

# WAUKEGAN TOWNSHIP BOARD MEETING

## MARCH 12, 2020

The Regular meeting of the Board of Trustees of Waukegan Township, County of Lake, of the State of Illinois was held at Waukegan Township's Supervisor's Office located at 149 South Genesee Street, Waukegan, Illinois on Thursday March 12, 2020.

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

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

Supervisor Jones requested a motion to approve the **Agenda** for the **March 12, 2020** Waukegan Township Board Meeting as presented. Motion by Trustee, second by Trustee. **Ayes:** Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the **Minutes** for the **February 27, 2020** Waukegan Township Board Meeting as presented. Motion by Trustee Castellanos, second by Trustee Rice. **Ayes:** Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the **Cash-on-Hand** as **March 9, 2020** as presented. Motion by Trustee Rice, second by Trustee Castellanos. **Ayes:** Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report  
3/9/2020

Fund		Balance	Ins/outs
Town Fund	First Midwest Bank	23,378.70	
	First Midwest Bank M/M	104,052.92	
	Illinois Funds	39,268.53	
	No. Chicago Com Bank	176,563.21	
<b>Total Town Fund</b>		<b>\$343,263.36</b>	
General Assistance Fund	First Midwest Checking	59,874.15	
	First Midwest Bank M/M	129,628.24	
	Illinois Funds	7,464.54	
<b>Total General Assistance</b>		<b>\$196,966.93</b>	
IMRF/FICA Fund	First Midwest Bank	10,089.84	
	First Midwest Bank M/M	0.00	

	Illinois Funds	15,607.28
<b>Total IMRF/FICA Fund</b>		<b>\$25,697.12</b>
Senior Fund	First Midwest Bank	28,489.76
	First Midwest Money Market	0.00
	Illinois Funds	14,680.29
<b>Total Senior Fund</b>		<b>\$43,170.05</b>
		<b>609,097.46</b>
Road & Bridge	First Midwest Bank	12,033.16
	Waukegan Community Trust	231,724.84
<b>Total Road &amp; Bridge</b>		<b>\$243,758.00</b>

PPRT Taxes Received since last report -

Town - \$

R&B - \$

For the state's fiscal year of (July 1 - June 30, 2020) we have received a total of for Town \$376,051.23 and for R & B \$112,004.60

Town RE Tax

**Total received FY 2019-20** **\$1,338,447.88**

GA RE Taxes -

**Total received FY 2019-20** **\$668,045.79**

IMRF/FICA RE Taxes -

**Total received FY 2019-20** **\$213,775.85**

SEN'R RE Taxes -

**Total received FY 2019-20** **\$1,062,731.76**

RB RE Taxes -

**Total received FY 2019-20** **\$145,129.21**

Other Payments Rec'd

**Citizen Participation:** None.

**Supervisor's Report:**

Supervisor Jones introduced David Marino/Erie Family Health Centers. Mr. Marino thanked the Township for supporting their efforts. He distributed a packet and gave an update on the health centers programs.

Supervisor Jones mentioned, due to the corona virus (covid-19) Park Place will not be booking any rentals until mid-April and all current and future trips have been cancelled. Also, all support groups at Park Place are cancelled and at this time the attendance is down to a minimal. In the meantime, the facility will continue a clean-up and wipe-down.

Supervisor Jones mentioned that the Staben House and the Eddie Washington Center will practice good health measures.

Supervisor Jones mentioned that the HBCU Tour has been cancelled due to the covid-19. She asked Nancy Netherton/Finance Manager to address the Board Members regarding the HBCU cancellation. Mrs. Netherton distributed the HBCU Budget Estimated 2020 Trip revenues and expenses chart and expounded on the cancellation issues and revenue returns.

Supervisor Jones asked Mr. Netherton to address the Board Members regarding the Resolution for Tax Anticipation Warrant. Mrs. Netherton distributed the resolution and reviewed the warrant contents, for purposes of General Assistance, Senior Services and General Town Fund.

Supervisor Jones mentioned that the Mundelein Expungement workshop has also been cancelled due to the covid-19. She distributed the HBCU cancellation cost as of 3/12/20.

Supervisor mentioned that the SH/EWC Golf Outing committee met yesterday. She said the event is scheduled for August 14<sup>th</sup> at the same price as 2019 and early bird special promotion for \$125.00.

