



**NEW BUSINESS:**

**ADOPT/Amended General Town FY 2025/26 Budget & Appropriations – Ordinance No. 416-2025**

Supervisor Guerrero introduced the new business item. Supervisor Guerrero asked for a motion to adopt the Amended General Town FY 2025/26 Budget & Appropriations, Ordinance No. 416-2025. Motion was made by Trustee Gavin. Motion was seconded by Trustee Adamowski. A roll call was taken. Motion carried.<sup>4</sup>

**APPROVE/Proclamation for Martin Luther King Jr. Day**

Supervisor Guerrero read the Proclamation for the record. Supervisor Guerrero asked for a motion to approve the Proclamation for Martin Luther King Jr. Day. Motion was made by Trustee Gavin. Motion was seconded by Trustee Washington. A roll call was taken. Motion carried.<sup>5</sup> The President of the National Hook-Up of Black Women, Debra Upshaw, came to the podium to share remarks about the Proclamation. The President of the Joliet Chapter of the NAACP, Judy Easley, came to the podium next to share remarks about the Proclamation. Trustee Gavin spoke on Martin Luther King Jr.'s visit to Joliet. Trustee Washington spoke on the importance of unity, remembering Martin Luther King Jr.'s legacy and what inspired her commitment to community service.

**APPROVE/Proclamation for National Human Trafficking Prevention Month**

Supervisor Guerrero read the Proclamation for the record. Supervisor Guerrero asked for a motion to approve the Proclamation for National Human Trafficking Prevention Month. Motion was made by Trustee Gavin. Motion was seconded by Trustee Adamowski. A roll call was taken. Motion carried.<sup>6</sup>

**APPROVE/Amended 2026 Holiday Calendar for Joliet Township Government**

Supervisor Guerrero introduced the new business item. Supervisor Guerrero shared the holidays that were added to the Amended 2026 Holiday Calendar. Supervisor Guerrero asked for a motion to approve the Amended 2026 Holiday Calendar for Joliet Township Government. Motion was made by Trustee Washington. Motion was seconded by Trustee Adamowski. A roll call was taken. Motion carried.<sup>7</sup>

**APPROVE/Resolution No. 2026-01 Reporting the Determination of the Joliet Township Board's Review of the Closed Session Minutes Pursuant to Section 2.06 of the Illinois Open Meetings Act**

Supervisor Guerrero introduced the new business item. Supervisor Guerrero gave an overview of the Resolution. Supervisor Guerrero summarized Schedules A and B of the Resolution. Supervisor Guerrero shared the recommendation of the Township's attorney for the closed session minutes, listed in Schedule A, to remain confidential. Supervisor Guerrero asked the board if they had any questions regarding Resolution No. 2026-01. The board did not have any questions. Supervisor Guerrero asked for a motion to approve Resolution No. 2026-01 Reporting the Determination of the Joliet Township Board's Review of the Closed Session Minutes Pursuant to Section 2.06 of the Illinois Open Meetings Act. Motion was made by Trustee Gavin. Motion was seconded by Trustee Bibian. A roll call was taken. Motion carried.<sup>8</sup>

**ADOPT/Ordinance No. 417-2026 Establishing a Records Retention and Disposal Policy**

Supervisor Guerrero introduced the new business item. Supervisor Guerrero shared the purpose of the Ordinance, to have a standardize policy within the Township that is in compliance with state law. Supervisor Guerrero asked the board if they had any questions regarding Ordinance No. 417-2026. The board did not have any questions. Supervisor Guerrero asked for a motion to adopt Ordinance No. 417-2026 Establishing a Records Retention and Disposal Policy. Motion was made by Trustee Adamowski. Motion was seconded by Trustee Gavin. A roll call was taken. Motion carried.<sup>9</sup>

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

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

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

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

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

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

**ADOPT/Ordinance No. 418-2026 Establishing a Township Asset Inventory and Control System**

Supervisor Guerrero introduced the new business item. Supervisor Guerrero gave an overview of the Ordinance and explained the purpose that it serves for the Township. Supervisor Guerrero asked for a motion to adopt Ordinance No. 418-2026 Establishing a Township Asset Inventory and Control System. Motion was made by Trustee Washington. Motion was seconded by Trustee Gavin. A roll call was taken. Motion carried.<sup>10</sup>

