



TOWNSHIP BOARD OF TRUSTEES MEETING PACKET

September 14, 2026

NOTICE: In accordance with the Illinois Open Meetings Act, notice is hereby given that the Board will hold a public meeting at the date, time, and location below. The purpose of this meeting is to conduct the regular business of the Board and to consider items listed on the posted agenda. This notice and agenda are posted in accordance with statutory requirements.

Public Comments / Open Forum:

Comments for the Open Forum must be submitted by 2:00 PM on the meeting day to Clerk Leticia Garcia at 6700 W. 26th Street, Berwyn, IL 60402, via email at LGarcia@ci.berwyn.il.us, or by phone at (708) 749-6451.

 TOWNSHIP OF BERWYN BOARD OF TRUSTEES	☒ REGULAR MEETING	DATE	Monday, September 14, 2026
	☐ SPECIAL MEETING	TIME	6:00 PM
	☐ COMMITTEE OF THE WHOLE/WORKSHOP	LOCATION	6600 W. 26 th St., 1 st FL Conf. Rm.

AGENDA

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. OPEN FORUM
4. APPROVAL OF MINUTES
 - A. Regular Meeting on August 10, 2026
5. APPROVAL OF TOWN & RELIEF FUNDS PAYABLES & PAYROLL
 - A. Assessor's Office Payables – August 2026
 - B. Township Fund Payroll & Payables – August 2026
 - C. GA Fund Payroll & Payables – August 2026
6. STATEMENT OF RECEIPTS & DISBURSEMENTS
7. 708 COMMUNITY MENTAL HEALTH BOARD
 - A. Berwyn 708 Community Mental Health Board Update
8. CORRESPONDENCE
 - A. Letter from Township Clerk Leticia Garcia:2026 Township Officials of Illinois Conference
9. OLD BUSINESS
 - A. [Deferred August 10, 2026] Review & Approve City of Berwyn and Berwyn Township Emergency Operations Plan (EOP)-Garcia
10. NEW BUSINESS
 - A. Consideration of establish deadline for agenda item submission: at 10:00 AM ten days prior to board meeting- Avila
 - B. Approve Change of Regular Board Meeting from October 22, 2026 to October 21, 2026- Ortiz
 - C. Review & Approve Annual Treasurer's Report – Avila
 - D. Consideration & Approval of Electronic Distribution Agenda and Meeting Packets - Avila
11. ADJOURNMENT



AGENDA ITEM SUMMARY

MEETING DATE: SEPTEMBER 14, 2026

AGENDA ITEM	4	ACTION PROPOSED	☐ INFORMATIONAL ONLY
TITLE	Approval of Minutes		☐ DISCUSS
SUBMITTED BY	Leticia Garcia, Township Clerk		☒ REVIEW
			☒ APPROVE

SUMMARY

The Board will review and approve the minutes from the previous Board meeting(s) to ensure an accurate and official record of the meeting's proceedings and actions.

ATTACHMENTS

- Regular Meeting on **August 10, 2026**



BERWYN TOWNSHIP
Regular Meeting – August 10, 2026

Call to Order: Township Supervisor Avila called the meeting to Order at 6:00 PM. Present were Trustees Espinoza, Margarites, and Ortiz. Avila made the motion, seconded by Espinoza, to allow Trustee Miranda to participate remotely. The motion passed by a unanimous voice vote. Also in attendance were Township Clerk Garcia, and Township Attorney Zdarsky.

Pledge: Attendees rose to recite the Pledge of Allegiance.

Open Forum: Garcia opened the floor for Public Comment. Margarites inquired about changing the Berwyn Township meeting time to 6:30 pm. Avila agreed to a discussion. Seeing as no one further addressed any comments, Garcia closed the section of Open Forum.

Approval of Minutes:

- A. **Regular Meeting on July 30, 2026:** Avila made the motion, seconded by Ortiz, to approve the Regular Meeting Minutes of July 30, 2026. The motion passed by a unanimous voice vote.

Bills Payable and Payrolls:

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 \$730.71, through August 10, 2026, as submitted. The motion passed with Avila, Miranda, Margarites, and Ortiz voting AYE, Espinoza voting NAY.

B: Township Fund Bills Payables: Avila made the motion, seconded by Ortiz, to approve the General Town Fund bills payable and payroll through August 10, 2026, for \$159,152.59, as submitted. The motion passed by a unanimous roll call vote.

C: GA Fund Bills Payable and Payroll: Avila made the motion, seconded by Ortiz, to approve the GA Payroll and payables through August 10, 2026, for \$55,603.18, as submitted. The motion passed with Avila, Miranda, Margarites, and Ortiz voting AYE, Espinoza voting NAY.

6. Statement of Receipts and Disbursements: Avila made the motion, seconded by Miranda, to file the statement of receipts and disbursements as informational. The motion passed by a unanimous voice vote.

708 Community Mental Health Board: Ortiz noted there was no July meeting. Avila made the motion, seconded by Ortiz, to file the 708 Community Mental Health Board update as informational. The motion passed by a unanimous voice vote.

Correspondence: Nothing submitted.

Old Business:

- A. **[Deferred July 30, 2026] Review and Approve City of Berwyn and Berwyn Township Emergency Operations Plan (EOP):** Avila made the motion, seconded by Miranda, to defer the approval of the City of Berwyn and Berwyn Township Emergency Operations Plan to the September meeting. The motion passed by a unanimous voice vote.

- B. [Deferred July 30, 2026] Review and Approve Township's Annual Financial Report Draft for the Fiscal Year Ending March 31, 2026:** Avila made the motion, seconded by Ortiz, to approve the Township's Annual Financial Report Draft for the Fiscal Year Ending March 31, 2026. The motion passed by a unanimous roll call vote.

New Business: Nothing submitted.

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.

