

# WAUKEGAN TOWNSHIP BOARD MEETING

## September 10, 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 via Zoom Video Conference Calling for Waukegan Township’s Supervisor’s Office located at 149 South Genesee Street, Waukegan, Illinois on Thursday September 10, 2020.

The Board Meeting was called to order at 5:00 p.m. by Supervisor Patricia Jones. Township Assessor Mark Stricklin led the Members in the Pledge of Allegiance and Trustee Sylvestre Castellanos 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 and Supervisor Patricia Jones. **Also, Present:** Attorney Torrie M. Newsome and Dijon Ross/Administrative Support/Deputy Clerk. **Absent:** Highway Commissioner Arthur Craigen.

Supervisor Jones requested a motion to approve the **Agenda** for the **September 10, 2020** Waukegan Township Board Meeting 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.**

Supervisor Jones requested a motion to approve the **Minutes** for the **August 27, 2020** Waukegan Township Board Meeting 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.**

Supervisor Jones requested a motion to approve the **Cash-on-Hand** as of **September 3, 2020** 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.**

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

Fund		Balance	Ins/outs
Town Fund	First Midwest Bank	341,350.69	includes 190K TA dollars
	First Midwest Bank M/M	300,022.42	
	Illinois Funds	39,635.09	
	No. Chicago Com Bank	257,337.62	
<b>Total Town Fund</b>		<b>\$938,345.82</b>	
General Assistance Fund	First Midwest Checking	304,743.63	
	First Midwest Bank M/M	0.00	
	Illinois Funds	7,536.24	
<b>Total General Assistance</b>		<b>\$312,279.87</b>	
IMRF/FICA Fund	First Midwest Bank	19,720.13	
	First Midwest Bank M/M	0.00	

	Illinois Funds	15,746.89
<b>Total IMRF/FICA Fund</b>		<b>\$35,467.02</b>
Senior Fund	First Midwest Bank	197,061.81
	First Midwest Money Market	0.00
	Illinois Funds	14,825.15
<b>Total Senior Fund</b>		<b>\$211,886.96</b>
		<b>1,497,979.67</b>
Road & Bridge	First Midwest Bank	152,956.96
	Waukegan Community Trust	182,825.21
<b>Total Road &amp; Bridge</b>		<b>\$335,782.17</b>

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 \$86,153.04 and for R & B \$12,912.19

Town RE Tax 9/04/20	\$75,875.66
<b>Total received FY 2020-21</b>	<b>\$769,475.73</b>

GA RE Taxes - 9/04/20	\$24,578.85
<b>Total received FY 2020-21</b>	<b>\$394,153.62</b>

IMRF/FICA RE Taxes - 9/04/20	\$12,668.96
<b>Total received FY 2020-21</b>	<b>\$115,236.18</b>

SEN'R RE Taxes -9/04/20	\$61,967.11
<b>Total received FY 2020-21</b>	<b>\$625,721.97</b>

RB RE Taxes - 9/04/20	\$8,177.66
<b>Total received FY 2020-21</b>	<b>\$82,700.02</b>

**Above Tax Payments not reflected in  
balances  
Other Payments Rec'd**

**Citizen Participation:** None.

**Supervisor's Report:**

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

Supervisor Jones mentioned the C2RR Annual Luncheon. She said the committee is meeting on Friday to discuss the virtual luncheon scheduled for October 9<sup>th</sup> for a cost of \$100.00 per participant. Also, mentioned that the C2RR will hold their Executive meetings via Zoom on September 11<sup>th</sup> and October 2<sup>nd</sup>.

Supervisor Jones mentioned the Resolution to adopt Juneteenth as a Waukegan Township Holiday final reading.

Supervisor Jones mentioned the motor Vehicles Record Check Policy final reading.

Supervisor Jones mentioned that there were no Outside Agency Request.

**Juan Hernandez/Human Resources Manager joined the Zoom Conference Meeting at 5:11 p.m.**

Supervisor Jones asked Mr. Hernandez to address the Board Members regarding Personnel. Mr. Hernandez presented recommendations for Park Place, employee retirement and HSH, employee position change.

**Mr. Hernandez signed off the Zoom Conference Meeting at 5:17 p.m.**

Supervisor Jones mentioned that the Township received a \$110,000.00 grant from the Lake County CDBG. She said the check was hand delivered by Commissioner Mary Ross Cunningham.

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

**Assessor's Report:**

Assessor Mark Stricklin mentioned the blue card/assessment notice. He said the Assessor's office is closed to the public and assist any appeal request by appointment only.

**Executive Session:** None.

**Action on Payroll:**

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending **August 27, 2020** in the amount of **\$96,660.65** 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 **September 10, 2020** Board Meeting: Invoices for Town Fund in the amount of **\$7,685.19**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$2,119.05**; Invoices for G/A Fund/Staben House in the amount of **\$575.07**; Invoices for Town Fund/Assessor’s Office in the amount of **\$3,974.28**; Invoices for Road and Bridge/Highway Department the amount of **\$3,154.70**; Senior Fund/Park Place in the amount of **\$13,599.62**; Senior Fund/Gift Shoppe in the amount of **\$0**; Invoices for Home Sweet Home in the amount of **\$6,716.29**; Invoices for Fundraisers in the amount of **\$0**; as presented. Motion by Trustee Hewitt, second by Trustee Rice. **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 **August 27, 2020** Board Meeting in the amount of **\$14,737.03** as presented. Motion by Trustee Castellanos, second by Trustee Hewitt. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Trustee Hewitt, Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills  
September 10,  
2020**

The following is a list of bills that were paid after the board meeting of August 27,2020 and before the meeting of September 10, 2020

Purpos e	Payee	Amount
<b>Senior Fund</b>		
9/4/2020 Tax Payment	<b>IL Dept of Revenue</b>	\$49.27
<b>Total Senior Fund</b>		<b>\$49.27</b>
<b>G/A Fund</b>		
8/28-9/10 Client assistance	<b>General Assistance Payments</b>	\$2,050.00
8/28-9/10	<b>CHRP Assistance Payments</b> From Lake County CARES/CHRP Contract	\$11,137.76
8/28-9/10	<b>Waukegan Township Assistance</b> Pay card payments made on behalf of GA Clients	\$1,500.00
<b>Total G/A Fund</b>		<b>\$14,687.76</b>
<b>R &amp; B Fund</b>		
<b>Total R &amp; B Fund</b>		<b>\$0.00</b>
<b>Town Fund</b>		

**Total Town Fund**

**\$0.00**

Total all checks paid prior to board meeting

\$14,737.03

**Emergency Bills:**

**Attestation:**

Clerk Staben attested to the above Paid Bills as presented.

**Action Items:**

Supervisor Jones requested a motion for the approval of the Resolution to adopt Juneteenth as a Waukegan Township Holiday 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 for the approval of the Motor Vehicles Record Check Policy as presented. Motion by Trustee Hewitt, 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 mentioned that the TOI Educational Conference will be giving a gift box to all participants who register early for the conference.

Supervisor Jones said that all Board Members will be registered for the Zoom Video Conference and more information is available in the latest Perspective magazine.

**Adjournment:**

There being no further business to come before the Board, Supervisor Jones adjourned the **September 10, 2020** meeting at **5:27 p.m.**

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**PATRICIA JONES, Township Supervisor**

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**ROSE M. STABEN, Township Clerk**