



THE TOWNSHIP OFFICIALS OF ILLINOIS
township

Perspective

December 2023

116TH ANNUAL

EDUCATIONAL CONFERENCE RECAP



toi.org 

Volume 25 • Issue 10





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Township Officials of Illinois
Volume 25 • Number 10



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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.

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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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Valid through December 31, 2023

UPCOMING EVENTS

December

Dec. 22 TOI Closed (Christmas Eve Observed)
Dec. 25 TOI Closed (Christmas Day)
Dec. 29 TOI Closed (New Year's Eve Observed)

January

Jan. 01 TOI Closed (New Year's Day Observed)
Jan. 10 Lunch and Learn Webinar
Jan. 15 TOI Closed (MLK Day)
Jan. 19 Q&A Day

February

Feb. 12 TOI Closed (Lincoln's Birthday Observed)
Feb. 15 Lunch and Learn Webinar
Feb. 19 TOI Closed (President's Day)
Feb. 22 Professional Development Day 1
Feb. 23 Q&A Day

March

Mar. 13 Lunch & Learn Webinar
Mar. 22 Q&A Day
Mar. 28 Virtual District Event
Mar. 29 TOI Closed (Good Friday)



2023 Conference Was a Success!

Jerry B. Crabtree

TOI Executive Director

First, I must say that the 116th Annual Educational Conference was great. Thank you to all our members who took time to participate in the 2023 Annual Educational Conference in Springfield. We hope you were able to learn something new and return to your township with insight into a way that you can assist your community in recognizing the benefits township government provides.

Thank you to all the exhibitors, sponsors, and participants for making the event great. It is the continuous support of these individuals/groups that help us provide our events.

What a busy Fall season, with the conclusion of

veto session, the annual educational conference, and educational programs for the year. 2023 was great! The evaluations we have generated throughout the year provide us with the necessary feedback to successfully manage the 2024 program year successfully.

This edition of *Perspective* has some valuable information included that outlines your compliance with the Paid Leave for All Workers Act (PA 102-1143) effective January 1, 2024. Also, the recommendation by the TOI Board of Directors for each Illinois Township to present and adopt the civility pledge for their boards in 2024. Our 2024 education program will cover in depth these and other topics to assist in understanding your compliance from the township perspective.

Please remember that the January and February 2024 issue of *Township Perspective* is combined. The association will release its 2024 theme and schedule of events in January 2024.

This month completes the first full year of the *Township Perspective* being provided in color. I think the year has been successful. We have a new ad company assisting for the new year and I look forward to improving this publication even more. The magazine continues to be the most widely used tool for getting information into the hands of every TOI member. For over 80 years it has provided the information needed for township officials to perform their duties and face future challenges.

As the Holiday Season is upon us, I wanted to take a moment and wish you all a happy Holiday Season! May you enjoy the blessings you have and help those who are less fortunate in society. These are challenging times for so many in the nation and the world. Appreciate all that you have and remember to embrace what you can provide for those who have less. Happy Holidays!

Jerry B. Crabtree
jerry@toi.org

TUESDAY, DEC 19
10:00 AM

FREE
WEBINAR

PLAWA - PAID LEAVE FOR ALL WORKERS ACT

The Paid Leave for All Workers Act takes effect January 1, 2024. IDOL Staff will provide an overview of the new law and Proposed Rules, and guidance for compliance for township officials. They will also take questions at the end. Attendees can also review the FAQ on IDOL's web site prior to the webinar.

<https://labor.illinois.gov/laws-rules/paidleave.html>

This is a free webinar hosted by TOI on Tuesday, December 19, 2023 at 10am.

Featuring IDOL Legislative and Policy Director Anna Koeppel and IDOL Deputy General Counsel Ganapathi Ramaswamy.

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





Brad Ruppert

Director of Member Services

2023 Year in Review

Education Program

As we wind down 2023 and look ahead to 2024, let's pause for a moment and look back at the year that was—and what a year it was! With Education events throughout the state, the Inaugural TOIPAC Golf Outing, a NTaT trip to Washington D.C., another successful Lobby Day, it was a busy, productive, and successful year at TOI.

As we finish off the third year of the current term and move into the fourth year of the term, we are closing the book on 2023. We hope that by the time you read this, your Decennial Committee has met, and your reports are either finished or getting close to being finished and submitted to your county board.

While the Decennial Committee Reporting Requirements were a big topic in 2023 and at our Education Events, we also focused on topics such as budgeting, township procedures, and powers and duties of township officials. With District Events in Normal, Rockford, Mt. Vernon, and Effingham, a total of 163 township officials attended these District Education events and the responses were overwhelmingly positive.

Our Professional Development Days series continued to be popular as well as our Lunch and Learn Webinars and Friday Q&A Days. We brought in a wide array of different speakers on many different topics relating to township government. Participation was high, and we thank everyone who joined us in person or virtually.

Lobby Day

One of the core functions of TOI is a lobbying entity and we were proud to host township officials from throughout the state at our 41st Annual TOI Lobby Day.

On April 26th, 175 members gathered throughout Springfield, IL, for a day of action, speeches, receptions, and fun. We were very happy with the turnout and the activism of all who made the trek to Springfield to participate. Our members came, they engaged, and they made sure their local members of the Illinois General

Assembly knew the issues that were important to them and how they hoped their members would vote on certain issues.

With featured speakers Illinois Treasurer Michael Fredrich's and Illinois Secretary of State Alexi Giannulias and a video message from Illinois Governor J.B. Pritzker, the event was attended and supported by members at the top of state government. They all pointed out the important work done on the local level and conveyed their support for what it is you do as elected officials and what TOI does as a group.

We look forward to hosting the 42nd Annual Lobby Day in 2024.

TOIPAC Golf Outing

Among the many successes in 2023 for the Township Officials of Illinois, we launched our Inaugural Golf Outing, to great success. On a beautiful summer day, over 50 supporters of the Township Officials of Illinois Political Action Committee (TOIPAC) met at Lincoln Greens Golf Course for a fun day in the sun and to support the legislative activities of the TOI.

It was a fun day and raised money for a great cause. TOIPAC and the funds we raise directly help our lobbying efforts in Springfield at the Illinois State Capitol. We thank everyone who participated and the planning for the Second Annual TOIPAC Golf Outing is underway.

Thank you to everyone who volunteered, attended an event—online or in-person—who golfed, joined us for Lobby Day, and attended our Fall Conference. The year 2023 was a success and we look forward to making 2024 even better!



SAVE THE DATE

EDUCATION DISTRICT EVENTS

JUNE 5 - NORMAL (DAY)
JULY 9 - MT. STERLING (DAY)
AUGUST 27 - ST. CHARLES (DAY)
SEPTEMBER 26 - WOOD RIVER (EVENING)

LUNCH & LEARN WEBINAR

JANUARY 10	JULY 17
FEBRUARY 15	AUGUST 21
MARCH 13	SEPTEMBER 18
APRIL 10	OCTOBER 9
MAY 15	

Q&A DAYS

JANUARY 19	MAY 10
FEBRUARY 23	JUNE 7
MARCH 22	AUGUST 16
APRIL 19	SEPTEMBER 13

LOBBY DAY

APRIL 17

VIRTUAL DISTRICT EVENT

MARCH 28
MAY 23

PROFESSIONAL DEVELOPMENT DAYS

FEBRUARY 22	SEPTEMBER 5
JUNE 28	DECEMBER 12

117TH ANNUAL EDUCATIONAL CONFERENCE

NOVEMBER 11-13, 2024



VISIT TOI.ORG FOR MORE DETAILS

DATES SUBJECT TO CHANGE

EVENTS
2024



Veto Session and Spring 2024

Taylor Anderson

Anderson Legislative Consulting, Ltd.

The 2023 Veto session ended on November 9th after the General Assembly convened for 6 days (though the House did cancel one day) and will not return to Springfield until spring session begins January 16th of 2024. This year's veto session was a bit different compared to previous years under the current administration. In the past, Governor Pritzker has issued vetoes for one or perhaps two bills and was able to work out any differences with legislators before veto session began. This year the Governor issued more than a handful of vetoes and while most were able to be resolved, some of those issues were unable to reach a solution during veto session and legislators will need to continue to work on them into the spring session.

But the lack of resolution on a few vetoes should not imply that legislators were not busy during veto session. On top of the work legislators had finding compromise on the Governor's actions, a variety of new initiatives were also pushed during veto session and many of them were passed by both chambers (a list of key legislation during veto session may be found below).

One of the issues, that unfortunately, was not advanced during veto session were a number of bills introduced to respond to concern many local governments have raised regarding Public Act 103-1143, commonly referred to as Paid Leave for All. As defined by the Act, "employer" includes any political subdivision of the State or units of local government, or any State or local government agency; however, the Act currently exempts school districts and park districts. In brief, the Act mandates that employees be provided 40 hours of paid leave over a 12-month period. The leave may be used for any purpose (illness, vacation, care for family, etc.) at any time, and an employee is not required to provide an employer a reason for the leave. This bill takes effect January 1, 2024 and could severely impact your township.

TOI partnered with several other local government groups impacted by the law to ask for either an exemption or a push back of the effective dates so local governments had the time necessary to understand the

full implications of this new law. Rep. Susanne Ness (D-66th) introduced HB 4190 to assist us with moving the effective date back and a few other bills were also filed on this issue.

However, our concerns were not heeded by lawmakers and no action was taken on HB 4190 or other bills. TOI will continue to work with legislators, other stakeholders, and state agencies to hopefully address our concerns moving forward. In the meantime, please review all of the information TOI will be sending out regarding this issue, or work with your township attorney as you may need to update your employee policies or adopt new ordinances at your township.

Key Bills passed by a single chamber during veto session:

HB 779–Rep. Nicholas Smith (D-34th)/Sen. Elgie Sims (D-17th)

Pawn broker bill that would enact new regulations on licensing and reporting of pawn brokers.

HB 4148–Rep. Emanuel Welch (D-7th)/Sen. Don Harmon (D-39th)

Would allow specific Legislative Staff to unionize.

HB 2233–Rep. Jay Hoffman (D-113th)/Sen. Don Harmon (D-39th)

Senate version of elected Chicago school board.

SB 457–Rep. Ram Villivalam (D-8th)/Rep. Kevin Olickal (D-16th)

Makes changes to bill the Governor vetoed dealing with providing Kosher and Halal food to schools and correctional facilities.

SB 689–Sen. Don Harmon (D-39th)/Rep. Ann Williams (D-11th)

House version of elected Chicago school board.

SB 856–Sen. Doris Turner (D-48th)/Rep. Norma Hernandez (D-77th)

Provides that certain employees at DCFS may use an office address in lieu of a residence or mailing address when applying for an identification card or driver's license.

SB 2315–*Sen. Celina Villanueva (D-12th)/Rep. Stephanie Kifowit (D-84th)*

Omnibus property tax bill—This bill was a response to the Governor’s AV and made changes per the Governor’s amendatory veto letter by removing a provision that would have granted nursing homes in Cook County a tax break while pushing that property tax burden onto residents and other businesses.

Key Bills passed both chambers during veto session:

HB 351–*Rep. Curtis Tarver (D-25th)/ Sen. Don Harmon (D-39th)*

Changes dates for reporting by the Task Force to Review Eligibility to Hold Public Offices and removes the requirement that a notary public maintain a journal.

HB 2473–*Rep. Lance Yednock (D-76th)/ Sen. Sue Rezin (R-38th)*

Lifts the States Nuclear ban for specific types of nuclear technology.

