

WAUKEGAN TOWNSHIP BOARD MEETING

APRIL 23, 2020

The Regular meeting of the Board of Trustees of Waukegan Township, County of Lake, of the State of Illinois was scheduled to be held at Waukegan Township's Supervisor's Office located at 149 South Genesee Street, Waukegan, Illinois on Thursday April 23, 2020.

The Board Meeting was called to order at 5:00 p.m. by Supervisor Patricia Jones via Zoom Video conference Calling. 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 via phone, Trustee Nathaniel Hewitt, Trustee Opal Rice, Trustee Sylvestre Castellanos, Clerk Rose M. Staben, Assessor Mark Stricklin, and Supervisor Patricia Jones. **Also, Present:** Township Attorney Torrie M. Newsome, Dijon Ross/Administrative Support/Deputy Clerk and Marc Jones/Home Sweet Home Manager. **Absent:** Highway Commissioner Arthur Craigen.

Supervisor Jones requested a motion to approve the **Agenda** for the **April 23, 2020** Waukegan Township Board Meeting 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.**

Supervisor Jones requested a motion to approve the **Minutes** for the **April 14, 2020** Waukegan Township Board Meeting and for the **April 7, 2020** Township Special Emergency Board Meeting 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.**

Supervisor Jones requested a motion to approve the **Cash-on-Hand** as **April 21, 2020** 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.**

Waukegan Township Cash-on-Hand Report
4/21/2020

| Fund | | Balance | Ins/outs |
|---------------------------------|------------------------|---------------------|--------------------------|
| Town Fund | First Midwest Bank | 52,072.49 | |
| | First Midwest Bank M/M | 74,049.46 | |
| | Illinois Funds | 39,268.53 | |
| | No. Chicago Com Bank | 477,563.26 | includes 420K TA dollars |
| Total Town Fund | | \$642,953.74 | |
| General Assistance Fund | First Midwest Checking | 64,034.01 | |
| | First Midwest Bank M/M | 29,703.63 | |
| | Illinois Funds | 7,464.54 | |
| Total General Assistance | | \$101,202.18 | |

| | | | |
|--------------------------------|----------------------------|---------------------|-----------------|
| IMRF/FICA Fund | First Midwest Bank | 28,812.09 | |
| | First Midwest Bank M/M | 0.00 | |
| | Illinois Funds | 15,607.28 | |
| Total IMRF/FICA Fund | | \$44,419.37 | |
| Senior Fund | First Midwest Bank | 84,702.45 | 80K TA transfer |
| | First Midwest Money Market | 0.00 | |
| | Illinois Funds | 14,680.29 | |
| Total Senior Fund | | \$99,382.74 | |
| | | 887,958.03 | |
| Road & Bridge | First Midwest Bank | 78,607.92 | |
| | Waukegan Community Trust | 131,724.84 | |
| Total Road & Bridge | | \$210,332.76 | |

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 \$524,536.39 and for R & B \$156,229.99

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'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 a grand congratulation to the Township attorney Torrie Newsome who was voted and appointed to the College of Lake County Board of Trustees. He said it was an honor to serve on the Board of the school he attended.

Supervisor Jones mentioned the 2-day Safety Packet Giveaways, consisting of a face mask, bottle of hand sanitizer and an informational flier, distributed to seniors at Park Place.

Supervisor Jones mentioned that the shopping trip for seniors will start up again and will include the senior high-rise residents.

Supervisor Jones asked Marc Jones/Home Sweet Home Manager to address the Board Members with a HSH update. Mr. Jones said the HSH lawn service start date was scheduled for May 18th. He said in the meantime due to the stay at home timeline in place till May 30th a routine meeting will be held to provide safety measures for all workers.

Mr. Jones signed off the Zoom Conference Meeting at 5:19 p.m.

Supervisor Jones mentioned the Community Development Block Grant (CDBG) application. She said an amount of \$17,000.00 will be requested and will apply it to the cost of the Candlewood Hotel currently housing the Staben House families. She thanked Trustee Hewitt for providing meals to the SH families.

Supervisor Jones mentioned that the Youth Summit regularly scheduled to be held at the CLC will be relocated since CLC will be closed. She said depending on the circumstances the summit may be planned via Zoom Video Conference.

