

OFFICIAL PROCEEDINGS OF GREEN GARDEN TOWNSHIP BOARD
June 23, 2025, WORKSHOP BOARD MEETING MINUTES

1. Meeting called to order at 4:02 p.m. by Supervisor Christofilos to transact business that comes before the board. The meeting agenda and guest sign-in sheet are attached. Supervisor Christofilos led with the Pledge of Allegiance.

2. Roll Call by Clerk Kraft: Present were Supervisor Christofilos, Trustees Dietz, Shepherd, Striggow, Assessor Bushong, Collector Mike Flanagan and Clerk Kraft. Trustee Boxer was absent.

3. New Business – Supervisor Christofilos explained the purpose of the workshop meeting is informal for board members to discuss important issues yet adhering to OMA.

a. TOIRMA coverage updates – Trustee Striggow oversees this made a handout to show what insurance is involved. Years prior Striggow was given a certificate of insurance that covers the Assessor's office that is in his office, he was not given this year and found out it had expired, looking into getting the coverage back so electorates are covered when they go to the Assessor office. The handout shows the coverages, Trustee Dietz asked whose addresses were listed, they discussed who had what equipment, where they are, Assessor Bushong wanted the record to show the township never paid for more than one of her laptops, she filed in 2020 for a COVID grant which she got and purchased three laptops. Striggow said he will be meeting with TOIRMA, there will be an OSHA review, inspections of the buildings, etc. Trustee Shepherd asked if the insurance was current, Striggow said they were the declaration pages received from TOIRMA. Assessor Bushong wanted on record this is a critical time of year to do field checks, new construction is hugely important from a levee standpoint, and as of today she is officially shut down due to no riders or coverage for vehicles. Christofilos said he spoke with TOIRMA which is secondary insurance to township employees using their vehicle for township business, meaning they would need to self-insure their vehicles. Bushong said there is no coverage for vehicles and her and each of her employees would need to carry their endorsement of coverage which is a lot of money. They discussed what other townships do, what needs to be done, and the steps to be taken in the future. Striggow has the questions out there and will update when he has all the information

b. Assessor Office Lease -Supervisor Christofilos explained as of now there is not a valid lease for the Assessors office, it has expired, and there is no insurance coverage. A meeting is planned for the electors to vote for the lease, electors are the only ones who have authority to vote a lease and buy or sell township property, not the township board but the board can renovate without approval of electors. The meeting is set for July 14 at 6 p.m. prior to the regular board meeting to vote to keep the Assessor in her office. Christofilos addressed the conflict of interest circling since Striggow is a Trustee now, the township attorney investigated thoroughly and is drafting a legal opinion stating it is not a conflict of interest. The attorney has been in contact with the States Attorney and stated if the electorates vote it in, not the board, then it is not a conflict of interest and is a valid lease. The notice will be on the website, in the Vedette, and the 15 signatures required were given to the Clerk.

c. FOIA requests – Supervisor Christofilos explained Trustee Boxer is the FOIA officer and is not in attendance, asked Clerk Kraft to update. Kraft said Boxer put in for an extension as they are requesting a lot of information, they discussed possible reasoning for the requests, status, and certifications.

d. Open Meetings Act (OMA) – Supervisor Christofilos explained elected official requirements and once all completed will designate an official officer.

e. Technology: Meeting Video and/ or Live Stream, Website, Cyber Security- Supervisor Christofilos explained Trustee Shepherd oversees this, Shepherd and Striggow went to TOI training that was very helpful. Shepherd explained RWK is the IT/Cybersecurity company recommended by Bushong to secure emails, troubleshoot hardware issues, etc. Shepherd invited them to the July workshop meeting, handed out email of what the process looks like, they can do a penetration assessment to see risks, essentially hack our server to find weaknesses, how to secure our technology, save questions for the workshop meeting, personal equipment used for township business should also be assessed, and uploading to the cloud to avoid scanning documents. RWK's biggest clients are government so they are aware of OMA regulations and effectively handling files. They would start with a free assessment, meet to assess devices, and start asap. Flanagan asked costs, Shepherd said basic for emails/cybersecurity was \$500 or so a month and a call whenever you need about \$1000 a month. Bushong said she did not have an IT company for a long time so would need initial assessment on things she has lingering out there. They suggest using outlook for emails rather than google as they have separate servers for government, Bushong raved about RWK and their professionalism and work with government/municipalities. Shepherd explained the issues with livestreaming on Facebook, need 100 followers to livestream and there are only 42, so for now can record and upload, YouTube is up and works, Christofilos asked Shepherd to email officials the links to all of that. Shepherd is looking for donations for camera/audio equipment to leave at town hall for a permanent set up, they discussed the public using town hall and securing the equipment, Bushong asked to price mics to share. Christofilos and Shepherd are working on website adjustments, which Russell has begun the process. Striggow asked how it works if using a personal computer for township purposes and Christofilos said RWK would secure them. Flanagan, Christofilos, and others discussed policies and issues with using personal computers.

f. Financial: Line-item Invoicing & Reports – Supervisor Christofilos is in contact with accountant, asked that any official that has an invoice send to him and not the accountant, he handed out an invoice/report process for each official to follow to eliminate duplicate line items. Christofilos explained the process for the voucher reports, decision process, approval of checks, and then cutting the checks, being the treasurer of the township/road district. The board and residents continued the discussion over best practices, timelines, voucher summary reports, YTD reports, and efficiency. Christofilos said there would be another meeting next week with himself, Road Commissioner, Assessor, Clerk, and Melissa the accountant to come to an agreement on everything.

g. Other – Christofilos said he received an email from Bill asking to do a presentation at the July 26th meeting, it would depend on how many people come, hearing from residents on the four options, feedback, giving everyone equal time to talk. Flanagan suggested new options to go first and be allowed five minutes, the board continued to discuss what times would work best for everyone involved, they came up with 3 minutes per person with no exceptions to be fair to everyone, and they discussed the four options.

