

1. 7:00 P.M. October 10, 2019 Special Board Meeting

Documents:

[AGENDA 101019 SPECIAL MEETING.PDF](#)
[COMPLETE PACKET 101019.PDF](#)

AGENDA
TOWNSHIP BOARD OF VERNON TOWNSHIP
SPECIAL MEETING



October 10, 2019 – 7:00 p.m.



Vernon Township Community Service Building
2900 North Main Street
Buffalo Grove, Illinois 60089

1. Call to order.
2. Pledge of Allegiance.
3. Roll Call.
4. Public Comment.
5. Approval of Minutes.
6. Reports:
 - a. Township Supervisor
 - b. Clerk
 - c. Highway Commissioner
 - d. Assessor
 - e. Trustees
 - f. Township Manager
 - g. Director of Constituent Affairs
7. Approval of Bills in the Following Funds:
 - a. Town Fund
 - b. General Assistance Fund
 - c. Cemetery Fund
 - d. Park Maintenance Fund
 - e. Road Fund
 - f. Permanent Road Fund
 - g. Metra Fund
8. Unfinished Business.

9. New Business:

- a. Discussion and Approval of Township Employee Handbook
- b. Approval of Township Tax Levy Estimate
- c. Approval of Road District Tax Levy Estimate
- d. Approval of Illinois Association of Park Districts Credentials Certificate

10. Adjournment.

Vernon Township gives people with disabilities an equal opportunity to benefit from Township meetings. Any person who has a disability requiring an auxiliary aid or service for effective communication or a reasonable accommodation to participate in a Township meeting should contact Todd Gedville, Monday through Friday, 8:30 a.m. to 4:30 p.m., Vernon Township, 3050 Main Street, Buffalo Grove, IL 60089 or (847) 634-4600, as soon as possible but no later than 48 hours before the scheduled meeting.

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Monthly Distribution Summary Report - October 10, 2019 Board Meeting

Town Fund	Township Admin	\$219,185.96	
	Assessor's Office	\$38,393.05	
	Total:		\$257,579.01
General Assistance	GA Admin	\$362.92	
	GA Home Relief	\$315.00	
	Total:		\$677.92
Cemetery Fund			
	Total:		\$8,223.54
Park Fund			
	Total:		\$10,939.70
General Road Fund	Road Admin.	\$24,209.03	
	Road Maintenance	\$10,310.86	
	Total:		\$34,519.89
Permanent Road Fund			
	Total:		\$42,047.91
Station Fund			
	Total:		\$10,950.52
	GRAND TOTAL:		\$364,938.49

IN WITNESS WHEREOF, we, the members of said Board of Township Trustees,
 have set out hands on _____ 20____.

Board of Trustees

Township Supervisor: _____

Township Clerk _____

Township Highway
 Commissioner _____

VERNON TOWNSHIP – MONTHLY DISTRIBUTION REPORT - October 10, 2019

APPROVED CLAIMS – BOARD OF TOWNSHIP TRUSTEES

STATE OF ILLINOIS, Lake County, Township of Vernon

We, the undersigned, comprising the Board of Township Trustees of said Township, having duly met at the Township Clerk’s office on _____, 20____ for the purpose of auditing town accounts, do hereby certify that the following claims or demands against said town were presented, and examined, were allowed at said meeting, to wit:

General Ledger

Payroll

21100	DR: Garnishment	\$300.00
21100	DR: Garnishment	\$300.00
21100	CR: Garnishment	\$(300.00)
21100	CR: Garnishment	\$(300.00)
21200	CR: Health Insurance Withholding	\$(1,839.56)
21200	CR: Health Insurance Withholding	\$(1,839.56)
21300	CR: Deferred Compensation	\$(190.00)
21300	CR: Deferred Compensation	\$(190.00)
21400	CR: Misc Payroll Deductions(Aflac)	\$(460.59)
21400	CR: Misc Payroll Deductions(Aflac)	\$(460.59)
21500	CR: Misc Payroll Suspense(HSA/Life)	\$(652.00)
21500	CR: Misc Payroll Suspense(HSA/Life)	\$(652.00)
21600	DR: State WH Tax Payable	\$2,711.06
21600	CR: State WH Tax Payable-EE	\$(2,742.52)
21600	DR: State WH Tax Payable	\$2,763.45
21600	CR: State WH Tax-IL FUND ER	\$(14.18)
21600	CR: State WH Tax-IL FUND ER	\$(20.93)
21600	CR: State WH Tax Payable-EE	\$(2,696.88)
21700	CR: Federal WH Tax Payable	\$(5,359.90)
21700	CR: Federal WH Tax Payable	\$(5,433.18)
21700	DR: Federal WH Tax Payable	\$5,359.90
21700	DR: Federal WH Tax Payable	\$5,433.18
21800	CR: FICA Payable-SS EE	\$(3,799.29)
21800	CR: FICA Payable-SS EE	\$(3,867.38)
21800	CR: FICA Payable-Med ER	\$(904.47)
21800	CR: FICA Payable-Med EE	\$(904.47)
21800	CR: FICA Payable-Med ER	\$(888.54)
21800	CR: FICA Payable-Med EE	\$(888.54)
21800	DR: FICA Payable	\$9,375.65
21800	DR: FICA Payable	\$9,543.70
21800	CR: FICA Payable-SS ER	\$(3,867.38)

