

WAUKEGAN TOWNSHIP BOARD MEETING

MARCH 31, 2020

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 March 31, 2020.

The Board Meeting was called to order at 5:00 p.m. by Supervisor Patricia Jones via Zoom Video Conference Calling. Highway Commissioner Arthur Craigen led the Members in the Pledge of Allegiance and Trustee Percy L. Johnson led the Members in prayer.

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

Supervisor Jones requested a motion to approve the **Agenda** for the **March 31, 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 **Minutes** for the **March 12, 2020** Waukegan Township Board Meeting as presented. Motion by Trustee Rice, second by Trustee Hewitt. **Correction:** In Roll Call Trustee Johnson was listed as absent and should be listed as excused, because he did call in. **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 **March 26, 2020** 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.**

Waukegan Township Cash-on-Hand Report
3/26/2020

Fund		Balance	Ins/outs
Town Fund	First Midwest Bank	73,362.76	
	First Midwest Bank M/M	104,052.92	
	Illinois Funds	39,268.53	
	No. Chicago Com Bank	116,563.21	60K to fmw
Total Town Fund		\$333,247.42	
General Assistance Fund	First Midwest Checking	16,825.36	
	First Midwest Bank M/M	129,628.24	
	Illinois Funds	7,464.54	

Total General Assistance		\$153,918.14
IMRF/FICA Fund	First Midwest Bank	10,089.84
	First Midwest Bank M/M	0.00
	Illinois Funds	15,607.28
Total IMRF/FICA Fund		\$25,697.12
Senior Fund	First Midwest Bank	25,347.10
	First Midwest Money Market	0.00
	Illinois Funds	14,680.29
Total Senior Fund		\$40,027.39
		552,890.07
Road & Bridge	First Midwest Bank	12,033.16
	Waukegan Community Trust	181,724.84
Total Road & Bridge		\$193,758.00

50K to
frw

PPRT Taxes Received since last report -

Town - \$

R&B - \$

For the state's fiscal year of (July 1 - June 30, 2020) we have received a total of for Town \$376,051.23 and for R & B \$112,004.60

Town RE Tax

Total received FY 2019-20 **\$1,338,447.88**

GA RE Taxes -

Total received FY 2019-20 **\$668,045.79**

IMRF/FICA RE Taxes -

Total received FY 2019-20 **\$213,775.85**

SEN'R RE Taxes -

Total received FY 2019-20 **\$1,062,731.76**

RB RE Taxes -

Total received FY 2019-20 **\$145,129.21**

Other Payments Rec'd

Citizen Participation: None.

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

Town Public Hearing:

Supervisor Jones requested a motion to recess the Regular Waukegan Township Board Meeting for the purpose of the Public Hearing to discuss the Budget for General Town and Road & Bridge Purposes at 5:05 p.m. Motion by Trustee Hewitt, second by Trustee Johnson. **Ayes:** Trustee Johnson, Trustee Hewitt, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

The Regular Waukegan Township Board Meeting resumed at 5:55 p.m.

Supervisor's Report:

Supervisor Jones gave an update on Lake County with a total of 325 people testing positive a total of 5 death due to the covid-19.

Supervisor Jones received a call during the Board Meeting that Trustee Katherine Rothwell-Francis passed away. She asked that we all pray for the family and allow them privacy, especially due to the covid-19 dilemma.

Supervisor Jones asked Nancy Netherton/Finance Manager to address the Board Members regarding the Tax Anticipation Warrant. Mrs. Netherton mentioned the Resolution that the Board Members reviewed at the last meeting, requesting \$500,000.00 for the purposes of General Assistance, Senior Services and General Town Fund. She gave an update on the Bank requirements. Supervisor Jones asked Attorney Newsome to expound on the Resolution procedure.

Supervisor Jones asked Mrs. Netherton to expound on the Illinois Department Health Services (IDHS) reimbursements. Mrs. Netherton said the IDHS will reimbursement (with automatic 5% increase) the Township for any additional expenses occurred due to the covid-19 dilemma. She said this would include the HBCU Tour hotel nonrefundable cost, Staben House resident's hotel stay in Kendall Wood and for other expenses that will be acquired.

Mrs. Netherton exit the Board Meeting at 6:16 p.m.

Supervisor Jones mentioned the cancellation of the EWC Graduation. She said there are 10 residents there and they will be practicing the social distance and hygiene steps. She said to take the residents to work the driver is making multiple ride trips to avoid overcrowding in the van, all vans will be cleaned regularly.

Supervisor Jones mentioned that Park Place is currently closed to the public. She said the medical transportation will continue.

Supervisor Jones mentioned that the Lake County Municipal League will keep all members posted with the latest information on the covid-19.

Supervisor Jones mentioned that she will be communicating with Bryan Smith of TOI regarding Township meetings and business.

Supervisor Jones mentioned that only facilities providing essential services will remain open during the covid-19 dilemma. She said letters were sent out to seniors regarding Park Place and that taxi tickets will be mailed out. Also, that a special set up will be in place for Taxi drivers to redeem their tickets with no contact to employees.

Supervisor Jones mentioned that the SH/EWC Golf Outing and Walk for Seniors events are tentatively off.

Supervisor Jones mentioned that she will research and inform us of the Annual Town Meeting scheduled for April 14, 2020.

Supervisor Jones mentioned that the C2RR April 20th Public Meeting has been cancelled.

Supervisor Jones acknowledge the Township hard working staff. She said all facilities will have rotating employee to work 2 days and salaries will be paid as usual.

Highway Commissioner's Report:

Commissioner Craigen said his department has no one on duty and the he goes to the garage daily.

Assessor's Report:

Assessor Stricklin said his office is closed and everyone is working from home, taking calls and text messages.

Executive Session: None.

Action on Payroll:

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending **March 12, 2020** in the amount of **\$105,061.22** 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.**

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 **March 31, 2020** Board Meeting: Invoices for Town Fund in the amount of **\$16,294.82**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$2,564.88**; Invoices for G/A Fund/Staben House in the amount of **\$2,022.94**; Invoices for Town Fund/Assessor's Office in the amount of **\$3,749.17**; Invoices for Road and Bridge/Highway Department the amount of **\$2,547.07**; Senior Fund/Park Place in the amount of **\$10,419.26**; Senior Fund/Gift Shoppe in the amount of **\$0**; Invoices for Home Sweet Home in the

amount of **\$1,281.73**; Invoices for Fundraisers in the amount of **\$0**; 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.**

Action on Paid Bills: None.

Emergency Bills: None

Attestation: None.

Action Items:

Supervisor Jones requested a motion for the approval of the Town Budget and Appropriations-FY ending February 28, 2021 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 for the approval of the Road & Bridge Budget and Appropriations-FY ending February 28, 2021 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**

Supervisor Jones requested a motion for the approval of the Tax Anticipation Warrant (\$500,000.00) Ordinance/Resolution information as presented. Motion by Trustee Rice, second by Trustee Hewitt. **Ayes:** Trustee Johnson, Trustee Hewitt, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Zoom Video Conference Calling: None.

New Business: None:

Old Business:

Clerk Staben gave a follow-up on the My Express Pantry.

Announcements: None.

Comments/Concerns-Trustees:

Supervisor Jones requested a closing prayer from Trustee Johnson.

Adjournment:

There being no further business to come before the Board, Supervisor Jones adjourned the **March 31, 2020** meeting at **6:56 p.m.**

PATRICIA JONES, Township Supervisor

ROSE M. STABEN, Township Clerk