

WAUKEGAN TOWNSHIP BOARD MEETING

September 27, 2012

The Regular meeting of the Board of Trustees of Waukegan Township, County of Lake, of the State of Illinois was held at Waukegan Township's Supervisor's Office located at 149 South Genesee Street, Waukegan, Illinois on Thursday, September 27, 2012.

The meeting was called to order at 5:30 p.m. by Supervisor Patricia Jones and was followed by the Pledge of Allegiance. Trustee Katherine Rothwell-Francis led the Members in prayer.

ROLL CALL: Trustee Katherine Rothwell-Francis, Trustee Percy L. Johnson, Trustee Charles "Chuck" Willms, Clerk Rose M. Staben, Supervisor Patricia Jones. **ALSO PRESENT:** Deputy Clerk Demond D. Edwards and Christine Ortega, Attorney John Joanem. **Excused:** Trustee Jeff McBride. **Absent:** Assessor Pat Morris, Highway Commissioner Mike Hewitt.

Supervisor Jones requested a motion to approve the Agenda for September 27, 2012 Waukegan Township Board Meeting. Motion by Trustee Johnson, second by Trustee Willms. **Ayes:** Trustee Francis, Trustee Johnson, Trustee Willms, Supervisor Jones. **Nays:** None **Motion carried.**

Supervisor Jones requested a motion to approve the Cash-on-Hand as of September 19, 2012. Motion by Trustee Johnson, second by Trustee Willms. **Ayes:** Trustee Francis, Trustee Johnson, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report as of September 7, 2012

Fund	Bank	Balance
Town Fund	NorStates Checking	472,009.76
	NorStates Money Market	1,233,848.59
	Illinois Funds	37,490.75
	No. Chicago Comm Bank	245,450.17
Total Town Fund		\$1,988,799.27
General Assistance Fund	First Midwest Checking	223,302.31
	First Midwest Bank M/M	205,045.83
	Illinois Funds	7,118.70
Total General Assistance		\$435,466.84
IMRF/FICA Fund	First Midwest Bank	79,945.33
	First Midwest Bank M/M	145,436.43
	Illinois Funds	262,828.56
Total IMRF/FICA Fund		\$488,210.32
Senior Fund	NorStates Financial	404,058.26
	NorStates Money Market	174,247.89

	First Midwest Money Market	95,201.76
	Illinois Funds	14,003.52
Total Senior Fund		\$687,511.43
Total General Township Funds		3,599,987.86
Road & Bridge	NorStates Financial	155,827.77
Total Road & Bridge		\$155,827.77

PPRT Taxes Received since last report -

Town -

R&B -

For the states fiscal year of 7/1/12-6/30/13 we received a total of \$110,944.73 for Town and \$33,044.26 for R & B (Final)

Town RE Tax - 9/13 & 9/20	\$390,757.51
Total received FY 2013	\$1,186,377.82

GA RE Taxes - 9/13 & 9/20	\$295,530.90
Total received FY 2013	\$897,260.56

IMRF/FICA RE Taxes - 9/13 & 9/20	\$71,146.33
Total received FY 2013	\$216,007.17

SEN'R RE Taxes - 9/13 & 9/20	\$337,124.12
Total received FY 2013	\$1,023,541.07

R&B RE Taxes - 8/16/2012	\$48,106.88
Total received FY 2013	\$146,061.29

Other Payments Rec'd

Lake County - HUD Grant Reimb	67,466.15
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Citizen Participation: None.

Supervisor's Report:

Supervisor Jones introduced Kevin Kinnavy of Evoy, Kamschulte, Jacobs & Co. LLP. She asked Mr. Kinnavy to address the Board regarding the 2011-2012 Audit Report provided in the Board packet, Nancy Netherton, Financial Manager was on hand. He highlighted several portions from the audit report and stated that the Township was in good financial health. Supervisor Jones asked him to expound on any audit findings. He said that there were no audit findings and that everything was in excellent order. Supervisor Jones saluted Mrs. Netherton and her assistant for an outstanding job.

Supervisor Jones distributed the "Waukegan Township 2012 Salary Review Committee" agenda dated September 25, 2012 and thanked Trustee Johnson for

attending the meeting. She mentioned that the next Salary Review Committee will meet on October 2, 2012 at 8:00 a.m. She mentioned the committee members as follows; Charles Bridgemon, Pat Morris, Sherry Murray, Michael Rodriquez, Don Weakley and Eleanor Murkey as chairman.

Supervisor Jones thanked the Board members for attending the “Legislative Breakfast” held on September 21, 2012. Trustee Francis said that the representatives stayed for a short while. Trustee Johnson said that the tone of the event changed as the representatives left the event early and that it is disturbing when a representative sends an aide in their place and it’s unfair to the audience. Supervisor Jones said that this also happens in Washington, we do encourage them to stay and send them a copy of the survey. Clerk Staben mentioned that the moderator was excellent and kept the questions in order.

