or officer of the Township, the Township's management, in consultation with the complainant, will review the complaint and make every effort to identify a reasonable remedy if sexual harassment has been confirmed.

A. Sexual Harassment:

The Township prohibits sexual harassment, which is a form of misconduct that undermines the integrity of the employment relationship. All employees have the right to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive, or disruptive, including sexual harassment. Anyone engaging in harassing conduct will be subject to discipline, ranging from a warning to termination.

1. What is Sexual Harassment?

Sexual harassment, according to the Equal Employment Opportunity Commission and the Illinois Department of Human Rights, is defined as any unwanted physical, verbal, or visual sexual advances, requests for sexual favors, and other sexually oriented conduct which is offensive or objectionable to the recipient, including, but not limited to: epithets, derogatory or suggestive comments, slurs or gestures and offensive posters, cartoons, pictures, or drawings.

2. When is conduct unwelcome or harassing?

Unwelcome sexual advances (either verbal or physical), requests for favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a. Submission to such conduct is either an explicit or implicit term or condition of employment (e.g., promotion, training, timekeeping, or overtime assignments).
- b. Submission to or rejection of the conduct is used as a basis for making employment decisions (hiring, promotion, termination).
- c. The conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

3. What should employees do if they are sexually harassed?

If employees feel that they have been the recipients of sexually harassing behavior, report it immediately to your immediate supervisor, the Township Supervisor, or to the Township Clerk, as detailed in Item D, which follows. It is preferable to make a complaint in writing, but the written complaint can accompany or follow up the verbal complaint.

All Township employees are required to report a witnessing of sexual harassment immediately to their immediate supervisor who will take the proper steps to ensure the claim is properly investigated.

If it is determined that a false accusation is made or made to accomplish anything other than to stop sexual harassment, there are disciplinary actions that would take place as a result. Due to the severity of the offense, any person who intentionally makes a false and frivolous claim would be subject to disciplinary action up to and including termination of employment.

All Township employees are required to complete the Illinois Sexual Harassment Prevention training annually.

B. Drug-Free Workplace Policy:

1. Ela Township has resolved to maintain a drug free workplace pursuant to the federal and state Drug-Free Workplace Acts (41 U.S.C.A. §701 *et seq.* and 30 ILCS 580/1 *et seq.*). At no time during your service to the Township should you be under the influence or in possession of alcohol, medical marijuana or illegal drugs during working hours. If you operate or work on or near vehicles or machinery, handle toxic or hazardous materials or substances of any kind (e.g., pesticides), or have public safety responsibilities (e.g., transporting Township patrons to outings or supervising programs or facilities operations) and you have taken or are under the influence of legal drugs, you must report the use of such legal drugs to your immediate supervisor if the legal drug causes drowsiness or if it alters perception or reaction time.
2. Ela Township will not tolerate employees who report for duty while impaired by the use of alcoholic beverages or drugs, nor will the Township tolerate possessing, using, selling, or purchasing of any illegal drugs or cannabis on Township property.
3. All employees should report evidence of alcohol or drug abuse to your immediate supervisor immediately. In cases where the use of alcohol or drugs poses an imminent threat to the safety of persons or property, an employee must report the violation. Failure to do so could result in disciplinary action for the non-reporting employee.
4. Employees who violate the Drug Free Workplace Policy will be subject to disciplinary action, up to and including termination. It is our policy at Ela Township to assist employees and family members who suffer from drug or alcohol abuse. The employee may be eligible for a medical leave of absence, and we encourage any employee with a problem to contact your immediate supervisor. As a part of our policy to ensure a drug free workplace, Ela Township employees may be asked to submit to a medical examination and/or be clinically tested for the presence of alcohol and/or drugs and/or other substances. Within the limits of federal and state laws, we reserve the right, at our discretion, to examine and test for drugs, alcohol, and other substances.
5. This policy does not prohibit employees from the lawful use and possession of prescribed medications. If there is a medical necessity required, the employee should consult with their immediate supervisor and any decision must be approved by the Township Manager.
6. Employees must consult with their doctors about medications' effect of their ability to perform their job safely and effectively and disclose any restrictions to their Department Director (employees should not, however, disclose underlying medical conditions unless specifically directed to do so). Any violations of this policy will be subject to discipline up to and including termination.

