

**LISLE TOWNSHIP  
DUPAGE COUNTY, ILLINOIS**

**MINUTES OF THE REGULAR MEETING OF JANUARY 13, 2021**

**CALL TO ORDER:** The Regular Meeting of the Board of Township Trustees was called to order by Supervisor Mullen at 7:31p.m. It should be noted that because of the COVID 19 Pandemic and the State of Emergency declared by Illinois Governor Jay Pritzker this meeting was held Virtually. The board interacted utilizing the Zoom platform to conduct the meeting. Following the meeting it will be available to the public via YouTube. Lisle Township residents were able to provide public comment via Google form on the internet prior to the meeting or during public comment portion of the meeting.

**Roll Call:**

**Physically Present:** None

**Present Electronically:**

Supervisor Mary Jo Mullen  
Assessor John Trowbridge  
Highway Commissioner Ed Young  
Trustee Michael Riedy  
Trustee Kathy Chatman  
Trustee Sean Allen  
Trustee Tony Signorella  
Clerk Robert Klaeren

**Absent:** None

<u><b>Others Present:</b></u> Jim Vondran	Bill Green	Shefali Trivedi
Scott Silver	Debbie Pawlowicz	

**Public Comments:**

The supervisor explained that public comment was made available via a Google Form or prior to the meeting or by the public in virtual attendance live. There were no comment in the Google Form, though present to introduce Giving DuPage to the board was Shefali Trivedi who was invited by Trustee Signorella.

Shefali Trivedi Introduced herself and then began to introduce Giving DuPage to the board. She noted that Giving DuPage works with over 400 charities county wide, they operate a volunteer portal which connects people and organizations. She noted that she has worked with Trustee Signorella in his day job as his company promotes volunteerism in the communities it serves.

Highway Commissioner Young asked how many charitable organizations were in the county and all were surprised to hear that the number is between three thousand and thirty five hundred.

Trustee's Chatman, Signorella and Supervisor Mullen then thanked Shefali for all she does for DuPage and for coming to our meeting to introduce the organization

**Approval of the December 9, 2020 Regular Meeting Minutes:**

Trustee Allen made the motion to approve the December 9<sup>th</sup>, 2020 Regular Meeting Minutes as amended: Motion was seconded by Trustee Chatman.

The clerk then reminded the board that all votes this evening would be roll call votes.

Roll Call Vote:

Ayes: Riedy, Chatman, Allen, Signorella, Mullen

Nays: None

Absent: None

Motion Passed

**Discussion of and Potential Action on FY22 Tentative Budget and Appropriations, Town Fund and General Assistance:**

Supervisor Mullen introduced the budget document noting that the numbers were the same as had been previously submitted to the board.

Trustee Signorella made the motion to approve the tentative budget ordinance 2021-1 for the town fund and General Assistance. Motion Seconded by Trustee Riedy.

It was also noted by the clerk and Trustee Chatman that the budget was fully reviewed at the township's budget hearing the previous night.

Roll Call Vote:

Ayes: Riedy, Chatman, Allen, Signorella, Mullen

Nays: None

Absent: None

Motion Passed

**Discussion of and Potential Action on FY22 Tentative Budget and Appropriations, Road District:**

The highway commissioner noted that he resent the budget document out earlier in the day and noted that they are the same numbers as were presented at the previous nights budget workshop.

Trustee Riedy made the motion to approve the Lisle Township Highway Department Tentative Budget Ordinance for fiscal year 2022. Trustee Signorella seconded the motion.

Roll Call Vote:

Ayes: Riedy, Chatman, Allen, Signorella, Mullen

Nays: None

Absent: None

Motion Passed

### **Discussion of and Potential Action on a Contract with Krope & Sons for HVAC Equipment and Improvements:**

Supervisor Mullen began by noting that this item was in this year's budget. The issue came to light at the beginning of the previous winter when it was noted that many employees needed portable heaters at their desk and others were placed through out the building to keep it somewhat warm.

The supervisor and staff sought three bids on how to resolve the issue and did a building walkthrough with them. Two of the qualified potential vendors chose to bid and this was the bid the supervisor feels best resolves the issue. Much of this work is needed not only because of the age of the current equipment but because when the building was reconfigured several years ago it changed the dynamics of heating and cooling the building. The total of the bid to reconfigure and rezone the heating system and replace the current HVAC Units for a total of \$53,647 dollars was allocated in the current budget.

