

**MINUTES
OF THE
September 24, 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 24, 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
	Raymond F. Slattery	Present
SUPERVISOR:	Daniel L. Vera	Present
TOWN CLERK:	Beth Ann May	Present
OTHER OFFICIALS:	Commissioner James Maffeo	Present
ALSO PRESENT:	Director Sarah Gimbel	Present

Approval of the Minutes:

Regular Town/September 10, 2013: Trustee Slattery moved to approve the minutes of the September 10, 2013, Regular Town Board Meeting 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 Comment:

None

New Business:

Approval/Animal Control Siding Proposal

Supervisor Vera directed the Board to review the proposal from R. Berti Building Solutions for the materials and installation of the siding for the Animal Control Center. This is the only proposal requested and received. There are two styles of siding used on the building. One is a brick look panel and the other is a limestone panel. The proposal is for \$29,136.00 for the materials and labor to install. It was originally anticipated to be approximately \$20,000 but the bid came in higher than expected.

There is a need to declare this an emergency purchase. The siding must be installed before the fence. Once the fence is installed there will not be enough room for the scaffolding to be in place for the siding installation. The materials are manufactured by Nichiha, a Japanese company and are distributed by Parkside Distributors only. The materials are a proprietary product. We are unable to purchase from anyone else and it also must match the completed three sides of the building. There is also the concern of the time of year and the need to complete the project before the weather gets too cold to complete.

Trustee Wisniewski stated, considering all of the circumstances surrounding this proposal and in order to get it done before the fence installation and due to the time of year, I move to declare the finishing of the Animal Control project an emergency and award the contract to R. Berti Building Solutions according to the proposal. Seconded by Trustee Adamic-Albert. A roll call vote was taken. Ayes (5), Nays (0)¹

Approval/Animal Control Fencing Proposal

Supervisor Vera directed the Board to review the proposal from Marchio Fence for the Animal Control Center (dog run project).

The first part of the proposal is for the play area on the southwest side of the building at or near the front entrance; and for a new fencing and gate around the air conditioner. Marchio will be installing the fencing for the play area which is a vinyl clad product. The total for part one, including partial installation is \$7,115.11.

The second part of the proposal is for the north and northwest side of the building, dog run area. This fence must be stainless steel which will prevent it from deteriorating due to the animal urine on the fence. There is a potential cost savings of 2% if paid for in whole up front, making the stainless steel material \$20,144.76. We will install the dog run fence so there is no installation cost for that area.

Trustee Wallace stated due to the time constraints on the project, I move to declare this an emergency purchase and award the contract to Marchio Fence for the purchase of

¹ Roll Call Ayes (5) Trustees Wisniewski, Wallace, Adamic-Albert, Slattery and Supervisor Vera

materials and partial installation of fencing at the Animal Control Center for \$27,260. Seconded by Trustee Slattery. A roll call vote was taken. Ayes (5), Nays (0)²

Approval/Sponsorship Veterans Career Fair

Supervisor Vera reviewed the request for the sponsorship of a veteran's career and education fair at the Cantigny Post, hosted by the Ladies Auxiliary. He suggested a \$100 sponsorship which is what was offered for the last sponsorship granted. There was discussion on the request. Trustee Wisniewski moved to approve the request for sponsorship at \$100.00 for the Ladies Auxiliary to Cantigny Post 367 VFW for the Veteran Career & Education Fair. Seconded by Trustee Wallace. A roll call vote was taken. Ayes (5), Nays (0)³

Unfinished Business:

None

Reports:

Supervisor:

The Supervisor commented on the Animal Control projects. He indicated the concrete has cured and the fence and siding need to be completed. The storage area on the north side of the building has been totally rebuilt with walls and insulation, very nice. This small area will also be sided when the north wall is completed. The newsletter is 90% complete and has been sent to JV Murphy & Associates to block out and hopes to have it to the printer by the next weekend. He indicated he will be meeting with Allied Landscape to have them look at the grounds around the Township building to discuss changes and improvements in the landscape. He reported on the new intern, Marissa Draper, from the University of St. Francis. She will be working with Director Malone in the General Assistance Department on Mondays and Wednesdays for the next several weeks. There will be an article in the next newsletter on the intern and the General Assistance Department that will also include a thank you to the University. There was discussion on participation in the "Light up the Holiday" parade. The general consensus was to continue participating in the parade.

