



Minutes of a Meeting of the
Joliet Township Board
175 W. Jefferson St., Joliet, IL 60432
Tuesday, August 14, 2018

The regular town board meeting, being held at 175 West Jefferson Street, Joliet Township government offices, on Tuesday, August 14, 2018, 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	Absent
	Rosie Verdin	Present
	Brian Hertzmann	Absent
SUPERVISOR:	Daniel L. Vera	Present
CLERK:	Beth Ann May	Present
OTHER OFFICIALS:	Commissioner James Maffeo	Absent
	Assessor James Brenzewski	Present
ALSO PRESENT:	Accountant Colleen Witt	Present
	Director Sarah Gimbel	Present
	Attorney Franklin D. Burkey	Present
	Senior Liaison, Jeff Wallace	Present
	Director Kristin Toll	Present

Supervisor Vera reported both Commissioner Maffeo and Trustee Hertzmann are on vacation this week.

Approval of the Minutes:

Regular Town/July 24, 2018: Trustee Slattery moved to approve the minutes of the July 24, 2018 Regular Town Board Meeting and to waive the reading of these minutes inasmuch as copies had previously been delivered. Seconded by Trustee Verdin. A voice vote was taken.¹

¹ The motion carried

Public Comment:

None

New Business:

Receipt of Annual Audit

John Michalesko of Gassensmith and Michalesko presented the annual audit. He gave a brief synopsis of the process he followed and he reviewed the various sections of the audit. He concluded by stating there was one journal entry noted but overall the records are in good order. There was no management letter because there were no findings. He indicated the records were well kept and acknowledged the good job performed by Accountant Witt. Trustee Slattery moved to accept the Annual Audit and further stated since we already approve the bills throughout the year there is no need to accept the audit in the future. Seconded by Trustee Verdin. A roll call vote was taken. Ayes (3), Nays (0)²

Approval/2018-2019 Senior Grants

Supervisor Vera indicted there is a need for some additional research on the organizations which have requested funding this year. Supervisor Vera moved to postpone this matter to the August 28, 2018 meeting so that additional information can be obtained. Seconded by Trustee Slattery. A roll call vote was taken. Ayes (3), Nays (0)³

New Hire/Animal Control

Director Gimbel reported she is recommending new hires for 2 positions.

Allyssa Cockream for the 25 hour/week, permanent part time, assistant position at \$13.00 per hour. The position has a 90 day probationary period. She came in and shadowed with staff for 2 hours and everything went well. Trustee Slattery moved to hire Allyssa Cockream for the 25 hour/week, permanent part-time, assistant position at \$13.00 per hour and to pay her for the 2 hours of shadowing. Seconded by Trustee Verdin. A roll call vote was taken. Ayes (3), Nays (0)⁴

Abigail Horan is a JJC Student and she is being recommended for a weekend rotation position at \$12.00 per hour. She came in and shadowed with staff for 2 hours and everything went well. Trustee Verdin moved to hire Abigail Horan for the part time weekend rotation position at \$12.00/hour and to pay her for the 2 hours of shadowing. Seconded by Trustee Slattery. A roll call vote was taken. Ayes (3), Nays (0)⁵

Unfinished Business:

None

² Roll Call Ayes (3) Trustees Slattery, Verdin and Supervisor Vera

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

⁴ Roll Call Ayes (3) Trustees Slattery, Verdin and Supervisor Vera

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

Reports:

Supervisor: Supervisor Vera reported he, Trustee Slattery and Senior Liaison Jeff Wallace attended the senior luncheon for the Senior Citizen Association. The St. Joseph's Senior group has their luncheon tomorrow. He reported receiving a map of the past 3 years of roadway improvements which he will have Commissioner Maffeo report on at the next meeting. The Supervisor reported after this meeting both Director Gimbel (Animal Control) and Director Toll (General Assistance) will be attending only the first meeting of the month to provide reports to the Board.