7. The Township will direct employees to submit alcohol, cannabis, or drug testing where there is reasonable suspicion, and randomly, in the event that the employee is required to have and maintain a commercial driver's license as a part of their employment. If there is reasonable suspicion, such as direct observation of the use and/or physical symptoms of the adverse effect of impairment by alcohol, cannabis, or illegal drugs, including unusual behavior, demeanor, attitude or attendance, the employee may be subject to testing (such as urine and/or blood) to determine illicit or illegal use of drugs and alcohol. The decision to test must be approved by the Township Manager.

Some such situations for testing may include, but not be limited, to the following:

- a. All employees and volunteers who are offered employment with Ela Township;
 - b. Where there are reasonable grounds for believing an employee or volunteer is under the influence of alcohol, drugs, or other substances;
 - c. As part of an investigation of any accident in the workplace in which there are reasonable grounds to suspect alcohol and/or drugs contributed to the accident;
 - d. On a random basis, where allowed by statute;
 - e. As a follow-up to a rehabilitation program, where allowed by statute;
 - f. As necessary for the safety of employees, customers, clients, or the public at large, where allowed by statute; and
 - g. When an employee returns to duty after an absence other than from accrued time off such as paid time off (PTO) or sick leave.
5. It is a condition of your continued employment with Ela Township that employee complies with the Drug-Free Workplace Policy. Please see section B for the full policy.
 6. Employees who are required to have a CDL (commercial driver's license) are subject to additional Anti-Substance Abuse requirements.
 7. NOTHING IN THE DRUG-FREE WORKPLACE POLICY SHALL BE CONSTRUED TO ALTER OR AMEND THE AT-WILL EMPLOYMENT RELATIONSHIP BETWEEN ELA TOWNSHIP AND ITS EMPLOYEES.

C. Non-Discrimination:

1. It is the intent of Ela Township to provide an environment in which the dignity and worth of each individual is valued and respected and which is free from all forms of harassment and discrimination without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, marital status, status as a protected veteran, status as a qualified individual with a disability, order of protection status, or criminal conviction history, or any other legally-protected status.
2. The use of stereotypical, demeaning, or derogatory remarks such as name calling, racial slurs, or “jokes” or to display or circulate demeaning written visual material; the defacing of Township or private property of any person that creates a hostile, intimidating, or offensive environment will violate this policy and will not be tolerated.

D. Procedures in Case of Violations:

1. The aggrieved person should inform the person engaging in sexual harassment or discrimination that such conduct or communications are offensive and must stop.
2. If the aggrieved person decides to proceed with a complaint as provided in paragraphs 3 and 4 below, such complaint should be brought as soon as possible after any infraction while facts are known and fresh and while any potential witnesses are available, but in no event more than 120 days after any occurrence.
3. Complaints of violations of these policies shall be made to your immediate supervisor, the Township Supervisor, or to the Township Manager. A complaint may be resolved through such procedures as the complainant and the person to whom the complaint is reported deem appropriate under the circumstances, such as advice, counseling, mediation, and up to termination.
 - a. The Township Board shall be advised of the bringing of such complaint and its resolution, excluding a Board Member if they are subject of said complaint.
 - b. All proceedings with regard to such complaint shall remain confidential.
4. Complaints must be in writing and addressed to: (a) your immediate supervisor, or (b) Township Supervisor or (c) the Township Manager, if the violation relates to your supervisor.
 - a. The Township Board shall be given a copy of a written complaint. A closed hearing, if deemed necessary, shall be set before the Board.
 - b. The complainant and the person(s) charged with any violation shall be given notice of this hearing, shall have the right to be represented by counsel and present evidence on their behalf. All proceedings during such hearing shall

remain confidential, but the ultimate decision of the Board shall be a matter of official record.

