

WAUKEGAN TOWNSHIP BOARD MEETING

FEBRUARY 9, 2023

The Regular meeting of the Board of Trustees of Waukegan Township, County of Lake, of the State of Illinois was held at the Waukegan Township’s Supervisor’s Office located at 149 South Genesee Street, Waukegan, Illinois on Thursday February 9, 2023.

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

ROLL CALL: Trustee Jeff McBride, Trustee Sylvestre Castellanos, Clerk Rose M. Staben, Supervisor Marc L. Jones and Township Attorney Torrie M. Newsome. **Also, Present:** Dijon Ross/Administrative Support/Deputy Clerk, Nancy Netherton/Finance Manager and Juan Hernandez/Human Resources Manager. **Excused:** Trustee Percy L. Johnson and Trustee Dulce Ortiz. **Absent:** Assessor Mark Stricklin.

Supervisor Jones called out for any citizen participation via phone, there was no response from any caller.

Supervisor Jones requested a motion to approve the **Agenda** for the **February 9, 2023** Waukegan Township Board Meeting as presented. Motion by Trustee McBride, second by Trustee Castellanos. **Ayes:** Trustee McBride, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the **Minutes** for the **January 26, 2023** Waukegan Township Board Meeting as presented. Motion by Trustee Castellanos, second by Trustee McBride. **Ayes:** Trustee McBride, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the **Cash-on-Hand** as of **February 6, 2023** as presented. Motion by Trustee McBride, second by Trustee Castellanos. **Ayes:** Trustee McBride, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report
2/6/2023

Fund		Balance
Town Fund	Old National Bank	232,701.46
	Old National Bank M/M	1,117,853.79
	Illinois Funds	40,455.52
	No. Chicago Com Bank	373,312.35
Total Town Fund		\$1,764,323.12
General Assistance Fund	Old National Bank	195,963.01
	Old National Bank M/M	232,995.71

	Illinois Funds	7,692.14
Total General Assistance		\$436,650.86
IMRF/FICA Fund	Old National Bank	196,059.03
	Illinois Funds	16,069.33
Total IMRF/FICA Fund		\$212,128.36
Senior Fund	Old National Bank	74,720.17
	Old National Bank M/M	288,064.30
	Illinois Funds	14,905.90
Total Senior Fund		\$377,690.37
		2,790,792.71
Road & Bridge	Old National Bank	202,568.02
	Waukegan Community Trust	328,142.98
Total Road & Bridge		\$530,711.00

PPRT Taxes Received since last report -

Town - \$

R&B - \$

For the state's fiscal year of (July 1 - June 30, 2023) we have received a total of for Town \$1,155,671.69 and for R & B \$344,209.98

Town RE Tax

Total received FY 2022-23 \$1,314,614.10

GA RE Taxes -

Total received FY 2022-23 \$673,826.44

IMRF/FICA RE Taxes -

Total received FY 2022-23 \$218,658.07

SEN'R RE Taxes -

Total received FY 2022-23 \$1,069,598.88

RB RE Taxes -

Total received FY 2022-23 \$143,008.05

Other Deposits

Citizen Participation: None.

Supervisor's Report:

Supervisor Jones asked Nance Netherton/Financial Manager to address the Board Members regarding the Preliminary Budget for both General Town and Road & Bridge Purposes 30 day posting. Mrs. Netherton distributed the budget package along with notes of the department and expounded on the reasons for the changes.

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 **February 9, 2023** Board Meeting: Invoices for Town Fund in the amount of **\$13,251.80**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$6,337.33**; Invoices for G/A Fund/Staben House in the amount of **\$4980.56**; Invoices for Town Fund/Assessor’s Office in the amount of **\$3,251.38**; Invoices for Capital Improvements in the amount of **\$0**; Invoices for General Assistance in the amount of **\$0**; Invoices for Road and Bridge/Highway Department the amount of **\$11,691.75**; Senior Fund/PA Jones Center in the amount of **\$6,685.44**; Senior Fund/Gift Shoppe in the amount of **\$0**; Invoices for Home Sweet Home in the amount of **\$723.66**; Invoices for Fundraisers in the amount of **\$0**; as presented. Motion by Trustee McBride, second by Trustee Castellanos. **Ayes:** Trustee McBride, 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 **January 26, 2023** Board Meeting in the amount of **\$115,460.16**. as presented. Motion by Castellanos, second by Trustee McBride. **Ayes:** Trustee McBride, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills
February 9, 2023**

