



Berwyn Township Regular Meeting – April 16, 2024

1. Call to Order: Supervisor Avila called the Regular Meeting to order at 6:10 p.m. The following Trustees were present on the call of the roll: Ambriz and Espinoza. Attorney Zdarsky, Accountant Eagan, and Office Manager Rodriguez were also in attendance. Avila made the motion, seconded by Ambriz, to excuse Trustees Miranda and Zapata. 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 for Open Forum.

4. Approval of Minutes:

Regular Meeting Minutes – March 11, 2024: Supervisor Avila made the motion, seconded by Trustee Ambriz, to approve the Regular Meeting of March 11, 2024 as submitted. The motion passed with Avila and Ambriz voting AYE and Espinoza abstaining due to his absence from that meeting.

Budget Meeting Minutes – March 11, 2024: Supervisor Avila made the motion, seconded by Trustee Zapata, to approve the Minutes of the March 11, 2024 Budget Workshop Meeting as submitted. The motion passed with Avila and Ambriz voting AYE and Espinoza abstaining due to his absence from that meeting.

5. Bills Payable and Payrolls:

5A: Assessor's Office Bills Payable and Payroll: Supervisor Avila made the motion, seconded by Trustee Ambriz to authorize payment of the Assessor's bills and payroll as submitted for \$792.56. The motion passed by a unanimous roll call vote.

Clerk's Note: Supervisor Avila made the motion, seconded by Trustee Ambriz, to bring forward Item #9, Assessor's Proposed Budget. The motion passed by a unanimous voice vote.

9. Old Business / 2024-2025 Assessor's Office Proposed Budget: Assessor Pareda was recognized. She advised that the township would be open for appeals soon. She anticipates increased calls and increased numbers of people seeking to file appeals due to anticipated increases in County assessments. Trustee Espinoza asked about the increased budget for staff. Ms. Pareda will be hiring part-time help to assist residents filing appeals. Ms. Pareda explained her current need to have a separate web-hosting site from that of the Township. Supervisor Avila made the motion, seconded by Trustee Ambriz, to approve the proposed Assessor's Budget for fiscal year 2024-2025 as submitted. The motion passed with Avila, Ambriz, and Espinoza voting AYE.

5B: General Town Fund Bills Payable and Payroll: Supervisor Avila made the motion, seconded by Trustee Ambriz, to approve the General Town Fund bills payable and payroll as submitted for \$48,511.23. The motion passed with a unanimous roll call vote.

5C: GA Fund Bills Payable and Payroll: Supervisor Avila made the motion, seconded by Trustee Ambriz to approve the GA disbursements for \$29,555.71 as submitted. The motion passed unanimously on the call of the roll.

6. Statement of Receipts and Disbursements: Mr. Egan was recognized and commented on his report. He stated that the township had approximately \$1,000,000 in reserves and that he anticipated a surplus now that the 2023-2024 fiscal year has concluded. Supervisor Avila accepted the report as submitted by Order of the Chair.

7. 708 Board Report / Update: There were no reports for this meeting.

8. Correspondence:

1. Clerk Paul reported that she had received an email from Jeanette Hess, Collections Management Librarian – Berwyn Public Library, stating that she had sent Supervisor Avila several emails inviting the Township to participate in upcoming events. She has not received any response from Supervisor Avila or any staff member. Avila stated that he would check his emails for those messages.

2. Clerk Paul stated that she is being copied on several emails sent from Ms. Angelene Cotton of Selden Fox to Supervisor Avila asking him to respond to her emails regarding the approval of for payroll on 2/29, 3/15, and 4/16. Supervisor Avila stated that he would check his emails and respond to those messages promptly.

10. New Business:

10A: Review and Approve Yoga in the Park Program: Supervisor Avila presented the program details. Ms. Liz Simbi will be the instructor and run the outdoor program on Saturdays at 10:00 a.m. through June and July. The Berwyn Public Health District will co-sponsor the program and share the costs to include the purchase of Yoga mats and other miscellaneous items for \$600 and a stipend of \$150 per class to the instructor. Avila made the motion, seconded by Ambriz, to authorize the use of Lesak Park for the program and contribute \$1,000 to the costs incurred to run the program. The motion passed with a unanimous roll call vote.

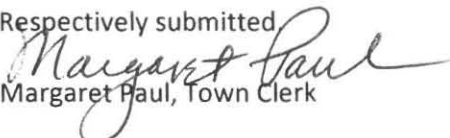
10B: Senior Resource Help Desk: Supervisor Avila did not provide any written information about the proposed program. The summary page provided stated that the Township would staff a table at City of Berwyn Senior Lunches to distribute resource pamphlets and answer questions. Supervisor Avila made the motion, seconded by Trustee Ambriz, to refer this item to the Budget Committee for further discussion. The motion passed by a unanimous voice vote.

10C: Review and Approve Ebenezer Youth Family Development Initiative: Trustee Espinoza led a discussion of issues raised by this program proposal asking for \$50,000 to be split between Berwyn Public Health District and Berwyn Township. Espinoza asked why the township would be paying for personnel costs of \$27,975.20, \$5,000 for unidentified "indirect costs", and \$10,000 for "rent" to Ebenezer Church, and only \$7,000 for materials and supplies. Discussion ensued. Supervisor Avila made the motion, seconded by Trustee Ambriz, to defer the item to the May meeting. The motion passed by a unanimous voice vote.

10D: Approve Tentative 2024-2025 Annual Budget and Appropriation Ordinance: Supervisor Avila recognized Brian Egan. Mr. Egan gave an oral report on budget lines that had been completed. He reviewed previously discussed budget sheets noting increases and decreases recommended by the Trustees during prior Budget Workshop meetings. Mr. Zdarsky then recommended that the board vote to authorize the drafting of a tentative Ordinance based upon the oral presentation. Supervisor Avila then made the motion, seconded by Trustee Ambriz, to approve a tentative Budget and Appropriation Ordinance and direct the Town Attorney and Town Accountant to draft the Ordinance, call for a Public Hearing on the draft Ordinance on June 10, 2025 at 5:45 p.m. and direct the Clerk to post the Notice of Public Hearing and Availability of the Tentative Ordinance in the local paper. The motion passed by a unanimous voice vote.

Adjournment: There being no further business before the Board, Supervisor Avila made the motion, seconded by Trustee Zapata to adjourn the meeting. The motion passed by a unanimous voice vote. The meeting adjourned at 6:40 p.m.

Respectively submitted


Margaret Paul, Town Clerk