

Lemont Township Board of Trustees Meeting
July 11th, 2023, 7:00 pm @ Lemont Township Office, 1115 Warner Ave, Lemont, Illinois

AGENDA

- I Call to Order/Pledge of Allegiance**
- II Roll Call**
- III Approval of the Township Board Meeting Minutes on June 13, 2023**
- IV Matters from the Public:**

Public Comment:

"We have come to the point in the meeting that is set aside for public comment. Members of the public are invited to address the Board on any matter during this time. There is a 3-minute time limit for your remarks. At the beginning of your comments, please state and spell your name. Please be aware that this is an opportunity for you to provide your input, but the public comment is not intended to be a question-and-answer exchange with the members of the Board. Responses to questions asked during the public comment portion of this meeting will be provided in writing following the meeting. If you would like responses to your questions, please provide your e-mail address on the speaker's list at the back of the room."

- V Staff Reports:**
 - A. Approval of Payment of Bills
 - B. Supervisor Report
 - C. Highway Commissioner Report
 - D. Clerk's report
 - E. Assessor' Report
 - F. Human Services Director Report
 - G. Open Space/Facilities Director Report
 - H. Transportation Report
 - I. Administrator's Report

VI Unfinished Business

- A. None

VII New Business

- A. Discussion and vote on Paratransit Handbook

VIII Executive Session

IX Motion to Adjourn

Lemont Township Board Meeting – July 11, 2023

The Lemont Township board meeting was called to order at 7:00 p.m. on July 11, 2023, by Supervisor Shackel at the township offices at 1115 Warner Avenue, Lemont, Illinois.

The Pledge of Allegiance was said and roll was called by Clerk Buschman: Blatzer, Lemming, Molitor, Virgilio and Shackel-eyes.

A motion was made by Blatzer, 2nd by Molitor to approve the minutes of the previous meeting. On roll call: Blatzer, Lemming, Molitor, Virgilio and Shackel-eyes. Motion Passed.

Clerk Buschman thanked Deputy Clerk Glenn Pasiewicz for taking the minutes in her absence.

Matters from the Public: Several residents returned to this meeting with the concerns of flooding, street washing out and flooding. These residents were: Greg Flood who showed pictures of water washing over the area. The area in question is on 132nd Street caused by new construction on the north side. George Mendenhall also spoke about 6" of water flooding his home and garage. Road Commissioner Mark Labno said the Township engineer is working on the design process. A complete list is attached to those who were there. Ken Chelbic asked if there was an ordinance of owning roosters/chickens in the Township/Village. It seems like there is a rooster near him that gets everyone up at 4:00 a.m. Mr. Chelbic also spoke about high weeds in his area.

Treasurers Report and Payment of bills:

General fund:	\$105,337.14
Road and Bridge	\$ 21,716.05
Open Space:	\$ 6,612.50
General Assistance	\$ 1,025.00

Motion to approve the treasurer's report and payment of bills made by Trustee Molitor, 2nd by Trustee Blatzer. On roll call: Blatzer, Lemming, Molitor, Virgilio and Shackel-eyes. Motion passed.

REPORTS: Supervisor. Supervisor Shackel reported on the rededication of the Danish Cemetery. The area was in bad shape but with the help of many people and organizations groups like the Lemont Lions club; the Park District; the Township and Village, it has been cleaned up and restored. The park district will help maintain the cemetery in the future. Bids are going out for heat and air conditioning units for the Warner Avenue building. Bid opening will be on Monday, July 24. Shackel is looking into senior events and programs from other townships to use for our senior group. The question has come up about garbage service, and whether the residents could save money by having the Township negotiate a contract for the whole Township. The Village has a contract with Waste Management but the Township residents can have anyone they want. If we want to change that, we will have to go to a referendum first for permission. Shackel has also spoken to

Mayor Egofske and Administrator George Schafer at the Village in regards to the new owners of the senior housing on Talcott Ave. Rates have gone up from \$750 to \$950 per month. Some of the residents cannot afford such a large raise. Shackel has also been in contact with architect Simon Batistich with plans for the addition at the Community Center. Shackel provided a copy of the prior Bid Package Proposal from Batistich. There will be a meeting of Township Supervisors at the Township Community Center on July 20 at 11:00 a.m.

Highway Commissioner : Mark Labno reported that he is meeting with Strand this week in regards to resurfacing and paving projects. MFT funds will be used in 2024.

Clerk: Barbara Buschman had no report but also mentioned that she had attended the re-dedication at the Danish Cemetery and urged everyone to visit the site on 127th Street next to the park district. It is a very moving site.

