



TOWNSHIP BOARD OF TRUSTEES  
MEETING PACKET

October 16, 2025

# NOTICE OF PUBLIC MEETING – PLEASE READ

Anyone wishing to submit comments for the Open Forum at this meeting must do so by 3:00 PM on the day of the meeting. Comments should be directed to Township Clerk Leticia Garcia at 6700 West 26th Street, Berwyn, IL 60402, by email at LGarcia@ci.berwyn.il.us, or by phone at 708-749-6451. Please indicate that you would like your comments included in the official Board Meeting Record.

 <b>TOWNSHIP OF BERWYN</b> BOARD OF TRUSTEES MEETING AGENDA	<input checked="" type="checkbox"/> REGULAR MEETING <input type="checkbox"/> SPECIAL MEETING <input type="checkbox"/> COW <input type="checkbox"/> PUBLIC HEARING	DATE	Thursday, October 16, 2025
		TIME	6:00 PM
		LOCATION	6600 W. 26 <sup>th</sup> St., 1 <sup>st</sup> FL Conf. Rm.

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. OPEN FORUM
4. APPROVAL OF MINUTES
  - A. Regular Meeting on September 8, 2025
  - B. Special Meeting on September 24, 2025
5. APPROVAL OF TOWN & GA FUNDS PAYABLES & PAYROLL – September 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
  - A. Review & Approve Annual Treasurer’s Report – Doederlein
8. CORRESPONDENCE
9. OLD BUSINESS
  - A. Review & Approve Tuition Reimbursement Program – Avila
10. NEW BUSINESS
  - A. Review & Approve Annual Tax Levy – Eagan
  - B. Review & Approve Renewal of MGA Risk Insurance for 2026
  - C. Review & Approve 2026 Schedule of Regular Meetings & Closure Dates – Garcia
  - D. Review & Approve Immigration “ICE-Free Zone” Resolution – Avila
11. ADJOURNMENT



## AGENDA ITEM SUMMARY

AGENDA ITEM: **4**

<b>TITLE</b>	Approval of Minutes
<b>MEETING DATE</b>	October 16, 2025
<b>SUBMITTED BY</b>	Leticia Garcia, Township Clerk

### SUMMARY

### ATTACHMENTS

- 4-A. Regular Meeting on September 8, 2025
- 4-B. Special Meeting on September 24, 2025

### ACTION PROPOSED

INFORMATIONAL ONLY

DISCUSS

REVIEW

APPROVAL



## Berwyn Township Regular Meeting – September 8, 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: Espinoza, Miranda, Margarites, and Ortiz. Township Clerk Garcia, Board Accountant Eagan, Board Lawyer Zdarksy, and Deputy Clerk Medina were also present.

**2. Pledge:** Attendees rose to recite the Pledge of Allegiance.

**3. Open Forum:** Clerk Garcia congratulated the Berwyn Township on a successful event with the Hispanic Heritage Celebration on September 6.

### **4. Approval of Minutes:**

**4-A. Regular Meeting Minutes:** Avila made the motion, seconded by Ortiz, to approve the Regular Meeting Minutes of August 11, 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 Office Payable and Payroll for \$222.69 through September 8, 2025, as submitted. The motion passed by a unanimous roll call vote.

**5-B: Township Fund Bills Payables:** Espinoza made in inquiry regarding payment. Mr. Eagan clarified the inquiry. Discussion ensued. Avila made the motion, seconded by Miranda, to approve the General Town Fund bills payable and payroll through September 8, 2025, for \$49,396.84, 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 September 8, 2025, for \$44,390.18, as submitted. The motion passed with Avila, Miranda, Margarites, and Ortiz voting AYE. Espinoza voted NAY.

**6. Statement of Receipts and Disbursements:** Mr. Eagan commented on status of property taxes and expected revenue. Avila made the motion, seconded by Ortiz, to accept and file the item, as informational. The motion passed by a unanimous voice vote.

**7. 708 Board Report / Update:** An item was submitted as Germane, notifying the Board of an upcoming meeting on September 15, 2025. By Order of the Chair, without objection, the item was accepted and filed, as informational.

**8. Correspondence:** Clerk Garcia submitted correspondence from Cathy Fallon, Executive Director of Berwyn Park District, following up regarding funding for a bus from the Berwyn Township. Avila confirmed he will email Ms. Fallon. Avila made the motion, seconded by Ortiz, to accept and file the item, as informational. The motion passed by a unanimous voice vote.

**9. Old Business:** Nothing submitted.

### **10. New Business:**

**10-A: Review and Approve the Annual Treasurer's Report – Avila:** Mr. Eagan commented on the outline of the report. Avila made the motion, seconded by Miranda, to approve the Annual Treasurer's Report, as submitted. The motion passed by a unanimous voice vote.

Regular Meeting Minutes of September 8, 2025, continued

**Adjournment:** There being no further business before the Board, Avila made the motion, seconded by Margarites, to adjourn the meeting. The motion passed by a unanimous voice vote. The meeting adjourned at 6:12 p.m.

Respectively submitted,

*Leticia Garcia*

Leticia Garcia, Town Clerk



4-B

## **Berwyn Township Special Meeting – September 24, 2025**

- 1. Call to Order:** Supervisor Avila called the meeting to order at 6:00 p.m. Present were Trustees Espinoza, and Margarites. Avila made a motion, seconded by Espinoza, to excuse Miranda and Ortiz from the meeting. The motion carried unanimously by a voice vote.
- 2. Pledge of Allegiance:** All attendees stood and recited the Pledge of Allegiance.
- 3. Open Forum:** No Comments.
- 4. Approval:** Supervisor Avila made the motion, seconded by Espinoza to approve the Final audit Financial Report for the Fiscal Year 2024-2025 and authorize the appropriate parties to file with the state. Motion carried unanimously by a voice vote.
- 5. Adjournment:** With no further business, Avila made a motion to adjourn, seconded by Margarites. Motion carried unanimously by voice vote. The meeting adjourned at 6:17 p.m.

Respectively submitted,

*Leticia Garcia*

Leticia Garcia, Town Clerk



# AGENDA ITEM SUMMARY

AGENDA ITEM: **5**

<b>TITLE</b>	Bills Payable and Payroll
<b>MEETING DATE</b>	October 16, 2025
<b>SUBMITTED BY</b>	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

INFORMATIONAL ONLY

DISCUSS

REVIEW

APPROVAL

5-A

**Berwyn Township - General Town Fund (Assessor)**  
**Disbursements for Approval**  
**October 16, 2025**

<u>Item</u>	<u>Ref #</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Account</u>	<u>Amount</u>
<b>INTERIM DISBURSEMENTS</b>						
			NONE			
<b>Total Interim Disbursements</b>						<u>\$ -</u>
<b>INTERCOMPANY</b>						
1	40120	10/16/25	Berwyn Public Health	Conference fee for Assessor	5210.000	\$ 120.00
<b>Total Intercompany</b>						<u>\$ 120.00</u>
<b>DISBURSEMENTS TO VENDORS</b>						
1a	40125	10/16/25	Jacqueline Pereda	2025-09 Nationbuilder; billing period 9/7-10/6/25	5230.00	\$ 104.00
1b				2025-09 Google; 9/1/25-9/30/25	5220.00	16.80
1c				2025-09 Microsoft online services 8/298/1/25	5240.00	9.13
1d				reimbursement- Legal Symposium	5210.00	<u>265.00</u>
<b>Total Disbursements to Vendors</b>						<u>\$ 394.93</u>
<b>Total Disbursements for Approval</b>						<u>\$ 514.93</u>

5-B

**Berwyn Township - General Town Fund  
Disbursements for Approval  
October 16, 2025**

Item	Ref #	Date	Payee	Description	Account	Amount
<b>INTERIM DISBURSEMENTS</b>						
			NONE			
					<b>Total Interim Disbursements</b>	<b>\$ -</b>
<b>INTERCOMPANY</b>						
1a	40120	10/16/25	Berwyn Public Health	2025-10 Rent	5165.00	\$ 3,503.50
1b				Various office supplies	5615.00	521.04
1c				Event supplies: \microphone, screen projector	5440.00	206.86
1d				Conference fees for 4 trustees & Supervisor	5155.00	721.75
1e				Community resource fair yard signs	5440.02	154.50
					<b>Total Intercompany</b>	<b>\$ 5,107.65</b>
<b>DISBURSEMENTS TO VENDORS</b>						
1	40119	10/16/25	AR Electric	Sunday market equipment rental and support	5440.00	\$ 300.00
2	40118	10/16/25	BCBS - Profile 43806	2025-10 insurance premiums	5880.00	3,289.02
3	40127	10/16/25	Dearborn Life Insurance Company	2025-10 insurance premiums	5880.00	66.24
4	40115	10/16/25	Destiny Garibay	9.6.25 event support	5440.08	34.00
5	40116	10/16/25	Evans, Marshall & Pease, P.C.	FYE 2025 audit	5115.00	9,250.00
6	40130	10/16/25	Jeremy Castro	9.6.25 event support	5440.08	102.50
7	40123	10/16/25	Johnny's Landscaping Services	2025-09 grass cutting	5520.00	190.00
8	40126	10/16/25	Lawrence Zdarsky	2025-10 Legal Services	5143.00	887.00
9	40129	10/16/25	Matthew Medina	H/T District meetings on 7/31, 8/11 & 9/8	5899.00	126.00
10	40128	10/16/25	MGA Insurers, Inc	12/1/25-12/1/26 Prop,Gen Liab,E&O, WC Insur	5135.00	6,456.00
11	40121	10/16/25	Rydin Decal	2026-2028 temp hcht	5625.00	965.22
12a	40124	10/16/25	Selden Fox, Ltd.	2025-10 Accounting Services	5105.00	1,076.00
12b				2025-10 Software	5106.00	100.00
13	40122	10/16/25	Township Officials of Cook County	Annual Dues 05/01/25 - 04/30/26	5120.00	1,000.00
14	40117	10/16/25	Vision Service Plan	2025-10 insurance premiums	5880.00	182.22
					<b>Total Disbursements to Vendors</b>	<b>\$ 24,024.20</b>
<b>PAYROLL CHECKS &amp; WITHHOLDINGS SUMMARY</b>						
1	Board checks	09/08/25	Board checks	Gross board payroll - September	various	\$ 9,087.50
2	EFT	09/15/25	Gross Payroll	Gross payroll - 9/1/25 -9/15/25	various	6,665.61
3	EFT	09/15/25	Payroll withholdings	Payroll taxes - 9/1/25 - 9/15/25	various	1,166.85
4	EFT	09/15/25	Employer IMRF Obligation	IMRF match - 9/1/25 - 9/15/25	5835.00	1,787.96
5	EFT	09/30/25	Gross Payroll	Gross payroll -9/16/25 -9/30/25	various	6,665.61
6	EFT	09/30/25	Payroll withholdings	Payroll taxes - 9/16/25 - 9/30/25	various	548.19
7	EFT	09/30/25	Employer IMRF Obligation	IMRF match - 9/16/25 - 9/30/25	5835.00	784.71
					<b>Total Payroll &amp; Withholding Disbursements</b>	<b>\$ 26,706.43</b>
					<b>Total Disbursements for Approval</b>	<b>\$ 55,838.28</b>
					<b>Reconciled Cash Balance at 9/30/25-Byline Bank checking</b>	<b>\$ 88,625.62</b>
					<b>Reconciled Cash Balance at 9/30/25-Republic Bank checking</b>	<b>251,012.35</b>
					<b>Reconciled Cash Balance at 9/30/25-Republic Bank sweep</b>	<b>308,622.34</b>
					<b>Total</b>	<b>\$ 648,260.31</b>

