

Lemont Township Board of Trustees Meeting

May 9th, 2023, 7:00pm @ Lemont Township Office, 1115 Warner Ave, Lemont, IL

AGENDA

- I Call to Order/Pledge of Allegiance**
- II Roll Call**
- III Approval of Township Board Meeting Minutes of April 11, 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. Discuss the 2023 Woodland Sanctuary Proposal from Pizzo & Associates
- B. Discussion of the 2023-24 Budgets
- C. Decennial Committee discussion
- D. Discussion of Township Trustee Candidates

VII New Business

VIII Executive Session

IX Motion to Adjourn

Lemont Township Board Meeting – April 11, 2023

The Lemont Township Board meeting was held at the Township offices, 1115 Warner Avenue, Lemont, IL. 60439 on April 11, 2020. The meeting was called to order by Supervisor Michael Shackel at 7:00 p.m.

The Pledge of Allegiance was said, and roll was called by Clerk Barbara Buschman. A motion was made by Trustee Blatzer, 2nd by Township Virgilio, to approve the minutes of the previous meeting. On roll call; Blatzer, Molitor, Virgilio and Shackel-eyes, Nathan=absent.

Matters from the Public. Residents Mark Pietyka and Kathy Guzy returned to a meeting to inquire about work being done with grading on their property on Silver Fox Dr. Highway Commissioner Mark Labno said they are just getting started on spring work and hoping to get at it soon. Mrs. Guzy would like a phone call when they are going to do the work so she can be present to see where the elevations are.

Treasurer's Report and Payment of Bills- Clerk Buschman

General Fund	\$114,072.65
Road & Bridge	\$ 29,895.64
Open Space	\$ 300.00
General Assistance	\$ NONE

Motion to approve by Trustee Blatzer, 2nd by Trustee Virgilio; on roll call: Blatzer, Molitor, Virgilio and Shackel – ayes; Nathan – absent.

Reports: Supervisor Michael Shackel reported that Lobby Day is April 26 in Springfield. Anyone wishing to go should contact him. Shackel has spoken to Village Administrator George Schaefer in regards to the additional bike paths in the Village and Township. Engineering will be in the Fall. The estimated cost will be \$150,000.00 with the Township contributing a portion to the study. Suellen Sredin investigated the cost

of Waste Management's fees, and we will save approximately \$ 525.00 per month. Shackel also announced that Trustee Susan Nathan has tendered her resignation from the Township Board. A new trustee must be appointed within 60 days. She thanked the board and wished everyone well. Supervisor Shackel announced and introduced Mario Mollo who will take over Glenn Pasiewicz's duties as Township Administrator and Deputy Clerk. Pasiewicz will now take over as Facilities Director.

Highway Commissioner: Mark Labno reported that they are cleaning up trees and getting the equipment ready for the Spring/Summer season. Working on plans for 132nd street. The village has annexed some property in the township and Supervisor Shackel would like to be informed when they are doing that. Shackel also thanked Ralph and the village crew for taking care of some sewer problems at the township. Labno also spoke about pavement conditions in Emerald Acres.

Clerk: Clerk Buschman had no report.

Assessor: Joyce Black reported that exemptions should be in December. Mailings for renewals were sent out April 3, 2023. First installment tax bills for 2022 were due April 3. 2023 is the reassessment year for the south suburbs, including Lemont.

Building: Joyce Black reported early voting went well. The fire panel was replaced for the Community Center. Ron Rezek is our new custodian/rental manager. Many kudos and thanks to Bill Cross for his 11 years in this position.

Human Services: Stephanie Katopodis reported that 6 families qualified for the food pantry and that she is working on the summer lunch program. There were 4 Liheap appointments this month. Three residents received reduced license plate sticker cost.

We had a Lucky Day bingo for seniors and the Senior association had an Easter bingo. Also working with the Park District on a "Senior Prom" with entertainment by the Ukelele Moonshiners.

Katopodis will be going to Springfield to attend a General Assistance Meeting.

Transportation: Marybeth Nunzio reported 208 one-way trips in March. We have a new driver, Diana Groselak that will begin driving at the end of April. They had 4 Vanpool riders in March. PACE Drug and Alcohol audit will be rescheduled. Also, the Township highway department has been great with repairs and maintenance of all Pace vehicles. Thank you!

Open Space: Glenn Pasiewicz reported on the Pizzo plans. The tentative budget will be approved in June, including plans for the office addition to the Community Center and the reconstruction of the parking lot. There is an Organizational Chart included in the packet reported Supervisor Shackel. He also reported that the Township staff help each other, which he appreciates.