Assessor: Glenn Pasiewicz reported that Assessor Patrick Hynes assisted Suellen Sredin in getting information to the public.

Human Services: Stephanie Katopodis reported she had 3 families certified for the food pantries this month. Has assisted 2 residents getting the Benefits Access program to get a lower license plate cost. Completed the PIPP training for the LIHEAP program. Having a Fun in the Sun party for the seniors on July 12th . The Lemont Township Senior Assoc. will be hosting their Annual Brunch at Ruffled Feathers on August 24 with music by Frank Rossi and Michael Vittori.

Open Space/Facilities report: Glenn Pasiwicz reported on 10 rentals at both facilities in June. There is a new project manager, Derek Botha at Pizzo, whom he met with. There were many trees on the east side of the Open Space property that had to be taken down. They were taken down, chipped and are going to treat weeds on walking paths. Arbor Tree Service came out and chipped branches of huge willow tree. Met with Andy from Integrity Fire Equipment. Tested all fire extinguishers and brought them back up to date. Also complied with the Village of Lemont's annual request for backflow assembly testing at the Community Garden. Met with Mike Shackel and Mario Mollo to review bids on heating and air conditioning units at the Warner Avenue office building.

Transportation Report: Marybeth Nunzio reported we assisted 167 seniors, 60 handicapped residents totaling 227 one-way trips in June. PACE replaced #14222 with a new vehicle. First time in circulation. We have three new hires for driving the Pace bus. Two are at PACE training now, Also six in the Van Pool in June. Bus broke down and was towed to Gear Headz Auto & Tire. We have contracted with them as our main repair shop?

Township Administrator: Mario Mollo reported it has been a very busy time at the Township. He thanks everyone on Staff for all they do for the Township. He reported that Selden Fox is coming next week to do the audit. He expects it to be done very quickly.

New Business: Discussion and vote on the Paratransit Handbook. Brief discussion was held and motion made by Blatzer, 2nd by Molitor. On roll call: Blatzer, Lemming, Molitor, Virgilio and Shackel – Ayes. Motion passed.

Motion to adjourn made by Lemming, 2nd by Blatzer at 8:13 p.m. On roll call: Blatzer, Lemming, Molitor, Virgilio and Shackel-eyes. Motion passed.

Barbara A. Buschman – Township Clerk

Lemont Township

Transaction Report

July 12-27, 2023

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
	Lemont B&T GF Operating 2836			
	Beginning Balance			
07/12/2023	Bill Payment (Check)	TOI	Lemont B&T GF Operating 2836	-175.00
07/12/2023	Bill Payment (Check)	McClure, Patricia	Lemont B&T GF Operating 2836	-219.89
07/12/2023	Bill Payment (Check)	Comcast Cable and Internet	Lemont B&T GF Operating 2836	-248.02
07/12/2023	Bill Payment (Check)	Berner, Daniel	Lemont B&T GF Operating 2836	-300.00
07/12/2023	Bill Payment (Check)	Lemont Township Senior Association	Lemont B&T GF Operating 2836	-400.00
07/12/2023	Bill Payment (Check)	Bernardo Diaz	Lemont B&T GF Operating 2836	-400.00
07/12/2023	Bill Payment (Check)	Environmental Recycling & Disposal Service	Lemont B&T GF Operating 2836	-97.37
07/12/2023	Bill Payment (Check)	Comcast Cable and Internet	Lemont B&T GF Operating 2836	-517.90
07/12/2023	Bill Payment (Check)	Pfeifer's Pest Control	Lemont B&T GF Operating 2836	-700.00
07/12/2023	Bill Payment (Check)	Gear Headz Auto and Tire	Lemont B&T GF Operating 2836	-905.51
07/12/2023	Bill Payment (Check)	TOI	Lemont B&T GF Operating 2836	-1,009.69
07/12/2023	Bill Payment (Check)	Zoro Tools, Incorporated	Lemont B&T GF Operating 2836	-97.44
07/12/2023	Bill Payment (Check)	Quill	Lemont B&T GF Operating 2836	-428.13
07/13/2023	Bill Payment (Check)	MBS	Lemont B&T GF Operating 2836	-105.00
07/13/2023	Bill Payment (Check)	Integrity Fire Equipment, Inc.	Lemont B&T GF Operating 2836	-166.00

