

Official Proceedings of the Washington Township Board of Trustees

October 6, 2008

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

Meeting called to order to pay bills for the month of September 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. Absent: none

Other Officials present:

Clerk Joe Burgess, Assessor Carol Blume, Highway Commissioner Jerry Meyer

Approval of Board Meeting Minutes Dated September 4, 2008:

Supervisor Howard asked if there were any corrections or additions to the September 4th Board Meeting minutes as presented, being none, Howard asked for a motion to approve the minutes.

Motion:

Trustee Deery made a motion to approve the minutes of the September 4, 2008 Board of Trustees meeting as presented. Trustee Becker seconded the motion. There was no discussion on the motion. Roll call vote as follows: Deery – yes, Becker – yes, Koehn – yes, Waterman – yes, Howard - yes. **Motion passed 5-0.**

Public Commentary:

None.

Reports

1. Road Commissioner – Commissioner Meyer discussed his written report (attached). In addition to his written report, Meyer told the board that the road district would mix slag with road salt this year to extend the use of the salt, which has been purchased through the Illinois state plan at a cost of \$57.96 per ton. A 1000' section on Stoney Island was tar and chipped at a cost of approximately \$9000. Meyer also explained that there was a significant difference in the oil used for the tar and chip process this year versus last year and that the application of the oil was also improved. Meyer was confident that this years tar and chip resurfacing patches would hold better than previous patches and would provide improved road surfaces.
2. Assessor – Assessor Blume reported that the Will County Board of Review has begun hearing cases for individuals who have filed objections to their tax assessments and there were a few Washington Township cases that will be heard. Blume also reported that

Washington Township had the 3rd largest increase of land parcels in Will County from 2006 to 2008.

3. Town Clerk – Clerk Burgess reported that his office will be conducting Early Voting for the 2008 General Election on Tuesday, Wednesday, and Thursdays from October 14 through October 30 during normal business hours and In-person Absentee voting will take place on Saturday, November 1 from 9 am to 12 pm. The early voting information has been added to the website along with a “public notice” detailing the process to pick up and file petitions for anyone wishing to run for a township office in the 2009 Consolidated Election. The Public Notice will also be published in the local paper on October 16th and October 23rd. The Senior Movie scheduled for October 14 will be rescheduled for November and the information will be available at the Senior Breakfast to be held on October 25th. A Flu / Pneumonia Shot program has been scheduled for October 29 at the Washington Township Center from 9 am until noon. Nurses Plus has been hired to run the program for a cost of \$50 per hour and the shots would be free to all seniors over 65 years in age who provide their Medicare card. Shots will also be available to the general public at a cost of \$25 for flu shots and \$35 for the pneumonia vaccination.
4. Washington Township Planning Commission (WTPC) – No report.
5. Drainage District – The Drainage District’s Annual Meeting will be held at the Washington Township Center on November 5, 2008 at 7 pm.
6. Park Board Report – No report.
7. Supervisor’s Report – Supervisor Howard attended a meeting with the Chicago Metropolitan Agency for Planning (CMAP) on September 23 held at the Washington Township Center. There were approximately 25 people in attendance and the meeting was well received. CMAP is working diligently to define the planning needs for the Chicago metropolitan area by holding planning meetings with communities and townships to hear their concerns and priorities regarding growth.
8. Open Space Initiative Committee – The Open Space Committee sponsored the CMAP meeting on September 23 and was able to provide information to CMAP regarding the need for open space and controlled growth in Washington Township. The committee is planning to hold another meeting with CMAP in the coming months.
9. Transportation Report – Transportation Director Pat Peters reported that 72 trips were booked during the month of September and 843 miles were traveled. Bus revenue totaled \$313 of which most was booked to the American Cancer Society for therapy trips for one customer. The township’s application for a RTA Grant has passed the first round of cuts and no objections were filed regarding the grant application. The grants will be awarded on October 23 and if the township’s grant were approved, the bus would be opened to the general public and scheduled to run five days a week plus any special weekend events. Peters also suggested that the township consider selling ad space on the bus to help defray operational costs.

OLD BUSINESS:

1. Washington Township Senior ID Program – Supervisor Howard told the board that a local vendor (Information Age) was able to provide the software and hardware to produce ID badges for seniors and township employees. The total cost to set up the program would be approximately \$1500 and Howard believed the program would be well received by seniors in the township and asked the board to move forward with the Senior ID program.

MOTION:

Trustee Waterman made a motion to purchase the ID software and hardware from Information Age at a cost not to exceed \$2000. 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.**

2. Beecher Community Strategic Plan – The Board received copies of the 2005 Beecher Community Strategic Plan and Supervisor Howard recommended this item be tabled to give the board members additional time to review and prepare strategic initiatives for a new five-year plan.

