

# WAUKEGAN TOWNSHIP BOARD MEETING

## MAY 14, 2020

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

The Board Meeting was called to order at 5:00 p.m. by Supervisor Patricia Jones via Zoom Video Conference Calling. Assessor Mark Stricklin led the Members in the Pledge of Allegiance and Trustee Sylvestre Castellanos led the Members in prayer.

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

Supervisor Jones requested a motion to approve the **Agenda** for the **May 14, 2020** Waukegan Township Board Meeting as presented. Motion by Trustee Rice, second by Trustee Castellanos. **Ayes:** Trustee Rice, Trustee Castellanos, Trustee Hewitt, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the **Minutes** for the **April 23, 2020** Waukegan Township Board Meeting as presented. Motion by Trustee Castellanos, second by Trustee Hewitt. **Ayes:** Trustee Rice, Trustee Castellanos, Trustee Hewitt, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the **Cash-on-Hand** as of **May 12, 2020** as presented. Motion by Trustee Rice, second by Trustee Hewitt. **Ayes:** Trustee Rice, Trustee Castellanos, Trustee Hewitt, Supervisor Jones. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report  
5/12/2020

Fund		Balance	Ins/outs
Town Fund	First Midwest Bank	163,116.61	100000.00 from TA  includes 260K TA dollars
	First Midwest Bank M/M	2.26	
	Illinois Funds	39,635.09	
	No. Chicago Comm Bank	327,337.62	
<b>Total Town Fund</b>		<b>\$530,091.58</b>	
General Assistance Fund	First Midwest Checking	21,949.23	
	First Midwest Bank M/M	0.00	
	Illinois Funds	7,536.24	
<b>Total General Assistance</b>		<b>\$29,485.47</b>	
IMRF/FICA Fund	First Midwest Bank	12,571.94	

	First Midwest Bank M/M	0.00	
	Illinois Funds	15,746.89	
<b>Total IMRF/FICA Fund</b>		<b>\$28,318.83</b>	
Senior Fund	First Midwest Bank	33,559.49	60K TA transfer
	First Midwest Money Market	0.00	
	Illinois Funds	14,825.15	
<b>Total Senior Fund</b>		<b>\$48,384.64</b>	
		<b>636,280.52</b>	
Road & Bridge	First Midwest Bank	72,828.90	
	Waukegan Community Trust	182,825.21	
<b>Total Road &amp; Bridge</b>		<b>\$255,654.11</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 \$524,536.39 and for R & B \$156,229.99

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.

**Trustee Percy L. Johnson joined the Zoom Video Conference at 5:06 p.m.**

**Supervisor's Report:**

Supervisor Jones mentioned the newspaper article reporting the Township Safety Packet Giveaways.

Supervisor Jones mentioned that a grant application with the City of Waukegan was successful for \$20,000.00, to benefit the SH program.

Supervisor Jones mentioned that a grant application with the Lake County United Way was not successful and that the Township will reapply in the future.

Supervisor Jones mentioned that the Lake County Board will be receiving aid due to the covid-19. She said the County welcome the Township to apply for a grant, to cover the Township activities, EWC and SH facility's needs.

Supervisor Jones mentioned that Medline Company donated \$5,000.00 to the Township. She said this donation allowed the Township to provide 400 lunch boxed to the Township residents. The lunch boxes were distributed from the Park Place parking lot and a 2<sup>nd</sup> lunch box distribution will be held next Tuesday to 260 residents.

Supervisor Jones mentioned that the Wintrust of Waukegan provided the Township with a donation for the EWC and SH for \$1,000.00 to each facility which will be applied to Safety Packets. She said the Safety Packets will provide mask for children made by a community church.

Supervisor Jones mentioned that the Township Board Meetings and Township Department Meetings will continue via Zoom Video Conference as ordered by Stay At Home Governor's order.

Supervisor Jones mentioned that the Lake County covid-19 is now at 5799 cases with 189 deaths. She said an update will be provided on the Township website.

Supervisor Jones mentioned that the Walk for Seniors began planning for this event in 2019 and due to covid-19 it was discussed to be done by virtual view. Trustee Johnson said that safety measures must continue.

Supervisor Jones mentioned the Golf Outing and how can this event take place with all the restrictions in place. She said she will research other golf fundraiser for what plans they have.

