

# WAUKEGAN TOWNSHIP BOARD MEETING JANUARY 14, 2021

The Regular meeting of the Board of Trustees of Waukegan Township, County of Lake, of the State of Illinois was held Zoom Video Conference Calling for the Waukegan Township’s Supervisor’s Office located at 149 South Genesee Street, Waukegan, Illinois on Thursday January 14, 2021.

The Board Meeting was called to order at 5:00 p.m. by Supervisor Patricia Jones. Clerk Rose M. Staben led the Members in the Pledge of Allegiance and Trustee Sylvestre Castellanos led the Members in prayer.

**ROLL CALL:** Trustee Percy L. Johnson via phone, Trustee Nathaniel Hewitt, Trustee Opal Rice, Trustee Sylvestre Castellanos, Clerk Rose M. Staben, Assessor Mark Stricklin, Highway Commissioner Arthur Craigen via phone, Supervisor Patricia Jones and Township Attorney Torrie M. Newsome. **Also Present:** Nancy Netherton/Finance Manager, Dijon Ross/Administrative Support/Deputy Clerk, Juan Hernandez/Human Resources Manager and Marc Jones/Park District Commissioner.

Supervisor Jones provided the Waukegan Township residents with the Township online contact information and phone number for participation during this Zoom Video Conference Calling.

Supervisor Jones requested a motion to approve the **Agenda** for the **January 14, 2021** Waukegan Township Board Meeting as presented. Motion by Trustee Rice, second by Trustee Johnson. **Ayes:** Trustee Johnson, Trustee Hewitt, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the **Minutes** for the **December 22, 2020** Waukegan Township Board Meeting as presented. Motion by Trustee Castellanos, second by Trustee Hewitt. **Ayes:** Trustee Johnson, Trustee Hewitt, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the **Cash-on-Hand** as of **January 12, 2021** as presented. Motion by Trustee Rice, second by Trustee Hewitt. **Ayes:** Trustee Johnson, Trustee Hewitt, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report  
1/11/2021

Fund		Balance	Ins/outs
Town Fund	First Midwest Bank	151,036.64	
	First Midwest Bank M/M	300,062.54	

Supervisor Jones mentioned the November 6th insurrection of the United States Capitol.

Supervisor Jones asked Juan Hernandez to address the Board Members regarding Personnel. Mr. Hernandez presented the Board Members with bonus scenarios he researched. A bonus in the amount of \$1,237.60 was recommended for the Admend Support/C2RR employee for her outstanding technical-Zoom presentation work for the upcoming Martin Luther King Jr., Dreamers' Ceremony. Also, Mr. Hernandez expounded on the new mandated Illinois minimum wage (for all youth workers) increase from \$10.00 hourly earnings to \$11.00 per hour, effective as of January 1, 2021. Mr. Hernandez gave an update on staff with regards to covid-19 and who remains on furlough for the Staben House and expounded on the Employee Assistance Program (EAP) provided.

**Mr. Hernandez signed off the Zoom Conference Meeting at 5:20 p.m.**

Supervisor Jones mentioned that the Township will be submitting two grant applications to the City of Waukegan for the HSH program in the amount of \$20,000.00 and a grant application for rental assistance (under the CDBG CARES3) in the amount of \$60,000.00.

Supervisor Jones mentioned the 2021 Board Meeting Log.

Supervisor Jones mentioned that the Senior Citizen Service Committee will be nominating officers for the new year. She said one vacancy remains, anyone 55 and over can serve.

Supervisor Jones mentioned the Women's Round Table. She said the WRT advocates and provides information for the formerly incarcerated women reentering society with assistance of the facility warden.

Supervisor Jones mentioned that the C2RR held their meeting via Zoom on January 3rd.

Supervisor Jones mentioned the Outside Agency Request/COOL Food Pantry.

Supervisor Jones thanked the Electoral Board Members made of Percy Johnson, Rose Staben for the Supervisor Slate hearing and Opal Rice and Rose Staben for the Trustee Slate hearing process. She said an invoice of \$600.00 from the court reporter was received.

Supervisor Jones announced the candidates for the 2021-2024 term will be; Assessor/Mark Stricklin, Clerk/Rose Staben and Trustees/Dulce Ortiz, Sylvestre Castellanos, Jeff McBride and Percy Johnson and Township Supervisor/Marc L. Jones. She thanked Trustee Rice and Highway Commissioner Craigen for their services to the Waukegan Township and all they have done for the community. Also, thanked Township Attorney Torrie Newsome for his dedication to the Township.

