

**REGULAR BOARD MEETING OF THE BOARD OF
TRUSTEES OF PALATINE TOWNSHIP**

April 27, 2020

7:00 P.M.

CALL TO ORDER AND PLEDGE OF ALLEGIANCE TO THE FLAG

Supervisor Langlotz-Johnson called the remote meeting to order at 7:13 p.m. via the use of video and audio conferencing, due to the continued Covid-19 Pandemic and its shelter-in-place restrictions.

ROLL CALL

Clerk Moran called the roll and the following members were present through
REMOTE VIDEO ATTENDANCE:

Voting Member- Supervisor Langlotz-Johnson, and Trustees Kalkounos and Pohlman

Non-Voting Members- Clerk Moran and Highway Commissioner Del Mar

Other Invited Participants- Administrator Lopez

REMOTE AUDIO ATTENDANCE:

Trustees Kern and Kincaid

Other Invited Participants- Assistant Administrator Chychula, Parliamentarian Boles

PUBLIC COMMENT

None

CONSENT AGENDA

A. Approval of Minutes

- i. February 24, 2020 Public Hearing Meeting Minutes
- ii. March 23, 2020 Regular Board Meeting Minutes
- iii. April 13, 2020 COW Minutes

B. Reports

- i. Acceptance of Township Elected Officials' Reports:
 1. April 2020 Clerk's Report
 2. April 2020 Assessor's Report
 3. April 2020 Highway Commissioner's Report

C. Acceptance of Prior Approved Committee Minutes:

- i. February 24, 2020 Finance Committee Minutes
- ii. March 16, 2020 Finance Committee Minutes

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Kincaid to approve the 4-27-2020 Consent Agenda, as presented

Trustee Kincaid noted that the vote on Agenda Item *New Business F.* was noted as carried and not failed in the March Meeting Minutes. Clerk Moran acknowledged the error and will amend this set accordingly.

**REGULAR BOARD MEETING OF THE BOARD OF
TRUSTEES OF PALATINE TOWNSHIP**

April 27, 2020
7:00 P.M.

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Kincaid to approve amending the motion on the table

MOTION CARRIED by voice vote

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Kern to approve the Consent Agenda Motion, as amended

MOTION CARRIED by voice vote

OLD BUSINESS

A. Policies: Approval of the Following Policies: 2nd Reading: N/A

None

B. Approval of Policy 530 Website and Social Media Updates and Changes

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Kalkounos to approve *Policy 530 Website and Social Media Updates and Changes*, as presented

Communications Committee Chairman Pohlman reviewed the board packet insert addressing the changes made to Policy 530. After some discussion led by Trustee Kalkounos and the Supervisor, Chairman Pohlman will revise the Policy 530 Draft to include specific language on who the final arbiter will be when there are two conflicting viewpoints on draft website and social media submissions. He will also include new language allowing for the designated staff person to post standard annual program information without having specific Supervisor and Chair reviews.

The Supervisor asked that the revised draft of Policy 530 be added as an agenda item for the May COW Meeting.

**No final action taken on this motion*

C. Approval of Policy 590 Handling Complaints

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Kalkounos to approve Policy 590 Handling Complaints, as presented

After extensive discussion on the revised draft of Policy 590, the consensus was for Chairman Pohlman to add language allowing for a phone call to be an acceptable response, and for a potential standard reply email that will go out in response to complaints. He will work on the new draft and bring it to the May COW Meeting for consideration.

**REGULAR BOARD MEETING OF THE BOARD OF
TRUSTEES OF PALATINE TOWNSHIP
April 27, 2020
7:00 P.M.**

MOTION by Supervisor Langlotz-Johnson, Seconded by Trustee Kern to amend the current motion to table it until the May COW Meeting

MOTION CARRIED by voice vote

D. Update of Township Response to Coronavirus COVID-19

Supervisor Langlotz-Johnson gave a brief update on the Township's response to the COVID-19 Pandemic. She thanked the staff, noting that lunch is being brought in weekly for them. She reported that Rep. Tom Morrison's office would be hosting a blood drive in the Patriot Room on May 9.

E. Other

Trustee Pohlman noted that the Memorial Day Service that the Palatine American Legion hosts was canceled due to the current pandemic orders.

Trustee Kincaid inquired about the status of the May 18 scheduled Finance and COW Meetings, and the consensus was that most likely the COW meeting will be via WebEx once again.

