



Shields Township

906 W. Muir Avenue, Lake Bluff, IL 60044

Regular Meeting of the Shields Township Board of Trustees

Thursday November 14th, 2024 at 5:30 p.m.

STATE OF ILLINOIS)

LAKE COUNTY) ss.

TOWN OF SHIELDS)

THE TOWN BOARD OF SHIELDS TOWNSHIP held its Regular Monthly Meeting on Thursday November 14th, 2024 at 5:45 pm.

PRESENT:

Lisette Rothing	Deputy Clerk
Vanessa Grum	Clerk
Jeff Urso	Supervisor
Michael Machnicki	Town Trustee
Brady Andersen	Town Trustee

ABSENT:

Matt Garrity	Town Trustee
David Weil	Town Trustee

- I. **Call to Order & Roll Call:** Supervisor Urso called the meeting to order at 5:57 pm. Clerk Grum took roll call; Trustee Andersen, Trustee Machnicki and Supervisor Urso were present. Trustee Garrity and Trustee Weil were absent. Also in attendance was Administrator Carl Kitzerow, Counselman Kimzey, Deputy Clerk Lisette Rothing, and Clerk Grum.
- II. **Pledge of Allegiance:** Supervisor Urso opened the meeting with the Pledge of Allegiance at 5:58 pm.
- III. **Ammendment to the Agenda:** Supervisor Urso motions to move New Business 7D (Acceptance of Quassey Road Extension) to next on the agenda. Trustee Machnicki seconds the motion and Clerk Grum takes roll call. All are in agreement. Supervisor Urso invites Mr. Merritt to the podium.
- IV. **New Business:**
 - a. **Acceptance of Quassey Road Extension:** Supervisor Urso explains how Mr. Merrit has worked with our road committee and engineers and put a lot of time

and money into this project to extend the road on Quassey near his property. The contractor builds the road and then the township adopts the road and assumes responsibility for its upkeep. Clerk Grum takes roll call and all are in agreement to accept this road into Shields Township. Mr. Merritt thanks the board.

V. Approval of Bills:

- a. **Town Fund:** Supervisor Urso motioned to approve the Town Fund expenses in the amount of \$107,295.32. Trustee Andersen motioned and Trustee Machnicki seconded the motion. Clerk Grum took roll call vote: Ayes: Trustee Machnicki, Trustee Andersen and Supervisor Urso; Nays: None. Motion carried.
- b. **Road and Bridge Fund:** Supervisor Urso motioned to approve the Road and Bridge Fund expenses in the amount of \$31,620.61. Trustee Machnicki motioned to approve and Trustee Andersen seconded the motion. Clerk Grum took roll call vote: Ayes: Trustee Machnicki, Trustee Andersen and Supervisor Urso; Nays: None. Motion carried.
- c. **General Assistance Fund:** The General Assistance fund expenses totaled \$0.

VI. Public Comment – Three (3) minutes per speaker

- a. **Ms. Janice Schnobrich:** Ms. Schnobrich comments that she has been attending the Shields Township Meetings for 28 years and within that time, she feels that the meetings have always been contentious and that the Township residents have never elected a competent Supervisor and the Supervisor has never hired a competent Office Manager. She states that most of the work the Township does is outsourced. She states that Shields Township elected officials have been allowed to harass and bully meeting participants in and outside of meetings. She hopes that when the Illinois residents have the opportunity to elect new officials this coming April, they will “get it right” and seat those who really care how taxpayer funds are spent and what services are rendered to those most in need.
- b. **Kathy Blahunka:** Mrs. Blahunka states that she has a few questions for Supervisor Urso tonight:
 - i. When will the FY24 Audited Financial Report get reviewed and approved? – she believes it is overdue.
 - ii. Why are we reimbursing volunteers for zoom licensing when the Township paid an annual fee of \$319.80?
 - iii. Does the staff know how to use the plug and play web cameras for zoom that the Township paid for? If so, why are volunteers taping the Monthly Meetings?
 - iv. Who is using Sharepoint? We paid \$5,000 to migrate email and the Fileshare. Why?
 - v. What specific Managed IT Services are we paying for and who is using them? She looked to see that the Township is paying \$500 a month for this.
 - vi. Why and who paid half of the bill of \$7300 Sonic Wall and Sonic Wave dual bandwidth access point?
 - vii. In conclusion, she demands answers for the taxpayers regarding the \$20,000 for technology she doesn't believe anyone in the office is using.

VII. Reports

- a. **Supervisor:** Supervisor Urso thanks Mrs. Blahunka for these questions regarding IT Services and plans to look into them. He confirms that we did approve the Audit last month. He addresses Ms. Schnobrich directly stating that he appreciates her always coming to the meetings. The staff is getting ready to have holiday hours and he will make sure they are posted so that if anyone has more questions, they can call the office at any time. The new truck is being used this year and the Roads Team is getting ready for the snow. He is very proud of his Road Team and Office Team who always wears many hats.
- b. **Trustees: None.**
- c. **Assessor's Office: None.**
- d. **Community Service Committee: None.**
- e. **Road & Bridge Committee: None.**

VIII. Old Business: None.

IX. New Business

- a. **Approval of Regular Meeting Minutes of October 17, 2024:** Supervisor Urso moves to approve the Regular Meeting Minutes of the Shields Township Board of Trustees from October 17th, 2024. Trustee Machnicki motions to approve and Trustee Andersen seconds the motion. Clerk Grum takes roll and all approve. Motion passes.
- b. **Consideration of 2025 Health Insurance and Ancillary Benefits for Full-Time Staff:** This item is for discussion only. Per Township Policy, all employees should have the right to access health insurance coverage. Last year, the board approved three different plan options. A final approval of this benefits plan will be presented at the December Board Meeting. Only one staff member uses health insurance.
- c. **Estimate of the Levy for Shields Township for Fiscal Year 2025:** At the end of the year, the Board of Trustees must determine the annual Tax Levies for the Township. In accordance with Illinois Law, we will consider the Levy tonight, and approve a final Levy Ordinances at the Decemeber Meeting. Supervisor Urso asks for a motion to determine the estimate of the Tax Levy for Shields Township for Fiscal Year 2025 as follows:
 - a. Town/Corporate Fund in the amount of \$1,038,266.
 - b. IMRF Fund in the amount of \$5,000.
 - c. Road and Bridge Fund in the amount of \$500,000.
 - d. Total Taxes Levied in the amount of \$1,543,266.Trustee Andersen motioned to approve and Trustee Machnicki seconded the motion. Discussion ensued regarding the percentage of tax levy. Last year it was 3.4 % and there will be an increase at 4.99%. Clerk Grum took roll call, all approved and motion carries.

X. Executive Session: None.

- XI. Adjournment:** Supervisor Urso moved to adjourn the meeting at 6:18 pm. Trustee Machnicki motioned to adjourn and Trustee Andersen seconded the motion. All in favor said "I" and the meeting was adjourned.

