MORAINE TOWNSHIP, LAKE COUNTY, ILLINOIS
MINUTES OF BOARD MEETING
February 22, 2022

The meeting was called to order at 7:00 p.m. by Supervisor Anne Flanigan Bassi.

The following Board Members were in attendance on site: Supervisor Anne Flanigan Bassi, Trustees Pablo Alvarez, Mark Haggarty, Christine Peschier and Nancy Chausow Shafer.
Also in attendance on site: Clerk Gail Feiger Brown and website committee member Ashley Heaton.
Attending remotely via video conference: Volunteer Coordinator Sara Hoffman, website committee members Evelyn Gehrig, Cindy Wolfson, and Steve Zweiback, and volunteer database creator Leonard Xavier.

Pledge of Allegiance
Clerk Brown led the recitation of the Pledge of Allegiance.

Resolution of appreciation to website committee member Evelyn Gehrig
Supervisor Bassi read aloud a resolution of appreciation to website committee member Evelyn Gehrig and thanked her for her service to Moraine Township.

Resolution of appreciation to website committee member Ashley Heaton
Trustee Haggarty read aloud a resolution of appreciation to website committee member Ashley Heaton and thanked her for her service to Moraine Township.

Resolution of appreciation to website committee member Cindy Wolfson
Trustee Alvarez read aloud a resolution of appreciation to website committee member Cindy Wolfson and thanked her for her service to Moraine Township.

Resolution of appreciation to website committee member Steve Zweiback
Trustee Shafer read aloud a resolution of appreciation to website committee member Steve Zweiback and thanked him for his service to Moraine Township.

Resolution of appreciation to Leonard Xavier for creation of volunteer database for Moraine Township
Trustee Peschier read aloud a resolution of appreciation to Leonard Xavier for the creation of volunteer database for Moraine Township and thanked him for his service to Moraine Township. Volunteer Coordinator Hoffman, who worked with Xavier on the database, added laudatory remarks.

Public Comment
There was no public comment.

Approval of Minutes
Trustee Haggarty moved, seconded by Trustee Shafer, to approve minutes from the board meeting on February 8, 2022.
Voting Aye by roll call vote: Supervisor Bassi and Trustees Alvarez, Haggarty, Peschier and Shafer.
Voting Nay: none. **The motion passed.**

Approval of Bills

Trustee Peschier moved, seconded by Trustee Haggarty, to approve bills for the period February 9, 2022 to February 22, 2022 in the amount of $31,937.84 for the Town Fund and $9,092.67 for the General Assistance Fund.

Voting Aye by roll call vote: Supervisor Bassi and Trustees Alvarez, Haggarty, Peschier, and Shafer. Voting Nay: none. **The motion passed.**

Action Items

- **Resolution to transfer funds**

  Trustee Shafer moved, seconded by Trustee Alvarez, to transfer $100,000.00 from the General Town Fund to the General Assistance Fund, for the Fiscal Year 2021-2022.

  Voting Aye by roll call vote: Supervisor Bassi and Trustees Alvarez, Haggarty, Peschier, and Shafer. Voting Nay: none. **The motion passed.**

- **Reappointment of Dwayne Douglas to a 2-year term on the Moraine Township Ethics Commission**

  Trustee Haggarty moved, seconded by Trustee Alvarez, reappointment of Dwayne Douglas to a 2-year term on the Moraine Township Ethics Commission.

  Voting Aye by roll call vote: Supervisor Bassi and Trustees Alvarez, Haggarty, Peschier, and Shafer. Voting Nay: none. **The motion passed.**

- **Appointment of 2022 members of the Citizen Advisory Grant Committee**

  Trustee Shafer moved, seconded by Trustee Haggarty, appointment of 2022 members of the Citizen Advisory Grant Committee: John Ropiequet, Chair, Laura Biagi, Rosemary Espinosa, Janet Freed, Bill Laegeler, Ginny Schulte and Amy Zisook. Moraine Township Liaisons are Trustees Haggarty and Shafer, and Clerk Brown.

