

MORAIN TOWNSHIP, LAKE COUNTY, ILLINOIS
MINUTES OF REGULAR MEETING
September 10, 2020, 5:30 PM

The meeting was called to order at 5:30 p.m. at Moraine Township's Food Pantry, and upon roll call the following members were present: Supervisor Anne Flanigan Bassi, Trustees Pablo Alvarez, Cindy Wolfson and Amy Zisook.

Absent: Trustee Dwayne Douglas

Also present: Clerk Gail Feiger Brown and Moraine Township resident Mark Haggarty.

Resolution in appreciation of VITA co-coordinator Ronald Altman

Supervisor Bassi read aloud a resolution thanking VITA co-coordinator Ronald Altman in appreciation of his efforts, which will be mailed to Dr. Altman.

Resolution in appreciation of VITA co-coordinator Donna Novickas

Supervisor Bassi read aloud a resolution thanking VITS co-coordinator Donna Novickas in appreciation of her efforts, which will be mailed to Dr. Novickas.

Presentation by Larry Sassorossi about the installation of the new American flag at Mooney Cemetery

Deferred to next Board Meeting to be held at Mooney Cemetery.

Public Comment

No comment.

Approval of Minutes

Trustee Zisook moved, seconded by Trustee Wolfson, to approve the August 13, 2020 Regular Board Meeting Minutes. The motion passed unanimously by voice vote. Trustee Zisook moved, seconded by Trustee Wolfson, to approve the August 13, 2020 Executive Session Minutes. The motion passed unanimously by voice vote.

Approval of Bills

Trustee Wolfson moved, seconded by Trustee Alvarez, Approval of the bills for the period August 14-September 10, 2020 in the following amounts: \$15,907.86 General Assistance Fund, \$62,597.77 Town Fund. Voting Aye by Roll Call Vote: Supervisor Bassi, Trustees Alvarez, Wolfson and Zisook; voting Nay: none.

Action Items

- **Acceptance of litigation settlement with 101 W Liberty-DY LLC in the amount of \$4,500.00** Trustee Zisook moved, seconded by Trustee Alvarez, acceptance of litigation settlement with 101 W Liberty-DY LLC in the amount of \$4,500.00 from the General Assistance Fund. Voting Aye by Roll Call Vote: Supervisor Bassi, Trustees Alvarez, Wolfson and Zisook; voting Nay: none.
- **Acceptance of Audit Report for Fiscal Year April 1, 2019 through March 31, 2020** Trustee Wolfson moved, seconded by Trustee Zisook, acceptance of Audit Report for Fiscal Year April 1, 2019 through March 31, 2020. Trustees were each provided with both paper and electronic copies of the Audit Report. The motion passed unanimously by voice vote.

[At 5:50 p.m., Auditor Joe Troyer contacted Supervisor Bassi via FaceTime and confirmed face-to-face with Supervisor Bassi and Trustees Alvarez, Wolfson and Zisook that each of them had received a copy of the Audit Report.]

Reports

Assessor's Report Anne Flanigan Bassi

Assessor Mark Lindsay provided a written report. The 30-day period for property owners to appeal their 2020 assessments ended on September 8; approximately 2,200 appeals were filed. The Lake County Board of Reviews will conduct remote hearings on the appeals in approximately two weeks.

Supervisor's Report Anne Flanigan Bassi

- Trustees were given the 15-month service report for May, 2019 through July, 2020.
- As of September 3, 2020, 50 of the 70 applications submitted by residents for emergency assistance have been approved. A total of \$50,365.96 has been disbursed to cover rent and other needs.
- Trustees were given the call report for the third week of March through August, including calls for the Supervisor's office and the transportation line.
- Trustees were given the call report for June through August for the Door-to-Door van transportation program.
- Staff Linda Contreras has made status calls to regular clients who have not visited the Pantry during the pandemic. Staff Rosa Machabanski is making status calls to new pantry clients.
- Trustees were given bank balance information for Town Fund, General Assistance and Community Chest through August 31, 2020.
- Trustees were given a snapshot of Community Chest donations and expenditures from April 1 through August 31.
- Moraine Township has been named as a defendant in a slip-and-fall lawsuit by someone who tripped on a sidewalk in the Town of Fort Sheridan. Supervisor Bassi is working with an attorney from CCI, the insurance company retained by TOIRMA for litigation purposes, to remove Moraine Township from the lawsuit.
- Supervisor Bassi reviewed Door-to-Door van driver hourly wages with Trustees. During COVID-19, one driver has not worked and other drivers have had hours halved. Supervisor Bassi thanked drivers for pitching in to help with other Township crisis needs, like wellness calls to seniors and help in the Pantry, as well as ensuring our residents receiving thrice-weekly dialysis treatments continued to be transported throughout the crisis.
- Supervisor Bassi discussed with Trustees that work required by some Township staff was increased and constant during the pandemic to process, enroll residents for SNAP and Medicaid, managing emergency rent and utility assistance, and ensure Food Pantry and transportation services were uninterrupted, that they have not been able to take vacation time. Trustees agreed with the Supervisor that staff denied vacation time due to the crisis will be paid for days that cannot be carried over.

