

Lemont Township Board meeting – June 13, 2023

The Lemont Township board meeting was called to order by Supervisor Shackel at 7:00 p.m. at the Township offices, 1115 Warner Avenue Lemont, IL. 60439

The Pledge of Allegiance was said, and roll was called by Deputy Clerk Pasiewicz; Blatzer, Molitor, Virgilio and Shackel – Present. Clerk Buschman absent.

Motion made by Blatzer. 2nd by Molitor to approve Minutes of May meetings; on roll call; Blatzer, Molitor, Virgilio and Shackel-eyes. Motion passed.

Newly appointed Trustee Terrence Lemming was sworn into office by Supervisor Shackel.

Motion to approve all special Minutes from previous Board meetings held on May 9th, 15th, 16th. Motion made by Trustee Blatzer. 2nd by Trustee Molitor. On roll call, Blatzer, Virgilio, Molitor, Lemming, Shackel. Matters from the Public: Mark Pietryka (13075 Silver Fox Drive), questioned Highway Commissioner Labno as to the ongoing progress on the status of correcting his culverts' drainage problems. Labno is waiting to hear back from the contractor who is surveying the property.

Kaye Norfleet (1 East Logan Street) commented to the board to consider retaining Joanie McClure as a PACE bus driver and for the Township to consider adding bus service on Thursdays.

Greg Flood (15730 132nd Street), is looking to somehow slow down the car traffic on 132nd Street. Labno said the engineers from Strand Engineering are studying road conditions and that we may be able to add temporary speed bumps to the road surface until winter.

Terry O'Connor (15632 132nd Street), commented that the new home construction going up across the street from his home has caused much disruption to the neighborhood as well as causing flooding to the area. He also does not want to lose any of his easement with the new construction. Labno stated that the new water main will be on the north side of 132nd street.

George Mendenhall (15718 132nd Street), said his yard and home, including his garage, are now flooding due to the new home construction. He also is asking to receive a new culvert to avoid any increased flooding in the future. Labno is going to meet with the Lemont engineers and request a survey. Supervisor Shackel will contact Administrator George Shafer on the status of the home construction project on 132nd Street.

PACE Bus driver, Patricia (Joanie) McClure, has been talking to several Lemont residents that are complaining about the lack of bus service on Thursdays, as well as the conduct of other PACE drivers at the Township.

Treasurer's report and payment of bills; Deputy Clerk Pasiewicz

General Fund	\$ 101,222.12
Road & Bridge	\$ 45,028.49
Open Space	\$ 7,812.50
General Assistance	1,025.00

Motion to approve corrected sum of \$ 169,335.47 made by Blatzer, 2nd by Lemming. On roll call: Blatzer. Molitor, Virgilio, Lemming and Shackel – ayes. Motion passed.

Reports: Supervisor

Supervisor Shackel reported a busy month at the Township offices. The Tax Assessor's Department helped and processed approximately 450

residents with appeals and exemptions. Shackel also reported that most of the staff will be attending the TOCC meetings in Oak Brook on June 22nd.

Highway Commissioner report: Mark Labno working with Strand on matters on 132nd street and in Emerald Acres. MFT funds will be available in the Fall and can be used for many highway department projects. Some jobs will be starting next Spring. The Highway department is mowing areas throughout the Township including the dog park and Community Center on Alba.

Clerk; Clerk Buschman was not present. No report provided.

Human Services:

Stephanie Katopodis had 12 families certified for the Food Pantry this past month. 5 families who are new to the pantry. We have families getting registered for the Summer Lunch Program, but not very many.

She received 5 returned applications this month for financial assistance and approved one for rental assistance. The others are all pending missing paperwork. If missing paperwork that is required is provided, she will further process those applications.

Katopodis also has a pending Salvation Army application that we are awaiting approval.

LIHEAP has ended this program year. She has completed approximately 50 applications this year. The new program year will start in September, and throughout the summer we will have several training courses to complete.