New Business: none

Old Business: none

Motion made by Blatzer, 2nd by Molitor to adjourn at 7:56 p.m.

Barbara A. Buschman

Township Clerk

April 2023 Expenditures Summary

Township General Fund Outstanding Bills	\$ 26,511.11
Township General Fund Pre-Paid Bills	\$ 2,483.21
Township Salaries	<u>\$ 29,192.22</u>
	\$ 58,186.54

Lemont Road & Bridge Outstanding Bills	\$ 28,992.21
Lemont Road & Bridge Pre-Paid Bills	\$ 2,740.88
Lemont Road & Bridge Salaries	<u>\$ 7,967.00</u>
	\$ 39,700.09

Open Space	\$ 300.00
General Assistance	\$ 160.00
IMRF Payment	<u>\$ 2,276.84</u>
	\$ 2,736.84

\$ 100,623.00 Grand Total

Trustee

Trustee

Trustee

Trustee

Supervisor

Clerk

**LEMONT
TOWNSHIP STATE
OF ILLINOIS
COOK COUNTY**

GENERAL FUND

April 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 9th day of May 2023, on the account for the listed purposes *(See separate attachment)*

**LEMONT
TOWNSHIP STATE
OF ILLINOIS
COOK COUNTY**

ROAD & BRIDGE FUND

April 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 9th day of May 2023, on the account for the listed purposes *(See separate attachment)*

General Assistance FY2023

April 2023

EA2005 (Utility Assistance & Gas Cards)

\$ 160.00

Township Trustee

Township Trustee

Township Trustee

Township Trustee

Supervisor

Clerk-Attest

**Lemont Township
Vendor Balance Detail**

All Dates
(UN-PAID)

	Date	Transact ion Type	Num	Due Date	Amount	Open Balance	Balance
Bernardo Diaz	04/28/2023	Bill	see memo	05/09/2023	100.00	100.00	100.00
Total for Bernardo Diaz					<u>\$ 100.00</u>	<u>\$ 100.00</u>	
Cintas	04/28/2023	Bill	See Memo	05/09/2023	80.61	80.61	80.61
Total for Cintas					<u>\$ 80.61</u>	<u>\$ 80.61</u>	
Comcast Cable	04/28/2023	Bill	See Memo	05/09/2023	663.67	663.67	663.67
Total for Comcast Cable					<u>\$ 663.67</u>	<u>\$ 663.67</u>	
Dearborn National Life Insurance Company	04/28/2023	Bill	See memo	05/28/2023	63.00	63.00	63.00
Total for Dearborn National Life Insurance Company					<u>\$ 63.00</u>	<u>\$ 63.00</u>	
DeRose Strategies, Inc dba Supporting Strategies	04/28/2023	Bill	See memo	05/09/2023	2,600.00	2,600.00	2,600.00
Total for DeRose Strategies, Inc dba Supporting Strategies					<u>\$ 2,600.00</u>	<u>\$ 2,600.00</u>	
Elch's Sports, Inc.	04/20/2023	Bill	31635	05/09/2023	96.00	96.00	96.00
Total for Elch's Sports, Inc.					<u>\$ 96.00</u>	<u>\$ 96.00</u>	
Feyerherd, Pete	04/25/2023	Bill	2011	05/09/2023	550.00	550.00	550.00
Total for Feyerherd, Pete					<u>\$ 550.00</u>	<u>\$ 550.00</u>	
Goldy Locks	04/12/2023	Bill	See Memo	05/09/2023	428.85	428.85	428.85
Total for Goldy Locks					<u>\$ 428.85</u>	<u>\$ 428.85</u>	
Hayes Auto & Truck Repair	04/28/2023	Bill	See memo	05/09/2023	196.24	196.24	196.24
Total for Hayes Auto & Truck Repair					<u>\$ 196.24</u>	<u>\$ 196.24</u>	
Klein, Thorpe & Jenkins, Ltd.	04/28/2023	Bill	See memo	05/09/2023	3.95	3.95	3.95
Total for Klein, Thorpe & Jenkins, Ltd.					<u>\$ 3.95</u>	<u>\$ 3.95</u>	
Lemont, Village of - Utilities	04/28/2023	Bill	See Memo	05/09/2023	82.59	82.59	82.59
	04/28/2023	Bill	See Memo	05/09/2023	82.59	82.59	165.18
Total for Lemont, Village of - Utilities					<u>\$ 165.18</u>	<u>\$ 165.18</u>	
Medworks	04/28/2023	Bill	see memo	05/09/2023	85.00	85.00	85.00
Total for Medworks					<u>\$ 85.00</u>	<u>\$ 85.00</u>	
Nicor Gas	04/28/2023	Bill	See Memo	05/09/2023	384.74	384.74	384.74
Total for Nicor Gas					<u>\$ 384.74</u>	<u>\$ 384.74</u>	
Quill	04/28/2023	Bill	see memo	05/09/2023	39.53	39.53	39.53
Total for Quill					<u>\$ 39.53</u>	<u>\$ 39.53</u>	
Rainbow Printing	04/28/2023	Bill	See memo	05/09/2023	195.95	195.95	195.95
Total for Rainbow Printing					<u>\$ 195.95</u>	<u>\$ 195.95</u>	
Ready Refresh	04/28/2023	Bill	See Memo	05/09/2023	123.53	123.53	123.53
Total for Ready Refresh					<u>\$ 123.53</u>	<u>\$ 123.53</u>	
Robbins Schwartz	04/28/2023	Bill	See memo	05/09/2023	410.00	410.00	410.00
Total for Robbins Schwartz					<u>\$ 410.00</u>	<u>\$ 410.00</u>	
Shackel, Michael	04/01/2023	Bill		04/01/2023	120.00	120.00	120.00
	04/28/2023	Bill		05/09/2023	120.00	120.00	240.00

