



The regular town board meeting, being held at 175 West Jefferson Street, Joliet Township government offices, on Tuesday, August 25, 2020, 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
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OTHER OFFICIALS:		
Clerk:	Julie A. Kinsella	Present
Commissioner:	Michael Turnbull	Absent
Assessor:	James Brenzewski	Present

ALSO PRESENT: Attorney James Harvey, Accountant Colleen Witt, Township Highway employee Anna Donovan, Erik Donovan, Township employee Jesse Stiff, and Leon Stiff.

**Approval of the Minutes:**

Regular Town/July 21, 2020: Trustee Slattery moved to approve the minutes of the July 21, 2020 Regular Town Board Meeting with the following corrections noted due to scrivener error and a correction noted by Accountant Witt and to dispense with the reading of these minutes inasmuch as copies had previously been delivered. Corrections to the July 21, 2020 minutes include scrivener error to correct amount of Animal Control expenses erroneously listed as \$46,4853.94 found on page 3 of the July 21, 2020 minutes to the correct amount of Animal Control expenses \$46,152.94. Accountant Witt noted an error in a statement attributed to her in July 21, 2020 page 2

that originally stated, “The 2020-2021 passed general town budget was also filed by Accountant Witt.” The correct statement per Accountant Witt’s correction for the July 21, 2020 minutes on page 2 should have been stated as: “Accountant Witt confirmed the 2020-2021 General Town Budget was filed with the County Clerk.” Motion to approve the minutes by Trustee Slattery was seconded by Trustee Gavin. A voice vote was taken.<sup>1</sup>

Closed Session/Minutes of July 21, 2020: Closed Session minutes of July 21, 2020 were passed out by Clerk Kinsella to the trustees, Supervisor Vera, and Attorney Harvey for private reading prior to approval. After reading was completed by the trustees and Supervisor Vera, Trustee Slattery motioned to approve the closed session minutes as to form and content. Trustee Hertzmann seconded the motion. A roll call vote was taken.<sup>2</sup>

### **New Business:**

Approve/Ordinance No. 365-2020 Transfer of Appropriations- General Town: Accountant Witt explained that the Transfer of Appropriations was a \$25,000 transfer from the Committee on Youth line item because the YMCA grant that had been budgeted was not being utilized due to Covid and thus the transfer would be moved to the budget line item Capital Outlay for the improvements in the Clerk and Deputy Clerk’s offices. Supervisor Vera noted that almost all office improvement items were completed other than a small punch list of final details. Witt also noted that the date was incorrect in the Transfer of Appropriations Ordinance that was originally sent in the packet. In paragraph one that should have stated that the budget was passed June 9, 2020 instead of the date listed that had stated August 11, 2020. She also noted that at the bottom it stated that the transfer was originally going to be passed on August 11, 2020 but the date on the Transfer of Appropriations will reflect the correct date of August 25, 2020. Trustee Slattery motioned to approve Ordinance No. 365-2020 Transfer of Appropriation-General Town for moving \$25,000 to Capital Outlay and reducing Committee on Youth by \$25,000. Trustee Gavin seconded the motion. A roll call vote was taken.<sup>3</sup>

Approve/Resolution No. 2020-07 Declaration of Emergency due to Derecho Storm on August 10, 2020-Waiver of Bidding Requirements: Supervisor Vera noted that the storm on August 10, 2020 caused extreme damages with downed trees and limbs to all three Township Cemeteries, with the greatest damages to Oakwood Cemetery. Damage to any memorials, headstones, or any surfaces beneath the many areas hit by the uprooted trees, limbs, and branch debris will not be able to be ascertained until all areas are cleared. Vera reported that there were three very distinct areas in Oakwood Cemetery that the storm pushed down mature trees and wind damage; minor damage of tree down at Zarley Cemetery, and some minor damages at Mound Cemetery. Supervisor Vera will meet with the current Township’s tree removal contractor on August 26, 2020 for tree, limb, and debris removal to assess the damages and to

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<sup>1</sup> Voice vote: Ayes (5) Trustees Slattery, Gavin, Verdin, Hertzmann and Supervisor Vera. Nays (0)