Respectfully submitted,



Leticia Garcia
Township Clerk



AGENDA ITEM SUMMARY

MEETING DATE: SEPTEMBER 14, 2026

AGENDA ITEM	5	ACTION PROPOSED	☐ INFORMATIONAL ONLY
TITLE	Bills Payable and Payroll		☐ DISCUSS
SUBMITTED BY	Brian Eagan, CPA Senior Vice President, Selden Fox, Ltd.		☒ REVIEW
			☒ APPROVE

SUMMARY

The Board will review and consider approval of the monthly payables and payroll for the Assessor's Office, Township Fund, and Relief (GA) Fund. The report details all invoices, disbursements, and payroll expenditures for the period, ensuring transparency and proper authorization of the Township's financial obligations. Physical invoices and receipts are available for review and audit. Approval of this report authorizes payment of the listed bills and payroll.

ATTACHMENTS

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

Berwyn Township - General Town Fund (Assessor)
Disbursements for Approval
September 14, 2026

Item	Ref #	Date	Payee	Description	Account	Amount
INTERIM DISBURSEMENTS						
			NONE			
Total Interim Disbursements						\$ -
INTERCOMPANY						
			NONE			
Total Intercompany						\$ -
DISBURSEMENTS TO VENDORS						
1a	40290	09/14/26	Jacqueline Pereda	Microsoft paid 8/6/26	5215.00	\$ 9.81
1b				Legal Symposium-IPAI	5210.00	265.00
Total Disbursements to Vendors						\$ 274.61
Total Disbursements for Approval						\$ 274.61

Item	Ref #	Date	Payee	Description	Account	Amount
INTERIM DISBURSEMENTS						
			NONE			
				Total Interim Disbursements		\$ -
INTERCOMPANY						
1a	40286	09/14/26	Berwyn Public Health	2026-09 Rent	5165.00	\$ 3,503.50
1b				2026-09 BCBS Health Insurance	5880.00	5,192.02
				Total Intercompany		\$ 8,695.52
DISBURSEMENTS TO VENDORS						
1	40298	09/14/26	Dearborn Life Insurance Company	2026-09 Insurance premiums	5880.00	\$ 49.68
2	40284	09/14/26	Evans, Marshall & Pease	FYE 2026 audit	5115.00	4,875.00
3	40288	09/14/26	Johnny's Landscaping	grass cut & branch cleanup 8/5,14,25 split H/T	5520.00	205.00
4	40283	09/14/26	Johnson Controls Fire Protections LP	Alarm & detection labor split H/T	5444.00	647.31
5a	40292	09/14/26	Konica Minolta	Monthly maintenance 7/15-8/14/26	5500.00	335.29
5b				Paper: 1,200 meter	5615.00	15.04
6	40297	09/14/26	La Azteca Paletaria Inc.	300 Paleta cart & attendant, split H/T/GA	5440.02	218.33
7	40291	09/14/26	Lawrence Zdarsky	2026-09 Legal Services	5143.00	887.00
8	40296	09/14/26	Orkin Pest Control	Power spray-seasonal; split H/T	5530.00	125.00
9	40294	09/14/26	Oscar's Constructions	5 bike station. Downpayment, split H/T/GA	5440.08	3,000.00
10	40295	09/14/26	Quill Corporation	Various office supplies	5615.00	302.05
11a	40289	09/14/26	Selden Fox, Ltd.	2026-09 Accounting Services less overage paid	5105.00	680.00
11b				2026-09 Software/payroll fees less prior overage	5106.00	50.00
12	40287	09/14/26	Township Officials of Cook County	Annual Dues 05/01/25 - 04/30/27	5120.00	1,000.00
13	40293	09/14/26	Township Officials of Illinois	Township Annual Educ Conf - N.Margarites	5155.00	264.00
14	40285	09/14/26	Vision Service Plan	2026-09 Insurance premiums	5880.00	182.22
				Total Disbursements to Vendors		\$ 12,835.92
PAYROLL CHECKS & WITHHOLDINGS SUMMARY						
1	Board checks	08/10/26	Board checks	Gross board payroll - August	various	\$ 8,257.73
2	EFT	08/14/26	Gross Payroll	Gross payroll - 7/26/26 - 8/10/26	various	6,261.62
3	EFT	08/14/26	Payroll withholdings	Payroll taxes - 7/26/26 -8/10/26	various	1,110.72
4	EFT	08/14/26	Employer IMRF Obligation	IMRF match - 7/26/26 - 8/10/26	5835.00	1,815.18
5	EFT	08/31/26	Gross Payroll	Gross payroll 8/11/26 - 8/25/26	5885.33	6,440.18
6	EFT	08/31/26	Payroll withholdings	Payroll taxes - 8/11/26 - 8/25/26	various	492.68
7	EFT	08/31/26	Employer IMRF Obligation	IMRF match -8/11/26 - 8/25/26	5835.00	566.99
				Total Payroll & Withholding Disbursements		\$ 24,945.10
				Total Disbursements for Approval		\$ 46,476.54
				Reconciled Cash Balance at 8/31/26-Byline Bank checking	\$	88,480.10
				Reconciled Cash Balance at 8/31/26-Republic Bank checking		236,821.80
				Reconciled Cash Balance at 8/31/26-Republic Bank sweep		58,398.82
				Total	\$	383,700.72

Berwyn Township - General Assistance Fund
Disbursements for Approval
September 14, 2026