5-C

**Berwyn Township - General Assistance Fund  
Disbursements for Approval  
October 16, 2025**

Item	Ref #	Date	Payee	Description	Account	Amount
<b>INTERIM DISBURSEMENTS</b>						
			NONE			
				<b>Total Interim Disbursements</b>		<b>\$ -</b>
<b>INTERCOMPANY</b>						
1a	40629	10/16/25	Berwyn Public Health District	2025-10 Rent	5165.00	\$ 2,866.50
1b				GA ER ID bracelets, dry erase board, magnets	5440.00	29.51
2	40596	10/16/25	Berwyn Township	Payroll Reimbursement	5803.00	4,145.91
				<b>Total Intercompany</b>		<b>\$ 7,041.92</b>
<b>DISBURSEMENTS TO FLAT GRANT RECIPIENTS</b>						
1	40585	10/16/25		2025-09 Flat grant	5350.00	\$ 439.00
2	40586	10/16/25		2025-09 Flat grant	5350.00	439.00
3	40587	10/16/25		2025-09 Flat grant	5350.00	439.00
4	40588	10/16/25		2025-09 Flat grant	5350.00	439.00
5	40589	10/16/25		2025-09 Flat grant	5350.00	439.00
6	40590	10/16/25		2025-09 Flat grant	5350.00	439.00
7	40591	10/16/25		2025-09 Flat grant	5350.00	439.00
8	40592	10/16/25		2025-09 Flat grant	5350.00	439.00
9	40593	10/16/25		2025-09 Flat grant	5350.00	439.00
10	40594	10/16/25		2025-09 Flat grant	5350.00	439.00
11	40595	10/16/25		2025-09 Flat grant	5350.00	439.00
12	40597	10/16/25		2025-09 Flat grant	5350.00	439.00
13	40598	10/16/25		2025-09 Flat grant	5350.00	439.00
14	40601	10/16/25		2025-09 Flat grant	5350.00	439.00
15	40602	10/16/25		2025-09 Flat grant	5350.00	439.00
16	40603	10/16/25		2025-09 Flat grant	5350.00	439.00
17	40604	10/16/25		2025-09 Flat grant	5350.00	439.00
18	40605	10/16/25		2025-09 Flat grant	5350.00	439.00
19	40606	10/16/25		2025-09 Flat grant	5350.00	439.00
20	40607	10/16/25		2025-09 Flat grant	5350.00	439.00
21	40608	10/16/25		2025-09 Flat grant	5350.00	439.00
22	40609	10/16/25		2025-09 Flat grant	5350.00	439.00
23	40610	10/16/25		2025-09 Flat grant	5350.00	439.00
24	40611	10/16/25		2025-09 Flat grant	5350.00	439.00
25	40612	10/16/25		2025-09 Flat grant	5350.00	439.00
26	40613	10/16/25		2025-09 Flat grant	5350.00	439.00
27	40614	10/16/25		2025-09 Flat grant	5350.00	439.00
28	40615	10/16/25		2025-09 Flat grant	5350.00	439.00
29	40616	10/16/25		2025-09 Flat grant	5350.00	439.00
30	40617	10/16/25		2025-09 Flat grant	5350.00	439.00
31	40618	10/16/25		2025-09 Flat grant	5350.00	439.00
32	40619	10/16/25		2025-09 Flat grant	5350.00	439.00
33	40620	10/16/25		2025-09 Flat grant	5350.00	439.00
34	40621	10/16/25		2025-09 Flat grant	5350.00	439.00
35	40622	10/16/25		2025-09 Flat grant	5350.00	439.00
36	40623	10/16/25		2025-09 Flat grant	5350.00	439.00
37	40624	10/16/25		2025-09 Flat grant	5350.00	439.00
38	40626	10/16/25		2025-09 Flat grant	5350.00	439.00
39	40627	10/16/25		2025-09 Flat grant	5350.00	439.00
40	40628	10/16/25		2025-09 Flat grant	5350.00	439.00
41	40631	10/16/25		2025-09 Flat grant	5350.00	439.00
42	40632	10/16/25		2025-09 Flat grant	5350.00	439.00
43	40633	10/16/25		2025-09 Flat grant	5350.00	439.00
44	40634	10/16/25		2025-09 Flat grant	5350.00	439.00
45	40635	10/16/25		2025-09 Flat grant	5350.00	439.00
46	40636	10/16/25		2025-09 Flat grant	5350.00	439.00
47	40637	10/16/25		2025-09 Flat grant	5350.00	439.00
48	40638	10/16/25		2025-09 Flat grant	5350.00	439.00
49	40639	10/16/25		2025-09 Flat grant	5350.00	439.00
50	40640	10/16/25		2025-09 Flat grant	5350.00	439.00
51	40641	10/16/25		2025-09 Flat grant	5350.00	439.00
52	40642	10/16/25		2025-09 Flat grant	5350.00	439.00
53	40643	10/16/25		2025-09 Flat grant	5350.00	439.00
54	40644	10/16/25		2025-09 Flat grant	5350.00	439.00
55	40645	10/16/25		2025-09 Flat grant	5350.00	439.00
56	40646	10/16/25		2025-09 Flat grant	5350.00	439.00
57	40648	10/16/25		2025-09 Flat grant	5350.00	439.00
58	40649	10/16/25		2025-09 Flat grant	5350.00	439.00
59	40650	10/16/25		2025-09 Flat grant	5350.00	439.00
60	40651	10/16/25		2025-09 Flat grant	5350.00	439.00
61	40652	10/16/25		2025-09 Flat grant	5350.00	439.00
62	40653	10/16/25		2025-09 Flat grant	5350.00	439.00
63	40654	10/16/25		2025-09 Flat grant	5350.00	439.00

Berwyn Township - General Assistance Fund  
 Disbursements for Approval  
 October 16, 2025

Item	Ref #	Date	Payee	Description	Account	Amount
64	40655	10/16/25		2025-09 Flat grant	5350.00	439.00
65	40656	10/16/25		2025-09 Flat grant	5350.00	439.00
66	40657	10/16/25		2025-09 Flat grant	5350.00	439.00
67	40658	10/16/25		2025-09 Flat grant	5350.00	439.00
68	40659	10/16/25		2025-09 Flat grant	5350.00	439.00
69	40661	10/16/25		2025-09 Flat grant	5350.00	439.00
70	40662	10/16/25		2025-09 Flat grant	5350.00	439.00
71	40663	10/16/25		2025-09 Flat grant	5350.00	439.00
72	40664	10/16/25		2025-09 Flat grant	5350.00	439.00
73	40665	10/16/25		2025-09 Flat grant	5350.00	439.00
74	40666	10/16/25		2025-09 Flat grant	5350.00	439.00
75	40667	10/16/25		2025-09 Flat grant	5350.00	439.00
76	40668	10/16/25		2025-09 Flat grant	5350.00	439.00
77	40669	10/16/25		2025-09 Flat grant	5350.00	439.00
<b>Total Disbursements to Flat Grant Recipients</b>						<b>\$ 33,803.00</b>
<b>DISBURSEMENTS TO VENDORS</b>						
1	40647	10/16/25	Blue Cross Blue Shield	2025-10 insurance premiums	5880.00	\$ 840.64
2	40660	10/16/25	Dearborn Life Insurance Company	2025-10 insurance premiums	5880.00	8.28
3	40625	10/16/25	Lawrence Zdarsky	2025-10 Legal services	5143.00	354.00
4	40599	10/16/25	MGA Insurers Inc	12/1/25-12/1/26 Prop,Gen Liab, E&O	5135.00	3,790.00
5a	40630	10/16/25	Selden Fox, Ltd.	2025-10 Accounting Services	5105.00	999.00
5b				2025-10 Software	5615.00	100.00
6	40600	10/16/25	Vision Service Plan	2025-10 insurance premiums	5880.00	16.02
<b>Total Disbursements to Vendors</b>						<b>\$ 6,107.94</b>
<b>PAYROLL CHECKS &amp; WITHHOLDINGS SUMMARY</b>						
1	EFT	09/15/25	Gross Payroll	Gross payroll - 9/1/25 -9/15/25	5803.00	\$ 1,704.30
2	EFT	09/15/25	Payroll withholdings	Payroll taxes - 9/1/25 - 9/15/25	various	130.38
3	EFT	09/15/25	Employer IMRF Obligation	IMRF match - 9/1/25 - 9/15/25	5835.00	262.80
4	EFT	09/30/25	Gross Payroll	Gross payroll -9/16/25 -9/30/25	5803.00	1,704.30
5	EFT	09/30/25	Payroll withholdings	Payroll taxes - 9/16/25 - 9/30/25	various	130.39
6	EFT	09/30/25	Employer IMRF Obligation	IMRF match - 9/16/25 - 9/30/25	5835.00	262.80
<b>Total Payroll &amp; Withholding Disbursements</b>						<b>\$ 4,194.97</b>
<b>Total Disbursements for Approval</b>						<b>\$ 51,147.83</b>
<b>Reconciled Cash Balance at 9/30/25-Byline Bank checking</b>						<b>\$ 145,310.22</b>
<b>Reconciled Cash Balance at 9/30/25-Republic Bank checking</b>						<b>496,927.00</b>
<b>Reconciled Cash Balance at 9/30/25-Republic Bank sweep</b>						<b>444,110.60</b>
<b>Total</b>						<b>\$ 1,086,347.82</b>

**BERWYN TOWNSHIP  
GENERAL ASSISTANCE PROGRAM**

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

<b>CASELOAD</b>	<b>GENERAL ASSISTANCE</b>	<b>EMERGENCY ASSISTANCE</b>
<b>Clients from Previous Month</b>	<b>70</b>	<b>0</b>
(+) New Cases/Reinstated	10	0
(-) Terminated Cases	3	0
<b>Clients End-of-Month Total</b>	<b>77</b>	<b>0</b>

<b>Client Eligibility Status</b>	<b># of Clients</b>
EXEMPT (SSI/SSDI case pending)	19
RESTRICTED (Temporarily disabled)	29
ABLE (Unemployed and seeking work)	29

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

<b>INQUIRIES</b>	<b>GENERAL ASSISTANCE</b>	<b>EMERGENCY ASSISTANCE</b>
<b>Total Assistance Application Requests</b>	<b>10</b>	<b>13</b>
Applications In-Process	0	0
Applications Approved	10	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
<b>Total Applicants Referred Other Agency</b>	<b>0</b>	<b>13</b>

<b>OTHER APPLICATION ASSISTANCE</b>	<b>September</b>	<b>TOTAL 2025 YTD</b>
Access To Care	1	2
Benefit Access Program	0	13
Emergency ID Bracelet	0	50
Medicaid/Medicare	0	5

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 16th day of October 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 16th day of October 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 16th day of October 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 16th day of October 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**

<b>TITLE</b>	Statement of Receipts & Disbursements
<b>MEETING DATE</b>	October 16, 2025
<b>SUBMITTED BY</b>	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, 2025 through September 30, 2025.**

