

# WAUKEGAN TOWNSHIP BOARD MEETING

## JANUARY 28, 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 28, 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, Highway Commissioner Arthur Craigen via phone, Township Attorney Torrie M. Newsome and Supervisor Patricia Jones. **Also Present:** Nancy Netherton/Finance Manager, Dijon Ross/Administrative Support/Deputy Clerk, Juan Hernandez/Human Resources Manager and Marc Jones/Eddie Washington Center & Home Sweet Home Manager. **Excused:** Assessor Mark Stricklin.

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 28, 2021** Waukegan Township Board Meeting 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.**

Supervisor Jones requested a motion to approve the **Minutes** for the **January 14, 2021** Waukegan Township Board Meeting as presented. Motion by Trustee Johnson, second by Trustee Rice. **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 25, 2021** 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.**

Waukegan Township Cash-on-Hand Report  
1/25/2021

Fund		Balance	Ins/outs
Town Fund	First Midwest Bank	88,954.07	
	First Midwest Bank M/M	300,062.54	
	Illinois Funds	39,723.60	

	No. Chicago Com Bank	67,447.61
<b>Total Town Fund</b>		<b>\$496,187.82</b>
General Assistance Fund	First Midwest Checking	270,037.77
	First Midwest Bank M/M	0.00
	Illinois Funds	7,555.06
<b>Total General Assistance</b>		<b>\$277,592.83</b>
IMRF/FICA Fund	First Midwest Bank	36,140.39
	First Midwest Bank M/M	0.00
	Illinois Funds	15,786.11
<b>Total IMRF/FICA Fund</b>		<b>\$51,926.50</b>
Senior Fund	First Midwest Bank	150,434.83
	First Midwest Money Market	0.00
	Illinois Funds	14,862.08
<b>Total Senior Fund</b>		<b>\$165,296.91</b>
		<b>991,004.06</b>
Road & Bridge	First Midwest Bank	204,369.83
	Waukegan Community Trust	232,925.90
<b>Total Road &amp; Bridge</b>		<b>\$437,295.73</b>

PPRT Taxes Received since last report -

Town - \$ 99,344.34

&B - \$ 29,589.18

For the state's fiscal year of (July 1 - June 30, 2021) we have received a total of for Town \$350,757.59 and for R & B \$104,470.97

Town RE Tax 1/14/21	\$12,247.53
<b>Total received FY 2020-21</b>	<b>\$1,306,291.51</b>

GA RE Taxes - 1/14/21	\$6,296.33
<b>Total received FY 2020-21</b>	<b>\$660,930.96</b>

IMRF/FICA RE Taxes - 1/14/21	\$2,044.74
<b>Total received FY 2020-21</b>	<b>\$217,952.61</b>

SEN'S RE Taxes - 1/14/21	\$10,003.77
<b>Total received FY 2020-21</b>	<b>\$1,066,094.80</b>

RB RE Taxes - 1/14/21	\$1,319.81
<b>Total received FY 2020-21</b>	<b>\$140,816.09</b>

**Citizen Participation:** None.

**Supervisor's Report:**

Supervisor Jones thanked the Board Members for participating and sponsorship support for the Martin Luther King Jr. Dreamers' Ceremony that had 169 attendees. She gave an update on the expenses and revenue for the event.

Supervisor Jones mentioned the Township employees that recently lost a family member.

**Juan Hernandez joined the Zoom Conference at 5:17.**

Supervisor Jones asked Mr. Hernandez to address the Board Members regarding Personnel. Mr. Hernandez gave an update on the Staben House staff furlough and Park Place limited operation. He said the Township office is operating on one day on and one day off schedule. Mr. Hernandez expounded on the unemployment fraud identity theft process and how it is currently affecting some Township staff and Board Members. Mr. Hernandez presented the Accumulative Sick Hours of 240 hours unused for a total of 8 employees and presented Employee Monthly Mileage Compilation chart.

