



BERWYN TOWNSHIP TRUSTEES

April 14, 2025

- 5:30 PM: Budget Workshop
- 6:00 PM: Regular Meeting



NOTICE OF PUBLIC MEETING – PLEASE READ

The Berwyn Township Board will conduct meetings in person at 6600 W. 26th Street, Berwyn. Any person wishing to submit comments for the Open Forum for this meeting may do so by 3:00 PM on the meeting date to Township Clerk Margaret Paul at 6700 West 26th Street, Berwyn, IL 60402, email Mpaul@ci.berwyn.il.us, or 708-749-6451. Please request that your comments become part of the Board Meeting Record.

TOWNSHIP OF BERWYN BOARD

Committee of the Whole Budget Workshop Agenda

Monday, April 14, 2025 | 5:30 PM

1. ROLL CALL
2. OPEN FORUM
3. REVIEW OF FY 24-25 BUDGET VS EXPENDITURES
4. DISCUSSION OF FY 25-26 ANCIPATED INCREASES IN COST FOR ROUTINE LINE ITEMS
5. ADJOURNMENT

TOWNSHIP OF BERWYN BOARD

Regular Meeting Agenda

Monday, April 14, 2025 | 6:00 PM

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. OPEN FORUM
4. APPROVAL OF MINUTES
 - A. Budget Committee Minutes on March 10, 2025
 - B. Regular Meeting on March 10, 2025
 - C. Annual Town Meeting April 8, 2025
5. APPROVAL OF TOWN & GA FUNDS PAYABLES & PAYROLL – March 2025
 - A. Assessor's Office Payables
 - B. Township Fund Payroll & Payables
 - C. GA Fund Payroll & Payables
6. STATEMENT OF RECEIPTS & DISBURSEMENTS
7. 708 COMMUNITY MENTAL HEALTH BOARD
8. CORRESPONDENCE
9. OLD BUSINESS
 - A. Deferred (7/2024): Engage Realtor to Relocate Township Offices – Ambriz
 - B. Deferred Item (5/2024): Participatory Budgeting Update – Avila
10. NEW BUSINESS
 - A. Review & Approve Community Bike Repair Station at Lesak Park – Pereda
11. ADJOURNMENT



AGENDA ITEM SUMMARY

AGENDA ITEM: **4**

TITLE	Approval of Minutes
MEETING DATE	April 14, 2025
SUBMITTED BY	Margaret Paul, Clerk

SUMMARY

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ATTACHMENTS

4-A. Budget Committee Minutes on March 10, 2025
4-B. Regular Meeting on March 10, 2025
4-C. Annual Town Meeting April 8, 2025

ACTION PROPOSED

<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	DISCUSSION	<input checked="" type="checkbox"/>	REVIEW & APPROVAL
<input type="checkbox"/>	OTHER				



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4-A

BUDGET COMMITTEE MINUTES

Berwyn Township Board of Trustees – March 10, 2025

Supervisor Avila called the Township Budget Committee meeting to Order at 5:35 p.m. Trustees Ambriz and Zapata were present on the call of the roll. Attorney Zdarsky and Accountant Egan were also present.

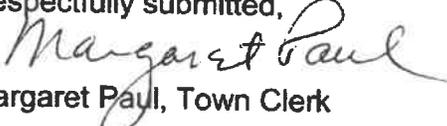
Open Forum: Supervisor Avila announced Open Forum. There were no comments. The Open Forum portion of the agenda was ended.

Budget Discussion: Mr. Egan distributed a copy of a Budget Development Worksheet with changes made from last meeting. He advised that he had inserted common annual expenditures based upon trends in utility increases, etc. He asked the board to review the changes. There were no comments

With no further items for discussion, Avila made the motion, seconded by Ambriz, to adjourn the Budget Workshop meeting. The motion passed by a unanimous voice vote.

The meeting adjourned at 5:40 p.m.

Respectfully submitted,


Margaret Paul, Town Clerk



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Berwyn Township Regular Meeting – March 10, 2025

- 1. Call to Order:** Supervisor Avila called the meeting to Order at 6:00 p.m. The following Trustees answered present for the meeting: Ambriz, Miranda, and Zapata. Board Attorney Zdarsky and Board Accountant Egan were also present. Avila made the motion, seconded by Ambriz, to excuse Trustee Espinosa from the meeting. The motion passed by a unanimous voice vote.
- 2. Pledge:** Attendees recited the Pledge of Allegiance.
- 3. Open Forum:** No one asked to be recognized.
- 4. Approval of Minutes:**
 - 4-A. Budget Workshop Minutes:** Avila made the motion, seconded by Miranda, to approve the Budget Workshop Committee Minutes of February 10, 2025 as submitted. The motion passed by a unanimous voice vote.
 - 4-B. Regular Meeting Minutes:** Avila made the motion, seconded by Ambriz, to approve the Regular Meeting Minutes of February 10, 2025 as submitted. The motion passed by a unanimous voice vote.
- 5. Bills Payable and Payrolls:**
 - 5-A: Assessor's Office Bills Payable and Payroll:** Avila made the motion, seconded by Miranda, to approve the Assessor's payroll and payables for 132.53 through March 10, 2025 as submitted. The motion passed by a unanimous roll call vote.
 - 5-B: General Town Fund Bills Payable and Payroll:** Avila made the motion, seconded by Ambriz, to approve the General Town Fund bills payable and payroll through March 10, 2025 for \$36,436.13 as submitted. The motion passed by a unanimous roll call vote.
 - 5-C: GA Fund Bills Payable and Payroll:** Avila made the motion, seconded by Miranda, to approve the GA Payroll and payables through March 10, 2025 for \$48,910.58 as submitted. The motion passed by a unanimous roll call vote.
- 6. Statement of Receipts and Disbursements:** Mr. Egan was recognized and commented on his monthly report. Avila made the motion, seconded by Ambriz, to accept the report as submitted. The motion passed by a unanimous voice vote.
- 7. 708 Board Report / Update:** Avila made the motion, seconded by Miranda, to appoint Elliotte E. Green III to the 708 Mental Health Board for a term ending December 2027. The motion passed by a unanimous voice vote. Town Clerk Paul administered the Oath of Office to Mr. Green.
- 8. Correspondence:** Clerk Paul distributed copies of an email she received from the Township Officials of Illinois ("TOI") regarding pending state legislation on

consolidating or eliminating certain Township governments. The correspondence was marked germane to Item #8. TOI is asking Township boards to draft a Resolution opposing the measure on its agenda and place a companion Resolution on the Annual Town Meeting agenda. Discussion ensued. Avila made a motion, seconded by Zapata, to place a Resolution regarding the issue on the April Regular Meeting and Annual Town Meeting agendas. The motion passed by a unanimous voice vote.

9. Old Business:

9-A. Deferred Item from July 2024 – Engage Realtor for new Township Office Location: Avila made the motion, seconded by Ambriz, to defer the item to the April 2025 agenda. The motion passed by a unanimous voice vote.

9-B. Deferred Item from January 2025 – 2025 Schedule of Events: Avila made the motion, seconded by Miranda, to approve the tentative schedule of Township events as presented. The motion passed by a unanimous voice vote.

9-C. Deferred Item from May 2024 – Participatory Budgeting: Avila made the motion, seconded by Miranda, to defer the item to the April agenda. The motion passed by a unanimous voice vote.

10. New Business:

10-A: Proposed Budget Transfers: Mr. Egan distributed copies of a proposed Resolution entitled: Berwyn Township, Cook County, Illinois Town of Berwyn (Town Fund and General Assistance Fund) Transfer of Budget Line Items and Appropriations. Discussion ensued. Avila made a motion, seconded by Miranda, to adopt the Resolution as presented, affix the necessary signatures and place it on its way to passage. The motion passed with Avila, Ambriz, Miranda, and Zapata voting AYE. Espinosa was absent – excused.

10-B: Approve Notice of Meeting and Agenda for the 2025 Annual Town Meeting: Clerk Paul was recognized. She stated that no Berwyn Elector had submitted an item for the Annual Town Meeting (“ATM”). No one had submitted a petition to place a referendum question on the ATM agenda. She stated that she would add the Resolution suggested by TOI as discussed previously. Avila made the motion, seconded by Miranda, to approve the ATM Notice of Meeting and Agenda as amended on its face and direct the Clerk to publish and post same as required by statute. The motion passed by a unanimous voice vote.

Adjournment: There being no further business before the Board, Avila made the motion, seconded by Ambriz, to adjourn the meeting. The motion passed by a unanimous voice vote. The meeting adjourned at 6:15 p.m.

Respectively submitted,
Margaret Paul, Town Clerk



Minutes of Berwyn Township Annual Town Meeting April 8, 2025

Town Clerk Margaret Paul called the 2025 Annual Town Meeting (“ATM”) of Berwyn Township Electors to order at 6:05 p.m. The meeting was held at the PAV YMCA in Berwyn. Twenty-Three Electors were present for the meeting. They included Town Trustees Edward Espinoza and Maribel Zapata, Supervisor Avila and Township Assessor Pareda. Town Attorney Larry Zdarsky attended as well.

Clerk Paul explained the process of the ATM. She invited the Electors to join her in the Pledge of Allegiance. Attendees received a copy of the meeting agenda, a copy of the 2024 Annual Town Meeting Minutes, copies of all proposed Resolutions, and copies of the Supervisor’s Financial Report for the Town and GA funds.

Clerk Paul advised that the Town Board approved the Meeting Notice and Agenda at their March 10, 2025 meeting. She presented the Certificate of Publication received from Lawndale News confirming publication of the Notice and Agenda in the Lawndale News on March 20, 2025. Clerk Paul also advised that she posted the Notice of Meeting and Agenda at the township offices, the Berwyn Public Library, and in the lobby of Berwyn City Hall.

Clerk Paul opened the floor for nominations for the position of Meeting Moderator. Elector Elliott Greene accepted his nomination. Elector Letty Garcia accepted her nomination. Mr. Greene received eleven votes. Ms. Garcia received ten votes. Clerk Paul administered the Oath of Office to Mr. Greene. Moderator Greene appointed Nicholas Marggaritos to serve as Sergeant at Arms. He accepted the post. Clerk Paul administered the Oath of Office to Mr. Margaritos.

Approval of the 2024 Annual Town Meeting Minutes: John Dunlevy made the motion, seconded by Richard Leja, to correct the Minutes to state that attendees approved the 2023 ATM Minutes at the 2024 ATM. The motion passed by a unanimous voice vote. Dunlevy made the motion, seconded by Letty Garcia, to approve the Minutes as corrected. The motion passed by a unanimous voice vote

Resolution to Hire Auditors – Certified Public Accountants: Clerk Paul read the Resolution into the record. Martha Hemphill made the motion, seconded by David Avila, to **adopt** the **Resolution** as presented. The motion passed with 23 Electors voting AYE, 0 voting NO, 0 Abstaining.

Resolution to Authorize Town Board to Consider and Act upon the Minutes of the Meeting: Clerk Paul read the Resolution into the record. David Avila made the motion, seconded by Jacqueline Pareda, to adopt the Resolution as presented. The motion passed with 23 Electors voting AYE, 0 voting NO, 0 Abstaining.

Resolution to Authorize the Town Board to Prepare, in Tentative Form, a Budget and Appropriation Ordinance: Clerk Paul read the Resolution into the record. Ed Rios commented that the fallout of the federal administration’s imposition of unprecedented worldwide tariffs might economically harm Berwyn residents. Therefore, the Town Board must consider residents’ economic hardships during the budget process. Richard Leja made the motion, seconded by

Berwyn Township Annual Meeting Minutes 2025 cont.

Martha Hemphill, to adopt the Resolution as submitted. The motion passed with 23 Electors voting AYE, 0 voting NO, 0 Abstaining.

Resolution Setting the Time and Place for the 2026 Annual Meeting: Clerk Paul read the Resolution into the record establishing April 14, 2026 as the date for the 2026 ATM; with the start of the meeting at 6:01 p.m., David Avila made the motion, seconded by Richard Leja, to adopt the Resolution as presented. The motion passed with 23 Electors voting AYE, 0 voting NO, 0 Abstaining.

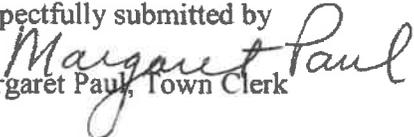
Resolution to Oppose Township Consolidation into County Government: Clerk Paul read the Resolution into the record. Martha Hemphill raised questions regarding the need for the Resolution. Attorney Zdarsky spoke on the topic. There after David Avila made the motion, seconded by Richard Leja, to adopt the Resolution as presented. The motion passed with 23 Electors voting AYE, 0 voting NO, 0 Abstaining.

Supervisor's Annual Financial Statement: Clerk Paul stated that she had posted a copy of the Annual Financial Statement for both Town and General Assistance at the meeting location on April 4, 2025. Electors also received copies as they arrived. Supervisor Avila was recognized and commented on the statements. Mr. Zdarsky elaborated on the beginning balances, revenues, expenditures, and ending balances listed in the statements.

General Business: Moderator Greene recognized Supervisor Avila who commented on Town and Berwyn Township Public Health District initiatives. He thanked Clerk Paul for her eight years of service. Clerk Paul thanked the community for their trust over the last eight years. Assessor Pareda commented on her community initiatives. She informed the attendees that Berwyn Township was open for appeals. Trustee Espinoza thanked everyone for attending. Outgoing Trustee Maribel Zapata stated she was grateful for the experience of serving the township.

Moderator Greene opened the floor for public comment. Sandy Toman thanked David Avila and Jacqueline Pareda for their service. Many Electors thanked outgoing Clerk Paul for her service to the community. Former Trustee Ed Rios thanked Attorney Zdarsky for his years of service.

Moderator Greene asked if there was any further business for the meeting. Hearing none, he declared that there was no further business to put to the Electors. Richard Leja made the motion, seconded by Martha Hemphill, to adjourn the meeting. The motion carried by a unanimous voice vote. The 2024 Annual Town Meeting adjourned at 6:41 p.m.

Respectfully submitted by

Margaret Paul, Town Clerk



AGENDA ITEM SUMMARY

AGENDA ITEM: **5**

TITLE	Bills Payable and Payroll
MEETING DATE	April 14, 2025
SUBMITTED BY	Brian Eagan, CPA Senior Vice President, Selden Fox, Ltd.

SUMMARY

Payroll and vendor disbursement lists are attached for review and approval. Physical invoices and receipts are available for your review and audit.

ATTACHMENTS

Attachments:

- 5-A. Assessor's Office Payables
- 5-B. Township Fund Payroll & Payables
- 5-C. GA Fund Payroll & Payables

ACTION PROPOSED

	INFORMATION		DISCUSSION	X	REVIEW & APPROVAL
	OTHER				

5-A

Berwyn Township - General Town Fund (Assessor)
Disbursements for Approval
April 14, 2025

<u>Item</u>	<u>Ref #</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Account</u>	<u>Amount</u>
INTERIM DISBURSEMENTS						
			NONE			
Total Interim Disbursements						<u>\$ -</u>
INTERCOMPANY						
1	40034	04/14/25	Berwyn Public Health	Calendly-scheduling software-Assessor	5215.00	\$ 192.00
Total Intercompany						<u>\$ 192.00</u>
DISBURSEMENTS TO VENDORS						
1a	40038	04/14/25	Jacqueline Pereda	2025-03 Nationbuilder; billing period 3/7-4/6/25	5230.00	\$ 104.00
1b				2025-03 Google; 3/1/25-3/31/25	5220.00	14.40
2	40042	04/14/25	The Sidwell Company	Assessor maps	5240.00	<u>106.25</u>
Total Disbursements to Vendors						<u>\$ 224.65</u>

5-B

**Berwyn Township - General Town Fund
Disbursements for Approval
April 14, 2025**

<u>Item</u>	<u>Ref #</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Account</u>	<u>Amount</u>
INTERIM DISBURSEMENTS						
1	40032	03/12/25	Berwyn Public Health	Community Hero Award Dinner	5440.00	\$ 2,719.60
Total Interim Disbursements						<u>\$ 2,719.60</u>
INTERCOMPANY						
1a	40034	04/14/25	Berwyn Public Health	2025-04 Rent	5165.00	\$ 3,503.50
1b				Township budget lunch; Calendly software	5615.00	358.77
1c				Payroll reimbursement	5877.00	2,683.90
Total Intercompany						<u>\$ 6,546.17</u>
DISBURSEMENTS TO VENDORS						
1	40033	04/14/25	BCBS - Profile 43806	2025-04 insurance premiums	5880.00	\$ 3,289.03
2	40035	04/14/25	CNA Surety Direct Bill	Supervisors Bond, effective date 5/17/25-5/17/26	5425.00	3,500.00
3	40036	04/14/25	Dearborn Life Insurance Company	2025-04 insurance premiums	5880.00	56.51
4	40037	04/14/25	FieldTurf	Baseball Alley Repairs	5530.00	157,342.68
5	40039	04/14/25	Lawndale News	Notice of In-Person Annual Meeting	5625.00	224.00
6	40040	04/14/25	Lawrence Zdarsky	2025-04 Legal Services	5143.00	865.00
7a	40041	04/14/25	Selden Fox, Ltd.	2025-04 Accounting Services	5105.00	940.00
7b				2025-04 software subscription	5106.00	100.00
8	40043	04/14/25	Vision Service Plan	2025-04 insurance premiums	5880.00	173.01
Total Disbursements to Vendors						<u>\$ 166,490.23</u>
PAYROLL CHECKS & WITHHOLDINGS SUMMARY						
1	Board checks	03/10/25	Board checks	Gross Board payroll - March	various	\$ 7,950.00
2	EFT	03/14/25	Gross Payroll	Gross payroll - 3/1/25 - 3/15/25	various	6,860.30
3	EFT	03/14/25	Payroll withholdings	Payroll taxes - 3/1/25 - 3/15/25	various	1,120.51
4	EFT	03/14/25	Employer IMRF Obligation	IMRF match - 3/1/25 - 3/15/25	5835.00	1,715.23
5	EFT	03/31/25	Gross Payroll	Gross payroll - 3/16/25 - 3/31/25	various	7,332.03
6	EFT	03/31/25	Payroll withholdings	Payroll taxes - 3/16/25 - 3/31/25	various	512.34
7	EFT	03/31/25	Employer IMRF Obligation	IMRF match - 3/16/25 - 3/31/25	5835.00	751.45
Total Payroll & Withholding Disbursements						<u>\$ 26,241.86</u>
Total Disbursements for Approval						<u>\$ 201,997.86</u>
Reconciled Cash Balance at 3/31/25-Byline Bank checking						\$ 88,721.97
Reconciled Cash Balance at 3/31/25-Republic Bank checking						249,109.42
Reconciled Cash Balance at 3/31/25-Republic Bank sweep						<u>736,151.39</u>
Total						<u>\$ 1,073,982.78</u>

