

# WAUKEGAN TOWNSHIP BOARD MEETING AUGUST 13, 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. Trustee Sylvestre Castellanos 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 Opal Rice, Trustee Sylvestre Castellanos, Highway Commissioner Arthur Craigen via phone and Supervisor Patricia Jones. **Also, Present:** Township Attorney Torrie M. Newsome and Dijon Ross/Administrative Support/Deputy Clerk. **Excused:** Assessor Mark Stricklin and Trustee Nathaniel Hewitt. **Absent:** Clerk Rose M. Staben.

Supervisor Jones requested a motion to approve the **Agenda** for the **August 13, 2020** 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 **Minutes** for the **July 28, 2020** Waukegan Township Board Meeting as presented. Motion by Trustee Rice, second by Trustee Johnson. **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 **August 19, 2020** as presented. Motion by Trustee Castellanos, second by Trustee Rice. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report  
7/24/2020

Fund		Balance	Ins/outs
Town Fund	First Midwest Bank	157,883.73	
	First Midwest Bank M/M	300,006.64	
	Illinois Funds	39,635.09	
	No. Chicago Com Bank	257,337.62	
<b>Total Town Fund</b>		<b>\$754,863.08</b>	includes 190K TA dollars
General Assistance Fund	First Midwest Checking	290,190.38	
	First Midwest Bank M/M	0.00	
	Illinois Funds	7,536.24	
<b>Total General Assistance</b>		<b>\$297,726.62</b>	
IMRF/FICA Fund	First Midwest Bank	46,958.12	

	First Midwest Bank M/M	0.00
	Illinois Funds	15,746.89
<b>Total IMRF/FICA Fund</b>		<b>\$62,705.01</b>
Senior Fund	First Midwest Bank	283,354.84
	First Midwest Money Market	0.00
	Illinois Funds	14,825.15
<b>Total Senior Fund</b>		<b>\$298,179.99</b>
		<b>1,413,474.70</b>
Road & Bridge	First Midwest Bank	175,309.37
	Waukegan Community Trust	182,825.21
<b>Total Road &amp; Bridge</b>		<b>\$358,134.58</b>

PPRT Taxes Received since last report -

Town - \$ 86,153.04

R&B - \$ 12,912.19

For the state's fiscal year of (July 1 - June 30, 2021) we have received a total of for Town \$86,153.04 and for R & B \$ 12,912.19

Town RE Tax 7/2/20	\$64,511.13
<b>Total received FY 2020-21</b>	<b>\$600,897.59</b>

GA RE Taxes - 6/18/20	\$33,164.31
<b>Total received FY 2020-21</b>	<b>\$308,976.48</b>

IMRF/FICA RE Taxes - 6/18/20	\$10,760.91
<b>Total received FY 2020-21</b>	<b>\$100,258.33</b>

SEN'R RE Taxes - 6/18/20	\$52,642.96
<b>Total received FY 2020-21</b>	<b>\$490,498.16</b>

RB RE Taxes - 6/18/20	\$6,871.18
<b>Total received FY 2020-21</b>	<b>\$67,737.43</b>

Other Payments Rec'd

**Citizen Participation:** None.

**Clerk Staben joined the Zoom Video Conference at 5:07 p.m.**

**Supervisor's Report:**

Supervisor Jones introduced Robbie Randle/Special Services & Public Relation Manager. Ms. Randle gave an update on the department activities and goals for the years 2020/2021.

**Ms. Randle signed off Zoom Conference at 5:28 p.m.**

Supervisor Jones gave an update on Park Place soft opening and said Park Place will not be open to the public at this time due to covid-19. She also thanked the Park Place staff for their work in maintaining the facility safe and in compliance with the Health Department.

Supervisor Jones mentioned that the EWC is in a 14-day quarantine, due to one person testing positive for covid-19.

**Juan Hernandez/Human Resources Manger joined the Zoom Conference at 5:37 p.m.**

Supervisor Jones asked Mr. Hernandez to address the Board Members with Personnel. Mr. Hernandez presented the Motor Vehicles Record Check Policy first reading for termination recommendations. Also, presented a Township employee Educational Assistance Reimbursement, SH floater position and employee termination.

**Mr. Hernandez exit the Zoom Conference at 5:46 p.m.**

Supervisor Jones mentioned that the HSH is operating with fewer workers and may utilize Park Place employees during the time PP is closed.

Supervisor Jones mentioned that the TOI Conference for November 16<sup>th</sup>-20<sup>th</sup> will be held via Zoom Conference.

Supervisor Jones gave an update on the C2RR meetings and encourage the promotion of the Coalition Legal services.

Supervisor Jones mentioned the Resolution, Juneteenth first reading send to all Board Members to review.

Supervisor Jones mentioned the Senior Citizens Service Committee held their meeting last Wednesday via Zoom Conference. She said a Goodwill employment was presented.

Supervisor Jones mentioned the Youth Summit meeting scheduled for August. Deputy Clerk Ross/organizer said the summit members will be meeting to confirm a theme, date and a guest speaker for the event.

Supervisor Jones mentioned that the Township Passport department will be processing passports for the general public with new people contact restrictions, safety measures, application to be completed online and RSVP required.

**Highway Commissioner's Report:** None.

**Assessor's Report:**

Highway Commissioner Mr. Craigen said his department is busy cleaning overgrown foliage. Also, mentioned other equipment not in use that can be sold.

**Executive Session:** None.

**Action on Payroll:**

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending **July 16, 2020** in the amount of **\$106,502.89**. Also, Payroll period ending **July 30, 2020** in the amount of **\$103,545.62** 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 **August 13, 2020** Board Meeting: Invoices for Town Fund in the amount of **\$18,207.64**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$2,250.62**; Invoices for G/A Fund/Staben House in the amount of **\$1,436.66**; Invoices for Town Fund/Assessor's Office in the amount of **\$4,729.85**; Invoices for Road and Bridge/Highway Department the amount of **\$3,355.33**; Senior Fund/Park Place in the amount of **\$10,276.32**; Senior Fund/Gift Shoppe in the amount of **\$0**; Invoices for Home Sweet Home in the amount of **\$9,243.26**; 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 **July 28, 2020** Board Meeting in the amount of **\$4,449.66** as presented. Motion by Trustee Johnson, second by Trustee Castellanos. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

**Paid Bills  
July 28, 2020**

The following is a list of bills that were paid after the board meeting of July 9,2020 and before the meeting of July 28, 2020

Purpose	Payee	Amount
<b>Senior Fund</b>		
<b>Total Senior Fund</b>		<b>\$0.00</b>
<b>G/A Fund</b>		
7/10-7/27	<b>General Assistance Payments</b>	\$1,600.00
7/10-7/27	<b>Waukegan Township Assistance</b>	\$2,750.00
Payments made on behalf of GA Clients		

<b>Total G/A Fund</b>		<b>\$4,350.00</b>
R & B Fund		
<b>Total R &amp; B Fund</b>		<b>\$0.00</b>
<b>Town Fund</b>		
3/31/2020	Petty Cash	\$99.66
7/17/2020	Premiums - all departments	
<b>Total Town Fund</b>		<b>\$99.66</b>

Total all checks paid prior to board meeting \$4,449.66

**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 Personnel Staben House/Floater and HSH/Termination as presented. Motion by Trustee Rice, second by Trustee Johnson. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, 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 **August 13, 2020** meeting at **6:12 p.m.**

\_\_\_\_\_  
**PATRICIA JONES, Township Supervisor**

\_\_\_\_\_  
**ROSE M. STABEN, Township Clerk**