

REGULAR MEETING OF THE  
DUPAGE TOWNSHIP SUPERVISOR  
AND BOARD OF TRUSTEES  
Tuesday, October 23<sup>rd</sup>, 2018  
MINUTES

- I. CALL TO ORDER:  
The meeting was called to order at 7:00 p.m. by Supervisor Mayer.
- II. PLEDGE OF ALLEGIANCE:  
Pledge of Allegiance was recited by all led by Supervisor Mayer.
- III. ROLL CALL FOR QUORUM:  
Trustees Raga, Benford, Oliver, Burgess, and Supervisor Mayer were all present.
- IV. APPROVAL OF AGENDA:  
A motion was made by Trustee Burgess, and seconded by Trustee Oliver to approve the agenda as presented. Upon roll call vote the following voted yes: Trustees Raga, Benford, Oliver, Burgess, and Supervisor Mayer. The motion was passed.
- V. APPROVAL OF MINUTES:  
A motion was made by Trustee Burgess, and seconded by Trustee Oliver to approve the minutes from the September 25, 2018 Regular Board Meeting. Upon roll call vote the following voted yes: Trustees Raga, Benford, Oliver, Burgess, and Supervisor Mayer. There were no nay votes, and the motion passed.  
  
A motion was made by Trustee Oliver, and seconded by Trustee Burgess to approve the minutes from the October 9, 2018 Regular Board Meeting. Upon roll call vote the following voted yes: Trustees Raga, Benford, Oliver, Burgess, and Supervisor Mayer. There were no nay votes, and the motion passed.
- VI. SUPERVISOR'S REPORT:
  - a. ORDINANCE 18-07 - ESTABLISHING RULES REGARDING PUBLIC PARTICIPATION AT TOWNSHIP MEETINGS  
Supervisor read and reviewed Ordinance 18-07 – Establishing Rules Regarding Public Participation at Township Meetings. Following discussion by the Board, a motion was made by Trustee Burgess and seconded by Trustee Oliver to approve Ordinance 18-07 – Establishing Rules Regarding Public Participation at Township Meetings. Upon roll call vote, the following voted yes: Trustee Raga, Oliver, Burgess, and Supervisor Mayer. Trustee Benford voted no. The motion was approved.
  - b. RESOLUTION 18-08 –  
DUPAGE TOWNSHIP VENDOR POLICY/PAYMENT  
Supervisor read and reviewed Resolution 18-08 – DuPage Township Vendor Policy/Payment. Following discussion by the Board, a motion was made by Trustee Burgess and seconded by Trustee Oliver to approve Resolution 18-08 – Vendor Policy/Payment Resolution. Upon roll call vote the following

voted yes: Trustees Raga, Benford, Oliver, Burgess, and Supervisor Mayer. There were no nay votes, and the motion was approved.

**c. ACCEPTANCE OF DUPAGE TOWNSHIP AUDIT RFP**

Supervisor Mayer submitted the sole sealed Audit RFP bid pthat was submitted to the Township. The submission that was received from Mack and Associates from Morris, Illinois was introduced and read by Supervisor Mayer.

A motion was made by Trustee Burgess and seconded by Trustee Oliver to approve acceptance of Township Audit Proposal from for the Fiscal Years 17-18, also with options for the 18-19, and 19-20 Fiscal Years. The total fees as outlined in the proposal would be \$32,500 for 2018, \$33,500 for 2019 and 2020. Upon roll call vote the following voted yes: Trustees Raga, Benford, Oliver, Burgess, and Supervisor Mayer. There were no nay votes. The motion was approved.

**d. PACE PARATRANSIT LOCAL SHARE AGREEMENT**

The Attorney recommended that this item be tabled until further information is available regarding the terms of the agreement, since we have until December 14<sup>th</sup>, so we will be able to address this at the next meeting. A motion was made by Trustee Burgess and seconded by Trustee Oliver to table Item D – PACE Paratransit Local Share Agreement. Upon roll call vote the following voted yes: Trustees Raga, Benford, Oliver, Burgess, and Supervisor Mayer. There were no nay votes. The motion was approved.

