

HOMER TOWNSHIP

A G E N D A

BOARD OF TRUSTEES COMBINED PLANNING/BUSINESS MEETING

September 17, 2018 at 7:00 P.M.

Homer Township Hall
16057 S. Cedar Road
Lockport, Illinois 60491

This meeting is subject to the Open Meetings Act

Visit our Website: www.homertownship.com

1. Call to order
2. Pledge of Allegiance to the Flag of the United States of America
3. Roll Call
4. Matters from the Public:
Please sign in with Clerk prior to meeting. Comments are limited to 3 minutes.
 - A. Open the floor for public input.
5. Accounting (Action/Motion may be requested):
 - A. August, 2018 account payables and receivables
 - 1) Request motion to approve August, 2018 account payables and receivables of the following funds:
 - a) Equipment & Building
 - b) Founders Crossing Bond
 - c) Founders Crossing (Operating):
 1. Revised previous draft of list of bills addressing 'Raise Rite' billing discrepancy. Invoice for \$2,310 was removed until discrepancy can be resolved.
 - d) General Assistance
 - e) Open Space
 - f) Park Maintenance
 - g) Park Developer Contributions
 - h) Road and Bridge
 - i) Town
 - B. Line Item Transfer of Budget Appropriation:
 - 1) None submitted
 - C. Requests for funding contributions:
 - 1) Received Application for funding to offset expenditures provided to Homer Township residents from **St. Colletta's of Illinois-CILA Program** requesting \$5780 to purchase and replace windows at the Douglas Parkway CILA home of 6 residents. This is a first-time request of the Township.
 - a) Motion required from Town Board to either :
 1. Table until additional information is provided
 2. Invite a representative from the requesting organization to make a formal presentation at a future Board meeting
 3. Deny or approve the request

6. Highway Commissioner Mike DeVivo Report:

7. Assessor Karen Szykowski Report:

8. Clerk Linsey Sowa Report (*Action/Motion may be requested*):

A. Minutes: (Note: Approved Township minutes available online at: www.homertownship.com)

- 1) Request for Motion to approve July 9, 2018 Regular Board Meeting Minutes.
- 2) Request for Motion to approve August 13, 2018 Regular Board Meeting Minutes.

B. Elections:

- 1) Last day to register in person and in order to be eligible to vote in the November Election is Tuesday October 9 2018. (in-person or any mail-in registration is not available during the 27 days preceding the election)
- 2) Last Day to register online and in order to be eligible to vote in the November Election is Sunday October 21, 2018. (Online registration is not available during the 15 days preceding the election)
- 3) Registration reopens the second day following an election. If you missed either of the registration deadlines mentioned above, you may be eligible for Grace Period Registration and Voting or Same Day Registration at your Polling Place on Election Day.
- 4) Reminder- polling places within Homer Township have changed- please check your newest voters ID card, or online prior to election day to ensure you have the most current polling place for your precinct.

C. Record Management:

- 1) Destruction of DUPLICATE/ NON-Record Documents (legally defined as extra copies of documents preserved solely for convenience or records and material not filed as evidence as administrative activity or for the informational content thereof) to take place at Township Office in October. A Local company in Mokena has provided the most reasonable price per box for destruction and has met insurance and destruction certification requirements. They will perform an onsite destruction and charges will be based on total number of boxes shredded- there is no minimum or base fee.
- 2) Trustees are welcome to bring in expired Board Packets for destruction. Clerk will notify board members when the destruction is scheduled.

D. FOIA Report:

- 1) FOIA tracker report: August, 2018 report presented.

9. Supervisor Pam Meyers Report (*Action/Motion may be requested*):

A. Status Report Administration:

1) IDOT offer to Extend Temporary Construction Easement:

- a) IDOT has submitted an offer in the amount of \$15,900 to extend the Temporary Construction Easement for a period of 3 years at the Township Hall location on Cedar Road.
 1. Motion required to accept, counter or deny the offer.

2) Township website:

- a) Clerk and staff input have made draft recommendations toward structure and content of new website. Supervisor is reviewing and upon completion, a meeting with IT representatives and staff will be scheduled.

3) Will County CDBG Program-Homer Township/Lockport Heights Sanitary District

- a) **Pending:** Awaiting formal award notification from Will County. If funding is awarded the project will be put out to bid.

4) Upgrading of Administration Center phone system:

- a) Assessor, Supervisor and staff have begun exploration of the cost and feasibility of upgrading the Administration Center's obsolete phone system. They are meeting with various providers/contractors for details and estimates.

- 5) TOIRMA monthly newsletter FAQ's regarding coverage. Of particular note is the item addressing employees using personal vehicles and advising that an IGA should be executed whenever the township is going to help another municipal entity with work using equipment or employees.

B. Status Report Facilities/Property Management:

1) Senior Housing Facility:

- a) All rents and leases are current with no vacant units to date.
- b) Contractor completed window replacement program for this year.
- c) IAW has completed the lowering of the water valves protruding in the driveways presenting a potential trip hazard.
- d) Contractor completed sidewalk repairs. Invoice for \$2,310 received identified addresses that did not match our location and the original estimate of \$1,500. We will resolve the discrepancy.

2) Culver Park Pond/IEPA Retrofit grant project:

- a) Trustee Kalas reported damages to the park and filed police report.
- b) HR Green, Inc. Project Engineer Logan Gilbertsen has reported that the project is going well:
 1. The turf grass first sprayed resulted with 95% dead; 2nd application applied this week.
 2. The coir logs are all onsite and will be installed.
 3. All of the rock fishing steps were installed.
 4. Mulch for paths is onsite and installation beginning.
 5. Project on schedule expecting the seeding and blanket to occur soon.
 6. The scheduled planting plugs will not be installed until Spring at the recommendation of the contractor, Conservation Land Stewardship.
 7. Park sign has been designed and draft provided. Logos will be inserted per IEPA specs.

3) Morris Park:

- a) FINALLY, the irrigation systems have been made operational. Most repairs are completed and the contractor will provide a report to our insurer for the portions of repairs that date back to the original lightning strikes. Additional repairs that are not covered by insurance are at the expense of Homer Township. More importantly, for the first time in over a year we have an operational system that has mechanisms/valves installed for future maintenance and can be properly shut down and winterized to avoid future damage.

4) Yangas Park:

- a) Damage/vandalism done to the tennis courts has been reported to insurance. Proposals for repair from JOC program are being prepared.

5) Paul Farm Parcel:

- a) Resident Karen Perez has advised the Township of additional dead trees in the forested area adjacent to her property. Upon staff investigation there were 3 large/old pine trees that were dead that could impose a safety hazard.
- b) Staff solicited proposals for removal and two were submitted.
 1. Motion to approve lowest proposal submitted by Homer Tree in the amount of \$1,800.

6) Purdy Farm Parcel:

- a) Office received unsolicited proposal from Tim McNamara to extend agricultural lease by two years (until 3/31/2021).
 1. Motion required upon review and advice of Board and attorney.

7) Trantina Farm Parcel:

- a) The Board approved native plant prescribed burn project will be scheduled this fall subject to weather conditions. The IEPA permit is secured, Homer Environmental will provide the burn plan and advance notice which will enable us to provide applicable neighbors notice of the event.

8) All properties:

- a) The maintenance staff has undergone several changes as they adapt to the direction of our new foreman, weather conditions and several mowing equipment failures/repairs that have at times taken our main mowers out of operation for extended timeframes. Overall the crew has performed well and continue to take on additional work projects. We have one seasonal laborer remaining at this time.
- b) Facility Use policies, ordinance and agreements:
 1. **Pending:** Supervisor continues working with Committee Chairs and staff developing/updating documents.

10. TOWNSHIP LIAISON REPORTS (Action/Motion may be requested):

- A. Homer Glen Area Chamber of Commerce Liaison Representative Lynn McGary
- B. Military & Veteran Affairs Liaison Representative Karen Szykowski

11. TOWNSHIP COMMITTEE REPORTS (Action/Motion may be requested):

A. Events, Chairman Linsey Sowa

1) **Halloween Party:**

- a) Township is co-sponsoring a party this year with the Homer Township Public Library.
- b) Party to be held at the Library from 6pm-7:30pm on Tuesday October 30.

2) **Additional Events:**

a) **Movie in the Park**

- 1. Unfortunately, due to weather the Movie in the Park was cancelled.
- 2. Per licensing up to one year to re-schedule showing of the film.
- 3. Township and Library to re-schedule for Spring 2019

- b) Options are being explored to show more movies in the future

B. Homer Fest & Parade, Chairman Ed Kalas

- 1) Status Report:

C. Open Space Planning & Operations Chairman Tom Fijan

- 1) Status Report:

D. Parks & Recreation Chairmen Ed Kalas & John Kruczek

- 1) Status Report:

E. Senior Citizen & Special Needs Advocacy Chairman George Offord

- 1) Status Report:

- a) October 11, 2018 meeting set to receive input from Special Needs representatives
- 2) Homer Senior Club September Newsletter submitted by President Jackie Barr-Pedersen

12. New Business (Action/Motion may be requested):

- A. Notice of Will County request for Map Amendment from R-1 to C-4 of property located at 14355 Archer Ave., Lockport, IL; PIN 16-05-07-101-008-0000 for the purpose of developing property for a plumbing company commercial use. The Public Hearing is scheduled for Oct. 2, 2018 at 6:30 p.m. at 302 N. Chicago St., Joliet, IL.

- 1) Motion required if Board has any direction or objection regarding this request.

- B. IDOT Preconstruction Notice for 1.3 miles of tree removal, selective clearing, grubbing and tree pruning along US 6 from Haas Road to Spring Meadows Drive in the Village of Homer Glen. Questions are to be directed to Area Construction Supervisor, Michael Denne at (847) 705-4252.

13. Old Business (Action/Motion may be requested):

- A. Township Officials of Illinois Annual Educational Conference registration and reservations.

14. Executive Session: If required, Motion to enter closed executive session permissible by Open Meetings Act, 5 ILCS 120/2 to discuss matters pertaining to permitted Exceptions.

- A. Call to Order
- B. Roll Call
- C. Motion to adjourn Executive Session and return to regular meeting

15. Action required outside of/as a result of Executive Session:

- A. Supplementary action, if any.

16. Adjournment

NEXT SCHEDULED MEETING

HOMER TOWN BOARD REGULAR BUSINESS/PLANNING

Date: October 15, 2018 at 7:00 p.m.

Meeting Location: Township Hall, 16057 S. Cedar Rd, Lockport, IL 60491

NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), Homer Township will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: The Township does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

Effective Communication: The Township will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Homer Township programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: The Township will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in Township offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Homer Township, should contact the office of the *Township Clerk Linsey Sowa, 14350 W. 151st Street, Homer Glen, IL 708-301-7042* as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require Homer Township to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden. Homer Township will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

Complaints that a program, service, or activity of Homer Township is not accessible to persons with disabilities should be directed to the *Township Supervisor, Pam Meyers, 14350 W. 151st Street, Homer Glen, IL 708-301-4534*.