



Minutes of a Regular Meeting of the Joliet Township
Joliet Township Board Meeting
175 W. Jefferson St., Joliet, IL 60432
Tuesday, September, 9th, 2025 / 5:00 P.M.

The regular town board meeting, being held at 175 West Jefferson Street, Joliet Township Government Office, Tuesday, September 9th, 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:

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

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

ALSO PRESENT:

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| Executive Assistant, Ana Campa Castillo | Attorney Priscilla Centeno |
| Media Specialist, Isabel Gloria | Workfare Investigator, Jesse Stiff |

APPROVAL OF MINUTES:

Town Board Minutes: Supervisor Guerrero asked for a motion to approve the meeting minutes of the August 12, 2025 Town Board Meeting. Trustee Adamowski made a motion to approve the minutes of the August 12, 2025, Town Board Meeting. Motion was seconded by Trustee Gavin. A roll call was taken. Motion Carried.¹

PUBLIC COMMENT:

Supervisor Guerrero opened the floor for public comment. There were no comments made by the public.

NEW BUSINESS:

APPROVE/Proclamation for National Hispanic Heritage Month

Supervisor Guerrero read the Proclamation for the record. Supervisor Guerrero asked for a motion to approve the Proclamation for National Hispanic Heritage Month. Motion was made by Trustee Washington. Motion was seconded by Trustee Gavin. A roll call was taken. Motion carried.²

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

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

APPROVE/Proclamation for International Day of Peace

Supervisor Guerrero read the Proclamation for the record. Supervisor Guerrero asked for a motion to approve the Proclamation for International Day of Peace. Motion was made by Trustee Gavin. Motion was seconded by Trustee Adamowski. A roll call was taken. Motion carried.³

ADOPT/ Resolution No. 2025-07 Certifying Benefit Protection Leave for Veronica Figueroa

Supervisor Guerrero introduced the new business item. Supervisor Guerrero asked for a motion to adopt Resolution No. 2025-07 to certify Benefit Protection Leave for Veronica Figueroa. Motion was made by Trustee Adamowski. Motion was seconded by Trustee Gavin. The HR Director gave a brief overview of the Resolution. A roll call was taken. Motion carried.⁴

APPROVE/ Sponsorship of the City of Joliet: Active Threat and Mental Wellness Conference

Supervisor Guerrero introduced the new business item. Supervisor Guerrero asked for a motion to approve sponsorship of the City of Joliet: Active Threat and Mental Wellness Conference for \$1,000. Motion was made by Trustee Gavin. Motion was seconded by Trustee Bibian. Chief Blake came to the podium to give an overview of the conference. Trustee Gavin discussed the Township's budget in regards to community grants and the reasoning behind why the Township's level of sponsorship is lower this year in contrast to previous years. The board discussed the remaining funds available for community grants. The board also discussed the importance and value of the conference and how the conference is in line with the mission of the Township as well as compliments the programmatic work of the Township. Trustee Adamowski recommended moving up the sponsorship level to \$2,500. Trustee Washington and Trustee Bibian voiced agreement with Trustee Adamowski's recommendation of a \$2,500 sponsorship. Trustee Washington moved to amend the original motion to approve sponsorship of the City of Joliet: Active Threat and Mental Wellness Conference for \$1,000 to \$2,500. The motion to amend the original motion was seconded by Trustee Gavin. A roll call was taken. Motion carried.⁵ A roll call was then taken for the vote on the approval of the sponsorship. Motion carried.⁶

APPROVE/Community Grant: Fighting Chance NFP

Supervisor Guerrero introduced the new business item. Supervisor Guerrero mentioned the budget constraints for community grants for the remaining fiscal year. Supervisor Guerrero shared that the original amount that was requested from Fighting Chance NFP was \$44,000 and that the amount exceeds what is left of the pool of funds for community grants. Supervisor Guerrero opened the floor for the board to discuss consideration for amending the original amount, to ask any questions or for any further discussion related to this new business item. Discussion ensued. Supervisor Guerrero stated that the board can vote affirmatively to deny the request or ask for an affirmative vote to approve the request. Trustee Adamowski made a motion to deny the community grant request. Motion was seconded by Trustee Washington. A roll call was taken. Motion carried.⁷

REPORTS:

Lead Transportation Coordinator, Jacqueline Smith

The Lead Transportation Coordinator shared her August report with the board that stated the following: During the month of August, the Transportation Department completed a total of 880 trips. With the conclusion of the summer months, we are now officially out of our busiest season. Over the summer, transportation services were provided to three program partners: the Greater Joliet Area YMCA, Harvey Brooks Foundation, and After the Peanut. The addition of two vehicles to our fleet was instrumental in ensuring we could successfully meet these seasonal demands. Staffing updates include the addition of a new part-time driver, who has joined our team and is expected to provide valuable support. We have also been communicating with new organizational partners to determine how best to assist in scheduling their initial trips, recognizing that each partner may have distinct scheduling and service needs. In August, six new participants were added through

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

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

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

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

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

Holsten Human Capital Development. This brings the total number of residents served through home food delivery to 39 individuals who are unable to leave their homes to secure food on their own. Overall, the Transportation Department is encouraged by the continued growth of services and remains committed to providing reliable and accessible transportation to meet the evolving needs of the community.