5-C

**Berwyn Township - General Assistance Fund
Disbursements for Approval
April 14, 2025**

Item	Ref #	Date	Payee	Description	Account	Amount
INTERIM DISBURSEMENTS						
1	40186	03/12/25	Berwyn Public Health District	GA bracelet program, owed to H	5440.00	\$ 127.49
Total Interim Disbursements						\$ 127.49
INTERCOMPANY						
1a	40196	04/14/25	Berwyn Public Health District	2025-04 Rent	5165.00	\$ 2,866.50
1b				Scheduling software annual charge	5615.00	192.00
2a	40197	04/14/25	Berwyn Township	EE Reimbursement	5440.00	612.38
2b				Payroll Reimbursement	5803.00	4,177.73
Total Intercompany						\$ 7,848.61
DISBURSEMENTS TO FLAT GRANT RECIPIENTS						
1	40187	04/14/25		2025-03 Flat grant	5350.00	\$ 439.00
2	40189	04/14/25		2025-03 Flat grant	5350.00	439.00
3	40190	04/14/25		2025-03 Flat grant	5350.00	439.00
4	40191	04/14/25		2025-03 Flat grant	5350.00	439.00
5	40192	04/14/25		2025-03 Flat grant	5350.00	439.00
6	40193	04/14/25		2025-03 Flat grant	5350.00	439.00
7	40195	04/14/25		2025-03 Flat grant	5350.00	439.00
8	40198	04/14/25		2025-03 Flat grant	5350.00	439.00
9	40199	04/14/25		2025-03 Flat grant	5350.00	439.00
10	40200	04/14/25		2025-03 Flat grant	5350.00	439.00
11	40201	04/14/25		2025-03 Flat grant	5350.00	439.00
12	40203	04/14/25		2025-03 Flat grant	5350.00	439.00
13	40205	04/14/25		2025-03 Flat grant	5350.00	439.00
14	40206	04/14/25		2025-03 Flat grant	5350.00	439.00
15	40207	04/14/25		2025-03 Flat grant	5350.00	439.00
16	40208	04/14/25		2025-03 Flat grant	5350.00	439.00
17	40209	04/14/25		2025-03 Flat grant	5350.00	439.00
18	40210	04/14/25		2025-03 Flat grant	5350.00	439.00
19	40211	04/14/25		2025-03 Flat grant	5350.00	439.00
20	40212	04/14/25		2025-03 Flat grant	5350.00	439.00
21	40213	04/14/25		2025-03 Flat grant	5350.00	439.00
22	40214	04/14/25		2025-03 Flat grant	5350.00	439.00
23	40215	04/14/25		2025-03 Flat grant	5350.00	439.00
24	40216	04/14/25		2025-03 Flat grant	5350.00	439.00
25	40217	04/14/25		2025-03 Flat grant	5350.00	439.00
26	40218	04/14/25		2025-03 Flat grant	5350.00	439.00
27	40219	04/14/25		2025-03 Flat grant	5350.00	439.00
28	40220	04/14/25		2025-03 Flat grant	5350.00	439.00
29	40221	04/14/25		2025-03 Flat grant	5350.00	439.00
30	40222	04/14/25		2025-03 Flat grant	5350.00	439.00
31	40224	04/14/25		2025-03 Flat grant	5350.00	439.00
32	40225	04/14/25		2025-03 Flat grant	5350.00	439.00
33	40226	04/14/25		2025-03 Flat grant	5350.00	439.00
34	40227	04/14/25		2025-03 Flat grant	5350.00	439.00
35	40228	04/14/25		2025-03 Flat grant	5350.00	439.00
36	40229	04/14/25		2025-03 Flat grant	5350.00	439.00
37	40230	04/14/25		2025-03 Flat grant	5350.00	439.00
38	40231	04/14/25		2025-03 Flat grant	5350.00	439.00
39	40232	04/14/25		2025-03 Flat grant	5350.00	439.00
40	40233	04/14/25		2025-03 Flat grant	5350.00	439.00
41	40234	04/14/25		2025-03 Flat grant	5350.00	439.00
42	40235	04/14/25		2025-03 Flat grant	5350.00	439.00
43	40236	04/14/25		2025-03 Flat grant	5350.00	439.00
44	40237	04/14/25		2025-03 Flat grant	5350.00	439.00
45	40238	04/14/25		2025-03 Flat grant	5350.00	439.00
46	40240	04/14/25		2025-03 Flat grant	5350.00	439.00
47	40241	04/14/25		2025-03 Flat grant	5350.00	439.00
48	40242	04/14/25		2025-03 Flat grant	5350.00	439.00
49	40243	04/14/25		2025-03 Flat grant	5350.00	439.00
50	40245	04/14/25		2025-03 Flat grant	5350.00	439.00
Total Disbursements to Flat Grant Recipients						\$ 21,950.00

Berwyn Township - General Assistance Fund
Disbursements for Approval
April 14, 2025

<u>Item</u>	<u>Ref #</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Account</u>	<u>Amount</u>
DISBURSEMENTS TO VENDORS						
1	40188	04/14/25	Amazon	Emergency ID Bracelet Program	5440.00	\$ 188.19
2	40194	04/14/25	Blue Cross Blue Shield	2025-04 insurance premiums	5880.00	840.64
3	40202	04/14/25	Clarity Technology Group, Inc.	annual software expense	5615.00	1,800.00
4	40204	04/14/25	Dearborn Life Insurance Company	2025-04 insurance premiums	5880.00	8.28
5	40223	04/14/25	Lawrence Zdarsky	2025-04 Legal services	5143.00	345.00
6a	40239	04/14/25	Selden Fox, Ltd.	2025-04 Accounting Services	5105.00	916.67
6b				2025-04 Software Subscription	5615.00	100.00
7	40244	04/14/25	Vision Service Plan	2025-04 insurance premiums	5880.00	16.02
Total Disbursements to Vendors						\$ 4,214.80
PAYROLL CHECKS & WITHHOLDINGS SUMMARY						
1	EFT	03/14/25	Gross Payroll	Gross payroll - 3/1/25 -3/15/25	5803.00	\$ 1,704.30
2	EFT	03/14/25	Payroll withholdings	Payroll taxes - 3/1/25 - 3/15/25	various	145.13
3	EFT	03/14/25	Employer IMRF Obligation	IMRF match - 3/1/25 - 3/15/25	5835.00	262.80
4	EFT	03/31/25	Gross Payroll	Gross payroll -3/16/25 -3/31/25	5803.00	1,704.30
5	EFT	03/31/25	Payroll withholdings	Payroll taxes - 3/16/25 - 3/31/25	various	145.14
6	EFT	03/31/25	Employer IMRF Obligation	IMRF match - 3/16/25 - 3/31/25	5835.00	262.80
Total Payroll & Withholding Disbursements						\$ 4,224.47
Total Disbursements for Approval						\$ 38,365.37
Reconciled Cash Balance at 3/31/25-Byline Bank checking						\$ 146,186.94
Reconciled Cash Balance at 3/31/25-Republic Bank checking						498,643.00
Reconciled Cash Balance at 3/31/25-Republic Bank sweep						627,734.11
Total						\$ 1,272,564.05

**BERWYN TOWNSHIP
GENERAL ASSISTANCE PROGRAM**

Activity Report for Month of: **March **2025****

CASELOAD	GENERAL ASSISTANCE	EMERGENCY ASSISTANCE
Clients from Previous Month	52	0
(+) New Cases/Reinstated	1	0
(-) Terminated Cases	3	0
Clients End-of-Month Total	50	0

Client Eligibility Status	# of Clients
EXEMPT (SSI/SSDI case pending)	16
RESTRICTED (Temporarily disabled)	16
ABLE (Unemployed and seeking work)	18

In-person residence checks were last completed in January 2025.

INQUIRIES	GENERAL ASSISTANCE	EMERGENCY ASSISTANCE
Total Assistance Application Requests	1	2
Applications In-Process	0	0
Applications Approved	1	0
Applications Denied	0	0
<i>No show/Unable to contact</i>	0	0
<i>Excess Income</i>	0	0
<i>Eligible for other agency funds</i>	0	0
<i>Incomplete app/docs</i>	0	0
<i>Other (Describe)</i>	0	0
Total Applicants Referred Other Agency	0	2

OTHER APPLICATION ASSISTANCE	March	TOTAL 2025 YTD
Access To Care	0	0
Benefit Access Program	1	2
Emergency ID Bracelet	6	39
Medicaid/Medicare	1	4

Respectfully,
Cynthia Arreola, GA Coordinator

CERTIFICATE

TOWN CLERK OF BERWYN TOWNSHIP
COOK COUNTY, ILLINOIS

We, the undersigned, members of the Board of the Township Trustees of Berwyn Township, Cook County, Illinois, certify and state as follows:

that we have this 14th day of April 2025 examined and approved the foregoing claims or charges against Berwyn Township Town Fund and that we hereby approve said claims or charges and direct the Supervisor to pay the same aforesaid vouchers and payroll consisting of 2 pages.