E. Incident Report:

Employees involved in any incident should report the details of the incident immediately to the employee's immediate supervisor. That employee is required to also submit an incident report to their immediate supervisor, including details from the event and any witness statements, within 24-48 hours from when the incident occurred. The immediate supervisor must review the incident report and submit to the Township Manager for approval.

F. Dress Code

1. As an employee of Ela Township, you are expected to present a clean and professional appearance when employees represent the Township, whether that is inside or outside of our facilities.
2. Management, office personnel and those employees who come in contact with the public are expected to dress in accepted "business casual" clothing.
3. All employees working in the Highway Department will conform to OSHA regulations regarding protective clothing, including but not limited to protective footwear.
4. All tattoos should be covered while indoors at Township buildings, except while in Highway Department buildings. Body piercings (other than nose rings and earrings) should be removed while indoors at Township buildings as well.

We expect employees to use good judgment with their attire. Ela Township reserves the right to determine if appearance is unacceptable.

The following chart is intended to provide employees with a guideline and is in no way meant to be all-inclusive.

APPROPRIATE

INAPPROPRIATE

For Women:

- Slacks, capris, jeans
- Finger length skirts/dress, blouses, polos, sweaters
- Sandals

For Men:

- Slacks, khakis, jeans
- Collared shirt/polo
- Sweaters
- Sandals

- Torn or distressed jeans
- Spaghetti straps, tank tops, sheer, revealing clothing
- Shorts, yoga pants, hoodies, clothing with derogatory words, graphics, sports teams, political references,
- Flip flops

- Shorts, workout clothing, hoodies, torn or distress jeans
- Clothing with derogatory words, graphics, sport teams, political references
- Flip flops

G. Employee Conduct

Respect is to be shown for management and fellow employees at all times. Any disrespect or inappropriate communication shown towards management or fellow employees will be cause for immediate disciplinary action, up to and including dismissal.

H. Employee Expense Policy

As a Township employee, you may need to travel for meetings, seminars, training, or conferences. All travel plans should be approved by the employee's immediate supervisor and Township Manager. The Township will reimburse employees for reasonable travel-related costs they might incur when traveling on behalf of the Township. Mileage reimbursement will be at the Internal Revenue Service (IRS) standard mileage rate in effect at the time of travel. If officials' spouse, family, companion, or other Township officials or employees travel in the same vehicle, mileage will be paid to one official/employee only.

If meals are not provided, a maximum rate as outlined by the current GSA (General Services Administration) per diem rate for Lake County, Illinois will be reimbursed. Professional breakfast, luncheon, or dinner meetings will be reimbursed at actual cost if one price is charged to all participants. Alcoholic beverages are not eligible for reimbursement. Receipts are required for all reimbursements.

Expenses for registration, transportation, and lodging will be paid upon presentation of receipts if not otherwise provided for. Expenses for lodging will be reimbursed at the single room rate.

Air travel reimbursement is limited to "coach" or "economy" fares where such services are available. First-class air travel will not be reimbursed. If officials' spouse, family,

companion, or other Township officials share lodging or transportation, expenses will be paid for only one official.

I. Department Head Spending Policy

Department heads have spending authority up to the amounts outlined below if all of the following conditions are met:

- The purchase must be less than \$2,500, or up to \$5,000 with Township Manager approval.
- The purchase must be a budgeted expense.
- The purchase will not make the department go over budget on any line item.
- The purchase was previously discussed with the board, either in committee or at the committee of the whole.
- The purchase will be brought to the board's attention at the earliest possible opportunity.

