

**Official Proceedings of the Washington Township Board of Trustees**

**March 23, 2010**

**Washington Township Center  
30200 Town Center Road, Beecher, IL**

Meeting called to order at **7:02 p.m.** to pay bills for the month of March and transact any other business that may come before the Board of Trustees. Meeting agenda and guest sign-in sheet are attached.

Supervisor Howard led the Pledge of Allegiance and then 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 Robert Howard; Trustees: Elmer Becker, Dan Waterman, Ted Deery

Absent: Teresa Peterson

**Other Officials present:**

Clerk Joe Burgess

**Approval of the Board of Trustees Meeting Minutes Dated March 1, 2010:**

Supervisor Howard asked if there were any corrections or additions to the March 1, 2010 board meeting minutes as presented. Being none, Howard asked for a motion to approve the minutes.

**Motion:**

Trustee Becker made a motion to approve the minutes of the March 1, 2010 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, Howard – yes, Waterman – yes.

**Motion passed 4-0.**

**Public Commentary:**

Township resident George Willy asked if there were going to be any state officials at the Annual Town Meeting. Supervisor Howard told Mr. Willy that he did not know but suggested that he come to the meeting.

Township resident Marty Howard asked if there was anything that could be done about the intersection at Offner and Klemme roads. He told the board that Klemme Road at Offner use to be a dirt road and as homes started to be built on the road it was upgraded but it is now a dangerous corner. He said there have been numerous accidents at the corner and the stone washes into his yard during heavy rains and he can no longer keep the area well maintained. He presented pictures to the Board and asked what could be done because drivers take the corner too fast and it's a very bad intersection. Trustee Becker explained that the road was the responsibility of Crete Township and there is a 15 MPH sign on Klemme Road as you approach the corner. Becker said if drivers would obey the sign there would be fewer problems at the intersection. Trustee Becker asked what can we do "if people don't follow the law?" Mr. Howard said he wasn't expecting any resolution at tonight's meeting but wanted to make the board aware that he

believes it is a still a problem that he brought to their attention in December of 2009. Supervisor Howard noted that Highway Commissioner Meyer was not in attendance and he would meet with Mr. Howard and Meyer to discuss the corner.

## **Reports**

1. Road Commissioner – Commissioner Meyer was not in attendance but left a written report (attached), which Clerk Burgess read to the Board.
2. Assessor –No report, Assessor Blume was not in attendance.
3. Town Clerk – Clerk Burgess had no report.
4. Washington Township Planning Commission (WTPC) – No report.
5. Supervisor's Report – Supervisor Howard complimented the Board about being fiscally responsible during these difficult economic times while also looking for ways to add additional services through the support of outside sources. General Assistance cases are at an all time high and he said it is the township's responsibility to help people who are qualified for General Assistance relief and to offer other options for people in need. Howard said many General Assistance cases are also utilizing the township's Food Pantry. For the fiscal 2009-10 budget, the township held back on over budgeting for Replacement Tax receipts and as a result, the township has received more Replacement Tax receipts versus the budgeted amount.
6. Transportation Report – Wendie Garlich reported that transportation expenses incurred between September 2009 and February 2010 have been compiled and sent to the RTA per the requirements of the 2009 RTA grant awarded to the township. Once approved, the township should receive a transportation reimbursement of approximately \$10,000. Information regarding the use of new hybrid buses under consideration by he RTA was also presented to the board for informational purposes.
7. Foundation for a Green Community – No report.
8. Community Building Report – Community Building manager Sally Fuhmann reported that the Community Building Fund finished the fiscal year with a positive balance. The Managers recently did a thorough inspection of the building and began a "wish" list of items that could be repaired or upgraded as funds permit. The board will prioritize the list and consider these items, as funds become available. Trustee Deery asked if any fees were being charged and was told cleaning fees charged last year amounted to \$475. There was discussion as to how to raise additional money to help pay for any improvements needed. Supervisor Howard said advertising space could be sold on the side of the building during the Fourth of July Celebration to raise funds.

## **OLD BUSINESS:**

1. *Washington Township Employee Handbook* – Trustee Waterman presented an updated version of the employee handbook and reported that all board suggested updates had been included in this revision. Waterman asked the Board to review the policy for content and if there are no further changes, he recommended that the Board send it to our attorney to be reviewed prior to board approval.
2. *Washington Township Meals Program* – Laurie Summers presented the Board with written details regarding the proposed “Feed Our Own” program, a list of volunteers and some sample forms that would be necessary to operate the program. Ms. Summers explained the forms were just examples and could be modified for the township’s program. She also explained that the meals program is not just a nutrition program but also a way to perform a daily wellness check with the participants to ensure that they are okay.

