

**TOWN of ELGIN BOARD MEETING**  
**Elgin Township Office**  
**729 S. McLean Blvd. Elgin, IL**  
**Meeting of August 11, 2025 Minutes**

Supervisor Tepe called the meeting to order at 7:01 p.m.

Clerk Swatscheno led the Pledge of Allegiance.

**ROLL CALL**

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

- A. **General Announcements Supervisor:** Supervisor Tepe gave reminder of the “What Makes Elgin Tick” event on Saturday August 16.
- B. **Recognize Public Comments:** none.
- C. **Approval of minutes:** July 14, 2025, Town Meeting: Motion to approve made by Trustee Strathmann, seconded by Trustee Bennett: Vote taken Ayes: Trustees Bennett, Silva Strathmann and Supervisor Tepe. Nays: none. Motion carried 4-0-0.
- D. Reports:
  - a. **Supervisor Tepe read Assessor Surnicki’s report:** We are still waiting to be certified by the Kane County Supervisor of Assessments. We hope to be certified by the end of August. In the meantime, we continue to process sales of real estate, permits of new construction. We continue to assist taxpayers with exemption forms.
  - b. **Supervisor Tepe read Commissioner Krabbe’s report:**
    - i. The joint paving project with the City of Elgin is set to begin August 18th. The contractor doing the work is Schroeder Asphalt Services, INC. The engineering firm overseeing the project is Engineering Enterprises, INC.
    - ii. We have finished shouldering the Hidden Hill subdivision. This paving project is wrapped up and we are waiting for the County’s approval for payout.
    - iii. Work on the Road District Building is coming along nicely. The painting and floor work has been completed. The new plumbing is about 95% finished. Rieke Interiors is scheduled to install the new lockers tomorrow the 12th. New lighting has been installed as part of the ComEd Energy Efficiency Program.
    - iv. Preform Traffic Control Systems have started stripping traffic lines.
    - v. We have been working on trimming the right-of-way and shouldering the edge of the main roads.
    - vi. The crew has done a lot of work on the grounds around the Main (Supervisor’s) Building. Weed control, trimming of overgrowth along the south fence, and clean up. The exterior will be finished this week weather permitting and is

looking great. We have had an evaluation done on the lighting as part of the ComEd Energy Efficiency Program and are just waiting for approval from ComEd. If approved this will consist of adding sensors to all current led lighting and upgrading all non-led lighting.

- c. **Kane County Sheriff Department Representative:** Not present.
- d. **South Elgin Police Department Representative:** Not Present.
- e. **Elgin Police Department Representative:** Not present.
- f. **Committee on Seniors Report:** Trustee Bennett brought up that Senior-pass procedures are unclear, and members agreed to draft formal guidelines.
- g. **708 Community Mental Health Board Report:** Supervisor Tepe advised that the Mental Health Board met July 16 with four major service providers (AID, Family Service Association, the Ecker Center and the Crisis Center) to discuss how to allocate roughly \$1 million in available funds.

#### **E. New Business**

- a. **General Assistance and Emergency Assistance Presentation-** Claudia gave presentation outlining how the GA & EA Assistance programs are managed.  
Proclamation – Elizabeth (Betsy) Holmer: due to illness deferred until next meeting
- b. Motion made by Trustee Strathman to approve the following **appointments to the Committee on Seniors:** Marianne Rowe (Term: Through 8/1/2028) and Pedro Echevarria (Term: Through 8/1/2028); seconded by Trustee Bennett. Vote taken Ayes: Trustees Bennett, Silva Strathmann and Supervisor Tepe. Nays: none. Motion carried 4-0-0.
- c. Motion made by Trustee Benett to approve new member to the Committee on Seniors: Maureen Reilly (Term: Through 8/1/2028); seconded by Trustee Strathmann. Vote taken Ayes: Trustees Bennett, Silva Strathmann and Supervisor Tepe. Nays: none. Motion carried 4-0-0.
- d. Motion made by Trustee Benett to approve new members to the Community Mental Health Board: Josh Stober (Term: Though 7/11/2028) and Sandi McClure (Term: Through 7/11/2026); seconded by Trustee Strathmann. Vote taken Ayes: Trustees Bennett, Silva Strathmann and Supervisor Tepe. Nays: none. Motion carried 4-0-0.
- e. **Funding Eligibility and Limitations:** Supervisor Tepe began discussion with the central dilemma as to whether to let organizations apply for multiple funding streams (senior services, fall service organizations and youth-at-risk programs) or impose limits. The police-run summer youth at-risk program drew particular praise for its hands-on approach to their program Funding for senior nutrition (e.g., Foods for Greater Elgin) was cited as an example of appropriate targeted support. Trustee Silva urged the board to conduct more rigorous evaluations and reporting before disbursing money.

## **F. Unfinished Business**

- a. Review & Audit Bills/Funds: The billing reports were reviewed. There were a few questions regarding specific expenditures. The bid process was briefly discussed including the inclusion of small local businesses. Trustee Bennett motioned to approve the payments, seconded by Trustee Silva. Vote taken Ayes: Trustees Bennett, Silva Strathmann and Supervisor Tepe. Nays: none. Motion carried 4-0-

G. **Trustee Comments:** Trustee Bennett asked if the board awards any scholarships. Currently we don't and the members agreed to the discussion of scholarships at the next meeting.

## **H. Supervisor's Comments:**

- a. Facilities Upgrades: A solar-panel proposal (~\$200K with 75% rebate, 6–7-year payback) is being explored; lighting upgrades (\$8K contract) are underway; exterior trim/window painting completes by Wednesday.
  - b. Staffing & Programs: Plans to hire a part-time assistant; launch a “white wall” art project; install donated piano; and update the 15-year-old employee handbook by year-end.
  - c. Website & Records: A website redesign (several months' work) is approved; a large records-scanning project (~\$50K) is slated for next year.
  - d. Senior Services: Ongoing monthly education programs, lunches, and new bus trips for seniors; expanded collaboration with ethnic groups (Laotian, Chinese); a bilingual home-business workshop scheduled for October.
  - e. Upcoming Events: Township Officials of Illinois convention in October (Springfield); next regular meeting moved to Tuesday, September 9 at 7 PM.
  - f. Other: Mental Health Board meets third Wednesday monthly; schedule details will be emailed.
- I. The next regular meeting is scheduled for Tuesday, September 9, 2025, at 7:00 p.m. at the Township Offices, 729 S. McLean Blvd., Elgin, IL 60123.
- J. Trustee Bennett moved to adjourn meeting, seconded by Trustee Strathmann; Vote taken Ayes: Trustees Bennett, Silva, Strathmann and Supervisor Tepe. Nays: none. Motion carried 4-0-0. Meeting adjourned at 8:24 p.m.

Respectfully submitted by Clerk Swatscheno

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Lois Swatscheno, Town Clerk

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Date