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
07/13/2023	Bill Payment (Check)	Pace Suburban Bus	Lemont B&T GF Operating 2836	-200.00
07/13/2023	Bill Payment (Check)	Cross Points Sales, Inc.	Lemont B&T GF Operating 2836	-422.00
07/13/2023	Bill Payment (Check)	The Computer Mechanic, Incorporated	Lemont B&T GF Operating 2836	-460.00
07/13/2023	Bill Payment (Check)	Integrity Fire Equipment, Inc.	Lemont B&T GF Operating 2836	-505.85
07/13/2023	Bill Payment (Check)	Lemont Ace Hardware	Lemont B&T GF Operating 2836	-528.81
07/13/2023	Bill Payment (Check)	Lemont Keepataw Day	Lemont B&T GF Operating 2836	-1,250.00
07/13/2023	Bill Payment (Check)	Robbins Schwartz	Lemont B&T GF Operating 2836	-1,470.59
07/13/2023	Bill Payment (Check)	Tee Jay Service Company, Inc.	Lemont B&T GF Operating 2836	-1,539.50
07/13/2023	Bill Payment (Check)	Infra Resolutions, Inc	Lemont B&T GF Operating 2836	-4,253.38
07/13/2023	Bill Payment (Check)	Eich's Sports, Inc.	Lemont B&T GF Operating 2836	-100.00
07/13/2023	Bill Payment (Check)	State of Wisconsin DOT	Lemont B&T GF Operating 2836	-5.10
07/13/2023	Bill Payment (Check)	Klein, Thorpe & Jenkins, Ltd.	Lemont B&T GF Operating 2836	-22.77
07/13/2023	Bill Payment (Check)	Ready Refresh	Lemont B&T GF Operating 2836	-50.00
07/13/2023	Bill Payment (Check)	Community Nutrition Network	Lemont B&T GF Operating 2836	-73.98
07/14/2023	Bill Payment (Check)	Johnson Controls Security Solutions	Lemont B&T GF Operating 2836	-166.78
07/16/2023	Bill Payment (Check)	Xerox Financial Services	Lemont B&T GF Operating 2836	-226.89
07/16/2023	Bill Payment (Check)	Commonwealth Edison dba ComEd	Lemont B&T GF Operating 2836	-503.78
07/18/2023	Bill Payment (Check)	Missaggia, Glen	Lemont B&T GF Operating 2836	-150.00
07/19/2023	Bill Payment (Check)	First National Bank of Omaha/Bank OZK - Mario	Lemont B&T GF Operating 2836	-296.31
07/19/2023	Bill Payment (Check)	Commonwealth Edison dba ComEd	Lemont B&T GF Operating 2836	-705.49

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
07/19/2023	(Check) Bill Payment	Mario Mollo	2836 Lemont B&T GF Operating	-720.00
07/19/2023	(Check) Bill Payment	Shackel, Michael	2836 Lemont B&T GF Operating	-960.00
07/19/2023	(Check) Bill Payment	Illinois Department of Central Management Services dba CMS Local Government Health Plan	2836 Lemont B&T GF Operating	-21,772.00
07/19/2023	(Check) Bill Payment	Shackel, Michael	2836 Lemont B&T GF Operating	-240.00
07/19/2023	(Check) Bill Payment	Shackel, Michael	2836 Lemont B&T GF Operating	0.00
07/19/2023	(Check) Bill Payment	3 Corners Lemont	2836 Lemont B&T GF Operating	-122.10
07/19/2023	(Check) Bill Payment	Nicor Gas	2836 Lemont B&T GF Operating	-205.82
07/21/2023	(Check) Bill Payment	First National Bank of Omaha/Bank OZK - Steph	2836 Lemont B&T GF Operating	-645.71
07/21/2023	(Check) Bill Payment	Intuit	2836 Lemont B&T GF Operating	-42.50
07/23/2023	(Check) Bill Payment	DeRose Strategies, Inc dba Supporting Strategies	2836 Lemont B&T GF Operating	-2,700.00
07/23/2023	(Check) Bill Payment	BTS Solutions - Breeze	2836 Lemont B&T GF Operating	-284.51
07/24/2023	(Check) Bill Payment	Patch.com	2836 Lemont B&T GF Operating	-70.00
07/26/2023	(Check) Bill Payment	Waste Management	2836 Lemont B&T GF Operating	-349.01
07/26/2023	(Check) Bill Payment	Waste Management	2836 Lemont B&T GF Operating	-285.82
Total for Lemont B&T GF Operating 2836				\$-47,098.65
TOTAL				\$-47,098.65

