

Official Proceedings of the Washington Township Board of Trustees
November 2, 2009
Washington Township Center
30200 Town Center Road, Beecher, IL

Meeting called to order to pay bills for the month of October 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 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, Teresa Peterson

Absent: None

Other Officials present:

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

Approval of the Board of Trustees Meeting Minutes Dated October 5, 2009:

Supervisor Howard asked if there were any corrections or additions to the October 5, 2009 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 October 5, 2009 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, Peterson – yes, Howard – yes. **Motion passed 5-0.**

Public Commentary:

Township resident George Willy asked Supervisor Howard if he was setting up a meeting about the proposed Peotone airport with local legislatures. Howard is still working out those details and said he will be in Springfield next week and hopes to meet with our local representatives regarding a meeting. Willy then read a prepared statement giving his opinion on the states current financial condition.

Reports

1. Road Commissioner – Commissioner Meyer presented his written report (attached). Do to the inclement weather; the district has suspended all tar and chip road repairs for the year, however road patching is ongoing. The wet weather will also delay cutting weeds in township ditches and they will attempt to finish if the conditions improve. All stone purchased with MFT funds has been hauled. The district is working on a major drainage problem on Church Road between Ashland and Western Avenues. A new culvert is being

installed and the ditches will be graded to help move water from this area. The area has been a major problem with water and ice build-ups during the winter and early fall.

2. Assessor – Assessor Blume reported that new growth is extremely slow at this time with only a few new homes being constructed in the rural area of the township.
3. Town Clerk – The Fall newsletter is completed and will be going to press this coming week. The Clerk received a quote from In-print Graphics (located in Oak Forest) of \$838 to print 3500 copies of the newsletter. The cost of each newsletter will be \$.24 as compared to \$.35 from the last vendor who printed the newsletter for the township. This will result in a \$270 savings.
4. Washington Township Planning Commission (WTPC) – No report.
5. Supervisor's Report – Supervisor Howard told the board that the “economy is bad” but there are some signs that some commercial building projects should be starting in the spring. General Assistance cases in the township are increasing and there are some truly needy families in the township and Howard suggested finding a way where others in the community could sponsor these families. The Supervisor commended the “Foundation for a Green Community” for moving ahead with plans to determine if building a Dog Park in the township has any financial and public support. The Supervisor also reported that the township is strong financially and it is because of the efforts of the board and the many volunteers who believe in what the township is doing. Howard said the township must find ways “to do more for less” in these difficult times.
6. Transportation Report – Director Pat Peters reported that Will County has received \$100,000 to conduct a study to see if there is a need to expand paratransit services in Will County. The county is also considering how and if one central dispatch center could improve transportation services throughout the county. The township has received two New Freedom Grants from the RTA totaling \$30,000 for 2010 and \$24,000 for 2011. The matching grants will help pay for the expansion of the Dial-a-ride service. The expansion of the Dial-a-ride service has seen rider-ship grow and Monday, Wednesday and Fridays are currently the busiest days of the week. There were approximately 186 trips in October with \$275 in revenue generated and \$2560 in expenses.
7. Foundation for a Green Community – The committee gave an informal presentation on the proposed Dog Park to the Village of Beecher officials last week and the Board was receptive but had two concerns. The first concern is the insurance liability issues relating to the Dog Park. They would like more specific details on the coverage that insurance would offer. The second concern is the location of the Dog Park. Although the site south of the Washington Township Center is a preferred site by the committee, the village board suggested a site by Beecher Junior High School. The committee will discuss these and other items when they meet on November 3 at 6 pm at the Washington Township Center.
8. Community Building Report – No report.

OLD BUSINESS:

1. *Washington Township Employee Handbook* – Trustee Waterman had no new information to report on this project.
2. *Dog Park* – This item was covered under the report from the Foundation for a Green Community report and will be removed from the agenda until action would be required from the board.
3. *Consideration and Approval of the 2009 Tax Levy Ordinance #* – The Board reviewed the proposed Town Levy ordinance #09-05 and Clerk Burgess explained that the 5% increase was distributed evenly across all funds and the additional dollars were all added to the Administration line items of the levy. Supervisor Howard also explained that he has been able to keep General Assistance administration costs low because he handles most of the workload and only uses the Deputy Clerk as needed. It was also noted that property tax revenues the township has received are currently down about 15% with only one tax distribution remaining. The poor economic conditions and high home foreclosure and unemployment rates are believed to be the contributing factors to the decrease in revenue. Highway Commissioner Jerry Meyer also presented his proposed tax levy to the board and was prepared to answer any questions. Being none, Meyer asked for the Road District levy to be approved at the next board meeting. Being no other discussion regarding the proposed town levy, Trustee Waterman made a motion to approve proposed Tax Levy Ordinance #09-05.

