



Minutes of a Meeting of the
Joliet Township Board
175 W. Jefferson St., Joliet, IL 60432
Tuesday, March 12, 2019

The regular town board meeting, being held at 175 West Jefferson Street, Joliet Township government offices, on Tuesday, March 12, 2019, at 5:00 p.m. was called to order by Supervisor Daniel L. Vera. The following official business was transacted:

The Clerk led the Pledge of Allegiance to the flag.

The Clerk called the roll as follows:

TRUSTEES:	Raymond F. Slattery	Present
	Archie Gavin	Present
	Rosie Verdin	Present
	Brian Hertzmann	Present

SUPERVISOR:	Daniel L. Vera	Present
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CLERK:	Beth Ann May	Present
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OTHER OFFICIALS:	Commissioner James Maffeo	Present
	Assessor James Brenczewski	Present

ALSO PRESENT:		
Attorney Franklin Burkey	General Assistance Director Patricia Venziano	
Senior Liaison Jeff Wallace	Animal Control Director Patrick O'Keefe	

Approval of the Minutes:

Regular Town/February 26, 2019: Trustee Slattery moved to approve the minutes of the February 26, 2019 Regular Town Board Meeting and to waive the reading of these minutes inasmuch as copies had previously been delivered. Seconded by Trustee Gavin. A voice vote was taken.¹

Public Comment:

None

¹ The motion carried

New Business:

Approve/2019 Annual Grass Cutting Contract

Supervisor Vera reported there is no increase in cost for the lawn mowing services from last year. He also indicated he is very happy with their service. Trustee Hertzmann asked if the price for the service at Animal Control will be reduced after the new parking lot is installed and the Supervisor said he would contact DuBois to let them know of the parking lot installation and ask if there will be a new price after it has been installed. Trustee Slattery moved to allow the Supervisor to enter into the contract for grass cutting services with DuBois Landscaping for the Township building, Animal Control, Mound Cemetery, Zarley Cemetery and scavenger lots per the costs on the estimate. Seconded by Trustee Verdin. A roll call vote was taken. Ayes (5), Nays (0)²

Approve/2019 Annual Town Meeting Agenda

Supervisor Vera reported the only item on the agenda is the Resolution for the acceptance of the Oakwood Cemetery. No other items were received by March 1, 2019 to be added. Clerk May reported it will be published on March 21, 2019. Trustee Hertzmann moved to approve the 2019 Annual Town Meeting Agenda. Seconded by Trustee Gavin. A roll call vote was taken. Ayes (5), Nays (0)³

Approve/Grant – Joliet Park District, Senior Program, Nowell Park

Supervisor Vera verified that funds are available to provide a grant to the Park District to host a senior event at Nowell Park. Trustee Verdin moved to approve a senior grant for \$500 to the Joliet Park District in support of a senior program at Nowell Park. Seconded by Trustee Gavin. A roll call vote was taken. Ayes (5), Nays (0)⁴

Adopt/Resolution No. 2019-02/Governance of East Joliet Lighting District

Supervisor Vera reminded the Board that the General Town accepted the lighting district last year; however, per the direction from the State's Attorney's Office, the correct jurisdiction is the Road District. There was also discussion on the effective date of the resolution being April 1, 2019 instead of March 12, 2019 per a recommendation from Accountant Witt. She spoke with the Auditor and it would be best to have the effective date of April 1, 2019, the new fiscal year. Attorney Burkey was in agreement. Supervisor Vera moved to adopt Resolution No. 2019-02, as amended, reflecting an effective date of April 1, 2019. Seconded by Trustee Gavin. A roll call vote was taken. Ayes (5), Nays (0)⁵

Reports:

Supervisor: Supervisor Vera provided an update on the Oakwood Cemetery. He has spoken with the current Chairman, Dave Apgar, about the need for them to consolidate all funds and provide us with one check for the financial transfer and that we will not continue with the not for profit designation. The Supervisor said he will be providing a

² Roll Call Ayes (5) Trustees Slattery, Gavin, Verdin, Hertzmann and Supervisor Vera

³ Roll Call Ayes (5) Trustees Slattery, Gavin, Verdin, Hertzmann and Supervisor Vera

⁴ Roll Call Ayes (5) Trustees Slattery, Gavin, Verdin, Hertzmann and Supervisor Vera

