

**REGULAR BOARD MEETING OF THE BOARD OF  
TRUSTEES OF PALATINE TOWNSHIP**

**May 18, 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 7:02 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 and Trustee Kalkounos \*

Non-Voting Members- Clerk Moran, Highway Commissioner Del Mar, Assessor Kelly  
Other Invited Participants- Administrator Lopez

REMOTE AUDIO ATTENDANCE:

Trustees Kern and Kincaid

Other Invited Participants- Assistant Administrator Chychula, Parliamentarian Boles, and Brent Nakayama and Jeffrey Held from JBR Group, LLC

*\*Trustee Pohlman arrived at 7:10 p.m.*

**PUBLIC COMMENT**

Supervisor Langlotz-Johnson stated that she would address board member questions for Jeff and Brent of the JBR Group during Public Comment.

Trustee Kern noted that she had issues with the vagueness of the proposal, asking for language that is more specific about the work and analysis they will be providing. Brent noted that they would need additional information to provide costs that are more detailed.

Trustee Kalkounos, Clerk Moran, and Parliamentarian Boles questioned the discussion taking place during Public Comment. The Supervisor noted that she did not want to move up the corresponding item, as the action of moving up is frowned upon.

A broader discussion took place on the proposal.

**CONSENT AGENDA**

- A. Approval of Minutes
  - i. April 27, 2020 Regular Board Meeting Minutes
- B. Reports
  - i. Acceptance of Township Elected Officials' Reports:
    - 1. May 2020 Clerk's Report
    - 2. May 2020 Highway Commissioner's Report

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C. Acceptance of Prior Approved Committee Minutes:

i. April 20, 2020 Finance Committee Minutes

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Kern to approve the 5-18-2020 Consent Agenda, as presented

MOTION CARRIED by voice vote

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Pohlman to move *New Business A* to above *Old Business A*.

MOTION CARRIED by voice vote

Discussion continued on agenda item *Approval of Selecting JBR Group, LLC of Geneva, IL as Project Manager*.

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Kincaid to approve the selection of JBR Group, LLC of Geneva, IL as Project Manager at a cost not to exceed \$9,000 with the amount of windows to be determined, and the replacement of The Bridge section of roof at approximately 6000 square feet, and an analysis of all work to be completed with recommendations

ROLL CALL:

Ayes: Kern, Kincaid, Kalkounos, Pohlman, and Langlotz-Johnson

Nays: None

MOTION CARRIED 5-0

*\* Brent Nakayama and Jeffrey Held left the meeting*

**OLD BUSINESS**

A. Approval of Policy 530 Website and Social Media Updates and Changes

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Kincaid to approve *Policy 530 Website and Social Media Updates and Changes*, as presented

MOTION CARRIED by voice vote

B. Approval of Policy 590 Handling Complaints

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Kern to approve *Policy 590 Handling Complaints*, as presented

MOTION CARRIED by voice vote

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C. Approval of MC Building, Inc. Payout Request in the amount of \$12,841

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Kern to approve *MC Building, Inc. Payout Request in the amount of \$12,841, as presented*

ROLL CALL:

Ayes: Kern, Kincaid, Pohlman, and Langlotz-Johnson

Nays: Kalkounos

MOTION CARRIED 4-1

D. Update on GA Office Remodeling Project

Administrator Lopez provided a detailed update on the *GA Office Remodeling Project*, estimating the project cost increasing to a final cost of \$64,430.50 *\*this final number furnished subsequent to the meeting*. The architect's invoice was also increased by \$1300 over the original 'not to exceed cost' of \$7500. The Board will need to approve the additional cost at next month's Board Meeting.

E. Update of State of Illinois Shut Down Order

Supervisor Langlotz-Johnson gave a brief update on the Township's response to the COVID-19 Pandemic. She is looking at adding a Plexiglas shield between the front desk staff and visitors. The Needy Family Fund received donations in response to the Covid-19 Pandemic totaling \$127,000 from March 1 to May 18.

Trustees Kincaid and Kalkounos spoke to the business bankruptcies and concern over government overreach and civil liberties due to the shutdown.

F. Other

Trustee Pohlman reported that American Flags will be placed at Hillside Cemetery and due to the Pandemic Situation the ceremony will be videotaped and broadcast online and on Facebook.

Assessor Kelly reported that the appeal process is going well and congratulated his employees on an outstanding job.

Highway Commissioner Del Mar provided a brief update on the Road District.

**AUDIT OF PAYROLL & BILLS**

A. Approval of Payroll & Bills for Town Fund

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MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Pohlman to approve the payroll and bills as presented for *Town Fund*- \$197,537.37

Supervisor Langlotz-Johnson answered Trustee Kern's questions regarding proper itemization of work done by the Little Sisters of the Poor as a funded agency. Administrator Lopez will send a reminder for this documentation.

ROLL CALL:

Ayes: Kern, Kincaid, Kalkounos, Pohlman, and Langlotz-Johnson

Nays: None

MOTION CARRIED 5-0

B. Approval of Payroll & Bills for General Assistance

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Kern to approve the payroll and bills as presented for *General Assistance*- \$47,138

ROLL CALL:

Ayes: Kern, Kincaid, Kalkounos, Pohlman, and Langlotz-Johnson

Nays: None

MOTION CARRIED 5-0

C. Approval of Payroll & Bills for Road District

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Pohlman to approve the payroll and bills as presented for *Road and Bridge*- \$104,994.12

ROLL CALL:

Ayes: Kern, Kincaid, Kalkounos, Pohlman, and Langlotz-Johnson

Nays: None

MOTION CARRIED 5-0

**NEW BUSINESS**

A. Approval of Selecting JBR Group, LLC of Geneva, IL as Project Manager

*\*Please note that this item was moved up earlier in evening*

B. Other

Insurance Chairman Kelly reported that Bill Bradish will give a presentation at the June COW Meeting and that numbers will be sent out prior to that.

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**EXECUTIVE SESSION**

None

**ACTION ON MATTERS FROM EXECUTIVE SESSION**

None

**ADJOURN**

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Kalkounos to adjourn at 8:36 p.m.

MOTION CARRIED by voice vote

**\*NOTED ACTION ITEMS:**

None

Respectfully submitted,

  
TOWN CLERK