Item	Ref #	Date	Payee	Description	Account	Amount
INTERIM DISBURSEMENTS						
1	ACH	08/06/26	Amazon Capital Services	medical ID Bracelets	5440.00	\$ 12.48
2	ACH	08/26/26	Amazon Capital Services	medical ID Bracelets	5440.00	12.48
Total Interim Disbursements						\$ 24.96
INTERCOMPANY						
1a	41578	09/14/26	Berwyn Public Health District	2026-09 Rent	5165.00	\$ 2,866.50
1b				2026-09 Health Insurance-BCBS	5880.00	973.50
2	41565	09/14/26	Berwyn Township	2026-08 Payroll Reimbursement	5803.00	2,283.75
3	41680	09/14/26	Berwyn Township	2026-08 Payroll Reimbursement	5803.00	2,307.27
Total Intercompany						\$ 8,431.02
DISBURSEMENTS TO FLAT GRANT RECIPIENTS						
1	41559	09/14/26		2026-08 Flat grant	5350.00	\$ 456.00
2	41560	09/14/26		2026-08 Flat grant	5350.00	456.00
3	41561	09/14/26		2026-08 Flat grant	5350.00	456.00
4	41562	09/14/26		2026-08 Flat grant	5350.00	456.00
5	41563	09/14/26		2026-08 Flat grant	5350.00	456.00
6	41564	09/14/26		2026-08 Flat grant	5350.00	456.00
7	41566	09/14/26		2026-08 Flat grant	5350.00	456.00
8	41567	09/14/26		2026-08 Flat grant	5350.00	456.00
9	41568	09/14/26		2026-08 Flat grant	5350.00	456.00
10	41569	09/14/26		2026-08 Flat grant	5350.00	456.00
11	41570	09/14/26		2026-08 Flat grant	5350.00	456.00
12	41571	09/14/26		2026-08 Flat grant	5350.00	456.00
13	41572	09/14/26		2026-08 Flat grant	5350.00	456.00
14	41573	09/14/26		2026-08 Flat grant	5350.00	456.00
15	41575	09/14/26		2026-08 Flat grant	5350.00	456.00
16	41576	09/14/26		2026-08 Flat grant	5350.00	456.00
17	41577	09/14/26		2026-08 Flat grant	5350.00	456.00
18	41580	09/14/26		2026-08 Flat grant	5350.00	456.00
19	41581	09/14/26		2026-08 Flat grant	5350.00	456.00
20	41582	09/14/26		2026-08 Flat grant	5350.00	456.00
21	41583	09/14/26		2026-08 Flat grant	5350.00	456.00
22	41584	09/14/26		2026-08 Flat grant	5350.00	456.00
23	41585	09/14/26		2026-08 Flat grant	5350.00	456.00
24	41586	09/14/26		2026-08 Flat grant	5350.00	456.00
25	41587	09/14/26		2026-08 Flat grant	5350.00	456.00
26	41588	09/14/26		2026-08 Flat grant	5350.00	456.00
27	41589	09/14/26		2026-08 Flat grant	5350.00	456.00
28	41590	09/14/26		2026-08 Flat grant	5350.00	456.00
29	41591	09/14/26		2026-08 Flat grant	5350.00	456.00
30	41592	09/14/26		2026-08 Flat grant	5350.00	456.00
31	41593	09/14/26		2026-08 Flat grant	5350.00	456.00
32	41594	09/14/26		2026-08 Flat grant	5350.00	456.00
33	41595	09/14/26		2026-08 Flat grant	5350.00	456.00
34	41596	09/14/26		2026-08 Flat grant	5350.00	456.00
35	41597	09/14/26		2026-08 Flat grant	5350.00	456.00
36	41598	09/14/26		2026-08 Flat grant	5350.00	456.00
37	41599	09/14/26		2026-08 Flat grant	5350.00	456.00
38	41600	09/14/26		2026-08 Flat grant	5350.00	456.00
39	41601	09/14/26		2026-08 Flat grant	5350.00	456.00
40	41602	09/14/26		2026-08 Flat grant	5350.00	456.00
41	41603	09/14/26		2026-08 Flat grant	5350.00	456.00
42	41604	09/14/26		2026-08 Flat grant	5350.00	456.00
43	41605	09/14/26		2026-08 Flat grant	5350.00	456.00
44	41606	09/14/26		2026-08 Flat grant	5350.00	456.00
45	41607	09/14/26		2026-08 Flat grant	5350.00	456.00
46	41608	09/14/26		2026-08 Flat grant	5350.00	456.00
47	41609	09/14/26		2026-08 Flat grant	5350.00	456.00
48	41610	09/14/26		2026-08 Flat grant	5350.00	456.00
49	41611	09/14/26		2026-08 Flat grant	5350.00	456.00
50	41612	09/14/26		2026-08 Flat grant	5350.00	456.00
51	41613	09/14/26		2026-08 Flat grant	5350.00	456.00
52	41614	09/14/26		2026-08 Flat grant	5350.00	456.00
53	41615	09/14/26		2026-08 Flat grant	5350.00	456.00
54	41616	09/14/26		2026-08 Flat grant	5350.00	456.00
55	41617	09/14/26		2026-08 Flat grant	5350.00	456.00
56	41618	09/14/26		2026-08 Flat grant	5350.00	456.00
57	41619	09/14/26		2026-08 Flat grant	5350.00	456.00
58	41620	09/14/26		2026-08 Flat grant	5350.00	456.00
59	41622	09/14/26		2026-08 Flat grant	5350.00	456.00
60	41623	09/14/26		2026-08 Flat grant	5350.00	456.00
61	41624	09/14/26		2026-08 Flat grant	5350.00	456.00

Berwyn Township - General Assistance Fund
Disbursements for Approval
September 14, 2026

