

TOWN of ELGIN BOARD MEETING
Elgin Township Office
729 S. McLean Blvd. Elgin, IL
Meeting of July 14, 2025 Minutes

The meeting of the Town of Elgin, Illinois, was held in the boardroom. Supervisor Tepe called the meeting to order at 7:02 p.m.

Clerk Swatscheno led the Pledge of Allegiance.

ROLL CALL

Trustees Janice Bennett, Juan Silva and Supervisor Vern Tepe were present. Trustee Carl Strathmann not present. **Quorum was established.** Trustee Ed Hanson expected to arrive late.

- A. General Announcements: Supervisor Tepe gave reminder that with a member quorum of only 3, all votes must be unanimous.
- B. Recognize Public Comments: none
- C. A typographical error omitted highway commissioner and assessor's comments from the agenda. Highway Commissioner Krabbe gave report.
 - a. Completed the 2nd mowing of the season.
 - b. Rented a crack filling machine with Blackberry and Batavia Townships. Crack filled Kenyon, Barry, Middle, McDonald, Coombs, Kristen, Gingerwood, and Bittersweet Ln.
 - c. Rebuilt and replaced steel grate over drain in shop. Also had additional drains and plumbing along with a new hot water heater replaced.
 - d. Despite a little rain the 4th of July parade was a success.
 - e. Shouldered new pavement in Hidden Hill.
 - f. Bids for our joint project with the City of Elgin came in as expected per the engineers' estimate. Finalizing the IGA with the City.
 - g. Electrical has been run to the shed and lights and outlet have been installed. The Electrician will return Wednesday to repair light in parking lot.
 - h. The painter will start pressure washing, possibly at the end of the week.
 - i. Continued with normal activities.
- D. Approval of minutes:
 - a. June 30 Town Budget Meeting: Motion to approve made by Trustee Bennett; seconded by Trustee Silva: Vote taken Ayes: Trustees Bennett and Silva, and Supervisor Tepe. Nays: none. Motion carried 3-0-2.
 - b. June 30 Road Budget Meeting: Motion to approve made by Trustee Bennett; seconded by Trustee Silva: Vote taken Ayes: Trustees Bennett and Silva, and Supervisor Tepe. Nays: none. Motion carried 3-0-2.
 - c. June 30 Special Board Meeting: Motion to approve made by Trustee Bennett; seconded by Trustee Silva: Vote taken Ayes: Trustees Bennett and Silva, and Supervisor Tepe. Nays: none. Motion carried 3-0-2
- E. Unfinished Business. Supervisor advised he would like to defer the bill review until after Trustee Hanson arrives.
- F. New Business:
 - a. General Assistance and Emergency Assistance Presentation will be rescheduled for a future meeting.
 - b. Trustee Bennett made a motion to create ex-officio positions on Committee on Seniors. Seconded by Trustee Silva. Vote taken Ayes: Trustees Bennett and Silva, and Supervisor Tepe. Nays: none. Motion carried 3-0-2

- c. Trustee Bennett made a motion to appoint Ramona Vasquez (Senior Service Associates), Margaret Gomez (Triad), Betsy Homer (Lending Closet) as ex-officio members of the Committee on Seniors. Vote taken Ayes: Trustees Bennett and Silva, and Supervisor Tepe. Nays: none. Motion carried 3-0-2
- d. Trustee Hanson arrived at 7:22 p.m.
- e. Trustee Bennett made a motion to create an Outreach Committee. Seconded by Trustee Silva. Vote taken Ayes: Trustees Bennett, Trustee Hanson and Trustee Silva, and Supervisor Tepe. Nays: none. Motion carried 4-0-1.
- f. Trustee Bennett made a motion to appoint Trustee Silva, Trustee Hanson, and Clerk Swatscheno to the newly created Outreach Committee. Seconded by Trustee Hanson. Vote taken Ayes: Trustees Bennett, Hanson and Silva, and Supervisor Tepe. Nays: none. Motion carried 4-0-1
- G. Supervisor returned to the Bills Review and Audit.
 - a. Multiple batches of invoices across the funds: general town, assessor's office, senior fund, general assistance, mental health board, road fund.
 - b. Notable items: Assessor software annual fee of \$18,350 (Ceron); Street-light electricity payments to City of Elgin and Village of South Elgin; Blue Cross Blue Shield health insurance across departments (town, assessor, general assistance, roads); principal coverage for life, vision, dental; exterior building painting expense (~\$3,400)
 - c. Trustee Bennett made a motion to approve payment of the reviewed bills. Seconded by Trustee Hanson. Vote taken Ayes: Trustees Bennett, Hanson and Silva, and Supervisor Tepe. Nays: none. Motion carried 4-0-1
- H. Trustee Bennett made a motion to approve payment the allocated \$3500 from the Senior Service Fund to Holy Trinity Lutheran for third floor improvements. Seconded by Trustee Hanson. Vote taken Ayes: Trustees Bennett, Hanson and Silva, and Supervisor Tepe. Nays: none. Motion carried 4-0-1
- I. Trustee Comments: none
- J. Supervisor Comments:
 - a. Newsletter and Communications: township-wide mailing planned to highlight "What Makes Elgin Township Tick" and other announcements
 - b. Office, Building, Technology and Operations Updates Part-time assistant hire for clerk's office targeted by end of August; "White Wall" exhibition partnership: Trolley Museum likely in room B; History and Natural Museums in room A; Firehouse Museum corridor concept;- Piano donation accepted for downstairs common area;- Books in corridor to be removed/donated to Goodwill;- Phone system upgrade: new phones received, installation pending technician's return;- Website replacement discussions with consultant underway; Proposal to scan and purge 40+ file cabinets of assessor records.
 - c. Senior Services and Events - Monday lunches by Kane County Senior Council at 11 AM; trustees invited to attend (RSVP requested); Lending closet operation growing; August newsletter will feature borrowing procedures; Pet food supply depleted after community donations; new shelving ordered; Bus usage remains occasional; potential monthly senior trips to local destinations under review; August 21 educational program by Kane County Health Department (9:30-10 AM).
- K. The next regular board meeting is scheduled for August 11, 2025, at 7 p.m.
- L. Motion for adjournment made by Trustee Bennett and seconded by Trustee Hanson. Vote taken Ayes: Trustees Bennett, Hanson, Silva, and Supervisor Tepe. Nays: none. Motion carried 4-0-1. Meeting Adjourned at 6:31 p.m.

Respectfully submitted by Clerk Swatscheno