  Voting Aye by roll call vote: Supervisor Bassi and Trustees Alvarez, Haggarty, Peschier, and Shafer. Voting Nay: none. **The motion passed.**

Reports

Supervisor's Report: Supervisor Bassi

- The Moraine Township January 31, 2022 cash balance report was distributed to Trustees.
- The Moraine Township Emergency Assistance report from March, 2020 to present was distributed to Trustees.
- The new Moraine Township website is now live. Feedback has been uniformly positive. The Spanish translation button is working on laptop and desktop computers. Evelyn Gehrig and program technicians are working on getting the Spanish translation button up and running for cell phones and tablets. The team is continuing updating photos, and tweaking and editing.
- Thanks to Bob Laemle, photographer extraordinaire, who returned the week of February 13 to take additional volunteer and staff photos for the new website.
- A liaison is needed for the Lake County All Natural Hazard Mitigation Plan Update. The first meeting is February 23. Additional meetings are scheduled for March 23 and April 20. Trustees were asked to let Supervisor Bassi know if they want to attend.
- The City of Highland Park has invited Moraine Township staff to participate in a one-hour de-escalation training program to be held September 29. Supervisor Bassi, Clerk Brown, and Trustee Alvarez will be attending. If any other Trustees are interested in attending, the City may be able to accommodate them as well.

- The City of Highland Park is dropping their mask mandate effective February 28. Masks will continue to be required of staff and visitors at the Moraine Township office and Food Pantry for the time being.
- Supervisor Bassi distributed to Trustees an invitation to the Townships of Illinois annual lobby day to be held on April 6.
- Moraine Township Emergency Assistance and Community Fund income qualification guidelines, effective January 1, 2022, were distributed to Trustees.
- Supervisor Bassi, Trustee Peschier, and Staff Contreras and Somerville met with the Director and staff from Family Service of Lake County on February 10 to discuss issues and resources important to mutual clients.

Food Pantry Report: Supervisor Bassi
- The usage report on the re-opened Food Pantry was distributed to the Board.
- Supervisor Bassi and staff will be meeting over the next few weeks to discuss when and how to re-open the Pantry for shopping to all clients and discontinue deliveries.
- Thanks to West Deerfield Township for their donation of an over-abundance of soup, canned ravioli and SpaghettiOs.
- The United States Postal Service will not be conducting their annual Stamp Out Hunger Food Drive this year. Thanks to Trustee Haggarty and volunteer Wendy Dickson who had offered to co-chair the event.

Food Insecurities Report: Trustee Peschier
- Thanks to all the Northshore School District 112 schools for conducting a food drive in which each school is collecting specific types of food, such as cereal or crackers.
- Thanks to PORCH Chicagoland North for donating 28 bags of food.
- Thanks to Clerk Brown for bringing food to the Highland Park Drop-In Center.
- Thanks to volunteer Amy Zisook for bringing food to Edgewood Middle School.

Volunteer Income Tax Assistance (VITA): Supervisor Bassi
- The VITA program is underway. 28 income tax returns have been filed. One taxpayer donated $30.00 to the Food Pantry as a thank-you.

Old Business
- **Juneteenth Holiday: Trustee Haggarty and Supervisor Bassi**
  Trustee Haggarty has been communicating with City Manager of Highland Park Ghida Neukirch about Moraine Township's participation in commemoration of this new federal holiday, to be observed on Monday June 20. The Board discussed possible activities. A proclamation will be read at the June 14 Board Meeting.
- **Draft Budget and Appropriation Ordinance for FY2022-2023: Supervisor Bassi**
  Supervisor Bassi distributed to Trustees a (second) Draft Budget and Appropriation Ordinance for FY2022-2023. A discussion was held. Trustees will vote at the March 8 Board Meeting on posting the Budget and Appropriation Ordinance.

New Business
There was no new business.

Executive Session
There was no executive session.

Adjournment
Trustee Shafer moved, seconded by Trustee Alvarez, that the meeting be adjourned at 8:29 p.m.
The motion passed by a voice vote.