General Assistance Director, Patricia Venziano

The General Assistance Director was not present to give a report at the meeting.

Animal Control Director, Whitney McGill

The Animal Control Director was not present for the meeting however, her report for August was given to the board in their agenda packet prior to the meeting. The report stated the following: Our grant through Just Animals, in partnership with Paws for a Cause, has been instrumental in helping many pets and their families access essential veterinary care. This funding has allowed us to provide affordable services such as spay/neuter surgeries, foreign body removals, dental cleanings, and more. Thanks to the overwhelming support and participation from our community, I am currently in the process of reapplying for funding through this grant for the upcoming year. In addition, we recently transitioned to a new provider for animal control cremation services. After extensive research to find an affordable and compassionate partner, we have established an account with Trusted Journey in Plainfield. I had the opportunity to tour their facility last week and was deeply impressed by their thoughtful and respectful approach to aftercare. Trusted Journey's facility includes several acres of restored prairie where ashes are respectfully scattered. The grounds feature a vibrant pollinator garden, a beautiful Rainbow Bridge memorial, and a walking trail with benches for quiet reflection, creating a serene space for pet parents to remember and honor their companions. While the cremation service fee remains at \$25 regardless of the pet's size, Trusted Journey offers added benefits we have not previously had access to. These include complimentary cremation for staff pets, free grief support services for both staff and pet parents, personalized outreach, including condolence calls to pet owners who have chosen euthanasia, and the option to receive a clay paw print or their pet's ashes. This level of compassionate care is especially meaningful for those who surrender their beloved pets for euthanasia due to financial or medical hardship. I am proud to offer this enhanced level of empathy and dignity to our community, ensuring every pet is treated with the respect they deserve, and every owner receives the support they need during such a difficult time. These developments reflect our ongoing commitment to providing compassionate, community-centered animal care. The success of the grant-funded services and the thoughtful transition to Trusted Journey help us better serve both animals and their families, while remaining fiscally responsible and emotionally supportive.

Tax Assessor, James Brenczewski

The Tax Assessor reported that at this point in the assessing year, the Township's residents can file a complaint against their assessment. The Assessor shared the next steps in the process for the Assessor's Office when any complaints are filed.

Finance Director, Ivan Diaz

The Finance Director reported that he will send out a P&L (Profit and Loss) statement to the board, that will be up to date to this last month. The Finance Director shared an update with the board that the ARPA submission was approved for \$300,000. The Finance Director spoke briefly on transfers in between funds and the IPH grant within the budget. The Finance Director reported that in order to be safe, he extended the deadline with the Comptroller's office for the Township's audit and will make sure to share any updates with the board. The Finance Director also reported that there were a couple of fraudulent charges that the Township experienced, which has now been resolved.

Highway Commissioner, Vincent Alessio

The Highway Commissioner reported that the Road District has been busy finishing up culverts and briefly spoke on the process for replacing culverts. The Highway Commissioner shared that the Road District used to contract out the work to asphalt driveways and discussed the costs associated with it. The Highway Commissioner shared that this year, the Road District acquired the equipment needed to complete the work in house rather than contracting it out. The Highway Commissioner discussed the costs for the Road District to complete the work and how much money is being saved. The

Highway Commissioner shared with the board the repair work that the Road District has been completing on the roads. The Highway Commissioner reported that the Road District has already ordered salt for the upcoming months.

Program and Policy Coordinator, Tyler Giacalone

The Program and Policy Coordinator reported that the Township is continuing to experience challenges related to grant funding and restrictions on the federal level. The Program and Policy Coordinator reported that he is currently working on grant applications and is reaching out to legislatures regarding funds that were appropriated to the Township from the state's budget this year. The Program and Policy Coordinator also reported that he has been reviewing Township policies and ensuring that the Township is in compliance with the policies. Trustee Bibian made a request to the Program and Policy Coordinator about keeping the Trustees informed of any upcoming community events moving forward. The Program and Policy Coordinator agreed to taking on the task of letting the Trustees know about any upcoming community events.

Violence Prevention Community Convener, Gabriel Garcia

The Violence Prevention Community Convener introduced himself and shared that he has been serving in his current role for six weeks. Within the six weeks, the Community Convener reported that he tracked about sixty violent incidents, twenty of which involved a firearm. The Community Convener also reported that in the past six weeks, there have been two firearm fatalities, three incidents with gunshot wound victims, and one stabbing. The Community Convener shared with the board what his role entails and Trustee Washington inquired about the preventative work that the Convener does within his role. The Community Convener answered Trustee Washington's question.