Item	Ref #	Date	Payee	Description	Account	Amount
62	41625	09/14/26		2026-08 Flat grant	5350.00	456.00
63	41626	09/14/26		2026-08 Flat grant	5350.00	456.00
64	41627	09/14/26		2026-08 Flat grant	5350.00	456.00
65	41628	09/14/26		2026-08 Flat grant	5350.00	456.00
66	41629	09/14/26		2026-08 Flat grant	5350.00	456.00
67	41630	09/14/26		2026-08 Flat grant	5350.00	456.00
68	41631	09/14/26		2026-08 Flat grant	5350.00	456.00
69	41632	09/14/26		2026-08 Flat grant	5350.00	456.00
70	41633	09/14/26		2026-08 Flat grant	5350.00	456.00
71	41634	09/14/26		2026-08 Flat grant	5350.00	456.00
72	41635	09/14/26		2026-08 Flat grant	5350.00	456.00
73	41636	09/14/26		2026-08 Flat grant	5350.00	456.00
74	41637	09/14/26		2026-08 Flat grant	5350.00	456.00
75	41638	09/14/26		2026-08 Flat grant	5350.00	456.00
76	41639	09/14/26		2026-08 Flat grant	5350.00	456.00
77	41640	09/14/26		2026-08 Flat grant	5350.00	456.00
78	41641	09/14/26		2026-08 Flat grant	5350.00	456.00
79	41642	09/14/26		2026-08 Flat grant	5350.00	456.00
80	41643	09/14/26		2026-08 Flat grant	5350.00	456.00
81	41644	09/14/26		2026-08 Flat grant	5350.00	456.00
82	41645	09/14/26		2026-08 Flat grant	5350.00	456.00
83	41646	09/14/26		2026-08 Flat grant	5350.00	456.00
84	41647	09/14/26		2026-08 Flat grant	5350.00	456.00
85	41648	09/14/26		2026-08 Flat grant	5350.00	456.00
86	41649	09/14/26		2026-08 Flat grant	5350.00	456.00
87	41650	09/14/26		2026-08 Flat grant	5350.00	456.00
88	41651	09/14/26		2026-08 Flat grant	5350.00	456.00
89	41652	09/14/26		2026-08 Flat grant	5350.00	456.00
90	41653	09/14/26		2026-08 Flat grant	5350.00	456.00
91	41654	09/14/26		2026-08 Flat grant	5350.00	456.00
92	41655	09/14/26		2026-08 Flat grant	5350.00	456.00
93	41656	09/14/26		2026-08 Flat grant	5350.00	456.00
94	41657	09/14/26		2026-08 Flat grant	5350.00	456.00
95	41658	09/14/26		2026-08 Flat grant	5350.00	456.00

Total Disbursements to Flat Grant Recipients \$ 43,320.00

DISBURSEMENTS TO VENDORS

1	41664	09/14/26	Dearborn Life Insurance Company	2026-09 insurance premiums	5880.00	\$ 8.28
2	41661	09/14/26	Evans, Marshall & Pease, P.C.	FYE 2026 audit	5115.00	4,875.00
3	41659	09/14/26	La Azteca Paleteria	300 Paleta cart & attendant; split H/T/GA	5440.00	218.33
4	41574	09/14/26	Lawrence Zdarsky	2026-09 Legal services	5143.00	354.00
5	41663	09/14/26	Oscar's Construction	5 bike station w air pump, down pmt, H/T/GA	5440.00	3,000.00
6a	41465	09/14/26	Selden Fox, Ltd.	2026-09 Accounting Services	5105.00	1,215.00
6b				2026-09 Software/payroll fees	5615.00	150.00
7	41662	09/14/26	Vision Service Plan	2026-09 insurance premiums	5880.00	16.02

Total Disbursements to Vendors \$ 9,836.63

PAYROLL CHECKS & WITHHOLDINGS SUMMARY

1	EFT	08/14/26	Gross Payroll	Gross payroll - 7/26/26 - 8/10/26	5803.00	\$ 1,723.68
2	EFT	08/14/26	Payroll withholdings	Payroll taxes - 7/26/26 - 8/10/26	various	131.86
3	EFT	08/14/26	Employer IMRF Obligation	IMRF match - 7/26/26 - 8/10/26	5835.00	334.91
4	EFT	08/31/26	Gross Payroll	Gross payroll 8/11/26 - 8/25/26	5803.00	1,834.76
5	EFT	08/31/26	Payroll withholdings	Payroll taxes - 8/11/26 - 8/25/26	various	140.36
6	EFT	08/31/26	Employer IMRF Obligation	IMRF match - 8/11/26 - 8/25/26	5835.00	356.49

Total Payroll & Withholding Disbursements \$ 4,522.06

Total Disbursements for Approval \$ 66,134.67

Reconciled Cash Balance at 8/31/26-Byline Bank checking \$ 146,106.11
Reconciled Cash Balance at 8/31/26-Republic Bank checking 488,474.70
Reconciled Cash Balance at 8/31/26-Republic Bank sweep 309,667.86

Total \$ 944,248.67

**BERWYN TOWNSHIP
GENERAL ASSISTANCE PROGRAM**

Activity Report for Month of: August 2026

CASELOAD	GENERAL ASSISTANCE	EMERGENCY ASSISTANCE
Clients from Previous Month	91	0
(+) New Cases/Reinstated	7	0
(-) Terminated Cases	3	0
Clients End-of-Month Total	95	0

Client Eligibility Status	# of Clients
EXEMPT (SSI/SSDI case pending)	29
RESTRICTED (Temporarily disabled)	36
ABLE (Unemployed and seeking work)	30

INQUIRIES	GENERAL ASSISTANCE	EMERGENCY ASSISTANCE
Total Assistance Application Requests	7	9
Applications In-Process	0	0
Applications Approved	7	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	9

OTHER APPLICATION ASSISTANCE	August	TOTAL 2026 YTD
Access To Care	0	4
Benefit Access Program	1	9
Emergency ID Bracelet	2	25
Medicaid/Medicare	0	0

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 September 2026 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 September 2026 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 September 2026 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 September 2026 and that
the foregoing amounts are due to the organizations or persons stated above.

_____ Town Clerk

Countersigned

_____ Supervisor



AGENDA ITEM SUMMARY

MEETING DATE: SEPTEMBER 14, 2026

AGENDA ITEM	6	ACTION PROPOSED	☒ INFORMATIONAL ONLY
TITLE	Statement of Receipts & Disbursements		☐ DISCUSS
			☐ REVIEW
SUBMITTED BY	Brian Eagan, CPA Senior Vice President, Selden Fox, Ltd.		☐ APPROVE

SUMMARY

The Board will review the monthly *Statement of Revenues, Expenditures, and Changes in Net Assets – Modified Cash Basis*, summarizing year-to-date financial activity for the Township and GA Funds. This report is for informational purposes.

