

**REGULAR BOARD MEETING OF THE BOARD OF  
TRUSTEES OF PALATINE TOWNSHIP  
March 23, 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 7:04 p.m. via the use of video and audio conferencing, due to the 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\*

*\*Please note that Trustee Pohlman arrived late as noted below*

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

Other Invited Participants- Administrator Lopez, Parliamentarian Boles, Wade Arthur,  
Senior Accountant with Tighe, Kress, & Orr

REMOTE AUDIO ATTENDANCE:

Trustees Kern and Kincaid\*

*\*Please note that Trustee Kalkounos arrived late as noted below*

**PUBLIC COMMENT**

Aaron Del Mar, speaking as a resident of Palatine Township, urged the Trustees to consider adopting a Social Media Policy and/or Ordinance to ensure that one member of the Board cannot unilaterally submit press releases or posts to social media sites on behalf of Palatine Township using official Township means without some form of Board authorization.

**CONSENT AGENDA**

- A. Approval of Minutes
  - i. February 24, 2020 Regular Board Meeting Minutes
  - ii. March 9, 2020 Special Board Meeting Minutes
- B. Reports
  - i. Acceptance of Township Elected Officials' Reports:
    - 1. March 2020 Clerk's Report
    - 2. March 2020 Assessor's Report\*
    - 3. March 2020 Highway Commissioner's Report\*
- C. Acceptance of Prior Approved Committee Minutes:
  - i. January 20, 2020 Finance Committee Minutes

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Kincaid to approve the 2-24-2020 Consent Agenda, as presented

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**March 23, 2020**

**7:00 P.M.**

\*Trustee Kalkounos joined the meeting at 7:10 p.m.

\*Trustee Pohlman joined the meeting at 7:12 p.m.

Trustee Kern noted that the January 20, 2020 Finance Committee Minutes were emailed to the Board prior to the Board Meeting, and that the March Finance Meeting Notes were incorrectly added to the packet instead. She also noted that the Assessor's Report and Highway Commissioner's Report were not included in the packet, though on the agenda. Supervisor Langlotz-Johnson asked Administrator Lopez to ensure that future agendas and corresponding packets are in sync.

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Kern to amend the current motion on the table, with the notation that the Assessor and Highway Commissioner's Reports are/were not included in the Consent Agenda

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: 2<sup>nd</sup> Reading: N/A

None

B. Approval of Resolution 02-2020 Cornerstone National Bank & Trust

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Kalkounos to approve Resolution 02-2020 Cornerstone National Bank & Trust, as presented

Trustee Kalkounos stated that with the current pandemic distractions he suggested postponing the vote on these bank resolutions. Trustee Kern agreed, noting that any consideration on matters with financial institutions should be after the national situation stabilizes. Trustee Kincaid noted his discussion with Wade Arthur, Senior Accountant with Tighe, Kress, & Orr and Palatine Township's lead auditor, on this matter. Trustee Pohlman concurred with the suggestion of the other board members to table these items.

Supervisor Langlotz-Johnson stated that she would pull all three corresponding agenda items, with further consideration to occur next year.

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Kern to rescind the current motion on the table regarding *Resolution 02-2020 Cornerstone National Bank & Trust*

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MOTION CARRIED by voice vote

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Pohlman to withdraw *Old Business Agenda Items B., C., and D. Resolutions 02-2020 & 03-2020 Corporate Authorization Resolutions – Cornerstone National Bank & Trust, and Approval of ICS Deposit Placement Agreement with Promontory Interfinancial Network, LLC\**

MOTION CARRIED by voice vote

*\*Please note that the withdrawal motion above was made prior to the motion to rescind, but is placed in this order in the Minutes to avoid reader confusion*

*\*\*Please note that Trustee Kalkounos left the meeting at this approximate time*

C. Approval of Resolution 03-2020 Cornerstone National Bank & Trust

D. Approval of ICS Deposit Placement Agreement with Promontory Interfinancial Network, LLC

*\*Both C and D agenda items above, as noted in earlier motion, were withdrawn*

E. Other

None

**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- \$75,927.42*

Supervisor Langlotz-Johnson addressed the questions previously forwarded to her by Trustee Kern on behalf of the Finance Committee, including the need for two sets of financials (year to date and the month of February) next year in March. The Supervisor directed the Administrator to comply with this request for next year. The Supervisor also noted that the new general ledger, provided by the auditor, will be used moving forward, but the same process for auditing bills by dividing folders by funds will continue. Trustee Kern also requested that a larger font for the ledger for easier reading, and the Administrator concurred and will make it larger in future.

Trustee Kern also reiterated the consensus of the Board, noted in recent Resolution 05-20, which allows only bills on the Pre-approved List to be paid prior to monthly audit.

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**ROLL CALL:**

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

Nays: None

**MOTION CARRIED 4-0**

**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*- \$31,439.65

**ROLL CALL:**

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

Nays: None

**MOTION CARRIED 4-0**

**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*- \$87,420.10

**ROLL CALL:**

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

Nays: None

**MOTION CARRIED 4-0**

**NEW BUSINESS**

**A. Update of Township's Response to Coronavirus COVID-19**

Supervisor Langlotz-Johnson gave a detailed update on steps being taken at the Township regarding the coronavirus COVID-19, which included:

- the physical closing of the Palatine Township Center to the public on March 19
- Food Pantry volunteers were told to stay at home
- Township employees are busy taking over the Food Pantry deliveries, which are now being handed to clients in their cars
- Bus Drivers are still taking people to the necessary appointments, grocery store and when not driving they are helping in other areas at the Town Center
- The General Assistance Dept. claims are now being fast-tracked for the unemployed who lost their jobs as a direct result of the COVID-19 pandemic situation
- The staff is also busy conducting these client interviews for GA, and taking orders for the Food Pantry clients

