

# WAUKEGAN TOWNSHIP BOARD MEETING

## November 8, 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, November 8, 2012.

The meeting was called to order at 5:34 p.m. by Supervisor Patricia Jones and was followed by the Pledge of Allegiance. Clerk Rose M. Staben led the Members in prayer.

**ROLL CALL:** Trustee Katherine Rothwell-Francis, Trustee Percy L. Johnson, Trustee Jeff McBride via conference call, Trustee Charles "Chuck" Willms, Clerk Rose M. Staben, Highway Commissioner Mike Hewitt, Supervisor Patricia Jones. **ALSO PRESENT:** Christine Ortega, Ana Albarran, Attorney John Joanem. **Absent:** Assessor Pat Morris.

Highway Commissioner Mike Hewitt was seated at 5:36 p.m.

Trustee Katherine Rothwell-Francis was seated at 5:37 p.m.

Supervisor Jones requested a motion to approve the Agenda for the November 08, 2012 Waukegan Township Board Meeting. Motion by Trustee Johnson, second by Trustee Willms. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None **Motion carried.**

Supervisor Jones requested a motion to approve the Minutes for the October 25, 2012 Waukegan Township Board Meeting. Motion by Trustee Willms, second by Trustee Francis. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None **Motion carried.**

Attorney Joanem was seated at 5:41 p.m.

Supervisor Jones requested a motion to approve the Cash-on-Hand as of October 18, 2012. Motion by Trustee Johnson, second by Trustee Francis. **Ayes:** Trustee Francis, Trustee Johnson, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report  
as of November 1, 2012

Fund	Bank	Balance	Ins/outs
Town Fund	NorStates Checking	403,891.64	
	NorStates Money Market	1,233,899.30	
	Illinois Funds	37,494.59	
	No. Chicago Comm Bank	245,474.65	
<b>Total Town Fund</b>		<b>\$1,920,760.18</b>	

General Assistance Fund	First Midwest Checking	244,190.65	
	First Midwest Bank M/M	205,045.83	
	Illinois Funds	7,119.43	
<b>Total General Assistance</b>		<b>\$456,355.91</b>	
IMRF/FICA Fund	First Midwest Bank	78,192.92	
	First Midwest Bank M/M	145,436.43	
	Illinois Funds	262,855.53	
<b>Total IMRF/FICA Fund</b>		<b>\$486,484.88</b>	
Senior Fund	NorStates Financial	320,754.80	
	NorStates Money Market	174,256.08	
	First Midwest Money Market	40,201.76	15,000.00 to taxi
	Illinois Funds	14,003.52	
<b>Total Senior Fund</b>		<b>\$549,216.16</b>	
<b>Total General Township Funds</b>		<b>3,412,817.13</b>	
Road & Bridge	NorStates Financial	131,089.95	
<b>Total Road &amp; Bridge</b>		<b>\$131,089.95</b>	

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 \$186,272.27 for Town and \$55,480.14 for R & B

Town RE Tax -

**Total received FY 2013** **\$1,212,873.60**

GA RE Taxes -

**Total received FY 2013** **\$917,299.38**

IMRF/FICA RE Taxes -

**Total received FY 2013** **\$220,931.33**

SEN'R RE Taxes -

**Total received FY 2013** **\$1,046,400.17**

R&B RE Taxes -

**Total received FY 2013** **\$149,327.93**

Other Payments Rec'd

**Citizen Participation:** None

**Supervisor's Report:**

Supervisor Jones welcomed Mr. Joseph Bove of Hausman Kunkel, Inc and Ana Albarran Human Resource to discuss the Township insurance plans. She said the

insurance renewals will go into affect on December 01, 2012. Mrs. Albarran distributed Mr. Bove letter, dated October 26, 2012 regarding Health Insurance, listing various insurance carriers he requested bids from. Mr. Bove said that of the six carriers he listed that Blue Cross/Blue Shield for Group Insurance is the best competitive carrier and that the overall rates have been reduced by 2.2%. Mr. Bove also expounded on the PPO and HMO options.

Mrs. Albarran distributed letter, dated October 30, 2012 regarding Group Dental Insurance with Guardian as the best competitive carrier. Mr. Bove said the rates for dental will have an increase of 9% due to employee usage. Also discussed the Life Insurance plan rates with Guardian.

Mrs. Albarran distributed letter, dated October 30, 2012 regarding Vision Care Insurance with Ameritus. Mr. Bove said Ameritus is the best competitive carrier and the rates will remain the same.

Mrs. Albarran distributed the Blue Cross/Blue Shield Benefit Program Application. She said that the Domestic Partner Coverage was inquired about. Mr. Bove said in order to qualify for Domestic Partner Coverage the individual has be claimed as an independent and adheres to IRS regulations. Supervisor Jones said that the Township will look into whether or not to enter into Domestic Partner Coverage.