Lemont Township

Vendor Balance Detail

As of July 27, 2023

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
03/01/2023	Arbor Care Tree Service	Bill	03/31/2023	500.00
Total for Arbor Care Tree Service				
05/30/2023	Bank of America	Bill	April-May 2023	24.02
Total for Bank of America				
07/13/2023	Berner, Daniel	Bill	08/12/2023	375.00
Total for Berner, Daniel				
06/29/2023	Illinois Environmental Protection Agency	Bill	08/15/2023	1,008.22
Total for Illinois Environmental Protection Agency				
07/21/2023	Klein, Thorpe & Jenkins, Ltd.	Bill	08/20/2023	34.76
Total for Klein, Thorpe & Jenkins, Ltd.				
07/11/2023	Lemont Park District	Bill	08/11/2023	10,000.00
Total for Lemont Park District				
07/01/2023	Pizzo & Associates, Ltd.	Bill	07/31/2023	2,968.75
Total for Pizzo & Associates, Ltd.				
07/19/2023	Robbins Schwartz	Bill	08/18/2023	51.25
Total for Robbins Schwartz				
07/14/2023	Shaw Media	Bill	08/13/2023	72.62
Total for Shaw Media				
05/11/2023	Strand Associates, Inc.	Bill	06/10/2023	403.44
Total for Strand Associates, Inc.				

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
The Sidwell Company				
03/01/2023	Bill		03/01/2023	446.25
Total for The Sidwell Company				
Village of Lemont - Fuel				
06/02/2023	Bill	May 2023	07/05/2023	462.40
Total for Village of Lemont - Fuel				
TOTAL				\$16,346.71

Lemont Township Road and Bridge

Transaction Report

July 12-27, 2023

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
Hinsdale B&T R&B OP *1133				
	Beginning Balance			
07/12/2023	Bill Payment (Check)	Waste Management	2010305 Hinsdale B&T R&B OP *1133	-372.34
07/13/2023	Bill Payment (Check)	Lemont Keepataw Day	2010305 Hinsdale B&T R&B OP *1133	-1,250.00
07/13/2023	Bill Payment (Check)	Riccio Construction Corp.	2010305 Hinsdale B&T R&B OP *1133	-5,777.83
07/13/2023	Bill Payment (Check)	Surefire Auto Parts dba Carquest	2010305 Hinsdale B&T R&B OP *1133	-49.27
07/13/2023	Bill Payment (Check)	Integrity Fire Equipment Inc	2010305 Hinsdale B&T R&B OP *1133	-201.55
07/14/2023	Bill Payment (Check)	Johnson Controls Security Solutions	2010305 Hinsdale B&T R&B OP *1133	-134.38
07/14/2023	Bill Payment (Check)	Strand Associates, Inc.	2010305 Hinsdale B&T R&B OP *1133	-2,695.63
07/14/2023	Bill Payment (Check)	Morris Excavating, Inc	2010305 Hinsdale B&T R&B OP *1133	-3,390.00
07/14/2023	Bill Payment (Check)	Jim's Truck Inspection	2010305 Hinsdale B&T R&B OP *1133	-34.15
07/17/2023	Bill Payment (Check)	Commonwealth Edison-Garage Electric	2010305 Hinsdale B&T R&B OP *1133	-219.64
07/19/2023	Bill Payment (Check)	Homer Industries	2010305 Hinsdale B&T R&B OP *1133	-700.00
Total for Hinsdale B&T R&B OP *1133				\$-14,824.79
TOTAL				\$-14,824.79

Lemont Township Road and Bridge

Vendor Balance Detail

As of July 27, 2023

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
07/14/2023	Vendor Credit			-30.00
Total for Dellwood Tire & Auto Corp.				\$ -30.00
	Environmental Recycling and Disposal			
06/12/2023	Bill Payment (Check)	ACH June 2023	06/12/2023	-73.45
Total for Environmental Recycling and Disposal				\$ -73.45
	Robbins Schwartz			
07/19/2023	Bill		08/18/2023	2,203.75
Total for Robbins Schwartz				\$2,203.75
	Village of Lemont - Fuel			
06/02/2023	Bill	2024-00000004	07/02/2023	490.88
Total for Village of Lemont - Fuel				\$490.88
TOTAL				\$2,591.18

July 2023 Lemont Township Expenditures Summary

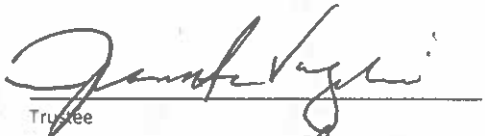
General Fund Vendor Balance Total - Outstanding Bills	\$16,346.71
General Fund Transaction Report Total - Pre-Paid Bills	\$47,098.65
General Fund Salaries Total - Including Elected Officials	\$29,459.34
Total	\$92,904.70

