

RIVER FOREST TOWNSHIP

Regular Meeting

Tuesday, June 15, 2021

The regular monthly meeting of the RIVER FOREST TOWNSHIP Board of Trustees was called to order on Tuesday, June 15, 2021 by Supervisor Carla Sloan, at 6:08 pm. This was a meeting held both in person and electronically by Zoom.

Roll called: Supervisor Sloan, Trustees: Helene Connolly, Deana Herrman, Karen Taubman, Keith Strom. Also present: Clerk Vanessa Druckman, Mental Health Services/General Assistance Administrator Avis Rudner, Senior Outreach Coordinator Betsy Kelly.

Public Participation: Mrs. Strom (Trustee Strom's mother).

Approval of Minutes

A motion was made by Trustee Connolly and seconded by Trustee Herrman to approve the minutes of the May 18, 2021 regular meeting. Roll call was taken. Yeas: Supervisor Sloan, Trustees Connolly, Strom, Herrman, and Taubman. Nays: none. The minutes were approved unanimously.

Public Participation:

- None.

Assessor

Pamela Kende

As Assessor Kende was not present at the meeting, Clerk Druckman read the assessor report.

- The Assessor's Office is continuing with the daily activities of the office: Returning phone calls, processing exemptions and answering questions regarding purchases, etc.
- The Village has not sent any building permits since March. This is due to a changeover in staff. The Assessor's Office continues to request and attempt to assist in getting our permit files to enable us to submit them downtown.
- Assessor Kende has not heard when the Cook County Assessor will certify River Forest Township with their final assessment values. We closed with the Cook County Assessor on May 21st.
- Assessor Kende updated the Assessor's web page on the Township website with new information and press releases.
- Assessor Kende is expecting, but does not have confirmation, that second installment tax bills will be sent out on time, on July 1. Tax bills will have a long interest free payment period and may be paid as late as Oct 1st without accruing interest.

- The Assessor's Office will be helping residents obtain corrected tax bills due to missing exemptions when tax bills are published.
- Tammy Wendt is holding an outreach regarding the appeal process with the Board of Review on July 17th at 6pm. The River Forest Township website has a direct link to sign up for the Zoom Meeting.

Mental Health Services/General Assistance

Avis Rudner

Avis has been out on leave; we are happy to see her at tonight's meeting. Carla gave Avis' report:

- The annual Mental Health Committee dinner took place on June 1st. Jean Meister was the host. The Committee toasted Avis Rudner's service. John Meister spoke about Thrive and the state of mental health services in our community. There are long wait lists for therapy.
- Contracts for FY2022 grants will be sent out to funded mental health agencies as soon as the FY2022 budget is passed during tonight's meeting.
- The Mental Health Administrator position interview process has been narrowed to two final candidates. Supervisor Sloan will be reaching out to both tomorrow regarding background checks and references.
- The HUB website continues to have a glitch from Microsoft erroneously flagging the HUB URL as having security issues. The Aunt Bertha team and other IT experts continue to work on resolving the problem and are possibly switching to a new domain name.
- No clients at this time for General Assistance.
- Supervisor Sloan is drawing up an inter-governmental agreement with Oak Park Township, regarding OPT becoming our General Assistance administrator.
- Supervisor Sloan is considering adding Emergency Assistance to the River Forest Township services.

Senior Outreach Coordinator

Betsy Kelly

- Betsy attended her regular monthly meetings.
- Coffee Monday was canceled due to weather.
- Betsy connected with PCs for People, an organization that donates refurbished computers to seniors and others in need.
- Lydia Manning announced new scams and frauds that have been experienced in the area. Betsy communicated that information to River Forest Township senior citizens.
- A flyer is scheduled to go out to River Forest senior homeowners advertising the Township senior services.

- The handyman program is still not up and running. Betsy and Carla to inquire about the delay.
- Betsy is working with Ruth Reko and Pat from Grace Lutheran to continue planning the **Home Safety/Fall Prevention Event** in the fall with Grace Lutheran through Ruth Reko.
- The short term (4 week) Circle of Friends program with **Mather LifeWays** will take place in August.
- Betsy sent information about the fall Circle of Friends program to the Oak Park Township newsletter to recruit participants.
- Betsy reached out to the Village of River Forest to better understand village policies on shared homes and accessory living units. One extra non-family resident per home is allowed.

Youth Services

Carla Sloan

- Supervisor Sloan and Youth Services Director Megan Traficano presented to the Kiwanis chapter about Oak Park and River Forest Townships Youth Services. The Kiwanis organization is very focused on youth issues and they are interested in making donations.
- Youth interventionists trained Park District of Oak Park and River Forest Park District summer camp employees on cultural competency and other topics.
- Supervisor Sloan offered youth interventionists to train River Forest Community Center camp counselors. They can also assist with individual camper issues or general classroom chemistry. Discussion ensued.

