

**LISLE TOWNSHIP
DUPAGE COUNTY, ILLINOIS**

MINUTES OF THE REGULAR MEETING OF FEBRUARY 14, 2018

CALL TO ORDER: The Regular Meeting of the Board of Township Trustees was called to order by Supervisor Mullen at 7:30 p.m. at the Lisle Township office, 4711 Indiana Avenue, Lisle, IL.

Roll Call:

Physically Present:

Supervisor Mary Jo Mullen
Highway Commissioner Ed Young
Trustee Michael Tams
Trustee Michael Riedy
Trustee Kathy Chatman
Trustee Sean Allen
Clerk Robert Klaeren

Present Electronically: None

Absent: Assessor John Trowbridge

Others Present: Bill Green Donna Schreiber Paula Garcia

Public Comments: None

Motion To Establish a Consent Agenda:

Trustee Tams made the motion to establish a consent agenda. Trustee Riedy seconded the motion.

Roll Call Vote:

Ayes: Tams, Riedy, Chatman, Allen, Mullen,

Nays: None

Absent: None

Motion Passed

- a) Approval to Release Executive Session Minutes of July 6, 2017 Special Meeting
- b) Approval to Release Executive Session Minutes of July 12, 2017 Regular Meeting
- c) Approval to Release Executive Session Minutes of July 19, 2017 Special Meeting
- d) Approval of the January 10, 2018 Regular Meeting Minutes
- e) Approval of the January 10 Executive Session Minutes
- f) Approval of Township Annual Sustaining Contribution to TRIAD

Motion To Adopt the Consent Agenda:

Motion by Trustee Chatman to adopt the Consent Agenda, Second by Trustee Tams.

Roll Call Vote:

Ayes: Tams, Riedy, Chatman, Allen, Mullen,

Nays: None

Absent: None

Motion Passed

Discussion and Potential Action on Items Removed from the Consent Agenda:

No action necessary.

Discussion and Potential Action on Food Pantry Van Purchase:

Trustee Allen made the motion to approve the purchase of a new food pantry van from Willowbrook Ford. Trustee Tams Seconded the motion

The Supervisor went through the three bids for the food pantry van, noting that Willowbrook Ford was the lowest bid. The board asked to review the costs of repairing the current food pantry van which would total approximately seven thousand dollars. After reviewing the repair costs of the current van and also noting that this vehicle will be compatible with a new lift which will result in significant labor cost reductions the board voted on the motion.

Roll Call Vote:

Ayes: Tams, Riedy, Chatman, Allen, Mullen,

Nays: None

Absent: None

Motion Passed

Discussion on 4721 Building and Public Meeting Presentation:

The supervisor said that the testing approved at the last meeting was done and that she has the preliminary results but that the final report was still being finalized by Patrick Engineering.

The supervisor then conveyed that she was told by the engineer that while the official report was still being proofed the results were positive. The soil underneath and surrounding the current structure could support the new structure being proposed.

The supervisor and board then discussed the public presentation of options and timeframes. This discussion thoroughly went through the various options the board is reviewing to resolve the issue.

Discussion and Potential Action on Routine Bill Payment:

The supervisor then introduced the documents to the board for them to review for discussion and potential action at the March 14th, 2018 meeting.

Reports of Elected Officials:

Assessor Trowbridge: None

Highway Commissioner Young:

The highway commissioner noted that the highway crew had put in 82 hours in the past week performing snow removal. He further noted that the township had received approximately 20 inches of snow during that week, and that his crew stepped up to the challenge and did an excellent job for the residents.

Supervisor Mullen:

The supervisor spoke to the board regarding the appraisal of township assets necessary to change accounting methods and where they are in the process of determining bid specs.

The Supervisor also mentioned two events; the first was a League of Women's Voters event the third week in March and a township officials event in April.

It was also noted that the township shred day in April 28th 2018.

Supervisor Mullen also reviewed the updates she has made to the Emergency Assistance Guidelines which are effective on March 1st of 2018. (The document is to be posted with these minutes)

Other Business:

None

Audit of Expenditures:

Motion by Trustee Tams to audit expenditures, Second by Trustee Riedy. Voice vote, all in favor, motion passed.

The following total expenditures in each fund were reviewed:

Town Fund	\$ 137,621.25
General Assistance Fund	\$ 9,365.08
Road & Bridge Fund	\$ 96,662.01

Audit of Expenditures(Continued):

Motion by Trustee Tams to approve the audit of the expenditures. Seconded by Trustee Riedy.

Roll Call Vote:

Ayes: Tams, Riedy, Chatman, Allen, Mullen,

Nays: None

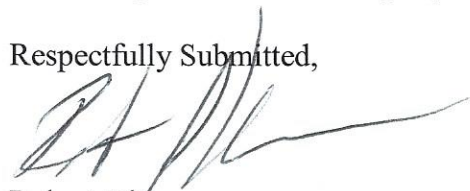
Absent: None

Motion Passed

Executive Session: None**Adjournment:**

Motion to adjourn was made by Trustee Chatman; it was second by Trustee Riedy. Voice vote, all present in favor, motion passed. The meeting adjourned at 9:02 p.m.

Respectfully Submitted,



Robert Klaeren
Township Clerk

COPY → Clark

Revised – 02/14/18

ADDENDUM TO LISLE TOWNSHIP EMERGENCY ASSISTANCE MANUAL

Emergency Assistance Guidelines

These Guidelines will go into effect on March 1, 2018.

