



**MILTON TOWNSHIP**  
EFFECTIVE LOCAL GOVERNMENT SINCE 1850

Elizabeth Higgins-Beard, Supervisor  
Chris LeVan, Assessor  
Michael H. Drew, Highway Commissioner  
Dan Bailey, Town Clerk

Jacqueline McGrath, Trustee  
Paula McGowen, Trustee  
Larry L. Pitts, Trustee  
Stephen Siemer, Trustee

**Tuesday, June 10<sup>th</sup> 2025**

6:15 p.m. – Audit of Township Bills/Claims  
6:30 p.m. –Regular Monthly Business Meeting

Board Room, Milton Township Hall  
1492 N. Main Street  
Wheaton, Illinois 60187

AGENDA

- I. Call to Order
  - A. Mission Moment
  - B. Pledge of Allegiance
  - C. Attendance Roll Call
  - D. Approval of Agenda
  - E. Approval of Minutes of Regular Meeting on May 13, 2025
  - F. Approval of Claims
  - G. Approval of Public Comment Policy
  - H. Adoption of Robert's Rules of Order
- II. Public Comment (Limited to 3 minutes per person, first come first serve, 30 minutes allotted total)
- III. Chairman's Report
  - A. Proclamation for Marty Keller
  - B. Recognition Chaplin Jim Devitt
  - C. Overview first 90 Days: welcome, facilities, finances
  - D. Appointment of Trustees to Committees and Commissions
  - E. Cream of Wheaton
  - F. General Assistance
  - G. Transportation Update
  - H. Miscellaneous/Other
- IV. Reports
  - A. Town Clerk Report/Comments
  - B. Trustees Report/Comments
  - C. Highway Commissioner Report
  - D. S.A.L.T. Committee (Chuck Smith, Chairman)
  - E. Food Pantry (Dave Sezonov, Director)
  - F. CERT (Dave Sezonov, Director)
  - G. Cemeteries Authority (E Higgins-Beard reporting) Pleasant Hill Cemetery Event June 24, 11AM
- V. Unfinished Business
  - A. Update on Audit FY24 (April 2023-March 2024)
- VI. New Business
  - A. Declaration of Surplus Property: 2004 Ford E350 (Commonly referred to as "Township Mini Bus")
  - B. Proposed Budget Amendments FY26 (April 2025-March 2026)
  - C. Motion to Approve Professional Services Agreement for Forensic Audit
  - D. Motion to Approve Professional Services Agreement for FY25 Audit (within budgeted amount)
- VII. Adjournment

Signed: *Daniel Bailey*  
Daniel Bailey, Town Clerk

Date: 06/04/2025

**Next Meeting Tuesday, July 8<sup>th</sup> 2025**



## **MILTON TOWNSHIP PUBLIC COMMENT POLICY**

1. All Township Meetings subject to the Illinois Open Meetings Act shall include a Public Comment item on the Agenda.
2. Public Comment shall be limited to 3 minutes per person, unless extended by a vote of the Town Board. The total Public Comment time allotment shall not to exceed 30 minutes.
3. Speakers will be recognized in the order in which their request for Public Comment is submitted.
4. Speakers may substitute their Public Comment with written comments, which may also be submitted to supplement the Speaker's Public Comments.
5. Speakers are requested to state their name for the record.
6. All Public Comments shall be directed to the Supervisor.
7. Public Comments may be made on any Agenda item, or any subject matter pertaining to Milton Township. Public Comments at a Special Meeting shall be limited to the topics on the Agenda.
8. Groups of Speakers on the same subject matter may select a representative Speaker to avoid repetition.
9. Public Comments should be made in a civil respectful manner, with Speakers avoiding threatening or disruptive comments and actions. Use of profanity is strictly prohibited.
10. The Supervisor, or her designee, or the Chair of any Township Committee Meeting, may halt or suspend Public Comment due to non-compliance with these guidelines, and may delay the completion of Public Comment, due to the number of Speakers; or if said Public Comment interferes with the Board's ability to transact Township business.