- IRS Form 990 and Illinois 990-AG for the Moraine Township Charitable Fund, Inc. has been filed for calendar year 2019.
- Supervisor Bassi discussed with Trustees COVID-19 safety procedures including screening, testing, sick days and masks. She distributed to Trustees Staff Sanela Abazovic's notes from a webinar on the topic. Trustees were encouraged to discuss suggestions for the procedures. A written policy will be voted on at the next Board meeting.
- The Township Officials of Illinois annual conference will be held remotely November 16-20 and November 23. Please advise the Supervisor if you would like to attend and we will take care of the registration.

Latino Advisory Committee Report Pablo Alvarez

The Committee met remotely on August 27 and discussed assistance for low-income families and their school-age children, focusing on remote and in-person education, technology, internet access, parent support, annual physicals, and food.

Food Insecurity Issues Report Amy Zisook

Trustee Zisook and Clerk Brown are bringing snack foods to Highland Park High School on September 16. Trustee Zisook is working on elementary and middle school backpack programs.

Food Pantry Report Anne Flanigan Bassi

Trustees were given a report of Pantry usage. As of September 8, there have been 2630 household visits to the pantry.

The Pantry has received a \$2,000.00 donation for allergy-free food; notes were put in pantry bags asking clients to contact the office if someone in their household has food allergies.

Pantry Plants Garden Report Anne Flanigan Bassi

Due to break-ins and theft of vegetables at the garden, a padlock with combination was installed at the garden gate. Families who farm there were given the combination.

Lake County Coordinated Transportation Services Committee (LCCTSC) Report

No report

Human Relations Advisory Group Report (HRAG)

No report

Cemetery Report Cindy Wolfson

Thanks to Larry Sassorossi for installing a new American flag at Mooney Cemetery, replacing the weathered flag.

Old Business

- **HVAC Retrofits** Supervisor Anne Flanigan Bassi
Supervisor Bassi and Trustee Wolfson met with Sachin Anand of db|HMS on September 1 and subsequently provided a written recommendation for HVAC retrofits for air quality improvement in the office and Pantry. Trustees were given Mr. Anand's

recommendations and cost estimates. Trustees concurred with the recommendations. Mr. Anand will provide an RFP to vendors and will meet with interested vendors on September 15 to review the work requested. These costs are eligible for reimbursement under the Intergovernmental Agreement with Lake County as part of the CARES act.

- **Social Security Tax Deferral** Anne Flanigan Bassi
Supervisor Bassi discussed with Trustees the President's Executive Order to defer employee Social Security Tax withholding. This program does not forgive tax, but rather defers tax employees will have to repay over a very short timeline. Supervisor Bassi attended a webinar and reached out to the City, County and School Districts, who are not implementing this deferral at this time.

New Business

- **E-grocery pickers at Sunset and Mariano's** Cindy Wolfson
Trustee Wolfson reported that a contribution to Community Chest was made in honor of workers at Sunset Foods and Mariano's who shop for residents but are not allowed to receive tips.
- **Budget: Agency Grants** Anne Flanigan Bassi
Supervisor Bassi discussed with Trustees the possibility of another round of agency grants totaling \$50,000.00, as set aside in the Budget, to provide some additional relief to local social service agencies struggling through the crisis. Trustee Zisook and Clerk Brown agreed to work on this initiative.

Executive Session

None

Adjournment

With no further business to conduct, Trustee Alvarez moved, seconded by Trustee Zisook that the meeting be adjourned at 7:20 p.m. The motion passed unanimously.

Respectfully submitted,

Gail Feiger Brown, Moraine Township Clerk