

**CUBA TOWNSHIP**  
**REGULAR MEETING**  
**OF THE BOARD OF TRUSTEES**  
**28000 W. Cuba Road**  
Barrington, IL 60010  
April 14<sup>th</sup>, 2020

**I. Call to order:**

Supervisor Kainz called the virtual meeting to order at 6:04 pm.

**II. Roll call**

Grant Born, Trustee; Jill Talbot, Trustee; Christopher Parisi, Trustee - absent; Christopher Karam, Trustee; Michael Kainz, Supervisor.

Also present: Nicole Knapik, Clerk; TJ Podgorski, Highway Commissioner; Keri-Lyn Krafthefer, Township Attorney; Rebecca Novak, Highway Department Administrator.

**III. Public Comment:**

There was no public comment

Trustee Parisi joined the meeting at 6:05

**IV. Discussion and potential action on approval of minutes:**

**A. March 12<sup>th</sup>, 2020 – Regular Board Meeting**

**B. March 12<sup>th</sup>, 2020 – Public Hearing GT**

**C. March 12<sup>th</sup>, 2020 – Public Hearing RD**

Trustee Born made a motion which was seconded by Trustee Parisi to approve the minutes of the March 12<sup>th</sup> meetings. The minutes were approved by unanimous voice vote.

**V. Discussion and potential action on the following topics:**

**A. Payment of bills**

Trustee Born made a motion which was seconded by Trustee Parisi to approve the bills of 3/10/20-4/10/20 in the amount of \$258,060.43 check nos. 48411-48505.

Roll call: Born – yes; Talbot – absent; Parisi – yes; Karam – yes; Kainz – yes. Motion carried.

**B. Sick Leave for Covid19 and Remote work policies**

Attorney Krafthefer gave a brief summary of the types of leave covered under the FFCRA (Federal Families First Coronavirus Response Act) and the policy to be adopted. Krafthefer also briefly discussed the need for a policy that allows for employees to work remotely. Both policies are intended to be temporary in addressing procedures during the pandemic. Trustee Talbot made a motion that was seconded by Trustee Karam to adopt both policies. Both policies were adopted by a unanimous voice vote.

**C. Supervisor and Assessor Employee Manual update**

Knapik gave a brief summary of the changes being made to the manual which included some minor wording revisions, updated sexual harassment policy, payroll pay period updates to bi-weekly, and to the drug testing policy. Trustee Born made a motion which was seconded by Trustee Talbot to approve the updates to both the Assessor and Supervisor employee manuals. The updates were approved by a unanimous voice vote.

**VI. Items for Consideration and Adoption**

There were no items for consideration and adoption

## **VII. Reports**

### **A. Assessor's report**

Knapik reported in Tonigans absence that the state factor for property assessments will be 1.0134 which will not have much impact on property values this year. Knapik also reported that the Assessor department has had one full time staffer and one part-time staffer in the office during the lock down. There are two full time staffers that have the capability of working remotely and she hopes to have them return when the Governors orders are lifted.

### **B. Clerk's report**

Knapik reported that the food pantry has seen a large increase in its recipients and has been able to continue giving both perishable and non-perishable items weekly via its drive-up pantry. Knapik also reported that Cuba Cares had received a donation in the amount of \$7,500 from Kids Feeding Kids which is an organization run by a Barrington High School student.

### **C. Highway Commissioner's report**

Podgorski reported the LBS cancelled its private shred event due to the pandemic. The Township wide shred event is still scheduled for May 9<sup>th</sup> from 8-12 but will be re-addressed based on the stay at home orders. Podgorski also reported that the scheduled road and drainage programs have continued.

### **A. Supervisor's / BACOG report**

Kainz praised the Township Administrator, Ant (Antonietta), for all her hard work during the office closure. Kainz also praised the food pantry volunteers who have been working with Bridget in implementing new procedures and supplying recipients with not only non-perishable products but fresh foods as well.

### **E. Township Attorney's report**

Attorney Krafthefer reported that they are staying on top of all the new regulations regarding the pandemic and will continue to communicate any necessary policies that may be needed.

## **IX. Old Business: Discussion and potential action of the follow topics:**

There was no old business

## **X. New Business**

There was no new business

## **XI. Executive Session**

There was no Executive Session

## **XII. Action on Executive Session items**

There was no action

## **XIII. Adjournment**

Trustee Talbot made a motion which was seconded by Trustee Born to adjourn. The motion was carried by unanimous voice vote. The meeting was adjourned 6:27 PM.

Respectfully submitted,

Nicole E. Knapik  
Township Clerk