**e. RTA REGIONAL FARE PROGRAM AFFILLIATE AGREEMENT**

The Attorney recommended that this item be tabled. A motion was made by Trustee Burgess and seconded by Trustee Benford to table Item E – RTA Regional Fare Program Affiliate Agreement. Upon roll call vote the following voted yes: Trustees Raga, Benford, Oliver, Burgess, and Supervisor Mayer. There were no nay votes. The motion was approved.

**f. BOLINGBROOK AMERICAN LEGION AUXILIARY UNIT #1288  
VALENTINE'S PARTY FEBRUARY 1, 2019**

A motion was made by Trustee Burgess and seconded by Trustee Benford to allow the Bolingbrook American Legion Auxiliary Unit #1288 the use of the Levy Center on February 1, 2019, for a Valentine's Day Party. Upon roll call vote the following voted yes: Trustees Benford, Oliver, Burgess, and Supervisor Mayer. Trustee Raga abstained. There were no nay votes. The motion was approved.

**g. BOLINGBROOK SENIOR CLUB REQUEST FOR THE  
TOWNSHIP BUS – DECEMBER 11, 2018**

Following a brief discussion by the Board, a motion was made by Trustee Benford and seconded by Trustee Burgess to approve the use of the DuPage Township Bus on Tuesday, December 11, 2018, for transporting of the Seniors to their Christmas Party at the Bolingbrook Golf Club. Upon roll call vote the following voted yes: Trustees Raga, Benford, Oliver, Burgess, and Supervisor Mayer. There were no nay votes. The motion was approved.

**h. REVIEW REPAIR QUOTE 2004 CUTAWAY E350**

Following discussion with the Staff and Board, a motion was made by Trustee Benford and seconded by Trustee Burgess to table this item.

Upon roll call vote the following voted yes: Trustees Raga, Benford, Oliver, Burgess, and Supervisor Mayer. There were no nay votes. The motion was approved.

**i. REVIEW REPAIR QUOTE 2015 CHEVROLET SILVERADO**

A motion was made by Trustee Burgess and seconded by Trustee Oliver to approve the Repair Quote for the 2015 Chevrolet Silverado from JM Autoworks at a Cost Not to Exceed \$999.00. Upon roll call vote the following voted yes: Trustees Raga, Benford, Oliver, Burgess, and Supervisor Mayer. There were no nay votes. The motion was approved.

Note: Items h. and i. were reversed in presentation for approval.

**j. FOOD PANTRY THANKSGIVING PIE REQUEST**

A motion was made by Trustee Burgess and seconded by Trustee Oliver to approve the Purchase of Pumpkin Pies for Thanksgiving Distribution at the Food Pantry, it was noted that the funds for this purchase are already budgeted in the Town Fund. Upon roll call vote the following voted yes: Trustees Raga, Benford, Oliver, Burgess, and Supervisor Mayer. There were no nay votes. The motion was approved.

**k. FORENSIC AUDIT RECOMMENDATIONS AND  
PROCESS IMPROVEMENT UPDATES**

Supervisor Mayer distributed a handout of a DuPage Township organization chart. He reviewed various recommended items that are being addressed. He noted that an RFP for accounting services has been prepared and advertised, also cash handling procedures have been revised and staff has been adhering to the changes. He also noted that he would be updating these items over the next several meetings. He will also be compiling written policies and procedures for these items.

**I. ITEMS FOR DISCUSSION**

Supervisor Mayer said that he has been working over the past several weeks to make sure that all the Forensic Audit recommendations are implemented as soon as possible.