Supervisor's Report

Carla Sloan

- Supervisor Sloan has been posting to the River Forest Township instagram account 2-3 times a week, highlighting programs and events of the Township and of the agencies we support. She has established an editorial calendar.
- Now that Illinois has entered Phase 5, the River Forest Township office hours have been revised and posted.
- Supervisor Sloan, Trustees Strom, Herrman, and Taubman attended the ribbon cutting for the re-opening of the River Forest branch of Byline Bank.
- Supervisor Sloan attended the Housing Forward virtual spring program.
- Supervisor Sloan attended Becky Willard's retirement lunch at Oak Park Township.
- The Townships of Cook County Spring Conference will take place on Wednesday, June 16. Supervisor Sloan will be in attendance in person. Working hard to revive the languishing supervisor's division. Now have a full slate of candidates to run the supervisors' division and will be holding elections.

- All trustees and employees should read and sign the River Forest Township Sexual Harassment policy and submit to Clerk Druckman to file. All must also complete the Sexual Harassment Training and give their completion certificate to Clerk Druckman.
- Trustees will be asked to sign forms for signature cards for the three banks the River Forest Township uses: Byline Bank, Fifth Third Bank, and Forest Park Bank.

Approval of Bills

- A motion was made by Trustee Taubman and seconded by Trustee Herrman to approve Operating Fund bills as of June 30, 2021 in the amount of \$18,948.29. Roll was called. Ayes: Trustees Herrman, Taubman, Strom, Connolly and Supervisor Sloan. Nays: None. The motion passed unanimously.

Unfinished Business

- Supervisor Sloan announced that Access One is scheduled to set up the new phone system on 6/29.
- Supervisor Sloan, Trustee Strom and Clerk Druckman met last week to discuss redesigning the website. Trustee Herrman weighed in later via email. Supervisor Sloan sent RFPs to 4 parties, stating that we prefer to move to Four Square as a platform. Proposals due 7/2.
- Supervisor Sloan said that our insurance broker, Howard Brundage, as well as a second prospective broker, are still trying to find us Directors and Officers Insurance.

New Business

- Approval of FY2022 budget. Supervisor Sloan announced that the only difference from what was presented in May is a slightly lower compensation line due to the Clerk and Supervisor salaries being previously overstated.
 - Town Fund: \$ 696,990
 - GA Fund: \$ 15,500
 - Capital Fund: \$ 82,000

Trustee Connolly made a motion to approve the FY2022 budget in the amount of \$696,990 for the Town Fund, \$15,500 for the GA fund, \$82,000 for the Capital Fund, and a total of \$794,490. Trustee Herrman seconded the motion. Roll call was taken. Yeas: Supervisor Sloan, Trustees Connolly, Strom, Herrman, and Taubman. Nays: none. The budget was approved unanimously.

- Proclamation 2021-03 Honoring Avis Rudner for her many years of service to both River Forest Township and Oak Park Township.

Trustee Connolly made a motion to approve Proclamation 2021-03. Trustee Strom seconded the motion. Roll call was taken. Yeas: Supervisor Sloan, Trustees Connolly, Strom, Herrman, and Taubman. Nays: none. The motion was approved unanimously.

- Supervisor Sloan announced that our copier lease is expiring in August. She proposed renewing the lease with a new machine for another four years. The monthly fee would increase from \$240 to \$250. The new machine will be delivered early, on June 30 and they will give us 24,000 free color copies - a two year supply.

Trustee Taubman made a motion to approve the renewal of the copier lease. Trustee Connolly seconded the motion. Roll call was taken. Yeas: Supervisor Sloan, Trustees Connolly, Strom, Herrman, and Taubman. Nays: none. The motion was approved unanimously.

- Supervisor Sloan presented public comment rules. Public participants can sign in to comment or email the clerk ahead of the meeting. Public comment is limited at 3 minutes per person for a total of 15 minutes. These limits can be changed by the supervisor. Discussion ensued.

Trustee Herrman made a motion to approve the public comment rules with the addition of the ability to email comments to the Clerk if someone cannot attend the meeting. Trustee Connolly seconded the motion. Roll call was taken. Yeas: Supervisor Sloan, Trustees Connolly, Strom, Herrman, and Taubman. Nays: none. The motion was approved unanimously.

- Supervisor Sloan announced that the FY2021 audit will take place on June 16, 2021.

Announcement of the Next Regular Monthly Meeting

The next regular meeting of the River Forest Township will be on Monday, July 12, 2021 at 6:00 pm. A motion was made by Trustee Taubman and seconded by Trustee Connolly to adjourn the meeting at 6:59pm. Roll call was taken. The motion was unanimous.

Respectfully submitted, Vanessa Druckman, Clerk