XII. Pregnant Workers Fairness Policy

Under the provisions of the Illinois Human Rights Act, 775 ILCS 5/1, *et seq.*, as amended by P.A. 98-1050, effective January 1, 2015, employees and applicants for employment are protected against discrimination in employment on the basis of pregnancy. If you are pregnant, you may request a reasonable accommodation to enable you to accept employment or continue working, consistent with medical advice, if you choose to do so rather than take leave under any leave law or Township policy. You will be required to supply medical documentation from your healthcare provider to support your request for a reasonable accommodation. Once a reasonable accommodation is requested and supported by medical documentation, the Township must grant the accommodation unless the Township can show that the accommodation would impose an undue hardship on its ordinary operation. You cannot be required to accept an accommodation that you did not request if you choose to decline it. Further information as to your rights and obligations under the law and this policy can be obtained from the Township Manager and/or the Illinois Department of Human Rights. The Illinois Department of Human Rights can be contacted at:

Illinois Department of Human Rights
100 W. Randolph St., Suite 10-100
Chicago, IL 60601
(312) 814-6200

XIII. Nursing Mothers in the Workplace Act

In accordance with the Nursing Mothers in the Workplace Act (P.A. 92-68, eff. 7-12-01), an employer shall provide reasonable break time to an employee who needs to express milk for her nursing infant child each time the employee needs for one (1) year after the child's birth.

The break time may run concurrent with any break time already provided to the employee. The employee will not receive a reduction in compensation for the time used for expressing milk.

A reasonable effort will be made by the Township to provide a room or proper location, in close proximity to the work area, other than a toilet stall, where the employee can express milk in privacy. There will be no retaliation for mothers expressing their right in accordance with this law.

XIV. Policy on Transgender Issues

A. Discrimination Prohibited:

Ela Township's policy on transgender issues is designed to create a safe, inclusive working environment in which staff can be honest and open about who they are. It will act as a guideline; each situation that occurs will need to be evaluated on a case-by-case basis. It is the Township's policy to treat all of its employees with dignity and respect and to provide a workplace that is free of discrimination whether that discrimination is based upon race, color, religion, gender (including pregnancy, gender identity, gender expression, gender change, gender orientation, gender stereotyping, or transgender status), national origin, disability, parental status, political affiliation, genetic information, marital status, membership in an employee organization, age, reprisal, or other non-merit factors. All Township employees are expected to conduct themselves in the workplace in such a manner that is consistent with their obligation to maintain a work environment that is free of discrimination, including discrimination that is based upon gender identity or perceived gender non-conformity.

The following definitions are not provided to label individuals but rather to assist in understanding this policy and the obligations of staff. These terms may or may not be used by transgender individuals to describe themselves.

"Gender identity" or "Affirmed Gender" is a person's deeply held sense or psychological knowledge of their own gender, regardless of the gender they were assigned at birth. Gender identity is also defined as an individual's internal sense of being male or female or something else. It is not based on physical anatomy. The Township understands that gender identity is a very personal matter that should be respected by all employees.

"Assigned Gender" refers to the gender assigned to a child at birth based on physical anatomy.

"Gender Marker" The "male" ("M") or "female" ("F") on your birth certificate, ID, or

passport is called a “gender marker”.

“Transgender” describes people whose gender identity is different from their gender assigned at birth.

“Transgender Man” is a term used to describe an individual who currently identifies as a man.

“Transgender Woman” is a term used to describe an individual who currently identifies as a woman.

“Gender nonconforming” describes people whose gender expression differs from stereotypical societal expectations related to gender.

“Gender expression” refers to the way a person expresses gender identity to others, such as clothing, hairstyles, activities, voice or body characteristics, behavior or mannerisms.

“Transition” is the time when a person begins to live as the gender with which they identify instead of the gender that they were assigned at birth. This may include changing one’s name, dressing and grooming differently. Transitioning may also include such medical and legal aspects as taking hormones, having surgery or changing identity documents to reflect one’s gender identity.

