

WAUKEGAN TOWNSHIP BOARD MEETING

JUNE 25, 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 June 25, 2020.

The Board Meeting was called to order at 5:00 p.m. by Supervisor Patricia Jones via Zoom Video Conference Calling. Trustee Highway Commissioner Arthur Craigen led the Members in the Pledge of Allegiance and Trustee Nathaniel Hewitt led the Members in a silent prayer.

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

Supervisor Jones requested a motion to approve the **Agenda** for the **June 25, 2020** Waukegan Township Board Meeting 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.**

Supervisor Jones requested a motion to approve the **Minutes** for the **June 11, 2020** Waukegan Township Board Meeting as presented. Motion by Trustee Rice, second by Trustee Johnson. **Ayes:** Trustee Johnson, 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 **June 22, 2020** as presented. Motion by Trustee Castellanos, second by Trustee Rice. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Trustee Hewitt, Supervisor Jones. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report
6/22/2020

Fund		Balance	Ins/outs
Town Fund	First Midwest Bank	417,003.13	
	First Midwest Bank M/M	100,003.13	
	Illinois Funds	39,635.09	
	N. Chicago Com. Bank	257,337.62	includes 190K TA dollars
Total Town Fund		\$813,978.97	
General Assistance Fund	First Midwest Checking	273,118.47	
	First Midwest Bank M/M	0.00	
	Illinois Funds	7,536.24	
Total General Assistance		\$280,654.71	

IMRF/FICA Fund	First Midwest Bank	61,869.97
	First Midwest Bank M/M	0.00
	Illinois Funds	15,746.89
Total IMRF/FICA Fund		\$77,616.86
Senior Fund	First Midwest Bank	321,477.31
	First Midwest Money Market	0.00
	Illinois Funds	14,825.15
Total Senior Fund		\$336,302.46
		1,508,553.00
Road & Bridge	First Midwest Bank	123,296.56
	Waukegan Community Trust	182,825.21
Total Road & Bridge		\$306,121.77

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 6/18/20	\$242,870.90
Total received FY 2020-21	\$536,387.45

GA RE Taxes - 6/18/20	\$124,887.58
Total received FY 2020-21	\$275,812.77

IMRF/FICA RE Taxes - 6/18/20	\$40,513.77
Total received FY 2020-21	\$89,497.42

SEN'R RE Taxes - 6/18/20	\$198,238.94
Total received FY 2020-21	\$437,855.20

RB RE Taxes - 6/18/20	\$26,075.16
Total received FY 2020-21	\$57,886.25

Other Payments Rec'd

Citizen Participation: None.

Supervisor's Report:

Supervisor Jones gave an update regarding the Township Annual Town Meeting. She said a July 21st is scheduled to be held at Park Place to start at 6:05 p.m. with clearance from the Lake County Health Department.

Supervisor Jones gave an update on Governor Pritzker's disaster declaration taking effect as of June 5th.

Supervisor Jones mentioned the Elected Officials salary increases (not Highway Commissioner) for 2021. She recommended a Salary Review Committee, as done in recent years. She gave the Board Members the option of bypassing an increase.

Supervisor Jones mentioned that Demand Edwards received a cash gift from Rotary International in the amount of \$2,100.00 to be donated to an organization or group of his choice. She said Mr. Edwards chose to donate the gift to the HBCU Tour. Supervisor Jones recommended to use the gift for a caravan to visit all 2020 HBCU college graduates' homes for a photo.

Supervisor Jones mentioned that the Medline company will be donating a total of \$1,000,000.00 in support of several organizations. She said the Township submitted a budget to cover the cost of two HBCU Tour buses.

Supervisor Jones mentioned the Coalition Legal received a \$3,200.00 donation. She said this donation will be used to aid undocumented individuals needing CL service. She also mentioned that the CL purchased a fingerprint kit.

Supervisor Jones mentioned the reopening of the Supervisor's Office. She said the Township will process passports for emergency situations only, as in the event of a death. Also mentioned that all Townships will be required to log in all visitors, report those with high temperature.