Supervisor Jones distributed a flier listing the upcoming events and she highlighted the “Candidate’s Forum” event to be held at Park Place on October 10, 2012 at 5:00 p.m. to 7:00 p.m. and invited the Board to attend.

Supervisor Jones thanked Christine Ortega, Jackie Nieves, Lety Castellanos, Deputy Clerk Edwards, Clerk Staben and staff for attending the “Fiesta Patrias” parade held on September 16, 2012.

Supervisor Jones thanked Deputy Clerk Edwards, Clerk Staben and Christine Ortega for representing the Township at the “Women of W.O.R.T.H” walk held on September 22, 2012.

Supervisor Jones mentioned that the “Waukegan High School Homecoming” parade will be held on September 29, 2012. She said the kick off time will be at 10:00 a.m. and invited the Board to participate.

Supervisor Jones distributed the “Embracing Our Heritage” flier, presented by Park Place. The event will take place on September 28, 2012 at the Puerto Rican Society from 6:00 p.m. to 10:00 p.m.

Highway Commissioner’s Report: None.

Assessor’s Report: None.

Executive Session:

Supervisor Jones requested a motion to enter into Executive Session for the purpose of Personnel 5ILCS 120/2 (C1) at 5:55 p.m. Motion by Trustee Johnson, second by Trustee Francis. **Ayes:** Trustee Francis, Trustee Johnson, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried:**

Supervisor Jones requested a motion for the approval of agenda item #13, Payroll period ending September 21, 2012 in the amount of \$87,095.80. Motion by Trustee

Francis, second by Trustee Willms. **Ayes:** Trustee Francis, Trustee Johnson, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of agenda item #14, approval of the following invoices: Invoices for Town Fund in the amount of \$17,732.82; Invoices for G/A Fund/Eddie Washington Center in the amount of \$1,649.59; Invoices for G/A Fund/Staben House in the amount of \$1,993.40; Invoices for Town Fund/Assessor's Office in the amount of \$3,185.80; Invoices for Road and Bridge / Highway Department the amount of \$16,136.78; Invoices for Senior Fund/Park Place in the amount of \$10,505.87; Invoices for Senior Fund/Gift Shoppe in the amount of \$0.00; Invoices for Home Sweet Home in the amount of \$4,175.74; Invoices for Fundraisers in the amount of \$469.59. Motion by Trustee Francis, second by Trustee Willms for the approval of submitted invoices. **Ayes:** Trustee Francis, Trustee Johnson, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of agenda item #15, Paid Bills submitted after September 13, 2012 Board Meeting in the amount of \$18,232.07. Motion by Trustee Johnson, second by Trustee Francis for the approval of Paid Bills as presented. **Ayes:** Trustee Francis, Trustee Johnson, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills
September 27, 2012**

The following is a list of bills that were paid after the board meeting of September 13, 2012, but before the meeting September 27, 2012

	Purpose	Payee	Amount
Senior Fund			
	9/26/2012	Derrell Shepherd Sound System-Celebrating Hispanic Heritage	\$250.00
Total Senior Fund			\$250.00
G/A Fund			
	9/13/2012-9/27/2012	General Assistance Client Payments Payments made on behalf of GA Clients	\$17,374.07
Total G/A Fund			\$17,374.07
R & B Fund			
Total R & B Fund			\$0.00
Town Fund			
	9/19/2012	Client Payments for RRR Birth Certificate	\$8.00
	9/20/2012	Derrell Shepherd Sound System-Legislative Breakfast	\$300.00
	9/26/2012	Purp Gang University Outside Agency-	\$300.00

Total Town Fund	\$608.00
Total all checks paid prior to board meeting	\$18,232.07

Action Items:

Supervisor Jones requested a motion for the approval of “Waukegan Township Personnel Recommendation” of Wendy Gonzalez/Receptionist/Information Clerk/General Office Clerk as full-time at \$10.25 per hour. Patricia Barker/Wellness Administrator for 25 hours and Administrative Assistant for 15 hours as full-time at \$23.62 per hour. Patricia Ortega/Executive Assistant as full-time at \$17.58 per hour. Demond Edwards/Executive Assistant for 15 hours at \$17.58 per hour and Wellness & Food Service Administrator for 25 hours at \$20.43 per hour as presented. Motion by Trustee Johnson, second by Trustee Willms. **Ayes:** Trustee Francis, Trustee Johnson, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of “2011-2012 Audit Report of Evoy, Kamschulte & Jacobs, for the year ended February 29, 2012 as presented. Motion by Trustee Francis, second by Trustee Johnson. **Ayes:** Trustee Francis, Trustee Johnson, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

New Business: None.

Old Business: None.

Announcements: None.

Comments/Concerns-Trustees: None.

There being no further business to come before the Board, Supervisor Jones adjourned the September 27, 2012 meeting at 6:40 p.m.

PATRICIA JONES, Township Supervisor

ROSE M. STABEN, Township Clerk