



Minutes of a Regular Meeting of the Joliet Township
Joliet Township Regular Board Meeting
175 W. Jefferson St., Joliet, IL 60432
Tuesday, June 10th, 2025 / 5:00 P.M.

The regular town board meeting, being held at 175 West Jefferson Street, Joliet Township government offices, Tuesday, June 10th, 2025, at 5:00 P.M. was called to order by Supervisor Cesar Guerrero. The following official business was transacted:

The Supervisor led the Pledge of Allegiance to the flag. The Clerk called the roll as follows:

TRUSTEES:	Quinn Adamowski	Present
	Andrea Bibian	Present
	Archie Gavin	Present
	Betty Washington	Present

SUPERVISOR:	Cesar Guerrero	Present
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CLERK:	Kendra Landfair	Present
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OTHER OFFICIALS:	Commissioner Vince Alessio	Present
	Assessor James Brenzewski	Present

ALSO PRESENT:

Executive Assistant Ana Campa Castillo	Attorney Jayman Avery
Finance Director Ivan Diaz	Medical Caseworker, Sue Bustin
Media Specialist, Isabel Gloria	

APPROVAL OF MINUTES:

Town Board Minutes: Supervisor Guerrero asks for a motion to approve the meeting minutes of the May 13, 2025 Town Board Meeting. Trustee Adamowski motions to approve the minutes of the May 13, 2025, Town Board Meeting. Seconded by Trustee Gavin. A roll call was taken. Motion Carried. ¹

Special Town Board Minutes: Supervisor Guerrero asks for a motion to approve the meeting minutes of the May 23, 2025 Special Town Board Meeting. Trustee Gavin motions to approve the minutes of the May 23, 2025, Special Town Board Meeting, Seconded by Trustee Washington. A roll call was taken. Motion Carried. ²

PUBLIC COMMENT:

Supervisor Guerrero opened the floor for public comment. Dr. Mary White came up to the podium at that time to speak. Dr. White requested a Proclamation for Grandparents Raising Children. Dr. White also shared an upcoming fundraiser for July 10th and invited everyone. Dr. White left a letter with Supervisor Guerrero about the fundraiser. Dr. White expressed that she would like to foster a relationship with the Township concerning Grandparents Raising Children. Supervisor Guerrero stated that this is in line with the Township's work and that the Township will be in touch regarding Dr. White's request.

¹ Roll call vote: Ayes (5). Trustees Adamowski, Gavin, Bibian, Washington and Supervisor Guerrero. Nays (0).

² Roll call vote: Ayes (5). Trustees Gavin, Washington, Adamowski, Bibian and Supervisor Guerrero. Nays (0).

Theresa Johnson came up to the podium next, on behalf of her husband, Luther Johnson, who is the founder of History On Wheels. Theresa shared that her husband wanted to thank the Township for their support. Theresa gave the Trustees pictures from the museum's ground breaking. Theresa also wanted to inform the community that they are planning a grand opening. Supervisor Guerrero expressed that he is looking forward to having the museum opened. Supervisor Guerrero also mentioned that he has followed the project since the beginning of it's inception and is excited to see it progress.

Lastly, Pastor Cici Jackson at Joshua Arms and she stated that the ministry is called Joshua Soldiers. Pastor Jackson shared that she is present as the Township meeting as the President of the Activities Committee at Joshua Arms. Pastor Jackson asked when they could request to apply for a grant to improve the quality of activities for their seniors. Ana, the Executive Assistant to the Supervisor, obtained Pastor Johnson's contact information in order to follow up about the grant application process.

NEW BUSINESS:

APPROVE/Proclamation for June as Pride Month

Supervisor Guerrero read the Proclamation for the record. Supervisor Guerrero asks for a motion to approve the Proclamation for June as Pride Month. Trustee Adamowski motions. Trustee Gavin seconds. A roll call was taken. Motion carried.³

APPROVE/Proclamation for Juneteenth

Supervisor Guerrero read the Proclamation for the record. Supervisor Guerrero asks for a motion to approve the Proclamation for Juneteenth. Trustee Washington motions. Trustee Bibian seconds. A roll call was taken. Motion carried.⁴

ADOPT/Rules and Regulations for FOIA Requests and Designating FOIA Officers, Ordinance No. 410-2025

Supervisor Guerrero explains that an update was needed regarding the FOIA process and this ordinance needed to be create as a result. Supervisor Guerrero also shared who the primary designated FOIA Officer is and the alternate FOIA Officers. Supervisor Guerrero asks for a motion to approve. Trustee Gavin motions. Trustee Washington seconds. A roll call was taken. Motion carried.⁵

