

WAUKEGAN TOWNSHIP BOARD MEETING APRIL 26, 2018

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 April 26, 2018.

The Board Meeting was called to order at 5:00 p.m. by Supervisor Patricia Jones. 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 Opal Rice, Trustee Sylvestre Castellanos, Trustee Nathaniel Hewitt, Clerk Rose M. Staben, Assessor Mark Stricklin, Highway Commissioner Arthur Craigen and Supervisor Patricia Jones.
Also Present: Attorney Torrie M. Newsome and Juan Hernandez/HR Assistant/Deputy Clerk.

Supervisor Jones requested a motion to approve the **Agenda** for the **April 26, 2018** Waukegan Township Board Meeting as presented. Motion by Trustee Johnson, second by Trustee Castellanos. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Trustee Hewitt, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the **Minutes** for the **April 10, 2018** Waukegan Township Board Meeting as presented. Motion by Trustee Hewitt, second by Trustee Johnson. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Trustee Hewitt, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion to approve the **Cash-on-Hand** as **April 20, 2018** as presented. Motion by Trustee Johnson, second by Trustee Rice. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Trustee Hewitt, Supervisor Jones. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report
as of April 20, 2018

Fund	Bank	Balance	Ins/outs
Town Fund	NorStates Checking	49,675.07	
	NorStates Money Market	319,543.04	
	Illinois Funds	38,033.69	
	N. Chicago Com. Bank	246,571.46	
Total Town Fund		\$653,823.26	
General Assistance Fund	First Midwest Checking	119,159.06	

	First Midwest Bank M/M	680,161.07
	Illinois Funds	7,227.86
Total General Assistance		\$806,547.99
IMRF/FICA Fund	First Midwest Bank	42,321.17
	First Midwest Bank M/M	3,226.41
	Illinois Funds	15,079.09
Total IMRF/FICA Fund		\$60,626.67
Senior Fund	NorStates Financial	62,622.92
	NorStates Money Market	28,705.83
	First Midwest Money Market	17.29
	Illinois Funds	14,214.49
Total Senior Fund		\$105,560.53
		1,626,558.45
Road & Bridge	NorStates Financial	119,505.26
Total Road & Bridge		\$119,505.26

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 \$295,450.59 and for R & B \$87,998.25

Town RE Tax -

Total received FY 2017-18 **\$1,321,008.95**

GA RE Taxes -

Total received FY 2017-18 **\$614,207.45**

IMRF/FICA RE Taxes -

Total received FY 2017-18 **\$203,514.65**

SEN'R RE Taxes -

Total received FY 2017-18 **\$950,632.62**

RB RE Taxes

Total received FY 2016-17 **\$153,009.69**

Other Payments Rec'd

Citizen Participation: None.

Supervisor's Report:

Supervisor Jones thanked Trustee Johnson for facilitating the April 10th Board Meeting and Clerk Staben for the April 10th Annual Town Meeting during her trip to Africa with Trustee Rice and the Park Place traveling group.

Supervisor Jones distributed the Proclamation for Township Attorney Torrie M. Newsome, for year term 2018-2020. Supervisor Jones asked Clerk Staben to read the Proclamation to the Board Members.

Supervisor Jones distributed the Certificate of Completion to the Board Members for the Sexual Harassment Training organized and conducted by Julie Bruch on March 22, 2018.

Supervisor Jones mentioned that the April Perspective featured the Waukegan Township Supervisor and her outstanding work.

Supervisor Jones mentioned the ongoing importance in supporting the House Bill 4637. She said it has passed the House and now it's going to the Senate. Senator Link is committed to this Bill.

Supervisor Jones mentioned that Commissioner Craigen and Assessor Stricklin attended the Annual Township TOPICS Day on April 25th. Commissioner Craigen said he tried to speak to Senator Link and express their support for HB 4637. Assessor Stricklin commented on the Legislator meeting.

Supervisor Jones mentioned that Park Place received a \$5,000.00 grant.

Supervisor Jones mentioned that on July 1st the Waukegan Park District will be having a ribbon cutting for their new location on Gulf Road.

Supervisor Jones mentioned that the Park Place heating and cooling systems are in bad condition. She distributed a request letter for the repairs and stating the funds status, dated April 26, 2018.

Supervisor Jones asked Marc Jones to address the Board Members about Home Sweet Home department. Mr. Jones presented the Board Members with an audio and packet showing a breakdown of the HSH program and its growth to-date serving 626 clients with 57 new clients.

Supervisor Jones mentioned that the Golf Outing committee will be meeting in May.

