

Minutes – Shields Township Board of Trustees  
March 20, 2014

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 March 20, 2014 at 6:30 p.m.

PRESENT: <u>Cynthia Maloney</u>	Supervisor
<u>Lanelle Collins</u>	Clerk
<u>Laura Carney</u>	Town Trustee
<u>Heather Kerr</u>	Town Trustee
<u>Richard Goshgarian</u>	Town Trustee
<u>William Brown</u>	Town Trustee

Also present Scott Anderson, Road Commissioner, and Kathy Blahunka, Assessor

**I. Meeting Called to Order**

Supervisor Cynthia Maloney called the meeting to order at 6:32 p.m.

**II. Roll Call**

The Roll Call established that all members were present.

**III. Pledge of Allegiance**

Supervisor Maloney opened the meeting with the Pledge of Allegiance.

**IV. Executive Session**

On a motion by Trustee Kerr, and a second by Trustee Goshgarian the regular session of the March 20, 2014 meeting was suspended to convene Executive Session for the purpose of discussing property. Roll call, motion carried. Meeting suspended at 6:34 p.m.

On a motion by Trustee Goshgarian, and a second by Trustee Brown the regular meeting was reconvened at 6:53 p.m. Roll call, motion carried.

**V. Township Reports:**

**A. Trustees** – No Trustee reports were made.

**B. Highway Commissioner – Scott Anderson** – The department has been busy patching roads due the brutal winter.

**C. Supervisor – Cynthia Maloney** – Upcoming events that I'd like to share:

Tomorrow afternoon I've been invited to Lake County Coalition for Independent Living in Mundelein to speak about local government here at the township. I'm looking forward to visiting with the people there and am happy for the opportunity.

Foss Park Community Day is this Saturday, March 22 from 10-12. I'll be there to meet with residents, hear their concerns, and answer any questions people may have about our programs.

March 26 there will be a program by the Lake County Sheriff's office on Heroin in Lake County. The program is at the Gorton Community Center in Lake Forest, 400 E. Illinois Road, from 7-8:30.

March 29 there is a third ward meeting with Alderman Carl Evans at the Living Waters Church in North Chicago. Looking forward to being there with Alderman Evans, Mayor Rockingham, and the North Chicago Chief of Police to visit with citizens and hear their ideas.

April 5<sup>th</sup> is MARCH PADNESS!!! What we've all been waiting for, a 3-on-3 basketball double elimination tournament. It's going to be at the Libertyville Sports Complex, 1950 N. Highway 45 in Libertyville starting at 9 in the morning. The cost is \$20 per player, with a max of 5 players per team. If you raise extra money, you can get extra points, and Shields will be there with linament and ace bandages. Looks like a lot of fun! All proceeds benefit PADS Lake County.

April 7<sup>th</sup> is a meeting at Rosalind Franklin University of Science and Medicine on Public and Private Partnerships, sponsored by the Lake County Community Foundation. It's from 12:30 til 3. I'm going...anyone else who would like to attend could check the LCCF website.

Job shadowing days at Lake Forest High School are coming up April 23 and 24. We are looking forward to hosting several young people from LFHS on those days who want to learn more about local government.

The next meeting of the South East Demonstration Project transportation group will be April 29<sup>th</sup> at the Lake County Department of Transportation.

For news since our last meeting:

Our new employee handbook is still in the attorney review phase. This will likely be on the agenda at our next month's regular meeting.

Jacqui Hebein, Capacity Manager for the Northern Illinois Food Bank, and I attended the Good Food Expo together at UIC on Saturday March 15. We met lots of local farmers and got tons of good ideas for partnering with them to bring organic fresh fruit and vegetables and meats to North Chicago.

This past Monday Alderman Carl Evans and I met with the owners of Isaac's Food and Liquor store and the Teepee on MLK in North Chicago. Isaac's is actually a very well stocked grocery store, and the Teepee is recently under new ownership and is planning to expand their offerings of fresh fruits, vegetables, and meats. We met to get to know the stores, and to try to help ownership to apply for any grants which might be available to improve the offerings there. I had no idea from the outside that Isaac's had so much to offer in the way of food. It was wonderful to see.

We got the idea to help with this from a study at USC on improving existing food stores in Los Angeles food deserts. The article is on the UCLA school of public health website if you want to look it up.

Just this Tuesday, Pastor Trudy Griffins of Emmanuel Faith Food Pantry and I met with Supervisor Patricia Jones in Waukegan Township to initiate a partnership to work together to support the Pantry at Emmanuel Faith. About ¾ of the clients who shop at Trudy's pantry on Thursday evenings and at the Shields/Emmanuel Faith pantry on Saturday live in Waukegan Township. Supervisor Jones generously offered to support the pantries with volunteers, gas for the church van and possible logistical support for picking up the fresh foods we receive from Costco, Jewel in Libertyville and Walmart. Thanks so much to Supervisor Jones and Waukegan township volunteers.