Respectfully submitted,

Gail Feiger Brown, Moraine Township Clerk

MORAINE TOWNSHIP

RESOLUTION IN APPRECIATION OF
WEBSITE COMMITTEE VOLUNTEER ASHLEY HEATON

WHEREAS, Moraine Township resident Ashley Heaton offered to help Moraine Township with its remote volunteer appreciation celebration during challenging COVID times when it was not safe to appreciate volunteer efforts in person, and helped create a spectacular program and power point to recognize the Township's army of volunteers who helped ensure that township residents were served during the pandemic;

WHEREAS, Moraine Township deemed it necessary to create a new website to help residents more easily learn about, and access, township services, and Ashley Heaton volunteered her expertise and experience to help with the project;

WHEREAS, Ashley Heaton helped Moraine Township assess other township and government websites, and attended meetings with vendors to help the township assess program design and options;

WHEREAS, Ashley Heaton provided invaluable insights and suggestions to create its new website, and to ensure that the navigation was clear and user-friendly (and helped re-do the original navigation after a false start);

WHEREAS, Ashley Heaton's perseverance, tenacity, thoroughness and diligence moved the project from concept to reality, helping to create a new website that is easy for residents to navigate;

NOW, THEREFORE, be it resolved by order of the Board of Trustees of Moraine Township, that Ashley Heaton is recognized with gratitude for her dedication, commitment, and efforts to bring the project to a successful conclusion .

Dated 22 February 2022

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Anne Flanigan Bassi, Moraine Township Supervisor

_____
Gail Feiger Brown, Moraine Township Clerk

MORAINE TOWNSHIP

RESOLUTION IN APPRECIATION OF
WEBSITE DEVELOPER EVELYN GEHRIG

WHEREAS, Evelyn Gehrig stepped up as a volunteer to help maintain Moraine Township's then 13-year-old website in 2019;

WHEREAS, Moraine Township deemed it necessary to create a new website to help residents more easily learn about, and access, township services;

WHEREAS, Evelyn Gehrig helped Moraine Township assess other township and government websites, and attended meetings with vendors to help the township determine the adaptability of program design and options;

WHEREAS, Evelyn Gehrig offered to help Moraine Township create its new website – FROM SCRATCH - and worked through all issues of platform, navigation and design;

WHEREAS, Evelyn Gehrig's extraordinary patience, perseverance, tenacity, thoroughness, promptness and diligence moved the project from concept to reality, creating a bi-lingual site that is easy for residents to navigate;

NOW, THEREFORE, be it resolved by order of the Board of Trustees of Moraine Township, that Evelyn Gehrig is recognized with gratitude for her critical and invaluable contribution to the successful completion of the new website project.

Dated 22 February 2022

Anne Flanigan Bassi, Moraine Township Supervisor   Gail Feiger Brown, Moraine Township Clerk

MORAINE TOWNSHIP

RESOLUTION IN APPRECIATION OF
WEBSITE DEVELOPER STEVE ZWEIBACK

WHEREAS, Moraine Township resident Steve Zweiback volunteered to help Moraine Township update its brand, and created a new logo for Moraine Township and Moraine Township Food Pantry;

WHEREAS, Moraine Township deemed it necessary to create a new website to help residents more easily learn about, and access, township services;

WHEREAS, Steve Zweiback provided invaluable insights and suggestions to bring visually pleasing design features to the new website, and help make it user-friendly;

WHEREAS, Steve Zweiback's skills and diligence brought the project to a successful conclusion, making the new website easy for residents to access and navigate;

NOW, THEREFORE, be it resolved by order of the Board of Trustees of Moraine Township, that Steve Zweiback is recognized with gratitude for his contribution to the successful completion of the new website.