Total for Shackel, Michael					<u>\$ 240.00</u>	<u>\$ 240.00</u>	
Sharp Innovations							
	02/28/2023	Bill	March Service	03/14/2023	139.00	139.00	139.00
Total for Sharp Innovations					<u>\$ 139.00</u>	<u>\$ 139.00</u>	
Shaw Media							
	04/28/2023	Bill	See Memo	05/09/2023	88.94	88.94	88.94
Total for Shaw Media					<u>\$ 88.94</u>	<u>\$ 88.94</u>	
The Computer Mechanic, Incorporated							
	04/28/2023	Bill	See memo	05/09/2023	1,750.00	1,750.00	1,750.00
	04/28/2023	Bill	See memo	05/09/2023	1,281.36	1,281.36	3,031.36
Total for The Computer Mechanic, Incorporated					<u>\$ 3,031.36</u>	<u>\$ 3,031.36</u>	
TOIRMA							
	04/28/2023	Bill	See memo	05/09/2023	14,399.00	14,399.00	14,399.00
Total for TOIRMA					<u>\$ 14,399.00</u>	<u>\$ 14,399.00</u>	
Village of Lamont 150th Anniversary Fest							
	04/28/2023	Bill	See Memo	05/09/2023	1,000.00	1,000.00	1,000.00
Total for Village of Lamont 150th Anniversary Fest					<u>\$ 1,000.00</u>	<u>\$ 1,000.00</u>	
Waste Management							
	04/28/2023	Bill	See Memo	05/09/2023	128.87	128.87	128.87
	04/28/2023	Bill	See Memo	05/09/2023	1,297.69	1,297.69	1,426.56
Total for Waste Management					<u>\$ 1,426.56</u>	<u>\$ 1,426.56</u>	
TOTAL					<u>\$ 26,511.11</u>	<u>\$ 26,511.11</u>	

Wednesday, May 03, 2023 08:44:26 AM GMT-7

Lemont Township

Transaction Report

April 13 - May 2, 2023

(PRE-PAID)

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
Hinsdale B&T Town OP 2836				
Beginning Balance				
04/28/2023	Bill Payment (Check)	Johnson Controls Security Solutions	1010215 Hinsdale B&T Town OP 2836	-134.38
04/28/2023	Bill Payment (Check)	Johnson Controls Security Solutions	1010215 Hinsdale B&T Town OP 2836	-166.12
04/28/2023	Bill Payment (Check)	Commonwealth Edison	1010215 Hinsdale B&T Town OP 2836	-1,904.14
04/28/2023	Bill Payment (Check)	Commonwealth Edison	1010215 Hinsdale B&T Town OP 2836	-278.57
Total for Hinsdale B&T Town OP 2836				\$ -2,483.21
Hinsdale B&T FAF 6886				
Beginning Balance				
Total for Hinsdale B&T FAF 6886				\$ -2,483.21
TOTAL				\$ -2,483.21

