

THE TOWNSHIP OFFICIALS OF ILLINOIS

township
Perspective

April 2022

Annual Town Meeting



April 12, 2022



www.toi.org



BUILT TO YOUR SATISFACTION.



BONNELL
INDUSTRIES INC
TRUCK & ROAD EQUIPMENT

SALES. SERVICE. INSTALL. >>> (800) 851-9664



BONNELL
INDUSTRIES INC
TRUCK & ROAD EQUIPMENT

ROAD DRAGS

LEAF VACUUMS

SPREADERS

PLOWS, WINGS & BODIES

STOCK NUMBER B-3032



\$33,500.

2014 Warren Power Portable Total Patcher Vortex. Deere 74HP Turo Diesel, Hose Reel

STOCK NUMBER B-3031



\$8,200.

2020 H&H 22' Tandem Axle Equipment Trailer. GVWR 14,000 lbs. Not registered

STOCK NUMBER B-3011



\$3,000.

2019 Used Bonnell Plow Flap Kit, Carbide Blades

STOCK NUMBER B-3042 & B-3043



\$6,995.

(2)2020 Used Bonnell Plow. Front Flap, Markers, QA Loop, Level Lift System

STOCK NUMBER B-3010



\$24,900.

Used 2000 Wausau Snogo Snowblower

STOCK NUMBER B-2978



\$8,500.

Used Bonnell Utility Plow. Only used for 1 winter.

STOCK NUMBER B-2984



\$5,500.

Used Bonnell 10' Utility Plow and Hitch. Fits 2008 F-550.

STOCK NUMBER B-3053



\$2,750.

Used Bonnell Snow Plow, Fair Condition Front Flap, Cale Lift, QA Loop. Moldboard Only

STOCK NUMBER B-2990



\$1,500.

ACS Adaptor Plate. Fits case loader

STOCK NUMBER B-2976



\$18,000.

Used Dinkmar leaf vacuum. John Deere Engine. 5,139 hours. 25 cubic yards.

STOCK NUMBER B-3040 & B-3041



\$1,995.

(2)2020 Used Bonnell Hitch. QA Rediever, Lift Arm, Lift Cylinder Double Acting

STOCK NUMBER B-3033



\$17,500.

2014 Warren Power Total Tank 1000 Gal Skid Mtd Emulsion JTT Tank

STOCK NUMBER B-2985



\$16,900.

1 AVAILABLE. Used Dinkmar Self-Contained Trailer Leaf Vacuums.

STOCK NUMBER B-3038 & B-3039



\$1,000.

(2). Used Fixed One Way Taper Plow Swivel Bar, Landslide Plate, Good Cutting Edge

STOCK NUMBER B-2994



11,020.

2001 Old Dominion Brush Company LCT650 Diesel Leaf Collector. Serviced and Runs Good

STOCK NUMBER B-3049



\$2,500.

Used Bonnell 11' DD Distant Plow



Member of the National
Association of Towns and
Townships



Township Officials of Illinois

3217 Northfield Dr.
Springfield, IL 62702
Phone: 217-744-2212
or 1-866-897-4688
Fax: 217-744-7419

Web Site: www.toi.org

TOI E-mail Addresses:

Jerry B. Crabtree, Executive Director -
jerry@toi.org

Pam Butler, Office Manager & Drug &
Alcohol Program - pam@toi.org

Kayla Jeffers, Associate Editor, *Township
Perspective* - kayla@toi.org

Teresa Ruenger, Database Manager -
teresa@toi.org

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

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

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

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

Subscription Rates TOI membership automatically provides a subscription for all elected township officials. Subscription rate is \$25.00 per year. Single issues are \$5.00.

Graphic Design KK Stevens Publishing Co., Astoria, IL.

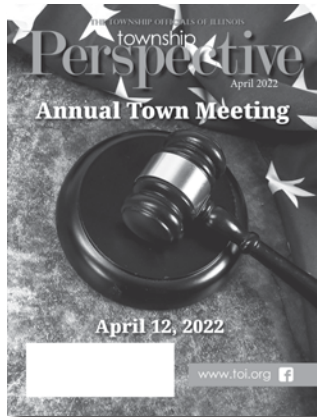
Article Submission Address all article submissions to Kayla Jeffers. **Deadline:** Copy is due by the tenth day of the month preceding the issue in which the article will appear. Send all article submissions to Township Officials of Illinois, 3217 Northfield Drive, Springfield, IL 62702 or e-mail kayla@toi.org.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

Advertising Address all display advertising and Professional Directory inquiries to Kayla Jeffers. **Deadline:** Both display and directory ads are due by the first day of the month preceding the issue in which the ad will appear. Send all ads to Township Officials of Illinois, 3217 Northfield Drive, Springfield, IL 62702. Telephone 217-744-2212.

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

township Perspective

April 2022 • Vol. 23 • No. 11



This month's cover:

The Annual Town Meeting is almost here.
Are you ready?

In this issue

- 8 Preparing for the Annual Town Meeting
- 21 Preorder the 2022 Laws & Duties Handbook
- 40 Statement of Economic Interest Changes

In every issue

- 3 From the Executive Director's Desk
- 16 Legislative Report
- 17 TOIRMA Update
- 23 The Scoop on Supervisors
- 27 Clerks Corner
- 29 Highway Commissioner's Beat
- 32 Ready for the Defense
- 35 ITAGAC
- 36 ITASCSC
- 38 AITCOY
- 48 In Memoriam

Editorial staff

Editor Jerry B. Crabtree

Associate Editor Kayla Jeffers

Coming Events

2022

- Apr. 6 Lobby Day — Springfield
- Apr. 12 TOI Q & A Day
- Apr. 12 Annual Town Meeting
- Apr. 13 Lunch & Learn Webinar — PPRT Funds
- Apr. 14 Lunch & Learn Webinar — Statement of Economic Interest
- Apr. 15 TOI Closed — Good Friday
- Apr. 22 GATI Training — Effingham
- May 13 TOI Q & A Day
- May 18 Lunch & Learn Webinar — Utility Permits in Township Road Districts
- May 20 TSI Zone Meeting — Mt. Vernon
- May 26 Education District Event — Rockford
- June 7 Education District Event — Mt. Sterling, 6 to 8 pm
- June 10 TOI Q & A Day
- June 17 TSI Zone Meeting — Rockford
- June 23 Professional Development Day 2 — Quickbooks for Beginners
- July 15 TSI Zone Meeting — Bloomington
- July 20 Lunch & Learn Webinar
- July 22 TOI Q & A Day
- July 28 Education District Event — Bloomington



TOI OFFICERS

- Danny Hanning**, President
Huntsville Township, Schuyler County
- Judy Herrman**, 1st Vice President
Spring Lake Township, Tazewell County
- Susan Curtiss**, 2nd Vice President
Esmen Township, Livingston County
- Christopher Kain**, Treasurer
Addison Township, DuPage County
- Craig Paulek**, Secretary
Stonington Township, Christian County

TOI BOARD OF DIRECTORS

- | | |
|---------------------------|---|
| M. Carroll Carroll | Brimfield Twp., Peoria Co. |
| Mary Rob Clarke | Riverside Twp., Cook Co. |
| John Dabrowski | Bloomington Twp., DuPage Co. |
| Dave Dobbels | Cambridge Twp., Henry Co. |
| Katy Dolan Baumer | Hanover Twp., Cook Co. |
| Suzanne Fisher | Oquawka Twp., Henderson Co. |
| John Gardner, Jr. | Frankfort Twp., Franklin Co. |
| Don Goad | Greenwood Twp., McHenry Co. |
| Mary Hamilton | Aetna Twp., Logan Co. |
| Lisa Hodge | Blackberry Twp., Kane Co. |
| Percy Johnson | Waukegan Twp., Lake Co. |
| Scott Kegaris | Schaumburg Twp., Cook Co. |
| Sherrill Knorr | Reed Twp., Will Co. |
| Chuck Layer | Blackhawk Twp., Rock Island Co. |
| Darrell Maxheimer | Rochester Twp., Sangamon Co. |
| Karen Megan | Millbrook Twp., Peoria Co. |
| Lucy Prouty | Ela Twp., Lake Co. |
| Cynthia Reeder | Murphysboro Twp., Jackson Co. |
| Mike Reynolds | Long Creek Twp., Macon Co. |
| Sandy Shaw | Wood River Twp., Madison Co. |
| Craig Smith | DeKalb Twp., DeKalb Co. |
| Kay Starostovic | Grant Twp., Lake Co. |
| Sherry Tite | Wood River Twp., Madison Co. |
| Arnold Vegter | Union Grove Twp., Whiteside Co. |
| Deanna Wilkins | York Twp., DuPage Co. |
| Neal Wood | Newman/Murdock/Sargent/Bowdre Twp., Douglas Co. |

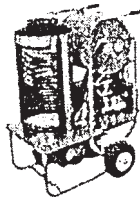
M&M PUMP CO.
1-800-237-1379



**Featuring Alkota Cleaning Systems
For Your Information
We Work on ALL American Made
Pressure Washers**

We can service any of the following units:

- | | |
|------------|----------|
| Alkota | Shellcom |
| Aqua Blast | Seabring |
| Aladdin | Delco |
| Excell | Hotsy |
| Landa | Hydrotek |
| Mighty M | Simpson |
| Farley | Whiteco |
| Northern | Rhino |
| Hydraulics | |



Facts About M&M Pump, Inc.

- 1) We carry a complete line of replacement parts.
- 2) We can convert or rebuild units to fit your needs.
- 3) We have a large variety of reconditioned units with warranty in stock.
- 4) We have special discounts for State, County, City, Townships, and Municipalities.

M&M PUMP CO.
CLINTON, IL • 1-800-237-1379

from the **Executive Director's Desk**



By Jerry B. Crabtree

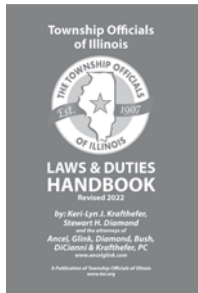
TOI Executive Director

ANNUALLY IN APRIL, most townships and road districts are on the fiscal year cycle requiring a new budget. Remember that it is not statutory that your township or road district fiscal year be April–March annually but this is the preferred cycle in township government.

Annually in April, we publish information about the required Annual Treasurer's Report townships are required to PREPARE, (possibly PUBLISH) and FILE accordingly.

Please take some time and review the instructions on the next pages. You have six (6) months from the end of your designated fiscal year to complete the report. If you fail to complete this requirement your township or road district tax dollars may not be distributed.

Laws & Duties Handbook



After a long-awaited publication deadline, we are happy to announce that the 2022 Laws and Duties Handbook is available for pre-order. Because of the pandemic and a paper shortage, distribution is delayed until this June, but you may pre-order your copies early.

You can order them online from the TOI bookstore or by completing

and returning the form on page 21 with your payment. There are several additions to this revision, so we are recommending a copy for each township or official. It is important to have this publication added to your resource library of other TOI publications all to assist you in performing your statutory duties as an elected township official.

Members Only

April 1, 2022 is an exciting time for our members. In my focus on member benefits and member experiences for the association. I am excited to announce the launch of the MEMBERS ONLY SECTION of the TOI website. WWW.TOI.ORG, this is a one stop resource access point for programs and services available to our dues paying members. However, we have not had the technology or opportunity to design a

member only section as a direct member benefit of participating in the association. This new section is available to all paid dues members. We are moving the following information from the general access point of the website (www.toi.org) in order to serve our members exclusively.

- The *Perspective Magazine* (FULL EDITION AVAILABILITY)
- Legislative Report
- Newsletter Issued quarterly
- Legislative Alerts

We hope that you take time to navigate this opportunity. Please remember that your email address is your valid entry point into the members only section. We must have your membership file updated with a current and active email address for you to access the members only section and its benefits.

More information will be made available as we move forward with this new service. In the meantime: log on and try it out at www.toi.org.

ANNUAL TREASURER'S REPORT (PUBLIC FUNDS STATEMENT PUBLICATION ACT) TOWNSHIPS & ROAD DISTRICTS

RESPONSIBILITIES

The treasurer (supervisor) in all townships and road districts is required each year to prepare a statement of receipts and disbursements. This statement is commonly known as the **Annual Treasurer's Report**. (30 ILCS 15/1 through 30 ILCS 15/6)

PUBLISHING AND FILING REQUIREMENTS

1. The report should be prepared by the treasurer and filed with the township clerk within 6 months after the end of the fiscal year.
2. The report must be sworn to by the treasurer and filed with the county clerk within 6 months after the end of the fiscal year.
3. The clerk must publish the report, within 6 months after the end of the fiscal year, in an English language newspaper published in the township. If no newspaper is published in the township, then it must be published in an English language newspaper published in the county

in which the treasurer resides. However, such publication requirement shall not apply when an audit of such funds has been made by a certified public accountant and a report of such audit has been filed with the 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 township, or if no newspaper is published in the township, then in a newspaper

printed in the English language published in the county.

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. A “sample notice” that you may use as a guide follows:

SAMPLE NOTICE

NOTICE OF AVAILABILITY OF AUDIT REPORT OF [INSERT NAME] TOWNSHIP

[INSERT NAME] Township hereby provides public notice that an audit of its funds for the period [insert beginning date of fiscal year] through [insert ending date of fiscal year] has been made, and that a report of such audit dated [insert date of audit] performed by [name of firm conducting the audit] has been filed with the County Clerk of [insert county where report is filed], in accordance with 30 ILCS 15/0.01 *et seq.* The full report of the audit is available for public inspection at [insert location where audit is available] during regular business hours [insert hours] Monday through Friday except for holidays.

Please check with your township attorney if you have any questions concerning the Notice of Availability.

4. Within 10 days after publication, the publisher of the newspaper must file with the county clerk a printed copy of the report and a certificate of publication stating the publication dates and the number of times it was published. **Even though the law allows the publication of the Notice of Availability in some cases, every township must still prepare the Annual Treasurer’s Report and file it with the County Clerk.**

INFORMATION REQUIRED

There is no statutory format for the **Annual Treasurer’s Report**. Treasurers may design their own format. However, the report must contain the information listed below. The Illinois Department of Commerce and Economic Opportunity recommends combining all funds together.

1. Identify all moneys received by source and amount.
2. Identify all moneys paid out to individuals or vendors where the total amount paid during the fiscal year exceeds \$2,500 in the aggregate. List by name and amount.
3. Combine all individuals or vendors paid less than \$2,500 in the aggregate and report as **all other disbursements less than \$2,500.**

List the name and compensation received by every elected/appointed official and employee. The treasurer may elect to report compensation

by name, listing each person in one of the following categories. When determining the proper range, use the gross salary before any deductions are made from it.

- A. Under \$25,000.00
- B. \$25,000.00 to \$49,999.99
- C. \$50,000.00 to \$74,999.99
- D. \$75,000.00 to \$99,999.99
- E. \$100,000.00 to \$124,999.99
- F. \$125,000.00 and over

4. **The report must also contain a summary statement of operations for all funds and account groups.** Such information may be excerpted from the **Annual Financial Report** filed with the Office of the State Comptroller. In the **AFR** the total revenues and expenses of the township general fund should appear under the **general column**. All remaining revenues and expenses of the township and road district should appear under the **special revenue column**. The remaining funds include: General Assistance, Audit, Insurance, Social Security, IMRF, etc. and all road district funds. The road district is considered a **blended component unit** for reporting purposes only.
5. This report should not disclose the name or address of any person to whom child support or maintenance was paid in accordance with a court order requiring the withholding of child support or maintenance from an employee’s wages.

ALTERNATIVE PUBLISHING PROCEDURE

The law provides an alternative to the above requirements. A local government may choose to publish and file its audit report prepared by a certified public accountant. However, publishing the audit report will be more expensive than publishing a report or the Notice of Availability or using the suggested format on the following pages.

including property taxes until the taxing body is in compliance with the filing and publishing requirements.

Any treasurer, publisher or public official who fails, neglects or refuses to comply with the requirements is guilty of a class A misdemeanor, and upon conviction, may be fined not less than \$25 nor more than \$500.

VIOLATIONS

If this report is not filed or published properly, the county treasurer shall withhold any and all funds

EXAMPLE

ANNUAL TREASURER'S REPORT CARDINAL TOWNSHIP & ROAD DISTRICT FISCAL YEAR ENDING MARCH 31, 2022

TOWNSHIP – REVENUE SUMMARY:

Property Taxes - 60,000; Replacement Tax - 5,000; Interest - 2,000; Miscellaneous - 1,000.

TOTAL REVENUES: \$68,000.

TOWNSHIP – EXPENDITURE SUMMARY:

Dept. of Labor - 2,500; TOIRMA - 5,000; Central Power Co. - 2,600; ABC Supply - 3,000; Illini Law Offices - 3,000; Lincoln Land Roofing Co. - 4,000; IRS - 3,000; Acme Supply - 3,000; Case #1 - 2,500; Case #2 - 2,600; Case #3 - 4,000.

All other disbursements less than (\$2,500) - 6,800.

TOTAL VENDORS: \$42,000.

TOWNSHIP – COMPENSATION SUMMARY:

Range: Under \$25,000.00: Joseph F. Glidden; William LeBaron Jenney; Jane Adams; John Mitchell; Daniel Hale Williams. Range: \$25,000.00-\$49,999.99: Myra Bradwell.

TOTAL COMPENSATION: \$41,000.

ROAD DISTRICT – REVENUE SUMMARY:

Property Taxes - 80,000; Replacement Tax - 10,000; Interest Income - 3,000; Miscellaneous - 4,000.

TOTAL REVENUES: \$97,000.

ROAD DISTRICT – EXPENDITURE SUMMARY:

Dept. of Labor - 2,500; TOIRMA - 9,000; Central Power Co. - 3,000; ABC Supply - 9,000; Illini Law Offices - 2,800; Lincoln Land Roofing Co. - 3,000; IRS - 3,000; Acme Supply - 7,000; General Equipment, Inc. - 40,000; Big Rock Co. - 50,000.

All other disbursements less than (\$2,500) - 7,700.

TOTAL VENDORS: \$137,000.

ROAD DISTRICT – COMPENSATION SUMMARY:

Range: Under \$25,000.00: Joseph G. Cannon; Paul P. Harris. Range: \$25,000.00-\$49,999.99: Eugene Debs; Mary Harris Jones.

TOTAL COMPENSATION: \$60,000.

EXAMPLE

SUMMARY STATEMENT OF CONDITION

(Excerpt from Comptroller Report)

	GENERAL	SPECIAL REVENUE	CAPITAL PROJECT	DEBT SERVICE	ENTERPRISE	INTERNAL SERVICE	FIDUCIARY	DISCRETELY PRESENTED COMPONENT UNITS
Revenues	40,000	125,000	0	0	0	0	0	0
(*Line 240)								
Expenditures	70,000	210,000	0	0	0	0	0	0
(*Line 270)								
Excess of Revenues Over (Under) Expenditures	(30,000)	(85,000)	0	0	0	0	0	0
(*Line 301)								
Transfers In	0	2,000	0	0	0	0	0	0
(*Line 302)								
Transfers Out	12,000	0	0	0	0	0	0	0
(*Line 303)								
Bond Proceeds	0	0	0	0	0	0	0	0
(*Line 304)								
Other	0	0	0	0	0	0	0	0
(*Line 305)								
Net Increase (Decrease) in Fund Balance	(32,000)	(83,000)	0	0	0	0	0	0
(*Line 306)								
Previous Year Fund Balance	60,000	110,000	0	0	0	0	0	0
(*Line 307)								
Other	0	0	0	0	0	0	0	0
(*Line 308)								
Current Year Ending Fund Balance	28,000	27,000	0	0	0	0	0	0
(*Line 310)								
TOTAL DEBT								
OUTSTANDING BEGINNING OF YEAR								
	100,000							
(*Line 405)								
ISSUED CURRENT FISCAL YEAR								
	0							
(*Line 411)								
RETIRED CURRENT FISCAL YEAR								
	20,000							
(*Line 417)								
OUTSTANDING END OF YEAR								
	80,000							
(*Line 423)								

Subscribed and sworn to this 15th day of September 2022

Joseph Smith - Treasurer

I, Francis Willard, Clerk of Cardinal Township, Prairie County, Illinois, do hereby certify that the above is a true copy of the Annual Treasurer's Report for the fiscal year ending March 31, 2022.

Francis Willard - Clerk

***NOTE: Refers to the line numbers in the Comptrollers Annual Financial Report (AFR).**

Jerry B. Crabtree
jerry@toi.org

Naperville

ON MARCH 15, the Education Event in Naperville was held! We have upcoming dates in Rockford, Mt. Sterling, Bloomington, Carbondale, Wood River. Download the form at <https://www.toi.org/tgen-network> or by using the form on pages 11-12.



**2428 W. Farmington Road
Peoria, IL 61604**

We Service all Cylinders!

**KOENIG
BODY
AND
EQUIPMENT, INC.**

www.koenigbody.com
1-800-767-7406



Emergency Lighting Systems



Hydraulics



Fenders

From Big to Small...We have it all...If it is not in stock...
We can order it in...Pumps, Lights, Tool Boxes, Wet kits, Tanks,
Hydraulic needs, Dump Bodies, Service Bodies, Platforms, Liftgates,
Trailers, Snow Plows and Spreaders. We can make hydraulic hoses
while you wait!!!



Tool boxes



Wet Kits

We are now a **BIG TEX**
Trailer Dealer!



Dump Bodies/Service Bodies



Gooseneck Platforms



Plows & Spreaders

ANNUAL TOWN MEETING

Get ready for Annual Town Meeting April 12

FOR ANNUAL MEETINGS, the law requires that the Township Board adopt an agenda at least 15 days before the meeting. Voters may request an agenda item for consideration by giving written notice of a specific request to the Township Clerk no later than March 1 before the annual meeting. Items not on the published agenda may **NOT** be considered or added to the agenda at the meeting.

Annual Town Meeting Notice - Notice of the time and place of holding the annual township meeting shall be given by the township clerk (or in the clerk's absence, the supervisor, assessor or collector) by posting written or printed notices in three of the most public places in the township **at least 15 days before the meeting and, if there is an English language newspaper published in the township, by at least one publication in that newspaper before the meeting.*** The notice **shall** set forth the agenda for the meeting.

Agenda - Not less than 15 days before the annual meeting, the township board shall adopt an agenda for the annual meeting. Any 15 or more registered voters in the township may 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 no later than March 1 prior to the annual meeting. The agenda published by the township board shall include any such request made by voters **if** the request is relevant to powers granted to electors under the Township Code.

Additional Agenda Items - Any matter or proposal not set forth in the published agenda shall not be considered at the annual meeting other than advising that the matter may be considered at a special meeting of the electors at a later date.

Supervisor's Annual Financial Statement - It is the duty of the Township Clerk to post a copy of the supervisor's annual financial statement at the place of holding the Annual Town Meeting. This **MUST** be done at least 2 days before the Annual Town Meeting is held.

Annual Town Meeting Day - No Annual (or special) Town Meeting may begin before 6:00 p.m. The Township Clerk, if he/she is present, shall call the meeting to order. After this, the clerk shall call for nominations for a Moderator and the electors present will elect some-

one to serve as moderator. Before the moderator enters the duties of office, he/she shall take the oath of office administered by the Township Clerk (see inset box)

Please note: The Township Clerk is the **ONLY** township official acting in ANY official capacity at the Annual (or special) Town Meeting. Everyone else present, regardless if they are an elected official or not, are there as electors (voters) and each have an equal vote in each matter voted upon.

Voting at Annual Town Meeting - Only registered voters of the township may vote at the annual (or special) town meeting. The township clerk therefore must obtain a list of the township's registered voters from the county clerk prior to the meeting being held. This list must be used to establish who is or isn't a registered voter and able to participate in the meeting.

Minutes of Annual (or Special) Town Meeting - After a moderator is elected, the Township Clerk acts as clerk of the meeting and keeps an accurate record of the proceedings at the meeting. The minutes shall be signed by the Township Clerk and the Moderator of the meeting.

Financial Statement - It is the duty of the township clerk to read aloud **OR** provide a copy of the unaudited statement of the annual financial statement of the township supervisor to the electors at the annual town meeting.

Powers of Electors - There are many powers that the electors **MAY** take at the Annual (or special) Town Meeting. The following page lists all of those powers. You might keep this list of powers available for your annual town meeting.

** The last day to publish/post the notice is March 28, 2022.*

ANNUAL TOWN MEETING

The Electors Present at the Annual Town Meeting Have the Power To:

1. Take all necessary measures and give directions for the exercise of their corporate powers. (60 ILCS 1/30-25)
2. To fix the hour at which town meetings shall be held. (60 ILCS 1/30-30)
3. To spend monies for preparation of a detailed property record system. (60 ILCS 1/30-45)
4. Make orders for the purchase and sale of property. (60 ILCS 1/30-50)
5. May declare property of the township to be surplus for purposes of donating the property to a historical society or other not-for-profit corporation. (60 ILCS 1/30-53)
6. To authorize the township board of trustees to appropriate monies in excess of the sum provided in the Public Graveyards Act, for the purpose of putting any old, neglected graves and cemeteries in the township in a cleaner and more respectable condition. (60 ILCS 1/30-60)
7. Provide for the decoration and maintenance of graves of persons who at any time served in the armed forces of the United States which are within the township. (60 ILCS 1/30-65)
8. Provide space in any township building for courtroom and office use by Circuit Court. (60 ILCS 1/30-70)
9. To authorize the township board of trustees to exercise the powers conferred by the "Township Zoning Act". (60 ILCS 1/30-75). This does not apply in any county where a county zoning ordinance or resolution is in effect.
10. Offer premiums and take such action as shall induce the planting and cultivating of trees along the highways in the town and protect and preserve trees standing along or on highways, and purchase, plant and cultivate along the streets and highways in the township. (60 ILCS 1/30-85)
11. Make rules and regulations for ascertaining the sufficiency of all fences in the town and determine what shall be a lawful fence within the town; except as otherwise provided by law. (60 ILCS 1/30-90)
12. Prohibit animals from running at large. (60 ILCS 1/30-95)
13. Establish and maintain pounds where deemed necessary. (60 ILCS 1/30-100)
14. Impound animals. (60 ILCS 1/30-110)
15. Construct and keep in repair public wells or other watering places and regulate the use thereof. (60 ILCS 1/30-115)
16. Prevent the deposit of night soil, garbage or other offensive substances within the limits of the town. This section does apply to refuse disposal facilities regulated by the Illinois State Department of Public Health and the county in which the facilities are located. (60 ILCS 1/30-120)
17. To adopt ordinances regulating standing or parking of recreational vehicles on township roads within each township. (60 ILCS 1/30-125)
18. Declare inoperable motor vehicles a nuisance. (60 ILCS 1/30-130)
19. Authorize the licensing and regulation and direct the location of all places of business of purchasers, traders and dealers in junk, rags and any secondhand article, including motor vehicles, except in cities, villages and incorporated towns in such township which, by ordinance, provide for such licensing, regulation or places of location. (60 ILCS 1/30-135)
20. Regulate hawkers, peddlers, pawnbrokers, itinerant merchants and transient vendors. (60 ILCS 1/30-140)
21. If a township is not included in the mental health district organized under the community mental health act, the electors may authorize the board of trustees to provide mental health services (including service for the alcoholic and the drug addicted, and for persons with intellectual disabilities) for residents of the township by disbursing funds if available by contracting with mental health agencies approved by the Department of Human Services, alcoholism treatment programs licensed by the Department of Public Health, and treatment facilities and other services for substance use disorders approved by the Department of Human Services. To be eligible to receive township funds, an agency, program, facility, or other service provider must have been in existence for more than one year and must serve the township area.
22. In counties having less than 1,000,000 inhabitants, to authorize the board of trustees to contract with one or more incorporated municipalities lying wholly or partly within the boundaries of such township, or with the county within which the township is located, to furnish police protection in the area of such township that is not within the incorporated area of any municipality having a regular police department. (60 ILCS 1/30-150)
23. Authorize contracts with county sheriff to furnish police protection in unincorporated areas. (60 ILCS 1/30-155)
24. In counties having a population of 1,000,000 or more, to authorize the board of trustees to contract with one or more municipalities in the township or with the county within which the township is located to furnish police protection in the unincorporated area of the township. The board of trustees may declare the unincorporated area of the township a special police district for tax purposes, proof of which authorizes the county clerk to extend a tax upon the special police district in the amount specified in the annual town tax levy, but not to exceed a rate of .10% of the value of taxable property as equalized or assessed by the Department of Revenue. (60 ILCS 1/30-160)
25. Authorize fire protection in unincorporated areas. (60 ILCS 1/30-165)
26. To authorize the board of trustees to contract for the furnishing of mosquito abatement services in the unincorporated areas of the township. (60 ILCS 1/30-170)
27. To authorize the supervisor to file an application for the township and all other bodies politic established by or subject to the control of the electors to participate in the Illinois Municipal Retirement Fund. (60 ILCS 1/30-180)
28. Allow for voters at the Annual Town Meeting to transfer funds from one or more funds to other or different funds, or to the general road and bridge fund or any fund raised by taxation or bonds for road and bridges. (60 ILCS 1/30-185 and 1/245-5)
29. Make all such by-laws, rules and regulations deemed necessary to carry into effect the powers herein granted and may impose fines deemed proper, except when a fine or penalty is already allowed by law. No offense shall be classified in excess of a petty offense. (60 ILCS 1/30-190)
30. Apply all penalties, when collected, in such manner as may be deemed most to the interests of the township. (60 ILCS 1/30-195)
31. By a vote of the majority of electors present at a town meeting, the electors may authorize that an advisory question of public policy be placed on the ballot at the next regularly scheduled election in the township. The township board shall certify the question to the proper election officials, who shall submit the question in accordance with the general election law. (60 ILCS 1/30-205)
32. Adopt revised tax schedule for town purposes. (60 ILCS 1/235-5 and 1/235-10)
33. Increase tax rate for road purposes. (605 ILCS 5/6-504)
34. Tax for construction of bridge at joint expense of county and road district and obtain aid from county. (605 ILCS 5/6-508)
35. Request referendum to issue bonds for road purposes. (605 ILCS 5/6-510)
36. Petition for road or road improvements. (605 ILCS 5/6-601)
37. Request referendum to repeal special tax for road purposes. (605 ILCS 5/6-617)
38. Authorize the use of permanent road funds, general road and bridge funds, or town funds for the purpose of collecting, transporting, and disposing of brush and leaves. Allow general road and bridge or town funds to also be used for the purpose of providing disaster relief and support services approved by the township board of trustees at a regularly scheduled or special meeting. (60 ILCS 1/30-117)

2022 Professional Development Course 2

QuickBooks for Beginners

The TOI Education Program is pleased to offer several Professional Development Courses in 2022 for township officials and staff. The second program of the year is **Thursday, June 23, 2022**, at the TOI Office in Springfield and online. We are offering this as a **hybrid course**. The **in-person session** capacity is limited to 25 attendees; the cost is \$75 and includes lunch. The **online session** capacity is unlimited; the cost is \$25. The seminar is scheduled from 10am – 3pm to accommodate travel time.



All online registrants will receive the login link prior to the scheduled event.

This class is designed for individuals who are responsible for the Township bookkeeping processes who are relatively new to QuickBooks Desktop and would like a better understanding of how to use, customize, and navigate the software. This course is aimed at beginner QuickBooks Users.

Deadline to register is Thursday, June 16, 2022
Please fill in all information below and print clearly.

\$75 In-Person Course

\$25 Online Course

Name: _____

Township Position: _____

County/Township: _____

Address: _____

City, State, Zip: _____

Phone/Email: _____

Registration is \$75/person OR \$25/person, depending on course type. Refunds cannot be given for any cancellations received after the deadline to register.

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

Credit Card (Visa / MasterCard only) Card Number: _____ **Exp:** _____

Signature: _____

Return to the TOI office by fax at 217.744.7419, email to kayla@toi.org, or mail to 3217 Northfield Dr., Springfield, IL 62702.

Step Up to the Plate For



Township Government

2022 Education Events Registration Day Programs

_____ May 26 Radisson/Rockford
_____ July 28 Doubletree/Bloomington

8 am – 3 pm

County _____ Township _____

Address _____

City _____ State _____ Zip _____

Contact person name, email, and phone number:

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

Supervisor: _____

Township Clerk: _____

Highway Comm.: _____

Assessor: _____

Trustee: _____

Trustee: _____

Trustee: _____

Trustee: _____

Collector: _____

Other/title: _____

Registration is \$50 per location, per person or \$400/township for up to nine attendees. On-site registration is \$75 per person. Please note that an onsite fee may be required if you do not register at least one week prior to the event. No refunds will be given once TOI has confirmed attendance members with venue.

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

Name, as it appears on card: _____

Credit Card Number _____ Exp.: _____

Step Up to the Plate For



Township Government

2022 Education Events Registration Evening Programs

___ June 7	KC Hall/Mt. Sterling
___ Aug 9	Woodriver Twp Community Room
___ Sept. 15	Carbondale Twp Community Room

6 pm – 8 pm

County _____ Township _____

Address _____

City _____ State _____ Zip _____

Contact person name, email, and phone number:

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

Supervisor: _____

Township Clerk: _____

Highway Comm.: _____

Assessor: _____

Trustee: _____

Trustee: _____

Trustee: _____

Trustee: _____

Collector: _____

Other/title: _____

Registration is \$25 per location, per person or \$200/township for up to nine attendees. On-site registration is \$50 per person. Please note that an onsite fee may be required if you do not register at least one week prior to the event. No refunds will be given once TOI has confirmed attendance members with venue.

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

Name, as it appears on card: _____

Credit Card Number _____ Exp.: _____

Lunch & Learn Webinar Series

PPRT Funds: What Is It and How to Receive It

April 13, 2022 | 12 PM | 60 Minutes | \$25

Aaron Allen, Illinois Department of Revenue

We will discuss IDOR/LTAD's role in allocating PPRT funds. We will also go over the LTAD website and the resources available to township officials.



Aaron received a B.S. in Agribusiness, Farm, and Financial Management from the University of Illinois at Urbana-Champaign and a M.B.A. from the University of Illinois at Springfield. He has worked for the Department of Revenue for 14 years in the Motor Fuel Division, Audit Division, as the Section Manager of the Alcohol and Tobacco Processing Section, and now as the Division Manager of the Local Tax Allocation Division since April 2018.

New Requirements of the Statement Of Economic Interest Statement

April 14, 2022 | 12 PM | 60 Minutes | \$25

Keri-Lyn Krafthefer & Dan Bolin, Ancel Glink

Changes have been made to the Statement of Economic Interest due May 1. Join Attorneys from Ancel Glink to learn more about these changes!



Keri-Lyn has spent her entire career representing Illinois municipalities, townships, park districts, library districts, and school districts, and their officials in the day-to-day matters that arise, including corporate matters, labor and employment matters, tax objections, as well as in litigation. She represents politicians and candidates in election law matters, including ballot access, referenda, campaign finance and related matters. Keri-Lyn also serves as one of the primary attorneys for the Municipal Clerks of Illinois.



Dan has spent all of his nearly 15-year legal career counseling local governments at Ancel Glink, regularly advising clients at board and commission meetings and managing land use and development matters. Dan earned his B.A. from the University of Illinois at Urbana-Champaign. Dan graduated magna cum laude from the University of Illinois College of Law, where he served as an associate editor on the University of Illinois Law Review and earned a CALI Award in Real Estate Development.

Webinars are convenient, affordable, and interactive.

Visit toi.org for more information and to register!

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

Lunch & Learn Webinar Series

Utility Permits in Township Road Districts:

A Discussion with the Illinois Farm Bureau

May 18, 2022 | 12 PM | 60 Minutes | \$25

Bill Bodine, Illinois Farm Bureau

With the increase in utility and broadband projects around Illinois, confusion about permit and easement needs sometimes creates conflict between contractors, road authorities, and landowners.

The Township Officials of Illinois (TOI), the Illinois Farm Bureau (IFB), and the Illinois Assn. of County Engineers have worked together to develop a permit template that can provide clarity for these projects. The webinar provides details about issues surrounding broadband and utility projects and an explanation of the new permit template that road authorities can utilize.



Bill Bodine is the Director of Business and Regulatory Affairs in the Illinois Farm Bureau Governmental Affairs and Commodities Division. Bill and his team manage issues associated with business regulation and property rights, utilities and energy, livestock and dairy issues, and transportation and infrastructure.

Bill earned a Bachelor of Science degree in Agriculture Economics from the University of Illinois and a Master of Agribusiness degree from Kansas State University. Prior to joining the Illinois Farm Bureau, he worked in the agriculture industry for seven years. He joined Illinois Farm Bureau in August 2003 and has served in several roles with the organization.

Bill was raised on his family's farm near Bismarck, IL in Vermilion County.

Webinars are convenient, affordable, and interactive.

Visit toi.org for more information and to register!

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

Lunch & Learn

On Demand Programs

EVERY MONTH, TOI offers a live Lunch & Learn Webinar Program. But we also offer an extensive catalog of our live programs! The following is a complete list of our On Demand Catalog. You can access these webinars at <https://tgen.toi.org/>. The cost to view any of the catalog is \$25 each.

Adopting the Sexual Harassment Policy In Local Government

Jeff Jurgens, Attorney

Asphalt Maintenance and Prevention

John Redlingshafer, Mescher Law Offices

Patrick Meyer, Engineering Consultant

Best Practices for Township Use of Social Media

Julie Tappendorf, Ancel Glink

Bidding and Purchasing

Derke Price, Ancel Glink

CDL License in Township Government

Kevin Dueterhaus, Illinois Secretary of State

- Driver Services

Clerk Attestation of Township Payments

John Redlingshafer, Mescher Law Offices

Comptroller Reporting Requirements

Rosana Barbaro-Flores, Office of the Comptroller

Controlling Township Workers

Britt Islay, Ancel Glink

COVID-19 and getting back to normal in Township Government

Daniel Hamilton

Covid-19 Vaccine and Township Employees: Can it be Mandated?

Brian Smith, Heyl Royster

Do You Have a Succession Plan for Your Office?

Jeff Adkisson, Grain and Feed Association of Illinois

DOT-mandated Supervisors Training Course for Reasonable Suspicion Testing of CDL drivers

Dr. Donna Smith, Regulatory Compliance

Officer WorkforceQA

Drug And Alcohol Regulations in the Trucking Industry

Fletcher Morgan for Mid-West Truckers Association

Employment Issues in Township Government

John Redlingshafer, Mescher Law

Jerry B. Crabtree, TOI Executive Director

Ethics in Township Government

Jerry B. Crabtree, TOI Executive Director

Keri-Lyn Krafthefer, Ancel Glink

Highway Commissioner Duties and Responsibilities

Jim Donelan, TOIRMA

Implementing Employee Safety in Your Township

Matt Knight, TOIRMA

Sean Richardson, TOIRMA

Motor Fuel Tax (MTF) and Township Government

Amy Whitecotton, IDOT - MFT Program Manager

Greg Lupton, IDOT - Local Project Implementation Engineer

Tim Peters, IDOT - Local Policy and Technology Engineer

Stephane B. Seck-Birhame, IDOT-Local Program Development Engineer

Debbie Jarvis

Nuts & Bolts: Township Clerks Duties 101

Katy Dolan Baumer, Hanover Township

Nuts & Bolts: Township Clerks Duties 102

Katy Dolan Baumer, Hanover Township

Preparing the Township Levy Step by Step

Sheryl Churney, Klein, Thorpe & Jenkins, Ltd.

Road District Issues

John Redlingshafer, Mescher Law Offices

Running a Township Meeting and Parliamentary Procedure

Jim Donelan, TOIRMA

Serving the People in Township Government

Jeff Jurgens, Attorney

Jim Donelan, TOIRMA

Jerry B. Crabtree, TOI Executive Director

Sign Safety in Township Government

Jim Donelan, TOIRMA

Matt Knight, TOIRMA

Succession Planning in Township Government

John Redlingshafer, Mescher Law Offices

Jerry B. Crabtree, TOI Executive Director

The Mid-west Trucker's Program

Matt Wells, Mid-West Truckers Association

Township Agendas and Public Comments in Township Government

Alan Jedlicka, Sorling Northrup

Township Government and Media Relations Part 1: Establishing a Proactive Media Relations Strategy

Ryan McLaughlin, Mac Strategies Group

Transparency 101: A Deeper Dive into OMA/FOIA

Andrew Keyt, Heyl Royster

Trustees and Their Role on the Township Government

John Redlingshafer, Mescher Law

Understanding FMCSA's Drug and Alcohol Testing Clearinghouse

Fletcher Morgan for Mid-West Trucker's Association

Understanding TIFs in Illinois

Jim Donelan, TOIRMA

Updating your Township Record Keeping

Gregory Moredock, Sorling Northrup

When Disaster Hits, We'll Get You Through: IPWMAN

Barbara Stiehl, IPWMAN

Mark Doerfler, IPWMAN

Your Rights to Right of Way

Gregory Ray, Craig & Craig, LLC

Jim Donelan, TOIRMA

Jerry B. Crabtree, TOI Executive Director

You're Elected! Now What to Do?

Gregory Moredock, Sorling Northrup

Legislative Report

By Taylor Anderson

Anderson Legislative Consulting, Ltd.



IF THE GENERAL ASSEMBLY legislative calendar held true, then by the time you receive this spring session will have concluded. The last weeks of spring session flew by and the closer we got to the end, the faster the process moved, especially in this shortened year. At this time, TOI is tracking numerous pieces of legislation and continue our efforts of talking to staff, speaking with legislators, and working the various committees and stakeholders to advocate on behalf of the townships of Illinois.

Below are a few pieces of legislation, we are currently tracking, that still have an opportunity to advance before session is finished. Some of the bills you may already be familiar with due to the legislative alerts TOI has sent, others you may receive alerts regarding in the near future. At TOI, we believe that our strength comes from our mission and the unity of all of us working together. As these bills continue to advance and as legislative alerts are sent out, we ask that you help us by taking the action contained in the alerts. It is only when we all act together that we can successfully advocate on behalf of townships. For those of you who joined us in Springfield for the Township Lobby Day, it was a pleasure to see you and thank you for participating.

HB 4251 – Rep. Tony McCombie (R-71st)/Sen. Neil Anderson (R-36th)

Provides that any purchase by a township for services, materials, equipment, or supplies in excess of \$30,000 (rather than \$20,000) shall be contracted in specified ways. Provides those contracts for construction work whose estimated cost will exceed \$30,000 (rather than \$20,000) for township waterworks and sewerage systems shall be let to the lowest responsible bidder. This would bring townships in line with counties and municipalities. **TOI Supports**

HB 4489 – Rep. Jay Hoffman (D-113th)/Sen. Scott Bennett (D-52nd)

Removes the Grant Accountability and Transparency Act requirements from awards, including capital appropriated funds, made by the Department of Transportation to units of local government for the purposes of transportation projects utilizing State and

federal funds. Provides that the Act shall recognize that federal and federal pass-through awards from the Department of Transportation to units of local government are governed by and must comply with specified federal guidelines. **TOI Supports**

HB 5538 – Rep. Michael Halpin (D-72nd)/Sen. David Koehler (D-46th)

Provides that prevailing wage be paid on the construction or demolition of public works performed by an employee of a public body engaged in the construction or demolition of public works on behalf of another public body. *This bill would gut intergovernmental agreements and be an unfunded mandate on local governments that would result in an increase of property taxes.* **TOI Strongly Opposes.**

SB 3789 – Sen. Julie Morrison (D-29th)/Rep. Jonathan Carroll (D-57th)

Decennial Committees on Local Government Efficiency Act. Within one year after the effective date of the Act and at least once every 10 years thereafter, each unit of local government that may levy any tax (except municipalities and counties) must form a committee to: study local efficiencies, create a report with recommendations regarding efficiencies, increased accountability, and consolidation. Provides that the duties of the committee include, but are not limited to, the study of the unit of local government's governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements, and interrelationships with other units of local government and the State. Provides that the committee shall collect data, research, analysis, and public input. Dissolves the committee after completion of its report. *TOI worked with sponsors to address many of our concerns.* At this time, **TOI is Neutral.**

TOIRMA Update

By Jim Donelan

TOIRMA Executive Director



Cyber Liability – Multifactor Authentication (MFA)

HAVE YOU EVER SAID OR HEARD: “It can’t happen to me.” or “Does this really apply to me?” I remember these types of questions coming to mind regarding identity theft. I mean I really, I thought, “I’m careful and who would want to have my information.” That line of thinking was just fine for a while until my credit cards were breached, not once, but six times. Cyber liability is no different.

As a township official you may be thinking as I once did regarding identity theft as it relates to cyber liability and your township. However, if you have a smartphone, tablet, personal computer, or laptop, you need to be prepared. The days of using “password123” or the same password for all of your online accounts or applications is over. It only takes one breach to impact you on multiple fronts.

What is multifactor authentication (MFA)?

According to Berkley Cyber Risk Solutions, multifactor authentication (MFA) is “a best practice for security, but now it is effectively a prerequisite, minimal practice for digital security.” This helps protect online accounts by using the strongest authentication tools available, such as biometrics or a unique one-time code that is sent to your phone or mobile device.

This is a low-cost way of better securing your devices. Microsoft, as an example, has an MFA authenticator application available at no cost to existing customers. Please ask your IT advisor about MFA and implementation in your systems.

Is it important to update applications?

Yes. Whether it’s your device’s operating system or applications such as Office 365 it is critical to keep all updated with the latest version. Companies constantly update applications to address the latest security concerns, and if you are not up-to-date you are more vulnerable to attacks or breaches.

What is Phishing

Phishing emails look like they came from a person or organization you trust, but in reality they’re sent by hackers to get you to click on or open something that gives them access to your computer.

Be mindful of phishing attacks. Phishing emails look legitimate, and appear to be from a reliable company, organization, or even other townships officials or employees. Phishing emails often have the following characteristics:

- Ask you for your username and password, either by replying to the email or clicking on a link that takes you to a site where you’re asked to input the information;
- Look like they come from your human resource or information technology (IT) personnel; and
- Have grammatical errors.

What Resources are Available to TOIRMA Members?

TOIRMA members may access online cyber resources and trainings, through eriskhub.com/berkleycyberrisk. These internet-based tools are designed to better equip townships in reducing cyber liabilities and exposures. To obtain access to eRiskHub, please visit the “Members Only” section of the TOIRMA website, toirma.org, or contact Carla Hilligoss at chilligoss@ccmsi.com, (217) 444-2111 to obtain your access code.

Thank you for your attention to these matters.

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.

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



toirma.org

TOIRMA Dividends

THE TOIRMA BOARD OF TRUSTEES declared a dividend for 2022 for all eligible Members.

Townships and road districts that have been Members for the previous five consecutive years receive a dividend. The Board of Trustees has declared a dividend for 31 consecutive years. This year's dividend totals \$2,223,883, with a cumulative 31-year total returned to Members of \$51.1 million. TOIRMA Board of Trustees Chair Barbara McGrew says: "the Board is proud to be able to provide this benefit to our Members. The Board and management continue its tradition of working towards the goal of returning a dividend and keeping the costs of coverage stable."

The dividends checks were mailed to each TOIRMA Contact on March 1, 2022. Once received the dividend should be deposited within two working days per the Public Funds Deposit Act [30 ILCS 225/1]).



Executive Director Jim Donelan presents a Dividend to Ron Smith, Highway Commissioner **SPRINGFIELD TOWNSHIP** (Sangamon Co.).



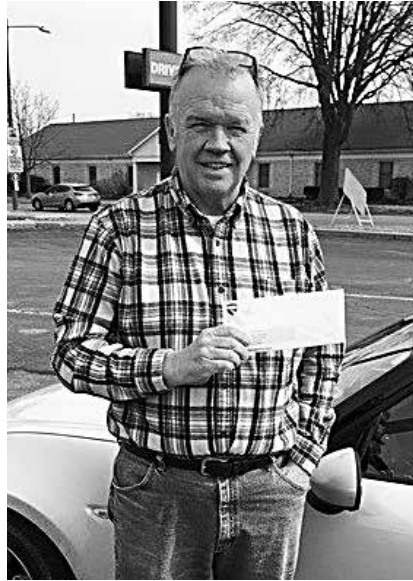
TREMONT TOWNSHIP (Tazewell Co.) joined the TOIRMA program five years ago. Supervisor Kim Marron accepts their first dividend check presented by TOIRMA Associate Director Matt Knight.



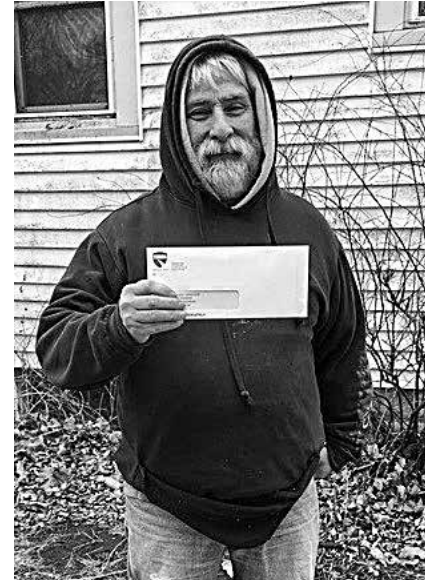
TOIRMA Director Treasa Brookman presenting dividend check to Ron Daniels, Supervisor, **PENDLETON TOWNSHIP** (Jefferson Co.)



HENRY TOWNSHIP (Marshall Co.) Township Clerk Doris Jean Goldner accepts her Dividend.



Craig Hall, Supervisor of **TALKINGTON TOWNSHIP** (Sangamon Co).



Craig Culp Supervisor of **AUSTIN TOWNSHIP** (Macon Co). accepts the dividend.



GREENFIELD TOWNSHIP (Grundy Co.) joined the TOIRMA program five years ago. Supervisor Francis Halpin Jr. accepts their first dividend check presented by TOIRMA Associate Director Matt Knight.



Bill Cocagne presents **TAYLORVILLE TOWNSHIP** (Christian Co.) Supervisor Billie Heberling the dividend check.

MEDICAL ASSISTANCE CATASTROPHIC INSURANCE PROGRAM

Administered by Allied Benefit Systems, LLC



Coming Soon...

www.maciprotect.org

- download forms
- product info
- request customer service

Attention to all township Supervisors and Trustees!

It is time to enroll in the Medical Assistance Catastrophic Insurance (MACI) Program!

There is **no increase** in premium this year and please keep in mind that your premium **can be paid by GA funds**.

There continues to be a great deal of uncertainty regarding the Statute (305 ILCS 5/5-1.3) Sec.5-1.3. It says even when a G.A. Recipient is on Medicaid, the State is the payer of last resort. If townships have to pay medical expenses for G.A. Recipients including those on Medicaid, your area of responsibility and liability grows. In discussion with Bryan Smith, TOI's Executive Director commented, ***"It's better to be safe than sorry."***

Many of your fellow supervisors have protected their townships against the possibility of a large G.A. medical claim. Such a claim could wipe out your assets and bring your township to financial ruin.

Some townships have already experienced the benefit of this protection in the form of paid G.A. claims.

REMEMBER – whether or not you have a G.A. recipient today, the statute says it is your responsibility to provide medical assistance to a G.A. recipient. ***Don't believe it will never happen to me – because never can happen any time.***

Your township should have already received a MACI Enrollment informational postcard in mid-March to consider participation in this program that has provided so many townships like yours – peace of mind.

Please make this an agenda item for your next township meeting.

Townships currently enrolled in the MACI Program will receive their Renewal Invoice mailing mid-April.

If you have any questions, please contact either of these MACI representatives:

Rhonda Kallenborn

Phone: (312) 261-9257

E-mail: rkallenborn@alliedbenefit.com

Steve Barrett

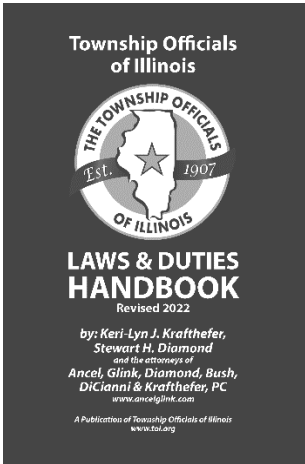
Phone: (800) 540-6566 (Toll-free)

E-mail: s-barrett@comcast.net

Endorsed by:



**NOW
WOULD
BE A
GOOD
TIME TO
CONSIDER
THIS AN
AGENDA
ITEM!**



New Edition: 2022 TOI Laws & Duties Handbook

Preorder Your Copy Today!

The Revised 2022 Edition of the Township Officials of Illinois *Laws and Duties Handbook*, a valuable resource for township officials, is available for distribution in **June 2022**.

The revised Township Officials of Illinois Laws and Duties Handbook helps officials perform their duties as township officials. **EVERY** township official need a copy of this handbook.

Orders Will Ship in June 2022

Fill out this order form and mail to:

Township Officials of Illinois, 3217 Northfield Drive, Springfield, IL 62702

Please send _____ copies of "Township Officials of Illinois Laws and Duties Handbook." Single Copy \$35 or 2 or more handbooks \$30 each to one address.

Please send _____ copies of "Township Officials of Illinois Laws and Duties Handbook" with CD \$45, for book and CD combination. For **ONLINE PURCHASE**, use code **LDCOMBO**.

Please send _____ copies of "Township Officials of Illinois Laws and Duties Handbook" with CD only \$30, for handbook on CD.

Amount Enclosed \$ _____

County: _____ Township: _____

Name/Title: _____

Address: _____

City/State/ Zip: _____

Phone: _____

Email: _____

You can order this publication online in the TOI Bookstore or by completing this form and returning it with your payment to the TOI Office.

DIRECTORY OF PROFESSIONAL SERVICES

Brent (309) 231-4559

Willa (309) 231-4556

Ace In The Hole Spray Patching & Crack Sealing

Owner: Willa Warnkes-Sipp
15820 McDonald Road
Hanna City, IL 61536

Bonded & Insured



Gateway Pipe & Supply, Inc.

RAILROAD TANK CAR CULVERTS
8 ft., 9 ft., and 10 ft. diameter by .500 wall thickness, 30 ft. to 50 ft. lengths
RAILROAD FLAT CAR DECK BRIDGES
10 ft. Wide - 89 ft. Long
SPRINGFIELD, ILLINOIS - DES MOINES, IOWA - HOUSTON, TEXAS
DELIVERED PRICES AVAILABLE UPON REQUEST
GARY LAKOWSKI 636-346-3320

GIFFIN WINNING

COHEN & BODEWES, P.C.

ATTORNEYS AT LAW

ATTORNEYS

HERMAN G. BODEWES
hbodewes@giffinwinning.com

CREIGHTON R. CASTLE
ccastle@giffinwinning.com

MATTHEW R. TRAPP
mtrapp@giffinwinning.com

JASON E. BROKAW
jbokaw@giffinwinning.com

MYERS BUILDING, SUITE 600
1 WEST OLD STATE CAPITOL PLAZA
SPRINGFIELD, ILLINOIS 62701
Phone (217) 525-1571
Fax (217) 525-1710
giffinwinning.com

Providing Legal Service Throughout
Central Illinois for Over 100 Years

MIDSTATE ASPHALT REPAIR, INC.

SPECIALIZING IN SPRAY PATCH
APPLICATIONS IN CENTRAL ILLINOIS



SCOTT HOSTETLER
PRESIDENT / OWNER
(309) 264-1795

SCOTT@MIDSTATEASPHALTREPAIR.COM
WWW.MIDSTATEASPHALTREPAIR.COM

Your Business should be here!

For information on advertising, contact Katie Hart, Director of Sales

Township Perspective Magazine

c/o R&B Productions Inc.

423 N. Brandywine Drive, Suite D • Peoria, IL 61614

Phone 309-693-9667 ext 14

Fax 309-693-3465

Email katieh@rbpro1.com

**MICROSURFACING
CAPE SEAL
MICRO SEAL**

**A New Alternative in
Pavement Maintenance**



ASC Asphalt Stone Company, Inc.

**Call Lisa Nasso or
Michael Davidsmeyer
consultation and pricing
217/243-9791**

Township Perspective ads get results!

Advertisements in
Township Perspective reach over
11,000 readers across Illinois
every month.

Publication reaches:

- More than 11,000 township/road district officials
- More than 605 miscellaneous subscriptions (including state and federal agencies, township staff, news media, and libraries)
- 177 state legislators and 21 U.S. Senators and Congressmen

To learn how you can target this audience with your company's ad,
call Katie Hart at (309) 693-9667 ext. 14 or Email: katieh@rbpro1.com

The Scoop on Supervisors

By Sherrill Knorr

President, Township Supervisors of Illinois



JUST WHEN I THOUGHT Winter and snow was over, Mother Nature is there to remind me that it's not over yet. Snow on the ground as I write this and only 23 degrees. Spring where are you?