Supervisor Jones mentioned that the Walk/Run for Seniors is scheduled for September 5<sup>th</sup> and the cost will be the same as 2019 at \$40.00 per participant.

Supervisor Jones mentioned that the Coalition Public Meeting is cancelled.

Supervisor Jones mentioned the Outside Agency Requests for Love Inc of Lake County, Chocolate Chips of Lake County and Erie Family Health Centers.

**Highway Commissioner's Report:** None.

**Assessor's Report:** None.

**Executive Session:**

Supervisor Jones requested a motion to enter Executive Session for the purpose of Personnel-5ILCS 120/2 (C1) at 5:58p.m. Motion by Trustee Castellanos, second by Trustee Rice. **Ayes:** Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

**Open Session resumed at 6:02 p.m.**

**Action on Payroll:**

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending **February 27, 2020** in the amount of **\$104,957.13** as presented.

Motion by Trustee Rice, second by Trustee Castellanos. **Ayes:** 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 **March 12, 2020** Board Meeting: Invoices for Town Fund in the amount of **\$34,712.41**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$816.54**; Invoices for G/A Fund/Staben House in the amount of **\$1,290.58**; Invoices for Town Fund/Assessor’s Office in the amount of **\$2,780.38**; Invoices for Road and Bridge/Highway Department the amount of **\$8,933.85**; Senior Fund/Park Place in the amount of **\$4,867.15**; Senior Fund/Gift Shoppe in the amount of **\$0**; Invoices for Home Sweet Home in the amount of **\$812.05**; Invoices for Fundraisers in the amount of **\$0**; as presented. Motion by Trustee Castellanos, second by Trustee Rice. **Ayes:** 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 **February 27, 2020** Board Meeting in the amount of **\$62,012.56** as presented. Motion by Trustee Castellanos, second by Trustee Rice. **Ayes:** Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills  
March 12, 2020**

The following is a list of bills that were paid after the board meeting of February 27, 2019 but before the meeting of March 12, 2020

Purpose	Payee	Amount
<b>Senior Fund</b>		
3/10/2020	Ronaldo Canlas	\$150.00
	Entertainment - Luncheon	
3/10/2020	Trip Refunds - Multiple	\$666.00
	Due to cancellation	
<b>Total Senior Fund</b>		<b>\$816.00</b>
<b>G/A Fund</b>		
2/28-3/12	General Assistance Payments	\$560.55
1/25/20-2/13/20	Waukegan Township Assistance	\$3,250.00
	Payments made on behalf of GA Clients	
<b>Total G/A Fund</b>		<b>\$3,810.55</b>
<b>R &amp; B Fund</b>		
<b>Total R &amp; B Fund</b>		<b>\$0.00</b>
<b>Town Fund</b>		
3/2/2020	Health Insurance - all Vendors	\$56,986.01

Premiums - all departments	
James Sisson	\$400.00
Catering - HBCU Fundraiser	
<b>Total Town Fund</b>	<b>\$57,386.01</b>

Total all checks paid prior to board meeting \$62,012.56

**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 Outside Agency Request for Love Inc of Lake County and Chocolate Chips of Lake County, each in the amount of \$500.00. Also, Erie Family Health Centers for the same amount given in 2019 as presented. Motion by Trustee Rice, second by Trustee Castellanos. **Ayes:** Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the Resolution for Tax Anticipation Warrant in the amount of \$500,000.00 as presented. Motion by Trustee Rice, second by Trustee Castellanos. **Ayes:** Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the 2020 Annual Town Hall Meeting Agenda as presented. Motion by Trustee Castellanos, second by Trustee Rice. **Ayes:** Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

**New Business:** None.

**Old Business:** None.

**Announcements:** None.

**Comments/Concerns-Trustees:**

Clerk Staben expounded on the My Express Pantry easy registration, easy pick-up and that the food provided is compatible to the local food panties. She said the client was very satisfy with the food selection.

**Adjournment:**

There being no further business to come before the Board, Supervisor Jones adjourned the **March 12, 2020** meeting at **6:12 p.m.**

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**PATRICIA JONES, Township Supervisor**

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**ROSE M. STABEN, Township Clerk**