

**PALATINE TOWNSHIP  
BOARD OF TRUSTEES  
COMMITTEE OF THE WHOLE MEETING  
February 10, 2025  
7:00 p.m.**

**CALL TO ORDER**

Supervisor Kalkounos called the meeting to order at 7:04 p.m. in the Patriot Room of the Palatine Township Center.

**ROLL CALL**

Clerk Moran called the roll and the following members were present:

**PRESENT IN THE ROOM:**

Voting Members- Supervisor Kalkounos, Trustees Freese and Smolka

Non-Voting Members- Assessor Pohlman and Clerk Moran

Other Invited Participants- Administrator Chychula, Asst. Administrator Veller, Road District Administrator Sachs, and Attorney Kimzey

**IN REMOTE ATTENDANCE:\***

Trustees Bolanos

**VOTING MEMBERS ABSENT:**

Trustee Svenson

\*Supervisor Kalkounos read the following into the record: Trustee Bolanos had requested to attend this February 10, 2025, Committee of the Whole Meeting by "other means," pursuant to Township Policy and in accordance with Illinois law. This participation is by videoconference. This Board should note: that a quorum of members of the Board is physically present at 721 S. Quentin Road, Palatine, Illinois, which is the regular meeting location of the Palatine Township Board; that Trustee Bolanos is prevented from physically attending because of employment purposes; and that Trustee Bolanos provided advance notice to the Supervisor and Administrator in accordance with Township Policy.

**MOTION** by Supervisor Kalkounos, seconded by Trustee Freese to allow Trustee Smolka to attend this February 10, 2025, Committee of the Whole Meeting remotely

**ROLL CALL:**

Ayes: Bolanos, Freese, Smolka, and Kalkounos

Nays: None

**MOTION CARRIED 4-0**

The Supervisor confirmed that Trustee Bolanos could hear and be heard via videoconference.

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**PLEDGE OF ALLEGIANCE**

At the Supervisor's request, Trustee Bolanos led all in the Pledge of Allegiance.

**PUBLIC COMMENT**

None

**PRESENTATION**

A. Annual Palatine Township IT Report, Ralph Sanchez, Topol Forman Information Services, LLC

Supervisor Kalkounos introduced Ralph Sanchez, the Township's IT Consultant with *Topol Forman Information Services, LLC*. He distributed, *Technology Report and Review*, to the Board. Included in the Presentation was service and support provided in the last year and a *2025 Project Recommendations List* for consideration. He noted that most of the items from the *2023 Technology Report and Review- Project Recommendations List* were completed last year.

**ELECTED OFFICIAL ANNOUNCEMENTS**

A. Highway Commissioner

No Report

B. Clerk

No Report

C. Assessor

No Report

D. Supervisor

Supervisor Kalkounos report summary:

- The Township coordinated with several agencies, and assistance from a key Township *Human Needs Committee* member, in providing assistance to those effected by an extra alarm fire in the unincorporated Country Glen apartment complex. The Township helped to house 27 of the 30 displaced families and also provided gift cards. The Township responded similarly to a fire the next day as well.

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- The State of the Village meetings for both Palatine and Hoffman Estates are coming up and all Township Directors are invited to attend both
- A new Administrative Office Assistant, Julie Reiser, who previously was employed by the Township from 2016-2018 was hired
- The Township Blood Drive booked/saw 15 appointments, benefiting 45 individuals through those blood donations
- The Township will be running a Chamber of Commerce promotional advertisement for volunteers and donations
- The Township Newsletter is due to arrive in homes over the next few days

**BUSINESS**

A. Tentative Fiscal Year 2025-2026 Town Fund and General Assistance Budget James Howard, CPA, Governmental Accounting Inc.

Supervisor Kalkounos introduced James Howard, Principal CPA with Governmental Accounting Inc. (GAI), who gave a PowerPoint Presentation on the *COW* Packet Insert, *Palatine Township Budget Analysis for the 12 Months Ended March 31, 2026*. The presentation included History, Budget, Revenue and Expenditure highlights. He noted that the Township's financial state is healthy and looking strong with healthy fund balances.

Supervisor Kalkounos thanked Mr. Howard, Administrator Chychula, and Assistant Administrator Veller for their work during the budget process. He noted that the Tentative Budget and Appropriation Ordinance will be made available to the public for at least 30 days, and the Public Hearing scheduled prior to the approval vote taking place at the March Regular Board Meeting.

B. Consideration of Human Needs Committee Recommendations, Committee Chair Trustee Svenson

Supervisor Kalkounos, on behalf of *Human Needs Chair Svenson*, briefly reviewed the process of *HNC* funding, noted in the *COW* Packet Insert, *Human Needs Funding, 2024/2025 and Proposed 2025/2026*. He noted that final contract awards should take place by the March *COW* Meeting.

C. Assignment of FOIA Officer(s) and OMA Officer(s)

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Supervisor Kalkounos reviewed the proposed FOIA and OMA Officers that were presented at the January *COW* Meeting:

*FOIA Officers: Chief FOIA Officer* – Assistant Administrator (currently Veller); *Second FOIA Officer* – Administrator (currently Chychula); and *Third FOIA Officer* – Office Manager (currently Strassburger)

*OMA Officers: Chief OMA Officer* – Administrator (currently Chychula); *Second OMA Officer* – Assistant Administrator (currently Veller); and *Third OMA Officer* – Office Manager (currently Strassburger)

He noted that each will be responsible for completing any annual training and to notify the Clerk of such action for her records.

MOTION by Supervisor Kalkounos, seconded by Trustee Freese to approve the assignment of FOIA Officers and OMA Officers, as presented

ROLL CALL:

Ayes: Bolanos, Freese, Smolka, and Kalkounos

Nays: None

MOTION CARRIED 4-0

**EXECUTIVE SESSION**

None

**OTHER BUSINESS**

None

**ADJOURN**

MOTION by Trustee Smolka, seconded by Trustee Freese to adjourn at 7:56 p.m.

ROLL CALL:

Ayes: Bolanos, Freese, Smolka, and Kalkounos

Nays: None

MOTION CARRIED 4-0

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Respectfully submitted,



TOWN CLERK