B. Transitioning Employee Responsibilities

1. Any employee planning a transition should notify the employer at least sixty (60) days prior to the planned transition so that the employer can prepare a transition plan and address the necessary logistics of the transition. Employees may speak with their immediate supervisor, then report to admin/supervisor. Remember, the employer may not be educated about what an employee may need during the transition time. The employee should be prepared to educate the employer to the best of their ability.
2. The Township recommends creating a Transition Plan as part of the transition process. This can assist the employer to create the necessary support system and plan for how the transition will occur. A Transition Plan should essentially be a detailed timeline. Items to include are transitioning milestones, dates such as legal name change, when appearances will change and when the use of gender-specific facilities will change. Consider all the people in the Township who will need to be engaged in the transition. Be sure to allow time for education and engagement of staff. Consider possible challenges such as lag time with payroll, insurance paperwork, etc.

C. Co-Worker Responsibilities

Be open, honest and supportive. If a co-worker is divulging information confidentially, be sure to keep the information confidential. Feel free to ask questions and allow the co-worker

to educate you, but only do so if the co-worker expresses a willingness or desire to speak about the transition or gender identification. Employees shall not question other employees about suspected gender identity issues. Employees should use the appropriate male or female pronouns and the appropriate name in all official and unofficial communications. Employees must also be aware of the Townships anti-harassment and discrimination policies. Co-workers must remember that discrimination based upon gender identity or expression is prohibited by the Township. This prohibition applies not only to discrimination but also to harassment based upon an individual's gender identity or expression, as part of the prohibition based on gender. Failure to adhere to the Townships non-discrimination policy may result in disciplinary action up to and including dismissal. If a co-worker is uncomfortable, the Township can assist them in learning more about the transition process or transgender issues in general.

D. Township Responsibilities

The Township will remain supportive of transitioning employees and their needs. The Township enforces its non-discrimination policies uniformly.

The Township, its managers, and supervisors are prepared to listen and be open-minded to transgender, non-conforming and transitioning employee issues. Conversations will be kept confidential from anyone who is not directly involved with the issues.

E. Personnel Documentation

All employees should be in the payroll system with their assigned gender and legal name. Once an employee has proof of changing their gender marker in the Social Security Administration records it may be changed in payroll. Health insurance records should also include the assigned gender until a medical provider approves the affirmed gender to be used. However, preferred names can be used for name tags, phone lists and other internal documents. The Township will make every effort to recognize a transgender employee's preferred name.

F. Names/Pronouns

It is respectful and consistent with the law to address employees by a name and pronoun that corresponds to their affirmed gender. This name does not need to be the name under which the person is employed. Intentional or persistent refusal to respect an individual's gender identity through the use of names and pronouns not correlated with the affirmed gender is a violation of this policy and may lead to disciplinary action up to and including dismissal.

G. Restroom/Locker Room Accessibility

Once a transitioning employee begins living and working in the gender that reflects the employee's gender identity and presentation, the employee may choose to use the restrooms and (if provided to other employees) locker rooms that correspond to the employees gender identity. Reasonable accommodations which provide access to restrooms or locker rooms

may be necessary to ensure the privacy, dignity, and respect of all employees. The objection of co-workers to a transgender or non-conforming gender employee using the same restroom or locker room facility shall not be the basis for denying the transgender or non-conforming gender employee use of that facility. Rather, the Township may designate a different restroom or locker room facility for the objecting co-worker if available and reasonable.

H. Dress Code

Transgender and non-conforming gender individuals are entitled to dress as their affirmed gender within the Township dress code. A transitioning employee's attire should remain professional and in conformance with required Township dress code standards. Dress codes shall be applied to all employees equally.

I. Discrimination/Harassment

Complaints received regarding discrimination and/or harassment involving transgender or non-conforming gender individuals will be handled in the same manner as any other discrimination or harassment complaints. Procedure details are described in the Township's Harassment Policy.

XV. Policy on Weapons in the Workplace

The Township strives to maintain a safe workplace environment for its employees and visitors and therefore it is the policy of the Township that the possession of weapons and/or concealed carry by Township employees is prohibited at all times while in or on Township Property or buildings while engaged in work for or business with the Township, as provided in this section.

