

THE TOWNSHIP OFFICIALS OF ILLINOIS  
township

# Perspective

August 2023

2023

## NATaT Fly-In

Washington, DC



toi.org 

Volume 25 • Issue 6





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## Township Officials of Illinois Volume 25 • Number 6



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**Executive Director/Publishing Editor:** Jerry B. Crabtree, jerry@toi.org  
**Director of Member Services:** Brad Ruppert, brad@toi.org  
**Managing Editor:** Kayla Jeffers, kayla@toi.org  
**Database Manager:** Teresa Ruenger, teresa@toi.org.

The **Township Officials of Illinois**, organized in 1907, serves as a resource center for state and federal legislative agencies, as well as its member townships. The organization's attention to and involvement with the legislative process enables it to exert influence on behalf of its member units, as well as to report to them on decisions which affect their functioning.

In addition to offering information and guidance, **TOI** promotes and supports strong township government in the State of Illinois. To that end, it offers a series of continuing education programs designed to provide a sense of responsibility, assurance, dedication and unity.

**TOI** recognizes that offering service benefiting the citizens and taxpayers of Illinois requires the representation of diverse constituencies. Its Board of Directors is structured to accommodate that purpose, as are its respective divisions.

The organization provides leadership for the continuation and effectiveness of strong grassroots government in the state. Through education, dedication and unity, **TOI** has achieved and surpassed the goals of its founders and provides leadership for grassroots government in the 21st Century.

**Subscription Rates** TOI membership automatically provides a subscription for all elected township officials. Subscription rate is \$50.00 per year. Single issues are \$5.00.

**Graphic Design** Kingery Printing Company, Effingham, IL.

**Article Submission** Address all article submissions to Kayla Jeffers. **Deadline:** Copy is due by the first day of the month preceding the issue in which the article will appear. Send all article submissions to Township Officials of Illinois, 3217 Northfield Drive, Springfield, IL 62702 or e-mail kayla@toi.org. Telephone 217-744-2212 Fax 217-744-7419.

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**Township Perspective** (U.S.P.S. 257-780—ISSN 1523-9055) is published monthly, except January-February and June-July, which are bi-monthly, by the Township Officials of Illinois. Publishing Office: 3217 Northfield Drive, Springfield, IL 62702. Periodicals Postage Paid at Springfield, IL 62703 and additional offices. POSTMASTER: Send address changes to Township Officials of Illinois, 3217 Northfield Drive, Springfield, IL 62702.

THE TOWNSHIP OFFICIALS OF ILLINOIS

# township Perspective

Volume 25 • Number 6 August 2023



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### UPCOMING EVENTS

#### August

Aug. 10 Lunch & Learn Webinar  
*Township Social Media*  
Aug. 11 TOI Q&A Day  
Aug. 11 TSI & Trustees Event  
*Rock Island, IL*  
Aug. 18 TOIPAC Golf Outing  
Aug. 19 Local Officials Event  
*State Fair*

Aug. 16 Education District Event  
*Ina, IL*

Aug. 24 Professional Development  
Day 3

#### September

Sept. 4 TOI Closed (Labor Day)  
Sept. 8 TOI Q&A Day  
Sept. 13 Lunch & Learn Webinar  
*Township Investments*

Sept. 14 Education District Event  
*Effingham, IL*

#### October

Oct. 9 TOI Closed (Columbus Day)  
Oct. 11 Lunch & Learn Webinar

#### November

Nov. 10 TOI Closed (Veterans Day)  
Nov. 12-14 TOI Conference  
*Springfield, IL*





# Summer is in the Rearview Mirror

Jerry B. Crabtree

TOI Executive Director

I hope that everyone is enjoying Summer! August has arrived and the return to school with our biggest event around the corner, the **TOI ANNUAL EDUCATIONAL CONFERENCE!** Registration is now open for the event and hotel accommodation.

The importance of understanding the role of Township Government among the many local governments that are part of your community is monumental. The number of local governments in Illinois is quite large, as we all know. However, there is no real exact calculation of just how many there are. Adding to the confusion, when the cost of government is discussed, the complete breakdown or impact of a particular unit must be reviewed at the same time. If they are a unit of government that is not collecting a tax, they should not be included in the total number. When Township Government is mentioned as the community-based government that could be consolidated, it often falls upon deaf ears as to how ineffective it would be to eliminate the government closest to the people—TOWNSHIP GOVERNMENT!

I was recently interviewed by a Chicago-land PBS station regarding the number of local governments in Illinois. The conversation involved many misunderstood comments on township government, and I attempted to reiterate that the average property tax burden to Illinois taxpayers for township government is approximately 2 percent. However, we continue to educate those interested in solving the property tax problems in Illinois that townships are not the problem. In fact, in many of our areas we are the solution to a more personalized government compared to proposals to increase the area of representation.

The panel interview did agree that regardless of the decision on the number of local governments in Illinois the voters **MUST** make the final decision regarding any consolidation or elimination. Communities know their government structure and are the best decision makers. The discussion of consolidation will remain, however, education and understanding the role that your

TOWNSHIP plays in YOUR community is the most important part. That is our goal as your association—to provide you with the information and tools to continue the community-based government system you all provide.

Lastly, those townships currently in the Township website program—you are being contacted by Dennis Poshard, President and CEO of Arthur Agency and the "Totally Townships" website program. The Arthur Agency is managing the program and is offering many enhancements that we were not able to provide under our current service provider. I am confident that this merger will assist townships who participate in the program to meet many new frontiers in providing information and services to their communities through a website presence.

In this edition of *Township Perspective*, you will find contact information on the new website program "Totally Townships" that is a reintroduction of the "Build Your Township Website" program administered by the Association. July 1st launched our new partnership with the Arthur Agency in Carbondale, Illinois, offering improved and enhanced web opportunities to all Illinois Townships. We are looking forward to current subscribers in the program making a seamless transition to the new platform as well as new townships entering the program for the first time. This transition will aid in offering more options to townships to have a website at a low cost with the added benefit of assistance in managing at the level a township feels comfortable. Please reach out to Arthur Agency from the ad on the inside back cover in this issue of *Township Perspective* for additional information.

*Jerry B. Crabtree*

jerry@toi.org





# NATaT Round Up

by Jerry B. Crabtree, Executive Director

**A**fter a three-year absence, a delegation of twelve TOI members and staff descended on the nation's capital in mid-May for an action-packed week of meetings, seminars, and educational events. NATaT stands for The National Association of Towns and Townships and is the voice for more than 13,000 towns and townships across America. NATaT seeks to partner with the federal government to ensure that public laws, policies, regulations, and resources support the role in fostering local democracy.

A Tuesday seminar and reception with the 8 other NATaT states featured guest speakers talking about federal issues such as the pending Farm Bill, cyber security, and infrastructure. Our Illinois delegation spent Wednesday on Capitol Hill meeting with our Illinois federal legislators, including the staff of U.S. Senators Dick Durbin and Tammy Duckworth, Representatives Jonathan Jackson (D-1st District), Rep. Robin Kelly (D-2nd District), Rep. Nikki Budzinski

(D-13th District), Rep. Mary Miller (R-15th District), and Rep. Eric Sorensen (D-17th District).

TOI would personally like to thank all the members and their staff who took the time to sit down with our delegation and talk about federal issues that affect local governments.

The following is a list of NATaT documents that can be found on the TOI website under the NATaT tab:

**NATaT Federal Platform**

**NATaT Transportation Priorities**

**NATaT Telecom Priorities**

**NATaT Farm Bill Priorities**

**NATaT Tax Priorities**

**Talking Points for NATaT Advocacy**

Images from the May event can be found in the June/July issue of *Township Perspective*.

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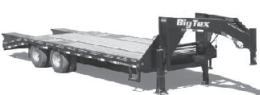
From Big to Small...We have it all...If it is not in stock...

We can order it in...Pumps, Lights, Tool Boxes, Wet kits, Tanks, Hydraulic needs, Dump Bodies, Service Bodies, Platforms, Liftgates, Trailers, Snow Plows and Spreaders. We can make hydraulic hoses while you wait!!!

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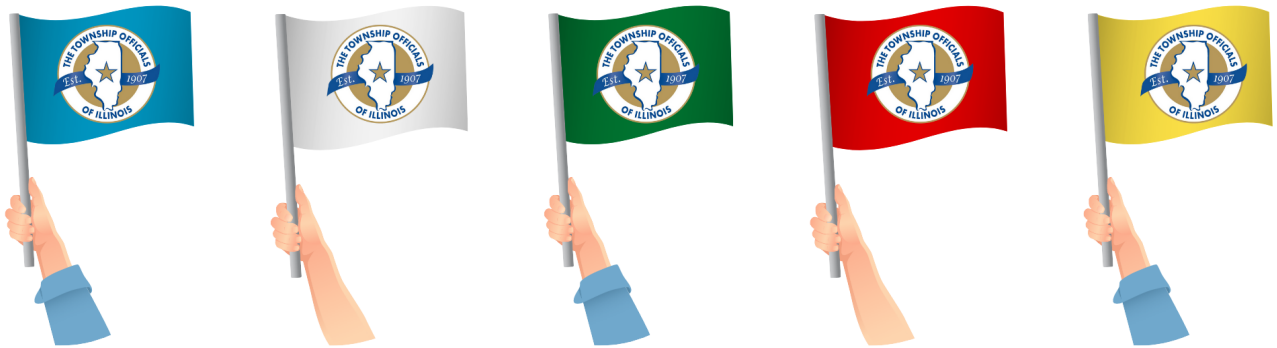




# PARADE OF FLAGS

## RETURNS TO THE 2023 TOI ANNUAL CONFERENCE

The 116th Annual Educational Conference is right around the corner. Snag your spot in the Parade of Flags that takes place during Opening Session Monday November 13. Email [kayla@toi.org](mailto:kayla@toi.org) to take part!



Join us  
for the

## Inaugural **TOIPAC** Golf Outing

Township Officials of Illinois Political Action Committee

**Friday, August 18, 2023**

9:00 a.m. Shotgun Start

**Lincoln Greens Golf Course**

700 East Lake Shore Dr. Springfield, IL 62712



Catered lunch, drink cart access, and a gift bag.  
Contact [brad@toi.org](mailto:brad@toi.org) for more information regarding registration.

***Township Checks or Township Credit Cards are not accepted. Please make checks payable to TOIPAC.  
Mail to 3217 Northfield Drive., Springfield, IL 62702.***

A raffle license for the cash raffle was obtained in accordance with 230 ILCS 15 and issued by the Illinois State Board of Elections. A copy of all winners will be filed with the Illinois State Board of Elections. The Township Officials of Illinois Political Action Committee complies with all reporting requirements required by the State Board of Elections. No Township funds are accepted to support activities of TOIPAC, all donations must come from personal accounts.

Ad paid for by the Township Officials of Illinois Political Action Committee Funds





# Cybersecurity Essentials for Township Governments: Mitigating Vulnerabilities and Managing Risks

David Hoover

Legislative & Policy Manager  
National Association of Towns and Townships

The protection of public infrastructure and sensitive data from cybersecurity attacks is a growing concern for local governments of all sizes. These threats can pose significant risks to essential services, such as public safety operations and water and wastewater treatment, potentially leading to system downtime, financial losses, and damage to the reputation of the local government and its officials.

As township administrators embrace digital transformation to provide efficient and convenient services to their citizens, they also become attractive targets for cybercriminals. In recent years, there have been high-profile cyber incidents targeting local governments. Ransomware attacks on the City of Quincy, IL; Somerset County, NJ; Webster Township, MI; and the Los Angeles Unified School District disrupted services and highlighted the vulnerabilities faced by these entities. According to a recent survey of cross-sector industries by the cybersecurity firm Sophos that included 255 state and local government respondents, 58 percent of those government institutions were hit by ransomware in 2021, up from 34 percent in 2020—a 70 percent increase.

## The Cyber Threat Landscape

The cyber threat landscape is constantly evolving as cybercriminals continuously adjust their tactics to stay ahead of updated security measures. Nevertheless, township officials should be aware of the following principal types of cyberattacks:

- **Ransomware Attacks:** These intrusions involve malicious actors encrypting the victim's data and demanding a ransom payment in exchange for the decryption key. Critical systems and services are inaccessible until the ransom is paid, or the data is recovered.
- **Phishing and Social Engineering:** This approach uses deceptive emails, messages, or websites to trick individuals into revealing sensitive information, such as login credentials or financial details. Social engineering techniques manipulate

individuals to gain unauthorized access to systems.

- **Distributed Denial of Service (DDoS) Attacks:** DDoS attacks overwhelm a system or network with an excessive volume of traffic, rendering it unavailable to users. Local governments may be targeted with DDoS attacks to disrupt services or to act as a cover for other malicious activities.
- **Data Breaches:** These incursions involve unauthorized access to sensitive information, including citizen records, financial data, or employee data. Breached data can be exploited for various purposes, such as identity theft, financial fraud, or further cyberattacks.
- **Malware Infections:** Malware, such as viruses, worms, or trojans, can infect local government systems and compromise their integrity or confidentiality. Malware can be spread through infected email attachments, malicious websites, or compromised software.
- **Zero-Day Exploits:** These are vulnerabilities in software or systems that are unknown to the vendor or unpatched. Attackers exploit these vulnerabilities before a patch or fix is available, gaining unauthorized access or causing system disruptions.
- **Insider Threats:** This refers to cybersecurity risks posed by individuals within an organization, including employees, contractors, or other trusted insiders. It can involve intentional actions to steal or leak data, sabotage systems, or compromise security measures.

## Strategies for Enhancing Township Government Cybersecurity

Township governments encounter various challenges implementing robust cybersecurity practices. Limited budgets, a lack of skilled cybersecurity personnel, and legacy IT systems that are vulnerable to attacks all contribute to their vulnerability. However, there are numerous effective strategies that township administrators and their staff can adopt to protect



themselves against cybersecurity attacks.