<sup>2</sup> Roll Call Ayes (5) Trustees Slattery, Gavin, Verdin, Hertzmann and Supervisor Vera. Nays (0)

<sup>3</sup> Roll Call Ayes (5) Trustees Slattery, Gavin, Verdin, Hertzmann and Supervisor Vera. Nays (0)

estimate possible costs. The contractor had already worked one full day with two full crews on last Thursday and were able to clear about one and a half sections of Oakwood Cemetery and had reported that there would be at least two more full days of work needed, at minimum. Vera reported that there would be no Wednesday or Thursday grass cutting due to the conditions at the cemetery. Vera reported that area contractors have been working 7 days a week due to the huge impact of the storm and availability of any other tree contractors are very limited. The hope is that the current tree contractor can be hired to come out for the extra days of work to clear the damages at the cemeteries. Trustee Verdin asked about the cost estimate for the work and bid requirements. Supervisor Vera stated that he thought work could be over \$20,000.00, which would typically require a bidding process. Noting trees and limbs blocking lanes and some are even hanging, partially down causing safety issues, that is why the request for bidding requirements be waived to ensure that safety issues would be handled in a timely manner. Bidding notice of 30 days and the whole bidding process would delay the clean-up which is necessary for safety reasons. Vera stated that there are tombstones damaged or knocked over from the storm, and others may have damages not yet seen due to trees and limbs still being on them. Trustee Verdin made a motion to adopt Resolution No. 2020-07 Declaration of Emergency due to Derecho Storm on August 10, 2020-Waiver of Bidding Requirements which was seconded by Trustee Gavin. Supervisor Vera asked if there were any questions or need for clarifications. Hearing none, a roll call vote was taken.<sup>4</sup>

## **Reports:**

Supervisor: Supervisor Vera stated that reports from General Assistance, Cemetery, and Animal Control are in the meeting packets received previously by the board. As an update, Vera stated that Cemetery Office was moved to another upstairs area to make room for new General Assistance Township employee, Jesse Stiff who will be the Workfare Investigator and started on August 17, 2020. Three people had sent resumes for the position, and Supervisor Vera welcomed him formally and invited Jesse to speak. Stiff thanked the board for the opportunity and praised the welcoming Township office staff.

Asking Anna Donovan for the Highway Commissioner if she had a report, Anna replied that she was “not here as a member of the Road District. I am just here for the meeting,” and that she “was not here in any official capacity.” However, then Trustee Slattery stated that he was glad to see that Anna Donovan was in attendance because he had some questions about the Road District Budget. However, Anna did take notes of Trustee Slattery’s notice of spelling, typographical, and date errors as well as taking note of his observation of potential errors and his recommendations for changes to the Road District Budget and Appropriations for Fiscal Year 2020-2021.

<sup>4</sup> Roll Call Ayes (5) Trustees Slattery, Gavin, Verdin, Hertzmann and Supervisor Vera. Nays (0)

Trustee Slattery said that he had reviewed the Road District Budget and Appropriations and had some recommendations. Slattery said that as an official document, he thought that the misspellings of “appropriations, utilities, cents,” should be corrected, and on page 6 the date should be, “adopted this date of August 11, 2020”, not “August 11, 2021”. Trustee Slattery made multiple notes of potential numerical errors: the beginning balance was incorrect as it did not include petty cash, warned that interest income will likely decline due to rates going down, noted incorrect computation of the Social Security multiplying percentage, municipal replacement tax needs attention, under maintenance-commodities had three areas and another line item with no number which would then change the budget if added or the line item be removed.

Trustee Slattery stated that line items are recommended so that the outside auditor can see what has been done for each area, gives more information for the future, and provides consistency. Also Slattery noted that we have the Fund Balance Policy in Joliet Township which comes from the Government Accounting Board which suggests that 3-6 months of cash should be in reserve which the current budget does not have based on its budgeted expenditures. Slattery asked that the budget be revised to correct errors and show line items by the September 8, 2020 meeting so that the board has time to review the budget for approval at the Public Hearing on September 22, 2020 and regular board meeting of September 22, 2020.