Supervisor Jones asked Mr. Bove, as the Board approves the Health Insurance coverage for full-time and part-time employees will Blue Cross/Blue Shield approve the claim. Mr. Bove said BC/BS contract says that the employee has to have a minimum of 30 hours per week in order to be eligible for insurance coverage. Trustee Francis asked if this affects the Life Insurance. Mr. Bove said yes the Life Insurance would not be waived.

Supervisor Jones mentioned that action on the "Salary Review Committee" recommendations will occur at the next meeting to be held on November 19, 2012.

Supervisor Jones distributed the "Supervisor's Auto Lease Information" listing lease payments of years 2005-2009 for \$472.52 per month and years 2009-2013 for \$428.68 per month with mileage reimbursement at .555 per mile. Trustee McBride asked if the old vehicles not in working condition were removed from the insurance. Supervisor Jones said the old vehicles have been removed.

Supervisor Jones mentioned the "Veteran's Day Celebration & Luncheon" set for November 10, 2012 at 12:00 p.m. and distributed the luncheon program. She acknowledged and thanked Trustee Johnson and Trustee Willms for their service with the United States Navy and Christine Ortega for her service in the United States Army. She mentioned that the Township will be donating used coats and clothing to the Veterans in need.

Supervisor Jones wished the Board a safe travel to TOI Conference in Springfield.

Trustee Johnson left the Board meeting at 6:30 p.m.

Supervisor Jones mentioned that the “YMCA” next meeting will be on November 09, 2012 at 10:00 a.m. and will continue to meet every Friday at Park Place. She distributed the “Waukegan YMCA Community Forum” agenda. She said that a goal has been set to collect \$400,000.00 to cover salaries for one year and to sign up 1000 new members from now till December 2012 to save the YMCA. Trustee Francis said that she is speaking to her congregation about save the YMCA every Sunday for support.

Supervisor Jones mentioned the “Children’s Shopping Spree” in conjunction with the Shawall Temple will be held on December 15, 2012. She said that 100 children will participate in the shopping spree and she distributed the schedule for the day activities and invited the Board to attend.

Supervisor Jones distributed the “Coalition to Reduce Recidivism” Board of Directors agenda, dated November 02, 2012. She welcomed the Board to submit information for the news letter pertaining to legislative news or a repatriate success story for the December publication.

Supervisor Jones distributed the “Senior Citizens Service Committee” agenda, dated November 07, 2012. She said that she will be discussing with Marty Williams about changing to meeting quarterly to improve the attendance.

Supervisor Jones distributed the “Waukegan Jr. Bulldog Football 2012” request letter. The football team will be competing in the National Midwest Gridiron classic Youth Football Tournament in St. Louis.

Supervisor Jones mentioned the “Celebrating the Holidays Luncheon” for the Township staff. She said employee anniversaries and retirees will be acknowledged.

Supervisor Jones mentioned the “Veteran’s Day Parade” will be held on November 11, 2012 starting at 10:30 a.m. She said the Township has participated the last 28 years, but due to the TOI Conference the Board members will not be in town to participate in this year’s parade.

Supervisor Jones distributed a letter from Michael Washington of Abbott Elementary School regarding the “Young Men of Vision” program. Supervisor Jones said we will get more information before making a recommending.

### **Highway Commissioner’s Report:**

Commissioner Hewitt said everything is in order and ready for the winter weather. Trustee McBride asked about how the recycling with S.W.A.L.C.O. came about. Commissioner Hewitt said that Mrs. Hewitt expressed concerns about the TV’s and computers set on the curb and this lead to contacting S.W.A.L.C.O. A drop off zone will be arranged with no cost to the residents and a benefit to the Township. Supervisor Jones said that Warren Township had implemented this recycling and is doing well. She asked Commissioner Hewitt for the date and time so that it can be included in the “Park Place Preview” publication. Commissioner Hewitt said the date for drop off will be on January 12, 2013 from 9:00 a.m. to 1:00 p.m.

**Assessor's Report:** None

**Executive Session:** None.

Supervisor Jones requested a motion for the approval of agenda # 13, Payroll period ending November 02, 2012 in the amount of \$90,804.89. Motion by Trustee Willms, second by Trustee Francis for the approval of payroll. **Ayes:** Trustee Francis, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of agenda # 14, approval of the following invoices: Invoices for Town Fund in the amount of \$10,003.67; Invoices for G/A Fund/Eddie Washington Center in the amount of \$2,635.63; Invoices for G/A Fund/Staben House in the amount of \$1,847.31; Invoices for Town Fund/Assessor's Office in the amount of \$6,938.86; Invoices for Road and Bridge / Highway Department the amount of \$4,989.35; Invoices for Senior Fund/Park Place in the amount of \$8,774.47; Invoices for Senior Fund/Gift Shoppe in the amount of \$99.90; Invoices for Home Sweet Home in the amount of \$760.29; Invoices for Fundraisers in the amount of \$0.00. Motion by Trustee Francis, second by Trustee Willms for the approval of submitted invoices. **Ayes:** Trustee Francis, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of agenda # 15, Paid Bills submitted after October 25, 2012 Board Meeting in the amount of \$75,684.90. Motion by Trustee Willms, second by Trustee Francis for the approval of Paid Bills as presented. **Ayes:** Trustee Francis, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills  
November 8, 2012**

