

**REGULAR BOARD MEETING OF THE BOARD OF
TRUSTEES OF PALATINE TOWNSHIP
September 28, 2020
7:00 P.M.**

CALL TO ORDER AND PLEDGE OF ALLEGIANCE TO THE FLAG

Supervisor Langlotz-Johnson called the meeting to order at 7:07 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

Other Invited Participants- Administrator Lopez, Assistant Administrator Chychula, and Parliamentarian Boles

REMOTE VIDEO ATTENDANCE:

Non-Voting Member- Highway Commissioner Del Mar and Assessor Kelly

Invited Participant- Jeffrey Held from *JBR Group, LLC* and Mark Kinzie, the Township's attorney

PUBLIC COMMENT

None

CONSENT AGENDA

A. Approval of Minutes

- i. August 24, 2020 Regular Board Meeting Minutes
- ii. September 14, 2020 COW Minutes

B. Reports

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

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Pohlman to approve the 9-28-2020 Consent Agenda, as presented

MOTION CARRIED by voice vote

ACCEPTANCE OF PRIOR APPROVED COMMITTEE MINUTES

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A. Approval to Recall Certain Finance Committee Minutes

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Pohlman to approve the Recall of certain Finance Committee Minutes, as were presented in the Board Packet

Extended discussion regarding the recall of the specific Finance Committee Minutes presented in the Board Packet. Board consensus was to recall these particular minutes, and have the Finance Committee Chair bring them back to the Board at next month's meeting with the proper revisions.

MOTION CARRIED by voice vote

B. August 17, 2020 Finance Committee Minutes

MOTION by Trustee Kern, seconded by Supervisor Langlotz-Johnson to table the August 17, 2020 Finance Committee Minutes acceptance agenda item until the October Regular Board Meeting

MOTION CARRIED by voice vote

OLD BUSINESS

A. Other

None

AUDIT OF PAYROLL & BILLS

A. Approval of Payroll & Bills for Town Fund

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Kalkounos to approve the payroll and bills as presented for *Town Fund*- \$231,011.67

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*- \$43,100.15

The Supervisor reminded the Board that the Supervisor has the sole authority to reject or approve applications for assistance.

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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 Pohlman to approve the payroll and bills as presented for *Road and Bridge*- \$238,634.86

ROLL CALL:

Ayes: Kern, Kincaid, Kalkounos, Pohlman, and Langlotz-Johnson
Nays: None

MOTION CARRIED 5-0

NEW BUSINESS

A. Approval to Award the Window Replacement Contract to All American Exterior Solutions in the amount not to exceed \$65,000

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Pohlman to approve the *Window Replacement Contract to All American Exterior Solutions*, in the amount not to exceed \$65,000

ROLL CALL:

Ayes: Kern, Kincaid, Kalkounos, Pohlman, and Langlotz-Johnson
Nays: None

MOTION CARRIED 5-0

B. Approval of 2021 Township Holiday Schedule

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Pohlman to approve the Board Packet Insert, *2021 Township Holiday Schedule*, as presented

ROLL CALL:

Ayes: Kern, Kincaid, Kalkounos, Pohlman, and Langlotz-Johnson
Nays: None

MOTION CARRIED 5-0

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C. Approval of 2021 Township Meeting Schedule

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Pohlman to approve the Board Packet Insert, *2021 Township Meeting Schedule*, as presented

ROLL CALL:

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

Nays: None

MOTION CARRIED 5-0

**Please note there was further discussion regarding revisions to the 2021 Township Meeting Schedule during New Business Other, noted below in that section*

D. Discussion of 2020 Tax Levy- Town Fund & General Assistance Fund

Supervisor Langlotz-Johnson recommended the Board consider a zero increase for the 2020 tax levy for the Town Fund & General Assistance Fund and allow the 3% loss factor by Cook County. The Levy will be on the next *COW* Meeting agenda for review and discussion.

E. Review of Questions Requested by Finance Committee

Highway Commissioner Del Mar provided answers that were requested by the Finance Committee.

