

WAUKEGAN TOWNSHIP BOARD MEETING

APRIL 22, 2021

The Regular meeting of the Board of Trustees of Waukegan Township, County of Lake, of the State of Illinois was held via Zoom Video Conference Calling for the Waukegan Township's Supervisor's Office located at 149 South Genesee Street, Waukegan, Illinois on Thursday April 22, 2021.

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 Opal Rice led the Members in prayer.

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

Supervisor Jones requested a motion to approve the **Agenda** for the **April 22, 2021** Waukegan Township Board Meeting as presented. Motion by Trustee Johnson, second by Trustee Rice. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the **Minutes** for the **April 13, 2021** Waukegan Township Board Meeting as presented. Motion by Trustee Castellanos, second by Trustee Rice. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the Town Budget and the Road & Bridge Budget Minutes of **March 30, 2021** as presented. Motion by Trustee Johnson, second by Trustee Castellanos. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the **Cash-on-Hand** as of **April 20, 2021** as presented. Motion by Trustee Rice, second by Trustee Castellanos. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report
4/20/2021

Fund		Balance	Ins/outs
Town Fund	First Midwest Bank	44,694.17	
	First Midwest Bank M/M	207,376.86	
	Illinois Funds	39,723.60	
	No. Chicago Com Bank	67,447.61	
Total Town Fund		\$359,242.24	
General Assistance Fund	First Midwest Checking	263,520.34	
	First Midwest Bank M/M	0.00	
	Illinois Funds	7,555.06	
Total General Assistance		\$271,075.40	
IMRF/FICA Fund	First Midwest Bank	17,336.91	
	First Midwest Bank M/M	0.00	
	Illinois Funds	15,786.11	
Total IMRF/FICA Fund		\$33,123.02	
Senior Fund	First Midwest Bank	19,755.14	
	First Midwest Money Market	0.00	
	Illinois Funds	14,862.08	
Total Senior Fund		\$34,617.22	
		698,057.88	
Road & Bridge	First Midwest Bank	142,158.85	
	Waukegan Community Trust	182,073.89	
Total Road & Bridge		\$324,232.74	

PPRT Taxes Received since last report -

Town - \$

R&B - \$

For the state's fiscal year of (July 1 - June 30, 2021) we have received a total of for Town \$554,362,64 and for R & B \$165,113.46

Town RE Tax

Total received FY 2020-21 **\$1,342,903.65**

GA RE Taxes -

Total received FY 2020-21 **\$679,778.54**

IMRF/FICA RE Taxes -

Total received FY 2020-21 **\$224,054.72**

SEN'R RE Taxes -

Total received FY 2020-21 **\$1,095,936.15**

RB RE Taxes -
Total received FY 2020-21

\$144,748.30

Citizen Participation: None.

Supervisor's Report:

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

Supervisor Jones introduced David Moranoe of the Erie Family Health Center (EFHC). Mr. Moranoe screen shared an update of the health center and expounded on how they are providing services during the covid-19 pandemic. He thanked Supervisor Jones and the Board Members for the past support and looks forward to continuing and maintaining vital services to the community.

Mr. Moranoe exit the Zoom meeting at 5:28 p.m.

Supervisor Jones gave an update on the Federal Emergency Rental Assistance (FERA) Program. He said that 178 applications were submitted to date and that \$23,222.00 funds have been provided for rent assistance and as of April 12th the program has a balance of \$441,000.00. He said Johnnie Jenkins is taking in the applications and Township will soon provide assistance to help with the application process.

Supervisor Jones mentioned that Elevate Care will be providing Merdona two part vaccine shots at Park Place on Tuesday.

Supervisor Jones gave an update on the Department of Commerce & Economic Opportunity (DCEO) grant request for capital improvement. He said that the Township request was approved from the State of Illinois in the amount of \$2,000,000.00 and the long over due renovations for the Staben House, Eddie Washington Center and the Park Place Center can be done.

Supervisor Jones screen shared and expounded on the Home Sweet Home/Summer Youth Program. He said that all workers will be paid the minimum wage of \$15.00 per hour, certificates pertaining to automotive will be given to five workers with schooling (no cost to the Township) and paid by the Lake County Workforce Development. He said anyone interested can apply via the Township website.