### ACTION PROPOSED

<input checked="" type="checkbox"/> INFORMATIONAL ONLY	<input type="checkbox"/> DISCUSS	<input type="checkbox"/> REVIEW	<input type="checkbox"/> APPROVAL
--------------------------------------------------------	----------------------------------	---------------------------------	-----------------------------------

# Selden Fox

Accounting for your future

619 Enterprise Drive | Oak Brook, Illinois 60523 | [www.seldenfox.com](http://www.seldenfox.com)  
p 630.954.1400 | f 630.954.1327 | [email@seldenfox.com](mailto: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 period April 1, 2025 through September 30, 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.*

October 10, 2025

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

	Apr - Sept 2025	Tentative Budget	Remaining Budget	% of Budget
<b>Income</b>				
4100.00 Property Tax	\$ 23,208.59	\$ 450,000.00	\$ (426,791.41)	5.16%
4200.00 Replacement Tax	19,702.87	65,000.00	(45,297.13)	30.31%
4330.00 Miscellaneous Income	7,443.60	2,000.00	5,443.60	372.18%
4400.00 Interest Income	11,876.70	2,500.00	9,376.70	475.07%
<b>Total Income</b>	<b>62,231.76</b>	<b>519,500.00</b>	<b>(457,268.24)</b>	<b>11.98%</b>
<b>Gross Profit</b>	<b>62,231.76</b>	<b>519,500.00</b>	<b>(457,268.24)</b>	<b>11.98%</b>
<b>Expenses</b>				
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%
<b>Total 5000.00 Capital Outlay</b>	<b>-</b>	<b>16,500.00</b>	<b>(16,500.00)</b>	<b>0.00%</b>
5100.00 Contractual Services			-	
5105.00 Accounting/Bookkeeping	6,975.30	11,844.00	(4,868.70)	58.89%
5106.00 Payroll Processing Fees	100.00	2,520.00	(2,420.00)	3.97%
5115.00 Annual Audit	-	4,250.00	(4,250.00)	0.00%
5120.00 Association Dues	1,279.94	3,000.00	(1,720.06)	42.66%
5135.00 General Liability Insurance	(314.25)	10,000.00	(10,314.25)	-3.14%
5140.00 Legal Expense	-	10,000.00	(10,000.00)	0.00%
5143.00 Town Attorney	5,321.00	10,500.00	(5,179.00)	50.68%
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	1,369.06	5,500.00	(4,130.94)	24.89%
5165.00 Office Rent - Rent & Services	21,021.00	42,042.00	(21,021.00)	50.00%
<b>Total 5100.00 Contractual Services</b>	<b>35,752.05</b>	<b>106,156.00</b>	<b>(70,403.95)</b>	<b>33.68%</b>
5200 Assessor's Office			-	
5210.00 Assessor Educ, Trans, Travel	531.32	3,000.00	(2,468.68)	17.71%
5215.00 Assessor's Office Supplies	476.60	975.00	(498.40)	48.88%
5220.00 Assessor's Office Equipment	1,996.33	3,250.00	(1,253.67)	61.43%
5225.00 Assessor's Printing and Publica	-	2,500.00	(2,500.00)	0.00%
5230.00 Assessor's Web Hosting/ IT	1,174.00	4,900.00	(3,726.00)	23.96%
5240.00 Assessor's Office Budget	156.25	3,000.00	(2,843.75)	5.21%
5877.00 Assessor's Office Staff	57,392.68	97,000.00	(39,607.32)	59.17%
<b>Total 5200 Assessor's Office</b>	<b>61,727.18</b>	<b>114,625.00</b>	<b>(52,897.82)</b>	<b>53.85%</b>

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

	Apr - Sept 2025	Tentative Budget	Remaining Budget	% of Budget
<b>5400.00 Other Expenditures</b>			-	
5410.00 Contingencies	-	2,500.00	(2,500.00)	0.00%
5425.00 Officials' Bonds	3,500.00	4,000.00	(500.00)	87.50%
<b>5440.00 Special Events &amp; Programs</b>	6,851.35	25,000.00	(18,148.65)	27.41%
5440.02 Community Outreach	1,404.50	2,500.00	(1,095.50)	56.18%
5440.03 Dumpster Days	24,390.49	15,000.00	9,390.49	162.60%
5440.04 Senior Breakfast	-	1,500.00	(1,500.00)	0.00%
5440.05 Holiday Fund	-	5,000.00	(5,000.00)	0.00%
5440.06 Community Hero	-	4,000.00	(4,000.00)	0.00%
5440.07 Intergovernmental	-	15,000.00	(15,000.00)	0.00%
5440.08 New Programs and Initiatives	233,117.68	600,000.00	(366,882.32)	38.85%
5440.09 Emergency Preparedness Training	-	1,500.00	(1,500.00)	0.00%
5440.10 Senior Resource & Dance	-	1,500.00	(1,500.00)	0.00%
5440.11 Mentorship program	-	1,500.00	(1,500.00)	0.00%
<b>Total 5440.00 Special Events &amp; Programs</b>	<b>265,764.02</b>	<b>672,500.00</b>	<b>(406,735.98)</b>	<b>39.52%</b>
5442.00 Participatory Budget	37.41	12,000.00	(11,962.59)	0.31%
5444.00 Emergency Preparedness	-	5,000.00	(5,000.00)	0.00%
5450.00 Decorating	-	1,000.00	(1,000.00)	0.00%
5470.00 Record Retention	-	1,000.00	(1,000.00)	0.00%
<b>Total 5400.00 Other Expenditures</b>	<b>269,301.43</b>	<b>698,000.00</b>	<b>(428,698.57)</b>	<b>38.58%</b>
<b>5500.00 Repairs and Maintenance</b>			-	
5520.00 Landscaping	982.50	5,500.00	(4,517.50)	17.86%
5530.00 Town Park - Maint & Operations	-	6,000.00	(6,000.00)	0.00%
5540.00 Snow Removal	437.50	3,000.00	(2,562.50)	14.58%
<b>Total 5500.00 Repairs and Maintenance</b>	<b>1,420.00</b>	<b>14,500.00</b>	<b>(13,080.00)</b>	<b>9.79%</b>
<b>5600.00 Commodities</b>			-	
5615.00 Office Supplies and Expense	3,743.80	7,000.00	(3,256.20)	53.48%
5620.00 Postage	-	2,000.00	(2,000.00)	0.00%
5625.00 Printing and Publication	518.00	2,000.00	(1,482.00)	25.90%
5635.00 Clerk's Budget	-	100.00	(100.00)	0.00%
<b>Total 5600.00 Commodities</b>	<b>4,261.80</b>	<b>11,100.00</b>	<b>(6,838.20)</b>	<b>38.39%</b>
<b>5800.00 Personnel Expenses</b>			-	
5830.00 Taxes - Employer FICA	8,256.94	23,500.00	(15,243.06)	35.14%
5831.00 Taxes - Employer Medicare	1,931.07	6,500.00	(4,568.93)	29.71%
5832.00 Taxes - SUTA	8.00	2,050.00	(2,042.00)	0.39%
5835.00 Retirement Contribution	14,805.33	56,000.00	(41,194.67)	26.44%
5875.00 Township Assessor	15,312.50	33,600.00	(18,287.50)	45.57%

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

	Apr - Sept 2025	Tentative Budget	Remaining Budget	% of Budget
<b>5880.00 Group Health Insurance</b>	20,618.60	55,000.00	(34,381.40)	37.49%
<b>5885.00 Board of Trustees</b>	6,200.00	12,500.00	(6,300.00)	49.60%
<b>5890.00 Township Clerk</b>	8,162.10	20,000.00	(11,837.90)	40.81%
<b>5895.00 Township Supervisor</b>	22,968.75	50,000.00	(27,031.25)	45.94%
<b>5898.00 Clerical</b>	28,133.11	105,000.00	(76,866.89)	26.79%
<b>5899.00 Clerk's Office Staff</b>	158.75	2,000.00	(1,841.25)	7.94%
<b>Total 5800.00 Personnel Expenses</b>	<b>126,555.15</b>	<b>366,150.00</b>	<b>(239,594.85)</b>	<b>34.56%</b>
<b>Total Expenses</b>	<b>499,017.61</b>	<b>1,327,031.00</b>	<b>(828,013.39)</b>	<b>37.60%</b>
<b>Net Operating Income</b>	<b>(436,785.85)</b>	<b>(807,531.00)</b>	<b>370,745.15</b>	<b>54.09%</b>
<b>Net Income</b>	<b>(436,785.85) \$</b>	<b>(807,531.00) \$</b>	<b>370,745.15</b>	<b>54.09%</b>
 <b>Beginning net assets</b>	 <b>1,095,450.49</b>			
 <b>Ending net assets</b>	 <b>\$ 658,664.64</b>			

**Berwyn General Assistance Fund**  
**Statement of Revenues, Expenditures, and**  
**Changes in Net Assets - Modified Cash Basis**  
**April - September 2025**

	Apr - Sept 2025	Tentative Budget	Remaining Budget	% of Budget
<b>Income</b>				
4100.00 Property Tax	\$ 20,267.56	\$ 440,000.00	\$ (419,732.44)	4.61%
4700.00 Investment Income	24,000.16	25,000.00	(999.84)	96.00%
4900.00 Interest Income	11,775.97	5,000.00	6,775.97	235.52%
<b>Total Income</b>	<b>56,043.69</b>	<b>470,000.00</b>	<b>(413,956.31)</b>	<b>11.92%</b>
<b>Gross Profit</b>	<b>56,043.69</b>	<b>470,000.00</b>	<b>(413,956.31)</b>	<b>11.92%</b>
<b>Expenses</b>				
5000.00 Capital Outlay			-	
5015.00 Equipment	-	7,000.00	(7,000.00)	0.00%
5030.00 Computer/GA Tracking Program	-	4,000.00	(4,000.00)	0.00%
<b>Total 5000.00 Capital Outlay</b>	<b>-</b>	<b>11,000.00</b>	<b>(11,000.00)</b>	<b>0.00%</b>
5100.00 Contractual Services			-	
5105.00 Accounting/Bookkeeping	7,057.51	11,000.00	(3,942.49)	64.16%
5115.00 Annual Audit	-	3,500.00	(3,500.00)	0.00%
5120.00 Association Dues	-	800.00	(800.00)	0.00%
5135.00 Gen. Liability Insurance	0.25	6,000.00	(5,999.75)	0.00%
5140.00 Legal Expense	-	3,000.00	(3,000.00)	0.00%
5143.00 Town Attorney	2,123.00	4,200.00	(2,077.00)	50.55%
5145.00 Newsletter/Website	-	7,000.00	(7,000.00)	0.00%
5155.00 GA Education, Transport & Travel	-	2,000.00	(2,000.00)	0.00%
5165.00 Office Rent - Rent & Services	17,199.00	35,000.00	(17,801.00)	49.14%
5180.00 Insurance - Catastrophic	5,644.00	3,000.00	2,644.00	188.13%
<b>Total 5100.00 Contractual Services</b>	<b>32,023.76</b>	<b>75,500.00</b>	<b>(43,476.24)</b>	<b>42.42%</b>
5300.00 Assistance Programs			-	
5340.00 Statutory Burial Expenses	-	20,000.00	(20,000.00)	0.00%
5350.00 Relief - Flat Grant	152,772.00	330,000.00	(177,228.00)	46.29%
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%
<b>Total 5300.00 Assistance Programs</b>	<b>152,772.00</b>	<b>410,000.00</b>	<b>(257,228.00)</b>	<b>37.26%</b>
5400.00 Other Expenditures			-	
5410.00 Contingencies	-	10,000.00	(10,000.00)	0.00%
5435.00 Access to Care	(3.00)	4,000.00	(4,003.00)	-0.08%
5440.00 Special Events & Programs	3,491.72	50,000.00	(46,508.28)	6.98%
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 - September 2025