**Approved this 10<sup>th</sup> day of June, 2025.**

**Reallocation within the FY26 Annual Township Budget  
for the General Town Fund**

A Motion is made to authorize the reallocation of \$111,400, within the General Town Fund, said amount being less than 10% of the total amount appropriated in the General Town Fund, to be reallocated as follows:

Line Item	Account	Amount	Rationale	Impact
Contingency	10540	(65000)	Budgeted for contingency	
CERT Telephone/FAX	10811	(3400)	Overbudgeted	In Township accounts. No impact
CERT Salary	10802	(20000)	Overbudgeted	No impact on staff
SALT Fuel and Vehicle Maint.	10707	(3000)	Overbudgeted	No use in FY25
Cemetery Non-Capital Improvements	10570	(10000)	Overbudgeted	Low use FY25.
Prof. Service Forensic Audit	10518	65000	Not originally budgeted	Forensic Audit of FY20-25
Prof Service FT Temp Bookkeeper Finance	10518	16000	Not originally budgeted	Additional temp staff to assist for 16 weeks
Prof Services Consultant Comms	10518	20000	Not originally budgeted	Focus area for FY26 augmenting PT staff
Training, Meetings Conferences	10528	400	Restore funds spent in April	Restore training & mtg funds
	Total	0		



DEPARTMENT OF HUMAN SERVICES

SOCIAL SERVICES PROVIDED	May 2025	January - May 2025	FYTD 2024	FYTD 2023	FYTD 2022
<b>Intake client calls – Initial contact</b>	135	469	1,847	487	299
Community Walk-ins	11	65	219	107	54
Total Intake:	146	534	2,066	594	353
<b>General Assistance</b>					
General Assistance inquiry clients	0	0	4	1	1
General Assistance appointments	0	3	29	12	12
<b>Emergency Assistance</b>					
Emergency Assistance appointments	3	30			
Emergency Assistance cases approved	3	27	73	47	35
<b>Additional Services:</b>					
Benefit Access (IL SOS senior license plate discount)	12				
Gift Cards (Speedway or Meijer cards)	0	1	31	53	16
IDHS SNAP Assistance	1	1			
LIHEAP (Low Income Home Energy Assistance Program through DuPage County)	12	69	261	94	16
Medical Closet	14	32	235	67	
Notary Services	7	22			
Referrals to other Non-Profit Agencies or Government Programs	21	80	184	241	
Repeat Boutique referrals	0	7			
Veterans' Services assisted	1	1	13		
Youth Scholarships	7	40	132	61	

Department Highlights —

Milton Township continues to make efforts in offering relevant financial assistance for our community residents in areas of General Assistance, Emergency Assistance, and The Salvation Army grants programs. Total financial assistance awarded for May 2025 was **\$4,863. 00**. (See attached report from VisualGA software.)

The Senior Resource Fair hosted by DuPage County is scheduled for June 13th at 10:00 a.m. - 1:00 p.m., 421 N. County Farm Rd, 1st Floor Auditorium, Wheaton, IL. Come to learn more about senior services and programs available in our community.

# System Activity Report

[5/1/2025 - 5/31/2025] Report Date: 6/6/2025

## General Assistance

Grants (New Clients) :	0	
Grants (Previous Clients) :	0	
In-Process :	0	
Denials :	0	
Sanctions :	0	
Terminations :	0	
	0	\$0.00

## General Assistance - Medical

Referrals :	0	
Disbursements :	0	
	0	\$0.00

## General Assistance - Work Program Assignments

Job Training :	0	
Workfare :	0	
	0	

## Emergency Assistance

Grants :	3	\$2,100.00
In-Process :	0	
Denials :	0	
	3	\$2,100.00

## Additional Assistance

Dental Kits (DuPage Health Depart) :	3	
IDHS: SNAP & Medical Assistance Application :	1	
Personal Essentials kits :	2	\$12.60
The Salvation Army - Rental Assistance :	1	\$600.00
The Salvation Army - Walmart gift cards :	2	\$50.00
Youth Scholarship :	6	\$2,100.00
	15	\$2,762.60