Supervisor Jones mentioned the final reading for the Equipment Purchase and Inventory Control Policy for action.

Supervisor Jones asked Juan Hernandez/Human Resource Manager to address the Board Members regarding Personnel. Mr. Hernandez screen shared three Personnel recommendations. A position for a Park Place/Bilingual Clerk effective as of April 21st, two positions for HSH/Lawn Maintenance/Supervisor/Driver and HSH/Lawn Maintenance, with both positions effective as of April 23rd.

Supervisor Jones mentioned that the Youth Summit Planning Meeting is scheduled for April 30th via Zoom.

Supervisor Jones mentioned that the Coalition to Reduce Recidivism (C2RR) Women's Round Table Part 2 is scheduled for May 7th via Zoom.

Supervisor Jones suggested that the May 13th Board Meeting be rescheduled for May 17th (Monday) to be held at Park Place to coincide with the Swear In for the 2021 Township Elected Official.

Highway Commissioner's Report: None.

Assessor's Report:

Assessor Stricklin said the office has completed its books early, otherwise due June 15th. He gave an update on the office move, with negotiations. Also, mentioned the candidate for the Deputy Assessor position, effective as of June 15th and the Residential Analysis position is pending.

Executive Session: None.

Action on Payroll:

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending **April 8, 2021** in the amount of **\$87,219.71** as presented. Motion by Trustee Johnson, second by Trustee Castellanos. **Ayes:** Trustee Johnson, 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 **April 22, 2021** Board Meeting: Invoices for Town Fund in the amount of **\$3,055.61**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$1,244.05**; Invoices for G/A Fund/Staben House in the amount of **\$1,278.75**; Invoices for Town Fund/Assessor's Office in the amount of **\$9,957.27**; Invoices for Road and Bridge/Highway Department the amount of **\$1,666.31**; Senior Fund/Park Place in the amount of **\$3,257.43**; Senior Fund/Gift Shoppe in the amount of **\$0**; Invoices for Home Sweet Home in the amount of **\$2,349.78**; Invoices for Fundraisers in the amount of **\$0**; as presented. Motion by Trustee Rice, second by Trustee Johnson. **Ayes:** Trustee Johnson, 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 **April 13, 2021** Board Meeting in the amount of **\$24,524.08** as presented. Motion by Trustee Johnson, second by Trustee Castellanos. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills
April 22, 2021**

The following is a list of bills that were paid after the board meeting of April 13, 2021 and before the meeting of April 22, 2021

Purpose	Payee	Amount
Senior Fund		
4/16/2021	Marcus Proctor	\$264.95
Payment for HSH repair		
Total Senior Fund		\$264.95
G/A Fund		
FERA Rental & Utility Payments		\$23,122.18
4/16-4/21	payments for the FERA Program	
4/1-4/13/21	Waukegan Township Assistance	\$750.00
Paycard payments made on behalf of GA Clients & rental assistance		
Total G/A Fund		\$23,872.18
R & B Fund		
Total R & B Fund		\$0.00
Town Fund		
4/15/2021	Leap Designs	\$282.10
Health Insurance - All Vendors		
4/21/2021	Petty Cash	\$104.85
Reimbursements		
Total Town Fund		\$386.95
Total all checks paid prior to board meeting		\$24,524.08

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 Equipment Purchase and Inventory Control Policy as presented. Motion by Trustee Johnson, second by Trustee Castellanos. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the Outside Agency for Erie Family Health Center in the amount of \$1,500.00 as presented. Motion by Trustee Rice, second by Trustee Johnson. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the May 13th Board Meeting rescheduled to May 17th (Monday) at Park Place as presented. Motion by Trustee Johnson, second by Trustee Castellanos. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

New Business: None.

Old Business: None.

Announcements: None.

Comments/Concerns-Trustees:

Trustee Johnson congratulated Supervisor Marc Jones for his many accomplishments in the short time as the new Township Supervisor.

Adjournment:

There being no further business to come before the Board, Supervisor Jones adjourned the **April 22, 2021** meeting at **6:10 p.m.**

MARC L. JONES, Township Supervisor

ROSE M. STABEN, Township Clerk