



Minutes of a Meeting of the  
Joliet Township Board  
175 W. Jefferson St., Joliet, IL 60432  
Tuesday, September 26, 2017

The regular town board meeting, being held at 175 West Jefferson Street, Joliet Township government offices, on Tuesday, September 26, 2017, 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 |
| CLERK:           | Beth Ann May              | Present |
| OTHER OFFICIALS: | Commissioner James Maffeo | Present |
|                  | Assessor James Brenzewski | Present |
| ALSO PRESENT:    | Accountant Colleen Witt   | Present |
|                  | Director Sarah Gimbel     | Present |
|                  | Franklin Burkey           | Absent  |

**Approval of the Minutes:**

Regular Town/September 12, 2017: Trustee Slattery moved to approve the minutes of the September 12, 2017 Regular Town Board Meeting and to waive the reading of these minutes inasmuch as copies had previously been delivered. Seconded by Trustee Verdin. Supervisor Vera noted a correction on page 2, he would like the statement to reflect that the quote received was for the cleaning of the windows and the stone lintels not for the painting and sand blasting of the back stairwell. The motion was changed to accept the minutes as amended. A voice vote was taken.<sup>1</sup>

**Public Comment:**

None

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<sup>1</sup> The motion carried

## **New Business:**

### Approve/New Hire Animal Control Officer

Director Gimbel reported she is recommending the hiring of Patrick O'Keefe for a permanent full time position as an Animal Control officer with a start date of September 18, 2017. His rate of pay is \$16.00/hour, there are no stipulations for an automatic increase after serving the 90 day probationary period. His resume was distributed for review. Director Gimbel indicated he is doing well at the new position and anticipates that he will be on his own by next week, after that, he will be part of the rotation schedule of Officers.

Trustee Slattery moved to approve the hiring of Patrick O'Keefe, to fill a full time position as an Animal Control Officer, at \$16.00/hour with a start date of September 18, 2017. Seconded by Trustee Gavin. A roll call vote was taken. Ayes (5), Nays (0)<sup>2</sup>

## **Unfinished Business:**

None

## **Reports:**

### Supervisor:

The Supervisor reported the work to sand blast and paint the back outside stair case started today. He asked who was interested in attending the 50<sup>th</sup> anniversary luncheon of the Senior Citizen Association at 12:30, St. Joes Park, on October 12, 2018. Those attending will be Supervisor Vera, Clerk May, Commissioner Maffeo, Assessor Brenzewski, and Trustee Verdin. He reported on attending the St. Pats luncheon this previous Friday. He spoke to the Trustees about attending a ribbon cutting ceremony for the Joliet Area Community Hospice on or about November 11, 2017. He will keep them posted on the final date once he learns that from Hospice. This is for the Veterans Memorial Garden for which the Township provided a grant.

### Clerk:

Clerk May reported the annual audit was filed with the County Clerk on Friday, September 22, 2017 and the notice of availability was published today, September 26, in the Joliet Herald News. Commissioner Maffeo has instructed her to publish a bid notice for the purchase of bulk road salt. It will be published on Friday, October 6, 2017 with a bid opening date of Friday, October 20, 2017. The corrected Road District bill recap sheets from August 22 and September 19, 2017 are available for signature. The Annual Treasurers Report, was filed today with the County Clerk and a copy of the filed document has been provided to you. Other than that, just the day to day operations of her office.

### Highway Commissioner:

Commissioner Maffeo updated the Board on this year's Motor Fuel Tax projects indicating PT Ferro finished paving Richards Street, certain roads in Ingalls Park and Rowell Avenue (the Loop Paper Company location). He provided a brief history of Caroline Drive and resident Jay Gregory and the work which has been completed. He

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

reported that bushes and various vegetation were recently removed from Caroline Drive; engineering has been completed and a new culvert will be installed once the project is coordinated with the gas company. Hutchison Engineering should have a completed report on Cleveland Avenue by next week (to improve drainage in that area). He reported on water main/line work being done in Ridgewood in which they are making cuts in the streets. He contacted the County and was informed that a bond has been received on the project and they will guarantee that the work will be completed correctly and will make sure if the road sinks over the next year it will be taken care of. He provided a copy of the correspondence between him and the County, to the Clerk for the record. He will continue to monitor the project. He has also received calls complaining about the traffic and safety issues regarding closed roads in that area. He indicated this is not our project and there isn't anything we can do; however, he will follow up. His staff continues to cut grass and pick up garbage and a cat litter delivery for Animal Control was received today.

Supervisor Vera inquired on the issue with a certain employee, taking excessive vacation and sick time, asking if the matter was resolved, adding he hasn't worked since August 17, 2017. The Commissioner indicated he has not returned to work, he is still on the payroll and is using sick and vacation time. The Supervisor highly encouraged him to resolve the issue. **The Commissioner said he spoke with Attorney Burkey and the Attorney said there was not much we can do.** The Supervisor said he respectfully disagrees with that statement and said Attorney Burkey has stated, in the past, that vacation or sick time can't be used to complete employment. The Commissioner indicated he will resolve the issue. The Supervisor reported the employee in question has used his accumulated time to stay employed to his next anniversary date and now has accumulated an additional 3 weeks of vacation. Trustee Slattery asked when the employee will be out of vacation time, and the Commissioner replied on October 16, 2017. Accountant Witt provided a review of the employees hire date and his vacation time on the books.