**Mr. Hernandez exited the Zoom Conference Meeting at 5:34 p.m.**

Supervisor Jones mentioned that the HBCU Tour for 2021 will be a virtual celebration/video presentation in the month of March.

Supervisor Jones mentioned that the C2RR Executive Meeting is scheduled for Friday. She said the C2RR Women's Round Table will hold a conversation via Zoom on February 26 to inform the community of the assistance/support on hand for women formerly incarcerated.

Supervisor Jones asked Marc Jones/EWC-HSH to address the Board Members. Mr. Jones gave an update on the HSH snow removal program, ready to start on Monday. He reported that the HSH is currently serving 498 clients for snow removal with a total of 572 in enrollment and said the HSH application is now available online.

**Highway Commissioner's Report:**

Highway Commissioner Craigen said his department has been busy with repairing trucks mishaps and having to rent a truck to get the big snowfall work done.

**Assessor's Report:** None.

**Executive Session:** None.

**Action on Payroll:**

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending January **14, 2021** in the amount of **\$93,033.88** 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.**

**Action on Invoices:**

Supervisor Jones requested a motion for the approval of **agenda item #14**, approval of the following invoices for bills submitted for the **January 28, 2021** Board Meeting: Invoices for Town Fund in the amount of **\$5,317.78**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$2,436.35**; Invoices for G/A Fund/Staben House in the amount of **\$1,233.47**; Invoices for Town Fund/Assessor’s Office in the amount of **\$8,437.06**; Invoices for Road and Bridge/Highway Department the amount of **\$3,697.87**; Senior Fund/Park Place in the amount of **\$10,189.21**; Senior Fund/Gift Shoppe in the amount of **\$0**; Invoices for Home Sweet Home in the amount of **\$956.61**; Invoices for Fundraisers in the amount of **\$0**; as presented. Motion by Trustee Castellanos, second by Trustee Johnson. **Ayes:** Trustee Johnson, Trustee Hewitt, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

**Action on Paid Bills:**

Supervisor Jones requested a motion for the approval of **agenda item #15**, Paid Bills submitted after the **January 14, 2021** Board Meeting in the amount of **\$46,591.07** as presented. Motion by Trustee Hewitt, second by Trustee Johnson. **Ayes:** Trustee Johnson, Trustee Hewitt, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills  
January 28, 2021**

The following is a list of bills that were paid after the board meeting of January 14, 2021 and before the meeting of January 28, 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>	\$652.85
	Client assistance	
12/23-1/14	<b>Waukegan Township Assistance</b>	\$975.00
	Paycard payments made on behalf of GA Clients	
<b>Total G/A Fund</b>		<b>\$1,627.85</b>
<b>R &amp; B Fund</b>		
<b>Total R &amp; B Fund</b>		<b>\$0.00</b>

<b>Town Fund</b>		
1/28/2021	Health Insurance - All Vendors	\$44,963.22
	H/I for all Departments for February	
<b>Total Town Fund</b>		<b>\$44,963.22</b>
Total all checks paid prior to board meeting		\$46,591.07

**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 Employee Travel Reimbursement Forms & New Mileage Rate for 2021 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.**

**New Business:** None.

**Old Business:** None.

**Announcements:** None.

**Comments/Concerns-Trustees:** None.

**Adjournment:**

There being no further business to come before the Board, Senior Trustee Johnson adjourned the **January 28, 2021** meeting at **5:51 p.m.**

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**PATRICIA JONES, Township Supervisor**

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**ROSE M. STABEN, Township Clerk**



