

**PALATINE TOWNSHIP
BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE MEETING
August 10, 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. in the Patriot Room of the Palatine Township Center

ROLL CALL

Clerk Moran called the roll of Board Members present with voting privileges: Trustees Kern, Kincaid, Kalkounos, and Pohlman, along with Supervisor Langlotz-Johnson

Non-voting Members in attendance: Clerk Moran, Highway Commissioner Del Mar*, and Assessor Kelly

Other Invited Participants: Administrator Lopez, Assistant Administrator Chychula, Parliamentarian Boles*, and Jeffrey Held from JBR Group, LLC

**Please note that the individuals with asterisks next to their names were connected through the Web-Ex Conferencing System*

PUBLIC COMMENT

None

ELECTED OFFICIALS ANNOUNCEMENTS

- A. Supervisor
 - i. Roof Replacement Bid Results

Jeffrey Held from *JBR Group, LLC* reviewed in detail the *COW Packet Insert, Township Center Building Re-roof with SPF, Comparison and Recommendations*, which included the respective Public Bid Opening Document of 8-3-2020. The recommendation made was to approve the proposal from *Insulated Roofing Contractors* for \$58,477. He also answered *COW* Member questions. After some discussion regarding the inclusion of all nine scuppers at an overall savings of approximately \$18,000, the *COW* consensus was to move forward with the vote for this item at the August Regular Board Meeting.

- ii Window Replacement Project Update

Jeffrey Held from *JBR Group, LLC* provided a brief update on the Window Replacement Project. After some discussion with the *COW*, Jeffrey noted that he will have the current Bid Proposal updated with cost per window requirements and will get that version back to the attorney for his review. The Bid Opening will take place sometime towards the end of August.

**PALATINE TOWNSHIP
BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE MEETING
August 10, 2020
7:00 P.M.**

iii. Township Employee Vacation Policy

Supervisor Langlotz-Johnson reviewed the *COW Packet Insert, Palatine Township- Full Time and Part Time Employees Vacation Accrual Table- July 31, 2020*. The COW consensus was to move forward with the vote for this item at the August Regular Board Meeting.

iv. Other

The Supervisor distributed and reviewed an *8-1-2020 Memo* on the Food Pantry & Outreach space challenges, which recommended the establishment of a committee, which would report to the Board in a timely manner regarding the four possible options provided for addressing the issues outlined. The committee will be comprised of Trustees Kincaid and Kalkounos, along with the Supervisor.

Trustee Kern asked that the Needy Family Fund's *Articles of Incorporation* be forwarded to the Board Members. The Supervisor will have the Administrator forward them.

B. Highway Commissioner

No Report

C. Clerk

No Report

D. Assessor

Cemetery Committee Chairman Kelly reported that he should have a detailed update from Joe Petykowski of the *Palatine Historical Society* on the Hillside Cemetery's Cannon Restoration Project to provide the Board at the August Meeting.

Assessor Kelly reviewed the *COW Packet Insert, Topel Forman- Assessor's Office Remote Working Environment* and its corresponding quote for two Dell Laptops for the Assessor's Office staff. He reported that the laptops would replace the current desktop computers and they would be used for Township business by the staff when they needed to work from home. The Supervisor reported that rules would be stipulated on proper usage of the laptops.

BUSINESS

A. Other

Communications Chairman Pohlman reported that the cost of the newsletter is increasing. The printing company is suggesting that advertising revenue will help to defray that increased cost. Clerk Moran reminded the Board that there is an existing policy devoted to rules of advertising, which will need to be reviewed. Assistant Administrator Chychula will provide the Board with the new cost figures.

**PALATINE TOWNSHIP
BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE MEETING
August 10, 2020
7:00 P.M.**

The Supervisor informed the *COW* that the Township received multiple compliments from residents on the tone of the last newsletter highlighting the great volunteers and donors who donated during the pandemic.

EXECUTIVE SESSION

None

ADJOURN

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Pohlman to adjourn the meeting at 8:45 p.m.

MOTION CARRIED buy voice vote

Respectfully submitted,


TOWN CLERK