MOTION:

Trustee Deery made a motion to table this agenda item. Trustee Waterman seconded the motion. There was no discussion on the motion. Roll call vote: Deery – yes, Waterman – yes, Koehn – yes, Becker – yes, Howard – yes. **Motion passed 5-0.**

3. Senior Breakfast – The Senior Breakfast will be held on October 25 at Cardinal Creek Golf Course beginning at 8:30 am. Three speakers have been scheduled to speak and topics will include ID theft, senior crime and the IL Circuit Breaker program.
4. Flu Shot Program – This item was covered during the Clerk's report. A Flu / Pneumonia shot program has been schedule on October 29 at the Washington Township Center from 9 am until 12 noon.
5. Appreciation Dinner – The Board discussed the purpose of the Annual Appreciation Dinner and determined that all township officials, employees, committee members and volunteers (and their spouse or guest) would be invited to attend and would be recognized for their service. As been past practice, county and state governmental officials representing the township's district would be invited to attend the dinner. The dinner is tentatively scheduled for December 10th at the Princess Café in Beecher.
6. Consideration and Approval of the Washington Township Motor Vehicle Policy – The board reviewed the proposed Washington Township Motor Vehicle Policy and had questions regarding Administrative Procedures, Leasing Vehicles and allowing the use of the vehicle to other local governmental bodies. It was determined that the policy should be sent to the Transportation Committee for further review and clarification.

MOTION:

Trustee Becker made a motion to refer the proposed Washington Township Motor Vehicle Policy to the Transportation Committee for review and revisions as necessary. Trustee Koehn seconded the motion. There was no discussion on the motion. Roll call vote: Becker – yes, Koehn – yes, Deery – yes, Waterman – 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. Consideration and Approval of 2008 Tax Levy – Clerk Burgess presented the board with a 2008 levy worksheet that assumed a \$21 million increase in the townships EAV over 2007. Initial information would indicate that the board should set the 2008 levy at approximately 15% in order to capture all new construction that occurred in the township during the past year. Burgess explained that although the initial estimate is close to being accurate he would call the county for this year's inflation index number and would have a levy percentage recommendation at the November 3rd meeting.
3. Set Time & Date for 2008 Town & Road District Truth in Taxation Hearings – Clerk Burgess recommended holding the Corporate (Town) and Road District's Truth-in-taxation hearings on December 1 prior to the regularly scheduled Board of Trustees meeting. Holding the hearings on December 1st would also allow the clerk time to publish all public notices as required by law.

MOTION:

Trustee Koehn made a motion to hold the Corporate (Town) Account Truth-in-Taxation Hearing on December 1, 2008 at 6:30 pm at the Washington Township Center. Trustee Becker seconded the motion. There was no discussion. Supervisor Howard called for a roll call vote. Koehn – yes, Becker – yes, Waterman – yes, Deery – yes, Howard - yes. **Motion passed 5-0**

Highway Commissioner Meyer indicated that he would conduct the Road District's 2008 Truth-in-Taxation Hearing on December 1, 2008 at 6:45 pm at the Washington Township Center.

4. Consideration and Approval of Changes to Township Official's Compensation for Terms Beginning May 2009 – Supervisor Howard requested that the board carefully consider the compensation of each elected office being discussed and asked that a separate motion be made for each office after all discussion was completed. Supervisor Howard also suggested that the board consider how the township's current compensation compares to other townships with a comparable EAV utilizing the information provided from recent township salary surveys from Will County and the Township Officials of Illinois.

Supervisor Compensation – Supervisor Howard asked the board to consider a 4% yearly increase for the Supervisor's position. During discussion the board determined that the current compensation for the Supervisor position should be raised to be more consistent with other township's with similar assessed valuation. It was determined that a yearly increase of \$500 over the current annual salary of \$8000 would be appropriate and to also compensate the Road District Treasurer \$1000 annually.

MOTION:

Trustee Koehn made a motion to set the annual salary for the Washington Township Supervisor, for the four-year term beginning May 2009, as follows:

- Year 1, beginning May 1, 2009 - **\$8,500.00 annually.**
- Year 2, beginning May 1, 2010 - **\$9,000.00 annually.**
- Year 3, beginning May 1, 2011 - **\$9,500.00 annually.**
- Year 4, beginning May 1, 2012 - **\$10,000.00 annually.**

Trustee Waterman seconded the motion. There was no discussion on the motion. Roll call vote: Koehn – yes, Waterman – yes, Becker – yes, Deery – yes, Howard – yes. **Motion passed 5-0.**

MOTION:

Trustee Waterman made a motion to set the annual salary for the Road District Treasurer to **\$1000.00**, which is unchanged from the previous term. Trustee Koehn seconded the motion.

There was no discussion on the motion. Roll call vote: Waterman – yes, Koehn – yes, Becker – yes, Deery – yes, Howard – yes. **Motion passed 5-0.**

Trustee Compensation - Trustee Koehn recommended that the trustee's compensation be raised in \$250 yearly increments, which would raise the current annual compensation from \$2000 to \$3000 at the end of four years.

MOTION:

Trustee Koehn made a motion to set the annual compensation for the Washington Township Trustees, for the four-year term beginning May 2009, as follows:

- Year 1, beginning May 1, 2009 - **\$2,250.00 annually.**
- Year 2, beginning May 1, 2010 - **\$2,500.00 annually.**
- Year 3, beginning May 1, 2011 - **\$2,750.00 annually.**
- Year 4, beginning May 1, 2012 - **\$3,000.00 annually.**

Trustee Deery seconded the motion. There was no discussion on the motion. Roll call vote: Koehn – yes, Deery – yes, Waterman – yes, Becker – yes, Howard – yes. **Motion passed 5-0.**

Clerk Compensation – Clerk Burgess told the board that he felt the Clerk's position was adequately compensated and recommended no increase. The board discussed the current compensation and it was suggested that a 3% yearly increase or approximately \$250 per year was appropriate.

MOTION:

Trustee Deery made a motion to set the annual compensation for the Washington Township Clerk, for the four-year term beginning May 2009, as follows:

- Year 1, beginning May 1, 2009 - **\$8,250.00 annually.**
- Year 2, beginning May 1, 2010 - **\$8,500.00 annually.**
- Year 3, beginning May 1, 2011 - **\$8,750.00 annually.**
- Year 4, beginning May 1, 2012 - **\$9,000.00 annually.**

Trustee Waterman seconded the motion. There was no discussion on the motion. Roll call vote: Deery – yes, Waterman – yes, Becker – yes, Koehn – yes, Howard – yes. **Motion passed 5-0.**

Highway Commissioner Compensation – Highway Commissioner Meyer suggested a 5% increase in the annual compensation for the highway commissioner and continuation of individual and family health care insurance. Meyer explained that the position is full time and the commissioner is responsible for maintaining over 70 miles of roads, manages two full time and several part-time employees and oversees a budget of approximately \$600,000. Trustee Deery suggested a 5% to 6% increase saying the position and the responsibilities required warranted a larger increase and to ensure qualified people would consider running for the office every four years. The board discussed Deery’s suggestion and also reviewed the highway commissioner’s current healthcare benefits as part of the total compensation package.

MOTION:

Trustee Waterman made a motion to set the annual compensation for the Washington Township Highway Commissioner, for the four-year term beginning May 2009, as follows:

- Year 1, beginning May 1, 2009 - **\$48,250.00 annually.**
- Year 2, beginning May 1, 2010 - **\$50,500.00 annually.**
- Year 3, beginning May 1, 2011 - **\$52,750.00 annually.**
- Year 4, beginning May 1, 2012 - **\$55,000.00 annually.**

The township will also provide the Highway Commissioner with individual and family health insurance coverage including a drug prescription plan each year from May 2009 to May 2012. 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.**

Assessor’s Compensation – Assessor Blume explained to the board that the volume of work in the assessor’s office had dramatically increased over the last four years citing the number of parcels in the township had increased almost 22% since 2005 and the townships EAV had also increased \$63 million during the same time. Blume said she was working approximately 30 hours per week as a part-time assessor. She went on to ask the board to consider raising the salary to \$32,000 per year to ensure the next assessor was compensated fairly and said that the office would draw more qualified candidates if the compensation was more closely matched to the work required. Supervisor Howard agreed that the assessor’s position was critical to the township and having the salary set fairly should attract qualified people for the position. Trustee Koehn said an increase was necessary but did not agree that a \$6500 increase over the current salary was warranted in the first year and suggested that more staff could be added to the office to spread the workload. The board then reviewed current compensation of other assessors in the area as well as to townships with a comparable EAV and/or parcel count to aid in formulating the compensation. The board also discussed providing health insurance to future assessors but decided that adding insurance would be too costly and not a viable option at this time. A decision was finally agreed to increase the annual salary to \$32,000 per year for the period covering 2010 to 2013.

MOTION:

Trustee Deery made a motion to set the annual salary for the Washington Township Assessor, for the four-year term beginning January 1, 2010, as follows:

- Year 1, beginning January 1, 2010 - **\$32,000.00 annually.**
- Year 2, beginning January 1, 2011 - **\$32,000.00 annually.**
- Year 3, beginning January 1, 2012 - **\$32,000.00 annually.**
- Year 4, beginning January 1, 2013 - **\$32,000.00 annually.**

Trustee Becker seconded the motion. There was no discussion on the motion. Roll call vote: Deery – yes, Becker – yes, Waterman – yes, Howard – yes, Koehn – no. **Motion passed 4-1.**

5. Consideration and Approval of A “Resolution Setting Compensation Of Township Officials for the Four Year Term Beginning May 2009” - Clerk Burgess will prepare the resolution with the newly approved elected officials compensation information for the board to review and approve at the November meeting.
6. Consideration and Approval of a “Resolution In Support of Amending Public Act 93-0658, The Tax Recovery Fund, To Extend the Sunset Pro Vision From December 31, 2010 to December 31, 2020”- The Board reviewed proposed resolution #08-02 which supports and encourages the Illinois General Assembly to amend public act #93-0658 to extend the sunset provision of the Tax Recovery Fund for Will County from December 2010 until December 31, 2020. The extension of the public act would guarantee Will County continued tax revenue from parcels of land purchased by the State of Illinois for a proposed third airport in Washington, Peotone and Will Townships. Supervisor Howard called for a motion to pass this resolution.

MOTION:

Trustee Deery made a motion to pass resolution #08-02, a “Resolution In Support of Amending Public Act 93-0658, The Tax Recovery Fund, To Extend the Sunset Pro Vision From December 31, 2010 to December 31, 2020” as presented. Trustee Koehn seconded the motion. There was no discussion. Supervisor Howard called for a roll call vote. Deery – yes, Koehn – yes, Becker – yes, Waterman – yes, Howard - yes. **Motion passed 5-0**

7. Consideration and Approval of a Resolution “Authorizing Applications for and Execution of a Job Access Reverse Commute or New Freedom Grant Agreement Under the Regional Transportation Authority's General Authority to make such Grants” – Clerk Burgess explained that proposed resolution #08-03 is a required element of the RTA Grant application in which the township is requesting a \$60,000 matching funds grant from the RTA to expand services of the Pace bus that is domiciled in the township. The resolution identifies the Transportation Director of Washington Township as the authority “to execute and file applications” on behalf of the township and to supply the RTA with the necessary “information, assurances, certifications and amendments” as necessary. The board reviewed the resolution and Supervisor Howard called for a motion on the resolution.

MOTION:

Trustee Koehn made a motion to pass resolution #08-03, a resolution “Authorizing Applications for and Execution of a Job Access Reverse Commute or New Freedom Grant Agreement Under the Regional Transportation Authority's General Authority to make such Grants” as presented. Trustee Becker seconded the motion. There was no discussion. Supervisor Howard called for a roll call vote. Koehn – yes, Becker – yes, Deery – yes, Waterman – yes, Howard - yes. **Motion passed 5-0**

8. Consideration of Purchasing Ad Space in the Beecher Homepages @ Phone Book – Supervisor Howard explained that there was advertising space available on the front of the local *Beecher Homepages @ Phone Book* and asked the board to consider purchasing the space to promote the township’s Dial-a-Ride service. The ad space would cost the township \$2150 and would appear on the next edition of the book. The board discussed the suggestion however, some board members did not believe there would be any benefit of paying \$2100 for the space and it was also suggested that the money would be better appropriated on the printing and publishing of the township’s first newsletter. No consensus was reached and Howard asked the board if he could solicit sponsors to pay for the ad on behalf of the township and there were no objections.

Payment of Bills:

Road & Bridge

The board reviewed the bills as presented by Road Commissioner Jerry 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 **\$42,733.12**. Trustee Becker seconded the motion. There was no discussion on the motion. Roll Call vote: Waterman – yes, Becker – yes, Koehn – yes, Deery – yes, Howard –yes. **Motion passed 5-0.**

Town Account

The Board reviewed the bills as presented by the Supervisor.

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 **\$15,930.58**. Trustee Deery seconded the motion. There was no discussion on the motion. Roll Call vote: Waterman – yes, Deery – yes, Becker – yes, Koehn – yes, Howard – yes. **Motion passed 5-0.**

Announcements: none

Upcoming Seminars and Meetings:

1. November 3, 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 10:22 p.m.

Respectfully submitted,

Joseph Burgess – Town Clerk

Approved by Board of Trustees Date: _____