Lisle Township, using as a directive Section 6-10 of the Illinois Public Aid Code (305 ILCS 5/6-10), establishes an Emergency Assistance Program. Section 6-10 states Emergency Assistance **MAY** be provided by a township, however it is not mandatory. Lisle Township will provide emergency assistance to its residents who qualify according to the written standards adopted by Lisle Township. Emergency Assistance will only be provided once (1) to an applicant in any twelve (12) consecutive month period, with a **LIFETIME MAXIMUM** of five (5) times for food, sundries and gasoline. Listed below are the criteria that must be met in order to receive Emergency Assistance (EA) from Lisle Township.

- I. Each applicant for Emergency Assistance must be a resident of Lisle Township.
- II. Each applicant must make written application to the township and will receive written notification of the disposition of the application.
- III. Applicants cannot be receiving any financial assistance from any State or Federal Welfare Programs. These would include AABD, SSI, and TANF. Applicants for Emergency Assistance may be pending Cash Assistance.
- IV. Veterans must apply and receive aid from the DuPage County Veterans Assistance Commission before Emergency Assistance can be approved.
- V. Applicants cannot be pending or receiving General Assistance.
- VI. All Emergency Assistance payments will be made directly to the vendor.
- VII. Financial and non-financial criteria of eligibility as set forth in the Township Supervisors of Illinois (TSI) Emergency Assistance Manual will be applied in determining eligibility for EA. Any variance from that manual is spelled out in this addendum. (see Attachment A)
- VIII. The maximum allowable emergency assistance levels of payment will be the level of payment adopted in Attachment A of this Addendum.

Life threatening circumstances and situations affecting an applicant's ability to obtain or retain gainful employment and affecting one's self sufficiency are defined for eligibility as follows:

Rent/Mortgage Assistance

- No first or last months rent will be paid.
- No security deposits will be paid.
- No assistance for rent is given to applicants receiving Section 8 or Section 236 housing.
- No assistance is given to applicants already receiving a reduction in their rent. For example, applicants residing in housing provided by CHAD, Bridge Communities, Catholic Charities, etc will not be eligible for rental assistance.
- No Hotel/Motel rent will be paid.
- Must have a 5-day notice from the landlord and client's portion of the remaining balance must be paid first.
- Landlord must be willing to accept our rental voucher.
- All rent payments are paid directly to the individual owner or apartment complex management company as shown on the lease agreement.

Utilities

- Assistance with natural gas, electric, water and sewer.
- No telephone assistance.
- Must have a disconnect notice in order to receive the maximum payment level for a utility. Must have client's portion of the remaining balance paid first.
- Utility assistance up to \$150.00 without a disconnect notice.
- No assistance for City of Naperville electric if a disconnect notice is issued due to non-payment of deposit.
- Rent subsidy recipients who receive a utility allowance, and have not paid that allowance to the utility company are not eligible for utility assistance.
- During the LIHEAP season (September through May) the township will not assist with gas and electric payments unless LIHEAP grant has been exhausted.

Prescriptions

- Emergency medical prescriptions pertaining to life support or sustaining health.
- Assistance only if no other option is available and not covered by an insurance plan, and not available free in community
- \$150.00 maximum
- No co-pays will be paid.

Food

- Eligible applicants will receive one food voucher if there is enough allowable grant money, after other eligible disbursements have been made.
- The amount of the voucher will be determined by family size and allowable grant amount (see Attachment A).

Sundries

- Eligible applicants may receive a one time voucher for sundries in the amount of \$100.00.
- Sundries include personal hygiene items, cleaning and paper products.

Transportation

- One time assistance in the form of a gas voucher will be given, and will be determined by family size and allowable grant amount. (see Attachment A)
- Eligible applicant must provide proof of current auto insurance and a valid driver's license.
- Tickets are not acceptable.

Work Related Expenses

- Clothing related to new employment only and must be documented by the employer.
- \$150.00 maximum.

- IX. If the documented emergency does not expend the entire payment level, the applicant cannot expend the remaining balance on undocumented emergencies.
- X. A child under 21 years of age residing with a parent, who is working part-time and attending school, their income is exempt.
- XI. Currently available income, would include any gross pay received in the PREVIOUS 30 days of application.
- XII. A person terminated for cause from employment will be ineligible for Emergency Assistance for a period of 30 days from last date of employment as is also the rule for GA.
- XIII. Income standards and payment levels may be lowered when budgetary amounts are approved or changed at the discretion of the Supervisor.

ADOPTED 02-14-18
EFFECTIVE 03-01-18



Lisle Township Supervisor

ATTACHMENT A:

This attachment defines the eligibility for Emergency Assistance and maximum Assistance overall and for the categories that are determined based upon family size.

Income Eligibility

# in household	Income Eligibility (150% of Poverty)
1	\$ 1,507.50
2	\$ 2,029.50
3	\$ 2,553.00
4	\$ 3,075.00
5	\$ 3,597.00
6	\$ 4,120.50
7	\$ 4,644.50
8	\$ 5,168.50

*Add \$524 for each add'l person in the household

Maximum Assistance

# in household	Maximum Assistance	Food Allowance	Gas Allowance
1	\$400	\$100	\$50
2	\$500	\$125	\$75
3	\$550	\$150	\$75
4	\$600	\$200	\$100
5	\$650	\$225	\$100
6	\$700	\$250	\$100
7	\$750	\$275	\$100
8 or more	\$800	\$300	\$100