Trustee Chatman asked if she was correct that while three vendors were considered that an RFP was not issued. The supervisor explained that the problem was identified, but there was not one clear-cut solution by which the problem could be solved, and therefore no clear definitive parameters by which an RFP could be written. Each of the vendors proposed what they felt was the best solution to resolve the issue, with Krope & Sons having the strongest approach. She further noted that the special circumstances which currently exist; including the current HVAC system failing allows for the township having sought three bids to meet its purchasing guidelines.

Trustee Reidy Made the motion to approve the contract with Krope & Sons to replace and update the HVAC system. The motion was seconded by Trustee Allen

Roll Call Vote:

Ayes: Riedy, Chatman, Allen, Signorella, Mullen

Nays: None

Absent: None

Motion Passed

### **Discussion of and Potential Action on Change Order for Assessor's Office Wiring:**

Supervisor Mullen and Assessor Trowbridge noted that the need for additional low voltage wiring for additional telephone and data lines in the new space for a cost of \$4,100.00 and camera and video system wiring for an additional \$3,400.00 for a total of \$7,500.00.

Trustee Signorella made the motion to change order for low voltage wiring in the assessor's office. The motion was seconded by Trustee Chatman.

Roll Call Vote:

Ayes: Riedy, Chatman, Allen, Signorella, Mullen

Nays: None

Absent: None

Motion Passed

### **Discussion of and Potential Action on the Update to the Employee Handbook:**

Supervisor Mullen reviewed the material changes in the handbook. Noting that this was an annual update without any major changes.

Trustee Chatman brought up the issue of the separate board policy allowing for employees to work from home. The supervisor agreed that the policy which as passed this year but not COVID specific could be placed in the handbook in section 2.6 "Attendance Policy."

Trustee Allen made the motion to approve the update of the Lisle Township Employee Handbook including the change in "Attendance Policy." The motion was seconded by Trustee Signorella

Roll Call Vote:

Ayes: Riedy, Chatman, Allen, Signorella, Mullen

Nays: None

Absent: None

Motion Passed

### **Discussion of Website Update:**

Supervisor Mullen presented the new website design she has been working on for some time. She then went through the flow of the website including how it works on mobile devices. She noted how the township's documents will be better organized and easier to access.

The board provided its positive feedback regarding the website. The supervisor concluded her presentation by letting all know that she would be reaching out for feedback in the coming weeks.

Each of the elected officials expressed their appreciation to the supervisor who is designing and developing the website herself.

### **Reports of Elected Officials:**

**Highway Commissioner Young-** Informed the board that he intends to put a fence on the back lot to protect his culverts.

**Assessor Trowbridge-** The assessor noted that he has been monitoring the construction and the April move-in date seems like it will be met. He also noted that a resident who moved to the township recently and had previously needed the township's help is now doing well. He and his wife are making a contribution to the food pantry.

**Supervisor Mullen-** The supervisor noted that the CARES Act funding deadline has been extended until the end of February. This will allow for the township to use more of the available funds for PPE and to meet the additional needs of the township. Noting that there are some vendors who provide services to the pantry which bill more than 30 days later. This extension will allow for actual December aid to be included in the filings

**Other Business:**

Trustee Chatman asked if the policies surrounding the COVID vaccine would allow for our food pantry workers and others who work in public assistance to be designated essential workers. The supervisor informed the board that she is working to see if that is possible.

Clerk Klaeren mentioned that a resident, Dorothy Sachs, and Partners in Paws coordinated a last minute, twenty-four hour food drive, and on Christmas Eve they brought a van full of groceries and over three thousand dollars in cash for the pantry.

**Audit of Expenditures:**

Motion by Trustee Allen to go to audit of expenditures, second by Trustee Signorella.

Roll Call Vote:

Ayes: Riedy, Chatman, Allen, Signorella, Mullen

Nays: None

Absent: None

Motion Passed

The following total expenditures in each fund were reviewed:

Town Fund	\$ 51,044.85
-----------	--------------

General Assistance Fund	\$ 15,326.60
-------------------------	--------------

Road & Bridge Fund	\$ 122,284.81
--------------------	---------------

Motion by Trustee Allen to approve the audit of the expenditures, and it was seconded by Trustee Signorella.

Roll Call Vote:

Ayes: Riedy, Chatman, Allen, Signorella, Mullen

Nays: None

Absent: None

Motion Passed

**Executive Session:** None

**Adjournment:**

Motion to adjourn was made by Trustee Riedy; it was second by Trustee Chatman. Voice vote, all present in favor, motion passed.

Roll Call Vote:

Ayes: Riedy, Chatman, Allen, Signorella, Mullen

Nays: None

Absent: None

Motion Passed

The meeting adjourned at 8:39P.M.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Robert Klaeren', with a long horizontal flourish extending to the right.

Robert Klaeren

Township Clerk