Motion:

Trustee Waterman made a motion to approve the proposed Washington Township Tax Levy Ordinance #09-05 as presented. Trustee Peterson seconded the motion. There was no discussion. Supervisor Howard called for a roll call vote. Waterman – yes, Peterson – yes, Deery - yes, Becker – yes, Howard - yes. **Motion passed 5-0**

4. *Consideration and Approval of the Tom Brislane Accounting Proposal* – The Board reviewed the accounting proposal from Thomas Brislane Accounting dated September 29, 2009. The major components of the proposal include reconciling seven bank accounts, preparing payroll and reports, IMRF transfers, monthly budget reports and maintaining the township's QuickBooks accounting software at a cost of \$300 per month. A copy of the proposal is attached to these minutes and on file in the Clerk's office. There were no questions regarding the proposal and Supervisor Howard asked for a motion to approve the proposal.

Motion:

Trustee Deery made a motion to approve the accounting proposal from Thomas Brislane Accounting dated September 29, 2009 as presented. Trustee Becker seconded the motion. There was no discussion on the motion. Roll call vote as follows: Deery – yes, Becker – yes, Waterman – yes, Peterson – 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. *Location of the Senior Fall Dance* – The location of the Senior Fall Dance has been changed from Cardinal Creek Golf Course to the Beecher Sportsmen’s Club. The change was necessary because the golf course closed unexpectedly during the last month and there has been no official word on how long it will be closed and if it will reopen before the dance.
3. *Tire Collection* – The Road District participated in a county wide used tire collection and recycling event. The road district employees pick up tires found along roadsides during the year and had enough tires to fill a 6-wheel dump truck to take to the recycling center. Meyer said the event was a huge success but was also very costly to the county.
4. *Computer Virus* – The township computer server has a virus and is currently down. Information Age has been contacted to inspect the server and make repairs as needed.

Payment of Bills:

Road & Bridge

The board reviewed the bills as presented by Commissioner Meyer. Clerk Burgess pointed out a typographical error on the bill report as the actual Road District payroll for October was \$13,536.36 and not \$12,536.36 as indicated on the report. The total expenditures for the month were \$33,220.96. The Clerk corrected the error and both he and the Supervisor initialed the change to the report.

MOTION: Trustee Waterman made a motion to approve payment of all applicable payroll, with the correction of the Road District payroll to \$13,536.36, bills, and appropriate transfers or debits for the Road & Bridge Account totaling \$33,220.96. Trustee Becker seconded the motion. There was no discussion on the motion. Roll Call vote: Waterman – yes, Becker – yes, Deery – yes, Howard – yes, Peterson – yes. **Motion passed 5-0.**

Town Account

The Board reviewed the bills as presented by the Supervisor Howard.

Trustee Waterman questioned why \$165 was spent to install a separate phone line in the Assessor’s office and was told the Assessor requested a dedicated phone number to better serve residents attempting to reach her office. Waterman remarked that the existing phone and voice mail system was more than adequate and did not agree that another monthly charge for a separate phone line was warranted. The Trustee said that everyone on the board must be more aware of adding “unnecessary” expenses especially knowing that the township will see a decrease in future tax dollars. Supervisor Howard pointed out to the board that by statute, they are required to give the Assessor the necessary equipment and services for her to properly perform her duties and the Assessor has the funds in her budget to pay for these services. Waterman also asked about a bill to make more keys for the Washington Township Center and asked for a list of everyone who has a key. Waterman questioned why keys are being given out to others when some Trustees don’t even have a key to the building. Supervisor Howard will provide a list of key holders to the board.

Trustee Deery asked about the costs associated with the hiring of another part-time employee. Deery said the board should not “micro manage” the day-to-day operations of the office but hiring new people was a significant event that should be brought before the board. Deery requested that any future need to hire employees be brought before the **Board** before they are hired. Trustee Waterman agreed with Deery and requested a list of all township employees be provided to the board.

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 **\$14,245.80**. Trustee Peterson seconded the motion. There was no discussion on the motion. Roll Call vote: Waterman – yes, Peterson – yes, Deery – yes, Becker – yes, Howard – yes. **Motion passed 5-0.**

Announcements:

- The Senior Fall Dance will be held at the Beecher Sportsmen’s Club on November 21 at 7 pm.
- The Senior Holiday Dinner & Concert will be held at the Beecher Amvet Hall on December 8 at 6:30 pm.

Upcoming Seminars and Meetings:

1. December 7, 2009 – Washington Township Board Meeting - 7:00 pm at the Washington Township Center.

Adjournment:

Being no other business or discussion, Trustee Becker made a motion to adjourn. Motion was seconded by Trustee Peterson, and after being unanimously approved by voice vote, the Board Meeting adjourned at 8:43 p.m.

Respectfully submitted,

TRUE AND CORRECT COPY
Joseph Burgess – Town Clerk

Approved by Board of Trustees: December 7, 2009