

**PALATINE TOWNSHIP  
BOARD OF TRUSTEES  
COMMITTEE OF THE WHOLE MEETING  
April 13, 2020  
7:00 P.M.**

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE TO THE FLAG**

Supervisor Langlotz-Johnson called the remote meeting to order at 7:03 p.m. via the use of video and audio conferencing, due to the continued Covid-19 Pandemic and its shelter-in-place restrictions.

**ROLL CALL**

Clerk Moran called the roll and the following members were present through REMOTE VIDEO ATTENDANCE:

Voting Member- Supervisor Langlotz-Johnson\*

Non-Voting Members- Clerk Moran and Highway Commissioner Del Mar  
Other Invited Participants- Administrator Lopez

REMOTE AUDIO ATTENDANCE:

Voting Members- Trustees Kern, Kincaid, Kalkounos\* and Pohlman

*\*Trustee Kalkounos arrived just after the roll call*

Non-Voting Member- Assessor Kelly

Other Invited Participants- Parliamentarian Boles

**PUBLIC COMMENT**

None

**ELECTED OFFICIALS ANNOUNCEMENTS**

A. Supervisor

- i. Hoffman Estates Fire District #1 Trustee Appointment

Supervisor Langlotz-Johnson reminded the *COW* about the Hoffman Estates Fire District and the need to fill the #1 Trustee position. Administrator Lopez will forward to the Board, the one resume received thus far. The appointment approval will be placed on the April Regular Board Meeting Agenda.

- ii. Project Manager for Window Replacements & Roof Replacement

Supervisor Langlotz-Johnson reviewed the *COW Packet Insert, Memo- Window & Roof Replacement April 9, 2020*. She noted that due to the pandemic, the project might take longer than initially anticipated. Administrator Lopez answered questions related to the memo, and let the Board know that a Project Manager would need to be hired. The Supervisor stipulated that all windows will be replaced, which includes 30 year old windows and windows older than that. The project costs are covered under the Capital Improvement Budget Line 44. This item will be placed on the April Regular Board Meeting Agenda.

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iii. Other

Supervisor Langlotz-Johnson reported that the employees continue to work in split shifts, one week working from home and the other working in the office. Some employees have chosen not to work at home. All employees working from home provide reports to her throughout the day. Bus drivers will be provided N95 Respirator Masks and soon will have face shields. She praised staff for all of their hard work and efforts. Lastly, she reported that the Easter Basket Drive-Thru Program went well.

Administrator Lopez noted that he had ordered webcams for staff monitors so that they will be able to do electronic notary services during the pandemic.

Supervisor Langlotz-Johnson reported that the I.T. specialist had to devote numerous hours to connect employees' home computers to be used for work purposes, and that this would cause the line item to be high. She also confirmed that there had been an increase in the numbers of Food Pantry clients since the pandemic had started. She also reported that those clients were also counseled in other assistance available to them. Both Food Pantry and Needy Family Fund contributions have grown.

Administrator Lopez and the Supervisor reviewed the memo emailed earlier in the day, *Memo-GA Remodeling Project, April 13, 2020*. They reported that the project would be over budget due to the additional expense of moving a water fountain and the addition of an audio/visual fire alarm. Trustees Kern and Kincaid were concerned with the overrun and questioned why the Board was not made aware of the additional project expense earlier.

The Supervisor assured Trustee Kalkounos that all families are able to use the Township's Food Pantry without citizenship identification, and that if someone in the home is a documented citizen that family can receive Needy Family Fund assistance.

B. Highway Commissioner

Highway Commissioner Del Mar reported that he also has his crews in split shifts to ensure that if an employee becomes sick with Covid-19, that the alternating shift could work while the effected crew could quarantine, ensuring that Road District services continue. He has Intergovernmental Agreements with neighboring government bodies to ensure no disruption in service, as well as a secondary plan for the Road District including plans to thoroughly clean truck cabs, etc. He noted that employees are using accrued sick and vacation days for pay when they are not working.

Administrator Lopez informed the COW that by federal law, (*Families First Coronavirus Response Act*) any employee fighting Covid-19 or taking care of a family member with it, is allowed 14 days of paid sick leave during that period. He will send the corresponding legislative alert to the Board.

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C. Clerk

No Report

D. Assessor

Assessor Kelly reported that Board of Review results were just sent out, and that in the near future we may be reassessed again.

Supervisor Langlotz-Johnson read from a Cook County Assessor news release stating that assessment amounts on all properties will be reduced for the 2020-2021 Second Installment period, and that appeal application deadlines will be extended.

Highway Commissioner Del Mar voiced his concern that due to sporadic payments coming from Cook County, that may necessitate the use of contingency funds, etc.

Assessor Kelly will follow up with Cook County on a number of board member questions and will report to the Board.

**BUSINESS**

A. Policy Committee

i. Policy 530 Website and Social Media Update and Changes

Website Chairman Pohlman reviewed *Policy Number 530- Website and Social Media*. With no additional requested revisions, he will send out the finalized version soon. This item will be on the April Regular Board Meeting agenda for approval.

ii. Policy 590 Handling Complaints

Website Chairman Pohlman reviewed *Policy Number 590- Handling Complaints*. After some discussion and suggestions from Trustees Kern and Kalkounos, and Clerk Moran, the Clerk volunteered to revise the draft accordingly, forward it to Chairman Pohlman who will send a finalized version to the Board for their consideration at the April Regular Board Meeting.

B. Other

None

**OTHER TOWNSHIP BUSINESS**

A. Other

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Supervisor Langlotz-Johnson noted that it had been a rough four weeks with the pandemic situation. Trustee Pohlman congratulated the Supervisor and Highway Commissioner for the extra work they have put in to make adjustments with staff and protocols.

Trustee Kern will send out an informational email with an upcoming remote Finance Committee Meeting date. Administrator Lopez will schedule individual times for the committee members to review the bills and vouchers independently.

**EXECUTIVE SESSION**

None

**ADJOURN**

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Kern to adjourn the meeting at 8:33 p.m.

MOTION CARRIED by voice vote

Respectfully submitted,

  
TOWN CLERK