December 22, 2020 and before the meeting of January 14, 2021

Purpose	Payee	Amount
<b>Senior Fund</b>		
<b>Total Senior Fund</b>		<b>\$0.00</b>
<b>G/A Fund</b>		
12/23-1/14	<b>General Assistance Payments</b>	\$2,385.37
	Client assistance	
12/23-12/31	<b>CHRP Assistance Payments</b>	\$8,946.75
	From Lake Cty CAREs/CHRP Contract	
12/23-1/14	<b>Waukegan Township Assistance</b>	\$3,250.00
	Paycard payments made on behalf of GA Clients	
<b>Total G/A Fund</b>		<b>\$14,582.12</b>
<b>R &amp; B Fund</b>		
<b>Total R &amp; B Fund</b>		<b>\$0.00</b>
<b>Town Fund</b>		
<b>Total Town Fund</b>		<b>\$0.00</b>
Total all checks paid prior to board meeting		\$14,582.12

**Emergency Bills:** None.

**Attestation:**

Clerk Staben attested to the above Paid Bills as presented.

**Action Items:**

Supervisor Jones requested a motion for the approval of the Personnel/Employee Bonus Recommendation in the amount of \$1,237.60 and \$1.00 Illinois mandated minimum wage increase as presented. Motion by Trustee Rice, second by Trustee Johnson. **Ayes:** Trustee Johnson, Trustee Hewitt, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the Grant Application for HSH in the amount of \$20,000.00 and Rental Assistance (CDBG CARES3) in the amount of \$60,000.00 with the City of Waukegan as presented. Motion by Trustee Hewitt, second by Trustee Castellanos. **Ayes:** Trustee Johnson, Trustee Hewitt, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the Outside Agency Request/COOL Food Pantry in the amount of \$500.00 as presented. Motion by Trustee Rice, second by Trustee Castellanos. **Ayes:** Trustee Johnson, Trustee Hewitt, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

## TOWN

WAUKEGAN TOWNSHIP  
Ledger Of Selected Entries  
01-07-21

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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(90010)	AMAZON CAPITAL SERVICES				
20114 01-07-21	0101.581				7.79
INV 1714V17F7X16					
20115 01-05-21	0101.581				53.73
INV 1Y64WMYFJ97M					
20116 01-05-21	0101.581				19.48
INV 1N74VR1991MP					
20117 12-17-20	0101.582				159.98
INV 1KG4XR1Y6NYC					
20118 12-17-20	0101.581				179.89
INV 1KG4XR1YT3JK					
20119 12-27-20	0101.581				77.97
INV 1J73VYMLMTYT					
20120 12-26-20	0101.581				10.99
INV 1JDXCFV9LHQD					
Vendor Totals				----- 0.00	509.83
(90060)	ADP, LLC				
20122 01-01-21	0101.532				601.30
INV 571118497					
Vendor Totals				----- 0.00	601.30
(90087)	CAPTAIN'S SECURITY				
20125 01-02-21	0101.520	25556			384.00
BUILDING MAINT					
Vendor Totals				----- 0.00	384.00
(90120)	AT&T				
20113 12-22-20	0101.530				446.21
ACCT 84736005325453					
Vendor Totals				----- 0.00	446.21
(90266)	CONSTELLATION ENERGY SERVICES				
20131 12-10-20	0101.538				554.53
UTILITY					
Vendor Totals				----- 0.00	554.53
(90268)	COMMUNITY YOUTH NETWORK, INC				
20126 01-01-21	0101.558	1112			185.85
EAP SERVICES					
Vendor Totals				----- 0.00	185.85

## TOWN

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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(91426)		SPRINT			
20139 12-27-20	0101.530		227		388.50
TOWN TELEPHONE					
20140 12-27-20	0101.530		227		153.50
LEGAL TELEPHONE					
Vendor Totals				-----	-----
				0.00	542.00
(91511)		OLSON'S ACE HARDWARE			
20137 01-03-21	0101.582		144953		29.98
BUILDING MAINT SUPPLIES					
Vendor Totals				-----	-----
				0.00	29.98
(91631)		PURCHASE POWER			
20138 12-14-20	0101.528				61.50
POSTAGE					
Vendor Totals				-----	-----
				0.00	61.50
(91978)		SAM'S CLUB DIRECT			
20141 10-22-20	0101.582				134.88
BUILDING MAINT SUPPLIES					
20142 11-01-20	0101.582				63.97
BUILDING MAINT SUPPLIES					
20143 11-12-20	0101.582				73.25
BUILDING MAINT SUPPLIES					
20144 11-17-20	0101.582				77.82
BUILDING MAINT SUPPLIES					
20145 12-16-20	0101.582				263.59
BUILDING MAINT SUPPLIES					
Vendor Totals				-----	-----
				0.00	613.51
(92027)		LAW OFFICE OF TORRIE M NEWSOME			
20134 01-05-20	0101.524				1835.60
LEGAL SERVICES					
Vendor Totals				-----	-----
				0.00	1835.60
(92056)		HOME DEPOT CREDIT SERVICES			
20132 11-22-20	0101.582		1020147		10.53
BUILDING MAINT SUPPLIES					
Vendor Totals				-----	-----
				0.00	10.53