The following is a list of bills that were paid after the board meeting of January 26, 2023 and before the meeting of February 9, 2023

Purpose	Payee	Amount
Senior Fund		
Total Senior Fund		\$0.00
G/A Fund		
1/27-2/9	LCRA Funds (Lake Cty Rental Asst)	\$3,027.00
1/27-2/9	Rental Assistance Waukegan Township Pay Card Assistance	\$3,542.00
	Monthly client exp	
Total G/A Fund		\$6,569.00
R & B Fund		
Total R & B Fund		\$0.00
Town Fund		
1/30/2023	Health Insurance - All Vendors	\$54,222.46
	Jan Health Ins all departments	
2/7/2023	Health Insurance - All Vendors	\$54,668.70
	Feb Health Ins all vendors	

Mrs. Netherton exited the Board Meeting at 5:22 p.m.

Supervisor Jones mentioned that the PAJones Center will have AARP volunteers to assist seniors prepare their tax forms.

Supervisor Jones mentioned that all Township facilities will be closed on Monday, February 20th in observance of Presidents Day.

Supervisor Jones mentioned that the HBCU Experience Day will be held on Monday, February 20th. He stated that the HBCU Tour will return in person this year. Also, many schools will be attending the 20th event.

Supervisor Jones mentioned that the Artis Yancey HBCU Tour Luncheon Fundraiser sponsored by the CAP agency is scheduled for February 22nd. He said an RSVP is required for this event.

Supervisor Jones mentioned that the next February Board Meeting will be held on the following Tuesday, February 28th.

Supervisor Jones mentioned that he will send the Board Members the Home Sweet Home snowfall status via email.

Supervisor Jones mentioned the TOI 41st Lobby Day, scheduled for April 26th and asked any Board Member who will be attending to inform the Supervisor's office.

Assessor's Report: None.

Executive Session:

Supervisor Jones requested a motion to enter Executive Session for the purpose of Personnel-5ILCS 120/2 (C1) and Litigation-5ILCS 120/2 (C11) at 5:28 p.m. Motion by Trustee McBride, second by Trustee Castellanos. **Ayes:** Trustee McBride, Supervisor Jones. **Nays:** None. **Motion carried.**

Open Session resumed at 5:50 p.m.

Action on Payroll:

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending **January 26, 2023** in the amount of **\$112,278.60** as presented. Motion by Trustee McBride, second by Trustee Castellanos. **Ayes:** Trustee McBride, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Total Town Fund

\$108,891.16

Total all checks paid prior to board meeting

\$115,460.16

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-Supervisor's Office and Staben House salary increase plus a new Staben House hire. Also, PAJones Center termination as presented. Motion by Trustee McBride, second by Trustee Castellanos. **Ayes:** Trustee McBride, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the Preliminary Budget for a 30 days posting of General Town and Road & Bridge Purposes for fiscal year 02/29/24 as presented. Motion by Trustee Castellanos, second by Trustee McBride. **Ayes:** Trustee McBride, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

New Business: None.

Old Business: None.

Announcements/Comments/Concerns-Trustees: None.

Adjournment:

There being no further business to come before the Board, Supervisor Jones requested a motion to adjourn the **February 9, 2023** meeting at **5:54 p.m.** Motion by Trustee McBride, second by Trustee Castellanos. **Ayes:** Trustee McBride, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

MARC L. JONES, Township Supervisor

ROSE M. STABEN, Township Clerk

TOWN

WAUKEGAN TOWNSHIP
Ledger Of Selected Entries
02-02-23

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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(90010)	AMAZON CAPITAL SERVICES				
27986 01-25-23	0101.581				37.54
	INV 1FDKFK1DD9PY				
Vendor Totals				----- 0.00	----- 37.54
(90047)	ACCURATE EMPLOYMENT SCREENING				
27987 01-31-23	0101.558	2147362			117.66
	EMPLOYMENT SCREENING				
Vendor Totals				----- 0.00	----- 117.66
(90060)	ADP, LLC				
27989 12-30-22	0101.532				796.90
	INV 622602891				
27990 01-27-22	0101.532				679.65
	INV 625324932				
Vendor Totals				----- 0.00	----- 1476.55
(90266)	CONSTELLATION ENERGY SERVICES				
27992 01-12-23	0101.538				382.36
	UTILITY				
Vendor Totals				----- 0.00	----- 382.36
(90267)	CONSTELLATION NEWENERGY-GAS				
27996 01-24-23	0101.538				404.47
	INV 3659060				
Vendor Totals				----- 0.00	----- 404.47
(90293)	CINTAS CORPORATION #47P				
27994 01-24-23	0101.520				56.50
	INV 4144324001				
27995 01-31-23	0101.520				56.50
	INV 4145022085				
Vendor Totals				----- 0.00	----- 113.00
(90302)	COMMUNITY ACTION PARTNERSHIP				
27993 02-01-23	0101.558	2051			150.45
	EAP SERVICES				
Vendor Totals				----- 0.00	----- 150.45