As a new official, you have completed your first fiscal year in office. With the start of a new fiscal year comes the Annual Town Meeting (ATM). As a supervisor, it is your job to put together the Supervisor Annual financial statement to the Board. This report is within the 30 days before the ATM. This year the ATM will be held on Tuesday April 12, 2022 for all townships. Remember this meeting cannot begin before 6:00 p.m.

The Annual Treasurers Report must identify and contain the following information. Although no required format exists, the Illinois Department of Commerce and Economic Opportunity recommends the following:

1. Identify all monies received by source and amount, and combine all funds together
2. Identify all monies paid out to vendors where the total amounts paid during the fiscal year exceeds \$2,500 in the aggregate, naming the vendors and indicating the amount paid, this does not include payroll, and combine all funds together
3. For all vendors receiving less than \$2,500, report the amount as "All Other Disbursements Less than \$2,500", and combine all funds together
4. Identify all monies paid as compensation (gross, before deductions) for personal services, listing the name and the compensation received by every elected/appointed official and employee. You may elect to report compensation by name, listing each person in one of the following categories:
 - a. Under \$25,000
 - b. \$25,000 to \$49,999
 - c. \$50,000 to \$74,999
 - d. \$75,000 to \$99,999
 - e. \$100,000 to \$124,999
 - f. \$125,000 and over

5. Draw up a summary statement of operations for all funds and account groups as excerpted from the "Annual Financial Report" filed with the Office of the State Comptroller. 30 ILCS 15/1

The Annual Treasurer's Report shall be subscribed and sworn to by the supervisor and shall be filed in the office of the County Clerk within 6 months of the end the fiscal year.

The Supervisors and General Assistance Training Institute (GATI) have been busy planning and conducting the first of three general assistance training for this year. These is an Intermediate/Advanced Training and is a one-day training. Dates for the remaining trainings are:

Friday, April 22, in Effingham at the Keller Convention Center

Friday May 6 in Rockford at the Radisson Hotel

You can download a registration form at www.toi.org in the Supervisors Division section. Even if you have attended these training in the past, it is always good to attend another. I have found that each one I attend I learn something new.

The Supervisors also offer Educational Sessions during the year. The program is Budgets & Levy's and Ask a Supervisor. Dates for these are:

May 20 Drury Inn & Suits in Mt. Vernon

June 17 Radisson Hotel in Rockford

July 15 Doubletree Hotel in Bloomington

August 12 Stoney Creek Hotel in East Peoria

Registration forms for these can be found at www.toi.org in the Supervisors Division section and in published in *Township Perspective*. As with the GATI training try the Budget and Levy training. You never know what new things you will learn! Don't forget any of the TOI workshop. As I have always said, you should never stop learning!

HAPPY EASTER!!

GENERAL ASSISTANCE INTERMEDIATE/ADVANCED TRAINING 2022

WHY IS IT IMPORTANT TO ATTEND GATI?

- * GENERAL ASSISTANCE IS THE SUPERVISOR'S STATUTORY DUTY
 - * Prevent a Lawsuit
 - * Network with your fellow GA Representatives
 - * Get answers to specific questions

This seminar will provide an opportunity for Supervisors / Caseworkers to fine tune their General Assistance skills.

DATES AND LOCATIONS....

**Registration begins at 8:30 am
One day Training 9 am – 4:00 pm*

Friday, April 22, 2022	Effingham	Keller Convention Center	(217) 540-7777
Friday, May 6, 2022	Rockford	Radisson	(815) 226-2100

COST: \$100 per person

RESERVATIONS: Limited reservations are on a first-come basis. You may sign up for any location, but once the limit is reached for a particular location, reservations will be closed. Reservations are limited to a maximum of three (3) individuals from a single township to provide an equal opportunity for all interested township representatives to attend training. Supervisors are encouraged to attend with their caseworkers.

DEADLINE FOR GATI REGISTRATION WILL BE 14 DAYS PRIOR TO DATE OF GATI.

The GATI Intermediate/Advanced Training will cover Applicant Eligibility, Budgeting, the Community Work Program, SSI Reimbursement, the Appeal Process, developing an Emergency Assistance Program and break out into smaller groups to determine eligibility for specific case examples. Attendees will also have an opportunity to ask the GATI Instructors specific GA questions. The registration fee to attend this training is an eligible expense from the General Assistance Funds. **Please bring your 2017 GA Handbook with you to the training.**

OVERNIGHT ACCOMMODATIONS are the responsibility of individual seminar participants.

PAYMENT: Prepayment is required and must be received to guarantee reservations. Checks must be payable to the "General Assistance Training Institute" or "GATI" and must be accompanied by the completed reservation form. Please type or print. Any checks not in the correct amount or not accompanied by a reservation form containing the requested information will be returned. Reservations will be confirmed in writing prior to the training. **Cancellations must be received one week prior to the reserved seminar to obtain a refund.**

CHECK and RESERVATION FORM should be sent to:

General Assistance Training Institute
c/o Grant Township Supervisor Catherine "Kay" Starostovic
26725 W. Molidor Road
Ingleside, IL 60041
847/740-2233 phone
847/740-2255 fax

GATI RESERVATION REQUEST

Please type or print and fill out completely

Township: _____ **County:** _____

Total Number of reservations requested: _____

Date/Locations of seminar: _____

FULL NAME	TITLE
_____	_____
_____	_____
_____	_____

Name and telephone number of contact person: _____

E-mail address: _____

Address to which reservations confirmation(s) should be mailed: _____

List any special needs: _____

Are you a new Supervisor or Caseworker? YES _____ NO _____

Have you previously attended a GATI? NO _____ YES _____

What type of GA does your Township use? Flat Grant _____ Needs Allowance _____ Unsure _____

Do you currently administer Emergency Assistance? YES _____ NO _____

***The GATI Committee urges all Supervisors to make sure they have the 2017 General Assistance Handbook (red binder).

You can order this through Township Officials of Illinois' *Township Perspective*. The order form is in the back of each issue.

Is there a specific question or topic you would like to see addressed?

TOWNSHIP SUPERVISORS OF ILLINOIS

DIVISION OF THE TOWNSHIP OFFICIALS OF ILLINOIS

2022 ZONE EDUCATIONAL WORKSHOPS

Supervisors & Interested Township Officials

- _____ May 20 - Drury Inn & Suites, 145 N. 44th St., Mt. Vernon
- _____ June 17 - Radisson Hotel, 200 S. Bell School Road, Rockford
- _____ July 15 - Double Tree Hotel, 19 Brickyard Dr., Bloomington
- _____ August 12 - Stoney Creek Hotel, 101 Mariners Way, East Peoria

Program Agenda

8:30 a.m.	Registration and Coffee
9:00 a.m.	Welcome, Introduction, TOI & TOIRMA Update
9:30 a.m.	Levy
10:30 a.m.	Break
10:45 a.m.	Budget
11:45 a.m.	Ask a Supervisor
Noon	Lunch



FEE: Advance Registration \$40.00

\$50.00 Registration at door

Printed materials guaranteed to registered participants only.

Advance Registration Form

Must be received two weeks before event

Name /Township Position _____

Address _____ City _____

Zip Code _____ Phone Number _____

Township/County _____ E-mail _____

Make checks payable to Township Supervisors of Illinois

Mail form and fee to:

Sue Brokaw

Dorr Township

1039 Lake Ave., Woodstock, IL 60098

Clerk's Corner

By Lisa Hodge

President, TOI Clerks Division



We preserve the history of our Township as it happens

SPRING CAN BE a very busy time of year for Township Clerks. Some of us attended the TOI Education Event on March 15 in Naperville, some of us attended the "Annual Town Meeting" Lunch & Learn webinar on March 16, some of us traveled to Springfield for Lobby Day on April 6, many Townships started a new fiscal year on April 1, and many Townships passed Budget & Appropriation Ordinances.

Every Township is required to pass a Budget & Appropriation Ordinance annually. The Ordinance must be passed by the Board of Trustees before the beginning or within the first three months of the fiscal year. The tentative budgets must be prepared and made available for inspection at least 30 days prior to the budget hearings. Separate Township and Road District hearing notices must be published at least 30 days before the hearings, in a newspaper published in the township. If there is no township newspaper, you must post the notice in five (5) of the most public places in the Township. It is the duty of the Township Clerk to arrange for and schedule the public hearings. If your fiscal year starts April 1, you must post the tentative budgets and budget hearing notices no later than May 30, 2022. All budgets must be passed by June 30, 2022.

Proper terminology is important: all minutes are "approved," not "accepted." Motions are to "pass" ordinances, not to "adopt" or "approve" them. The Supervisor "approves" ordinances by signing them. (*TOI Laws & Duties Handbook, 2019*)

REDISTRICTING, ETC.

If you weren't able to join us for Lobby Day in Springfield on April 6, I encourage you to reach out to your Illinois State Representative and your Illinois State Senator to establish or continue a dialog. As TOI reminds us, there is much to be done to lobby in Springfield.

The State underwent redistricting and some of us are now in different legislative districts. I checked my county's website and printed out my "new" legislative districts. My County also underwent redistricting, and I am in a "new" county board precinct. My County also redistricted my Township precincts. Blackberry Township went from 6 precincts to 11 precincts. I am waiting for my County Clerk to send me my election polling place. If we vote early, in Kane County, we can vote anywhere in Kane County. If we vote on the day of, we must vote at our precinct polling place.

I encourage everyone to confirm your legislative districts, your county board precincts, where you vote, and view the list of candidates.

TOWNSHIP CLERKS DIVISION DUES

Thank you to those of you that have sent in your dues form and payment. If there is an error or you need to update the information on the filled-in portion of the form, please cross out the incorrect information and print the correct information and return the form with the payment. Membership Coordinator Pam Bruner and the newly formed Membership Committee have been working diligently to process the many

Your assistance is needed ...

To make sure that you, or the officials in your township, receive their issue of *Township Perspective*, please make sure that TOI is notified when there is a change of official or address. We are receiving several address changes from the postal service and sometimes is after we have already sent out another mailing.

Please call the TOI Office toll free at 1.866.897.4688 and ask for Pam or Kayla, or email your change to pam@toi.org or kayla@toi.org.

Your assistance is much appreciated!



forms and payments; however, I ask folks to be patient when awaiting your Membership Card.

The Dues packet includes information about making nominations for the annual Ahrends Award. Any Township Official can nominate a Township Clerk who they feel meets the requirements to receive this prestigious award. This information is on the Clerk's tab at www.toi.org.

Another program for Township Clerks is the VTCC program, where Township Clerks can become "certified". Information for the VTCC is also on the Clerk's tab at www.toi.org.

TOI CONFERENCE—NOVEMBER 13-15, 2022

The Clerks Division Board is scheduled to meet on April 23, 2022 to continue the planning of the topics that our Division is presenting at the Conference. Since the last two Conferences were held virtually, 2022 is our first in-person conference since the Township election. Please plan to attend this most valuable education opportunity! TOI calculated that the Clerk's Division now has 25% newly elected Clerks. To veteran Clerks and newly elected Clerks: please place November 13-15, 2022, on your calendar!

There are 5 TOI Education Events scheduled throughout the State from May 2022 to September 2022. Our Clerk's Board will build off those events and plan to be a part of an exciting November Conference! You may think it's too early to talk about the November Conference, however, it will be here before you know it. Many of the other Township Elected Officials drive together, so now is the

time to plan days off/vacation days and get the dates on the Township calendar!

As always, if you have a question/concern/suggestion, please send it to me. Email me at clerk@blackberrytwp.com, write me at 43W390 Main Street Road, Elburn, IL 60119, or call 630-365-9109, ext. 5.

VAN DYKE METAL CULVERTS, INC.

6" - 48" Diameter

20' - 40' Lengths

Culverts - Bands - Tees - Flared Ends

Over 200 in Stock

Affordable Delivery & Installation



Call Monte

Home

618-686-2355

Cell

618-367-0198

618-267-7741

Tire Chains

1-800-435-3450



Galva Iron & Metal Co.



It's time to think about spring and brighter days ahead

Let the Ameren Illinois Energy Efficiency Program help you with all your lighting needs.

The Ameren Illinois Energy Efficiency Program offers financial incentives for a variety of lighting projects, including:

- » Interior LED lighting
- » Permanent lamp/fixture removal
- » Occupancy controls
- » Municipal-owned streetlights
- » Exterior lighting for parking lots, canopies, and garages

Visit AmerenIllinoisSavings.com/Government to find out more – including details on how you may qualify for an Early Completion Bonus! Don't delay!



ENERGY EFFICIENCY
PROGRAM

SCAN HERE



Highway Commissioner's Beat

By Tim Killian

Chenoa Township (McLean Co.) Highway Commissioner

Opportunities to Learn



YOU JUST GOT ELECTED as Township Highway Commissioner. How much do you know about the responsibilities that this position requires?

Sure, you can plow snow off the roads, replace a broken signpost, cut brush off the right of way, replace a culvert, haul rock, maintain equipment and provide a budget. It appears you are a good fit as Highway Commissioner.

The first snowfall is a big one. *When do you go out? Are there times when the plows should not go out to open roads? What if the emergency service vehicles need assistance in travelling? Who has the liability and the responsibility to leave the shed?*

You get a call from the sheriff and the department notifies you that an accident has occurred on your township roads because a vehicle ran through an intersection. *The deputy asks how long has the stop sign been down? Do you have a record?*

Another call about a vehicle blowing through a crossroad—this time the driver says he didn't see the sign because brush blocked the view of the sign. *What does that mean for your township road district and Highway Commissioner?*

There are times when a crossroad culvert needs to be replaced. The culvert is on a road with very little traffic. *What needs to be done to protect the travelling public while the road is dug up and the culvert is reset? Since there is little traffic are signs really necessary? Where would the signs be placed, and which signs should be installed?*

Two road district vehicles left for the quarry to pick up rock. *How did the drivers act as they inspected their trucks before leaving the shed? Are the drivers required to be in a drug program? What if a driver fails a screening? What does the highway commissioner do with the results? What is required if an accident occurs? Do the drivers need a CDL (Commercial Driver's License)? Is a drug policy for the township really necessary?*

The road district has multiple pieces of equipment. *How is the equipment maintained? Who inspects the brakes? How bald can a tire be? Does the heater have to work? Do all the lights have to be operable? Do township trucks have to be inspected? Are broken windows an issue?*

It's time to prepare the budget for the road district. *Who is responsible for preparing the budget? How is the budget outlined correctly? If the expenditure for a line exceeds the budgeted amount is that allowed? Can items not listed in the budget be paid out of the road district funds? Can a line item be added to the budget? Can a line item be removed? Does the township board have anything to do with the road district budget? When is the deadline for the budget to be passed? Can a budget be amended after it has been adopted?*

These are regular questions. *But where can the answers be found? Who can help you answer questions? Where can helpful conversations take place? Are you alone with this task of fulfilling the responsibilities as highway commissioner?*

Would you benefit by sitting down with a fellow highway commissioner who has experienced these same questions and is willing to share their experience? There are opportunities throughout the year to do just that, listen to someone with answers.

There are conferences offering a variety of venues to listen, learn, ask, and enjoy professionals in the field of road maintenance, budgeting, and township road district law.

Are you a member of a highway commissioner's association? There is probably a Highway Commissioner's Association in your county. Are you a member?

Four regional Highway Commissioner associations exist for you to join in Illinois, providing education and



fellowship where real experiences can be exchanged.

Regional Highway Commissioner Associations For Illinois

- Northern Illinois Highway Commissioner Association
- Northwest Highway Commissioner of Illinois
- West Central Illinois Highway Commissioner Association
- East Central Illinois Highway Commissioner Association

There is an office in Springfield that you can call to find your regional association to join. The TOI phone number is 217-744-2212 or visit their website at www.toi.org.

Statewide, the **Township Highway Commissioners of Illinois** is your voice and organization. For \$60

annual dues, your road district will find answers to questions. As you prepare your budget include a line for paying the road district dues.

Township Highway Commissioners of Illinois provide conferences, videos, online classes, and training. This work is accomplished by highway commissioners just like you.

August 1 and 2 there is a Conference in Peoria specific to Highway Commissioners. The regional associations also have opportunities to learn about your responsibilities. All this can be found at the TOI web site. <https://www.toi.org/highway-commissioners/>

We do not need to be sitting in a court room and have the judge ask, "how much professional training have you had?" and not be able to say, "my training is ongoing and annual."

Be safe out there. A highway commissioner.



Need a form?
Check with TOI's
Download Center at
www.toi.org
and see if we've got
what you need!

Rahn Equipment Company

2400 Georgetown Rd.,
Danville, IL 61832

217-431-1232 or 800-252-3159
www.rahnequipmentcompany.com

**Also Available
for Rent**



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



**MISSED A
LIVE WEBINAR?**

**No Worries, Check Out Our
Self-Paced Webinar Library!**

We currently have over 35
previously-run webinars available
for viewing for just \$25.

<https://tgen.toi.org/index.cfm?pg=semwebCatalog&panel=browse&ft=SWOD>

**West Central Illinois Highway Commissioners Association
TO HOST 29th ANNUAL SUMMER SEMINAR**

On Tuesday, June 14, and Wednesday, June 15, WCIHCA will hold its Annual Summer Seminar. The Seminar will begin at THE ANNEX in LaHarpe, Illinois. The Annex is located on Illinois Route 9 at the east end of LaHarpe. Following lunch on Tuesday, the activities will move to Argyle State Park, which is west of Macomb and North of Colchester, Illinois. There will be an Equipment Show, mini excavator Rodeo and Demonstration of the latest Makes and Models of Equipment with hands-on experience available.

Registration will begin at 8:00 A.M. on Tuesday and Wednesday. Registration Fees will be \$75.00 in advance or \$85.00 at the door for the Highway Commissioner and \$45.00 in advance or \$55.00 at the door for guests. The Registration Fee will include your membership dues, lunch at the ANNEX in LaHarpe, and Rib Eye Dinner at the Argyle State Park on Tuesday, and Breakfast and Lunch at Argyle State Park on Wednesday. **If you are unable to attend the seminar your dues for the Association are \$20.00.** Due to cost we had to raise prices.

To register in advance, make a check out to WCIHCA and send with the registration form (below) to

**WCIHCA, c/o Tammy Dickenson – Mark Boyer, Treas.,
PO Box 203
Smithshire, IL 61478**

PLEASE HAVE YOUR RESERVATION IN BY MAY 31, 2022

Tuesday, June 14, 2022 at THE ANNEX, La Harpe, IL	LAKE ARGYLE STATE PARK, Colchester, IL
8:00 AM Registration Begins	1:00-5:00 PM Equipment Show
9:00 AM Opening Comments – Dennis Gibb, President, Ellison Twp. (Warren Co.) TOI – Jerry Crabtree TOIRMA – Jim Donelan	Mini Excavator Rodeo Hands-on Equipment
9:30 AM Budget/Levy – Jerry Crabtree (TOI)	5:00 PM Rib-eye Steak Dinner
10:30 AM BREAK	
11:00 AM Laws Do's and Don'ts – John Redlingshafer (Attorney)	Wednesday June 15, 2022 at Lake Argyle
11:45 AM LUNCH Business Meeting Drawing	8:00 AM Registration Begins 8:00 AM Breakfast 8:30 AM Vendor Booths Open 9:00 AM Vendor Parade 9:30-11:30 Mini Excavator Rodeo Finals 10:00 AM Mulching Demo – Cory Babcock 11:30 AM LUNCH 12:30 PM **Attendance Prize Drawing**
1:00 PM Adjourn to Lake Argyle	Must Be Present to Win

_____	Highway Comm. _____ Guest _____
(Name – Highway Commissioner or Other)	Due to the high prices for Ribeye Steaks please
_____	check the appropriate choice below for attending
(Township)	the dinner on Tuesday night ___ Yes ___ No
_____	Seminar Pre-Registration (\$75.00) \$ _____
(County)	(At the door Registration) (\$85.00)
_____	Guest _____ x \$45.00 = \$ _____
(Township Mailing Address)	(include guest names on back – optional)
_____	Dues for WCIHCA \$ 20.00
_____	(please pay dues if not attending)
_____	TOTAL ENCLOSED \$ _____

Ready For the Defense



By Steve Judge

Judge Law, LLC

Appellate Court Affirms Ruling That Broad Discussion As An Introduction To Closed Meeting Was Permitted Under The Open Meetings Act

THIS MONTH'S COLUMN discusses the recent Second District Appellate Court order in *Edgar Pal v. The City of Elmhurst and Elmhurst City Council*, affirming the dismissal of the plaintiff's complaint in a matter arising out of alleged violations of the Open Meetings Act (OMA) and Freedom of Information Act (FOIA).

Plaintiff's Complaint Alleged Violations of the OMA

Plaintiff filed a four-count complaint stating:

"The closed session included discussion about the Public Works Director retiring and that the City Manager requested permission to fill the position. There was discussion about identifying the position as a leadership role as well as the projects that would be assigned to the position. ELMHURST CITY COUNCIL proceeded to reach a consensus to recruit external and internal candidates with the possibility of appointing an interim director."...

Pal v. City of Elmhurst, 2022 IL App (2d) 210048U (Ill. App. 2022)

Plaintiff argued that OMA does not permit such generalized discussion of positions and is reserved for the discussion of specific employees. If general discussions of particular City positions occurred during the closed session, the closed meeting recordings should have been released under the OMA. Plaintiff submitted a FOIA request for recordings of the meeting and only the open meeting was produced. Plaintiff alleged both OMA and FOIA violations.

The closed meeting minutes had been accidentally posted on the City's website. Plaintiff accessed and downloaded the closed meeting minutes. Defendants claimed as an affirmative defense that Plaintiff violated their "statutory privilege" to keep the closed meeting session minutes private and that plaintiff relied upon those minutes in support of their lawsuit against defendants.

Pertinent Sections of the Open Meetings Act

- Section 2(c) limits closed sessions to discussions on the merits and conduct of particular candi-

dates and employees. 2(c)(1) of OMA (5 ILCS 120/2(c)(1) (West 2018)).

- Section 2.06 provides that minutes of closed sessions shall be available to the public only after the relevant public body determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential. (5 ILCS 120/2.06 (West 2018)).
- Section 206(d) provides that a public body shall periodically, but no less often than semi-annually, determine whether the need for confidentiality in such minutes still exists or whether the minutes no longer require confidential treatment and are available for public inspection. (5 ILCS 120/206(d) (West 2018)).
- Section 206(f) provides that "no minutes of meetings closed to the public shall be removed" from the public body's official storage location prior to such determination, except by court order or vote of the public body. (5 ILCS 120/206(f) (West 2018)).
- Section 4 makes such removal without a court order or vote of the public body a Class C misdemeanor. (5 ILCS 120/4 (West 2018)).

Having listened to the recording of the closed meeting, the trial court found that a portion of the meeting was general discussion of the public works position. However, the court also found that a portion of the meeting was specific to individuals that the City was considering to fill the position and properly subject to the closed session.

The court determined that the matters discussed in closed session fell specifically within the exceptions that the Open Meetings Act was intended to cover. The court felt that even the portion of the meeting which may have been a broad discussion of the position were introductory and properly fell within the privilege of the closed session.

The court determined that there was no violation of FOIA or OMA. The court also stated that the proper way to handle future situations regarding allegations of an Open Meeting Act violation would be for the court to listen to such recordings in camera to make a proper determination regarding whether or not there was a violation.

Defendants' motion to dismiss counts II, III and IV of the complaint alleging FOIA violations was granted. Defendants filed an affirmative defense to count I, claiming that plaintiff illegally downloaded the minutes of a closed session which was a statutory privilege violation. In granting defendants' motion to dismiss counts II, III and IV, the trial court held that count I was rendered moot, and therefore, also dismissed, since the other counts relied upon count I. Plaintiff filed an appeal.

Appellate Court Discussion Of The Open Meetings Act

"OMA provides that public agencies exist to aid in the conduct of the people's business. *Gosnell v. Hogan*, 179 Ill. App. 3d 161, 171 (1989). To that end, OMA's intent is to assure that an agency's actions be taken openly and that deliberations be conducted openly. *Gosnell*, 179 Ill. App. 3d at 171. Section 2(a) of OMA requires that "all meetings of public bodies shall be open to the public" unless excepted in section 2(c). 5 ILCS 120/2(a) (West 2018). Section 2(c)(1) provides that a public body may hold closed meetings to consider the "appointment, employment, compensation, discipline, performance or dismissal" of "specific employees ***." 5 ILCS 120/2(c)(1) (West 2018). Exceptions allowing closed meetings are narrowly construed because they derogate the legislature's general policy of open meetings. *Gosnell*, 179 Ill. App. 3d at 171. However, every instance in which a public body's actions do not squarely meet the language of the exceptions will not constitute a violation of OMA. *Gosnell*, 179 Ill. App. 3d at 171. Rather, the statutory language and the legislature's intent expressed therein must be "interpreted and applied on the facts of each case." *Gosnell*, 179 Ill. App. 3d at 171." *Pal v. City of Elmhurst*, 2022 IL App (2d) 210048U (Ill. App. 2022).

Appellate Court Discussion Of The Freedom of Information Act

"FOIA's purpose is to open government records to public scrutiny. *Chicago Tribune Co. v. Cook County Assessor's Office*, 2018 IL App (1st) 170455, ¶ 21. FOIA implements the legislature's public policy to provide Illinois citizens full access to information regarding governmental affairs. *Chicago Alliance for Neighborhood Safety v. City of Chicago*, 348 Ill. App. 3d 188, 198 (2004). Public records are presumed to be open and accessible. *Chicago*

Tribune, 2018 IL App (1st) 170455, ¶ 21. When a public body receives a request for information, it must comply unless a statutory exemption applies. *Chicago Tribune*, 2018 IL App (1st) 170455, ¶ 21." *Pal v. City of Elmhurst*, 2022 IL App (2d) 210048U (Ill. App. 2022).

No Violation Of OMA Or FOIA

The appellate court may only reverse judgment if it finds the trial court's ruling erroneous. Anticlimactically, the plaintiff failed to include the meeting recording or even the minutes as a part of the appellate record. Therefore, the appellate court was unable to review the meeting to determine if error had occurred. Without such a record, the appellate court will presume that the trial court had a sufficient factual basis and ruled accordingly. The appellate court denied plaintiff's request to supplement the record stating that:

"Permitting respondent to supplement the record would set a dangerous precedent for allowing piecemeal creation of the record, with supplemental briefing and rebriefing, derogating the appellate process." *Sharp*, 369 Ill. App. 3d at 275. *Id.*

The appellate court held that the complaint was properly dismissed with prejudice. Defendants' counterclaim that the plaintiff had illegally downloaded the minutes was rendered moot by the dismissal of plaintiff's complaint in its entirety. Even counsel for the city admitted that "the cat's out of the bag" regarding the accidentally released minutes. Given that plaintiff relied upon the minutes as a basis to bring his lawsuit, it is a good lesson for municipalities to ensure that closed meeting contents are not released until it is determined that there is no longer a need for confidentiality, which the public body should check periodically and no less often than semi-annually pursuant to Section 206(d). This case also validated the broad discussion of positions as an introduction to a closed session as properly protected as a part of the closed session.

Does your township have a truck or other piece of equipment for sale?

Advertise your township equipment in *Township Perspective* for \$25, or \$75 with photo. Deadline is one month prior to publication. For more information, call Kayla at the TOI Office at (217) 744-2212, or e-mail at kayla@toi.org.

Welcome to Green.
Welcome to Soy.



Biodiesel for
lower emissions

Soy-based sealants and
adhesives to strengthen
and protect concrete
and asphalt



BioBlend[®]
dust suppressant

Soy-based cleaners
ensure high performance



Welcome to a greener world with renewable soy-based products. Think of renewable and environmentally friendly soybean products built into our next generation of roadways and used on every highway and byway in America!

What soybeans do for you:

- Biodiesel provides cleaner burning fuel
- Soy-based sealants extend the life of concrete by acting as a water repellent
- BioBlend[®] dust suppressant is a 100% bio-based natural ester dust control product
- Soy-based cleaners such as ELM-Ultralube[®] are not flammable



Interested in learning more? See the power of soybeans supporting our nation's infrastructure at <https://www.ilsoy.org/new-uses>



Illinois Township Association of General Assistance Caseworkers



By Mary Jo Imperato

President, ITAGAC

ATTENTION SUPERVISORS AND CASEWORKERS! The Association of General Assistance Caseworkers is planning the first annual in-person Conference for General Assistance Caseworkers at the Par-A-Dice Casino and Business Center in East Peoria on April 14, 2022 from 9 a.m.-3:30 p.m. There are four planned sessions including: Medicare/Medicaid and Affordable Care Act (ACA); Department of Human Services (DHS) Illinois Housing Development (IHDA) and Social Security. Light breakfast and Lunch will be provided for all participants. Township members are allowed up to four (4) caseworkers at no charge; cost for non-members is \$25.00 per caseworker.

A block of discounted rooms are available at the Par-A-Dice for those traveling to the conference. To register for the conference please email mimperato@hanover-township.org and include your township name, address, email address as well as names and emails for all participants. If you are interested in becoming a member, please complete the registration form below and mail in the \$25.00 annual membership fee. More information regarding this event can be found at the Township of Illinois website by visiting: www.toi.org/township/itagac.

Spring is here and its arrival seems particularly exciting this year. Spring is also the time many residents are faced with utilities being shut off. The Low

Income Home Energy Assistance (LIHEAP) program helps households avoid being shut-off; however, many cannot afford their large arrearages and do not know where to go for assistance. The Citizen Utility Board (CUB) does not provide financial assistance however, will provide additional information on resources available to residents having difficulty affording their bills. Visit: <https://www.citizensutilityboard.org> for information on how residents can avoid shut-off as well as alternative green plan providers to lower costs and more.

To renew your membership or to join please complete the form below.

Please include the names and emails of any caseworkers who would like to be added so they will receive emails.

Please mail payment to:

Illinois Township Association of General Assistance Caseworkers, c/o Kindra Cunningham, 143 Arnold Road, East Peoria, Illinois 61611.

Thank you for all you do to assist residents in need. Please stay healthy and safe.

Respectfully submitted,
Mary Jo Imperato
President
Illinois Township Association of General Assistance Caseworkers

To become a member please mail payment to:

Illinois Township Association of General Assistance Caseworkers, c/o Kindra Cunningham, 143 Arnold Road, East Peoria, Illinois 61611.

Yes, we want to be a member. My \$25 check is enclosed.

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

_____	_____
Name	Township
_____	_____
Address	City and Zip Code
_____	_____
Email Address	Phone



By Pamela Mahn

Director of Senior Services, Oak Park & Wheeling Townships
ITASCSC Treasurer

Volunteers are Vital to Programs & Services

SENIOR CENTERS recognize the importance of promoting volunteer opportunities to participants because it's a great way to boost health and well-being. We're also acutely aware that we cannot provide all the programs and services to our communities without the countless hours and boundless energy provided by our volunteers! ITASCSC member organizations utilize volunteers in a whole range of programs and a myriad of ways. The need for volunteers over the last two years, during the COVID-19 pandemic, has only increased. We have seen volunteers ramping up their efforts in the community throughout this time and the older adults they serve are extremely grateful!

Each of these wonderful acts of volunteer kindness also increases the "happiness effect" throughout the community by hearing and sharing their stories!

In an article on the health benefits of volunteering, AARP emphasizes the following to consider:

1. Decreased risk of depression
2. Increased Sense of purpose and fulfillment
3. Stay physically and mentally active
4. Reduced stress levels
5. Experience the "Happiness Effect"
6. Find global opportunities—voluntourism through Global Citizens Network (GCN), Cross-Cultural Solutions, or the Oceanic Society

Health Benefits of Volunteering (aarp.org)
Make Your Vacation a Volunteer Affair (aarp.org)

Here are some ways that volunteers have contributed their time and effort across the network of senior centers in Illinois. Please feel free to incorporate some of these ideas into your own organizations.

- Meal delivery volunteers
- Exercise, art, or other class leaders to provide in-person or Zoom opportunities

- Senior Health Insurance Program (SHIP) Counselors – Assisting with Medicare/Medicaid
- Advisory Councils who oversee the operations of programs and seek user input
- Shoppers and errand helpers
- Connecting community members to programs and resources
- Vaccination Clinic assistance
- Well-being phone calls
- Friendly visiting
- Group leader (book groups, support groups, discussion groups)
- Fundraiser facilitation
- Gift shop management
- Advisory Committees who make recommendations to the Board of Directors
- Encouraging committee member involvement
- Providing Senior Center tours
- Driving the minibus
- Processing energy assistance applications
- Serving meals in dining rooms
- Money Management volunteers
- Greet visitors at the senior center
- Answer phones
- Bingo Caller
- Data Entry Assistance

Celebrating Seniors Coalition

In 2010, volunteers from Oak Park, River Forest and Forest Park came together to develop the Celebrating Seniors Coalition. This group was developed to raise public awareness of issues affecting older adults, generate funds to support at-risk and vulnerable elders, promote senior groups and organizations that serve persons 60 and older, and foster collaboration between local business, governmental, and non-profit agencies in support of seniors. The coalition postponed Celebrating Seniors Week in 2020 and 2021 due to the pandemic and look forward to resuming the Celebration from May 12–May 19, 2022! For more information or a toolkit, contact jflanagan@bentron.com.



SENIOR HEALTH INSURANCE PROGRAM (SHIP)
Volunteers, Dana and Samara Ferdinand.

Fun Ideas to Celebrate Your Volunteers!

- Thank you notes from staff, board members, and/or participants
- Awards ceremony - Honor contributions, years of service
- Breakfast, lunch, dinner, picnic celebrations
- Social media thank you campaign
- Yard sign campaign
- Newsletter "volunteer spotlight"
- Volunteer of the week campaign
- Raffles
- Email campaign
- Swag Bags
- Movie Nights
- Group Outings - Day at the Zoo!
- Video campaign from participants
- Celebrate Birthdays!
- Virtual Coffee, Meditation, Yoga, Game Night

National Volunteer Appreciation Week was established by the Points of Light Foundation in 1974 and will be held from April 17-23, 2022.

With this annual week of celebration right around the corner, how will you consider honoring and celebrating your volunteers? By celebrating volunteers, you're demonstrating a form of loyalty to them which will very likely be reciprocated. A beautiful circle of service and benefit to the community!

If you would like more information about the Illi-

nois Township Association of Senior Citizen Services Committees, **visit us at www.itascsc.net**. If your Township is not a member of ITASCSC, don't hesitate to complete a membership application (available in the Forms section on the website) and submit it with your payment. You'll gain access to member-only resources and the opportunity to work alongside a great network of professionals serving older adults. It's never too late to join us. We're happy to have you!



CELEBRATING SENIORS COALITION Volunteers



By Tina Houdek

President, AITCOY

A Message from the President

AS THE SCHOOL YEAR comes to an end soon, I wanted to reflect on the challenges that presented during the school year. Many of the students experienced difficulty resuming in person learning, having high anxiety. We continue to see mental health issues on the rise for our youth. Students who became comfortable not socializing are finding it difficult to do so now or just don't want to socialize any more. This is their new normal. Additionally, restricted social interactions imposed by the pandemic aggravated the over-use of digital devices for socializing. AITCOY members continue to have discussions on how to address these concerns with our youth. We continue to look at ways to address the mental health issues in our township. We continue to be involved in our schools in order to be proactive. I am reminded of a question I asked a year ago. How have you as a township addressed the increase in mental health issues related to the pandemic? Please know that if you need any support on how to do this, please do not hesitate to reach out to me for assistance.

Our next Business Meeting is scheduled for Thursday, May 26, 2022, 10:00 a.m. to 12:00 p.m. More information will be sent out at a later date. We are currently in the planning process for a workshop that afternoon. Please continue to look at our website, www.aitcoy.org for updated program information. We look forward to seeing you on May 26, 2022.

On another note, if you have not renewed your membership for 2022, please visit our website at www.aitcoy.org to complete your application. If you have never been a member of AITCOY please do not hesitate to reach out to me so that I can share with you how AITCOY can benefit you and your township. We continue to offer information and resources that can assist in serving, reaching and responding to youth and families in your township. I can be reached at thoudek@hanover-township.org or by phone 630-483-5799.

Happy Spring!

Did You Know?

Did you Know ... 1 in 5 children will be abused before they turn 18 (DCFS). April is National Child Abuse Prevention month, what a perfect time to review how we can help protect the children in our families and communities.

The Illinois Department of Children and Family Services advocate for 6 protective factors to keep our children from being harmed: nurturing bonds with our children; effective, appropriate, and researched based discipline; parental resilience to stress; emotional and social skills in children; support to parents through social connections; and connection to community resources.

Preventing Child Maltreatment and Promoting Well-Being: A Network for Action 2013 Resource Guide has tip sheets for many of these protective factors on the DCFS website. They are in easy-to-read language in both English and Spanish. Resources from managing your own stress as a caregiver, to raising grandchildren, to positive ways to deal with temper tantrums, and more! If you suspect a child is being harmed by abuse or neglect- there is help! You can report to the 24-hour child abuse hotline (800-25-ABUSE (800-252-2873)) or make an online report. If the child is in imminent danger, dial 911 first.

Emails are sent to alert our officials on pending legislation that would impact township government. Please make sure that if you wish to receive these alerts, the TOI office has your correct email address. Thank you for your help!

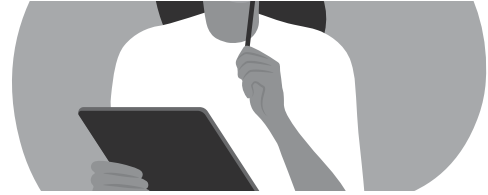
County Association News



COUNTY ASSOCIATION MEETINGS are starting to meet again. It was exciting to attend and speak recently at the Adams County Township Officials meeting held in Quincy. Over 100 officials attended the event. As meetings start to ramp up in person remember to take photos and send them to the TOI office. Additionally, if you need assistance planning a County Association Meeting, please contact the TOI Office.



STATEMENT OF ECONOMIC INTERESTS FORMS



The Illinois Governmental Ethics Act (5 ILCS 420) provides that certain elected township office holders, candidates, and employees are required to file a Statement of Economic Interests.

By February 1 of each year, each township is required to notify their local county clerk of individuals that are required to file the form. The county clerk is then required to provide the appropriate form and instructions on how to file the form. The Statement of Economic Interests must be filed with the county clerk by May 1 annually.

TOWNSHIP OFFICIALS AND OTHERS ARE REQUIRED TO FILE A STATEMENT OF ECONOMIC INTERESTS

1. All elected township officials and candidates for elected township office.
2. All appointed members of a governing board, zoning board, zoning board of appeals or planning commission, and appointed members of other boards or commissions who have authority to authorize the expenditure of funds, but not members of boards or commissions who function only in an advisory capacity.
3. All government employees who are compensated for services (not as independent contractors) who:
 - a. are, or function as, the head of a department, division, bureau, authority or other administrative unit, or who exercise similar authority;
 - b. have direct supervisory authority over or direct responsibility for the formulation, negotiation, issuance or execution of contracts in an amount of \$1,000 or greater;
 - c. have authority to approve licenses and permits, but not including employees who function in a clerical capacity;
 - d. adjudicate, arbitrate or decide any judicial or administrative proceeding, or review the adjudication, arbitration or decision of any judicial or administrative proceeding;
 - e. have authority to issue or adopt rules and regulations; or,
 - f. have supervisory responsibility for 20 or more employees.
4. Members of the board of any pension fund established under the Illinois Pension Code, if not required to file under any other provision of Section 4A-101.5 of the Act.

DEFINITIONS IN THE ACT

In addition to the definitions of assets and debts detailed in this fact sheet, specific definitions for terms apply to the Statement of Economic Interests, and include the following:

CREDITOR: is defined as an individual, organization or other business entity to whom money or its equivalent is owed, no matter whether that obligation is secured or unsecured, except that if a filer makes a loan to members of his or her family, then that filer does not, by making such a loan, become a creditor of that individual.

DIVERSIFIED FUNDS: is defined as investment products, such as mutual funds, exchange traded funds or unit investment trusts, that invest in a wide variety of securities across multiple sectors or asset classes. These do not include sector funds.

ECONOMIC RELATIONSHIP: is defined as any joint- or shared-ownership interests in businesses and credit or debtor relationships with third parties, other than commercial lending institutions, where: (a) the filer is entitled to receive (i) more than 7.5% of the total distributable income, or (ii) an amount in excess of the salary of the Governor (SFY 2022: \$184,800); or (b) the filer together with his or her spouse or minor children is entitled to receive (i) more than 15%, in aggregate, of the total distributable income, or (ii) an amount in excess of two times the salary of the Governor (SFY 2022: \$369,600).



STATEMENT OF ECONOMIC INTERESTS FORMS

DEFINITIONS IN THE ACT CONT.

FAMILY: is defined as a filer's spouse, children, step-children, parents, step-parents, siblings, step-siblings, half-siblings, sons-in-law, daughters-in-law, grandparents and grandchildren, as well as the parents and grandparents of the filer's spouse, and any person living with the filer.

FILER: is defined as a person required to file a Statement of Economic Interests pursuant to this Act.

INCOME: is defined as pension income and any income from whatever source derived, required to be reported on the filer's federal income tax return, including, but not limited to: compensation received for services rendered or to be rendered (as required to be reported on any Internal Revenue Service forms, including, but not limited to, forms W-2, 1099, or K-1); earnings or capital gains from the sale of assets; profit; interest or dividend income from all assets; revenue from leases and rentals, royalties, prizes, awards or barter; forgiveness of debt; and, earnings derived from annuities or trusts other than testamentary trusts. This does not include compensation earned for service in the position that necessitates the filing of the Statement of Economic Interests, or investment or interest returns on items excluded as an asset or income from the sale of a personal residence or personal vehicle.

INVESTMENT REAL ESTATE: is defined as any real property, other than a filer's personal residence, purchased to produce a profit, whether from income or resale. Investment real estate must be reported on the Statement but only by listing the city and state where the real estate is located.

LOBBYING and LOBBYIST: is defined as engaging in activities that require registration under the Illinois Lobbyist Registration Act or an individual who is required to be registered to engage in lobbying activities pursuant to the Illinois Lobbyist Registration Act.

PERSONAL RESIDENCE: is defined as a filer's primary home residence and any real property held by the filer and used by the filer for residential purposes and not for commercial or income generating purposes.

SECTOR FUNDS: is defined as investments in mutual funds or exchange traded funds invested in a particular industry or business.

SPOUSE: is defined as a party to a marriage, a party to a civil union or a registered domestic partner.