A. Concealed Carry Prohibited

All property and/or buildings controlled by the Township are a "prohibited area" under Section 65 of the Illinois Firearms Concealed Carry Act and thus, concealed carry in any buildings and/or property controlled by the Township is not authorized by Illinois law. Accordingly, and in all events, concealed carrying is not an exception to this policy.

Weapons and Ammunition Prohibited

1. Except as specifically provided herein, no Township employee except duly authorized law enforcement personnel, may wear, carry, store, transport, or otherwise possess a weapon or ammunition at any time while in Township buildings, whether on duty or off duty, or while performing any duties for on behalf of the Township, whether on, in or off Township property.
2. Except as specifically provided herein, no Township employee may use a privately owned vehicle for Township business if that vehicle contains a firearm of any type

or size, whether loaded or unloaded.

3. Township property for the purposes of this section means every building and property, or portion of a building or property, owned or leased by or otherwise under the control of, the Township. Township property also includes every Township-owned or leased vehicle.

B. Inspections

Township representatives may inspect or search any workplace area or any Township property at any time for the presence of a weapon. Workplace areas as well as Township equipment and property belong to the Township and there is generally no expectation of privacy in these areas. Moreover, Township management staff is generally entitled to search or inspect Township workplace areas, equipment and property. Any search or inspection of Township workplace areas, equipment and property shall be determined on a case-by-case basis.

C. Violations

Any violation of this policy by a Township employee will subject the employee to severe discipline, up to and including termination and/or arrest. Any Township employee who sees or perceives a violation of this policy must report that violation to his supervisor or the Township Supervisor, or Township Manager. No Township employee should take any action that will risk his safety or the safety of others.

D. Public Safety and Concealed Carry Act Exceptions

Nothing in this policy prohibits an employee, non-employee invitee or visitor on Township property from possessing or using a weapon as an occupational requirement of a public safety position, including the position of police officer, or work assignment, or as authorized by applicable federal or state law.

Also, nothing in this policy prohibits an employee possessing a valid license under the Firearm Concealed Carry Act, 430 ILCS 66/1, et seq., from carrying a concealed firearm and/or ammunition on or about his person within a vehicle into a Township parking area, provided that, before the employee leaves the parked vehicle, the firearm and ammunition are stored and concealed within the locked vehicle, or locked container within the vehicle, out of plain view within the vehicle in the parking area. An employee with a concealed carry license may carry a concealed firearm in the immediate area surrounding his or her vehicle within a Township parking area only for the limited purpose of storing a firearm within or retrieving a firearm from the vehicle's trunk, provided that the licensee ensures that the concealed firearm is unloaded prior to exiting the vehicle. For purposes of this policy, "case" includes a glove compartment or console that completely encloses the concealed firearm and/or ammunition, the trunk of the vehicle, or a firearm carrying box, shipping box, or other enclosing container.

XVI. Outside Employment

Employees may engage in employment outside of official duty hours as long as it does not interfere with the ability of the employee to perform their responsibilities as a Township employee. The outside employment must not: (1) Place an employee in a position of conflict of interest with Township employment; (2) Do business with or seek to do business with the Township; or (3) Place the Township employee in direct conflict with any Township functions or ordinances.

Management approval of outside employment may be required for particular employees or in particular departments. If you have outside employment in addition to your position with the Township, you are required to notify your supervisor of such employment and provide him/her with sufficient facts to enable the Township to make a determination as to whether approval of the outside employment is required and, if it is, whether management approval of such outside employment will be given. If permission to hold the outside employment position is denied, the employee will be expected to resign their outside employment position.