Road & Bridge Vendor Balance Total - Outstanding Bills	\$2,591.18
Road & Bridge Transaction Report Total - Pre-Paid Bills	\$14,824.79
Road & Bridge Salaries Total - Including Elected Officials	\$7,525.33
Total	\$24,941.30

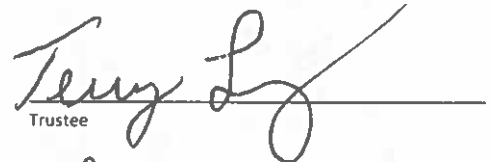
General Assistance Expenditures	\$434.00
Total	\$434.00

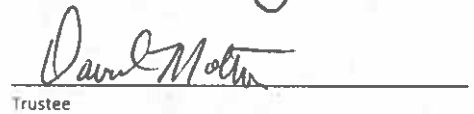
Grand Total **\$118,280.00**


Trustee


Trustee


Supervisor


Trustee


Trustee


Clerk

LEMONT TOWNSHIP
STATE OF ILLINOIS
COOK COUNTY

GENERAL FUND

July 2023 EXPENDITURES

This is to certify that the following sums will be paid by the Supervisor of the Lemont Township to the following vendor/person which amounts were audited by the Board of Auditors on the 8th day of August 2023, on the account for the listed purposes (See separate attachment)

ROAD & BRIDGE FUND

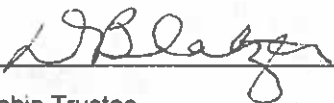
July 2023 EXPENDITURES

This is to certify that the following sums will be paid by the Supervisor of the Lemont Township to the following vendor/person which amounts were audited by the Board of Auditors on the 8th day of August 2023, on the account for the listed purposes (See separate attachment)

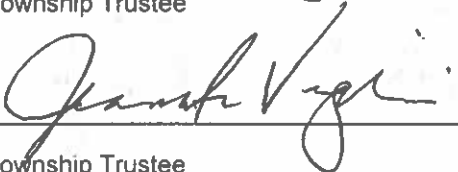
GENERAL ASSISTANCE FUND

July 2023 EXPENDITURES

This is to certify that the following sums will be paid by the Supervisor of the Lemont Township to the following vendor/person which amounts were audited by the Board of Auditors on the 8th day of August 2023, on the account for the listed purposes (See separate attachment)



Township Trustee



Township Trustee



Supervisor



Township Trustee



Township Trustee



Clerk Attest

**July 2023 Board Meeting
Human Services Report**

I had 3 families certified for the Food Pantry this past month. 2 families which are new to the pantry. We have had 3 additional families sign up for the Summer Lunch Program.

I received 2 additional application this month for financial assistance, at this time I have approved one of them for Nicor assistance. Currently, I still have 4 pending applications due to residents not returning paperwork. I believe all 4 of them will end up being denied due to not returning paperwork. I send additional letters out stating what I need to process the paperwork.

I still have an application pending approval from the Salvation Army.

I completed the PIPP training this month for the LIHEAP program. Waiting on the few other trainings to be released.

I have assisted 2 residents getting the Benefits Access program to get a lower license plate sticker cost.

On July 12th, I will be hosting a Fun in the Sun Party for the seniors, there will be music by the Sweet Reminders.

On August 24th, the Lemont Township Senior Association will be hosting their annual brunch, this year it will be at Ruffled Feathers and music will be by Frank Rossi.

I am going to be offering a new program from August-October. This program will allow senior residents who meet our income guidelines to come in and sit down with me and learn about all the programs that are available to them. Many seniors are not aware they may qualify for additional programs. For doing this, they will be given a \$50 gas card, and a \$50 grocery card. This money can be allocated out of the General Assistance Budget.

Conditional Assistance Grants

[6/1/2023 - 6/30/2023, Vendor: Food Pantry] Report Date: 6/30/2023

Issued	Client	# FM	# CFM	Vendor/Donor	Program	PO#	Chk#	Amount
06/06/2023	N/A	1	0	Food Pantry	Food Pantry	A10266		\$0.00
06/08/2023	N/A	5	1	Food Pantry	Food Pantry- Fixed	A10267		\$0.00
06/26/2023	N/A	1	0	Food Pantry	Food Pantry- Fixed	A10268		\$0.00

Total Records: 3

Total # FM: 7

Total # CFM: 1

Total Amount: **\$0.00**

* # FM = Family Members, # CFM = Child Family Members

Grant Disbursements

[6/1/2023 - 6/30/2023] Report Date: 6/30/2023

Date	Vendor	Client	PO#	Chk#	Amount
06/27/2023	Nicor Gas	N/A	E10269		\$725.00

Total Records: 1

Total Disbursed: **\$725.00**

Additional Assistance Grants

[6/1/2023 - 6/30/2023, Program: Family Assistance Fund-Utilities] Report Date: 6/30/2023

