

Minutes of the Troy Township Board Meeting
Monday, March 19, 2018
7:00 p.m.

Meeting of the Troy Township Board of Trustees held at the Troy Township Community Center, 25448 Seil Road, Shorewood, Illinois.

Supervisor Joseph D. Baltz called the meeting to order.

The Pledge of Allegiance was led by Clerk Kristin Cross.

Clerk Cross noted for the record that the correct date on the agenda should be March 19, 2018.

Roll call:

Present were:	Supervisor Joseph D. Baltz	Trustee Bryan W. Kopman
	Trustee Larry Ryan	Trustee John Theobald
	Trustee Brett Wheeler	Highway Commissioner Tom Ward
	Assessor Kimberly Anderson	Clerk Kristin Cross
	Collector George Muentnich	

Absent were:	None	EA = Excused Absence
		A = Absent; L = Late Arrival

Also in Attendance: Administrator Jennifer Dyluk

Quorum is established.

Supervisor Baltz opened the meeting for guest and citizen comment.

After asking two more times, Supervisor Baltz closed the meeting for citizen comments.

Supervisor Baltz presented the Donald D Walden Veteran's Honor Roll certificates of appreciation to the following Honor Roll Inductees:

- a) Marion "Jean" De Mars Klimek - 1st Lieutenant Nurse, United States Army; presented posthumously and accepted by Marie Lynch.
- b) Gerald T. Zarembski - Specialist 4, United States Army
- c) Peter B. Mazzoni - Specialist 4, United States Army
- d) Clifford Lauderdale - Staff Sergeant E-6, 11C4H Infantry Fire Indirect Crewman & Instructor, United States Army
- e) Raymond M. Chapman - Airman 1st Class, United States Air Force; presented posthumously and accepted by Ray's wife Gail Chapman.

Motion made by Trustee Ryan; seconded by Trustee Theobald to accept the **MINUTES** of the February 26, 2018, **Regular Board Meeting**. Roll call vote: Kopman - Aye; Ryan-Aye; Theobald-Aye; Wheeler-Aye; Baltz-Aye. 5 Ayes, 0 Nays, 0 Absent. Motion carried.

The **TREASURER'S REPORT** was placed on file by Supervisor Baltz. Motion made by Trustee Theobald; seconded by Trustee Wheeler to accept the **Treasurer's Report** for the month ending **February 28, 2018**. Roll call vote: Kopman - Aye; Ryan-Aye; Theobald-Aye; Wheeler-Aye; Baltz-Aye. 5 Ayes, 0 Nays, 0 Absent. Motion carried.

CORRESPONDENCE

Supervisor Joseph D. Baltz reviewed the following correspondence with the Board:

- Thank you notes from Gail Chapman for the memorials for Gadget Guru Ray Chapman who had passed away.
- Village of Shorewood event flyer including the Community Garden Open House held in partnership with Troy Township.
- Timbers of Shorewood Newsletter
- IMRF Fundamentals
- Illinois Municipal League Review

GADGET GURUS REPORT: – Mr. Jim Lynch reported that there has been no activity requesting assistance from the Gurus. Given the passing of Ray Chapman, reconsideration will be given to the group after Rolland Bossert returns around April 1st.

REPORTS OF TRUSTEES / COMMITTEES:

TRUSTEE LARRY RYAN – Trustee Ryan reported that the Finance Committee met before the Board meeting. The budgets will be presented for Board approval at the Public Hearing on April 16th. The Finance Committee did approve to recommend that the Board approve the budgets as they were presented at the Committee meeting. As Finance Committee Chairman, Trustee Ryan urged anyone with questions about the budget to ask them as soon as possible. Trustee Ryan complimented the budget presentation noting that it was highly accurate.

TRUSTEE BRETT WHEELER – Trustee Wheeler reported that he attended the Finance Committee meeting and does not have any questions at this time.

TRUSTEE JOHN THEOBALD – No report.

TRUSTEE BRYAN W. KOPMAN – Trustee Kopman commented on how amazing the Honor Roll program is and that it is an honor it is to hear the stories of our local veterans.

HIGHWAY DEPARTMENT REPORT: Highway Commissioner Ward reported that crews continue to repair shoulders and have been busy removing the salt spreaders from the trucks. Highway Commissioner Ward has started evaluating the roads for repairs and reported that the Annual Spring Clean Up for the unincorporated areas will take place Monday, April 9th thru Friday, April 13th. Crews will be out picking up garbage from the sides of the roads over the coming weeks.