Lemont Township Road and Bridge

Transaction Report

April 13 - May 2, 2023

PRE-PAID

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
Hinsdale B&T R&B OP *1133				
	Beginning Balance			
04/28/2023	Bill Payment (Check)	Deere Credit, Inc.	2010305 Hinsdale B&T R&B OP *1133	-1,713.92
04/28/2023	Bill Payment (Check)	Johnson Controls Security Solutions	2010305 Hinsdale B&T R&B OP *1133	-125.00
04/28/2023	Bill Payment (Check)	Commonwealth Edison-Garage Electric	2010305 Hinsdale B&T R&B OP *1133	-259.25
04/28/2023	Bill Payment (Check)	Waste Management	2010305 Hinsdale B&T R&B OP *1133	-642.71
Total for Hinsdale B&T R&B OP *1133				\$ -2,740.88
TOTAL				\$ -2,740.88

Lemont Township Road and Bridge

Vendor Balance Detail

All Dates

(UN-PAID)

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Comcast				
04/28/2023	Bill		05/09/2023	284.34
Total for Comcast				\$284.34
Commonwealth Edison-Garage Electric				
04/28/2023	Bill	See memo	05/09/2023	2,688.34
Total for Commonwealth Edison-Garage Electric				\$2,688.34
Commonwealth Edison-Street Lighting				
04/28/2023	Bill	See memo	05/09/2023	393.14
Total for Commonwealth Edison-Street Lighting				\$393.14
Gallagher Materials Corp				
04/24/2023	Bill	See Memo	05/09/2023	304.88
Total for Gallagher Materials Corp				\$304.88
Homer Industries				
04/28/2023	Bill	See memo	05/09/2023	100.00
Total for Homer Industries				\$100.00
Lemont, Village of -Utilities				
04/28/2023	Bill	See Memo	05/09/2023	82.59
Total for Lemont, Village of -Utilities				\$82.59
Menards/Capital One Commercial				
04/28/2023	Bill	See memo	05/09/2023	20.47
Total for Menards/Capital One Commercial				\$20.47
Nicor Gas				
04/28/2023	Bill	See memo	05/09/2023	270.70
Total for Nicor Gas				\$270.70
Surefire Auto Parts dba Carquest				
04/28/2023	Bill	see memo	05/09/2023	1,355.75
Total for Surefire Auto Parts dba Carquest				\$1,355.75
TOIRMA				
04/28/2023	Bill	see memo	05/09/2023	23,492.00

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Total for TOIRMA				
				\$23,492.00
TOTAL				\$28,992.21

May 2023 Board Meeting Human Services Report

I had 8 families certified for the Food Pantry this past month. 2 families which are new to the pantry. We have families getting registered for the Summer Lunch Program, but not very many.

I received 1 returned application this month for financial assistance, and we were able to assist them. Reviewing the previous year 1/01/2022-3/31/2023, I handed out 90 physical applications for financial assistance and emailed probably about another 20 applications. I had 13 returned applications of which 10 were approved, 1 had to re-apply due to not getting documents handed in in time and then were approved and the others just did not turn in the requested documents. Since April 1st, I have handed out 6 physical applications, emailed 2, and have had 1 returned. I have invited at least 2 others to pick up applications over the phone and when they found out I was not just going to hand out money that same day opted to not pick up applications. We are mandated by law to offer general assistance first, anyone requesting any financial assistance must fill out the general assistance application before any other funding can even be determined. We are requesting the same documentation that every other township request in order to receive financial assistance through the general assistance office.

There were 3 LIHEAP appointments this month.

I have assisted 1 resident getting the Benefits Access program to get a lower license plate sticker cost.

We have started handing out the cleaning baskets provided by the LJWC.

Senior Association held a Mother's Day bingo, the Township handed out flowers to the moms that attended. There were about 60 seniors who showed up for this event.

We have our Senior Prom scheduled for this coming Friday, we currently have about 40 seniors scheduled to attend.

I attended a General Assistance Meeting in Springfield.

Lemont Township Building Report

April 2023

During the Month of April, we had 15 meetings at the Community Center, ranging from HOA meetings to Birthday parties to LHS Prom Pictures, along with the CNN daily lunches.

We hosted Early Voting through April 3rd and then Election Day itself on Tuesday April 4th

Mahoney Environmental Services pumped out our kitchen grease trap on Tuesday April 25th

Our newly hired Custodian/Maintenance manager, Ron Renzek is settling in nicely in his role.

Pizzo & Associates will begin working on the East Plot section in front of the building next week and hope to have the entire project completed by the end of June.

TRANSPORTATION BOARD REPORT APRIL 2023

Dial-A-Ride Program/Vehicle# 14222:

We assisted 129 seniors, 48 handicapped residents, totaling 184 one-way trips in April. 83 fares were subscriptions.

- Diana Groselak passed PACE training in April and will begin picking up shifts in May.
- PACE sent reminder letters for Annual Physicals and Background checks to be completed in May.