Clerk: Clerk May reported 4 additional bids will be published on Thursday, August 16, 2018 and are scheduled to be opened on August 30. An updated 2018 Road District project chart is provided. There has been no further action on the parking lot project at the Animal Control Center. Today, she received a copy of the requested initial response to the Commerce Commission on the Patterson Road railway crossing case. She continues to work on the records retention project. She met with Accountant Witt and Director Gimbel regarding the documents they manage and the basement has now been cleaned so the sorting of the boxes can start. The audit, AFR, and the annual treasurer's report have been filed with the Clerk's Office. A notice will now be published reflecting the completion and availability of these documents. Once published, the documents will be filed with the County Clerk. A copy of the proof of filing and a copy of the annual treasurer's report will be provided to the board. Accountant Witt and the Clerk have developed a process for which these documents will be filed electronically with the County Clerk. She attended the Township Officials of Illinois training last week, indicating it's always beneficial. She worked with Gina Tuminello on the senior grants and issued a press release on the grant program. She provided the Board with meeting reminders for the month of November because of the change in routine for the meeting dates. She issued a request to the Board and Officials regarding their attendance requirements for the annual fall conference.

Highway Commissioner: Commissioner Maffeo, absent, no report

Assessor: Assessor Brenzewski reported they have been participating in Property Tax Appeal Board hearings. They have also been covering calls on the recently published revised assessments. Other than that, just the day to day operations of the office.

Attorney: Attorney Burkey reported he continues to work with Commissioner Maffeo and the Road District on various issues.

Accountant: Accountant Witt reported the bank reconciliations for July have been completed and are on the table for Board review. The July Fund Financial Statements have been completed and distributed to the Board. She completed and filed the monthly IDES Unemployment report and the IMRF report. She met with our Auditor, John

Michalesko to finalize the audit documents and financial reports. Other than that, just the day to day operations of her office.

Animal Control Center: Director Gimbel distributed the July statistical report, indicating the report is standard and there weren't any activities out of the ordinary. The work continues on the remodeling of the laundry room and she anticipates the new washer and dryer will be installed next week. Animals will be provided to Joliet Junior College for the Veterinary Technician program. Cats will be provided and perhaps dogs, depending on the dog inventory when the program starts. New hire, Samantha Zavala is working out well. Other than that, just the day to day operations of the Center.

General Assistance: Director Toll reviewed the provided June and July statistical reports for the General Assistance Program. She commented the numbers are generated by the Visual GA software program. She explained the disbursing orders, indicating these are payments made to clients or to vendors to benefit the client. She also reviewed the reasons for denial.

Senior Liaison: Liaison Jeff Wallace reviewed his submitted report. He will work with Supervisor Vera on senior grant applications.

Receipts: Trustee Slattery moved to deposit all funds into their proper accounts as presented for the period ending August 14, 2018. Seconded by Trustee Verdin. A voice vote was taken.⁶

Expenditures: The Supervisor presented the following invoices for Town Board approval for the period ending August 14, 2018:

<u>FUND</u>	<u>EXPENDITURES</u>
General Town	\$83,921.39
Motion: Trustee Verdin	
Second: Trustee Slattery	
Roll Call: Ayes 3, Nays 0 ⁷	
General Assistance	\$21,297.94
Motion: Trustee Slattery	
Second: Trustee Verdin	
Roll Call: Ayes 3, Nays 0 ⁸	
Road and Bridge	\$67,543.08
Motion: Trustee Slattery	
Second: Trustee Verdin	
Roll Call: Ayes 3, Nays 0 ⁹	

⁶ The motion carried

⁷ Roll Call Ayes (3) Trustees Slattery, Verdin and Supervisor Vera

⁸ Roll Call Ayes (3) Trustees Slattery, Verdin and Supervisor Vera

⁹ Roll Call Ayes (3) Trustees Slattery, Verdin and Supervisor Vera