21800	CR: FICA Payable-SS ER	\$(3,799.28)
21900	CR: IMRF Payable-EE	\$(2,867.57)
21900	CR: IMRF Payable-ER	\$(3,866.37)
21900	DR: IMRF Payable	\$8,026.47
21900	CR: IMRF Payable-EE	\$(2,852.25)
21900	CR: IMRF Payable-Volunt.	\$(1,271.75)
21900	CR: IMRF Payable-Volunt.	\$(1,252.76)
21900	DR: IMRF Payable	\$7,971.38
21900	CR: IMRF Payable-ER	\$(3,887.15)

AFLAC

21400	AFLAC	\$921.12
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Srilalitha Appala

20200	CSB Security Deposit Return	\$200.00
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Sheri Bakal

20200	Lending Closet Deposit Refund - Rollator	\$50.00
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Benefit Wallet

21500	HSA - September 2019	\$1,220.00
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John Berthiaume

20200	Lending Closet Deposit Refund - Wheelchairs x2	\$100.00
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Health Care Service Corporatio

21200	BCBS Employee Expense	\$3,679.12
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Mruttunjaya Hiremath

20200	CSB Security Deposit Refund	\$200.00
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NCPERS Group Life Ins.

21500	Life Ins - Employee Expense	\$84.00
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Kevin Johnson

20200	Security Deposit refund	\$200.00
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Arvind Kotak

20200	Lending Closet Deposit Refund - Rollator	\$50.00
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Charles Marshall

20200	Lending Closet Deposit Refund - Wheelchair	\$50.00
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Anna Napoli

20200	Lending Closet Deposit Refund - Rollator	\$50.00
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Nationwide Retirement Solution

21300	Deferred Comp 09/06/19 & 09/20/19 Paycks	\$380.00
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Elaine Tzakis

20200	Lending Closet Deposit Refund - Wheelchair	\$50.00
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Town Admin.

Payroll

40110	DR: Salaries-Town	\$32,401.35
40110	DR: Salaries-Town	\$33,050.56
40310	DR: Social Security-Town	\$2,383.76
40310	DR: Social Security-Town	\$2,433.41
40410	DR: IMRF-Town	\$1,972.92
40410	DR: IMRF-Town	\$1,933.33
40510	DR: Unemployment-Town	\$8.25
40510	DR: Unemployment-Town	\$9.09
43810	DR: Other Professional Serv. (Payroll Expense)	\$294.50
43810	DR: Other Professional Serv. (Payroll Expense)	\$142.50

Jason Abrahams

44410	Removal of Animal - Skunk Program	\$65.00
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Douglas Adler

44410	Removal of Animal - Skunk Program Reimbursement	\$65.00
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American Taxi Dispatch Inc.

52710	Taxi Coupons 9/9/2019	\$1,899.00
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AT&T

42310	Elevator Line	\$80.05
42310	CSB Garage line	\$88.98

AT&T Mobility

42310	Cell Phones	\$87.80
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Brad Barber

44410	Removal of Animal - Skunk Program Reimbursement	\$65.00
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Batteries Plus

41210	Vehicle Maintenance	\$69.75
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Barbara Barnabee

42910	Established Monthly Expenses	\$50.00
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Beth Herchenbach

42010	Petty Cash - Senior Programs	\$90.26
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Health Care Service Corporatio