Director Katopodis has assisted 1 resident getting the Benefits Access program to get a lower license plate sticker cost.

This month the Lemont Township Senior Association held a Red, White, and Blue party where they had music by Tim Wilsey.

We held a 150th Bingo Celebration, with approximately 50 seniors in attendance for this. Lemont Bank and Trust helped to sponsor this event.

On July 12th, she 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.

Earlier this month, Mario Mollo and Katopodis had a zoom call with school district 113A and went over a lot of the different services we offer as a township, but the services offered through my department. We plan on being involved in their meetings going forward to allow more people to be aware of our programs.

Assessor: No report given but Supervisor Shackel and Deput Clerk Pasiewicz commented that Interim Assessor Patrick Hynes has been in the office to assist Suellen Sreden in processing the 450 tax appeal applications.

Open Space: Facilities Director Glenn Pasiewicz said we hosted 12 meetings at the Center along with a Tax workshop by the Cook County Tax Assessors office on Thursday May 25th from 6:00pm to 8:00pm, with approximately 90 residents in attendance. He is still waiting to receive a

quote from A Formula Mechanical Corporation to replace the 2 faulty AC units at the Warner Office. Once he receives them, he will present them to the Board at the July meeting. Saban's carpet cleaning cleaned the Community Center's carpets on Friday 6/9/23. Pasiewicz gave a big thank you to Mike Smollen for cutting the lawns at the dog park and around the Community Center.

Transportation: Marybeth Nunzio reported that we assisted 186 seniors, 75 handicapped residents, totaling 267 one-way trips in May. PACE Annual Physicals and Background checks were completed. We had 14 Vanpool riders for the month.

Administration: Mario Mollo was absent, but Glenn Pasiewicz commented that Mollo is doing an excellent job in learning the role, but also understands the complexity of the job's many tasks. He is working on several innovative ideas and has been working hand in hand with the accounting firm to convert many monthly bills to automatic payment.

Unfinished business:

Discussion and following vote to approve Ordinance No 2023-2024-04 GF amended Budget and Ordinance No and Ordinance No. 2023-2024-05 amended Road District Budget. Motion to approve; 4 ayes (Trustees Molitor, Blatzer, Virgilio, Supervisor Shackel. 1 abstention Trustee Lemming). On roll call Trustee Blatzer, Virgilio, Molitor, Lemming.

Discussion and following vote on Resolution No. 2023-2024-02 for the authorization of payment for routine and recurring expenses for the Lemont Township. Discussion included removing contract bids including Pizzo Associates and Supporting Strategies. Motion to approve. On the roll call Trustees Molitor, Blatzer, Virgilio, Lemming, and Supervisor Shackel.

New Business

Discussion and approval of the hire of PT Administrative Assistant, Cindy O'Malley. Motion to approve. (On the roll call Trustees Molitor, Blatzer, Virgilio, Lemming, and Supervisor Shackel.

Executive Session None

Motion to Adjourn

The meeting adjourned at 8:45pm. Motion by Trustee Blatzer, 2nd by Trustee Lemming. On the roll call, Trustees Blatzer, Virgilio, Molitor, Lemming and Supervisor Shackel.

June 2023 Lemont Township Expenditures Summary

General Fund Vendor Report Total - Outstanding Bills	\$17,327.80
General Fund Transaction Report Total - Pre-Paid Bills	\$47,783.41
General Fund Salaries Total - Including Elected Officials	<u>\$40,225.93</u>
Total	\$105,337.14

Road & Bridge Vendor Report Total - Outstanding Bills	\$7,052.43
Road & Bridge Transaction Report Total - Pre-Paid Bills	\$1,889.16
Road & Bridge Salaries Total - Including Elected Officials	<u>\$12,774.46</u>
Total	\$21,716.05

Open Space (Pizzo and Berner)	\$6,612.50
General Assistance	\$1,025.00
IMRF Payment	<u>\$0.00</u>
Total	\$7,637.50

**Grand
Total \$128,078.19**

Trustee

Trustee

Trustee

Trustee

Supervisor

Clerk

Lemont Township

Transaction Report

June 14 - July 5, 2023

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
Hinsdale B&T Town OP 2836				
	Beginning Balance			
06/14/2023	Bill Payment (Check)	Klein, Thorpe & Jenkins, Ltd.	1010215 Hinsdale B&T Town OP 2836	-3.60
06/14/2023	Bill Payment (Check)	Lange's Woodland Flowers, Inc.	1010215 Hinsdale B&T Town OP 2836	-59.95
06/14/2023	Bill Payment (Check)	Robbins Schwartz	1010215 Hinsdale B&T Town OP 2836	-205.00
06/14/2023	Bill Payment (Check)	Rainbow Printing	1010215 Hinsdale B&T Town OP 2836	-4,424.80
06/14/2023	Bill Payment (Check)	Village of Lemont - Fuel	1010215 Hinsdale B&T Town OP 2836	-459.94
06/14/2023	Bill Payment (Check)	Reeves, Paul	1010215 Hinsdale B&T Town OP 2836	-1,200.00
06/14/2023	Bill Payment (Check)	Township Clerks of IL	1010215 Hinsdale B&T Town OP 2836	-30.00
06/14/2023	Bill Payment (Check)	Hilary Rhodes Design dba HR Design	1010215 Hinsdale B&T Town OP 2836	-573.75
06/14/2023	Bill Payment (Check)	Pizzo & Associates, Ltd.	1010215 Hinsdale B&T Town OP 2836	-5,937.50
06/14/2023	Bill Payment (Check)	Cintas	1010215 Hinsdale B&T Town OP 2836	-80.61
06/14/2023	Bill Payment (Check)	Pace Suburban Bus	1010215 Hinsdale B&T Town OP 2836	-200.00
06/14/2023	Bill Payment (Check)	Illinois Department of Central Management Services dba CMS Local Government Health Plan	1010215 Hinsdale B&T Town OP 2836	-19,889.00
06/14/2023	Bill Payment (Check)	Medworks	1010215 Hinsdale B&T Town OP 2836	-510.00
06/14/2023	Bill Payment (Check)	The Computer Mechanic, Incorporated	1010215 Hinsdale B&T Town OP 2836	-818.38
06/14/2023	Bill Payment (Check)	Reed's Automotive Enterprises	1010215 Hinsdale B&T Town OP 2836	-3,771.86

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
	(Check)		2836	
06/14/2023	Bill Payment (Check)	Berner, Daniel	1010215 Hinsdale B&T Town OP	-675.00
06/14/2023	Bill Payment (Check)	Kevin Saban	2836	
06/14/2023	Bill Payment (Check)	Mahoney Environmental	1010215 Hinsdale B&T Town OP	-679.80
06/14/2023	Bill Payment (Check)	Lemont Ace Hardware	2836	
06/14/2023	Bill Payment (Check)	Xerox Financial Services	1010215 Hinsdale B&T Town OP	-230.11
06/14/2023	Bill Payment (Check)	Zoro Tools, Incorporated	2836	
06/20/2023	Bill Payment (Check)	DeRose Strategies, Inc dba Supporting Strategies	1010215 Hinsdale B&T Town OP	-226.89
06/21/2023	Bill Payment (Check)	Ready Refresh	2836	
06/21/2023	Bill Payment (Check)	Zoro Tools, Incorporated	1010215 Hinsdale B&T Town OP	-131.12
06/21/2023	Bill Payment (Check)	Zoro Tools, Incorporated	2836	
06/21/2023	Bill Payment (Check)	Mama D's	1010215 Hinsdale B&T Town OP	-176.98
06/22/2023	Bill Payment (Check)	Pizzo & Associates, Ltd.	2836	
06/22/2023	Bill Payment (Check)	Hinckley Springs Water Company	1010215 Hinsdale B&T Town OP	-2,968.75
06/23/2023	Bill Payment (Check)	Michelle Schikora	2836	
06/29/2023	Bill Payment (Check)	Lemont, Village of - Utilities	1010215 Hinsdale B&T Town OP	-140.43
06/29/2023	Bill Payment (Check)	Lemont, Village of - Utilities	2836	
06/29/2023	Bill Payment (Check)	Lemont, Village of - Utilities	1010215 Hinsdale B&T Town OP	-500.00
			2836	
			1010215 Hinsdale B&T Town OP	-82.59
			2836	
			1010215 Hinsdale B&T Town OP	-82.59
			2836	
				\$-
				47,483.41

Total for Hinsdale B&T Town OP 2836
Hinsdale B&T FAF 6886
Beginning Balance

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
06/28/2023	Bill Payment (Check)	David Graczyk	2898746886 Hinsdale B&T FAF 6886	-300.00
Total for Hinsdale B&T FAF 6886				\$-300.00
TOTAL				\$- 47,783.41

Lemont Township Road and Bridge

Transaction Report

June 14 - July 5, 2023

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
Hinsdale B&T R&B OP *1133				
	Beginning Balance			
06/14/2023	Bill Payment (Check)	DuPage Topsoil, Inc.	2010305 Hinsdale B&T R&B OP *1133	-250.00
06/14/2023	Bill Payment (Check)	Russo Power Equipment	2010305 Hinsdale B&T R&B OP *1133	-222.58
06/14/2023	Bill Payment (Check)	Village of Lemont - Fuel	2010305 Hinsdale B&T R&B OP *1133	-233.18
06/14/2023	Bill Payment (Check)	Environmental Recycling and Disposal	2010305 Hinsdale B&T R&B OP *1133	-73.45
06/14/2023	Bill Payment (Check)	Nicor Gas	2010305 Hinsdale B&T R&B OP *1133	-389.97
06/14/2023	Bill Payment (Check)	BI Rental Inc	2010305 Hinsdale B&T R&B OP *1133	-44.98
06/14/2023	Bill Payment (Check)	Conserv FS - Lisle	2010305 Hinsdale B&T R&B OP *1133	-295.00
06/15/2023	Bill Payment (Check)	Commonwealth Edison-Garage Electric	2010305 Hinsdale B&T R&B OP *1133	-255.02
06/22/2023	Bill Payment (Check)	Hinckley Springs	2010305 Hinsdale B&T R&B OP *1133	-51.95
06/30/2023	Bill Payment (Check)	Environmental Recycling and Disposal	2010305 Hinsdale B&T R&B OP *1133	-73.03
	Total for Hinsdale B&T R&B OP *1133			\$ -1,889.16
	TOTAL			\$ -1,889.16

Lemont Township

Vendor Balance Detail

All Dates

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Bank of America				
05/30/2023	Bill	April-May 2023	06/13/2023	24.02
Total for Bank of America				\$24.02
Bernardo Diaz				
05/15/2023	Bill		05/30/2023	200.00
06/15/2023	Bill		07/15/2023	200.00
Total for Bernarde Diaz				\$400.00
CLS Background Investigations				
06/01/2023	Bill	12237	07/01/2023	248.00
Total for CLS Background Investigations				\$248.00
Commonwealth Edison dba ComEd				
06/01/2023	Bill	9422724015	06/16/2023	350.29
06/05/2023	Bill	6691099015	06/20/2023	1,187.58
Total for Commonwealth Edison dba ComEd				\$1,537.87
Cross Points Sales, Inc.				
06/23/2023	Bill	P80902	07/23/2023	422.00
Total for Cross Points Sales, Inc.				\$422.00
First National Bank of Omaha/Bank OZK - Steph				
06/13/2023	Bill	May 23 to June 12	07/05/2023	905.71
Total for First National Bank of Omaha/Bank OZK - Steph				\$905.71
Infra Resolutions, Inc				
05/31/2023	Bill	73995	06/22/2023	2,318.09
06/16/2023	Bill	74043	07/14/2023	2,317.66
Total for Infra Resolutions, Inc				\$4,635.75
Integrity Fire Equipment, Inc.				
06/22/2023	Bill	69621	07/22/2023	505.85
06/22/2023	Bill	69618	07/22/2023	166.00
Total for Integrity Fire Equipment, Inc.				\$671.85
Lemont Ace Hardware				

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
06/01/2023	Bill		07/01/2023	528.81
Total for Lament Ace Hardware				
				\$528.81
McClure, Patricia				
05/26/2023	Bill	8992381	07/05/2023	219.89
Total for McClure, Patricia				
				\$219.89
Nicor Gas				
06/07/2023	Bill	4566261547 0	07/24/2023	205.82
Total for Nicor Gas				
				\$205.82
Pfeiffer's Pest Control				
06/07/2023	Bill		06/22/2023	700.00
Total for Pfeiffer's Pest Control				
				\$700.00
Quill				
06/12/2023	Bill	32953785	07/12/2023	39.99
06/12/2023	Bill	32965290	07/12/2023	388.14
Total for Quill				
				\$428.13
Robbins Schwartz				
06/26/2023	Bill	951584 and 954585	07/26/2023	1,470.59
Total for Robbins Schwartz				
				\$1,470.59
Shackel, Michael				
04/28/2023	Bill		05/09/2023	120.00
06/01/2023	Bill		06/01/2023	120.00
07/01/2023	Bill		07/01/2023	120.00
Total for Shackel, Michael				
				\$360.00
Tee Jay Service Company, Inc.				
03/31/2023	Bill	197179	06/30/2023	1,539.50
Total for Tee Jay Service Company, Inc.				
				\$1,539.50
TOI				
05/30/2023	Bill	2023-2024 Dues	06/13/2023	1,009.69
Total for TOI				
				\$1,009.69
Verizon Wireless				
06/22/2023	Bill	9935974717	07/18/2023	224.19
Total for Verizon Wireless				
				\$224.19
Waste Management				
06/01/2023	Bill	6482688-2007-9	07/01/2023	330.00
06/06/2023	Bill	6484328-2007-0	07/05/2023	1,123.87

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
06/06/2023	Bill	6484191-2007-2	07/05/2023	115.22
Total for Waste Managment				\$1,569.09
Xerox Financial Services				
06/19/2023	Bill	4328540	07/16/2023	226.89
Total for Xerox Financial Services				\$226.89
TOTAL				\$17,327.90

Lemont Township Road and Bridge

Vendor Balance Detail

All Dates

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
1st AYD Corporation				
05/31/2023	Bill	PSI605995	06/30/2023	215.40
Total for 1st AYD Corporation				\$215.40
Comcast				
05/11/2023	Bill	Auto Pay	06/08/2023	294.23
Total for Comcast				\$294.23
Environmental Recycling and Disposal				
07/10/2023	Bill		07/25/2023	73.45
Total for Environmental Recycling and Disposal				\$73.45
Integrity Fire Equipment Inc				
06/22/2023	Bill	69613	07/22/2023	201.55
Total for Integrity Fire Equipment Inc				\$201.55
Jim's Truck Inspection				
06/19/2023	Bill	197795	07/19/2023	34.15
Total for Jim's Truck Inspection				\$34.15
Menards/Capital One Commercial				
06/01/2023	Bill	1649303359	06/16/2023	101.05
Total for Menards/Capital One Commercial				\$101.05
MORRIS EXCAVATING, INC				
05/02/2023	Bill	181077	07/12/2023	3,390.00
Total for MORRIS EXCAVATING, INC				\$3,390.00
Russo Power Equipment				
06/02/2023	Bill	SPI20262073	07/17/2023	21.98
06/16/2023	Bill	SPI20283535	07/31/2023	24.99
Total for Russo Power Equipment				\$46.97
Strand Associates, Inc.				
06/12/2023	Bill	0198331	07/12/2023	2,695.63
Total for Strand Associates, Inc.				\$2,695.63
TOTAL				\$7,052.43

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.

Additional 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:

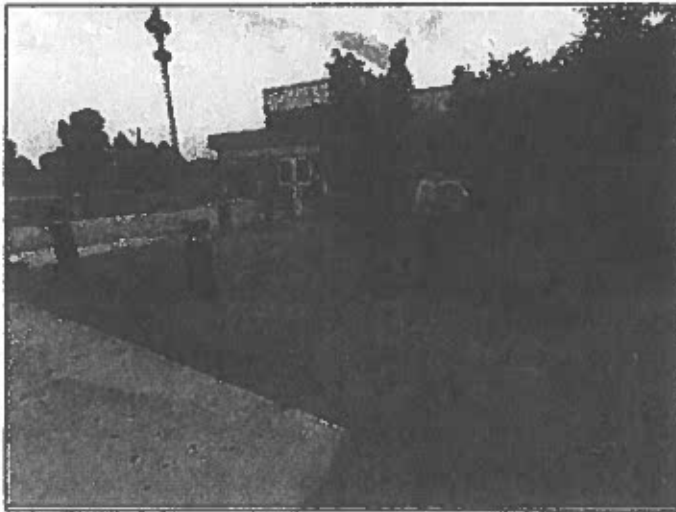
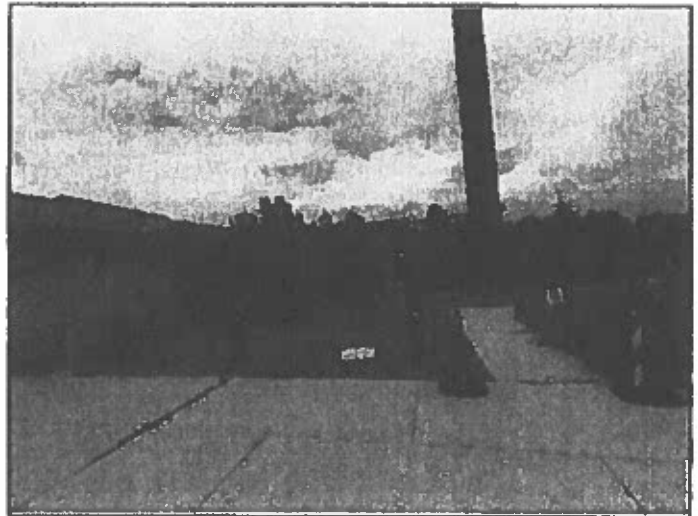
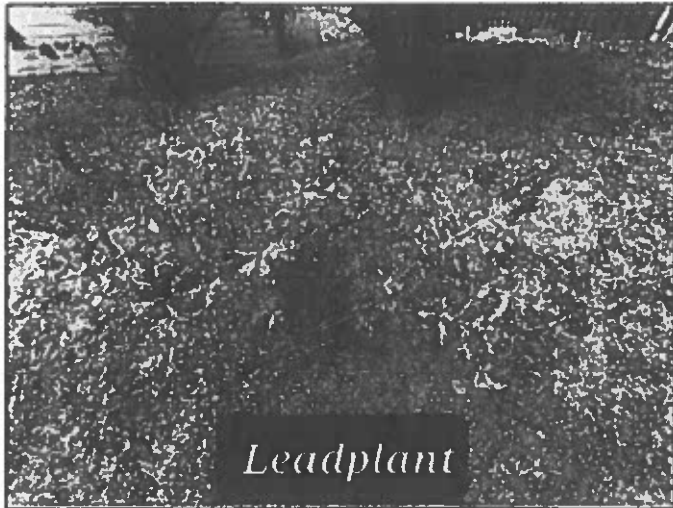
- 1) *Kyle Goergen*, project manager at Pizzo and Associates, has recently left the company to accept a new position up in Green Bay Wisconsin. I met with *Derek Botha*, our new project manager, on Thursday, June 27th to discuss several issues including having Pizzo chip the dozen or so piles of dead 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



Luz Angel

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

Nickk@pizzo.info

DerekB@Pizzo.info



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.