Dated 22 February 2022

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Anne Flanigan Bassi, Moraine Township Supervisor

_____
Gail Feiger Brown, Moraine Township Clerk

MORAINE TOWNSHIP

RESOLUTION IN APPRECIATION OF
WEBSITE DEVELOPER CINDY WOLFSON

WHEREAS, former Trustee Cindy Wolfson stepped up as a volunteer on several projects, from township cemeteries to website development, to help Moraine Township provide services to residents;

WHEREAS, Moraine Township deemed it necessary to create a new website to help residents more easily learn about, and access, township services;
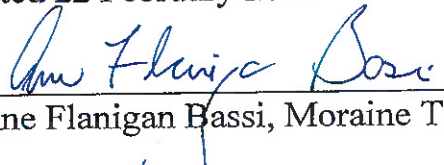
WHEREAS, Cindy Wolfson helped Moraine Township assess other township and government websites, and attended meetings with vendors to help the township assess program design and options;

WHEREAS, Cindy Wolfson used her extensive skills and knowledge of township services and programs to help write and edit text for the township's new website, and made the extraordinary effort to learn how to maintain and update the website for new text and photos;

WHEREAS, Cindy Wolfson's thoroughness, promptness, diligence and follow-through moved the project from concept to reality, helping to create a new township website that is easy for residents to access and navigate;

NOW, THEREFORE, be it resolved by order of the Board of Trustees of Moraine Township, that Cindy Wolfson is recognized with gratitude for her dedication, commitment and invaluable contribution to the successful completion of the new website project, and the Township Supervisor gratefully accepts the offer she was about to make to be the website maintenance volunteer in perpetuity.

Dated 22 February 2022

Anne Flanigan Bassi, Moraine Township Supervisor   Gail Feiger Brown, Moraine Township Clerk

MORAINE TOWNSHIP

RESOLUTION IN APPRECIATION OF
VOLUNTEER DATA BASE DEVELOPER LEONARD XAVIER

WHEREAS, Moraine Township resident Lenny Xavier offered to use his technical skills to help Moraine Township provide services to residents;

WHEREAS, Moraine Township deemed it necessary to more easily track and connect with volunteers as numbers increased from three volunteers in 2013 to hundreds;
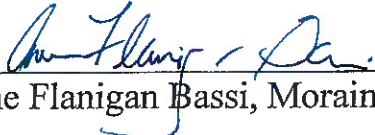
WHEREAS, Moraine Township could not offer the quantity or quality of services to residents if it relied only on paid staff for all township services, and Lenny Xavier worked with Volunteer Coordinator Sara Hoffman and other township staff to learn the about the many ways volunteers contribute to help Moraine Township offer expanded services to residents;

WHEREAS, Lenny Xavier helped Moraine Township take a multi-worksheet Excel workbook of township volunteer names, jobs, availability and contact info and convert it into an easy-to-retrieve Access database;

WHEREAS, Lenny Xavier's diligence and expertise moved the conversion project from concept to reality, and trained township staff to effectively use and update the new database tool;

NOW, THEREFORE, be it resolved by order of the Board of Trustees of Moraine Township, that Lenny Xavier is recognized with gratitude for his tireless efforts and invaluable contribution to the welfare of Moraine Township residents.

Dated 22 February 2022

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Anne Flanigan Bassi, Moraine Township Supervisor

_____
Gail Feiger Brown, Moraine Township Clerk

RESOLUTION TO TRANSFER FUNDS
FOR MORAINE TOWNSHIP

RESOLUTION NO. 02222022

WHEREAS, 60 ILCS 1/250-5 authorizes a township board to direct the transfer of any amount from the township general fund to the township general assistance fund that is not appropriated for purposes other than general assistance; and

WHEREAS, the Moraine Township Board has determined that is in the best interests of the Township to transfer $100,000 from the General Town fund to the General Assistance fund.

NOW, THEREFORE be it resolved by the Moraine Township Board that $100,000 from the General Town fund be hereby transferred to the General Assistance fund of Moraine Township.

ADOPTED by the Moraine Township Board on February 22, 2022, on a roll call vote as follows:

AYES: _Supervisor Bassi, Trustees Alvarez, Haggarty, Peschier and Shafer_

NAYS: _0_

ABSENT and/or
NOT VOTING: _0_

[signature]
ANNE FLANIGAN BASSI, Supervisor

ATTEST:
[signature]
GAIL FEIGER BROWN / Clerk