

Official Proceedings of the Washington Township Board of Trustees

March 24, 2008

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

Meeting called to order 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 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, Dennis Koehn

Other Officials present: Clerk Joe Burgess, Commissioner Jerry Meyer

Approval of the March 3, 2008, Board Meeting Minutes:

Motion:

Trustee Becker made a motion to approve the minutes of the March 3, 2008 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:

None.

Reports

1. *Road Commissioner* – Commissioner Meyer discussed his written report (attached). The unusual harsh winter has taken a toll on roads and patching is ongoing. A representative from Prime Seal has been out to look at two roads where tar & chipping failed to bond properly. No determination has been made about the failure at this time. The County will let out bids for the resurfacing of sections of Yates and Brunswick Roads on March 26. Frost Limits are in effect on all township roads until April 30.
2. *Assessor* – Clerk Burgess read a written report (attached) that was submitted by Assessor Blum. As of March 24, over \$6.5 million has been added to the township's EAV. There are over 730 vacant lots in the township. There are three bills that have been introduced into the General Assembly and the Association of Illinois Assessors is opposing all three and urging all elected officials to contact their local senators and representatives to vote against these bills.
3. *Town Clerk* – The Annual Town Meeting Notice and the 2008-09 Board Meeting dates will be published in the local paper next week. Four people attended the recent Senior Movie Night at the Washington Township Center. Burgess will look into additional ways to get information out to seniors in an effort to increase senior participation in upcoming

events. The website will be updated to include a link for Senior Activities and a section to help residents locate their polling place.

4. Washington Township Planning Commission (WTPC) – No report.
5. Drainage District – A Drainage District meeting is scheduled for March 27 at 7:30 pm at the Washington Township Center.
6. Park Board Report – No report.
7. Supervisor's Report – Supervisor Howard urged all in attendance to support the Illinois Assessor's Association in fighting to block the passage of three new bills (HB4917, HB4918 and SB2820) that have been recently introduced to the IL General Assembly. The Village of Beecher is considering a referendum to ask village voters to reissue General Obligation bonds to build a new public works building near the Washington Township Center (WTC). Howard noted that there are as many as three groups in the community that are considering referendums on the November ballot and he encouraged all of these groups to meet and discuss their intentions. Supervisor Howard gave an open invitation to all the groups to come to the township Board in an effort to unite all the groups to work towards common goals for the residents of the entire township. It was the Supervisor's opinion that it would be difficult for three referendums to pass at one time in November.
8. Open Space Initiative Committee – The committee is still gathering signatures on petitions and will be meeting next Monday night at the WTC. Mike Mach told the Board that he greeted residents outside of the post office and had many positive remarks about the Open Space Initiative being presented by the township. Trustee Deery emphasized that the need to preserve open space was necessary to secure future space for parks and recreation and should not be viewed as an attempt to slow economic development. Deery also clarified that moving ahead with the Open Space Initiative will eventually require that a referendum be placed on the ballot. Securing support to develop an Open Space Plan is the first goal and would provide the township with the vehicle to accept donations to continue the process of identifying and acquiring land. Supervisor Howard reiterated that it is his belief that all groups can work together towards their specific goals and not compete.
9. Transportation Report – Pat Peters reported that the committee is meeting on March 27 at 7 pm to continue working on the necessary checklist items required to be submitted with the signed Pace contract. Other items to be discussed include setting a fee for the Dial-a-Ride service and exploring the use of merchant coupons to assist residents to pay for their trips. Clerk Burgess reported that Riverside Medical Center has been contacted and will be the township's vendor providing all pre-employment physicals and required drug and alcohol testing for applicants and township bus drivers. Riverside has branches in both Peotone and Monee and meets all of Pace's requirements for testing. Becker's Automotive in Beecher will be the primary provider for all non-warranty bus maintenance and any towing that may be needed. Driver applications have been finalized and will be available at the Washington Township Center early next week.