During a recent National Association of Towns and Townships (NATaT) cybersecurity panel discussion in Washington, D.C., Laura Mateczun, an academic researcher at the University of Maryland, Baltimore County, and Vince Crisler, the chief strategy officer at Celerium, said there are common sense, mostly non-technical actions that township governments can implement to improve their cybersecurity resiliency, such as:

- **Cybersecurity Policies and Procedures:** Establish comprehensive policies and procedures tailored to the specific needs of the township. These policies should outline security measures, acceptable use of technology, incident response protocols, and employee responsibilities. Regularly review and update these policies to address emerging threats.
- **Employee Training and Awareness:** Train all employees on cybersecurity best practices, including identifying and avoiding phishing emails, using strong passwords, practicing safe browsing habits, and reporting suspicious activities. Promote a culture of security awareness and conduct regular training sessions to reinforce cybersecurity knowledge.
- **Robust Incident Response Plans:** Develop and regularly update incident response plans that outline the steps to be taken in the event of a cybersecurity breach. This includes defining roles and responsibilities, establishing communication protocols, and conducting regular readiness drills.
- **Collaborative Partnerships:** Foster collaboration with other local governments, law enforcement agencies, and cybersecurity organizations. Sharing best practices, threat intelligence, and resources can help identify emerging threats and improve response capabilities.

More technical actions that require trained internal staff or outsourcing services to implement include:

- **Risk Assessments:** Conduct a thorough assessment of cybersecurity risks faced by the township government. Identify vulnerabilities, evaluate potential impacts, and prioritize security efforts based on risk levels. Develop a risk management plan to mitigate identified risks effectively.
- **Securing Network Infrastructure:** Implement robust network security measures, including firewalls, intrusion detection systems, multi-factor authentication, and regular patching of software

and firmware. Use secure network protocols, strong encryption, and access controls to protect sensitive data and systems from unauthorized access.

- **Data Protection and Backup:** Implement robust data protection measures, including regular data backups, off-site storage, and encryption of sensitive data. Test data backups to ensure data can be restored in the event of a cyber incident or data loss.

By recognizing the challenges and adopting proactive strategies, township governments can enhance their cybersecurity posture and minimize the risk of cyberattacks. For more information on local government cybersecurity resources, see the following websites:

- **CISA Resources for State, Local, Tribal, and Territorial Government:** <https://www.cisa.gov/audiences/state-local-tribal-and-territorial-government>
- **CISA Free Cybersecurity Services and Tools:** <https://www.cisa.gov/resources-tools/resources/free-cybersecurity-services-and-tools>
- **Multi-State Information Sharing and Analysis Center:** <https://www.cisecurity.org/isac>

## REGISTER FOR THE 116TH ANNUAL EDUCATIONAL CONFERENCE NOVEMBER 12-14, 2023 CROWNE PLAZA, SPRINGFIELD, IL

[toi.org](https://toi.org) for details and registration
 [diane@toi.org](mailto:diane@toi.org)





# Township CPA Audits

Brad Ruppert

Director of Member Services

Calls with questions about Certified Public Accountant (CPA) annual and four-year audits have been coming in. I thought it would be a good time for a refresher of these requirements and clear up a few common questions that we've been receiving at TOI prior to the end of the current term.

The statute 60 ILCS 1/80-20, "Independent Audits of Accounts" states:

*"In townships that receive revenue of \$850,000 or more during any fiscal year, exclusive of road funds, the township board shall have the accounts and all records of the township thoroughly audited by a **certified public accountant within 6 months after the close of each fiscal year.** The board shall have a copy of the accountant's report and recommendations filed with the township clerk and another copy filed with the county clerk for public inspection."*

If you have called the office and spoken with Executive Director Jerry B. Crabtree or myself, you will probably realize the phrase "exclusive of road funds" is no longer relevant. These audits are completed in coordination with the Illinois Comptroller's office. Previous interpretations of this statute by the Illinois State Comptroller had separated Town Fund and Road Funds in the calculation of that \$850,000.00. TOI used the separated interpretation for decades. Since 2019, TOI has begun to use the combined interpretation. If your **combined** Town and Road Funds are over \$850,000.00, you are required to do a CPA Audit annually.

The next section reads as follows:

*"In townships that receive revenue of less than \$850,000 during any fiscal year, exclusive of road funds, the township board shall have the accounts and all records of the township audited and inspected by an independent auditing committee composed of 3 township electors chosen by the board. The audit shall be completed within 6 months after the close of each fiscal year."*

Just like townships with revenue of more than

\$850,000.00, these townships with revenue under \$850,000.00 combine the Town and Road funds the same way, based on the current Illinois Comptroller's interpretation of the statute. These smaller townships are not required by law for a CPA audit every year.

This three-member audit committee should be comprised as such:

*"The auditing committee shall not contain any member of the township board, or any person related to a trustee. Members of the auditing committee shall be proficient in accounting principles and practices and shall be compensated at a rate determined by the township board but not to exceed \$50 per day."*

The last section of the statute explains this:

*"The township board shall have the accounts and all records of the township thoroughly audited by a certified public accountant within 6 months after (i) the end of each term of office of the township supervisor and (ii) a vacancy occurs in the office of township supervisor. A copy of the accountant's report and recommendations shall be filed with the township clerk and another copy shall be filed with the county clerk for public inspection."*

All townships, regardless of size and amount in funds, must complete an audit within six months after a Township Supervisor leaves the office. A question I get regularly is "what if our supervisor leaves office at the same time we are due for our annual audit?" In this situation, two different audits would be required.

Are you a Certified Public Accountant? Are you available to conduct Township audits? It has been brought to our attention by several Illinois townships that finding a CPA for audits is getting more difficult. If you are interested in putting your name on a CPA list to be made available to townships in need, please email me at [brad@toi.org](mailto:brad@toi.org).



**REGISTER NOW!**

# Township Officials of Illinois Annual Educational Conference

## Advance Registration Form

### November 12-14, 2023

(Please use one form per delegate, if paying for multiple delegates with one check/credit card, please submit all forms together for accurate processing)

**Advance Registration Deadline is October 27, 2023**

<b>SECTION I – REGISTRATION INFORMATION</b>  County: _____ Township: _____  Name: _____  Address: _____  City: _____ State: _____ Zip Code: _____  Phone: _____ Email: _____	<b>Township Position:</b> <input type="checkbox"/> Assessor <input type="checkbox"/> Attorney <input type="checkbox"/> GA Caseworker <input type="checkbox"/> Highway Commissioner <input type="checkbox"/> Senior Citizen <input type="checkbox"/> Supervisor <input type="checkbox"/> Tax Collector <input type="checkbox"/> Township Clerk <input type="checkbox"/> Trustee <input type="checkbox"/> Youth Committee <input type="checkbox"/> Other
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**SECTION II – REGISTRATION FEES**  
  
**MEMBERS**  

<b>Advance Registrations received on or before October 27, 2023</b> Full Registration: \$185 Monday Registration Only: \$110 Tuesday Registration Only: \$95	<b>On-site Registration</b> Full Registration: \$225 Monday Registration Only: \$135 Tuesday Registration Only: \$125
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☐ Full Registration    
 ☐ Monday Only Registration    
 ☐ Tuesday Only Registration

**NON-MEMBERS**  

**Advance Registrations received on or before October 27, 2023: \$250 per person**  
**On-site Registrations: \$310 per person**

Single-day registration includes admittance to non-ticketed activities occurring on that day **ONLY**. Monday only registrants **MAY NOT** attend Sunday or Tuesday events, and Tuesday only registrations **MAY NOT** attend Sunday or Monday events. Registration information may only be picked up on the day you have registered.

☐ Full Registration    
 ☐ Monday Only Registration    
 ☐ Tuesday Only Registration

**GUESTS *Does NOT include admission to education sessions***  

<b>Advance Registrations received on or before October 22, 2023</b> Full Registration: \$95 Monday Registration Only: \$45 Tuesday Registration Only: \$30	<b>On-site Registration</b> Full Registration: \$110 Monday Registration Only: \$55 Tuesday Registration Only: \$40
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**Guest Registration:** ☐ Full    
 ☐ Monday Only    
 ☐ Tuesday Only

Name of guest as it should appear on badge: \_\_\_\_\_

**Registration Fees (see all fees above)** ..... \$ \_\_\_\_\_

**Tickets must be ordered on or before October 27, 2023. Special event tickets will not be sold on-site.**

\_\_\_\_\_ Awards Breakfast ticket: \$35.00 each ..... \$ \_\_\_\_\_

**TOTAL AMOUNT ENCLOSED** ..... \$ \_\_\_\_\_

*continued on next page*



### SECTION III – PAYMENT INFORMATION

Payment must accompany advance registration form and should include Registrations and Award Breakfast tickets. A \$3.50 credit card processing fee is added if using a credit card.

☐ Check Enclosed      ☐ Visa      ☐ MasterCard

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

### SECTION IV – SPECIAL REQUIREMENTS

Please indicate any special requirements (dietary restrictions, handicap accessibility, interpreter, etc.) in this space or contact the TOI office. Special requirements can only be accommodated if requested at least two weeks in advance of Conference:

\_\_\_\_\_  
\_\_\_\_\_

### SECTION V – CANCELLATION POLICY & TICKET ORDER INFORMATION

Cancellations received by **October 13, 2023** will receive full refund.

Cancellations received between **October 13 to October 27, 2023** will receive a partial refund (\$20 administrative fee).

**NO REFUNDS** on cancellations received after **October 27, 2023**.

Registrations are transferable.

**Advance orders and pre-payment for all Award Breakfast MUST BE RECEIVED by October 27, 2023 in order to meet facility meal guarantee requirements. Special event tickets will not be sold on site.**

### SECTION VI – HOUSING

Hotel reservations will only be made through the Housing Bureau and only those individuals registered for the Conference by October 6, 2023 will be assigned hotel reservations. Hotel reservations may be made on-line via a link on the TOI website, [www.toi.org](http://www.toi.org) or by submitting the Housing Form. The Housing Form is available in the Township Perspective or on the TOI website, [www.toi.org](http://www.toi.org). Reservations must be received by October 6, 2023 and guaranteed with a credit card. Hotel assignment confirmations WILL NOT be emailed until the week of October 16, 2023. Read all of the Hotel Reservation Procedures in the Township Perspective or on the TOI website to make certain you comply with all requirements.

**Send this Registration Form to:  
Township Officials of Illinois  
3217 Northfield Dr.  
Springfield, Illinois 62702**



**HOUSING FORM**  
**TOI Annual Educational Conference**  
**November 12-14, 2023**

Please complete one form per room reservation and **mail to:**  
TOI Housing Bureau  
3217 Northfield Drive  
Springfield, IL 62702

**Read Housing Information for all reservation requests policies and procedures.**

This information is available in the *Township Perspective*, and on the TOI website, [toi.org](http://toi.org).  
**Housing forms will only be accepted when accompanied with credit card information.**  
**Confirmation of hotel assignments will be emailed the week of October 16<sup>th</sup>.**

**Please type or print all information legibly**

Name in which reservation should be made: \_\_\_\_\_

Number of people in room: \_\_\_\_\_ Name(s) of additional people in room: \_\_\_\_\_

Township: \_\_\_\_\_ County: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of arrival: \_\_\_\_\_ Date of departure: \_\_\_\_\_

**EMAIL ADDRESS REQUIRED FOR RESERVATION ASSIGNMENT (CONFIRMATION OF  
HOTEL INFORMATION)**

You will be placed at the Crowne Plaza, Holiday Inn Express, or at an overflow hotel if needed. All requests are considered on a first-come, first-serve basis by date of receipt, and if you are registered for the conference. Hotel assignment will be made based on type and length of reservation and hotel availability.

**If you need a handicap accessible reservation, please turn in housing form as soon as possible.**

**Preference will be given to those requests for a minimum of two nights.** Reservations made for two nights and later changed risk being charged for two nights and/or moved to another hotel. **Room rate at the Crowne Plaza and Holiday Inn Express is \$106 plus tax per night.**

Indicate your preferred room type. This is a request only and cannot be guaranteed.

**King:** \_\_\_\_\_ **Double/Double:** \_\_\_\_\_ **Indicate any special requirements:** \_\_\_\_\_

**Handicap Accessible:** \_\_\_\_\_ **Type of Handicap accessibility needed:** \_\_\_\_\_

Housing forms **MUST BE RECEIVED** by the TOI Housing Bureau by **October 6, 2023**. Housing forms received after October 6<sup>th</sup> will not be processed.

Confirmation of hotel assignment will be **emailed** after October 16, 2023.

**Card Type:** \_\_\_\_\_ **Card #:** \_\_\_\_\_

**Expiration date:** \_\_\_\_\_ **Name on Credit Card:** \_\_\_\_\_

**Signature:** \_\_\_\_\_





# Summer Road Work Reminders

Jim Donelan

Executive Director, TOIRMA

In last issue's *TOIRMA Update* I mentioned the weather event called a "derecho." According to the National Weather Service a "derecho is a very long-lived thunderstorm with a wind damage swath exceeding more than 240 miles and has wind gusts of at least 58 miles per hour or greater along most of the length of the storm's path." On Thursday, June 29th, I received an email like I do every morning from *Dictionary.com*. The word of the day that morning was "derecho" (pronounced "duh-rey-choh"). Having had claims resulting from this type of weather event, I forwarded the email to members of the TOIRMA Team. Well, low and behold, midday that day, Springfield and much of central Illinois, experienced—you guessed it—a "derecho."

In Illinois we never know what weather event or pattern we can expect. Common examples occur quite often during the transition seasons of Spring and Autumn. However, we Illinoisians know all too well that the seasons of Winter and Summer can be just as unpredictable. Townships, road districts, and you and your families need to prepare for the worst.

Since summer is upon us and not all claims are weather related, we encourage highway commissioners and employees to keep safety in mind while working to prevent injuries and claims. As one of our *Risk Reminder* states, please focus on "visibility, debris, signs, *Highway Commissioner's Diary*, and backing."

During this time of the year as brush is growing rapidly it may cause visibility issues. Keeping signs, roadsides, and intersections clear of debris is an effective way to minimize accidents. Whether it is just doing inspections or actually clearing debris, please remember to utilize TOIRMA's *Highway Commissioner's Diary* and document the activity. Claims have been prevented or minimized when members use the *Diary*.

Another common claim during the summertime months involves the backing up of vehicles. When backing, remember to "look before backing." This practice is an uncomplicated way to avoid accidents. TOIRMA members can order safety "Look Before

Backing" decals on the "Members Only" section of [toirma.org](http://toirma.org). While in a work zone consider using a flagger or spotter to aid in keeping you, workers, and the general public safe.

A copy of the *Summer Road Work Risk Reminder* is available at [toirma.org](http://toirma.org).

Thank you for your attention to these matters. Have a great summer.