	Apr - Sept 2025	Tentative 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%
<b>Total 5400.00 Other Expenditures</b>	<b>3,488.72</b>	<b>226,450.00</b>	<b>(222,961.28)</b>	<b>1.54%</b>
5600.00 Commodities			-	
5615.00 Office Supplies and Expense	2,155.33	1,000.00	1,155.33	215.53%
5620.00 Postage	-	500.00	(500.00)	0.00%
5625.00 Printing and Publication	-	2,000.00	(2,000.00)	0.00%
<b>Total 5600.00 Commodities</b>	<b>2,155.33</b>	<b>3,500.00</b>	<b>(1,344.67)</b>	<b>61.58%</b>
5800.00 Personnel Expenses			-	
5803.00 Intake Personnel	17,653.88	90,000.00	(72,346.12)	19.62%
5830.00 Taxes - Employer FICA	1,268.01	4,000.00	(2,731.99)	31.70%
5831.00 Taxes - Employer Medicare	296.55	1,000.00	(703.45)	29.66%
5832.00 Taxes - SUTA	9.94	400.00	(390.06)	2.49%
5835.00 Retirement Contribution	3,240.71	12,000.00	(8,759.29)	27.01%
5880.00 Group Health Insurance	4,891.07	25,000.00	(20,108.93)	19.56%
<b>Total 5800.00 Personnel Expenses</b>	<b>27,360.16</b>	<b>132,400.00</b>	<b>(105,039.84)</b>	<b>20.66%</b>
<b>Total Expenses</b>	<b>217,799.97</b>	<b>858,850.00</b>	<b>(641,050.03)</b>	<b>25.36%</b>
<b>Net Operating Income</b>	<b>(161,756.28)</b>	<b>(388,850.00)</b>	<b>227,093.72</b>	<b>41.60%</b>
<b>Net Income</b>	<b>\$ (161,756.28)</b>	<b>\$ (388,850.00)</b>	<b>\$ 227,093.72</b>	<b>41.60%</b>
<b>Beginning net assets</b>	<b>\$ 2,866,332.11</b>			
<b>Ending net assets</b>	<b>\$ 2,704,575.83</b>			



## AGENDA ITEM SUMMARY

AGENDA ITEM: **10-A**

<b>TITLE</b>	Annual Tax Levy
<b>MEETING DATE</b>	October 16, 2025
<b>SUBMITTED BY</b>	Brian Eagan, CPA   Senior Vice President, Selden Fox, Ltd.

### SUMMARY

### ATTACHMENTS

### ACTION PROPOSED

INFORMATIONAL ONLY

DISCUSS

REVIEW

APPROVAL



# AGENDA ITEM SUMMARY

AGENDA ITEM: **7**

<b>TITLE</b>	708 Community Mental Health Board Update
<b>MEETING DATE</b>	October 16, 2025
<b>SUBMITTED BY</b>	Allen Doederlein, Executive Director, B708CMHB

## SUMMARY

Dear Township Supervisor and Board of Trustees:

The Berwyn Township 708 Community Mental Health Board approved the attached **2025 Treasurer's Report**, which I submit for the **Township's subsequent approval**.

Additionally, I'm pleased to share the following brief update for your next meeting.

- I. The Berwyn Township 708 Community Mental Health Board held its first meeting of the 2026 grant year Monday, September 15, 2025 at 7:00 p.m.
  - a. The Board was pleased to receive an update on the Berwyn Township Public Health District's mental health and wellness program and looks forward to continued partnership on this initiative. Our thanks to Betsy Canedo for being a terrific, responsive liaison.
  - b. Nine agencies attended and shared reports with the Board:
    - i. Children's Center of Cicero and Berwyn
    - ii. CSS
    - iii. Housing Forward - returning agency not funded last year
    - iv. NAMI Metro Suburban
    - v. Pillars
    - vi. Solutions for Care
    - vii. WINGS Domestic Violence Program - newly funded agency
    - viii. WSSRA
    - ix. Youth Crossroads
- II. The 2025 treasurer's report was approved and we've forwarded it to Supervisor Avila for Township review and approval as necessary.
- III. The Board tentatively approved at 4% tax levy pending actual tax figures; the levy will be approved officially at the Board's next meeting.
- IV. We understand Trustee Ortiz has been appointed to the 708 Board but would appreciate confirmation that this is correct; we haven't heard officially.
- V. The 2026-2027 grant applications will be available December 15, 2025 and due January 23, 2026.
- VI. The next and final meeting of calendar year 2025 is Monday, November 17, 2025 at 7:00 p.m.

## ATTACHMENTS

- B708CMHB Annual Treasurer's Report

## ACTION PROPOSED

INFORMATIONAL ONLY

DISCUSS

REVIEW

APPROVAL

**BERWYN TOWNSHIP 708 COMMUNITY MENTAL HEALTH BOARD  
ANNUAL TREASURER'S REPORT  
RECEIPTS AND DISBURSEMENTS  
FISCAL YEAR ENDED JUNE 30, 2025**

**RECEIPTS**

Property Taxes	\$ 712,736.06
Additional Income	<u>1,356.59</u>
<b>Total Receipts</b>	<b><u><u>\$ 714,092.65</u></u></b>

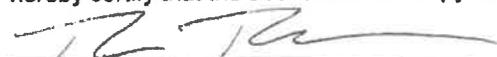
**DISBURSEMENTS**

Youth Crossroads	\$ 114,583.37
Pillars	94,673.37
UCP Seguin of Greater Chicago	82,958.37
Arthur Allen Doederlein	56,083.58
Community Support Services	53,166.63
NAMI Metro Suburban	32,083.37
Oak Leyden Developmental Services	27,500.00
Sarah's Inn	27,500.00
Beds Plus Care	27,500.00
Berwyn Public Health District	22,916.64
Presence Behavioral Health	22,916.63
Family Service & Mental Health Center	19,250.00
Children's Center of Cicero and Berwyn	16,500.00
Way Back Inn	13,750.00
Solutions for Care	13,750.00
Children's Clinic IWS	9,166.63
Easter Seals DuPage & Fox Valley	9,166.63
West Suburban Special Rec. Association	9,166.63
Selden Fox	9,101.67
MGA Insurers, Inc.	7,454.00
Evans, Marshall & Pease, P.C.	2,850.00
All other disbursements each less than \$1,000	2,487.61
ACMHA	<u>1,831.26</u>
<b>Total disbursements</b>	<b><u><u>\$ 676,356.39</u></u></b>

**SUMMARY STATEMENT OF CONDITION**

BEGINNING FUND BALANCE/RETAINED EARNINGS	\$ 321,775.56
REVENUES	714,092.65
LESS DISBURSEMENTS	<u>676,356.39</u>
<b>ENDING FUND BALANCE/RETAINED EARNINGS</b>	<b><u><u>\$ 359,511.82</u></u></b>

I, Thomas Rasmussen, Treasurer, Berwyn Township 708 Community Mental Health Board, Cook County, IL, do hereby certify that the above is a true copy of the Annual Treasurer's Report for fiscal year end June 30, 2025.

  
 \_\_\_\_\_  
 Attested to By

9-15-2025  
 Date



## AGENDA ITEM SUMMARY

AGENDA ITEM: **9-A**

<b>TITLE</b>	Tuition Reimbursement Program
<b>MEETING DATE</b>	October 16, 2025
<b>SUBMITTED BY</b>	David J. Avila, Township Supervisor

### SUMMARY

### ATTACHMENTS

*Tuition Reimbursement Program Overview*

### ACTION PROPOSED

INFORMATIONAL ONLY

DISCUSS

REVIEW

APPROVAL



# TOWNSHIP OF BERWYN PUBLIC HEALTH DISTRICT

*"A Tradition of Service"*



## Employee Tuition Reimbursement PROGRAM OVERVIEW

### **Purpose:**

To support the professional growth and career advancement of Berwyn Public Health District and Township employees through reimbursement of approved educational expenses.

### **Annual Reimbursement Limit:**

Up to **\$3,000** per eligible employee per calendar year.  
*(Non-taxable up to \$5,250 per IRS regulations)*

### **Eligibility Requirements**

To qualify, employees must meet the following criteria:

1. **Employment Status:** Full-time (30+ hours per week)
2. **Tenure:** Employed for at least 6 months
3. **Performance:** In good standing (no active disciplinary action)
4. **Course Criteria:**
  - o Must be from an **accredited institution**
5. **Note:** Employees must remain employed with the Berwyn Public Health District and Township for two (2) years after receiving tuition reimbursement. If they voluntarily resign or are terminated for cause before the two years, they will be required to reimburse the full amount.

### **Covered Expenses**

#### **Eligible for Reimbursement:**

- Tuition
- Required registration fees
- Required textbooks and course materials
- Licensure or Certification Fees
- Registration & Administrative Fees

#### **Not Covered:**

- Travel, parking, mileage, lodging, or meals
- Late registration fees or course withdrawal penalties
- Gym, fitness center, or activity fees
- Courses not from accredited institutions
- Fees associated with prior coursework (e.g., old balances or student loans)

## Program Process

### Step 1: Pre-Approval

- Complete and submit the **Tuition Reimbursement Application Form** to the Supervisor at least **30 days before the course begins**.
- Include:
  - Course description
  - Tuition estimate
  - Explanation of job relevance

### Step 2: Course Completion

- Employee completes the course
- Must earn a **minimum grade of "C"** or "Pass" in pass/fail courses

### Step 3: Reimbursement Request

Submit within 30 days of course completion:

- Final grade transcript or certificate
- Proof of payment
- Completed Reimbursement Request Form

### Step 4: Reimbursement Issued

- Supervisor verifies documentation
- Payment processed via payroll within 1–2 pay periods

## Additional Program Notes

- Employees must remain employed for **6 months after reimbursement** or repay the amount
- Annual limits are **prorated** for those hired mid-year
- **Unused funds do not roll over** to the next year

## Required Submission Checklist

- Tuition Reimbursement Application Form
- Course description and proof of enrollment
- Final transcript or completion certificate
- Proof of payment (invoice or receipt)
- Tuition Reimbursement Request Form (attached)



# TOWNSHIP OF BERWYN PUBLIC HEALTH DISTRICT

*"A Tradition of Service"*



## Employee Tuition Reimbursement REQUEST FORM

### Employee Information

- **Employee Name:** \_\_\_\_\_
- **Department:** \_\_\_\_\_
- **Job Title:** \_\_\_\_\_
- **Supervisor:** \_\_\_\_\_
- **Email:** \_\_\_\_\_
- **Phone:** \_\_\_\_\_

### Course Information

- **Institution Name:** \_\_\_\_\_
- **Is the Institution Accredited?**  Yes  No

### Course Title(s):

1. \_\_\_\_\_
  2. \_\_\_\_\_
- **Course Start Date:** \_\_\_\_\_
  - **Course End Date:** \_\_\_\_\_
  - **Part of a Degree/Certificate Program?**  Yes  No
  - **Program Name (if applicable):** \_\_\_\_\_

### Expense Information

Description	Amount (\$)
Tuition	_____
Registration Fees	_____
Books & Materials	_____
Other (specify):	_____
<b>Total Requested</b>	<b>\$</b> _____

### Grade / Proof of Completion

Please attach the following:

- Official transcript or grade report
- Proof of payment (receipt)
- Final Grade(s) Received: \_\_\_\_\_
- Documentation Attached:  Yes  No

### Employee Certification

I certify that the information provided above is accurate and that I have complied with the Berwyn Public Health District and Township Tuition Reimbursement Policy. I understand that reimbursement is contingent upon meeting grade requirements and continued employment for a specified period post-reimbursement.

