



ANTIOCH TOWNSHIP BOARD MEETING

May 13, 2020

- I. **Call to Order:** The meeting was called to order at 7:02 P.M. by Supervisor Shaughnessy.
- II. **The Pledge of Allegiance:** Supervisor Shaughnessy led the Pledge of Allegiance.
- III. **Citizen Comments:** None.
- IV. **Minutes:** The minutes of the April 8, 2020 Antioch Township Board Meeting were presented. Motion to approve minutes as presented electronically was made by Trustee Turner, seconded by Trustee Shepard. Motion carried with a roll call vote, all in favor. Yes: 5 – Davis, Grant, Shaughnessy, Shepard, Turner, No: 0.
- V. **Treasurer's Report:**
 - A. Township bills were presented for payment in the amount of \$93,295.75, including \$2,360 in general assistance. Trustee Turner asked if Stritar Construction was paid through two separate checks with the amount totaling more than \$40,000. Supervisor Shaughnessy confirmed they were two separate jobs, one for the current month and one for the prior month. Trustee Turner also asked for clarification on items 101-519 COVID Expenses: Mask Fabric for \$519.20, Better Together signs for \$1,304.25, and item 102-519 COVID Expense: Anna Haley Mask Fabric reimbursement. Supervisor Shaughnessy confirmed the mask fabric expense for \$519.20 was for just under 100 yards of fabric purchased at Walmart for Anna Fielder and The Mask Brigade. There were multiple line items for The Mask Brigade for materials and a \$1,199.60 reimbursement of materials Anna Haley personally purchased as part of her community service. Receipts for the purchases and reimbursement are available to be scanned and sent. The Better Together Sign expense was split 50/50 between the Township and the Village. Trustee Grant asked if the reimbursement for Anna Haley was for product or labor. Supervisor Shaughnessy confirmed it was materials only. Trustee Grant asked if Stritar Construction was under contract or by the hour. Supervisor Shaughnessy confirmed they are paid by the hour. Expenses were due to the dead ash trees, finishing of the wood trip trail, and the bridge. The work should be completed in approximately 2 weeks after raking north of the ponds and drainage on the north pond to the west is

- finished. Trustee Grant asked for clarification on the Murder Mystery items. Supervisor Shaughnessy confirmed those were refunds for canceled senior events. Trustee Shepard clarified that masks being made by Anna Fielder and The Mask Brigade are being donated to the community and money is not being made from them. Trustee Turner will be using the receipts for all COVID expenses to turn into FEMA for reimbursement. All COVID related expenses are specifically being coded as such in order to submit for reimbursement. Motion for payment was made by Trustee Shepard, seconded by Trustee Davis. Motion carried with a roll call vote, all in favor. Yes: 5 - Davis, Grant, Shaughnessy, Shepard, Turner, No: 0.
- B.** Road District bills were presented for payment in the amount of \$50,113.65. Motion for payment as presented was made by Trustee Turner, seconded by Trustee Grant. Motion carried with a roll call vote, all in favor. Yes: 5 - Davis, Grant, Shaughnessy, Shepard, Turner, No: 0.

VI. Township Officials Report:

A. Supervisor:

- 1.** Supervisor Shaughnessy shared that a Sexual Harassment policy was brought up by Ancel Glink. There is one on file from 2010, but all employers in the state of Illinois with more than one employee need to complete annual sexual harassment training. There is an online version that all employees, anyone paid by the Township, needs to read, understand, and sign off on completion. Clerk Dyer Dawe read the policy: Antioch Township hereby adopts a policy to comply with the Illinois General Assembly Public Act 101-0221, which went into effect on January 1, 2020. The Township will annually provide Sexual Harassment Prevention Training using the IDHR training model. Adopted this 13th day of May pursuant to a roll call vote by the Board of Trustees of Antioch Township, Lake County, Illinois. Motion to adopt a Township policy to comply with General Assembly Public Act 101-0221 was made by Trustee Turner and seconded by Trustee Grant. Motion carried with a roll call vote, all in favor. Yes: 5 - Davis, Grant, Shaughnessy, Shepard, Turner, No: 0.
- 2.** Supervisor Shaughnessy addressed adopting a policy to comply with the Federal Families First Coronavirus Act. Clerk Dyer Dawe read the policy: Antioch Township hereby adopts a policy to comply with requirements of the Federal Families First Coronavirus Response Act ('FFFCRA'). The FFCRA provides employees with Emergency Paid Sick Leave ('EPSL') and Emergency Paid Family and Medical Leave ('FMLA+') for those affected by the COVID-19 pandemic, from April 1, 2020 through December 31, 2020. Adopted this 13th day of May, 2020 pursuant to a roll call vote by the Board of Trustees of Antioch Township, Lake County, Illinois. Motion to adopt a Township policy to comply with FFCRA (Federal Families First Coronavirus Response Act) was made by Trustee Grant and seconded by Trustee Shepard. Motion carried with a roll call vote, all in favor. Yes: 5 - Davis, Grant, Shaughnessy, Shepard, Turner, No: 0.
- 3.** Supervisor Shaughnessy reported that a policy was created for remote work prompted by COVID-19. It doesn't apply to the Township, but it prompted a policy to participate in board meetings remotely. Clerk Dyer Dawe read the policy:

