



**DECEMBER 8, 2021      6:00 P.M.**  
**MEETING OF THE DEKALB TOWNSHIP BOARD**  
**2323 SOUTH FOURTH STREET, DEKALB, IL 60115**

**The public is invited to join our in-person meetings and members of the public may address the Township Board during Public Comment by submitting a speaker request form prior to the start of the meeting. If the number of attendees does not permit all persons to be socially distanced, the meeting may be adjourned to such time as an appropriate alternate space can be utilized. All attendees are required to wear a mask at all times, regardless of vaccination status.**

**As a convenience to the public, the Township is also providing remote viewing of the meeting. Remote viewing mode does not provide for public participation.**

**JOIN ZOOM MEETING**

<https://us02web.zoom.us/j/82663874553?pwd=ckFwTmJkR21tWU1sejJDVTZpcWZ6QT09>

Meeting ID: 826 6387 4553    Passcode: 618811    One tap mobile +13126266799

- A. Call to Order – Roll Call
- B. Pledge of Allegiance
- C. Approval of Agenda
- D. Public Comment
- E. Presentations
- F. Reports
  - a. Supervisor’s Report
  - b. Clerk’s Report
  - c. Highway Commissioner’s Report
  - d. Assessor’s Report
  - e. Trustees’ Reports
- G. Bill Paying
  - a. Approval of November audit report and December bills to pay
  - b. Receive, file, and approve Treasurer’s November budget report
- H. Unfinished Business
- I. New Business
  - a. Approval of Minutes of the Regular Board of Trustees meeting of November 10, 2021

- b. Resolution to amend DeKalb Township & Road District Personnel Policy and Procedures to add Remote Work policy
- c. Resolution to adopt updated COVID-19 policy
- d. Discussion of Resolution 2021-002-T Resolution Approving Policy for Website Posting of Board Meeting Information

J. Executive Session to discuss litigation

K. Old Business

L. Other Business

- a. Next Regular DeKalb Township Board Meeting January 12, 2022 at 6:00 pm

M. Adjournment

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**SUPERVISOR'S REPORT****12/8/2021**

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**1. Upcoming Events**

- a. 12/13 – Hosting a COVID-19 vaccine clinic in partnership with IDPH.
- b. 12/15 – Hosting a virtual “Home Energy Savings” presentation in partnership with Citizens Utility Board.

**2. Paper Shredding and Recycling (eyeglasses & hearing aids) Event 12/4**

- a. Thank you to our volunteers, including Trustees Bradlo and Thurman and Clerk Tillotson.
- b. 115 individuals participated
- c. Newsletter distributed to all participants.
- d. Next event slated for May 2022

**3. Other**

- a. IGA with DeKalb Public Library – During the month of November, three residents enrolled in the program
- b. Statewide Rental Assistance program through IHDA opened a new round of assistance. Opened 12/6 and closes 1/9.
- c. Amended budget will be posted to the website this week, voted on in January.

**4. FOIA Requests – see next page**

**FOIA HOURS REPORT**  
November 10, 2021 - December 3, 2021

Requester	Company	Date	Description	Responded On	Total Documents	Email	Hours	Minutes
Derek Van Buer		12/3/21 7:49 AM	Audits FY 2015-2018	12/3/21 9:28 AM	4 PDFs / 3.78 MB	dvanbuer@gmail.com		30
Derek Van Buer		11/24/21 8:23 AM	Source Files for Budget & Warrant Documents	12/1/21 4:29 PM	4 Excel Files	dvanbuer@gmail.com	1	45
Mark Charvat		11/22/21 9:35 PM	Road Dist Levy Rates 2019-2021	11/23/21 12:16 PM	None	markcharvat@yahoo.com		10
Derek Van Buer		11/17/21 4:49 PM	Bank Stmt's 3 months 4 Road Accts FMB & RB	12/1/21 12:49 AM	71 Pgs / 19.1 MB	dvanbuer@gmail.com	4	45
Derek Van Buer		11/17/21 4:37 PM	Bank Stmt's 6 months GA & Town FMB & RB	12/1/21 10:34 AM	89 Pgs / 14 MB	dvanbuer@gmail.com	7	45
Derek Van Buer		11/17/21 4:13 PM	Chart of Accounts Road Dist Accts	11/23/21 1:44 PM	4 Excel Files	dvanbuer@gmail.com	1	45
Derek Van Buer		11/17/21 4:06 PM	Chart of Accounts GA & Town	11/23/21 1:36 PM	2 Excel Files	dvanbuer@gmail.com	1	45
Mark Charvat		11/15/21 12:00 AM	Excel of Hess Emails 6/1/21 - 11/14/21	11/22/21 9:50 AM	2 Excel files of 1646 Email Details	markcharvat@yahoo.com	12	30
Mark Charvat		11/13/21 1:56 PM	Township Board Meeting 11/10/21	11/15/21 1:57 PM	Emailed 2 Links	markcharvat@yahoo.com		30
Mark Charvat		11/10/21 12:55 PM	Bd Pkt and Nov Invoices	11/18/21 11:23 AM &	2 PDFs/50 Pages	markcharvat@yahoo.com	9	0

Total staff hours expended by all employees for this period 40 Hours 25 Minutes



## WINTER 2021 NEWS

### From the Supervisor ~ *Mary Hess*

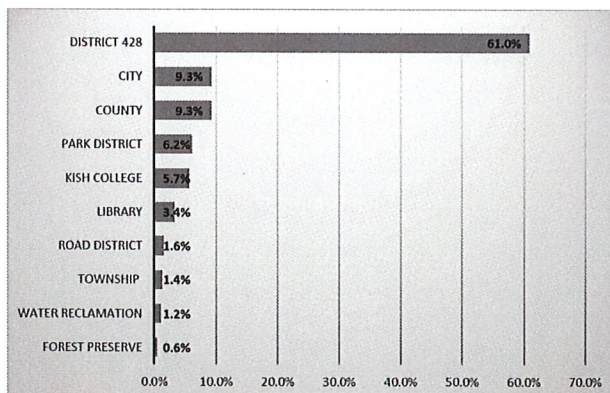
Whether it be free shredding events or keeping roads outside of city limits safe and in excellent condition, DeKalb Township and DeKalb Township Road District each provide a variety of services to residents:

1. FINANCIAL ASSISTANCE AND SOCIAL SERVICES
2. MANAGEMENT OF 2 CEMETERIES
3. PROPERTY ASSESSMENTS
4. ROAD MAINTENANCE

Our elected officials and professional staff take pride in each and every program the township offers and always keeps the resulting liability to homeowners in the forefront of our planning. Your DeKalb Township and DeKalb Township Road District each have among the lowest local tax rates and always maintain balanced budgets. As you can see from the graph below, 3% of the average DeKalb Township homeowner's property taxes finance all of the services provided.

We are proud to be a safety net for those in need, as well as for the not-for-profit agencies we fund. This is especially critical at a time when many agencies are seeing an increased demand for services as a result of the COVID-19 pandemic. In 2022, we are looking forward to expanding services, especially for our Senior Citizen population.

On behalf of all of us at DeKalb Township, happy holidays! We wish you all the best in 2022.



## Calendar of Events

DECEMBER 8  
MONTHLY BOARD MEETING

DECEMBER 13  
COVID-19 VACCINE BOOSTER  
CLINIC

DECEMBER 15  
HOME ENERGY SAVINGS  
ONLINE PRESENTATION

DECEMBER 24 & 31  
TOWNSHIP OFFICES CLOSED

JANUARY 12  
MONTHLY BOARD MEETING

JANUARY 17  
TOWNSHIP OFFICES CLOSED

FEBRUARY 9  
MONTHLY BOARD MEETING

FEBRUARY 11 & 21  
TOWNSHIP OFFICES CLOSED

## TOWNSHIP SUPPORTS LOCAL SOCIAL SERVICE AGENCIES

The DeKalb Township Board of Trustees recently awarded more than \$120,000 to community-based social service agencies to deliver services to DeKalb Township residents.

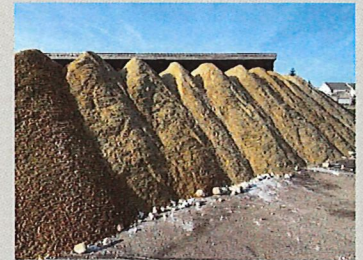
DeKalb Township awards grants annually to a variety of community-based, non-profit agencies providing programs or services for the benefit of people residing in DeKalb Township. Priority is given to services addressing the needs of seniors, youth, individuals with disabilities, and/or the economically disadvantaged population.

This year's recipients include: Adventure Works, Barb City Manor, Barb Food Mart, CASA, DeKalb County Community Gardens, Elder Care Services, Epilepsy Advocacy Network, 4C, Family Service Agency, Fox Valley Community (Older Adult) Services, Hope Haven, Kishwaukee YMCA, RAMP, and Safe Passage.

"We recognize that a great number of Township residents of all ages continue to deal with the effects of the pandemic. In order to address these needs we were intentional about supporting programs that provide a variety of services related to recovery," Township Supervisor Mary Hess said. "It is our hope that by providing this funding we have eliminated potential financial barriers for our residents most in need of support."

## DeKalb Township Road Crew is preparing for the winter ahead!

Salt blending took place early morning on 12/2/21. Once the chemical is applied, it may look like gravel, but it's actually a special blend of salt used on DeKalb Township Roads. This process makes the salt safer for the environment, gives the salt a lower point freeze, and allows us to use less salt which saves taxpayer dollars.



## Vaccine Booster Clinic

**Monday, December 13th  
10:00 a.m. to 2:00 p.m.**



In partnership with IDPH, DeKalb Township is hosting a free vaccine clinic for the COVID-19 booster shots. Please note, this is only for booster shots, not for the first and second administration of doses. This event is limited to adults, age 18 and older.