_____ Trustee

_____ Trustee

_____ Trustee

_____ Trustee

_____ Supervisor

CERTIFICATE

I, the undersigned, Town Clerk of Berwyn Township, Cook County, Illinois, certify and state as follows:

that the Board of Township Trustees of said Township examined, reviewed, approved and directed the payment of the foregoing accounts on this 14th day of April 2025 and that the foregoing amounts are due to the organizations or persons stated above.

_____ Town Clerk

Countersigned

_____ Supervisor

CERTIFICATE

TOWN CLERK OF BERWYN TOWNSHIP GENERAL ASSISTANCE
COOK COUNTY, ILLINOIS

We, the undersigned, members of the Board of the Township Trustees of Berwyn Township, Cook County, Illinois, certify and state as follows:

that we have this 14th day of April 2025 examined and approved the foregoing claims or charges against Berwyn Township General Assistance Fund and that we hereby approve said claims or charges and direct the Supervisor to pay the same aforesaid vouchers and payroll consisting of 1 page

_____ Trustee

_____ Trustee

_____ Trustee

_____ Trustee

_____ Supervisor

CERTIFICATE

I, the undersigned, Town Clerk of Berwyn Township, Cook County, Illinois, certify and state as follows:

that the Board of Township Trustees of said Township examined, reviewed, approved and directed the payment of the foregoing accounts on this 14th day of April 2025 and that the foregoing amounts are due to the organizations or persons stated above.

_____ Town Clerk

Countersigned

_____ Supervisor



AGENDA ITEM SUMMARY

AGENDA ITEM: **6**

TITLE	Statement of Receipts & Disbursements
MEETING DATE	April 14, 2025
SUBMITTED BY	Brian Eagan, CPA Senior Vice President, Selden Fox, Ltd.

SUMMARY

Statement of revenues, expenditures, and changes in net assets – modified cash basis for the General Town and General Assistance Fund of Berwyn Township is attached for your review.

ATTACHMENTS

- Statement of Revenues, Expenditures, and Changes in Net Assets – Modified Cash Basis for the period **April 1, 2024 through March 31, 2025.**

ACTION PROPOSED

X	INFORMATION		DISCUSSION		REVIEW & APPROVAL
	OTHER				

Selden Fox

Accounting for your future

One Parkview Plaza, Suite 710 | Oakbrook Terrace, IL 60181 | www.seldenfox.com
p 630.954.1400 | f 630.954.1327 | email@seldenfox.com

ACCOUNTANT'S COMPILATION REPORT

Board of Trustees
Berwyn Township
Berwyn, Illinois

Management is responsible for the accompanying statement of revenues, expenditures, and changes in net assets – modified cash basis for the year ended March 31, 2025 for the General Town Fund and General Assistance Fund of **Berwyn Township**. We have performed the compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on this financial statement.

This financial statement is prepared in accordance with the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Management has elected to omit substantially all the disclosures ordinarily included in financial statements prepared in accordance with the modified cash basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the entity's revenues, expenditures, and changes in net assets. Accordingly, this financial statement is not designed for those who are not informed about such matters.

The supplementary budget information is presented for purposes of additional analysis and is not a required part of the basic financial statement. This information is the representation of management of **Berwyn Township**. The information was subject to our compilation engagement, however, we have not audited or reviewed the information and, accordingly, do not express an opinion, a conclusion, nor provide any assurance on such information.

We are not independent with respect to Berwyn Township.

Selden Fox, Ltd.

April 9, 2025

Berwyn Township
Statement of Revenues, Expenditures, and
Changes in Net Assets - Modified Cash Basis

April 2024- March 2025

	April 2024 - Mar 2025	Amended Budget	Remaining Budget	% of Budget
Income				
4100.00 Property Tax	\$ 469,687.78	\$ 438,375.00	\$ 31,312.78	107.14%
4200.00 Replacement Tax	44,237.94	65,000.00	(20,762.06)	68.06%
4330.00 Miscellaneous Income	3.00	2,500.00	(2,497.00)	0.12%
4400.00 Interest Income	13,095.64	2,500.00	10,595.64	523.83%
Total Income	527,024.36	508,375.00	18,649.36	103.67%
Gross Profit	527,024.36	508,375.00	18,649.36	103.67%
Expenses				
5000.00 Capital Outlay			-	
5015.00 Equipment	-	7,500.00	(7,500.00)	0.00%
5017.00 Park Improvements and Equipment	-	5,000.00	(5,000.00)	0.00%
5020.00 Office Furnishings	-	4,000.00	(4,000.00)	0.00%
Total 5000.00 Capital Outlay	-	16,500.00	(16,500.00)	0.00%
5100.00 Contractual Services			-	
5105.00 Accounting/Bookkeeping	11,280.00	11,280.00	-	100.00%
5106.00 Payroll Processing Fees	1,200.00	1,800.00	(600.00)	66.67%
5115.00 Annual Audit	3,868.75	3,875.00	(6.25)	99.84%
5120.00 Association Dues	2,291.45	3,000.00	(708.55)	76.38%
5135.00 General Liability Insurance	6,394.25	10,000.00	(3,605.75)	63.94%
5140.00 Legal Expense	675.00	10,000.00	(9,325.00)	6.75%
5143.00 Town Attorney	9,673.33	10,000.00	(326.67)	96.73%
5144.00 Website Costs	-	1,500.00	(1,500.00)	0.00%
5145.00 Newsletter/Website	-	5,000.00	(5,000.00)	0.00%
5155.00 Town Board Educ, Trans, Travel	1,908.44	6,000.00	(4,091.56)	31.81%
5165.00 Office Rent - Rent & Services	42,042.00	42,042.00	-	100.00%
Total 5100.00 Contractual Services	79,333.22	104,497.00	(25,163.78)	75.92%
5200 Assessor's Office			-	
5210.00 Assessor Educ, Trans, Travel	1,186.07	2,250.00	(1,063.93)	52.71%
5215.00 Assessor's Office Supplies	1,941.25	1,900.00	41.25	102.17%
5220.00 Assessor's Office Equipment	2,364.35	2,650.00	(285.65)	89.22%
5225.00 Assessor's Printing and Publica	-	600.00	(600.00)	0.00%
5230.00 Assessor's Web Hosting/ IT	4,163.00	4,250.00	(87.00)	97.95%
5231.00 Assessor Outreach Special Events	-	750.00	(750.00)	0.00%
5240.00 Assessor's Office Budget	1,520.73	2,750.00	(1,229.27)	55.30%
Total 5200 Assessor's Office	11,175.40	15,150.00	(3,974.60)	73.77%

Berwyn Township
Statement of Revenues, Expenditures, and
Changes in Net Assets - Modified Cash Basis
April 2024- March 2025

	April 2024 - Mar 2025	Amended Budget	Remaining Budget	% of Budget
5400.00 Other Expenditures			-	
5410.00 Contingencies	-	2,500.00	(2,500.00)	0.00%
5425.00 Officials' Bonds	3,500.00	3,500.00	-	100.00%
5440.00 Special Events & Programs	4,622.39	22,000.00	(17,377.61)	21.01%
5440.02 Community Outreach	-	5,000.00	(5,000.00)	0.00%
5440.03 Dumpster Days	13,254.75	15,000.00	(1,745.25)	88.37%
5440.04 Senior Breakfast	1,500.00	1,500.00	-	100.00%
5440.05 Holiday Fund	4,000.00	4,000.00	-	100.00%
5440.06 Community Hero	2,345.00	4,000.00	(1,655.00)	58.63%
5440.07 Intergovernmental	-	15,000.00	(15,000.00)	0.00%
5440.08 New Programs and Initiatives	-	600,000.00	(600,000.00)	0.00%
5440.09 Emergency Preparedness Training	-	1,500.00	(1,500.00)	0.00%
5440.10 Senior Resource & Dance	-	3,000.00	(3,000.00)	0.00%
5440.11 Mentorship program	-	1,500.00	(1,500.00)	0.00%
Total 5440.00 Special Events & Programs	25,722.14	672,500.00	(646,777.86)	3.82%
5442.00 Participatory Budget	-	12,000.00	(12,000.00)	0.00%
5444.00 Emergency Preparedness	-	5,000.00	(5,000.00)	0.00%
5450.00 Decorating	2,012.00	2,500.00	(488.00)	80.48%
5470.00 Record Retention	-	1,000.00	(1,000.00)	0.00%
Total 5400.00 Other Expenditures	31,234.14	699,000.00	(667,765.86)	4.47%
5500.00 Repairs and Maintenance			-	
5520.00 Landscaping	1,300.00	5,500.00	(4,200.00)	23.64%
5530.00 Town Park - Maint & Operations	-	5,000.00	(5,000.00)	0.00%
5540.00 Snow Removal	695.00	3,000.00	(2,305.00)	23.17%
Total 5500.00 Repairs and Maintenance	1,995.00	13,500.00	(11,505.00)	14.78%
5600.00 Commodities			-	
5615.00 Office Supplies and Expense	4,618.75	5,000.00	(381.25)	92.38%
5620.00 Postage	-	2,000.00	(2,000.00)	0.00%
5625.00 Printing and Publication	1,496.25	2,000.00	(503.75)	74.81%
5635.00 Clerk's Budget	-	100.00	(100.00)	0.00%
Total 5600.00 Commodities	6,115.00	9,100.00	(2,985.00)	67.20%
5800.00 Personnel Expenses			-	
5830.00 Taxes - Employer FICA	16,303.03	21,824.48	(5,521.45)	74.70%
5831.00 Taxes - Employer Medicare	3,807.35	6,574.88	(2,767.53)	57.91%
5832.00 Taxes - SUTA	235.40	2,050.00	(1,814.60)	11.48%
5835.00 Retirement Contribution	37,760.09	56,000.00	(18,239.91)	67.43%
5875.00 Township Assessor	30,000.00	33,600.00	(3,600.00)	89.29%

