

# WAUKEGAN TOWNSHIP BOARD MEETING OCTOBER 25, 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 October 25, 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 Sylvestre Castellanos led the Members in prayer.

**ROLL CALL:** Trustee Percy L. Johnson, Trustee Opal Rice, Trustee Sylvestre Castellanos, Clerk Rose M. Staben, Highway Commissioner Arthur Craigen and Supervisor Patricia Jones. **Also Present:** Attorney Torrie M. Newsome. **Excused:** Trustee Nathaniel Hewitt and Assessor Mark Stricklin.

Supervisor Jones requested a motion to approve the **Agenda** for the **October 25, 2018** Waukegan Township Board Meeting as presented. Motion by Trustee Johnson, 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 **October 11, 2018** 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 **Cash-on-Hand** as **October 19, 2018** as presented. Motion by Trustee Castellanos, second by Trustee Johnson. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Waukegan Township Cash-on-Hand Report  
10/19/2018

Fund	Bank	Balance	Ins/outs
Town Fund	NorStates Checking	233,214.56	
	NorStates Money Market	716,808.56	
	Illinois Funds	38,033.69	
	No. Chicago Comm Bank	246,571.46	
<b>Total Town Fund</b>		<b>\$1,234,628.27</b>	
General Assistance Fund	First Midwest Checking	217,989.59	
	First Midwest Bank M/M	620,388.40	
	Illinois Funds	7,185.84	
<b>Total General Assistance</b>		<b>\$845,563.83</b>	
IMRF/FICA Fund	First Midwest Bank	57,204.02	
	First Midwest Bank M/M	0.00	
	Illinois Funds	15,079.09	

<b>Total IMRF/FICA Fund</b>		<b>\$72,283.11</b>
Senior Fund	NorStates Financial	191,286.92
	NorStates Money Market	215,023.28
	First Midwest Money Market	0.00
	Illinois Funds	14,131.89
<b>Total Senior Fund</b>		<b>\$420,442.09</b>
		<b>2,572,917.30</b>
Road & Bridge	NorStates Financial	319,803.12
<b>Total Road &amp; Bridge</b>		<b>\$319,803.12</b>

PPRT Taxes Received since last report -

Town - \$ 77,427.23

R&B - \$ 23,061.26

For the states fiscal year of (July 1 - June 30, 2018) we have received a total of for Town \$171632.60 and for R & B \$ 51179.79

Town RE Tax 10/17/18	18,103.79
<b>Total received FY 2018-19</b>	<b>1,320,321.42</b>

GA RE Taxes - 10/17/18	9,043.18
<b>Total received FY 2018-19</b>	<b>655,205.33</b>

IMRF/FICA RE Taxes - 10/17/18	2,751.32
<b>Total received FY 2018-19</b>	<b>198,341.62</b>

SEN'R RE Taxes - 10/17/18	13,704.29
<b>Total received FY 2018-19</b>	<b>992,917.23</b>

RB RE Taxes 10/17/18	2,067.14
<b>Total received FY 2018-19</b>	<b>149,781.14</b>

**Citizen Participation:** None.

**Supervisor's Report:**

Supervisor Jones mentioned that Ronnel Ewing/ATP, Enterprises was present to assist the Board Members with any tablet complications.

Supervisor Jones mentioned that Juan Hernandez/HR Assistant/Deputy Clerk was on vacation and thanked Dulce Ortiz/HR Manager for being on hand in his absence.

Supervisor Jones introduced Brad West/West's Insurance Agency. Mr. West distributed a proposal letter dated October 12, 2018, providing a renewal quotation

on property and casualty for the Township year 2018-2019. He expounded on the coverage and mentioned the cyber liability.

Supervisor Jones asked Nancy Netherton/Finance Manager to address the Board Members regarding the Waukegan Township's Financial Institutions. Mrs. Netherton distributed a packet and provided an audio power point on the status of the Township's current banking/new changes, Funds and balances to date. Provided dates for the up-coming levy, budget presentation and budget hearing. Also, distributed the 2019 Payroll Taxes Will Hit Higher Incomes information.

Supervisor Jones asked Mr. Newsome to address the Board Members regarding the new Bill to include the Clerk to sign Township checks. Mr. Newsome said that he corresponded with Clerk Staben and received an email that she was in favor of using the stamp for her signature. Clerk Staben read an email she sent to Mr. Newsome. See Email Attached.

Supervisor Jones mentioned that the Township will be submitting a CDBG to the City of Waukegan for a grant request in the amount of \$20,000.00.

Supervisor Jones distributed the C2RR Annual Luncheon 2018 Budget with revenues and expenses with to date, showing a profit of \$10,478.33 for the event.

Supervisor Jones mentioned the TOI Conference in Springfield. She said the attendees will be Clerk Staben, Highway Commissioner Craigen, Assessor Stricklin, Trustee Rice and Trustee Johnson and said the travel expense and information is on hand.

Supervisor Jones mentioned the Grandparents & Other Caregivers Summit to be held at Park Place this Saturday and invited the Board Members to attend.

Supervisor Jones mentioned that the Universal Sol Circus is scheduled for this Saturday and that a bus will be taking people to the event from Park Place.

Supervisor Jones mentioned that the Staben House will be hosting Home For The Holiday and sponsorship is welcomed.

Supervisor Jones mentioned the Veterans Celebratory Luncheon and welcomed the Board Members to attend the event.

**Highway Commissioner's Report:**

Highway Commissioner Craigen reported that they are still grooming the truck before selling it. They are also working on cleaning and painting the building.