## Additional Activity

Calls :	136
Calls Intake Screening :	2
EA - Appointment :	4
EA - Cancel/No Show :	1
EA - Eligible :	3
EA - Not Eligible :	7
Emails :	80
GA - Appointment :	2
GA - Not Eligible :	1
LIHEAP :	12
Notary Service :	7
Referrals :	21
Repeat Boutique :	1
Walk-In :	11

# System Activity Report

[5/1/2025 - 5/31/2025] Report Date: 6/6/2025

Youth Scholarship - Appointment :	4	
Youth Scholarship - Eligible :	3	
	<hr/>	
	295	
Grand Totals:	313	\$4,862.60



# ABOUT US

The Community Emergency Response Team (CERT) program educates volunteers about disaster preparedness for the hazards that may occur where they live. In addition, we participate in a variety of community events to ensure the safety of the attendees.



During a catastrophic disaster, your neighborhood will be on its own during the early stages of an event. After such a disaster, citizens will naturally volunteer to help. Unfortunately, these people can expose themselves and others to potential injury and even death without proper training. Experience has shown that basic training in disaster survival and rescue skills increases citizens' chance of survival until first responders or other assistance arrives.

 Milton Township CERT TEAM

# CONTACT US



1492 N. Main St. Wheaton IL 60187



(630)668-1616



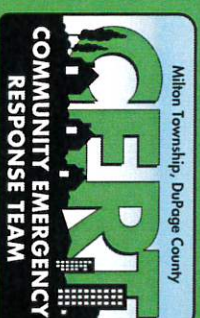
[www.miltontownship.net](http://www.miltontownship.net)



[cert@miltontownship.net](mailto:cert@miltontownship.net)



VOLUNTEER TODAY!



Stronger Together  
[www.miltontownship.net](http://www.miltontownship.net)



**CERT provides training for basic disaster response skills, such as:**

**Fire Safety and Suppression:** Team members will learn how to use extinguishers and other equipment to recognize and suppress small fires.

**Disaster Medical Operations:** Team members will learn how to conduct medical assessments, and provide basic first aid.

**Damage Assessment:** Team members will learn how to rapidly assess damage, employing a standardized format used throughout the country by CERT.

**Organization, Terrorism and Disaster Psychology:** Experience has shown that basic training in disaster survival and rescue skills improves the ability for citizens to survive until first responders or other assistance arrives.

**Disaster Preparedness:** CERT training instructs team members to prepare themselves, their families, and their neighborhoods for possible hazards inside and outside the home.

## COURSE CURRICULUM:

- Week 1
  - Intro to CERT
  - CERT and the Community
  - CERT Gear distribution
  - Situational awareness
  - Hands-on radio communication
- Week 2
  - Fire safety & extinguisher practice
  - Outdoor and indoor search and rescue
  - Protecting you and your family during a disaster
- Week 3
  - Stop the Bleed/Use of Tourniquet
  - Splints and bandages
  - Medical assessments
  - Survivor transport methods
- Week 4
  - Mock Disaster
  - Graduation with certificate distribution and dinner

All Participants will need to complete the Free Online CERT 3.0 course, provided by University of Utah, prior to week one of the course. Completion of the online course will prepare you for the hands on portions of your training experience. All information regarding the online course will be provided upon registration of the four week CERT Training Class.



**If you are ready to prepare your family for potential disaster, work side by side with local first responders, and volunteer within the community, then you are ready to sign up for our next CERT Training Class. Please use the QR Code below to enroll.**





# MISSION STATEMENT

To ensure all residents of Milton Township are provided with access to a variety of healthy, nutritious, and sustainable food items and personal hygiene supplies, obtained through charitable donations and contributions and distributed to those in need of assistance with absolute dignity, honor, respect, and without judgments.



