

Minutes – Shields Township Board of Trustees
Regular Meeting February 18th, 2021

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

THE TOWN BOARD OF SHIELDS TOWNSHIP held its regular monthly meeting by Zoom due to COVID on February 18th, 2021 at 6:30 p.m.

PRESENT	Terry Darraugh	Supervisor
	Joy Gayter	Clerk
	Kathryn Walker-Eich	Town Trustee
	Matt Garrity	Town Trustee
	Jeff Urso	Town Trustee

- 1. Meeting Called to Order**
Supervisor Darraugh called the meeting to order at 6:30 p.m.
- 2. Pledge of Allegiance** - Supervisor Darraugh opened the meeting with the Pledge of Allegiance
- 3. Trustee Strom resignation – approval of Kathryn Walker-Eich**
A letter was received from Trustee Strom submitting her resignation from the board due to personal reasons. Kathryn Walker-Eich was invited to join the board to replace Trustee Strom. Clerk Gayter asked that Ms. Walker Eich repeat the Oath of Office. Her appointment passed 4-0 on a roll call vote. Assessor Helton and the board thanked Trustee Strom for her service and diligence to the board.
- 4. Roll Call:** Assessor Helton was also in attendance.
- 5. Presentation of Cash Balances: Cash on Hand by Fund,**
Supervisor Darraugh presented cash balances by fund;
Town Fund - \$648,752.70
General Assistance – \$15,393.89
Road and Bridge - \$484,481.90
- 6. For Action – Motion to approve minutes from January 2021 board meeting**
Supervisor Darraugh requested some small adjustments to the minutes for the January 21st regular meeting. They were then approved on a motion by Supervisor Darraugh, seconded by Trustee Urso passed by 4-0 on a roll call vote.
- 7. For Action – Motion to approve Salaries from 2020**
A motion By Supervisor Darraugh to approve retroactively the gross salaries of the Supervisor’s and Assessor’s office employees for the 12 months of 2020 in the amount of \$455,741.38 passed 4-0 on a roll call vote.

Town Fund Bills –Trustee Garrity asked about two \$1000 payments made to two employees that are included in the monthly bills payable. It was explained that to save money the employees were asked to enroll in a high deductible medical plan and would be compensated each year to offset the deductible. Trustee Walker-Eich asked if this would be under the budget line of Supervisor Discretion. The office administrator thought that it is classed under Insurance benefits.

Trustee Walker-Eich motioned to approve the payment of \$77,751.30 for Town Fund Expenses and it was seconded by Trustee Urso, the motion passed by 4-0 on a roll call vote.

General Assistance –A motion by Trustee Garrity, seconded by Trustee Walker-Eich, to approve the payment of General Assistance expenses in the amount of \$2,050.00 passed by 4-0 on a roll call vote.

Road and Bridge –A motion by Trustee Walker-Eich, seconded by Trustee Garrity, to approve the payment of Road and Bridge Expenses of \$23,020.36 passed by 4-0 on a roll call vote.

Trustee Urso questioned a charge of \$150 for towing – Road employee Rob Beake explained that this expense was from January 16th and was for one of the trucks that had an oil line leak that was disabled on the spot and had to be towed.

For Action – Motion to approve Salaries from 2020

A motion by Supervisor Darraugh, seconded by Trustee Walker-Eich to approve retroactively the gross salaries of the Road and Bridge office employees for the 12 months of 2020 in the amount of \$74,184.26 passed 4-0 on a roll call vote.

8. For approval – Budget and Appropriations for Town Fund FY22

Supervisor Darraugh commented that the levy is very similar to last year but that income was down by approximately \$29,000. It is expected to trickle in from property taxes. The \$75,000 CD which matured in November was cashed in for a total of \$83,997.56. Thirty thousand was reinvested and the remaining amount left in cash to cover any shortfall due to the late receipt of property taxes. The County has not decided if payments will be payable in two or four installments for the coming year.

Trustee Walker-Eich asked if E.A. Partnership, itemized on the previous year’s budget, is the same as Mothers Trust Foundation, which Supervisor Darraugh confirmed it is.

She also had questions on 3 of the larger budget variances, in particular Accounting where \$4,000 was budgeted but \$6,800 was spent - Supervisor Darraugh explained that the budget took into account that we changed Accountants and will receive the same services for a lesser amount

Computer services where we budgeted \$8,000 but spent \$9,500 - the Office Administrator can take on more duties to save on Computer services.

And Dial A Ride where \$9,000 was budgeted but a total of \$11,200 was spent - The Township is the Primary holder for the Dial a Ride Contract; therefore, we bill and receive monies from the different Municipalities for the Dial a Ride service at different times.

A motion by Trustee Walker Eich, seconded by Trustee Urso to approve the Budget and Appropriations for the Town Fund FY22 passed by 4-0 on a roll call vote.

9. For approval – Budget and Appropriations for Road and Bridge Fund FY22

Supervisor Darraugh explained that the State passed a law that any Township Road District with under 15 miles of roads will be absorbed by the Township Supervisor and Board as of May 1st.

Trustee Walker-Eich had questions for the Highway Commissioner who was not in attendance. Trustee Urso commented that the new board will have the authority to do a budget adjustment if they deem it necessary. Trustee Walker-Eich also questioned if we had a deficit budget as revenue was lower than expenditures. Supervisor Darraugh explained that the Road and Bridge account has an Account balance of \$484,481.90 in addition to the revenue coming in.

Supervisor Darraugh acknowledged that employee Rob Beake will be helpful in the transition and has more than 20 years' experience with the Township.

Trustee Urso motioned to delay the approval of the Budget and Appropriations until they can get questions answered by Commissioner Anderson. Trustee Walker-Eich seconded the motion. The motion was delayed until next month by 4-0 on a roll call vote.

10. Reports

Trustees – Trustee Urso commented that he has asked the Road Commissioner at the last 3 board meeting to create have a COVID/contingency plan for snow removal. Last month, all 3 trucks went down, and there was no contingency plan in place. There was concern about emergency vehicles having access because of the bad conditions. Trustee Urso asked if they could consult the Attorney to see if for future urgent situations the Supervisor can step in. Supervisor Darraugh confirmed that this would be the case.

Highway Commissioner – none

Assessor – Blue cards will likely be sent out at the beginning of May. It appears that the township will have a negative equalization factor this year. The Shields Assessor and the Lake County Assessor's office have calculated a 4% reduction in assessed values and are now waiting for the State to make the final decision. Assessor Helton also mentioned that Senior Exemptions can only be applied for online and that it can be completed on the Shields website. Help is available at the Township office if needed.

Supervisor – The vast majority of the grant money received due to COVID has been used to help residents with housing and utilities. Passport applications are picking up and it is hoped that the income from passports will increase from last year.

11. **Public Comments** – Samantha Friedlund of Knollwood read a letter expressing her disappointment with the condition of the roads in Knollwood. She wanted answers to questions concerning the recent snowstorm and how this will be handled in the future. She also stated that there are many problems with the roads including pot holes, flooding, clogged culverts, and drainage ditches that do not drain. Heather Kerr also asked Employee Rob Beake if Assessor Anderson ever plowed the roads himself.

- XI. **Adjournment** - The meeting was adjourned at 7:24 p.m. by Supervisor Darraugh, seconded by Trustee Walker-Eich.

Joy Gayter, Town Clerk