Berwyn Township
Statement of Revenues, Expenditures, and
Changes in Net Assets - Modified Cash Basis
April 2024- March 2025

	April 2024 - Mar 2025	Amended Budget	Remaining Budget	% of Budget
5877.00 Assessor's Office Staff	96,566.89	104,992.00	(8,425.11)	91.98%
5880.00 Group Health Insurance	38,020.72	62,500.00	(24,479.28)	60.83%
5885.00 Board of Trustees	7,500.00	12,500.00	(5,000.00)	60.00%
5890.00 Township Clerk	15,000.00	17,850.00	(2,850.00)	84.03%
5895.00 Township Supervisor	45,000.00	49,350.00	(4,350.00)	91.19%
5898.00 Clerical	45,333.14	105,000.00	(59,666.86)	43.17%
5899.00 Clerk's Office Staff	-	2,000.00	(2,000.00)	0.00%
Total 5800.00 Personnel Expenses	335,526.62	474,241.36	(138,714.74)	70.75%
Total Expenses	465,379.38	1,331,988.36	(866,608.98)	34.94%
Net Operating Income	61,644.98	(823,613.36)	885,258.34	-7.48%
Net Income	61,644.98	\$ (823,613.36)	\$ 885,258.34	-7.48%
Beginning net assets	1,014,504.51			
Ending net assets	\$ 1,076,149.49			

Berwyn General Assistance Fund
Statement of Revenues, Expenditures, and
Changes in Net Assets - Modified Cash Basis

April 2024- March 2025

	Apr 2024 - Mar 2025	Amended Budget	Remaining Budget	% of Budget
Income				
4100.00 Property Tax	\$ 409,875.89	\$ 425,000.00	\$ (15,124.11)	96.44%
4700.00 Investment Income	54,701.61	25,000.00	29,701.61	218.81%
4900.00 Interest Income	16,564.33	5,000.00	11,564.33	331.29%
Total Income	481,141.83	455,000.00	26,141.83	105.75%
Gross Profit	481,141.83	455,000.00	26,141.83	105.75%
Expenses				
5000.00 Capital Outlay			-	
5015.00 Equipment	-	7,000.00	(7,000.00)	0.00%
5030.00 Computer/GA Tracking Program	1,800.00	4,000.00	(2,200.00)	45.00%
Total 5000.00 Capital Outlay	1,800.00	11,000.00	(9,200.00)	16.36%
5100.00 Contractual Services			-	
5105.00 Accounting/Bookkeeping	11,000.04	11,000.00	0.04	100.00%
5115.00 Annual Audit	3,868.75	3,500.00	368.75	110.54%
5120.00 Association Dues	40.00	800.00	(760.00)	5.00%
5135.00 Gen. Liability Insurance	3,901.25	8,000.00	(4,098.75)	48.77%
5140.00 Legal Expense	675.00	3,000.00	(2,325.00)	22.50%
5143.00 Town Attorney	4,128.33	4,200.00	(71.67)	98.29%
5145.00 Newsletter/Website	1,106.25	5,000.00	(3,893.75)	22.13%
5155.00 GA Education, Transport & Travel	50.00	2,000.00	(1,950.00)	2.50%
5165.00 Office Rent - Rent & Services	34,398.00	35,000.00	(602.00)	98.28%
5180.00 Insurance - Catastrophic	3,074.00	3,000.00	74.00	102.47%
Total 5100.00 Contractual Services	62,241.62	75,500.00	(13,258.38)	82.44%
5300.00 Assistance Programs			-	
5340.00 Statutory Burial Expenses	-	20,000.00	(20,000.00)	0.00%
5350.00 Relief - Flat Grant	227,998.00	250,000.00	(22,002.00)	91.20%
5355.00 Hospitalization Exp / Inst Care	-	50,000.00	(50,000.00)	0.00%
5356.00 Medical Assistance	-	10,000.00	(10,000.00)	0.00%
Total 5300.00 Assistance Programs	227,998.00	330,000.00	(102,002.00)	69.09%
5400.00 Other Expenditures			-	
5410.00 Contingencies	-	10,000.00	(10,000.00)	0.00%
5435.00 Access to Care	-	4,000.00	(4,000.00)	0.00%
5440.00 Special Events & Programs	12,091.30	50,000.00	(37,908.70)	24.18%
5442.00 Participatory Budget	-	7,450.00	(7,450.00)	0.00%
5444.00 Emergency Assistance Program	-	150,000.00	(150,000.00)	0.00%

Berwyn General Assistance Fund
Statement of Revenues, Expenditures, and
Changes in Net Assets - Modified Cash Basis

April 2024- March 2025

	Apr 2024 - Mar 2025	Amended Budget	Remaining Budget	% of Budget
5460.00 Office Furnishings	-	4,000.00	(4,000.00)	0.00%
5470.00 Record Retention/Disposal	-	1,000.00	(1,000.00)	0.00%
Total 5400.00 Other Expenditures	12,091.30	226,450.00	(214,358.70)	5.34%
5600.00 Commodities			-	
5615.00 Office Supplies and Expense	3,465.85	1,000.00	2,465.85	346.59%
5620.00 Postage	-	500.00	(500.00)	0.00%
5625.00 Printing and Publication	-	2,000.00	(2,000.00)	0.00%
Total 5600.00 Commodities	3,465.85	3,500.00	(34.15)	99.02%
5800.00 Personnel Expenses			-	
5803.00 Intake Personnel	31,191.89	90,000.00	(58,808.11)	34.66%
5830.00 Taxes - Employer FICA	2,561.68	4,000.00	(1,438.32)	64.04%
5831.00 Taxes - Employer Medicare	599.08	1,000.00	(400.92)	59.91%
5832.00 Taxes - SUTA	108.30	400.00	(291.70)	27.08%
5835.00 Retirement Contribution	8,484.96	12,000.00	(3,515.04)	70.71%
5880.00 Group Health Insurance	9,416.34	25,000.00	(15,583.66)	37.67%
Total 5800.00 Personnel Expenses	52,362.25	132,400.00	(80,037.75)	39.55%
Total Expenses	359,959.02	778,850.00	(418,890.98)	46.22%
Net Operating Income	121,182.81	(323,850.00)	445,032.81	-37.42%
Net Income	121,182.81 \$	(323,850.00) \$	445,032.81	-37.42%
Beginning net assets	2,745,149.30			
Ending net assets	\$ 2,866,332.11			



AGENDA ITEM SUMMARY

AGENDA ITEM: **7**

TITLE	708 Community Mental Health Update
MEETING DATE	April 14, 2025
SUBMITTED BY	Allen Doederlein, Executive Director

SUMMARY

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ATTACHMENTS

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ACTION PROPOSED			
------------------------	--	--	--

X	INFORMATION		DISCUSSION		REVIEW & APPROVAL
	OTHER				



AGENDA ITEM SUMMARY

AGENDA ITEM: **9-A**

TITLE	Engage Realtor to Relocate Township Offices
MEETING DATE	March 10, 2025
SUBMITTED BY	Tomasa Ambriz

SUMMARY

Item Deferred (7/2024)

Dear Board,

I hope this message finds you well. Township Supervisor Avila has kindly asked me to prepare an advertisement in a newspaper for a realtor.

To ensure that the advertisement accurately reflects the board's intentions and meets your expectations, I would greatly appreciate your clarification on the following points:

1. Property Requirements: Could you please share the preferred locations and desired square footage for the property?
2. Timeline: What timeframe are we looking at for identifying a suitable property?
3. Decision-Making Style: How involved would you like the board to be in this process?
4. Motivation: Could you elaborate on the reasons for this purchase or any circumstances that may be influencing this decision?

Thank you for your guidance on these matters. I look forward to your insights.

ATTACHMENTS

None submitted

ACTION PROPOSED

<input type="checkbox"/>	INFORMATION	<input checked="" type="checkbox"/>	DISCUSSION	<input type="checkbox"/>	REVIEW & APPROVAL
<input type="checkbox"/>	OTHER				



AGENDA ITEM SUMMARY

AGENDA ITEM: **9-B**

TITLE	Participatory Budgeting (PB)
MEETING DATE	April 14, 2025
SUBMITTED BY	Jessica Aquino Rodriguez, Operations Manager

SUMMARY

Item Deferred (5/2024)

Dear Board,

Attached is the first draft of the Participatory Budgeting Program, which was approved in May 2024. This six-month timeline outlines a structured approach to the participatory budgeting process, ensuring that community members are actively involved at every stage. Due to my ongoing responsibilities, I will need a minimum of four weeks to prepare the program deliverables for each entity's participatory budgeting initiative.

Thank you.