We work hard to ensure that no one in need goes hungry here in the Township. For further information, please call our Township office at (630) 668-1616.



# CONTACT US



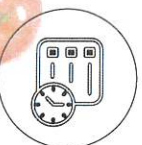
1492 N. Main St. Wheaton IL 60187



(630)668-1616



[www.miltontownship.net](http://www.miltontownship.net)



Tuesday - Thursday 9:00-noon

**FOOD PANTRY** VOLUNTEER TODAY!



We Get More Full  
by Feeding Others

[www.miltontownship.net](http://www.miltontownship.net)



## ABOUT US

Milton Township, through its General Assistance Department, operates an on-site Food Pantry for individuals and families in need here in Milton Township. Begun by office staff bringing in food from home to help those who visited our General Assistance office, the Pantry was incorporated in 2002 as an Illinois not-for-profit and granted 501(c)(3) status by the IRS. It is entirely supported by donations from the community – no tax dollars are used and all donations are fully tax-deductible.

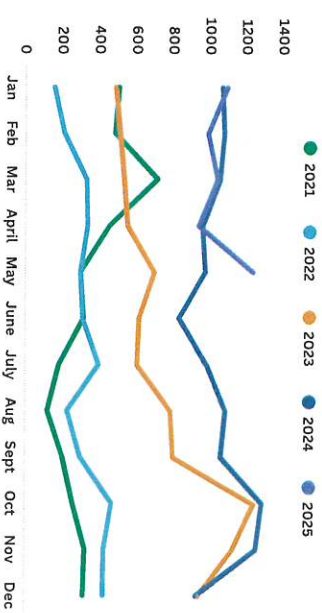


## WANT TO HELP?

The food pantry is always looking for support. Volunteering is a great way to help support your community. If you don't have the time to volunteer, consider donating to the food pantry. We are always in need of hygienic products, canned food, diapers, cereal and monetary donations.

## ACCOMPLISHMENTS

Year over year we have seen significant increases in the use of the food pantry. Over 1000 individuals are now served monthly who are facing food insecurity. Quality food is given to our neighbors through the Milton Township Food Pantry. This includes produce, dairy, eggs, meat, and shelf stable foods. Halal foods are stocked and items for those with specific dietary needs are made available dependent on donations. A pet pantry is a newer service. Growth in need has been matched by growth in donor partnerships. Milton Township relies on a network of grantors, donors, and companies who share generously. We thank DuPage County for a 2024 grant for a new refrigerated box truck. Other donors provide, monthly reusable shopping bags to make our food pantry more eco-friendly.



## NEED HELP?

Milton Township food pantry is here to offer quality food to you as a local resident. Please join us at the Milton Township food pantry, if you are finding it hard to buy your groceries.

Registration requires sharing your photo ID. Residents are helped in the order they arrive, working one on one with a volunteer to move through the pantry. The pantry is open Tuesday-Thursday 9AM to Noon. If work conflicts with those times, please call for an appointment.

The Milton Township Food Pantry needs:

---



---



---



---



Donate to our  PayPal



# MILTON TOWNSHIP

## Effective Local Government



### General Assistance

General Assistance is a state-mandated program for those residents who do not fit into categories administered by Social Security or the Department of Human Services. It provides a monthly grant to a single adult with no income seeking employment or a determination regarding disability benefits. General Assistance can cover utilities, food, or work related expense. Call to learn more or make an appointment.



### Emergency Assistance

We provide emergency assistance for residents who meet our income guidelines and struggle to pay their rent/mortgage or have a disconnect notice for gas, electric, or water. Call to learn more or make an appointment.



### LIHEAP (Low Income Home Energy Assistance Program)

DuPage County administers the Low Income Home Energy Assistance Program (LIHEAP). This assistance program can help eligible households with gas and/or electric bills. The Township assists in filling out and accepting applications. Call to learn more or to make an appointment.