A complete list of definitions is available at ilga.gov. Township officials and candidates for township office should thoroughly review the Statement of Economic Interests form, including applicable terms, definitions and disclosure requirements, in advance of each May 1 filing deadline to ensure compliance with the Act.

HOW DO I GET MY STATEMENT OF ECONOMIC INTERESTS FORM AND WHERE DO I FILE THE FORM?

Each local county clerk is required to provide the form and may require the form to be filed electronically or to be filed in written form. A county clerk may require a slightly different form. Provisions requiring certification of review by an ethics officer apply to State of Illinois officials, and do not apply to township officials unless a local ordinance requires that review.

REQUIRED DISCLOSURES

Public Act (P.A.) 102-0664, effective January 1, 2022, amended provisions of the Act and expanded the disclosure of financial interests required to be included in the Statement of Economic Interests. **The Act does not require the disclosure of specific dollar amounts or values of the financial interests reported.**

5 ILCS 420/4A-101.5

Thank you.

TOI offers our most heartfelt gratitude to officials who have served their communities for so many years and now are passing the torch to the next generation of township officials. We hope you enjoy your well-earned retirement.

THE GRAND DETOUR TOWNSHIP (Ogle Co.) board presented Francis Drew, Jr. with a plaque for his 44 years of service as supervisor and three months as a trustee before he retired.



GRAND DETOUR TOWNSHIP Board members Supervisor Debbie Lowry, Township Clerk Connie Ross, Trustee Rhonda Drew, Trustee John Thompson, Francis Drew Jr., Highway Commissioner Kenneth Lowry, Trustee John Chesnek, and Trustee John Foxley all wish Francis a happy retirement.

Township and Road District Checklist

2022 Township Calendar

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.

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

04/01/22	Fiscal Year Starts*	50 ILCS 330/3	1st day of fiscal year for most townships, road districts, and MTADs. However, board can change the fiscal year.
04/01/22	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.
04/01/22	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.
04/10/22	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.
04/10/22	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.
04/11/22	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.
04/12/22	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.
04/13/22	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.
04/30/22	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.

* Assumes fiscal year begins April 1

05/01/22	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.
05/30/22	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.
05/30/22	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.
06/30/22	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.
07/30/22	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.
09/27/22	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.
09/27/22	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.
09/30/22	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.

* Assumes fiscal year begins April 1

Call for Submissions

Want to share the accomplishments and achievements of your Township? Submit any pictures and articles to kayla@toi.org and you might just be in the next issue of *Township Perspective!*

09/30/22	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.
09/30/22	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.
09/30/22	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.
12/06/22	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.
12/20/22	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.
12/27/22	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



Township Supervisors of Illinois

The new publication of the GATI manual is now ready! General Assistance is a mandatory program for all Townships and this revised manual is a must for every Township office. This publication will contain all the information and forms you need whether you use the Flat Grant or Needs Allowance process.

We are urging you to purchase the new manual and to dispose of the current manual you have. Much work has gone into making this manual more user-friendly and to cut out information that is redundant.

The cost of the manual is \$150 and will include the manual with a heavy-duty binder, printed tabs and a CD copy of the manual as well. The General Assistance manual is a legitimate expense and can be paid out of the General Assistance funds.

Township Officials of Illinois – Supervisors Division GA Manual Order Form

County: _____ Township: _____

Name: _____

Address: _____

City / State / Zip: _____

Home Phone: _____ Cell Phone: _____

Township Phone: _____ Township Fax: _____

Work Phone: _____ Work Fax: _____

Email: _____

Number of Manuals Ordered _____ Amount Enclosed _____

Return this form with your \$150.00 check payable to TSI to:

Township Supervisors of Illinois
3217 Northfield Drive
Springfield, Illinois 62702

Clerks Handbook

Handbook & Thumb Drive - \$50 *Mail form and check to:*

Thumb Drive only - \$25

*Checks payable to Township
Clerks of Illinois*

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

Questions? Call Clerk Katy at (312) 215-5577 or e-mail her at
kdolanbaumer@hanover-township.org

Township: _____

County: _____

Clerk's
Name: _____

Best
Phone: _____

E-mail
Address: _____

Street
Address: _____

City: _____ Zip: _____

*E-mail address is essential in order to receive timely
updates and other information.*

Like us on Facebook! Visit us at TOI.org.

Township Perspective

**Subscriptions are \$25 a year
(11 issues)—please start mine today!**

(If you are an elected township official, associate member or associate company, you should receive *Township Perspective* as part of your TOI membership—please notify TOI toll free at 866-897-4688 if you do not receive it.)

Name _____

Address _____

City, State, Zip _____

Daytime Phone _____

Township (if applicable) _____

County (if applicable) _____

CHECKS SHOULD BE MADE AND MAILED TO:

Township Perspective

3217 Northfield Dr.
Springfield, IL 62702



Has your township joined the Trustees' Division?

For only \$30, your township can enroll all four trustees as members of the Trustees' Division of TOI. The Trustees' Operations Manual was revised in 2021. The manual is a concise source of information prepared to help trustees perform their jobs better. The first time your township pays its annual dues following the publication of the revised manual, you will receive four FREE copies. If you would like additional copies of the Trustees' Operations Manual, it is \$10 per book.

Township _____

County _____

Trustees' Names _____

Contact Person _____

Address _____

City, Zip _____

Phone _____

Email _____

Pay \$30 Annual Dues, 4 Books

Trustees' Operations Manual (\$10)

Send Form and Payment to:
**Township Officials of Illinois
Trustees Division
PO Box 3551
Springfield, IL 62708**

EMERGENCY ASSISTANCE HANDBOOK

The revised edition of the Emergency Assistance Handbook (compiled and edited by Township Supervisors of Illinois) is available. If your township provides or is contemplating providing Emergency Assistance, you should have this Handbook. The cost is \$40 (shipping/handling included) and updates will be sent and charged as published. Do your township a favor ... order the Handbook today! Also available on CD for \$35.

Paper _____ CD _____

(Please print or type)

Township _____

County _____

Handbooks and updates should be mailed to:

Name _____

Title _____

Address _____

City, Zip _____

Telephone _____

CHECKS SHOULD BE MADE TO
TOWNSHIP SUPERVISORS OF ILLINOIS
 AND SENT TO:
 3217 Northfield Dr.
 Springfield, IL 62702

Own the Township Desk Reference Set Today!

For only \$45 your township can own the Township Desk Reference Set. These books are valuable and convenient resources for township officials. This set consists of the Financial Procedures for Illinois Townships publication, the Township and Road District Levy Handbook, Freedom of Information Act and Open Meetings Act Resource Book, and the brand-new Township Meetings: A General Guide to How They Operate. Available for \$15 each order the complete set and get it for \$45!

- All Four – Get One Free! (\$45.00)
- The Financial Procedures for Illinois Townships (\$15.00)
- The Township and Road District Levy Handbook (\$15.00)
- The Freedom of Information and the Open Meetings Act Resource Book (\$15.00)
- Township Meetings: A General Guide to How They Operate (\$15.00)

Amount Enclosed: _____

County: _____

Township: _____

Name: _____

Title: _____

Address: _____

City / Zip: _____

Phone: _____

Email: _____

Please make checks payable to:

The Township Officials of Illinois
 3217 Northfield Drive • Springfield, IL 62702



New Edition: 2022 TOI Laws & Duties Handbook

Preorder your copy today!!!

The Revised 2022 Edition of the Township Officials of Illinois Laws and Duties Handbook, a valuable resource tool for township officials, is available for distribution in **June 2022**.

The revised Township Officials of Illinois Laws and Duties Handbook helps officials perform their duties as township officials. **EVERY** township official needs a copy of this handbook.

Orders Will Ship in June 2022

Fill out this order form and mail to: **Township Officials of Illinois, 3217 Northfield Drive, Springfield, IL 62702**

Please send ___ copies of "Township Officials of Illinois Laws and Duties Handbook." Single copy \$35 or 2 or more handbooks \$30 each to one address.

Please send ___ copies of "Township Officials of Illinois Laws and Duties Handbook" with CD \$45, for book and CD combination. For **ONLINE PURCHASE**, use code **LDCOMBO**.

Please send ___ copies of "Township Officials of Illinois Laws and Duties Handbook" with CD only \$30, for handbook on CD.

Amount Enclosed \$ _____

County: _____ Township: _____

Name/Title: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

You can order this publication online in the TOI Bookstore or by completing this form and returning it with your payment to the TOI Office.

If you've ever asked "What's My Job?" this handbook is for you!



What's My Job? has been updated and is an easy-to-digest overview of the role of each township official. The book covers the basic duties of the supervisor, township clerk, highway commissioner, assessor, trustee and tax collector. *What's My Job?* is available for \$5 per copy. Payment must accompany order. Just fill out this order form and return with payment to:

Township Officials of Illinois
3217 Northfield Dr.
Springfield, IL 62702

NOTE: All attendees of the August 2021 Virtual Newly Elected Officials Training will receive a free copy.

Amount Enclosed _____

Please send ___ copies of *What's My Job?* to:

County _____

Township _____

Name _____

Title _____

Address _____

City/Zip _____

Email _____

Phone _____

In Memoriam

William Albert, 89, of Smithboro died February 18. He was a former Highway Commissioner of Pleasant Mound Township (Bond Co.).

Claude Anderson, 88, of Lindenhurst died February 14. He was a former Trustee of Lake Villa Township (Lake Co.).

John Briar, 75, of Virginia died February 4. He was currently Serving Trustee of Sangamon Valley Township (Cass Co.).

James "Arkie" Cadenhead, 87, of St. Charles died February 16. He was a former Highway Commissioner of St. Charles

Township (Kane Co.).

Richard Emerson, 83, of Perry died February 20. He was a former Trustee of Perry Township (Pike Co.).

Robert Johnson, 92, of Walnut died February 24. He was a former Highway Commissioner of Greenville Township (Bureau Co.).

Larry Kaufman, 78, of Alhambra died February 19. He was a former Highway Commissioner of Alhambra Township (Madison Co.).

Jackie Kuzmich, 91 of Ottawa died February 17. She was a former Trustee of Ottawa Township (LaSalle Co.).

Kenneth Mezo, 79, of Grand Tower died January 5. He was a former Highway Commissioner of Grand Tower Township (Jackson Co.).

Dan Saathoff, 77, of Hillsboro died December 4. He was a former Highway Commissioner of Grisham Township (Montgomery Co.).

Donald Scharlau, 81, of Hinsdale died January 2 He

was currently serving as Trustee of Waltham Township (LaSalle Co.).

Ralph Smith, 86, of Whittington died February 18. He was a former Supervisor of Ewing Township (Franklin Co.).

Parker Zumwalt, 71, of Pittsfield died February 7. He was a former Highway Commissioner of Pittsfield Township (Pike Co.).

Township

CLASSIFIEDS

Visit <https://www.toi.org/Township-Perspective/Township-Classifieds/>

FOR SALE



1966 Chevrolet C60 with a Entyre oil distributor. Asking \$5,000.00. For more information call Union Grove Township Highway Commissioner Arnold Vegter 815-535-5170 or Mt Pleasant Highway Commissioner Kent Shepard 309-203-9352.

Township Classifieds Work!

Township equipment sells from our website, www.toi.org/Township-Perspective/Township-Classifieds/, and from *Township Perspective*. List your surplus equipment now for results! For \$75 (copy w/photo) or \$25 (copy only), your township ad will be on our website and in the next available issue of *Township Perspective*. Email kayla@toi.org to advertise or for more information.



Building and running a Township Website is easy through TOI's Website Program.



Contact Kayla Jeffers at (217) 744-2212 or kayla@toi.org for more information

Step Up to the Plate For



Township Government

2022 Education Events

May 26

Radisson - Rockford

8 am - 3 pm

July 28

Doubletree - Bloomington

8 am - 3 pm

8:00 AM
8:30 AM

Registration
Program Introduction

- Pledge
- Danny Hanning Opening Comments
- Jerry B. Crabtree, Executive Director Comments
- TOIRMA Executive Director Jim Donelan

9:00 AM
9:30 AM
10:00 AM
10:30 AM

Township Board Meeting Gone Bad Video Moderated by Jerry B. Crabtree
Video Review with Q&A

Break

Fire Round of HOT TOPICS from the New Laws and Duties Handbook
Greg Moredock, Sorling Northrup

11:30 AM

Understanding your Township Budget Process in 2022
Former TOI Executive Director Bryan Smith

12:30 AM
1:00 PM

Lunch

Running an Effective Board Meeting in Today's Environment
Jim Donelan, TOIRMA Executive Director

2:00 PM

Breakout 1: Ask a Township Official (Questions and Answers)
Breakout 2: Township Clerks of Illinois

3:00 PM

Adjourn

June 7

KC Hall - Mt. Sterling

6 pm - 8 pm

August 9

Wood River Twp Community Room

6 pm - 8 pm

September 15

Carbondale Twp Community Room

6 pm - 8 pm

5:30 PM
6:00 PM

Registration
Program Introduction

- Pledge
- Danny Hanning Opening Comments
- Jerry B. Crabtree, Executive Director Comments

6:30 PM
7:00 PM

Township Board Meeting Gone Bad Video Moderated by Jerry B. Crabtree
Fire Round of HOT TOPICS from the New Laws and Duties Handbook

Greg Moredock, Sorling Northrup
John Redlingshafer, Merscher Law

8:00 PM

Adjourn

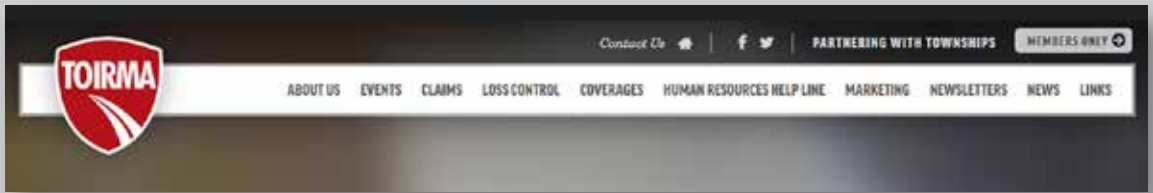
DON'T MISS OUT!

TOIRMA INTRODUCES MEMBERS ONLY SITE

1. Visit Us

Go to: toirma.org

2.




Click on

MEMBERS ONLY



3. Register For Our Members Only Site

SIGN UP NOW

First Name 

Last Name

Township

Contact Number

REGISTER

IT'S AS EASY AS 1, 2, 3!



toirma.org