⁵ Roll Call Ayes (5) Trustees Slattery, Gavin, Verdin, Hertzmann and Supervisor Vera

report back to the current board on the financials until the initial funds received from them, have been exhausted. Until the transition takes place, they will have to continue with the care and maintenance of Oakwood and pay for these services. He has suggested to Dave Apgar that he consider remaining as the Sexton for the Cemetery for the first year. The Supervisor will continue to work towards this effort with a supporting contract and payment for services. The Supervisor expressed his desire to keep the existing support staff who perform the grass cutting/trimming and grave digging, under a similar contract and payment for service for the first year. Both the Sexton services and maintenance will be reevaluated after the first year. He indicated at this time we are still at the beginning stages of accepting the cemetery and it's a work in progress. The Supervisor reported the Oakwood Cemetery Board has a meeting tomorrow, Wednesday, March 13, 2019 where their agenda reflects liquidation and reference to the Annual Town Meeting on April 9. He does anticipate approval of these matters at this meeting. He, unfortunately is unable to attend and inquired if Attorney Burkey was attending. Attorney Burkey replied their attorney will be present. Attorney Burkey also asked the Supervisor if he knows the status of the opinion from the Attorney General and the Supervisor said he was not aware but suggested Attorney Burkey follow up. There is an anticipated closing date of April 12, 2019 and that does work for the Supervisor. The Supervisor also mentioned a proposed contract between the Township and a company which holds cemetery/ghost tours at Oakwood. He provided a copy of the proposed contract to Attorney Burkey for review. The Supervisor expressed his concern to make sure this acquisition is completed correctly because although we have 2 cemeteries already this one is an active cemetery which will require more attention and work. Attorney Burkey said he informed Attorney Jarot that we don't need a deed, just a transfer document. The Supervisor and Road Commissioner will be meeting with the engineers again regarding the lane and entrance improvements, in preparation of the bid for the work to be completed. He hopes the bid opening can be held the first week in April. There are approximately 665 linear feet of lane and front entrance which need to be paved. He has spoken with the Civil War group which holds an annual ceremony at the cemetery each year over the Memorial Day weekend. They are very happy about the much needed improvements. The contract with Hutchison Engineers has been executed and provided to the Clerk for the project records. A Cemetery Report will be placed on the Agenda in the near future. Trustee Verdin inquired about the company who holds the tours. The Supervisor replied that the current cemetery board has had an agreement over the past 4-5 years and allowed this company access. The company has paid the Cemetery \$5/participating person; however, the proposed contract for us to consider has a different payment structure. Attorney Burkey will review this document. Trustee Slattery asked if there was an update on the Animal Control parking lot and the Supervisor said no update. Trustee Slattery also commented about the need for security at the Cemetery. Supervisor Vera reported on learning that the Senior Services Program had recently recognized the Township for the grants provided towards new vehicles purchases. He picked up a certificate which they prepared for us. He added that he was

not aware they were recognizing us. He has no update on when the Senior Services will come to one of our meetings to show us the Township logos on the vehicles.

Clerk: Clerk May reported she drafted and completed 3 resolutions for consideration – Oakwood Cemetery, East Joliet Lighting District and the establishment of a Capital Fund, with directions from Attorney Burkey and consulting with Accountant Witt. The resolution creating a Capital Fund will be incorporated in the annual budget and appropriation ordinance. She processed the previous meetings packet, created the new agenda and meeting packet for this meeting. She arranged for a bid opening date for the Oakwood Cemetery. She anticipates receiving the bid documents by March 19 and plans for the bid opening on April 1. She worked on the bid documents under the direction of Supervisor Vera and Hutchison Engineering. She completed the work for the Annual Town Meeting and arranged for the agenda notice to be published. She also distributed the agenda to 3 places within the Township for the required posting. She reviewed the responsibilities of the electors. She has also reached out to the County Clerk to obtain the list of registered voters in the Township. She received permission to destroy documents and arranged for the shredding with Shark Shredding for March 29, 2019. The revised “Application for Destruction” or the listing of the documents and their respective retention periods has not been returned from the Local Records Bureau of the Secretary of State. She reviewed the process of arranging for the property tax exempt certification for Oakwood Cemetery. She also filed the Road District property tax exempt certificate on March 7. She thanked Sarah Gimbel for her help with arranging to fix her computer and apologized for any errors over the past couple of weeks when she was experiencing technical difficulties. She also reminder the Board of the responsibilities which Deputy Clerk Rosie Guajardo performs, including, taking phone calls from residents seeking help with a variety of issues; notarizing documents for residents; processing the road district bills on a weekly basis and maintaining all of the permanent records for the district. She also assists with tasks such as the records destruction project and bid processes.

Highway Commissioner: Commissioner Maffeo reported on an issue at Cass and Algonquin Streets where ground water is coming onto the roadway. This happened after work was recently completed by the County. They will be fixing the issue. He has been meeting with the Will County Highway Engineer on reviewing the weight limitations on our roads, so that we are consistent and will have protections in place with the increased truck traffic. **Attorney Burkey will assist with this effort also.** He received correspondence from the Love’s Truck Stop engineers, where they have presented a detour and want to close a road. He will work with our engineers to provide an answer to them. **Attorney Burkey also mentioned receiving an email from the Love’s Attorney’s about an IGA in April for the Loves project. He will follow up.** Supervisor Vera asked if the East Joliet Fire District would also need approval for the road closure and **Attorney Burkey said he will find out.** The Commissioners staff are taking care of truck maintenance to get ready for spring work and have been filling potholes. He has

received the salt bid documents from the State and there is an April 1 deadline which he will reply to. He will not know the cost until later in the year. He indicated there is currently 2-3 tons in our storage bins and we generally spread the costs over 2 fiscal years.