### Food Pantry

We work hard to ensure that no one in need goes hungry. Our Food Pantry, 501(c)3, is supported by donations from the community and operated by volunteers. No tax dollars are used and all donations are fully tax-deductible. Our Pantry is open Tues-Thursday from 9:00 a.m. - 12 p.m or by appointment.



### C.E.R.T.

The Milton Township Community Emergency Response Team was created to help the community in times of crisis. Throughout the year, they also provide assistance for many community events. They offer ongoing training opportunities. C.E.R.T. is completely volunteer based.



### Senior Programs

Throughout the year, the township will host different activities and events that keep seniors involved. We also have a lending closet of gently used medical equipment for anyone to utilize free of charge.



### Transportation Services

We offer assistance with the applications of RTA Passes, Ride DuPage and Benefit Access. We also offer temporary handicap placards.



### Vehicle Sticker Renewal

Renew your vehicle sticker here. Service fee of \$5 for each renewal. Residents can pay with cash or check. \*Note: vehicles must have passed an emissions test.







### Assessor

The Assessor is charged with establishing fair and accurate assessments for all real estate in the Township. This assures the equitable and fair distribution of property tax burden amongst all taxpayers. Our courteous and friendly staff assist taxpayers with their assessment questions and with senior exemptions and freezes in our easily accessible office.



### Highway Department

Our Highway Commissioner and staff work to keep 80 miles of road in repair, clear and safe for driving. Through intergovernmental agreements, the Highway Department assists municipalities and other townships in recovering from severe weather events such as floods, windstorms, and tornados.



### Cemeteries Authority

Milton oversees the protection preservation, and care of three Civil War-era cemeteries. We host cemetery commemorations each year in honor of our veterans and to promote interest in the study of local history.



### Special Programs

Additional programs that Milton Township also provides: Mosquito Abatement, Special Police District (extra patrol for the unincorporated areas), free Notary services and Voter Registration.



### 708 Mental Health Board

The 708 board was established for the purpose of helping community needs in the areas of mental health, intellectual and developmental disabilities, as well as substance abuse. The 708 board has monthly meetings to discuss these topics. They also grant funds to organizations within Milton Township that pertain to those areas.



### S.A.L.T. (Seniors And Law Enforcement Together)

Stay safe from scams and know what's happening in the community from your local Police Department at our monthly meetings. SALT is a service we provide that brings seniors, law enforcement, and local agencies together.



### Veterans Recognition

This township works to make our veterans feel appreciated and respected, resulting in the creation of our veterans honor wall. Throughout the year we also host several different events that go toward helping veterans in need.



### Youth Scholarships

If your child is interested in an extracurricular activity that exceeds your budget, let us know. We may be able to help. Please call for income eligibility and the next steps to move forward.

Supervisor, Elizabeth "Buffy" Higgins-Beard  
Highway Commissioner, Michael H. Drew

Clerk, Dan Bailey  
Assessor, Chris LeVan

Trustee, Stephen Siemer  
Trustee, Jacqueline McGrath

Trustee, Paula McGowen  
Trustee, Larry Pitts





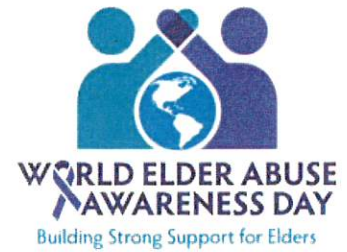


# DUPAGECOUNTY

COMMUNITY SERVICES

# SENIOR RESOURCE FAIR

hosted by DuPage County



In honor of  
World Elder Abuse Awareness Day,  
join us to learn about the  
many services and  
programs available in  
our community.

**JOIN US**

Friday, June 13th  
10am-1pm

421 N County Farm Rd  
1st Floor Auditorium  
Wheaton IL 60187



**\*\*At the JTK Administration Building on DuPage County Courthouse Campus**