40210	BCBS Employer Expense	\$12,791.42
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Bruce Braverman

44410	Removal of Animal - Skunk Program Reimbursement	\$65.00
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Breaking Grounds IN Drumming

42010	Senior Program	\$110.00
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Buildingstars

41110	Cleaning Services - October 2019	\$599.00
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Chase Bank

52410 Service Charge \$61.58

52410 Service Charge \$16.60

Clarke Environmental Mosquito

44710 Mosquito Abatement \$4,911.28

Comcast Cable

42310 Phone - CSB \$96.06

42310 Fax - Town/Assr \$105.52

42310 Phone - Town & Assr \$430.80

Conserv F S

50610 Town Fuel \$1,649.62

Constellation Energy Services

42610 Town Utility \$483.24

42610 CSB Utility \$727.49

Cutler Workwear

50910 Uniform \$116.96

Daily Herald

43410 Audit Notice \$34.50

Dam, Snell & Taverine, Ltd.

43510 FY 19 Journal Entries & Reconciliation \$250.00

43510 FY 2019 Audit \$3,025.00

DesPlaines River Watershed WkG

43810 Annual Dues \$891.00

e-360 Solutions LLC

43810 Human Resource Services \$3,333.00

Sofia Fradkina

44410 Removal of Animal - Skunk Program Reimbursement \$65.00

Sharon Frazin

42010 Instructor Fee - Mahjonn \$528.00

Dale Greene

44410 Removal of Animal - Skunk Program Reimbursement \$65.00

Grower Equipment & Supply

41310 Equipment Maintenance \$61.98

50710 Maintenance Supplies \$37.06

Home Depot

50710 Maintenance Supplies \$41.51

NCPERS Group Life Ins.

40210 Life Ins - Employer Expense \$128.26

Johnson Controls Security Solu

42310 Alarm Garage - Annual \$1,973.79

42310 Alarm Admin and CSB- Quarterly \$2,334.71

MetLife - Group Benefits

40210 Dental/Vision Town \$1,021.36

Barrett Monie

43110 Reimbursement for LCCRD Luncheon Ticket \$62.00

Neofunds

43210 Mail Machine Replenish \$361.40

North Shore Gas

42610 Utilities - Natural Gas \$37.80

42610 Utilities - Natural Gas \$31.61

42610 Utilities - Natural Gas \$34.45

Office Depot Office Max

50510 Passport Stamps \$67.98

Omni Youth Services

43910 Grant Allotment - 2 months \$35,000.00

Orkin

41110 Pest Control \$229.46

Pepsi Cola Gen. Bot. Inc.

52510 Pop Supplies \$205.95

Quill Corporation

50510 Office Supplies \$311.04

50710 Maintenance Supplies \$119.00

Sam's Club

50310 Senior Supplies \$306.85

Shelter, Inc.

43910 Grant Allotment FY2020 \$3,000.00

Single Click IT Inc

43810 IT Support \$958.00

Sprint

42310 Phone Bill \$140.97

Star Auto

41210 Pace Bus Repair \$1,690.72

Terry Stetz

44410 Removal of Animal - Skunk Reimbursement Program \$65.00

Storino Ramello & Durkin

43710 Legal Services \$2,899.75

Township Off. of Illinois

44310 Membership dues 2019/2020 \$1,219.45

Unifirst Corporation

50910 Town Uniform \$80.14

Village of Buffalo Grove

42610 Water & Sewer \$72.86

42610 Water & Sewer - CSB \$52.25

Randee Weiss

44410 Removal of Animal - Skunk Program Reimbursement \$75.00

Assessor**Payroll**

40112 DR: Salaries-Assessor \$12,238.99

40112 DR: Salaries-Assessor \$12,238.99

40312 DR: Social Security-Assessor \$895.63

40312 DR: Social Security-Assessor \$895.63

40412 DR: IMRF-Assessor \$746.58

40412 DR: IMRF-Assessor \$746.58

40512 DR: Unemployment-Assessor \$3.61

Health Care Service Corporatio

40212 BCBS Employer Expense \$6,053.01

NCPERS Group Life Ins.