Let us hope an upcoming word of the day is "lottery."

As always, if you have additional questions, please feel free to contact me at (888) 562-7861 or by email at [jdonelan@toirma.org](mailto:jdonelan@toirma.org).

**Think Safe... Drive Safe... Work Safe**

## IPWMAN Reminder

**Do not wait until a disaster to join. Join now!**  
TOIRMA will reimburse TOIRMA members the initial year's (first year) Illinois Public Works Mutual Aid Network (IPWMAN) membership fee. All a TOIRMA member has to do is send us a copy of the cancelled check or paid invoice.

IPWMAN is a mutual aid network specifically for public works agencies (townships, road districts, county highway departments, and municipal public works). Common disaster assistance requests include the need for personnel and equipment. IPWMAN has assisted with tornado and windstorm cleanup, regional flooding, and the loaning of temporary signs and/or barricades. IPWMAN is recognized by the Illinois Emergency Management Agency and also provides standardized operating procedures for disaster response and tracking. This may be helpful with later disaster reimbursements.

IPWMAN membership dues are based on population served. Townships and road districts with a population under 15,000, annual dues will be \$100 per year, 15,001 to 75,000, \$250 per year, and a population over 75,000, \$500 per year. To learn more about joining IPWMAN visit [ipwman.org](http://ipwman.org).



# Two Events Remaining



## 2023 Education Events Registration

\_\_\_\_ Sept. 14

**Thelma Keller Center**

1202 N Keller Drive • Effingham, IL 62401

Sponsored by TOIRMA

Sponsored by DK Tanks



6 pm – 8 pm

\_\_\_\_ Aug. 16

**Rend Lake College**

468 North Ken Gray Pkway • Ina, IL 62846

Sponsored by TOIRMA



County \_\_\_\_\_ Township \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact person name, email, and phone number:

Names & Email of those who will attend (please print clearly):

Supervisor: \_\_\_\_\_

Township Clerk: \_\_\_\_\_

Highway Comm.: \_\_\_\_\_

Assessor: \_\_\_\_\_

Trustee: \_\_\_\_\_

Trustee: \_\_\_\_\_

Trustee: \_\_\_\_\_

Trustee: \_\_\_\_\_

Collector: \_\_\_\_\_

Other/title: \_\_\_\_\_

**Registration is \$50 per location, per person or \$400/township for up to nine attendees. On-site registration is \$75 per person. No refunds will be given once TOI has confirmed attendance with venue.**

\*Please make checks payable to the Township Officials of Illinois; mail to 3217 Northfield Drive., Springfield, IL 62702. Forms may also be emailed to [kayla@toi.org](mailto:kayla@toi.org). If you are paying by credit card, only Visa and MasterCard are accepted:

Name, as it appears on card: \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Exp.: \_\_\_\_\_



# 2023 Professional Development Course 3

## Township Policies and Procedures

The TOI Education Program is pleased to offer several Professional Development Courses in 2023 for township officials and staff. The third program of the year is **Thursday, August 24, 2023**, at the TOI Office in Springfield. The session is limited to 25 attendees. The cost is \$75 and includes lunch. The seminar is scheduled from 10am – 3pm to accommodate travel time.



Join Andrew Jarmer from Sorling Northrup Law to review township policies and procedures. This program goes over best practices for all township officials to follow.

Additionally, information on township hot topics and the best way to address them is presented by Anthony Schuering from Brown, Hay & Stephens, LLP.

**\*Deadline to register is Thursday, August 17, 2023\***  
**Please fill in all information below and print clearly.**

**Name:** \_\_\_\_\_

**Township Position:** \_\_\_\_\_

**County/Township:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Phone/Email:** \_\_\_\_\_

**Registration is \$75/person. Refunds cannot be given for any cancellations received after the deadline to register.**

**Payment method: Check or Credit Card. Please make checks payable to Township Officials of Illinois.**

**Credit Card (Visa / MasterCard only) Card Number:** \_\_\_\_\_

**Exp:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Return to the TOI office by fax at 217.744.7419, email to [kayla@toi.org](mailto:kayla@toi.org), or mail to 3217 Northfield Dr., Springfield, IL 62702.**

**Register online at <https://my.toi.org/events/upcoming-events>.**



# **Lunch & Learn Webinar Series**

## **Best Practices for Township Use of Social Media**

August 10, 2023 | 12 PM | 60 Minutes | \$25

Townships are increasingly turning to social media as an efficient and effective way to communicate about township meetings, activities, and events. As this practice continues, township officials and employees should be aware of the legal issues that can arise in connection with government use of social media. In this webinar, Julie will discuss best practices for compliance with the Open Meetings Act, FOIA, records retention laws, copyright protections, and the First Amendment, provide guidance on the moderation of comments, and discuss legal issues with township official activities on social media.



*Julie Tappendorf is an equity partner with Ancel Glink, P.C. in Chicago, practicing in the area of local government law. Julie has published a number of books and articles on government topics, including co-authoring the book *Social Media and Local Governments: Navigating the New Public Square*. Julie is a frequent speaker at local and national conferences on government topics, including social media use by governments. She also trains government officials and employees on social media usage, and has prepared numerous social media policies. Julie is the author and moderator of the local government blog, *Municipal Minute*, where she writes about social media and other local government issues.*

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## **Investment Strategies for Townships**

September 13, 2023 | 12 PM | 60 Minutes | \$25

Review ILCS 235, which includes all investment vehicles allowed per IL State Statute. Discuss implementing an individual investment policy for your township. Reviewing revenue and expenditures cycles to understand Township Cash Flow. Identifying reserve dollars to invest for additional interest income to be spent on Township initiatives. Understanding competitive investment options and navigating the current economic landscape. High interest rates now so great time to review investment strategies and check in with current providers. Navigating inflationary environment



*Lisa joined the firm in 2017 and is responsible for the sales and marketing efforts in the Illinois municipal space. She has experience working with townships, cities, villages, counties, special districts, insurance cooperatives, K-12 school districts, and other public authorities on their overall investment needs. In her current capacity, she works closely with clients to develop and implement prudent investment strategies for short, intermediate, and long-term funds, reviews and develops investment policies, and provides economic updates. Lisa is an active member of numerous financial associations presenting and moderating at various conferences and events. She received*

*her MBA with a certificate in Finance from Northern Illinois University and holds Series 7, 63 and 50 securities licenses.*

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***Webinars are convenient, affordable, and interactive.***

***Visit [toi.org](https://toi.org) for more information and to register!***

LEGAL DISCLAIMER: The information to be provided at this webinar is provided by the Township Officials of Illinois for informational purposes only and not for the purpose of providing legal advice. It is intended to provide timely general information of interest but should not be considered a substitution for legal advice. You should contact your attorney to obtain advice with respect to any particular issue or problem. Participation in the webinar does not create an attorney-client relationship with any attorneys participating in the webinar and participants.





# 2023 End of Session Recap

Taylor Anderson

Anderson Legislative Consulting, Ltd.

The Illinois General Assembly's spring session ended eight days after the scheduled adjournment on May 27, after both chambers passed a \$50.4 billion spending plan for Fiscal Year 2024 (FY24), that began July 1st. Senate Bill 250, general appropriations, and House Bill 3817, budget implementation, are the two bills that contain the overall budget package, which does not sway far from the proposal that Governor J.B. Pritzker announced during his State of the State address in February. The final budget plan estimates generating around \$183 million in surplus and sets to increase the states' Rainy-Day Fund above the \$2 billion mark, according to the Governor's office.

Other highlights of the FY 24 budget include a pension payment \$200 million above the required amount, \$250 million to fund the first year of an early childhood education program designed to eliminate preschool deserts, and \$701 million for the Monetary Assistance Program (MAP) grant for college education, an increase of \$100 million. Of particular importance to townships was an increase in the Township Bridge Program from \$15 million to \$60 million.

Related to the budget, it is important to note that in May 2023 the Illinois Department of Revenue (IDOR) released information regarding distributions of the Personal Property Replacement Tax (PPRT) and the Local Government Distributive Fund (LGDF). Every year IDOR must reconcile estimated payments made to local taxing districts versus the final tax returns received by IDOR. Because of how corporate tax filing work, there is often a significant delay between estimated payments and final tax returns. Normally, this reconciliation results in a minimal reallocation of funds, however, for 2024 IDOR is estimating a reallocation of around 5%. This means IDOR is anticipating an increase to LGDF and a reduction in PPRT made to taxing bodies for FY 24. You can find this information in this edition of *Township Perspective* on page 18.

Overall, the General Assembly introduced around 6,800 bills this spring and passed around 560 bills which

are in the process of being sent to the Governor's desk. TOI introduced several pieces of legislation this year to address concerns raised by townships across the state. The legislative survey is integral to this process, and it is highly encouraged that if you are aware of an issue that can be addressed via legislation that you return a survey with your concerns. TOI also worked with a variety of stakeholders and legislative allies on the multitude of legislation that impacted townships. On the whole, townships had a very good year under the dome, and we look forward to continuing to advocate on your behalf when legislators return in October and November for the fall Veto Session. Below are a few standout pieces of legislation from the 168 bills that TOI tracked. A more complete list of legislative measures from this spring can be found in the Spring Session Legislative Report.

**HB 1465**—Rep. Tony McCombie (R-Savanna), Rep. Curtis Tarver (D-Chicago)/Sen. Neil Anderson (R-Aledo), Sen. David Koehler (D-Peoria Heights).

**The bill has been sent to the Governor's desk.**

In provisions concerning the performance of functions by the highway commissioner of a road district, provides that, except for professional services, when the cost of construction, materials, supplies, new machinery, or equipment exceeds \$30,000 (instead of \$20,000), the contract for such construction, materials, supplies, machinery, or equipment shall be let to the lowest responsible bidder if specified conditions are met. Effective immediately. **TOI Supported.** Public Act 103-0125.

**HB 3424**—Rep. Kevin Olickal (D-Chicago)/Sen. Ram Villivalam (D-Chicago).

**This bill has been sent to the Governor's desk.**

Provides that a township's board may either expend funds directly or may enter into any cooperative agreement or contract with specified entities to provide its residents with health services, including mental, behavioral, eye, dental, or other healthcare.



Provides that the township board may approve the application of a different, publicly available, professional or academically recognized standard of need in determining eligibility for subsidized day care. Provides that persons shall not be determined ineligible for case assistance under the General Assistance Article of the Code based upon a conviction for any drug-related felony under state or federal law. In provisions concerning the General Assistance program, permits a local government unit to provide assistance to households under its General Assistance program following a disaster proclamation issued by the Governor if the local governmental unit is within the area designated under the proclamation. Provides that a local governmental unit may provide assistance under its General Assistance program under a service that complies with specified provisions of the Township Code. **TOI Support (Priority Bill).**

**SB 895**—*Sen. Michael Halpin (D-Rock Island)/Rep. Gregg Johnson (D-East Moline).*

**This bill has been sent to the Governor's desk.**

Provides that a county shall not construct, reconstruct, improve, widen, relocate, repair, alter, or maintain a highway, road, street, alley, bridge, culvert, drainage structure, sidewalk, bicycle path, parking lot, driveway, or any other transportation-related facility that is outside of its county's boundaries unless such construction, reconstruction, improvement, widening, relocation, repair, alteration, or maintenance is part of the county highway system, is jointly performed with another county through the sharing of road equipment pursuant to an intergovernmental agreement, or is provided as necessary relief services following the occurrence of a disaster. Provides that a road district shall not construct, reconstruct, improve, widen, relocate, repair, alter, or maintain a highway, road, street, alley, bridge, culvert, drainage structure, sidewalk, bike path, parking lot, driveway, or any other transportation-related facility that is outside of its county's boundaries unless such construction, reconstruction, improvement, widening, relocation, repair, alteration, or maintenance is part of the township and district road system, in an adjacent road district, is jointly performed with another road district through the sharing of road equipment pursuant to an intergovernmental agreement, or provided as necessary relief services following the occurrence of a disaster. Provides that a municipality shall not construct, reconstruct, improve, widen,

relocate, repair, alter, or maintain a highway, road, street, alley, bridge, culvert, drainage structure, sidewalk, bike path, parking lot, driveway, or any other transportation-related facility that is outside of its county's boundaries unless such construction, reconstruction, improvement, widening, relocation, repair, alteration, or maintenance is part of the municipal street system (rather than within its corporate limits), in an adjacent municipality, or provided as necessary relief services following the occurrence of a disaster. Provides that the term "maintain" or "maintenance" does not include mowing, gravel reclamation, snow removal, or the application of salt, sand, or any other substance applied for the purpose of improving the safety of vehicular or pedestrian traffic in response to the presence or prediction of ice or snow. **TOI worked with sponsors to address major concerns.**

**HB 2040**—*Rep. Curtis Tarver (D-Chicago)/Sen. Adriane Johnson (D-Waukegan).*

**This bill has been sent to the Governor's desk.**

Provides that a board of trustees may contract with a neighboring township to provide highway commissioner or clerk services if the township has a population of less than 1,000 (rather than less than 500). Provides that a board of trustees in a county not under township organization that is organized as a commission form of government may (i) appoint a non-resident or a resident who has not resided in the district for one year to be a highway commissioner, or (ii) contract with a neighboring township to provide highway commissioner or clerk services if no qualified candidate who has resided in the road district for at least one year is willing to serve as highway commissioner or clerk. **TOI worked with sponsors to address concerns.**

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# Spring Session Summary Report

The Illinois General Assembly's Spring Session ended on May 27, 2023 after the Illinois House gave its approval to a \$50.6 billion spending plan for the fiscal year that begins July 1, 2023. More than 560 bills passed both chambers which are now being sent to the Governor for consideration. Lawmakers are not scheduled to return to Springfield until the traditional two-week fall veto session (October 24-26, 2023 & November 7-9, 2023). This session summary includes several legislative measures of interest to township government in addition to Fiscal Year 2024 budget highlights.

Visit [toi.org](https://toi.org) for the full Spring Session Summary

In the full Spring Session Summary Report, available on [toi.org](https://toi.org), features the following pieces of legislation with their current status.

