

**MEETING OF THE  
DUPAGE TOWNSHIP  
BOARD OF TRUSTEES  
Thursday, April 4, 2019  
MINUTES**

- I. **CALL TO ORDER:** Meeting was called to order at 7:00 p.m. by Supervisor George.
- II. **PLEDGE OF ALLEGIANCE:** Pledge of Allegiance was recited by all led by Trustee Oliver.
- III. **ROLL CALL FOR QUORUM:** Trustees Raga, Benford, Burgess, Oliver and Supervisor George were present.
- IV. **APPROVAL OF MINUTES:**
  - A. A motion was made by Trustee Burgess and seconded by Trustee Raga to approve the minutes from the March 19, 2019 Regular Board Meeting. There was no discussion and, upon roll call vote, the following voted yes: Trustees Raga, Benford, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.
- V. **SUPERVISOR'S REPORT:**

Community Easter Egg Hunt on April 20, 2019 at grounds of the Township. H2O Volunteers have baskets for the hunt.
- VI. **ACTION ITEMS:**
  - A. Approval of selected vendor for 2019-2020 Lawn Service Contract for DuPage Township and authorization for Township Supervisor to execute contract.

Supervisor George gave a brief description of lawn service providers, three (3) bids were requested, two vendors (2) submitted proposals. Supervisor George requested an approval for Sybert Group. A motion was made by Trustee Oliver and seconded by Trustee Burgess to approve the Sybert Group proposal and authorize the Township Supervisor to execute their contract. No further discussion being held, upon roll call vote, the following voted yes: Trustees Raga, Benford, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.
  - B. Approval of use of Township Bus by "Levy Lovely Ladies" and Township payment of bus driver services in an amount not to exceed \$75.00.

A motion was made by Trustee Burgess, seconded by Trustee Raga to approve the request. There being no further discussion, upon roll call vote, the following

voted yes: Trustees Raga, Benford, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.

- C. Approval of Mack & Associates Engagement for the 2018-2019 Fiscal Year Annual Audit and authorization for Township Supervisor and Trustees to execute Engagement Letter.

A motion was made by Trustee Benford and seconded by Trustee Burgess to approve the Mack & Associates Engagement for the 2018-2019 Fiscal year Annual Audit and to authorize the Township Supervisor and one other Trustee to execute the proposed Engagement Letter. There being no further discussion, upon roll call vote, the following voted yes: Trustees Raga, Benford, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.

**VII. AUDIT OF BILLS & CLAIMS**

**VIII. APPROVAL OF TOWNSHIP BILLS: \$48,138.11**

- i. Open Payables: \$34,246.79
- ii. Paid Payables: \$13,891.32

Trustee Benford had one question regarding allocation of senior bus use charges and Linda Youngs explained the process of allocating charges for senior services was changed a couple of meetings prior, during the previous Budget Meeting. A motion was made by Trustee Burgess and seconded by Trustee Oliver Upon to approve the Township Bills. There being no further discussion, up roll call vote the following voted yes: Trustees Raga, Benford, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.

**IX. OLD BUSINESS / NEW BUSINESS: None.**

**X. ELECTED OFFICIALS REPORTS:**

**A. Assessor:**

Supervisor George noted Township Assessor Kelly was attending a class in Bloomington.

**B. Clerk:**

Clerk Ali noted the March 16, 2019 meetings were prepared but were not included in the Agenda, therefore they would be submitted in the next meeting. Clerk Ali also presented a Cover Sheet developed for each Township department head to use, confirming each dept. should be held accountable for presenting their updates to the Board. Also, the Cover Sheet will indicate the individual's attendance or non-attendance should the board have any questions related to updates.

**C. Trustees:**

- a. Trustee Benford: Reported that she would be attending the training next Friday at TOI. The training covers HR and Employee Handbooks and will bring out the handout materials for the Board.
- b. Trustee Burgess: Congratulated all the winners in the recent election.
- c. Trustee Oliver: Welcomed Township Attorney, Ross Secler, Odelson and Sterk to the team and stated looking forward to Easter Egg Hunt.
- d. Trustee Raga: Welcomed Township Attorney, Ross Secler, to the first official meeting.

**XI. REPORTS FROM ADMINISTRATIVE STAFF AND CONSTRUCTORS:**

Linda Youngs handed out paperwork related to the 2018 Levy. County responded with their numbers and there is a difference of a few thousand, officially done with levy.

**A. Legal Report:**

Engaged in a number of matters; including transition, working with Supervisor George, Board & staff. Provided legislative updates, one in particular RE: Will County Township Clerks, HB3301. Provided update regarding assistance with Township's responding to FOIA requests as Township staff is inundated with multiple requests by the same requesting parties. Commended Linda and Amy for their work towards timely responding to the FOIA requests. Finally noted the beginning of work to update the Township Employee Manual.

**XII. PUBLIC COMMENTS:** None.

**XIII. ROLL CALL TO ENTER CLOSED SESSION (IF NECESSARY):** None.

**XIV. RETURN TO OPEN SESSION:** None.

**XV. ADJOURNMENT:**

A motion was made by Trustee Burgess and seconded by Trustee Raga to adjourn at 7:19 p.m. Upon roll call vote the following votes yes: Trustees Raga, Benford, Burgess, Oliver and Supervisor George. All were in favor and the meeting adjourned.

Respectfully submitted,

Kulsum Ali  
DuPage Township Clerk