

# MINUTES OF THE July 23, 2013 REGULAR TOWN BOARD MEETING

**STATE OF ILLINOIS,  
COUNTY OF WILL,  
TOWN OF JOLIET,**

The regular town board meeting, being held in said town and county in the state of Illinois, at 175 West Jefferson Street, Joliet Township government offices, on Tuesday, July 23, 2013, at 5:05 p.m. was called to order by Township Supervisor Daniel L. Vera. The following official business was transacted:

The Town Clerk led the Pledge of Allegiance to the flag.

The Town Clerk called the roll as follows:

<b>TRUSTEES:</b>	Robert F. Wisniewski	Present
	Jeffery M. Wallace	Present
	Raymond F. Slattery	Present
	Suzanne M. Adamic-Albert	Absent
<b>SUPERVISOR:</b>	Daniel L. Vera	Present
<b>TOWN CLERK:</b>	Beth Ann May	Present
<b>OTHER OFFICIALS:</b>	Commissioner James Maffeo	Present
	Assessor James Brenczewski	Present
<b>ALSO PRESENT:</b>	Director Sarah Gimbel	Present
	Attorney Franklin D. Burkey	Present
	Executive Secretary Edgar	Present

Trustee Adamic-Albert came into the meeting at 5:15 p.m.

## **Approval of the Minutes:**

Regular Town/June 25, 2013: Trustee Slattery moved to approve the minutes of the June 25, 2013, Regular Town Board Meeting and to waive the reading of these minutes inasmuch as copies had previously been delivered. Seconded by Trustee Wisniewski. Upon a voice vote the motion carried.

Public Hearing Town Budget & Appropriation/June 25, 2013: Trustee Slattery moved to approve the minutes of the June 25, 2013, Public Hearing on the Town Budget & Appropriation and to waive the reading of these minutes inasmuch as copies had previously been delivered. Seconded by Trustee Wallace. Upon a voice vote the motion carried.

Public Hearing Road District Budget & Appropriation/June 25, 2013: Trustee Wallace moved to approve the minutes of the June 25, 2013, Public Hearing on the Road District Budget & Appropriation and to waive the reading of these minutes inasmuch as copies had previously been delivered. Seconded by Trustee Slattery. Upon a voice vote the motion carried.

### **Public Comment:**

Resident Ron Olszewski reported the mosquito spray truck had come around his neighborhood in the early morning hours.

Senator Pat McGuire thanked the board for having him back to provide a legislative report. He thanked the Township for participating in the Summit of Hope, recently held at the Salvation Army for those persons on probation. He reported on the Omnibus Employment Act and Governor Quinn signing the legislation on the 3<sup>rd</sup> airport. He made positive comments on the efforts of the 3<sup>rd</sup> airport being a public-private partnership. Supervisor Vera asked if the Summit of Hope will be an annual event and the Senator replied that it can be an annual event and he hopes for it to continue. Supervisor Vera added Director Malone and case worker Sue Bustin attended and they took 20 applications for assistance and provided additional resource information. Trustee Slattery asked the Senator about any future legislation and the Senator replied that he is optimistic about pension reform yet this summer. The board thanked the Senator for attending. It was decided to send an invitation to all of the State Legislators whose districts are within the township, to attend our meetings. The Clerk will send an invitation and the meeting schedule.

### **New Business:**

#### Approval/Honorary Resolution, Joliet Catholic Academy Baseball

The Supervisor called on Clerk May to read the resolution. Coach Giese was present to accept the resolution and thanked the board for the acknowledgement. He gave a brief review of this year's players and their skills and abilities. Trustee Wisniewski move to approve the Honorary Resolution, Joliet Catholic Academy Baseball championship. Seconded by Trustee Slattery. A roll call vote was taken. Ayes 5, Nays 0<sup>1</sup>

Trustee Wisniewski commented he hopes to see the team back again next year.