OLD BUSINESS:

1. Establish Guidelines to utilize the Washington Township Center as a Heating/Cooling Center – Information will be provided to the board at the May meeting.
2. Not for Profit Status – Supervisor Howard has not had an opportunity to review and sign the application.
3. Pace Bus Application – The Transportation Committee is working on the “Checklist” items need to be included with the application. This item was addressed under the Transportation Report.
4. 2008 Budget Discussion – Preliminary 2008-09 budget information will be available to the Board after the close of the fiscal year on March 31, 2008. An updated estimate of the Dial-a-Ride program was presented and will be included in the budget worksheet. The Board will hold a Budget Meeting / Workshop immediately after the Annual Town Meeting on April 8, 2008.
5. Consideration and Approval of the Washington Township Drug & Alcohol Policy – The Board reviewed the proposed Washington Township Drug and Alcohol Policy, which was presented at the last board meeting. Pace requires that the township must have a drug and alcohol policy in place and it must be included with the Pace Bus Application. The Board had no questions about the policy and Supervisor Howard asked for a motion to approve.

MOTION:

Trustee Waterman made a motion to approve the Washington Township Drug and Alcohol Policy as presented. Trustee Koehn seconded the motion. There was no discussion on the motion. Roll Call vote as follows: Waterman – yes, Koehn, Becker – yes, Deery – yes, Howard – yes. **Motion passed 5-0.**

6. Consideration and Approval of the Washington Township Credit Card Policy – Supervisor Howard told the board that the township is in possession of a Staples credit card and that the board should consider passage of the Washington Township Credit Card Policy that was presented at the January 7, 2008 Board Meeting. The card was requested to allow for on-line and in store purchases and the township’s tax exempt status is always recognized while using the card. Trustee Koehn suggested acquiring a “bank” credit card as well that could be available to officials when travel is required. The board reviewed the policy and determined the policy was necessary. Supervisor Howard asked for a motion to approve the policy.

MOTION:

Trustee Waterman made a motion to approve and adopt the Washington Township Credit Card Policy as presented. Trustee Deery seconded the motion. There was no discussion on the motion. Roll Call vote as follows: Waterman – yes, Deery – yes, Becker – yes, Koehn – yes, Howard – yes. **Motion passed 5-0.**

NEW BUSINESS:

1. Consideration and Approval of Planning Commission Recommendations – There were no Planning Commission recommendations to be acted upon.

2. Development of Driver Guidelines for Township Dial-a-Ride program – The Transportation Committee submitted the attached Driver’s Job Specifications (Guidelines) for the board to consider and approve. The guidelines are necessary to ensure bus drivers understand their responsibilities, duties and role while employed as a bus driver for Washington Township. The board reviewed the job specifications and discussed the need to have this information in place prior to hiring any drivers.

MOTION:

A motion was made by Trustee Koehn to approve Bus Driver Job Specifications as presented to the Board. Trustee Becker seconded the motion. There was no further discussion on the motion. Roll Call vote as follows: Becker – yes, Deery – yes, Howard – yes, Waterman – yes, Koehn-yes. **Motion passed 5-0.**

3. Consider Filling the Position of Transportation Coordinator – Clerk Burgess explained that Pace requires that a primary contact, a Transportation Coordinator, must be identified in the Pace contract. Burgess recommended that the board consider hiring Pat Peters for this position based on her transportation background and her experience working with Pace as Rich Township’s Transportation Director. Ms. Peters will be given an application and the board will consider acting on this issue at the May 5 meeting.

Payment of Bills:

Town Account

The Board reviewed the bills as presented by the Supervisor.

MOTION:

Trustee Deery made a motion to approve payment of all applicable payroll, bills, debits and appropriate transfers as presented for the **Town Account** totaling **\$1,394.94**. Trustee Koehn seconded the motion. There was no discussion on the motion.

Roll Call vote: Deery – yes, Koehn – yes, Waterman – yes, Becker – yes, Howard – yes. **Motion passed 5-0.**

Road & Bridge

The board reviewed the bills as presented.

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 **\$16,182.22**. Trustee Koehn seconded the motion. There was no discussion on the motion. Roll Call vote: Waterman – yes, Koehn – yes, Deery – yes, Becker – ABSTAIN, Howard –yes. **Motion passed 4-0.**

Announcements:

This year’s first Senior Breakfast will be held March 29 at 8:30 am at Cardinal Creek Golf Course.

Upcoming Seminars and Meetings:

1. April 8, 2008 – Annual Town Meeting - 7:00 pm at the Washington Township Center
2. May 5, 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 8:17 p.m.

Respectfully submitted,

Joseph Burgess – Town Clerk

Approved by Board of Trustees Date: _____