More Emmanuel Faith News, Jacqui Hebein recently arranged for Pastor Trudy to receive 22 pallets of canned goods and shelf food from NIFB through a grant that was available. Our local grant application is still in process with NIFB for new expanded refrigerator and freezer space to be able to offer more fresh produce and frozen meats. In the summer, people with gardens often bring in wonderful things to the pantry, and we want to be able to keep it fresh for our clients. Hopefully we will be hearing soon about this grant application.

The really big news for our pantry at the township is that on Saturday March 8 we were here from 9 a.m to about 1:30 receiving Boy Scouts Troop 42's annual collection of food from the community. Mr. Ed Pigg again organized the boys and spearheaded the effort. Thank you so much for your very generout effort and donation of over 200 bags of groceries from the community in Lake Bluff.

One last thing, our wonderful Citadel Theatre is looking for storage space for sets and props and possibly an office as well, and for rehearsal space. They are looking for low rent, and a partner to share costs. They are a 501-c-3 so they can accept in-kind donations. Please contact Scott Phelps at 847-644-4402 if you can help.

## **VI. For Action -Consideration of Minutes from the Previous Town Board Meetings**

On a motion by Trustee Carney, and a second by Trustee Kerr the minutes of the regular meeting of January 16, 2014 were approved with corrections and the February 20, 2014 meeting were approved as presented. Voice vote, motion carried.

## **VII. For Action - Payment of Bills**

**A. Town Fund Bills:** - Trustee Carney had concerns regarding a \$75.00 payment to the North Chicago Chamber of Commerce because the previous board voted to stop that practice. Supervisor Maloney stated that she felt the \$75.00 payment was a necessary expense. The \$35.00 bill for Lake Forest was for events. Trustee Brown would like a description attached to the ledger to provide clarity for all bills. The utility bill was \$8600.00. On a motion by Trustee Brown, and a second by Trustee Goshgarian the Town Fund bills in the amount of \$71,814.33 were approved for payment, 5 ayes, motion carried.

**B. Road and Bridge Bills:**

On a motion by Trustee Goshgarian, and a second by Trustee Brown the bills were approved for payment in the amount of \$35,676.55. 5 ayes, motion carried.

**C. General Assistance Bills:**

On a motion by Trustee Goshgarian and second by Trustee Kerr the bills for General Assistance were approved for payment in the amount of \$2,300.00, 5 ayes, motion carried.

**VIII. Old Business:**

**A. Motion to approve Letter of Intent to contract with Pace for Para-Transit Dial-A-Ride service.** – Supervisor Maloney, reported that this is a non binding basic outline of the agreement - This process needs to get started and will be adjusted if needed. In addition, this program will replace of the taxi program in North Chicago. Curb to curb service, will be available for those who call in advance. The cost of the program will be decreased by partnering with other townships and municipalities. Trustee Carney questioned the amount of people being served, and the cost of the program. There are approximately 140 people registered in North Chicago who participate in the current program. There may be 75 people who will use transportation service in Lake Forest and Lake Bluff. Motioned by Trustee Goshgarian, and seconded by Trustee Kerr, roll call, Ayes, Goshgarian, Kerr, Brown, and Maloney, nays, Carney, 4 to 1, Motion carried.

**B. Assessor, Kathy Blahunka,** presented a follow up to a request from Trustee Carney regarding the Assessor's salary information. The Assessor Salary Budget approved at the February meeting was \$194,000, but should have been \$194,427.

Historically, employee salary increases take effect at the end of the previous fiscal year (February end.) The Assessor's staff salary increases were awarded on December 23, two (2) months prior to the end of FY13. The increases awarded were 14.5%, 7.2%, and 7.2% for the 3 assessor staff, which is several times larger than published norms (<3%.)

The results of this unusual action required the Assessor to seek guidance from the Board:

1. Was the Board of trustees aware of the Assessor staff increases?
2. Does a new budget need to be created and approved?

3. Was it appropriate to provide salary increases, a full two months in advance of the fiscal year end?
4. Was the salary increase within the standards of practice for the Township?

**IX. New Business:**

**A. For discussion and adoption – Consideration and approval of letter of intent to lease property at 910 Sherwood Terrace, Lake Bluff -** Motioned by Trustee Goshgarian, and seconded by Trustee Brown, 5 ayes, motion carried.

**B. For discussion and adoption – Motion to approve Shields Township Annual Town Meeting, April 8 2014. -** Motioned by Trustee Kerr, and seconded by Trustee Goshgarian, voice vote, motion carried.

**X. Public Comment:**

**Janice Schnobrich, 766 Mawman** – She sent a report to the board regarding hours of operation for other townships. She also called every township that had a food pantry in Lake County and the research shows that we need to get our food pantry in areas that have the need. (North Chicago)

**Dan Rodger, 610 Delphia** - Commended the board for moving forward with the transportation item. He also expressed his concerns regarding the poor condition of the roads, and encouraged the Highway Commissioner to develop a 5 year plan. Other concerns included the employee salaries versus the cost of upkeep.

**XI. Adjournment:**

On a motion by Trustee Brown and a second by Trustee Goshgarian the meeting was adjourned at 7:54p.m., voice vote, motion carried.

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Lanelle Collins, Town Clerk