APPROVE/JTG Prohibition of Political Conversations Policy

Supervisor Guerrero shares that the next two items on the agenda are updates to the Township's internal policies and employee handbook. Supervisor Guerrero states this policy will bring the Township in line with Illinois law that is already in effect. Supervisor Guerrero lists out the relevant Illinois laws. Supervisor Guerrero also states that this policy will ensure that Joliet Township Government will remain unbiased, neutral and professional. Supervisor Guerrero asks for a motion to approve. Trustee Adamowski motions. Trustee Gavin seconds. A roll call was taken. Motion carried.⁶

APPROVE/JTG Risk Management Policy

Supervisor Guerrero asks for any questions regarding this new business item. There were no questions from the trustees. Supervisor Guerrero mentions the overall purpose of the policy. Supervisor Guerrero asks for a motion to approve. Trustee Bibian motions. Trustee Washington seconds. A roll call was taken. Motion carried.⁷

APPROVE/Community Grants: Greater Joliet Area YMCA

Supervisor Guerrero asks for any questions regarding this new business item. Trustee Adamowski notes that he does have a question related to voting on this item. Supervisor Guerrero asks for a motion to approve. Trustee Gavin motions. Trustee Bibian seconds. Trustee Adamowski discloses that he serves on the board for the YMCA and asks if it is appropriate that

³ Roll call vote: Ayes (5). Trustees Adamowski, Gavin, Bibian, Washington and Supervisor Guerrero. Nays (0).

⁴ Roll call vote: Ayes (5). Trustees Washington, Bibian, Adamowski, Gavin and Supervisor Guerrero. Nays (0).

⁵ Roll call vote: Ayes (5). Trustees Gavin, Washington, Adamowski, Bibian and Supervisor Guerrero. Nays (0).

⁶ Roll call vote: Ayes (5). Trustees Adamowski, Gavin, Bibian, Washington and Supervisor Guerrero. Nays (0).

⁷ Roll call vote: Ayes (5). Trustees Bibian, Washington, Adamowski, Gavin and Supervisor Guerrero. Nays (0).

he votes on this item. The Township attorney advised Trustee Adamowski that it would be best to abstain from voting on this item. A roll call was taken. Motion carried.⁸

REVIEW/Community Grants: After the Peanut NFP; BluePrint Agency NFP

Supervisor Guerrero asks for any questions regarding this new business item. Supervisor Guerrero asks for a motion to approve. Trustee Gavin motions. Trustee Adamowski seconds. A roll call was taken. Motion carried.⁹

APPOINT/Megan Cooper as the Joliet Township Tax Collector

Supervisor Guerrero states that Megan Cooper was unavailable to attend at this moment. Supervisor Guerrero asks for a motion to table this item to the Special Town Board Meeting for June 24, 2025. Trustee Gavin motions. Trustee Adamowski seconds. A roll call was taken. Motion tabled.¹⁰

REPORTS:

Lead Transportation Coordinator, Jacqueline Smith

The Transportation Department successfully completed 761 trips for the month of May 2025. There was nothing further to report on for May. The Transportation Department will have more to share for the month of June, as it has already been a busy month for the Department.

General Assistance Director, Patricia Venziano

The General Assistance Director welcomed the new board and gave the board an overview of the duties of the General Assistance Department. During this month, Ms. Sue Bustin and Ms. Alejandra Zamudio represented the Joliet Township Government at the Animal Control Department's Hogs and Dogs event and at the Recovery Community Center of Joliet's grand opening. The Department's next LIHEAP (Low Income Home Energy Assistance Program) outreach will prepare on June 18, 2025 from 9:00AM until 1:00PM.

Senior Liaison, Jeff Wallace

The Senior Liaison Mr. Wallace reported on his efforts to connect seniors with available resources and information. Since the last meeting, the Senior Liaison has been distributing senior service calendars and the Joliet Township Government newsletters to various senior groups, ensuring seniors have access to important phone numbers and information on services like tax preparation and the medical closet. The Senior Liaison facilitates access to resources by connecting seniors with services, providing guidance, helping seniors access the medical closet for supplies and refining information about various groups, clarifying which services are available to the Joliet senior residents.

Animal Control Director, Whitney McGill

The Animal Control Director was not present for the meeting however, her report for May was given to the board in their agenda packet prior to the meeting. The report stated the following: Knight Security installed six new surveillance cameras around our building. These additions addressed several prior blind spots, significantly enhancing the safety and monitoring capabilities of our facility. Antwanet "Rena" Gregory, previously an Animal Care Specialist, was promoted to the open Animal Control Officer position. Rena has demonstrated strong commitment and capability in her previous role and is a welcome addition to the ACO team. One of our current Animal Control Officers experienced a medical emergency while returning from our vet clinic. As a result, they are unable to drive for an extended period, creating an unexpected vacancy in our ACO team. We have reopened hiring efforts to fill this position again. Interviews for the part-time weekend Kennel Technician position are underway. One candidate has progressed to the working interview stage. We continue to seek an additional two individuals to adequately staff this role.

The Animal Control Department was invited to participate in an adoption night hosted by Babe's Hot Dogs. Two staff members attended the event along with a couple of our long-term adoptable dogs. While no adoptions occurred during the evening, the

⁸ Roll call vote: Ayes (4). Trustees Gavin, Bibian, Washington and Supervisor Guerrero. Nays (0). Abstain (1) Trustee Adamowski.

⁹ Roll call vote: Ayes (5). Trustees Gavin, Adamowski, Bibian, Washington and Supervisor Guerrero. Nays (0).

¹⁰ Roll call vote: Ayes (5). Trustees Gavin, Adamowski, Bibian, Washington and Supervisor Guerrero. Nays (0).

event was a valuable opportunity for socialization. We are pleased to report that both dogs who attended have since been adopted into permanent homes. We successfully hosted our Hogs N Dogs event, despite chilly and extremely windy weather. The turnout was still respectable, and the event featured engaging activities and vendors. Highlights included: Demonstrations by JPD K9 Officer Rosales and his dual-purpose K9, Aro, which were especially well-received by attendees. A diverse range of vendors offering items from houseplants to handmade soap and animal-related products. An educational presentation by Ty Ty the Reptile Guy, who shared his expertise on reptiles and insects with both children and adults. Approximately \$200 was collected in monetary donations. Most notably, the event significantly benefited our community pet pantry, which was restocked through generous community contributions.

Finance Director, Ivan Diaz

The Finance Director reported that the budget will be getting updated and the auditor will do his site visit at the end of June.

Highway Commissioner, Vince Alessio

This last month, the Road District has been doing mowing, picking up garbage, making sure that the drains are cleared out and has been taking care of a few culverts. Other than plow season, this is the Road District's busiest time of year. The Road District will also be fixing a large sink hole. The Road District office is working with Representative Larry Walsh Jr.'s office on a portion of a road that has been neglected. The Road District is receiving \$100,000 in constituent funds from the State of Illinois thanks to Representative Walsh. The Highway Commissioner mentioned that at the upcoming special meeting, they can get into more specifics on the Road District budget but the Highway Commissioner wanted to note that last year, they did a complete remodel of the interior of the Road District office and plan to change the entrance fence to make it more applicable for the work that Road District does. The Highway Commissioner stated that they continuously update their property and have had some purchases related to that recently that they saved from last year's budget.

Assessor, James Brenczewski

The Assessor's office has been finishing up assessments. The Assessor discussed the assessment process and reported that everything has been going smoothly.

Director of Human Resources, Erica Holmes

The HR Director welcomed the new board and gave an overview of the new policies, the Prohibition of Political Conversations Policy and Risk Management Policy. The HR Director shared that the implementation of the proposed policies and the outlined initiatives reflect the Township's continuous effort to enhance the work environment, prioritize safety, and maintain operational efficiency. The HR Director reported that there are open positions in the Animal Control Department, including 3 part-time Kennel Technicians and one on-call Animal Control Officer. There will be an upcoming safety training for Township staff that will be led by TOIRMA on June 18, 2025. The Animal Control Department will have a separate safety training by TOIRMA on the following Wednesday on June 25, 2025. The HR Director stated that the safety training is mandatory for Township staff, as these trainings are tailored to address department-specific risks and ensure compliance with regulatory standards.

Senior Liaison, Jeff Wallace

Mr. Wallace shared 8-10 senior meetings a month. This past month, Mr. Wallace reported that he has been passing out flyers regarding the senior ride share program. Mr. Wallace shared that a couple of residents called him about some health issues that they have had and the residents were inquiring about where they can go for help. Mr. Wallace invited the Trustees to attend the senior meetings. Mr. Wallace discussed the meetings that he has attended in May in addition to the upcoming meetings and the anticipated number of attendees for these meetings.

Clerk, Kendra Landfair

Clerk shared that since starting as the clerk a couple of weeks ago, she has been learning about the different departments and gaining a deeper understanding of her role. Clerk reported that she completed four Township Officials of Illinois (TOI) trainings along with the FOIA training. Clerk shared that she received her first FOIA request today, which she has started

working on. In addition to that, the Clerk reported that she has been filing documents and completing tasks related to the special and regular board meetings that have taken place so far.

