



The regular town board meeting, being held at 175 West Jefferson Street, Joliet Township government offices, on Tuesday, January 8, 2019, 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	Attorney Franklin Burkey
General Assistance Director Patricia Venziano	Senior Liaison Jeff Wallace
Animal Control Director Patrick O'Keefe	

**Approval of the Minutes:**

Regular Town/December 11, 2018: Trustee Gavin moved to approve the minutes of the December 11, 2018 Regular Town Board Meeting and to waive the reading of these minutes inasmuch as copies had previously been delivered. Seconded by Trustee Verdin. Accountant Witt noted an error on page 3 under her report. The unemployment rate should reflect .0475%. The minutes were approved as corrected. A voice vote was taken.<sup>1</sup>

**Public Comment:**

None

<sup>1</sup> The motion carried

## **New Business:**

None

## **Reports:**

Supervisor: Supervisor Vera reported the winter edition of the Township Newsletter was in mail boxes the Saturday prior to Christmas. The spring edition will be issued in March. There is renewed interest in reorganizing a county wide Supervisors group. He reported Attorney Burkey will provide an update on the Oakwood Cemetery. He will be meeting with the Trustees individually to discuss ideas on additional services and programs we can offer. He recently worked with caseworker Sue Bustin in cleaning and organizing the medical equipment closet. The permit for the Animal Control project is still on hold. The contractor is ready to start once the weather breaks.

Clerk: Clerk May reported the Town and Road District Levies were filed on December 12, 2018. A copy of the filed documents has been provided to the Board and Officials. The closed session minutes and recordings were reviewed in consideration of the 6 month review. A copy of the final 2018 Road Improvements Projects listing has been provided to the Board. On Thursday, January 3, 2019, a list of those officials required to submit a Statement of Economic Interest, was provided to the County Clerk. This annual filing will be completed electronically again this year. The filing notification will come to your email in March.

Highway Commissioner: Commissioner Maffeo commented that he is glad to be back from sick leave and is feeling much better. He has been working remotely with his staff during his absence. The work has been slow because there hasn't been any snow so they are working on day to day projects. Jackson Township recently picked up 100 ton of salt which they purchased from us. He indicated we have not ordered any salt yet this year against our current contract. His staff did a good job in his absence.

Assessor: Assessor Brenzewski reported they continue to work with the new software. The new and old programs are running parallel and they will continue with this until the new software is live. There was a need to purchase additional time on the software contract due to more information being added to each parcel. Staff will be trained prior to the switch to the new program. The Board of review will issue the results of the challenges this Thursday, January 10, 2019. The petitioners will have 30 days to appeal.

Attorney: Attorney Burkey reported he has participated in meetings and teleconferences with the Attorney for the Loves Truck Stop, the City staff and the engineers. There is an question of when the New Lenox Road became ours. He reached out to the County but they don't have records which go back that far. It is a section road

and was probably installed in the 1800's after the county was established. There are no formal records and this was prior to the requirement where the laid out roads were recorded.

He updated the Board on the progress of takeover of the Oakwood Cemetery. He indicated he believes a direct conveyance is an option. The Supervisor stressed the importance of a step by step plan that can be addressed immediately so the budget work can get done and a plan for improvements can be implemented. He is concerned with the timeframe to get the paperwork done prior to the passage of the budget. The Supervisor also expressed the need for certain improvements that must be made prior to Memorial Day. He is concerned with the time needed to bid projects and get the work done, indicating there is an urgent need for us to get the paper work processed so that the work can begin on the improvements. The Supervisor requested a mechanical process or the "A-Z" steps to take over the Cemetery. Attorney Burkey said in his opinion the Township can go to bid by making the contract subject to the acquisition of the property. There was discussion on the perpetual funds being transferred to us and the need for clarification on how these funds must be treated. Accountant Witt commented she is concerned about the timing for budget and financial needs and the proper documentation. Attorney Burkey indicated he will call Attorney Ed Jarot to discuss the timeline.

Accountant: The bank reconciliations for December have been completed for all accounts except the General Town and Payroll. The General Town and Payroll will be completed/presented once the statements are received. She has updated the payroll records with the new unemployment and IMRF rates and insurance. She is in the process of completing the Quarterly Payroll reports. The W2's and 1099's will be completed prior to January 31, 2019. Other than that just the day to day operations of her office.

