

**REGULAR BOARD MEETING OF THE BOARD OF
TRUSTEES OF PALATINE TOWNSHIP
March 25, 2024
7:00 P.M.**

CALL TO ORDER

Supervisor Kalkounos called the meeting to order at 7:02 p.m. in the Patriot Room of the Palatine Township Center.

ROLL CALL

Administrator Chychula called the roll and the following members were present:

PRESENT IN THE ROOM:

Voting Members- Supervisor Kalkounos, Trustees Svenson, Bolanos, Freese, and Smolka

Non-Voting Members- Assessor Pohlman

Other Invited Participants- Administrator Chychula, Assistant Administrator Veller, multiple Department Directors, and Attorney Airdo.

VOTING MEMBERS ABSENT:

None

IN REMOTE ATTENDANCE:

Highway Commissioner Del Mar

MOTION TO APPOINT CLERK PRO TEMPORE

MOTION by Supervisor Kalkounos, seconded by Trustee Smolka, to appoint Trustee Svenson as Clerk Pro Tempore for this meeting.

MOTION CARRIED by voice vote

PLEDGE OF ALLEGIANCE

At the Supervisor's request, Assessor Pohlman led all in the Pledge of Allegiance.

PUBLIC COMMENT

None

CONSENT AGENDA

- V. Consent Agenda:
- A. Approval of Minutes:
 - i. Regular Board Minutes 2-26-2024
 - ii. Finance Committee Minutes 2-26-2024
 - iii. Public Hearing Minutes 2-26-2024
 - iv. Committee of the Whole Minutes 3-11-2024.
- B. Acceptance of Township Elected Officials' Reports:
 - i. Clerk's Report

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- ii. Assessor's Report
- iii. Highway Commissioner's Report
- C. Approval of Engagement Letter with Selden Fox, Ltd. For FY2024 Audit
- D. Pace FTA FY2024 Certifications and Assurances
- E. Approval of Updated Township Policies:
 - i. Board Meeting Rules of Procedure
 - ii. Electronic Attendance at Board Meetings
 - iii. Committees of the Board
 - iv. Payment of Expenditures Prior to Board Approval
 - v. Website & Social Media Policy
 - vi. Advertising Policy
 - vii. Flag Policy
 - viii. Ethics & Gift Ban Policy
 - ix. Policy to Prohibit Sexual Harassment
 - x. Paid Leave For All Workers Act Policy
 - xi. Vacation Policy

MOTION by Trustee Svenson, seconded by Trustee Bolanos to approve the Consent Agenda, as presented

ROLL CALL:

Ayes: Svenson, Bolanos, Freese, Smolka, and Kalkounos

Nays: None

MOTION CARRIED 5-0

AUDIT OF PAYROLL & BILLS

- A. Approval of Payroll & Bills for Road District (presented by Administrator Chychula)
- B. Approval of Payroll & Bills for General Assistance (presented by Administrator Chychula)
- C. Approval of Payroll & Bills for Town Fund (presented by Administrator Chychula)

MOTION by Trustee Svenson, seconded by Trustee Freese to approve the payroll and bills for March, presented for:

Road District- \$155,399.31

General Assistance- \$7000.67

Town Fund- \$116,545.47

ROLL CALL:

Ayes: Svenson, Bolanos, Freese, Smolka, and Kalkounos

Nays: None

MOTION CARRIED 5-0

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DEPARTMENT REPORTS

1. General Assistance

Director Shapiro provided a written report as she was on vacation.

2. Food Pantry

Director Westlund-Deenihan gave a brief monthly report.

3. Transportation

Directors Marin gave a brief monthly report.

4. Outreach

Director Lama monthly gave a brief monthly report.

ADMINISTRATOR'S REPORT

Administrator Chychula gave a brief monthly report.

SUPERVISOR'S REPORT

Supervisor Kalkounos gave a brief monthly report.

**Please note that all monthly Regular Meeting Reports from Board and Staff are available, in their entirety, from each member upon request.*

OLD BUSINESS

None

NEW BUSINESS

A. Approval of Ordinance #02-24 Town Fund and General Assistance Budget & Appropriation

MOTION by Trustee Freese, seconded by Trustee Bolanos to defray expenditures for Palatine Township for the Fiscal Year beginning April 1, 2024 and ending March 31, 2025, in *Ordinance #02-24 Budget & Appropriation Ordinance for the Fiscal Year Beginning April 1, 2024 and ending March 31, 2025, as follows (noted below):*

Building & Grounds Administration-	\$135,273
Administration Payroll-	\$536,944
Board Payroll-	\$97,200

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Town Fund Administration-	\$236,161
Contractual-	\$163,628
Social Service Agency-	\$645,490
Assessor's Office-	\$182,552
Cemetery-	\$65,960
Community Affairs-	\$77,524
Quentin Road Facilities-	\$61,418
Transportation-	\$494,033
Total Town Fund Expenditures-	\$2,696,233
Transfer to Capital Fund-	\$750,000
Total Town Fund Appropriations-	\$3,446,233

General Assistance- Administration-	\$345,076
General Assistance- Home Relief-	\$96,600
Total General Assistance Expenditures	\$441,676

Total Capital Improvement **\$431,800**

Total Appropriations: **\$4,319,709**

ROLL CALL:

Ayes: Svenson, Bolanos, Freese, Smolka, and Kalkounos

Nays: None

MOTION CARRIED 5-0

B. Approval of Resolution #01-24RD Road District Transfer of Appropriation

MOTION by Trustee Bolanos, seconded by Trustee Freese approving *Resolution 01-24RD Transfer of Appropriation Palatine Township Road District for Ordinance No. 01-23RD*, in the amount of \$23,100 as presented

ROLL CALL:

Ayes: Svenson, Bolanos, Freese, Smolka, and Kalkounos

Nays: None

MOTION CARRIED 5-0

C. Approval of Annual Town Meeting Agenda

MOTION by Trustee Smolka, seconded by Trustee Bolanos approving the *174th Annual Town Meeting Agenda*, as presented

ROLL CALL:

Ayes: Svenson, Bolanos, Freese, Smolka, and Kalkounos

Nays: None

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MOTION CARRIED 5-0

D. Consideration for Human Needs Committee Funding

MOTION by Trustee Svenson, seconded by Trustee Freese approving *Human Needs Committee 2024-2025 Recommendations and to authorize the Supervisor and Clerk to sign and attest, respectively, contracts for services with each funded agency on behalf of the Township*, with total expenditures recommended at \$645,490, less rent credit for balance of \$508,900.

ROLL CALL:

Ayes: Svenson, Bolanos, Freese, Smolka, and Kalkounos

Nays: None

MOTION CARRIED 5-0

EXECUTIVE SESSION

None

OTHER BUSINESS (INCLUDING ACTION ON MATTERS FROM EXECUTIVE SESSION)

None

ADJOURN

MOTION by Trustee Bolanos, seconded by Trustee Smolka to adjourn at 8:01 p.m.

ROLL CALL:

Ayes: Svenson, Bolanos, Freese, Smolka, and Kalkounos

Nays: None

MOTION CARRIED 5-0

**Please note that Clerk Moran was absent for this meeting. Clerk Pro Tempore/Trustee Svenson took the notes from this meeting and drafted an initial set. Clerk Moran revised accordingly and drafted this finalized set.*

Respectfully submitted,


TOWN CLERK