Supervisor, Cesar Guerrero

Supervisor Guerrero discussed what has taken place during the first three weeks in office and thanked Township staff for making it possible. Supervisor Guerrero shared a few highlights including that Joliet Township Government was joined by the Joliet Pride Network this past Friday, June 6, 2025, for the Pride flag raising. Other than that, the Township has been moving forward with keeping all of the programs afloat. Supervisor Guerrero mentioned that there will be a Special Town Board Meeting held on June 24, 2025 for the budget. Supervisor Guerrero took the time to recognize the tragedy that occurred recently in Joliet with the untimely passing of Manny Perez. Joliet Township Government has been collaborating with partner agencies to offer services to Manny's family and the Township will be following up with and continuing to support the family. Supervisor Guerrero thanked the Township staff again and shared gratitude for this opportunity.

CASH RECEIPTS: Trustee Washington motions to place the cash receipts into their proper accounts for the period ending May 31, 2025. Trustee Gavin seconds. A roll call was taken. Motion carried.¹¹

FUND EXPENDITURES:

General Town Fund for May 2025: \$577,043.83

Trustee Gavin motioned to certify the expenditures and approve them for payment.
Trustee Bibian seconds. A roll call was taken. Motion carried.¹²

Capital Fund for May 2025: \$145,115.00

Trustee Gavin motioned to certify the expenditures and approve them for payment.
Trustee Adamowski seconds. A roll call was taken. Motion carried.¹³

General Assistance Fund for May 2025: \$28,637.66

Trustee Gavin motioned to certify the expenditures and approve them for payment.
Trustee Bibian seconds. A roll call was taken. Motion carried.¹⁴

Road and Bridge Fund for May 2025: \$188,533.68

Trustee Washington motioned to certify the expenditures and approve them for payment.
Trustee Gavin seconds. A roll call was taken. Motion carried.¹⁵

Animal Control Fund for May 2025: \$92,500.93

Trustee Bibian motioned to certify the expenditures and approve them for payment.
Trustee Gavin seconds. A roll call was taken. Motion carried.¹⁶

Senior Fund for May 2025: \$10.00

Trustee Washington motioned to certify the expenditures and approve them for payment.
Trustee Gavin seconds. A roll call was taken. Motion carried.¹⁷

ADJOURNMENT: Supervisor Guerrero asks for a motion to adjourn. Trustee Adamowski motions. Trustee Gavin seconds. Trustee Adamowski makes a motion to resend his motion to adjourn. Trustee Gavin seconds. Supervisor Guerrero states that since there was a motion and a second to resend the motion to adjourn, the meeting is still open. Trustee Gavin makes a motion to resend his motion to table the motion to appoint Megan Cooper as the Joliet Township Tax Collector. Trustee Washington seconds. A roll call was taken. Motion carried.¹⁸ Supervisor Guerrero asks for a motion to appoint Megan Cooper as the Joliet Township Tax Collector. Trustee Gavin motions. Trustee Adamowski seconds. A roll call was

¹¹ Roll call vote: Ayes (5). Trustees Washington, Gavin, Adamowski, Bibian and Supervisor Guerrero. Nays (0).

¹² Roll call vote: Ayes (5). Trustees Gavin, Bibian, Adamowski, Washington and Supervisor Guerrero. Nays (0).

¹³ Roll call vote: Ayes (5). Trustees Gavin, Adamowski, Bibian, Washington and Supervisor Guerrero. Nays (0).

¹⁴ Roll call vote: Ayes (5). Trustees Gavin, Bibian, Adamowski, Washington and Supervisor Guerrero. Nays (0).

¹⁵ Roll call vote: Ayes (5). Trustees Washington, Gavin, Adamowski, Bibian and Supervisor Guerrero. Nays (0).

¹⁶ Roll call vote: Ayes (5). Trustees Bibian, Gavin, Adamowski, Washington and Supervisor Guerrero. Nays (0).

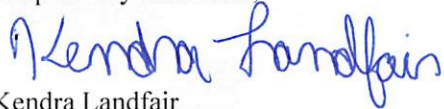
¹⁷ Roll call vote: Ayes (5). Trustees Washington, Gavin, Adamowski, Bibian and Supervisor Guerrero. Nays (0).

¹⁸ Roll call vote: Ayes (5). Trustees Gavin, Washington, Adamowski, Bibian and Supervisor Guerrero. Nays (0).

taken. Motion carried.¹⁹ The appointment was accepted and the oath of office was administered. Trustee Adamowski makes a motion to adjourn. Trustee Gavin seconds. A voice vote was taken and the aye²⁰ prevailed to adjourn.

The meeting adjourned at 5:57PM.

Respectfully submitted,



Kendra Landfair

Town Clerk

¹⁹ Roll call vote: Ayes (5). Trustees Gavin, Adamowski, Bibian, Washington and Supervisor Guerrero. Nays (0).

²⁰ Voice vote: Ayes (5). Trustees Adamowski, Gavin, Bibian Washington and Supervisor Guerrero. Nays (0).