He noted that during this process, he and employee Linda Youngs found what was clearly a political candidate's campaign document on a Township employee's computer. Attorney Spina was informed and he advised that we contact our employment Attorney (Brook) for direction on what should be done. Attorney advised that we get a forensic copy of the employee's computer hard drive, and after it was reviewed, it was determined that the PDF file containing the campaign document was produced during working hours on October 25, 2017. Supervisor Mayer noted that this incident would be investigated to see if there are possible violations of the Township Ethics Ordinance by the employee and any others involved. He noted that he would be with the assistance and guidance of Attorney Spina be interviewing the employee involved. He will inform the Board and the public on any and all results of his investigation.

VII. CLERK'S REPORT: No report.

VIII. ASSESSOR'S REPORT: Assessor Kelly reported that they have been attending hearings at the County, and they are working on the appeals, which will be done by the end of the year. She also reminded everyone

that if they know anyone that is turning 65, to advise they sign up for their senior exemption for property taxes.

IX. ASSISTANT TO THE SUPERVISOR REPORT: No report.

X. YOUTH DEPARTMENT REPORT: No report.

XI. SENIOR DEPARTMENT REPORT: Senior Director Woodard reported that the Nashville trip went well, they had a great time, and everyone returned safely. They will be attending a production at the Paramount Theatre in Aurora on Sunday – Frank Sinatra and Barbra Streisand tribute. Springfield Senior Olympics awards event presentation was done this evening, prior to the meeting at the Levy Center. Senior Director Hayes provided a written report to the Board.

XII. GA/EA REPORT: No report.

XIII. BANQUET COORDINATOR REPORT: Supervisor Mayer read a written report that was submitted by the Banquet Coordinator Kelly Lizardo, regarding profits and bookings.

XIV. ATTORNEY REPORT: Attorney Spina noted that he has been receiving copies of emails that are being sent to Supervisor Mayer, from Trustee Benford, regarding questions and items that she is requesting – but she is also asking that the Attorney not read them or bill for them. He noted that Supervisor Mayer does not have to answer Trustee Benford's questions and Trustee Benford does not have to answer Supervisor Mayer's questions. He advised that these emails to him need to stop, if he receives something he needs to read it, and he noted that requests for documents should be made through the Clerk.

XV. APPROVAL OF TOWNSHIP BILLS - \$58,623.35

APPROVAL OF OPEN PAYABLES - \$45,226.72

AND PAID PAYABLES (10/4/18 – 10/17/18) - \$13,396.63

A motion was made by Trustee Burgess and seconded by Trustee Oliver to approve the bills as presented for payment. Upon roll call vote the following voted yes: Trustees Raga, Benford, Oliver, Burgess, and Supervisor Mayer. There were no nay votes. The motion carried.

XVI. OLD BUSINESS/NEW BUSINESS: None presented.

XVII. COMMENTS OR QUESTIONS – PRESS AND PUBLIC:

The following individuals addressed the Supervisor and Board during the comments and questions segment of the meeting:

Judy Bredeweg

Wayne Masejack

John Kraft

Gary Marshke

Steve Zierkis

Mr. Timothy

Kirk Allen

Diane Kloepfer

Jean Kelly

Patty Droogan

Jason Cann

Due to not adhering to the three-minute time allotment, John Kraft was escorted from the meeting, during the comments and questions.

XVIII. TRUSTEE'S COMMENTS

ALYSSIA BENFORD: No report.

KENNETH BURGESS: No report.

MARIPAT OLIVER: Trustee Oliver noted how wonderful it was earlier tonight celebrating the seniors at the Levy Center, and winning their awards in Springfield. She stated that she feels the Township does a great job with their programming, and that tonight was another "win". She wanted everyone to not get caught up in everything else, and remember how well our Township does with the Youth and Seniors, and lets all celebrate and be happy.

DENNIS RAGA: No report.

**XIX. ADJOURNMENT:**

A motion was made by Trustee Burgess and seconded by Trustee Oliver to adjourn the meeting at 8:00 p.m. All were in favor and the meeting was adjourned.

Respectfully submitted,

Patricia M. Stach  
DuPage Township Clerk

Meeting was attended by:  
Lynne Woodard  
DuPage Township Deputy Clerk