

**SPECIAL MEETING MINUTES**  
**South Lyons Township Sanitary District**  
**August 11, 2025**

A motion to commence the meeting was made by Trustee Grace and Seconded by Trustee DalPorto at 6:00 pm. Trustee Grace, Clancy and Trustee DalPorto Present. Also present were Mike Cainkar.

Citizens Comments

NONE

Accounting Services Staffing and Transition Plan

- A. Develop a draft plan for the transition of the SLTSD Treasurer and Office Operations role with the upcoming departure of the current SLTSD Treasurer

Minutes:

The Trustees discussed options for the replacement of the Zabinski Consulting Treasurer: Kelly Zabinski. The SLTSD Trustees agree on two potential options:

1. Consolidate the Treasurer and Office Operations role into one role and have this role be an employee of the SLTSD. This role would combine the Treasurer and Office Operations roles and responsibilities into one role. The role would be a part-time role (24 - 25 hours per week) and would not be entitled to any health benefits, but would be eligible for IMRF.
2. Draft a Request for Proposal (RFP) for this Consolidated Treasurer / Office Operations role and notify / publish it to the public. The RFP will outline the roles and responsibilities, hours (24 – 25 per week), desired qualifications, benefits, and other critical items relevant to the role. The responses from the RFP will determine how the SLTSD moves forward with the role.

These options will be presented during the next SLTSD Board Meeting on August 21, 2025.

New Business

NONE

Executive session

NONE

Adjournment

A motion was made by Trustee Grace and seconded by Trustee DalPorto for the adjournment of the meeting at 6:45 pm. Roll call votes all AYES