HB 3641–*Rep. Kelly Burke (D-36th)/ Sen. Bill Cunningham (D-18th)*

Omnibus deadline extension bill

SB 382–*Sen. Mary Edly-Allen (31st)/ Rep. Jennifer Gong-Gershowitz (D-17th)*

Trailer bill to clarify definitions in the Civil Remedies for Nonconsensual Dissemination of Private Sexual Images Act.

SB 384–*Sen. Sara Feigenholtz (D-6th)/Rep. Anna Moeller (D- 43rd)*

Amends the Electric Vehicle Charging Act to clarify provisions related to EV-capable parking space requirements and residential requirements.

SB 385–*Sen. Christopher Belt (D-57th)/ Rep. Jay Hoffman (D-113th)*

Transfers property from Capital Development Board to City of Venice and set limitations on local governments who have received specific state properties.

SB 584–*Sen. Bill Cunningham (D-18th)/ Rep. Daniel Didech (D-59th)*

Gaming and lottery changes

SB 690–*Sen. Cristina Castro (D-22nd)/ Rep. Daniel Didech (D-59th)*

Validates certain tax levies for community mental health boards to ensure that local referendum previously passed are effective.

SB 696–*Sen. Omar Aquino (D-2nd)/ Rep. Hoan Huynh (D-13th)*

TIF extension bill to 47 years for specified villages, mandates that effected taxing bodies must sign a letter submitted to President of Senate, Speaker of the House, and Governor before extension is granted.

SB 767–*Sen. Laura Fine (D-9th)/Rep. Natalie Manley (D-98th)*

Requires all hearing instruments offered for sale to be accompanied by a 30-business day return privilege.

SB 1559–*Kimberly Lightford (D-4th)/Rep. Lashawn Ford (D-8th)*

Removes certain transportation fees from entities awarded Cannabis transportation licenses.

SB 1699–*Sen. Bill Cunningham (D-18th)/Rep. Lawrence Walsh (D-86th)*

Makes changes to the Counties code for wind and solar siting. Gives 60 days instead of 45 to hold hearings. Also mandates that plans need to be filed with the county regarding drainage districts. Entitles landowners to compensation for certain damages.

2024 Spring Session: Important Dates:

Jan. 16, 2024: Spring Session Begins

Jan. 19, 2024: LRB Request Deadline

Feb. 9, 2024: Intro. of House & Senate Bills Deadline

Feb. 21, 2024: Budget and State of the State Address

March 15, 2024: Senate - Substantive SBs Committee Deadline

April 5, 2024: House - Substantive HBs Committee Deadline

April 12, 2024: Senate - SBs Third Reading Deadline

April 17, 2024: TOI Lobby Day

April 19, 2024: House - HBs Third Reading Deadline

May 3, 2024: House - Substantive SBs Committee Deadline

May 3, 2024: Senate - Substantive HBs Committee Deadline

May 17, 2024: House - SBs Third Reading Deadline

May 17, 2024: Senate - HBs Third Reading Deadline

May 24, 2024: Adjournment

May 25–May 31, 2024: Contingent Budget Hold Dates



Three-Point Contact Rule—Resources Available

Jim Donelan

Executive Director, TOIRMA

TOIRMA Associate Director Matt Knight and I were recently discussing the weather and the relationship to TOIRMA claims. Our concern about the upcoming winter was heightened recently due to the cold weather beginning in Illinois just before Halloween. According to the National Oceanic and Atmospheric Administration, “this year, El Niño is in place heading into winter for the first time in four years, driving the outlook for warmer-than-average temperatures for the northern tier of the continental United States.” Although this is comforting to hear, this also brings to mind the old saying “if you don’t like the weather, wait a minute.” Regardless of the weather, we Illinoisians need to be prepared for the worst.

When analyzing claims, a trend emerges with workers’ compensation. As Illinois experiences inclement weather, the frequency of injuries increases. Most frequent in recent years are injuries related to slips, trips, and falls, and injuries occurring when getting on or off equipment or vehicles during the winter months.

To avoid slips, trips, and falls, it is helpful to just slow down. TOIRMA has one-page *Risk Reminders* relating to slips, trips, and falls designed to help township officials and employees avoid injuries during the winter months. TOIRMA even has a campaign titled “Ice and Snow, Take it Slow” which is helpful to keep in mind.

During regional highway commissioner meetings, participants have described the increased hazards when getting on or off vehicles during the winter months due to ice and snow. To help with these circumstances, TOIRMA reminds our members to practice the Three-Point Contact Rule. The simple process of maintaining three-points of contact when getting on and off vehicles and equipment will assist in preventing injuries. Facing the vehicle or equipment when dismounting and mounting, and keeping either both hands and one foot, or two feet and one hand, in contact with the vehicle or equipment is all it takes. This is a simple safety practice helping to maintain a person’s center of gravity and increasing the odds of an individual not losing their balance.

Three-Point Rule Resources Available

Three-Point Contact Rule Video

TOIRMA’s two-minute video on the proper way to get on and off equipment and vehicles is available to members at the Members Only Section of toirma.org. The training video is free for members to view and is a great resource along with other video training, so please take the time to visit the Member Only Section. The videos are a great tool to play during safety training at highway commissioner meetings or at individual township employee safety meetings.



Three-Point Contact Stickers

Three-Point Contact Stickers are available at no-charge to TOIRMA members. The sticker serves as a reminder as to the importance of safety, specifically the Three-Point Rule, and is designed to fit on the steps of equipment and vehicles.

Mounting and Dismounting Risk Reminder

The Mounting and Dismounting *Risk Reminder* may be downloaded or printed from TOIRMA's Members Only Section of our website, toirma.org. TOIRMA

encourages the distribution of this *Risks Reminder* during safety meetings and placing it in work areas in the township shed.

Thank you for your attention to these matters. Have a wonderful Holiday Season and safe winter.

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

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TOI's 116th Annual Educational Conference provides the education and opportunity for officials to better serve their communities.

Once again Township Officials showed their commitment to township government and learning by coming together for TOI's 116th Annual Educational Conference in Springfield November 12-14, 2023. Officials from across Illinois attended this year's event—a three-day conference that was filled with educational sessions, knowledgeable speakers, and networking opportunities all centering around this year's theme: Get on Board with Township Government.

Officials rolled the dice, played their cards right, and passed Go to better township government by participating in the parade of township flags, taking part in educational sessions, and honoring townships for their achievements and community service. Everyone enjoyed

Grand Opening Reception

The Grand Opening Reception was held Sunday Night in the Exhibit Hall to kick off this year's conference.

the opening session's speaker Guy Snodgrass and his stories as a Fighter Pilot for the U.S. Navy. The closing session offered officials a chance to reflect on and look forward to growing a strong and successful township government in 2023 and beyond.

Thank you to everyone who had a role in putting this event together and making it a valuable, educational experience. On the following pages, you will find many highlights of the event. We hope you take time to share what you have learned and the experiences and knowledge you gained from the conference.

If you couldn't attend this year's conference, save the date for next year when the 117th Educational Conference will be held again on November 11-13, in Springfield, in a new Monday-Tuesday format! We hope to see you all there!



TOIRMA Executive Director Jim Donelan, TOI President and Addison Township Assessor Christopher Kain (DuPage Co.), and Robert Porter, Ancel Glink.



Conference attendees met with Exhibitors during the Grand Opening Reception.



A buffet style dinner was served at the Grand Opening Reception.



TOI Executive Director Jerry B. Crabtree and Rich Township (Cook Co.) Supervisor Calvin Jordan.

Opening Session



TOI President Christopher Kain welcomes attendees.

Christopher Kain, TOI President

TOI President Christopher Kain welcomed attendees to the Opening Session. This was his first year as TOI President and he was excited to share updates on the work TOI has done this year. President Kain presented the President's Award during the Opening Session. This year's recipient is Immediate Past President Danny Hanning, Huntsville Township (Schuyler Co.) Highway Commissioner.



TOI President Christopher Kain presents the President's Award to Immediate Past President Danny Hanning (Huntsville Township, Schuyler Co.)

Chuck Layer, Conference Chair

TOI Conference Committee Chair, Supervisors Division President, and TOI Board Member Chuck Layer (Blackhawk Township, Rock Island Co.) welcomed back conference attendees on Monday morning. Layer made sure to remind everyone that no matter the size or location of townships, we all share the same responsibilities.



Chuck Layer, Conference Chair, TOI Board Member, and Supervisor Blackhawk Township (Rock Island Co.)

TOI Legislative Consultant Taylor Anderson

TOI Legislative Consultant Taylor Anderson provided an overview of legislative activity in Springfield. Anderson talked about the importance of talking to legislators, especially newly elected legislators. Knowing them is paramount in sharing details on why a piece of legislation may negatively (or positively) affect local government.



TOI Legislative Consultant Taylor Anderson provides a brief Legislative Update.

TOI Executive Director Jerry B. Crabtree

TOI Executive Director Jerry B. Crabtree addressed the attendees at this year's opening session and gave the Association Status Report. With only a handful of townships not part of TOI, we are adequately representing and serving the 1426 townships in Illinois. This year was the first year TOI has offered a Virtual Experience portion of the conference. Crabtree spoke of the work TOI has done this year in working with State Legislators and addressing unknown issues.



TOI Executive Director Jerry B. Crabtree greets attendees at the Opening Session.

Keynote Speaker, Guy Snodgrass

Guy Snodgrass is Chief Executive Officer for Defense Analytics, a national security and foreign policy advisory firm specializing in strategy development, government policy, and technology adoption. He is also a retired U.S. Navy fighter pilot and former TOPGUN Instructor. Snodgrass spoke of the importance of leadership. He also stressed that teamwork is the foundation for success, and that you have to be able to work together to achieve goals. Snodgrass also emphasized his respect for townships and local government, and all the work that is done at the most immediate levels.



Guy Snodgrass speaks to attendees at the Opening Session of the 116th Annual Educational Conference.

Springfield Mayor Misty Buscher

This year, Springfield Mayor Misty Buscher welcomed all conference attendees to Springfield! Mayor Buescher is the second elected female mayor of Springfield.

Wendell Cox, Local Government Efficiency and Size in Illinois

Wendell Cox from Demographia spoke to attendees on efficiencies within township government. This comes on after of this summer's first meetings of Decennial Committees On Local Government Efficiency Act.



Wendell Cox (Demographia) speaks to attendees on efficiency.

Annual Parade of Flags

We were pleased to have the Annual Parade of Township Flags. Thank you to all who showed their township pride and paraded their flags!





Municipal Band

The Springfield Municipal Band played in the Diamond Ballroom before the Opening Session began.



Attendees at the Opening Session of the 116th Annual Educational Conference.

Educational Sessions

The 2023 Annual Educational Conference offered diverse learning experiences for officials based on the specific needs of their townships and positions. Conference attendees were able to choose which educational sessions to attend out of the many great options based on their needs and goals.



Conference attendees attending educational sessions.



John Redlingshafer presented three separate sessions at the conference: "Policies and Procedures for Highway Commissioners," "Your Township as a Community Leader," and "How to Respond to FOIA."



Keri-Lyn Krafthefer, Ancel Glink, presented the session "Township Employment Issues."



Robert Porter, Ancel Glink, presented the session "How's Your Poker Face: Dealing with Intergovernmental Agreements."

Monday Entertainment

President's Reception

TOI President Christopher Kain hosted a reception on Monday night for all attendees. This presented a more relaxed opportunity for conference attendees to come together and celebrate while the Ukelele Moonshiners played.