Animal Control Center: Director O'Keefe is still on call as an Animal Control Officer until the new Officer is on his own. Officer Allen is on his 5<sup>th</sup> day at the Center and all is going well. Director O'Keefe distributed the December 2018 statistical reports, indicating nothing unusual. He also provided a report on the Volunteer 2600 hours of service provided to the Center. He changed the company used for the laboratory services and relocated the box mounted outside the front entrance. He reviewed some annual statistics, reporting there were 624 adoptions, including 2 chickens, 2 goats, 6 guinea pigs, 16 rabbits and 1 spider (tarantula left in an apartment); 450 animals returned to their owners of dogs and cats, 1 pig which gets out often and has now been chipped. The euthanasia is down 10-15% over the previous year. The use of other shelters and the rescue groups is up which helps keep the euthanasia down. Over the past year, 1,764 on call (after hours) phone calls have been received of which 1,030 required action to be taken. These statistics were completed off the On Call Officer duty sheets. Currently, the calls don't go into Petpoint (Center software) until action is taken.

This year Director O'Keefe will start a process where the On Call Officer duty sheets are transferred into the software for better statistics. There was discussion on recognizing the Volunteers for their service.

**General Assistance:** Director Veneziano reported it was a very busy beginning of the month in December but it has been quiet the last couple of weeks. She attended the Community Services Council meeting in December. The CSC is a consortium of not for profits, service agencies and governments which meet monthly to share information about the programs they are providing. Other than that just business as usual. Trustee Slattery asked about the statistical report and no individuals on the Community Work Program. Director Veneziano replied most of the time this is only for those with pending Social Security Disability and if not, they have 2 months to seek employment. When 2 months has passed then they are required to perform Community Work.

**Senior Liaison:** Senior Liaison Jeff Wallace reported on the meeting he attended and the upcoming meetings and events. He will be sure to mention the medical equipment closet when attending the various senior meetings. A written report was submitted.

**Receipts:** Trustee Slattery moved to deposit all funds into their proper accounts as presented for the period ending January 8, 2019. Seconded by Trustee Gavin. A voice vote was taken.<sup>2</sup>

**Expenditures:** The Supervisor presented the following invoices for Town Board approval for the period ending January 8, 2019:

<u>FUND</u>	<u>EXPENDITURES</u>
General Town Motion: Trustee Slattery Second: Trustee Verdin Roll Call: Ayes 5, Nays 0 <sup>3</sup>	\$104,181.38
General Assistance Motion: Trustee Gavin Second: Trustee Slattery Roll Call: Ayes 5, Nays 0 <sup>4</sup>	\$18,627.16
Road and Bridge Motion: Trustee Hertzmann Second: Trustee Verdin Roll Call: Ayes 5, Nays 0 <sup>5</sup>	\$79,212.01

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<sup>2</sup> The motion carried

<sup>3</sup> Roll Call Ayes (5) Trustees Slattery, Gavin, Verdin, Hertzmann and Supervisor Vera

<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

Trustee Verdin questioned the purchase of a new plow and the age of the old one. Commissioner Maffeo replied, not sure of the age; however the old plow was designed for parking lot use and the district needed to have a plow designed for roadways.

Animal Control \$39,267.05

Motion: Trustee Verdin

Second: Trustee Gavin

Roll Call: Ayes 5, Nays 0<sup>6</sup>

Trustee Hertzmann asked if we had Tollway transponders referring to the Tollway bill being paid. The Supervisor said no, generally we don't need one in the day to day activities of the Animal Control Center. This was an isolated situation where an employee used the Tollway more than once during business hours, and did not inform anyone that tolls were due. It resulted in the tolls needing to be paid and a penalty for non-payment. The employee is responsible for the penalty portion of the bill and now has a better understanding of the procedures for driving on the Tollway.

Senior Fund – no bills were presented for consideration.

Accountant Witt reported on an error on the December bill recap report for the Senior Fund. The cash receipts were not properly recorded on the sheet which required a new sheet be created to reflect the cash receipts accepted during that period. The Trustee were asked to sign off on the corrected sheet reflecting the updated cash receipts and a change in the Cash Balance as of December 11, 2018.

Certifications for all funds were passed unanimously.

### **Closed Session:**

#### Six Month review of the Closed Session Minutes

Clerk May indicated this review is necessary to determine if any of the minutes being held should be released. The 4 sets of minutes currently being held were reviewed by the Board. Trustee Slattery moved to retain all of the minutes currently being held. Seconded by Trustee Verdin. A roll call vote was taken. Ayes (5), Nays (0)<sup>7</sup> The minutes of the 1/24/17, 3/14/17, 8/14/17 and 2/27/18 will be retained.

### **Adjournment:**

Trustee Hertzmann moved to adjourn the town board meeting to January 22, 2019 at 5:00 p.m. Seconded by Trustee Verdin. A voice vote was taken.<sup>8</sup> The meeting adjourned at 6:18 p.m.

Respectfully Submitted,



Beth Ann May  
Clerk

<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

<sup>8</sup> The motion carried