

3.13 Insurance Benefits

Insurance benefits are available to eligible employees. Employees will be advised at the time of hiring what benefits are available to them. In addition, all eligible employees and elected officials may purchase insurance benefits for family members. The cost is the sole responsibility of the employee or elected official, and in no way the responsibility of DuPage Township.

**REGULAR MEETING OF THE
DUPAGE TOWNSHIP SUPERVISOR
AND BOARD OF TRUSTEES
Tuesday, January 23rd, 2018
MINUTES**

- I. **CALL TO ORDER:** The meeting was called to order at 7:00 p.m. by Supervisor Mayer.
 - II. **PLEDGE OF ALLEGIANCE:** Pledge of Allegiance was recited by all, led by Supervisor Mayer.
 - III. **ROLL CALL FOR QUORUM:** Trustees Benford, Burgess, Raga and Supervisor Mayer were all present. Trustee Oliver was absent.
 - IV. **APPROVAL OF AGENDA:** A motion was made by Trustee Burgess, and seconded by Trustee Raga to approve the amendment of Item a. on the Agenda, due to a scrivener's error, to appear as an Ordinance 18-01 rather than Resolution 18-01. Upon roll call vote the following voted yes: Trustees Raga, Burgess, Benford, and Supervisor Mayer. Trustee Oliver was absent. There were no nay votes, and the motion passed.
A motion was made by Trustee Raga, and seconded by Trustee Burgess to approve the Agenda with the approved Amendment to Item a. Upon roll call vote the following voted yes: Trustees Raga, Burgess, Benford, and Supervisor Mayer. Trustee Oliver was absent. There were no nay votes, and the motion passed.
 - V. **APPROVAL OF MINUTES:**
A motion was made by Trustee Burgess, and seconded by Trustee Raga to approve the minutes from the January 9, 2018 Regular Meeting as presented. Upon roll call vote the following voted yes: Trustees Benford, Raga, Burgess, and Supervisor Mayer. Trustee Oliver was absent. There were no nay votes, and the motion passed.
 - VI. **SUPERVISOR'S REPORT:**
 - a. **ORDINANCE 18-01 – SEXUAL HARASSMENT POLICY**
A motion was made by Trustee Burgess and seconded by Trustee Raga to approve Ordinance 18-01 – Sexual Harassment Policy. Supervisor Mayer reminded everyone that this policy as it applies to Staff and Elected Officials is a Zero Tolerance Policy. All Staff Members and Elected Officials will be asked to sign off on the newly adopted policy. Upon roll call vote the following voted yes: Trustees Benford, Burgess, Raga, and Supervisor Mayer. Trustee Oliver was absent. There were no nay votes and the motion was approved.
 - b. **APPROVE DUPAGE TOWNSHIP EMPLOYEE POLICY MANUAL**
A motion was made by Trustee Burgess and seconded by Trustee Benford to approve the DuPage Township Full-Time and Part-Time Employee Policy Manuals as prepared and presented by the Assistant to the Supervisor Linda Youngs and the Township Attorney. Youngs noted that the use of Comp Time was adjusted to show that it must be utilized within 2 weeks of earning said time. Upon roll call vote the following voted yes: Trustees Benford, Burgess, Raga, and Supervisor Mayer. Trustee Oliver was absent. There were no nay votes and the motion was approved.
 - c. **ITEMS FOR DISCUSSION:**
-

Supervisor Mayer reviewed some 2018 Events on upcoming Township and Community Calendar – an updated list was provided to all Board Members.

- VII. **CLERK'S REPORT:** Clerk Stach thanked Assistant to the Supervisor Youngs for her hard work on the preparation of the new Employee Full-Time and Part-Time Policy Manuals.
- VIII. **ASSESSOR'S REPORT:** No report.
- IX. **ASSISTANT TO THE SUPERVISOR'S REPORT:** No report.
- X. **YOUTH DEPARTMENT REPORT:** No report.
- XI. **SENIOR DEPARTMENT REPORT:** No report.
- XII. **BANQUET COORDINATOR REPORT:** No report.
- XIII. **GA/EA REPORT:** No report.
- XIV. **ATTORNEY REPORT:** No report.
- XV. **APPROVAL OF TOWNSHIP BILLS - \$45,996.94**
APPROVAL OF OPEN PAYABLES - \$29,115.63
AND PAID PAYABLES (1/5/18 through 1/18/18) - \$16,881.31
A motion was made by Trustee Burgess and seconded by Trustee Raga to approve the bills as presented for payment. Upon roll call vote the following voted yes: Trustees Benford, Raga, Burgess, and Supervisor Mayer. Trustee Oliver was absent. There were no nay votes, and the motion carried.
- XVI. **OLD BUSINESS/NEW BUSINESS:** None.
- XVII. **COMMENTS OR QUESTIONS:** None presented.
- XVIII. **TRUSTEE'S REPORTS**
ALYSSIA BENFORD: Trustee Benford Thanked everyone that attended her Martin Luther King Food Drive Event at the DuPage Township Food Pantry for their help and support. Approximately 40 volunteers were in attendance throughout the event.
KENNETH BURGESS: Trustee Burgess congratulated Assistant to the Supervisor Linda Youngs on completion of the new Employee Handbooks.
MARIPAT OLIVER: Absent.
DENNIS RAGA: No report.
- XIX. **EXECUTIVE SESSION FOR PERSONNEL:** None Held.
- XX. **ADJOURNMENT:**
A motion was made by Trustee Burgess and seconded by Trustee Benford to adjourn the meeting at 7:30 p.m. All were in favor and the meeting was adjourned.

Respectfully submitted,

Patricia M. Stach
DuPage Township Clerk