Supervisor Jones mentioned that the new location for the 5K Run/Walk will be the Sports Complex on Greenbay Road.

Supervisor Jones mentioned that Kim Woods is out attending a media workshop and Rachel Thompson is at a fundraiser workshop.

Supervisor Jones mentioned that Lunch with The Mayor is scheduled for May 14th to be held at Glen Flora Country Club. She asked for those attending to see Deputy Clerk Hernandez for arrangements.

Supervisor Jones mentioned that the Foss Park Golf Outing is scheduled for June 08th and that the Township will be an Eagle Supporter for a \$500.00 donation. Assessor Stricklin said he will be participating as a golfer at this event.

Highway Commissioner's Report: None.

Assessor's Report:

Assessor Mark Stricklin reported that the County will be sending out the blue card showing the past taxes and what the current taxes will be. He explained that the tax payer will have up to 30 days after receiving the blue card to file for a board of review. He said the month of May will be a busy time for the Assessor's office.

Assessor Stricklin mentioned that the County is switching over to a central data system to be in place this year. He said there may be a cost for users.

Executive Session:

Supervisor Jones requested a motion to enter into Executive Session for the purpose of Personnel-5ILCS 120/2 (C1) at 6:04p.m. Motion by Trustee Rice, second by Trustee Castellanos. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Trustee Hewitt, Supervisor Jones. **Nays:** None. **Motion carried.**

Open Session resumed at 6:22 p.m.

Action on Payroll:

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending **April 13, 2018** in the amount of **\$100,552.98** as presented. Motion by Trustee Johnson, second by Trustee Hewitt. **Ayes:** Trustee Johnson, 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 26, 2018** Board Meeting: Invoices for Town Fund in the amount of **\$13,086.03**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$2,768.16**; Invoices for G/A Fund/Staben House in the amount of **\$2,105.72**; Invoices for Town Fund/Assessor's Office in the amount of **\$11,378.29**; Invoices for Road and Bridge/Highway Department the amount of **\$1,711.85**; Senior Fund/Park Place in the amount of **\$5,829.49**; Senior Fund/Gift Shoppe in the amount of **\$0**; Invoices for Home Sweet Home in the amount of **\$1,569.28**; Invoices for Fundraisers in the amount of **\$0**; as presented. Motion by Trustee Johnson, second by Trustee Rice. **Ayes:** Trustee Johnson, 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 **April 10, 2018** Board Meeting in the amount of **\$8,976.91** as presented. Motion by Trustee Rice, second by Trustee Johnson. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Trustee Hewitt, Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills
April 26, 2018**

The following is a list of bills that were paid after the board meeting of April 10, 2018 but before the meeting of April 26, 2018

Purpose	Payee	Amount
Senior Fund		
04/17/2018	Leticia Tate	\$100.00
	Room rental security deposit refund	
04/17/2018	Kay Evans	\$100.00
	Room rental security deposit refund	
04/17/2018	Sheila Grushen	\$100.00
	Room rental security deposit refund	
04/24/2018	SeeCago Tours	\$864.00
	Tour payment	
04/24/2018	Shiloh Baptist Church	\$500.00
	Payment for Alzeimers Workshop/Speaker	
Total Senior Fund		\$1,664.00
G/A Fund		
04/12-04/26	General Assistance Payments	\$6,616.28
	Payments made on behalf of GA clients	
Total G/A Fund		\$6,616.28
R & B Fund		
04/25/2018	Arthur Craigen	\$377.13
	Travel Expense - Topics Day	
Total R & B Fund		\$377.13
Town Fund		
04/12/2018	Kim Woods	\$319.50
	Travel Expense - Conference	
Total Town Fund		\$319.50
Total all checks paid prior to board meeting		\$8,976.91

Emergency Bills: None.

Action Items:

Supervisor Jones requested a motion for the approval of the Personal/Employee Termination as presented. Motion by Trustee Johnson, second by Trustee Castellanos. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Trustee Hewitt, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the Personal Recommendation Form as presented. Motion by Trustee Rice, second by Trustee Hewitt. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Trustee Hewitt, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the Employee Educational Assistance as presented. Motion by Trustee Rice, second by Trustee Johnson. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Trustee Hewitt, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the Resolution/Attorney Torrie M. Newsome for year 2018-2020 as presented. Motion by Trustee Rice, second by Trustee Johnson. **Ayes:** Trustee Johnson, 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 26, 2018** meeting at 6:31 p.m.

PATRICIA JONES, Township Supervisor

ROSE M. STABEN, Township Clerk