

**PALATINE TOWNSHIP  
BOARD OF TRUSTEES  
COMMITTEE OF THE WHOLE MEETING  
May 11, 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 7:06 p.m. via the use of video and audio conferencing, due to the continued Covid-19 Pandemic and its shelter-in-place restrictions.

The Supervisor asked for a moment of silence in honor of the Township Transportation employee, Andy Ostrowski, who had recently passed away..

**ROLL CALL**

Clerk Moran called the roll and the following members were present through REMOTE VIDEO ATTENDANCE:

Voting Member- Supervisor Langlotz-Johnson\*

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

REMOTE AUDIO ATTENDANCE:

Voting Members- Trustees Kern, Kincaid, and Pohlman

Non-Voting Member- Assessor Kelly

Other Invited Participants- Assistant Administrator Chychula, Parliamentarian Boles, and Brent Nakayama and Jeffrey Held from JBR Group, LLC

**PUBLIC COMMENT**

None

**ELECTED OFFICIALS ANNOUNCEMENTS**

A. Supervisor

- i. Project Manager for Window Replacements & Roof Replacement

Administrator Lopez reviewed the *COW Packet Insert- Window & Roof Replacement April 21 & 22, 2020 Emails, and JBR Group, LLC Statement of Qualifications*. Brent Nakayama, of JBR Group, LLC answered questions from the *COW*. He clarified that he is not an Energy Efficiency Analyst. He will provide a breakdown of the costs and fees expected for the project in the next few days. The *COW* was asked to send any further questions to Administrator Lopez who will forward them to the JBR Group, LLC.

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ii. GA Office Remodeling Update- 2<sup>nd</sup> Pay Request

Administrator Lopez reviewed the *COW Packet Insert- Application and Certificate of Payment-MC Building, Inc.* Administrator Lopez noted that the project was delayed due to material issues and lack of communication. The consensus was for the amount of \$12,841 to be approved for payment at the next Board Meeting. The amount will need to be taken from this current fiscal year's budget and thus a revision to the budget is necessary.

iii. Elected Officials Salaries

Supervisor Langlotz-Johnson reviewed the *COW Packet Insert- Elected Officials Salaries Survey and Policy 147- Compensation of Township Officials.* Administrator Lopez will correct the Survey to reflect the full compensation for the Highway Commissioner, as requested by Trustee Kern. Further discussion will be forthcoming.

iv. State of Illinois Shutdown Update

The Supervisor gave a brief report on the shutdown efforts at the Township and reported that a small number of trustworthy volunteers will be brought back to assist in the Food Pantry, as the staff is being overwhelmed with the increased numbers of families using the Pantry. She reiterated that the staff is doing an amazing job taking care of the needs of the public during the pandemic. She noted that the Township is buying lunch for the employees once a week and also reported on the recent bonus allowing them to use their remaining vacation pay through the end of next year (instead of this year). She asked the *COW* to forward her any ideas for additional employee rewards to recognize their hard work during the pandemic.

v. Other

Supervisor Langlotz-Johnson reported on a successful blood drive, held at the Township in collaboration with Rep. Tom Morrison's office. In addition, Trustee Kern will email the Board information regarding Covid-19 testing on donated blood.

B. Highway Commissioner

No Report

C. Clerk

No Report

D. Assessor

i. Property Tax Appeal Assessment Update

Assessor Kelly reported that his office handled approximately 350 appeals to date; 300 were via email and 50 through drop-off. He also reported that due to a Cook County system update, the

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notifications confirming receipt of appeal are now being sent to the Township and in return, the Township is then emailing that information back to the applicants. After this round of appeals, the County will be looking at the assessment values and determining if there is an adverse effect due to the Covid-19 pandemic situation and will consider lowering the assessment amount.

Cemetery Chairman Kelly reported that he and Administrator Lopez had gone out to look at the condition of all of the Township's historic cemeteries. He is working on putting a report together on the status of those cemeteries. He noted positive feedback he had received on the new landscaping company taking care of Hillside Cemetery.

**BUSINESS**

**A. Insurance Committee**

**i. Property & Casualty Insurance Renewal Update**

Insurance Chairman Kelly reported that once he receives numbers from Broker Bradish regarding this year's Property & Casualty Insurance Renewal, he would ask the Supervisor about proceeding. He is hoping he can have that report available for the upcoming Board Meeting.

**B. Policy Committee**

**i. Policy 530 Website and Social Media Update and Changes**

Website Chairman Pohlman reviewed *COW Packet Insert- Policy Number 530- Website and Social Media* noting the slight revision made to it. Securing consensus, this item will be on the May Regular Board Meeting agenda for approval. He asked that board members contact him prior to the meeting if they have any further questions or comments on this policy.

**ii. Policy 590 Handling Complaints**

Website Chairman Pohlman reviewed *COW Packet Insert- Policy Number 590- Handling Complaints* and noted the revisions made, which were requested by the Board at the last meeting. He will also add language to make it consistent that all complaints will be handled within one business day. The finalized version will be brought before the Board for their consideration at the May Regular Board Meeting.

**B. Other**

Trustee Pohlman noted that he and certain members of the American Legion would be placing flags (previously purchased by the Township) on the Township's cemetery graves of veterans the Saturday of Memorial Day Weekend. Although the public ceremony has been canceled due to the pandemic situation, the event's speaker and the brief closed ceremony will be videotaped at Hillside Cemetery and broadcast via the American Legion's Facebook page.

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**OTHER TOWNSHIP BUSINESS**

A. Other

None

**EXECUTIVE SESSION**

None

**ADJOURN**

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Kern to adjourn the meeting at 8:37 p.m.

MOTION CARRIED by voice vote

Respectfully submitted,



TOWN CLERK