Vanpool Program/Vehicle# 50172 & 50177:

We had 7 Vanpool riders for the month of April. (Medical/Dental appointments.)

- PACE Drug & Alcohol 2022 Audit still in need of rescheduling.

PACE requested status of air conditioning on all rolling stock assigned to Lemont Township. Both vans are currently in working order. The bus has not been transitioned over to air as of yet. We are still using heat due to the unseasonably cooler weather this spring.

Marybeth Nunzio/Director of Transportation



Pizzo & Associates, Ltd.
PO Box 98
Leland, IL 60531

Proposal #1562
Date: 10/04/2022
From: Nicholas K.

Proposal For

Lemont Heritage Woodland Sanctuary

1115 Warner Avenue
Lemont, IL 60439

main: 630-257-2522
glenn-p@lemonttownship.org

Location

W Roberta St
Lemont, IL 60439

Lemont Heritage - Stewardship - 2023

Terms
Net 30

ITEM DESCRIPTION	AMOUNT	TIMES / CONTRACT
<p>Stewardship-Scheduled Natural Area Stewardship: (2023) Service area includes the entire natural area identified on the attached site map.</p> <p>Stewardship service includes (5) complete site visits throughout the growing season (April - November), work will include selective herbicide applications, hand pulling, and brush cutting as needed to treat invasive species and promote the establishment of native plants.</p> <p>Billed in (8) even monthly installments (April - November)</p>	\$ 2,968.75	8

All work will be completed in accordance with these plans unless subsequent changes are agreed upon in writing. Balances not paid by the due date are subject to late fees.

TOTAL	\$ 23,750.00
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Signature

x

Date:

