



Milton Township Regular Board Meeting
Meeting Minutes
June 10, 2025

The Regularly scheduled Meeting of the Milton Township Board was held in the Board Room of Milton Township, at 1492 N. Main Street, Wheaton, Illinois, on Tuesday, June 10, 2025.

I. Call to Order:

- A. Mission Moment: Supervisor Higgins-Beard Stated that she appreciates Chaplin Jim Devitt's invocations over the years but going forward that we will have mission moments about why we have Milton Township, in addition to invocations by religious/spiritual leaders including Chaplin Jim Devitt. Then she shared the letters of middle schoolers from Edison Middle School in Wheaton thanking Milton Township for making possible a trip to St Louis for their band to take part in a competition where they came in 2nd. Chaplin Jim Devitt gave another inspiring invocation.
- B. Pledge of Allegiance: Trustee Paula McGowen led the Pledge of Allegiance.
- C. Roll Call: The Meeting was called to Order by Supervisor Higgins-Beard at 6:30 p.m. Board Members Present: Supervisor Higgins-Beard, Trustees Paula McGowen, Jacqueline McGrath and Stephen Siemer and Clerk Dan Bailey. Trustee Larry Pitts was absent.
- D. Approval of Agenda: Trustee Siemer made a motion, seconded by Trustee McGowen, to approve the agenda as presented . All those present voted aye. The Motion passed.
- E. Approval of Minutes of Regular Meeting of May 13, 2025:
Trustee Siemer made a motion, seconded by Trustee McGowen, to approve the Meeting Minutes from the May 13, 2025, Regular Board Meeting. On a voice vote, all present voted aye. The Motion passed.
- F. Approval of Claims: The Town Board having conducted a review and Audit of the Township Bills in the earlier segment of the Meeting, Trustee McGrath moved, seconded by Trustee McGowen, to approve the Bills, to be paid and charged to the proper Accounts in the amount of \$378,481.17. On Roll Call Vote, Trustee McGowen, Trustee McGrath, Trustee Siemer. and Supervisor Higgins-Beard voted aye. The Motion passed.
- G. Approval of Public Comment Policy: Trustee Siemer made a motion, seconded by Trustee McGrath, to approve the Township's Public Comment Policy. Trustee

Siemer asked if we could extend the time limit which Supervisor Higgins-Beard said she was able to do. He also asked if we could ask if the speakers were residents. Atty Bond explained that under Il law we could ask speakers to voluntarily provide their address or residence status such as on a public comment sign in form. Following this discussion, on a Roll Call Vote, Trustee McGowen, Trustee McGrath, Trustee Siemer and Supervisor Higgins-Beard voted aye. The Motion Passed.

- H. Adoption of Robert's Rules of Order: Trustee McGowen made a motion, seconded by Trustee McGrath, to approve the Adoption of Robert's Rules of Order for all Township Meetings. On a Roll Call Vote, Trustee McGowen, Trustee McGrath, Trustee Siemer and Supervisor Higgins-Beard voted aye. The Motion Passed.

II. Public Comments:

- A Erica Nelson appreciates the packets are being provided to the public in advance of our meeting and that the whole Milton Township extended family including Supervisors Office, Clerks Office, Assessors Office and the Highway Dept were all together for an event for the first time in memory with a meal provided by Supervisor Higgins-Beard personally and that the website is being addressed .

III. Chairman's Report:

- A. Proclamation for Marty Keller: Supervisor Higgins-Beard and Ronna Johnson presented a Proclamation to Marty A Keller in recognition and appreciation for his service to Milton Township for 17 years as supporter, staff, as director of the CERT team, transportation and elected Trustee and brought humor and new partnerships, donations and volunteers to Milton Township and many community connections as well as his wife Cathy's popular baking.
- B. Recognition Chaplin Jim Devitt: Supervisor Higgins-Beard recognized Chaplin, Jim Devitt, for his contribution and service to the Residents of Milton Township.
- C. Overview First 90 Days: Welcome, Facilities, Finances: Supervisor Higgins-Beard outlined the overview of the first 90 Days of her Administration and a plan, Focused on Listening tour, team building, safety and facilities, audits. Communications, updating the website and mapping a new website. We are looking into how to livestream meetings.
- D. Appointment of Trustees to Committees and Commissions: Supervisor Higgins-Beard announced her Committee Appointments.