TOI President Christopher Kain welcomed attendees to the President's Reception by performing with the Ukelele Moonshiners!



The Ukelele Moonshiners performed during the President's Reception to everyone's enjoyment!



Kewanee Township (Henry Co.) Supervisor Jon Jagers, Manlius Township (LaSalle Co.) Supervisor Amy Victor, City of Bloomington Township (McLean Co.) Deb Skillrud, and TOI Treasurer and Reed Township (Will Co.) Supervisor Sherrill Knorr.

Glo Bingo

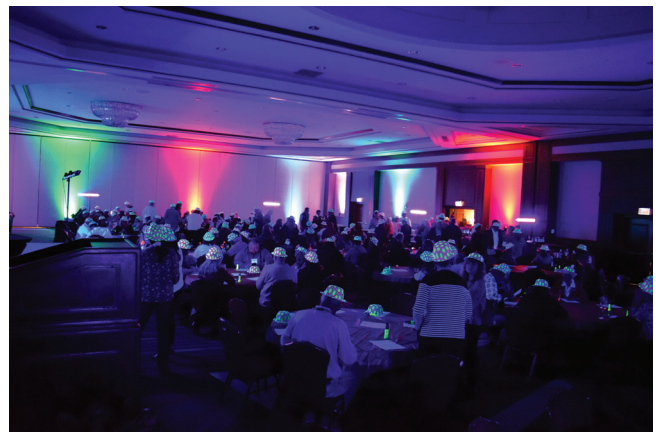
After the President's Reception, attendees were able to battle it out under the blacklights playing bingo. There was a very large turnout for this event, and congratulations to all of our bingo winners!



Attendees at Glo Bingo!



Attendees had a blast playing Glo Bingo!



We had a packed room for Glo Bingo!

Division Meetings

All officials were encouraged to meet with their divisions to go over an agenda of items relative to their township positions.



Township Highway Commissioners of Illinois President and Union Grove Township (Whiteside Co.) Highway Commissioner Arnold Vegter speaks to his division.



TOI President and Addison Township (DuPage Co.) Assessor Christopher Kain at the Assessors Division Meeting.



The Township Clerks Division greets their fellow clerks at their division meeting.



Township Supervisors of Illinois President and Blackhawk Township (Rock Island Co.) Supervisor Chuck Layer was all smiles at the Supervisor's Division Meeting.



Trustees Division President and Long Creek Township (Macon Co.) Trustee Michael Reynolds welcomes everyone at the Trustees Division meeting.



Awards Breakfast



Outstanding Legislator (Township Officials of Illinois)

TOI Secretary and Union Grove Township (Whiteside Co.) Highway Commissioner Arnold Vegter (left) and TOI Legislative Consultant Taylor Anderson (right) present the Outstanding Legislator of the Year award to State Representative Curtis J. Tarver, II (D-25).



Robert Turner Award (Supervisors Award)

TSI President and Blackhawk Township (Rock Island Co.) Supervisor Chuck Layer presented to TOI Treasurer and Reed Township (Will Co.) Supervisor Sherrill Knorr the Robert Turner Award.



William Z. Ahrends Award (Township Clerks Division)

Bryan E. Smith presented the William Z. Ahrends Award to Washington Township (Will Co.) Township Clerk Joe Burgess.



2023 Assessors Award (Assessors Division)

The Assessors Division presented posthumously the 2023 Assessors Awards to Stephen Willis (City of Galesburg Township, Knox Co.) and John Barrington (Ela Township, Lake Co.). The awards were accepted by representatives from their respective townships. L to R: TOI Board of Directors and Murdock-Newman-Bowdre-Sargent Multi-Township (Douglas Co.) Assessor Neal Wood; Meriden-Ophir-Troy Grove Multi-Township (LaSalle Co.) Deb Lane; TOI President and Addison Township (DuPage Co.) Assessor Christopher Kain; City of Galesburg Township (Knox Co.) Assessor Laura Williams; Ela Township (Lake Co.) Administrator Ted Marciniak; TOI Board of Directors and Bloomingdale Township (DuPage Co.) John Dabrowski; and TOI Board of Directors and York Township (DuPage Co.) Assessor Deanna Wilkins.



2023 Outstanding Caseworker of the Year Award (ITAGAC)
Diana Nelson, Schaumburg Township (Cook Co.)



2023 Best Township Innovative Program (ITAGAC)
Palatine Township (Cook Co.) Supervisor Andy-John Kalkounos.



2023 Anthony F. Spina Award
Charles Y. Davis, Brown, Hay + Stephens.



Senior Volunteer of the Year (ITASCSC)

Bloom Township (Cook Co.) Administrator Leticia Johnson; Bloom Township (Cook Co.) Highway Commissioner Joe Stanfa; Bloom Township (Cook Co.) Recipient Anna Serementi; Bloom Township (Cook Co.) Senior Citizen Director Tracy Sylvester; TOI Board of Directors and Bloom Township (Cook Co.) Trustee Jacqueline Stewart; and Bloom Township (Cook Co.) Trustee Cheryl Franklin.



Innovative Senior Program of the Year (ITASCSC) & 2023 Supervisor of the Year (ITAGAC) & Elected Official of the Year (ITASCSC)

Rich Township (Cook Co.) Trustee Steven Burriss; Rich Township (Cook Co.) Trustee Jacquelyn Small; Rich Township (Cook Co.) Supervisor Calvin Jordan; Rich Township (Cook Co.) Trustee Nicholas Bobis; Rich Township (Cook Co.) Township Clerk Arlene "Sugar" Al-Amin; Rich Township (Cook Co.) Assessor Sam Brown.



Innovative Senior Program of the Year (ITASCSC)

Waukegan Township (Lake Co.) Deputy Clerk Dijon Ross; Waukegan Township (Lake Co.) Administrator Tami Springs; Waukegan Township (Lake Co.) Trustee Percy Johnson; Waukegan Township (Lake Co.) Supervisor Marc Jones; Waukegan Township (Lake Co.) Attorney Torrie Newsome; Waukegan Township (Lake Co.) Township Clerk Rose Staben; and Waukegan Township (Lake Co.) Trustee Sylvestre Castellanos.



2023 Township of the Year (ITAGAC)

Fondulac Township (Tazewell Co.) Caseworker Kindra Cunningham and Fondulac Township (Tazewell Co.) Supervisor Rick Swan.



2023 Township of the Year (ITASCSC)

DuPage Township (Will Co.) Administrator Jackie Traynere; DuPage Township (Will Co.) Township Clerk Barbara Parker; DuPage Township (Will Co.) Trustee Terri Ransom; DuPage Township (Will Co.) Trustee Thomas Braxton.



2023 Youth Organization Award (AITCOY)

Monee Township (Will Co.) Supervisor Donna Dettburn and Monee Township (Will Co.) Township Clerk Bobby Lathan, Sr.



2023 Volunteer Award (AITCOY)

Michelle Smith, Plainfield Township (Will Co.)



2023 Township Youth Leadership Award (AITCOY)

Savannah Widmann, Hanover Township (Cook Co.)



2023 Township Friend of Youth Award (AITCOY)

TOI Board of Directors and Plainfield Township (Will Co.) Trustee Matthew Starr.



2023 AITCOY Staff Award (AITCOY)

Maine Township (Lake Co.) Supervisor Karen Dimond accepts on behalf of Emily Toomey.

Closing Session

Each Division president provided an update on their division and presented donations to TOI's scholarship program and TOIPAC. Nominating Committee Chair Michael Reynolds presented board recommendations for the 2023-2025 board members.

Township Supervisors of Illinois, Township Clerks Division, Township Highway Commissioners of Illinois, Township Trustees of Illinois, Illinois Assessors Association, Tax Collectors Division, and ITAGAC all

contributed donations towards the TOI Scholarship Fund. Township Supervisors of Illinois, Township Clerks Division, Township Highway Commissioners of Illinois, Township Trustees of Illinois, and Illinois Assessors Association made contributions to the Education Program. Township Supervisors of Illinois, Township Clerks Division, and Township Highway Commissioners of Illinois donated to TOIPAC.



TOI President Christopher Kain welcomes officials to the Closing Session.



TOI Executive Director Jerry B. Crabtree gives the Association Report to the attendees of the Closing Session.



Hon. Joseph Hettel (Appellate Judge, Appellate Court Third District) swears in the TOI Board Members for the 2023-2025 term.

New Directors



Amanda Bean
Supervisor
Mt. Vernon Twp/Jefferson Co.



M. Carroll Carroll
Tax Collector
Brimfield Twp/Peoria Co.



Mary Rob Clarke
Trustee
Riverside Twp/Cook Co.



Suzanne Fischer
Township Clerk
Oquawka Twp./Jefferson Co.



Lisa Hodge
Township Clerk
Blackberry Twp/Kane Co.



Scott Kegarise
Highway Commissioner
Schaumburg Twp/Cook Co.



Darrell Maxheimer
Highway Commissioner
Rochester Twp/Sangamon Co.



Karen Megan
Tax Collector
Millbrook Twp/Peoria Co.



Sandy Shaw
Assessor
Wood River Twp/Madison Co.



Matthew Starr
Trustee
Plainfield Twp/Will Co.



Deanna Wilkins
Assessor
York Twp/DuPage Co.

Exhibit Hall



Many thanks to our exhibitors!

AITCOY
 Allied Benefits
 Altorfer
 Ameren
 Arthur Agency
 Assessors
 Bliss McKnight
 Brown Equipment Company
 CIMS
 Clarke
 Clerks
 Decker

DK Tanks
 Empirical Training Solutions
 Frost Solutions
 Gallagher
 Helena
 Highway Commissioners
 IDOT
 Illinois Funds
 Imprintable Memories
 IPAI
 ITAGASC
 ITASCSC

John Day
 J.U.L.I.E.
 Kaplan
 Koenig
 MACC
 Midwest Truckers
 One Digital - Dean Cass
 Prevention First
 Purple Wave Auction
 RWK IT
 Schulte
 Stonehugger

Supervisors
 TOI
 TOIRMA
 Trustees
 USDA
 Warning Lites
 Waukegan



Paid Leave for All Workers Act

Effective January 1, 2024

By Jerry B. Crabtree, TOI Executive Director

The Paid Leave for All Workers Act, Public Act (P.A.) 102-1143, requires employers, including townships, to provide 40 hours of paid leave to employees on an annual basis (calculates to 5 days annually).

The Illinois Department of Labor proposed a new rulemaking in the Illinois Register titled Paid Leave for All Workers Act (56 IAC 200; 47 Ill. Reg. 15559) establishing department rules. The Flinn Report of November 3, 2023 states, “Employers with existing paid leave policies in place prior to 1/1/2024 DO NOT have to change them if they meet or exceed the minimum requirements of the Act.”

Establishing a Minimum Paid Leave Standard

Beginning January 1, 2024, employers (townships) must provide employees one hour of paid leave per 40 hours worked and allow them to carry over up to 40 hours of paid leave annually. Townships may set a minimum increment of no more than two hours per day for the use of paid leave. Paid leave accrued may be taken for any reason without documentation, but townships may set leave policies that require employees to provide notice of seven days for foreseeable leave and as soon as possible for unforeseeable leave.

Township Paid Leave Ordinances

The Act does not require townships to pass paid leave ordinances.

Township Responsibilities Under the Act

Townships will be required to maintain records documenting hours worked, paid leave accrued and taken, and the paid leave balance for each employee for at least three years. Townships will also have notification responsibilities including posting a physical notice summarizing the Act, information on filing a complaint, and supplying employees with notice of their amount of accrued time. Additionally, Townships will be barred from retaliating against employees for using paid leave. Townships will be subject to penalties for violations of the Act including fines of up to \$1,000 per violation of the Act’s posting and notice requirements, up to \$2,500 for all other violations, and possible civil penalties and damages to the employee.