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

### Supervisor Review

- Approved  Denied
- Comments: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

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

- Documentation Verified
- Approved  Denied
- Reimbursement Amount Approved: \$ \_\_\_\_\_
- Authorized by: \_\_\_\_\_
- Date Processed: \_\_\_\_\_



## AGENDA ITEM SUMMARY

AGENDA ITEM: **10-B**

<b>TITLE</b>	2026 Renewal of MGA Risk Insurance
<b>MEETING DATE</b>	October 16, 2025
<b>SUBMITTED BY</b>	Jessica Aquino Rodriguez, Operations Manager

### SUMMARY

Requesting Board approval for the 2026 renewal of coverage for Township as follows:

#### TOWN FUND

- \$3,379 for Risk Insurance (12.5% of packaged policy)
- \$2,666 for Workers' Compensation Insurance
- **Total cost: \$6,456**

#### RELIEF FUND

- \$3,379 for Risk Insurance (12.5% of packaged policy)
- **Total cost: \$3,790**

### ATTACHMENTS

- A. MGA Insurer's renewal letter
- B. Cost synopsis
- C. Renewal proposal
- D. Renewal Invoices

### ACTION PROPOSED

INFORMATIONAL ONLY

DISCUSS

REVIEW

APPROVAL



A

MGA Insurers, Inc.  
207 S. Villa Avenue  
Villa Park, IL 60181

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October 1, 2025

Mr. David Avila  
Township Supervisor  
Township of Berwyn  
6600 W. 26<sup>th</sup> St  
Berwyn, IL 60402

Dear Mr. Avila,

We have finalized the Township insurance coverages for this year. The ICRMT continues to be the best coverage and cost option for the Township and Public Health District.

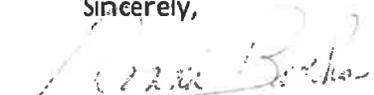
Enclosed is the synopsis of the current and renewal program with a breakdown of all costs. As you know, we are unable to obtain Cyber Coverage at this time. Per the Township's instructions on January 13, 2013, we have used the following expenditure percentages to determine the cost to each fund for the package policy.

Public Health Fund	50%
Mental Health Fund	25%
Town Fund	12.5%
General Assistance Fund	12.5%

Please sign and return pages #20 and 22 as acceptance of the renewal. Our invoices for the premiums due are also enclosed. Please make checks payable to MGA Insurers, Inc.

If you have any questions, please feel free to contact us. Thank you for this opportunity to be of service to you.

Sincerely,

  
Donna Banks

Encl

B

**PUBLIC HEALTH DISTRICT  
TOWNSHIP OF BERWYN  
12/01/2025**

	CURRENT	RENEWAL
PACKAGE POLICY	\$ 29,815.	\$ 30,320.
BUILDING	\$2,902,294.	\$2,960,340.
CONTENTS	\$ 350,000.	\$ 357,000.
PROPERTY IN OPEN	\$ 123,000.	\$ 125,480.
MISC MOBILE PROPERTY	\$ 10,000.	\$ 10,000.
LIABILITY	\$1,000,000/ \$3,000,000.	\$1,000,000/ \$3,000,000.
PUBLIC OFFICIAL LIABILITY	\$1,000,000.	\$1,000,000.
EXCESS LIABILITY	\$2,000,000.	\$2,000,000.
CYBER LIABILITY	NIL	NIL
WORKERS COMPENSATION	COMBINED	COMBINED
PUBLIC HEALTH DISTRICT	\$ 4,631.	\$ 4,952.
TOWNSHIP	\$ 2,493.	\$ 2,666.
TOTAL	\$ 7,517.	\$ 7,618.

**CURRENT COST BREAKDOWN FOR PACKAGE IS BASED ON EXPENDITURES**

PUBLIC HEALTH DISTRICT	50%	\$ 15,160.
MENTAL HEALTH BOARD	25%	\$ 7,580.
* TOWN FUND	12.5%	\$ 3,790. *
* GENERAL ASSISTANCE	12.5%	\$ 3,790. *

\*\*Property Coverage has increased \$67,506.

\*\*These are the percentages we used last year.

©

# ILLINOIS COUNTIES RISK MANAGEMENT TRUST

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## INSURANCE PROGRAM RENEWAL



## Berwyn Township and Public Health District of the Town of Berwyn

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**PRESENTED BY:**

MGA Insurers, Inc

**POLICY YEAR:**

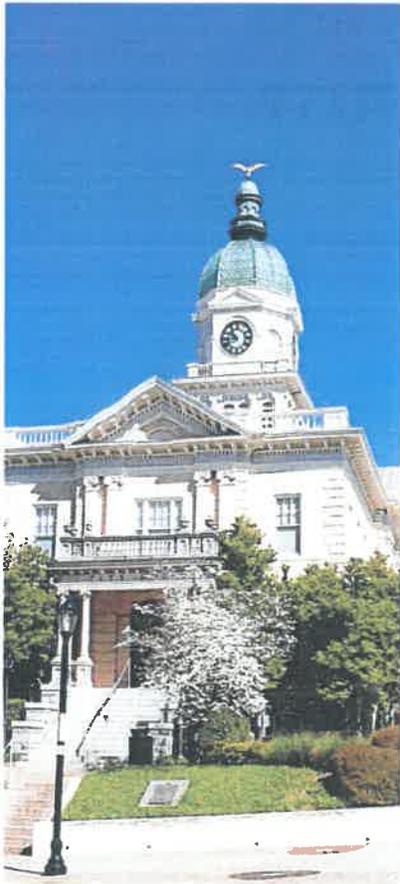
DEC 01, 2025 - DEC 01, 2026

**Quote Number:**

R4-1000277-2526-01

**ADMINISTERED BY:**





## ABOUT ICRMT

*Providing insurance and risk management services to Illinois Public Entities since 1983.*

Illinois Counties Risk Management Trust (ICRMT) is one of the leading insurance programs in Illinois, providing property, and workers' compensation coverages for Illinois public entities since 1983. Owned by its members and administered by IPMG, ICRMT provides an integrated approach to risk management, claims administration, and underwriting tailored to fit the needs of your entity. ICRMT provides broad coverage and the most comprehensive service package specifically designed to protect the entity's exposures and budgetary constraints.



*Size: 600+ Members*



*Retention Rate: 97%*



*Total Premium: \$155+ Million*



## PROGRAM MANAGEMENT

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PROVIDED BY INSURANCE PROGRAM MANAGERS GROUP

### ACCOUNT EXECUTIVES

**JEFF WEBER**  
President  
jeff.weber@ipmg.com  
314.293.9707

**BOB SPRING**  
Sr. VP - Public Entity Practice  
bob.spring@ipmg.com  
630.485.5885

**KYLE SHELL**  
Account Executive  
kyle.shell@ipmg.com  
314.293.9717

### UNDERWRITING

**TODD GREER**  
COO  
todd.greer@ipmg.com  
630.485.5869

**KRISTEN TRACY**  
Senior Vice President of Programs  
kristen.tracy@ipmg.com  
630.485.5970

**DANIEL KOLE**  
Program Underwriter  
daniel.kole@ipmg.com  
630.485.5952

### PROGRAM ADMINISTRATION

**PAIGE KEEGAN**  
ICRMT Program Administrator Coordinator  
paige.keegan@ipmg.com  
630.203.5305

**VALERIE MCGRATH**  
ICRMT Administrative Assistant  
valerie.mcgrath@ipmg.com  
630.203.5180



## RISK MANAGEMENT & LOSS CONTROL SERVICES

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ICRMT Risk Management Services consultants deliver a catalog of resources with material expertise in public entity risk management. The staff has field-based experts in clinical medicine, physical therapy, and advanced degree safety experts. ICRMT's risk consultants have a background working in local law enforcement, fire, and emergency medical services.

The RMS consultants work with each entity to facilitate risk mitigation efforts through policy, training and engineering controls. These controls are delivered onsite and through online training options. ICRMT RMS consultants provide policy and training solutions for all lines of coverage with focus on industry and client loss trends and emerging risks.

### SERVICES INCLUDED:

- Use of Force Training
- Jail Policies and Procedures Audits
- Policy and Procedure Implementation
- Auto/Driving Exposure Evaluation
- Employment Practices Strategies, Education, and Training
- Safety Committee Development
- Hiring and Management Strategies
- Law Enforcement Seminars
- Fire Fighter/EMS Training
- Regulatory Compliances
- Essential Functions Testing Policy
- Background Check Policy
- Supervisors/Leadership Development
- Loss Analysis and Trending
- Slip and Fall Prevention Program
- Supervisory/Personnel Safety Training
- Accident Investigation Training
- Hazard Communication Training
- Blood Born Pathogens Training

Broker Fee  
Total Cost

\$ 1,500  
\$37,938



## RISK MANAGEMENT & LOSS CONTROL CONSULTANTS

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### **BRIAN DEVLIN**

Senior Vice President  
brian.devlin@ipmg.com  
630.485.5922

### **MARK BELL**

Public Entity Team Director  
mark.bell@ipmg.com  
630.200.8711

### **JEFF BACIDORE**

Senior Risk Management Consultant  
jeff.bacidore@ipmg.com  
630.253.4463

### **DAN LUTTRELL**

Senior Risk Management  
Consultant  
dan.luttrell@ipmg.com  
224.239.7407

### **JOSH BLACKWELL**

Risk Management Consultant  
-Law Enforcement Practice  
josh.blackwell@ipmg.com  
224.227.0819

### **JASON REID**

Risk Management Consultant  
- Law Enforcement Practice  
jason.reid@ipmg.com  
630.203.5164

### **KEVIN MADEIRA**

Risk Management Support Specialist  
kevin.madeira@ipmg.com  
630.485.1065

### **BRANDON BEYER**

Risk Management Support Specialist  
brandon.beyer@ipmg.com  
630.485.5954



## CLAIMS MANAGEMENT SERVICES

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IPMG Claims Management Services offers a full-service claims team specializing in the public entity sector. IPMG CMS services claims for property, casualty and workers compensation claims.

IPMG CMS has a staff of 39 including 21 seasoned claims professionals with an average claims experience of over ten years. IPMG CMS's leadership team boasts well over 20 years of experience. IPMG CMS's staff specializes in program business, including unique self-insured retention structures.