Food Pantry Committee: Supervisor Higgins-Beard, Trustees McGowen, Siemer, Pitts and McGrath.

Cemetery Committee: Trustee Pitts, Highway Commissioner Mike Drew, Former Trustee Drew Ellis

708 Board Committee: Trustee Mc Grath
SALT Committee; Trustee Pitts
CERT Committee: Trustee Siemer

Ad Hoc Committees:

Finance Committee: Supervisor Higgins-Beard, Trustees Siemer and Assessor LeVan.

Intergovernmental Committee: Trustee McGowen

- E. **Cream of Wheaton:** Supervisor Higgins-Beard reported on the 4 days of Cream of Wheaton event. Every elected official and staff members were there. See our pictures on Facebook.
- F. **General Assistance:** Supervisor Higgins-Beard reported on the Status of General Assistance. We are tracking people who are being helped. In 2024 we are helping about double what we did in 2023. She will go into more detail next month.
- G. **Transportation Update:** Supervisor Higgins-Beard reported on Transportation Services. We have many services. Marty Keller negotiated with Pace to decrease the overspending by around \$80,000 when only around \$20,000 was in the budget for our ride program. This was by stopping giving Pace rides at night (which are not as widely used but drove up the costs dramatically) but keeping rides in the daytime.
- H. **Miscellaneous/Other:** There were no miscellaneous Items

IV. **Reports:**

- A. **Town Clerk Report/Comments:** Town Clerk, Dan Bailey reported that he had completed OMA training and is in the process of FOIA training. The Township has received 3 FOIA requests. Staff are handling them.
- B. **Trustees Report/Comments:**
Trustees McGowen and Mc Grath had nothing to report. Trustee Siemer reported he is going to Township Officials of Illinois, TOI, new officials Training on June 17, along with most newly elected officials.
- C. **Highway Commissioner Report:** Highway Commissioner, Mike Drew, reported that he campaigned on 3 things Transparency, Fiscal Responsibility, and Better Roads and Drainage. For Transparency, there is a new website, www.miltonhighway.org with an online permit system that saves staff and residents' time. For Fiscal Responsibility, he decreased phone and internet usage from \$2700 a month to \$500 a month by changing plans. And on a rainy day, they cleaned up and sold scrap for \$3300. For Better Roads he is working on an ordinance to restrict night parking all year. State Rep Terra Costa Howard is hosting

a conversation with American Water Company at Arbor View School. June 17, 2025, at 6 pm to talk about complaints about their service including water main breaks.

- D. **S.A.L.T. Committee:** SALT Chairman, Chuck Smith, reported on the recent S.A.L.T. meeting. Sheriffs, police, social workers and Supervisor Higgins-Beard attended. Library reps talked about services and programs for seniors. The Communication Director gave a scam report, including thefts from seniors by folks posing as utility workers. In addition, 1. Chuck is organizing another Senior Auto Inspection at 1 Pap Circle Wheaton Fire Department location where Seniors will get a thorough auto inspection on October 18, 2025, from 9am to 11:30 am. Chuck is organizing volunteer mechanics and helpers. AAA Wheaton donates all the fluids for the event. 2. The Senior Resource Fair is June 13, 2025, from 10 am to 1 pm at DuPage County.
- E. **Food Pantry:** Executive Director, Dave Sezonov, reports on the Food Pantry activities and why Milton Food Pantry is important even with other local pantries. Different pantries have different strengths and can help one another with pickups and complementary services. Refrigerated food trucks allow for the inclusion of fresh produce. ID cards that list all family members help to get each family the resources they need. Since 2022, after improvements by staff, Milton food pantry has seen a steep increase in use which has recently leveled off but continues to grow since 2022 with the largest month of use yet in May 2025.
- F. **CERT:** Executive Director, Dave Sezonov, reported on the C.E.R.T. activities; 4 events this weekend with 4 days of Cream of Wheaton including safety and first aid, upcoming Highland games next weekend and West Chicago Railroad Days the following weekend, Concerts in the park and 4th of July parades. They are also planning a fall CERT training class.
- G. **Cemeteries Authority, Pleasant Hill Cemetery Event June 28, 11AM:** Supervisor Higgins-Beard reported there is an upcoming Event at the Pleasant Hill Cemetery Scheduled on June 28, 2025, 11 am with a full band concert and patriotic activities. Weed days are coming up. She commended Mike Zafron Head of Friends of the Pioneer Cemeteries, Commissioner Drew and Former Trustee Drew Ellis for repairing a soldier's fallen stone at St Stephens.