Exceptions to Paid Leave Policy

The Act does not preempt or alter leave benefits subject to current collective bargaining agreements.

The Act does not apply to federal employees, or school district and park district employees. Other excluded workers include: independent contractors, railroad employees subject to railroad unemployment insurance or the Railway Labor Act, part-time student employees who are employed by a college or university, and short-term employees at institutions of higher education.

Additional resources

The Illinois Department of Labor (IDOL) will monitor Township compliance and enforce the Act. IDOL has compiled a list of Frequently Asked Questions about the Act and those particularly applicable to Townships are listed below. Specific questions or comments related to the Act can be submitted by email to IDOL at DOL.PaidLeave@illinois.gov.

Frequently asked questions compiled by IDOL

Does the Act apply to part-time employees or just full-time employees?

The Act doesn’t distinguish between part-time, full-time, or seasonal employees. Both full-time and part-time employees are covered by this Act. However, employees who work fewer hours may accrue less leave time compared to full-time employees.

My Township already offers employees 40+ hours of paid leave. Does my policy need to comply with the other requirements of the Act?

If your company has an existing policy that meets or provides the minimum amount of leave required by the Act (40 hours) in a 12-month period and your employees can in fact take that amount of leave for any reason of their choosing, you do not need to modify the terms of your policy. IDOL expects to further clarify how existing policies meet expectations of the law in rulemaking.

Must paid leave provided under the Act be paid out upon an employee’s termination, resignation, or retirement?

The Paid Leave for All Workers Act (PLAWA) does not require payout of unused leave unless the leave is credited to the employee’s paid time off bank or employee vacation account; however, Townships should additionally consider their vacation payout obligations under the Illinois Wage Payment and Collection Act.

Can I deny an employee use of paid leave under this law? Put differently, is an employee allowed to

take leave under this Act in any circumstance?

Nothing in the Act prohibits a Township from adopting a policy that establishes some parameters for taking leave and limited reasons the Township may deny leave for operational necessity. Any such policy must be communicated to employees, applied equally to all employees, and conform with other applicable state and federal laws. IDOL will seek to provide further clarity regarding this issue in rulemaking.

At what increment can employees take this leave under the law?

An employee may take PLAWA leave at a minimum of two-hour increments, although a Township could choose to allow an employee to take leave in smaller increments. A Township whose existing policy meets the minimum requirement of 40 hours of paid time off for any reason of the Act would not have to modify that existing policy in regard to leave increments.

Can a Township front load paid leave time at the beginning of the year?

Yes, a Township may front load paid leave time by giving a full year's worth of leave that meets the minimum requirements of the Act to an employee at the beginning of the year. A Township may make available the minimum number of hours of paid leave, subject to pro rata requirements, a proportional share of accrued hours, under the law, at the beginning of the year for its employees.

If our Township wants to front load PLAWA benefits for part-time staff, does the business have to front load 40 hours or can I front load an amount proportionate to their work schedule?

Townships may front load PLAWA benefits for part-time employees at a pro rata amount consistent with the employee's work schedule. However, if the employee in fact works more hours than the Township anticipates, the employee is entitled to accrue more hours at a rate of 1 hour of paid leave for every 40 hours worked, up to 40 hours for the 12-month period. If a part-time employee works fewer hours than anticipated by their Township, the Township may not diminish, or recoup used or unused front-loaded paid leave benefits.

Can a Township require employees to accrue paid leave time over the course of the year?

Yes, instead of front loading leave benefits, a Township may allow employees to accrue or earn paid leave time at a rate of one hour of paid leave for every 40 hours worked. Notably, a part-time employee might not accrue the full 40 hours of leave provided for in the law by the end of the year, based on the number of hours the employee works.

Example: Employee A works 15 hours per week, 52

weeks per year. They will accrue 19.5 hours of paid leave annually. (15 times 52 = 780 hours worked per year. 780 divided by 40 = 19.5 hours of paid leave.)

When does accrual begin under the Act? When can employees start taking paid time off?

The Act takes effect January 1, 2024. Accrual begins upon the start of employment or January 1, 2024, whichever is later. Employees are entitled to begin using the accrued paid leave after 90 days. If an employee begins accruing paid leave on January 1, 2024, the first day they could take that paid time off would be March 31, 2024.

Example: The Paid Leave for All Workers Act takes effect January 1, 2024. Six months later, Employee B starts a new job on July 1, 2024, and works 40 hours per week. They start accruing paid leave on their first day (July 1) but must wait 90 days (until September 29, 2024) before taking any of their accrued paid leave.

Example: Employee C has worked for their Township since 2019 but did not previously get paid time off. Employee C will begin accruing paid time off beginning January 1, 2024 (the effective date of the Act.)

How does accrual apply to employees who work more than 40 hours in a week but are exempt from the overtime requirements of the federal Fair Labor Standards Act?

Employees who are exempt from the overtime requirements of the federal Fair Labor Standards Act (29 U.S.C. 213(a)(1)) shall be deemed to work 40 hours in each workweek for purposes of paid leave time accrual if they regularly work 40 or more hours in a workweek. If such employee's regular workweek is less than 40 hours, their paid leave time accrues based on the number of hours in their regular workweek.

If a Township allows employees to borrow against future accrual, thereby making the employee's paid leave balance go negative, can the Township make the employee repay the paid leave if the employee terminates before they have earned that leave?

A Township may only make an employee repay borrowed accrued leave if that policy is disclosed in the Township's written paid leave policy and the employee agrees to that policy in writing prior to taking any leave. All payroll deductions must comply with the requirements of the Illinois Wage Payment and Collection Act.

If a Township frontloads an employee's paid leave at the beginning of the 12-month period, and the employee uses all of their leave and then quits before the end of the 12-month period, can the Township make the employee repay the paid leave?

No, the law does not allow a Township to make an employee repay paid leave time that was frontloaded at the beginning of the 12-month period. Benefits that

have already been provided may not be retroactively diminished.

How can a Township track the time required under this Act versus other benefit time given to the employee?

The Act requires Township tracking of paid time off for any reason. If the Township chooses to offer paid sick time or other forms of paid time off in addition to paid leave, they should track that too as a best practice, but it is not covered by this Act.

Is there a difference between “vacation” and “PTO” (Paid Time Off)?

Generally speaking, PTO is leave that can be taken for any reason or no reason at all and may not have to be paid out to an employee upon separation. Leave specified as “vacation” leave is subject to pay out pursuant to Section 4 of the Wage Payment and Collection Act.

How will PLAWA interact with FMLA?

The Family and Medical Leave Act (FMLA) is unpaid job protected leave that can only be used by covered employees in covered circumstances. Employees going on FMLA may use PLAWA time concurrently during their FMLA leave. [All FMLA questions should be directed to the United States Department of Labor.]

How does carry over, also known as “roll over,” work under this law?

Employees are allowed to carry over or roll over unused, accrued leave from one year to the next under this law. However, there is no obligation for the Township to offer more than 40 hours of paid leave off in a year. A Township may offer more than the 40 hours off if they choose.

How does this law interact with other unpaid leave protections?

An employee covered under the Act is entitled to use paid leave under the Act before using unpaid leave under any Township policy or other state law.

When will IDOL have rules in place for this Act?

The Department anticipates filing a draft of the rules before the effective date of this Act. Under the rulemaking process there will then be a public comment period on those rules and a time period for the Department to make any changes. Finalized rules should be in place before March 31, 2024.

When will the notice that is required in the Act be available from the department?

The required notice will be on our website by the end of 2023.

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Energy Efficiency PROGRAM



Happy Holidays from TOI!



Jerry B. Crabtree
Executive Director



Brad Ruppert
Director of
Member Services



TJ Ruenger
Office Manager



Kayla Jeffers
Associate Editor



Taylor Anderson
Legislative
Consultant



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Civility Pledge

By Brad Ruppert, TOI Director of Member Services

In the current age of extreme political divisions, the Township Officials of Illinois (TOI) is promoting that all Townships adopt the CIVILITY Pledge to bring conformity in townships across Illinois. This voluntary pledge publicly announces a code of conduct that is expected.

The Institute for Local Government defines civility primarily as how people treat each other. Civility involves the way people display respect for others in a group that have differing opinions that they may disagree with. Debate and disagreement play an important role in governance, but the issue is how individuals accept or express such disagreement. The objective of every township board meeting is to focus on the proposed solutions to identified problems impacting the community, not to engage, support, or encourage personal attacks or differing opinions of how to reach supportive conclusions.

For decades Township Government has experienced a fair share of division, and regardless of your political affirmations, disagreement and dislike occurs on both sides. Township meetings experience this and even elevate to physical encounters at times.

With the continued division of political affiliations, the call for a civil society is more now than ever. This is why TOI is following other units of local governments in Illinois and encouraging the 1426 townships in Illinois to adopt the civility pledge to eliminate such meeting problems.

The civility pledge states that all members will “pledge to promote civility by listening, being respectful of others, acknowledging that we are all striving to support and improve our community, and understanding that we each may have different ideas for achieving that objective.”

The pledge highlights the importance of listening and respecting others. By effectively listening you are allowing an individual’s viewpoints to be heard with respect. You may not agree, but practicing a respectful level of civility benefits the meeting for all.

Elected or appointed township officials are held responsible and accountable for developing new ideas to better their communities. The relationships of the board members do build relationships to find solutions for the benefit of the township.

While TOI hopes that the characteristics reflected in this civility pledge are obvious to our members, we hope that all will consider enacting civility pledges

by their township board for a variety of reasons, as promoting civility and respectful behavior among citizens has several benefits.

Civility pledges can help create a more inclusive and respectful community by encouraging individuals to treat one another with kindness and respect, regardless of their differences in opinion, background, or identity. When working with others on your township board or with members in the community, we feel these traits are helpful in building trust, respect, and healthy working relationships.

A commitment to civility can also help facilitate conflict resolution and cooperation within your township. When elected officials engage in civil discourse, it becomes easier to address differences, find common ground, and work together on shared goals and possible solutions to problems in a way that fosters trust between members of the public body.

When engaged in civility towards others—your fellow board members, members of the public, electors at an Annual Town Meeting, etc.—stronger community relationships and a sense of belonging among community members can be established and maintained. When people feel respected and valued, they are more likely to actively participate in public discourse and engage in positive social interactions.

Enacting a civility pledge can encourage higher standards of public discourse and debate, which should always be a goal of elected officials in any public body but is especially important in the township form of government. When citizens engage in civil discussions, it can lead to more informed decision-making and policy developments, which when working in the township form of government with a large share of decision making in the hands of the citizens of the township (electors), is a net positive.

Governments that promote civility often enjoy better relations with their constituents. At a time when public trust in government is waning, this is especially important. When citizens perceive their government as respectful and responsive, it can elevate trust and cooperation between the township and the people they represent.

Local governments also have a role in setting an example for the constituents they serve. While township officials adhere to civility, they demonstrate a commitment to respectful and constructive behavior, which can encourage citizens to follow suit.