Assessor:

Assessor Brenczewski reported seventy five property assessment appeals have been schedule by the Will County Board of Review. There is a chance that there could be some additional cases because the County has 200, from across the county, to review and schedule with the various Townships. He and his staff are now working on reviewing the appeal properties to insure their assessments are correct, re-measuring and taking photos for their records. He reminded the Board that many of the requests for change of assessed value are made in his office before residents have to make a formal appeal at the county level.

Attorney:

Absent – no report.

Accountant:

Accountant Witt reported the August 2017 financial reports have been completed and have been distributed to the Board.

The state unemployment report for August was filed with the Illinois Department of Unemployment Securities. Future reports will be filed with the Illinois Department of Revenue.

She followed up on the required financial reporting which generally are due at the end of September. The State Comptroller has not yet made available the on-line portal to file the required financial reports. She called and spoke with them and learned that a request for an extension must be filed prior to September 30. She contacted our Auditor, John Michalesko, who then filed the extension. The Clerk will be issued the Annual Financial Report (AFR) once the portal is accepting these reports. She completed the Annual Treasurers Report; however, after consulting with Attorney Burkey, she included a statement on the last page of the report to reflect a portion of the report refers to the AFR which will be filed once the Comptroller portal is available. She stressed her efforts in trying to stay in compliance with the required reporting. She also reported on receiving a letter from the Comptroller discussing the local government audit reports/requirements, she added we are already in compliance.

She received correspondence from the Illinois Department of Revenue regarding the overpayment of the Personal Property Replacement Tax (PPRT) dating back to April 2016. She reviewed the history of the overpayments of approximately \$166 million which were issued to local governments across the state. At that time, we were informed that a schedule for repayment would be created. Over the past year, certain legislation changed the repayment and appropriated the monies to Community College Districts out of PPRT in lieu of recouping the overpayment.

The need to schedule a Levy Workshop was discussed. It was decided to hold the workshop on Tuesday, October 24, 2017 at 5:30 or immediately following the Regular Town Board Meeting.

A new letter of credit was received from Mark Griglione, for our accounts at First Community Bank. The current letter of credit on file expires on October 2, 2017. She indicated we have less funds at this bank than in the past because last year we transferred some of our investments to the Illinois Funds which provides a higher rate of return.

Animal Control Center:

Director Gimbel provided the August statistical report. She indicated there is nothing significant to report. There are 6 hearings scheduled for tomorrow with the City of Joliet for vicious dogs. They are once again participating in the exchange of animals

with the Veterinary Technician program at Joliet Junior College. This past week 11 cats and 13 dogs were transferred. She indicated the animals are kept for the semester and at the end the animals are adopted out at the Junior College. The Chamber of Commerce Leadership School has identified the Animal Control Program for one of their projects this year. They are going to do an educational project on the trap, neuter and release aspects of our program. Attorney Burkey recently issued a letter to a resident at 1920 E. Washington Street, regarding a cruelty case in which we are holding the animal(s) and requesting they relinquish ownership or pay the cost of boarding the animals. A hearing is scheduled for October 10, 2017 at 10:00 a.m. She thanked Commissioner Maffeo for his efforts in receiving the cat litter and storing it.

**Receipts:** Trustee Slattery moved to deposit all funds into their proper accounts as presented for the period ending September 26, 2017. Seconded by Trustee Gavin. A voice vote was taken.<sup>3</sup>

**Expenditures:** The Supervisor presented the following invoices for town board approval for the period ending September 26, 2017:

| <u>FUND</u>                            | <u>EXPENDITURES</u> |
|--|---------------------|
| General Town                           | \$47,172.49         |
| Motion: Trustee Slattery               |                     |
| Second: Trustee Verdin                 |                     |
| Roll Call: Ayes 5, Nays 0 <sup>4</sup> |                     |
|  |                     |
| General Assistance                     | \$6,906.74          |
| Motion: Trustee Gavin                  |                     |
| Second: Trustee Slattery               |                     |
| Roll Call: Ayes 5, Nays 0 <sup>5</sup> |                     |
|  |                     |
| Road and Bridge                        | \$26,643.56         |
| Motion: Trustee Verdin                 |                     |
| Second: Trustee Gavin                  |                     |
| Roll Call: Ayes 5, Nays 0 <sup>6</sup> |                     |
|  |                     |
| Animal Control                         | \$18,623.35         |
| Motion: Trustee Slattery               |                     |
| Second: Trustee Verdin                 |                     |
| Roll Call: Ayes 5, Nays 0 <sup>7</sup> |                     |

No bills were presented for consideration of the Senior Fund.

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<sup>3</sup> The motion carried

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

<sup>5</sup> Roll Call Ayes (5) Trustees Slattery, Gavin, Verdin, Hertzmann and Supervisor Vera

<sup>6</sup> Roll Call Ayes (5) Trustees Slattery, Gavin, Verdin, Hertzmann and Supervisor Vera

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

Certifications for all funds were passed unanimously.

**Closed Session:**

None

**Adjournment:**

Trustee Verdin moved to adjourn the town board meeting to October 10, 2017 at 5:00 p.m. Seconded by Trustee Gavin. A voice vote was taken.<sup>8</sup>

The meeting adjourned at 5:55 p.m.

Respectfully Submitted,



Beth Ann May  
Clerk

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<sup>8</sup> The motion carried