

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

**June 22, 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 7:00 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 Members- Supervisor Langlotz-Johnson and Trustees Kern, Kalkounos, and Pohlman

Non-Voting Members- Clerk Moran, Highway Commissioner Del Mar, and Assessor Kelly

Other Invited Participants- Administrator Lopez, Parliamentarian Boles, Brent Nakayama and Jeffrey Held from JBR Group, LLC, and Bill Bradish of Bradish Associates, LTD

REMOTE AUDIO ATTENDANCE:

Voting Member- Trustee Kincaid

**PUBLIC COMMENT**

None

**PRESENTATION/QUESTIONS**

A. Property & Casualty Insurance- William Bradish, Bradish Associates, LTD

Supervisor Langlotz-Johnson reviewed Board packet inserts regarding the Insurance quote. Bill Bradish, of Bradish Associates, LTD, reviewed and answered Board Member Questions. The Employee Dishonesty Coverage was quoted for on a two million dollar policy for \$1541 and with Board consent will be ordered tomorrow by Mr. Bradish.

B. Window & Roof Replacement Evaluation/Assessment- Brent Nakayama, JBR Group LLC

Brent Nakayama addressed Board member questions and reviewed the Board Packet Insert, *Palatine Township Center Facility Upgrades*. He noted that the "small roof job" would have an approximate cost of \$50,000 and if desired as part of the proposal, a scupper cost of \$500 each for a total of \$4000 for the eight scuppers (if that company quoting was approved for the work after being publicly bid out). The Supervisor questioned the portion being quoted and asked that the JBR Group LLC take a second look once discussed further with Administrator Lopez. The Supervisor will also forward

**REGULAR BOARD MEETING OF THE BOARD OF  
TRUSTEES OF PALATINE TOWNSHIP  
June 22, 2020  
7:00 P.M.**

information to the Board regarding the use of foam for replacement of these types of roofs (which had been used in the last recent roof job).

Mr. Nakayama, then reviewed the Southern Casement Windows portion of the report, and noted the approximate quoted cost of the job at \$11,865. He then detailed a lengthy report on the second set of windows. During that review, the Supervisor noted that the Day Care windows, which also need replacement, were not included in the report. She stated that Administrator Lopez and she would meet and put together a full list of all windows of concern and ask that the report be revised with the additional information, along with itemization information for each section. She reiterated that the current Capital Improvement Budget allows for \$100,000 for window replacement this year.

**CONSENT AGENDA**

- A. Approval of Minutes
  - i. May 25, 2020 Regular Board Meeting Minutes
  - ii. June 8, 2020 COW Minutes
- B. Reports
  - i. Acceptance of Township Elected Officials' Reports:
    - 1. June 2020 Clerk's Report
    - 2. June 2020 Assessor's Report
    - 3. June 2020 Highway Commissioner's Report
- C. Acceptance of Prior Approved Committee Minutes:
  - i. May 18, 2020 Finance Committee Minutes
  - ii. May 27, 2020 Insurance Committee Minutes

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Pohlman to approve the 6-22-2020 Consent Agenda, as presented

MOTION CARRIED by voice vote

**OLD BUSINESS**

- A. Approval of Property & Casualty Insurance for 2020-2021

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Pohlman to approve the *Selective Insurance- Commercial Governmental Insurance 2020-2021 Renewal* proposal from *Bradish Associates, LTD.* in the amount of \$143,848, as presented

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**

**June 22, 2020  
7:00 P.M.**

**B. Approval of Employee Dishonesty Bond Coverage**

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Pohlman to approve two million dollars of Employee Dishonesty Bond Coverage, in the amount of \$1541.00, as presented

**ROLL CALL:**

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

Nays: Kincaid

MOTION CARRIED 4-1

**C. Acceptance of Michael De Lapp & Associates Invoice for Architecture Services in the amount of \$2250.00**

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Kincaid to approve the invoice for *Michael De Lapp & Associates* for architecture services in the amount of \$2250.00, as presented

**ROLL CALL:**

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

Nays: Kalkounos

MOTION CARRIED 4-1

**D. Authorization to Proceed with Window & Roof Replacement**

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Pohlman to authorize the bidding of the Window and Roof Replacement Project, utilizing the services of the JBR Group LLC

The Supervisor made clear that she wants the proposals to include all options and pricing for each individual section.

MOTION CARRIED by voice vote

**E. Update of Township Response to Coronavirus COVID-19**

The Supervisor announced that the doors of the Township have been open to the public and that protocols are working well.

**F. Other**

None

**REGULAR BOARD MEETING OF THE BOARD OF  
TRUSTEES OF PALATINE TOWNSHIP  
June 22, 2020  
7:00 P.M.**

**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*- \$122,166.12

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 Kincaid to approve the payroll and bills as presented for *General Assistance*- \$39,050.48

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*- \$90,229.51

ROLL CALL:

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

Nays: None

MOTION CARRIED 5-0

**NEW BUSINESS**

A. Approval of Ordinance 03-20 Amended Budget Appropriation Ordinance Town Fund, General Assistance Fund & Capital Improvement Fund

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**

**June 22, 2020**

**7:00 P.M.**

B. Approval of MC Building, Inc. Final Pay Request in the amount of \$37,493

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Pohlman to approve the Final Pay Request from MC Building, Inc., in the amount of \$37,493, as presented

ROLL CALL:

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

Nays: None

MOTION CARRIED 5-0

C. Approval of DeMarr Sealcoating, Inc. Proposal in the amount of \$5,949.20

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Pohlman to approve the DeMarr Sealcoating, Inc. Proposal in the amount of \$5,949.20 for parking lot sealcoating of approximately 40,000 square feet

ROLL CALL:

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

Nays: None

MOTION CARRIED 5-0

D. Other

Supervisor Langlotz-Johnson addressed the questions brought forth from the Finance Committee regarding the listing of the accounts and updated General Assistance and Emergency Assistance Spreadsheets. She will have both issues addressed.

**EXECUTIVE SESSION**

None

**ACTION ON MATTERS FROM EXECUTIVE SESSION**

None

**ADJOURN**

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Pohlman to adjourn at 9:05 p.m.

MOTION CARRIED by voice vote

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

**June 22, 2020  
7:00 P.M.**

**\*NOTED ACTION ITEMS:**

None

Respectfully submitted,



TOWN CLERK