

**MINUTES  
OF THE  
September 10, 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, September 10 2013, at 5:00 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:

TRUSTEES:	Robert F. Wisniewski	Present
	Jeffery M. Wallace	Present
	Suzanne M. Adamic-Albert	Present

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

ALSO PRESENT:	Accountant Raymond Slattery	Present
	Director Sarah Gimbel	Present
	Attorney Franklin D. Burkey	Present

**Approval of the Minutes:**

Regular Town/August 27, 2013: Trustee Wallace moved to approve the minutes of the August 27, 2013, Regular Town Board Meeting and to waive the reading of these minutes inasmuch as copies had previously been delivered. Seconded by Trustee Adamic-Albert. Upon a voice vote the motion carried.

**Public Comment:**

None

## **New Business:**

Approval/Resolution No. 2013-06, Appointment to fill vacancy in the Office of Trustee  
Supervisor Vera and the Board reviewed the proposed resolution in consideration of the re-appointment of Raymond F. Slattery to the Board of Trustees. There was discussion on the matter. Trustee Wallace moved to approve Resolution No. 2013-06, appointing Raymond F. Slattery to fill the vacancy on the Board of Trustees. Seconded by Trustee Wisniewski. A roll call vote was taken. Ayes (4), Nays (0)<sup>1</sup>

Supervisor Vera and the Board expressed their gratitude to Mr. Slattery for his service and his efforts in overseeing the Township financials. The effective date for the appointment is Friday, September 20, 2013 and the Clerk will swear in Mr. Slattery at that time.

### New Hire/Accountant

Supervisor Vera reported receiving 36 resumes in consideration of the open Accountant position. He indicated approximately 12 were good and 3 individuals were interviewed. This evening he was happy to introduce Colleen Witt, CPA, whom he is recommending for the position. The Board members were provided a copy of Ms. Witt's resume for consideration. Ms. Witt introduced herself, reflected on her personal information and provided her professional background. Mr. Slattery participated in the interviews and he stated Ms. Witt has the software and computer knowledge necessary for this position. He added she can hit the ground running. Supervisor Vera indicated he is recommending Ms. Witt to fill the open position of Accountant with the Township at a salary of \$65,000/year, starting on Wednesday, September 25, 2013. Trustee Wisniewski moved to hire Colleen Witt for the Township Accountant position, at \$65,000/year starting on September 25, 2013. Seconded by Trustee Wallace. A roll call vote was taken. Ayes (4), Nays (0)<sup>2</sup>

Mr. Slattery indicated he will help with the transition period.

## **Unfinished Business:**

None

## **Reports:**

### Supervisor:

The Supervisor provided a draft of the advertisement for the Witches Night Out event, which Secretary Edgar prepared. The Board reviewed the draft and everyone was fine with the example. He provided an update on the Animal Control project indicating he has received bids for the siding and the fencing. This matter will be discussed in further detail and approved at the September 24, 2013 meeting. He asked the Clerk to place this issue on the agenda for the next meeting. He added once the dog runs, fencing, and siding are complete the final phase will be the parking lot improvements.

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<sup>1</sup> Roll Call Ayes (4) Trustees Wisniewski, Wallace, Adamic-Albert, and Supervisor Vera

<sup>2</sup> Roll Call Ayes (4) Trustees Wisniewski, Wallace, Adamic-Albert, and Supervisor Vera

Trustee Wallace asked when the newsletter will be done and the Supervisor indicated it is being worked on.

Clerk:

Clerk May reported she has been busy with the day to day operation of her office. She continues to assist the Accountant with matters affecting the Highway Department and she is awaiting the annual Treasure's report for filing and publication. She continues to work on the amended records retention application.

Highway Commissioner:

Commissioner Maffeo reported they continue to clean up the roadways; seven truck loads of used tires were turned in to the county tire collection effort; and he continues to assist with the work at the Animal Control Center. The new Secretary Anna at the Department recently learned she can become a certified marker (locator for utilities) through a course which JULIE offers. Commissioner Maffeo was very happy with this effort as it will speed along projects because there will no longer be a delay due to having to have the utilities identified by JULIE. Trustee Wallace asked about an alarm fee of \$20 and the Clerk replied this is the annual fee to register the alarm at the Highway garage not a call out fee. Trustee Wallace also asked for an update on the installation of the newly issued signage and the Commissioner replied he is replacing the new roadway signs only when it's necessary (one has been taken or damaged and needs to be replaced). Trustee Wallace also asked about the scheduling of drug testing on the employees at the Department and the Commissioner replied that it is totally random.