The following is a list of bills that were paid after the board meeting of October 25, 2012, but before the meeting November 8, 2012

Purpose	Payee	Amount
<b>Senior Fund</b>		
11/5/2012	<b>Waukegan Township General Fund</b> Reimb Town for paid Health Ins for Park Place and HSH	\$9,725.86
10/31/2012	<b>IL Dept of Employment Security</b> 3rd Quarter Unemployment Tax - PP and HSH	\$2,379.73
<b>Total Senior Fund</b>		<b>\$12,105.59</b>
<b>G/A Fund</b>		
11/5/2012	<b>Waukegan Township General Fund</b> Reimb Town for paid Health Ins for GA, EWC & SH	\$7,139.14
10/25-11/8	<b>General Assistance Client Payments</b> Payments made on behalf of GA Clients	\$11,087.58
31-Oct	<b>IL Dept of Employment Security</b>	\$387.41

3rd Quarter Unemployment Tax -GA, SH & EWC

**Total G/A Fund** **\$18,614.13**

**R & B Fund**

10/31/2012 **IL Dept of Employment Security** \$18.71

3rd Quarter Unemployment Tax

11/5/2012 **Waukegan Township General Fund** \$1,665.69

Reimb. Town for paid Health Ins for R & B

**Total R & B Fund** **\$1,684.40**

**Town Fund**

10/31/2012 **IL Dept of Employment Security** \$833.14

3rd Quarter Unemployment Tax - Assessor & Town

11/5/2012 **Blue Cross Blue Shield** \$36,122.98

Health Ins for all covered Township staff & EO

11/5/2012 **Guardian Life** \$3,666.98

Life & Dental Ins for all covered Township staff & EO

11/5/2012 **Ameritas Life** \$548.72

Vision Ins for all covered Township staff & EO

11/5/2012 **Waukegan Township General Fund** \$658.02

Reimb. Town for paid Health Ins for Assessors

11/5/2012 **Christine Ortega** \$510.97

Mileage & travel per-diem for TOI Conf and Passport Training (11/6)

11/5/2012 **Erica Sumner** \$44.50

Travel exp for Passport Training

11/7/2012 **Percy Johnson** \$466.47

Mileage & Travel per-diem for TOI Conf

**Town - Cont. from front**

11/7/2012 **Katherine Rothwell-Francis** \$214.50

Travel per-diem for TOI Conf

11/7/2012 **Rose Staben** \$214.50

Travel per-diem for TOI Conf

**Total Town Fund** **\$43,280.78**

Total all checks paid prior to board meeting \$75,684.90

Supervisor Jones requested a motion for the approval of agenda # 16, Emergency Bills submitted after October 25, 2012 Board Meeting in the amount of \$46,605.00.

Motion by Trustee Willms, second by Trustee Francis for the approval of Emergency Bills as presented. **Ayes:** Trustee Francis, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

**Emergency Payments  
Board Meeting of 11/08/12**

The following is a list of bills that were submitted after our cutoff but must be approved at the meeting of November 8, 2012

Date	Purpose	Payee	Acct No.	Amount
Senior Fund				
<b>Total Senior Fund</b>				<b>\$0.00</b>
Town				
<b>Total Town</b>				<b>\$0.00</b>
G/A Fund				
<b>Total G/A Fund</b>				<b>\$0.00</b>
Gift Shop				
<b>Total Gift Shop</b>				<b>\$0.00</b>
Road & Bridge Fund				
		Waukegan Township General Town Fund		\$46,605.00
		To clear 2 years of Due to Town (from audit)		
<b>Total Road &amp; Bridge</b>				<b>\$46,605.00</b>
IMRF Fund				
<b>IMRF Fund</b>				<b>\$0.00</b>
<b>Total All Funds</b>				<b>\$46,605.00</b>

**Action Items:**

Supervisor Jones requested a motion for the approval of “Waukegan Jr. Bulldogs Football Team” trip to St. Louis for the National Midwest Gridiron Classic Youth Football Tournament in the amount of \$500.00 as presented. Motion by Trustee McBride, second by Trustee Francis. **Ayes:** Trustee Francis, Trustee McBride, Trustee Willms, Supervisor Jones. **Nays:** None. **Motion carried.**

**New Business:** None.

**Old Business:** None.

**Announcements:** None.

**Comments/Concerns-Trustees:**

Trustee McBride thanked the Board for all their support and get well wishes sent his way and that he is looking forward to returning to the Board room.

There being no further business to come before the Board, Supervisor Jones adjourned the November 08, 2012 meeting at 6:59 p.m.

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**PATRICIA JONES, Township Supervisor**

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**ROSE M. STABEN, Township Clerk**