ATTACHMENTS

- Statement of Revenues, Expenditures, and Changes in Net Assets – Modified Cash Basis for the period **August 1, 2026 through August 31, 2026.**

Berwyn Township
 Budget vs. Actuals_Budget_FY27_P&L_Report
 April-August, 2026

	TOTAL			
	Actual	Budget	Over budget by	Percent of budget
Income				
4100.00 Property Tax	215,808.82	202,083.35	13,725.47	106.79 %
4200.00 Replacement Tax	21,820.77	18,750.00	3,070.77	116.38 %
4330.00 Miscellaneous Income	9.00	833.35	-824.35	1.08 %
4400.00 Interest Income	2,006.63	1,041.65	964.98	192.64 %
Total for Income	\$239,645.22	\$222,708.35	\$16,936.87	107.6 %
Cost of Goods Sold				
Gross Profit	\$239,645.22	\$222,708.35	\$16,936.87	107.6 %
Expenses				
5000.00 Capital Outlay				
5015.00 Equipment	14,058.00	3,125.00	10,933.00	449.86 %
5017.00 Park Improvements and Equipment		2,083.35	-2,083.35	0.0 %
5020.00 Office Furnishings		1,666.65	-1,666.65	0.0 %
Total for 5000.00 Capital Outlay	\$14,058.00	\$6,875.00	\$7,183.00	204.48 %
5100.00 Contractual Services				
5105.00 Accounting/Bookkeeping	6,571.00	5,750.00	821.00	114.28 %
5106.00 Payroll Processing Fees	700.00	1,250.00	-550.00	56.0 %
5120.00 Association Dues	1,372.12	1,354.15	17.97	101.33 %
5135.00 General Liability Insurance	5,930.00	4,166.65	1,763.35	142.32 %
5143.00 Town Attorney	4,435.00	4,791.65	-356.65	92.56 %
5144.00 Website Costs	2,400.00	625.00	1,775.00	384.0 %
5155.00 Town Board Educ, Trans, Travel	1,262.95	2,291.65	-1,028.70	55.11 %
5165.00 Office Rent - Rent & Services	17,517.50	17,517.50	0.00	100.0 %
5115.00 Annual Audit		2,291.65	-2,291.65	0.0 %
5140.00 Legal Expense		3,125.00	-3,125.00	0.0 %
5145.00 Newsletter/Website		2,083.35	-2,083.35	0.0 %
Total for 5100.00 Contractual Services	\$40,188.57	\$45,246.60	-\$5,058.03	88.82 %
5200 Assessor's Office				
5210.00 Assessor Educ, Trans, Travel	109.17	1,250.00	-1,140.83	8.73 %
5215.00 Assessor's Office Supplies	1,122.61	520.85	601.76	215.53 %
5220.00 Assessor's Office Equipment	67.20	1,562.50	-1,495.30	4.3 %
5230.00 Assessor's Web Hosting/ IT	1,166.53	2,062.50	-895.97	56.56 %
5240.00 Assessor's Office Budget	100.00	1,250.00	-1,150.00	8.0 %
5225.00 Assessor's Printing and Publica		1,062.50	-1,062.50	0.0 %
Total for 5200 Assessor's Office	\$2,565.51	\$7,708.35	-\$5,142.84	33.28 %

Berwyn Township
 Budget vs. Actuals_Budget_FY27_P&L_Report
 April-August, 2026

	TOTAL			
	Actual	Budget	Over budget by	Percent of budget
5400.00 Other Expenditures				
5425.00 Officials' Bonds	3,500.00	1,666.65	1,833.35	210.0 %
5440.00 Special Events & Programs	\$7,540.00	\$10,416.65	-\$2,876.65	72.38 %
5440.02 Community Outreach	6,270.00	1,041.65	5,228.35	601.93 %
5440.03 Dumpster Days	1,220.53	6,250.00	-5,029.47	19.53 %
5440.08 New Programs and Initiatives	103,331.87	87,500.00	15,831.87	118.09 %
5440.04 Senior Breakfast		625.00	-625.00	0.0 %
5440.05 Holiday Fund		2,083.35	-2,083.35	0.0 %
5440.06 Community Hero		1,666.65	-1,666.65	0.0 %
5440.07 Intergovernmental		6,250.00	-6,250.00	0.0 %
5440.09 Emergency Preparedness Training		625.00	-625.00	0.0 %
5440.10 Senior Resource & Dance		625.00	-625.00	0.0 %
5440.11 Mentorship program		625.00	-625.00	0.0 %
Total for 5440.00 Special Events & Programs	\$118,362.40	\$117,708.30	\$654.10	100.56 %
5410.00 Contingencies		1,041.65	-1,041.65	0.0 %
5444.00 Emergency Preparedness		2,083.35	-2,083.35	0.0 %
5450.00 Decorating		416.65	-416.65	0.0 %
5470.00 Record Retention		416.65	-416.65	0.0 %
Total for 5400.00 Other Expenditures	\$121,862.40	\$123,333.25	-\$1,470.85	98.81 %
5500.00 Repairs and Maintenance	\$1,580.16		\$1,580.16	
5520.00 Landscaping	1,010.00	2,291.65	-1,281.65	44.07 %
5530.00 Town Park - Maint & Operations	2,508.17	2,500.00	8.17	100.33 %
5540.00 Snow Removal	387.50	1,250.00	-862.50	31.0 %
Total for 5500.00 Repairs and Maintenance	\$5,485.83	\$6,041.65	-\$555.82	90.8 %
5600.00 Commodities				
5615.00 Office Supplies and Expense	2,577.97	2,916.65	-338.68	88.39 %
5620.00 Postage	142.90	833.35	-690.45	17.15 %
5625.00 Printing and Publication		833.35	-833.35	0.0 %
5635.00 Clerk's Budget		41.65	-41.65	0.0 %
Total for 5600.00 Commodities	\$2,720.87	\$4,625.00	-\$1,904.13	58.83 %
5800.00 Personnel Expenses				
5830.00 Taxes - Employer FICA	6,506.03	9,791.65	-3,285.62	66.44 %
5831.00 Taxes - Employer Medicare	1,521.57	2,708.35	-1,186.78	56.18 %
5832.00 Taxes - SUTA	60.56	854.15	-793.59	7.09 %
5835.00 Retirement Contribution	12,060.26	23,333.35	-11,273.09	51.69 %
5875.00 Township Assessor	13,099.50	14,583.35	-1,483.85	89.83 %
5877.00 Assessor's Office Staff	36,610.25	51,927.10	-15,316.85	70.5 %
5880.00 Group Health Insurance	14,647.33	22,916.65	-8,269.32	63.92 %
5885.00 Board of Trustees	5,541.20	6,041.65	-500.45	91.72 %
5890.00 Township Clerk	6,549.77	9,375.00	-2,825.23	69.86 %
5895.00 Township Supervisor	19,218.75	21,875.00	-2,656.25	87.86 %