#### Approval/Resolution No. 2013-06 (RD), Declining Acceptance of Hobbs Avenue

Supervisor Vera called on Attorney Matt Carmody, representing the landowner making the request to decline acceptance of a section of Hobbs Avenue. He commented that a portion of Hobbs had previously been declined and this will complete the remainder

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<sup>1</sup> Roll Call Vote (5) Trustees Wisniewski, Wallace, Slattery, Adamic-Albert and Supervisor Vera



which had not been. His client wants to expand his current scrap yard business and once the plat was reviewed, it was determined that a section was left sitting in limbo. This section is basically 2 parcels. Commissioner Maffeo, Assessor Brenczewski and Attorney Burkey were all in agreement with passage of the resolution. Trustee Wallace moved to approve Resolution No. 2013-06 (RD), declining acceptance of (a portion) of Hobbs Avenue. Seconded by Trustee Adamic-Albert. A roll call vote was taken. Ayes 5, Nays 0<sup>2</sup>

Approval/Honorary Resolution, Rotary Club of Joliet, 100<sup>th</sup> Anniversary  
Supervisor Vera and Trustee Slattery, both members of the Joliet Rotary Club provided comments on the 100<sup>th</sup> Anniversary. Trustee Slattery moved to approve the Honorary Resolution, Rotary Club of Joliet, 100<sup>th</sup> Anniversary, as presented. Seconded by Supervisor Vera. A roll call vote was taken. Ayes 5, Nays 0<sup>3</sup>

Approval/Resolution No. 2013-04, Appointment of Township Attorney  
Supervisor Vera commented that he has been very happy with the partnership we have with Attorney Burkey and is recommending to continue this partnership. He thanked Attorney Burkey for his 40 years of service to the Township. Trustee Wisniewski move to approve Resolution No. 2013-04, Appointment of Township Attorney. Seconded by Trustee Slattery. A roll call vote was taken. Ayes 5, Nays 0<sup>4</sup>

Attorney Burkey thanked the Board for their vote of confidence and indicated he is looking forward to continuing to serve the Township.

Approval/Contract 2013-2014 US Geological Survey Water Gauge  
Supervisor Vera commented this is the 3<sup>rd</sup> year we have funded the gauge which is located on Hickory Creek. He added there have been small increases in costs over this period. Trustee Wallace moved to approve the contract 2013-2014 with the US Geological Survey for the water gauge on Hickory Creek at a cost of \$4,450 for the year. Seconded by Trustee Slattery. A roll call vote was taken. Ayes 5, Nays 0<sup>5</sup>

Approval/New Hire Accountant  
Supervisor Vera asked to move this item to the end of the agenda after the completion of the other items on the agenda. All of the Board members were in agreement.

Authorization/Appointment of Deputy Town Clerk  
Clerk May provided comments on the request to receive authorization to appoint Rosie Guajardo as the Deputy Town Clerk. She indicated Ms. Guajardo is the current Deputy Clerk, is doing an excellent job, and is very loyal to the Township having been an employee for over 35 years. Trustee Slattery moved to authorize the Clerk to appoint Rosie Guajardo as the Deputy Town Clerk. Seconded by Trustee Adamic-Albert. A roll call vote was taken. Ayes 5, Nays 0<sup>6</sup>

<sup>2</sup> Roll Call Ayes (5) Trustees Wisniewski, Wallace, Slattery, Adamic-Albert, and Supervisor Vera

<sup>3</sup> Roll Call Ayes (5) Trustees Wisniewski, Wallace, Slattery, Adamic-Albert, and Supervisor Vera

<sup>4</sup> Roll Call Ayes (5) Trustees Wisniewski, Wallace, Slattery, Adamic-Albert, and Supervisor Vera

<sup>5</sup> Roll Call Ayes (5) Trustees Wisniewski, Wallace, Slattery, Adamic-Albert, and Supervisor Vera

<sup>6</sup> Roll Call Ayes (5) Trustees Wisniewski, Wallace, Slattery, Adamic-Albert, and Supervisor Vera

## **Unfinished Business:**

None

## **Reports:**

### Supervisor:

The Supervisor reported receiving a thank you letter from the Will Grundy Medical Clinic for the program advertisement at their annual dinner. He also received a thank you note from the Will Grundy Center for Independent Living for the recent youth grant they received for iPads and compression garments for children. He attended the Senior Citizen Association luncheon. He was unable to attend the TOI summer education training due to an unemployment hearing. He reported Nicole Edgar has been working on the senior tax levy grant applications which have gone out. The applications are being received and recommendations should be done by the second meeting in August.

### Clerk:

Clerk May reported she completed all of the information for today's meeting – 2 honorary resolutions, the declination of Hobbs Avenue, the resolution for the reappointment of Attorney Burkey and the memo requesting authorization to appoint Rosie Guajardo Deputy Clerk. She continues to process the Hickory Creek and Spring Creek and CDBG paperwork and payments with IDOT and Will County. She has started to clean out files in preparation of records disposal. She reported it is necessary for us to update our current application for destruction on file with the Secretary of State, Local Records Unit. She will need to work with various staff on this matter. She attended the TOI Summer Education session in Lisle, Illinois on July 18 and she attended the Senior Citizen picnic last week. She reviewed the FOIA/Open Meeting Acts training and she and the Supervisor are both due to complete their annual training for their 2013 certification. She asked about the registration for the 2013 Fall Conference and requested the Board complete the form indicating how long they will be attending and what special events they would like to participate in. She will complete the registration once she receives the forms back. She commented on the TOI request to have Township Flags presented at the annual conference. There was expressed interest and she will follow up with TOI.

