

**PALATINE TOWNSHIP
BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE MEETING
February 14, 2022
7:00 p.m.**

CALL TO ORDER

Supervisor Kalkounos called the meeting to order at 7:01 p.m. in the Patriot Room of the Palatine Township Center.

ROLL CALL

Clerk Moran called the roll and the following members were:

PRESENT IN THE ROOM:

Voting members – Supervisor Kalkounos, Trustees Svenson, Pohlman, Bolanos and Smolka

Non-voting members- Clerk Moran and Highway Commissioner Del Mar

Other invited participants – Administrator Lopez and Office Manager Brad Strassburger

IN REMOTE ATTENDANCE:

Voting members- None

Non-Voting members- None

Other invited participants- Attorney Airdo and Assessor's Office Consultant Terry Kelly
(Video)

VOTING MEMBERS ABSENT: None

PLEDGE OF ALLEGIANCE

At the Supervisor's request, Brad Strassburger lead all in the Pledge of Allegiance.

PUBLIC COMMENT

None

PRESENTATION

A. Skill Path/National Seminars Training – Brad Strassburger

Office Manager Strassburger reviewed a Power Point Presentation on the use of *Star12*, a low-cost site that provides recorded and live webinars, seminars, and classes upon a paid annual membership. He walked through the steps to be able to access these classes etc., meant for both employees and elected officials of the Township.

ELECTED OFFICIAL ANNOUNCEMENTS

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A. Highway Commissioner

No Report

B. Clerk

No Report

C. Supervisor

The Supervisor reported on the search, and methods being employed, to fill the Food Pantry Coordinator and Outreach Office Assistant positions. He noted that the Outreach position may be updated into a cross-trained position across various departments and could be full-time or part-time, dependent on further evaluation.

He announced that the Palatine Township Assessor's Office is open for appeals.

He reported that he had a thorough discussion with Transportation Coordinator Wolff regarding the need for newer buses after numerous breakdowns and repairs. He then spoke with other community leaders/mayors and the Interim Chief at *PACE*, and a newer replacement vehicle was provided the next day and two new buses will be delivered to the Township as soon as supply chain issues are resolved.

He reported that there will be a proclamation drafted, similar to one used last year, to recognize Sikh Awareness Month in April.

i. Change in Fiscal Year for TF, GA and CIP

Supervisor Kalkounos updated the Board on the progress in revising the fiscal year ends for all 3 Funds to match the Road District. This item will be on the Board's Regular Board Mtg agenda later this month for approval.

ii. TWP Center Hours

Supervisor Kalkounos reviewed the new hours of the Township and the reasoning behind the move to reduce hours, which had been detailed in an earlier email to the Board.

iii. Banking Consolidation

Supervisor Kalkounos reported that he is looking into consolidating the dozen different Township bank accounts into much fewer, which should result in easier use and possibly lower costs.

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iv. 5/3rd (*Fifth Third*) Banking Resolution Consensus

The Supervisor reported that after a recent compromised checking account situation, the Township will be moving to a Positive Pay method of accountability, in an effort to keep this from happening in the future. He thanked Administrator Lopez and the current bookkeeper for acting immediately in reporting it.

v. Mowing Bid Results

Administrator Lopez reviewed the *COW* Packet Insert, *Opening of Sealed Bids For 2022 Landscape Maintenance Contract*, and is recommending both low bidders for each Option noted. This item will be on the Board's Regular Board Mtg agenda later this month for approval.

vi. Township Map Revisions

Supervisor Kalkounos reported that the printed Township Maps are old and outdated. After asking for input regarding the maps, the board consensus was to discontinue the printing of new Township Maps, but to instead focus on the use of the digital Township Map on the website, etc.

BUSINESS

A. Communications Committee

i. Website Development

Administrator Lopez distributed and reviewed *Memo: Website Update and Site Map*. He noted that he will continue researching the various website developers from the list compiled and still open to Board and employee input as the process unfolds.

EXECUTIVE SESSION

None

OTHER BUSINESS

Clerk Moran, stated for the record, that she approved of the Supervisor's move to revise Township hours according to need, and that this action was years overdue.

Supervisor Kalkounos provided a General Assistance Update on better tracking and reporting of case numbers, etc., and shared some numbers with the *COW*. He will email the Board the detailed information of the GA Report.

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ADJOURN

MOTION by Trustee Svenson, seconded by Trustee Pohlman to adjourn at 8:06 p.m.

MOTION CARRIED by voice vote

Respectfully submitted,


TOWN CLERK