



**TOWNSHIP OF LYONS**  
**BOARD OF TRUSTEES REGULAR BOARD MEETING AGENDA**  
**MEETING HELD VIA CONFERENCE CALL DUE TO COVID-19**  
**PLEASE CALL (978) 990-5007 ACCESS CODE: 718308**  
**APRIL 14, 2020 - 6:00 P.M.**

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL: SUPERVISOR Christopher Getty, TRUSTEES Thomas Wm. Garrette, Colleen H. Kelly, Timothy M. Sprague, Donna B. McDonald**
4. **APPROVAL OF MINUTES**
  - A. MARCH 10, 2020 – BOARD OF TRUSTEES SPECIAL BOARD MEETING
  - B. MARCH 10, 2020 – BOARD OF TRUSTEES REGULAR BOARD MEETING
5. **SUPERVISOR'S REPORT – SUPERVISOR GETTY**
  - A. ORDINANCE 2020-01 – ESTABLISHING A PROCEDURE FOR THE REPORTING AND INDEPENDENT REVIEW OF ALLEGATIONS OF SEXUAL HARASSMENT AGAINST AN ELECTED OFFICIAL BY AN ELECTED OFFICIAL.
  - B. ORDINANCE 2020-02 – AMENDING THE PERSONNEL POLICY MANUAL OF THE TOWNSHIP OF LYONS, COOK COUNTY, ILLINOIS (HEALTH INSURANCE).
  - C. RESOLUTION 2020-04 – RATIFYING AND CONFIRMING ALL ACTIONS TAKEN DURING THE 2019-2020 FISCAL YEAR.
  - D. RESOLUTION 2020-05 – ESTABLISHING REGULAR MEETINGS FOR THE 2020-2021 FISCAL YEAR.
  - E. RESOLUTION 2020-06 – AUTHORIZING MODIFICATIONS TO LYONS TOWNSHIP BOARD OF TRUSTEE MEETINGS OCCURRING DURING THE COVID-19 PANDEMIC.
  - F. RESOLUTION 2020-07 – ADOPTING A TEMPORARY POLICY FOR TOWNSHIP PAYMENTS DURING THE COVID-19 PANDEMIC.
  - G. APPROVAL OF 1 YEAR CONTRACT WITH G.W. ASSOCIATES FOR AUDITING SERVICES
  - H. CONSIDERATION AND DISCUSSION OF PROPOSED FISCAL YEAR 2020-2021 GENERAL TOWN, GENERAL ASSISTANCE AND SPECIAL POLICE PROTECTION BUDGET AND APPROPRIATION, APPROVAL OF PREPARATION OF ORDINANCE AND SCHEDULING OF PUBLIC HEARING.
  - I. CONSIDERATION AND DISCUSSION OF PROPOSED FISCAL YEAR 2020-2021 ROAD AND BRIDGE DISTRICT BUDGET AND APPROPRIATION, APPROVAL OF PREPARATION OF ORDINANCE AND SCHEDULING OF PUBLIC HEARING.
6. **CLERK'S REPORT – CLERK PORFIRIO**
  - A. STATEMENT OF ECONOMIC INTEREST
  - B. GOVERNOR'S EXECUTIVE ORDER RE: POSTPONEMENT OF ANNUAL TOWN MEETING
7. **FINANCE COMMITTEE – TRUSTEE GARRETTE**
  - A. PAYMENT OF BILLS

Public comment can be sent prior to the phone conference board meeting via e-mail to [mporfirio@lyonsts.com](mailto:mporfirio@lyonsts.com) by 3 p.m. day of meeting and will be read during the public meeting.  
If calling into the phone conference board meeting, then public comments will be taken during public comment.  
Profanity and obscene words contained in public comments will not be read



8. BUILDING AND SENIOR SERVICES – TRUSTEE KELLY
9. COMMITTEE ON YOUTH – TRUSTEE SPRAGUE
10. MENTAL HEALTH COMMISSION – CLERK PORFIRIO
11. SPECIAL POLICE PROTECTION – TRUSTEE McDONALD
12. OLD BUSINESS
13. NEW BUSINESS
14. PUBLIC COMMENT
15. ADJOURNMENT

**NEXT REGULAR SCHEDULED MEETING MAY 12, 2020 – 6:00 P.M.**

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Profanity and obscene words contained in public comments will not be read

REGULAR BOARD MEETING MINUTES  
BOARD OF TRUSTEES  
APRIL 14, 2020  
(PRESENTED FOR APPROVAL AT THE MEETING OF MAY 12, 2020)

1. The Board of Trustees of the Township of Lyons held its Regular Board Meeting on Tuesday, April 14, 2020 at 6:00 p.m. via conference call due to the COVID-19 Pandemic.