**While the Supervisor noted the misplaced agenda item and the reason for moving it up, she failed to make a motion to move Agenda Item New Business B. to Old Business E. prior to taking it up for a discussion and vote out of agenda order*

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Kincaid to approve the *Transfer of Appropriation – Palatine Township Road District April 27, 2020*, as presented

ROLL CALL:

Ayes: Kincaid, Kalkounos, and Pohlman

Nays: Kern and Langlotz-Johnson

MOTION CARRIED 3-2

AUDIT OF PAYROLL & BILLS

A. Approval of Payroll & Bills for Town Fund

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Kincaid to approve the payroll and bills as presented for *Town Fund- \$133,582.05*

**REGULAR BOARD MEETING OF THE BOARD OF
TRUSTEES OF PALATINE TOWNSHIP**

**April 27, 2020
7:00 P.M.**

ROLL CALL:

Ayes: Kern, Kincaid, Kalkounos, Pohlman, and Langlotz-Johnson

Nays: None

MOTION CARRIED 5-0

B. Approval of Payroll & Bills for General Assistance

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Pohlman to approve the payroll and bills as presented for *General Assistance*- \$39,132.25

ROLL CALL:

Ayes: Kern, Kincaid, Kalkounos, Pohlman, and Langlotz-Johnson

Nays: None

MOTION CARRIED 5-0

C. Approval of Payroll & Bills for Road District

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Pohlman to approve the payroll and bills as presented for *Road and Bridge*- \$159,294.22

ROLL CALL:

Ayes: Kern, Kincaid, Kalkounos, Pohlman, and Langlotz-Johnson

Nays: None

MOTION CARRIED 5-0

NEW BUSINESS

A. Approval of Appointment of Trustee to Hoffman Estates Fire Protection District #1

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Pohlman to approve the appointment of Geraldine Nerby to the Hoffman Estates Fire Protection District #1

Ms. Nerby reviewed her resume, provided as a board packet insert. Administrator Lopez confirmed that the term was three years. The Board thanked her for her submission.

ROLL CALL:

Ayes: Kern, Kincaid, Kalkounos, Pohlman, and Langlotz-Johnson

Nays: None

MOTION CARRIED 5-0

**REGULAR BOARD MEETING OF THE BOARD OF
TRUSTEES OF PALATINE TOWNSHIP
April 27, 2020
7:00 P.M.**

B. Approval of Transfer of Appropriation – Road District Fiscal Year 2019-2020

**Please see note above under Old Business E. Other*

C. Approval of Selection of Project Manager for Window Replacement & Roof Replacement

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Pohlman to approve the selection of a project manager for window and roof replacement

Administrator Lopez reviewed the board packet insert *Memo: April 24, 2020 - Window & Roof Replacement.*

Trustee Kern shared her concerns regarding the hefty price tag and her desire to see an energy efficiency engineer brought in to do an examination of the heating and air conditioning as well as the windows. Trustee Kincaid offered to look at the windows and asked that this item be tabled until June. The Supervisor noted her concern with waiting until June as it relates to the timeline/weather issues. After much discussion, the consensus was to move this item to the May COW Meeting to have further discussion on this item, along with a presentation by a representative from *JBR Group LLC-NTE.*

**No final action taken on the motion*

D. Other

Supervisor Langlotz-Johnson gave a brief report on unemployment claims through the IL Dept. of Employment Security as it relates to the COVID-19 Pandemic.

EXECUTIVE SESSION

None

ACTION ON MATTERS FROM EXECUTIVE SESSION

None

ADJOURN

MOTION by Trustee Kincaid, seconded by Trustee Pohlman to adjourn at 9:18 p.m.

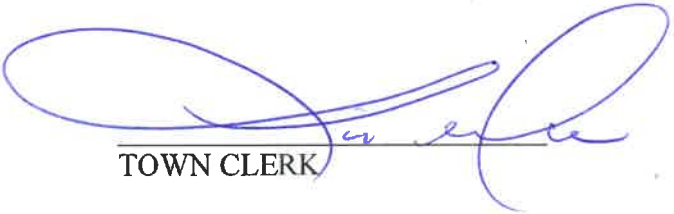
MOTION CARRIED by voice vote

***NOTED ACTION ITEMS:**

None

**REGULAR BOARD MEETING OF THE BOARD OF
TRUSTEES OF PALATINE TOWNSHIP
April 27, 2020
7:00 P.M.**

Respectfully submitted,



TOWN CLERK