Supervisor Jones mentioned that the Township will be researching the cost for Breath Barriers and temperature takers for the Township office and all other facilities. She said the staff members made recommendations regarding traffic control within its facilities. Assessor Stricklin said his experience with temperature takers give a person reassurance. Trustee Castellanos said his company uses 2 temperature takers as an extra assurance.

Supervisor Jones mentioned that the Coalition Legal, LLC is working on a website for its clients and a new application is in the process for clients to use via cell phone. Also, that a new data information for offenses research will soon be available.

Supervisor Jones mentioned that the Youth Summit committee will be meeting via Zoom Video Conference next Monday.

Supervisor Jones mentioned that the HSH lawn program will not start on Monday as scheduled due to not enough staff on hand and that a safety protocol will be implemented.

Supervisor Jones thanked Highway Commissioner Arthur Craigen for helping Saturday with the meal's distribution.

Supervisor Jones asked Juan Hernandez/Human Resources Manager to address the Board Members regarding Personnel matters. Mr. Hernandez said the SH Facility Specialist position has been filled and the starting date is May 18<sup>th</sup>. Also, that the HSH is seeking high school and college students from the ages of 18-24 years and all prospects can apply online.

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

**Assessor's Report:**

Assessor Stricklin gave an update on the office. He thanked Supervisor Jones for assisting with the distribution of tax information via the Township drop box and website. Supervisor Jones said that the County will allow property taxes to be paid in 4 installments with no penalties.

**Executive Session:** None.

**Action on Payroll:**

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending **April 23, 2019** in the amount of **\$99,921.17** as presented. Motion by Trustee Rice, second by Trustee Castellanos. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Trustee Hewitt, 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 **May 14, 2019** Board Meeting: Invoices for Town Fund in the amount of **\$19,136.70**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$1,046.04**; Invoices for G/A Fund/Staben House in the amount of **\$595.75**; Invoices for Town Fund/Assessor's Office in the amount of **\$10,965.62**; Invoices for Road and Bridge/Highway Department the amount of **\$251.20**; Senior Fund/Park Place in the amount of **\$6,965.25**; Senior Fund/Gift Shoppe in the amount of **\$0**; Invoices for Home Sweet Home in the amount of **\$7,514.26**; Invoices for Fundraisers in the amount of **\$0**; as presented. Motion by Trustee Johnson, second by Trustee Hewitt. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Trustee Hewitt, 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 **April 23, 2019** Board Meeting in the amount of **\$8,133.00** as presented. Motion by Trustee Hewitt, second by Trustee Johnson. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Trustee Hewitt, Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills  
May 14, 2020**

The following is a list of bills that were paid after the board meeting of April 23, 2020 and before the meeting of May 14, 2020

Purpose	Payee	Amount
<b>Senior Fund</b>		
4/24-5/20	<b>Trip Cancellation Refunds</b>	\$608.00
	Checks made to 7 seniors for refunds	
<b>Total Senior Fund</b>		<b>\$608.00</b>
<b>G/A Fund</b>		
4/24-5/14	<b>Emergency Assistance Payments</b>	\$1,500.00
	Funeral, Rent	
4/24-5/14	<b>Waukegan Township Assistance Payments</b>	\$4,500.00
	GA Card reloads	
4/30/2020	<b>Alpha Maintenance</b>	\$725.00
	Sanitizing Staben House – Covid-19	
<b>Total G/A Fund</b>		<b>\$6,725.00</b>
<b>R &amp; B Fund</b>		
<b>Total R &amp; B Fund</b>		<b>\$0.00</b>
<b>Town Fund</b>		
5/4/2020	<b>HBCU Trip Refund</b>	\$800.00
	HBCU Support Refund	
<b>Total Town Fund</b>		<b>\$800.00</b>
Total all checks paid prior to board meeting		\$8,133.00

**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/SH Facility Specialist as presented. Motion by Trustee Johnson, second by Trustee Rice. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Trustee Hewitt, 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, Supervisor Jones adjourned the **May 14, 2020** meeting at **6:06 p.m.**

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**PATRICIA JONES, Township Supervisor**

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**ROSE M. STABEN, Township Clerk**