Berwyn Township

Budget vs. Actuals_Budget_FY27_P&L__Report

April-August, 2026

	TOTAL			
	Actual	Budget	Over budget by	Percent of budget
5898.00 Clerical	28,697.93	43,750.00	-15,052.07	65.6 %
5899.00 Clerk's Office Staff	42.00	833.35	-791.35	5.04 %
Total for 5800.00 Personnel Expenses	\$144,555.15	\$207,989.60	-\$63,434.45	69.5 %
Payroll Expenses	0.00		0.00	
Total for Expenses	\$331,436.33	\$401,819.45	-\$70,383.12	82.48 %
Net Operating Income	-\$91,791.11	-\$179,111.10	\$87,319.99	51.25 %
Other Income				
Other Expenses				
Net Other Income				
Net Income	-\$91,791.11	-\$179,111.10	\$87,319.99	51.25 %

Berwyn General Assistance Fund
 Budget vs. Actuals_Budget_FY27_P&L_Report
 April-August, 2026

	TOTAL			
	Actual	Budget	Over budget by	Percent of budget
Income				
4100.00 Property Tax	246,120.68	191,666.65	54,454.03	128.41 %
4700.00 Investment Income	13,043.45	10,416.65	2,626.80	125.22 %
4900.00 Interest Income	3,825.48	2,083.35	1,742.13	183.62 %
Total for Income	\$262,989.61	\$204,166.65	\$58,822.96	128.81 %
Cost of Goods Sold				
Gross Profit	\$262,989.61	\$204,166.65	\$58,822.96	128.81 %
Expenses				
5000.00 Capital Outlay				
5030.00 Computer/GA Tracking Program	1,800.00	1,666.65	133.35	108.0 %
5015.00 Equipment		2,916.65	-2,916.65	0.0 %
Total for 5000.00 Capital Outlay	\$1,800.00	\$4,583.30	-\$2,783.30	39.27 %
5100.00 Contractual Services				
5105.00 Accounting/Bookkeeping	6,559.00	5,750.00	809.00	114.07 %
5143.00 Town Attorney	1,770.00	2,000.00	-230.00	88.5 %
5165.00 Office Rent - Rent & Services	16,063.73	14,583.35	1,480.38	110.15 %
5115.00 Annual Audit		1,250.00	-1,250.00	0.0 %
5120.00 Association Dues		333.35	-333.35	0.0 %
5135.00 Gen. Liability Insurance		2,500.00	-2,500.00	0.0 %
5140.00 Legal Expense		1,250.00	-1,250.00	0.0 %
5145.00 Newsletter/Website		2,916.65	-2,916.65	0.0 %
5155.00 GAEducation, Transport & Travel		833.35	-833.35	0.0 %
5180.00 Insurance - Catastrophic		1,250.00	-1,250.00	0.0 %
Total for 5100.00 Contractual Services	\$24,392.73	\$32,666.70	-\$8,273.97	74.67 %
5300.00 Assistance Programs				
5350.00 Relief - Flat Grant	191,976.00	179,166.65	12,809.35	107.15 %
5340.00 Statutory Burial Expenses		8,333.35	-8,333.35	0.0 %
5355.00 Hospitalization Exp / Inst Care		20,833.35	-20,833.35	0.0 %
5356.00 Medical Assistance		4,166.65	-4,166.65	0.0 %
Total for 5300.00 Assistance Programs	\$191,976.00	\$212,500.00	-\$20,524.00	90.34 %
5400.00 Other Expenditures				
5440.00 Special Events & Programs	267.60	20,833.35	-20,565.75	1.28 %
5410.00 Contingencies		4,166.65	-4,166.65	0.0 %
5435.00 Access to Care		1,666.65	-1,666.65	0.0 %
5444.00 Emergency Assistance Program		62,500.00	-62,500.00	0.0 %
5460.00 Office Furnishings		1,666.65	-1,666.65	0.0 %
5470.00 Record Retention/Disposal		416.65	-416.65	0.0 %
Total for 5400.00 Other Expenditures	\$267.60	\$91,249.95	-\$90,982.35	0.29 %

Berwyn General Assistance Fund
 Budget vs. Actuals_Budget_FY27_P&L_Report
 April-August, 2026