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- Approximately 770 of the 850 Easter Baskets for families were covered by Township donors. Outreach Coordinator Lindberg is working on getting local businesses to donate the items for the remaining baskets, and Needy Family Fund will cover costs
- Press Release on website donation button to go directly to Needy Family Fund, restricted for Covid-19 families

Clerk Moran shared the concerns of some employees that had approached her last week regarding their working hours, safety, and general concerns. The Supervisor stated that any sick employees were told to stay home and that any employee that is uncomfortable coming to work can speak with the Supervisor directly. She noted that some employees are working from home remotely due to sickness and that the buses are being sanitized three times a day and more overall.

The Supervisor noted that she had sent emails to both the Governor and *TOI (Townships of Illinois)* noting their lack of communication to townships on the pandemic situation, and that the legislators are getting much more information. She noted that *TOI* finally sent an email addressing the pandemic today.

There was also a discussion regarding the Annual Town Meeting currently scheduled for April 21. The Supervisor reported that she would be postponing that to a later date, once the pandemic situation stabilizes.

**B. Approval of Appointment of Trustee to Palatine Rural Fire Protection District**

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Pohlman to approve the appointment of Matthew Moffitt to the Palatine Rural Fire Protection District

Highway Commissioner Del Mar asked to make a statement, as a fellow *PRFPD* Trustee. Supervisor Langlotz-Johnson did not allow the Highway Commissioner to speak.

Trustee Kern confirmed with the Supervisor that this would be the second and last term on the *PRFPD Board* for Mr. Moffitt, as per precedent.

ROLL CALL:

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

Nays: None

MOTION CARRIED 4-0

**C. Approval of Life & ADD Insurance for 2020-2021**

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Kern to approve the *Principal Basic Group- Life Insurance Plan* in the monthly amount of \$263.44; and *AD&D Insurance Plan* in the monthly amount of \$24.58, as presented through Brandt Financial Concepts

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ROLL CALL:

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

Nays: None

MOTION CARRIED 4-0

D. Approval of Annual Town Meeting Agenda

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Kern to approve the 2020 Annual Town Meeting Agenda, as amended with date to be determined

MOTION CARRIED by voice vote

E. Approval of Transfer of Appropriation – Town Fund, General Assistance, & Capital Fund Fiscal Year 2019-2020

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Kern to approve the *Palatine Township Town Fund & General Assistance Transfer of Appropriation March 23, 2020*, as presented in the amount of \$30,891 for Town Fund; and \$6,900 for General Assistance

ROLL CALL:

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

Nays: None

MOTION CARRIED 4-0

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

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Kern to approve the *Transfer of Appropriation - Palatine Township Road District March 23, 2020*, in the amount of \$9750.00, as presented

Trustee Kern once again voiced her dislike for the Road District transferring appropriations from the Contingency Fund, with concurrence from the Supervisor. Highway Commissioner Del Mar asked that the item be pulled, and was denied by the Supervisor who asked that the Roll Call go through. The Highway Commissioner took issue with the Supervisor's ruling and his inability to speak. He questioned the good in him coming to meetings if he cannot speak to defend his transfer of appropriations or on matters that involve the Road District, calling the ruling ludicrous.

Parliamentarian Boles noted that the Supervisor, as meeting Chair, could decide who is allowed to speak, but that she should not be disrespectful to others.

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**ROLL CALL:**

Ayes: Kincaid and Pohlman

Nays: Kern, Langlotz-Johnson

MOTION FAILED 2-2

*\*Highway Commissioner Del Mar left the meeting*

**G. Other**

Trustee Kern would like the Board to consider a Township Board Policy on Social Media, as most government bodies already have these policies. There needs to be a process for approval before posts can move forward.

Clerk Moran agreed with Trustee Kern and noted that the Board also needs to address the current Policy 530 on website, and press release posting.

Trustee Kincaid asked if the one resident who had sent an email to most members of the Board in regards to a controversial Facebook post of the Supervisor, was sent a reply yet. The Supervisor noted that she was working on it. Clerk Moran reported that she had responded to the resident on her own. The Supervisor reminded the Board of the policy that states that one individual, only the Supervisor herself, is allowed to reply to those types of emails. Clerk Moran took issue with that interpretation of the policy the Supervisor was referencing, and asked that the Policy Committee meet soon to draft a Social Media Policy and revision of the Website policy that addresses these types of situations. The Supervisor stated that she does not have time to worry about policies right now. Trustee Kincaid shared his concern about non-action and suggested that there be a hold on social media posts until the necessary policy is drafted, to keep from having embarrassing posts. Trustee Kincaid asked to make a new motion for a policy committee meeting. The Parliamentarian ruled that the agenda only allows for "discussion only" during *Other*, and the motion would not be acceptable.

**EXECUTIVE SESSION**

The Supervisor stated that she needs to have an Executive Session, but she cannot currently control the audio participants in a web-conference setting. She informed the Board that she would call each member independently over the next few days with this information.

**ACTION ON MATTERS FROM EXECUTIVE SESSION**

None

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**ADJOURN**

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Kincaid to adjourn at 8:43 p.m.

Trustee Kern asked if there were any directives from the Governor regarding Executive Session. The Supervisor stated that he had not sent anything to townships yet.

MOTION CARRIED by voice vote

**\*NOTED ACTION ITEMS:**

None

Respectfully submitted,



TOWN CLERK