WAUKEGAN TOWNSHIP
Ledger Of Selected Entries
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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(90476)					
27991 01-30-23	0101.540	TANYA BRADY			224.45
EMPLOYEE TRAINING					
Vendor Totals				0.00	224.45
(91585)					
28000 01-15-23	0101.528	PITNEY BOWES BANK INC PURCHASE			70.86
POSTAGE					
Vendor Totals				0.00	70.86
(91610)					
27997 01-30-23	0101.520	ERNIE PETERSON PLUMBING INC	54838		1980.00
BUILDING MAINT					
Vendor Totals				0.00	1980.00
(91714)					
28001 01-20-23	0100.230	ASHLEY RANDLE			500.00
HBCU ENTERTAINMENT					
Vendor Totals				0.00	500.00
(91730)					
27999 01-12-23	0101.510	ILLINOIS PUBLIC RISK FUND	80560		4217.00
WORKERS COMP					
Vendor Totals				0.00	4217.00
(91978)					
28002 12-15-22	0101.582	SAM'S CLUB DIRECT			60.22
BUILDING MAINT SUPPLIES					
28003 12-20-22	0101.582				54.90
BUILDING MAINT SUPPLIES					
28004 12-29-22	0101.582				185.84
BUILDING MAINT SUPPLIES					
28005 01-08-23	0101.534		999999		95.00
MEMBERSHIP					
Vendor Totals				0.00	395.96
(92056)					
27998 12-13-22	0101.582	HOME DEPOT CREDIT SERVICES	24921		45.84
BUILDING MAINT SUPPLIES					
Vendor Totals				0.00	45.84

WAUKEGAN TOWNSHIP
 Ledger Of Selected Entries
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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(92248)					
28011 02-01-23 CONTRACT LABOR	WOODS 0101.515	CREATION 4 U LLC 020123			1300.00
Vendor Totals				0.00	1300.00
(92297)					
28006 01-27-23 EQUIP MAINT SUPPLIES	WAREHOUSE DIRECT 0101.522	5423408			530.24
28007 01-31-23 SUPPLIES	0101.581	5425299			232.70
28008 01-31-23 EQUIP MAINT	0101.522	IN470327			88.30
28009 01-31-23 EQUIP MAINT	0101.522	IN470327			899.34
28010 01-31-23 EQUIP MAINT	0101.522	IN470327			85.08
Vendor Totals				0.00	1835.66
Report Totals				0.00	13251.80

WAUKEGAN TOWNSHIP
 Ledger Of Selected Entries
 02-03-23

Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(90010)	AMAZON CAPITAL SERVICES				
28036 01-29-23	0204.581				12.12
		INV 1HWGNGVT14K6			
28037 01-20-23	0204.581				75.94
		INV 1DP1PKFVCPG3			
Vendor Totals				0.00	88.06
(90404)	COMCAST BUSINESS				
28038 01-14-23	0204.538				126.85
		ACCT 8771100191156411			
Vendor Totals				0.00	126.85
(90941)	IL CO RISK MANAGEMENT TRUST				
28041 01-01-23	0204.542	31246			4551.44
		GENERAL INS.			
Vendor Totals				0.00	4551.44
(91538)	LORETTA PABLE				
28042 01-30-23	0204.582				23.85
		REIMBURSEMENT			
Vendor Totals				0.00	23.85
(91839)	RODRIGUEZ EXTERMINATING				
28043 02-01-23	0204.520	8074			42.00
		BUILDING MAINT			
Vendor Totals				0.00	42.00
(91978)	SAM'S CLUB DIRECT				
28044 01-02-23	0204.582	007744			17.98
		BUILDING MAINT SUPPLIES			
28045 01-05-23	0204.582				39.31
		BUILDING MAINT SUPPLIES			
28046 01-08-23	0204.534	999999			45.00
		MEMBERSHIP			
Vendor Totals				0.00	102.29
(92056)	HOME DEPOT CREDIT SERVICES				
28039 12-13-22	0204.582	521192			13.98
		BUILDING MAINT SUPPLIES			
28040 01-10-23	0204.582	2614457			32.09
		BUILDING MAINT SUPPLIES			
Vendor Totals				0.00	46.07
Report Totals				0.00	4980.56