40212 Life Ins - Employer Expense \$64.00

JRM Consulting Inc

42812 Annual Internet Host 8/2019-8/2020 \$350.00

42812 AIMS updates & Customization \$3,500.00

Lake Cnty Assesors Association

42912 September Assessor Luncheon \$60.00

MetLife - Group Benefits

40212 Dental/Vision - Assessor \$374.82

Notary Public Association

52512 Notary Renewal \$54.00

Quill Corporation

50512 Copier Paper \$94.65

Gary Raupp

42912 Assessor Expenses - September 2019 \$76.56

GA Admin**Dam, Snell & Taveirne, Lt**

43530 FY 2019 Audit \$300.00

Nancy Urice

42930	Mileage to Class	\$42.92
43130	Caseworker Class	\$20.00

GA Home Relief**Portfolio Recovery Associates,**

46232	GA Client	\$315.00
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Cemetery Fund**Dam, Snell & Taveirne, Lt**

43540	FY 2019 Audit	\$300.00
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Johnson Controls Security Solu

42340	Alarm Admin - Quarterly	\$223.66
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Lucas Landscape and Design

58140	Tree Removal	\$4,175.00
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Menards Vernon Hills

41140	Cemetery Supplies	\$14.88
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Wm Smith Enterprises Inc

41440	Cemetery Maintenance	\$2,860.00
42440	Grave Opening	\$650.00

Park Fund**Payroll**

40150	DR: Salaries-Park	\$758.07
40350	DR: Social Security-Park	\$58.00

Andrea Comes

43150	IAPD 2020 Conference Registration	\$300.00
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Comcast Cable

42350	Phone	\$107.70
42350	Phone & Internet	\$138.95

Constellation Energy Services

42650	Park Utility	\$750.16
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Dam, Snell & Taveirne, Lt

43550	FY 2019 Audit	\$1,200.00
43850	FY 2019 Audit	\$1,755.00

Chris DePalma

44350	IPRA Membership Renewal	\$300.00
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Inner Security Systems, Inc

42350	Alarm - Peterson Park 10/1/19-12/31/19	\$156.00
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Johnson Controls Security Solu

42350	Alarm Park - Quarterly	\$253.79
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KirbyBuilt Sales

57550 Improvement - Park Grounds \$987.36

Lake Pools, Inc.

50750 Pool Supplies \$276.00

Menards Vernon Hills

50750 Pool Supplies \$46.44

Barrett Monie

43150 IAPD 2020 Conference \$300.00

North Shore Gas

42650 Utilities - Natural Gas \$465.28

Pit Stop

42850 Rental \$420.00

Platinum Poolcare Aquatech

41850 Pool Closing \$1,789.00

Single Click IT Inc

43850 IT Support \$479.00

Sprint

42350 Phone Bill \$98.95

Todd Gedville

43150 IAPD 2020 Conference Registration \$300.00

Road Admin.**Payroll**

40160 DR: Salaries-Road \$6,791.20

40160 DR: Salaries-Road \$6,791.20

40360 DR: Social Security-Road \$501.36

40360 DR: Social Security-Road \$501.36

40460 DR: IMRF-Road(Retirement Contrib Rd Admin) \$409.76

40460 DR: IMRF-Road(Retirement Contrib Rd Admin) \$409.76

40560 DR: Unemployment-Road \$9.07

40560 DR: Unemployment-Road \$5.09

AT&T Mobility

42360 Cell Phones \$212.68

Health Care Service Corporatio

40260 BCBS Employer Expense \$577.98

Comcast Cable

42360 Fax \$52.76

42360 Internet & Phone \$365.36

Cutler Workwear

50960	Uniform	\$85.46
Dam, Snell & Taveirne, Lt		
43560	FY 2019 Audit	\$5,000.00
DesPlaines River Watershed WkG		
52560	Annual Dues	\$891.00
NCPERS Group Life Ins.		
40260	Life Ins - Employer Expense	\$12.00
Johnson Controls Security Solu		
42360	Alarm Admin - Quarterly	\$1,118.31
MetLife - Group Benefits		
40260	Dental/Vision - Road	\$81.88
Michael Lofstrom		
40260	Health Insurance Opt Out	\$125.00
43360	Office Supply	\$110.24
Sam's Club		
52560	Gatorade	\$63.90
Unifirst Corporation		
50960	Highway Uniform	\$93.66

Road Maint.