- HB1283 TWP CD-Special Service Areas (Moeller A)
- HB1465 HWY CD-Construction Bidding (McCombie T)
- HB2033 Local Gov Bonds-Ordinance (Stephens B)
- HB2040 HWY CD-Residency of Clerks (Tarver, II C)
- HB2079 Local Gov-Township Officers (Moeller A)
- HB2845 Prevailing Wage-Biosolids (Vella D)
- HB2131 VEH CD-25 MPH Limit Near Bikes (Huynh H)
- HB2154 Local Battery-Charged Fences (Manley N)
- HB2224 Ruupa-Loc GOV/ST Agency Moneys (Burke K)
- HB2447 Open Meetings-School Events (Avelar D)
- HB2539 Local GOV-Compensation (Hirschauer M)
- HB3086 Pesticides-Registration (Harper S)
- HB3370 Prevailing Wage-Power Washing (Vella D)
- HB3424 General Assistance-Township (Olickal K)
- HB3641 Capital Dev BD-Local GOV Reg (Mason J)
- HB3792 Prevailing Wage-Light Poles (Walsh, JR. L)
- SB63 Highway ADS-Permit & Notice (Castro C)
- SB64 Highway ADS-Signs (Castro C)
- SB325 FOIA-Records of Attorney Gen (Cunningham B)
- SB684 Creates the Central Illinois Regional Airport Authority (Koehler D)
- SB685 Accumulation of township Funds (cash basis/modified cash basis) (Joyce P)
- SB895 Construction Maintenance of Roads (Halpin M)
- SB1460 Comm Interest-Road Maintenance (Rezin S)
- SB1653 HWY CD-Underpass Hazard Bar (Ventura R)
- SB1710 VEH CD-Bicycle Trail Signage (Simmons M)
- SB2278 VEH CD-Truck Max Height Weight (Simmons M)

**STATE BUDGET 2024**  
The Fiscal Year 2024 General Funds budget reflects projected revenues of \$50.6 billion and expenditures of \$50.4 billion. HB3817 establishes the FY 2024 Budget Implementation Act, necessary to implement the State Budget. HB3551 establishes the Bond Authorization Act of 2023. SB1963 is the FY 2024 Revenue Package.

## Highlights of the Budget Package Include:

- Township bridge program increase from \$15 million to \$60 million. This was a last minute add, replacing HB2781.
- \$85 million in additional funding to communities through the Local Government Distributive Fund (LGDF) with an increase in the state's revenue sharing formula.
- \$42.5 million for grants to county governments and municipalities for their costs associated with asylum seekers.
- \$30 million for the Law Enforcement Camera Grant Program to reimburse local law enforcement agencies for in-car cameras, body cameras, and data storage.
- \$10 million for the Law Enforcement recruitment and Retention Fund to provide resources to local law enforcement agencies for recruitment of new officers, retention plans, mental health care, safety equipment, and improvement in local jails.
- \$13 million in funding for the Adult Redeploy Program, an increase of \$1 million.
- Reappropriates \$100 million at DCEO for community-driven broadband expansion.



# From Local Leader to Legislator

*By Jerry B. Crabtree, Executive Director*



A longtime friend of Township Government, Senator Paul Faraci (D-52) has not forgotten his foundation in government and how it led to his new state house role in the Illinois State Senate. Senator Faraci evolved from restaurateur to community activist to county board member, township assessor, and now **ILLINOIS STATE SENATOR**. All with a history of civic engagement and public service as a priority.

Paul Faraci has been a resident of Champaign County for over 45 years. He was appointed to the 52nd Legislative District to replace the late State Senator Scott Bennett.

The 52nd District includes parts of Champaign County, including Champaign, Urbana, Savoy, and Rantoul, and parts of Vermilion County, including Danville, Tilton, and Westville.

Before serving as a State Senator, Faraci was a small business owner; he worked as a senior account manager for the Department of Commerce and Economic Opportunity focusing on economic development—and served as a senior advisor to State Treasurer Michael Frerichs. Faraci's previous public service includes serving as the City of Champaign Township (Champaign County) Assessor, Champaign City Council from 2011-

2017 and Deputy Mayor City of Champaign 2015-2017.

Faraci served as a board member at Champaign County First, a united county-wide effort to identify projects that will spur economic development and improve quality of life in Champaign County. During his time with DCEO, Faraci worked to spur economic development. His achievements include helping secure \$3.4 million for Bell Helmet in Rantoul, \$2.5 million to Epi Works in Champaign, and \$1.5 million for Viscofan USA in Danville.

In June 2023, I held a zoom interview with Senator Faraci and discussed his passion and commitment to community government focusing specifically on TOWNSHIP GOVERNMENT. I worked with Senator Faraci when he was with the Illinois State Treasurer's office on the Local Officials Day event held annually at the Illinois State Fairs. I knew then as expressed in the interview—he knows community government and understands the value of local input from Township Officials.

2000-2002 was his first experience in local government (county government) and he knew then the importance of a valued voice in local government. He moved to state government in 2002 with a focus



on economic development. He values economic development from a regional approach and promoted partnerships among the communities—all skills that can contribute to his role in the Illinois State Senate.

Senator Faraci continues to hold the role, efficiency, and effectiveness of township government close to his work in state government. He commented that his role as a Township Assessor “prepared [him] more than he anticipated.” He indicated that “[he] had no idea taking a local government position would lead to such a pivotal role benefiting the community.” Repeatedly during the interview, Senator Faraci referred to the fact that “township government is where the heart is and its connection to community needs, citizen expectations, and local decisions is imperative to the survival of communities in Illinois.”

Senator Faraci indicated that it is important for all political leaders to understand that “it is most critical to be aware of the role township government plays and the importance of its connection to the local community. Further, not to underestimate the impact of proposals to dissolve it.” In short, it would be detrimental to the local government landscape in Illinois if townships were to go away.

Senator Faraci commented that when appointed to fill a vacancy left by his colleague and dear friend, Senator Scott Bennett “[he] accepted the position knowing—to promote the late Senator’s legacy—to protect the people who are generally underrepresented with special attention the disability community. To be conscious of workforce and economic development at the most local level.” Local Government is the government closest to the people.

Senator Faraci commented that “many of the new, younger legislators in the current Illinois General Assembly have not had the luxury of starting their government career at the local level. Some, not all, have little to no local government experience and are asked to

make critical decisions regarding the survival of township government. All my experience has been a privilege.”

Senator Faraci responded to the following questions:

### **What do you consider the most critical issues to Township Government?**

- Being aware of the importance of Township Government.
- The role it plays in the everyday lives of citizens.
- Discussions of dissolving township government. Until you have worked in a township you should be cautious about making decisions. It is the most efficient and effective community-based government.

### **As the sixth largest state in the union, and a state with many levels of government, what would you say to critics on this issue of consolidation?**

“It is hard to say the same for all townships. But with my experience, it makes complete sense for the roles that we have. No municipality or county is fully prepared to take on the roles and responsibilities of townships. This depends upon the local government climate of each community. Population is a big component of the justification before a conclusion is made.”

## **116TH ANNUAL EDUCATIONAL CONFERENCE NOVEMBER 12-14TH CROWNE PLAZA, SPRINGFIELD, ILLINOIS**

TOI 2023 Conference Schedule at a Glance\*

### Sunday, November 12th

2:00 - 6:00 pm Registration Open  
3:00 - 7:00 pm Exhibit Hall Open  
5:30 - 7:00 pm - Opening Reception

### Monday, November 13th

7:30 - 1:00 pm - Exhibit Hall Open  
7:30 - 4:45 pm - Registration Open  
7:30 - 9:00 am - Breakfast in Exhibit Hall  
9:45 - 11:30 am - Keynote Speaker - Guy Snodgrass  
11:30 - 1:00 pm - Lunch in Exhibit Hall  
1:15 - 5:00 pm - Concurrent Educational Sessions  
7:00 - 8:00 pm - President’s Reception (Live music provided by: Moonshiners Band)  
8:00 - 10:00 pm - Glo Bingo

### Tuesday, November 14th

7:30 - Noon - Registration Open  
7:45 - 9:15 am - Awards Breakfast  
8:00 - 9:55 am - Concurrent Educational Sessions  
10:00 - 11:20 am - Division Meetings  
11:30 - 12:30 pm - Annual Meeting (Closing Session)

\*Subject to Change



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# Personal Property Replacement Tax Allocation Statement

Each tax year, the Illinois Department of Revenue (IDOR) distributes Personal Property Replacement Tax (PPRT) and Local Government Distributive Fund (LGDF) distributions to local taxing districts



as estimated payments. These estimated payments are required by state statute and

consist of monies derived from taxpayers who pay consolidated estimated taxes (corporate income tax, replacement tax, and pass-through income tax).

By statute, estimated payments made to local taxing districts must be reconciled with final tax returns once IDOR has received them. Taxpayers have varying due dates for filing their returns, and often times IDOR will not receive the final tax return until the extended due date of the return. For many corporations, this is not until November 15 of the following year, i.e., income tax returns for tax year 2021 were not due until November 15, 2022.

In a process agreed upon by IDOR and other interested parties, IDOR reconciles PPRT allocations for taxing districts on an annual basis. Reconciling PPRT and LGDF estimates with final returns occurs approximately four months after the extended due date. Once this reconciliation occurs, state statute

requires an accounting of allocations, which results in a reallocation of funds for taxing districts.

The reallocation of these funds has been minimal over the past several years, ranging from 1.38% to 0.16%. After IDOR completed its review of tax year 2021 returns, however, it calculated a 5% reallocation.

The 5% reallocation was most likely caused by tax policy changes, such as the federal government enacting the State and Local Tax (SALT) deduction cap, the State of Illinois creation of the Pass-Through Entity Tax (PTE), and large increases in business income tax receipts.

The reallocation in fund distributions that will begin in Fiscal Year 2024, which is required by state statutes, will result in an increase in LGDF allocations and reductions in PPRT allocations to taxing districts.

Fiscal year 2024 estimates for PPRT will be posted to IDOR's website at [tax.illinois.gov](http://tax.illinois.gov) in early August.

For additional information:

**LOCAL TAX ALLOCATION DIVISION (3-500)**  
**ILLINOIS DEPARTMENT OF REVENUE**  
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**217 785-6518**  
**REV.LOCALTAX@ILLINOIS.GOV**



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## Drug and Alcohol Testing Program

### TOI-MTA Annual Drug and Alcohol Program Renewal

TOI members will be receiving  
in the coming weeks:

- List of Drivers that need to be reviewed and verified for 2024 billing
- Annual Renewal Invoice that will be due by **Dec. 31, 2023**

For more information, contact Mid-West  
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# TOI 2023 Scholarship Winners

Each year since 1989, the Scholarship Fund has awarded scholarships to graduating high school seniors to continue their education at Illinois colleges/universities. This year, TOI had over 120 applicants, a nearly 200% increase from last year. The winning essays of the 2023 Scholarship Program are available on the TOI website at [toi.org](http://toi.org).

## **Delbert Miller Scholarship**

### **LILY DAUGHTERY, WOOD RIVER TOWNSHIP (MADISON CO.)**

*Interviewed Wood River Township (Madison Co.) Township Clerk and TOI 2nd Vice President Sherry Tite.*

Lily was an avid student while attending Roxana Senior High School, taking part of the National Honors Society, Student Council, and Student Ambassadors. She also found time to be a member of the Riverbend Growth Association's Young Adults Committee and the Saturday Scholars. On top of all that, Lily was also an athlete, playing varsity volleyball and competing in varsity track, as well as taking part in Xtreme Team. Lily plans to attend Southern Illinois University-Edwardsville and study Nutrition.

*Lily Daugherty receives her scholarship award from TOI 2nd Vice President and Wood River Township (Madison Co.) Township Clerk Sherry Tite and Wood River Township Trustee Robert Pollard.*



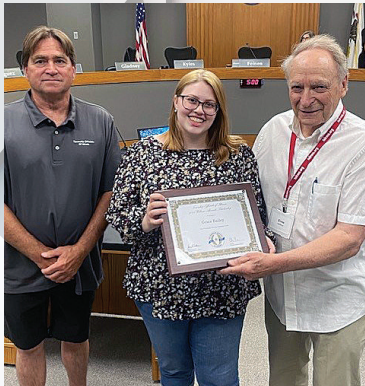
## **William Ahrends Scholarship**

### **GRACE BAILEY, CITY OF CHAMPAIGN TOWNSHIP (CHAMPAIGN CO.)**

*Interviewed Champaign Township (Champaign Co.) Trustee Erwin Hoffman.*

While attending Judah Christian School, Grace was an active student. She received many academic awards including the 2019 Academic Excellence in Mathematics award, 2020 Most Distinguished in English Award, 2021 Academic Excellence in Geometry Award, 20-21 ACSI Outstanding Achievements in Fine Arts Award, 21-22 ACSI Outstanding Achievements in Academics Award, 2022 Judah Christian Leeuwenhoek Award for exceptional curiosity and academic achievement in Biology, and 2023 Illinois Scholar. She was also a member of the National Honor Society. Grace plans to go to Parkland College and study Business.

*TOI Board of Directors and Murdock, Newman, Bowdre, Sargent Townships (Douglas Co.) Multi-Assessor Neal Wood and Champaign Township (Champaign Co.) Trustee Erwin Hoffman present Grace Bailey her scholarship award.*



## **Troy Kost Scholarship**

### **AIDAN SUBACZ, VERNON TOWNSHIP (LAKE CO.)**

*Interviewed Vernon Township (Lake Co.) Township Clerk Tim Kobler.*

While attending Adlai E. Stevenson High School, he took part in many activities, including swim team, varsity history bowl, and Students Helping Soldiers Club. Aidan was active in his township; he worked as pool lifeguard and team lead. He also has an interest in politics—he was a 2022 intern for State Representative Daniel Didech, Young Ambassador Board Member for State's Attorney Eric Rinehart, and a 2022 Lake County student election judge. Aidan plans to attend the University of Illinois—Urbana-Champaign and study History and Political Science.

*Aidan Subacz receives his scholarship award from TOI Board of Directors and Blackberry Township (Kane Co.) Township Clerk Lisa Hodge.*





### **Troy Kost Scholarship**

#### **ZACH CARLSON, BIG GROVE TOWNSHIP (KENDALL CO.)**

*Interviewed Big Grove Township (Kendall Co.) Trustee Dave Holman.*

Zach had a lively experience while attending Newark High School, playing basketball, baseball, golf, taking part in bass fishing, and track. Zach was also a member of Future Farmers of America and 4-H. Zach plans to attend Joliet Junior College and study Fire Science/EMS.