ASSESSOR'S REPORT: Assessor Anderson reported that she and her staff are working on 2018 reassessments. Next month she will find out if the 4.97% tentative increase is still the number we are working with. The freeze forms will be mailed out from the County in the next couple of weeks. On Tuesday, April 17th a representative from Will County will be in to assist us senior freeze paperwork.

TOWNSHIP CLERK REPORT: Clerk Cross reported that the Annual Town Meeting will be held on Tuesday, April 10th at 7:00 p.m. Clerk Cross also reported that the staff at Troy Township assisted 571 voters during the two weeks of early voting. She gave special thanks to Jennifer Dyluk, Angela Scaggs, and Shane Kelly all of whom helped during early voting. Clerk Cross commented that the Village of Shorewood did not conduct early voting this election so the number of voters at the Township increased because of that.

TOWNSHIP COLLECTOR'S REPORT: No report.

SUPERVISOR'S REPORT: Supervisor Baltz commented that he, like Trustee Kopman, is very pleased with the Honor Roll program and honored to be able to do this for the veterans of Troy Township.

ADMINISTRATOR'S REPORT: Administrator Dylik reported that the newsletter should be arriving in residents' mailboxes towards the end of the next week. The shredding event is scheduled for Saturday, May 5th from 9:00 a.m. to 11:00 a.m.

Supervisor Baltz reminded that the Shorewood State of the Village Address will be held here at the Township offices on Tuesday, March 27th at 11:30 a.m.

OLD BUSINESS:

Supervisor Baltz asked twice for any old business. No old business.

NEW BUSINESS:

- a) Supervisor Baltz presented the agenda for the April 10, 2018 Annual Town Meeting for approval. Motion made by Trustee Theobald; seconded by Trustee Kopman to approve the Annual Town Meeting agenda. Roll call vote: Kopman – Aye; Ryan-Aye; Theobald-Aye; Wheeler-Aye; Baltz-Aye. 5 Ayes, 0 Nays, 0 Absent. Motion carried.
- b) Supervisor Baltz presented Resolution 17-18R-21 – a resolution establishing the Troy Township Emergency Assistance Program total allocation for the 2018-2019 fiscal year and establishing Emergency Assistance Benefit Levels. Administrator Dylik reported that the benefit level, income qualification level, and total allocation at \$2,500.00 has not changed from the year prior. To-date \$650 has been spent on Emergency Assistance from the 2017-2018 budget therefore Administrator Dylik is comfortable with the \$2,500 allocation level again for 2018-2019. Motion made by Trustee Theobald; seconded by Trustee Ryan to approve the Resolution 17-18R-21. Roll call vote: Kopman – Aye; Ryan-Aye; Theobald-Aye; Wheeler-Aye; Baltz-Aye. 5 Ayes, 0 Nays, 0 Absent. Motion carried.
- c) Supervisor Baltz presented Resolution 17-18R-22– a resolution approving an agreement between Township Supervisor Joseph D. Baltz and Highway Commissioner Thomas R. Ward approving three months of the Highway Commissioner's salary to be paid by the Road and Bridge Fund for the fiscal year 2018-2019. Administrator Dylik reported that this agreement has been done for several years. It is done to help offset administrative expenses of the Town Fund. Town Fund employees, Administrator Dylik and Administrative Assistant Angela Scaggs, perform approximately 99% of the administrative work for the Road District including but not limited to payroll, HR, payment of invoices, permit application processing, etc. Trustee Kopman asked if the three-month period is the same as it has been in the past. Administrator Dylik confirmed that yes, it is. Motion made by Trustee Kopman; seconded by Trustee Wheeler to approve the Resolution 17-18R-22. Roll call vote: Kopman – Aye; Ryan-Aye; Theobald-Aye; Wheeler-Aye; Baltz-Aye. 5 Ayes, 0 Nays, 0 Absent. Motion carried.

For new business items d, e, and f, Administrator Dylik summarized the transfers needed for all three funds as follows:

Town Fund

Printed Materials - \$35.00 will be transferred from Capital Outlay to Printed Materials. We are over budgeted because the annual subscription rate of the Joliet Herald News increased slightly.

