

Minutes – Shields Township Board of Trustees
Regular Meeting August 18, 2022

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

THE TOWN BOARD OF SHIELDS TOWNSHIP held their regular monthly meeting in person on Thursday, August 18, 2022 at 6:30pm.

PRESENT

Lisette Rothing	Clerk
Jeff Urso	Supervisor
Brady Anderson	Town Trustee - Absent
Kathryn Walker-Eich	Town Trustee
David Weil	Town Trustee

- I. **Meeting called to order** - Deputy Clerk Rothing called the meeting to order at 6:30pm.

Roll call – Also in attendance Assessor Helton and Attorney Mark Kimzey.

- II. **Pledge of Allegiance** – Deputy Supervisor Urso opened the meeting with the Pledge of Allegiance.

III. **Public Comment**

Mark G - Lives on Talbot Ave and talks about the drainage project going on which he believes is will alleviate his water issue around his property. While this project is a good idea, he was hoping that the new design includes a particular Locust tree near his property. He wants this particular tree to be saved because his dogs love it and it shades his back yard. The tree is midway between Talbot and Atkinson

Supervisor Urso – Echos the feeling of Mark G and hope they also keep the Locust Tree in the plans for the future.

IV. **Reports**

a. Supervisors Report

Supervisor Urso – Talks about funds that were found in what was thought to be a spam email, owed to the Township that were never cashed under the previous administration. These checks were believed to be delivered but ignored and /or not cashed for whatever reason.

Assessor Helton – Checks come sporadically to the Township that are Personal Property Replacement Tax checks. The Township then has a few years to cash them and if they don't these funds go to a collection agency. The Administrator noticed an email that could have previously been flagged as spam email and dug into the issue.

Supervisor Urso – With these new findings and the new reset we are getting our budget back in line for the fiscal year.

b. Assessor's Office Report

Assessor Helton – Talks about how much the office has turned around in such a positive way. We are here to help our community as much as possible. The blue cards came out for our township on August 11th. Scott reiterates that the assessor's office is also what we call the valuation office and we focus on giving your property a fair value. Carl Kitzerow (Office Administrator) has done a great job explaining the blue cards and what the equalization factor means. We have had 34 complains thus far and only had to process 4 residential complaints. The commercial complaints will come towards the end of the month.

c. Committee Report

Committee Chair Blahunka – Talks about the New Community Services Committee that was put together to focus on a few things like Emergency Assistance parameters, General Assistance and Grant Agreements Also wants to talk to other townships like Zion, West Deerfield and Waukegan.

V. Approval of Bills – Motion to move Bills

Supervisor Urso & Counselman Kimsey – Asks to move approval of bills toward the end of the meeting in lieu of a missing budget cover sheet. **Trustee Weil** – Motion. **Trustee**

Walker-Eich – Second that motion.

VI. Unfinished Business

Supervisor Urso – Asks board if there is any unfinished business that needs to get taken care of.

*None

VII. New Business

a. Approval of rescheduled meeting minutes from July 28, 2022.

Trustee Walker-Eich – States that the minutes are done very professionally and hopes we can continue to keep that format going forward.

b. Approval of Policy regarding Public Comment

Counselman Kimsey – Goes over the rules regarding public comment and how its designed to memorialize the OMA Act. Talked about ways to keep the meetings efficient.

1. (3) Minute Comments not to veer far from topic.

2. Comments related to business and the given Agenda.

Clerk Rothing – Wonders if people need to let us know if they are going to make a public comment before the meeting starts.

Supervisor Urso – States that is not necessary anymore because if we are under OMA guidelines public comment already has to be limited to 3 minutes per comment so we should not run over meeting agenda topics.

Trustee Weil – Board Members have authorization to ask questions and respond but it cannot be a back-and-forth conversation.

Supervisor Urso – We want to make sure everything is under OMA in order to reset and keep everything professional going forward. If someone feels the need to elaborate on a topic I can try and be available before and after meetings.

c. Approval of Policy regarding purchasing of Goods and Services

*Sets competitive purchase requirements under township code. The purpose of this Policy is to provide the Township with guidelines and directions for the acquisition of goods and services. Specifically, it implements purchasing authority for township officials and staff.

Counselman Kimsey – According to section 3c of the policy that a competitive bid or (RFP) Request for proposal is required on any purchases over \$20,000. Purchases under \$20,000 have no requirements for competitive purchasing.

Trustee Walker-Eich – Has questions about incorporating the statute.

Supervisor Urso – States the Highway department will generally go to RFP unless it's a small job. The highway commissioner will tend to make those decisions along with the supervisor.

Counselman Kimsey – Refers to a portion of the policy 3A

Supervisor Urso – Any purchases/spending that is close to or over the threshold will go to RFP instead of the bidding process. This will continue month to month especially on the Road district side. Motion to implement Policy for Purchasing of goods and services.

Trustee Weil – Motion. **Trustee Walker-Eich** – Second that motion.

VIII. Executive Session - Hearing None

IX. Other Business – Revert back to the Approval of Bills

Supervisor Urso – Calls meeting to recess to look for budget cover page for August. He realizes it was not created for this meeting so we will move on without it and present it at the next Board meeting.

Supervisor Urso – Talks about approving the checks written and ratifying the payroll.

Trustee Walker-Eich – Looks into the budget and notices services have been rendered already.

Supervisor Urso – Motion to approve the bills for the checks written for Town Fund, Road & Bridge and GA. **Trustee Weil** – Motion. **Trustee Walker-Eich** – Second that motion.

*Unpaid Warrants have not been paid yet as they have to be approved before cutting the check.

Trustee Walker-Eich – Does not like the unpaid checks to be called warrants. It's confusing.

Supervisor Urso – Echoes Trustees feeling s about wording however it may remain that way.

Moves on to motion to approve getting rid of Ancel & Glink. **Trustee Weil** – Motion. **Trustee Walker-Eich** – Second motion. **Supervisor Urso** also asserted a bill from May that was unpaid. Motion to approve this unpaid bill. **Trustee Weil** – Motion. **Trustee Walker-Eich** – Second Motion.

Supervisor Urso – Reiterates that he understands the payable is a little high this month but that is because a lot of the bills we are paying will not be reoccurring ones.

*The Board reviews paper work and is in agreeance.

X. Adjournment – **Supervisor Urso** – Is there a motion to adjourn?

Trustee Walker-Eich – Motion. **Trustee Weil** – Second.

Supervisor Urso – Meeting adjourned at 7:27pm