Supervisor Jones mentioned the reopening of Park Place, on July 6th with restrictions, limited use of the facility and small attendance. She said Park Place will not take any rentals.

Supervisor Jones mentioned the reopening of the Staben House in the second week of July.

Trustee Hewitt exit the Zoom Conference at 5:50 p.m.

Supervisor Jones mentioned that the Township received gallons of hand sanitizer. She said the hand sanitizer will be distributed to facilities in need. Trustee Castellanos mentioned the danger of leaving hand sanitizer in a heated vehicle.

Supervisor Jones gave an update on the Youth Summit committee.

Supervisor Jones asked Juan Hernandez/Human Resources Manager to address the Board Members regarding Personnel. Mr. Hernandez presented the Board Members with an Employee Educational Assistance Reimbursement and two Township employees non-exempt change to exempt. Also, gave an update on the HSH applicants.

Highway Commissioner's Report:

Highway Commissioner Craigen said his department is busy with yard waste and street clean up in the unincorporated area.

Assessor's Report:

Assessor Stricklin gave an update on Assessor's office opening (by appointment only) and Board of Review. He said the senior exemption will automatic be renewed.

Executive Session: None.

Action on Payroll:

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending **June 4, 2019** in the amount of **\$104,085.61** 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.**

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 **June 25, 2019** Board Meeting: Invoices for Town Fund in the amount of **\$5,190.18**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$2,169.33**; Invoices for G/A Fund/Staben House in the amount of **\$1,811.52**; Invoices for Town Fund/Assessor's Office in the amount of **\$9,401.02**; Invoices for Road and Bridge/Highway Department the amount of **\$436.42**; Senior Fund/Park Place in the amount of **\$4,951.53**; Senior Fund/Gift Shoppe in the amount of **\$0**; Invoices for Home Sweet Home in the amount of **\$1,964.77**; Invoices for Fundraisers in the amount of **\$0**; as presented. Motion by Trustee Castellanos, second by Trustee Johnson. **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, **2019** Board Meeting in the amount of **\$** as presented. Motion by Trustee Johnson , second by Trustee Castellanos . **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Trustee Hewitt, Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills
June 25, 2020**

The following is a list of bills that were paid after the board meeting of June 11, 2020 and before the meeting of June 25, 2020

Purpose	Payee	Amount
Senior Fund		
Total Senior Fund		\$0.00
G/A Fund		
6/12-6/25	Emergency Assistance Payments	\$1,245.04
	Funeral, Rent	
6/12-6/25	Waukegan Township Assistance Payments	\$3,000.00
	GA Card reloads	
Total G/A Fund		\$4,245.04
R & B Fund		
Total R & B Fund		\$0.00
Town Fund		
Total Town Fund		\$0.00

Total all checks paid prior to board meeting \$4,245.04

Emergency Bills:

**Emergency Bills
June 25, 2020**

The following is a list of bills that will need to be paid prior to the meeting of June 25, 2020

Purpose	Payee	Amount
Senior Fund		
	BNM Lawn Supply and Repair	\$3,600.00
	36" walk behind deck mower	
Total Senior Fund		\$3,600.00
G/A Fund		
Total G/A Fund		\$0.00
R & B Fund		
Total R & B Fund		\$0.00
Town Fund		
Total Town Fund		\$0.00

Total all checks paid prior to board meeting \$3,600.00

Attestation: Clerk Staben attested to the above Paid Bill and Emergency Bills as presented.

Action Items:

Supervisor Jones requested a motion for the approval of the Personnel/Employee Educational Assistance Reimbursement (50%) in the amount of \$992.50 as presented. Motion by Trustee Johnson, second by Trustee Castellanos. **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:

Trustee Johnson said the New Hope Missionary Baptist Church will be holding their first parking lot service on August 1st. He said they will be distributing Safety Mask Kits and asked how to acquire supplies.

Adjournment:

There being no further business to come before the Board, Supervisor Jones adjourned the **June 25, 2019** meeting at **6:12 p.m.**

PATRICIA JONES, Township Supervisor

ROSE M. STABEN, Township Clerk