Issued	Client	# FM	# CFM	Vendor/Donor	Program	PO#	Chk#	Amount
06/27/2023	N/A	3	1	Nicor Gas	Family Assistance Fund-	A10270		\$300.00

Total Records: 1

Total # FM: 3

Total # CFM: 1

Total Amount: \$300.00

* # FM = Family Members, # CFM = Child Family Members

Lemont Township Building Report

June 2023

During the Month of May, we had 10 rented meetings at both the Community Center and the Warner Ave building, ranging from HOA meetings to Birthday parties to several graduation parties, along with the CNN daily lunches.

Sanctuary Update:

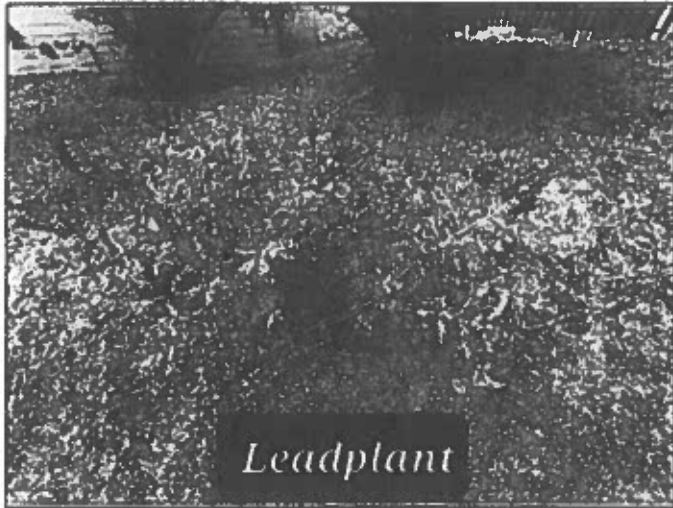
- 1) *Kyle Goergen*, project manager at Pizzo and Associates, has recently left the company to accept a new position up in Green Bay Wisconsin. I met with *Derek Botha*, our new project manager, on Thursday, June 27th to discuss several issues including having Pizzo chip the dozen or so piles of dead wood branches along the Timberline Street property line. (This was done on Friday, July 7th.) We also discussed having Pizzo treat the weeds that are protruding more frequently on the walking paths. (This was done on Friday, June 30th) Lastly, we discussed Pizzo's plan of planting new foliage on the East Plot, next to the Community Center front doors. (They cut and cleaned out this parcel in preparation of seeding and planting on Friday, June 30th).
- 2) We had Arbor Care Tree Service of Lemont cut down the damaged limbs of the huge willow tree in front of the Community Center and chip the huge, fallen branch pile at the base of the tree. Ken advised that the tree only has a few years left to live and to not spend any further resources on it at this stage of its' life cycle. They also cut down a fallen tree at the dog park from last week's storm.
- 3) I met with Andy from Integrity Fire Equipment on Thursday, June 22nd to inspect all existing fire extinguishers at all 3 Township buildings. He left us loaner extinguishers while testing ours and then brought the originals back the following week. (All are now up to date for the year).
- 4) Per the Village of Lemont's annual request for backflow assembly testing at the Community Garden, I contacted MBS Plumbing to perform the test, which they did on 6/29/23.
- 5) Met with Mike Shackel and Mario Mollo to review the AC/Furnace replacement quotes for the 2 malfunctioning units at the Warner office.