Please sign here to accept the terms and conditions

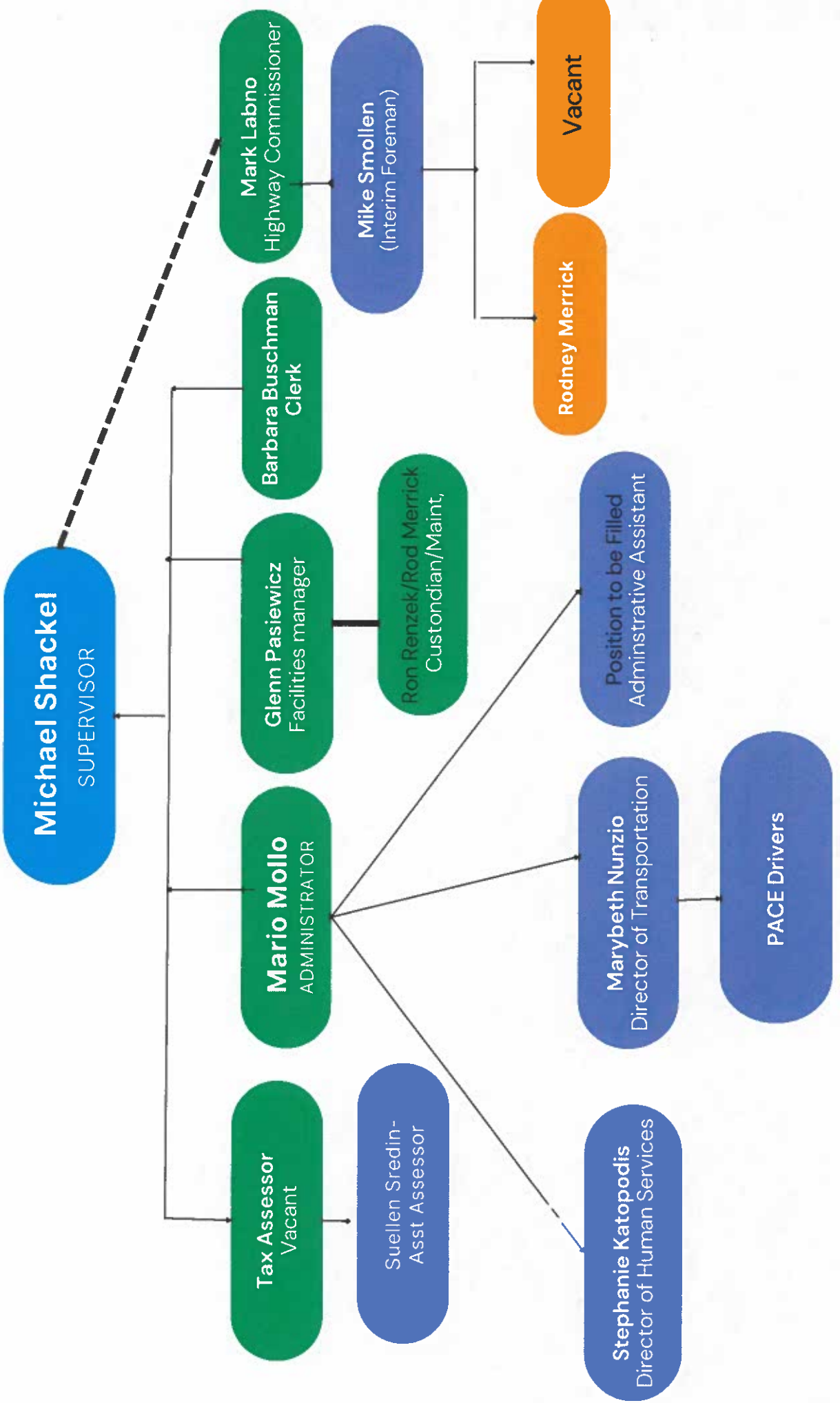
Assigned To

Lucas H.
lucash@pizzo.info

Sales Reps

Nicholas K.
nickk@pizzo.info

Lemont Township General Fund 2023-24 Budget (1.0)					
Revenue:					
Real Estate Taxes				\$1,012,552.00	
Alba Rental				30,480.50	
Warner Rental				\$4,047.50	
Transportation Fees & Grant				\$8,542.83	
Donations				21,000.00	
CNN Rent				\$3,210.00	
BPPR Tax-General Fund				\$36,256.90	
Cell Phone Tower Rent				\$38,844.18	
Misc				\$50,000.00	
Total Revenue				\$1,204,933.91	
Expenses					
Professional Services				\$24,164.48	
Alba Cost				\$63,588.32	
Warner Cost				\$53,341.33	
LEMA				\$28,000.00	
IGA-Park District (Fireworks Show)				\$10,000	
Misc					
Computer/IT Support				\$46,000.00	
PACE D.A.R. Program				12,796.00	
MedVan Program				\$8,400.00	
Family Assistance				\$11,000.00	
Youth Programs				500.00	
Senior Programs				1250	
H.S. Utility Support				2500	
Salaries				\$525,000.00	
Capital Improvements (Alba CC Addition)				\$1,000,000.00	
Warner Ave Furnace/AC units				\$45,000.00	
Sponsorship-Marketing Programs				\$15,000.00	
Insurance				\$9,000.00	
Village of Lemont (131st Engineering Study)				\$50,000.00	
Open Space				\$35,000.00	
Total Expenses				\$1,940,540	





Township Staff Job Descriptions:

Administrator (Mario Mollo):

Oversees the financial operation activities of the Lemont Township and assists the Supervisor and Town Board. Work includes researching, planning, organizing, coordination and directing required action on policies and/or projects related to human resources and administrative policies defined by the Township Supervisor and/or Township Board. The Administrator will also work with the Township's outside accounting firm and represent the department at the Township's management team and executive management staff meetings. Performs other duties including oversight of the Township's accounting, human resources, information technology and resident services function.

Director of Human Services (Stephanie Katopodis):

Oversees the Lemont Township Human Services Department which provides financial assistance and referral information to Lemont Township individuals and families during severe economic crisis. Programs include the General Assistance program, the Emergency Assistance Program and the Family Assistance Program. This department also offers LIHEAP, the Salvation Army and Energy Assistance for those that qualify. The Director also serves as the liaison between the Senior Association Committee, the SALT Committee, and the many other organizations in Lemont.

Director of Transportation (Marybeth Nunzio)

Oversees the entire Transportation Program at the Lemont Township which includes these daily, weekly and monthly tasks:

- ◆ Responsible for Fleet IDOT Bi-Annual Certification
- ◆ Manage current PACE drivers, including overseeing all DOT physicals, random drug tests, recertifications and following all PACE regulations.
- ◆ Perform annual background checks on all transportation personnel.
- ◆ Manage annual abstract driver reports.
- ◆ Responsible for monthly reports on all fleet vehicles
- ◆ Schedule Vanpool rides for residents and schedule all needed drivers
- ◆ Maintain records for annual PACE Audits
- ◆ Other administrative duties include answering office phones, issuing dog park passes, RTA passes, and Handicap Placards as needed.

Assistant Assessor (Sueellen Sredin)

The Administrative Assistant to the Assessor has **direct** contact with the public and Cook County Assessor's Office daily.

