

Minutes – Shields Township Board of Trustees  
Regular Meeting August 20th, 2020

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STATE OF ILLINOIS, )  
Lake County, ) } SS.  
Town of Shields )

THE TOWN BOARD OF SHIELDS TOWNSHIP met at the Shields Township office for its regular monthly meeting on August 20th, 2020 at 6:30 p.m.

PRESENT	Terry Darraugh	Supervisor
	Joy Gayter	Clerk
	Kathy Blahunka	Town Trustee
	Matt Garrity by Zoom	Town Trustee
	Heather Kerr	Town Trustee
	Kristin Strom	Town Trustee

**I. Meeting Called to Order**

Supervisor Darraugh called the meeting to order at 6:40 p.m.

**II. Roll Call:** Road Commissioner Anderson was also in attendance.

**III. Pledge of Allegiance**

Supervisor Darraugh opened the meeting with the Pledge of Allegiance.

**IV. Presentation of Cash Balances: Cash on Hand by Fund,**

Supervisor Darraugh presented cash balances by fund;

Town Fund - \$677,353.40

General Assistance – \$6,949.02

Road and Bridge - \$406,282.37

**V. For Action – Motion to approve minutes from June 2020 board meeting**

The minutes for the regular meeting held on June 18th were approved on a motion by Trustee Blahunka, seconded by Trustee Kerr passed by 5-0 on a roll call vote. There was no meeting in July.

**VI. For action – approve bills**

**Town Fund Bills** – Trustee Blahunka questioned a shelter expense which should be classed under General Assistance but is shown under Town Fund. Supervisor Darraugh explained that it was due to how QuickBooks is set up and that it should be resolved by the next meeting.

A motion by Trustee Blahunka, seconded by Trustee Kerr, to approve the payment of Town Fund expenses \$39,223.98 passed by 5-0 on a roll call vote.

**Road and Bridge** –A motion by Supervisor Darraugh, seconded by Trustee Blahunka, to approve the payment of Road and Bridge Expenses \$7,646.52 passed by 5-0 on a roll call vote.

**General Assistance** – A motion by Trustee Blahunka, seconded by Trustee Strom, to approve the payment of General Assistance expenses in the amount of \$500.00 passed by 5-0 on a roll call vote.

**VII. For approval - \$900 to remove Willow Tree**

A resident at junction of Washington and Woodland requested that a willow tree located on the edge of their property be removed as it is a danger to the public. The issue is complicated because the tree is not the responsibility of any person or entity. Lake County has offered to pay half the removal costs if Shields Township pay the remaining half. Trustee Kerr commented that the homeowner has done extensive landscaping to the same area so why not foot the bill for the tree? Supervisor Darraugh approached the property owner who confirmed that he had removed Buckthorn in the past. The board agreed to pay for the removal to avoid any future problems. A motion by Trustee Blahunka, seconded by Trustee Garrity passed by 5-0 on a roll call vote.

**VIII. Accept the resignation of Trustee Heather Kerr**

The board reluctantly accepted the resignation of Trustee Kerr and thanked her for her service to the board. Trustee Kerr regularly came to the office to check bills and also does a great job with the Phoenix Rising Food Pantry.

**IX. Board appointment to replace Trustee Kerr**

A motion by Trustee Blahunka, seconded by Trustee Strom, to approve the appointment of Jeff Urso as a Board Trustee passed by 5-0 on a roll call vote. Jeff is well known in the community for his leadership and generosity and will be a valuable member of the board

**X. Township Reports**

**Trustees** – Trustee Strom requested a discussion take place at this meeting on the potential salary increases being proposed for the Supervisor and Assessor. Supervisor Darraugh thought it best that Assessor Helton be in attendance for the discussion so suggested that it be discussed at the September meeting and voted on at the October meeting.

**Highway Commissioner** – General maintenance is ongoing which includes grass cutting, brush pickup and equipment maintenance.

**Assessor** – Not in attendance

**Supervisor** – A special thanks to Trustee Blahunka for setting up the Zoom meetings over the last few months. A grant for \$27,000 was received for housing and utilities which will help make up for passport fees not received due to COVID.

A big welcome was extended to Sarah Shepherd-Scantlin, the new Administrator. Sarah comes

with 8 years of experience of office management. The first month has already been extremely productive with lots of reorganization in the office.

**X. Public Comment – None**

**XII. Adjournment**

The meeting was adjourned at 6:56 p.m. by Trustee Kerr, seconded by Supervisor Darraugh.

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Joy Gayter, Town Clerk