2. Supervisor Getty called the Meeting to order at 6:04 p.m.

3. Supervisor Getty called for the Pledge of Allegiance.

4. Clerk Porfirio called the Roll and the following were present:

|                    |            |
|--------------------|------------|
| Christopher Getty  | Supervisor |
| Thomas W. Garrette | Trustee    |
| Timothy M. Sprague | Trustee    |
| Colleen H. Kelly   | Trustee    |
| Donna B. McDonald  | Trustee    |

Also, in attendance were Sean McDermott, Township of Lyons Highway Commissioner; George Pach, Deputy Clerk; Liz Shine, Attorney with Odelson, Sterk, Murphey, Frazier, McGrath, Ltd; Ron Melka, Mental Health Executive Director; Quinn Corcoran, Senior Transportation Director; Sherrie Marrotta, Finance Assistant; Township Employee Margery Bobysud and Township Resident Steve Metsch.

5. Supervisor Getty asked for a motion to approve both the Special Board Meeting Minutes and the Regular Board Meeting Minutes of March 10, 2020 as presented.

Trustee McDonald moved, Trustee Kelly seconded to approve both the Special Board Meeting Minutes and the Regular Board Meeting Minutes of March 10, 2020 as presented.

Voice Vote in favor by all.

Motion Carried.

6. *Supervisor's Report* -Supervisor Getty asked for a motion to approve Ordinance 2020-01 Establishing a Procedure for the Reporting and Independent Review of Allegations of Sexual Harassment Against an Elected Official by an Elected Official. Supervisor Getty stated that this Ordinance is in response to a new State Statute and recommends that this Ordinance be approved on the Township level.

Trustee Sprague moved, Trustee Garrette seconded to approve Ordinance 2020-01 Establishing a Procedure for the Reporting and Independent Review of Allegations of Sexual Harassment Against an Elected Official by an Elected Official.

Roll Call: Ayes: Garrette, Sprague, McDonald, Kelly, Getty  
Nays: None

Motion Carried.

7. Supervisor Getty asked for a motion to approve Ordinance 2020-02 Amending the Personnel Policy Manual of the Township of Lyons, Cook County, Illinois (Health Insurance).

Trustee McDonald moved, Trustee Garrette seconded to approve Ordinance 2020-02 Amending the Personnel Policy Manual of the Township of Lyons, Cook County, Illinois (Health Insurance).

Roll Call: Ayes: Garrette, Sprague, McDonald, Kelly, Getty  
Nays: None

Motion Carried.

8. Supervisor Getty asked for a motion to approve Resolution 2020-04 Ratifying and Confirming All Actions Taken during the 2019-2020 Fiscal Year.

Trustee Kelly moved, Trustee Sprague seconded to approve Resolution 2020-04 Ratifying and Confirming All Actions Taken during the 2019-2020 Fiscal Year.

Roll Call: Ayes: Garrette, Sprague, McDonald, Kelly, Getty  
Nays: None

Motion Carried.

9. Supervisor Getty asked for a motion to approve Resolution 2020-05 Establishing Regular Board Meetings for the 2020-2021 Fiscal Year. Supervisor Getty stated that the meetings will remain on the 2<sup>nd</sup> Tuesday of each month held at the Town Hall beginning at 6:00 p.m.

Trustee Garrette moved, Trustee McDonald seconded to approve Resolution 2020-05 Establishing Regular Meetings for the 2020-2021 Fiscal Year.

Roll Call: Ayes: Garrette, Sprague, McDonald, Kelly, Getty  
Nays: None

Motion Carried.