*TOI Treasurer and Reed Township (Will Co.) Supervisor Sherrill Knorr presents Zach Carlson his scholarship award.*



### **Carolyn Langan Scholarship**

#### **PAIGE REWERTS, ESSEX TOWNSHIP (STARK CO.)**

*Interviewed Essex Township (Stark Co.) Township Clerk Phil Daum.*

Paige was a very engaged student while attending Stark County High School. She was on the Student Council, class president, the Principal's Executive Committee. She was an athlete as well, playing basketball, on the track team, and running cross country. Paige was also a performer, spending four years in Honors Choir and taking part in the school musical all four years. Paige plans to attend Elmhurst University and study Biology on the pre-Physical Therapy track.

*Paige Rewerts accepts her scholarship award from TOI Board of Directors, TSI President, and Blackhawk Township (Rock Island Co.) Supervisor Chuck Layer.*



### **Barbara Behm Scholarship**

#### **ANNIKA SALCHERT, BLACKBERRY TOWNSHIP (KANE CO.)**

*Interviewed Campton Township (Kane Co.) Assessor Alan Rottmann.*

While attending Kaneland High School, was involved in many activities, including National Honors Society, Global Cultures Club, and World Languages Club. She played on both the junior varsity and varsity tennis teams. Annika received the honor of Illinois State Scholar and the 2022 Varsity Tennis MVP. Annika plans to attend Northern Illinois University and study Management with a focus in entrepreneurship and social responsibility.

*Annika Salchert receives her scholarship award from TOI Board of Directors and Blackberry Township (Kane Co.) Township Clerk Lisa Hodge.*



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## George H. Miller Scholarship

### LILLIAN SHAW, FORT RUSSELL TOWNSHIP (MADISON CO.)

Interviewed Fort Russell Township (Madison Co.) Highway Commissioner Todd Shaw.

Lillian was a very active student at Civic Memorial High School, taking part in Spanish National Honors Society, Eagle Nation Community Outreach, Radio Broadcasting Club, Yearbook Club, Media Club, National Honors Society, Mu Alpha Theta, Spanish Club, and Freshmentors. She was also a student athlete, taking part in the varsity football cheer team and the varsity competitive cheer team. Lillian plans to attend the University of Illinois–Chicago and study Political Science on the pre-law track.

Lillian Shaw accepts her scholarship award from TOI 2nd Vice President and Wood River Township (Madison Co.) Township Clerk Sherry Tite.



## Robert Turner Scholarship

### JACKSON FRICKE, CHESTER TOWNSHIP (LOGAN CO.)

Interviewed Chester Township (Logan Co.) Highway Commissioner Nathan Applegate.

While attending Mount Pulaski High School, Jackson was a very involved student. He was a member of the Student Council serving as vice president, class officer, and a member of the National Honor Society. Jackson was also an athlete, playing golf, baseball, and basketball all four years. Jackson plans to attend Illinois College and study Agricultural Business.

L to R: Chester Township (Logan Co.) Supervisor Thomas Sowers, Chester Township Highway Commissioner Nathan Applegate, TOI Scholarship Recipient Jackson Fricke, and TOI Executive Director Jerry B. Crabtree.



## TOI 2023 EDUCATIONAL CONFERENCE NOVEMBER 12-14, 2023



### KEYNOTE SPEAKER GUY SNODGRASS



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## MARK YOUR CALENDAR!



October 6, 2023 - Deadline for Hotel Reservations

October 27, 2023 - Deadline to purchase Awards Breakfast tickets and pre-register for Conference

November 12-14, 2023 - The 116th Annual Educational Conference



Commander Snodgrass will focus on how to be a leader in your own life and career!

[toi.org](https://toi.org) for details and registration

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# Sign Up for Education Events

Chuck Layer

President, Township Supervisors of Illinois  
Supervisor, Blackhawk Township, Rock Island County

As summer is in full steam, as supervisors our calendars do lighten up. Now is the time of year to take advantage of some of the educational workshops that have been scheduled. TOI's educational events this year began in June. The focus is on Township Budgeting/Procedures. Also, the Clerks Division always has a breakout session at the TOI events. The first Supervisors/Trustees Workshop was on June 16th in Mt. Vernon. Our program and speakers this year are great: "Township Board Meetings" with Mr. Jim Donelan, *TOIRMA*, and "Thinking Outside the Box" with Mr. John Redlingshafer, *Mescher, Rinehart & Redlingshafer, P.C.* Every time I listen to these gentlemen, I learn something new and useful. Whether you are in your first term or just finishing up your sixth, education should be a primary goal of yours. The open forum at the end of these workshops is always interesting. There is still time to make our last workshop:

## August 11th – Rock Island

As elected officials, we need to take every

opportunity that is available to further our knowledge of the position that we serve. Supervisors and Trustees, I hope to see you at one of these events. The Supervisors Division Board of Directors still has vacancies in zones 1, 3, and 4. If you are interested in serving on the Board you can contact Sherrill Knorr (TSI past President), Chairman of the Nominating Committee. There is some travel expected of the Board of Directors.

Speaking of education, don't forget that our TOI Conference will be coming up this November 12-14. There are always some great opportunities at the conference. If you have never made it to the conference, make this the year! Make sure to always check out *Township Perspective*, it's full of information from throughout the state.

On another subject, I have to let you know that the crappie fishing this May at Lake Shelbyville was FANTASTIC! Hoping that the fish are biting just as good the rest of the summer.

Stay Township Strong—Have a great summer. That's it for now...

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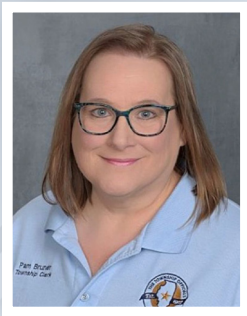


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Pam Bruner



Vice President, TOI Clerks Division  
Township Clerk, Cordova Township, Rock Island County

### ***We preserve the history of our Township as it happens.***

**A**s you read this article you should already have received an application for the William Z. Ahrends Award. I would ask that you take some time and reflect on the job that your township clerk performs. Does your clerk:

- Demonstrate support of Township government in your community?
- What special projects or tasks have they accomplished during their term?
- What community service aspects of local government activities have they been involved?
- What achievements or awards have they received; have they been noted in publications?
- Do they hold other offices in the community?

William Z. Ahrends served as Rooks Creek Township Clerk in Livingston County from 1949 through 1990. Mr. Ahrends was inspired to organize two township officials associations: the Town Clerks Division of TOI and the Livingston County Association. He served from 1957 to 1963 as the first president of the Town Clerks Division and is the only person ever appointed Director Emeritus of Township Officials of Illinois.

That is quite an accomplished list to be compared to but please take the time to put your thoughts on paper of all the little extra things your clerk does for your Township. I know life gets busy, but if you have a Clerk who goes over and above not only at your Township, but through your community it is time to give them the recognition they deserve. Most clerks do what they do because they believe in Township government and love the communities they live in. Most do what they do because they know it is simply what must be done, never thinking twice about all the tasks that must be done or the time it will take from their families.

Now is the time to reflect on your clerk and give them the opportunity to win the highest award a township clerk in Illinois can receive. Bryan Smith is

the TOI clerk responsible for receiving the applications and said this about Mr. Ahrends, "I knew Mr. Ahrends when he was a Township Clerk and served on the TOI Board. He was very dedicated to township government and the recipient of this award is receiving an award honoring a great man who devoted his life to township government. It's very special."

Don't forget to sign up for the Annual TOI Conference—registration is open and great things are being planned for the conference. If the conference isn't in your plans this year, there are plenty of opportunities to seek training at sessions throughout the state as well as online training.

If you have a question or suggestion, please send it to me. Email me at [clerk@cordovatownship.com](mailto:clerk@cordovatownship.com), write me at PO Box 311, Cordova, IL 61242, or call 309-533-1307.



Fulton Township (Whiteside Co.) Township Clerk Brenda Woods, recipient of the 2022 William Z. Ahrends award. Also in the picture are Suzanne Fisher (TOI Clerks Treasurer) to the left and Lisa Hodge (Past President) to the right.





**Arnold Vegter**



**President, Township Highway Commissioners of Illinois  
Highway Commissioner, Union Grove Township, Whiteside Co.**

I have been asked by a few Highway Commissioners to write an article on what we built at Union Grove Township to blow grass and other debris from the roadways. A few years ago, at the THCOI Summer Seminar I met a vendor there with a gas powered blower that you could pull behind a pickup truck and would blow grass and debris off the road. But, at that time, it was a pricey piece of equipment.

I took some literature home about the blower. I showed it to my employee John, and he came up with the idea to use a silage blower, turn the band on it, and use it to blow the road off. After all, it could blow silage 100 feet in the air. We started looking for a used blower; someone who knew we were looking for one got ahold of me and said his neighbor had one.

I contacted the person, who it turns out that I already knew—he is a retired Highway Commissioner—and asked him if we could buy the blower from him. We

agreed on the purchase, and he even delivered it to us.

You can see by the pictures that we cut the hopper off and put a heavy screen over the inlet for the air to keep the machine safe to the operator, and also it would keep the debris out of it. We rotated the band from the upright position and turned it down to the bottom to blow on the road. We had to buy a 45-degree elbow for the right angle for the exhaust of the air. We also had to buy new tires and we painted our “new” blower. After rotating the outer band, we then had to retune the fan blades.

When we were all done, we had put in a total of \$600 towards building it, a fraction of the cost of a brand new one from the vendor, and we have been using it every year since and it works great. One of the many ways we have to be innovative to stay on top of the work!

If you have any questions, please contact me at [avegter@icloud.com](mailto:avegter@icloud.com).



*Union Grove Township (Whiteside Co.) Highway Department's grass blower.*



# ASSESSING THE FACTS



**Chesney Leafblad**



**Chief Deputy Assessor, Warren Twp./Lake Co.**

Illinois is 385 miles long, stretching from the Wisconsin border to Cairo; 200 miles wide, from Quincy to the Indiana border; and 57,915 square miles. The distance does not change, but the tires that travel our roads do change. Many miles have been driven in service to the Illinois Property Assessment Institute and Assessors in Illinois. Many miles driven behind the scenes—no one counting each mile, each turn of the tire, each fill of the gas tank.

Sir Isaac Newton once said, “If I have seen further, it is by standing on the shoulders of giants.”

In March of 2023, I had the honor of recognizing one such giant, the woman behind the wheel, Deb Lane.

The Marshall Theroux Memorial Award is the highest honor bestowed upon an Illinois assessment professional. This award annually recognizes a member of the Illinois assessment community who demonstrates high ethical standards, professional achievement, and dedication to the service of others. In 2023, it was awarded to Assessor icon, Deb Lane.

Deb Lane has contributed selflessly to the IPAI, TOI, IAA, and numerous others. She has driven many miles—to meetings, to conferences, to speak before groups at the state level and the local level, to help a friend. She is never fazed—when something needs to be done, she does it. She does not complain, does not condone bad behavior, does not wallow or get discouraged. She can’t because she is too busy doing the work and making things happen.

Deb has a long list of accomplishments, much of it done behind the scenes without seeking accolades or recognition. No task is too big for her to accomplish or too small for her to care about.

I wish you all could read the recommendation letters sent in on Deb’s behalf but there is a character limit for this article. Her supporters are passionate and the letters are filled with inspiring stories. I want you to ask yourself one question “What character do I play in other people’s stories?”

For Illinois Assessors, Deb is the force that enabled

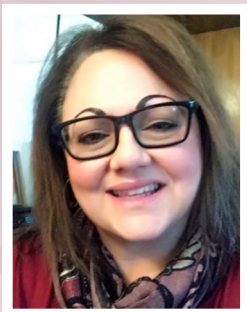
the IPAI to strive and survive when times were bleak. It is through leaders like Deb that the rest of us are inspired to serve our constituents, our peers, and our state in the fair and equitable apportionment of the property tax burden. For myself and many others, Deb is a mentor and a friend and an inspiration.

This award serves two purposes: acknowledging the past and envisioning the future. As public servants, we have a duty to the great state of Illinois. Let Deb’s story inspire us to proceed with the highest ethical standards, striving for professional achievement and dedicating our careers to the service of others. Let’s all stand on Deb’s shoulders to see a brighter future for Illinois.



*Meriden, Ophir, Troy Grove Multi-Township Assessor (LaSalle Co.) Deb Lane and Warren Township (Lake Co.) Chief Deputy Assessor Chesney Leafblad.*





Tina Houdek

President, AITCOY

# A Message from the President

**A**ITCOY is gearing up for this year's Annual Education Conference. We will be continuing to offer our awards for outstanding leadership in various categories. These categories include Youth Leadership Award, Volunteer Award, Staff Award, Youth Organization Award, Township Friend of Youth Award, and Director of the Year Award. These awards will be presented this November at the conference. As a reminder, if you would like to nominate someone, you will need to be a paying member of AITCOY. The deadline for submitting nominations is September 22, 2023 by 5 pm. Nomination forms can be found on our website at [www.aitcoy.org](http://www.aitcoy.org).

We are currently working on the final details for AITCOY's workshop offering at this year's Annual Education Conference as well so please be on the lookout for more information. We will include all the details in our September issue of *Township Perspective*. We are looking forward to seeing you there in person!

The next AITCOY workshop is scheduled for August 24, 2023. We are still in the process of finalizing all the details but it will be hosted by Plainfield Township and will be held in a hybrid style. More information regarding this will be posted on our website soon. Please visit [www.aitcoy.org/workshop](http://www.aitcoy.org/workshop) for continued updates.

Also as a reminder, the deadline for the 2023 Sandra Koscielniak Graduate Scholarship Application is September 22, 2023. This is a \$1,000.00 scholarship for those who are in a graduate program with a focus on serving youth post graduate. Programs to be considered include: Master of Social Work (MSW), Master of Science or Arts in Psychology, Counseling, Family Therapy, Recreation, or Prevention with a focus on youth (MS/MA). For further information and application forms, please visit our website.

Wishing you a healthy and safe summer!

## Did You Know?

Did you know that the Surgeon General conducted a study on the use of social media by youth? The report reviews scientific literature conducted since 2010 and provides an overview of the effects of social media on youth including potential benefits and risks. It also identifies areas where more research is needed and recommends areas for further study.

Social media is an increasingly important aspect of how young people interact and communicate with others and has been linked to both positive and negative outcomes. On one hand, using social media can provide access to new information, ideas, and communities. It can promote engagement in school-related activities, allow for creative self-expression, and provide a space for meaningful connection with peers. On the other hand, social media can also have negative consequences when used excessively or in an unhealthy manner.