Suggestions for your township boards to incorporate the civility pledge:

- *Have each elected township board member sign the pledge individually annually.*
- *Have them sign as a group to show group agreement by signing together as a board.*
- *Post the pledge with your meeting agenda monthly.*
- *State the pledge after the Pledge of Allegiance at each township board meeting.*

The Township Officials of Illinois Board of Directors is confident that providing a discussion of why civility is important and allowing the township boards as a group to accept the pledge it will undoubtedly:

- *Assist in rebuilding trust in local government at all levels.*
- *Provide a model of productive, civil engagement among board members and the public.*
- *Increase communication and trust with the community that is being served.*
- *Increase the impact that township government has on communities every day.*

Some tips for leading with CIVILITY.

- *Accept and embrace different points of view.*
- *Practice active listening.*
- *If you disagree, do it respectfully.*
- *Learn to separate the individual from the issue (NEVER ATTACK A PERSON).*
- *Make board relationships a priority.*
- *Build TRUST among the board.*
- *Find common ground.*

CIVILITY PLEDGE

*In the interest of civility, I, _____,
pledge to promote civility by listening, being respectful of
others, acknowledging that we are all striving to support and
improve our community, and understanding that we each
may have different ideas for achieving that objective.*

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

WOW... it's been a year already since the first time I introduced myself to you all as the TSI President. I hope that everyone takes the time to thumb through the *Township Perspective* every month. I know that personally there is always something new that I come across while reading the articles. I hope this article has helped you, along with duties that fall under the Supervisor's position in the township. Along with being informative, I hope that I have helped put a smile on all your faces at least a few times throughout the year.

The 116th Annual Educational Conference was a huge hit this year! I look forward to the Conference every year. Jerry Crabtree, the TOI staff, and the TOI Board of Directors always have a great line of educational workshops planned and always something new and innovative for the attendees. This year was great.

Remember, that as Supervisor, this is the time of the year to approve your tax levy. Your Township Clerk has until December 26th (the last Tuesday in December) to turn it in to the County. If you are going to adopt a levy of more than 105% of the amount of the prior year, you

must publish notice in a newspaper and hold a public hearing. You should always refer to your Laws and Duties Handbook for all the information that you may need. As the new year starts you should be thinking about your upcoming budget for the next fiscal year. Remember that the TOI website has a plethora of downloads that can be extremely helpful.

As winter approaches, remember to give your Highway Commissioner an extra smile or handshake. They, along with their crews, can put some exceptionally long and stressful hours in during the winter season. Make sure to give all those plow trucks—township, county, and state—plenty of right of way on the roads when you see them.

That's it for now!

**From all the TSI Board of Directors and Me...
We wish all of you a very Merry, Safe and Healthy
Christmas and New Years!**





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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.

Thank you to all who attended the 2023 TOI Annual Conference in person or virtually. There is something special about bringing all the Townships together for this event. From the parade of Township flags to the patriotic music and a fantastic keynote speaker, I hope you walked away from the conference with new information and a resolve to perform the duties of the office you have been elected to with enthusiasm to make a difference in your community.

There are so many good topics that are discussed at conference, and it would be great to be able to go to all the training sessions, but it is just not possible to do. Don't forget to share the information you learned with those who were unable to attend. If you were unable to attend the conference have no fear because 2024 Educational Sessions are already being planned. The calendar of dates will be published in the January/February *Perspective*. You will have plenty of opportunities to attend sessions in person and virtually.

The Clerk Board enjoyed visiting with those who stopped by the Clerks Exhibit booth and who stayed for the Business Meeting. We continue to look for clerks who would like to be on the Clerks Board.

You can contact me or any one of the Board members for further information. Please keep in mind

that this board is a working board. There is more to the commitment than showing up for scheduled meetings. It is a commitment of time and energy, but you will not regret working with this board as they are a fantastic group of clerks.

Important Dates for December:

- Last Day to Determine Tax Levy for Truth in Taxation is December 5th.
- Last Day for Truth in Taxation Notice is December 19th.
- Last Day to Hold Truth in Taxation Hearing, Adopt & File Tax Levies is December 26th.

And last but not least, the Township Board will need to adopt the Holiday Schedule for the next year and the Township Board may adopt the schedule of regular board meeting dates at the beginning of the calendar year or at the beginning of the fiscal year. Don't forget to send this approved schedule to your list of media contacts and those who have requested the schedule in the past.

If you have ideas for training or have topics you would like more information on, please contact me at the email below. It is our goal to provide you with the information you need to do your job efficiently.

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

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Arnold Vegter



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

This is the time of year when we have a big change in the season with the weather. The cold is moving in and hopefully you got all of your work done this past summer that you wanted to do. Also, I hope that you have all of your equipment ready for winter as it is here whether you are ready for it or not. Hopefully it is a mild winter for us.

As the season changes, so does the leadership for the Township Highway Commissioners of Illinois. This will be my last article for *Township Perspective* as the THCOI president. My term as president for the THCOI ends at the end of December. It has been my privilege to serve as your president for the past 2 years. Craig Smith, Highway Commissioner from Dekalb Township,

is your president for the next 2 years. Craig will serve you well as president. I will still be on the board of directors for the THCOI. Thank you very much for giving me the opportunity to serve as your president. Happy Holidays!



*Incoming President of THCOI,
Highway Commissioner Craig
Smith (DeKalb Twp., DeKalb Co.)*

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Tina Houdek

President, AITCOY

A Message from the President

Greetings All:

I hope all of you enjoyed the Thanksgiving Holiday and found time to spend it with family and friends. For those of you who were able to join us this year at the 116th Annual Education Conference it was good to see all of you at our booth. At our Annual Meeting on November 13, 2023 our leadership for 2024 was elected. It is my pleasure to continue to serve as President of AITCOY. Sara Marx, LCPC of Ela Township will serve as Vice-President. Richard Lyon, LCPC of Maine Township will continue to serve as Treasurer, and Allison Kowieski, LCPC of Wayne/Winfield Township will serve as Secretary. I look forward to the continued

work with our leadership team in meeting our mission.

I would like to thank our presenter at the Annual Education Conference, Dr. Natalie Pamphile, Psy.D., Assistant Director of Clinical Services for Hanover Township Youth and Family Services. She did a great job in educating us on trauma informed services delivery and what a trauma informed township looks like. AITCOY is looking forward to another year of bringing relevant information to our members and communities as we develop our workshops and programs next year.

Wishing all of you a warm and peaceful Holiday Season.

Tina Houdek

Did You Know?

Did you know... the holidays are not always fun for some of us.

The holidays can be a joyous time of celebrating cherished traditions, spending time with loved ones, and creating greeting card-worthy moments. It can also be a time of high stress, strain on relationships, and exhaustion.

For many, it can also be a reminder of how isolated they are and the enormity of the chasm between what they wished the holiday season were like and what they actually experience. For folks in these situations, expectations to "fill in" for those who have families and hosting duties can often be accompanied by guilt trips if they express any reluctance.

How does one navigate the complexities of the holiday season? One way is to give yourself the gift of boundaries. Boundaries are essential for us to be able to give to and serve others freely, and with joy, rather than with resentment and frustration. When we experience a taxing season, it is critical that we are intentional about deciding where and how we will spend our energy. That may mean saying no to

things that are good, so that we have the capacity to attend to the things that are essential. Is it bad to make sacrifices and go above and beyond for others? Certainly not. But it's important that we recognize that sometimes, we cannot give all that we normally could.

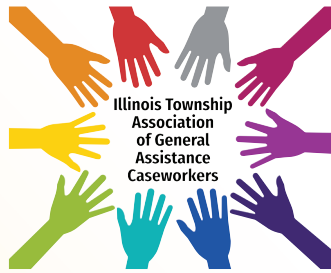
That may mean telling someone who is used to depending on you to provide solutions or support, "I'm sorry, I care about you, but I don't have the capacity to help you with this right now." It may mean temporarily using a laundry service, relaxing your house cleaning standards, or ordering a prepared meal for a family gathering. It may also mean telling your boss or co-worker, "I'm sorry, but I have my own plans and will not be able to cover for you..." or "I can't cover the whole time you're out, but here's what I can cover."

Again, you choose how much you extend yourself based on what you can physically and emotionally handle, and have clear, direct, and gracious communications with those whom you are setting boundaries. As the holiday season approaches, may you be surprised by joy.

Submitted by Hanover Township Youth & Family Services



Lakeela Jennings



President, ITAGAC

I can't believe we have reached the end of the year already! Hopefully you have reached goals and cleared space for some exciting things to happen ahead. With the COVID-19 pandemic ending officially in May, I am sure trying to get back on track in your communities is important. One important service is rental assistance. A great resource for your community would be IDHS (Illinois Department of Human Services). According to dhs.state.il.us, the Illinois Court-Based Rental Assistance Program (CBRAP) provides funding to Illinois tenants and landlords across the state (outside of Cook County) who have pending cases in eviction court. The program is only available to litigants in eviction court. Applicants may qualify for up to \$25,000 in emergency rental payments that can include up to 15 months of past-due rent and 3 months of future rent payments to prevent eviction.

The CBRA Program is managed by the Illinois Housing Development Authority. For more information, please use this link: <https://www.illinoishousinghelp.org/cbrap>.

Also, tenants and landlords who are seeking free legal assistance can find information on available services via this link: <https://evictionhelpillinois.org>.

I am sure homeowners are wondering how to receive assistance as well! A great program for homeowners would be ILHAF (Illinois Emergency Homeowner Assistance Fund). According to IDHS, the Illinois Homeowner Assistance Fund (ILHAF) provides up to \$60,000 in mortgage assistance to eligible homeowners—paid directly to the servicer, taxing body, or other approved entity. Homeowners in need of assistance can find more information on program eligibility and apply at www.illinoishousinghelp.org/ilhaf. If you have questions, please contact the ILHAF call center at (866) 454-3571. The ILHAF call center is open from 8 a.m. to 5 p.m.

Thanks to those who attended the TOI Conference last month. It is always nice to see everyone and catch up on life due to our busy schedules. And Congratulations again to the winners. Caseworker

of the Year, **Diana Nelson, Schaumburg Township**, Supervisor of the Year, **Calvin Jordan, Rich Township**, Best Innovative Program, **Palatine Township**, and Township of the Year, **Fondulac Township**. A huge thank you to everyone who participated in nominating your Township for each category as well, it was a hard decision, BUT I love to see the exciting things everyone is doing and hope we all continue to strive for the best for our communities. Also, a huge thank you to Michael Airdo, Attorney, Airdo Werwas, LLC for presenting on Human Trafficking at our General Assistance Caseworker Association session.

Please join us virtually for the next General Assistance Caseworkers Association workshop scheduled for January 25th, 2024, at 11:00 a.m. Presenter will be announced later.

ITAGAC board strives to bring current information on available resources to caseworkers so we can better assist our residents. If you have information you would like to share, always feel free to email me ljenning@thorntontwp.com. We will share in a future *Perspective* article.

From the board and me, as always thank you and we wish everyone a Happy and safe Holiday!!

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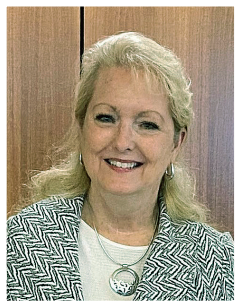
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Recognizing Our 2023 “Commitment to Senior Services” Award Winners

Lynndah Easterwood Lahey

ITASCSC Financial Secretary
Director of Senior & Disability Services, Wheeling Township

GREAT THINGS are happening for seniors in Townships all over Illinois, and ITASCSC is very pleased to recognize and congratulate the following winners of our 2023 “Commitment to Senior Services” Awards. All award winners were announced and presented with their awards during the recent TOI Educational Conference in Springfield.

