

WAUKEGAN TOWNSHIP BOARD MEETING SEPTEMBER 24, 2020

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 September 24,2020.

The Board Meeting was called to order at 5:00 p.m. by Supervisor Patricia Jones. 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:** Township Attorney Torrie M. Newsome, Dijon Ross/Administrative Support/Deputy Clerk and Nancy Netherton Financial Manager. **Excused:** Highway Commissioner Arthur Craigen.

Supervisor Jones requested a motion to approve the **Agenda** for the **September 24, 2020** Waukegan Township Board Meeting as presented. Motion by Trustee Johnson, second by Trustee Hewitt. **Ayes:** Trustee Johnson, Trustee Hewitt, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the **Minutes** for the **September 10, 2020** Waukegan Township Board Meeting as presented. Motion by Trustee Rice, second by Trustee Johnson. **Ayes:** Trustee Johnson, Trustee Hewitt, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the **Cash-on-Hand** as of **September 18, 2020** as presented. Motion by Trustee Castellanos, second by Trustee Hewitt. **Ayes:** Trustee Johnson, Trustee Hewitt, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report
9/18/2020

Fund		Balance	Ins/outs
Town Fund	First Midwest Bank	498,908.46	includes 190K TA dollars
	First Midwest Bank M/M	300,022.42	
	Illinois Funds	39,635.09	
	No. Chicago Com Bank	257,337.62	
Total Town Fund		\$1,095,903.59	
General Assistance Fund	First Midwest Checking	400,540.00	
	First Midwest Bank M/M	0.00	
	Illinois Funds	7,536.24	
Total General Assistance		\$408,076.24	
IMRF/FICA Fund	First Midwest Bank	91,132.85	
	First Midwest Bank M/M	0.00	

	Illinois Funds	15,746.89
Total IMRF/FICA Fund		\$106,879.74
Senior Fund	First Midwest Bank	360,162.65
	First Midwest Money Market	0.00
	Illinois Funds	14,825.15
Total Senior Fund		\$374,987.80
		1,985,847.37
Road & Bridge	First Midwest Bank	176,422.81
	Waukegan Community Trust	182,825.21
Total Road & Bridge		\$359,248.02

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 9/17/20	\$272,704.70
Total received FY 2020-21	\$1,042,180.43

GA RE Taxes - 9/17/20	\$140,206.74
Total received FY 2020-21	\$534,360.36

IMRF/FICA RE Taxes - 9/17/20	\$45,494.20
Total received FY 2020-21	\$160,730.38

SEN'R RE Taxes - 9/17/20	\$222,559.22
Total received FY 2020-21	\$848,281.19

RB RE Taxes - 9/17/20	\$29,365.95
Total received FY 2020-21	\$112,065.97

1st repayment to Wintrust for TA Warrants (not reflected in above balances)

Town	59,968.48
Senior	83,382.92
General Assistance	41,793.77

Citizen Participation: None.

Supervisor's Report:

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

Supervisor Jones asked Nancy Netherton/Financial Manager to address the Board Members regarding Treasurer's Report and Audit update. Mrs. Netherton review its contents and said the Treasurer's Report will be posted September 30th in the local newspaper. She presented painting bids for Park Place. Also, reviewed the Total Annual Extra Cost to Township or Savings to Employees, chart.

Juan Hernandez/Human Resources Manager joined the Zoom Conference at 5:20 p.m.

Supervisor Jones said the Township employee pay raises will be frozen due to the covid-19 circumstances. Mr. Hernandez presented a chart showing current Township Elected Officials salaries and what the amounts would be with a 3% increase for the 2021-2025 term. She also, recommended that the Elected Officials salary increase to be frozen.

Supervisor Jones asked Mr. Hernandez to address the Board Members regarding Township employee furloughs. Mr. Hernandez gave furlough up-dates for Staben House and Park Place. He said he met with the employees to review the benefits and that the employee insurance will remain in tack with the employee covering their premiums. Mr. Hernandez presented Personnel-Park Place resignation and the Fitness Coordinator open position.