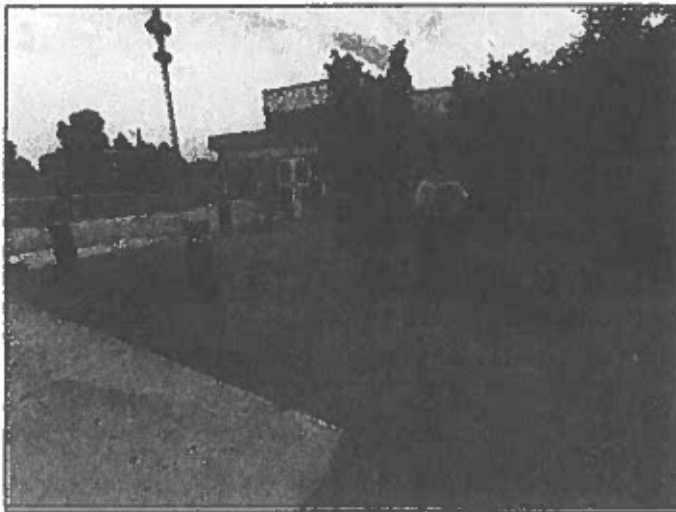
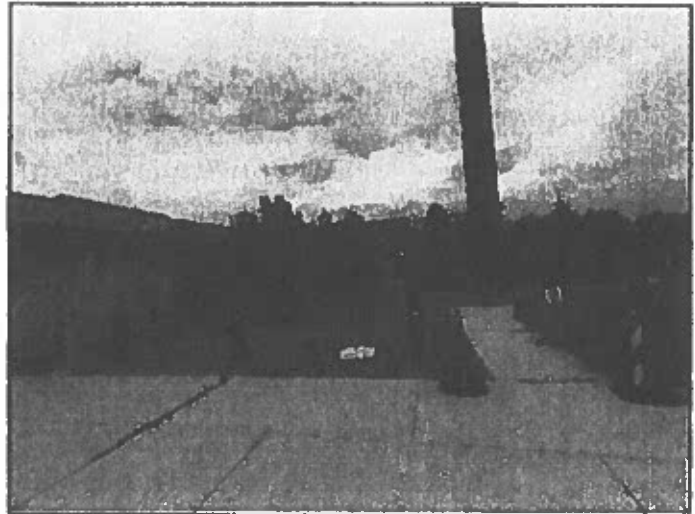
Stewardship Report

Pizzo & Associates, Ltd.
10729 Pine Road
Leland, IL 60531

www.pizzogroup.com



Leadplant



Luz Angel

If you have any questions please feel free to reach out to your project's team.

Nickk@pizzo.info

DerekB@Pizzo.info

PIZZO
A ASSOCIATES, LTD.



Stewardship Report

Pizzo & Associates, Ltd.
10729 Pine Road
Leland, IL 60531

www.pizzogroup.com

[Redacted]				
16300 Alba St.	Service Date 06/30/2023	Onsite Start Time 02:30 PM	Onsite End time 03:45 PM	Completed By Larry Overgaard
Stewardship Activities				

Below is a list of species that were controlled on your property on this visit. In the table you will find the Common Name, the Scientific Name, our method of control, and the herbicide used (if applicable).



Stewardship Report

Pizzo & Associates, Ltd.
10729 Pine Road
Leland, IL 60531

www.pizzogroup.com

In addition to vegetation control this is a list of tasks we also completed.

The walking path was serviced.

Areas Serviced

Cut and cleaned out area near front door in preparation for seeding.
Sprayed off plant in gravel paths and near fire place.

TRANSPORTATION BOARD REPORT JUNE 2023

Dial-A-Ride Program/Vehicle# 14222/22100:

We assisted 167 seniors, 60 handicapped residents, totaling 227 one-way trips in June. 103 fares were subscriptions.

- PACE Inspection conducted in May. AC Condenser Fans, Steering Gear Box leak and gas cap needed repair. Gear Headz Auto & Tire completed all repairs within a 2 day turn around. Total Invoice: \$922.16. We also have a missing RTA decal that is on order (\$20.00).
- Bus broke down and towed to Gear Headz. Alternator and belt replaced. Total Invoice: \$947.02. Bus service was uninterrupted due to using a van for the rest of the day.
- We have contracted Gear Headz Auto & Tire in Lockport as our main repair shop for the bus. (Business account set up as Net 30.)
- PACE replaced #14222 with a new vehicle# 22100, first time in circulation. Drove to South Holland to complete transfer paperwork and exchange bus on June 27th.
- IDOT Fleet Audit was requested and conducted for PACE fixed assets on our premises. We processed and submitted reports regarding bus inventory, equipment and fareboxes the week of June 12th.
- In the process of hiring 3 new bus drivers for paratransit. Background Check and Driving Record Abstract have been submitted. (Drivers may also drive for Vanpool.)
- Paratransit Drug & Alcohol 2022 Audit still in need of rescheduling.

Vanpool Program/Vehicle# 50172 & 50177 (Medical/Dental appointments.):

We had 6 Vanpool riders for the month of June. Originally scheduled 12 rides, one no show/missed and 5 rides cancelled due to therapy ended earlier than expected.

- IDOT Recertification and Oil Change for vehicle# 50172
- Vanpool Drug & Alcohol 2022 Audit scheduled for August 7th.

Fire extinguisher inspection completed & passed on June 22nd for all vehicles.

Marybeth Nunzio/Director of Transportation



Welcome to Lemont Township

Dear Team Member,

Welcome to Lemont Township!

