

# WAUKEGAN TOWNSHIP BOARD MEETING OCTOBER 22, 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 October 22, 2020.

The Board Meeting was called to order at 5:00 p.m. by Supervisor Patricia Jones. Clerk Rose M. Staben led the Members in the Pledge of Allegiance and Trustee Percy L. Johnson led the Members in prayer.

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

Supervisor Jones requested a motion to approve the **Agenda** for the **October 22, 2020** Waukegan Township Board Meeting 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 to approve the **Minutes** for the **October 8, 2020** Waukegan Township Board Meeting as presented. Motion by Trustee Castellanos, second by Trustee Johnson. **Discussion:** Trustee Rice made a correction on page 3, sentence under paragraph 3, should say “**Trustee Johnson joined the Zoom Meeting via phone at 5:16 p.m.**” **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 **October 20, 2020** 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  
10/20/2020

Fund		Balance	Ins/outs
Town Fund	First Midwest Bank	362,967.63	
	First Midwest Bank M/M	300,032.29	
	Illinois Funds	39,635.09	
	No. Chicago Com Bank	67,575.34	includes 190K TA dollars
<b>Total Town Fund</b>		<b>\$770,210.35</b>	
General Assistance Fund	First Midwest Checking	362,967.63	
	First Midwest Bank M/M	0.00	
	Illinois Funds	7,536.24	
<b>Total General Assistance</b>		<b>\$370,503.87</b>	

IMRF/FICA Fund	First Midwest Bank	100,470.75
	First Midwest Bank M/M	0.00
	Illinois Funds	15,746.89
<b>Total IMRF/FICA Fund</b>		<b>\$116,217.64</b>
Senior Fund	First Midwest Bank	327,463.70
	First Midwest Money Market	0.00
	Illinois Funds	14,825.15
<b>Total Senior Fund</b>		<b>\$342,288.85</b>
		<b>1,599,220.71</b>
Road & Bridge	First Midwest Bank	204,465.13
	Waukegan Community Trust	182,825.21
<b>Total Road &amp; Bridge</b>		<b>\$387,290.34</b>

PPRT Taxes Received since last report -

Town - \$80,707.82

R&B - \$24,038.32

For the state's fiscal year of (July 1 - June 30, 2021) we have received a total of for Town \$230,524.60 and for R & B \$68,660.32

Town RE Tax 10/14/20	\$174,306.11
<b>Total received FY 2020-21</b>	<b>\$1,216,486.54</b>

GA RE Taxes - 10/14/20	\$89,633.28
<b>Total received FY 2020-21</b>	<b>\$623,993.64</b>

IMRF/FICA RE Taxes - 10/14/20	\$29,089.54
<b>Total received FY 2020-21</b>	<b>\$189,819.92</b>

SEN'R RE Taxes - 10/14/20	\$142,304.09
<b>Total received FY 2020-21</b>	<b>\$990,583.28</b>

RB RE Taxes - 10/14/20	\$18,767.72
<b>Total received FY 2020-21</b>	<b>\$130,833.69</b>

**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 this Zoom Video Conference Calling.

Supervisor Jones gave an up-date on Staben House. She mentioned that a Resolution will be presented to the family of a staff member that passed away. Also, condolences were sent to the family of a Township client that passed away.

Supervisor Jones mentioned that Mayor Cunningham gave her and the Waukegan Township praise for their efforts to assist the community in so many ways. She said funding for the pandemic relief was discussed.

**Juan Hernandez/Human Resources Manager joined the Zoom Meeting at 5:12 p.m.**

Supervisor Jones asked Mr. Hernandez to address the Board Members regarding Personnel. Mr. Hernandez gave an up-date on the HR department goals and the procedure for employee sick leave time with covid-19. Trustee Johnson asked if the covid-19 sick leave is same as other sick leave conditions. Mr. Hernandez responded that the covid-19 sick leave is additional to their regular sick leave time.