A.C. Pavement and Striping

41462	Stripe Roads	\$4,549.84
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Commonwealth Edison

42662	Street Lights	\$1,724.67
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Conserv F S

50662	Highway Fuel	\$1,642.71
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Constellation Energy Services

42662	Highway Utility	\$483.23
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Flood Brothers Disposal

43362	Refuse	\$441.87
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Interstate Billing Service, In

41362	Truck Repair	\$661.13
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Lucas Landscape and Design

41462	Stump Removal	\$480.00
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Menards Vernon Hills

57262	Materials for building repair	\$91.72
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North Shore Gas

42662	Utilities - Natural Gas	\$56.69
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We Fix-It Tire Repair

41362 Truck Repairs \$179.00

Perm. Road

Payroll

40170 DR: Salaries-Perm Road \$11,172.63
40170 DR: Salaries-Perm Road \$10,134.95
40370 DR: Social Security-Perm Road \$789.24
40370 DR: Social Security-Perm Road \$709.89
40470 DR: IMRF-Perm Road \$614.27
40470 DR: IMRF-Perm Road \$677.58

American Gases Corp

50870 Operating Supplies \$39.00

Health Care Service Corporatio

40270 BCBS Employer Expense \$4,363.97

Arthur Clesen, Inc.

41770 Grass seed \$125.40

Gewalt Hamilton Associates

43670 Engineering \$9,951.34
43870 Soil Testing \$1,465.00

Grower Equipment & Supply

50770 Maintenance Supplies \$43.28

Home Depot

50770 Maintenance Supplies \$57.38

NCPERS Group Life Ins.

40270 Life Ins - Employer Expense \$48.00

Kanzler Construction

41770 Pulverized Dirt \$112.00

Menards Vernon Hills

50770 Windshield wiper fluid \$19.08

MetLife - Group Benefits

40270 Dental/Vision - Perm Road \$314.39

Ozinga Materials and Logistics

41770 Gravel and dump fees \$382.71

Single Click IT Inc

43870 IT Support \$479.00

Traffic Control and Protection

50870 Street Signs \$227.85

Thelen Materials, LLC

50870 Sand for flooding \$320.95

Station Fund**Payroll**

40180	DR: Salaries-Metra	\$1,965.62
40180	DR: Salaries-Metra	\$2,013.71
40380	DR: Social Security-Metra	\$143.86
40380	DR: Social Security-Metra	\$147.53
40480	DR: IMRF-Metra	\$122.84
40480	DR: IMRF-Metra	\$119.90

Bank Financial

52480	Merchant Fees	\$922.14
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Bank Financial

52480	Service Charge	\$19.24
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Health Care Service Corporatio

40280	BCBS Employer Expense	\$753.80
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Comcast Cable

42380	Internet	\$106.85
42380	Phone	\$107.70

Constellation Energy Services

42680	Train Platform Utility	\$121.45
42680	West Side Train Utility	\$163.71
42680	Train West Side Utility	\$38.61

Daily Herald

43480	Bid Notice	\$220.80
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Dam, Snell & Taveirne, Lt

43580	FY 2019 Audit	\$3,000.00
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NCPERS Group Life Ins.

40280	Life Ins - Employer Expense	\$11.74
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Johnson Controls Security Solu

42380	Alarm Metra - Quarterly	\$351.06
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North Shore Gas

42680	Utilities - Natural Gas	\$31.61
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Pacific Telemanagement Service

42380	Pay Phone - 10/01/19-10/31/19	\$78.00
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Single Click IT Inc

43880	IT Support	\$479.00
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Village of Buffalo Grove

42680	Water & Sewer	\$31.35
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IN WITNESS WHEREOF, we, the members of said Board of Township Trustees, have set out hands on _____, 20____.

Township Supervisor

Township Clerk

Township Highway Commissioner

Board of Township Trustee

Board of Township Trustee

Board of Township Trustee

Board of Township Trustee

INTEROFFICE MEMORANDUM

TO: VERNON TOWNSHIP BOARD OF TRUSTEES

FROM: JONATHAN ALTENBERG, TOWNSHIP SUPERVISOR

SUBJECT: VERNON TOWNSHIP TAX LEVY ESTIMATES & ROAD FUND LEVY ESTIMATE

DATE: OCTOBER 10, 2019

CC: BARBARA BARNABEE, TOWNSHIP CLERK

Vernon Township's 2019 tax levy estimates are as follows:

Corporate:	\$2,016,509
General Assistance:	\$23,000
Parks:	\$120,000
Road District:	\$731,430

This constitutes a freeze on the overall levy for the Township. The individual funds will see a .003% increase for the Corporate (+7,000), 23% reduction in General Assistance (-%7,000) and no change in the Park.

The Road District Levy will decrease by 10% (-\$81,270).