

WAUKEGAN TOWNSHIP BOARD MEETING

JULY 9, 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 July 9, 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 Percy L. Johnson led the Members in prayer.

ROLL CALL: Trustee Percy L. Johnson via phone, Trustee Nathaniel Hewitt via phone, Trustee Opal Rice, Trustee Sylvestre Castellanos via phone, Clerk Rose M. Staben, Assessor Mark Stricklin and Supervisor Patricia Jones. **Also Present:** Attorney Torrie M. Newsome, Nancy Netherton/Finance Manager, Juan Hernandez/Human Resources Manager. **Excused:** Highway Commissioner Arthur Craigen.

Supervisor Jones requested a motion to approve the **Agenda** for the **July 9, 2020** Waukegan Township Board Meeting 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 to approve the **Minutes** for the **June 25, 2020** Waukegan Township Board Meeting as presented. Motion by Trustee Hewitt, 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 **Cash-on-Hand** as of **July 1, 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.**

Waukegan Township Cash-on-Hand Report
7/10/2020

Fund		Balance	Ins/outs
Town Fund	First Midwest Bank	131,716.52	
	First Midwest Bank M/M	164,052.99	
	Illinois Funds	39,723.60	
	N. Chicago Com. Bank	177,447.61	
Total Town Fund		\$512,940.72	
General Assistance Fund	First Midwest Checking	72,778.81	
	First Midwest Bank M/M	189,705.33	
	Illinois Funds	7,555.06	
Total General Assistance		\$270,039.20	

IMRF/FICA Fund	First Midwest Bank	54,100.50
	First Midwest Bank M/M	0.00
	Illinois Funds	15,786.11
Total IMRF/FICA Fund		\$69,886.61
Senior Fund	First Midwest Bank	165,572.97
	First Midwest Money Market	0.00
	Illinois Funds	14,862.08
Total Senior Fund		\$180,435.05
		1,033,301.58
Road & Bridge	First Midwest Bank	70,848.33
	Waukegan Community Trust	232,925.90
Total Road & Bridge		\$303,774.23

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 12/5/19

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 introduced Jesse Greenberg, Director of Marketing and Public Affairs for Medline Industries via phone. Mr. Greenberg gave an overall of the Medline Industries and its service to the community during the pandemic.

Mr. Greenberg left the Zoom Conference at 5:20 p.m.

Supervisor Jones asked Juan Hernandez/Human Resource Manager to address the Board Members regarding Personnel. Mr. Hernandez provided a chart with the current term salaries and benefits and a chart showing other Township elected officials' salaries. Supervisor Jones said the Salary Review Committee will research and make recommendations for increases prior to the 2020 election.

Supervisor Jones mentioned that the Township was granted \$110,000.00 from the Lake County CDBG. She said this information will be posted on the Township site. She said the grant will be used to assist Township residents.

Supervisor Jones mentioned that Supervisor's office is scheduled for July 13th to open with limited staff and restrictions.

Supervisor Jones gave an update on the Taxi tickets process and safety restrictions.

Supervisor Jones mentioned that the Township received a check for \$10,000.0 from the Health Care Foundation plus the reimbursement for mask and gloves distributed. She said the HCF has been supportive of the Township for 8 years.

Supervisor Jones mentioned the Senior Citizen Service Committee agenda, provided in the Board packet. She said the SCSC continues to hold their meetings via zoom.

Supervisor Jones mentioned that the Expungement workshop is planning to go forward with a virtual workshop.

Supervisor Jones asked attorney Mr. Newsome to address the Board Members regarding the upcoming Township election. Mr. Newsome gave The State Board election dates and said a calendar will be provided.

Supervisor Jones mentioned that the Township Annual Town Meeting request to hold this meeting has been approved by the Lake County Health Department. She said this meeting is scheduled for July 28th to be held at Park Place.

Supervisor Jones thanked all Board Members that participated in the HBCU graduate photo/video event.

Supervisor Jones mentioned that the Youth Summit zoom conference is scheduled for July 13th.

Supervisor Jones mentioned that the Coalition Executive Committee will be meeting tomorrow.

Highway Commissioner's Report: None.

Assessor's Report:

Assessor Mark Stricklin gave an update on the Assessor's office soft opening and restrictions.

Executive Session: None.

Action on Payroll:

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending **June 18, 2019** in the amount of **\$111,670.37** 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.**

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 **July 9, 2020** Board Meeting: Invoices for Town Fund in the amount of **\$9,551.92**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$993.67**; Invoices for G/A Fund/Staben House in the amount of **\$2,002.19**; Invoices for Town Fund/Assessor's Office in the amount of **\$2,038.95**; Invoices for Road and Bridge/Highway Department the amount of **\$3,162.49**; Senior Fund/Park Place in the amount of **\$10,909.00**; Senior Fund/Gift Shoppe in the amount of **\$0**; Invoices for Home Sweet Home in the amount of **\$5,289.40**; Invoices for Fundraisers in the amount of **\$0**; as presented. Motion by Trustee Hewitt, second by Trustee Castellanos. **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 **June 25, 2020** Board Meeting in the amount of **\$57,804.07** 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.**

**Paid Bills
July 9, 2020**

The following is a list of bills that were paid after the board meeting of June 26, 2020 and before the meeting of July 09, 2020

Purpose	Payee	Amount
Senior Fund		
Total Senior Fund		\$0.00
G/A Fund		
6/26-7/09/20	Emergency Assistance Payments	\$20.00
State I.D.- Client		
6/26-7/09/20	Waukegan Township Assistance Payments	\$2,490.00
GA Card reloads		

Total G/A Fund		\$2,510.00
R & B Fund		
Total R & B Fund		\$0.00
Town Fund		
7/9/2020	Health Insurance	\$55,294.07
	Health insurance for all vendors/departments	
Total Town Fund		\$55,294.07
Total all checks paid prior to board meeting		\$57,804.07

Mr. Hernandez left the Zoom Conference meeting at 6:06 p.m.

Emergency Bills:

Attestation:

Clerk Staben attested to the above Paid Bills as presented.

Action Items:

Supervisor Jones requested a motion for the approval of the Letter of Engagement for FYE 2/29/20 Audit by Evoy, Kamshulte, Jacobs & co. not to exceed \$6,000.00 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.**

New Business: None.

Old Business: None.

Announcements:

Supervisor Jones invited the Board Members to join in on her mother Dorothy's 92nd birthday parade on Saturday.

Comments/Concerns-Trustees: None.

Adjournment:

There being no further business to come before the Board, Supervisor Jones adjourned the **July 9, 2020** meeting at **6:29 p.m.**

PATRICIA JONES, Township Supervisor

ROSE M. STABEN, Township Clerk