### SERVICES INCLUDED:

- Dedicated service adjuster approach, which promotes service continuity and trust
- On-line claim reporting and investigation tool through In-Sight with loss experience access
- On-line claim review and claim report generation
- 24-hour contact on every new claim submission
- Clients are updated on all critical events and participate in all major claims decisions
- Quarterly claim file reviews
- Data analytics to quickly identify potential high cost claims
- Tailor made service plans
- Nurse Case Management

### CONTACT:

**MIKE CASTRO**  
Senior Vice President  
mike.castro@ipmg.com  
630.485.5895

**JULIE WRIGHT**  
Claims Vice President  
julie.wright@ipmg.com  
630.203.5228

**TIM OLSON**  
Claims Liaison  
tim.olson@ipmg.com  
630.485.5924



## ICRMT FEATURES AND BENEFITS

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### Program Highlights

- Property and Casualty Policy is Non-Auditable
- Terrorism Coverage Included
- The ICRMT Trust Agreement contains a Resolution by the Executive Board making the program Non-Assessable
- Specialized Law Enforcement Risk Management Services
- Open Door Legal Consultation
- Tailored Risk Management Services
- Professional Property Appraisals
- Online Claims Reporting
- Crisis Management Assistance
- Enhanced Case Management
- PEDAs Coverage Available
- Unemployment Insurance Program

### Who is an Insured

- An individual while appointed as a director or executive officer
- A volunteer, unpaid worker, leased or temporary worker
- A board member, commissioner, trustee, or council person
- An employee or staff member
- An elected or appointed official or a member of your governing body, board, commission, council or agency of yours
- A partnership or Joint Venture, including a mutual assistance pact, joint powers agreement or similar agreement
- Your Medical Directors in conjunction with the medical facilities covered under this Policy, but only with respect to their administrative duties on your behalf.

Visit our page for more information:

[www.ICRMT.com](http://www.ICRMT.com)

This is a summary of coverages provided. Please refer to the full policy for complete coverage, exclusions, and terms & conditions.



## COVERAGE SUMMARY: GENERAL LIABILITY

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### GENERAL LIABILITY

### LIMITS

Each Occurrence	\$1,000,000
General Annual Aggregate	\$3,000,000
Products/Completed Operations Annual Aggregate	\$1,000,000
Advertising and Personal Injury	\$1,000,000
Premises Medical Payments	
Each Person	\$5,000
Each Occurrence	\$50,000
<b>Deductible: \$0 each occurrence</b>	

### Sexual Abuse Liability – Claims Made

Each Occurrence	\$1,000,000
Annual Aggregate	\$1,000,000

Retroactive Date: **12/01/2020**

Innocent Party Defense Coverage Included

**Deductible: \$2,500**

### COVERAGES INCLUDE

- Non-Monetary Legal Defense
 

Each Occurrence	\$100,000
Annual Aggregate	\$100,000
- Liquor Liability
- Medical Professional (Excluding Doctors & Dentists)
- Special Events
- Terrorism
- Volunteers
- Non-Auditable
- Herbicides & Pesticides - \$50,000 Coverage Limits
- Premises Liability



## COVERAGE SUMMARY: VIOLENT EVENT RESPONSE COVERAGE

---

### COVERAGE

	LIMITS
- Violent Event Response Coverage	\$500,000/\$500,000
- Crisis Investigation	Included
- Personal Crisis Management Event Response Team	Included
- Crisis Communication Support, Media Management, Public Relations	Included
- Temporary Security Measures	Included
- The following Sublimited Coverages:	
o Medical Expenses	\$25,000 Per Person
o Counseling Service Expenses	\$10,000 Per Person
o Funeral Service Expenses	\$15,000 Per Person
o Per Event Crisis Team Services	\$100,000
o Memorialization Expenses	\$250,000

**Deductible: \$0 each occurrence**

This is addition to the standard liability coverages offered under this policy.



## COVERAGE SUMMARY: AUTO LIABILITY - HIRED/NON-OWNED

---

### AUTO LIABILITY - HIRED/NON-OWNED

	LIMITS
Each Occurrence	\$1,000,000
Auto Medical Payments	
Each Person	\$5,000
Each Occurrence	\$25,000

Deductible: \$0 each occurrence

### COVERAGES INCLUDE

- |                                                  |           |
|--------------------------------------------------|-----------|
| • Garagekeepers Legal Liability - per Occurrence | \$100,000 |
| • Pollution Caused by Upset/Overturn             | Included  |
| • Commandeered Autos                             | Included  |



## COVERAGE SUMMARY: PUBLIC OFFICIALS LIABILITY

---

### PUBLIC OFFICIALS LIABILITY - CLAIMS MADE

	LIMITS
Each Occurrence	\$1,000,000
Annual Aggregate	\$1,000,000
Retroactive Date: 09/01/1992	

Deductible: \$5,000 each occurrence

### EMPLOYMENT PRACTICES LIABILITY - CLAIMS MADE

Each Occurrence	Included
Annual Aggregate	Included
Retroactive Date: 09/01/1992	

Deductible: \$5,000 each occurrence

### EMPLOYEE BENEFITS LIABILITY

Each Occurrence	Included
Annual Aggregate	Included
Retroactive Date: 12/01/2013	

Deductible: \$5,000 each occurrence

### COVERAGES INCLUDE

- Employee Wage Reimbursement
- Non-Monetary Legal Defense
 

Each Occurrence	\$100,000
Annual Aggregate	\$100,000
- Sexual Harassment
- Discrimination
- Wrongful Termination
- FOIA/Open Meetings Act



# COVERAGE SUMMARY: EXCESS LIABILITY

---

Coverage	Underlying Limits	Excess Limit
General Liability	\$1,000,000/\$3,000,000	\$2,000,000
Public Officials (Claims Made)	\$1,000,000/\$1,000,000	\$2,000,000

## COVERAGES EXCLUDED

- Sanitary Sewer Backup
- Sexual Abuse
- Uninsured/Underinsured Motorist Coverage
- Workers Compensation and Employers Liability
- Unmanned Aircraft
- Cyber Liability
- Claims arising out of the actual or alleged transmission of a communicable disease or virus
- PFA's (Polyfluoroalkyl Substances)



## COVERAGE SUMMARY: PROPERTY

LIMIT OF INSURANCE: Blanket Limit of Insurance applies to scheduled and appraised Buildings and Business Personal Property that are valued on a Replacement Cost basis. Any property that has not yet been appraised is subject to the 125% Margin Clause. If the Margin Clause applies, in no event shall liability in any one occurrence for any Building, Structure or Business Personal Property at any one location exceed 125% of the individually stated value for such property as shown in the latest Statement of Values or other documentation on file with the Trust.

### COVERED PROPERTY

	LIMITS
Total Loss Limit per Occurrence	\$3,442,820
Building Value	\$3,085,820
Business Personal Property Including Stationary EDP	\$357,000
Solar Panels	\$0
Personal Property of Others	\$100,000
Newly Constructed or Acquired Property	\$1,000,000
Footbridges	\$100,000
Covered Property in Transit	\$1,000,000
Course of Construction	\$1,000,000
<b>Deductible: \$1,000 All Covered Perils except Windstorm or Hail, Flood, &amp; Earth Movement</b>	
<b>Wind Deductible: \$1,000</b>	
<b>*Or as indicated on the Schedule</b>	

### ADDITIONAL PROPERTY COVERAGES

Earth Movement, Volcanic Eruption, Landslide and Subsidence	\$3,442,819
Program Aggregate	\$250,000,000
<b>Deductible: \$50,000 or 2% of the damaged location; whichever is greater</b>	
Flood	\$3,442,819
Program Aggregate (Excluding Flood Zone A and V)	\$250,000,000
<b>Deductible: \$50,000 per occurrence</b>	

### COVERED COSTS & EXPENSES

Debris Removal (whichever is greater)	25% or \$500,000
Pollutant Cleanup and Removal (Aggregate in any one Policy Year)	\$100,000
Fire Department Service Charge	\$25,000
Fire Protection Equipment Discharge	\$25,000
Ordinance or Law Coverage	\$10,000,000
Preservation of Property	\$100,000
Protection of Property	\$250,000
Roofs 20 years old are valued at ACV	
Business Income/Extra Expense	\$1,000,000
Business Income/Extra Expense Increased Limits	\$600,000



## COVERAGE SUMMARY: PROPERTY (cont.)

SUPPLEMENT COVERAGE	LIMITS	
Communication Towers	\$100,000	
Trees, Shrubs, and Plants; subject to a Maximum Per Item of:		
Per Item	\$25,000	
Per Occurrence	\$100,000	
Golf Course Greens, Tees and Fairways		
Per Item	\$25,000	
Per Occurrence	\$100,000	
Interruption of Computer Operations		
Per occurrence	\$50,000	
Annual Aggregate	\$100,000	
Personal Effects Owned By Employees	\$100,000	
Retaining Walls and Other Outdoor Walls	\$10,000	
Underground Sprinkler Systems	\$100,000	
Unnamed Locations - Unintentional Errors and Omissions	\$1,000,000	
Utility Services - Direct Damage	\$1,000,000	
Utility Services - Time Element	\$1,000,000	
Limited Fungus/Fungi, Wet Rot, and Dry Rot Coverage		
Direct Damage	\$50,000	
Business Income and Extra Expense	\$50,000	
Extra Expense Number of Days	30 days	
Backup of Sewer, Drains or Sump Pump Failures	\$250,000	
Ancillary Buildings	\$25,000	
Outdoor Property - including but not limited to:	\$250,000	
Fences	Goal Posts	Traffic Lights/Control Boxes
Light Fixtures/Poles	Playground Equipment	Bleachers
Road Signs	Scoreboards	Ticket Booths
Non-Utility Poles	Benches	Dugouts
Fountains	Statues	Bike Racks
Monuments	Fire Hydrants	

All Supplemental Property Coverages are subject to a \$10,000 minimum deductible



## COVERAGE SUMMARY: MOBILE EQUIPMENT & MISC. ARTICLES

---

### SCHEDULED LIMITS

	LIMITS
Mobile Equipment greater than or equal to \$10,000 per item	\$10,000

**Deductible: \$1,000**

**\*Or as indicated on the Schedule**

### COVERED COSTS & EXPENSES

Newly Acquired Property	
Per Item	\$250,000
Rental Expense Reimbursement	\$10,000
Pollutant Cleanup and Removal	\$100,000
Fire Department Equipment	\$50,000
Unscheduled Fine Arts	\$1,000,000
Unscheduled Watercraft	\$100,000
Unscheduled Musical Instruments, Band Uniforms, and Athletic Equipment	\$500,000
Contractors Equipment - Non-Owned	
Per Item	\$100,000
Per Occurrence	\$250,000
Accounts Receivable	\$1,000,000
Valuable Papers and Records	\$1,000,000



# COVERAGE SUMMARY: EQUIPMENT BREAKDOWN

---

COVERAGE	LIMIT
Total Building and Contents Value	\$3,442,820
<b>Deductible: \$1,000 All Covered Perils except Windstorm or Hail, Flood, &amp; Earth Movement</b>	
<b>BI/EE &amp; Utility Interruption Deductible: 24 Hours</b>	

## COVERAGE EXTENSION

Combined Business Income	Included
Combined Extra Expense	Included
Spoilage Damage	Included
Utility Interruption - Time Element	\$10,000,000
Electronic Data or Media	\$10,000,000
Expediting Expenses	Included
Ordinance or Law	\$10,000,000
Hazardous Substance, Contamination, Pollutants	\$10,000,000
Newly Acquired Property	\$1,000,000
Debris Removal	25% or \$500,000
Water Damage	\$500,000
Emergency Power Generating Equipment 1,000 kw or less	Included

Non Emergency Power Generating Equipment is Excluded.