WAUKEGAN TOWNSHIP
 Ledger Of Selected Entries
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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(90183) 28012 12-14-22 CONFERENCE	0102.540	DANA BEYER			508.38
Vendor Totals				0.00	508.38
(90266) 28013 01-12-23 UTILITY	0102.520	CONSTELLATION ENERGY SERVICES			153.59
Vendor Totals				0.00	153.59
(90467) 28014 12-14-22 CONFERENCE	0102.540	GUADALUPE CASTELLANO			508.38
Vendor Totals				0.00	508.38
(90526) 28015 10-03-22 SUPPLIES	0102.581	ELITE EMBROIDERY			13.00
Vendor Totals				0.00	13.00
(91270) 28016 12-14-22 CONFERENCE	0102.540	KIMBERLY MCBRIDE			316.50
Vendor Totals				0.00	316.50
(91326) 28021 01-20-23 CONTRACT LABOR	0102.515	LARRY WICKETTS			1020.00
Vendor Totals				0.00	1020.00
(91591) 28017 12-14-22 CONFERENCE	0102.540	SHEILA PLATT			316.50
Vendor Totals				0.00	316.50
(91978) 28018 01-08-23 MEMBERSHIP	0102.534	SAM'S CLUB DIRECT 999999			45.00
Vendor Totals				0.00	45.00

WAUKEGAN TOWNSHIP
 Ledger Of Selected Entries
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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(91983) 28019 12-14-22 CONFERENCE	0102.540	MARK STRICKLIN			316.50
Vendor Totals				0.00	316.50
(92201) 28020 01-15-23 INV 9925379696	0102.530	VERIZON WIRELESS			53.53
Vendor Totals				0.00	53.53
Report Totals				0.00	3251.38

WAUKEGAN TOWNSHIP
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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(90018) 28022 12-30-22 DRUG SCREENING	AMERICAN SCREENING CORPORATION 0203.558	0339115			190.50
Vendor Totals				0.00	190.50
(90266) 28024 01-12-23 UTILITY	CONSTELLATION ENERGY SERVICES 0203.538				415.55
Vendor Totals				0.00	415.55
(90267) 28023 01-24-23 INV 3659060	CONSTELLATION NEWENERGY-GAS 0203.538				348.28
Vendor Totals				0.00	348.28
(90941) 28026 01-01-23 GENERAL INS.	IL CO RISK MANAGEMENT TRUST 0203.542	31246			4551.44
Vendor Totals				0.00	4551.44
(90990) 28027 11-07-22 RESIDENT COUNSELING-DHS GRAN	JOHN RIVERS 0203.604				100.00
28028 11-14-22 RESIDENT COUNSELING-DHS GRAN	0203.604				100.00
28029 11-28-22 RESIDENT COUNSELING-DHS GRAN	0203.604				100.00
28030 12-12-22 RESIDENT COUNSELING-DHS GRAN	0203.604				100.00
28031 01-23-23 RESIDENT COUNSELING-DHS GRAN	0203.604				100.00
28032 01-09-23 RESIDENT COUNSELING-DHS GRAN	0203.604				100.00
Vendor Totals				0.00	600.00
(91839) 28033 02-01-23 BUILDING MAINT	RODRIGUEZ EXTERMINATING 0203.520	8074			42.00
Vendor Totals				0.00	42.00

WAUKEGAN TOWNSHIP
 Ledger Of Selected Entries
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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(91978) 28034 01-08-23 MEMBERSHIP	0203.534	SAM'S CLUB DIRECT 999999			45.00
Vendor Totals				0.00	45.00
(92056) 28025 01-12-23 BUILDING MAINT SUPPLIES	0203.582	HOME DEPOT CREDIT SERVICES 22594			43.14
Vendor Totals				0.00	43.14
(92297) 28035 01-31-23 EQUIP MAINT	0203.522	WAREHOUSE DIRECT IN470327			101.42
Vendor Totals				0.00	101.42
Report Totals				0.00	6337.33