Dues - \$500 will be transferred from Capital Outlay to Dues. We are over budget in Dues because a pro-rated amount of \$500 for dues was paid to become members of the Metro Township Association effective December 1st to March 31st. The full annual dues of \$1,500 are due by April 1, 2018 for the next membership year (April 1st to March 31st).

Debt Certificate Principal - \$2,500.00 will be transferred from Debt Certificate Interest to Debt Certificate Principal.

Assessor Expense – Health Insurance - \$2,000.00 will be transferred to Health Insurance from the Assessor’s Capital Outlay. Health Insurance is over budget due to the addition of full-time employee.

Summary:

TOWNSHIP TRANSFERS							
	Line Item	Annual Budget	YTD Exp. As of 02.28.18	Budget Remaining	Transfer	New Budget Remaining	New Annual Budget
FROM	5800 Capital Outlay	\$ 86,850.00	\$ 13,756.78	\$ 73,093.22	\$ (535.00)	\$ 72,558.22	\$ 86,315.00
TO	5100 Printed Materials	\$ 320.00	\$ 325.00	\$ (5.00)	\$ 35.00	\$ 30.00	\$ 355.00
TO	5540 Dues	\$ 3,500.00	\$ 2,372.66	\$ 1,127.34	\$ 500.00	\$ 1,627.34	\$ 4,000.00
FROM	5880 Debt Certificate-Interest	\$ 20,700.00	\$ 17,497.61	\$ 3,202.39	\$ (2,500.00)	\$ 702.39	\$ 18,200.00
TO	5870 Debt Certificate-Prncpal	\$ 130,000.00	\$ 132,455.71	\$ (2,455.71)	\$ 2,500.00	\$ 44.29	\$ 132,500.00
GENERAL ASSISTANCE FUND TRANSFERS							
FROM	5800-1 Capital Outlay	\$ 5,500.00	\$ 1,462.58	\$ 4,037.42	\$ (2,200.00)	\$ 1,837.42	\$ 3,300.00
TO	5070-1 Health Insurance	\$ 19,000.00	\$ 17,659.52	\$ 1,340.48	\$ 2,000.00	\$ 3,340.48	\$ 21,000.00
TO	5990-1 Contingency	\$ 600.00	\$ 634.57	\$ (34.57)	\$ 200.00	\$ 165.43	\$ 800.00

General Assistance Fund

Transfers are needed as follows:

Food-Gen Asst - \$400.00 will be transferred from Shelter/Rent-Gen Asst to Food-Gen Asst.

Training - \$70.00 will be transferred from Mileage and Travel to Training. General Assistance is a very complex program and staff is encouraged to attend as much training as offered and as possible.

Summary:

GENERAL ASSISTANCE FUND TRANSFERS							
	Line Item	Annual Budget	YTD Exp. As of 02.28.18	Budget Remaining	Transfer	New Budget Remaining	New Annual Budget
FROM	5330 Shelter/Rent-Gen Asst	\$ 5,000.00	\$ 100.00	\$ 4,900.00	\$ (400.00)	\$ 4,500.00	\$ 4,600.00
TO	5350 Food-Gen Asst	\$ 1,500.00	\$ 1,880.00	\$ (380.00)	\$ 400.00	\$ 20.00	\$ 1,900.00
FROM	5520 Mileage & Travel	\$ 1,000.00	\$ 43.20	\$ 956.80	\$ (70.00)	\$ 886.80	\$ 930.00
TO	5580 Training	\$ 500.00	\$ 569.10	\$ (69.10)	\$ 70.00	\$ 0.90	\$ 570.00

Road and Bridge Fund

Transfers as needed as follows:

Maintenance of Vehicles - \$40,000.00 will be transferred from Capital Outlay-R&B Equipment to Maintenance of Vehicles. As vehicles in the fleet age, more significant repairs are needed to keep the vehicles up and running.

