

Fran Scalafini, Town Clerk
BLOOMINGDALE TOWNSHIP
County of DuPage
123 N. Rosedale Road
Bloomingtondale, IL 60108

Telephone: (630) 529-7715
FAX: (630) 529-8074

BLOOMINGDALE TOWNSHIP

**ILLINOIS FREEDOM OF INFORMATION ACT
AND OPEN MEETINGS ACT**

**BLOOMINGDALE TOWNSHIP
DUPAGE COUNTY, ILLINOIS**

May 1, 2010

**NOTICE GIVEN PURSUANT TO ILLINOIS FREEDOM
OF INFORMATION ACT AND OPEN MEETINGS ACT**
BLOOMINGDALE TOWNSHIP
DUPAGE COUNTY, ILLINOIS

This Notice is given pursuant to the Illinois Freedom of Information Act (FOIA) (5 ILCS 140/1 et seq.) and the Illinois Open Meetings Act (OMA) (5 ILCS 120/1 et seq.) Under the new law, is the codification of the Public Access Counselor (PAC) at 217-558-0486 or their website: www.illinoisattorneygeneral.gov

NAME OF PUBLIC BODY: Bloomingdale Township (Town of Bloomingdale), County of DuPage, Illinois.

SUMMARY OF PURPOSE: This body exists pursuant to the Illinois Constitution and Chapter 60 of the Illinois Compiled Statutes. It carries out the duties and powers set forth for Illinois townships under the Illinois Constitution and the Statutes of Illinois.

FUNCTIONAL SUBDIVISIONS OF THE PUBLIC ENTITY: This Town of Bloomingdale operates through its officers. The Town of Bloomingdale includes the Assessor's Department, the General Assistance Department, and a Special Police for the unincorporated areas of Bloomingdale Township. The Bloomingdale Township Road District is a separate public entity.

OFFICERS OF BLOOMINGDALE TOWNSHIP: The officers are as follows:

Supervisor and Treasurer	Edward N. Levato
Clerk.....	Fran Scalafini
Assessor	John T. Dabrowski
Trustees	Joyce Hundhausen
.....	Marilyn Menconi
.....	Joe Salerno
.....	Sam Tornatore
Highway Commissioner.....	James Plumb

OPERATING BUDGET: The full budget and appropriation ordinance of this Township may be obtained from the Township Clerk. In summary, the total amount of each fund budget for the current fiscal year is the following:

General Town Fund	2,558,080
General Assistance Fund.....	262,500
Illinois Municipal Retirement Fund.....	185,000
Social Security Fund	100,000
Special Police District Fund	75,800
 Total Budget.....	 3,181,380

LOCATION OF OFFICES: Bloomingdale Township has three offices, namely:

1. OFFICES OF THE TOWN OF BLOOMINGDALE: SUPERVISOR AND CLERK
123 N. Rosedale Road
Bloomingdale, IL 60108
(630) 529-7715
2. OFFICE OF THE ASSESSOR
6N050 Rosedale Road
Bloomingdale, IL 60108
(630) 529-6927

3. OFFICE AND GARAGE OF THE HIGHWAY COMMISSIONER

6N030 Rosedale Road
Bloomingdale, IL 60108
(630) 529-5221

APPROXIMATE NUMBER OF FULL- AND PART-TIME EMPLOYEES (not including the Road District). 16 Full-Time and 2 Part-Time.

IDENTIFICATION AND MEMBERSHIP OF ADVISORY BOARD, COMMISSIONS, ETC:
The Township has no advisory boards or commissions.

DESCRIPTION OF RECORDS ARE AVAILABLE FOR PUBLIC REVIEW: Disclosure of this information is subject to the exemptions from inspection and copying provided in the Illinois Compiled Statutes, Chapter 5, Paragraph 140/6.

DESCRIPTION OF METHODS WHEREBY THE PUBLIC MAY REQUEST INFORMATION AND PUBLIC RECORDS: See attached.

Fran Scalafini, Town Clerk

BLOOMINGDALE TOWNSHIP

PROCEDURE FOR REQUESTING INFORMATION RELATIVE TO THE TOWNSHIP FOR INSPECTING TOWNSHIP RECORDS, AND TO OBTAIN COPIES OF TOWNSHIP RECORDS (CERTIFIED UPON REQUEST)

Under the Illinois Freedom of Information Act (FOIA) and Open Meetings Act (OMA), effective January 1, 2010, the Township is required to maintain a single central office file of written requests to inspect or copy Township records and also to maintain a file on denials of access to records should they be exempt under Section 7 of the Act; therefore, the Township asks that **all** requests be addressed to the **TOWNSHIP CLERK'S OFFICE**, 123 N. Rosedale Road, Bloomingdale, IL 60108 (phone 630-529-7715), where such central file will be maintained. A public body must respond to a FOIA request within 5 business days after the public body receives the request.

Any member of the general public may inspect records, obtain copies of records, certified upon request, and obtain information by:

1. Coming in person to the Township Clerk's Office, 123 N. Rosedale Road, Bloomingdale Illinois 60108, between the hours of 8:30 a.m. until 4:30 p.m., Monday thru Friday and filling out a FOIA form.
2. Calling or writing the Township Clerk's Office (630) 529-7715 between the hours of 8:30 a.m. until 4:30 p.m., Monday thru Friday, and you may request a FOIA form be mailed to you.

If you wish other information, such as: Township Organization Chart, budget information, location of offices, numbers of employees in the Township, inventory list of the types and categories of the records maintained by the Township, requests for same may be made in person, or in writing, to the Township Clerk's Office.

Requests for records relative to the Assessor's Office will be directed to the Assessor for his handling of same.

Requests for records relative to the Township Road District will be directed to the Highway Commissioner for his handling of same.

Requests for information should be made to:

Fran Scalafini, Town Clerk – If unavailable, to the following:

- (1) Cheryl Iannantuoni, Deputy Clerk
- (2) Jodi Uszler, Administrative Assistant
- (3) Karen Kramer, Administrative Assistant

Address: 123 N. Rosedale Road
Bloomingdale, IL 60108

Phone: (630) 529-7715

BLOOMINGDALE TOWNSHIP

REGULATIONS & FEE SCHEDULE FOR INSPECTION OF PUBLIC RECORDS

The right to inspect public records is subject to reasonable rules and regulations, which are listed below (5 ILCS 140).

1. Inspection is allowed only during regular office hours.
2. A twenty-four (24) hour written notice is required to inspect specified records.
3. Persons exercising official duties, which require use of those records, do not allow inspection when in immediate use.
4. A public custodian or employee is required to be present while right is exercised.
5. Period of time for inspection is limited to one hour.
6. Equipment or method by which copies of records are to be made is subject to approval in order to prevent damage.
7. Fees for photo copying information are as follows:

For Black & white, letter or legal sized copies (8 1/2 x 11 or 11 x 17), the first 50 pages are free, any additional pages will cost 0.15 (cents) per page.

For color copies or abnormal size copies the charges will be the actual cost of copying.

Bloomingtondale Township requires receipt of payment before making the requested copies.