

Official Proceedings of the Washington Township Board of Trustees
January 7, 2008
Washington Township Center
30200 Town Center Road, Beecher, IL

Meeting called to order to pay bills for the month of December and transact any other business that may come before the Board of Trustees. Meeting agenda and guest sign-in sheet are attached.

Supervisor Howard called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance and asked for a moment of silence for the men and women serving in the United States Armed Forces and for those who gave the ultimate sacrifice for their country.

Roll call:

Present: Supervisor Bob Howard **Trustees:** Elmer Becker, Dan Waterman, Ted Deery and Dennis Koehn

Other Officials present:

Clerk Joe Burgess and Road Commissioner Jerry Meyer

Approval of the December 3, 2007, Road District Truth-in-Taxation Hearing Minutes:

Motion:

Trustee Koehn made a motion to approve the minutes of the December 3, 2007 Road District Truth-in-Taxation Hearing as presented. Trustee Becker seconded the motion. There was no discussion on the motion. Roll call vote as follows: Koehn – yes, Becker – yes, Waterman – yes, Deery – yes, Howard - yes. **Motion passed 5-0.**

Approval of the December 3, 2007, Town (Corporate) Truth-in-Taxation Hearing Minutes:

Motion:

Trustee Deery made a motion to approve the minutes of the December 3, 2007 Town (Corporate) Truth-in-Taxation Hearing as presented. Trustee Waterman seconded the motion. There was no discussion on the motion. Roll call vote as follows: Deery – yes, Waterman – yes, Becker – yes, Koehn – yes, Howard - yes. **Motion passed 5-0.**

Approval of the December 3, 2007, Board Meeting Minutes:

Motion:

Trustee Becker made a motion to approve the minutes of the December 3, 2007 Board of Trustees meeting as presented. Trustee Deery seconded the motion. There was no discussion on the motion. Roll call vote as follows: Becker – yes, Deery – yes, Waterman – yes, Koehn – yes, Howard - yes. **Motion passed 5-0.**

Public Commentary:

Township resident George Willy read a prepared statement regarding the proposed intermodal facility being considered by the Village of Crete. Mr. Willy recited many statistics regarding increased truck traffic, fuel consumption, pollution and the loss of American jobs. A copy of his remarks is attached.

Reports:

1. Road Commissioner – Commissioner Meyer discussed his written report (attached). The rear end of the International dump truck / snowplow failed during the last snowstorm and is being rebuilt. The district has begun buying road salt from Morton Salt. The Washington Township Center (WTC) has been converted from propane to natural gas and the conversion was more involved than originally anticipated. Comcast Internet and TV service has been installed in the WTC and the AIRbaud Internet service has been cancelled, this will result in a significant monthly savings for the township. Meyer expressed his concern over the failure of two roads that were tar & chipped last year. He has had numerous discussions with vendors and the county engineer and it is believed that the new oil used during the tar process may be breaking down when road salt is applied. Meyer verified that the oil used was bid out to meet all state specifications for a tar & chip application. The district will repair the roads as weather permits.
2. Assessor – No report. Assessor Blume was not in attendance.
3. Town Clerk – The Road District and Town levies have been filed with the county. Early voting for the February 5 Primary Elections will be conducted at the Washington Township Center on Tuesdays and Thursdays from 9 am – 3 pm. Early voting begins January 14 and continues until January 31. In-person Absentee voting will be conducted at the WTC only on Saturday, February 2 from 9 am – 12 pm. Clerk Burgess and Donna Bachert attended an Early / Absentee Voting training session at the Will County Clerk's Office on January 11. Donna will be conducting the Early Voting during the week and Clerk Burgess will be conducting the In-person Absentee voting in February.
4. Washington Township Planning Commission (WTPC) – No report.
5. Drainage District – No report.
6. Park Board Report – No report.
7. Supervisor's Report – Supervisor Howard attended a recent meeting of the Village of Crete's Planning Department. Howard reported that the Village of Crete is moving forward with their plans to annex a large portion of Washington Township and they are looking to do this as quickly as possible. The Supervisor also indicated that many Crete residents were in attendance and many voiced their concerns against the proposed Crete intermodal facility.
8. Open Space Initiative Committee – Committee member Mike Mach reported the committee would be meeting with Bob Porter on January 21, 2008. The meeting will be held at the Washington Township Center at 7 pm and other officials from local townships have expressed interest in attending the discussion. Mr. Porter is expected to discuss the provisions of the Open Space Act and then will hold a question and answer session.

OLD BUSINESS:

1. Loan for Community Building – Supervisor Howard indicated that there was no new information to report regarding this agenda item and the item will be removed from future agendas. There was no discussion or opposition regarding this action.
2. Consideration and Passage of General Obligation (Limited Tax) Debt Certificate, \$360,000 – Supervisor Howard indicated that there was no new information to report regarding this agenda item and the item will be removed from future agendas.

3. Consideration and Passage of Intergovernmental Agreement with Washington Township Community Building – Supervisor Howard indicated that there was no new information to report regarding this agenda item and the item will be removed from future agendas.
4. Establish Guidelines to utilize the Washington Township Center as a Heating/Cooling Center – Supervisor Howard presented the attached information obtained from other local townships that have utilized facilities as heating and cooling centers, but most have no written regulations. Typically when needed, these centers are only available for use during normal business hours and overnight stays are not allowed. Information received from Mokena centered on being prepared if you need to open the center along with certain items to be aware of such as; have bottled water on hand, verifying names and addresses of everyone who enters the center, contacting the Will County EMA when you open, and contacting the Red Cross if the shelter is open for more than 24 hours. During discussion the trustees agreed that the Supervisor would have responsibility as to when the township center would be opened as a heating / cooling shelter and that people must be able to enter the shelter without assistance and due to training and liability issues, no medical assistance would be provided. It was also suggested that the list of all people entering the center be checked against a current list of registered sex offenders.
5. Website E-mail – Clerk Burgess has requested that Information Technologies set-up an e-mail address for the Supervisor, Assessor, Highway Commissioner and Clerk. The four addressees will be included on the contact portion of the township’s website so visitors to the website will be able to email township officials directly from the website.
6. Not for Profit Status – Supervisor Howard is meeting with an attorney next week to finalize the application for Not-for-Profit status.
7. Consideration and Approval of “Intergovernmental Agreement Between The Village of Beecher And Washington Township to Establish A Joint Dial-A-Ride Program” – Supervisor Howard reported that since the last board meeting, the Village of Beecher has indicated that they are no longer interested in participating in the Pace dial-a-ride program and would not provide any financial assistance to the program. Mayor Lohmann was in attendance and did not offer an explanation to the board as to the village’s change towards the program but alluded to a recent statement in the local paper that the township board did not “trust” the village. Supervisor Howard explained the statement was taken out of content and did not reflect the feelings of the entire board and the board only wanted the township attorney to review the proposed “intergovernmental agreement” before voting on the matter. Howard went on to explain that the village and township have had and will continue to have a strong working relationship and the history between the two units has shown their ability to work together. The supervisor suggested that the township consider leasing the Pace bus and operating the dial-a-ride program on it’s own.

Clerk Burgess recently spoke to Ms. Leondria Blackman, a Government Affairs representative from Pace Bus, about the township’s proposed plan to run a bus one or two days a week. Ms. Blackman was not sure if Pace would consider the request for a bus with a two-day service proposal but she was going to check with the “decision makers” and get back to Burgess in the coming week.

The board discussed the change in the village's decision and Trustee Koehn was in favor of the township moving forward with the dial-a-ride program and suggested going back to the village board and asking for their assistance once details were more formalized. There was support of Koehn's suggestion and the board agreed to move ahead and will request a new contract between Pace and Washington Township.

NEW BUSINESS:

1. Consideration and Approval of Planning Commission Recommendations – There were no Planning Commission recommendations to be acted upon.
2. Travel Policy – The board reviewed the attached proposed Travel Policy and it was determined that the section regarding “Cash Advances” is to be removed from the policy. The board also agreed that “seminar, conference and training registration” forms would be acceptable as travel request forms and the Clerk was instructed to re-write the “Travel Request Documentation” section to reflect those changes. Attorney Tom Knuth also suggested that under the “Allowable Expense” section, the wording of “reasonable expense” be replaced with “usual and ordinary expense”. Clerk Burgess will make the updates to the proposed policy as listed and forward a copy of the policy to the entire board prior to the February meeting.
3. Purchasing Policy – The board reviewed the attached proposed Purchasing Policy and during discussion the board agreed that items numbered 2 and 3 are to be removed from the policy and that the \$2000 threshold for “Routine Purchases” be lowered to \$1000. The board also lowered the purchasing threshold to \$1000 in line items numbered 5, 6 and 7. After reviewing the “Bid” section of the Purchase Policy the board recommended that threshold for bids be changed as follows: bullet point one be changed from “\$2001 - \$5000” TO “\$1001 - \$5000”; bullet point two be changed from “\$5001 - \$10,000” TO “\$5001 to \$20,000” and bullet point three be changed from “\$10,000 and above” TO “\$20,000 and above”. It was also determined that all language for contracts be reduced from “three” years to “one” year. Clerk Burgess will make the updates to the proposed policy as discussed and forward a copy of the policy to the entire board prior to the February meeting.
4. Credit Card Policy – The board reviewed the proposed Credit Card Policy but determined there was no reason to consider a credit card policy at this time because the township does not own credit card.

Payment of Bills:

Road & Bridge

The board reviewed the bills as presented by Commissioner Meyer.

MOTION:

Trustee Waterman made a motion to approve payment of all applicable payroll, bills, and appropriate transfers or debits as presented for the **Road & Bridge Account** totaling **\$31,859.14**. Trustee Koehn seconded the motion. There was no discussion on the motion. Roll Call vote: Waterman – yes, Koehn – yes, Deery – yes, Becker – yes, Howard –yes. **Motion passed 5-0.**

Town Account

The Board reviewed bill as presented by the Supervisor and Clerk.

MOTION:

Trustee Waterman made a motion to approve payment of all applicable payroll, bills, debits and appropriate transfers as presented for the **Town Account** totaling **\$10,249.27**. Trustee Deery seconded the motion. There was no discussion on the motion. Roll Call vote: Waterman – yes, Deery – yes, Koehn – yes, Becker – yes, Howard – yes. **Motion passed 5-0.**

Announcements:

The Senior Citizens Prom will be held on June 7 from 7 pm to 10 pm at the Beecher Jr. High Gymnasium.

Upcoming Seminars and Meetings:

1. February 4, 2008 – Washington Township Board Meeting - 7:00 pm at the Washington Township Center.

Adjournment:

Being no further business or discussion, Trustee Koehn made a motion to adjourn. Motion was seconded by Trustee Becker, and after being unanimously approved by voice vote, the Board Meeting adjourned at 8:45 p.m.

Respectfully submitted,

Joseph Burgess – Town Clerk

Approved by Board of Trustees Date: _____