

MORaine TOWNSHIP, LAKE COUNTY, ILLINOIS
MINUTES OF BOARD MEETING
March 13, 2024

The meeting was called to order at 6:00 p.m. by Supervisor Anne Flanigan Bassi.

Motion to allow Trustee Allison Levin to join the meeting remotely in accordance with Moraine Township's remote attendance policy

Trustee Haggarty moved, seconded by Trustee Alvarez, to allow Trustee Allison Levin to join the meeting remotely in accordance with Moraine Township's remote attendance policy.

The motion passed unanimously by voice vote.

The following Board Members were in attendance in person: Supervisor Anne Flanigan Bassi, Trustees Pablo Alvarez, Mark Haggarty, and Nancy Chausow Shafer.

Attending remotely: Trustee Allison Levin.

Also present: Clerk Gail Feiger Brown.

Pledge of Allegiance

Clerk Brown led the recitation of the Pledge of Allegiance.

Public Comment

There was no public comment.

Approval of Minutes

Trustee Shafer moved, seconded by Trustee Haggarty, approval of minutes from the board meeting of February 21, 2024.

The motion passed unanimously by voice vote.

Approval of Bills

Trustee Shafer moved, seconded by Trustee Haggarty, to approve bills for the period February 22, 2024, to March 13, 2024, in the amount of \$35,941.06 for the Township Corporate Fund and \$11,390.88 for the General Assistance Fund.

Voting Aye by roll call vote: Supervisor Bassi, Trustees Alvarez, Haggarty, Levin, and Shafer.

Voting Nay: none. **The motion passed.**

Action Items

- a. **Motion to post Proposed Budget and Appropriation Ordinance for Fiscal Year 2024-2025**
Trustee Haggarty moved, seconded by Trustee Levin, to post the Proposed Budget and Appropriation Ordinance for Fiscal Year 2024-2025.
Voting Aye by roll call vote: Supervisor Bassi, Trustees Alvarez, Haggarty, Levin, and Shafer.
Voting Nay: none. **The motion passed.**

- b. **Motion to approve and post Agenda of Annual Town Meeting to be held April 9, 2024**
Trustee Shafer moved, seconded by Trustee Alvarez, to approve and post the Agenda of the Annual Town Meeting to be held April 9, 2024.
The motion passed unanimously by voice vote.

c. Approval of Moraine Township Outstanding Check Policy

Trustee Alvarez moved, seconded by Trustee Haggarty, approval of the Moraine Township Outstanding Check Policy.

The motion passed unanimously by voice vote.

d. Approval of contract with Rework in the amount of \$2,600.00 for labor for transportation and installation of office furniture

Trustee Alvarez moved, seconded by Trustee Levin, approval of a contract with Rework in the amount of \$2,600.00 for labor for transportation and installation of office furniture.

Voting Aye by roll call vote: Supervisor Bassi, Trustees Alvarez, Haggarty, Levin, and Shafer.

Voting Nay: none. **The motion passed.**

e. Approval of contract with KnowBe4 in the amount of \$2,470.50 for staff cyber security training

Trustee Haggarty moved, seconded by Trustee Levin, approval of a contract with Knowbe4 in the amount of \$2,470.50 for staff cyber security training.

Voting Aye by roll call vote: Supervisor Bassi, Trustees Alvarez, Haggarty, Levin, and Shafer.

Voting Nay: none. **The motion passed.**

Reports

Assessor's Report

No report

Supervisor's Report: Supervisor Bassi

- a. A copy of the Moraine Township February 29, 2024 bank balance report was distributed to Trustees.
- b. A copy of the Emergency Assistance report for Fiscal Year ended March 31, 2024 was distributed to Trustees.
- c. A copy of the monthly service report for the 15-months December, 2022 through February, 2024, was distributed to Trustees.
- d. On March 11, Caseworker Lupe Somerville hosted a meeting of six Highland Park/Highwood caseworkers (Highland Park Police Dept., Highland Park Senior Center, City of Highland Park, Highland Park Library, Highwood Library, and Moraine Township). Meeting notes about resources were shared. Going forward, the group will meet bi-monthly, rotating sites.
- e. Heartland IT conducted a back-up restoration validation with Moraine Township IT consultant Dan Johnson.
- f. Thanks to former Trustee Cindy Wolfson for helping complete a Highland Park Historic Preservation award application for restoration and landscaping at Daggitt Cemetery. The application was submitted March 11.
- g. A pilot program for seniors and disabled residents to run errands within the Township borders will be offered on Thursdays during the months of May and June, 2024.
- h. Moraine Township is co-sponsoring a Garden for Wildlife Resource Fair on March 17 at the Highland Park Public Library. Thanks to former Trustee Bryna Gamson for organizing the event, and to head Pantry Garden volunteer Sam Piro and Master Gardeners Linda Mihel and Sandy Washburn for representing the Township at the event.
- i. Volunteer Coordinator Sara Hoffman visited the Northfield Township Food Pantry and is adopting some of their volunteer scheduling procedures.

- j. Thanks to QuadA and Jeanne Henry for their office furniture donation. The move will take place on March 22.
- k. George Washington University student and College Bound Opportunities scholar Xochitl Barragan has been hired as summer intern. She will work from late May to August 8.
- l. Supervisor Bassi distributed self-evaluations to employees in advance of their reviews.
- m. Supervisor Bassi submitted two letters of support for the Park District of Highland Park for Sunset Woods Park and Park Avenue Boating Facility.

Latino Advisory Committee Report: Trustee Alvarez

Twenty-two agencies have committed to the resource fair to be held April 20 at Highland Park High School, including Chicago Botanic Garden, Park District of Highland Park, Parks Foundation of Highland Park, Ravinia Festival, and Community Partners for Affordable Housing. Planning and logistics are underway.

Food Pantry Report: Supervisor Bassi

- a. A copy of the Food Pantry Usage report was distributed to Trustees.
- b. Community Chest donations to date in 2024 were distributed to Trustees.
- c. The Pantry application has been revised.

Food Insecurities Report: Supervisor Bassi and Clerk Brown

- a. Bags of food will be available on Friday afternoons for Oak Terrace families for the remainder of the school year.
- b. Clerk Brown delivered food to the Highland Park High School drop-in center and District 112 schools.

Old Business

- a. **Letter Carrier Food Drive: Trustee Haggarty and Trustee Shafer**
Funds from the Moraine Township Charitable Fund, Inc. were used to purchase additional bags for the drive.
- b. **Citizen Advisory Grant Committee: Clerk Brown**
Twenty-one agencies submitted applications by the March 1 deadline. The committee is meeting on April 10 to review the applications.
- c. **Lake County Domestic Violence Coordinating Council: Trustee Shafer**
The next committee meeting will be held March 21.

New Business

City of Highland Park Tabletop on Emergency Preparedness: Trustee Shafer

Trustee Shafer participated in a City of Highland Park Tabletop on Emergency Preparedness.

Executive Session

There was no executive session.

Adjournment

Trustee Alvarez moved, seconded by Trustee Haggarty, adjournment of the meeting at 8:09 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Gail Feiger Brown", written over a horizontal line.

Gail Feiger Brown, Moraine Township Clerk