V. **Unfinished Business:**

- A. **Update on Audit FY24 (April 2023-March 2024):** Supervisor Higgins-Beard reported that the 2024 Annual Audit will be presented in July by Lauterbach and Amen and approved by Supervisor Higgins Beard. She, Trustee Siemer and our accountant were in touch with the auditors.

VI. **New Business:**

- A. **Declaration of Surplus Property: 2004 Ford E350 (Commonly referred to as "Township Minibus"):** Supervisor Higgins-Beard reported that the Townships Minibus is no longer necessary or useful for Township purposes and can, therefore, be declared surplus property, which the Township can dispose of, under the Township Code.
Trustee Mc Grath made a motion, seconded by Trustee McGowen, to declare the Township Minibus surplus property and to authorize the disposal of the property. Trustees McGowen, McGrath and Siemer and Supervisor Higgins-Beard voted aye. The motion passed.

- B. **Proposed Budget Amendments FY26 (April 2025-March 2026):** Supervisor Higgins-Beard explained that the Budget Passed by the Previous Administration needed to be adjusted to address the Programs and Priorities of the new Administration. Supervisor Higgins-Beard explained that the Budget was not being Amended but, rather, the monies were simply being reallocated to different Accounts.

Supervisor Higgins-Beard will entertain a Motion 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 transferring:

- \$65,000 **From** the Contingency Line Item, Account Number: 10540;
 - \$3,400 **From** the CERT Telephone/FAX Line Item, Account Number: 10811;
 - \$20,000 **From** the CERT Salary Line Item, Account Number: 10802;
 - \$3,000 **From** the SALT Fuel and Vehicle Maintenance Line Item, Account Number: 10707;
 - \$10,000 **From** the Cemetery Non-Capital Improvements Line Item, Account Number: 10570;
- and transferring:**
- \$65,000 **to** the Professional Service Forensic Audit Line Item, Account Number: 10518;
 - \$16,000 **to** the Professional Service Full Time Temporary Bookkeeper Finance Line Item, Account Number: 10518;
 - \$20,000 **to** the Professional Services Consultant Communication Line Item, Account Number: 10518; and
 - \$400 **to** Training, Meetings and Conferences Line Item, Account Number: 10528.

Trustee Siemer made a motion, seconded by Trustee McGrath, to authorize the reallocation of the Town Fund as stated.

The discussion on the motion included:

- The fact that the Annual Budget is not being Amended;
- The reallocation will not increase the Annual Budget;
- The action by the Board is to adjust for overbudgeted Line Items and Items that were not included in the Budgeted amount in a particular Line Item.

Following the discussion
Trustees McGowen, McGrath and Siemer and Supervisor Higgins-Beard voted
Aye. The Motion Passed.

- C. **Professional Services Agreement for Forensic Audit:** Supervisor Higgins-Beard reported that she had some concerns about the Township's Finances and thought it would be prudent to secure a Forensic Audit, so the Residents of the Township have a clear idea as to their Township's Finances. Discussion continued until July.
- D. **Motion to Approve Professional Services Agreement for FY25 Audit (within budgeted amount):** Supervisor Higgins-Beard reported that the Township will need to contract for professional services for the FY25 Annual Audit. Trustee McGowen made a motion, seconded by Trustee McGrath, to approve Supervisor Higgins-Beard engage in Professional Services for the FY25-Annual Audit. All present voted in favor. The Motion Passed

VII. **Adjournment:**

- A. Trustee_Mc Grath moved, seconded by Trustee Siemer, to adjourn the June 10, 2025, Town Board Meeting. On a voice vote, all Board Members present voted aye. The Motion passed.
- B. Supervisor Higgins-Beard declared the Meeting adjourned at 7:35 p.m.

Next Township Meeting July 8, 2025 at 6:30 p.m.

Signed

Dan Bailey

Dan Bailey
Milton Township Clerk