All 3 brands of vaccines will be available at this clinic. You will need to bring your COVID-19 vaccination record card with you the day of the event. There is **NO** DeKalb Township residency requirement for this event.

To schedule an appointment, please call (815) 758-8282.

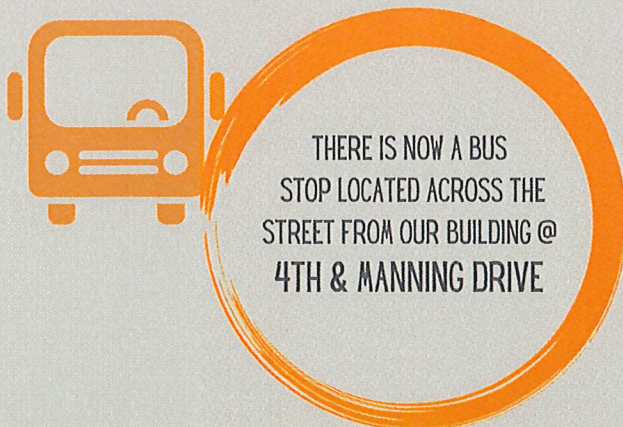
## Home Energy Savings Presentation

**Wednesday, December 15th  
6:00 p.m. to 7:00 p.m.**



Join Citizens Utility Board (CUB) and DeKalb Township for a webinar focusing on saving money, and making your home more comfortable. During the event, we will cover: new consumer protections during COVID-19 recovery; free programs designed to save you energy and money; how to decode your gas and electric bills, spot errors, and avoid scams; and the latest Illinois energy policies and how they will impact your energy choices.

To register for this virtual event, please call (815) 758-8282.



THERE IS NOW A BUS  
STOP LOCATED ACROSS THE  
STREET FROM OUR BUILDING @  
4TH & MANNING DRIVE



The DeKalb Township office is now a permanent collection site for used eye glasses and hearing aids for the Lions of Illinois Foundation. Please consider donating. Recycled items help fund programs and services that assist with vision and hearing needs throughout the state of Illinois.

Drop box is located outside of the Township office.

## NEW LIBRARY CARD SERVICE FOR UNINCORPORATED RESIDENTS



An Intergovernmental Agreement (IGA) between the DeKalb Public Library and the DeKalb Township will now allow eligible residents of unincorporated DeKalb Township to register for a free library card. As part of its mission to provide services, including library services, to residents, the DeKalb Township will cover the cost of library cards for Township residents living outside the DeKalb Public Library's service area.

In short, this means that DeKalb Township residents living in unincorporated areas can now get a free library card that allows them access to the Library's expansive resources and materials.

Unincorporated residents will bear the financial responsibility for lost and damaged items. They will follow the same rules as all other patrons as pertains to their library card.

## Township Services for Low Income Residents

The township's low-income relief program is called General Assistance and provides financial support to those experiencing hardship. We also have an Emergency Assistance Program for those in more immediate need. Our team will help identify which program is the right fit.

We look at each case holistically, which means that we will also make recommendations and referrals to other community programs that provide a variety of supportive services.

For more information or to access an application, visit our website, [dekalbtownship.org](http://dekalbtownship.org).

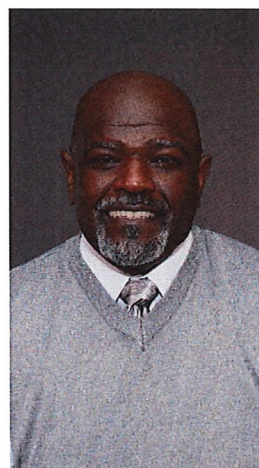
Winter weather is approaching.

*Be Safe*



- Keep your distance from snowplows.
- Salt spreaders may be activated at any time (moving or not) and can cause damage to your vehicle if you are too close.
- If you cannot see the plow truck's mirror, the driver cannot see you.
- Reduced speeds and traveling with cautions may be needed even on clear days.
- Watch for drifting and blowing snow.
- Remember while roads may be salted in the urban areas, many times salt is not used in rural areas due to wind and drifting conditions and may result in difficult driving conditions.

# DeKalb Township Elected Officials



Follow us  
@  
DeKalb  
Township

**DeKalb Township**  
2323 S. 4th Street  
DeKalb, IL 60115

[www.dekalbtownship.org](http://www.dekalbtownship.org)

**Office of Supervisor**  
*Mary Hess*  
(815) 758-8282

**Office of Assessor**  
*Richard Dyer*  
(815) 758-5454

**Office of Road District**  
*Craig Smith*  
(815) 758-5658

**Trustees**  
*Lisa King*  
*Chad McNett*  
*Nancy Bradlo*  
*Dale Thurman*

**Clerk**  
*Andrew Tillotson*

Office Hours:  
8:30 - 4:30  
Monday - Friday

## Coming in 2022

WE WILL BE HOSTING SENIOR  
LISTENING SESSIONS TO LEARN  
MORE ABOUT THE NEEDS OF  
SENIOR CITIZENS LIVING IN  
DEKALB TOWNSHIP



OUR NEXT SHRED  
EVENT WILL BE HELD  
IN MAY 2022



Est. 1850

## 2021 NOVEMBER WARRANT FOR TOTAL EXPENDITURES REPORT

FUND	Invoices
TOWN	\$45,614.59
GENERAL ASSISTANCE	\$19,181.56
ROAD AND BRIDGE	\$25,072.56
PERMANENT ROAD	\$30,621.33
BUILDING & EQUIPMENT	\$22,201.77
SPECIAL BRIDGE	\$2,499.50
All Funds-Total	\$145,191.31

We, the undersigned, comprising the Township Board of DeKalb Township, having duly met at the Clerk's office on **DECEMBER 8, 2021** hereunto set our hands on this document for the purpose of auditing the various accounts of DeKalb Township and DeKalb Township Road District, and do hereby certify that the above claims or demands against said accounts were presented, and examined, and were allowed at the meeting.

\_\_\_\_\_  
Trustee Nancy Bradlo

\_\_\_\_\_  
Supervisor Mary Hess

\_\_\_\_\_  
Trustee Lisa King

\_\_\_\_\_  
Trustee Chad McNett

\_\_\_\_\_  
Clerk Andrew Tillotson

\_\_\_\_\_  
Trustee Dale Thurman

(SEAL)

I, \_\_\_\_\_, DeKalb Township Clerk, attest that the attached bills were presented for payment for month of NOVEMBER 2021 at the DECEMBER 8, 2021 Township Board meeting.

