

MORAINES TOWNSHIP, LAKE COUNTY, ILLINOIS

MINUTES OF BOARD MEETING

June 10, 2021 5:30 PM

Meeting called to order at 5:30 pm. by Supervisor Anne Flanigan Bassi

The following were in attendance: Supervisor Anne Flanigan Bassi, Trustees Pablo Alvarez, Nancy Chausow Shafer, Christine Peschier. Also in attendance Deputy Clerk Sanela Abazovic. Trustee Mark Haggarty was absent.

Public Comment

There was no public comment.

Approval of Minutes

Trustee Peschier moved, seconded by Trustee Alvaraz, to approve minutes from the board meeting of May 27, 2021. Trustee Shafer requested that the attendance be changed from teleconferencing to videoconferencing.

The motion passed by voice vote.

Approval of Bills

Trustee Shafer moved, seconded by Trustee Alvarez, to approve bills for the period May 6 to May 27, 2021 in the amount of \$32,566.02 for Town Fund and \$24,125.47 for General Assistance.

Voting Aye by roll call vote: Supervisor Bassi and Trustees Alvarez, Peschier and Shafer. Voting Nay: none.

The motion passed.

Reports

Assessor's Report

No report

Supervisor's Report – Supervisor Anne Flanigan Bassi

- The 15-month service report was distributed to the Board and discussed.
- The Emergency Assistance report was distributed to trustees, and sources and uses of funding was discussed.
- A Federal grant application was submitted for the 2022 VITA filing season (2021 tax returns) in the amount of \$10,802. If awarded, the funds will be available on a "draw down" as needed and used.
Kudos to VITA Program Co-coordinator Donna Novickas who took the lead on working through the very detailed 55-page grant application, which included a 30-page narrative.
- The newsletter mailed Tuesday and sent to all addresses on the Moraine Township property rolls for Highland Park, Deerfield and Lake Forest. Since Highwood is completely

within the boundaries of the Township, all mail boxes in Highwood received the newsletter, including boxes in multi-unit buildings.

- The Township Door-to-Door van, which operated two vans five days a week before the pandemic, is still running one van a day, on MWF for Dialysis and errands when available and T-Th for other medical appointments. We are monitoring to see when requests for rides indicate running an additional van for an additional day may be warranted.
- We are starting on the process of developing a new website. The Marketing team who volunteered to help us with the annual meeting presentation has volunteered to help us through the process. HPHS student Evelyn Gehrig, who has maintained and updated the website for two years on a volunteer basis, will work with us on this project over the summer on a paid hourly basis.
The new website will include a scheduling module for volunteers, ACA and VITA appointments, and other needs. Township Administrator Sanela Abazovic will explore adding Venmo and Zelle as payment options on the donation button.
- Volunteer Lenny Xavier will meet with Supervisor and staff next week to explore to possibility creating a database for use in managing volunteers and donors.
- Lake County is anticipating publishing assessments July 1, which will start the 30-day period for appealing property assessments. The Pantry re-opening is scheduled for July 7, so visitors to the Assessor's office will overlap with Food Pantry re-opening. We are working on a plan for managing traffic in the parking lot and in the Pantry.

Latino Advisory Committee Report: Trustee Pablo Alvarez

No formal report, but Trustee Alvarez has invited the committee to his home on June 18 to connect informally and thank them for their Herculean efforts during the past 15-months on behalf of Township residents.

Food Pantry Report: Supervisor Anne Flanigan Bassi

Food pantry usage report was distributed to Trustees and discussed.

Pantry Garden Report – Anne Flanigan Bassi

The garden has been planted for the season, and 7 pantry clients are participating with their own plots.

Cemetery Report –

No report.

Old Business

None

New Business

- The Supervisor discussed employee health insurance for the plan year August 1, 2021 to July 31, 2022. After analyzing options, the least expensive option is to renew the current BC/BS PPO and HMO offered to employees in prior years, and will be on the agenda for adoption at the June 24, 2021 Board meeting.
- Board portfolio assignments were distributed, and the Supervisor thanked Clerk and Trustees for their enthusiasm, commitment, and willingness to be so generous with their time.
- The Supervisor provided the Board with May 31 bank balances. May is the lowest cash position of the Township since tax levy distributions begin with property tax payments in June and September each year.
- Trustees were also provided with an overview of Township fund accounting, and sources and uses of funds for Town Fund (TF), General Assistance (GA), and Community Chest (Moraine Township Charitable Fund, Inc. (CC).

For the benefit of new trustees, the Supervisor reviewed criteria on what types of assistance can be covered, and who is eligible to receive, General Assistance (GA) and Emergency Assistance (EA).

GA records are subject to strict confidentiality and privacy (names of recipients do not appear on bill approval report), and GA records are not subject to FOIA.

Personnel and facility cost allocations for the current fiscal year were distributed to Trustees. Vendor invoices are allocated between funds (by separate checks), and among cost centers (Transportation, Assessor, Cemetery, etc.), based on allocations determined each year in the budget.

- Township Administrator, Sanela Abazovic, introduced herself to the Board and talked about her background and her duties and tenure with Moraine Township.

Executive Session

None

Adjournment

Trustee Alvarez moved, seconded by Trustee Peschier, that the meeting be adjourned. The motion passed by a voice vote. The meeting was adjourned at 6:50 p.m.

Respectfully submitted,

Sanela Abazovic, Moraine Township Deputy Clerk