

**MEETING OF THE
DUPAGE TOWNSHIP
BOARD OF TRUSTEES
Tuesday, May 21, 2019
MINUTES**

- I. **CALL TO ORDER:** Meeting was called to order at 7:00PM 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, Burgess, Oliver and Supervisor George were present. Trustee Benford was absent.
- IV. **APPROVAL OF MINUTES:** None.
- V. **SUPERVISOR'S REPORT:** No additional or separate report given.
- VI. **ACTION ITEMS:**
 - A. Approval of Vendor for DuPage Township Senior Center Copy Machine Lease after receipt of quotes, approval of Agreement terms and authorization for Township Supervisor to execute Contract. A motion to approve was made by Trustee Oliver and seconded by Trustee Burgess. Upon roll call vote the following voted yes: Trustees Raga, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.
 - B. Approval of Vendor for DuPage Township Food Pantry Copy Machine after receipt of quotes, approval of Agreement terms and authorization for Township Supervisor to execute Contract. A motion to approve was made by Trustee Burgess and seconded by Trustee Raga. Upon roll call vote the following voted yes: Trustees Raga, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.
 - C. Approval of Vendor for new Township accounting software, including on-going fees and costs, after receipt of quotes, and authorization for Township Supervisor to execute Contract. A motion to approve was made by Trustee Burgess and seconded by Trustee Raga. Upon roll call vote the following voted yes: Trustees Raga, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.
 - D. Approval of sponsorship request from Romeoville Recreation Department "Golden Age Club Springfield Senior Olympics" in an amount not to exceed \$1,000.00. A motion to approve was made by Trustee Oliver and seconded by Trustee Raga. Upon roll call vote the following voted yes: Trustees Raga, Oliver and Supervisor George. Trustee Burgess abstained. There were no nay votes. The motion passed.
 - E. Approval of Vendor for landscaping mulch installation after receipt of quotes and authorization for Township Supervisor to execute Agreement. A motion to approve was made by Trustee Burgess and seconded by Trustee Oliver. Upon roll call vote the following voted yes: Trustees Raga, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.
 - F. Approval of Vendor to install new gutters at the Township Food Pantry after receipt of quotes and authorization for Township Supervisor to execute

Agreement. A motion to approve was made by Trustee Oliver and seconded by Trustee Burgess. Upon roll call vote the following voted yes: Trustees Raga, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.

- G.** Approval to post and publish the Tentative Budget & Appropriation Ordinance for DuPage Township for the 2019-2020 Fiscal Year with direction to Township Clerk to schedule a public hearing for June 25, 2019 pursuant to the Illinois Municipal Budget Law. A motion to approve was made by Trustee Burgess and seconded by Trustee Oliver. Upon roll call vote the following voted yes: Trustees Raga, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.
- H.** Approval of Vendor for IT Service after receipt of proposals, approval of Agreement terms and scope of work, and Authorization for Township Supervisor to execute Contract. A motion to approve was made by Trustee Burgess and seconded by Trustee Raga. Upon roll call vote the following voted yes: Trustees Raga, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.
- I.** Approval of sponsorship request from Heart Haven Outreach "Christmas in July" event in an amount not to exceed \$1,000.00. A motion to approve was made by Trustee Burgess and seconded by Trustee Oliver. Upon roll call vote the following voted yes: Trustees Raga, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.
- J.** Notification of Township Supervisor's approval to purchase a new computer and related, necessary equipment for General Assistance purposes in an amount not to exceed \$800.00. A motion to approve was made by Trustee Burgess and seconded by Trustee Oliver. Upon roll call vote the following voted yes: Trustees Raga, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.
- K.** Approval of authorization for purchase a new computer and related, necessary equipment for Township Administration purposes in an amount not to exceed \$800.00. A motion to approve was made by Trustee Burgess and seconded by Trustee Raga. Upon roll call vote the following voted yes: Trustees Raga, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.
- L.** Approval of Resolution 19-12 Adopting a Purchasing & Accounts Payable Policy and Procedure for DuPage Township. A motion to approve Resolution 19-12 was made by Trustee Burgess and seconded by Trustee Oliver. Upon roll call vote the following voted yes: Trustees Raga, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.
- M.** Approval of Resolution 19-13 Adopting a Credit Card Use Policy and Procedure for DuPage Township. A motion to approve Resolution 19-13 was made by Trustee Burgess and seconded by Trustee Raga. Upon roll call vote the following voted yes: Trustees Raga, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.
- N.** Approval of Resolution 19-14 Adopting a Reimbursement Policy for Travel Expenses for DuPage Township. A motion to approve was made by Trustee

