

Minutes – Shields Township Board of Trustees
Regular Meeting November 19th, 2020

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

THE TOWN BOARD OF SHIELDS TOWNSHIP held its regular monthly meeting by Zoom due to COVID on November 19th, 2020 at 6:30 p.m.

PRESENT _____	Terry Darraugh	Supervisor
_____	Joy Gayter	Clerk
_____	Kathy Blahunka	Town Trustee
_____	Matt Garrity	Town Trustee
_____	Jeff Urso	Town Trustee
_____	Kristin Strom	Town Trustee

1. **Meeting Called to Order**
Supervisor Darraugh called the meeting to order at 6:30 p.m.
2. **Roll Call:** Road Commissioner Anderson was also in attendance.
3. **Pledge of Allegiance**
Supervisor Darraugh opened the meeting with the Pledge of Allegiance.
4. **Presentation of Cash Balances: Cash on Hand by Fund,**
Supervisor Darraugh presented cash balances by fund;
Town Fund - \$760,836.88
General Assistance – \$23,799.97
Road and Bridge - \$371,939.39
5. **For Action – Motion to approve minutes from October 2020 board meeting**
The minutes for the regular meeting held on October 15th were approved on a motion by Trustee Blahunka, seconded by Trustee Garrity passed by 5-0 on a roll call vote.
6. **For action – approve bills**
Town Fund Bills – Trustee Blahunka asked if checks had been cut for several of the listed bills as they were not included in the totals. The office manager clarified that the checks would be cut tomorrow. She also questioned an expense for tree removal which Supervisor Darraugh explained was for several trees and had been discussed and approved at a prior meeting. Trustee Blahunka motioned to approve the payment of \$36,990.46 for Town Fund Expenses and it was seconded by Trustee Strom, the motion passed by 5-0 on a roll call vote.

Road and Bridge –A motion by Trustee Blahunka, seconded by Trustee Urso, to approve the payment of Road and Bridge Expenses \$9,462.74 passed by 5-0 on a roll call vote.

General Assistance – Trustee Blahunka questioned the amount of money spent against a grant. It was explained that the money is received through a Federal grant and paperwork is submitted after it has already been spent. The township is expecting a check for \$7500 which will cover the over expenditure. A motion by Trustee Blahunka, seconded by Supervisor Darraugh, to approve the payment of General Assistance expenses in the amount of \$10,503.42 passed by 5-0 on a roll call vote.

7. **For approval IGA with Cuba Cares for 60 Thanksgiving Boxes** – Sixty turkeys and sides have been purchased from the Cuba Township Food Pantry to be donated to Township Seniors, GA Clients etc. A motion by Trustee Blahunka, seconded by Trustee Strom to approve the IGA with Cuba Cares for Thanksgiving Boxes passed by 5-0 on a roll call vote.

8. **For discussion – Food pantry**

A presentation was made by Heather Kerr and Kate Briand on the current situation of the pantry. It was explained that the space was too small to operate effectively during COVID. They started out with curbside distribution in March and April. They packed 400 bags of food which were given to North Chicago resident Anthony Coleman who then arranged distribution to Seniors. At the end of May, they started distributing bags of food at Lake Bluff Elementary school as many kids received subsidized meals from the district. They then partnered with Church of the Holy Spirit, Lake Forest and expanded into Highwood, as the resident business was so badly affected. One hundred Thanksgiving meals will be given out this week and hundreds of pounds of food has also been given to Church of the Holy Family in Waukegan.

Trustee Blahunka commended them on their service but commented that she found out about their contributions through other channels and would like to hear directly from them.

Supervisor Darraugh asked if the pantry plans to reopen back up in the Township office and was told that once that it is safe to be in the space, they will be back.

Trustee Urso thanked the pantry for all their hard work and also thanked the Supervisor for stepping in and requested that the two entities work together to provide services.

Alderman Carl Evans from North Chicago has clients that are in need and would like to work with the pantry to provide food.

9. **Presentation by Kevin Smith of Eder Casella regarding annual audit**

The audit was delayed slightly this year due to COVID and staff turnover but over all went well. The Management letter pointed out that there needs to be more segregation of duties but notes that with small entities like Shields, that is particularly hard to follow. They also pointed out that the accounting on QuickBooks needs to be available to more than one person.

There are no new accounting standards coming up.

Key financial highlights:

- Fund balance - Up \$103,000 from last year. Revenues did not change significantly but expenditures on road paving were significantly less.

- Ending fund balance in General fund is \$638,000 which equates to 10 months of expenses. This should be between 6 months and 2 years.
- Road and Bridge has a balance of \$411,000 which is high because of saving for future projects.

The audit is available on the Shields Township website for anyone wishing to view.
Supervisor Darraugh and Trustee Blahunka thank Eder Casella for their service.

- 10. Discussion and approval of Letter of intent regarding Talbott Avenue channel project**
Presentation by Kurt Wolford, Chief Engineer for Lake County Stormwater Management Commission. Want to coordinate with township on Drainage channel at Talbot and Atkinson where significant flooding occurs every year. The plan is to expand on drainage channel, clean up vegetation, replace with native plants, add pedestrian pathway. This would tie into other projects they are working on downstream in Lake Bluff and North Chicago. Flooding is the number one natural disaster in Lake County so Federal money has been made available to address the issue.

The issue with the project is that the land is not owned by anyone so responsibility needs to be established before the project can be started. Ashley Strelcheck, Water Resource Professional at Lake County Stormwater Management Commission spoke to the Lake County state’s attorney who advised that it would be preferable if the township took ownership and that they would work with the Township attorney to make that happen. The project would likely start in either 2021 or 2022. The County requested \$5000 towards the project but this is not set-in stone.

A motion by Trustee Blahunka seconded by Trustee Urso motion to approve the Letter of Intent passed by 5-0 on a roll call vote.

10. Reports –

Trustees –Trustee Urso asked if there was a plan in the Highway Department due to COVID. He suggested that we get and RFP as a backup for snow removal. His concern is we have enough staff to make sure that roads are cleared Commissioner Anderson confirmed that they have several part time employees.

Trustee Blahunka asked that the clerk duties be added to the agenda for the next meeting. Supervisor Darraugh had requested that the clerk document the duties so that a discussion can take place on the division of duties between the clerk and the fulltime office manager. Supervisor Darraugh declined to put it on the agenda but will notify the clerk once finalized.

Highway Commissioner – None

Assessor – None

Supervisor – None

- XI. Adjournment** - The meeting was adjourned at 7:45 p.m. by Supervisor Darraugh, seconded by Trustee Urso.