F. Motion to Transfer \$5,000 from other line-items of the General Assistance Fund; Home Relief category "Emergency" to line item 5135

Supervisor Langlotz-Johnson reported that General Assistance Fund Line Item 5135 had no remaining funds, with only six months into the fiscal year. She noted her appreciation for the Finance Committee's attention drawn to the depletion of the line item's funds, but isn't ready to transfer the requested \$5,000 from other GA line items as she doesn't know which fund to draw from at this point in the year and also did not want to exceed the 10% transfer cap. Trustee Kern cited the IL State Municipal Budget Act notes that best practices of regular transfer of funds is recommended to avoid running deficit line items, and that she doesn't foresee going over the 10%, or approximately \$50,000 transfer limit, this fiscal year.

The discussion then turned to the attorney's opinion on if the Trustees have the authority to make the motion to Transfer \$5,000 from other line-items of the General Assistance Fund; Home Relief category "Emergency" to line item 5135.

MOTION by Trustee Kincaid, seconded by Trustee Kalkounos to Transfer \$5,000 from other line-items of the General Assistance Fund; Home Relief category "Emergency" to line item 5135

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After a broad discussion, a new motion was made.

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Kern to amend the current motion by striking the \$5,000 amount and inserting \$15,000 into the standing motion

ROLL CALL:

Ayes: Pohlman and Langlotz-Johnson

Nays: Kern, Kincaid, Kalkounos

MOTION FAILED 3-2

MOTION by Trustee Kern, seconded by Supervisor Langlotz-Johnson to amend the current motion by striking the \$5,000 amount and inserting \$10,000, and adding "in the next two months" into the standing motion

ROLL CALL:

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

Nays: None

MOTION CARRIED 5-0

Final amended MOTION: to approve the transfer of \$10,000 from other line-items of the General Assistance Fund; Home Relief category "Emergency" to line item 5135, in the next two months

ROLL CALL:

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

Nays: None

MOTION CARRIED 5-0

The attorney was relieved of services at this point in the meeting.

G. Discussion of Trustee Responsibilities

None

H. Other

Human Needs Committee (*HNC*) Chairman Pohlman reminded all Board Members that they were invited to attend the upcoming *HNC* Meetings.

Supervisor Langlotz-Johnson reported that Cook County decided that Townships were not going to be included on Covid-19 Grant Funds. Brian McGuire, Hanover Township Supervisor, sent a letter to Cook County asking for the Townships to be included in this

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distribution of grant funds. Supervisor Langlotz-Johnson will be speaking with Cook County Commissioner Kevin Morrison to follow-up on this as well.

The Supervisor reported that the Township will be providing two signs that can be printed and hung on residents' doors for trick-or-treating purposes. One allows for recognition of homes that will be open to trick-or-treaters and the other a Teal Pumpkin Project Sign for those with allergies.

Trustee Kalkounos asked for the Board to consider revising the Meeting Schedule to allow for Finance Committee Meetings to be held at the same time as another meeting, in an attempt to consolidate meeting dates. The Board consensus was to amend the 2021 Meeting Schedule by moving all 2021 Finance Committee Meetings to the current 2021 COW Meeting dates and at the same 6pm time, and to discuss this revised Meeting Schedule at the October COW Meeting.

Parliamentarian Boles reported on the new *12th Edition of Robert's Rules*. The Board consensus was for each Board Member, Administrator Lopez, and Assistant Administrator Chychula to receive a copy of this new edition in spiral bound form. All Trustees who would like the updated *Laws and Duties Handbook*, can also have one ordered.

The Supervisor reported that there will be an October 12, 2020 COW Meeting, as the previous conflict is no longer an issue.

EXECUTIVE SESSION

None

ACTION ON MATTERS FROM EXECUTIVE SESSION

None

ADJOURN

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

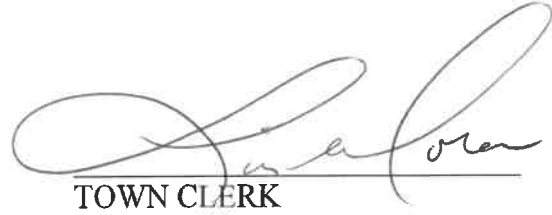
MOTION CARRIED by voice vote

***NOTED ACTION ITEMS:**

None

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Respectfully submitted,



TOWN CLERK