10. Supervisor Getty asked for a motion to approve Resolution 2020-06 Authorizing Modifications to Lyons Township Board of Trustee Meetings Occurring during the COVID-19 Pandemic. Attorney Shine reported that this Resolution allows the Board of Trustees Meetings for the Township of Lyons to be held via teleconference in response to an Executive Order issued by Illinois Governor Jay Pritzker.

Trustee McDonald moved, Trustee Garrette seconded to approve Resolution 2020-06 Authorizing Modifications to Lyons Township Board of Trustee Meetings Occurring during the COVID-19 Pandemic.

Roll Call: Ayes: Garrette, Sprague, McDonald, Kelly, Getty  
Nays: None

Motion Carried.

11. Supervisor Getty asked for a motion to approve Resolution 2020-07 Adopting a Temporary Policy for Township Payments during the COVID-19 Pandemic. Supervisor Getty explained that this Resolution would temporarily suspend the requirement of two signatories on each check written allowing only the Supervisor to sign with the attestation of the Township Clerk.

Trustee Garrette moved, Trustee Sprague seconded to approve Resolution 2020-07 Adopting a Temporary Policy for Township Payments during the COVID-19 Pandemic.

Roll Call: Ayes: Garrette, Sprague, McDonald, Kelly, Getty  
Nays: None

Motion Carried.

12. Supervisor Getty asked for a motion to approve a 1 year contract with G.W. & Associates for Auditing Services.

Trustee Sprague moved, Trustee McDonald seconded to approve a 1 year contract with G.W. & Associates for Auditing Services.

Roll Call: Ayes: Garrette, Sprague, McDonald, Kelly, Getty  
Nays: None

Motion Carried.

13. Supervisor Getty asked for a motion to approve the Proposed Fiscal Year 2020 / 2021 General Town, General Assistance and Special Police Protection Budget and Appropriation, to direct the Clerk to prepare the Proposed Budget Ordinance, and to schedule a Public Hearing on the Proposed Budget Ordinance after it has been hung for thirty (30) days post publication.

Trustee Garrette moved, Trustee Kelly seconded to approve the Proposed Fiscal Year 2020 / 2021 General Town, General Assistance and Special Police Protection Budget and Appropriation, to direct the Clerk to prepare the Proposed Budget Ordinance, and to schedule a Public Hearing on the Proposed Budget Ordinance after it has been hung for thirty (30) days post publication.

Roll Call: Ayes: Garrette, Sprague, McDonald, Kelly, Getty  
Nays: None

Motion Carried.

14. By a consensus of the Board of Trustees the date of May 28, 2020 at 6:00 p.m. was agreed upon for the Public Hearing on the Proposed Fiscal Year 2020 / 2021 Combined General Town, General Assistance and Special Police Protection Budget and Appropriation Ordinance.

15. Supervisor Getty asked for a motion to approve the Proposed Fiscal Year 2020 / 2021 Road & Bridge District Budget and Appropriation, to direct the Clerk to prepare the Proposed Budget Ordinance, and to schedule a Public Hearing on the Proposed Budget Ordinance after it has been hung for thirty (30) days post publication.

Trustee McDonald moved, Trustee Garrette seconded to approve the Proposed Fiscal Year 2020 / 2021 Road & Bridge District Budget and Appropriation, to direct the Clerk to prepare the Proposed Budget Ordinance, and to schedule a Public Hearing on the Proposed Budget Ordinance after it has been hung for thirty (30) days post publication.

Roll Call: Ayes: Garrette, Sprague, McDonald, Kelly, Getty  
Nays: None

Motion Carried

16. By a consensus of the Board of Trustees the date of May 28, 2020 at 6:00 p.m. was agreed upon for the Public Hearing on the Proposed Fiscal Year 2020 / 2021 Road & Bridge District Budget and Appropriation Ordinance.

17. *Clerk's Report* – Clerk Porfirio reminded those to whom it pertains that Statements of Economic Interest must be filed with the Cook County Clerk by May 1, 2020.

