

FREMONT TOWNSHIP BOARD MEETING AGENDA

Regular Board Meeting: May 11, 2020 6:30 P.M.

22385 W. Highway 60, Mundelein, IL 60060

This meeting will be held via the Zoom digital platform. Comments can be submitted during the meeting via chat feature or prior to the meeting via email at Clerk@fremonttownship.com.

Zoom Link: <https://us02web.zoom.us/j/88313018407>

1. CALL TO ORDER - PLEDGE OF ALLEGIANCE

2. ROLL CALL

3. APPROVAL OF MINUTES

- Motion to approve the minutes of the April 14, 2020 Regular Board Meeting.

4. CORRESPONDENCE

5. OLD BUSINESS

6. NEW BUSINESS

7. PARKS REPORT

8. CERT REPORT

9. COMMUNITY GARDEN REPORT

10. ELECTED OFFICIALS' REPORT

- Assessor
- Clerk - Review Illinois P.A. 101-0221/Amendment to Sexual Harassment Policy
- Highway Commissioner
- Supervisor
- Trustees

11. GA/EA/FOOD PANTRY REPORT

12. PUBLIC COMMENTS

13. APPROVAL OF BILLS

- Motion to Audit and approve for payment of Road and Bridge Fund in the amount of **\$9,286.57**
Permanent Road Fund in the amount of **\$49,824.85**
And General Town Fund in the amount of **\$85,290.43**

ROLL CALL

- Motion to Audit and approve for payment of General Assistance Fund in the amount of **\$6,943.54**

14. EXECUTIVE SESSION

15. ADJOURN

TIME: _____

Minutes Board of Town Trustees

STATE OF ILLINOIS,
COUNTY OF LAKE,
TOWN OF FREMONT

The Fremont Township Board of Trustees met for a Regular Meeting on April 14, 2020. Due to Covid-19 pandemic, the meeting was hosted on the Zoom digital platform and public access link was posted on the township website.

<u>Diana O’Kelly</u>	Supervisor
<u>Christina McCann</u>	Town Clerk
<u>Alicia Dodd</u>	Highway Commissioner
<u>Joe Herchenbach</u>	Assessor
<u>Jeri Atleson</u>	Town Trustee
<u>Connie Shanahan</u>	Town Trustee
<u>Patricia Stejskal</u>	Town Trustee
<u>Keith Voss</u>	Town Trustee

1. CALL TO ORDER AND PLEDGE

Supervisor O’Kelly called the meeting to order at 6:30 P.M.

2. ROLL CALL

BOARD MEMBERS PRESENT

Trustee Atleson, Trustee Shanahan, Trustee Stejskal, Trustee Voss, Supervisor O’Kelly

ELECTED OFFICIALS PRESENT

Clerk McCann, Commissioner Dodd

OTHERS PRESENT

Herb Riedel, 2 Zoom attendees

3. APPROVAL OF MINUTES

- Trustee Stejskal moved, and Trustee Voss seconded the motion to approve the minutes of the March 9, 2020 Regular Meeting. All in favor, motion carried.

4. CORRESPONDENCE

Due to Covid-19 concerns, Groot has canceled the May 9, 2020 shredding event.

5. OLD BUSINESS

None

6. NEW BUSINESS

6.1 Fire Panel Quote

- Trustee Stejskal moved and Trustee Voss seconded the motion to approve quote from Chicago Metropolitan Fire Prevention Co., in the amount of \$19,410.00 to replace existing conventional fire alarm control panel with addressable FACP with backup batteries. All in favor, motion carried.

Discussion

The panel has been malfunctioning and sending too many false alarms to the fire department.

6.2 Accounting Software Quote

- Trustee Atleson moved and Trustee Voss seconded the motion to approve quote from Banyon Data Systems in the amount of \$7,970.00 for accounting software. All in favor, motion carried.

Discussion

Supervisor O’Kelly stated the current accounting software is outdated and needs to be replaced. The new software will allow us to be more specific about fund accounting processes.