4. Old Business

a. Letter to Will County: Solar Farm Proposed Development: Cultivate Power/Zaroka Solar Christofilos said they voted unanimously against the solar farm proposal, Trustee Dietz suggested getting a formal letter opposing it to Will County since there is no formal application and it goes against our Comprehensive Plan. The Board discussed the need for the formal objection letter and Supervisor Christofilos asked the board to send him suggestions to add to the letter.

b. Greg Clarke 5 Acre Lot Development: Trustee Striggow wanted to review the minutes from the May meeting, questioning the validity of Clark’s development plan on 88th Avenue that was approved by the previous board. Striggow said it was lacking plans, applications, he and Christofilos discussed potential issues with the development, including land use and road access. Bushong and others expressed concerns about the quality of homes and the precedent set by the development. Trustee Dietz said Clark’s plan is a concept plan, and changes that he could try and change at the County level, the board decided to attend that Land Use meeting to address their concerns and possibly draft a formal objection.

c. Grant for the Townhall Renovation: Townhall Meeting is Thursday 26th 7pm:

d. Resolution for the Determination and Disposition of the Capital Fund: Held off on this matter for the time.

e. Resident suggestions at June’s Board Meeting

1. No Vote “Workshop” Board Meeting: Supervisor Christofilos discussed the importance of resident input, structure of workshop meetings, having them be a No-Vote meeting, be at 4pm, and the recording will be posted on the website.

2. “Safety” in our Mission Statement: A resident questioned “safety” and Striggow suggested using different verbiage, we have no police department, and liability could be an issue. Shepherd pointed out that the township is a non-home rule meaning cannot do anything unless a law allows us to. The board decided to keep the mission statement as approved.

3. Will County Board representative: Dan Butler: At a resident’s suggestion they discussed allowing a Will County Board member to report if there is something to discuss allowing the representatives to provide updates. There were discussions on political implications with an election year coming up.

f. Community Services & Committees: Supervisor Christofilos discussed the importance of community services/affairs of the township and outlined the responsibilities of Trustees overseeing the community services, including planning, zoning, disaster relief, and veterans’ affairs. Trustee Dietz discussed the status of the land use plan and the need for new committee members. Trustee Striggow updated the board on his efforts to identify veterans in the township and the installation of a new flag. The board emphasizes the importance of volunteer participation, the need for clear communication, and oversight of community services. The board discussed the members of the cemetery committee, Flanagan objected saying the committee should be under the Collector by statue and set it up properly the first time and discussed the future of the 501C being the official caretaker or bringing it back to the township, and the Collector does not take office until January 1, the discussion carried on. Christofilos discussed the way the officials get on the agenda for the Workshops to allow more time than the public comments. Bushong asked how to bring up items not on the agenda that would need to be addressed if they were not on the agenda, Christofilos said if the matter applies to the officials, they welcome their input. Trustee Striggow reported working with good people to identify the Veterans in the township and putting up a flag at town hall. Christofilos mentioned the workshop meeting is for board and the elected officials can request being put on the agenda if they have items to report to give them sufficient time outside of public comments. The conversations continued the process of discussing items not on the agenda and the appropriate time to do so, emphasizing the importance for clear communication.

g. Other –

5. Public Comments - *Assessor Bushong asked for clarification on when to bring up items on the agenda and when it is ok to speak on them. Resident Jim Ross said 3 minutes is sufficient time to speak at the workshop and that presentations should not be allowed, another resident suggested using a timer to control the amount of time allowed to speak. They discussed the use of Ipads instead of laptops for township needs, highlighting the cost-effectiveness and durability of Ipads. Trustee Striggow asked about the sign-in process for the meeting, Christofilos explained the need for checking the residents are electorates, logistics of signing in attendees, and use of voter registration sheet. Flanagan suggested hard stop at 9pm, Shepherd suggested walking around with a microphone, only electorates can speak, and non-residents cannot speak. Christofilos suggested tabling the capital fund due to complexity to next monthly meeting for a vote, Christofilos asked any other comments, no other comments.

6. Meeting adjourned at 6:50p.m. Supervisor Christofilos asks for a motion to adjourn. Motion by Trustee Shepherd and seconded by Trustee Dietz. All in favor with Aye, motion unanimously carried. The next Board meeting to be held on Monday, July 28, 2025, at 4:00 p.m.

Respectfully submitted, Crissy Kraft, Clerk for Green Garden Township

CA Kraft

Approved by Board of Trustees: August 11, 2025