For the first time ever, we chose TWO winners of our Innovative Senior Program of the Year. We are grateful for the many nominees and winners. If you would like to nominate a person or program next year which you think epitomizes outstanding service to or for seniors in your Township, please join ITASCSC. Check out the ITASCSC website at www.itascsc.net for more details.

Congratulations again to these winners—you’re doing a great job!

Innovative Senior Program of The Year *Rich Township’s “The Man Cave”*

ITASCSC was truly impressed by Rich Township’s “Man Cave” program due to its success in reaching and engaging half of the population who generally don’t participate in a lot of senior programs—MEN. Rich Township’s Senior Services Director, Mayme Buckley, wanted to create an innovative program that would address the unique needs of men and to draw them into the Center. Thus “The Man Cave” was born. The “Man Cave” is exclusively for men, no women allowed. Meeting bi-monthly, it offers a safe environment that encourages men to speak



“The Man Cave” by Rich Township—award accepted by Rich Township Director of Senior Services, Mayme Buckley.

openly and ask questions about health issues, male anatomy, better lifestyle choices, as well as the challenges they face on a daily basis. Questions are addressed by physicians, coaches, counselors, and other professionals. Additionally, there are fun, social, and relaxing activities including massages, haircuts, podiatry visits, food, card games, dominoes, a pool table, etc. The “Man Cave” gives men a comfortable space for fellowship with one another, the opportunity to share concerns about things they normally don’t want to talk about, the chance to learn some healthy new habits, and the opportunity to simply be themselves. Mayme’s outreach efforts worked—the inaugural event drew 40 men; today that number has increased to over 80 men who regularly participate. This outstanding program is making a direct impact on the lives of Rich Township’s men (and their families). ITASCSC is very pleased to award Rich Township with the **Innovative Senior Program of the Year Award**. Congratulations!

Innovative Senior Program of The Year *Waukegan Township’s “Weekend Transportation Options”*



Weekend Transportation Options by Waukegan Township—award being accepted by Marc Jones, Waukegan Township Supervisor.

Helping seniors remain as independent as possible is near and dear to all of us in ITASCSC, and we chose to also provide an award for this Waukegan Township program due to its successful ability to meet a critical need in the community. Many Townships offer transportation programs for their residents, but generally not on weekends. Waukegan Township thought outside the box and created a unique partnership with Lyft for

Business and *Uber for Business* ridesharing services. Partaking of those programs' "Concierge Services," the Township is now easily able to arrange weekend transportation for its residents that both maximizes flexibility and cost savings to the Township. Fully covering the cost of the ride for the resident, Waukegan Township sets up the weekend ride request, ensures riders understand how ridesharing works, then follows up after the ride with the resident to see how the ride went. Feedback encourages riders to share their level of satisfaction and feel safe. Tracking and monitoring of the program is done through an internal registration system and rideshare service software. Having lost one of their two daily bus drivers, Waukegan Township is now also utilizing Lyft and Uber Rideshare services to assist with many of their weekday transportation requests as well. We applaud their creative and thoughtful approach to meeting their residents' critical transportation requests—we hope this will encourage other Townships to think about doing the same thing. ITASCSC is very pleased to award Waukegan Township with our **Innovative Senior Program of the Year** Award. Congratulations on a job well done!

Senior Volunteer of the Year

Anna Scrementi, Bloom Township

Anna Scrementi leaves a lasting impression in a good way; she has devoted her life to the care and well-being of others! Before becoming an outstanding volunteer, Anna was a case worker in Bloom Township's



Anna Scrementi, Bloom Twp.—award being presented by ITASCSC President Megan Conway.

General Assistance department, and she was well known for her caring attitude, hard work, and dependability. Not content with just retiring, Anna quickly jumped back in and eagerly volunteered to assist Senior Services with their events.

According to Tracy Sylvester, Bloom's Senior Services Director, Anna has been an incredible help with their monthly community lunch program, from decorating rooms to selling tickets. At the annual senior picnic,

she works in the hot summer weather to make sure the 400+ attendees have a great experience. Whether transporting guests in a golf cart or making sure they've all got cold drinks, she's there! She also helps out with Bloom's senior travel program. Tracy says, "I can count on Anna to be my right-hand. I want her to be recognized for all she has done and continues to do to enrich the lives of our aging population through her relentless commitment to our community." ITASCSC is very pleased to award Anna Scrementi with its **Senior Volunteer of The Year** Award. Congratulations!

Township of the Year

DuPage Township/Levy Senior Center

DuPage Township makes a huge impact on seniors through its Levy Senior Center in Bolingbrook. Built through the joint efforts of Joseph Levy, Jr., and DuPage Township as a way to positively impact the lives of DuPage Township's seniors, the beautiful and inviting



Township of the Year—DuPage Twp—award being accepted by Clerk Barbara Parker.

building does just that. Seniors are able to partake in everything from line dancing, chair exercise, and Bunco, to learning about cyber safety, wills, and financial management. DuPage Township's Levy Senior Center provides exceptional education and recreation opportunities, state-approved programming, much-needed social interaction and camaraderie, hot lunches through Will County's 'Meals on Wheels' program, activity clubs, and local and extended trips. Any resident over the age of 55 who resides within DuPage Township may become a member. Priding themselves on timely and beneficial educational programs, the Township tackles tricky subjects like trusts, wills, medical issues, Medicare, and personal safety. There is also a very busy medical equipment lending closet for residents with everything from shower benches to wheelchairs. Filled with opportunities to keep seniors busy, it's clear that DuPage Township's Levy Center is dedicated to ensuring its seniors are involved. There are baseball games to attend, disco nights, special holiday fests like Oktoberfest, sock hops, bingo, football

tailgate parties, not to mention safety presentations by the Bolingbrook Police and Fire Departments. Keeping their seniors healthy is obvious too, through ongoing vaccine clinics. DuPage Township and its Levy Senior Center provide their senior residents with endless opportunities for life enrichment. ITASCSC is very pleased to award DuPage Township and the Levy Center as its **Township of the Year**. Congratulations!

Elected Official of the Year

Calvin Jordan, Rich Township Supervisor

Calvin Jordan has been referred to as humble, wise, energetic, and firm by many. Rich Township’s Administrator, Trinette Britt, describes Supervisor Jordan as a remarkable public servant with a tremendous heart for people—seniors in particular. He has been the face of integrity, competence in governing, and has shown tremendous outreach in ensuring that seniors are never forgotten. He has markedly increased the number of programs and services being offered for seniors, has improved outreach and communication to seniors, and has even involved his beautiful mother (a Rich Township resident) in every facet of their senior services. Supervisor Jordan’s impact can be felt at Rich Township everywhere. Important to him is making sure that those who face daunting challenges receive assistance. Food Pantry distributions have increased by 40% under his leadership, a fact that ABC 7 recently



Calvin Jordan, Supervisor of Rich Township—award being presented by ITASCSC President Megan Conway.

highlighted. He takes pride in his ability to bring people from all walks of life together to solve problems, and is well-known for his ability to work well with other elected officials, both locally and regionally. He has stood firm in his promise to be firm and fiscally responsible as a steward of Rich Township’s finances.

As quoted in *The Chicago Defender* after being elected, he said, “Today starts a paradigm shift in our Township’s approach to governing. We will embark upon an inclusive strategy of how we interact with residents and business leaders. The Township will now offer a complete system of transparency that will benefit our residents.” We ask and then we serve is the motto that best describes Rich Township and Supervisor Calvin Jordan. ITASCSC is very pleased to award Rich Township Supervisor Calvin Jordan with the **Elected Official of the Year** Award. Congratulations!

Wishing you all the best this Holiday Season

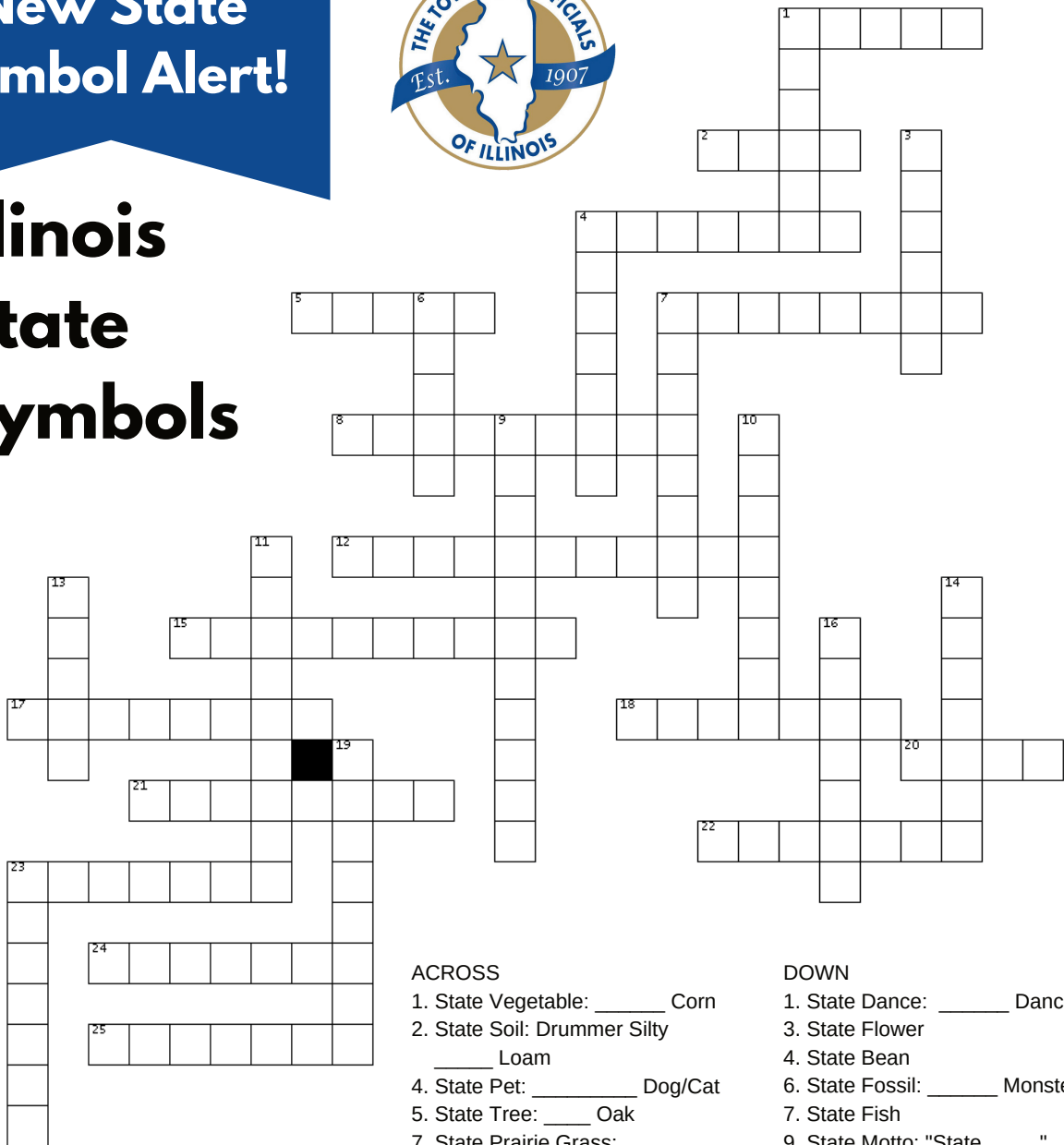
Here it is December already, and it feels like the year has passed with the snap of a finger. As I spend time reflecting on a very successful TOI conference and the privilege of meeting and talking with fellow Township officials from the tip of the State to the top of the State, I can truly say we have a passion for public service. Your efforts are truly appreciated. Please take a few moments to enjoy this time of the year with family and friends. Cheers to much more in 2024.

