



**TOWNSHIP OF SCHAUMBURG**  
1 Illinois Boulevard, Hoffman Estates, IL 60169  
Upper Level – Board Room  
**REGULAR MEETING OF THE BOARD**  
**REVISED AGEND**

**July 23, 2025**  
**7:00 PM**

Teams: [Join the meeting](#) Join Online: <https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting>

ID: 260 145 173 755 Passcode: Hqev8S

The Township Board room is open during the meeting for public attendance but is subject to limited capacity. The Township will stream a live audio of the meeting in the Township Board room. Public comment is afforded on the conference line via Microsoft Teams. The public may also submit written comments prior to the meeting, which will be read by the Supervisor at the public meeting. We are requiring members of the public who wish to comment live or submit written comments at this meeting to the Township Administrator, Melissa Williams [mwilliams@schtn.org](mailto:mwilliams@schtn.org) at least one hour before the start of the meeting.

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**I. Call to Order / Pledge of Allegiance / Roll Call**

**II. Public Comment**

*(Remarks limited to three minutes)*

**III. Veterans Honor Roll**

*Airman 3<sup>rd</sup> Class Herbert B. Joseph ~ United States Air Force ~ 1957-1963*

**IV. Presentation**

**V. Approval of the Minutes**

A. Approval of the Minutes of June 25, 2025, Regular Meeting of the Board.

**VI. Department / Committee / Appointing Authority Reports**

- A. Kenneth Young Center – *Verbal Only*
- B. DEI Committee - *Verbal Only*
- C. Disability and Senior Services Department / DSS Committee
- D. Transportation Department
- E. Welfare Services Department
- F. Community Relations
- G. Assessors Department
- H. Administrative Services / Clerks Office

**VII. Highway Commissioner Report**

*Any person who has a disability requiring an auxiliary aid or service for effective communication or a reasonable accommodation to participate in a Township meeting should contact Becky Cordes, ADA Coordinator and Director of Disability and Senior Services, by telephone at (847)285-4520 or by email at [bcordes@schtn.org](mailto:bcordes@schtn.org), as soon as possible and at least 48 hours before the scheduled meeting.*

**VIII. Supervisor's Report**

**IX. Financial Report**

**X. Administrator's Report**

**XI. Old Business**

**XII. New Business**

- A. Approval to rehire Sebasthian Picasso to the position of Resident Assistant and Passport Services starting July 15, 2025.
- B. Approval of hiring Roger Wills as full-time Driver starting July 16, 2025.
- C. Notice of promotion of Kevin Summers to Fleet Coordinator/Driver starting July 16, 2025.
- D. Approval of Personnel Policy Manual Rev. 07-25 with updates to Section 1.6.
- E. Approval of Ordinance 2025-2026 #2 – an Ordinance establishing Open Meetings Act Remote Attendance.
- F. Approval of Attic Insulation.
- G. Consideration of Possible Township Assessor Vacancy.

**XIII. Approval of the Bills**

A. Town Fund Warrant	2025-2026 #5	\$ 411,743.54
B. Welfare Services Warrant	2025-2026 #5	\$ 75,532.97
C. Capital Fund Warrant	2025-2026 #5	\$ 263,145.70
D. Road & Bridge Warrant	2025-2026 #5	\$ 40,665.46

**XIV. Announcements**

August 2, 2025 – Pack the Bus, Target, 2621 W. Schaumburg Rd., 9am – 3pm, Pictures 10am  
August 20, 2025 – Committee of the Whole, 7pm  
August 27, 2025 – Regular Meeting of the Board, 7pm  
September 1, 2025 – Township Closed, Labor Day  
September 1, 2025 – Septemberfest Parade, 10am – Noon  
September 6, 2025 – Rabies Clinic, 10am – 1pm  
September 17, 2025 – Committee of the Whole, 7pm  
September 24, 2025 – Regular Meeting of the Board, 7pm  
September 27, 2025 – Passport Event with Congressman Krishnamoorthi, 9am – 1pm

**XV. Board Comments**

**XVI. Executive Session**

**XVII. Adjournment**

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