Essential Duties & Responsibilities:

1. On a day-to-day basis this individual will answer phone and walk-in inquiries on a variety of subjects.
2. Locate parcels on the tax maps, find descriptions and assessed values for these properties.
3. Have a good understanding of the assessment and appeal process and assist taxpayers with filing for exemptions and appeals.
4. Attend meetings held by the Township Assessors of Cook County and the Cook County Assessor.
5. Use, maintain and update an in-house database on all property tax records located in the Lemont Township.
6. Provide Notary services to taxpayers.
7. Assist taxpayers with property tax forms.
8. Compile comparable lists at the request of taxpayers for properties.
9. Assist taxpayers with variance lists for public hearings.
10. Fill in for other township duties including receptionist, community services, and Human Services when needed.

Director of Facilities (Glenn Pasiewicz):

Oversees the maintenance and upkeep of all 3 Lemont Township Facilities, along with the Woodlands Sanctuary, Dog Park, and Community Garden. Works hand in hand with the current custodian, the highway department, all vendors, including Pizzo & Associates, along with the events coordinator to manage the events at the Community Center all year long. Other duties will include overseeing the construction of the addition at Alba, the rebuilding of the Community Center parking, writing grants proposals, the destruction of the many years of the Townships outdated records.

Administrative Assistant: (Sueellen Sredin, Stephanie Katopodis, Marybeth Nunzio)

This position is the initial greeter to all visitors at the Warner Office and oversees:

Essential Duties & Responsibilities Include:

- ◆ Answer and direct incoming office calls
- ◆ Assist the Director of Transportation in scheduling rides for Lemont Township residents
- ◆ Assist the Director of Human Services in scheduling appointments for Emergency Assistance
- ◆ Assist the Assessor's office in scheduling appointments for Property Tax Assistance
- ◆ Assist our residents with the Township Medical Equipment Lending Closet
- ◆ Act as a liaison between our residents and the Lemont Highway Department

- ◆ Assist the Administrator in paying the Township Bills each month
- ◆ Write and distribute emails, memos, letters, faxes, and forms
- ◆ Issue Dog Park passes, PACE Bus passes, and Handicap Placards as needed.
- ◆ Provide support and kindness to all Lemont Township Residents

Custodian/Maintenance Workers (Ron Renzek & Rodney Merrick)

This position is responsible for cleaning and maintaining the Warner office and the Alba Community Center. Both individuals also oversee and are onsite during our many events at both locations throughout the calendar year.

*In conclusion, the above job descriptions, and subsequent staff that hold these current positions are just a brief overview of the many tasks that we perform on a daily basis at the Lemont Township. It is important to note that everyone wears multiple hats each day as we not only serve our residents but help our fellow workers when the job vacancy or need arises!

SAMPLE TOWNSHIP REPORT FOR COMPLIANCE WITH DECENNIAL COMMITTEES ON LOCAL GOVERNMENT EFFICIENCY ACT (For Townships and Road District JOINT REPORT Only)

I. Unit of government submitting this report:

f
NAME OF TOWNSHIP: _____

Note: Any local government that levies a tax, other than a municipality or county must file this report. For Road Districts in counties with populations of less than 400,000 the highway commissioner may form a joint committee to prepare one combined report. See 50 ILCS 70/10(b-5).

II. Information about our Township

- A. We are located in _____ County. There are _____ townships in our county.
- B. The population of our Township is _____, as of the 2020 census.
- C. We have _____ employees of the Township (not including elected officials).
- D. We have _____ employees in our Road District (not including elected officials).
- E. Our annual budget for 2023 is: \$_____.
- F. Our Township's equalized assessed valuation for 2023 is \$_____.

III. Information about Our Committee

A. Committee Members:

- Township Supervisor _____
- Township Highway Commissioner _____
- Township Trustee _____
- Township Trustee _____
- Township Trustee _____
- Township Trustee _____
- Township Resident (Supervisor Appointment) _____
- Township Resident (Supervisor Appointment) _____

Township Resident (Highway Comm. Appointment) _____

Note: Per 50 ILCS 70/10(b), the committee membership must include all the elected or appointed members of the township board (Supervisor and Trustees) and two residents appointed by the Supervisor. The residents can be the Assessor, Clerk or Collector, if you have one, or other residents of the Township, but these officials are not required to be on this Committee. The Supervisor may appoint more than two residents if deemed appropriate.