Chris Kain

New State Symbol Alert!



Illinois State Symbols

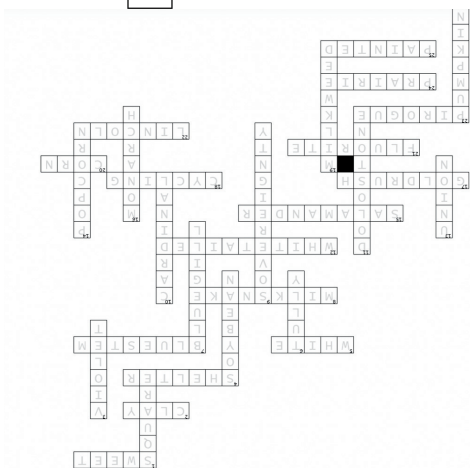


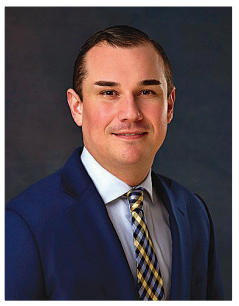
ACROSS

1. State Vegetable: _____ Corn
2. State Soil: Drummer Silty _____ Loam
4. State Pet: _____ Dog/Cat
5. State Tree: _____ Oak
7. State Prairie Grass: Big _____
8. State Snake: Eastern _____
12. State Animal: _____ Deer
15. State Amphibian: Eastern Tiger _____
17. State Fruit: _____ Apple
18. State Exercise
20. State Grain
21. State Mineral
22. State Slogan: "Land of _____"
23. State Artifact
24. State Nickname: "The _____ State"
25. State Reptile: _____ Turtle

DOWN

1. State Dance: _____ Dance
3. State Flower
4. State Bean
6. State Fossil: _____ Monster
7. State Fish
9. State Motto: "State _____,"
10. State Bird: Northern _____
11. State Rock
13. State Motto cont.: "National _____."
14. State Snack Food
16. State Insect: _____ Butterfly
19. State Wildflower
23. State Pie





Premises Liability Versus Ordinary Negligence in Personal Injury Cases

Steve Judge

Judge Law, LLC

In a recent ruling, the First District Appellate Court affirmed the judgment in the case of *Martin v. City of Chicago*, 2023 IL App (1st) 221116, providing important clarity on the legal distinction between premises liability and ordinary negligence in cases involving sidewalk injuries. The decision, dated September 29, 2023, brings attention to the importance of proper jury instructions in personal injury cases and their implications on liability claims.

Plaintiff brought a negligence action against the City of Chicago after she sustained injuries when she stepped into a hole in a city sidewalk and fell. Plaintiff claimed that the city was responsible for the sidewalk's maintenance and that the dangerous condition had been present for over a year. Plaintiff's case raised a critical legal question of whether her claim was based on premises liability or ordinary negligence.

At the heart of this case was the question of whether the injury-causing condition—the hole in the sidewalk—could be attributed to the City's actions (ordinary negligence) or if it was a condition inherent to the land (premises liability). The distinction between these two legal theories was central to determining the city's liability.

Plaintiff contended that the City's failure to repair the sidewalk amounted to ordinary negligence, as it was an act of omission in maintaining the property. The City, on the other hand, argued that the case should be treated as one of premises liability because the injury was caused by the condition of the sidewalk, not any specific activity the city conducted.

Jury Instruction Impact of Negligence vs. Premises Liability

At the jury instruction conference, Plaintiff proffered Illinois Pattern Jury Instructions, Civil, No. 20.01 (2021) (hereinafter IPI Civil No. 20.01)—the ordinary negligence instruction, which does not address whether a condition is open and obvious. Plaintiff argued that her complaint was a negligence case rather than a

premises liability case because the theory of her case was that either the City's activity on the premises caused the injury or the dangerous condition arose as part of the City's business. *Id.* IPI Civil No. 20.01 states in pertinent part:

“The plaintiff claims that [she] was injured and sustained damage, and that the defendant was negligent in one or more of the following respects:

- (a) allowed the hole in the sidewalk to remain open;
- (b) failed to exercise ordinary care to keep and maintain the sidewalk in proper and safe condition;
- (c) failed to properly repair the hole in the sidewalk, thereby creating a hazardous condition for the residents and others lawfully on the sidewalk, including the plaintiff. The plaintiff further claims that one or more of the foregoing was a proximate cause of [her] injuries.” IPI Civil No. 20.01.

The City proffered IPI Civil No. 120.08—the premises liability issue/burden of proof instruction. The City argued that the case had been alleged as and litigated under a premises liability theory, plaintiff's allegations related to the condition of the sidewalk and not to any activity or business conducted thereon, and the open and obvious issue had been much of the focus of the trial. The Notes on Use for this instruction explains that it is “for premises liability cases, including those in which the plaintiff claims that he/she was distracted and failed to observe an open and obvious defect on the property.” IPI Civil No. 120.08. Among other requirements, this instruction requires the plaintiff to prove that “the defendant could reasonably expect that people on the property would not discover or realize the danger or would fail to protect themselves against such danger.” IPI Civil No. 120.08. *Id.* IPI Civil No. 120.08 states in pertinent part:

“[Plaintiff] seeks to recover damages from the defendant [City]. In order to recover damages, the plaintiff has the burden of proving:

- First, the defendant controlled the property.
- Second, there was a condition on the sidewalk which presented an unreasonable risk of harm to people on the sidewalk.
- Third, the defendant knew, or in the exercise of ordinary care should have known, of both the condition and the risk.
- Fourth, the defendant could reasonably expect that people on the sidewalk would not discover or realize the danger, or would fail to protect themselves against such danger.
- Fifth, the defendant was negligent in one or more of the following ways:
 - allowed the hole in the sidewalk to remain open;
 - failed to exercise ordinary care to keep and maintain the sidewalk in a proper and safe condition; and
 - failed to properly repair the hole in the sidewalk, thereby creating a hazardous condition for the residents and others lawfully on the sidewalk, including the Plaintiff.

- Sixth, the plaintiff was injured.
- Seventh, the defendant’s negligence was a proximate cause of the plaintiff’s injuries.

If you find from your consideration of all of the evidence that any of these propositions has not been proved, then your verdict shall be for the defendant. On the other hand, if you find from your consideration of all the evidence that each of these propositions have been proved, then you must consider the defendant’s claim that the plaintiff was contributorily negligent.” IPI Civil No. 120.08.

After extensive argument, the trial court ruled that IPI Civil No. 120.08 was the appropriate instruction given the nature of Plaintiff’s case and so instructed the jury. The court also instructed the jury on contributory negligence, which the City had raised as a defense. The jury returned a general verdict for the City. *Id.*

The Appellate Court Ruling

The Appellate Court upheld the trial court’s decision to instruct the jury on premises liability, rather than ordinary negligence. This decision was based on the finding that the injury-causing hazard, the hole in


the sidewalk, was a condition on the land and did not result from the City’s active negligence or business operations. The ruling emphasized that a claim should be categorized based on the nature of the hazard, either an inherent condition on the property or a result of specific activities conducted by the defendant.

Conclusion



The *Martin v. City of Chicago* case serves as a crucial reminder of the significance of accurate jury instructions in personal injury cases. The distinction between premises liability and ordinary negligence can significantly impact the outcome of such cases. This ruling provides essential guidance to both plaintiffs and defendants in similar cases and ensures a clearer understanding of the legal principles involved.



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Social Media Implications in the Workplace

Charles Y. Davis, Roland R. Cross, Anneliese B. Fierstos, Brown, Hay & Stephens, LLP
www.bhslaw.com

Employers are required to deal with social media issues on a daily basis. These concerns can arise from an employee's use of social media, the employer's own social media presence, and often times union involvement in social media-related issues. In Illinois, and across the United States, there are a number of existing laws that address social media use in the workplace, and employers must be vigilant to remain mindful of the rights and responsibilities of employees and employers in this ever-changing landscape.

Right to Privacy in the Workplace Act, 820 ILCS 55 et. seq.

Originally enacted on January 1, 2013, the Right to Privacy in the Workplace Act has been modified on a number of occasions. In general, this Act prohibits employers from requesting, requiring, or coercing any employee or applicant to:

- a) Provide usernames and passwords to gain access to the employee's or prospective employee's online accounts or demand access to such personal accounts;
- b) Authenticate or access personal online accounts in the presence of the employer; or
- c) Invite the employer to join accounts affiliated with the employee or applicant.

Retaliation against an employee or applicant for refusing to do any of the above is also prohibited. Retaliation includes firing, disciplining, discriminating against, penalizing, or failing/refusing to hire an applicant. However, this legislation does not apply to professional accounts used for business purposes. Practical Law Labor & Employment, *Illinois Amends Social Media Law*, WESTLAW: Practical Law (August 20, 2013).

National Labor Relations Act, 29 USC §§151-169

Section 7 of the National Labor Relations Act gives unions and non-union employees the right to engage in activities for the purpose of collective bargaining and other mutual aid or protection. This section applies to employees speaking out on an issue on Facebook; online discussions of salaries; online discussions about working conditions; and many other employment-related issues. An exception has been noted which allows employers to limit the employee's activity if the activity or posting is malicious or reckless. Chase Victorson, *Can an Employer's Social Media*

Policy Violate the National Labor Relations Act?, ABA: Employment Law Blog (October 1, 2019).

Section 8 of the National Labor Relations Act prohibits employers from interfering with, restraining, or coercing employees in the exercise of their rights under Section 7. This section should give employers caution about creating overly broad social media policies. Employers should avoid action that will result in a chilling effect on the employee's Section 7 rights.

However, cases are clear that the employer's mere maintenance of social media policies does not violate the National Labor Relations Act. In order to determine whether a policy violates the National Labor Relations Act, a three-part test is employed:

- a) Employees would reasonably construe the policy's language to prohibit activity under Section 7 of the NLRA, including protected, concerted activity;
- b) The rule was issued in response to union activity; or
- c) The rule was applied to restrict the exercise of Section 7 rights.

Mitigation Strategies for Employers

Employers should have a social media policy in place. This policy must balance employer interests along with employee rights under the NLRA and other laws. The policy should also notify employees who use the employer's social media account what the rules are and what the boundaries are as to appropriate (and protected) speech.

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The 2002 used International tandem axle dump truck may be viewed by appointment at 15620 Chautauqua Rd, Petersburg, IL 62675. Call (217) 632-2722 to schedule an appointment.

All bids must be received by 11:00 AM on December 20, 2023, at the Menard County Highway Department located at 15620 Chautauqua Rd, Petersburg, IL 62675 with opening of the sealed bids to follow. Minimum bid of \$10,000 required.

The Menard County Highway Department reserves the right to reject any or all bids and waive irregularities therein.

