

WAUKEGAN TOWNSHIP BOARD MEETING

APRIL 09, 2019

The Regular meeting of the Board of Trustees of Waukegan Township, County of Lake, of the State of Illinois was held at Park Place Senior Center located at 414 S. Lewis Ave, Waukegan, Illinois on Tuesday, April 09, 2019.

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 Opal Rice led the Members in prayer.

ROLL CALL: Trustee Percy L. Johnson, Trustee Opal Rice, Trustee Sylvestre Castellanos, Clerk Rose M. Staben and Assessor Mark Stricklin. **Also, Present:** Attorney Torrie M. Newsome, Juan Hernandez/HR-Assistant/Deputy Clerk and Dijon Ross. **Absent:** Trustee Nathaniel Hewitt and Highway Commissioner Arthur Craigen.

Supervisor Jones requested a motion to approve the **Agenda** for the **April 09, 2019** Waukegan Township Board Meeting as presented. Motion by Trustee Rice, second by Trustee Castellanos. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the **Minutes** for the **March 28, 2019** Waukegan Township Board Meeting 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 to approve the **Cash-on-Hand** as **April 04, 2019** as presented. Motion by Trustee Johnson, second by Trustee Castellanos. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report
04/05/2019

Fund		Balance	Ins/outs
Town Fund	First Midwest Bank	50,458.20	
	First Midwest Bank M/M	278,935.34	
	Illinois Funds	38,428.02	
	N. Chicago Com. Bank	246,888.34	
Total Town Fund		\$614,709.90	
General Assistance Fund	First Midwest Checking	42,685.38	
	First Midwest Bank M/M	428,330.78	
	Illinois Funds	7,304.85	
Total General Assistance		\$478,321.01	
IMRF/FICA Fund	First Midwest Bank	10,504.65	
	First Midwest Bank M/M	0.00	
	Illinois Funds	15,271.51	

Total IMRF/FICA Fund		\$25,776.16
Senior Fund	First Midwest Bank	20,020.75
	First Midwest Money Market	23,501.50
	Illinois Funds	14,365.95
Total Senior Fund		\$57,888.20
		1,176,695.27
Road & Bridge	First Midwest Bank	207,745.11
Total Road & Bridge		\$207,745.11

PPRT Taxes Received since last report -

Town - \$

R&B - \$

For the state's fiscal year of (July 01 - June 30, 2018) we have received a total of for Town \$279,085.55 and for R & B \$83,124.04

Town RE Tax

Total received FY 2018-19 **1,326,895.57**

GA RE Taxes -

Total received FY 2018-19 **658,488.95**

IMRF/FICA RE Taxes -

Total received FY 2018-19 **199,340.74**

SEN'R RE Taxes -

Total received FY 2018-19 **996,201.18**

RB RE Taxes

Total received FY 2018-19 **150,531.94**

Other Payments Rec'd

Trustee Nathaniel Hewitt entered the Board Meeting at 5:05 p.m.

Citizen Participation: None.

Supervisor's Report:

Supervisor Jones asked Nancy Netherton/Finance Manager. Mrs. Netherton distributed a quote proposal from AccuFund, Inc., for an update accounting software. She expounded on the advantages the new software will provide the office. Mrs. Netherton distributed a contract from Legat Architects for Park Place/HVAC system. Also, a contract for Staben House/new windows. She expounded on the need for the mechanical unit and the windows replacements. Trustee Castellanos recommended that windows come with child safety guards.

Mrs. Netherton left the Board Meeting at 5:17 p.m.

Supervisor Jones thanked Senior Trustee Johnson for presiding the last Board Meeting while she was on the HBCU tour. She expounded on the tour.

Supervisor Jones asked the Board Members to keep Katherine Rothwell-Francis in prayer as goes into surgery and returns home to recover.

Supervisor Jones mentioned the April Perspective magazine.

Supervisor Jones distributed a report titled State Rep. McSweeney's Township consolidation bill passes in House.

Supervisor Jones gave an update on SSI payee I PLUS service program. She said this program will close on the 30th and this will increase SSI recipients at the Township office and recommends a part-time position with salary paid with the fees collected.

Supervisor Jones gave an update on the Legal Help Desk. She said the C2RR is seeking an Executive Director and that the C2RR membership is growing. She said the next C2RR meeting is scheduled for April 15th at the United Way office.

Supervisor Jones mentioned that the Golf Outing committee will meet this Friday in the Katherine Rothwell-Francis Boardroom.