TOWN

WAUKEGAN TOWNSHIP  
 Ledger Of Selected Entries  
 01-22-21

Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(90192)	ALL THINGS POSSIBLE				
20240 01-01-21	0101.526	1738			2125.00
COMPUTER SERVICES					
Vendor Totals				0.00	2125.00
(90267)	CONSTELLATION NEWENERGY-GAS				
20241 12-11-20	0101.538	3062642			209.15
UTILITY					
Vendor Totals				0.00	209.15
(90268)	COMMUNITY YOUTH NETWORK, INC				
20242 02-01-21	0101.558	1133			97.35
EAP SERVICES					
Vendor Totals				0.00	97.35
(90293)	CINTAS CORPORATION #47P				
20244 12-15-20	0101.520				32.09
INV 4070212223					
20245 01-19-21	0101.520				32.09
INV 4073398997					
20246 01-12-21	0101.520				32.09
INV 4072746868					
Vendor Totals				0.00	96.27
(90404)	COMCAST BUSINESS				
20243 01-09-21	0101.526				282.61
ACCT 8771100190881662					
Vendor Totals				0.00	282.61
(91203)	LITTLE CITY FOUNDATION				
20248 12-31-20	0101.581	9747			37.44
SUPPLIES					
Vendor Totals				0.00	37.44
(91562)	N.A.U.W NORTH SHORE IL BRANCH				
20259 01-21-20	0101.801				540.00
TOWN PROGRAM					
Vendor Totals				0.00	540.00

TOWN

WAUKEGAN TOWNSHIP  
 Ledger Of Selected Entries  
 01-22-21

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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(91585)		PITNEY BOWES			
20250 01-13-21	0101.528				226.08
INV 1017241366					
Vendor Totals				0.00	226.08
(91647)		PURO FUTBOL			
20249 01-21-21	0101.532B	03116			312.50
ADVERTISE-EVENTS & ETC.					
Vendor Totals				0.00	312.50
(92056)		HOME DEPOT CREDIT SERVICES			
20247 12-16-20	0101.582	7022408			91.38
BUILDING MAINT SUPPLIES					
Vendor Totals				0.00	91.38
(92248)		WOODS CREATION 4 U LLC			
20251 01-20-21	0101.532B	012021			1300.00
CONTRACT LABOR					
Vendor Totals				0.00	1300.00
		Report Totals		0.00	5317.78



WAUKEGAN TOWNSHIP  
 Ledger Of Selected Entries  
 01-21-21

Entry	Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(90001)						
20252	01-08-21 COMPUTER SERVICES	0102.526				62.34
	Vendor Totals				0.00	62.34
(90192)						
20253	01-04-21 COMPUTER SERVICES	0102.526		1739		400.00
	Vendor Totals				0.00	400.00
(90514)						
20254	01-17-21 BUILDING RENT	0102.554				5236.04
	Vendor Totals				0.00	5236.04
(90622)						
20255	12-26-20 ACCT 321532	0102.530				1126.38
	Vendor Totals				0.00	1126.38
(90633)						
20258	12-31-20 INV 202101001511	0102.583				10.00
	Vendor Totals				0.00	10.00
(91478)						
20256	01-10-21 CONTRACT LABOR	0102.515		35596967		801.15
20257	01-17-21 CONTRACT LABOR	0102.515		35617919		801.15
	Vendor Totals				0.00	1602.30
	Report Totals				0.00	8437.06

E. WASHINGTON CENTER

WAUKEGAN TOWNSHIP  
 Ledger Of Selected Entries  
 01-22-21

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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(90119)		AIR CON			
20260 01-14-21 BUILDING MAINT	0203.520	454541			560.00
Vendor Totals				0.00	560.00
(90267)		CONSTELLATION NEWENERGY-GAS			
20262 12-11-20 UTILITY	0203.526	3062642			174.71
Vendor Totals				0.00	174.71
(90404)		COMCAST BUSINESS			
20263 01-01-20 ACCT 8771100191160157	0203.538				108.35
20264 01-02-20 ACCT 8771100190062644	0203.538				99.01
Vendor Totals				0.00	207.36
(90613)		DEPENDABLE FIRE EQUIPMENT			
20265 04-06-20 BUILDING MAINT	0203.520	A2677			280.00
20266 04-06-20 BUILDING MAINT	0203.520	A2678			300.00
Vendor Totals				0.00	580.00
(91511)		OLSON'S ACE HARDWARE			
20267 01-14-21 BUILDING MAINT SUPPLIES	0203.582	145063			16.84
20268 01-14-21 BUILDING MAINT SUPPLIES	0203.582	145065			2.99
Vendor Totals				0.00	19.83
(92217)		ADVANCED DISPOSAL-WAUKEGAN-T2			
20261 12-31-20 ACCT T2008300	0203.520				894.45
Vendor Totals				0.00	894.45
Report Totals				0.00	2436.35