7. PARKS REPORT

Parks Manager Herb Riedel reported the following:

- Due to Covid-19, parks will remain closed until further notice
- Received a request from the Lake County Lightning to plant memorial trees at Behm Park
- Shutdown has been a good opportunity for crews to get caught up on general maintenance
- Starting improvement work on one of the ballfields
- Currently one parks crew member and the Parks Manager are based at Behm Park
- We are fertilizing trees and doing some seeding

8. CERT REPORT

CERT Leader Pat Stejskal reported the following:

- All upcoming events are postponed or uncertain due to pandemic.
- Inventoried storage supply for personal protective equipment and determined we had excess equipment that could be donated to the medical community
- On March 23, 2020, the following supplies were donated to the Cancer Center at Lake Forest Hospital: 127 N-95 masks, Nitrile gloves including 2400 medium, 2700 large and 300 pair of mixed sizes, 2-67 oz hand sanitizers, 6 containers of Clorox wipes and a 100 count box of Germ-X Wipes.
- Remaining supplies have been reserved for Highway Department and Administrative staff use

9. COMMUNITY GARDEN REPORT

Garden Manager Alicia Dodd reported the following:

- Seedlings are under the lights
- Looking into using part of the garden budget to hire one of our long-term volunteers to supervise the garden to make sure we get a good harvest during this vital year of food insecurity for many of our residents
- Protocols will be put in place to make sure all volunteers observe social distancing
- Need a more secure door for the hoop house
- A potential seed swap was discussed
- Continue to seek community volunteers on volunteermatch.com

10. ELECTED OFFICIALS' REPORT

Assessor

Assessor Joe Herchenbach submitted the following report for the record:

- The Assessor's Office has been running on an alternating schedule in order to minimize staff cross-contact and to maintain social distancing during this time.
- Support staff has been alternating their time in the office Monday through Thursday, and then having a whole office meeting on Fridays to review accomplishments & needs for the week before starting the alternating schedule for the following week.
- Several of the other Assessor Offices have decided to close entirely with no staff on hand to address any daily resident concerns. We are proud to have been able to maintain an office presence, and to have been able to assist residents if the need arises.
- We have been informed that the Treasurers' Office is planning on mailing tax bills in a timely manner, but there appears to be discussion among the County Board to grant some relief regarding payment due dates.

Clerk

Clerk McCann Reported the Following:

- FY 2020/2021 Town and Road budgets have been posted for public inspection.
- Must determine later in the month if budget hearings will be held in person or on the digital platform
- The Illinois Attorney General has determined under the Governor's Stay at Home Order it is not in violation of the Open Meetings Act for the township to cancel or postpone meetings, however any meetings that are held must provide public access

- Established digital platform on which to hold official board meetings with public access
- The Governor also signed an Order allowing townships to postpone Annual Town Meetings. Fremont's Annual Town Meeting will be rescheduled for a date TBD.
- Received Supervisor and Highway Commissioner's Annual Statements
- Voter registration currently available by appointment only

Highway Commissioner

Highway Commissioner Dodd reported the following:

- Bid for 2020 Paving Project was awarded to Peter Baker & Son at \$448,952.10
- Instituted the following measures to protect staff from sharing coronavirus:
 - Separate trucks
 - Disinfecting (thanks to Cert for sharing PPE supplies)
 - Closed break room
 - Isolated shop for mechanic only
 - Split shifts if weather in inclement
 - Using texts/zoom to communicate instead of meetings
 - Limiting shared office spaces
- Highway 550 with broken frame sold at public auction for \$10,000
- Continuing with spring cleanup including chipping, cold patching, repairing plow damage, equipment servicing

Sylvan Lake Dam

- Bleck Engineering recommended completing work through IDNR permit so the project would be easier to start up when we are ready
- Received proposal for \$7500.00 from Karen Kabbes of Kabbes Engineering to do dam inspection to ensure it will be sound and safe to delay the build. The inspection will also include some options for moving forward.
- Spoke with Supervisor about adding an option of funding in the budget in the amount \$300k. in case there is a delay of our funds due to coronavirus.
- Asked Town for option of emergency loan of \$300K in case there is a delay of tax funds being distributed due to coronavirus
- If there is a long distribution delay or a 10% decrease in revenue, paving may be postponed until 2022.
- Did prescribed burn at administration campus but results were spotty since we were a week later than ideal
- Postponed prescribed burns in WestShoreland and Countryside Oaks due to Countryside Fire District burning ban