### Highway Commissioner:

Commissioner Maffeo reported on many drainage projects – Schorie Avenue, Mohawk and Sterling Streets. He reported on a major wash out on Walnut Street which Alberico Excavating has been hired to assist in the repair. He anticipates the salt delivery to be on August 8. They continue to cut grass and provide clean up along the roadways. He is helping with cat cage modifications at Animal Control, turning 12 cages into 6. The new Secretary Anna Donovan started on August 22. She is working with Mary Kay Parini whose last day is August 1, 2013. He and Forman Eric Baranak recently assisted the Joliet Fire Department after a home explosion in Ingalls Park. They were asked to help clear the basement area using our back hoe. They were also asked to assist with another location on Dickens. He will be submitting a bill, to the East Joliet Fire Protection



District, for this service. He also reported on the pickup, of cat food in Lake County, for the Animal Control Center.

Assessor:

Assessor Brenczewski indicated there has been a lot of work with the day to day walk in and phone calls from citizens with concerns over their high tax bills. He anticipates the 2013 assessments will be published the first week in August. Trustee Wisniewski asked if the assessments are down and the Assessor replied, yes as much as 20% reduction for the residential properties only. The commercial reductions are done in a different administrative process.

Attorney:

Attorney Burkey stated how thankful he was for the good work of record keeping in the Clerk's office as they were able to easily find the prior file on the declination of Hobbs Avenue. He is glad to be back after his recent absence and eager to work with staff on the various issues.

Accountant:

No report.

Animal Control Center:

Director Gimbel thanked the Supervisor and Commissioner for picking up the cat food. She reported that the adoption event at the PetCo went well. There was only 1 adoption but it is a good community awareness builder. There have been better results at the Abri Credit Union and the Home Depot events. Part time Animal Control Officers Figueroa and Bennett signed their 90 day contracts today and have been training. She reported Officer Gomez will be attending the National Animal Control Association training in Dayton, Ohio and Officer Garcia will be attending the training in Memphis, Tennessee. A new wall mounted power washer was installed at the Center and is working out very well. There is an electrical problem which she has discussed with Supervisor Vera which can be resolved. Attorney Burkey expressed concern about the liability of person getting injured by the spray from the washer. He recommended the use of goggles and the posting of a sign to keep other staff out of the area when the washer is in use. Director Gimbel indicated she would purchase the goggles and will post signage. She reported on taking measurements for the fence (dog runs). And, donations are still being received for the Sunshine fund. She received an invitation to participate in a workshop on August 9 on the Regional Animal Service plan roll out. This pertains to the care of animals in natural disasters. The June statistical report was presented and there is nothing unusual to report. With the exception of their being an increase of feral cat trappings. Trustee Wisniewski asked if the weeds could be cut around the air conditioner unit at the Center and Highway Commissioner Maffeo indicated he would have the weeds cut back.

**Receipts:** Trustee Wallace moved to deposit all funds into their proper accounts as presented for the period ending July 23, 2013. **Seconded by Trustee Slattery.** Motion passed unanimously by voice vote.

**Expenditures:** The Supervisor presented the following invoices for town board approval for the period ending July 23, 2013:

<u>FUND</u>	<u>EXPENDITURES</u>
General Town Motion: Trustee Slattery Second: Trustee Wisniewski Roll Call: Ayes 5, Nays 0 <sup>7</sup>	\$87,185.23
General Assistance Motion: Trustee Wisniewski Second: Trustee Wallace Roll Call: Ayes 5, Nays 0 <sup>8</sup>	\$30,912.05
Road and Bridge Motion: Trustee Wallace Second: Trustee Adamic-Albert Roll Call: Ayes 5, Nays 0 <sup>9</sup>	\$66,932.75
Animal Control Motion: Trustee Adamic-Albert Second: Trustee Wallace Roll Call: Ayes 5, Nays 0 <sup>10</sup>	\$35,896.28

No bills were presented for consideration of the Senior Fund.

Certifications for all funds were passed unanimously.