ASSESSOR

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(90001)	AMERICAN EXPRESS				
20153 12-09-20 COMPUTER SERVICES	0102.526				409.27
Vendor Totals				0.00	409.27
(90266)	CONSTELLATION ENERGY SERVICES				
20154 12-10-20 UTILITY	0102.520				201.37
Vendor Totals				0.00	201.37
(90622)	FIRST COMMUNICATIONS				
20155 11-26-20 ACCT 321532	0102.530				1142.97
Vendor Totals				0.00	1142.97
(90886)	IMPACT NETWORKING, LLC				
20156 12-28-20 SUPPLIES	0102.581	1991018			1257.70
Vendor Totals				0.00	1257.70
(91426)	SPRINT				
20160 12-27-20 ASSESSORS GPS	0102.594		227		18.00
Vendor Totals				0.00	18.00
(91478)	MANPOWER INC				
20157 12-20-20 CONTRACT LABOR	0102.515	35539106			801.15
20158 12-27-20 CONTRACT LABOR	0102.515	35560729			640.92
20159 01-03-21 CONTRACT LABOR	0102.515	35576047			640.92
Vendor Totals				0.00	2082.99
(92201)	VERIZON WIRELESS				
20161 12-15-20 ACCT 24229698600001	0102.530				53.96
Vendor Totals				0.00	53.96
				0.00	5166.26

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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(92321) 20175 12-30-20 BUILDING MAINT	0203.520	222686			224.00
Vendor Totals				0.00	224.00
(92334) 20163 12-24-20 ACCT 2250319	0203.538				69.33
Vendor Totals				0.00	69.33
			Report Totals	0.00	1176.54

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(90060)		ADP, LLC			
20181 01-01-21	0500.532				13.60
INV 571118497					
Vendor Totals				0.00	13.60
(90188)		BERNA'S AUTO REPAIR & TOWING			
20183 12-03-20	0501.522	003184			321.21
EQUIP MAINT					
20184 12-21-20	0501.522	003206			238.46
EQUIP MAINT					
Vendor Totals				0.00	559.67
(90317)		COMMONWEALTH EDISON CO			
20185 12-14-20	0501.801C				1990.41
ACCT 2133078110					
Vendor Totals				0.00	1990.41
(90404)		COMCAST BUSINESS			
20186 12-09-20	0500.530				256.70
ACCT 8771100270066705					
Vendor Totals				0.00	256.70
(91416)		NAPA AUTO PARTS OF WAUKEGAN			
20188 12-15-20	0501.522	181299			24.98
EQUIP MAINT					
20189 12-07-20	0501.522	180506			12.49
EQUIP MAINT					
Vendor Totals				0.00	37.47
(91426)		SPRINT			
20190 12-27-20	0500.530	227			64.35
R&B TELEPHONE					
20191 12-27-20	0501.522	227			72.00
R&B GPS					
Vendor Totals				0.00	136.35
(92056)		HOME DEPOT CREDIT SERVICES			
20187 11-25-20	0501.582	8011927			136.29
BUILDING MAINT SUPPLIES					
Vendor Totals				0.00	136.29

**SENIORS**

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(90010)	AMAZON CAPITAL SERVICES				
20192 12-26-20	0601.801B				151.07
INV 1XG6RMVPDJLL					
Vendor Totals				0.00	151.07
(90148)	JOSH BROWN				
20193 01-04-20	0601.801B				75.00
MLK ENTERTAINMENT					
Vendor Totals				0.00	75.00
(90257)	BROOKSTONE PRINTING				
20194 12-15-20	0601.532	102122			860.00
PRINTING					
Vendor Totals				0.00	860.00
(90266)	CONSTELLATION ENERGY SERVICES				
20198 12-07-20	0601.540				813.11
UTILITY					
Vendor Totals				0.00	813.11
(90303)	LAKE COUNTY NEWS SUN				
20204 12-09-20	0601.535				132.48
ACCT 53897849					
Vendor Totals				0.00	132.48
(90404)	COMCAST BUSINESS				
20196 12-08-20	0601.526				238.35
ACCT 8771100190881308					
20197 12-10-20	0601.801B				4.22
ACCT 8771100190684892					
Vendor Totals				0.00	242.57
(90845)	HINCKLEY SPRINGS				
20199 12-24-20	0601.582				47.62
INV 2613882122420					
Vendor Totals				0.00	47.62
(90930)	INTERNATIONAL FIRE EQUIPMENT				
20203 12-15-20	0601.520	107401			349.50
BUILDING MAINT					
Vendor Totals				0.00	349.50

**SENIORS**

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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(92334)					
20195 12-24-20	0601.540				95.71
ACCT 2261869					
Vendor Totals				0.00	95.71
				0.00	5640.64