**Assessor's Report:** None.

**Executive Session:**

Supervisor Jones requested a motion to enter into Executive Session for the purpose of Personnel-5ILCS 120/2 (C1) at 6:26 p.m. Motion by Trustee Rice, second by Trustee Castellanos. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

**Open Session resumed at 6:53 p.m.**

**Action on Payroll:**

Supervisor Jones requested a motion for the approval of **agenda item #13**, Payroll period ending **October 12, 2018** in the amount of **\$107,319.67** 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 **October 25, 2018** Board Meeting: Invoices for Town Fund in the amount of **\$13,595.29**; Invoices for G/A Fund/Eddie Washington Center in the amount of **\$2,755.49**; Invoices for G/A Fund/Staben House in the amount of **\$3,061.22**; Invoices for Town Fund/Assessor’s Office in the amount of **\$10,145.81**; Invoices for Road and Bridge/Highway Department the amount of **\$3,220.54**; Senior Fund/Park Place in the amount of **\$6,202.21**; Senior Fund/Gift Shoppe in the amount of **\$0**; Invoices for Home Sweet Home in the amount of **\$202.87**; Invoices for Fundraisers in the amount of **\$0**; as presented. Motion by Trustee Johnson, second by Trustee Castellanos. **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 **October 11, 2018** Board Meeting in the amount of **\$7,486.27** 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  
October 25, 2018**

The following is a list of bills that were paid after the board meeting of October 11, 2018 but before the meeting of October 25, 2018

Purpose	Payee	Amount
<b>Senior Fund</b>		
10/15/2018	Ellie Phares	\$294.00
Trip Refund		
<b>Total Senior Fund</b>		<b>\$294.00</b>
<b>G/A Fund</b>		
10/12-10/25	General Assistance Client Payments	\$6,090.01

Payments made on behalf of GA Clients

<b>Total G/A Fund</b>		<b>\$6,090.01</b>
R & B Fund		
<b>Total R &amp; B Fund</b>		<b>\$0.00</b>
<b>Town Fund</b>		
10/15/2018	<b>Kim Woods</b>	\$501.38
	Travel expense - TOI Springfield	
10/15/2018	<b>Juan Hernandez</b>	\$501.38
	Travel expense - TOI Springfield	
10/15/2018	<b>Michon Mayfield</b>	\$24.50
	Reimburse for Expenses paid	
	<b>RRR - Client Payments</b>	\$75.00
	Transportation, Work Needs, Etc.	
<b>Total Town Fund</b>		<b>\$1,102.26</b>
Total all checks paid prior to board meeting		\$7,486.27

**Emergency Bills:**

Supervisor Jones requested a motion for the approval of **agenda item #16**, Emergency Bills for the **October 25, 2018** Waukegan Township Board Meeting in the amount of **\$2,001.14** as presented. Motion by Trustee Johnson, second by Trustee Castellanos. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

**Emergency Bills  
October 25, 2018**

The following is a list of bills that were submitted after the board packet release but need to be approved at the Board Meeting of October 25, 2018

Purpose	Payee	Amount
<b>R &amp; B Fund</b>		
500.536	<b>Arthur Craigen</b>	\$501.38
	Travel expense - TOI Springfield	
<b>Total R &amp; B Fund</b>		<b>\$501.38</b>
<b>Town Fund</b>		
101.536	<b>Patricia Jones</b>	\$248.50
	Travel expense - TOI Springfield	
102.536	<b>Mark Stricklin</b>	\$501.38
	Assessor Division -Travel expense - TOI Springfield	
101.536	<b>Rose Staben</b>	\$248.50
	Travel expense - TOI Springfield	
101.536	<b>Opal Rice</b>	\$501.38

	Travel expense - TOI Springfield	
101.536	<b>Tamura McClinton Springs</b>	\$501.38
	Travel expense - TOI Springfield	
<b>Total Town Fund</b>		<b>\$1,499.76</b>

Total all checks paid prior to board meeting \$2,001.14

**Action Items:**

Supervisor Jones requested a motion for the approval of the City of Waukegan CDBG application submission as presented. Motion by Trustee Johnson, second by Trustee Castellanos. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the Personnel/Resignation 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 for the approval of the Casualty & Property Insurance Renewal in the sum of \$67,994.00 for 2018-2019 as presented. Motion by Trustee Johnson, second by Trustee Castellanos. **Ayes:** Trustee Johnson, Trustee Rice, Trustee Castellanos, Supervisor Jones. **Nays:** None. **Motion carried.**

Supervisor Jones requested a motion for the approval of the West Insurance cyber liability cost in the amount of \$2,841.00 for \$1,000,000.00 coverage per claim 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:**

Supervisor Jones mentioned that there will be a security audit for all the Township facilities.

**Old Business:** None.

**Announcements:** None.

**Comments/Concerns-Trustees:**

Trustee Johnson mentioned that on November 04<sup>th</sup> at 3:30 p.m. the New Hope Missionary Baptist Church will be holding a one day Anniversary Celebration and invited the Board Members to attend.

**Adjournment:**

There being no further business to come before the Board, Supervisor Jones adjourned the **October 25, 2018** meeting at 7:07 p.m.

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**PATRICIA JONES, Township Supervisor**

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Begin forwarded message:

**From:** [rosamariaart1@aol.com](mailto:rosamariaart1@aol.com)  
**Date:** October 25, 2018 at 2:16:35 PM CDT  
**To:** [torriewnewsome@aol.com](mailto:torriewnewsome@aol.com)  
**Subject:** Re: New clerk attest law

Good Afternoon Mr. [Newsome](#),

I have read the Public Act 100-0983 to go in effect on January 01, 2019.

I would like the use of a rubber stamp to attest the checks or other financial documents of the Township that will require Township Supervisor and the Clerks signature.

I would like to authorize the use of a rubber stamp for all attestation on all bills as presented and approved.

Thank you