STABEN HOUSE

WAUKEGAN TOWNSHIP  
 Ledger Of Selected Entries  
 01-22-21

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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(90331) 20271 01-11-21 ACCT 1950346005	COMMONWEALTH EDISON COMPANY 0204.538				177.49
Vendor Totals				0.00	177.49
(91408) 20272 01-08-21 ACCT 060181917500005	NORTH SHORE GAS 0204.538				317.08
Vendor Totals				0.00	317.08
(92217) 20269 12-31-20 ACCT T2005898	ADVANCED DISPOSAL-WAUKEGAN-T2 0204.520				721.67
Vendor Totals				0.00	721.67
(92334) 20270 01-07-21 ACCT 2263596	CITY OF WAUKEGAN 0204.538				17.23
Vendor Totals				0.00	17.23
Report Totals				0.00	1233.47

## HIGHWAY DEPT

WAUKEGAN TOWNSHIP  
Ledger Of Selected Entries  
01-22-21

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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(90267)	CONSTELLATION NEWENERGY-GAS				
20275 12-11-20 UTILITY	0501.801D	3062642			904.21
Vendor Totals				0.00	904.21
(90421)	DELF'S GARAGE & SERVICE				
20276 12-29-20 EQUIP MAINT	0501.522				105.00
Vendor Totals				0.00	105.00
(90645)	1ST AYD CORPORATION				
20277 01-05-21 INV PSI421321	0501.583				427.97
Vendor Totals				0.00	427.97
(91252)	LAKE COUNTY HOSE & EQUIPMENT				
20278 01-04-21 EQUIP MAINT SUPPLIES	0501.583	179558			35.84
20279 01-04-21 EQUIP MAINT SUPPLIES	0501.583	179557			187.30
Vendor Totals				0.00	223.14
(91300)	MILWAUKEE FOOD & CITY TOURS				
20280 01-04-21 BUILDING IMPROVEMENTS	0501.592	8509			830.00
Vendor Totals				0.00	830.00
(91508)	OLSON OIL COMPANY, INC.				
20282 12-31-20 GAS & OIL	0501.586	76415			556.82
Vendor Totals				0.00	556.82
(91511)	OLSON'S ACE HARDWARE				
20281 01-21-21 BUILDING MAINT SUPPLIES	0501.582	145133			21.58
Vendor Totals				0.00	21.58
(91617)	ALTORFER INDUSTRIES				
20273 12-31-20 INV P54C0152328	0501.583				144.90
Vendor Totals				0.00	144.90

WAUKEGAN TOWNSHIP  
Ledger Of Selected Entries  
01-22-21

Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(92067)	TWIN CITY AUTO PARTS, INC.				
20283 01-04-21	0501.583	795750			37.21
EQUIP MAINT SUPPLIES					
20284 12-03-20	0501.583	792015			23.90
EQUIP MAINT SUPPLIES					
Vendor Totals				0.00	61.11
(92217)	ADVANCED DISPOSAL-WAUKEGAN-T2				
20274 12-31-20	0501.801D				423.14
ACCT T2113899					
Vendor Totals				0.00	423.14
Report Totals				0.00	3697.87

