

TOWN of ELGIN BOARD MEETING
Elgin Township Office
729 S. McLean Blvd. Elgin, IL
Meeting of September 9, 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, Ed Hanson and Supervisor Vern Tepe were present. **Quorum was established.**

- A. General Announcements Supervisor:** Supervisor Tepe advised he had none.
- B. Recognize Public Comments:** Yvette Cano, President and CEO of the Northwest Hispanic Chamber of Commerce, highlighted the Chamber's five-county footprint, new committees (Workforce, Government Affairs and Immigration Advocacy), and upcoming events: Business Expo (Oct 5) and Energy Summit (Oct 24).
- C. Approval of minutes:** August 11, 2025, Town Meeting: Motion to approve made by Trustee Strathmann, seconded by Trustee Bennett: Vote taken Ayes: Trustees Bennett, Hanson, Silva Strathmann and Supervisor Tepe. Nays: none. Motion carried 5-0-0.
- D. Supervisor Tepe** presented and read the proclamation to honor Elizabeth Holmer for her volunteer work and contribution to the community.
- E. Recognize additional Public Comments:** Jim Wiseman represented NISRA reviewed use of funds received from Elgin Township for youths with disabilities programs. grants—11 Township children served, 79 unique participants, 258 total registrations, and scholarships ranging from 10–75%. Supervisor Tepe also added information regarding Elgin Police Department Summer Camp: Day-camp program, serving 60–80 youth daily, fostering positive community engagement and off-street activities.
- F. Reports:**
 - a. **Supervisor Tepe read Assessor Surnicki's report:** All documentation for 2025 assessments has been approved and will be published in the Courier-News on Friday.
 - b. **Commissioner Krabbe reported the following: s report:**
 - i. The joint paving project with the City of Elgin wrapped up this past weekend. The only thing left is for the pavement markings on Nolan Rd. We will be working on the shoulder material after brush pickup. Shoulder stone is finished on Nolan Rd.
 - ii. We are still waiting for the County approval for the final payout for the Hidden Hill Subdivision.
 - iii. We started the 3rd brush pickup of the season on Monday the 8th
 - iv. Preform Traffic Control Systems has finished stripping traffic lines.
 - v. We have been working on trimming the right-of-way and shouldering the edge of the main roads. We also completed another mowing just before Labor Day.

- vi. Through the ComEd Energy Efficiency Program and Gemma Consulting Group the light fixtures on all the common areas have replaced with new LEDs. We are now able to control and set timers on all the lights.
- 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 reported that some members made site visits to some of the non-profits we support. Supervisor Tepe stated recruitment of additional members, and a committee chair remains a priority.
- g. **708 Community Mental Health Board Report:** Total levy this year: \$1 million- Initial allocation: \$150,000 each to AID, Easter Seals, and Ecker Center (total \$450,000). The remainder is earmarked for smaller organizations via targeted grants. There will be a shift from passive funding requests to board-driven calls for proposals. New contracts will mandate grantees to publicly acknowledge Elgin Township's support. The Township attorneys are drafting contract language to ensure consistent branding. The goal is to increase public visibility of the township's contributions. A subcommittee planning meeting scheduled for tomorrow night. Historical context: A referendum passed six years ago, but funding deployment faced delays- Last year's ask vs. levy: requested \$1.4 million, levied \$1 million- Upcoming County funding request due by year-end: planning to ask for \$2 million. Three main trustee responsibilities: to appoint board members, set levy amount, assign a representative- We are using a shared law firm and unified website to streamline operations and communication- There has been positive progress noted since board installation on May 19. We are anticipating funding cuts, and more organizations will compete for fewer dollars. There will be an emphasis on funding fewer but more critical mental health providers- Trustee Silva urged the board to perform due diligence: site visits, detailed information requests, and personal evaluations- Avoid over-reliance on the supervisor; the trustees must actively participate in grant-vetting. Future Considerations- Expect increased demand for mental health and senior services in lean budget years. Supervisor Tepe added we need continued emphasis on accountability, transparency, and brand recognition

G. New Business

- a. The board reviewed a comprehensive solar proposal—covering rebates, incentives, warranties, roof considerations—and approved moving ahead with Greenlink. Updates were shared on service-contract funding, senior programming, branding/website redesign, and administrative improvements. A series of actions with clear deadlines were assigned to ensure timely progress. Motion to approve made by Trustee Strathmann, seconded by Trustee Bennett: Vote taken Ayes: Trustees Bennett, Hanson, Silva Strathmann and Supervisor Tepe. Nays: none. Motion carried 5-0-0.

H. Unfinished Business Supervisor

- 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 Hanson motioned to approve the payments, seconded by Trustee Strathmann. Vote taken Ayes: Trustees Bennett, Hanson, Silva, Strathmann and Supervisor Tepe. Nays: none. Motion carried 5-0-0

- I. Trustee Comments:** Trustee Bennett inquired as to the status of awarding scholarships. There is a question as to the legality of offering scholarships and Supervisor Tepe advised he would have the attorneys review.

J. Supervisor's Comments:

- a. Reported on facility improvements including lighting upgrades, completion of the exterior window and trim painting; installation of new floor on lower level and bathrooms.
- b. Will be hiring a part-time assistant for Jeanette.
- c. White Wall project: Elgin Trolley Museum will participate.
- d. New website- Working with Mike Rende/SitebyMike on new website. A mockup will be available by 10-14.
- e. New township logo approved and a portal for staff uniform and clothing will roll out mid-October.
- f. The employee handbook is being overhauled. A draft will be presented to the commissioners before a review by legal.
- g. It became apparent when accepting registrations for the "How to Start/Run a Small Home-based Business" workshop that we need to begin accepting credit card and Zelle payments.
- h. Commented on Senior Committee: Still need chair and secretary; would encourage South Elgin's participation; non-voting members have been added to the committee; looking to expand and advertise Lending Closet; pet food now in separate closet; desire to have monthly bus trips; please attend weekly Kane County Senior Council Monday lunch

- K.** The next regular meeting is scheduled for Tuesday, October 14, at 7:00 p.m. at the Township Offices, 729 S. McLean Blvd., Elgin, IL 60123.

- L.** Trustee Bennett moved to adjourn meeting, seconded by Trustee Strathmann; Vote taken Ayes: Trustees Bennett, Hanson, Silva Strathmann and Supervisor Tepe. Nays: none. Motion carried 5-0-0. Meeting adjourned at 8:35p.m.

Respectfully submitted by Clerk Swatscheno

Lois Swatscheno, Town Clerk

Date: