

# Minutes - Board of Town Trustees

STATE OF ILLINOIS, }  
WILL County } ss. REGULAR MEETING  
Town of New Lenox }

THE BOARD OF TOWN TRUSTEES met at the office of the Town Clerk at 1100 South Cedar Road on September 10, 2009.

PRESENT:	William McCollum	Supervisor
	Annette Boyd	Clerk
	Mike Hickey	Trustee
	Martin Boban	Trustee
	Barbara Kaupas	Trustee
	Larry Wennlund	Trustee

The following official business was transacted:

I. CALL TO ORDER

The New Lenox Town Board of Trustees Meeting was called to order on September 10, 2009, at 7:00 p.m. by Supervisor McCollum.

II. ROLL CALL

Also present:

Highway Commissioner McPartlin  
Township Assessor Hernandez  
Marlene Batson, Executive Assistant  
Attorney Wennlund

III. APPROVAL OF MINUTES

Motion by Trustee Boban, seconded by Trustee Hickey, to approve the minutes of the August 6<sup>th</sup>, 2009 Special Meeting. No further discussion; all in favor; none opposed; motion carried. Motion by Trustee Boban, seconded by Trustee Kaupas to approve the minutes of the August 13<sup>th</sup> Regular Meeting. No further discussion; all in favor; none opposed; motion carried.

IV. SPECIAL GUESTS/ PUBLIC COMMENTS

Mr. Matt Bruns of Bruns & Bruns, CPA, presented the 2008-2009 Audit results to the Township Board. Mr. Bruns noted that the Highway Department had purchased a building and had obviously had to dip into those surplus funds. And that there is some surplus in the Operating Fund from the Senior Housing building. Mr. Bruns reported that all ratios in the funds are in line with Industry Standards. Mr. Bruns also extended a special thank you to staff for helping throughout the audit and said help from the staff always makes it easier.

Trustee Wennlund extended a compliment to Mr. Bruns for a job well done.

Mr. Bruns noted for the Board if there were any questions, the Board should feel free to call him.

Motion by Trustee Wennlund, seconded by Trustee Hickey to approve the FY 2008-2009 Audit results as presented. No further discussion; Trustee Hickey, Trustee Boban, Trustee Kaupas, Trustee Wennlund and Supervisor McCollum in favor; none opposed; motion carried.

V. BOARD ISSUES – ACTIONS

None.

VI. REPORT FROM TOWNSHIP OFFICIALS

A. SUPERVISOR

1. Sharefest 2009 Environmental Program at Township Offices

Supervisor McCollum reported that the Environmental Program scheduled through Sharefest was set for September 12, in coordination with the Village of New Lenox, Will County Waste Services, and Earth Paints. There would be numerous collections including batteries, a drug collection booth, oil collection, etc. Supervisor McCollum pointed out this event would give the Township insight into what would be collected in the future. Supervisor McCollum also encouraged everyone to stop by if they were available. Trustee Boban volunteered to assist.

Supervisor McCollum noted Sharefest would be providing 2 floating assistants for the event.

2. Master Land Use Plan; General Offices and Senior Housing Parking Expansion

Supervisor McCollum reported that the expansion for the current Senior Housing facility parking was already underway with the removal of the stockade fence to address one of the Township's immediate goals.

Supervisor McCollum also advised the Board that the space requirements for the Recycling Program still needed to be addressed. Supervisor McCollum noted that architectural plans were included for review of plans for utilizing the current Township Building as opposed to expanding into the vacant Road District building.

Trustee Wennlund inquired as to why the Paratransit Department wouldn't be moved into the Road District Building. Supervisor McCollum noted that centrally located departments in a single building facilitated easier communications among the staff.

Trustee Hickey noted that the overall heating requirements of the Road District building could be reduced if the building were used as the vehicle storage, while the staff offices remained in the main Township building provided a level of security for the staff.

Trustee Wennlund inquired if it was necessary to heat the entire building. Highway Commissioner McPartlin reported the building contained 3 separate heating units servicing the upstairs and downstairs. Trustee Wennlund noted that the building would definitely need to be remodeled if it were to house any office facilities, and inquired whether it would cost more to build a new building or remodel an existing structure.

Trustee Boban pointed out that the building was originally built to be a garage and would be an excellent building for vehicles and that the idea would be worth trying.

Trustee Hickey stated he felt the Paratransit staff should be kept in the main Township building under one roof, while maintaining the vehicles in a nonfreezing environment.

Trustee Kaupas pointed out the advantage of the staff not having to walk to the other building to get supplies for visitors for the Food Pantry.

Trustee Hickey inquired if an estimate had been provided for the proposed changes in the main Township building. Supervisor McCollum advised there wasn't but noted that the plan kept most existing walls and required minimal changes.