**SENIORS**

WAUKEGAN TOWNSHIP  
Ledger Of Selected Entries  
01-22-21

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Entry	Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(90042)		ANDREW YOUNG FOUNDATION				
20286	01-20-21 MLK ENTERTAINMENT	0601.801B				1000.00
	Vendor Totals				0.00	1000.00
(90102)		AJEC RMO				
20285	01-21-21 MLK ENTERTAINMENT	0601.801B				50.00
	Vendor Totals				0.00	50.00
(90192)		ALL THINGS POSSIBLE				
20287	01-01-21 COMPUTER SERVICES	0601.801B	1738			500.00
	Vendor Totals				0.00	500.00
(90257)		BROOKSTONE PRINTING				
20289	01-11-21 PRINTING-CALENDARS	0601.532	102179			4690.00
	Vendor Totals				0.00	4690.00
(90266)		CONSTELLATION ENERGY SERVICES				
20291	01-12-21 UTILITY	0601.540				883.06
	Vendor Totals				0.00	883.06
(90267)		CONSTELLATION NEWENERGY-GAS				
20290	12-11-20 UTILITY	0601.540	3062642			271.61
	Vendor Totals				0.00	271.61
(90404)		COMCAST BUSINESS				
20292	01-10-21 ACCT 8771100190684892	0601.801B				4.20
20293	01-08-21 ACCT 8771100190881308	0601.801B				248.35
	Vendor Totals				0.00	252.55
(90421)		DELF'S GARAGE & SERVICE				
20295	12-03-20 AUTO MAINT	0601.801C1	695121			23.50
	Vendor Totals				0.00	23.50

**SENIORS**

WAUKEGAN TOWNSHIP  
 Ledger Of Selected Entries  
 01-22-21

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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(91033) 20299 01-13-21 BUILDING MAINT	0601.520	JEWELL ELECTRIC, INC. JE5828			150.00
Vendor Totals				0.00	150.00
(91631) 20301 01-06-21 POSTAGE	0601.528	PURCHASE POWER			1285.53
Vendor Totals				0.00	1285.53
(92056) 20296 12-28-20 BUILDING MAINT SUPPLIES	0601.582	HOME DEPOT CREDIT SERVICES 5023507			73.60
20297 01-06-21 BUILDING MAINT SUPPLIES	0601.582	6024375			59.91
20298 01-07-21 BUILDING MAINT SUPPLIES	0601.582	5024483			92.13
Vendor Totals				0.00	225.64
(92143) 20294 01-21-21 MLK ENTERTAINMENT	0601.801B	TRANELLE DUFFY			100.00
Vendor Totals				0.00	100.00
(92217) 20288 12-31-20 ACCT T2009265	0601.520	ADVANCED DISPOSAL-WAUKEGAN-T2			657.32
Vendor Totals				0.00	657.32
(94001) 20300 01-19-21 MLK ENTERTAINMENT	0601.801B	SHELBY OBLETON			100.00
Vendor Totals				0.00	100.00
		Report Totals		0.00	10189.21

WAUKEGAN TOWNSHIP  
 Ledger Of Selected Entries  
 01-22-21

Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(90107)	ALAMO'S BODY SHOP, INC.				
20302 01-18-21 EQUI/AUTO MAINT	0602.522	00000149			189.96
20303 01-11-21 EQUI/AUTO MAINT	0602.522	00000020			189.00
20304 01-11-21 EQUI/AUTO MAINT	0602.522	00000107			147.63
Vendor Totals				0.00	526.59
(90714)	GRAINGER				
20305 01-14-21 INV 9772673639	0602.582				188.98
20306 01-11-21 INV 9768937733	0602.582				-21.47
20307 01-11-21 INV 9768218597	0602.582				31.70
20308 01-15-21 INV 9774808126	0602.582				42.60
20309 01-14-21 INV 9772673647	0602.582				94.23
20310 01-13-21 INV 9771639979	0602.582				40.16
Vendor Totals				0.00	376.20
(92056)	HOME DEPOT CREDIT SERVICES				
20311 12-31-20 SMALL SUPPLIES/TOOLS	0602.582	2973680			53.82
Vendor Totals				0.00	53.82
Report Totals				0.00	956.61