\_\_\_\_\_  
Clerk Andrew Tillotson

2021 NOVEMBER WARRANT FOR TOTAL EXPENDITURES REPORT

2021 NOVEMBER WARRANT FOR BILLS TO PAY AND EXPENDITURES TO DATE				
<b>TOWN FUND</b>				
11/01/2021	824	ANDREW TILLOTSON	2021 NOVEMBER	339.37
	825	CHAD C. MCNETT	2021 NOVEMBER	136.58
	826	CRAIG A SMITH	2021 NOVEMBER	5,588.04
	827	DALE L THURMAN	2021 NOVEMBER	144.30
	828	LISA R KING	2021 NOVEMBER	136.58
	829	MARY HESS	2021 NOVEMBER	5,131.50
	830	NANCY G BRADLO	2021 NOVEMBER	144.31
	831	RICHARD J DYER	2021 NOVEMBER	4,275.86
	832	ANDREW C REININK	10/16/21-10/31/21	1,536.46
	833	ERIK V HANSEN	10/16/21-10/31/21	1,172.56
	834	JODIE L PETERSON	10/10/21-10/23/21	210.73
11/03/2021	PAD	INTERNAL REVENUE SERVICE	S-SS2599.07/M607.83/F3380.54; ASSR-SS465.26/M108.81 F941 11012021	7,161.51
	PAD	IL DEPT OF REVENUE	STATE WH/ IL 501 2021 11012021 4TH QTR	1,266.18
	PAD	IMRF	pension-s2800.37/VAC-747.50; a-pension888.67/vac82.50 2021 OCT	4,519.04
11/01/2021	1115	AFLAC	pyrl exp-A#-52201; i# 704490-T-S-136.07/A48.24 2021 OCT	184.31
	1116	BLUE CROSS BLUE SHIELD	HEALTH-SUPR2784.324/a1317.15 2021 NOV	4,101.47
	1117	THE STANDARD	TWN HLTH INS. BENEFITS-EYE-T-S19.11/A12.74 2021 NOV	31.85
11/02/2021	1118	NORTHERN ILLINOIS DISPOSAL, INC.	UTILITY- A # 3086-436769 ;#20991839	67.08
	1119	COMED	UTILITY-T556.14/C38.01	594.15
	1120	DEK. CTY. REHAB & NURSING	AGCY SUPPORT 2021 OCT	500.00
	1121	DYER, RICH	2021 NOV HLTH	675.00
	1122	HARRINGTON ENVIRONMENTAL SERV,	CEM LANDSCAPING- O385/E165.	550.00
	1123	METRONET	S-INT19.45/I/T-9.30/TEL115.63; ASSR INT19.45/I/T9.30/TEL67.29	240.42
	1124	REININK, ANDREW	ASSR. HLTH 2021 NOV.	361.38
	1125	RICOH	ASSR. EMS- i#5063204729	6.35
	1126	SCOUTS BSA TROOP 4	COY 2021	450.00
	1127	SMITH, CRAIG	2021 NOV HLTH	617.38
	1128	KRUIS INC (SPARKLE)	JANITOR i# 1337 2021 OCTOBER	540.00
	1129	HANSEN, ERIK	ASSR. MILEAGE 2021 OCTOBER 53 MI X .56	29.68
11/15/2021	835	ANDREW REININK	11/1/21-11/15/21	1,536.45
	836	ERIC HANSEN	11/1/21-11/15/21	1,172.57
	837	JODIE L PETERSON	10/24/21-11/06/21	285.94
	PAD	INTERNAL REVENUE SERVICE	S-SS47.17/M11.03/F375.54; ASSR-SS465.26/M108.81	1,007.81
	PAD	IL DEPT OF REVENUE	IL 501 STATE W/H 2021 11152021 4TH QTR	189.78
11/23/2021	1130	IMAGE MONUMENTS	INTERNMENT 11/23/2021- levinsky, andrew	700.00
11/30/2021	PAD	RESOURCE BANK- ECORP	OPER SUPPL.- SERVICE CHARGE	9.95
<b>TOTAL TOWN NOVEMBER WARRANT FOR EXPENDITURES</b>				<b>45,614.59</b>
<b>GENERAL ASSISTANCE</b>				
11/01/2021	234	ERIKA D BROWN	10/10/21-10/23/21	1,608.36
	235	KAREN S GUMINO	10/10/21-10/23/21	929.69
11/03/2021	PAD	INTERNAL REVENUE SERVICE	ss455.94/m106.64/i#315.00 f941 2021 11012021 4th qtr	877.58
	PAD	IL DEPT OF REVENUE- STATE W/H	state w/h il 501 2021 11012021 4TH qtr	173.15
	PAD	IMRF	pension-894.37/vac385.95 2021 OCT	1,280.32
	2070	17GA01086	2021 NOVEMBER	319.00
	2071	21GA02255	2021 NOVEMBER	310.00
	2072	21GA02266	2021 NOVEMBER	319.00
	2073	12GA00003	2021 NOVEMBER	319.00
	2074	18GA01352	2021 NOVEMBER	319.00
	2075	17GA01024	2021 NOVEMBER	310.00
	2076	21GA02269	2021 NOVEMBER	319.00
	2078	AFLAC	PAYROLL EXP-I#313374-A#606512 2021 OCT	26.92
	2079	BLUE CROSS BLUE SHIELD	HLTH- 2021 NOV	2,596.95
	2080	21GA02268	GA 10/7/21-11/30/21	576.26
	2081	THE STANDARD	HLTH- 2021 NOV	12.74
	2082	NCPERS GROUP LIFE INSURANCE	0705112021 2021 NOV PAYROLL EXPENSE	16.00
11/10/2021	2083	BROWN, ERIKA	2021 NOV HLTH	198.50
11/15/2021	236	BROWN, ERIKA	10/24/21-11/06/21	1,610.81
	237	GUMINO, KAREN	10/24/21-11/06/21	1,025.06
	PAD	INTERNAL REVENUE SERVICE	SS478.13/M111.82/F334.00	923.95
	PAD	IL DEPT OF REVENUE	state w/h il 501 2021 11152021 4TH qtr	181.61
11/16/2021	2084	EDEN'S GARDEN	RENT	1,007.00
11/16/2021	2085	NICOR GAS	UTILITY	256.06
11/16/2021	2086	21GA02285	GA 11/4/21-11/30/21	287.10
11/16/2021	2087	21GA02283	GA 10/28/21-11/30/21	360.16
11/23/2021	2088	COMED	UTIL	135.94
11/23/2021	2089	HUNTER STAR PROPERTIES	RENT	959.06
11/23/2021	2090	SUBURBAN APARTMENTS	RENT	995.00
11/29/2021	2091	HPI PROPERTY MANAGEMENT	RENT800.00/UTIL 128.34	928.34
<b>TOTAL G A NOVEMBER WARRANT FOR EXPENDITURES</b>				<b>19,181.56</b>

<b>ROAD AND BRIDGE</b>				
11/01/2021	205	JODIE L PETERSON	10/10/21-10/23/21	210.74
	206	KYLER KLAPPRODT	10/10/21-10/23/21	273.13
11/03/2021	PAD	INTERNAL REVENUE SERVICE	ss73.88/m17.27/F26.54-2021 f941 11012021	117.69
	PAD	IL DEPT OF REVENUE- STATE W/H	state w/h il501 2021 11012021 4TH QTR	29.67
11/01/2021	3121	AFLAC	PYRLL EXP-A#-52201; i# 313374 2021 OCT	20.35
	3122	C.S.R. BOBCAT INC	SS. i# 01-5070	13,237.88
	3123	GORDON HARDWARE	SS. C#2360-BLDG MAINT i#910926-39.37/SS-i#910326,910795-39.21	78.58
	3124	HARRINGTON ENVIRONMENTAL SERVICE	i#7263 BLDG. MAINT.-SOUTH LOT	165.00
	3125	NEBRASKA-IOWA INDUSTRIAL FASTENERS	ss i#6085177, 6085309	1,029.80
	3126	SUPERIOR DIESEL INC. 2	758-5658 815	1,305.09
11/02/2021	3127	NORTHERN ILLINOIS DISPOSAL	UTILITY- i#20991839 A# 3086-436769	62.73
11/10/2021	3128	AIRGAS	RENTAL i# 9983512949	20.21
	3129	AUTO VALUEBUMPER TO BUMPER	i#328990, 329763	65.69
	3130	BOCKMAN'S TRUCK & FLEET	i# 44990, 91, 92	139.50
	3131	BRAD MANNING FORD	10/7/21-10/25/21	1,075.80
	3132	CINTAS	UNIFORMS 9/30/21-10/28/21 i# 4097461208, 4098065028, 4098792858, 4099417541, 4100103907	703.67
	3133	HARRINGTON ENVIRONMENTAL SERVICE	BLDG MAINT i#7293- SHOP	365.00
	3134	HOTSY EQUIPMENT CO	SMALL TOOLS i#76835	1,011.10
	3135	METRONET	INT 19.43//T-9.31/TEL 18.92	47.66
	3136	NEBRASKA-IOWA INDUSTRIAL FASTENERS	i#6087914	273.78
	3137	NICOR GAS	DUE 12/06/2021	99.36
	3138	SUPERIOR DIESEL, INC	EQUIP MAINT i#W1-21315, W1-21370	2,352.53
	3139	TRANE	BLDG MAINT i#312155810	546.75
	3140	VERIZON	TELEPHONE i#9891434081	54.60
11/15/2021	207	PETERSON, JODIE	10/24/21-11/06/21	285.92
	208	KLAPPRODT, KYLER	10/24/21-11/06/21	229.43
	PAD	INTERNAL REVENUE SERVICE	SS79.72/M18.65/F26.54	124.91
	PAD	IL DEPT OF REVENUE	state w/h il501 2021 11152021 4TH QTR	31.49
11/16/2021	3141	BONNELL INDUSTRIES INC	EM i# 0201031	41.28
	3142	WEDO WINDOWS & CARPETS	bdg maint i# dhd 1021	160.00
11/16/2021	PAD	DEKALB TWP- FRANCO TYP POSTALIA	POSTAGE THRU 11/16/2021 FOR FRANCO TYP POSTALIA	39.22
11/23/2021	3143	MESCHER, RINEHART & REDLINGSHAFF	LEGAL i# 8103	874.00
			<b>TOTAL R&amp;B NOVEMBER WARRANT FOR EXPENDITURES</b>	<b>25,072.56</b>
<b>PERMANENT ROAD</b>				
11/01/2021	304	JACOB A SMITH	10/16/21-10/31/21	1,750.37
	305	James Poff III	10/16/21-10/31/21	1,485.99
	306	JEFFREY L HARNESS	10/16/21-10/31/21	1,329.40
11/03/2021	pad	INTERNAL REVENUE SERVICE	SS833.95/M195.03/F622.00 F941 2021 11012021 4TH qtr	1,650.98
11/03/2021	PAD	IL DEPT OF REVENUE- STATE W/H	STATE W/H IL501 2021 11012021 4TH QTR	312.97
11/03/2021	PAD	IMRF	pension1690.09/vac431.45	2,121.54
	4081	void		0.00
	4082	AFLAC	A#-52201; i# 704990 PAYROLL EXP 2021 OCT	396.12
	4083	BLUE CROSS BLUE SHIELD	HLTH-2021 NOV	2,683.21
	4084	GORDON HARDWARE	SIGNS i#910609, 910854, 911112	101.25
	4085	THE STANDARD	HLTH- 2021 NOV	19.11
11/10/2021	4086	BLAKE OIL CO.	FUEL i# 1407873, 1408106	1,480.86
	4087	COM ED	road lighting #2393002010	355.81
	4088	HARNESS, JEFF	PR-HLTH- DEP. J.H.-2021 NOV	278.79
	4089	SMITH, JACOB	HLTH 2021 NOV	675.00
	4090	WAGNER AGGREGATE, INC.	RD. MAINT. i# 33159	21.41
11/15/2021	307	SMITH, JACOB	11/01/21-11/15/21	1,903.94
	308	POFF, JAMES	11/01/21-11/15/21	1,558.68
	309	HARNESS, JEFF	11/01/21-11/15/21	1,503.62
	PAD	INTERNAL REVENUE SERVICE	ss909.07/m212.61/f704.00	1,825.68
	PAD	IL DEPT OF REVENUE	STATE W/H IL501 2021 11152021 4TH QTR	341.60
11/16/2021	4091	ROYER ASPHALT PAVING	RD MAINT. A# 8828; i#19925	8,825.00
			<b>TOTAL PERM RD NOVEMBER WARRANT FOR EXPENDITURES</b>	<b>30,621.33</b>
<b>BUILDING &amp; EQUIPMENT</b>				
11/22/2021	1001	DEKANE EQUIPMENT CORP	SMALL EQUIP i# 023401	22,201.77
			<b>TOTAL B&amp;E NOVEMBER WARRANT FOR EXPENDITURES</b>	<b>22,201.77</b>
<b>SPECIAL BRIDGE</b>				
11/1/2021	1001	H B FARM SERVICES LLC	CULVERTS/DRAIN PIPE	2499.50
			<b>TOTAL SP BR NOVEMBER WARRANT EXPENDITURES</b>	<b>2499.50</b>



Est. 1850

**2021 DECEMBER TOTALS TO DATE WARRANT FOR INVOICES / EXPENDITURES  
REPORT**

FUND	Invoices
TOWN	\$48,189.47
GENERAL ASSISTANCE	\$16,285.95
ROAD AND BRIDGE	\$5,544.97
PERMANENT ROAD	\$208,121.37
BUILDING & EQUIPMENT	\$0.00
SPECIAL BRIDGE	\$0.00
All Funds-Total	\$278,141.76

We, the undersigned, comprising the Township Board of DeKalb Township, having duly met at the Clerk's office on **DECEMBER 8, 2021** hereunto set our hands on this document for the purpose of auditing the various accounts of DeKalb Township and DeKalb Township Road District, and do hereby certify that the above claims or demands against said accounts were presented, and examined, and were allowed at the meeting.