**ADOPT/Ordinance No. 419-2026 Establishing Rules of Procedure for Township Meetings**

Supervisor Guerrero introduced the new business item. Supervisor Guerrero shared that there were rules of procedure previously in place, but expressed that an update to the rules were needed. Supervisor Guerrero also shared that Ordinance No. 419-2026 would effectively replace any previously established Resolutions or Ordinances related to rules of procedure for Township meetings, if Ordinance No. 419-2026 is adopted by the board. Supervisor Guerrero gave highlights of the changes that were made to the rules of procedure within Ordinance No. 419-2026. Supervisor Guerrero asked the board if they had any questions regarding Ordinance No. 419-2026. The board did not have any questions. Supervisor Guerrero asked for a motion to adopt Ordinance No. 419-2026 Establishing Rules of Procedure for Township Meetings. Motion was made by Trustee Gavin. Motion was seconded by Trustee Bibian. A roll call was taken. Motion carried.<sup>11</sup>

**REVIEW/Ordinance No. 420-2026 Regulating Weeds, Grass, Bushes, Trees, Ponds; Establishing Fees for Liens and Releases; Designating Authorized Officials; and Repealing Ordinance No. 381-2022 and Resolution No. 2002-7**

Supervisor Guerrero introduced the new business item to review. Supervisor Guerrero noted that this item was on the agenda for discussion, not to vote on. Supervisor Guerrero gave an overview of Ordinance No. 420-2026. Discussion ensued. The board gave their feedback and asked questions regarding Ordinance No. 420-2026. With no further discussion, Supervisor Guerrero asked a question to the legal counsel about potentially bringing this new business item to a vote during this meeting. Legal counsel stated that it would be safer to wait until the next board meeting. Supervisor Guerrero then stated that they would leave this new business item as a discussion item with the intent to return this item to the February agenda to vote on at the next board meeting. Supervisor Guerrero then moved on to the reports section of the meeting.

**REPORTS:**

**Lead Transportation Coordinator, Leonardo Haro**

The Lead Transportation Coordinator reported that during the month of December, the Transportation Department completed a total of 839 trips, just 39 less than November. Of the 839 trips, 254 were senior trips. The Lead Transportation Coordinator shared that in addition to the Department's regular services, they assisted The Salvation Army Community Center by transporting children to the YMCA on Houbolt Road for their Christmas school break program. The Lead Transportation Coordinator reported that the final numbers for the 2025 year were a total of 10,137 trips completed, with 3,006 being senior trips. The Lead Transportation Coordinator shared that starting next month, the senior trips will go to the Will County Dial-A-Ride program. The Transportation Department has been informing the seniors of this change and has provided assistance in the paperwork process to ensure that the seniors are fully transitioned over to the Dial-A-Ride program. The Lead Transportation Coordinator acknowledged that this change would have an impact on the Department, but noted efforts to bring on additional organizations as community partners to ensure continued service to the community. The Lead Transportation Coordinator recognized the dedication of the Transportation team in meeting a high demand for services despite having only nine drivers on staff.

**General Assistance Director, Patricia Venziano**

The General Assistance Director reported that for the month of December, the General Assistance Department did not have any outreach events. The General Assistance Director shared that the Medical Caseworker retired last month after 22 years with the Township. The General Assistance Director reported that after conducting interviews with several applicants, Jesse Stiff has agreed to step into the role and will now serve as the General Assistance Caseworker/Workfare Investigator. The General Assistance Director expressed that Jesse is the perfect fit for this position.

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

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

The General Assistance Director reported that she is thrilled to share that there were four boxes filled with toys for the Toys for Tots drive. The General Assistance Director expressed that she appreciated all of the donations that were made in order to accomplish the Department's goal. The General Assistance Director went on to share that her and the Bilingual Caseworker both completed their certifications for the Volunteer Income Tax Assistance (VITA) program. The General Assistance Department has prepared the tax packets, which residents are already picking up. The General Assistance Director mentioned that the Media Specialist submitted an article to the Herald-News, about the tax assistance service, that was published last week. The General Assistance Director reported that the Department's first outreach for LIHEAP season was a great success, with 26 residents being served. The General Assistance Director gave a special thank you to the Media Specialist, for promoting the event on the Township's social media and website, to ensure residents were aware of the event. The General Assistance Director shared that the Department's next LIHEAP event would take place on January 21st from 9:00AM to 1:00PM.

The General Assistance Director spoke on the budget amendment that is related to the General Assistance Department. The General Assistance Director shared that the amendment being requested is a consequence of the Department providing nearly twice the amount of assistance in 2025 than they did in 2024. The General Assistance Director stated that many things factored into this, most notably, that most of the surrounding social service agencies simply did not have funds or very limited funds in 2025. The General Assistance Director went on to state that the biggest driving factor was that the previous administration, against the General Assistance Director's advice, raised the qualifying income from 110% of poverty level to 150%. The General Assistance Director stated that the raise in income had the Department serving clients who not only normally would not qualify for Township assistance, but were over income for the other social service agencies. The General Assistance Director expressed that this scenario should have never existed. The General Assistance Director shared that she makes an annual adjustment to the Department's qualifying income guidelines every January, when the new poverty guidelines are published. The General Assistance Director reported that Supervisor Guerrero and herself would be making the adjustment back to 110%, once the numbers become available.

#### **Animal Control Director, Whitney McGill**

The Animal Control Director reported that December was a particularly busy and successful month, highlighted by a strong increase in cat and kitten adoptions. The Animal Control Director shared that a total of 43 cats and kittens found homes during this month, reflecting continued community engagement and demand for adoptions. The Animal Control Director referenced back to last December when only 20 cats were adopted and pointed out that the number more than doubled. On December 12th, the Animal Control Department received a large donation from The Rusty Nutz Car Club, which included cat litter, dog and cat food, and other essential supplies. In addition to these in-kind donations, the Rusty Nutz Car Club also collected and contributed monetary donations to support the Department. The Animal Control Director expressed gratitude for the donations, emphasizing her appreciation for their generosity and continued community support.

The Animal Control Director reported that throughout December, the Lead Clerical Administrator and herself worked closely with their database provider, PetPoint, to train staff on the new mobile checkout feature for adoptions and to prepare their system for full implementation. While this has been an ongoing process, the Department is nearly ready to fully roll out this feature. The Animal Control Director shared that mobile checkout would provide notable cost savings, particularly with microchipping, as the cost per microchip would reduce to \$5 using mobile checkout, compared to \$14 without it. The Animal Control Director went on to share that this feature would be available for adopters who have a valid email address. As this busy year came to a close, the Department is proud to share that 628 animals were adopted in 2025, an increase from 597 adoptions in 2024. The Animal Control Director expressed that this growth reflects the hard work and dedication of the Animal Control staff, as well as the continued support from the community. The Animal Control Department looks forward to building on this momentum as they move into 2026.

#### **Finance Director, Ivan Diaz**

The Finance Director reported on the changes in the amended General Town budget. Other than the budget, the Finance Director has been busy with completing the W2 and 1099 forms.

#### **Highway Commissioner, Vincent Alessio**

The Highway Commissioner was not present to give a report at the meeting.

**Tax Assessor, James Brenczewski**

The Tax Assessor was not present to give a report at the meeting.

**Program and Policy Coordinator, Tyler Giacalone**

The Program and Policy Coordinator reported on the progress of the transition into the Access Will County program for the Transportation Department. The Program and Policy Coordinator also reported that as a part of the purchase of the Louise Ray Community Center, the Township acquired a number of properties in the area. The Program and Policy Coordinator along with Supervisor Guerrero have been meeting with various stakeholders to explore different ideas for how to develop the area and to ensure that the community continues to grow. The Program and Policy Coordinator mentioned that no decisions have been made and that the Township is only exploring options at this time. The Program and Policy Coordinator shared that there would be a food pantry pop-up at the Louise Ray Community Center later this month.

**Violence Prevention Community Convener, Gabriel Garcia**

The Violence Prevention Community Convener reported that for the month of December, there were 51 incidents of violence, with two gunshot wound surviving victims and one fatal stabbing. For the month of January so far, there have been 10 incidents of violence. The Violence Prevention Community Convener reported that an increase in communication and application submissions have been seen across the Greater Illinois West Region under the RPSA grant. The Violence Prevention Community Convener also reported that the Department closed out December with approving six applications and disbursing \$30,000. So far in January, the Department currently has approximately six submitted applications and if approved, the Department would be able to disburse up to \$30,000 of RPSA funds to assist communities impacted by firearm violence.

The Violence Prevention Community Convener reported that, based on current trends, January is projected to be the highest month to date for the level of assistance provided by the Department. The Violence Prevention Community Convener attributed this increase to the Department's collaborative partnerships and the effectiveness of the community awareness campaign. The Violence Prevention Community Convener also recognized the Deputy Clerk for offering a valuable idea to improve access to resources and assistance. The Violence Prevention Community Convener went on to report that the Department has continued the community awareness campaign in addition to ongoing planning to establish prosocial youth engagement events, as a preventative approach to the Department's violence prevention work with several partners. The Violence Prevention Community Convener mentioned that Quarter 3 of the grant year has just closed and the grant report has been completed. The Violence Prevention Community Convener shared that the Township is in the process of completing the continuation application to submit to IDHS for an automated extension through March 31, 2027. The Violence Prevention Community Convener concluded his report with referencing Martin Luther King Jr.'s principles of nonviolence and the Beloved Community and connecting it back to the work of the Violence Prevention Department.

**Behavioral Health Team, Haydee Martinez-Rosales**

The Trauma Informed Behavioral Health Therapist Director reported that the Behavioral Health team is currently providing individual therapy services to 21 active clients. The Behavioral Health team has completed three intakes so far and expects the number of active clients to increase relatively soon. The Behavioral Health team has reconnected with Lincoln school to restart their second round of group therapy services, increasing it from two groups in the last quarter to four groups in January. The Behavioral Health team anticipates starting these groups later this month. In December, the Trauma Informed Behavioral Health Therapist Director participated in two professional trainings focused on trauma and juvenile delinquency, as well as domestic violence and trauma. The Trauma Informed Behavioral Health Therapist Director shared that these trainings support continued skill development and ensure evidence-informed care for the populations that are served. Additionally, the Trauma Informed Behavioral Health Therapist Director reported ongoing collaboration with the Executive Assistant to revamp reporting processes to ensure the most accurate data collection, highlighting that this work is directly supporting the completion and accuracy of the Quarter 2 grant report, which will be submitted this Thursday.

**Director of Human Resources, Erica Vauters**

The HR Director began her report by acknowledging that she is member of both organizations that spoke during the Proclamation for Martin Luther King Jr. Day and expressing gratitude for Martin Luther King Jr. The HR Director reported that going into this new year, the HR Department is focused on strengthening leadership capacity, reinforcing safety and risk management practices, maintaining regulatory compliance and advancing workforce development initiatives that support a sustainable and effective organizational culture. For Leadership and Workforce Development, the HR Department has

continued the implementation of leadership training initiatives focused on accountability, communication and supervisory effectiveness. The HR Director reported that she supported leadership and departmental communications to ensure alignment with Township policies and expectations along with beginning the planning and coordination of the Summer Internship Program with external partners. The HR Director highlighted that the Summer Internship Program supports workforce development, community engagement and future talent pipelines.

For Safety and Risk Management, the HR Department has coordinated and supported safety training initiatives, including ongoing collaboration with TOIRMA to reinforce risk management and workplace safety best practices. The HR Director also reported that a Narcan training was conducted, with an additional session being scheduled for January 16<sup>th</sup>. The HR Director shared that there have not been any safety incidents reported in the last 30 days, reflecting the positive impact of the proactive training, compliance and employee awareness taking place at the Township. The HR Director mentioned the continued monitoring of labor law postings and safety compliance across Township facilities. For Compliance, Policies and HR Operations, the HR Department has continued the audit and maintenance of personnel files along with employee rosters and attendance/accrual records to ensure audit readiness and compliance. The HR Department has maintained oversight of benefits and leave administration in accordance with applicable laws and Township policy. The HR Department has advanced policy review and compliance practices to ensure the Township enters 2026 with updated, clear and enforceable HR standards.

For Organizational Culture and Engagement, the HR Department has supported a viable workplace culture through employee relations, leadership engagement, and recognition of employee milestones. The HR Department has initiated the development of the January 2026 Quarterly HR Newsletter, which would highlight 2025 accomplishments, leadership and safety training efforts, recognition and upcoming initiatives. The HR Director shared the upcoming focuses for the Department, which include: finalizing personnel file reviews and compliance checks, continued leadership, safety and risk management training, implementation of the Summer Internship Program with partners, the release of the Quarterly HR Newsletter, and the continued support for departmental and all-staff meetings.

#### **Senior Liaison, Jeff Wallace**

The Senior Liaison reported that for the last part of December, he has been spreading the word about the Township's tax assistance service and would receive flyers to pass out during the month of January and February. The Senior Liaison mentioned that for the first time, there is not a senior service calendar, despite his many efforts with reaching out, he has not received a response back. The Senior Liaison reported that there were a few senior groups that did not meet for the month of January. The Senior Liaison shared that he has 10 meetings to attend for the month of February. The Senior Liaison's written report included a list of the senior groups, with a description of each group meeting, that the Senior Liaison attended and a list of the upcoming senior groups that the Senior Liaison will attend before the next board meeting. The Senior Liaison also attached an event flyer, for a Medication Matters event hosted by the Senior Outreach Ministry of Second Baptist Church, to his written report.

#### **Clerk, Kendra Landfair**

Clerk Landfair reported that for the month of December, the Clerk's Office worked with the State Archivist's Office on record retention and management to ensure compliance with state law, specifically the Illinois Local Records Act. Clerk Landfair noted that some election records, as well as records from the Transportation and Violence Prevention Departments, had not previously been added to the records retention schedule or updated with the state, and informed the board that this work is now being completed under the current administration. The Clerk further reported that the Clerk's Office conducted its first bid opening for the Road District and filed its first lien with the Will County Recorder of Deeds. Clerk Landfair shared that the Deputy Clerk created the Ordinances, specifically Ordinances 417 through 420, that were on today's agenda. The Clerk shared the improvements that have been made including the Clerk's Office section of the website receiving an update, an elections section with information about election dates being added to the website and the organizational charts and other documents required for public display receiving an update as well.

#### **Supervisor, Cesar Guerrero**

Supervisor Guerrero reported that the Township is already planning for the next fiscal year, that begins on April 1st, and is laying the groundwork for the upcoming budget cycle. Supervisor Guerrero acknowledged the amendments to the General Town Budget and the increase in expenses. Supervisor Guerrero stated that the Township is making every effort to maintain all services without lapses while also adapting how some programs operate, mentioning the Transportation Department as an

example, and doing so within the constraints of the Township's limited budget. Supervisor Guerrero further shared that he intends to meet individually with each Trustee to discuss the upcoming budget. Supervisor Guerrero also reported on recent and ongoing building improvements at the Township's administrative building, the Louise Ray Community Center, and the Animal Control building. He concluded by expressing appreciation to Township staff and noting the Township's commitment to continuing to provide excellent services to all of its residents.

**CASH RECEIPTS:** Supervisor Guerrero asked for a motion to approve the cash receipts of \$142,121.93. Trustee Gavin motioned to place the cash receipts into their proper accounts for the period ending December 31, 2025. Motion was seconded by Trustee Adamowski. A roll call was taken. Motion carried.<sup>12</sup>

**FUND EXPENDITURES:**

**General Town Fund for December 2025: \$367,066.90**

Trustee Washington motioned to certify the expenditures and approve them for payment.  
Trustee Gavin seconded. A roll call was taken. Motion carried.<sup>13</sup>

**Capital Fund for December 2025: \$32,081.16**

Trustee Gavin motioned to certify the expenditures and approve them for payment.  
Trustee Bibian seconded. A roll call was taken. Motion carried.<sup>14</sup>

**General Assistance Fund for December 2025: \$41,784.55**

Trustee Gavin motioned to certify the expenditures and approve them for payment.  
Trustee Washington seconded. A roll call was taken. Motion carried.<sup>15</sup>

**Road and Bridge Fund for December 2025: \$99,854.72**

Trustee Washington motioned to certify the expenditures and approve them for payment.  
Trustee Gavin seconded. A roll call was taken. Motion carried.<sup>16</sup>

**Animal Control Fund for December 2025: \$102,013.58**

Trustee Gavin motioned to certify the expenditures and approve them for payment.  
Trustee Adamowski seconded. A roll call was taken. Motion carried.<sup>17</sup>

**Senior Fund for December 2025: \$1,080.00**

Trustee Gavin motioned to certify the expenditures and approve them for payment.  
Trustee Bibian seconded. A roll call was taken. Motion carried.<sup>18</sup>

**CLOSED SESSION:** Supervisor Guerrero informed the audience at this time that there is an item to review under closed session, which will be the final item on the agenda before returning to vote to adjourn. Supervisor Guerrero asked for a motion to enter into closed session to discuss the (i) appointment, employment, compensation, discipline, performance, or dismissal of specific employees pursuant to 5 ILCS 120/2(c)(1). Motion was made by Trustee Adamowski. Motion was seconded by Trustee Gavin. A roll call was taken. Motion carried<sup>19</sup> at 6:15pm.

**RETURN TO PUBLIC SESSION:** Supervisor Guerrero reported that no action was taken on the closed session matter and that at this time, the meeting would return to public session. The January 13, 2026 regular town board meeting was reconvened at 7:03pm.

**ADJOURNMENT:** Supervisor Guerrero asked for a motion to adjourn. Motion was made by Trustee Gavin. Motion was seconded by Trustee Washington. A roll call was taken. Motion carried.<sup>20</sup>

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

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

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

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

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

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

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

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

<sup>20</sup> Roll call vote: Ayes (5). Trustees Gavin, Washington, Adamowski, Bibian and Supervisor Guerrero. Nays (0).

The meeting adjourned at 7:03PM.

Courteously submitted,

A handwritten signature in blue ink that reads "Kendra Landfair". The signature is written in a cursive style with a large initial 'K'.

Kendra Landfair  
Town Clerk