ATTACHMENTS

- Participatory Budgeting Program Draft for Berwyn Township and Berwyn Township-Relief Fund

ACTION PROPOSED

	INFORMATION		DISCUSSION	X	REVIEW & APPROVAL
	OTHER				

Participatory Budget Program Summary

Program Title: Participatory Budgeting for Berwyn Township, Berwyn Township Relief Fund, and Berwyn Public Health District

Program Objective: The Participatory Budgeting (PB) Program aims to involve community members in the decision-making process of how public funds are allocated within their local area. By giving residents the power to propose and vote on budgetary spending, the program encourages civic engagement, increases transparency, and ensures that community needs and priorities are directly addressed.

Approved Budgets:

Berwyn Township ✓	Berwyn Township Relief Fund ✓	Berwyn Public Health District
\$17,000	\$17,000	\$17,000

Program Overview: Participatory budgeting is a democratic process where local government or institutions allocate a portion of their budget for projects or initiatives proposed and voted on by residents. The program empowers community members to identify and decide on the most pressing needs within their neighborhoods, ensuring a more inclusive, equitable, and transparent allocation of public resources.

Key Components:

1. Community Engagement:

- Outreach and information sessions are held to educate residents about the process, the available budget, and how they can participate.
- Virtual and in-person workshops will allow community members to discuss and propose projects.
- Emphasis on inclusivity, targeting underrepresented groups to ensure all voices are heard.

2. Proposal Development:

- Community members submit project ideas that address local issues such as community health, social services, and community development using the Participatory Budget Project Proposal Template.
- A support team helps refine and develop viable proposals in line with budgetary constraints. *(Support team: Jessica & Larry?)*

3. Voting Process:

- Once proposals are finalized, community members vote on which projects should be funded. Voting can be done online or in-person to encourage more participation.
- Each participant can vote for their preferred projects, with the most popular initiatives receiving funding.

4. Implementation and Monitoring:

- Winning projects are then implemented by Berwyn Public Health District, with regular updates on progress provided to the community during board meetings.
- Community members are encouraged to participate in monitoring the progress of the funded projects and report any challenges or issues.

5. Evaluation and Feedback:

- After project completion, residents are asked to provide feedback on the process, the effectiveness of the projects, and their experience with participatory budgeting.

- Evaluations are used to improve future budgeting cycles and to foster continuous community involvement.

Expected Outcomes:

- Increased civic participation and political engagement.
- More equitable distribution of public funds, addressing the diverse needs of the community.
- Strengthened sense of community ownership and empowerment.
- Improved trust between residents and local government institutions.

Program Impact: Through the Participatory Budgeting Program, communities become more actively involved in shaping the policies that affect them. This fosters a deeper sense of responsibility, connection, and pride in the community, leading to long-term benefits such as enhanced social cohesion, improved public infrastructure, and better allocation of resources based on actual community priorities.

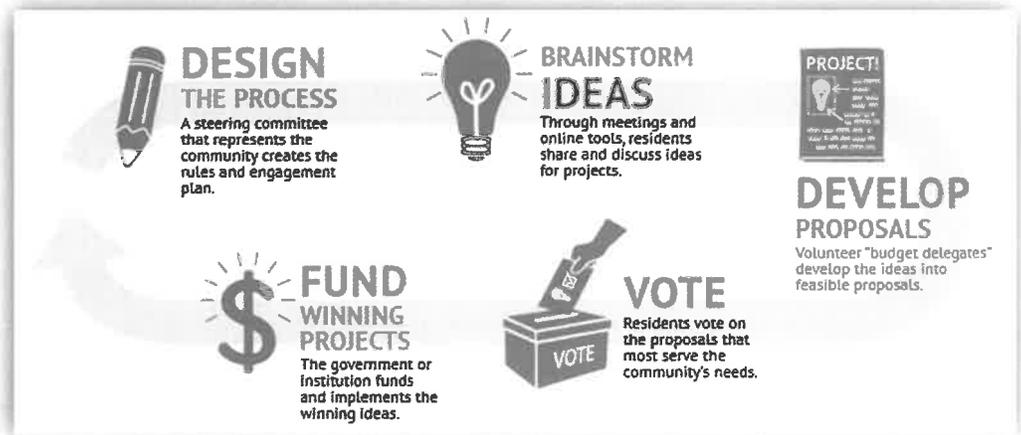


Figure 1: Participatory Budget Cycle Diagram.
[https://www.peoplepowered.org/resources-content/graphic-of-pb-process.](https://www.peoplepowered.org/resources-content/graphic-of-pb-process)

Funding and Sustainability: The program is funded by a set percentage of the local government’s budget or through grants and partnerships with nonprofit organizations. Sustainability is ensured through continuous community involvement, ongoing feedback, and establishing long-term relationships with local stakeholders.

Conclusion: The Participatory Budgeting Program is a powerful tool for promoting democratic participation, community development, and equitable decision-making. By engaging residents directly in the budgeting process, it helps build stronger, more connected, and empowered communities.

Timeline: Creating a participatory budget timeline within a 6-month period involves organizing a structured and clear process that allows community members to engage in budgeting decisions. Below is a proposed timeline for a 6-month participatory budgeting process:

Month 1: Planning and Preparation

1. Week 1-2: Define the Budget Scope

- Boards to decide on the specific areas of the budget open for public input (e.g., what type of community programs, improvements, etc.).
- Form the **participatory budgeting committees of 9 to 12 individuals** to include staff, community leaders (preferably one resident form each ward), and any relevant stakeholders.

2. Week 3-4: Community Outreach and Engagement

- Launch outreach efforts to inform the community about the participatory budgeting process. Use social media, community meetings, flyers, and local events.
 - Set up a website landing page on berwyntownship.org to share updates, collect feedback, and provide necessary information about the process.
-

Month 2: Idea Generation and Education

1. Week 1-2: Host Community Education Sessions

- Hold workshops or webinars to educate the community about the participatory budgeting process, the budget limits, and how people can participate.
- Provide resources or guides on how to submit budget proposals and what type of projects are eligible.

2. Week 3-4: Community Idea Collection

- Set up channels for idea submissions (e.g., online forms, in-person events, email).
 - Allow community members to submit project proposals, either individually or in groups.
 - Provide an interactive space for people to discuss and brainstorm ideas.
-

Month 3: Proposal Development and Refinement

1. Week 1-2: Review Submitted Ideas

- The committee reviews and evaluates submitted proposals based on feasibility, alignment with goals, and budgetary constraints.
- Invite technical experts or city planners to assist in evaluating and refining the proposals.

2. Week 3-4: Feedback and Proposal Refinement

- Provide feedback to the community on the proposed ideas.
 - Hold additional meetings or workshops to refine ideas based on feedback from the committee or community.
-

Month 4: Voting and Prioritization

1. Week 1-2: Develop Final Proposal List

- Narrow down the list of feasible projects and create final proposals ready for voting.
- Create clear descriptions and estimated costs for each proposal.

2. Week 3-4: Organize Voting Process

- Set up voting mechanisms (online, in-person, or through mail-in ballots).
 - Promote the voting period through outreach efforts, ensuring accessibility and participation from all demographic groups.
-

Month 5: Voting and Decision-Making

1. Week 1-2: Voting Period

- Open voting to the community. Ensure the process is accessible and transparent.
- Provide regular updates on the voting process to keep the community engaged and informed.

2. Week 3-4: Count and Analyze Votes

- Close the voting period and count the votes.
 - Analyze the results and ensure transparency in the outcome.
-

Month 6: Implementation and Reflection

1. Week 1-2: Announce Results

- Publicly announce the winning projects and how the funds will be allocated.
- Thank participants and celebrate their involvement in the process.

2. Week 3-4: Begin Implementation and Evaluation

- Start the implementation of the winning projects.
 - Set up a mechanism to monitor the progress of the projects, ensuring that community members can track how funds are being spent and outcomes.
 - Plan for a feedback session or survey to evaluate the participatory budgeting process and gather input for future cycles.
-

Ongoing: Communication and Engagement

- **Throughout the Process:** Maintain regular communication with the community, providing updates on the timeline, progress, and how to stay involved.
 - After the projects are completed, engage the community in reviewing the impact and success of the process for improvements in future cycles.
-

This 6-month timeline outlines a structured approach to the participatory budgeting process, ensuring that community members are actively involved at every stage. Given my ongoing responsibilities, I will need a minimum of 4 weeks to prepare the program deliverables for each entity's participatory budgeting program.

Respectfully submitted,

Jessica Aquino Rodriguez



AGENDA ITEM SUMMARY

AGENDA ITEM: **10-A**

TITLE	Community Bike Repair Station at Lesak Park
MEETING DATE	April 14, 2025
SUBMITTED BY	David J. Avila, Township Supervisor

SUMMARY

Dear Board Members,

We are requesting **\$5,328** to fund the installation of a **Community Bike Repair Station at Lesak Park**—a project that supports our goals of sustainability, active transportation, and public wellness.

The funds will cover the **cement foundation, installation, and purchase of a weather-resistant repair unit**, including:

- **Deluxe Public Work Stand with Tools**
- **Outdoor Pump with Gauge**

This station will provide free, public access during park hours, empowering residents to maintain their bicycles and promoting healthy, eco-friendly transportation.

Thank you for considering this meaningful infrastructure investment.

ATTACHMENTS

- Sales Quote
- Deluxe Public Work Stand product sheet

ACTION PROPOSED

	INFORMATION		DISCUSSION	X	REVIEW & APPROVAL
	OTHER				



SALES QUOTE

Sales Quote: QUO-03081

Sales Quote Date:

Sold To:

Berywn Township Public Health District
 6600 West 26th St
 Berwyn, IL 60402
 US

Ship To:

6600 West 26th St
 Berwyn, IL 60402
 US

Ship Via
 P.O. Number
 P.O. Date
 Salesperson Peter Lewis

Customer ID
 Cust Phone
 Cust Fax
 Cust Email

Item No.	Description	Quantity	Unit Price	Total Price
26242	PUMP,HS OUTDOOR W/GAUGE,RPR MOUNT	1.00	\$693.00	\$693.00
26347BLK	DELUXE PUBLIC WORK STAND,BLACK,PC	1.00	\$1,035.00	\$1,035.00
	FREIGHT TAX	0.00	\$0.00	\$0.00

Quote valid for 30 days from date issued.

Visit us on-line at www.sarisinfrastructure.com

		Subtotal (USD):	\$1,728.00
Amount subject to Sales Tax	Amount Exempt from Sales Tax	Invoice Discount:	\$0.00
\$1,728.00	\$0.00	Freight Amount:	\$100.00
		Total Sales Tax:	\$0.00
		Total (USD):	\$1,828.00

+ 3,500 for installation & cement foundation -

\$5,328 TOTAL

Terms and conditions:

This quote is valid for 30 days. Pricing and lead time are subject to change after this estimate provided expires.

The item no. QUO-03081, quoted by Saris Infrastructure is an estimate derived from the rate offered by the service provider on the date of the quote. Please be aware that shipping rates are subject to daily fluctuations influenced by various factors, including but not limited to fuel surcharges, specific delivery services (such as unloading at construction sites, residential delivery fees, appointment requirements, lift gate usage, etc.), peak seasons, and the density of the shipped commodities. Due to the dynamic nature of daily rate changes, we diligently strive to align our quotes with current market realities to offer you the most competitive and accurate rates possible. It is essential to note that these rates are estimates and may be adjusted to reflect any changes in the influencing factors. Additionally, any supplementary delivery services required at the point of delivery will be the financial responsibility of the recipient.

Unless otherwise noted, quote does not include additional charges such as lift-gate, construction site, Residential delivery fee, inside delivery, or delivery appointment, etc. Please provide clear information on what services are needed to deliver the goods that may be ordered.

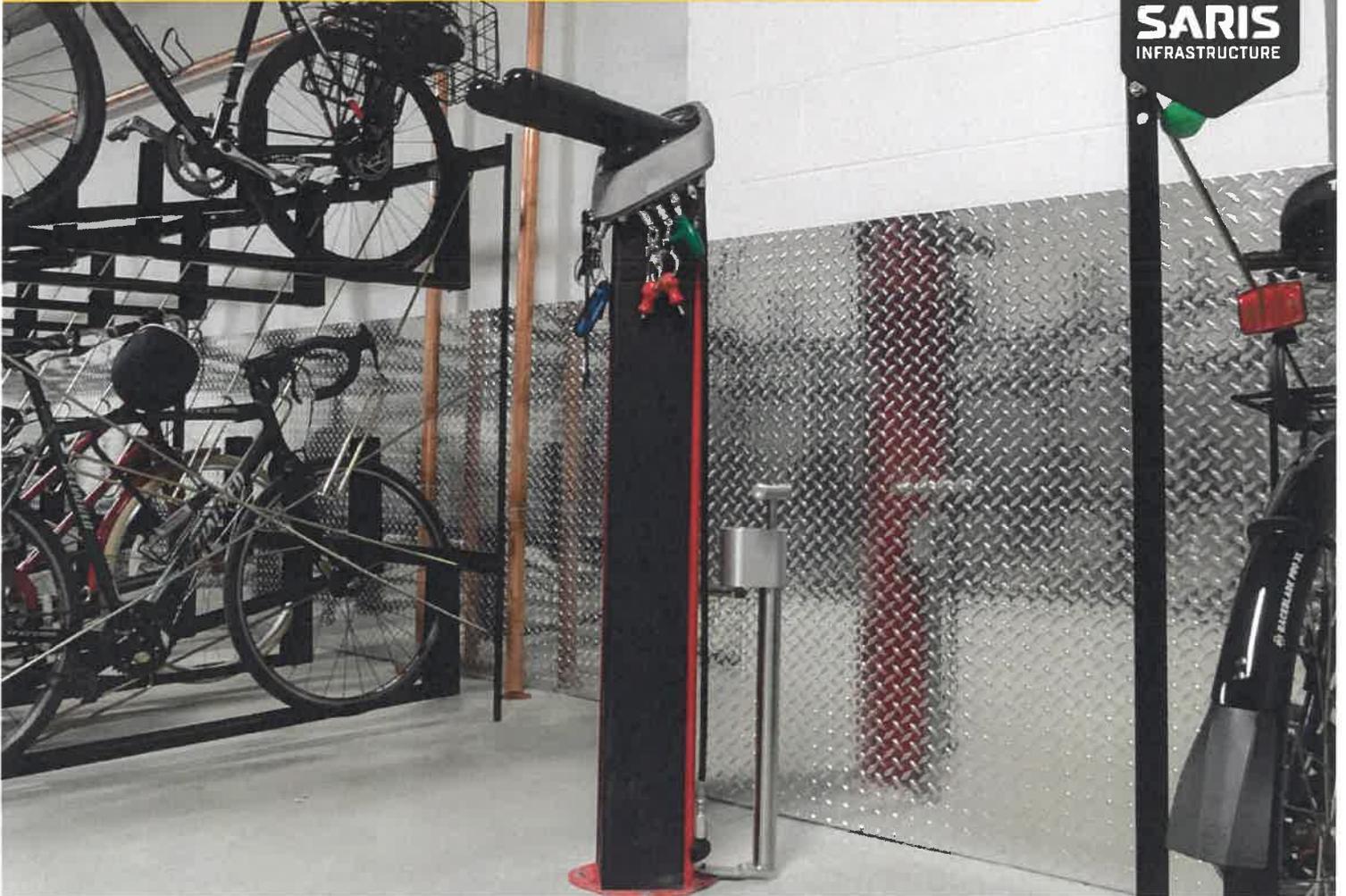
LEAD TIMES: Saris provides estimated lead times when the quote is provided to the customer. Though Saris strives to ship by or before the estimated ship date, we cannot guarantee shipment by that date. The estimated ship date on the order is an estimate only.

ORDERS: Unless otherwise agreed, all orders will be shipped no later than three (3) months (90 days) from the date that Saris accepts the purchase order. For orders that ship after 90days after the order is placed:

- **Partial payment clause:** Orders to be shipped after 90 days of order placement require partial payment of a minimum of 25% or the total order.
- **Escalation Clause on items:** Saris Infrastructure Pricing tables undergo biannual changes, and orders scheduled for shipment after 90 days are not locked at a fixed price. Pricing is subject to change with a maximum annual escalation of 10% for the first year out and 15% for the second year out, based on market conditions, and it applies to orders already placed.
- **Freight Clause:** Saris Infrastructure will provide a new freight rate before shipment due to the unpredictable nature of shipment charges and surcharges. Shipping rates fluctuate daily, influenced by factors such as fuel surcharges, specific delivery services (such as unloading at construction sites, residential delivery fees, appointment requirements, lift gate usage, etc.), peak seasons, and commodity density. While efforts are made to align quotes with market realities, rates are estimates and may be adjusted. Any additional delivery services required at the point of delivery are the recipient's financial responsibility.
- **Storage fee clause:** Customers need to specify a clear shipment timeframe (specific month and year). Orders that are not shipped in the month specified by the customer will be subject to storage fees, excluding changes notified at least 30 days in advance.

DAMAGES IN SHIPMENT: All claims on damages in transit are the responsibility of the Customer and should be filed directly against the carrier. Seller's responsibility ceases on all shipments when a signed bill of lading has been obtained from the carrier.

DELUXE PUBLIC WORK STAND



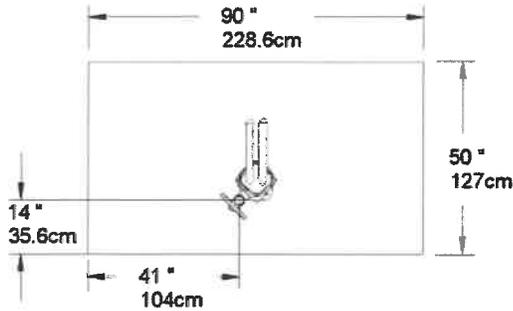
The Deluxe Public Work Stand includes all the tools necessary to perform basic bike repairs and maintenance at the park, on the trail, or in an apartment complex. Nine tools are securely attached via retractable cables to prevent tangling and provide cyclists with an easy, accessible means to keep their bikes rolling.