Antioch Township hereby adopts a policy to comply with the requirements of (5 ILCS 120/7 a-d) 'Attendance by means other than physical presence.' If a member wishes to attend a Board meeting by other means, the member must notify the Township Clerk or Supervisor before the meeting, unless advance notice is impractical. A majority of the Board may allow a member to attend a meeting by other means only in accordance with and to the extent allowed by rules adopted by the Township Board. The rules must conform to the requirements and restrictions set forth in Section 120/7d. Adopted this 13th day of May, 2020 pursuant to a roll call vote by the Board of Trustees of Antioch Township, Lake County, Illinois. A motion to adopt the Township remote work policy was made by Trustee Shepard and seconded by Trustee Turner. Trustee Grant requested documentation related to this policy. Supervisor Shaughnessy confirmed yes it was 5 ILCS 120/7 a-d of the Open Meetings Act and that he would send it to everyone. This would be to allow board members to participate remotely due to work constraints, it can't be used for vacations or people wanting to stay home to not attend in person. He shared that this topic could be tabled to next month to allow more time for consideration. A motion was made by Trustee Shepard to withdraw the motion to adopt the Township remote work policy and seconded by Trustee Grant. A motion to table the Open Meeting Act remote work policy until next month was made by Trustee Grant and seconded by Supervisor Shaughnessy. Motion carried with a roll call vote, all in favor. Yes: 5 - Davis, Grant, Shaughnessy, Shepard, Turner, No: 0.

4. Supervisor Shaughnessy reported that the St. Peter's facility could be used to help the Township get more involved in community and senior services. There are talks of the Township taking over all senior services for Antioch. The Village senior services are currently being operated as part of the parks and recreation department. This presents a good opportunity to make the Township more pertinent in the community and also get the Township office back into Antioch. The feasibility study came back with an estimate of 8-10 million to repurpose the St. Peter property the way the architects were instructed. Pros are: moving the office into Antioch, senior services consolidation, and Lakes High School Administration is interested in the current Antioch Township space. Cons are: The ridiculous cost, a referendum would be required to do anything, the need perception of why is this being done. Trustee Davis shared that she doesn't mind working with the Village, but that a separate building is needed. Supervisor Shaughnessy clarified that the plan is not for a joint government office building. That a new building could be used to improve the services the Township is providing and that a comprehensive Township plan needs to be put together over the next year that includes the Trustee's input. Trustee Grant shared that the money from the Dolly Spiering Memorial Fund will be gone soon and that he doesn't want to burden the Township taxpayers with the Village's program. That the Township has an ongoing senior program that can be expanded and all Village residents can use. He believes the St. Peter's property is a liability that shouldn't be pursued. Trustee Grant also voiced concerns over the possibility of raising property taxes and that the effort could self-defeat what is trying to be

accomplished. Supervisor Shaughnessy shared that we are all 60002 and there has not been an effort to service residents with uniformity. He clarified that he is not advocating increasing taxes. The board was challenged to bring ideas to spend the existing tax dollars to make the Township more viable by improving and expanding services. Trustee Shepard shared he thinks the cost to repurpose St. Peters is outrageous and worst-case scenario. If the cost came down and the Township moved forward, that it shouldn't be considered a senior building, but a community center that includes children's activities. Trustee Davis recommended that seniors, students, and coaches be asked what they would want. Supervisor Shaughnessy proposed the idea of a survey to residents to determine their wants. Trustee Turner shared that he believes the Township could do more for the community and the timing is perfect with Paul Howard retiring from the Senior center, and the Dolly Spiering Memorial Funds drying up. In the Green Associates report the second page suggests it wouldn't be a good idea to repurpose St. Peters that it is too much space and there is too much to do. Trustee Turner likes the concept, but does not think St. Peters is the answer and would rather explore building new. Trustee Davis agreed. Supervisor Shaughnessy stated that pieces of property could be looked at, but the board all needs to be on the same page with a long-term plan first. How can the Township spend taxpayer dollars in the future to provide more services to the community? He requested that the board give ideas on senior services and expanding involvement in the community. Supervisor Shaughnessy will reach out to Chris Hansen, a municipality architect that can take conceptual ideas and formulate a plan.

