



August 18, 2015

Dear Beth Ann May, Town Clerk,

After consultation with the Township Attorney and under the laws of the State, Federal government and the provisions of the Joliet Township Employee Handbook, I am required to maintain a work place that is free from any kind of harassment or intimidation. The recent episodes in the Road District office, prior to and while I was on vacation, in which you screamed and tried to intimidate a member of my staff requires me to take action.

You are hereby instructed to avoid all direct contact with any member of my staff. If you require something from the Road District you shall deal directly with me. If I should be unavailable, and the issue is time sensitive and extremely important, you should contact the Road District through your Deputy Clerk. Under no circumstances are you to come to the Road District Office again.

I regret that your conduct requires me to take this action.

Sincerely,

James J. Maffeo

Highway Commissioner