

WAUKEGAN TOWNSHIP BOARD MEETING

MAY 28, 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 2020.

The Board Meeting was called to order at 5:00 p.m. by Supervisor Patricia Jones via Zoom Video Conference Calling. Assessor Mark Stricklin led the Members in the Pledge of Allegiance and Trustee Sylvestre Castellanos led the Members in prayer.

ROLL CALL: Trustee Percy L. Johnson via phone, Trustee Opal Rice, Trustee Sylvestre Castellanos, Assessor Mark Stricklin and Supervisor Patricia Jones. **Also Present:** Attorney Torrie M. Newsome, Dijon Ross/Administrative Support/Deputy Clerk and Cheri Pierson-White/Park Place Director. **Absent:** Trustee Nathaniel Hewitt, Clerk Rose M. Staben and Highway Commissioner Arthur Craigen.

Supervisor Jones requested a motion to approve the **Agenda** for the **May 28, 2020** 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 **May 14, 2020** Waukegan Township Board Meeting as presented. Motion by Trustee Castellanos, 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 of **May 22, 2020** as presented. Motion by Trustee Rice, second by Trustee Castellanos. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report
5/22/2020

Fund		Balance	
Town Fund	First Midwest Bank	140,480.35	Ins/outs
	First Midwest Bank M/M	100,002.26	
	Illinois Funds	39,635.09	
	No. Chicago Com Bank	257,337.62	
Total Town Fund		\$537,455.32	includes 170K TA dollars
General Assistance Fund	First Midwest Checking	83,945.39	70K TA warrant Tfr
	First Midwest Bank M/M	0.00	
	Illinois Funds	7,536.24	
Total General Assistance		\$91,481.63	
IMRF/FICA Fund	First Midwest Bank	22,253.59	
	First Midwest Bank M/M	0.00	

	Illinois Funds	15,746.89
Total IMRF/FICA Fund		\$38,000.48
Senior Fund	First Midwest Bank	41,702.04
	First Midwest Money Market	0.00
	Illinois Funds	14,825.15
Total Senior Fund		\$56,527.19
		723,464.62
Road & Bridge	First Midwest Bank	75,940.51
	Waukegan Community Trust	182,825.21
Total Road & Bridge		\$258,765.72

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 5/21/20	\$53,825.57
Total received FY 2020-21	\$53,825.57

GA RE Taxes - 5/21/20	\$27,737.43
Total received FY 2020-21	\$27,737.43

IMRF/FICA RE Taxes - 5/21/20	\$8,992.56
Total received FY 2020-21	\$8,992.56

SEN'R RE Taxes - 5/21/20	\$44,066.46
Total received FY 2020-21	\$44,066.46

RB RE Taxes - 5/21/20	\$5,815.77
Total received FY 2020-21	\$5,815.77

Other Payments Rec'd

Citizen Participation: None.

Supervisor's Report:

Clerk Rose M. Staben joined in on the Zoom Conference at 5:19 p.m.

Supervisor Jones asked Cheri Pierson-White/Park Place Director to address the Board Members with an update on Park Place. Mrs. Pierson-White gave the status of Park Place and how its functioning.

Supervisor Jones mentioned that the Waukegan Township and the Community Action Project will be distributing fresh produce and dairy products along with the Safety Packet for up to 200 families. She said the Northern Illinois Food Bank will be providing the products and a flier will be distributed.

Supervisor Jones mentioned that the Waukegan Mayor Cunningham has donated twenty \$50.00 Walmart gift cards, to be distributed to Waukegan residents.

Supervisor Jones mentioned that the Park Place newsletter will be completed by June 2nd and will include the programs via online.

Supervisor Jones mentioned the Golf Outing. She talked about a limit of four players at a time on the course while managing safety restrictions.

Supervisor Jones mentioned that the Governor Pritzker shelter in place is scheduled to be lifted at the end of May.

Supervisor Jones mentioned that she has been in conversation with the Lake County Municipal League and discussed the reopening strategies for senior facilities. She said every one's main goal is to open safely and the protection to all senior citizens. She said it has been considered to open Park Place for billiard players but has been decided not to, because of the intense cleaning that will have to be followed.

Supervisor Jones mentioned that the Staben House facility is not occupying any residents to-date for safety reasons. She said it may be possibly by the end of July.

Supervisor Jones mentioned that the EWC had one transition to-date.

Supervisor Jones mentioned that the Supervisor's office will continue to interview for positions via online.

Supervisor Jones mentioned that the United Way of Lake County is aiding undocumented residents via online.