### **Closed Session:**

None

### **Return to New Business:**

#### **Approval/New Hire Accountant**

Supervisor Vera acknowledged that he spoke with everyone about the recent and unexpected resignation received on July 17, 2013 from our staff Accountant Kim Doglio. He commented that he had spoken with everyone with the exception of the Clerk which he sent a text to. He thanked those he personally spoke to for their offers of help. He indicated that Executive Secretary Nicole Edgar was eager to assist. They were able to take action on items which required immediate attention and create a plan which would allow for certain tasks to be performed. He sought the help of Trustee Slattery, a CPA,

<sup>7</sup> Roll Call Ayes (5) Trustees Wisniewski, Wallace, Slattery, Adamic-Albert, and Supervisor Vera

<sup>8</sup> Roll Call Ayes (5) Trustees Wisniewski, Wallace, Slattery, Adamic-Albert, and Supervisor Vera

<sup>9</sup> Roll Call Ayes (5) Trustees Wisniewski, Wallace, Slattery, Adamic-Albert, and Supervisor Vera

<sup>10</sup> Roll Call Ayes (5) Trustees Wisniewski, Wallace, Slattery, Adamic-Albert, and Supervisor Vera



to assist Ms. Edgar, specifically with the payroll. The Supervisor expressed his full confidence in her ability to perform the duties.

He also spoke with Mr. Ed Marso, CPA with Wermer, Rogers, Doran & Ruzon, LLC to see if we could arrange for a temporary accountant and to get some advice and recommendations from Mr. Marso on how to proceed. A verbal arrangement was made to have a staff accountant from Wermer, Rogers, Doran & Ruzon work with us to assist with software and to check Ms. Edgar's work. The Supervisor indicated that we will be billed for this work at a later date. Trustee Slattery commented that Ms. Edgar did a great job from everything he could see. He admitted that he was not familiar with the software we use or with Quick Books but thought payroll should be fine. All of the Trustees thanked Ms. Edgar for the work and expressed their complete confidence in her ability. Trustee Adamic-Albert commented for the record her thanks to Nicole for the work she is doing and she appreciates all of the extra work she is doing too. Executive Secretary Edgar thanked them for their nice comments.

Trustee Wisniewski and Attorney Burkey requested the Supervisor recommend a new full time Accountant. The Supervisor is recommending the hiring of (Trustee) Ray Slattery. Mr. Slattery does have an interest in the position and Supervisor Vera spoke with Attorney Burkey to clarify the process which must be followed. It is recommended that Trustee Slattery present a letter of resignation so that a vacancy in the Office of Trustee can be declared. Once this resignation is received and accepted, the Supervisor will then recommend the hiring of Ray Slattery as the full time Accountant at the salary of \$65,000.00/year with raises subject to approval and based on the recommendation of the board. Mr. Slattery commented that he has a lot to learn and will need help and guidance. He anticipates a learning curve.

Trustee Ray Slattery presented his letter of resignation from the Office of Trustee, effective July 23, 2013. Trustee Wisniewski moved to accept the resignation from Trustee Ray Slattery. Seconded by Trustee Wallace. A roll call vote was taken. Ayes (4), Nays 0<sup>11</sup>

The matter of hiring Mr. Slattery for the full time accounting position was discussed. The Supervisor thanked him for serving on the Board for the last 8 plus years. He is confident with Mr. Slattery's ability as a CPA and his experience with government audit work. Trustee Wallace moved to hire Ray Slattery for the full time accountant position at \$65,000/year with benefits and a start date of August 5, 2013. Seconded by Trustee Adamic-Albert. A roll call vote was taken. Ayes (4), Nays 0<sup>12</sup>

Trustee Wallace requested the new TOI Laws and Duties guide book be purchased for each of the office holders. The Supervisor was in agreement. Trustee Wallace asked the Clerk to provide the number of copies needed and he will pick them up from TOI, who will then bill us for the books.

<sup>11</sup> Roll Call Ayes (4) Trustees Wisniewski, Wallace, Adamic-Albert, and Supervisor Vera

<sup>12</sup> Roll Call Ayes (4) Trustees Wisniewski, Wallace, Adamic-Albert, and Supervisor Vera

## **Adjournment:**

Trustee Wallace moved to adjourn the town board meeting to August 13, 2013 at 5:00 p.m. Seconded by Trustee Adamic-Albert. Motion passed unanimously by voice vote. The meeting adjourned at 6:50 p.m.

Respectfully Submitted,

Beth Ann May  
Town Clerk