Director of Human Resources, Erica Vauters

The HR Director reported that the Township's main building conducted a full evacuation drill on Monday, September 2nd. The HR Director stated that while our building systems are grandfathered in and currently compliant, we have an established evacuation plan that will be reviewed annually. The HR Director reported that the Township partnered with the Joliet Fire Department to review and update evacuation procedures for all three Township locations. The HR Director emphasized that the ongoing focus is employee safety and preparedness.

The HR Director shared that there are two positions that remain open, including an Animal Control Officer position and the Community Liaison position. The HR Director reported that the following monthly leadership development sessions have been completed: Building Leadership Foundations and Emotional Intelligence in Leadership. The next session will be on Conflict Resolution, which will reconvene in November once the HR Director returns from medical leave. The HR Director shared that there is a NARCAN training scheduled with the Animal Control Department on September 24th.

The HR Director shared personnel updates including that some personnel adjustments have been implemented to ensure stronger alignment with department needs and that there is continued focus on employee well-being, engagement, and safety across all departments. Human Resources remains focused on safety, training, and strategic staffing. Through evacuation readiness, leadership development, and the upcoming NARCAN training, we are ensuring that Joliet Township Government staff are supported, prepared, and operating in a safe environment.

Senior Liaison, Jeff Wallace

The Senior Liaison reported that he is passing out the updated service flyers. This month, the Senior Liaison has started the veteran's sign up sheet, for veterans who are a part of any of the senior groups. for the 4th annual Veteran's luncheon on November 7th. The Senior Liaison shared that he met with the Township Supervisor and the Supervisor's Executive Assistant to review the senior grant funds. The Senior Liaison mentioned his recent calls to and from residents. The Senior Liaison also mentioned that in his written report to the board, they will see the upcoming senior group meetings that he will be attending between now and the next board meeting.

Clerk, Kendra Landfair

Clerk reported that it has been business as usual in the Clerk's office. The Clerk did share an update with the board regarding the Deputy Clerk position. The Clerk stated that interviews will conclude tomorrow and that she is hoping to extend an offer by the end of the week.

Supervisor, Cesar Guerrero

Supervisor Guerrero reported that there will be updates with the Transportation department as the Township coordinates with the County. Currently, the County is preparing to create a consolidated county wide dial a ride service and has a six year plan that they plan to roll out in January. Supervisor Guerrero shared that there have been small improvements made to the Township building. Supervisor Guerrero also shared that the Violence Prevention program will continue to build partnerships with agencies and are currently finalizing MOUs. This past Friday, Supervisor Guerrero along with the Violence Prevention Community Convener attended a Movies in the Park event hosted by the Collins Street Neighborhood Council and the Joliet Park District. Supervisor Guerrero acknowledged the stress and anxiety from members of the community due to the presence of federal agents. Supervisor Guerrero took time to reaffirm Joliet Township Government's commitment to all residents.

CASH RECEIPTS: Supervisor Guerrero asked for a motion to approve the cash receipts of \$464,621.77. Trustee Washington motioned to place the cash receipts into their proper accounts for the period ending August 31, 2025. Trustee Gavin seconded. A roll call was taken. Motion carried.⁸

FUND EXPENDITURES:

General Town Fund for August 2025: \$526,530.39

Trustee Gavin motioned to certify the expenditures and approve them for payment.

Trustee Bibian seconded. A roll call was taken. Motion carried.⁹

Capital Fund for August 2025: \$33,577.45

Trustee Adamowski motioned to certify the expenditures and approve them for payment.

Trustee Gavin seconded. A roll call was taken. Motion carried.¹⁰

General Assistance Fund for August 2025: \$32,460.77

Trustee Gavin motioned to certify the expenditures and approve them for payment.

Trustee Adamowski seconded. A roll call was taken. Motion carried.¹¹

Road and Bridge Fund for August 2025: \$242,218.63

Trustee Washington motioned to certify the expenditures and approve them for payment.

Trustee Gavin seconded. A roll call was taken. Motion carried.¹²

Animal Control Fund for August 2025: \$91,359.32

Trustee Adamowski motioned to certify the expenditures and approve them for payment.

Trustee Gavin seconded. A roll call was taken. Motion carried.¹³

Senior Fund for August 2025: \$10.00

Trustee Gavin motioned to certify the expenditures and approve them for payment.

Trustee Adamowski seconded. A roll call was taken. Motion carried.¹⁴

⁸ Roll call vote: Ayes (5). Trustees Washington, Gavin, Bibian, Adamowski and Supervisor Guerrero. Nays (0).

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

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

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

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

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

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

ADJOURNMENT: Supervisor Guerrero asked for a motion to adjourn. Motion was made by Trustee Washington. Motion was seconded by Trustee Bibian. A roll call was taken. Motion carried.¹⁵

The meeting adjourned at 6:10PM.

Respectfully submitted,



Kendra Landfair
Town Clerk

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