Excessive social media use has been linked to a range of psychological issues including anxiety, depression,

and low self-esteem, as well as an increased risk of cyberbullying, decreased sleep quality, and higher levels of stress and even aggression and exploitation.

In addition to recommendations for further research, guidelines, and education on the impact of social media use by youth, it is important for parents, educators, and policy makers to place protections and monitoring mechanisms that are age appropriate.

Oftentimes, parents have difficulty knowing how to effectively monitor and discourage excessive use and struggle with setting limits and boundaries. Township youth and counseling programs can assist families in this endeavor through public education and workshops, family counseling services, and promoting programs encouraging healthy youth activities.

What can your township do to address appropriate social media use by youth?

*Submitted by Luanne Pross LCSW, CADC at Elk Grove Twp.*



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information and  
enrollment material.

In Illinois, Townships are liable for the medical care and costs generated by the General Assistance recipients. The early response for renewals has been overwhelming. It only proves that townships are aware of the uncertainty that exists, and through this program they relieve themselves mentally and financially from the burden of what a large claim can cause.

**There could still be catastrophic claims!**

***Premiums can be paid from GA funds.***

July 1, 2023 to June 30, 2024						
POPULATION	\$25,000 Deductible			\$15,000 Deductible		
	ADMIN FEE	PREMIUM	TOTAL COST	ADMIN FEE	PREMIUM	TOTAL COST
0 - 499	\$100	\$275	\$375	\$100	\$550	\$650
500 - 999	\$200	\$385	\$585	\$200	\$770	\$970
1,000 - 1,999	\$300	\$523	\$823	\$300	\$1,045	\$1,345
2,000 - 3,499	\$400	\$660	\$1,060	\$400	\$1,320	\$1,720
3,500 - 4,999	\$500	\$880	\$1,380	\$500	\$1,760	\$2,260
5,000 - 9,999	\$600	\$1,045	\$1,645	\$600	\$2,090	\$2,690
10,000 - 24,999	\$750	\$1,265	\$2,015	N/A	N/A	N/A
25,000 - 49,999	\$875	\$1,485	\$2,360	N/A	N/A	N/A
50,000 - 74,999	\$1,000	\$1,650	\$2,650	N/A	N/A	N/A
75,000 - 99,999	\$1,250	\$1,925	\$3,175	N/A	N/A	N/A
100,000 - 124,999	\$1,500	\$2,750	\$4,250	N/A	N/A	N/A
125,000 - 149,999	\$1,800	\$3,300	\$5,100	N/A	N/A	N/A
150,000 - 200,000	Individually Underwritten			N/A	N/A	N/A

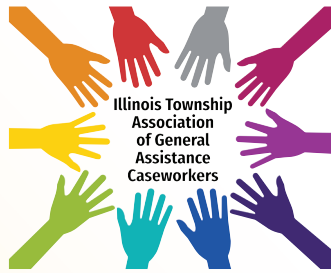
The application process is simple and swift. Please contact Steve Barrett, if you require an application or have any questions.

Call toll-free **TODAY** at 1-800-540-6566  
or email: [maciprotect@gmail.com](mailto:maciprotect@gmail.com)





**Lakeela Jennings**



**President, ITAGAC**

Immigration is still on the rise in Illinois. With the growing number, more and more resources are needed to assist as much as possible to all refugees. A great reliable source would be Systematic Alien Verification for Entitlements (SAVE). According to the Department of Homeland Security, SAVE's mission is to provide fast, secure, and reliable immigration status information to assist benefit-granting agencies in maintaining their program integrity. SAVE verifies an applicant's immigration or citizenship status within seconds, helps ensure that only applicants who are eligible for benefits receive them, incorporates privacy principles and security measures into users' processes and procedures, and is easy to use and offers many online training tools and resources to assist users. You can find this information on [www.uscis.gov](http://www.uscis.gov). There is also a great agency search tool with which anyone can search for agencies that are currently registered with SAVE as well. And if more help is needed you can email SAVE at [SAVE.help@uscis.dhs.gov](mailto:SAVE.help@uscis.dhs.gov).

The General Assistance Caseworkers next workshop is August 17th at Hanover Township. Presenters will be

Sandy Leith from the Department of Aging and Marie Dade of the Salvation Army. Hope all are able to attend.

It's that time again! The General Assistance Caseworkers opened nominations for four 2023 Award categories to be announced at TOI Conference in November 2023. Has your Township excelled in services provided in 2023? Has your township started a new program that other Townships may want to duplicate? Does one of your caseworkers go above and beyond serving your community? Or how about your supervisor going above and beyond serving the residents? If so, please send in your nomination for 2023 Township of the Year, 2023 Innovative Program, 2023 Caseworker of the Year, and 2023 Supervisor of the Year. Forms will be sent out to you shortly. You can also find the form on our website at [TOI.org](http://TOI.org). The Association is always accepting new memberships. All fees cover the cost of the educational workshops, training, resources, and support the annual Township of Illinois Association Conference. Thank you always for assisting the residents in need.

To become a member, please mail payment to:

Illinois Township Association of General Assistance Caseworkers  
c/o Mary Jo Imperato, Hanover Township, 7431 Astor Avenue, Hanover Park, IL 60133

☐ Yes, we want to be a member. My \$50.00 check is enclosed for 2 caseworkers.

☐ Yes, we want to be a member. My \$100.00 check is enclosed for 3 or more caseworkers.

☐ No, I do not wish to join, but please keep me on your mailing list.

Name

Township

Address

City and Zip Code

Email Address

Phone Number





**Monika Jaroszewicz  
Lynndah Lahey**

## ITASCSC Wants YOU!

**Program Coordinator, Maine Streamers, Maine Township  
Director, Senior & Disability Services, Wheeling Township**

ITASCSC (Illinois Township Association of Senior Citizen Services Committees) was formed as a result of Elected Officials and Township staff recognizing the growing number of older adults in their communities and the need for more senior services to support them. Officially recognized by TOI in 1982, some 41 years later the organization is still going strong with well over 30 participating Townships. We are making a significant impact on senior services and programming throughout the state.

What exactly is ITASCSC, and what do we do? ITASCSC holds bimonthly in-person meetings in February, April, June, and August, but you can also participate virtually (and many members do). An annual meeting is held during the TOI Conference in November where new officers are elected. Additionally, ITASCSC also holds topical and timely informational programs at the TOI Annual Educational Conference which address issues affecting older adults (open to all conference attendees). Membership runs from December 1 through November 30. The annual membership fee is \$75.

### OUR FOCUS

- Provide for the stability and continuity of existing Township-sponsored Senior Services Programs;
- Act as an advisory group for the establishment of new Township Senior Citizens Committees and Departments;
- Monitor and advocate for current and pending legislation related to Senior Services;
- Promote the cooperation and sharing of resources and program information among Township Senior Services providers; and,
- Provide educational opportunities

Becoming a member has many benefits: networking opportunities, program ideas, idea sharing, quarterly informational meetings, educational workshops, and eligibility for ITASCSC awards.

The ITASCSC "Commitment to Senior Services"

awards are presented annually during the TOI Conference. These highly coveted awards shine a spotlight on members' continuing efforts to provide excellent services and programs to older adults in Illinois. Award categories include: "Township of the Year," "Elected Official of the Year," "Innovative Senior Program of the Year," "Senior Director of the Year," "Volunteer of the Year," and "Senior Staff Member of the Year." Your organization must be an ITASCSC member to participate.



*ITASCSC president Megan Conway (L) presenting the Innovative Senior Program of the Year award to Hanover Township Trustee Eugene Martinez at the 2022 TOI Conference.*

Across the state, seniors continue to face isolation and lose services. They have questions about Medicare and transportation, and who better to help offer them guidance but their Township! Join ITASCSC and learn how. Any questions about membership can be directed to Monika Jaroszewicz at Maine Township: 847-297-2510. You can also visit the ITASCSC website at [www.itascsc.net](http://www.itascsc.net) for membership forms and a schedule of our upcoming meetings.

For more information about ITASCSC, visit [www.itascsc.net](http://www.itascsc.net).



itascsc.net. If your Township is not yet a member, complete a membership application and submit it with annual dues of \$75. Get access to member-only resources and the opportunity to work alongside a great network of professionals serving older adults. Please reach out to President Megan Conway of Hanover Township at 630-483-5671 or [mconway@hanover-township.org](mailto:mconway@hanover-township.org) with additional questions. Join us—and make a difference to the older adults in YOUR Township.



*Charlie Thomas leading Oak Park and River Forest Township residents through a genealogy program, which was ITASCSC's Innovative Senior Program of the Year award winner in 2020.*

# SAVE THE DATE

For your dedication to the community, the Illinois State Treasurer is hosting a picnic on the Director's Lawn at the Illinois State Fair to celebrate our state and local leaders. Stop by for food, fun, and prizes!

**8•19•23**

11:30am - 1:30pm







## ILLINOIS TOWNSHIP ASSOCIATION OF SENIOR CITIZENS SERVICES COMMITTEES (ITASCSC)

### Membership Registration 2022 - 2023

ITASCSC membership runs from December 1, 2022 – November 30, 2023. Annual membership dues are \$75 for up to two delegates. You must be an ITASCSC member to participate in our annual Awards Program (awards presented during TOI).

Checks should be made payable to **ITASCSC** and mailed with registration form no later than November 30, 2023.

Please submit form and annual dues to:

ITASCSC Membership  
C/O Monika Jaroszewicz  
Maine Township  
1700 Ballard Road  
Park Ridge, IL 60068  
Phone: 847-297-2510

TOWNSHIP:	
WEBSITE:	
ADDRESS:	
CITY:	ZIP:
FIRST DELEGATE NAME:	
FIRST DELEGATE PHONE:	
FIRST DELEGATE EMAIL:	
SECOND DELEGATE NAME:	
SECOND DELEGATE PHONE:	
SECOND DELEGATE EMAIL:	





# ITASCSC

## Commitment to Senior Services Awards 2023 Nomination Form

The Illinois Township Association of Senior Citizens Services Committees (ITASCSC) is now accepting nominations for the "2023 Commitment to Senior Services" annual awards. These awards are presented in recognition of outstanding commitment to meeting the needs of older adults within the community. *Award recipients from 2022 are ineligible to receive the same award in 2023.* For a list of previous award winners, visit the ITASCSC website: [www.itascsc.net](http://www.itascsc.net).

*Only members of ITASCSC are able to submit nominations. If your Township isn't a member of ITASCSC yet, please visit our website at [www.itascsc.net](http://www.itascsc.net) for more information.*

### How to submit a nomination:

- Check the appropriate award category
- Submit a nomination form and a written narrative for every nomination
- Multiple nominations are welcome
- **The deadline for nominations is October 1, 2023**

\_\_\_\_ Township of the Year

\_\_\_\_ Elected Official of the Year

\_\_\_\_ Innovative Senior Program of the Year

\_\_\_\_ Senior Director of the Year

\_\_\_\_ Volunteer of the Year (aged 55+)

\_\_\_\_ Senior Staff Member of the Year

TOWNSHIP:	
NAME OF NOMINEE:	
DATE OF BIRTH (IF VOLUNTEER):	
ADDRESS:	
CITY:	ZIP:
PHONE:	EMAIL:
NOMINATED BY:	
ADDRESS:	
CITY:	ZIP:
PHONE:	EMAIL:

Please **EMAIL** all nominations to:

**Monika Jaroszewicz**  
Maine Township  
Park Ridge, IL 60068

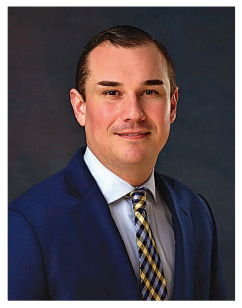
[mjaroszewicz@mainetown.com](mailto:mjaroszewicz@mainetown.com)

Phone: 847-297-2510 x252

**Awards will be presented in person during  
the TOI Breakfast Awards Program on  
Tuesday, November 14, 2023.**

The Awards program is part of the TOI Annual  
Educational Conference  
(which will be held 11/12 - 11/14, at the  
Crowne Plaza Hotel in Springfield).





## Village Not in Violation of Unclear Injunction While Performing Construction on Adjoining Property

Steve Judge

Judge Law, LLC

This month's column discusses the recent First District Appellate Court decision in *Pardilla v. Village of Hoffman Estates*, 2023 IL App (1st) 211580, finding in favor of the Village, which was staging construction equipment on a strip of land owned by Plaintiffs during the construction of a sanitary lift station nearby.

The case involved the Village's need to replace a sanitary lift station due to groundwater seepage. The construction plans involved temporarily using a strip of land on the Plaintiffs' property for staging equipment and materials. The Village claimed to have easements that permitted this use, including a utility easement and a blanket easement mentioned in the subdivision plat dedication. The Village began construction on the lift station, erecting a six-foot-high chain link fence around the construction site, including a portion of Plaintiffs' property, without their consent or a temporary construction easement. Plaintiffs filed a lawsuit, alleging inverse condemnation and seeking a preliminary injunction.

### Village Easements

"An easement is an individual's right or privilege, for a limited purpose, to either pass over or use the land of another." *Katsoyannis v. Findlay*, 2016 IL App (1st) 150036. The Village argued that it had a utility easement running north-south along the rear of the Plaintiffs' property, a gas easement along the front, and a "blanket easement," encumbering every property in the subdivision, including the Plaintiffs' property. A blanket easement is formed when the instrument creating the easement does not delineate specific dimensions of the easement for ingress and egress. *1400 Museum Park Condo Ass'n. v. Kenny Constr. Co.*, 2021 IL App (1st) 192167.

The blanket easement was indicated on the subdivision plat as follows:

"An easement is hereby reserved and granted to the Village of Hoffman Estates within the areas shown by dashed lines and within the area

defined 'Easements for Public Utilities' on this plat, to install, lay, construct, renew, operate and maintain conduits, cables and wires, storm and sanitary sewer and water mains and drainage swales, above and underground, with all necessary manholes, water valves, and other equipment for the purpose of serving the subdivision and other property with telephone, electric, sewer and water service, and drainage purposes, the right to enter upon the lots at all times to install, lay, construct, renew, operate, and maintain within said easement areas said conduits, cables, wires, manholes, water valves and other equipment." *Pardilla*, 2023 IL App (1st) 211580.