Raga and seconded by Trustee Oliver. Upon roll call vote the following voted yes: Trustees Raga, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.

- O. Approval of Supervisor's appointment of Attorney Mary Dickson of Bond, Dickson, and Conway to serve as Special Counsel to the Township at a rate not to exceed that of the Township Attorney, to work on matters at the direction of the Supervisor and Township Attorney, including representation of the Township in currently pending tax rate objection cases. A motion to approve was made by Trustee Raga and seconded by Trustee Oliver. Upon roll call vote the following voted yes: Trustees Raga, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.

VII. AUDIT OF BILLS & CLAIMS:

- VIII. APPROVAL OF TOWNSHIP BILLS: \$101,842.00 (for 04/12/2019 through 05/15/2019)**
- i. Open Payables: \$35,363.16
 - ii. Paid Payables: \$66,478.84

A motion to approve the Township Bills was made by Trustee Burgess and seconded by Trustee Raga. Upon roll call vote the following voted yes: Trustees Raga, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.

IX. OLD BUSINESS / NEW BUSINESS:

- A. Direction to Township Clerk to issue Request for Proposals and obtain quotes regarding telephone services for DuPage Township.
- B. Direction to Township Clerk to issue Request for Proposals and obtain quotes regarding printing services for DuPage Township.
- C. Direction to Township Clerk and Township Supervisor to oversee the issuance of a Request for Proposals and to obtain quotes for Township IT Services.
- D. Direction to Township Clerk and Township Supervisor to oversee obtaining quotes for Levy Center photocopying services.

After a brief discussion, it was advised that the Township Clerk and the Assistant to the Supervisor would review and compile the various contract expiration dates and prepare a schedule for when to submit RFPs or request quotes for the above-referenced services.

X. ELECTED OFFICIALS & ADVISORY COMMITTEE REPORTS:

- A. Assessor: Written report provided.
- B. Clerk: No Report.
- C. Trustees:
 - a. Trustee Benford: Absent.
 - b. Trustee Burgess: No Report.
 - c. Trustee Oliver: No Report.
 - d. Trustee Raga: No Report.

XI. REPORTS FROM ADMINISTRATIVE STAFF AND CONTRACTORS:

- A. Township Attorney: Written report provided.

- B. Assistant to the Supervisor: No written report provided.
- C. General Assistance Director: No written report provided.
- D. Senior Recreation Director: Written report provided.
- E. Senior Program Director: No written report provided.
- F. Food Pantry Manager: No written report provided.
- G. Banquets Manager: No report provided.

XII. PUBLIC COMMENTS:

None recorded.

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

XIV. RETURN TO OPEN SESSION: None.

XV. Possible Action Items Following Closed Session: None.

XVI. ADJOURNMENT:

A motion was made by Trustee Burgess and seconded by Trustee Oliver to adjourn at 8:30 p.m. Upon roll call vote the following votes yes: Trustees Raga, Burgess, Oliver and Supervisor George. All were in favor and the meeting adjourned.

Respectfully submitted,

Kulsum Ali
DuPage Township Clerk

Meeting was attended by: Lynne Woodard, DuPage Township Deputy Clerk

Approved 07/16/19

Motion Trustee Burgess/ 2nd Trustee Raga. Roll Call Vote: All were in favor.
There were no nay votes.