Supervisor Jones asked Assessor Stricklin/Golf Outing Chairman to address the Board Members. Assessor Stricklin said social distancing is possible on a golf course with some planning. He said this issue can be discussed further in June.

Highway Commissioner's Report: None.

Assessor's Report:

Assessor Stricklin gave an update on the tax assessment process. He said the blue cards will be going out by May or June.

Executive Session: None.

Action on Payroll:

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending **April 9, 2020** in the amount of **\$99,795.88** as presented. Motion by Trustee Hewitt, second by Trustee Rice. **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 **April 23, 2020** Board Meeting: Invoices for Town Fund in the amount of **\$7,200.67**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$1,130.64**; Invoices for G/A Fund/Staben House in the amount of **\$1,165.33**; Invoices for Town Fund/Assessor's Office in the amount of **\$1,602.30**; Invoices for Road and Bridge/Highway Department the amount of **\$413.40**; Senior Fund/Park Place in the amount of **\$2,303.62**; Senior Fund/Gift Shoppe in the amount of **\$0**; Invoices for Home Sweet Home in the amount of **\$7,978.08**; 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:

Supervisor Jones requested a motion for the approval of **agenda item #15**, Paid Bills submitted after **March 26, 2020** Board Meeting in the amount of **\$62,366.83** 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 for the approval of **agenda item #15**, Paid Bills submitted after **April 14, 2020** Board Meeting in the amount of **\$3,550.00** 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.**

**Paid Bills
April 14, 2020**

The following is a list of bills that were paid after the board meeting of March 26,2020 and before the meeting of April 14, 2020

| | Purpose | Payee | Amount |
|--------------------------|-----------|---------------------------------------|-------------------|
| Senior Fund | | | |
| | 4/13/2020 | Trip Refunds - Multiple | \$1,707.00 |
| | | Due to cancellation | |
| Total Senior Fund | | | \$1,707.00 |
| G/A Fund | | | |
| | 3/27-4/14 | General Assistance Payments | \$279.93 |
| | 3/27-4/14 | Waukegan Township Assistance | \$4,000.00 |
| | | Payments made on behalf of GA Clients | |
| Total G/A Fund | | | \$4,279.93 |

| | | |
|--|-----------|---------------------------------------|
| R & B Fund | | |
| Total R & B Fund | | \$0.00 |
| Town Fund | | |
| | 3/31/2020 | Health Insurance - all Vendors |
| | | Premiums - all departments |
| Total Town Fund | | \$56,379.90 |
| Total all checks paid prior to board meeting | | \$62,366.83 |

**Paid Bills
April 23, 2020**

The following is a list of bills that were paid after the board meeting of April 14, 2020 and before the meeting of April 23, 2020

| Purpose | Payee | Amount |
|--|---------------------------------------|-------------------|
| Senior Fund | | |
| Total Senior Fund | | \$0.00 |
| G/A Fund | | |
| 4/15-4/23 | General Assistance Payments | \$500.00 |
| 4/15-4/23 | Waukegan Township Assistance | \$2,250.00 |
| | Payments made on behalf of GA Clients | |
| Total G/A Fund | | \$2,750.00 |
| R & B Fund | | |
| Total R & B Fund | | \$0.00 |
| Town Fund | | |
| 4/22/2020 | Exchange Club of North Chicago | \$800.00 |
| | HBCU Support Refund | |
| Total Town Fund | | \$800.00 |
| Total all checks paid prior to board meeting | | \$3,550.00 |

Emergency Bills: None.

Attestation:

Clerk Staben attested to the above Paid Bills as presented.

Action Items:

Supervisor Jones requested a motion for the approval of the Addendum for the Motor Vehicles Record Check Policy-final reading 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.**

New Business: None.

Old Business: None.

Announcements: None.

Comments/Concerns-Trustees:

Trustee Hewitt addressed an alert regarding Zoom user's password/information security risk.

Adjournment:

There being no further business to come before the Board, Supervisor Jones adjourned the **April 23, 2020** meeting at **5: 48 p.m.**

PATRICIA JONES, Township Supervisor

ROSE M. STABEN, Township Clerk