Assessor:

Assessor Brenzewski indicated September 9 at 4:30 p.m. was the last day to file a formal appeal with the Board of Review. Now that this date has past, the County will forward these to the Assessor and he and his staff will prepare the evidence to defend their position on the respective property. He anticipates they will be very busy.

Attorney:

Attorney Burkey reported he continues to work with staff on various matters.

Accountant:

Accountant Slattery reported he has participated in the interviews for the new Accountant; the bank reconciliations are complete; all of the invoices for Animal Control and the General Town were coded and he is working on the annual treasurer's report.

Animal Control Center:

Director Gimbel reported Joliet Jr. College took the 20 dogs and 15 cats for their program. She anticipates one more trip to the Chicago Animal Care and Control program to obtain adoptable animals as our population continues to be low. She attended the Cunningham neighborhood meeting and spoke on trap rentals and skunk issues. An additional 369 appeal letters have gone out with reference to our website. October 5, 2013 is the Blessing of Animals/Feast of St. Francis event. Lost Dogs of Illinois will also be there that day to provide chips for animals. October 19 is the volunteer day for St. Francis. She reported one of the new weekend Vet Tech's decided

not to take the position. She reviewed the August statistical report and commented on the number of cats received as a result of a hoarding situation of over 40 cats. A family member of a deceased woman turned in the cats over a week period and paid the surrender fees. She indicated from January – September, 2013 there was a 30% increase in return to owner, animals. She believes this is a result of the increase of identification chips in the animals. They are in the process of creating a database for the management of volunteers. It should allow staff to track the number of hour's individuals volunteer; ensure that volunteer registration forms have been signed and will ease the volunteer process. Trustee Wallace asked for a skunk report and the Director replied 2/3rds of the traps are currently rented; 150 animals were caught over a 3 month period; and on the average 1-2 skunks per day. Trustee Wallace also asked for an update on the Sunshine fund (dog run) and the Director reported approximately \$9400 has been raised and she is hopeful to reach the \$10,000 level. Trustee Wallace asked why our animals aren't listed anymore in the Herald News for the "animal of the week". The Director replied she doesn't always send them the information because she feels Facebook has been able to produce better results. She indicated she would make an effort to submit more to the Herald News. The Clerk added she saw our animals posted on the "Patch Joliet" an electronic newspaper.

**Receipts:** Trustee Wallace moved to deposit all funds into their proper accounts as presented for the period ending September 10, 2013. Seconded by Trustee Adamic-Albert. Motion passed unanimously by voice vote.

**Expenditures:** The Supervisor presented the following invoices for town board approval for the period ending September 10, 2013:

<u>FUND</u>	<u>EXPENDITURES</u>
General Town	\$55,367.16
Motion: Trustee Wisniewski	
Second: Trustee Wallace	
Roll Call: Ayes 4, Nays 0 <sup>3</sup>	
General Assistance	\$17,757.22
Motion: Trustee Adamic-Albert	
Second: Trustee Wallace	
Roll Call: Ayes 4, Nays 0 <sup>4</sup>	
Road and Bridge	\$42,821.60
Motion: Trustee Wallace	
Second: Trustee Adamic-Albert	
Roll Call: Ayes 4, Nays 0 <sup>5</sup>	

<sup>3</sup> Roll Call Ayes (4) Trustees Wisniewski, Wallace, Adamic-Albert, and Supervisor Vera

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

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

Trustee Wisniewski asked a question regarding a transfer in the Road Fund which was dated September 9, 2012 but it did not appear on the bank statement. Accountant Slattery replied the transfer was just done yesterday so it won't appear until next month's bank reconciliation.

Animal Control \$32,154.74

Motion: Trustee Wisniewski

Second: Trustee Wallace

Roll Call: Ayes 4, Nays 0<sup>6</sup>

No bills were presented for consideration of the Senior Fund.

Certifications for all funds were passed unanimously.

**Closed Session:**

None

**Adjournment:**

Trustee Wallace moved to adjourn the town board meeting to September 24, 2013 at 5:00 p.m. Seconded by Trustee Adamic-Albert. Motion passed unanimously by voice vote. The meeting adjourned at 5:45 p.m.

Respectfully Submitted,

Beth Ann May  
Town Clerk

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<sup>6</sup> Roll Call Ayes (4) Trustees Wisniewski, Wallace, Adamic-Albert, and Supervisor Vera