18. Clerk Porfirio requested a consensus of the board in accordance with Governor Pritzker's 'Stay at Home' Executive Order during the COVID-19 Pandemic to tentatively reschedule the postponed Annual Town Meeting which was to be held at 6:00 p.m. on Tuesday, April 14, 2020 at SeatGeek Stadium in Bridgeview, Illinois for Tuesday, July 14, 2020, same location, same time.

By a consensus of the Township of Lyons' Board of Trustees, the rescheduling of the Annual Town Meeting was approved for 6:00 p.m. Tuesday, July 14, 2020 at SeatGeek Stadium in Bridgeview, Illinois.

19. *Finance Committee* – Due to this meeting being held by teleconference, Trustee Garrette allowed Supervisor Getty to report the payment of bills, as follows:

A. *Special Police Fund* - Supervisor Getty reported that no invoice has been received for their services for the past month.

B. *General Assistance* – Trustee Kelly moved, Trustee Sprague seconded to approve the audit of the General Assistance Fund in the amount of \$11,288.78.

Roll Call: Ayes: Garrette, Sprague, Kelly, McDonald, Getty  
Nays: None

Motion Carried.

C. *Road and Bridge Fund* - Trustee Garrette moved, Trustee Sprague seconded to approve the audit of the Road and Bridge Fund in the amount of \$36,671.48.

Roll Call: Ayes: Garrette, Sprague, Kelly, McDonald, Getty  
Nays: None

Motion Carried.

D. *General Town Fund* – Trustee McDonald moved, Trustee Garrette seconded to approve the audit of the General Town Fund in the amount of \$102,248.78.

Roll Call: Ayes: Garrette, Sprague, Kelly, McDonald, Getty  
Nays: None

Motion Carried.

20. *Building* – NONE
  
21. *Senior Services* – Trustee Kelly reported that Senior Transportation Director Quinn Corcoran and his drivers are providing “essential services” at this time for seniors who are in need of getting out to the grocery store or to necessary medical appointments. Trustee Kelly stated that the crew are truly brave souls and are doing an outstanding job. Supervisor Getty and Trustees concurred.
  
22. *Committee on Youth* – Trustee Sprague stated that applications for the Summer Youth Employment Program are currently being taken online. Trustee Sprague commented that due to the current COVID-19 situation, no start date has been set for its inception.
  
23. *Mental Health Commission* – Clerk Porfirio reported that in the second quarter of Fiscal Year 2020, 134,726 units of service were provided to 3,835 Township of Lyons residents.
  
24. Clerk Porfirio commented that all currently funded agencies have submitted their grant applications for Fiscal Year 2021 and that Mental Health Executive Director, Ron Melka, and the Mental Health Commissioners will review them in April. Clerk Porfirio stated that Director Melka will hold a video conference with each agency which has submitted an application and that the Finance Committee will review them in May. Final grants and the Fiscal Year 2021 Mental Health Budget will be approved at the May 18, 2020 Board Meeting.
  
25. Clerk Porfirio noted that the April Mental Health Board Meeting will be a teleconference on Monday, April 20<sup>th</sup> at 7:00 p.m. and that the public is encouraged to participate.
  
26. *Special Police Protection* – Trustee McDonald reported that the scheduled “Drive Along” has been postponed and will be rescheduled at a later date.

27. *Old Business* – NONE

28. *New Business* – Supervisor Getty stated that the Township of Lyons has started to supply police and fire departments within the Township with hand sanitizer and are currently looking into obtaining infrared thermometers for the same as soon as possible. Supervisor Getty commented that the Township is looking to get reimbursed for the provision of such items through FEMA.

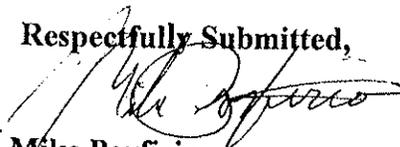
29. *Public Comment* – Clerk Porfirio stated for the record that neither the Clerk nor the Deputy Clerk had received any written public comment to be read prior to this Board Meeting.

30. *Adjournment* – Trustee Kelly moved, Trustee McDonald seconded to adjourn the meeting at 6:30 p.m.

Voice Vote in favor by all.

Motion Carried.

Respectfully Submitted,



Mike Porfirio

Clerk, Township of Lyons