WAUKEGAN TOWNSHIP
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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(90171) 28047 12-31-22 EQUIP MAINT SUPPLIES	0501.583	AMERIGAS 187200			14.66
Vendor Totals				0.00	14.66
(90267) 28048 01-24-23 UTILITY	0500.538	CONSTELLATION NEWENERGY-GAS 3659060			588.45
Vendor Totals				0.00	588.45
(90317) 28050 01-14-23 ACCT 2133078110	0501.801C	COMMONWEALTH EDISON CO			1215.05
Vendor Totals				0.00	1215.05
(90331) 28051 01-10-23 ACCT 2452004001	0500.538	COMMONWEALTH EDISON COMPANY			353.23
Vendor Totals				0.00	353.23
(90404) 28049 01-09-23 ACCT 8771100270066705	0500.530	COMCAST BUSINESS			410.48
Vendor Totals				0.00	410.48
(90633) 28053 12-31-22 INV 202301863445	0500.582	WISCONSIN GLACIER SPRINGS CO.			7.00
Vendor Totals				0.00	7.00
(90941) 28052 02-01-23 GENERAL INS.	0500.542	IL CO RISK MANAGEMENT TRUST 31326			9102.88
Vendor Totals				0.00	9102.88
Report Totals				0.00	11691.75

SENIORS

WAUKEGAN TOWNSHIP
Ledger Of Selected Entries
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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(90010) 28054 01-29-23 INV 11WR16C4XYDF	AMAZON CAPITAL SERVICES 0601.801F				19.88
28055 01-24-23 INV 1X4QNXJP4C9M	0601.801F				123.36
Vendor Totals				0.00	143.24
(90190) 28058 01-18-23 INV 671932	FIRST CHOICE COFFEE SERVICE 0601.582				218.26
Vendor Totals				0.00	218.26
(90266) 28057 01-12-23 UTILITY	CONSTELLATION ENERGY SERVICES 0601.540				637.04
Vendor Totals				0.00	637.04
(90267) 28056 01-24-23 INV 3659060	CONSTELLATION NEWENERGY-GAS 0601.540				830.05
Vendor Totals				0.00	830.05
(90960) 28069 02-01-23 TRANSPORTATION	TOM JONES SALES & SERVICE 0601.801C1 15341				373.99
Vendor Totals				0.00	373.99
(90978) 28063 01-26-23 CATERING SERVICES	CHEF JOHNSON 0601.801B				587.73
Vendor Totals				0.00	587.73
(91605) 28064 01-25-23 TRANSPORTATION	PACE SUBURBAN BUS 0601.801C1				200.00
Vendor Totals				0.00	200.00
(91839) 28065 02-01-23 BUILDING MAINT	RODRIGUEZ EXTERMINATING 0601.520 8074				42.00
Vendor Totals				0.00	42.00

SENIORS

WAUKEGAN TOWNSHIP
Ledger Of Selected Entries
02-03-23

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Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(91939)					
28067 02-01-23	0601.801G				
MATTER OF BALANCE		35			1268.92
28068 02-01-23	0601.515				
CONTRACT LABOR		34			1892.97
Vendor Totals				0.00	3161.89
(91978)					
28066 01-08-23	0601.534				
MEMBERSHIP		999999			45.00
Vendor Totals				0.00	45.00
(92056)					
28059 12-16-22	0601.582				
BUILDING MAINT SUPPLIES		7020136			110.76
28060 12-20-22	0601.582				
BUILDING MAINT SUPPLIES		3020539			25.94
28061 12-22-22	0601.582				
BUILDING MAINT SUPPLIES		1014719			17.44
28062 01-09-23	0601.582				
BUILDING MAINT SUPPLIES		3010325			63.96
Vendor Totals				0.00	218.10
(92124)					
28070 02-13-23	0601.522				
INV 492369053					153.68
Vendor Totals				0.00	153.68
(92297)					
28071 01-18-23	0601.582				
SUPPLIES		53985901			74.46
Vendor Totals				0.00	74.46
Report Totals				0.00	6685.44

WAUKEGAN TOWNSHIP
 Ledger Of Selected Entries
 02-03-23

Entry Date/Description	Account	Document	Disc Days	Discount Amount	Net Amount
(91978) 28074 01-08-23 MEMBERSHIP	0602.581	SAM'S CLUB DIRECT 999999			45.00
Vendor Totals				0.00	45.00
(92056) 28072 12-22-22 SMALL SUPPLIES/TOOLS	0602.582	HOME DEPOT CREDIT SERVICES 1014696			638.52
28073 01-12-23 SMALL SUPPLIES/TOOLS	0602.582	10475			40.14
Vendor Totals				0.00	678.66
Report Totals				0.00	723.66