Supervisor Jones mentioned that the Coalition Legal will take applicants to assist clients via online.

Supervisor Jones mentioned that the Youth Summit scheduled for May 29th will be via Zoom Video and information to join will be provided via Waukegan Township website.

Supervisor Jones mentioned that the C2RR will be conducting their June 5th meeting via Zoon Video.

Mrs. Pierson-White left the Zoom Video Conference at 5:39 p.m.

Supervisor Jones mentioned that all Lake County Township Supervisor received a letter regarding a \$4,000,000.00 government financial assistance for emergency purposes. She said Waukegan Township could assist families with mortgage payments, rent and other essential needs.

Supervisor Jones mentioned that she and Mrs. Netherton had a phone conference with State Representative Rita Mayfield regarding a 2019 grant request, still pending. She said Representative Mayfield informed the Township of other grants to apply for.

Supervisor Jones mentioned TOI covid-19 information provided in the TOIRMA News.

Supervisor Jones mentioned that Commissioner Craigen assisted with the North Chicago Foss Park food distribution.

Highway Commissioner's Report: None.

Assessor's Report:

Assessor Stricklin said, his office is planning on opening on June 1st with the first week closed to the public to prepare the office with safety measures. He said the County sent out letters to all seniors explaining the senior tax freeze.

Executive Session: None.

Action on Payroll:

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending **May 7, 2019** in the amount of **\$98,194.74** as presented. Motion by Trustee Johnson, second by Trustee Rice. **Ayes:** Trustee Johnson, 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 **May 28, 2019** Board Meeting: Invoices for Town Fund in the amount of **\$27,333.35**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$1,711.51**; Invoices for G/A Fund/Staben House in the amount of **\$1,346.92**; Invoices for Town Fund/Assessor's Office in the amount of **\$8,685.13**; Invoices for Road and Bridge/Highway Department the amount of **\$139.11**; Senior Fund/Park Place in the amount of **\$14,383.86**; Senior Fund/Gift Shoppe in the amount of **\$0**; Invoices for Home Sweet Home in the amount of **\$2,894.98**; Invoices for Fundraisers in the amount of **\$0**; as presented. Motion by Trustee Castellanos, second by Trustee Rice. **Ayes:** Trustee Johnson, 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 **May 14, 2020** Board Meeting in the amount of **\$3,921.38** as presented. Motion by Trustee Johnson, second by Trustee Castellanos. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Juan Hernandez/HHR joined the Zoom Conference at 5:56 p.m.

Supervisor Jones asked Mr. Hernandez to address the Board Members regarding Personnel. Mr. Hernandez presented a Personnel Recommendation; salary increase for an HSH employee and a Staff Appointment for HSH.

Mr. Hernandez exited the Zoom Conference at 5:59 p.m.

**Paid Bills
May 27, 2020**

The following is a list of bills that were paid after the board meeting of May 14, 2020 and before the meeting of May 28, 2020

Purpose	Payee	Amount
Senior Fund		
4/24-5/20	Trip Cancellation Refunds	\$608.00
Checks made to 7 seniors for refunds		
Total Senior Fund		\$608.00
G/A Fund		
5/18-5/27/20	Emergency Assistance Payments	\$1,325.00
Utilities, Funeral		
5/15-5/27/20	Waukegan Township Assistance Payments	\$1,730.00
GA Card reloads		
5/20/2020	Petty Cash	\$176.33
GA Food		
Total G/A Fund		\$3,231.33
R & B Fund		
Total R & B Fund		\$0.00
Town Fund		
5/20/2020	Petty Cash	\$82.05
Miscellaneous		
Total Town Fund		\$82.05

Total all checks paid prior to board meeting \$3,921.38

Emergency Bills: None.

Attestation:

Clerk Staben attested to the Paid Bill as presented.

Action Items:

Supervisor Jones requested a motion for the approval of the Personnel-Recommendation for Salary Increase and Staff Appointment as presented. Motion by Trustee Johnson, second by Trustee Rice. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

New Business: None.

Old Business: None.

Announcements:

Trustee Johnson mentioned that the New Hope Missionary Baptist Church will not open until it is safe.

Comments/Concerns-Trustees:

Trustee Castellanos presented the Township with a \$300.00 donation from the Hurricane Packaging Co., for the Staben House.

Supervisor Jones said the Waukegan Exchange Club also presented the Township with a check.

Adjournment:

There being no further business to come before the Board, Supervisor Jones adjourned the **May 28, 2019** meeting at **6:05 p.m.**

PATRICIA JONES, Township Supervisor

ROSE M. STABEN, Township Clerk