



RIVER FOREST TOWNSHIP

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River Forest Township Board of Trustees Regular Meeting Tuesday, December 12, 2023

The regular monthly meeting of the RIVER FOREST TOWNSHIP Board of Trustees was called to order on Tuesday, December 12, 2023 by Supervisor Carla Sloan, at 6:06 PM. This was a meeting held both in person and electronically by Zoom.

Roll Call:

- Supervisor Sloan, Trustees: Helene Connolly, Deana Herrman, and Keith Strom.
 - Trustee Taubman was excused 'absent'.
- Also present: Clerk John Becvar, Deputy Assessor Kathy Elliott, Mental Health Services Administrator Sarah Schwarting, Senior Outreach Coordinator Betsy Kelly, and RFCCA Facilities Administrator/RFCC Executive Director Dick Chappell.
 - Assessor Pam Kende attended via Zoom.

Pledge of Allegiance

Public Participation and Comments:

- David Bonner, a resident, attended via Zoom.

Approval of Minutes

- A motion was made by Trustee Herrman and seconded by Trustee Strom to approve the minutes of the November 14, 2023 regular meeting.
 - The minutes were approved unanimously by voice vote.

Assessor

- Assessor Kende stated the 2nd Installment Property Tax Bills were due December 1, 2023. Taxpayers were able to view, pay and print out a copy of their property tax bill online. Her office assisted residents in getting Certificates of Error due to missing exemptions and helped residents pay their tax bills online with on the phone tech support.
- Her team processed all permits and submitted them to the Cook County Assessor.
- On Monday the Board of Review results came out and the Assessor is assisting residents with their options.
- She reported the following total incoming and outgoing phone calls: August: 419; September: 338; October: 719; November: 507.
- Supervisor Sloan noted this is a large volume of calls: 500 calls per month on average, or roughly 125 average calls per week.

Mental Health Services (MHS)

- Mental Health Administrator Schwarting said the *Parent University* held on November 15 had ~100 in attendance. She is meeting to figure out what the next steps are for the upcoming sessions, for example we may try holding them only once yearly, or format them to be varied lengths.
- All the MHS funding applications went out Nov 16 and four have been returned.
- The 2nd quarter checks were mailed out and she is currently in the process of changing all of the agencies over to ACH payment.
- She delivered supplies for the packets for the homeless on December 8 to the River Forest Fire Department. Paramedics and police will distribute the packets to the homeless they encounter in River Forest.
- The mental health resource guide was mailed on December 8 to all River Forest residents and businesses and was very well received.
- The Mental Health Committee (MHC) and the agencies received emails letting them know about the new Township website.
- The MHC is getting ready to work on EMDR self training for trauma at the next meeting.
- *Thrive* is bringing the QPR suicide prevention program to the MHC on January 13, 2024.
- Supervisor Sloan reported:
 - She is coordinating with Debbie Lubeck from D90 the next parent support group meeting on February 1 for parents of children with IEPs.
 - We still have an opening on the MHC. If you know any River Forest resident who is interested in volunteering, please let Sarah or Supervisor Sloan know. The vacancy was included in the Village e-newsletter and on the new website.

General Assistance (GA)

- Supervisor Sloan reported we continue to have one (1) GA client. One new EA grant was given last month.

Senior Outreach Coordinator

- Senior Outreach Coordinator Kelly reported the Senior mailing should mail in January.
 - Supervisor Sloan reported final changes went to the designer today for an early-mid January mailing.
- She and Website Project Manager Elliott met to add more flyers to the Township website and are working to update the River Forest Community Calendar which still has old postings.
- Dan Urben and Kevin Heraty from Cantata talked about their *Take2 Homecare* program at Coffee Monday.
- Mahjong is going well and Kelly is planning a party in the new year during one of the Mahjong times.
- Bridge Players are now asking to come back and she is finding an appropriate time and location.
- Megan at the Dole Center mentioned that they are going to offer a Line Dancing/Hip Hop Class for free starting January 10 on Wednesdays from 11:15-12:15.
- Pickleball started at the RFCC last week.

Youth and Family Services (YFS)

- Trustee Herrman said FY25 Grant Funding Applications are now on the Oak Park Township website. Applications are due January 17, 2024.
- There was no YFS Committee meeting in December.
- Supervisor Sloan reported there are still two openings on the YFS Committee. We posted in the River Forest Village newsletter and Township website and will continue to search for River Forest residents who want to volunteer for a 3-year term.
- Sloan said she met with Kim Wojack from *iSearch*, to learn of all the exciting updates and changes to their program. They are working with a 4th grade Willard teacher as a curriculum advisor and are back into Roosevelt grades 6-8 for the first time in several years. They are building a website for *iSearch*, updating presentations and getting River Forest Resource Officer Megan Drake up to speed. They are focusing on cybersafety in middle school, as this is where kids are being challenged.