## COVERAGE SUMMARY: CRIME

---

COVERAGE	LIMIT
Blanket Employee Dishonesty	\$1,000,000
Loss Inside the Premises - Money & Securities	\$1,000,000
Loss Outside the Premises	\$1,000,000
Money Orders and Counterfeit Currency	\$1,000,000
Depositors Forgery or Alterations	\$1,000,000
Computer Fraud	\$1,000,000
Funds Transfer Fraud	\$1,000,000
Social Engineering/False Pretenses	\$50,000

**Deductible: \$1,000**

The ICRMT Crime Form includes coverage for any of your officials who are required by law to give bonds for the faithful performance of their service against Loss through the failure of any Employee under the supervision of that official to faithfully perform his or her duties as prescribed by law and will meet the requirements for Public Officials bonds up to the statutory limit or policy limit, whichever is less.



# COVERAGE SUMMARY: WORKERS' COMPENSATION

---

## COVERAGE

	LIMIT
Workers' Compensation	Statutory
Employer's Liability Limit	
Each Accident	\$2,500,000
Each Employee for Disease	\$2,500,000

Deductible: \$0

## ICRMT FEATURES AND BENEFITS

- Volunteers Covered
- Payrolls are subject to an annual audit
- Enhanced Case Management
- Tailored Risk Management Services
- Online Claims Reporting
- Crisis Management Assistance
- Terrorism Coverage Included
- ICRMT Trust Agreement contains a resolution making the program non-assessable



## COVERAGE SUMMARY: WC PREMIUM CALCULATION

CODE	CLASSIFICATION	ANNUAL ESTIMATED PAYROLL	RATE	MANUAL PREMIUM
8742	Outside Travel	\$42,060	0.18	\$76
8810	Clerical	\$416,511	0.46	\$1,916
8832	Physician/Coroner/Health Department & Clerical	\$231,504	0.69	\$1,597
9015	Building Operations/Custodial/Maintenance NOC	\$20,052	10.90	\$2,186
9410	Municipal NOC	\$102,768	2.70	\$2,775
	<b>TOTALS</b>	<b>\$812,895</b>		<b>\$8,549</b>

Gross Annual Premium		\$8,549
Increased Limit Multiplier	1.02	\$8,720
Minimum Premium	\$1,000	\$8,720
Experience Modifier	0.91	\$7,936
Schedule Modifier		\$7,936
Expense Modifier		\$7,936
Subtotal		\$7,936
Premium Discount	4.00%	\$7,618
<b>Total Annual Premium</b>		<b>\$7,618</b>



## PREMIUM SUMMARY

Presented By:

**Illinois Counties Risk Management Trust**

**Named Insured:** Berwyn Township and Public Health District of the Town of Berwyn

**Quote Number:** R4-1000277-2526-01

**Policy Year:** DEC 01, 2025 - DEC 01, 2026

Coverage Parts	Premium
General Liability	Included
Law Enforcement Liability	Not Covered
Auto	Not Covered
Public Officials Liability - Claims Made	Included
Property	Included
Inland Marine	Included
Equipment Breakdown	Included
Sales Tax Interruption	Not Covered
Crime	Included
Cyber Liability	Not Covered
Excess Liability	Included
Package Premium	\$28,820
Workers' Compensation	\$7,618
<b>Total Annual Premium</b>	<b>\$36,438</b>
Broker Fee	\$ 1,500
<b>Total Cost</b>	<b>\$37,938</b>

✓ Signature of Official \_\_\_\_\_ Date \_\_\_\_\_



## REQUIREMENTS TO BIND

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The following must be received prior to binding:

- Signed Acceptance Statement
- Requested Payment Plan (if annual policy)
- Insured's Contact Information (space below)

### PRIMARY CONTACT

DAVID J AVILA Township Supervisor & Board of Health President

---

Name

Title

708-788-6600

davidavila@berwyntownship.org

Phone

Email

Role: (check the role that applies)     Accounting/Invoices     Claims     Loss Control

### ADDITIONAL CONTACTS

Jessica Aquino -Rodriguez Operations Manager

---

Name

Title

708-788-6601

manager@berwyntownship.org

Phone

Email

Role: (enter one person per role)     Accounting/Invoices     Claims     Loss Control





**PROPERTY SCHEDULE Berwyn Township and Public Health District of the Town of Berwyn**

LOC #	DESCRIPTION	ADDRESS	OCCUPANCY	VALUATION	BUILDING VALUE	BPP VALUE	DEDUCTIBLE
						SP VALUE	
01-01	Public Health Building	6600 West 26th Street Berwyn, IL 60402	Other Public Building	Replacement Cost / Margin Clause	\$2,960,340	\$357,000	\$1,000 Wind: \$1,000
01-02	PIO - Bicycle Rack, Bollards, Flag Pole, Generator, Light Pole, Bench, Signage, Picnic Table, Trash Bin	6600 West 26th Street Berwyn, IL 60402	Property in the Open	Replacement Cost / Margin Clause	\$125,480	\$0	\$1,000 Wind: \$1,000
<b>TOTAL BUILDING VALUE</b>						<b>\$3,085,820</b>	
<b>TOTAL BPP VALUE</b>						<b>\$357,000</b>	
<b>TOTAL SOLAR PANELS</b>						<b>\$0</b>	
<b>TOTAL INSURED VALUE</b>						<b>\$3,442,820</b>	



**INLAND MARINE SCHEDULE Township and Public Health District of the Town  
of Berwyn**

<b>Mobile Equipment greater than or equal to \$10,000 per item</b>						
<b>IM #</b>	<b>YEAR</b>	<b>DESCRIPTION</b>	<b>MAKE/MODEL</b>	<b>SERIAL NUMBER</b>	<b>DEDUCTIBLE</b>	<b>VALUE</b>
1		Misc Mobile Property in the Open			\$1,000	\$10,000
<b>TOTAL INSURED VALUE</b>					<b>\$10,000</b>	





**MGA Insurers, Inc.**  
**Montgomery Insurers, Inc.**  
 59 E Park Blvd  
 Villa Park, IL 60181  
 Phone: 708-223-1120 Fax: 708-223-1130

+ Township of Berwyn +  
 6600 W. 26th Street  
 Berwyn, IL 60402  
 + +

TOWN 1/2 (D)

<b>INVOICE NO. 15912</b>		Page 1
<b>ACCOUNT NO</b>	<b>OP</b>	<b>DATE</b>
BERWY01	DB	10/03/2025
<b>Property</b>		
<b>POLICY #</b>	<b>LOAN #</b>	
R4-1000277-2526-01		
<b>COMPANY</b>		
Illinois Counties Risk Mgmt		
<b>PRODUCER</b>		
Joseph J. Montgomery		
<b>EFFECTIVE</b>	<b>EXPIRATION</b>	<b>BALANCE DUE ON</b>
12/01/2025	12/01/2026	12/01/2025

Item #	Eff Date	Trm	Type	Policy #	Description	Amount
210407	12/01/25	MEM	CPKG	R4-1000277-2526-01	TOWNSHIP FUND	\$3,790.00
Invoice Balance:						\$3,790.00

Please be advised that your cost of insurance includes a Policy Service Fee which is regulated by State of Illinois Statute 215 ILCS 5/500-80. Your invoice, policy and correspondence will detail all costs of services related to this policy. Related services may include but are not limited to consulting, risk management, claim services, State Taxes and placement fees.  
 Property, General Liability, E&O, Non-Owned Auto and Umbrella 12.5% of \$30,320. annual cost

Thank you for this opportunity to be of service to you

\*\*\* PLEASE RETURN ONE COPY WITH YOUR REMITTANCE \*\*\*

TOWN 2/2



MGA Insurers, Inc.  
Montgomery Insurers, Inc.  
59 E Park Blvd  
Villa Park, IL 60181  
Phone: 708-223-1120 Fax: 708-223-1130

<b>INVOICE NO. 15916</b>		Page 1
<b>ACCOUNT NO.</b>	<b>OP.</b>	<b>DATE</b>
BERWY01	DB	10/03/2025
<b>Property</b>		
<b>POLICY #</b>	<b>LOAN #</b>	
R4-1000277-2526-01		
<b>COMPANY</b>		
Illinois Counties Risk Mgmt		
<b>PRODUCER</b>		
Joseph J. Montgomery		
<b>EFFECTIVE</b>	<b>EXPIRATION</b>	<b>BALANCE DUE ON</b>
12/01/2025	12/01/2026	12/01/2025

+ Township of Berwyn +  
6600 W. 26th Street  
Berwyn, IL 60402  
+ +

Item #	Eff Date	Trm	Type	Policy #	Description	Amount
210411	12/01/25	MEM	CPKG	R4-1000277-2526-01	2 WORKERS COMP - TOWNSHIP FUND	\$2,666.00

Invoice Balance: \$2,666.00

+ 3,190  
TOWN FUND → \$ 6,456.<sup>00</sup>

Please be advised that your cost of insurance includes a Policy Service Fee which is regulated by State of Illinois Statute 215 ILCS 5/500-80. Your invoice, policy and correspondence will detail all costs of services related to this policy. Related services may include but are not limited to consulting, risk management, claim services, State Taxes and placement fees.

Workers Compensation 35% of \$7,618 annual cost

Thank you for this opportunity to be of service to you

\*\*\* PLEASE RETURN ONE COPY WITH YOUR REMITTANCE \*\*\*

Relief Fund.



MGA Insurers, Inc.  
Montgomery Insurers, Inc.  
59 E Park Blvd  
Villa Park, IL 60181  
Phone: 708-223-1120 Fax: 708-223-1130

<b>INVOICE NO. 15911</b>		Page 1
ACCOUNT NO. BERWY01	OP DB	DATE 10/03/2025
Property POLICY # R4-1000277-2526-01		LOAN #
COMPANY Illinois Counties Risk Mgmt		
PRODUCER Joseph J. Montgomery		
EFFECTIVE 12/01/2025	EXPIRATION 12/01/2026	BALANCE DUE ON 12/01/2025

+ Township of Berwyn +  
6600 W. 26th Street  
Berwyn, IL 60402  
+ +

itm #	Eff Date	Trm	Type	Policy #	Description	Amount
210405	12/01/25	MEM	CPKG	R4-1000277-2526-01	GENERAL ASSISTANCE FUND	\$3,790.00
Invoice Balance:						\$3,790.00

Please be advised that your cost of insurance includes a Policy Service Fee which is regulated by State of Illinois Statute 215 ILCS 5/500-80. Your invoice, policy and correspondence will detail all costs of services related to this policy. Related services may include but are not limited to consulting, risk management, claim services, State Taxes and placement fees.

Property, General Liability, E&O, Non-Owned Auto and Umbrella 12.5% of \$30,320. annual cost

Thank you for this opportunity to be of service to you

\*\*\* PLEASE RETURN ONE COPY WITH YOUR REMITTANCE \*\*\*



## AGENDA ITEM SUMMARY

AGENDA ITEM: **10-C**

<b>TITLE</b>	2026 Schedule of Regular Meetings & Closure Dates
<b>MEETING DATE</b>	October 16, 2025
<b>SUBMITTED BY</b>	Leticia Garcia, Health Board Secretary

### SUMMARY

Please refer to the attached **2026 Schedule of Regular Meetings and Closure Dates** for Berwyn Township and Public Health District.