Clerk: Clerk Kinsella noted that she attended the TOI Election Education Conference, started in the Clerk’s Office on August 17, 2020 and was becoming familiar with files both in office and on the computer. She also filed all documents needed to show the change in office with the Will County Clerk’s office on August 18, 2020. She will continue to study the Laws and Duties Handbook as well as the election materials from TOI. Kinsella also stated that she had published in the Herald News the Notice of Public Hearing for September 22, 2020 for the Budget and Appropriations-Road District which was published on August 20, 2020.

Assessor: Assessor Brenczewski noted that he had hired Ryan Smyth and Jim Batis and is glad to have them on his team. Jim and Ryan are both familiar with the drawing programs used in the Assessor’s office and were able to jump right in. The office is currently fielding many phone calls and people walking in with complaints about their assessments.

Attorney Harvey: Nothing from him, but just noting that after reports we will have public comment.

Accountant: Accountant Witt gave her report after the Public Comment. Witt noted that financial statements were completed through July 31, 2020 and copies were included in the board packets. July bank reconciliations are on the table for review. Monthly IL Dept. of Employment Security report and monthly IMRF were filed for July. She is

working with the auditor to finalize the audit report. Witt prepared the Transfer of Appropriations Ordinance presented at this meeting. She is working on preparation of the Annual Treasurer's Report. She has received an email from the Will County Treasurer's Office that the real estate tax distribution schedule will be delayed until further notice. Witt also reports that the IDOR is estimating that the 2021 replacement taxes decrease by approximately 17.4% from last year. She also noted that interest rates have been declining and although we have budgeted for a sharp decrease in interest income (we budgeted with an expectation of receiving 1%, we are currently only receiving approximately .15% on our larger balance accounts). Therefore, Witt reports that she expects that the interest income will be substantially lower than last year. She continues with day-to-day operations.

With no further reports, Supervisor Vera called for Public Comment.

### **Public Comment:**

Anna Donovan stated since Mike couldn't be here that he asked that she give an update on 1500 residents with some sort of tree damages and about 7 roads closed due to same on the night of the storm(August 10, 2020). She said that he was able to borrow a large truck with chipper from another township and was able to get through each subdivision three times in the last two weeks to clear the areas with only two days of additional overtime. Anna Donovan stated that she thought Mike had sent an email with his report. No other public comments were made.

**Receipts/August 11, 2020:** Due to storm causing cancellation of the August 11, 2020 Meeting, Receipts that would have been presented at the August 11, 2020 and those receipts through August 25, 2020 will be reviewed at this time. Trustee Slattery moved to deposit all funds into their proper accounts as presented for the period ending August 11, 2020. Seconded by Trustee Gavin. A voice vote was taken.<sup>5</sup>

Accountant Witt then noted that under General Town, we received all the money from PPRT into the General Town, and then a portion of it is dispersed into the General Assistance account, so we will notice that in the bills portion for August 11, 2020 that \$7,900.00 was received from General Town.

**Expenditures:/Period ending August 11, 2020:** The Supervisor presented the following invoices for Town Board approval for the period ending August 11, 2020:

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<sup>5</sup> Voice vote: Ayes (5) Trustees Slattery, Gavin, Verdin, Hertzmann and Supervisor Vera. Nays (0)

**FUND**

**EXPENDITURES**

**General Town** \$108,780.51 (originally listed as \$100,869.00)\*

Motion: Trustee Slattery

Second: Trustee Gavin

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

\*Accountant Witt noted that \$7,911.51 from PPRT as stated prior, was inadvertently left out of the QuickBooks listing but, one may see it was added in the General Assistance listing.

**Capital Fund**- No bills received.

**General Assistance** \$14,489.45

Motion: Trustee Gavin

Second: Trustee Verdin

Roll Call: Ayes 5, Nays 0<sup>7</sup>

**Road and Bridge** \$37,774.24 (originally presented as 38,136.68 with bills totaling \$362.44 not approved)

Motion: Trustee Gavin

Second: Trustee Verdin

Trustee Hertzmann asked how can this be passed if there is no budget? Supervisor Vera replied that all we are passing are the payroll and insurance payments and any bills that are presented after June 30<sup>th</sup> on the advice of counsel, as well with consultation of counsel with the State's Attorney Office, cannot be approved because there is no appropriation ordinance passed nor budget approved, so that is why it is a lesser amount. Hearing no more questions, Supervisor Vera called for a roll call vote.

Roll Call: Ayes 5, Nays 0<sup>8</sup>

**Animal Control** \$35,493.00

Motion: Trustee Slattery

Second: Trustee Verdin

Roll Call: Ayes 5, Nays 0<sup>9</sup>

**Senior Fund** No bills for Senior Fund were received.

Certifications for all funds were passed unanimously.

<sup>6</sup> Roll Call Ayes (5) Trustees Slattery, Gavin, Verdin, Hertzmann and Supervisor Vera. Nays (0)

<sup>7</sup> Roll Call Ayes (5) Trustees Slattery, Gavin, Verdin, Hertzmann and Supervisor Vera. Nays (0)

<sup>8</sup> Roll Call Ayes (5) Trustees Slattery, Gavin, Verdin, Hertzmann and Supervisor Vera. Nays (0)

<sup>9</sup> Roll Call Ayes (5) Trustees Slattery, Gavin, Verdin, Hertzmann and Supervisor Vera. Nays (0)

**Receipts/August 25, 2020:** Trustee Slattery moved to deposit all funds into their proper accounts as presented for the period ending August 25, 2020. Seconded by Trustee Gavin. A voice vote was taken.<sup>10</sup>

**Expenditures:/Period ending August 25, 2020:** The Supervisor presented the following invoices for Town Board approval for the period ending August 25, 2020:

**General Town** \$41,735.96

Motion: Trustee Slattery

Second: Trustee Gavin

Roll Call: Ayes 5, Nays 0<sup>11</sup>

**Capital Fund-** No bills for Capital Fund at this time.

**General Assistance** \$8,557.16

Motion: Trustee Gavin

Second: Trustee Verdin

Roll Call: Ayes 5, Nays 0<sup>12</sup>

**Road and Bridge** \$20,496.36 (originally presented as 37,051.31 with bills totaling \$16,554.94 not approved for the same reasons as those given for non-approval of bills at the August 11, 2020 disbursements under advice of counsel)

Motion: Trustee Verdin

Second: Trustee Gavin

Roll Call: Ayes 5, Nays 0<sup>13</sup>

**Animal Control** \$27,805.13

Motion: Trustee Verdin

Second: Trustee Gavin

Roll Call: Ayes 5, Nays 0<sup>14</sup>

**Senior Fund** No bills for Senior Fund were received.

Certifications for all funds were passed unanimously.

<sup>10</sup> Voice Vote: Ayes (5) Trustees Slattery, Gavin, Verdin, Hertzmann and Supervisor Vera. Nays (0)

<sup>11</sup> Roll Call Ayes (5) Trustees Slattery, Gavin, Verdin, Hertzmann and Supervisor Vera. Nays (0)

<sup>12</sup> Roll Call Ayes (5) Trustees Slattery, Gavin, Verdin, Hertzmann and Supervisor Vera. Nays (0)

<sup>13</sup> Roll Call Ayes (5) Trustees Slattery, Gavin, Verdin, Hertzmann and Supervisor Vera. Nays (0)

<sup>14</sup> Roll Call Ayes (5) Trustees Slattery, Gavin, Verdin, Hertzmann and Supervisor Vera. Nays (0)

**Closed Session:** NONE

**Adjournment:**

Trustee Hertzmann made a motion to adjourn the town board meeting to September 8, 2020 at 5:00 p.m. Seconded by Trustee Verdin. A roll call vote was taken.<sup>15</sup>

The August 25, 2020 meeting adjourned at 6:13 p.m.

Respectfully submitted,

Julie A. Kinsella  
Town Clerk

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<sup>15</sup> Roll Call Ayes (5) Trustees Slattery, Gavin, Verdin, Hertzmann and Supervisor Vera. Nays (0)