Supervisor's Report

- Supervisor Sloan announced she interviewed two final candidates to replace Oak Park Township Manager Gavin Morgan. Sloan was under the impression that one would be hired but to the best of her knowledge, no one has yet been hired to fill the vacancy.
- The River Forest Township Website is fantastic and getting some positive feedback. Website Project Manager Kathy Elliott and Clerk John Becvar are keeping things up to date. Elliott reported tweaking the colors to be more ADA compliant.

Approval of Bills

- A motion was made by Trustee Strom and seconded by Trustee Connolly to approve River Forest Township operating fund bills as of December 31, 2023 in the amount of \$28,490.86.
 - Roll call was taken. Yeas: Supervisor Sloan, Trustees Connolly, Herrman, Strom,. Nays: none. Taubman: Absent The motion passed unanimously.
- A motion was made by Trustee Strom and seconded by Trustee Connolly to approve River Forest Township GA fund bills as of December 31, 2023 in the amount of \$1200.
 - Roll call was taken. Yeas: Supervisor Sloan, Trustees Connolly, Herrman, Strom,. Nays: none. Taubman: Absent The motion passed unanimously.

Unfinished Business

- Supervisor Sloan provided an Efficiency Report Committee update saying NIU graduate student Kennedi is hard at work completing the study template. The new Wendell Cox study is coming out in early January and will be distributed as soon as we have it.
 - The next Decennial Committee meeting is set for Monday, January 29, 2024 at 7pm.
- Clerk Becvar reported the draft of River Forest Township Policy Handbook for Elected Officials, Employees and Independent Contractors is under legal review. The plan is to send it to the Trustees prior to the January Board meeting.

New Business

- A motion was made by Trustee Connolly and seconded by Trustee Herrman to approve the 2023 Tax Levy for Town Fund in the amount of \$716,463 and Tax Levy for General Assistance (GA) Fund in the amount of \$10,000.
 - Roll call was taken. Yeas: Supervisor Sloan, Trustees Connolly, Herrman, Strom. Nays: none. Absent: Taubman The motion passed unanimously.

- A motion was made by Trustee Strom and seconded by Trustee Connolly to approve Approve Paid Leave for All Policy Resolution 2023-07.
 - Roll call was taken. Yeas: Supervisor Sloan, Trustees Connolly, Herrman, Strom. Nays: none. Absent: Taubman: The motion passed unanimously.
- A motion was made by Trustee Connolly and seconded by Trustee Herrman to approve the following banking changes proposed by Supervisor Sloan:
 1. Switch credit cards from 5/3 to Byline, raise the overall credit limit from where it has been for the last 10 years, and provide low limit cards to all employees;
 2. Consolidate CDs at Byline to money market funds in Byline’s publicly pooled fund, which earns 3% interest (vs no interest now) and are protected above the FDIC limit of \$250,000;
 3. Transition from checks to ACH payments and gathering ACH info from all payees; and
 4. Implement *Positive Pay* to require verification of payments as they clear the bank which has a monthly fee of \$30.
 - Roll call was taken. Yeas: Supervisor Sloan, Trustees Connolly, Herrman, Strom, Nays: none. Absent: Taubman. The motion passed unanimously.
- A motion was made by Trustee Connolly and seconded by Trustee Herrman to approve using Illinois NFP Audit & Tax, LLP for FY2024 Audit services in the amount of \$6750 (from \$6500 in 2023).
 - Roll call was taken. Yeas: Supervisor Sloan, Trustees Connolly, Herrman, Strom, Nays: none. Absent: Taubman The motion passed unanimously.
- A motion was made by Trustee Strom and seconded by Trustee Connolly to change the January 2024 Board of Trustees meeting date and time to Tuesday, January 23, 2024 at 5pm.
 - The motion passed unanimously by voice vote.

Announcement of the Next Regular Monthly Meeting

- The next regular meeting of the River Forest Township will be on Tuesday, January 23, 2024 at 5PM.

A motion was made by Trustee Connolly and seconded by Trustee Herrman to adjourn the meeting at 6:53 PM. All were in favor and the motion was passed unanimously.

Respectfully submitted,
John Becvar, Clerk