Product Specifications

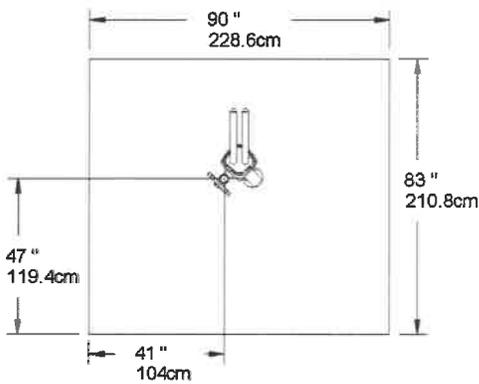
- Tools securely attach by retractable braided stainless steel cables
- Large surface area for custom branding/signage
- Designed to directly interface with Saris Infrastructure's High Security Pump and Wheel Chock attachments (sold separately)
- Long hose provides wide range of motion without touching the ground
- Impact- and UV-resistant front plate won't show wear and tear from pedal strikes
- ADA compliant design

Deluxe Public Work Stand

Recommended Setbacks



Recommended setbacks with integrated wheel chock



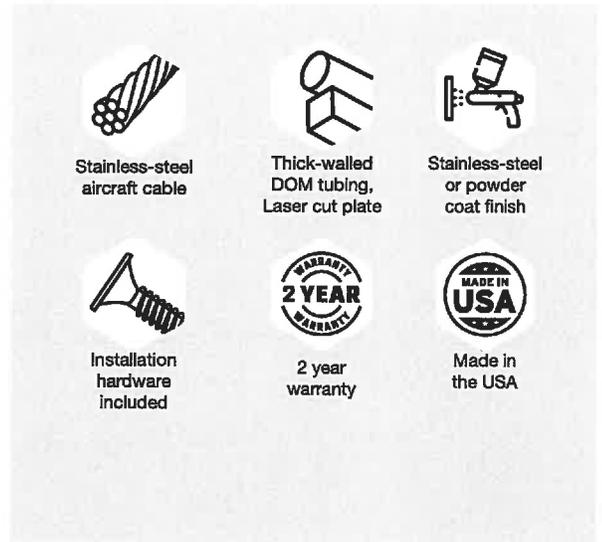
Included Tools

- Philips & standard screwdrivers
- Steel core tire levers (2)
- Headset/pedal wrench
- 8/10mm cone wrench
- 9/11mm cone wrench
- Torx T-25
- Hex key set

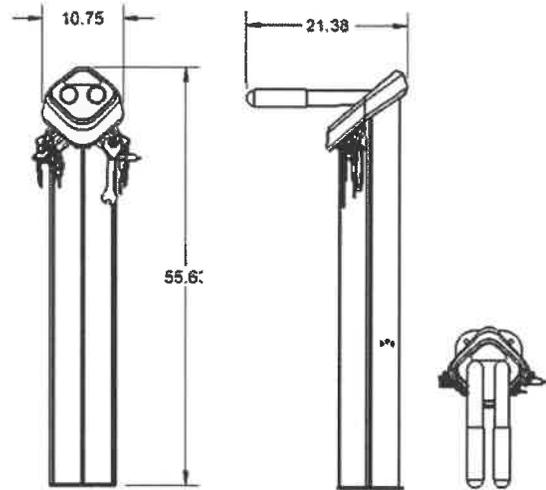


Dimensions

Model #	Finish with additional color options	Type of Mount	Weight	Length	Width	Height
26347BLK	Black Powder Coat	Flange	84 lbs.	10"	10"	55"
26347RED	Red Powder Coat	Flange	84 lbs.	10"	10"	55"
26347S	Stainless Steel	Flange	84 lbs.	10"	10"	55"
26347ORG	Orange Powder Coat	Flange	84 lbs.	10"	10"	55"
26347BLU	Blue Powder Coat	Flange	84 lbs.	10"	10"	55"
26347DGRN	Green Powder Coat	Flange	84 lbs.	10"	10"	55"
26347YLW	Yellow Powder Coat	Flange	84 lbs.	10"	10"	55"



DPWS Line Drawing Deminsions



Design files and additional product resources available online at sarisinfrastucture.com

OUTDOOR PUMP WITH GAUGE



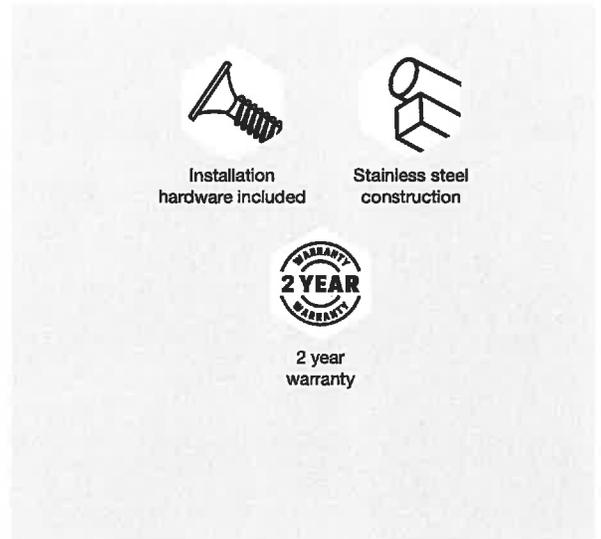
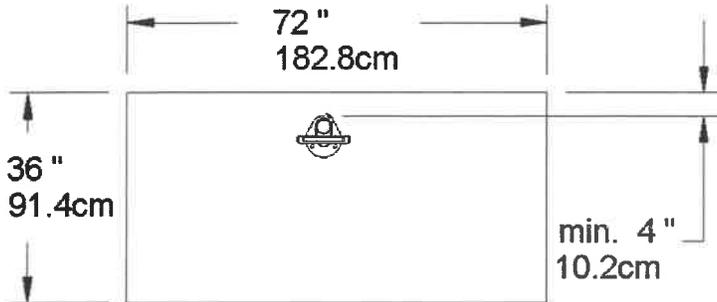
This pump is a great addition to bike rooms, parks, trails, or other public heavy-use settings. Designed to withstand extreme weather conditions, it ensures durability so that all the components are ready for action when needed by the users. Options to mount directly to the surface on its own or integrated into our Deluxe Public work stand.

Product Specifications

- Outdoor-rated stainless steel construction, completely sealed
- Proprietary long-life piston seal and solid pump rod
- Steel-braided air hose core prevents cutting
- Includes all-metal High Performance Pump Head with Presta and Schrader Valves
- Includes hanging clip for hose
- Features integrated pressure gauge

Outdoor Pump with Gauge

Recommended Setbacks for floor mouted option

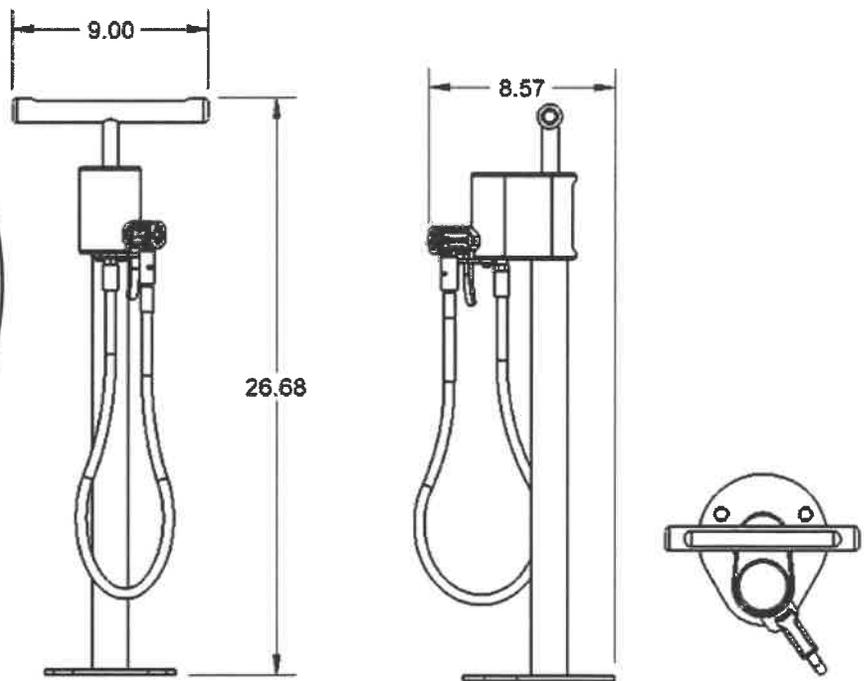


The minimum space requirements for High Security Bike Pumps are meant to allow a cyclist and their bike access to the pump.

Outdoor Pump Line Drawing Dimensions



Proprietary High performance pump head



Dimensions

Model #	Type of Mount	Weight	Length	Width	Height
26246	Floor	20 lbs.	8"	8"	30"
26242	Repair Stand	20 lbs.	8"	8"	30"

Design files and additional product resources available online at sarisinfrastructure.com



AGENDA ITEM SUMMARY

AGENDA ITEM: **10-B**

TITLE	Change Regular Board Meeting Date from May 12, 2025 to May 5, 2025
MEETING DATE	April 14, 2025
SUBMITTED BY	David J. Avila, Township Supervisor

SUMMARY	
Dear Board,	
Please approve the change of the Regular Board Meeting date from May 12, 2025, to May 5, 2025.	
ATTACHMENTS	

ACTION PROPOSED					
<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	DISCUSSION	<input checked="" type="checkbox"/>	REVIEW & APPROVAL
<input type="checkbox"/>	OTHER				



AGENDA ITEM SUMMARY

AGENDA ITEM: **3**

TITLE	COW: Budget Development Worksheet
MEETING DATE	April 14, 2025
SUBMITTED BY	Brian Eagan, CPA Senior Vice President, Selden Fox, Ltd.

SUMMARY

ATTACHMENTS

- Budget Development Worksheet (forthcoming)
- Assessor's Tentative Budget (forthcoming)

ACTION PROPOSED

	INFORMATION	<input checked="" type="checkbox"/>	DISCUSSION		REVIEW & APPROVAL
	OTHER				