Clerk:

Clerk May reported the paperwork on the vacancy in office and the warrant of appointment/oath of office was filed with the County Clerk on September 20. The audit, annual treasurer's report, annual financial report (AFR) and proof of filing with the State Comptroller were filed with the County Clerk also on September 20. The filed copy of the annual treasurer's report has been given to the board members and elected officials in their board packet. A copy of the audit was sent to Ron Pullman for the Community Development Block Grant. The legal notice, informing the public the audit

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

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

was completed, was published in the Joliet Herald News on Monday, September 23, 2013. She also reported working on the newsletter with the Supervisor.

Highway Commissioner:

Commissioner Maffeo provided an update on the CDBG, Claremont Avenue project. The scope of work has changed and there is now a need to run the drainage line down Washington Street. He is still waiting for the permit from IDOT to complete the job. They continue to cut grass, clean up the roadways and work on the Animal Control project. He presented photos of drainage projects on Fox and Pontiac Streets. He reported employee Luis Leon will be retiring on December 10, 2013. He has no immediate plans to replace him. Foreman Eric Baranak has been working with the shop Secretary Anna Donovan in setting up schedules for necessary inspections on equipment and other organizational needs on the computer. These were tasks which Mr. Leon managed in the past.

Assessor:

Absent no report.

Attorney:

Absent no report.

Accountant:

Accountant Slattery provided a final report on accounting activities. He reported the audit was completed and the annual financial report and the audit were submitted to the State Comptroller on September 5, 2013. He indicated he received confirmation on this from the Auditor. He reported on 3 invoices, from Menards dated July, 2013, which need to be paid. One for General Town and the other 2 are for Animal Control. The sales register slips were received but the numbered invoices from Menards were not received for processing. He added, Menards called the office today and asked for a payment date. It was too late in the afternoon to add them to the recap sheets so he is asking permission to pay these three bills and they will be included on the recap sheets for the next meeting. Supervisor Vera moved to allow the accountant to make payment on three invoices (\$19.75, \$31.98 and \$14.99). Seconded by Trustee Wisniewski. A roll call vote was taken. Ayes (5), Nays (0)⁴

Accountant Slattery provided a constructive discussion regarding the need for job descriptions for the various positions at the Township. And, specifically for the Accountant position there is a need for a list of tasks for the job. He added if there were such a written document, it would make the job easier to learn and understand. Clerk May indicated she had recently put together such a list of duties for the Accountant associated with the Road District needs. She will provide a copy to the new Accountant and to Commissioner Maffeo.

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

Animal Control Center:

Director Gimbel reminded the Board of the Pet Blessing being performed by the University of St. Francis on October 5. Lost Dogs of Illinois will also provide the first 50 animal identifying chips for free and after that it will cost \$15/chip. She received a call from the Priest at St. Pats and they will do a food drive for pets which they will donate to the Center. An additional \$300 has been received as a result of the last plead letter which was sent out. She thanked the Supervisor, Highway Commissioner and the Board for the improvements on the building. They started the volunteer data base on September 1 and since that time they have had 150 hours of service provided by 30 people. There was an offer of free dog food which will not be accepted because it is only the wet food and the Center prefers the dry.

Receipts: Trustee Wallace moved to deposit all funds into their proper accounts as presented for the period ending September 24, 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 24, 2013:

<u>FUND</u>	<u>EXPENDITURES</u>
General Town	\$75,089.14
Motion: Trustee Slattery	
Second: Trustee Wisniewski	
Roll Call: Ayes 5, Nays 0 ⁵	
General Assistance	\$20,347.55
Motion: Trustee Wisniewski	
Second: Trustee Wallace	
Roll Call: Ayes 5, Nays 0 ⁶	
Road and Bridge	\$36,719.27
Motion: Trustee Adamic-Albert	
Second: Trustee Wallace	
Roll Call: Ayes 5, Nays 0 ⁷	
Animal Control	\$20,092.26
Motion: Trustee Wallace	
Second: Trustee Adamic-Albert	
Roll Call: Ayes 5, Nays 0 ⁸	

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

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

Senior Fund \$210.00

Motion: Trustee Slattery

Second: Trustee Wisniewski

Roll Call: Ayes 5, Nays 0

Certifications for all funds were passed unanimously.

Closed Session:

None

Adjournment:

Trustee Slattery moved to adjourn the town board meeting to October 8, 2013 at 5:00 p.m. Seconded by Trustee Wallace. Motion passed unanimously by voice vote. The meeting adjourned at 5:57 p.m.

Respectfully Submitted,

Beth Ann May
Town Clerk