The trial court found that the strip was not "within the areas shown by dashed lines" or within the area defined "Easements for Public Utilities". *Id.* Further, the court found that the Village's use of the Plaintiffs' property as a construction staging area exceeded the blanket easement to "install, lay, construct, renew, operate, and maintain" equipment within those easements. *Id.*

The trial court granted the Plaintiffs' preliminary injunction, ordering the Village to "vacate and depart" from Plaintiffs' property and remove the chain link fence within seven days. *Id.* Additionally, the order provided that the Village "may not interfere or prohibit" the Plaintiffs' use of their property "in the area complained of in the complaint." *Id.* However, the order did not prohibit the Village from "appropriate exercise of easement rights" under the subdivision plat and the blanket easement. *Id.*

Despite the initial removal of fencing and materials, the Plaintiffs claimed that the Village continued to perform construction work on their property, in violation of the injunction. The Village continued to place and stockpile building materials and other items on Plaintiffs' property, conducting construction-related work including construction personnel using and placing construction vehicles and equipment on the



property, and traveling over the property with vehicles.

The Plaintiffs initiated contempt proceedings, resulting in the trial court finding the Village in indirect civil contempt and imposing a fine of \$1,000 per day for any activity occurring in violation of the preliminary injunction. Additionally, the court awarded the Plaintiffs attorney fees incurred in bringing the contempt petition.

## Village Appeals Three Trial Court Orders:

### 1) Preliminary Injunction; 2) Contempt Finding; and 3) Award of Attorney Fees

An injunction is “a judicial process, by which a party is required to do a particular thing, or to refrain from doing a particular thing.” *In re A Minor*, 127 Ill. 2d 247 (1989) [quoting *Wangelin v. Goe*, 50 Ill. 459 (1869)]. The purpose of a preliminary injunction is to prevent a threatened wrong or a continuing injury pending a trial on the merits of the case. *Limestone Development Corp. v. Village of Lemont*, 284 Ill. App. 3d 848 (1996). Injunctions may be prohibitory or mandatory. *Continental Cablevision of Cook County, Inc. v. Miller*, 238 Ill. App. 3d 774 (1992). A prohibitory injunction orders a defendant to refrain from continuing certain actions while a mandatory injunction commands the defendant to perform a positive act. *Id.*

The preliminary injunction in this case contained both mandatory and prohibitory orders. It required the Village to do certain things and to refrain from others. The Village was ordered to remove the fencing that it had erected and “vacate and depart” from the Plaintiffs’ property within seven days. The Village was also ordered not to “interfere with or prohibit” the Plaintiffs’ use of their property. However, the prohibition did not bar the Village from “appropriate exercise of easement rights.” *Pardilla*, 2023 IL App (1st) 211580.

The Appellate Court agreed with the Village’s contention that the court’s order to “not interfere with or prohibit” the Plaintiffs’ use of their property while retaining “appropriate exercise of easement rights” was unclear.

Per Section 11-101 of the Code of Civil Procedure: “Every order granting an injunction shall set forth the reasons for its entry; shall be specific in terms; shall describe in reasonable detail, and not by reference to the complaint or other document, the act or acts sought to be restrained.” 735 ILCS 5/11-101 (West 2020).

Illinois courts have consistently held that “an injunction must be definite, clear, and precise in

its terms in order to conform with this statutory requirement.” *Patrick Media Group, Inc. v. City of Chicago*, 252 Ill. App. 3d 942 (1993). “Broad, nonspecific language that merely enjoins a party to obey the law or comply with an agreement does not give the restrained party fair notice of what conduct will risk contempt.” *Id.*

“[T]he terms of an injunction should have sufficient clarity and specificity to allow the parties to ascertain with reasonable certainty what is prohibited or required, and to conform their conduct to the requirements of the injunction, without requiring inferences about what conduct is prohibited or being subject to misunderstanding and confusion.” 42 Am. Jur. 2d *Injunctions* § 261 (2023).

“Broad, nonspecific language that merely enjoins a party to obey the law or comply with an agreement does not give the restrained party fair notice of what conduct will risk contempt.” *Id.*

The Appellate Court found that the order to not “interfere with or prohibit” the Plaintiffs’ use of their property while the Village may appropriately exercise its easement rights is neither definite, clear, nor precise. *Pardilla*, 2023 IL App (1st) 211580. Such an order gives little more direction than a general direction to simply obey the law. Interference with or prohibition of a property owner’s use of their property does not identify specific acts. Such directions are broad terms or legal conclusions.

## Conclusion

Since prohibitory conduct must be set forth clearly in an order, the Appellate Court found the preliminary injunction unenforceable, clarifying that while the prohibitory order was unclear, the mandatory orders requiring the Village to remove the fence and building materials from the property were moot.

Additionally, while the Appellate Court might not have found the contempt order proper since the Village complied with the mandatory, clear order to remove the fence and materials, the Court did not need to address this issue, as it determined that the contempt finding was procedurally improper. Therefore, the Appellate Court dismissed the order granting the preliminary injunction, finding it moot, further dismissing both the contempt order and order granting attorney fees.



# ILLINOIS TOWNSHIP ATTORNEYS ASSOCIATION

## ANNUAL SEMINAR

Attorneys &  
All Township Officials  
are Invited

5.5 CLE CREDITS, 1 HR. PMCLE (PENDING APPROVAL)

### PRESENTED AT THE

**PEORIA MARRIOTT \*  
PERE MARQUETTE  
501 MAIN STREET  
PEORIA, IL 61602  
PHONE: (309) 637-6500**

**FRIDAY, SEPTEMBER 8, 2023  
9:00 A.M. TO 4:30 P.M.**

**REGISTRATION AT 8:00 A.M. - 9:00 A.M.**

### REGISTRATION FORM

Name: \_\_\_\_\_

Township(s) represented, if any: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Will you be reserving a room for Thursday evening? ☐ Yes  
☐ No

Please make checks payable to **Illinois Township Attorneys Association** and send the completed Registration Form and check to:

**Mollie E. Werwas  
Airdo Werwas, LLC  
111 E Wacker Dr, Suite 500  
Chicago, IL 60601  
mwerwas@airdowerwas.com**

### COST

#### ATTORNEY

MEMBER - \$100

NON-MEMBER - \$150

#### OFFICIAL

1ST TOWNSHIP OFFICIAL - \$150

EACH ADDITIONAL OFFICIAL - \$100

\*Non-member attorneys may submit a membership application and pay \$175 for membership and seminar attendance.

\*\*Membership is for licensed Attorneys only.

### TOPICS INCLUDE

- Developments in Township Mental Health Boards
- Township 501(c)(3) Foundations, Food Pantries, and Related Programs
- The Latest on Road Districts
- Decennial Committees & Related Matters
- Legislative and Case Law Updates
- Conflicts of Law / Ethical Issues for Townships
- Recent PAC Opinions / Records Destruction
- Professional Responsibility CLE
- Attorney Mental Health CLE
- Updates on FOIA / OMA Issues
- Q&A Session



# Township Pantries

**R**ich Township Supervisor Calvin Jordan recently led a mass group of elected officials, civic leaders, clergy persons, and business leaders in distributing food to thousands of residents at the Rich Township Food Pantry. The mass group publicly addressed the recent disturbing reports of cuts in the federal food assistance program that will slash 1.9 million Illinois residents who are facing tough economic times.

The Rich Township Food Pantry has experienced an increase in residents seeking food and other valuable quality of living products over the past 15 months. Moreover, there is now a more diverse mix of Rich Township residents who are all experiencing many challenges during this tough period of rising inflation. The recent cut of the Pandemic Emergency Food Benefit program has left 1.9 million Illinois residents without the necessary assistance to purchase food for their respective families.

“Our job has been to distribute food regardless of ethnicity, gender, or class. However, we also listen to some of the hardships that have negatively impacted our families. We can ill afford to tell any resident of our township that we do not have food to assist them in these tough times. That is what makes the engagement

of government leaders imperative to the growth of the pantry,” says Supervisor Jordan.

Illinois State Representative Debbie Meyers-Martin adds, “It is unfortunate that in 2023 people still have a basic need for food to feed their families. I encourage our business leaders to join me in a serious public discussion on increased funding to all government-run food pantries. The operation in which Supervisor Jordan governs is wonderful, but the need for food is endless.”

Rich Township distributes food twice per week to thousands of residents who drive their vehicles to the Township parking lot. Township staff and volunteers distribute boxes of much needed food items to every car.

“When Supervisor Jordan called upon my wife and I to donate funds, we immediately responded. The challenging work that the Township performs to satisfy the critical needs of so many families is amazing. As a business leader, I have a moral obligation to get involved. Supervisor Jordan knows that our company will always respond to this initiative. But we have a civic duty to ensure that every government-run food pantry is supported” says Business Owner Cliff Taylor of InsureSource LLC.



*Rich Township Supervisor Calvin Jordan greets residents awaiting to have their food placed in their vehicles by pantry volunteers.*



*Rich Township Supervisor Calvin Jordan speaks to the media concerning the recent cuts in the federal food program that has led to increased traffic at the Rich Township Pantry.*



## Vernon Township's New Mental Health Board

by Kayla Jeffers, Managing Editor

**D**uring the elections in November, Vernon Township (Lake Co.) residents voted in favor of the creation of a township Mental Health Board. These boards are commonly referred to as “708 Boards” in reference to the legislation that helped grant townships the ability to form such boards.

During the late 1960’s, the Illinois General Assembly worked on the creation of the Community Mental Health Act (405 ILCS 10). This statute allows any governmental unit (defined as county, city, village, incorporated town, or township) to create a mental health board that provides treatment plans for those with mental illness, developmental disabilities, and substance use disorder.

In January 2022, Buffalo Grove Village was approached to create a Mental Health Board. But as the village is located in both Cook and Lake Counties, it was decided that it would be best for the Townships to take over the creation and administration of the board. Buffalo Grove Village Trustee Joanne Johnson advocated for Vernon Township to place the issue on the ballot.

“Township government is a great fit for a mental health board,” Johnson said in an interview with the Township Officials of Illinois. “The whole purpose is that money is taxed locally, and it stays local. So, your Township residents are taxed, and *only* those Township residents are the recipients of those tax dollars.”

When creating a Community Mental Health Board, there are two ways to get the issue on the ballot. The first is through filing petitions and the second is that the

Township Board can pass a resolution. Vernon Township passed the resolution to place the referendum on the ballot in November, and the referendum passed by 57.8%.

The Vernon Township 708 Board was formed earlier this year, with appointments made by the Vernon Township Supervisor. Johnson spoke of how they did in-depth interviews to make sure that each board member came from an adequate background for serving on the Community Mental Health Board. “We made sure we found people from each sector. We have a junior high social worker, someone who runs a non-profit, an individual who works at Blue Cross/Blue Shield in the Mental/Behavior Health sector, a person who has a practice [for] geriatric patients, and a volunteer with the National Alliance on Mental Illness.” Johnson and Vernon Township Trustee Sheila Sebor, a liaison from the Vernon Township Board, also serve on the Mental Health Board.



*Vernon Township Mental Health Board holding their first meeting earlier this year.*

This first year of the creation of the Mental Health Board has been focused on making sure they are ready after they receive their levy.

“We have to do a needs assessment,” Johnson told TOI. They are working with Northern Illinois University to develop and distribute the assessment. “We are going to see where the gaps of service are in Vernon Township. From there we will write a one-year and three-year plan.”

Johnson hopes that any other township that is wishing to create their own Community Mental Health Board to reach out to another township who has one in effect to learn the process and get the ball rolling.

Vernon Township Mental Health Board consists of President Akrom Hossain, Vice President Joanne Johnson, Secretary Carolyn Lewis, Al Dorfman, Noelle Moore, Sheila Sebor, and Sally Thoren.

**HB475 Senate amendment 3 amends the Community Mental Health Act. In provisions concerning membership on a community mental health board, provides that only one board member shall be a member of the governmental unit's governing body, with the term of membership on the board to run concurrently with the elected term of the member. Provides that the community mental health board has the responsibility to set, maintain, and implement the budget. Provides that if a majority of all the votes cast upon a proposition are for the levy of an annual tax, the governing body of a governmental unit shall thereafter annually levy a tax (rather than the governing body of a governmental unit shall thereafter annually levy a tax, as deemed necessary by the community mental health board) not to exceed a specified rate.**



## Loraine Township

Steve Vandike, Loraine Township (Henry Co.) Trustee, is congratulated and thanked for his 44 years of service to Loraine Township by Supervisor Ted Blean. Steve was appointed to the township board on February 15th, 1979, served as Clerk for his first 10 years, then served as trustee until retirement on April 11th. A retirement celebration was held following the Annual Township Meeting. His dedication, valuable insights, and concern for the community have impacted Loraine Township for many years and for years to come.



Loraine Township (Henry Co.) Supervisor Ted Blean congratulating Trustee Steven Vandike upon his retirement.

## Selby Township

Selby Township (Bureau Co.) recognized Trustee Verne Petersen upon his retirement after 30 years of service.



Selby Township (Bureau Co.) Supervisor Dennis Miscevic presents a plaque recognizing Trustee Verne Petersen's service to the township.

## Rahn Equipment Company

2400 Georgetown Rd.,  
Danville, IL 61832

217-431-1232 or 800-252-3159  
[www.rahnequipmentcompany.com](http://www.rahnequipmentcompany.com)

Also Available  
for Rent



**Give Us a Call if You are Looking  
for a New or Used Tiger Mower!**



## FOR SALE



2017 BW1800XQ, 15 foot woods batwing mower for sale. It has airplane tires, lighting package, 1000rpm pto.

Asking for \$15,000. First come purchases.

Call Brian K. Koch, Road Commissioner at Cherry Grove-Shannon Township, Carroll County, 815-297-3260 to schedule an appointment to view it. Township is located at 13 South Cedar St, Shannon, IL 61078.

## FOR SALE



Petty Township is currently accepting bids for a 1987 Freightliner tandem truck. It has a Cummins motor, a fuller Road Ranger 9 speed. It has 503,519 miles. The equipment can be viewed at Petty Township building located at 4309 Township Lane Sumner, IL 62466. Sealed bids will be accepted until August 30, 2023 at 5:00 pm. Bids can be mailed to: Petty Township 584 Lincoln Lane Sumner, IL 62466.