\_\_\_\_\_  
Trustee Nancy Bradlo

\_\_\_\_\_  
Supervisor Mary Hess

\_\_\_\_\_  
Trustee Lisa King

\_\_\_\_\_  
Trustee Chad McNett

\_\_\_\_\_  
Clerk Andrew Tillotson

\_\_\_\_\_  
Trustee Dale Thurman

(SEAL)

I, \_\_\_\_\_, DeKalb Township Clerk, attest that the attached bills were presented for payment for month of DECEMBER 2021 at the DECEMBER 8, 2021 Township Board meeting.

\_\_\_\_\_  
Clerk Andrew Tillotson

2021 DECEMBER TOTALS TO DATE PENDING INVOICES EXPENDITURES MADE REPORT

2323 S. Fourth Street  
DeKalb, Illinois 60115

Phone: 815-758-8282  
Fax: 815-758-0124

[www.dekalbtownship.org](http://www.dekalbtownship.org)

		2021 DECEMBER WARRANT FOR UNPAID BILLS AND EXPENDITURES TO DATE	
<b>TOWN FUND</b>			
12/01/2021	838	ANDREW TILLOTSON	2021 DECEMBER 339.36
	839	CHAD C. MCNETT	2021 DECEMBER 136.56
	840	CRAIG A SMITH	2021 DECEMBER 5,588.05
	841	DALE L THURMAN	2021 DECEMBER 144.30
	842	LISA R KING	2021 DECEMBER 136.56
	843	MARY HESS	2021 DECEMBER 5,131.50
	844	NANCY G BRADLO	2021 DECEMBER 144.29
	845	RICHARD J DYER	2021 DECEMBER 4,275.85
	846	ANDREW C REININK	11/16/21-11/30/21 1,536.45
	847	ERIK V HANSEN	11/16/21-11/30/21 1,172.55
	848	JODIE L PETERSON	11/07/21-11/27/21 435.34
	PAD	INTERNAL REVENUE SERVICE	S-SS3003.38/M702.42/F3383.54; ASSR-SS465.26/M108.83 F941 12012021 7,663.43
	PAD	IL DEPT OF REVENUE- STATE W/H	STATE WH/ IL 501 2021 12012021 4TH QTR 1,279.07
	PAD	IMRF	pension-s2800.36/VAC-747.50; a-pension926.77/vac85.58 2021 NOV 4,560.21
	1131	AFLAC	pyrll exp-A#-52201; i# 097909-T-S-136.07/A48.24 2021 nov 184.31
	1132	BLUE CROSS BLUE SHIELD	HEALTH-SUPR3005.17/a1407.26 2021 dec 4,412.43
12/08/2021		COMED	utility t868.95/cem 39.34 908.29
		DEK. CTY. REHAB & NURSING CENTER	2021 NOV AGENCY SUPPORT 500.00
		DEKALB CHAMBER OF COMMERCE	i# 16348CR2900- DUES 181.50, 18294CR-COMM OUTREACH 160.00 341.50
		DEPT OF FINANCIAL AND PROFESSIONAL RE	DUES- CEM-OAKWOOD (LICENSE) 200.00
		DYER, RICH	2021 DECEMBER HLTH 675.00
		FREEDOM FLAG CO	i#24119, 24134-OPER SUPPL. T 690.95/CEM FLAGS-63.00 957.90
		KRUIS INC (SPARKLE)	i#1377 JANITORIAL 540.00
		NORTHERN ILLINOIS DISPOSAL, INC.	i# 21033324 UTILITY 67.11
		PROSHRED	i#990103374 COMMUNITY OUTREACH 800.00
		PROVIDENT DIRECT	i# 23561 OPER SUPPL 89.00
		REININK, ANDREW	2021 DECEMBER ASSR. HLTH 361.38
		RICOH	i# 5063391987- ASSR OPER SUPPL 5.95
		SMITH, CRAIG	2021 DECEMBER HEALTH 617.38
		THE STANDARD	HLTH-S19.11/A12.74 31.85
		VERIZON	i#9893648745 TEL-S98.94/A102.36 201.30
		ZUKOWSKI, ROGERS, FLOOD & MCARDLE	i#152598 LEGAL 560.00
12/15/2021		SALARIES	2,994.96
		INTERNAL REVENUE SERVICE	1,007.81
		IL DEPT OF REVENUE- STATE W/H	189.78
		<b>TOTAL TWN DECEMBER WARRANT FOR UNPAID BILLS AND EXPENDITURES TO DATE</b>	<b>48,189.47</b>
<b>GENERAL ASSISTANCE</b>			
12/01/2021	238	ERIKA D BROWN	11/07/21-11/27/21 2,278.34
	239	KAREN S GUMINO	11/07/21-11/27/21 1,368.80
	PAD	INTERNAL REVENUE SERVICE	ss668.80/m156.42/F538.00 f941 2021 12012021 4th qtr 1,363.22
	pad	IL DEPT OF REVENUE- STATE W/H	state w/h il 501 2021 12012021 4TH qtr 254.30
	pad	IMRF	pension-930.31/vac397.02 2021 NOV 1,327.33
	2092	17GA01086	2021 DECEMBER 322.00
	2093	21GA02255	2021 DECEMBER 313.00
	2094	21GA02266	2021 DECEMBER 322.00
	2095	12GA00003	2021 DECEMBER 322.00
	2096	20GA02080	2021 DECEMBER 322.00
	2097	21GA02269	2021 DECEMBER 322.00
	2098	21GA02268	2021 DECEMBER 322.00
	2099	21GA02283	2021 DECEMBER 322.00
	2100	AFLAC	PAYROLL EXP-i#097909-A#606512 2021 NOV 26.92
	2101	BLUE CROSS BLUE SHIELD	HLTH- 2021 NOV 2,818.37
	2102	NCPERS GROUP LIFE INSURANCE	0705122021 2021 DEC 16.00
	2103	21GA02261	2021 DECEMBER 313.00
12/08/2021		BROWN, ERIKA	2021 DECEMBER HLTH 198.50
		THE STANDARD	2021 DECEMBER HLTH 12.74
12/15/2021		SALARIES	2,635.87
		INTERNAL REVENUE SERVICE	923.95
		IL DEPT OF REVENUE- STATE W/H	181.61
		<b>TOTAL GA DECEMBER WARRANT FOR UNPAID BILLS AND EXPENDITURES TO DATE</b>	<b>16,285.95</b>