Summary:

ROAD AND BRIDGE FUND TRANSFERS							
	Line Item	Annual Budget	YTD Exp. As of 02.28.18	Budget Remaining	Transfer	New Budget Remaining	New Annual Budget
FROM	5810 Capital Outlay-R&B Equip	\$ 315,000.00	\$ 108,724.59	\$ 206,275.41	\$ (40,000.00)	\$ 166,275.41	\$ 275,000.00
TO	5680 Maintenance of Vehicles	\$ 21,500.00	\$ 40,393.00	\$ (18,893.00)	\$ 40,000.00	\$ 21,107.00	\$ 61,500.00

Highway Commissioner Ward added that due to the State’s requirements for emissions there have been more expenses to keep the vehicles in compliance. Trustee Kopman asked if a particular piece of equipment was the problem, if these fixes will be good for a few years, and if Highway Commissioner Ward should be looking at a new piece of equipment. Highway Commissioner Ward agreed that he will be considering changing up the fleet. Collector Muentnich suggested looking into leasing the equipment. Trustee Ryan and Highway Commissioner Ward agreed that leasing probably wasn’t an available option for the larger snow plow equipment. Many of the

trucks are idling while doing the leaf vac service which unfortunately is extremely difficult on the vehicle.

- d) Supervisor Baltz presented Resolution 17-18R-23 Transfer of Appropriations – Town Fund for approval. Motion made by Trustee Wheeler; seconded by Trustee Ryan to approve the Resolution 17-18R-23. Roll call vote: Kopman – Aye; Ryan-Aye; Theobald-Aye; Wheeler-Aye; Baltz-Aye. 5 Ayes, 0 Nays, 0 Absent. Motion carried.
- e) Supervisor Baltz presented Resolution 17-18R-24 Transfer of Appropriations – General Assistance Fund for approval. Motion made by Trustee Theobald; seconded by Trustee Kopman to approve the Resolution 17-18R-24. Roll call vote: Kopman – Aye; Ryan-Aye; Theobald-Aye; Wheeler-Aye; Baltz-Aye. 5 Ayes, 0 Nays, 0 Absent. Motion carried.
- f) Supervisor Baltz presented Resolution 17-18R-25 Transfer of Appropriations – Road and Bridge Fund for approval. Motion made by Trustee Kopman; seconded by Trustee Ryan to approve the Resolution 17-18R-25. Roll call vote: Kopman – Aye; Ryan-Aye; Theobald-Aye; Wheeler-Aye; Baltz-Aye. 5 Ayes, 0 Nays, 0 Absent. Motion carried.

Supervisor Baltz asked twice for any other new business. No other new business was presented.

APPROVAL OF BILLS:

Motion made by Trustee Wheeler; seconded by Trustee Ryan to accept the **TOWN FUND & ASSESSOR'S BILLS** for **March 19, 2018**, as presented totaling **\$18,123.28**. Roll call vote: Kopman – Aye; Ryan-Aye; Theobald-Aye; Wheeler-Aye; Baltz-Aye. 5 Ayes, 0 Nays, 0 Absent. Motion carried.

Motion made by Trustee Theobald; seconded by Trustee Kopman to accept the **GENERAL ASSISTANCE BILLS** for **March 19, 2018**, as presented totaling **\$54.35**. Roll call vote: Kopman – Aye; Ryan-Aye; Theobald-Aye; Wheeler-Aye; Baltz-Aye. 5 Ayes, 0 Nays, 0 Absent. Motion carried.

Motion made by Trustee Ryan; seconded by Trustee Wheeler to accept the **ROAD AND BRIDGE BILLS** for **March 19, 2018**, as presented totaling **\$13, 203.69**. Roll call vote: Kopman – Aye; Ryan-Aye; Theobald-Aye; Wheeler-Aye; Baltz-Aye. 5 Ayes, 0 Nays, 0 Absent. Motion carried.

CLOSED SESSION

No items for closed session.

ANNOUNCEMENTS:

The following announcements were made:

- a) Troy Township Offices, Community Center, and Highway Department are Closed, Friday, March 30, 2018, for Good Friday.
- b) Annual Town Meeting – Tuesday, April 10, 2018, at 7:00 p.m.
- c) Next Board Meeting – Monday, April 16, 2018, at 7:00 p.m.
- d) Shredding Event – Saturday, May 5, 2018, 9:00 a.m. to 11:00 a.m.

Supervisor Baltz asked for any other announcements.

No other announcements were made.

ADJOURNMENT:

Motion made by Trustee Theobald; seconded by Trustee Wheeler to adjourn the meeting at approximately 7:54 p.m. Roll call vote: Kopman – Aye; Ryan-Aye; Theobald-Aye; Wheeler-Aye; Baltz-Aye. 5 Ayes, 0 Nays, 0 Absent. Motion carried.

Respectfully submitted,

Kristin Cross, Clerk