B. Clerk: No update.

C. Assessor: No update.

D. Highway Commissioner:

1. Highway Commission Ring reported that street sweeping was just finished and spring clean up is going on from the winter operations.

E. Trustee Reports:

1. Senior Committee, Trustee Davis:

- a. All senior events have been canceled. The Senior Task Force has connected with 47 seniors for weekly check-ins, grocery shopping, and prescription pick-ups. 62 seniors were paired with pen pals from the community. 30 second video clips are being created for local businesses to promote their business and share their hours of operations. 40 bird houses were delivered to seniors throughout the community and something was done for Mother's Day as well. Courtney Kotloski has done a great job. Supervisor Shaughnessy shared that the Township would not be in this position without Anita Dyer's efforts to improve what was being offered, and that the relationships she created are really helping to bridge the gap between the Village and the Township.

2. Grant Committee, Trustee Turner:

- a.** The IDNR Bike Path proposal was supposed to be into the state by March 15, 2020. The joint filing was being sent by the Village and it is uncertain if it got there by that date. Todd Kupsak is following up with the IDNR in Springfield to see if the paperwork was received in time and if the Township is still eligible for the grant.
- b.** Another grant that work was started on is the ComEd Green Region Grant and due to COVID-19, nothing will likely happen until after the state opens back up.
- c.** There is a COVID-19 grant through FEMA. Any expenses the Township incurs as a result of COVID-19 can be reimbursed if approved. Trustee Turner suggested that the receipts and explanations could start being sent in now or the Township could wait for a few more weeks. Supervisor Shaughnessy recommended that the reimbursements not be sent in until the numbers are accumulated and there is a better understanding on how to recoup expenses. The biggest thing to do now is to code COVID-19 expenses accordingly for reimbursement. It is unknown if the reimbursement will be done through a combination of the Village and the Township. Trustee Turner reported receipts for reimbursement approval need to be submitted on the FEMA portal by the determined administrator. There are two grant applications, one that exceeds \$131,000 and one that's under \$131,000. Trustee Turner recommends the Township wait a few weeks to see where things go and continue to code COVID-19 expenses. He will work with Todd Kupsak to turn in the receipts when the time is appropriate.
- d.** A Community Development Block Grant (CDBG) is being looked at. A letter was received from Lake County Planning and Development on May 5. This grant is mandated every three years. There are two choices: option a) include our community in Lake County numbers or option b) do it separately. There are pros and cons to both, the Township decided on option a to include our numbers in with Lake County. That makes the Township eligible to receive more grants. Lake County has received over \$122 million in funding over the last 45 years. This CDBG related to HUD housing and the income of people living in the Township. By choosing option a, the Township is still eligible for Lake County's Home Program towards affordable housing and the Emergency Solutions Grant (ESG) Program. The money will be sent out from Lake County.
- e.** Information was received about the Fast Track Grants and different programs can receive funding. It was put on hold and has now been brought back and is being called Fast Tracked Grants for COVID-19. It's \$25 million the State of Illinois will give out. It's publicly owned buildings facilities and parks, publicly owned industrial and commercial sites, waste disposal systems, water and sewer line extensions, water distribution and purification facilities, gas and electric utility expenses, dredging of waterways, rail, air or water port improvements, ADA compliant sidewalks, curbs and gutters, previously unimproved WPA streets, and other public infrastructure or capital

improvements. Trustee Turner will provide Highway Commissioner Ring a copy of the e-mail with the items that are being looked at for the grant. They have to move quickly on this, at the latest the first week in June. The grants range from \$500,000 to \$5 million. Highway Commissioner Ring can look at the parameters of the grant to see if there is something in the current plan to be completed this summer that fits within this grant. They have to be classified as shovel ready projects. Highway Commissioner Ring shared that he also received an e-mail from Township Officials of Illinois relating to this and there are also upcoming webinars that will provide more information. Supervisor Shaughnessy complimented Trustee Turner for jumping into the grant projects. Todd Kupsak is consulting the Township on grants; he has been paid a fee and should be used as much as possible.

3. Transportation Committee, Trustee Grant: No update.

- a. Supervisor Shaughnessy reported that more and more people will need medical transportation when more things open up. A lot of people have delayed appointments and we may have a flood of transportation needs. The Township is working on trying to make sure we have volunteers. Barney Anderson will be available along with a couple of other volunteers when needed. Eldercare and AHAA have been reached out to, to make sure we get the information we need to help people with transportation. There is no such thing as free transportation. We need to work together on coordinating and communication channels are more open with the Better Together Task Force.