XVII. Computers, Internet and Email Usage

Computers, equipment, tablets, phones, computer files, the email system, and software furnished to employees are Township property intended for Township business and subject to FOIA. When a Township employee acts in an official capacity, he or she transacts public business as a member of the Township, and creates a public record subject to FOIA. More specifically, public records, as defined by FOIA, in pertinent part are "...materials pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of any public body." For that reason, any documents created or sent using Township computers, equipment, tablets, phones, computer files, the email system, and software is not private and instead open to inspection and copying under FOIA. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer, internet and email usage may be monitored. More specifically, since the computer equipment and email system belongs to the Township, it is allowed to monitor the use and communications. Internet data that are composed, transmitted, or received via Township communications systems may be considered to be part of the records of the Township and, as such, are subject to disclosure to law enforcement or other third parties. Consequently, employees should not have an expectation of any right to privacy for personal use with respect to either such data or the communications system.

Use of Township computers, equipment, tablets, phones, computer files, the E-mail system, and software that are composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, violent, political, or disruptive to any employee or other person.

Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, references to weapons or criminal activity, or any other comments, or images that could reasonably offend someone on the basis of race, age, color, sex, sexual orientation, religious affiliation, national origin, physical or mental disability, ancestry, marital status, military, or any other legally-protected status, or any other characteristic protected by law. Employees shall not use working time or Township equipment to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-Township business matters.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not received authorization for its use, it should not be put on the Internet.

The Township purchases and licenses the use of various computer software for Township business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the Township does not have the right to reproduce such software for use on non-Township computers. The Township prohibits the illegal duplication of software and its related documentation.

XVIII. Township Property

Any compilations, derivative works, pictorial or graphic works, audiovisual works, displays or other works of authorship created by an employee during his or her employment and used or related to the business of the Township shall be the exclusive property of the Township and may not be copied, used or transmitted without the express written consent of the Township unless placed in the public domain or subject of a FOIA request.

XIX. Highway Department Employee Policies:

Overtime

When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments. All overtime work must receive prior authorization from the Highway Superintendent. Overtime assignments will be distributed as equitable as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all non-exempt employees in accordance with Federal and State wage and hour restrictions. Overtime pay is based on actual hours worked.

Failure to work scheduled overtime or overtime worked without prior authorization from the Highway Superintendent may result in disciplinary action, up to and including possible termination of employment.

Any employee working outside normal 40-hour work week that has been approved by the

Highway Superintendent will be entitled to overtime pay. If an employee gets called outside of normal working hours the employee shall receive a minimum of two hours overtime pay. Time and ½ is the rate for overtime.

If a full-time employee is required to work on a holiday the employee will receive holiday pay plus time and a half.

Clothing Allowance

Highway Department employees are issued a \$350.00 clothing allowance for work related clothes and workwear ONLY (i.e. jeans, shorts, pants, sweatshirts, winter hats, coveralls, gloves, boots, raingear) per fiscal year (April – March). Receipts have to be submitted for payment within the current fiscal year by March 1.

Phone Allowance

Employees of the Highway Department are reimbursed ~~\$240.00~~\$120.00 on a semi-annual basis for the use of their personal cell phones for work purposes.

Employees whose personal phones are damaged or destroyed while being used for, work-related activities, will be reimbursed any fees for repair, or the current value for a new phone purchase of the same make/model if destroyed with the approval by the direct supervisor.

Personal Appearance

Highway Department employees will endeavor to maintain a proper image to the public. The Highway Department requires all personnel to dress in approved attire. This shall include shirts, vests, and jackets issued by the Highway Department. It will be the responsibility of each employee to wear appropriate bottoms (khaki, non-distressed jeans, shorts, or non-camouflaged cargo pants). Grooming and personal cleanliness standards are imperative during work hours at Ela Township.

All employees will conform to OSHA regulations regarding protective clothing, including but not limited to protective footwear.

Personnel Data Changes

It is the responsibility of each employee to promptly notify the Highway Department of any changes in personal data. Employees' mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in event of an emergency, educational accomplishments and other such status reports should always be accurate and current. If any personal data changed; you must notify the Highway Department as soon as possible.