ROAD AND BRIDGE				
12/01/2021	209	JODIE L PETERSON	11/07/21-11/27/21	435.97
	210	KYLER KLAPPRODT	11/07/21-11/27/21	557.17
	pad	INTERNAL REVENUE SERVICE	ss146.43/m34.24/F28.54-2021 f941 12012021	209.21
	pad	IL DEPT OF REVENUE- STATE W/H	state w/h il501 2021 12012021 4TH QTR	58.63
	3144	AFLAC	PYRL EXP-A#-52201; i# 097909 2021 NOV	20.35
	3145	BARB CITY AUTOMOTIVE	E.R. i# 53852, 53959	263.60
	3146	CERTIFIED LABORATORIES	SS-C# 270143 i# 7574753	1,170.44
	3147	GORDON HARDWARE	SS. C#2360-BLDG MAINT i#911793-39.37/SS-31.22 i# 911651, 911974	70.59
	3148	STRAN'S GARDEN CENTER & LANDSCAPING	BLDG. MAINT. -FALL PRUNING	480.00
	12/08/2021	AUTO VALUEBUMPER TO BUMPER	E.M. i#330976	96.87
		BRAD MANNING FORD	EM-i# FOcs116062	8.50
		CITY OF DEKALB-WATER DEPT.	R-UTILITY A#300313897000 08/31/21 THRU 10/21/2021	152.12
		DEKALB LAWN & EQUIPMENT CO., INC.	SM EQU i#82260- 950.00/FUEL -i#81945-16.08 C# DKLBTWNS- ST # 6018	966.08
		LAWSON PRODUCTS, INC	C# 10135036 i# 9309054853 SS	208.60
		NEBRASKA-IOWA INDUSTRIAL FASTENERS CO	SS i# 6090731	35.59
		NICOR GAS	UTIL. DUE 01/04/2022 ACT 1318	200.18
		NORTHERN ILLINOIS DISPOSAL	UTILITY- i#21033324 A# 3086-436769	62.75
		SUPERIOR DIESEL, INC.	E.M. i#S1-15913	24.54
		VERIZON	TEL i#9893648744 A# 342151176-00001	54.60
		WEDO WINDOWS & CARPETS	BLDG MAINT i# DHD 1121	80.00
12/15/2021		SALARIES		285.92
		INTERNAL REVENUE SERVICE		84.76
		IL DEPT OF REVENUE- STATE W/H		18.50
			TOTAL R&B DECEMBER WARRANT FOR UNPAID BILLS AND EXPENDITURES TO DATE	5,544.97
PERMANENT ROAD				
12/01/2021	310	JACOB A SMITH	11/16/21-11/30/21	1,978.83
	311	James Poff III	11/16/21-11/30/21	1,558.69
	312	JEFFREY L HARNESS	11/16/21-11/30/21	1,503.61
	PAD	INTERNAL REVENUE SERVICE	SS922.44/M215.73/F716.00 F941 2021 12012021 4TH qtr	1,854.17
	PAD	IL DEPT OF REVENUE- STATE W/H	STATE W/H IL501 2021 12012021 4TH QTR	346.70
	PAD	IMRF	pension1735.99/vac440.06	2,176.05
	4093	AFLAC	A#-52201; i# 097909 2021 NOV	396.12
	4094	BLAKE OIL CO.	FUEL i# 407559	1,147.72
	4095	BLUE CROSS BLUE SHIELD	HLTH-2021 DEC	2,934.50
	4096	C.S.R. BOBCAT INC	i#01-5362 RENTAL-84" soil conditioner, 72" seeder attachment	337.50
	4097	N-TRAK GROUP LLC	RD PROJ. RE: 21-04125-00-RS-TWOMBLY ROAD	182,092.19
	4098	RUBINO ENGINEERING	PR- ENGINEERING i7147 SEC: 21-04125-00-RS TWOMBLY	691.26
	4099	WEST SIDE TRACTOR SALES	FUEL / OIL A# 7588282815 i#203918	357.63
		BLAKE OIL CO.	FUEL i# 1408337, 1403736	1,669.74
		COM ED	road lighting #2393002010	355.81
		H B FARM SERVICES, LLC	RD MAINT i#1076	219.50
		HARNESS, JEFF	PR-HLTH- DEP. J.H.-2021 DEC	278.79
		MARTENSON TURF PRODUCTS, INC	RD MAINT i# 83946	448.00
		SMITH, JACOB	HLTH 2021 DEC	675.00
12/15/2021		THE STANDARD	2021 DECEMBER HLTH	19.11
		WAGNER AGGREGATE, INC.	RD. MAINT. i# 33393	7.74
		SALARIES		4,906.71
		INTERNAL REVENUE SERVICE	-	1,825.00
		IL DEPT OF REVENUE- STATE W/H		341.00
			TOTAL PERM RD DECEMBER WARRANT FOR UNPAID BILLS AND EXPENDITURES TO DATE	208,121.37

DEKALB TOWNSHIP  
FY 2021-2022 BUDGET REPORT  
FOR THE MONTH OF NOVEMBER 2021

<b>ACCOUNT BALANCES</b>			
<b>GENERAL TOWN FUND</b>	<b>MONTH</b>	<b>YEAR</b>	
BEGINNING BALANCE:	\$1,454,723.74	\$1,103,551.07	
REVENUES	\$32,504.64	\$884,992.61	
EXPENDITURES	\$45,614.59	\$546,929.89	
<b>ACCOUNT BALANCE: NOVEMBER 30, 2021</b>	<b>\$1,441,613.79</b>	<b>\$1,441,613.79</b>	
BALANCES:			BALANCES:
FMB-CHECKING			\$0.00
RESOURCE BANK-CHECKING			\$1,441,613.79
<b>ACCOUNT BALANCE: NOVEMBER 30, 2021</b>			<b>\$1,441,613.79</b>
<b>GENERAL ASSISTANCE FUND</b>	<b>MONTH</b>	<b>YEAR</b>	
BEGINNING BALANCE:	\$505,788.58	\$393,876.36	
REVENUES:	\$10,449.72	\$247,276.21	
EXPENDITURES:	\$19,329.24	\$144,243.51	
<b>ACCOUNT BALANCE: NOVEMBER 30, 2021</b>	<b>\$496,909.06</b>	<b>\$496,909.06</b>	
BALANCES:			BALANCES:
CHECKING: FMB			\$0.00
CHECKING: RESOURCE BANK			\$496,909.06
<b>ACCOUNT BALANCE: NOVEMBER 30, 2021</b>			<b>\$496,909.06</b>
PAGE 1			

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DEKALB TOWNSHIP  
FY 2021-2022 BUDGET REPORT  
FOR THE MONTH OF NOVEMBER 2021

1.3	ASSESSOR BUDGET- EXPENDITURES	MONTH	YEAR	BUDGET	BALANCE	%
	Salaries-D.A.	\$7,504.16	\$57,875.04	\$149,000.00	\$91,124.96	38.84%
	Social Security Contribution	\$465.26	\$3,588.24	\$9,500.00	\$5,911.76	37.77%
	Medicare	\$108.82	\$839.20	\$2,500.00	\$1,660.80	33.57%
	IMRF	\$550.99	\$4,505.15	\$12,000.00	\$7,494.85	37.54%
	Health Insurance	\$1,691.27	\$12,877.12	\$50,000.00	\$37,122.88	25.75%
	Unemployment Insurance	\$0.00	\$29.24	\$1,000.00	\$970.76	2.92%
	CONTRACTUAL					
	Equipment Maintenance	\$6.35	\$31.66	\$1,000.00	\$968.34	3.17%
	Postage	\$0.00	\$74.16	\$300.00	\$225.84	24.72%
	Telephone	\$67.29	\$1,227.46	\$4,500.00	\$3,272.54	27.28%
	Printing	\$0.00	\$0.00	\$800.00	\$800.00	0.00%
	Dues	\$0.00	\$0.00	\$350.00	\$350.00	0.00%
	Travel, Training, Education	\$29.68	\$1,412.96	\$4,000.00	\$2,587.04	35.32%
	Legal Services	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
	Appraisal Fee	\$0.00	\$0.00	\$2,700.00	\$2,700.00	0.00%
	Software Licensing	\$0.00	\$6,025.00	\$13,000.00	\$6,975.00	46.35%
	IT Services/Security	\$9.30	\$520.15	\$2,000.00	\$1,479.85	26.01%
	COMMODITIES					
	Office Supplies	\$0.00	\$0.00	\$1,700.00	\$1,700.00	0.00%
	Operating Supplies	\$0.00	\$67.61	\$1,400.00	\$1,332.39	4.83%
	Office Equipment	\$0.00	\$2.35	\$1,500.00	\$1,497.65	0.16%
	Office Furniture	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
	CAPITAL OUTLAY					
	Computer Hardware	\$0.00	\$0.00	\$2,800.00	\$2,800.00	0.00%
	Computer Software	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
	OTHER EXPENDITURES					
	Miscellaneous Expense	\$0.00	\$0.00	\$700.00	\$700.00	0.00%
	Internet Access Fee	\$19.45	\$416.87	\$550.00	\$133.13	75.79%
	Website fee	\$0.00	\$0.00	\$200.00	\$200.00	0.00%
	Property Online	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
	TOTALS	\$10,452.57	\$89,492.21	\$268,500.00	\$179,007.79	33.33%
			PAGE 4			

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DEKALB TOWNSHIP  
FY 2021-2022 BUDGET REPORT  
FOR THE MONTH OF NOVEMBER 2021