Assessor: Assessor Brenzewski reported they continue to work on the data conversion with the new software. He indicated the conversion is not happening as quickly as he would have liked but as they move along issues come up that must be corrected. They continue to use the old system and have had to use the services of that contractor for some of those issues. As always, his staff continues to answer resident inquiries daily.

Attorney: Attorney Burkey reported receiving an email from the Loves Truck Stop attorney regarding an IGA with us which will be on the City agenda in April. He will follow up with them.

Accountant: Absent, no report.

Animal Control Center: Director O'Keefe reported there are still 2 dogs remaining from those that were turned over to us from the 411 Irwin case. We currently have a lot of dogs and cats in shelter. Other than that, just standard business. He reported that he checked out the building after the recent wind storms and there are no side effects from the bad weather. He clarified the billing process when animals are dropped off by the Will County Animal Shelter. Trustee Slattery asked if the strays increase as the weather warms and Director O'Keefe said yes.

General Assistance: Director Venziano reported there was no Continuum of Care meeting this month. She did attend the Community Services Council meeting where members were encouraged to network with each other to learn about the programs and resources each agency provides. She created a flyer on the medical equipment lending closet which is available to handout and was also placed on our Facebook page. We have been receiving lots of donated items and there has been a small increase in requests to use the equipment. She recently researched the increase of the TANF (Temporary Assistance for Needy Families)/DHS program. The rates increased from \$245 to \$304. She verified this increase with Township Officials of Illinois. We can raise our limits to this amount, as most Townships establish their own rates. Supervisor Vera asked Attorney about increasing the rates and Attorney Burkey said we have to increase our rates to the new state rate, we can pay more but we can't pay under the updated rate. These are different from the emergency GA funding limits. A discussion is necessary to determine if the rate will be enacted immediately or with our new budget. Director Venziano indicated a 30 day notice must be given to the Clients who participate in the program, to notify them of the increase. No approval is necessary from the Board but she and Supervisor Vera will let them know of the effective date. Trustee Slattery asked about the "other services" category on the statistical report which reflects 8. She replied

these are residents who come in, for example, for advice or medical equipment. This would only include when there is actual interaction with staff on a legitimate need or concern, but not just requesting an application for General Assistance.

Senior Liaison: Jeff Wallace reviewed the meetings attended and the 4 meetings coming up. He thanked the Board for the opportunity to serve and if any Officials have ideas which he can share with the senior groups to please let him know. Trustee Hertzmann asked about the Meals on Wheels and if a new agency is working that program. GA Director Venziano said she would follow up with the Center for Community Concerns to get clarification on who is administering this program for Will County.

Receipts: Trustee Slattery moved to deposit all funds into their proper accounts as presented for the period ending March 12, 2019. Seconded by Trustee Gavin. A voice vote was taken.⁶

Expenditures: The Supervisor presented the following invoices for Town Board approval for the period ending March 12, 2019:

<u>FUND</u>	<u>EXPENDITURES</u>
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General Town	\$50,650.17
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Motion: Trustee Gavin
Second: Trustee Hertzmann
Roll Call: Ayes 5, Nays 0⁷

General Assistance	\$11,777.54
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Motion: Trustee Slattery
Second: Trustee Verdin
Roll Call: Ayes 5, Nays 0⁸

There was an issue with check number 49914, a shelter payment. It appeared the check was made out to the incorrect person based on the attached paperwork. Director Venziano will verify the payment and report back to the Board.

Road and Bridge	\$29,413.55
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Motion: Trustee Gavin
Second: Trustee Slattery
Roll Call: Ayes 5, Nays 0⁹

⁶ The motion carried

⁷ Roll Call Ayes (5) Trustees Slattery, Gavin, Verdin, Hertzmann and Supervisor Vera

⁸ Roll Call Ayes (5) Trustees Slattery, Gavin, Verdin, Hertzmann and Supervisor Vera

⁹ Roll Call Ayes (5) Trustees Slattery, Gavin, Verdin, Hertzmann and Supervisor Vera

Animal Control \$30,914.90

Motion: Trustee Verdin

Second: Trustee Gavin

Roll Call: Ayes 5, Nays 0¹⁰

No bills were presented for consideration of the Senior Fund.

Certifications for all funds were passed unanimously.

Closed Session:

None

Adjournment:

Trustee Hertzman moved to adjourn the town board meeting to March 26, 2019 at 5:00 p.m. Seconded by Trustee Verdin. A voice vote was taken.¹¹ The meeting adjourned at 6:29 p.m.

Respectfully Submitted,



Beth Ann May

Clerk

¹⁰ Roll Call Ayes (5) Trustees Slattery, Gavin, Verdin, Hertzmann and Supervisor Vera

¹¹ The motion carried