

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

August 24, 2020

7:00 P.M.

CALL TO ORDER AND PLEDGE OF ALLEGIANCE TO THE FLAG

Supervisor Langlotz-Johnson called the meeting to order at 7:03 p.m. in the Patriot Room of the Palatine Township Center.

ROLL CALL

Clerk Moran called the roll and the following members were present:

Voting Members- Supervisor Langlotz-Johnson and Trustees Kern, Kincaid, Kalkounos and Pohlman

Non-Voting Members- Clerk Moran and Assessor Kelly

Other Invited Participants- Administrator Lopez, Assistant Administrator Chychula, Parliamentarian Boles, and Joe Petykowski, President -*Palatine Historical Society*

REMOTE VIDEO ATTENDANCE:

Non-Voting Member- Highway Commissioner Del Mar

Invited Participant- Brent Nakayama, *JBR Group, LLC*

PUBLIC COMMENT

None

PRESENTATION

A. Hillside Cemetery Cannon Restoration- Cemetery Committee & Historical Society

Cemetery Chairman Kelly previewed the Historical Society's presentation and introduced Joe Petykowski, President of the *Palatine Historical Society*. Mr. Petykowski provided the Board with a detailed, historical power point presentation on the Hillside Cemetery Cannon Restoration. Chairman Kelly noted that there might be a rededication ceremony sometime this Spring. The story will be sent to the Daily Herald and included as an article in the Fall Newsletter.

CONSENT AGENDA

A. Approval of Minutes

- i. July 2020 Regular Board Meeting Minutes
- ii. August 10, 2020 COW Minutes

B. Reports

- i. Acceptance of Township Elected Officials' Reports:
 1. August 2020 Clerk's Report

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2. August 2020 Assessor's Report
3. August 2020 Highway Commissioner's Report

- C. Acceptance of Prior Approved Committee Minutes:
- i. July 20, 2020 Finance Committee Minutes

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Pohlman to approve the 8-24-2020 Consent Agenda, as presented

MOTION by voice vote

OLD BUSINESS

- A. Approval to Amend Personnel Manual Title 6, Section 2- Employee Vacation

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Kern to approve *Personnel Manual Title 6, Section 2- Employee Vacation*, as amended and presented

Trustee Kern noted that she found the system inequitable even with the amendment. The Supervisor explained that with the section's amendment, the system is now equitable.

MOTION CARRIED by voice vote

- B. Other

None

AUDIT OF PAYROLL & BILLS

- A. Approval of Payroll & Bills for Town Fund

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Pohlman to approve the payroll and bills as presented for *Town Fund*- \$137,062.48

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*- \$30,289.10

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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 Kalkounos to approve the payroll and bills as presented for *Road and Bridge*- \$127,137.71

ROLL CALL:

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

Nays: None

MOTION CARRIED 5-0

NEW BUSINESS

A. Other

**Please see the note after New Business E., which pertains to this section, and was inadvertently skipped by the Supervisor*

B. Approval of Resolution 09-20 Palatine Bank & Trust- Road & Bridge

Trustees Kern and Kincaid noted the need for the document to be corrected and amended with the “nonprofit box” to be checked, rather than the “for profit box”. Trustee Kincaid voiced his displeasure with the ability for the two specified non-Board Member countersigners’ ability to open accounts.

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Pohlman to approve *09-20 Resolution of Association or Organization with Palatine Bank & Trust*, as amended to include the correction noted during discussion

ROLL CALL:

Ayes: Kalkounos, Pohlman, and Langlotz-Johnson

Nays: Kern and Kincaid,

MOTION CARRIED 3-2

C. Approval to Award Roof Replacement Contract to Insulated Roofing Contractors in the amount of \$58,477

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MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Kincaid to approve the *Roof Replacement Contract to Insulated Roofing Contractors, in the amount of \$58,477*, as presented

Brent Nakayama, of *JBR Group, LLC*, reviewed the contract and addressed the Board and its questions.

ROLL CALL:

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

Nays: None

MOTION CARRIED 5-0

D. Approval of Doors Done Right, Inc. Proposal to Replace General Assistance Entry Door in the amount of \$4,940.00

Brent Nakayama, of *JBR Group, LLC*, reviewed the Board Packet Insert, *Township Center Building General Assistance (GA) Door Replacement*, with its corresponding proposals.

Trustee Kern asked that the term *ADA Compliant* be noted on the final proposal

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Kincaid to conditionally approve the *July 14, 2020 Doors Done Right, Inc. Proposal for the GA Entry Project*, as amended to include the *ADA Compliant* stipulation

ROLL CALL:

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

Nays: None

MOTION CARRIED 5-0

E. Discussion of Township Newsletter Costs/Advertisements

Communications Chairman Pohlman, reviewed the Board Packet Insert put together by Assistant Administrator Chychula, *August 14, 2020 Newsletter Costs and Smart Print Proposal*. He noted the three options, including two that would include advertising. After some board discussion, the consensus was to allow the next newsletter to proceed with advertising as a trial issue and afterwards to consider feedback prior to moving forward with the long-term decision. There was some discussion regarding a motion, but due to agenda constraints with its notation as "Discussion" and not "Approval", the motion was not made. Some further discussion ensued, without resolution.

**Please see the note in New Business A. Other - re: the following discussion*

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Supervisor Langlotz-Johnson distributed a two-page document noting the Township's Covid Expenses, and reporting that the Township has applied for available grants to help cover the costs of these purchases. Trustee Kern asked to submit the Minutes from the August Finance Committee Meeting highlighting questions in regards to the Covid Expenses. The Supervisor refused to allow the document to be discussed as it was a set of Finance Committee Minutes of August, which had yet to be approved. Trustees Kalkounos and Kern, and the Supervisor respectively, made three POINTS OF ORDER during this discussion. Parliamentarian Boles recommended that the questions addressed in the Minutes, instead be noted as a list of question emailed to the Supervisor, as the Supervisor requested.

On a related matter, the Supervisor reported that employee Strassburger will be reviewing the Monthly Financials, including the *Covid Expense* document, and correcting any of the Excel Cells that may have been improperly copied/pasted. She reported that future budgets would provide an asterisk under each line item specifically for Covid Expenses in that line item. She stated that the current Line Item 5922, with Covid Related Expenses stipulated in one general line item, was an error and miscommunication between the Administrator and her.

**Assessor Kelly departed the meeting*

EXECUTIVE SESSION

A. Biannual Review of the Draft Sets of Executive Session Minutes from 5-20-19 & 11-25-19

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Pohlman, to adjourn from Regular Session at 8:28 p.m. for the biannual review of the draft sets of Executive Session Minutes of 5-20-19 & 11-25-19

ROLL CALL:

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

Nays: None

MOTION CARRIED 5-0

MOTION by Trustee Kalkounos, seconded by Trustee Kincaid, to reconvene into Regular Session at 8:40 p.m.

MOTION CARRIED by voice vote

ACTION ON MATTERS FROM EXECUTIVE SESSION

MOTION by Trustee Kincaid, seconded by Supervisor Langlotz-Johnson, to release the 11-25-19 set of Executive Session Minutes, as approved in Executive Session

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MOTION CARRIED by voice vote

ADJOURN

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Kalkounos to adjourn at 8:41 p.m.

MOTION CARRIED by voice vote

***NOTED ACTION ITEMS:**

None

Respectfully submitted,



TOWN CLERK