	TOTAL			
	Actual	Budget	Over budget by	Percent of budget
5600.00 Commodities				
5615.00 Office Supplies and Expense	133.54	416.65	-283.11	32.05 %
5620.00 Postage		208.35	-208.35	0.0 %
5625.00 Printing and Publication		833.35	-833.35	0.0 %
Total for 5600.00 Commodities	\$133.54	\$1,458.35	-\$1,324.81	9.16 %
5800.00 Personnel Expenses				
5803.00 Intake Personnel	17,804.41	37,500.00	-19,695.59	47.48 %
5830.00 Taxes - Employer FICA	1,103.87	1,666.65	-562.78	66.23 %
5831.00 Taxes - Employer Medicare	258.17	416.65	-158.48	61.96 %
5832.00 Taxes - SUTA	15.79	166.65	-150.86	9.47 %
5835.00 Retirement Contribution	3,459.41	5,000.00	-1,540.59	69.19 %
5880.00 Group Health Insurance	1,855.16	10,416.65	-8,561.49	17.81 %
Total for 5800.00 Personnel Expenses	\$24,496.81	\$55,166.60	-\$30,669.79	44.41 %
Total for Expenses	\$243,066.68	\$397,624.90	-\$154,558.22	61.13 %
Net Operating Income	\$19,922.93	-\$193,458.25	\$213,381.18	-10.3 %
Other Income				
Other Expenses				
Net Other Income				
Net Income	\$19,922.93	-\$193,458.25	\$213,381.18	-10.3 %



AGENDA ITEM SUMMARY

MEETING DATE: SEPTEMBER 14, 2026

AGENDA ITEM	7-A	ACTION PROPOSED	☒ INFORMATIONAL ONLY
TITLE	Berwyn 708 Community Mental Health Board Brief Update		☐ DISCUSS
SUBMITTED BY	Allen Doederlein, Executive Director, B708CMHB		☒ REVIEW
			☐ APPROVE

SUMMARY

Berwyn Township 708 Community Mental Health Board Update

I. The Berwyn Township 708 Community Mental Health Board meeting dates for the 2026-2027 Grant Year are

- > Monday, September 28, 2026
- > Monday, November 16, 2026
- > Monday, January 25, 2027
- > Monday, March 15, 2027
- > Monday, May 17, 2027
- > Monday, June 21, 2027

II. The 708 Board remains ready to make payments for the Township's 2025-2026 and 2026-2027 grants—we simply need the brief report for July 1, 2024 - May 31, 2026, which was sent on June 1, 2026, and then we can execute those two contracts.

III. The 708 Board has begun the process of getting its grant application and reporting into a new online submission portal.

ATTACHMENTS

- None



AGENDA ITEM SUMMARY

MEETING DATE: SEPTEMBER 14, 2026

AGENDA ITEM	8-A	ACTION PROPOSED	☒ INFORMATIONAL ONLY
TITLE	2026 Township Officials of Illinois Conference		☐ DISCUSS
SUBMITTED BY	Leticia Garcia, Township Clerk		☐ REVIEW
			☐ APPROVE

SUMMARY

ATTACHMENTS

- Township Clerk Leticia Letter

David J. Avila
Town Supervisor

Leticia Garcia
Town Clerk

Jacqueline Pereda
Town Assessor

TOWNSHIP OF BERWYN

A Tradition of Service



Township Trustees

Edward Espinoza
Nicholas Margarites
Jesse Miranda
Zulema Ortiz

September 14, 2026

RE: 2026 Township Officials of Illinois Conference

Dear Township Supervisor and Trustees:

Please be advised the 2026 Township Officials of Illinois Conference will be held November 9-11, 2026, at the Crowne Plaza in Springfield, Illinois.

Please mark your calendars accordingly. Additional information regarding registration, the conference schedule, lodging, and other conference details are available on the Township Officials of Illinois website.

Best,

Leticia Garcia
Township Clerk



AGENDA ITEM SUMMARY

MEETING DATE: SEPTEMBER 14, 2026

AGENDA ITEM	9-A	ACTION PROPOSED	☐ INFORMATIONAL ONLY
TITLE	[Deferred August 10, 2026] Review & Approve City of Berwyn and Berwyn Township Emergency Operations Plan (EOP)		☐ DISCUSS
SUBMITTED BY	Leticia Garcia, Township Clerk		☒ REVIEW
			☒ APPROVE

SUMMARY

ATTACHMENTS

- Emergency Operations Plan (EOP)- Township Clerk Garcia Letter & Berwyn Fire Department Correspondence

David J. Avila
Town Supervisor

Leticia Garcia
Town Clerk

Jacqueline Pareda
Town Assessor

TOWNSHIP OF BERWYN

A Tradition of Service



Township Trustees

Edward Espinoza
Nicholas Margarites
Jesse Miranda
Zulema Ortiz

June 1, 2026

RE: City/Township Emergency Operations Plan (EOP)

Dear Township Supervisor and Trustees:

Attached is a communication from Scott Waszak, Division Chief of Safety and Emergency Management for the Berwyn Fire Department, regarding the approval of the Township Emergency Operations Plan (EOP).

Once approved by the Township, the plan will be sent to the Cook County Emergency Management Agency and the Illinois Emergency Management Agency for acceptance.

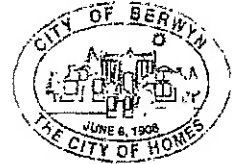
Best,

Leticia Garcia
Town Clerk



BERWYN FIRE DEPARTMENT

6700 W. 26th Street Berwyn, IL 60402-0701
708-484-1644



Mayor Robert J. Lovero

James Michalek
Fire Chief

Brian Madden
Deputy Chief of Operations

Robert Pilch
Deputy Chief of Administration

The City of Berwyn participates in emergency preparedness as required by Chapter 240 of the Code of Ordinances. As part of this preparedness, the City maintains the Emergency Operations Plan (EOP) to act as a guide to managing large scale emergency events.

The Basic Plan describes the structure and processes comprising of the City approach to domestic incident management designed to integrate the efforts and resources of Local, County, State and Federal governments. In addition, the plan also addresses private-sector, and nongovernmental organizations. The Basic Plan includes planning assumptions, roles, and responsibilities, concept of operations, incident management actions, and plan maintenance instructions.