Supervisor Jones mentioned that the Staben House will remain closed and Park Place is open with minimal operation. She said the Golf Outing and the Home For The Holidays plans are on hold.

Mrs. Netherton exited the Zoom Conference at 5:44 p.m.

Supervisor Jones gave a HSH update. She said a letter will be sent to all its residents indicating the end of the summer service.

Supervisor Jones mentioned that the Township finger printing services is available by appointment only. She thanked Deputy Clerk Ross for his efforts with this service. She said the passport services has seen 108 applicants as of August with only 20 applicants denied.

Mr. Hernandez exited the Zoom Conference at 6:00 p.m.

Supervisor Jones mentioned that the Annual Luncheon will be conducted via virtual and that a flier will be sent out. She mentioned the Amnesty Week followed by the Expungement Summit also to be conducted via virtual.

Highway Commissioner's Report: None.

Assessor's Report:

Assessor Mark Stricklin said his office is in the 30-day process for appeals. He said applying for an appeal will end on October 5th.

Executive Session: None.

Action on Payroll:

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending September **10, 2020** in the amount of **\$101,468.24** as presented. Motion by Trustee Johnson, second by Trustee Rice. **Ayes:** Trustee Johnson, Trustee Hewitt, 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 **September 24, 2020** Board Meeting: Invoices for Town Fund in the amount of **\$6,322.97**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$2,315.00**; Invoices for G/A Fund/Staben House in the amount of **\$1,296.59**; Invoices for Town Fund/Assessor's Office in the amount of **\$7,569.48**; Invoices for Road and Bridge/Highway Department the amount of **\$579.77**; Senior Fund/Park Place in the amount of **\$7,356.91**; Senior Fund/Gift Shoppe in the amount of **\$0**; Invoices for Home Sweet Home in the amount of **\$4,714.71**; Invoices for Fundraisers in the amount of **\$0**; as presented. Motion by Trustee Hewitt, second by Trustee Castellanos. **Ayes:** Trustee Johnson, Trustee Hewitt, 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 **September 10, 2020** Board Meeting in the amount of **\$68,389.47** as presented. Motion by Trustee Hewitt, second by Trustee Rice. **Ayes:** Trustee Johnson, Trustee Hewitt, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills
September 24, 2020**

The following is a list of bills that were paid after the board meeting of September 10, 2020 and before the meeting of September 24, 2020

Purpose	Payee	Amount
Senior Fund		
Total Senior Fund		\$49.27
G/A Fund		
9/11-9/24	General Assistance Payments	\$1,763.00
	Client assistance	
9/11-9/14	CHRP Assistance Payments	\$10,283.13
	From Lake Cty. CAREs/CHRP Contract	
9/11-9/14	Waukegan Township Assistance	\$1,000.00
	Pay card payments made on behalf of GA Clients	

Total G/A Fund		\$13,046.13
R & B Fund		
Total R & B Fund		\$0.00
Town Fund		
9/14/2020	Health Insurance - All Vendors	\$55,294.07
Total Town Fund		\$55,294.07

Total all checks paid prior to board meeting \$68,389.47
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/Highway Department hire, Park Place resignation and the Fitness Coordinator open position as presented. Motion by Trustee Johnson, second by Trustee Rice. **Ayes:** Trustee Johnson, Trustee Hewitt, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the Insurance Recommendation as presented. Motion by Trustee Johnson, second by Trustee Castellanos. **Ayes:** Trustee Johnson, Trustee Hewitt, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the Elected Official Salary for 2021-2025, to remain frozen with no increase as presented. Motion by Trustee Hewitt, second by Trustee Rice. **Ayes:** Trustee Johnson, Trustee Hewitt, Trustee Rice, Trustee Castellanos, 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 **September 24, 2020** meeting at **6:11 p.m.**

PATRICIA JONES, Township Supervisor

ROSE M. STABEN, Township Clerk