Highway Commissioner's Report: None.

Assessor's Report: None.

Executive Session:

Supervisor Jones requested a motion to enter Executive Session for the purpose of Personnel-5ILCS 120/2 (C1) at 5:48 p.m. Motion by Trustee Rice, second by Trustee Castellanos. **Ayes:** Trustee Rice, Trustee Castellanos, Trustee Hewitt, Supervisor Jones. **Nays:** None. **Motion carried.**

Open Session resumed at 6:05 p.m.

Supervisor Jones requested a motion to recess the Waukegan Township Board Meeting at 6:06 p.m. Motion by Trustee Johnson, second by Trustee Hewitt. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Trustee Hewitt, Supervisor Jones. **Nays:** None. **Motion carried.**

Trustee Johnson was excused from the remaining Board Meeting.

Supervisor Jones requested a motion to reconvene the Waukegan Township Board Meeting at 7:09 p.m. Motion by Trustee Rice, second by Trustee Hewitt. **Ayes:** Trustee Rice, Trustee Castellanos, Trustee Hewitt, Supervisor Jones. **Nays:** None. **Motion carried.**

Action on Payroll:

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending **March 15, 2019** in the amount of **\$82,148.57** as presented. Motion by Trustee Castellanos, second by Trustee Rice. **Ayes:** Trustee Rice, Trustee Castellanos, Trustee Hewitt, 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 **April 09, 2019** Board Meeting: Invoices for Town Fund in the amount of **\$10,898.64**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$6,545.43**; Invoices for G/A Fund/Staben House in the amount of **\$1,081.05**; Invoices for Town Fund/Assessor’s Office in the amount of **\$5,795.82**; Invoices for Road and Bridge/Highway Department the amount of **\$1,581.88**; Senior Fund/Park Place in the amount of **\$4,322.12**; Senior Fund/Gift Shoppe in the amount of **\$0**; Invoices for Home Sweet Home in the amount of **\$1,125.18**; Invoices for Fundraisers in the amount of **\$0**; as presented. Motion by Trustee Rice, second by Trustee Hewitt. **Ayes:** Trustee Rice, Trustee Castellanos, Trustee Hewitt, 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 **March 28, 2019** Board Meeting in the amount of **\$98,142.81** as presented. Motion by Trustee Hewitt, second by Trustee Castellanos. **Ayes:** Trustee Rice, Trustee Castellanos, Trustee Hewitt, Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills
April 09, 2019**

The following is a list of bills that were paid after the board meeting of March 28, 2019 but before the meeting of April 09, 2019

Purpose	Payee	Amount
Senior Fund		
03/18/2019	NAUW	\$300.00
shared cost February event		
Total Senior Fund		\$300.00
G/A Fund		
03/30-04/9	General Assistance Client Payments	\$4,102.79
Payments made on behalf of GA Clients		
Total G/A Fund		\$4,102.79
R & B Fund		
Total R & B Fund		\$0.00
Town Fund		
	NAUW	\$300.00

	shared cost February event	
	Health Insurance All Vendors	\$92,565.02
	April/May Health Insurance	
	Shay Debbs	\$800.00
	Refund HBCU	
03/30-04/09	RRR payments for clients	\$75.00
	travel, ids, etc.	
	Total Town Fund	\$93,740.02
Total all checks paid prior to board meeting		\$98,142.81

Emergency Bills: None.

Clerk Staben attested to the above Paid Bills for the Board Meeting of April 09, 2019 as presented.

Action Items:

Supervisor Jones requested a motion for the approval of the Personnel/Waukegan Township Termination and Residency Policy as presented. Motion by Trustee Castellanos, second by Trustee Hewitt. **Ayes:** Trustee Rice, Trustee Castellanos, Trustee Hewitt, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the Quote for updated accounting software with CYMA Systems, Inc., as presented. Motion by Trustee Rice, second by Trustee Hewitt. **Ayes:** Trustee Rice, Trustee Castellanos, Trustee Hewitt, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the Legat Architects contracts for Park Place/HVAC for a cost of \$25,000.00 and Staben House/Windows for a cost of \$9,800.00 as presented. Motion by Trustee , Hewitt second by Trustee Castellanos. **Ayes:** Trustee Rice, Trustee Castellanos, Trustee Hewitt, 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 **April 09, 2019** meeting at 7:17 p.m.

PATRICIA JONES, Township Supervisor

ROSE M. STABEN, Township Clerk