The purpose of this emergency response plan is to save lives, minimize injuries, protect personal property, preserve functioning municipal government, and maintain and support economic activities. This plan takes an "all hazards" approach to emergencies and focuses on developing an emergency management system capable of operating in any type of emergency or disaster whether natural, technological, or civil. Specific actions are described in the Concept of Operations and are outlined in functional annexes and hazard specific annexes developed for each operational department of City government.

It is imperative that the plan is reassessed periodically and adapted to current needs and threats. Per the plan itself, this reassessment occurs biennially. The Township and the Health District both play vital roles in managing a large-scale emergency, and as such, are named in the City's EOP as a partner. As such, I am asking that the Health District Board and the Township Board vote to maintain the statutory line of succession, as well as, adopt the EOP as presented.

Once passed, the Plan will be sent to the Cook County Emergency Management Agency and the Illinois Emergency Management Agency for recognition and acceptance. This fulfills the City's obligation under state statute and allows for disaster declarations and assistance from these agencies before, during, and after an emergency. These steps will streamline the process of getting help when the City needs it most.

Recommended Action: Adopt the updated Emergency Operation Plan as presented.

Respectfully,

Scott Waszak
Division Chief of Safety and Emergency Management

FOREWORD SECTION

BERWYN TOWNSHIP / HEALTH DISTRICT
COOK COUNTY, ILLINOIS

RESOLUTION
NUMBER

**A RESOLUTION AUTHORIZING THE LINES OF
SUCCESSION FOR TOWNSHIP SUPERVISOR**

WHEREAS, in the event that the Township Supervisor is unavailable, the powers of the office shall be exercised, and duties shall be discharged by his/her designated emergency interim successor in the order specified.

WHEREAS the emergency interim successor shall exercise the powers and discharge the duties of the office until such time as a vacancy which may exist shall be filled in accordance with the constitution or statutes; or until the office, or his deputy, or a preceding emergency interim successor, again becomes available to exercise the powers and discharge the duties of his office. Based on the authority of 5 ILCS 275/1 *et. seq.*, and the Berwyn Township Board of Trustees,

NOW, THEREFORE, BE IT RESOLVED BY THE SUPERVISOR AND BOARD OF TRUSTEES OF BERWYN TOWNSHIP, COOK COUNTY, ILLINOIS, THE LINE OF SUCCESSION FOR THE EXECUTIVE BRANCH OF GOVERNMENT IS AS FOLLOWS:

ADOPTED BY THE SUPERVISOR and BERWYN TOWNSHIP BOARD OF TRUSTEES of Berwyn Township, Cook County, Illinois on June 8, 2026 by the following roll call vote:

	<u>YES</u>	<u>NO</u>	<u>ABSENT</u>
	<u>PRESENT</u>		
Trustee	_____	_____	_____
Trustee	_____	_____	_____
Trustee	_____	_____	_____
Trustee	_____	_____	_____
Supervisor	_____	_____	_____

TOTAL

Township Supervisor Attest:

City/Township Clerk

FOREWORD SECTION

Berwyn Township / Health District

If any section, provision, or clause of this plan shall be invalid, the invalidity shall not affect any other section, provision or clause of this plan.

All regulations and/or parts of regulations, or ordinances directly conflicting with this EOP shall be repealed.

This Emergency Operation Plan (EOP) shall be in full force and effect from the date of its approval.

Approved this _____ day of _____ 20____.

By: _____
Township Supervisor, Berwyn Township / Health District

Township Attorney:

Attest: _____
Berwyn Township Clerk

Berwyn Township SEAL



AGENDA ITEM SUMMARY

MEETING DATE: SEPTEMBER 14, 2026

AGENDA ITEM	10-A	ACTION PROPOSED	☐ INFORMATIONAL ONLY
TITLE	Consideration of establish deadline for agenda item submission: 10:00 AM ten days prior to board meeting		☐ DISCUSS
SUBMITTED BY	David J. Avila, Township Supervisor		☒ REVIEW
			☒ APPROVE

SUMMARY

- In order for staff to produce the agenda and meeting packets in a timely manner agenda submission will be 10AM, ten days prior to board meeting.

ATTACHMENTS

-



AGENDA ITEM SUMMARY

MEETING DATE: SEPTEMBER 14, 2026

AGENDA ITEM	10-B	ACTION PROPOSED	☐ INFORMATIONAL ONLY
TITLE	Approve Change of Regular Board Meeting		☐ DISCUSS
SUBMITTED BY	David J. Avila, Township Supervisor		☒ REVIEW
			☒ APPROVE

SUMMARY

- Trustee Ortiz is requesting a change of the October meeting date, Supervisor Avila requesting to change of Regular Board Meeting from October 22, 2026 to October 21, 2026.

ATTACHMENTS

- None



AGENDA ITEM SUMMARY

MEETING DATE: SEPTEMBER 14, 2026

AGENDA ITEM	10-C	ACTION PROPOSED	☐ INFORMATIONAL ONLY
TITLE	Review & Approve Annual Treasurer's Report		☐ DISCUSS
SUBMITTED BY	David J. Avila, Township Supervisor		☒ REVIEW
			☒ APPROVE

SUMMARY

ATTACHMENTS

- To be provided at meeting.



AGENDA ITEM SUMMARY

MEETING DATE: SEPTEMBER 14, 2026

AGENDA ITEM	10-D	ACTION PROPOSED	☐ INFORMATIONAL ONLY
TITLE	Consideration & Approval of Electronic Distribution Agenda and Meeting		☐ DISCUSS
SUBMITTED BY	David J. Avila, Township Supervisor		☒ REVIEW
			☒ APPROVE

SUMMARY

- Due to safety concern and burden to our staff, agenda and meeting packets will be sent electronically. If a paper copy is needed prior to the board meeting, agenda and meeting packets will be available for pick up on Friday from 9:00 AM-2:00PM on the 2nd Floor.

ATTACHMENTS

-