## FOR SALE



2001 International 4900 DT466E Dump Truck with Snow Plow & Post Mount Wing, 42,600 miles.

Truck is located at 301 E Lumber Street in Flanagan, IL.

Bid opening will be August 14th at 7:00 pm at the monthly township meeting. Must submit bid prior to 7:00 pm with the right to raise bid after opening.

Call Keith at 815-674-2823 with questions. Submit bids to PO Box 600 Flanagan, IL 61740, or contact Keith to arrange delivery. Not responsible for bids not received by August 14th, if mailed.

Minimum Bid: \$40,000

Nebraska Township reserves the right to refuse any or all bids.

## FOR SALE



Carbondale Township Highway Department will be accepting sealed bids for the sale of a 2006 International 7400 Single Axle Dump Truck with 45,994 miles.

DT 466 Engine, Allison Automatic Transmission, Flink Stainless Augur/Spreader and a 10' Flink Plow. Minimum bid of \$28,000. Bids will be accepted until September 8th.

Mail bids to: Carbondale Township Highway Department, Brad Lam Highway Commissioner, 1001 N. Michaels St., Carbondale, IL 62901

Bids will be opened at the September 14th Township Board meeting at 4:00 pm. Carbondale Township reserves the right to reject any or all bids.

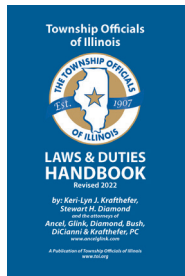
Any Questions: Contact Brad Lam Highway Commissioner @ 618-529-2959



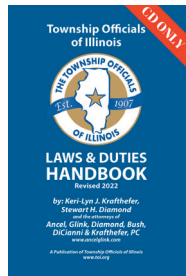
# TOI Bookstore

<https://my.toi.org/toi-store>

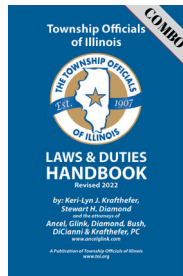
The TOI Bookstore is now exclusively online! Head to [toi.org](https://my.toi.org/toi-store) to find more details on these publications, prices, and discounts! Questions can be sent to the TOI office via phone (217) 744-2212 or via email [kayla@toi.org](mailto:kayla@toi.org)



2022 Laws & Duties  
\$35



2022 Laws & Duties CD  
\$30



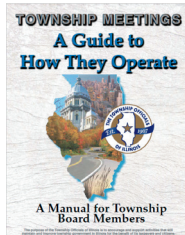
2022 Laws & Duties  
Combo  
\$45



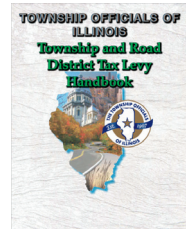
What's My Job?  
\$5



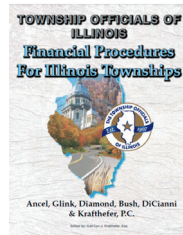
2021-2025 TOI Directory  
\$50



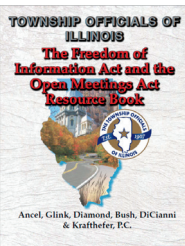
Township Meetings: A  
Guide to How They  
Operate  
\$15



Township and Road  
District Tax Levy Handbook  
\$15



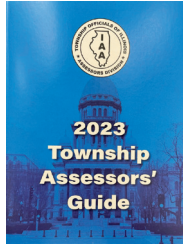
Financial  
Procedures for  
Illinois Townships  
\$15



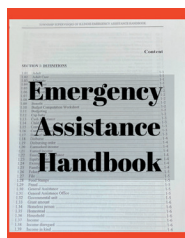
FOIA & OMA  
Resource Book  
\$15



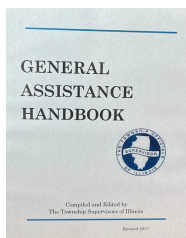
Desk Reference Set  
\$45



2023 Township  
Assessors' Guide  
\$20



Emergency Assistance  
Handbook  
\$40



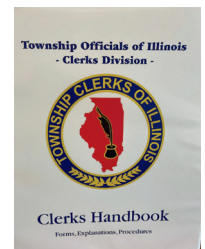
General Assistance  
Handbook  
\$150

## Clerks Handbook

For questions, contact Clerk Katy at (312)  
215-5577 or email her at  
[kdolanbaumer@hanover-township.org](mailto:kdolanbaumer@hanover-township.org)

To purchase, mail form  
and check to:

Katy Dolan Baumer  
Hanover Township Clerk  
250 S. State Route 59  
Bartlett, IL 60103



Township: \_\_\_\_\_

County: \_\_\_\_\_

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Street Address: \_\_\_\_\_

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Zip: \_\_\_\_\_

☐ Handbook & Thumb Drive - \$50

☐ Thumb Drive Only - \$25



# Township and Road District Checklist

## 2023 Township Calendar

Checklist dates are now available on the Events Calendar at [toi.org](http://toi.org)

09/27/23	<b>Fiscal Responsibility Report Card*</b>	35 ILCS 200/30-30	Last day to file Fiscal Responsibility Report Card; shall submit within 180 days of the conclusion of the fiscal year. The Annual Financial Report meets this requirement. See reference above.
09/27/23	<b>Comptroller's Report*</b>	50 ILCS 310/3 50 ILCS 310/6	Last day to file Annual Financial Report with state comptroller's office and county clerk. Must be filed within 6 months from end of fiscal year. The report also serves as the Fiscal Responsibility Report Card.
09/30/23	<b>Annual Treasurer's Report Completed*</b>	30 ILCS 15/1	Last day for the supervisor to prepare combined Annual Treasurer's Report for township and road district. Report must be completed within 6 months from end of fiscal year, sworn to and filed with county clerk.
09/30/23	<b>Annual Treasurer's Report Published*</b>	30 ILCS 15/2 60 ILCS 1/70-30	Last day to publish Annual Treasurer's Report in an English language newspaper. Must be published within 6 months from end of fiscal year and filed with county clerk's office. Supervisor must provide each board member with copy of report as soon as possible after filing. <b>However, such publication requirement shall not apply to any county funds or county offices or funds or offices of other units of local government when an audit of such funds or offices has been made by a certified public accountant and a report of such audit has been filed with the appropriate county board or county clerk and a notice of the availability of the audit report has been published one time in an English language newspaper published in the town, district, or municipality in which that public officer holds his or her office, or, if no newspaper is published in such town, district, or municipality, then in a newspaper printed in the English language published in the county in which that public officer holds his or her office. The notice of availability shall include, at a minimum, the time period covered by the audit, the name of the firm conducting the audit, and the address and business hours of the location where the audit report may be publicly inspected.</b>
09/30/23	<b>Audit</b>	50 ILCS 310/6 60 ILCS 1/80-20	Last day for townships to file CPA audit with state comptroller's office and county clerk. Townships receiving revenues of \$850,000 or more for a fiscal year, exclusive of road district funds, must have CPA audit within 6 months from end of fiscal year. Townships receiving revenues of less than \$850,000 for a fiscal year, exclusive of road district funds, may have a 3-member independent audit committee instead of CPA audit. Committee audit must be filed with county clerk within 6 months from end of fiscal year. <b>CPA audit required at end of supervisor's term or if vacancy occurs anytime in the position of supervisor.</b>
09/30/23	<b>Audit</b>	50 ILCS 310/6	Last day for road districts to file CPA audit with state comptroller's office and county clerk. Road districts receiving revenues of \$850,000 or more for a fiscal year must have a CPA audit within 6 months from end of fiscal year.

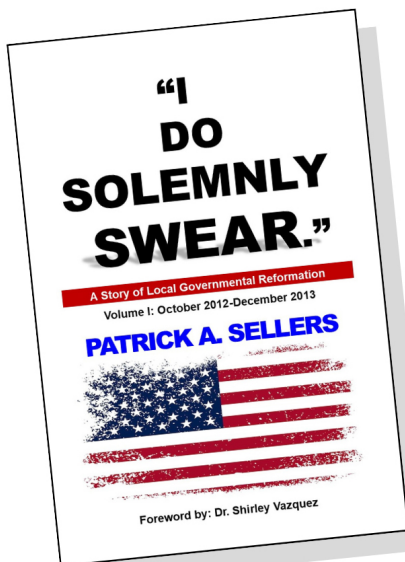


12/05/23	<b>Last Day to Determine Tax Levy for Truth in Taxation</b>	35 ILCS 200/18-60 35 ILCS 200/18-70	Last day for board of trustees to determine (estimate) property tax levy to comply with Truth in Taxation law. Highway commissioner determines levy for road district. Must determine levies at least 20 days before adoption. Basis for 5% computation and whether notices and hearings are necessary.
12/19/23	<b>Last Day for Truth in Taxation Notice</b>	35 ILCS 200/18-80	Last day notice of Truth in Taxation hearing can appear in newspaper. Notice must be in newspaper not more than 14 days or less than seven days prior to date of hearings.
12/26/23	<b>Last Day to Hold Truth in Taxation Hearing, Adopt &amp; File Tax Levies</b>	35 ILCS 200/18-90	Last day to hold Truth in Taxation hearing, adopt and file township and road district certificates of levy, tax levies, and Certificate of Compliance for Truth in Taxation law with county clerk.

\*Assumes fiscal year begins April 1

All dates re: Public Hearings for BUDGET and APPROPRIATION ORDINANCES are dates often used by many townships and road districts. Many townships and road districts adopt their budgets in February or March before their fiscal year begins. You do, however, have until the end of the first quarter of the fiscal year to hold your hearings and adopt the budget.

## Author and Freeport Township Supervisor!



Patrick Sellers releases book regarding his campaign for Freeport Township (Stephenson Co.) Supervisor.

***"Never fear the storm, respect the storm, fear the maker of the storm, but never fear the storm itself."***



Throughout my 10-year tenure as Freeport Township's Supervisor, I have been asked, "How bad of condition was the Supervisor's Office in when you took over? This question is one that I can smile about now, but I can assure you it was no laughing matter when I took the reins.

One only knows how strong they are once being strong is their only option. *I Do Solemnly Swear* outlines some hardships while reforming the Freeport Township Supervisor's Office. Covering approximately 14 months, from the initial decision to run, the campaign trail, and clear through the end of my first year in office. I talk about how things were and how things transpired, and I also provide a glimpse into my thinking processes. I covered specific issues in more detail, while others required a shallower and gentler approach.

Defeating a 36-year incumbent as a political newcomer was difficult. And learning how to campaign effectively only added to the difficulty. On top of campaigning, I had to figure out the root causes of the township's deficiencies and devise a plan to alleviate them. *I Do Solemnly Swear* outlines the plan and various programs to address those deficiencies.

The preparation of *I Do Solemnly Swear* was a painstaking ordeal; the resurrection of old thoughts, feelings, and emotions can be problematic to express in written format, especially when you are a novice at best. I hope this transliteration captures the true essence of the events from October 2012 through December 2013.



# IN MEMORIAM



William Donnan, 88, of Lake Zurich died June 11. He was a former Trustee and Township Clerk of Ela Township (Lake Co.). He served on the TOI Board of Directors '10-'17.



Ronald Koelling, 87, of Weatherford, Texas died June 5, 2021. He was a former Assessor of Crete Township (Will Co.). He served on the TOI Board of Directors from '92-'02.

**Richard Appelquist**, 94, of Franklin Grove died June 20. He was a former Supervisor of Nachusa Township (Lee Co.)

**Irene Eubanks**, 90, of Macon died May 14. She was a former Township Clerk of Illini Township (Macon Co.)

**Roger Ferguson**, 92, of Champaign died June 9. He was a former Highway Commissioner of Broughton Township (Livingston Co.)

**Joanne Fitzpatrick**, 79, of Wilmington died June 18. She was a former Township Clerk of Wilmington Township (Will Co.)

**David Hamilton**, 75, of Ogden died June 13. He was currently serving as Trustee of Ogden Township (Champaign Co.)

**Rebecca Lee Hogan**, 82, of Godfrey died May 20. She was a former Trustee of Foster Township (Madison Co.)

**Carole Jacoby**, 66, of Mt. Zion died June 21. She was a former Trustee of Mt. Zion Township (Macon Co.)

**Betty Kinney**, 94, of Potomac died May 22. She was a former Township Clerk of Middlefork Township (Vermilion Co.)

**Mary Ann Lamm**, 84, of Springfield died June 4. She was a former Capital Township (Sangamon Co.) trustee.

**Charles Maubach**, 68, of Odell died June 12. He was a currently serving as Highway Commisisoner of Odell Township (Livingston Co.)



**Shirley Mayall**, 92, of Ipava died June 22. She was a former Township Clerk of Pleasant Township (Fulton Co.). She was former TOI Office Manager Pam Butler's mother.

**Dick Purdue**, 94, of Kell died May 6. He was a former Supervisor of Haines Township (Marion Co.)

**Theodore Sisson**, 85, of Kilbourne died May 31. He was currently serving as Trustee of Kilbourne Township (Mason Co.)

**Jeffrey Switzer**, 63, of Paris died May 2. He was currently serving as Highway Commissioner of Symmes Township (Edgar Co.)

**Margaret Twidell**, 95, of Princeton died June 17. She was a former Trustee for Bureau Township (Bureau Co.)

**John Ward**, 91, of Sycamore died June 1. He was currently serving as Trustee of Sycamore Township (DeKalb Co.)

**Joyce Washington**, of Chicago Heights died May 21. She was currently serving as Trustee of Thornton Township (Cook Co.)

**Arthur Wellman**, 67, of rural Barry died June 1. He was a former Highway Commissioner of Richfield Township (Adams Co.)

**Bill Williams**, 88, of Enfield died June 14. He was a former Trustee of Enfield Township (White Co.)







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# RISK REMINDER

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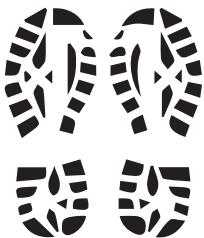
**Slow down & pay attention.**

Watch where you're going and stepping.



**Keep walkways clear.**

Remove all clutter and obstructions.



**Step carefully when changing surfaces.**

Adjust your footing first for the surface, then proceed.



**Keep your field of vision clear.**

Don't let items you're carrying block your view.



**Ensure flooring is in good condition.**

Report immediately when repairs are needed.



**Use proper lighting.**

Make sure you can see where you're going and what you're doing.

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