<b>2 GENERAL ASSISTANCE FUND</b>						
<b>REVENUES</b>		<b>MONTH</b>	<b>YEAR</b>	<b>BUDGET</b>	<b>BALANCE</b>	<b>%</b>
Property Tax		\$7,931.92	\$234,855.10	\$239,000.00	\$4,144.90	98.27%
Interest Income		\$24.25	\$105.89	\$725.00	\$619.11	14.61%
Miscellaneous Income		\$0.00	\$649.27	\$500.00	(\$149.27)	129.85%
IGA-		\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
CWA-FMB closed g.a. portion		\$0.00	\$100.00	\$0.00	\$0.00	0.00%
VOIDED CHECK		\$0.00	\$200.00	\$0.00	\$0.00	0.00%
SSI/ St. of Il. -Interim		\$2,493.55	\$11,365.95	\$5,000.00	(\$6,365.95)	227.32%
<b>TOTALS</b>		<b>\$10,449.72</b>	<b>\$247,276.21</b>	<b>\$250,225.00</b>	<b>\$2,948.79</b>	<b>98.82%</b>
<b>EXPENDITURES</b>		<b>MONTH</b>	<b>YEAR</b>	<b>BUDGET</b>	<b>BALANCE</b>	<b>%</b>
2.1	Administration	\$11,609.32	\$97,676.84	\$262,600.00	\$164,923.16	37.20%
2.2	Services	\$0.00	\$13,000.00	\$50,000.00	\$37,000.00	26.00%
2.3	Home Relief	\$7,719.92	\$33,566.67	\$193,500.00	\$159,933.33	17.35%
2.4	Contingencies	\$0.00	\$0.00	\$25,000.00	\$25,000.00	0.00%
<b>TOTALS</b>		<b>\$19,329.24</b>	<b>\$144,243.51</b>	<b>\$531,100.00</b>	<b>\$386,856.49</b>	<b>27.16%</b>
2.1	<b>ADMINISTRATION- EXPENDITURES</b>	<b>MONTH</b>	<b>YEAR</b>	<b>BUDGET</b>	<b>BALANCE</b>	<b>%</b>
	Salaries	\$7,532.87	\$61,981.52	\$158,600.00	\$96,618.48	39.08%
	Social Security	\$467.03	\$3,981.43	\$8,500.00	\$4,518.57	46.84%
	Medicare	\$109.23	\$984.02	\$2,200.00	\$1,215.98	44.73%
	I.M.R.F.	\$544.32	\$4,930.57	\$14,000.00	\$9,069.43	35.22%
	Unemployment	\$0.00	\$41.46	\$600.00	\$558.54	6.91%
	Insurance Benefits	\$2,808.19	\$18,901.38	\$40,000.00	\$21,098.62	47.25%
	Workmen's Compensation	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
	Equipment Maintenance & Supplies	\$0.00	\$1,126.71	\$3,200.00	\$2,073.29	35.21%
	Publishing / Subscriptions / Printing	\$0.00	\$435.60	\$2,500.00	\$2,064.40	17.42%
	Postage	\$147.68	\$500.39	\$2,000.00	\$1,499.61	25.02%
	Legal	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
	Travel/Training	\$0.00	\$751.19	\$1,000.00	\$248.81	75.12%
	Operating Supplies	\$0.00	\$1,242.57	\$7,500.00	\$6,257.43	16.57%
	Equipment	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.00%
	Visual GA	\$0.00	\$2,800.00	\$5,000.00	\$2,200.00	56.00%
	<b>TOTAL ADMINISTRATION</b>	<b>\$11,609.32</b>	<b>\$97,676.84</b>	<b>\$262,600.00</b>	<b>\$164,923.16</b>	<b>37.20%</b>
2.2	<b>SERVICES</b>					
	Food Pantry/Food Insecurity Support	\$0.00	\$13,000.00	\$50,000.00	\$37,000.00	26.00%
	<b>TOTAL SERVICES</b>	<b>\$0.00</b>	<b>\$13,000.00</b>	<b>\$50,000.00</b>	<b>\$37,000.00</b>	<b>26.00%</b>
2.3	<b>HOME RELIEF- EXPENDITURES</b>	<b>MONTH</b>	<b>YTD</b>	<b>BUDGET</b>	<b>BALANCE</b>	<b>%</b>
	Medical	\$0.00	\$0.00	\$50,000.00	\$50,000.00	0.00%
	M.A.C.I.-Medical Catastrophic	\$0.00	\$2,360.00	\$3,500.00	\$1,140.00	67.43%
	Flat Grant Expense-G.A. & Interim	\$3,438.52	\$14,457.67	\$118,000.00	\$103,542.33	12.25%
	Emergency Assistance	\$4,281.40	\$16,442.69	\$20,000.00	\$3,557.31	82.21%
	Miscellaneous Expense	\$0.00	\$306.31	\$2,000.00	\$1,693.69	15.32%
	<b>TOTALS</b>	<b>\$7,719.92</b>	<b>\$33,566.67</b>	<b>\$193,500.00</b>	<b>\$159,933.33</b>	<b>17.35%</b>
				PAGE 6		

DEKALB TOWNSHIP  
FY 2021-2022 BUDGET REPORT  
FOR THE MONTH OF NOVEMBER 2021

<b>ACCOUNT BALANCES</b>			
<b>ROAD and BRIDGE FUND</b>		<b>MONTH</b>	<b>YEAR</b>
BEGINNING BALANCE:		\$327,708.77	\$243,113.54
REVENUE		\$5,737.51	\$277,780.45
EXPENDITURES		\$25,072.56	\$212,520.27
<b>ACCOUNT BALANCE: NOVEMBER 30, 2021</b>		<b>\$308,373.72</b>	<b>\$308,373.72</b>
BALANCES:			BALANCES:
CHECKING: FMB			\$0.00
CHECKING: RESOURCE BANK			\$308,373.72
<b>ACCOUNT BALANCE: NOVEMBER 30, 2021</b>			<b>\$308,373.72</b>
<b>PERMANENT ROAD</b>			
		<b>MONTH</b>	<b>YEAR</b>
BEGINNING BALANCE:		\$1,132,443.89	\$884,983.15
REVENUE		\$27,322.34	\$825,294.26
EXPENDITURES		\$30,621.33	\$581,132.51
<b>ACCOUNT BALANCE: NOVEMBER 30, 2021</b>		<b>\$1,129,144.90</b>	<b>\$1,129,144.90</b>
BALANCES:			BALANCES:
CHECKING: FMB			\$0.00
CHECKING: RESOURCE			\$1,129,144.90
<b>ACCOUNT BALANCE: NOVEMBER 30, 2021</b>			<b>\$1,129,144.90</b>
		PAGE 7	

ACCOUNT BALANCES: (cont'd.)			
BUILDING & EQUIPMENT	MONTH	YEAR	
BEGINNING BALANCE	\$221,669.95	\$120,967.27	
REVENUES	\$3,440.47	\$104,267.22	
EXPENDITURES	\$22,201.77	\$22,325.84	
ACCOUNT BALANCE: NOVEMBER 30, 2021	\$202,908.65	\$202,908.65	
BALANCES:			BALANCES:
CHECKING: FMB			\$0.00
CHECKING: RESOURCE			\$202,908.65
ACCOUNT BALANCE: NOVEMBER 30, 2021			\$202,908.65
SPECIAL BRIDGE FUND	MONTH	YEAR	
BEGINNING BALANCE:	\$333,154.59	\$341,828.70	
REVENUES	\$11.62	\$170.08	
EXPENDITURES	\$2,499.50	\$11,332.07	
ACCOUNT BALANCE: NOVEMBER 30, 2021	\$330,666.71	\$330,666.71	
BALANCES:			BALANCES:
CHECKING: FMB			\$0.00
CHECKING: RESOURCE			\$330,666.71
ACCOUNT BALANCE: NOVEMBER 30, 2021			\$330,666.71
		PAGE 8	2021 NOVEMBER BR

DEKALB TOWNSHIP  
FY 2021-2022 BUDGET REPORT  
FOR THE MONTH OF NOVEMBER 2021

[illegible]

[illegible]