The meals prepared by Village Woods follows ADA guidelines and the food is always tailored to meet the individual needs of the participants. This information is gathered during the “intake” process and may also come from the participant’s doctor. A trained and qualified individual would be responsible for completing the intake process for each new participant. The food from Village Woods is prepared fresh everyday and is never frozen, which is different from the current program servicing the Beecher area.

Kevin Risner, who is a culinary chef and runs the meals program at Village Woods, addressed the Board. Village Woods is a member of Providence Life Services and his department prepares over 13,000 meals a month for the residents at Village Woods. They only purchase the highest quality ingredients and do not serve processed foods to their residents. His staff is state certified and trained in meal preparation. He provided sample meals for the board to taste, which were sealed in the reusable microwavable containers that would be provided for participants. He said he would provide the containers, include a thermometer so participants would be able to properly reheat their meals (if necessary) and would sanitize and reuse any food containers returned. The meals provided to participants would be properly balanced and include meat, fruits, vegetables, dessert and a drink.

Sally Fuhrman, who coordinates the meals program at Rich Township, told the Board that the meals program under consideration would not be difficult to manage and new participants are easy to add. She added that as a resident of Washington Township, she was excited to see the board was considering a program that can truly help people in need.

The trustees reviewed the information and Trustee Waterman questioned offering a fuel reimbursement for volunteers. He stated that if you are truly a volunteer, your not helping because you expect something in return plus he did not want to see any township funds spent on the program. Trustee Deery agreed and was concerned about additional expenses, which could come up “down the road”. Deery said we do not want to start a program and then realize later that due to budget restraints, it has to be cut. Trustee

Becker believed it was a good program and suggested that you could charge more for the meals to cover gas prices if reimbursing volunteers was required. Supervisor Howard supports the program and suggested that the program could also be used to assist with some General Assistance cases. Howard also told the board that he has many people wanting to donate to defray start up costs and has commitments for \$500 in donations. Trustee Waterman requested that the final program details and updated forms be combined in one format and presented at the next Board meeting.

3. *FY 2010-2011 Budget Preparation* – Clerk Burgess suggested holding a special budget workshop immediately following the Annual Town Meeting on April 13 so the board could finalize a preliminary budget. The workshop would give the board the opportunity to review the final year-end numbers from the current fiscal year and properly adjust the new budget based on that information. Supervisor Howard called for a Special Board meeting to be held on April 13 at 7:30 pm. The meeting agenda (at this time) would include two items: consideration of the Washington Township “Feed Our Own” meals program and preparation of the 2010 – 2011 town account budget.
4. *Consideration and approval of Dutch American Foods Tax Reimbursement Request* - Supervisor Howard told the board that he supported offering a tax reimbursement to Dutch American Foods as per their request at the last meeting. Clerk Burgess then read an e-mail from Trustee Peterson supporting the tax reimbursement. Trustee Deery also supported the tax reimbursement saying that the township needs to support it’s businesses because he believed the township has much to gain by agreeing to Dutch American’s request. Trustee Becker also supported the reimbursement and said the township should reimburse Dutch American some portion of their tax request. The board discussed the proposed 10-year reimbursement being sought by Dutch American and it was concluded that offering a reimbursement on a portion of a building could be a difficult document to prepare and calculating the reimbursement offered on a yearly basis needed to be clear and easy to understand. It was recommended that Dutch American be offered a \$2,600 per year fixed tax reimbursement for a period of 10 years. This amount was calculated by estimating the taxes that the township would receive over a 10-year period from the new construction and then determining what percentage would be reimbursed over ten years.

**MOTION:**

Trustee Waterman made a motion to approve a \$2600 tax reimbursement to Dutch American Foods every year for a period of 10 years contingent on Dutch American Foods completing a proposed new building addition at their current location at 1362 Dutch American Way located in Beecher, Illinois. Trustee Deery seconded the motion. There was no discussion on the motion. Roll Call vote: Waterman – yes, Deery – yes, Howard – yes, Becker – yes. **Motion passed 4-0.**

After passage of the motion, the board directed Clerk Burgess to prepare a resolution detailing the tax reimbursement.

5. Consideration and Approval of Annual Appreciation Dinner – Supervisor Howard explained that although the Annual Appreciation Dinner is a worthy event, it typically costs the township almost 1% of the total budget. He recommended that the board vote to approve the dinner so there would be a record that the board approved the expense. The supervisor said the intent of the dinner is to honor all the employees and volunteers who serve the township but believed elected officials, who are paid by the taxpayers, should pay for their own dinner and the dinner of their guest. He asked the board to consider his recommendation and asked for comments. There were no objections to the Supervisor’s request and the entire board supported his suggestion.

**MOTION:**

Trustee Waterman made a motion to approve the Washington Township Annual Appreciation Dinner with the stipulation that elected officials pay for their own dinner and the dinner of their guest. Supervisor Howard seconded the motion. There was no discussion on the motion. Roll Call vote: Waterman – yes, Howard – yes, Deery – yes, Becker – yes. **Motion passed 4-0.**

**NEW BUSINESS:**

1. Consideration and Approval of Planning Commission Recommendations – There were no Planning Commission recommendations to be acted upon.
2. Set Date and Time for Town Account Budget Hearing – Clerk Burgess recommended that the Budget Hearing be held on June 7 prior to the regular Board meeting held on the same date. Burgess said that the June 7 date would allow time for the board to complete a tentative budget and still have it available for public inspection as per state statutes.

**MOTION:**

Trustee Waterman made a motion to hold the Town Account Budget Hearing at 6:30 pm on June 7, 2010. Trustee Deery seconded the motion. There was no discussion on the motion. Roll Call vote: Waterman – yes, Deery – yes, Becker – yes, Howard – yes. **Motion passed 4-0.**

3. Set Date and Time for Road District Budget Hearing – Highway Commissioner Meyer was not in attendance to discuss his hearing date. Clerk Burgess will contact Meyer and ask him for the Hearing information so it can be properly published.

**Payment of Bills:**

**Road & Bridge**

The board reviewed the bills as presented by Supervisor Howard.

**MOTION:** Trustee Waterman made a motion to approve payment of all applicable payroll, bills, and appropriate transfers or debits for the Road & Bridge Account totaling **\$15,456.69.** Trustee Deery seconded the motion. There was no discussion on the motion. Roll Call vote: Waterman – yes, Deery – yes, Howard – yes, Becker - ABSTAIN. **Motion passed 3-0.**

### **Town Account**

The Board reviewed the bills as presented by Supervisor Howard and Clerk Burgess.

### **MOTION:**

Trustee Becker made a motion to approve payment of all applicable payroll, bills, debits and appropriate transfers as presented for the **Town Account** totaling **\$11,315.63**. Trustee Waterman seconded the motion. There was no discussion on the motion. Roll Call vote: Becker – yes, Waterman – yes, Deery – yes, Howard – yes. **Motion passed 4-0.**

### **Announcements:**

Senior Movie Night – March 24, 2010 – 6:30 pm at the Washington Township Center

Senior Breakfast – April 10, 2010 – 8:30 am at Cardinal Creek Golf Course

### **Upcoming Seminars and Meetings:**

1. April 13, 2010 – Annual Town Meeting - 7:00 pm at the Washington Township Center
2. April 13, 2010 – Special Washington Township Board Meeting - 7:30 pm at the Washington Township Center.
3. May 3, 2010 – Washington Township Board Meeting - 7:00 pm at the Washington Township Center.

**Supervisor Howard recommended that Board enter into Executive Session to discuss an employee matter.**

### **MOTION:**

Trustee Deery made a motion to enter into Executive Session to discuss an employee issue. Trustee Waterman seconded the motion. There was no discussion on the motion. Roll Call vote: Deery – yes, Waterman – yes, Becker – yes, Howard – yes. **Motion passed 4-0. Board entered Executive Session at 8:50 PM.**

### **MOTION:**

Trustee Becker made a motion to close the Executive Session at 9:23 PM. Trustee Waterman seconded the motion. There was no discussion on the motion. Roll Call vote: Becker – yes, Waterman – yes, Deery – yes, Howard – yes. **Motion passed 4-0. The Board returned to public meeting at 9:23 PM.**

### **Adjournment:**

Being no other business or discussion, Trustee Waterman made a motion to adjourn. Motion was seconded by Trustee Deery, and after being unanimously approved by voice vote, the Board Meeting adjourned at 9:25 p.m.

Respectfully submitted,

**TRUE AND CORRECT COPY**  
**Joseph Burgess – Town Clerk**

**Approved by Board of Trustees May 3, 2010**