We are excited to have you as part of our team. You were hired because we believe you can contribute to the achievement of excellent public service and share our commitment to our mission statement.

Lemont Township is committed to distinctive and unparalleled customer service in all aspects of our constituency. As part of the team, you will discover that the pursuit of excellence is truly a rewarding aspect of your career with Lemont Township. As a team member, you must "own" the results of your productivity.

The Lemont Township Paratransit Employee Handbook contains the key policies and expectations of Lemont Township and other information you will need as part of our team. This manual is subject to approval and revision by the Supervisor and the Board of Trustees.

The success of Lemont Township is determined by our success in operating as a unified team. We must earn the trust and respect of our residents every day in order that the citizens make the decision to trust our services.

You should use this handbook as a ready reference as you pursue your career with Lemont Township. Additionally, the handbook should ensure good management and fair treatment of all employees. At Lemont Township, we strive to recognize the contributions of all employees.

This manual is not a contract of employment and should not be considered as such. Board policy holds that Lemont Township does not enter employment contracts.

Welcome aboard. We look forward to your contributions.

Sincerely,

Michael Shackel, Township Supervisor
Lemont Township

Acknowledgement Form

The Lemont Township Paratransit Employee Handbook has been prepared for your information and understanding of the expectations, philosophies, policies, and practices of Lemont Township.

PLEASE READ IT CAREFULLY.

Upon receipt of this handbook, please sign the statement below, and return this form to your supervisor by your next workday.

I, _____, have received a copy of the Lemont Township Paratransit Employee Handbook which outlines the policies, practices, and expectations of Lemont Township, as well as my responsibilities as an employee.

I have familiarized myself with the contents of this handbook. By my signature below, I acknowledge, understand, accept, and agree to comply with the information contained in the Lemont Township Paratransit Employee Handbook provided to me by Lemont Township.

I understand this handbook is not intended to cover every situation which may arise during my employment, but is simply a general guide to the expectations, philosophies, policies, and practices of Lemont Township.

I understand that the Lemont Township Paratransit Employee Handbook is not a contract of employment and should not be deemed as such.

I understand that I am an at-will employee, meaning Lemont Township or I reserve the right to terminate employment at any time, with or without cause or notice.

I understand this position is not eligible for IMRF and employee hours may never exceed 1,000 hours per calendar/payroll year.

(Employee Signature)

(Date)



Lemont Township Paratransit Employee Handbook

Workday

The normal workday for drivers is 7.5 hours maximum per shift, which includes a half-hour paid lunch. ***Drivers may never exceed 1000 hours per calendar/payroll year.***

Due to unforeseen circumstances, schedules are subject to change or cancelled. Drivers will receive a minimum of two hours when scheduled for a fare that was cancelled or a "No Show." Lemont Township will make every reasonable effort to notify the driver in a timely manner if a fare cancels.

Drivers are guaranteed a minimum of two hours' pay for a scheduled fare.

Downtime will be used for maintenance/cleaning of PACE vehicles on Lemont Township premises. This includes helping staff in the office as needed.

Drivers are not paid for vacation, sick time, personal days, or holidays.

While employees are expected to work the number of hours per shift stated above, Lemont Township does not guarantee that employees will work their allotted hours on any given day or week.

Time Sheets

Employees must complete pre-printed time sheets provided by the Director of Transportation. Time sheets must be completed with all hours worked and submitted to the Director of Transportation for approval. Time sheets must be submitted by the pay period's end to be processed.

Dress Code

As an employee of Lemont Township, you are expected to present a clean and professional appearance when representing the Township, whether that is in, or outside of, the office.

All employees will conform to OSHA regulations regarding protective clothing, including but not limited to protective footwear. Drivers are required to wear closed toe shoes while driving.

Payroll

Lemont Township employees are paid bi-weekly.

- **Direct Deposit** - While an employee can certainly have his/her actual paycheck delivered direct to the employee's department head each pay period, Lemont Township provides, and encourages, direct deposit of paychecks. This is a service which saves time and provides added security.
- **Payroll Deductions** - As required by law, Lemont Township will deduct Federal Social Security and Income Tax from the employee's payroll check each pay period.

Drug and Alcohol-Free Workplace

Lemont Township adopted PACE's Drug and Alcohol Policy. Please refer to the Professional Paratransit Operator Handbook received during PACE driver training.

Drivers will be subject to an Annual Physical/Drug & Alcohol test, along with random drug testing throughout the year.

Driver's License Responsibilities

It will be your responsibility to inform Lemont Township in a timely manner of any changes which will affect your ability to drive for Lemont Township. It will also be your responsibility to update Lemont Township with a valid Driver's License as needed.