4. Parks Committee, Trustee Shepard:

- a. The bridge at Osmond Park looks great. They need to build the access off the bridge still. Piping is being put in to alleviate the drainage issue on the pond. The sign going into Tim Osmond Park has been beautified and flowers were put in around it. People were out enjoying the park and practicing social distancing.
- b. Supervisor Shaughnessy addressed Thelen Park and that the Township has owned it since 2003. Nothing has been done with it because there have been no plans. He is challenging the trustees to come up with ideas to use it by spending taxpayer money wisely and effectively. There were some grants for shelf ready projects that the Township submitted for, but did not receive anything. Trustee Grant asked for clarification on Fox Waterway grading the land. Supervisor Shaughnessy confirmed that there is a designer that was asked if the same concept as the Lake Villa Baseball Complex concept could be built at Thelen. It is possible to do that plus two additional fields with parking configurations and water retention. Fox Waterway agreed to mass grade that field since they use it for silt that is pulled from the Chain O' Lakes. They have not leveled it since the Township doesn't have plans yet to tell them how to grade it. They will do it when there is a plan in place. One option could be an off-road vehicle park. Trustee Davis recommended getting input from children on what they would like. Supervisor Shaughnessy shared this property is another reason for a survey. That the project is going

to take planning to spend money wisely and give the give the community a benefit for their tax dollars. Trustee Grant recommended planting grass so people could use the park until it is done. Supervisor Shaughnessy shared that once it is mass graded that the Township then needs to maintain park land, police it properly, and it would need to be re-graded for the permanent plan.

VII. New Business:

A. COVID-19/Better Together Resource Support

1. Supervisor Shaughnessy is sitting in on conference calls with The White House, Village EOC, Health Department, the Governor, Better Together Task Force to stay abreast of information and pass it on.
2. Supervisor Shaughnessy shared that Courtney Kotloski is heading up the Better Together Task Force from a mask and delivery perspective. Trustee Davis picked up masks to hand out and the trustees were encouraged to pick up masks from the Township building to hand out as well as wear them in public to set a good example.
3. Courtney Kotloski provided an update on the Better Together Task Force. The task force meets once a week. Clerk Dyer Dawe documents the weekly meeting for task force members. The Village, Antioch Traveling Closet, Open Arms Mission, AHAA, Catholic Charities, Antioch Library, Lake Villa Township, Village of Antioch, Antioch Senior Center, and Lake County Homeless Education are part of the task force. A lot of information is going out and the task force makes sure messaging is tidy and keeps everyone on the same page with what resources can be provided to each other. Weekly we touch based to ensure everyone has the resources and information they need to support the systems and foundations within their structure. A resource card will go out to 3,000+ seniors with a letter. It includes general information about each organization in the task force and it was categorized to easily navigate. The resource card will be printed in excess for trustees to take a stack and hand out. The resource cards are also being provided to the task force organizations, elderly population communities, the Antioch Police Department, and the First Fire Protection District for distribution. The community is really stepping up. Supervisor Shaughnessy shared that the task force was prompted because non-profit organizations can always use money. The hope is to consolidate the needs of our community through all of these organizations by providing food, money, and masks. The Township is being positioned to lead this so we can help all of these organizations as opposed to one or two. There have been issues in the past with donating money to non-profit organizations or charity, because it can't be justified using taxpayer money if taxpayers don't agree with the charity. The Township can spend money and resources better and document it for COVID-19 expenses to potentially recoup it down the road. The Township has pledged their support to these organizations. There is authorization to spend up to \$5,000 without board approval.
4. Supervisor Shaughnessy reported that the Better Together Task Force is working with the Chamber of Commerce to help local businesses. 2-minute video snippets

of each business will be made and posted on the different social media outlets to show people what is available and pump up the local economy. The pandemic has tied the community tighter together than ever. He shared that we are all one team and asked the board to keep their eyes and ears open for needs. Trustee Davis commended Supervisor Shaughnessy and Courtney Kotloski for doing a good job.

VIII. Executive Session: None.

IX. Adjournment: There was no further business to come before the board. Trustee Shepard made a motion to adjourn, seconded by Trustee Davis. Motion carried with a voice vote, all in favor and the meeting adjourned at 8:47 P.M. Yes: 5, No: 0

Present: Supervisor – Tom Shaughnessy

Trustees – Judy Davis, Peter Grant, Kris Shepard, Steve Turner

Highway Commissioner – Eric Ring

Clerk – Meghan Dyer Dawe

Meeting place: The meeting was held virtually

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Respectfully submitted,

Meghan Dyer Dawe