It is a requirement of the Highway Department that all employees obtain or carry a current

Class B CDL with a tanker endorsement after the ninety-day probationary period. Highway Department employees will be reimbursed the renewal costs of obtaining or renewing such license. The Highway Department will provide a truck to use for the purpose of obtaining a CDL if necessary. Additionally, any change in the status of an employee's driver's license status must be immediately reported to the Highway Superintendent.

Changes include but are not limited to:

- 1) Notices of suspension or revocation.
- 2) Issuance of Judicial driving permits.
- 3) Notice of future suspensions due to implied consent statute.
- 4) Issuance of probationary, conditional or hardship driver's license.
- 5) Classification provisions of driver's licenses; and
- 6) Notices of expiration and renewal.

The Highway Department shall have the right to periodically review the driver's license records of any employee and requires random drug testing for those who operate machinery and/or vehicles. Employees will be required to furnish necessary authorizations.

Safety

To assist in providing a hazard free, healthy, and safe environment for employees, customers and visitors, Ela Township has established a workplace safety program in accordance with the Occupational Safety and Health Act of 1970. This program is a top priority for Ela Township. Its success depends on the alertness and personal commitment of all. Employees are expected to take an active part in maintaining this environment.

The Highway Department provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Each employee is expected to obey safety rules and to exercise caution in all work activities. All safety equipment and personal protective equipment will be provided by the Highway Department, and employees will be responsible for the reasonable upkeep of this equipment. Any problems with or defects in equipment should be reported immediately to your immediate supervisor. It is the employee's responsibility to learn the location of all safety and emergency equipment, as well as the appropriate safety contact phone numbers.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor. The supervisor must complete an incident report and submit to the Township Manager. Please refer to XI. Miscellaneous, Section E regarding Incident Report's. No employee will be punished or reprimanded for reporting safety violations or hazards. However, any deliberate or ongoing

safety violation, or creation of hazard, by any employee will be dealt with through disciplinary action by the Highway Department, up to and including termination.

All work-related accidents are covered by Worker's Compensation Insurance pursuant to the laws of the various states in which we operate.

All employees working for the highway department must wear steel-toed safety shoes, except administration staff.

XX. Supplements to Employee Handbook

The Township reserves the right to modify, revoke, suspend, terminate or change the language and/or sections within this Employee Handbook, in whole or in part, at any time, with or without notice. If from time to time when changes are necessary or revisions are made, all employees of the Township will be given revised copies for inclusion in their copy of the Employee Handbook. All approved modifications to these policies shall become a part of the Employee Handbook on their effective date until amended or withdrawn, by action of the Township Board. All approved modifications will be provided to all Township employees in written form for inclusion in their copy of the Employee Handbook. From time to time, the Township may also adopt policies that relate to, supersede, or extend beyond the scope of the Employee Handbook. Employees shall be notified in writing when new policies that affect them are enacted.

XXI. Acknowledgement Form

This Employee Handbook has been prepared for your information and understanding of the policies, practices, and benefits of Ela Township. PLEASE READ IT CAREFULLY.

I, (*print name:*) _____, have received a copy of the Ela Township Employee Handbook which outlines the goals, policies, benefits, and expectations of Ela Township, as well as my responsibilities as an employee.

I have familiarized myself with the contents of this handbook. By my signature below, I acknowledge, understand, accept, and agree to comply with the information contained in Employee Handbook provided to me by Ela Township.

I understand this handbook is not intended to cover every situation that may arise during my employment, but is a general guide to the goals, policies, practices, benefits, and expectations of Ela Township.

I understand that this Ela Township Employee Handbook is not a contract of employment and should not be deemed as such, and that I am an employee at will.

I further acknowledge and agree that should I have any questions about this Employee Handbook or do not understand specific provisions herein it is my obligation to promptly consult my direct supervisor to resolve any misunderstanding(s).

(Employee signature)

(Date)

Please return by: _____

Received by: _____
Supervisor