2	PERMANENT ROAD FUND					
	REVENUES	MONTH	YEAR	BUDGET	BALANCE	'%
	Property Tax	\$27,262.33	\$824,957.99	\$821,460.00	(\$3,497.99)	100.43%
	Interest Income	\$60.01	\$236.27	\$200.00	(\$36.27)	118.14%
	Miscellaneous Income	\$0.00	\$0.00	\$100.00	\$0.00	0.00%
	CWA-FMB closed Perm Rd share	\$0.00	\$100.00			
	Malta Twp-salt treatment reimb.	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
	TOTALS	\$27,322.34	\$825,294.26	\$824,260.00	(\$1,034.26)	100.13%
	EXPENDITURES	MONTH	YEAR	BUDGET	BALANCE	'%
1.1	Personnel	\$19,837.00	\$163,314.64	\$260,550.00	\$97,235.36	62.68%
1.2	Contractual Services	\$9,303.47	\$400,633.87	\$1,246,500.00	\$845,866.13	32.14%
1.3	Commodities	\$1,480.86	\$15,852.32	\$182,000.00	\$166,147.68	8.71%
1.4	Other Expenditures	\$0.00	\$1,331.68	\$20,000.00	\$18,668.32	6.66%
1.5	Contingencies	\$0.00	\$0.00	\$65,000.00	\$65,000.00	0.00%
	TOTALS	\$30,621.33	\$581,132.51	\$1,774,050.00	\$1,192,917.49	32.76%
	PERMANENT ROAD FUND					
1.1	PERSONNEL	MONTH	YEAR	BUDGET	BALANCE	'%
	Salaries-Road Crew	\$14,056.62	\$115,165.86	\$179,000.00	\$63,834.14	64.34%
	Social Security	\$871.51	\$7,214.78	\$10,750.00	\$3,535.22	67.11%
	Medicare	\$203.82	\$1,669.91	\$2,400.00	\$730.09	69.58%
	I.M.R.F.	\$1,048.94	\$9,589.96	\$14,000.00	\$4,410.04	68.50%
	Insurance Benefits	\$3,656.11	\$29,674.13	\$54,000.00	\$24,325.87	54.95%
	Unemployment	\$0.00	\$0.00	\$400.00	\$400.00	0.00%
	TOTAL ADMINISTRATION	\$19,837.00	\$163,314.64	\$260,550.00	\$97,235.36	62.68%
1.2	CONTRACTUAL SERVICES	MONTH	YEAR	BUDGET	BALANCE	'%
	Road Maintenance	\$8,846.41	\$54,850.81	\$175,000.00	\$120,149.19	31.34%
	Engineering Service / Surveying services/Appraisals	\$0.00	\$25,890.03	\$75,000.00	\$49,109.97	34.52%
	Rentals	\$0.00	\$4,001.00	\$15,000.00	\$10,999.00	26.67%
	Road Lighting	\$355.81	\$2,882.39	\$7,500.00	\$4,617.61	38.43%
	Contract Labor	\$0.00	\$2,750.00	\$7,500.00	\$4,750.00	36.67%
	Crackfilling	\$0.00	\$11,160.61	\$30,000.00	\$18,839.39	37.20%
	Dirt	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
	Road Projects	\$0.00	\$246,800.28	\$800,000.00	\$553,199.72	30.85%
	Road Striping-Paint-Beads	\$0.00	\$14,430.25	\$25,000.00	\$10,569.75	57.72%
	Road Sealing-Rejuvenator	\$0.00	\$21,042.00	\$25,000.00	\$3,958.00	84.17%
	Road Salt-Chips-Treatment	\$0.00	\$10,021.05	\$75,000.00	\$64,978.95	13.36%
	Road Sign Replacement-Repair	\$101.25	\$6,805.45	\$10,000.00	\$3,194.55	68.05%
	TOTAL CONTRACTUAL	\$9,303.47	\$400,633.87	\$1,246,500.00	\$845,866.13	32.14%
1.3	COMMODITIES	MONTH	YEAR	BUDGET	BALANCE	'%
	Equipment Fuel-Oil	\$1,480.86	\$15,852.32	\$32,000.00	\$16,147.68	49.54%
	Right of Way	\$0.00	\$0.00	\$150,000.00	\$150,000.00	0.00%
	TOTAL COMMODITIES	\$1,480.86	\$15,852.32	\$182,000.00	\$166,147.68	8.71%
1.5	OTHER EXPENDITURES					
	Miscellaneous Expense	\$0.00	\$1,331.68	\$20,000.00	\$18,668.32	6.66%
	TOTALS	\$0.00	\$1,331.68	\$20,000.00	\$18,668.32	6.66%
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3	BUILDING & EQUIPMENT FUND					
	REVENUES	MONTH	YEAR	BUDGET	BALANCE	'%
	Property Tax	\$3,430.23	\$103,798.35	\$103,327.00	(\$471.35)	100.46%
	Interest	\$10.24	\$40.87	\$45.00	\$4.13	90.82%
	Miscellaneous-	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Other Equipment Sale	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
	Zimmerman	\$0.00	\$328.00	\$0.00	(\$328.00)	0.00%
	CWA-FMB closed B&e share	\$0.00	\$100.00	\$0.00	(\$100.00)	0.00%
		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	TOTALS	\$3,440.47	\$104,267.22	\$108,372.00	\$4,104.78	96.21%
	EXPENDITURES					
1.1	Equipment	\$22,201.77	\$22,201.77	\$250,000.00	\$227,798.23	8.88%
1.2	Contingencies	\$0.00	\$124.07	\$10,000.00	\$9,875.93	1.24%
	TOTAL EXPENDITURES	\$22,201.77	\$22,325.84	\$260,000.00	\$237,674.16	8.59%
1.1	EQUIPMENT EXPENDITURES	MONTH	YEAR	BUDGET	BALANCE	'%
	New Plow/Dump Truck	\$0.00	\$0.00	\$200,000.00	\$200,000.00	0.00%
	New Road Stripper	\$0.00	\$0.00	\$25,000.00	\$25,000.00	0.00%
	New Small Equipment	\$22,201.77	\$22,201.77	\$25,000.00	\$2,798.23	88.81%
	TOTALS	\$22,201.77	\$22,201.77	\$250,000.00	\$227,798.23	8.88%
4	SPECIAL BRIDGE FUND					
	REVENUES	MONTH	YEAR	BUDGET	BALANCE	'%
	Interest	\$11.62	\$70.08	\$60.00	(\$10.08)	116.80%
	Miscellaneous Income-CWA-FMB closed sp br share	\$0.00	\$100.00	\$40.00	(\$60.00)	
	TOTALS	\$11.62	\$170.08	\$100.00	(\$70.08)	170.08%
	EXPENDITURES	MONTH	YEAR	BUDGET	BALANCE	'%
1.1	Contractual	\$2,499.50	\$11,208.00	\$90,000.00	\$78,792.00	12.45%
1.2	Capital Outlay	\$0.00	\$0.00	\$130,000.00	\$130,000.00	0.00%
1.3	Contingencies	\$0.00	\$124.07	\$20,000.00	\$19,875.93	0.62%
	TOTALS	\$2,499.50	\$11,332.07	\$240,000.00	\$228,667.93	4.72%
1.1	CONTRACTUAL					
	Contractual Services	\$0.00	\$0.00	\$50,000.00	\$50,000.00	0.00%
	Bridge Repairs	\$0.00	\$0.00	\$20,000.00	\$20,000.00	0.00%
	New Culverts/Drain Pipes	\$2,499.50	\$11,208.00	\$20,000.00	\$8,792.00	56.04%
	TOTALS	\$2,499.50	\$11,208.00	\$90,000.00	\$78,792.00	12.45%
1.2	CAPITAL OUTLAY					
	Bridge & Culvert Replacement	\$0.00	\$0.00	\$100,000.00	\$100,000.00	0.00%
	Manhole Repair & Replacement	\$0.00	\$0.00	\$30,000.00	\$30,000.00	0.00%
	TOTALS	\$0.00	\$0.00	\$130,000.00	\$130,000.00	0.00%
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DEKALB TOWNSHIP  
FY 2021-2022 BUDGET REPORT  
FOR THE MONTH OF NOVEMBER 2021

	<b>CHECK WRITING ACCOUNT (CWA)</b>				
	NB&T XXXXXXXXXXXXXXX2585		MONTH		
	BEGINNING BALANCE		\$0.00	\$665.50	
	TRANSFERS		\$0.00	\$109,441.73	
	EXPENDITURES		\$0.00	\$110,107.23	
	<b>ACCOUNT BALANCE: NOVEMBER 30, 2021</b>		<b>\$0.00</b>	<b>\$0.00</b>	
	BALANCES:				BALANCES:
	FMB CECK WRITING ACCT XXXXXXX2585				\$0.00
	<b>ACCOUNT BALANCE: NOVEMBER 30, 2021</b>				<b>\$0.00</b>
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**MINUTES TOWNSHIP BOARD  
DEKALB, ILLINOIS  
November 10, 2021**

**Call To Order, Pledge of Allegiance, and Approval of Agenda:**

The meeting was called to order by Supervisor Hess at 6:00pm at the DeKalb Township Board Room. Roll call was taken by Clerk Tillotson: Supervisor Hess: Present; Trustee Bradlo: Present; Trustee Thurman: Present; Trustee McNett: Present; and Trustee King arrived at 6:01pm.

Also present were Highway Commissioner Smith, Attorney Stewart, and Assessor Dyer.

Assessor Dyer led everyone in the pledge of allegiance.

The agenda was confirmed by unanimous consent.

**Town Hall (Public Comments):** None.

**Presentations:** None.

**Reports:**

**Supervisor Hess:**

**1. General Assistance and Emergency Assistance**

- a. Marketing materials – Brochures are in the process of being updated to include English and Spanish. Seeking assistance with Spanish version. Posters of English version are available.
- b. Effective December 1, increase in General Assistance monthly payments level from \$319 to \$322.

**2. Paper Shredding and Recycling (eyeglasses & hearing aids) Event**

- a. We are hosting our second event next month on 12/4 from 9 to 11.
- b. All board members are encouraged to attend to greet residents and lend a hand.

**3. Other**

- a. If you haven't already, please complete online sexual harassment training and turn in certificate of completion. Due by the end of the year.
- b. TOI 2021 Virtual Education Conference taking place 11/15/21 – 11/17/21.
- c. 10/22 – Attended NIU Township Management Academy
- d. 10/25 – DeKalb Township hosted a meet and greet with other Township Supervisors in DeKalb County.
- e. 10/28 – Attended Listening session on the subject of poverty, hosted by Representative Keicher and

- f. 11/4 – attended Pleasant Street neighborhood meeting – discussion re communication strategies to reach residents living in Pleasant St. neighborhood. Discussion ensued with Salvation Army regarding the growing demand on their food pantry services.
  - g. 11/8 – Meeting with VAC re Meals on Wheels waiting list
- 3. **FOIA Requests** – see next page

**October 20, 2021 - November 4, 2021  
FOIA Hours Report**

Requester	Company	Date	Description	Total Documents	Hours	Minutes
Mark Charvat		10/21/21 11:41 AM	October Inv and Bills Amended X3	82 Docs/201 Pages	14	25
Mark Charvat		10/21/21 11:41 AM	October Bills To Pay Report	3 Pages	2	15
Lynn Fazekas		10/22/21 8:38 AM	Chart of Accounts	5 Files / 1.26 MB	11	40
Mark Charvat		10/21/21 11:07 PM	2021 Financial Report	Link	0	45
Mark Charvat		10/20/21 8:34 PM	October Board Packet	68 Pages	0	30

**Total hours expended by all staff members on FOIA requests for this time period: 29 hours 35 minutes**

**Clerk Tillotson:** The Clerk stated that he anticipates having more free time for Clerk duties due to graduating from NIU.

**Highway Commissioner Smith:** No report.

**Assessor Dyer:** He mentioned that the assessment deadline to file with the County Board of review passed on November 9<sup>th</sup> and that it is the slowest year on record for assessment requests since 2005.

**Trustee Thurman:** No report.

**Trustee Bradlo:** No report.

**Trustee King:** Trustee King stated that the Township should find a means to lower the number of FOIA requests it has been consistently receiving.

**Trustee McNett:** No report.

#### **Bill Paying:**

A motion to approve the October audit report in the amount of \$339,031.79 and November bills to pay in the amount of \$107,411.43 was made by Trustee King and seconded by Trustee McNett. Clerk Tillotson took a roll call vote: Supervisor Hess: Aye; Trustee Thurman: Aye; Trustee King: Aye; Trustee Bradlo: Aye; and Trustee McNett: Aye. Ayes: 5 Nays: 0. The motion passed.

A motion to receive, file, and approve the Treasurer's October budget report was made by Trustee Thurman and seconded by Trustee Bradlo. Clerk Tillotson took a roll call vote: Supervisor Hess: aye; Trustee McNett: aye; Trustee Thurman: aye; Trustee King: aye; Trustee Bradlo: aye. Ayes: 5; Nays: 0. The motion passed.

**Unfinished Business:** None.

#### **New Business:**

- A. Approval of DeKalb Township Road District Levy: a discussion regarding the various factors pertaining to the DeKalb Township Road District Levy ensued. The levy, and how it compared to last year's Road District Levy, was discussed. Highway Commissioner Smith led much of the discussion and addressed questions and concerns.

A motion to approve the DeKalb Township Road District Levy in the amount of \$1,311,047.00 was made by Trustee Thurman and seconded by Trustee McNett. Clerk Tillotson took a roll call vote: Supervisor Hess: aye; Trustee McNett: aye; Trustee Thurman: aye; Trustee King: aye; Trustee Bradlo: aye. Ayes: 5; Nays: 0. The motion passed.

- B. Approval of DeKalb Township Levy: a discussion regarding the various factors pertaining to the DeKalb Township Levy ensued. The levy, and how it compared to last year's Township Levy, was discussed. Supervisor Hess led much of the discussion and addressed questions and concerns.

A motion to approve the DeKalb Township Levy in the amount of \$1,132,00.00 was made by Trustee Thurman and seconded by Trustee King. Clerk Tillotson took a roll call vote: Supervisor Hess: aye; Trustee McNett: aye; Trustee Thurman: aye; Trustee King: aye; Trustee Bradlo: aye. Ayes: 5; Nays: 0. The motion passed.

- C. A motion to approve the 2022 DeKalb Township Board Meeting and Holiday Closing Calendar was made Trustee Thurman and seconded by Trustee Bradlo. A unanimous voice vote passed this motion.
- D. Approval of Minutes of the Regular Board of Trustees meeting of October 20, 2021: A motion to approve the Minutes of the Regular Board of Trustees meeting of October 20, 2021 was made by Trustee Bradlo and seconded by Supervisor Hess. A unanimous voice vote passed this motion.
- E. Consideration of Committee on Youth Grant Request in the amount of \$450.00 for Scouts BSA Troop 4: A motion for the Consideration of Committee on Youth Grant Request in the amount of \$450.00 for Scouts BSA Troop 4 was made by Trustee McNett and seconded by Supervisor Hess. Clerk Tillotson took a roll call vote: Supervisor Hess: aye; Trustee McNett: aye; Trustee Thurman: aye; Trustee King: aye; Trustee Bradlo: aye. Ayes: 5; Nays: 0. The motion passed.
- F. Discussion of Resolution 2021-002-T Resolution Approving Policy for Website Posting of Board Meeting Information occurred. The board discussed which materials should be publicly available on the Township website and how hosting them might be accomplished.
- G. A Discussion of funding for Voluntary Action Center (VAC) Meals on Wheels: the board discussed how the Township might use the funding it has allocated to address food insecurity.

**Executive Session:** None.

**Old Business:** None.

**Other Business:** The next Township Meeting will be Wednesday December 8, 2021, 6:00pm at the DeKalb Township Board Room.

**Adjournment:** A motion to adjourn was made by Trustee Thurman and seconded by Trustee Bradlo. The motion passed by unanimous voice vote and the meeting ended at 7:13pm.

Respectfully submitted,

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Andrew "Ondrew" Tillotson, Township Clerk

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Mary Hess, Township Supervisor

## **Remote Work**

Township employees may have the possibility to work from home, as outlined in this section. However, given the unique and essential nature of services provided by the Road District, it is not feasible for most, if not all, Road District employees to work from home in almost any circumstance, even during “stay at home” orders or other directives from the state or federal government in times of emergencies (i.e., pandemics). During such emergencies, the Township and Road District Department Heads may give consideration to what arrangements can be made to limit the number of employees who are together in the workplace at any one time and will allow employees to provide input on potential options for employee safety.

All determinations regarding the ability to work remotely and any other arrangements on the work site (whether during an emergency or otherwise) are the sole discretion of the relevant Department Head and shall be made on a case-by-case basis, based on staffing levels, needs of the Department, other employee scheduling, the specific duties of the employee’s position, and any other relevant consideration. Reasons for working from home may include, but are not limited to, pandemics, weather-related emergencies, or other such reasons deemed appropriate by the relevant Department Head.

All personnel are expected to report to work as scheduled, unless otherwise approved by the relevant Department Head. Regular leave policies and all other Township and Road District procedures will be followed for employees who are approved to work remotely.

If an employee is allowed to work remotely, the duration of such approval may be occasional, temporary, or permanent. However, such arrangements are typically expected to be short-term and employees should not assume remote work will be allowed permanently. Employees shall work normal hours and be available during such hours as would be the same as for a normal work period, unless an alternate schedule is approved. Employees must also track their time, and must adhere to all reasonable security protocols, including not using any unsecure public wireless internet when accessing or utilizing Township and/or Road District computers and files.

Any employee granted remote work may be recalled to regular, in-office work, at any time. Nothing in an employee being granted the ability to work remotely shall be considered a vested and/or continuing right to work remotely.

# DeKalb Township: COVID-19 Policy

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**Effective Date:** December 9, 2021  
**Applies To:** All Township and Road District Employees  
**Approved By:** Township Board, Highway Commissioner Smith  
**Duration:** Until Rescinded or Modified by the Board and Highway Commissioner

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## BRIEF DESCRIPTION OF POLICY

This policy is an official directive for all staff, which details specific policy and/or procedures as it relates to the operations and reopening of DeKalb Township offices (including the Road District and Assessor's Office). The safety protocols herein were established to mitigate the spread of COVID-19 and may be loosened or become more restrictive as new information about the disease is made available. Failure to follow these established policies and/or procedures may subject an employee to discipline consistent with the Township's Personnel Policy. Procedures stated are subject to change at any time.

Nothing in this Policy (or any other Township Policy) shall be interpreted as a contract for employment nor shall it be interpreted to be in conflict with or modify/eliminate in any way, the at-will employment status of Township employees.

## POLICY GUIDELINES

### Self-Monitoring

All employees will be required to self-monitor their overall wellness and notify Department Head (Highway Commissioner for Road District employees, Assessor for employees in the Assessor's office, and Township Supervisor for all other employees) of any of the following symptoms in the 24 hours prior to arriving at work:

- a. Subjective Fever
- b. Cough
- c. Sore Throat
- d. Shortness of Breath or Difficulty Breathing
- e. Congested/Runny Nose
- f. Chills
- g. Unexplained Muscle Aches
- h. Headache
- i. Unexplained Fatigue
- j. Abdominal Pain
- k. Nausea/Vomiting
- l. Diarrhea
- m. Loss of Taste or Smell

### Return to Work/Medical Clearance

# DeKalb Township: COVID-19 Policy

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The Department Head should be notified immediately if an employee does not report to work or goes home ill with any COVID-19 related symptoms, or is otherwise subject to additional requirements under this policy. The Department Head will be updated daily until a definite follow up date (medical appointment or end of quarantine period) is established.

Any employee who is: (1) infected with COVID-19, (2) unvaccinated but has had close contact with someone who tested positive for COVID-19, and (3) all workers with COVID-19 symptoms shall stay home from work, to prevent or reduce the risk of transmission of the virus that causes COVID-19.

Any employee who is **suspected positive or tests positive for COVID-19** shall not report to work unless and until medically cleared to do so.

As recommended by the CDC, **fully vaccinated people who have a known exposure to someone with suspected or confirmed COVID-19** should get tested 3-5 days after exposure and should wear a mask in public indoor settings at all times for 14 days or until they receive a negative test result, following the test.

People who are **not fully vaccinated who have a known exposure to someone with suspected or confirmed COVID-19** should be tested immediately after being identified, and, if negative, tested again in 5–7 days after last exposure or immediately if symptoms develop during quarantine. Such employee shall wear a mask while at the workplace or conducting work-related activities at all times for 14 days or until they receive a negative test result, following the 5-7 day test.

An employee who is not able to work due to being infected with COVID-19 and/or awaiting test results pursuant to this policy must use sick time or other available paid time off, and must otherwise comport with applicable leave policies.

“Close contact” as defined by the CDC is someone who was within six feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from two days before illness onset (or, for asymptomatic patients, two days prior to test specimen collection) until the time the patient is isolated.

“Known exposure” in this policy shall mean close contact with a person with COVID-19 who has symptoms (in the period from 2 days before symptom onset until they meet criteria for discontinuing home isolation; can be laboratory-confirmed or a clinically compatible illness), or a person who has tested positive for COVID-19 (laboratory confirmed) but has not had any symptoms (in the 2 days before the date of specimen collection until they meet criteria for discontinuing home isolation).

## **Social Distancing and Mandatory Hygiene Practices**

Social distancing protocol will remain in place in the following ways:

- When possible, employees will be assigned their own vehicle and workspace.
- Meetings and face-to face interactions should happen only as necessary and take place in large open spaces with at least 6 feet or more space between participants.

# DeKalb Township: COVID-19 Policy

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- Common areas should be used minimally and employees should limit congregating in these areas.

Continued hygiene practices of washing hands frequently (recommended at least every two hours); covering cough and sneezing with tissues and utilizing hand sanitizer are being strongly encouraged.

## **PPE Requirements**

As an additional layer of protection, employees will be required to wear a face covering when their work requires continuous and/or close interaction with co-workers and/or the public. Face coverings are to be worn when an employee's work requires being within 6' of co-workers and/or the public regardless of any additional barrier such as Plexiglas. Department Heads have the discretion to allow for a deviation from the PPE Requirements set forth in this paragraph if circumstances allow for that deviation.

## **Vaccination Availability**

To promote workplace safety and employee health, an employee can request time off during the workday, which will be paid, to schedule and receive a COVID-19 vaccination or booster. The Department Head must preapprove the requested time/date in order to meet staffing needs for their Department.

## **Acknowledgement**

I understand that I will continue to follow all applicable federal, state, and local requirements regarding COVID-19 safety and preventive measures. I also acknowledge that the Township has encouraged me to receive the vaccine, intended for my health and safety.

Print Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_