Regular meetings for both bodies are scheduled on the second Monday of each month at the Health District Building with the following exceptions:

- The October meeting has been moved to Thursday, October 15, 2026, due to Columbus Day.
- The November meeting has been moved to Thursday, November 12, 2026, due to the 2026 TOI Annual Conference.
- *No other holidays or conferences interfere with the proposed regular meeting schedule.*

Please review the attached 2026 Schedule of Regular Meetings and Closure Dates for accuracy and completeness. If there are no further changes, kindly provide your **approval** so the schedule may be finalized and posted in accordance with public notice requirements.

### ATTACHMENTS

- Schedule of Regular Meetings of the Berwyn Public Health District and Berwyn Township for Calendar Year 2026

### ACTION PROPOSED

INFORMATIONAL ONLY

DISCUSS

REVIEW

APPROVAL

# Schedule of Regular Meetings of the Berwyn Public Health District and Berwyn Township for Calendar Year 2026



Notice is Hereby Given that the Berwyn Public Health District Board will meet at **4:00 p.m.** on the **second Monday** of the month (*\*except for October 12, 2026, which falls on Columbus Day and November 9, 2026, due to Township of Illinois Conference*) in the Health District Building at 6600 W. 26th St., Berwyn, Illinois, 1st Floor Conference Room as follows:

Monday, January 12, 2026  
Monday, February 9, 2026  
Monday, March 9, 2026  
Monday, April 13, 2026  
Monday, May 11, 2026  
Monday, June 8, 2026

Monday, July 13, 2026  
Monday, August 10, 2026  
Monday, September 14, 2026  
\*Thursday, October 15, 2026  
\*Thursday, November 12, 2026  
Monday, December 14, 2026



Notice is Hereby Given that the Berwyn Township Trustees will meet at **6:00 p.m.** on the **second Monday** of each month (*\*except for October 12, 2026, which falls on Columbus Day and November 9, 2026, due to Township of Illinois Conference*) at the Health District Building at 6600 W. 26th St., Berwyn, Illinois, 1st Floor Conference Room as follows:

Monday, January 12, 2026  
Monday, February 9, 2026  
Monday, March 9, 2026  
Monday, April 13, 2026  
Monday, May 11, 2026  
Monday, June 8, 2026

Monday, July 13, 2026S  
Monday, August 10, 2026  
Monday, September 14, 2026  
\*Thursday, October 15, 2026  
\*Thursday, November 12, 2026  
Monday, December 14, 2026

**OFFICE CLOSURES:** Notice is Hereby Given that the Berwyn Township offices and the Berwyn Health District offices will be closed in observance of the following holidays:

Monday, January 1, 2026  
Monday, January 19, 2026  
Monday, February 16, 2026  
Friday, April 3, 2026  
Monday, May 25, 2026  
Friday, June 19, 2026  
Saturday, July 4, 2026  
Monday, September 7, 2026  
Monday, October 12, 2026  
Wednesday, November 11, 2026  
Thursday, November 26, 2026  
Friday, November 27, 2026  
Thursday, December 24, 2026  
Friday, December 25, 2026  
Thursday, December 31, 2026

New Year's Day  
Martin Luther King's Birthday  
President's Day  
Good Friday  
Memorial Day  
Juneteenth  
Independence Day (**observed Friday, July 3, 2026**)  
Labor Day  
Columbus Day  
Veterans Day  
Thanksgiving  
Day after Thanksgiving  
Christmas Eve  
Christmas Holiday  
New Year's Eve

Approved by the Berwyn Township Trustees on \_\_\_\_\_

Approved by the Berwyn Public Health District Board on \_\_\_\_\_

**Leticia Garcia, Township Clerk & Health Board Secretary**



## AGENDA ITEM SUMMARY

AGENDA ITEM: **10-D**

<b>TITLE</b>	Immigration "ICE-Free Zone" Resolution
<b>MEETING DATE</b>	October 16, 2025
<b>SUBMITTED BY</b>	David J. Avila, Township Supervisor

### SUMMARY

### ATTACHMENTS

- Proclamation: Prohibiting The Use of Berwyn Township Public Health District Property for Civil Immigration Enforcement Staging Areas, Processing Locations, Or Operation Bases

### ACTION PROPOSED

INFORMATIONAL ONLY

DISCUSS

REVIEW

APPROVAL



# TOWNSHIP OF BERWYN PUBLIC HEALTH DISTRICT

*A Tradition of Service*



**Jacqueline Pereda**

*Township Assessor | Health Board Treasurer*

**David J. Avila**

*Township Supervisor | Health Board President*

**Leticia Garcia**

*Township Clerk | Health Board Secretary*

*Township Trustees: Edward Espinoza | Jesse Miranda | Nicholas Margarites | Zulema Ortiz*

**No: \_\_\_\_\_**

## **RESOLUTION**

### PROHIBITING THE USE OF BERWYN TOWNSHIP AND/OR BERWYN PUBLIC HEALTH DISTRICT PROPERTY FOR CIVIL IMMIGRATION ENFORCEMENT STAGING AREAS, PROCESSING LOCATIONS, OR OPERATIONS BASES

WHEREAS, the Berwyn Township AND the Berwyn Public Health District are committed to protecting the rights, privacy, and dignity of all residents, regardless of immigration status, race, religion, or national origin; and

WHEREAS, the Berwyn Township / Berwyn Public Health District has jurisdiction over various facilities, including a building, parking lot, and Lesak Park, which serve the public and support essential health, recreation, and administrative services; and

WHEREAS, the use of Township / Public Health District property for civil immigration enforcement actions, including staging areas, processing centers, or operational bases, does not align with the Township & Health District's mission and values;

NOW THEREFORE, **David J. Avila**, Berwyn Township Supervisor & Berwyn Public Health District President, does hereby recommend that the Berwyn Town Board of Trustees, AND the Berwyn Public Health District Board, adopt this Resolution, and put it on its way to passage, and to spread the RESOLUTION upon the rolls of the Township of Berwyn. BE IT HEREBY RESOLVED as follows:

#### **Section 1. Prohibition on Use of Berwyn Township / Berwyn Public Health District Building, Parking Lot, and Lesak Park:**

No property owned or operated by the Berwyn Township / Berwyn Public Health District shall be used as a staging area, processing location, or operations base for civil immigration enforcement.

For the purpose of this Resolution, "staging area" refers to an area that is used to assemble, mobilize, and deploy vehicles, equipment, or materials, and related personnel, for the purpose of carrying out civil immigration enforcement operations.



# TOWNSHIP OF BERWYN PUBLIC HEALTH DISTRICT

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**Leticia Garcia**

*Township Clerk | Health Board Secretary*

*Township Trustees: Edward Espinoza | Jesse Miranda | Nicholas Margarites | Zulema Ortiz*

## **Section 2. Implementation and Enforcement:**

All Berwyn Township / Berwyn Public Health District employees shall identify and communicate the boundaries of Township/Health District owned properties to ensure that it is clearly understood that the properties are that of the Township / Health District, and that they can be appropriately secured in accordance with this RESOLUTION. Staff shall ensure that all such properties have clear signage stating:

*This property is owned and controlled by the Berwyn Township OR Berwyn Public Health District.  
It may NOT be used for civil immigration enforcement as a:  
Staging Area, Processing Location, or Operations Base*

In the event that it becomes necessary and appropriate to physically limit access to Township/Health District properties for immigration enforcement activities as contemplated by this Resolution, Township/Health District officials and staff are hereby authorized to use physical barriers, barricades, or other means to close or limit such access, consistent with this Resolution.

The Berwyn Township / Berwyn Public Health District and all relevant departments therein shall take reasonable and appropriate steps to limit access to restricted or sensitive areas under Township / Health District control; including but not limited to the Public Health District Clinic, the Assessor's Office, and the General Assistance Department, and all Berwyn Township / Berwyn Public Health District employee/Officer offices. All restricted or sensitive areas will have clear signage stating:

**Restricted Area**  
**Authorized Personnel Only Beyond This Point**

## **Section 3. Private Property Signage:**

### **A. Restricted Access Signage:**

Berwyn Township / Berwyn Public Health District shall design and produce standardized signage that private landowners, business owners, and leaseholders may voluntarily display to designate non-public areas of their property, where they wish to restrict activities related to civil immigration enforcement. This signage is intended to help property owners clarify boundaries



# TOWNSHIP OF BERWYN PUBLIC HEALTH DISTRICT

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*Township Supervisor | Health Board President*

**Leticia Garcia**

*Township Clerk | Health Board Secretary*

*Township Trustees: Edward Espinoza | Jesse Miranda | Nicholas Margarites | Zulema Ortiz*

between public and private spaces, and to assert their rights under applicable law. Signage shall clearly state:

**Restricted Area**

**Authorized Personnel Only Beyond This Point**

## **B. Safety and Conduct Signage**

Berwyn Township / Berwyn Public Health District shall also design and produce signage that may be used to promote public safety. This signage shall prohibit the use of certain face coverings and weapons to maintain a safe environment. Signage shall clearly state:

**Face coverings & Weapons Prohibited**

***For the safety of all residents and visitors, full face coverings and weapons are **Not Allowed** inside this building: **Ski Masks, Bandanas, Full Balaclavas, Guns, Bladed Weapons, and Explosives.*****

***Medical masks and religious headwear are allowed***

Berwyn Township / Berwyn Public Health District shall provide these resources free of charge to any Berwyn residents who wish to display these signs to protect their homes, businesses, and other privately controlled areas.

## **Section 4. Scope:**

Nothing in this Resolution shall be construed as restricting or interfering with the execution of lawful judicial warrants or the enforcement of criminal laws by those with lawful authority; nor as limiting the rights of any person or entity under state or federal law. Further, nothing within this Resolution grants authority to the Township / Health District to obstruct or interfere with any lawful law enforcement actions, or with any protected rights under the law.

Berwyn Township / Berwyn Public Health District does not possess the legal authority to limit access to private property OR to public property over which it has no ownership interest or control. All signage produced for, and made available to, property owners, business owners, and leaseholders is for informational purposes only and does not grant any legal authority or enforcement powers.

## **Section 5. Effective Date:**



# TOWNSHIP OF BERWYN PUBLIC HEALTH DISTRICT

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**Leticia Garcia**

*Township Clerk | Health Board Secretary*

*Township Trustees: Edward Espinoza | Jesse Miranda | Nicholas Margarites | Zulena Ortiz*

This RESOLUTION shall become effective upon its ADOPTION and Execution by the appropriate corporate authorities.

\_\_\_\_\_  
DAVID J. AVILA  
Township Supervisor

\_\_\_\_\_  
DAVID J. AVILA  
President – Berwyn Public Health District

ATTEST:

ATTEST:

\_\_\_\_\_  
Leticia Garcia - Town Clerk

\_\_\_\_\_  
Leticia Garcia - Secretary

Board Vote: Dated \_\_\_\_\_  
\_\_\_\_\_ Ayes \_\_\_\_\_ Nays

Board Vote: Dated \_\_\_\_\_  
\_\_\_\_\_ Ayes \_\_\_\_\_ Nays