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Township and Road District Checklist

2024 Township Calendar

Checklist dates are now available on the Events Calendar at toi.org

01/30/24	Assessors Budget*		
01/31/24	1099, W-2 and W-3 forms deadline		
02/01/24	Economic Interest Statement Names to County Clerk		On or before Feb. 1, the supervisor or designee must certify to the county clerk an alphabetical list of names/addresses of people who must file Economic Interest Statements.
03/01/24	Last day to Request Agenda Item	60 ILCS 1/30-10	Last day for any 15 or more registered voters in the township to request an agenda item for consideration by the electors at the annual meeting by giving written notice of a specific request to the township clerk.
03/25/24	Annual Town Meeting Agenda	60 ILCS 1/30-10	Not less than 15 days before the annual meeting, the township board shall adopt an agenda for the annual meeting. Agenda must include any elector items properly submitted by March 1st prior to the annual meeting. Agenda must be included in the meeting notice that is approved by the township board.
03/25/24	Annual Township Meeting Notice	60 ILCS 1/30-10	Clerk must post notice of annual town meeting in 3 most public places at least 15 days before meeting. If an English language newspaper is published in township, then notice must also be published in the newspaper. Notice must include agenda approved by the township board. Meeting must be after 6:00 p.m.
03/31/24	Fiscal Year Ends*	50 ILCS 330/3	Last day of fiscal year for most townships, road districts, and multi-township assessment districts. However, board of trustees may change fiscal year.
04/01/24	Fiscal Year Starts*	50 ILCS 330/3	First day of fiscal year for most townships, road districts, and MTADs. However, board can change the fiscal year.
04/01/24	Notice of Meetings (Open Meetings Act)	5 ILCS 120/2.02	Board must post public notice of its schedule of regular meetings at the beginning of the fiscal year or calendar year. The notice shall state the regular dates, times, and places. Make schedule available to any news outlet that has filed an annual request for such notice.
04/01/24	Monthly Report to County Engineer	605 IL CS 5/6-201.13	Within 30 thirty days after issuing warrants the highway commissioner reports to the county engineer a list of such warrants showing where money is spent, for what purpose, and the amount expended. Use DCEO Form #39 or design own form. Report is due each month.
04/07/24	Financial Statement	60 ILCS 1/70-15	Clerk posts a copy of the Supervisor's Annual Financial Statement at the meeting room two days before annual town meeting. The clerk no longer has to read the statement aloud as long as copies are made available.
04/08/24	Financial Statement	60 ILCS 1/70-15	Supervisor files Annual Financial Statement with the clerk. Although the law states that the statement shall be prepared within 30 days before the annual town meeting, it must be completed to enable the clerk to post it 2 days before the annual town meeting. Use DCEO Form #6 or your own form. Statement is not required to be published in a newspaper.

04/08/24	Highway Commissioners Report	605 ILCS 5/6-201.15	Highway commissioner in single township road district must prepare an annual report to the board of trustees within 30 days before the annual town meeting. Use DCEO Form #38 or your own form. Report is not required to be published in a newspaper.
04/08/24	Annual Accounting	60 ILCS 1/70-30	Supervisor accounts to board for all money received and disbursed during fiscal year. Accounting must be within 30 days before the annual town meeting.
04/09/24	Annual Town Meeting	60 ILCS 1/30-5	The Annual Town Meeting shall be held on the second Tuesday of April. Meeting must be after 6:00 p.m. Whenever this date conflicts with the celebration of Passover or Ramadan, the township board may postpone the annual town meeting to the first Tuesday following the last day of Passover or Ramadan.
04/30/24	District Treasurer's Report*	605 ILCS 5/6-205	Last day for road district treasurer to submit an itemized statement of receipts and disbursements to highway commissioner. Statement must be submitted within 30 days from end of the fiscal year. Use DCEO Form #37 or your own form. Statement is not required to be published in a newspaper.
05/01/24	Statement of Economic Interest	5 ILCS 420/4A-101 5 ILCS 420/4A-105	Elected and certain appointed officials must file a Statement of Economic Interest with county clerk by May 1st of each year. Persons appointed to fill vacancies must also file statements at time of appointment.
05/30/24	Budget Notice*	50 ILCS 330/3 60 ILCS 1/80-60	Last day to publish a notice announcing budget hearings and that the tentative budgets are available for inspection. Separate township and road district notices must be published at least 30 days before hearings in a newspaper published in the township. If there is no township newspaper, post in five of the most public places in township.
05/30/24	Budget Inspection*	50 ILCS 330/3 60 ILCS 1/80-60	Last day for clerk to make tentative budgets available for public inspection. Tentative budgets must be prepared and made available for inspection at least 30 days before hearings. It is the duty of clerk to arrange for the public hearings.
06/30/24	Budget Hearing & Adoption*	50 ILCS 330/3 605 ILCS 5/6-501	Last day to conduct budget hearings and adopt township and road district budgets. Budgets may be adopted before or during the first quarter of the fiscal year. (Do not adopt at the annual town meeting.) The township budget may be adopted at the public hearing. The road district budget shall be adopted at the public hearing.
07/30/24	Budget Filing*	35 ILCS 200/18-50	Last day to file certify budget and revenue sources with county clerk if budget is adopted at end of June. Must be filed with county clerk within 30 days of adoption. Therefore, filing deadline varies with the date of adoption. Clerk certifies the budget and supervisor certifies the revenue sources.
09/27/24	Fiscal Responsibility Report Card*	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.
09/27/24	Comptroller's Report*	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.

09/30/24	Annual Treasurer's Report Completed*	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.
09/30/24	Annual Treasurer's Report Published*	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. 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.
09/30/24	Audit	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. CPA audit required at end of supervisor's term or if vacancy occurs anytime in the position of supervisor.
09/30/24	Audit	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.
11/02/24	Multi-Township Assessing District Salaries	60 ILCS 1/65-5	Last day for multi-township assessing districts to set the salaries for multi-township assessors and MTAD board members. Must be set at least 150 days before the election.
11/03/24	Notifying Township Central Committee of Reporting Caucus Time/Location	60 ILCS 1/45-10	Last day the township clerk shall notify the chairman or membership of each township central committee by first class mail of the chairman's or membership's obligation to report the time and location of the political party's caucus.
11/04/24	Notifying Multi-Township Central Committee of Reporting Caucus Time/Location	60 ILCS 1/45-25	Last day the multi-township clerk shall notify the chairman or membership of each multi-township central committee by first-class mail of the chairman's or membership's obligation to report the time and location of their political party's caucus.

11/13/24	Notifying Township Clerk of Caucus Time/Location	60 ILCS 1/45-10	Last day each chairman of the township central committee shall notify the township clerk by first-class mail of the time and location of their political party's caucus.
11/14/24	Notifying Multi-Township Clerk of Caucus Time/Location	60 ILCS 1/45-25	Last day each chairman of the multi-township central committee shall notify the multi-township clerk by first-class mail of the time and location of their political party's caucus.
11/20/24	Township Official Salaries	50 ILCS 145/2	Last day for township boards to set salaries for all township officials for the new term of office. Must be set at least 180 days before the new term of office begins.
11/23/24	Publishing Caucus Notice	60 ILCS 1/45-10	At least 10 days before the caucus, the township board must publish notice of the time/location for each party caucus. The township publication deadline is Saturday, Nov. 23, 2024. The notice must be published in a newspaper of general circulation in the township.
11/23/24	Publishing Multi-Township Caucus Notice	60 ILCS 1/45-25	At least 10 days before the caucus, the multi-township central committee must publish notice of the time/location for each multi-township caucus. The multi-township publication deadline is Sunday, Nov. 24, 2024. The notice must be published in a newspaper of general circulation in the multi-township district.
12/03/24	Township Caucus	60 ILCS 1/45-10	Must be after 6:00 p.m.
12/04/24	Multi-Township Assessing District Caucus	60 ILCS 1/45-25	Must be after 6:00 p.m.
12/11/24	Last Day to Determine Tax Levy for Truth in Taxation	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.
12/24/24	Last Day for Truth in Taxation Notice	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.
12/31/24	Last Day to Hold Truth in Taxation Hearing, Adopt & File Tax Levies	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.

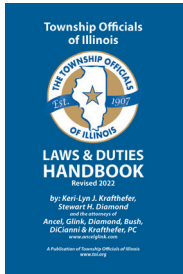
*Assumes fiscal year begins April 1

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.

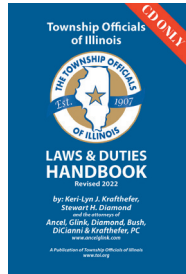
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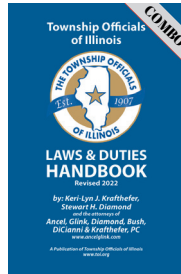
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2022 Laws & Duties
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2022 Laws & Duties CD
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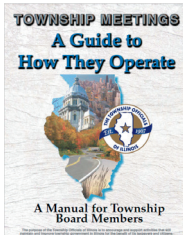
2022 Laws & Duties
Combo
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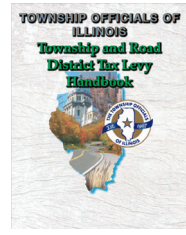
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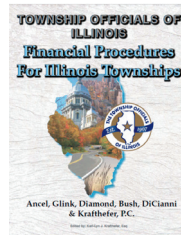
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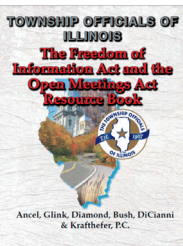
Township Meetings: A
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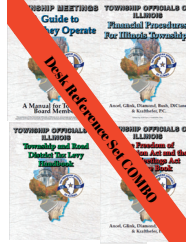
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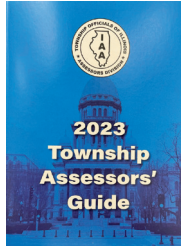
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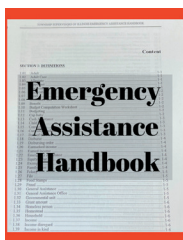
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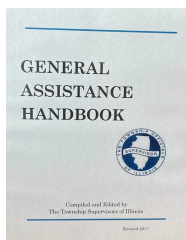
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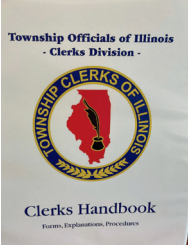


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Clerks Handbook

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Forms, Explanations, Procedures

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Hanover Township Clerk
250 S. State Route 59
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IN MEMORIAM

John Burns, 61, of Marengo died October 9. He was currently serving as Supervisor of Marengo Township (McHenry Co.)

Steven Lee Greenfield, 73, of Forreston died October 26. He was currently serving as Supervisor of Forreston Township (Ogle Co.)

David Heeren, 86, of Winnebago died October 17. He was a former Trustee of Winnebago Township (Winnebago Co.)

Gary Hollmann, 78, of Jacob died October 15. He was currently serving as Trustee of Fountain Bluff Township (Jackson Co.)

Randy Hutson, 95, of Normal died October 9. He was a former Trustee of Martin Township (McLean Co.)

Mary Ann Loebach, 86, of Oglesby died October 31. She was a former trustee of LaSalle Township (LaSalle Co.)

David Matlock, 83, of Aurora died October 11. He was a former Trustee and Township Clerk of Kendall Township (Kendall Co.)

Dennis McCoy, 61, of Amboy died October 21. He was currently serving as Supervisor of Amboy Township (Lee Co.)

Larry Morrell, 79, of Moweaqua died August 25. He was a former Trustee of Moweaqua Township (Shelby Co.)

Lawrence "Elden" Reuss, 91, of Marissa died October 25. He was a former Trustee of Marissa Township (St. Clair Co.)

Elizabeth "Joanne" (Carroll) Shields, 92, of Peoria Heights died October 17. She was a former Trustee of Richwoods Township (Peoria Co.)

Phil Simpson, 77, formerly of Mechanicsburg died October 14. He was a former Highway Commissioner of Mechanicsburg Township (Sangamon Co.)

Lisa Stanley, 58, of Decatur died November 5. She was currently serving as Supervisor of Decatur Township (Macon Co.)





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