Supervisor Jones mentioned that the Bank of America Credit Card will be changed to utilize a local bank institute. She said the new credit card will be with the First Midwest Bank.

Supervisor Jones mentioned that the audit report with Kevin Kinnavy-Evoy, Kamshculte, Jacobs & Co will be rescheduled for a later date.

Supervisor Jones gave an up-date on the Governors office regarding the covid-19. She said it is reported that the covid-19 is on an up rise and for everyone to continue to follow safety measures while out in public and in gatherings.

Supervisor Jones mentioned celebrating Veterans Day via Zoom with a safety kit and lunch drive thru.

Supervisor Jones gave an up-date on the C2RR luncheon survey. She said the survey gave good responses and that the event surpassed its fundraising goal.

Supervisor Jones mentioned the Dreamer's Celebration, plan to be held virtual. A meeting to discuss the event is scheduled to meet at Park Place at noon.

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

**Assessor's Report:** None.

**Executive Session:** None.

**Action on Payroll:**

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending **October 8, 2020** in the amount of **\$104,677.77** as presented. Motion by Trustee Rice, 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 **October 22, 2020** Board Meeting: Invoices for Town Fund in the amount of **\$13,777.65**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$2,004.22**; Invoices for G/A Fund/Staben House in the amount of **\$938.05**; Invoices for Town Fund/Assessor's Office in the amount of **\$4,406.08**; Invoices for Road and Bridge/Highway Department the amount of **\$6,704.68**; Senior Fund/Park Place in the amount of **\$4,642.30**; Senior Fund/Gift Shoppe in the amount of **\$0**; Invoices for Home Sweet Home in the amount of **\$2,107.09**; 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, 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 **October 8, 2020** Board Meeting in the amount of **\$32,381.50** 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  
October 22, 2020**

The following is a list of bills that were paid after the board meeting of October 8, 2020 and before the meeting of October 22, 2020

Purpose	Payee	Amount
<b>Senior Fund</b>		
<b>Total Senior Fund</b>		<b>\$0.00</b>
<b>G/A Fund</b>		
9/11-9/24	<b>General Assistance Payments</b>	\$500.00
	Client assistance	
9/28-10/8	<b>CHRP Assistance Payments</b>	\$29,881.50
	From Lake Cty. CAREs/CHRP Contract	
10/9-10/21	<b>Waukegan Township Assistance</b>	\$2,000.00
	Pay Card payments made on behalf of GA Clients	
<b>Total G/A Fund</b>		<b>\$32,381.50</b>
<b>R &amp; B Fund</b>		
<b>Total R &amp; B Fund</b>		<b>\$0.00</b>
<b>Town Fund</b>		
10/14/2020	<b>Health Insurance All Vendors</b>	\$53,413.16
	November Premiums	
10/15/2020	<b>Yoland Sarpy</b>	\$90.00
	Presentation gifts for Senator and Rep	
10/21/2020	<b>Ashley Jackson</b>	\$1,065.00
	Employee Tuition Reimbursement	

<b>Total Town Fund</b>	<b>\$0.00</b>
Total all checks paid prior to board meeting	\$32,381.50

**Emergency Bills:** None.

**Attestation:**

Clerk Staben attested to the above Paid Bills as presented.

**Action Items:**

Supervisor Jones requested a motion for the approval to terminate credit card with Bank of America to go with First Midwest Bank 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 to tour the new Waukegan Community Bank 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 for the approval of the Proclamation for National School Choice Week as presented. Motion by Trustee Castellanos, second by Trustee Rice. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

**Old Business:** None.

**Announcements:** None.

**Comments/Concerns-Trustees:** None.

**Adjournment:**

There being no further business to come before the Board, Supervisor Jones adjourned the **October 22, 2020** meeting at **5:41p.m.**

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**PATRICIA JONES, Township Supervisor**

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**ROSE M. STABEN, Township Clerk**