

# Township Trustees of Schools

TOWNSHIP 38 NORTH, RANGE 12 EAST  
www.lyonstto.net

BOARD OF SCHOOL TRUSTEES  
Michael S. Thiessen, President  
Michael Dickman, Trustee  
Nicholas A. Kantas, Trustee

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## *Minutes of the Regular Meeting of the Board of Trustees of the Lyons Township School Treasurer's Office*

**April 27, 2020 – 6:00 P.M.**

The Board of Township Trustees of Schools, Range 38 North, Range 12 East, Illinois (Lyons Township) have called a regular meeting on April 27, 2020 at 6:00 P.M.

Pursuant to Governor Pritzker's Executive Order 2020-07, the regular meeting was held virtually via Microsoft Teams

### **Microsoft Teams Virtual Meeting Information**

Conference ID: 529 916 855

#### **Board of School Trustees**

#### **VIRTUALLY PRESENT**

#### **ABSENT**

Mr. Michael Thiessen

X

—

Mr. Michael Dickman

X

—

Mr. Nicholas Kantas

X

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#### **Staff Present**

Mr. Kenneth Getty, Treasurer

Ms. Brigid Murphy, Director of Finance and Operations

#### **Others Present**

Ms. Amy Purham, Attorney

Mr. Kathleen Graffam, League of Women Voters

#### **Call to Order**

President Thiessen called the meeting to order at 6:04 P.M.

#### **Pledge of Allegiance**

#### **Public Comments**

Kathleen Graffam, League of Women Voters, thanked the TTO for making the virtual meeting available to the public.

### **February 28, 2020 – TTO Open Session Minutes**

**Motion by Trustee Kantas** to approve the February 28, 2020, open session minutes as presented. **Seconded by Trustee Dickman.**

Roll Call:     Ayes:             Kantas, Dickman, Thiessen  
                  Nays:             None

*Motion carried.*

### **Treasurer’s Report**

Treasurer Getty reported that the TTO staff and families remain healthy amidst the Covid-19 pandemic. TTO staff did an excellent job making the transition to remote working with minimal disruption to its Member Districts. Treasurer Getty discussed what is currently known about federal and state funding due to the pandemic; possible impacts on property tax collections & distributions; and how the TTO is managing its investments and liquidity in light of possible delays in revenue receipts.

### **Lyons Township Treasurer’s Financial Reports**

Treasurer Getty reviewed the Lyons Township School Treasurer’s financial statements with the Board of School Trustees for the following month:

- February 2020
- March 2020

### **April 27, 2020, Payables**

**Motion by Trustee Dickman** to approve the April 27, 2020,, in the amount \$202,362.39 as presented. **Seconded by Trustee Kantas.**

Roll Call:     Ayes:             Kantas, Dickman, Thiessen  
                  Nays:             None

*Motion carried.*

### **March 27, 2020, Payables**

**Motion by Trustee Dickman** to approve the March 27, 2020, in the amount \$20,154.74 as presented. **Seconded by Trustee Kantas.**

Roll Call:     Ayes:             Kantas, Dickman, Thiessen  
                  Nays:             None

*Motion carried.*

### **Review School Districts Official Records**

The Board of School Trustees reviewed the Lyons Township Member District’s financial records for:

- February 2020
- March 2020

## **NEW BUSINESS**

### **Quarterly Investment Report – March 31, 2020**

Treasurer Getty reported the Lyons Township Treasurer Office’s total investment portfolio continues to outperform its benchmark (Bank of America Merrill Lynch 1-10 Year Treasury & Agency Index) with 5.34% higher returns (LTTO: 2.585% vs. BOA ML 1-10 Index: 2.020%) in

the third quarter of FY2020. The LTTO will continue to monitor market conditions/rates daily and attain the best market rates of return throughout the current and future economic cycles.

**Proposed FY2019 Pro-Rata Billing**

Treasurer Getty discussed the Pro-Rata bill calculation. **Motion by Trustee Dickman** to approve the FY2019 Pro-Rata billing to member districts. **Seconded by Trustee Kantas.**

Roll Call: Ayes: Dickman, Thiessen, Kantas  
Nays: None

*Motion carried.*

**Approval of FY2020 Audit Engagement – Miller Cooper & Co.**

**Motion by Trustee Dickman** to approve Miller Cooper & Co. for the TTO’s FY2020 annual audit. **Second by Trustee Kantas.**

Roll Call: Ayes: Dickman, Kantas, Thiessen  
Nays: None

*Motion carried.*

**Approval of Equipment Lease - Quadiant (formerly Neopost)**

**Motion by Trustee Dickman** to approve one year extension of existing contract with Quadiant for the envelope folding and inserting machine utilized by the TTO. **Second by Trustee Kantas**

Roll Call: Ayes: Dickman, Kantas, Thiessen  
Nays: None

*Motion carried.*

**Approval of Lyons Township Paper Bid – FY2021**

**Motion by Trustee Dickman** to approve participation in the FY2021 township-wide paper contract with Midland Paper. **Second by Trustee Kantas.**

Roll Call: Ayes: Dickman, Kantas, Thiessen  
Nays: None

*Motion carried.*

**Lyons Township School Treasurer’s Employee Insurance Benefit Renewal**

**Motion by Trustee Dickman** to approve FY2021 employee insurance medical and dental policy renewals. **Second by Trustee Kantas.**

Roll Call: Ayes: Dickman, Kantas, Thiessen  
Nays: None

*Motion carried.*

**Review/Approval of Authorized Depositories**

The list of depositories was inadvertently left out of the Board and Agenda Packets. This item has been moved to the May 18, 2020 meeting.

## OLD BUSINESS

### **Approval of Property Lease – RRP Holdings, LLC**

**Motion by Trustee Dickman** to approve a two-year renewal, with another two year option, of the office lease with RPP Holdings, LLC. **Second by Trustee Kantas.**

Roll Call: Ayes: Dickman, Kantas, Thiessen  
Nays: None

*Motion carried.*

### **District 204 Litigation Update**

Due to the Covid-19 pandemic the Cook County Courts have put a hold on all civil litigation proceedings until May 18, 2020, but it will likely to be extended to reflect the Governor's shelter in place timetable. A new trial date has not yet been set. All filings are current and available on the TTO's public website. The Trustees remain willing to participate in settlement discussions.

### **Motion to suspend the Special Meeting for the purpose of entering closed session and simultaneously adjourn the closed session and the open session:**

**Motion at 7:04pm by Trustee Dickman to enter closed session under:**

*Illinois Open Meetings Act, (5 ILCS 120/2 (c)(11)*, "Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting."

*Illinois Open Meetings Act, (5 ILCS 120/2 (c)(1)*, "Discussion on the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body."

**Seconded by Trustee Kantas.**

Roll Call: Ayes: Dickman, Thiessen, Kantas  
Nays: None  
Absent: None

*Motion carried.*

### **Adjournment**

**Motion by President Thiessen** to adjourn the Regular Meeting of the Board of Trustees at 7:05 P.M. **Seconded by Trustee Dickman.**

Roll Call: Ayes: Kantas, Dickman, Thiessen  
Nays: None

*Motion Carried.*

### **Minutes approved by:**

\*\*\*Minutes have been approved at the 05/18/2020 Meeting and will be signed when the current COVID-19 precautions allow.

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**President, Michael Thiessen**

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**Trustee, Michael Dickman**

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**Trustee, Nicholas A. Kantas**

**Date:** 05/18/2020