Trustee Wennlund noted that the first priority for the Township was increasing the parking capacity for the current Senior Housing facility, and the Township was well on the way to achieving this first goal.

Township Assessor Hernandez suggested that the original door in the current Family Services area be kept, and remove the new proposed doorway, yielding a small increase of space for the newly proposed Assessor's office, and reducing the costs

of providing a new door. The Board agreed that Township Assessor Hernandez's idea made sense.

Supervisor McCollum suggested that the project could be scheduled for next year. Trustee Wennlund requested that the Township get an estimated price for the interior remodeling now as opposed to waiting for the spring to discuss these proposed changes with various contractors.

3. Staff Compensation and Benefit Study

Supervisor McCollum noted that Trustee Hickey would be helping with the review and inquired about the Road District and the Assessor's office being included in the review process.

Attorney Wennlund advised that it is not within the purview of the Township Board's authority to direct either the Assessor's office or the Road District's office on the compensation levels of the various staff in those offices.

Highway Commissioner McPartlin also noted that while everyone in his department is a mechanic, if the need arises to have someone wash a truck, or clean a shop floor, these same individuals take care of those tasks, and it would be impossible to distinguish which individuals would fall into which classifications because his staff members function as a team performing whatever project or duty is necessary at the time.

Trustee Wennlund also pointed out that various districts run certain aspects of their operations differently, and those disparities could vary widely.

Executive Assistant Batson did note that the Township receives calls for comparative information from other Townships about regular office staff salary levels.

Supervisor McCollum anticipates the study to be completed for January.

B. TRUSTEES

1. Trustee Hickey

Trustee Hickey reported that the second Eagle Scout project at Marshall Cemetery has been completed, and noted the desire to cap the cement pylon with a larger cap with a design different than the current acorn design.

Trustee Wennlund noted the Eagle Scouts did a wonderful job and said the cemetery has never looked better.

2. Trustee Boban reported that the commemorative bricks have been set at the American Legion hall.

Trustee Boban also wanted to reiterate that Sharefest was Saturday and that the Vocational Employees would also be on hand to assist. The vocational program was currently for 3 days a week, and the program was working out well. The Township would also be offering leaf stickers at Sharefest.

Trustee Boban also said the Township's Veterans' page was still having people added to it and was continuing to be updated as planned.

3. Trustee Kaupas

Trustee Kaupas reported that the TRIAD State Conference was set for September 24<sup>th</sup> and 25<sup>th</sup>. On October 6<sup>th</sup>, there is a TRIAD breakfast scheduled at Prairie Bluff. October 22<sup>nd</sup> will be the next TRIAD meeting.

Trustee Kaupas inquired about the hearing tests and Supervisor McCollum said he would check with the New Lenox Lions.

4. Trustee Wennlund

Trustee Wennlund reiterated that the long range plans were for the Township to have a full traditional recycling program and the Township will be moving forward on assessing the space needs for such an undertaking.

C. CLERK

None.

D. HIGHWAY COMMISSIONER

Highway Commissioner McPartlin suggested that if the Township was going to be collecting used oil this weekend, the Township should make sure they had cans of "Oil Dry" on hand. Highway Commissioner McPartlin also inquired as to what type of batteries the Township would be accepting, and Trustee Boban advised the Township would only be accepting dry cells.

E. ASSESSOR

Township Assessor Hernandez noted that the public is much more informed this year of their assessment information due to information provided by the Will County Supervisor of Assessments' office. Township Assessor Hernandez reported that the Assessment Revision notices had been mailed and that unless there was new construction, or a partial assessment, individuals in residential areas in the New Lenox Township should not anticipate receiving a notice this year.

Attorney Wennlund inquired into how many valid sales, meaning arm's length transactions, had been reported at lower sales levels than previous purchase prices, and Township Assessor Hernandez reported there weren't that many in New Lenox.

VII. REPORT FROM ATTORNEY

None.

VIII. APPROVAL OF BILLS

Motion by Trustee Wennlund, seconded by Trustee Hickey, to accept all bills and late bills as presented and approve for payment (\$25,653.15 for the Township General Fund, \$1,393.23 for General Assistance Home Relief, \$46,154.63 for the Road District General Fund). No further discussion; Trustee Hickey, Trustee Boban, Trustee Kaupas, Trustee Wennlund and Supervisor McCollum in favor; none opposed; motion carried.

IX. OTHER BUSINESS

None.

X. ADJOURNMENT

Motion by Trustee Wennlund, seconded by Trustee Kaupas, to adjourn the meeting at 8:06 p.m. No further discussion; all in favor; none opposed; motion carried.

Respectively submitted,

Annette Boyd  
Township Clerk