Supervisor

Supervisor O'Kelly reported the following:

- Participate in a conference call every Tuesday with Mundelein area leaders including school superintendents, Village Administrator, Police Chief, Fire Chief, Library Administrator, Park District Administrator and Township Supervisors.
- The amount of people using our food pantry has doubled
- The community continues to donate to items to our food pantry and we have also received \$5330.00 and \$200.00 in gift cards
- The Mundelein LGBT Alliance and Allies made and sold wooden bunnies for Easter and raised \$2000.00 for our food pantry. They call every week to see what we need and deliver the items.
- Mundelein resident Beth Shulman made and sold masks and raised \$1000.00 for the food pantry and she is purchasing the items we need
- Jewel has provided meat and a box at the front of the store for donations

- We are in communication with both St Vincent De Paul organizations that service our area and have also spoken with local pastors to make sure they are aware of our services
- We are delivering food to our compromised residents and others are curbside pickup
- We have communicated the Liheap income levels again in effort to enroll our residents for a grant on their utility bills. We anticipate more people will qualify because it is based on your last 30 days of income.
- Both Nancy and I are in the office and practicing social distancing
- Spent a lot of time on the waste hauler implementation
- Still awaiting our final numbers for property tax revenue from the county
- The county is considering a delay in real estate tax collections
- Countryside Fire Department banned burning until June

Trustees

- Trustee Shanahan thanked the highway department for quickly replacing stolen speed limit signs in Steeple Chase neighborhood

11. GA/EA/FOOD PANTRY REPORT

The following statistics were reported for March 2020

- Zero (0) residents received emergency assistance
- One hundred one (101) residents received food pantry assistance
- Two (2) LIHEAP applications processed
- Eight (8) residents received assistance with RTA pass applications
- Fifteen (15) Diaper Bank donations for residents
- One hundred twenty-one (121) Taxi coupons used in February

12. PUBLIC COMMENTS

None

13. APPROVAL OF BILLS

- Trustee Shanahan moved, and Trustee Stejskal seconded the motion to audit and approve for payment of Road and Bridge Fund in the amount of \$16,496.91, Permanent Road Fund in the amount of \$125,484.28 and General Town Fund in the amount of \$95,798.61.

ROLL CALL: Aye: Trustee Atleson, Trustee Shanahan, Trustee Stejskal, Trustee Voss. Nay: None. All in favor, motion carried.

- Trustee Shanahan moved, and Trustee Stejskal seconded the motion to audit and approve for payment of the General Assistance Fund in the amount of \$939.06. All in favor, motion carried.

14. EXECUTIVE SESSION

None

15. ADJOURN

- Trustee Stejskal moved, and Trustee Voss seconded the motion to adjourn the meeting at 7:05 p.m. All in favor, motion carried.

Respectfully Submitted, Christina McCann, Fremont Township Clerk

Approved: May 11, 2020

severe offense that can itself result in disciplinary action. Any person who intentionally makes a false report alleging a violation of any provision of this policy shall be subject to discipline or discharge pursuant to applicable township policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements.

- C. Any person who intentionally makes a false report alleging a violation of any provision of the State Officials and Employees Ethics Act to an ethics commission, an inspector general, the State Police, a State’s Attorney, the Attorney General, or any other law enforcement official is guilty of a Class A misdemeanor. An ethics commission may levy an administrative fine of up to \$5,000 against any person who intentionally makes a false, frivolous or bad faith allegation.

SECTION VI. Elected Official Complaint Process.

Elected and appointed officials shall also treat each other in a manner consistent with this policy. Any elected or appointed official who believes they have experienced prohibited conduct by another elected or appointed official that is inconsistent with this Policy against harassment may notify _____ . After receiving the complaint, the Township will initiate an investigation through the use of an independent investigator experienced in investigating workplace harassment complaints.

SECTION VII. Severability.

It is the intention of the Fremont Township Board of Trustees that this policy and every provision thereof shall be considered separable, and the invalidity of any section, clause, or provision of this policy shall not affect the validity of any other portion of this policy.