- B. Dates that our Committee Met (50 ILCS 70/20)
- First (Organizational) Meeting
(must occur prior to June 10, 2023): _____, 2023
- Second Meeting: _____, 2023
- Third Meeting: _____, 2023
- Additional Meetings (List All): _____, 2023

**EACH OF THESE SECTIONS ARE TO BE COMPLETED SEPARATELY BY
THE ROAD DISTRICT AND THE TOWNSHIP AND INCLUDED AS TWO
PARTS OF THE SUBMITTED REPORT**

IV. Programs Offered by our Township.

A. Our Township offers the following services and programs: (List programs like general assistance, youth programs, senior programs, community programs, LIHEAP, etc.) (If not applicable, remove this).

B. Other services/programs we could possibly provide:

V. Social Service Agreements

A. We partner with the following not for profits to offer social services (list all):

Entity:

Services Provided:

- 1.
- 2.
- 3.
- 4.
- 5.

B. Our residents have benefitted from these agreements in the following ways:

C. We have considered possibly offering the following social services or the following additional potential partnerships:

VI. Awards and Recognitions

Our Township has received the following awards, distinctions, and recognitions: (List all).

VII. Intergovernmental Agreements

A. We partner with, or have Intergovernmental Agreements, with the following other Governments (List all):

Entity:

Services Offered:

B. Our Township's efficiency has increased through intergovernmental cooperation in the following way (list cost savings, avoiding duplicated services, etc.):

VIII. Review of Laws, Township Policies, Township Rules and Procedures, Township Training Materials, and other Documents

We have reviewed the following, non-exhaustive list of laws, policies, training materials, and other documents applicable to the Township to evaluate our compliance and to determine if any of the foregoing should be amended.

- _____ State laws applicable to Townships, including, but not limited to the Township Code (60 ILCS)
- _____ Illinois Open Meetings Act (5 ILCS 120)
- _____ Policy on public comment
- _____ Designation of OMA officer (5 ILCS 120/1.05(a))
- _____ All of Elected Officials have completed OMA Training (5 ILCS 120/1.05(b))
- _____ Schedule of All Township Regular Meetings for Calendar or Fiscal Year (5 ILCS 120/2.03)
- _____ Illinois Freedom of Information Act (5 ILCS 140)
- _____ Designation of FOIA officer (5 ILCS 140/3.5(a))
- _____ FOIA Officer Training (5 ILCS 140/3.5(b))
- _____ Computation and Retention of FOIA Requests (5 ILCS 140/3.5(a))
- _____ Posting Other Required FOIA Information (5 ILCS 140/4(a); 5 ILCS 140/4(b))
- _____ List of Types or Categories of FOIA Records under Township's Control (5 ILCS 140/5)
- _____ Periodic Meetings to Review Closed Meeting Minutes (5 ILCS 120/2.06(d))
- _____ IMRF Total Compensation Postings (5 ILCS 120/7.3)
- _____ Designation of Whistleblower Auditing Official (50 ILCS 105/4.1)
- _____ All of our Elected Officials have filed statement of economic interests (5 ILCS 420/4A-101; 5 ILCS 420/4A-101.5)
- _____ Sexual harassment prevention training (775 ILCS 5/2-109(c))

_____ Our Intergovernmental Agreements

_____ Our Social Service Agreements or Contracts

_____ Our budget and financial documents

_____ State Ethics Laws, including, but not limited to the State Officials and Employees Ethics Act (5 ILCS 430/1-1)

_____ Our budget and financial documents

_____ Reports on government efficiency, including “Local Government Efficiency and Size in Illinois: Counting Tax Revenues, Not Governments” by Wendell Cox (2016); “Local Democracy and Townships in the Chicagoland Area,” by Wendell Cox, (January 2012).

_____ Others (List Below or Attach):

IX. What Have We Done Well? (List any budget/levy freezes or reductions in the past decade; list new programs or services offered to residents over the past decade; list any ethics ordinances adopted; timely FOIA compliance; responsiveness to public; list any new intergovernmental agreements or social services offered; list any increase in number of township residents served, etc.)

X. What Inefficiencies Did We Identify/What Are our Next Steps?

XI. What Can We Do Better or More Efficiently?

XII. Studies on Governmental Efficiencies

In preparing this report, we reviewed several studies on local government efficiency. These studies show that:

- The average local government in Illinois serves 1800 residents compared to the national median of 2850 individuals
- Most townships in Illinois have no bonded indebtedness. Together with road districts they are an integral element of local democracy. Township expenditures have grown at a lower rate than those of any other level of government since 1992.
- Townships have lower labor costs and employ mostly part time employees.

XIII. Our committee’s recommendations regarding Increased Accountability and Efficiency:

Note: This Report must be filed with your County no later than 18 months after your first committee meeting.

Submitted by: _____
Chairman, Decennial Efficiency Committee of _____ Township

Date: