

TOWN of ELGIN BOARD MEETING
Elgin Township Office
729 S. McLean Blvd. Elgin, IL
Meeting of June 9, 2025
Minutes

The meeting of the Town of Elgin, Illinois, was held in the boardroom. The Supervisor Vern Tepe called the meeting to order 6:02 p.m.

Clerk Swatscheno led the Pledge of Allegiance.

ROLL CALL

Trustees Janice Bennett, Carl Strathmann, Juan Silva, Ed Hanson and Supervisor Vern Tepe were present. **Quorum was established.**

A. Approval of Minutes

1. Minutes from May 12, 2025 meeting submitted by Clerk Dowling:
Trustee Strathmann moved to approve, Trustee Bennett seconded the motion. **Roll call vote taken.** Ayes: Trustees Bennett, Strathmann, Silva, Hanson and Supervisor Tepe.
Nays: none. Motion carried 5-0-0.

2. Minutes from May 29, 2025 Special Meeting submitted by Clerk Swatscheno.
Trustee Strathmann moved to approve, Trustee Bennett seconded the motion. **Roll call vote taken.** Ayes: Trustees Bennett, Strathmann, Silva, Hanson and Supervisor Tepe.
Nays: none. Motion carried 5-0-0.

B. Reports

1. Assessor's Comments: Steven Surnicki reported that one week from today on 6/16/25 his office will turn in their assessments to the Kane County Supervisor of Assessments for certification. Certification should be completed by September and those dates will be on their website.
2. Highway Commission
 - a. Completed the second brush pick up of the season. The next pickup will be the week of September 8th.
 - b. Curran started today with one of our paving projects in the Hidden Hill Subdivision. Working with the City of Elgin on the rest of our 2025 paving. Will include Nolan Rd. and the Country Club Subdivision.
 - c. Completed our first mowing of the season.
 - d. Normal activities such as culvert replacement, drain cleaning, batter pickup and road maintenance
 - e. Has additional exterior lighting installed and a fresh coat of paint applied to the interior of the shop.

3. Kane County Sheriff Department representative: None present
4. South Elgin Police Department Representative: None present.
5. Elgin Police Department Representative: None present.
6. Committee on Seniors Report: per Trustee Bennett there is no report.
7. 708 Community Mental Health Board Report: No representative present. Supervisor Tepe did advise that the Mental Health Board will be meeting later this month and he will make sure there is a report next month. Committee on organization met and the process will be different going forward.

C. Recognize Public Comments: None signed up

D. New Business: With the permission of the board, Supervisor Tepe delayed the review and audit of bills and will go over them in detail after new business. He requested Caden Hummich come to the front. Supervisor Tepe read the proclamation that makes June 9th Caden Hummich Day. (a copy of the proclamation is included with the minutes)

E. Unfinished Business:

1. Supervisor Tepe reviewed the financial reports that are included in the meeting packets.
 - a. EA/GA monthly financial report. He highlighted the role of Claudia and Nelly who assist individuals in need through the emergency and general assistance programs. In May EA monies spent was \$11,889.57 and GA was \$4498.07. At next month's meeting Claudia and Nelly will provide further insights into the programs.
 - b. The next report is a detailed expenditure report comparing this year's expenses to the budget. This current report is not especially useful because this year's budget has not been approved. The previous board did not approve a current budget and a special meeting has been scheduled on 6/30/25 to discuss and approve the budget.
 - c. Next Supervisor Tepe discussed "Elgin Township Department Summary Report" invoices in batch 20250603. In the budget and subsequent months the trustees will better understand this.
 - d. The highway has a separate budget from the township. The Assessor's budget is, however, part of our single township. On a \$930.44 expense associated with CoStar Realty Information. These are data services contracted for the assessor.
 - e. On the second page there are some minor charges.
 - f. On page three are charges incurred by the highway commissioner. These are the responsibility of the highway commissioner. The township supervisor is the treasurer for the highway commission.
 - g. Referring to the same report but for batch 20250639, another typical report, there is a charge of \$4,759.62 which is associated with health insurance for the township employees. The charges totaling \$1878.48 which were made with the township's credit card. Those are charges you are likely to see each month. Page 2 starts a separate section for general assistance. There are miscellaneous charges and

expenses associated with health insurance for Claudia and Nelly. You will also see amounts. paid to various vendors. These charges were reviewed by the general assistance employees. We pay vendors directly. We don't pay cash directly to individuals.

- h. Supervisor Tepe continued highlighting charges on batch 20250606 that include some for repairs approved by the previous board. There is also a large charge for insurance on the building, township's liability and also indemnifying the township.
- i. Supervisor Tepe advised the board will receive these reports several days ahead of regular meetings. Part of the responsibility of the trustees is to review and question the supervisor if there are any issues.
- j. Supervisor Tepe asked for a motion and a second to be made for approval of bills on the reports. Trustee Hanson made the motion and was seconded by Trustee Strathmann. A discussion ensued regarding how the insurance costs are negotiated. Supervisor Tepe explained that the insurance is obtained as part of a cooperative of Illinois townships. Jason Krabbe comment on there are benefits to being in the cooperative. For instance, it allows us to assist other townships during disasters. The explanation answered the question place before the Board. **A roll call vote** was taken: Ayes: Trustees Bennett, Strathmann, Silva, Hanson and Supervisor Tepe. Nays: none. Motion carried 5-0-0.
- k. The next unfinished business at hand is to review and approve the recommendations put forth by the Committee on Senior Services for disbursements in 2025. The recommendations were the result of a healthy discussion by the committee. They were read by Supervisor Tepe for the record. (Copy attached to these minutes). Trustee Strathmann asked if he should abstain because he is on the committee. Supervisor Tepe replied that he should not abstain from voting. A discussion ensued questioning the process of requesting, approving, and the follow up process. Supervisor Tepe recommended that we hold off on funding Eldercare and Holy Trinity Church until we visit the locations and get additional information. A resident in attendance, Steve Serafin, spoke recommending the services provided at the center as his father was a frequent attendee. As a result, Supervisor Tepe advised we should approve the request from Eldercare. The issue at hand with Trinity Church, is that the amount of money recommended is not sufficient to make modifications to the restrooms that the monies were requested would cover. This is a delay, not a refusal. Supervisor requested that a motion and a second be made to amend the original motion, Trustee Strathmann made the motion to amend the motion to table the decision. Trustee Bennett seconded the motion to amend. **Roll call vote** taken. Ayes: Trustees Bennett, Strathmann, Silva, Hanson and Supervisor Tepe. Nays: none. Motion carried 5-0-0. A **roll call vote** to approve the amended motion: Ayes: Trustees Bennett, Strathmann, Silva, Hanson and Supervisor Tepe. Nays: none. Motion carried 5-0-0.

F. The following announcements were made by Supervisor Tepe:

- a. We will participate in the Elgin Fourth of July Parade. We will get together at the township building at 8:00 AM. We assemble for the parade at 9:00 and the parade

starts at 11:00. Trustee Silva will drive the township bus and Jason Krabbe advised that we will have a township truck and a pick-up truck.

- b. On August 16 we will hold a special event at the township building called “What makes Egin Township Tick”. Trustee Silva will work with the township administrator Jeanette Mihalec to organize.

G. Trustee Comments: Trustee Bennett advised that they did have a meeting for a person we were think would be chair of the senior services committee. But after he thought about it for awhile, he declined. So we still have an opening for the chair. There were no other trustee comments

H. Clerk Swatscheno announced that Supervisor Tepe and I reviewed two different law firms to represent the township. We agree that the services of Vaselli Law continue to be engaged. We already voted at the previous special meeting to approve their agreement so we are in good standing to continue using their services

I. Supervisor Announcement

- a. We will hold special meetings on June 30th starting at 5:30 to review the road budget and 5:45 for the township. At 6:00 we will have the opportunity to handle questions associated with the budget. The budget must be in place on July 1.
- b. We will be adding a full-time person as an assistant to Jeanette. We will be getting the requirements and posted by the 1st of July,
- c. There is no new activity on the *building committee*.
- d. As previously mentioned we are in need of a chair and secretary for the *Senior Services committee*.
- e. There is a meeting of the *708 Mental Health board* next Wednesday. Had a great discussion with the chair so there is the expectation that we will move forward nicely..
- f. Trustee Silva reported that the *Out Reach Committee* actively moving forward. He has a visit scheduled for the water treatment facility tomorrow and will be meeting with two Elgin Police detectives and officers. Trustee Silva wants to make sure the money from the people of the township is being used for the best value for any money we disperse.
- g. Trustee Hanson and Supervisor met regarding the youth committee. Part of the challenge is that the committee has not been very functional for the past several years. We want to change that. We already have one volunteer member- Gary Swick.
- h. The next regular meeting is Monday July 14th at 6 PM. The special board meeting will be held on Monday June 30 at 6:00 PM with the public town and road budget hears at 5:30 and 5:45 respectively.
- i. Motion to adjourn made by Trustee Strathmann and seconded by Trustee Hanson. Vote taken Ayes: Trustees Bennett, Strathmann, Silva, Hanson and Supervisor Tepe. Nays: none. Motion carried 5-0-0. Meeting adjourned at 7:04 PM.

Respectfully submitted by Clerk Swatscheno

Lois Swatscheno, Town Clerk

Date:

2025 Senior Services Funding Requests	2025 Board Award
Budget is \$400,000	
Centro de Información	22500
Chinese Mutual Aid Association	5125
Dementia Friendly Elgin Area	4625
Elderday	3625
Elgin Area Men's Shed	4000
Food for Greater Elgin	86250
Fox Valley Hands of Hope	\$3,000
Holy Trinity Lutheran Church	\$3,500
Kane Senior Council	\$13,875
Northern Illinois Food Bank	\$7,750
Prairie State Legal Services	\$3,875
Senior Services Associates	\$234,875
<i>SSA Transportation</i>	
<i>SSA Wellness</i>	
<i>SSA Age in Place</i>	
<i>SSA Socialization</i>	
Xilin	\$7,000
<i>Xilin Transportation</i>	
<i>Xilin Age in Place</i>	
<i>Xilin Socialization</i>	
	\$393,000