

**PALATINE TOWNSHIP  
BOARD OF TRUSTEES  
COMMITTEE OF THE WHOLE MEETING**

July 13, 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 7:02 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 Trustee Pohlman\*

Non-Voting Members- Clerk Moran, Assessor Kelly, and Highway Commissioner Del Mar  
Other Invited Participants- Administrator Lopez

REMOTE AUDIO ATTENDANCE:

Voting Members- Trustees Kincaid and Kern

Non-Voting Member- None

Other Invited Participants- Assistant Administrator Chychula; and Parliamentarian Boles at 7:05 p.m.

**PUBLIC COMMENT**

None

**ELECTED OFFICIALS ANNOUNCEMENTS**

A. Supervisor

i. Township Employee Vacation Policy

Supervisor Langlotz-Johnson reported that the *Township Employee Vacation Policy* will be revised to allow employees to earn fifteen (15) days of vacation from the fifth anniversary of the date of hire to the tenth anniversary of the date of hire. The policy will also be revised using accrued time versus the calendar end. Board consensus was to approve these revisions at the July Regular Board Meeting.

ii Food Pantry AC Proposal

Supervisor Langlotz-Johnson reviewed the three estimates to provide supplemental air conditioning to the Food Pantry area. Administrator Lopez will follow up with the Board with answers regarding 3 ton vs. 4 ton units and comparing them to the 1500 BTU unit on the one estimate. He will also look into any electrical costs associated with any of the estimates.

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iii. Window and Roof Replacement Project Update

Supervisor Langlotz-Johnson reported on the window project. Trustee Kincaid and her walked through the Day Care area to review an additional 28 windows that have been identified as needing replacement. Trustee Kincaid offered his opinion on best options to consider. In total, approximately 39 windows, one of them frosted, and 28 standard/tempered will be replaced under the window replacement project. The General Assistance entrance door will be replaced and be part of the window replacement project. They both mentioned that a second door, at the Day Care, will need to be replaced. Each of the areas will be bid separately. Supervisor Langlotz-Johnson and Trustee Kincaid mentioned that staff is looking into adding tinted film at the Bridge and Day Care entrance as well.

iv. State of Illinois Shutdown Update

The Supervisor gave a brief report noting that the IL Dept. of Employment Security now offers callers an option to leave a callback number. She also noted that the Township does not pay unemployment insurance on a regular basis, instead paying the full amount when the Township has been declared as a Chargeable Employer.

v. Other

None

B. Highway Commissioner

No Report

C. Clerk

No Report

D. Assessor

Assessor Kelly reported that Palatine Township is currently at 26 million dollars for new construction and that he will highlight the details in his July Assessor Report. He also reported that the Assessors Association is pushing for Cook County to keep the all local Township Assessor's Offices' ability to scan documentation to the County for exemptions, versus mail. Currently many Senior Freeze exemptions have been missing as some senior taxpayers thought the freeze automatically renewed. His office is fielding numerous calls from senior citizens regarding confusion over losing their senior freeze exemption.

**BUSINESS**

A. Policy Committee

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i. 590 Handling Complaints

Communications Chairman Pohlman reviewed the COW Packet Insert for *Policy 590 Handling Complaints*. After hearing from the members, he will revise the section: *Single Social Media Complaint About Fellow Official's Actions*, with the additional word "necessarily" as discussed.

*\*Highway Commissioner Del Mar departed the meeting at 8:11p.m.*

B. Other

Trustee Kincaid suggested the Township draft a resolution honoring former Bridge Board Chair Kevin O'Donnell, who recently passed away. Supervisor Langlotz-Johnson asked Administrator Lopez to have Brad put together a resolution for consideration at the July Regular Board Meeting.

i. Township Board Salaries

After brief discussion of Board Salaries for the 2020-2024 term, the consensus was to keep the Board Salaries the same as the current term's salaries. This will be on the July Regular Board Meeting for approval.

**EXECUTIVE SESSION**

None

**ADJOURN**

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Pohlman to adjourn the meeting at 8:18 p.m.


ROLL CALL:

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

Nays: None

MOTION CARRIED 4-0

Respectfully submitted,

  
TOWN CLERK