

**Official Proceedings of the Washington Township Board of Trustees**  
**January 7, 2019**  
**Washington Township Center**  
**30200 Town Center Road, Beecher, IL**

Supervisor Mike Stanula called the meeting to order at **7:00 p.m.** to pay bills for the month of **December** and transact any other business that may come before the Board of Trustees. The meeting agenda and guest sign-in sheet are attached. Supervisor Stanula led the Pledge of Allegiance.

**Roll call:**

**Present:** Supervisor Mike Stanula Trustees: Mark Herlitz, George Obradovich

**Absent:** Trustee Tracy Heldt, Paul Goldrick

**Other Officials present:**

Clerk Joe Burgess, Highway Commissioner Jerry Meyer and Assessor Mary Tamez

**Approval of the Board of Trustees Meeting Minutes Dated December 3, 2018:**

Supervisor Stanula asked if there were any corrections or additions to the December 3, 2018 Board meeting minutes as presented. Being none, Stanula asked for a motion to approve the minutes.

**Motion:**

Trustee Herlitz made a motion to approve the minutes of the December 3, 2018 Board meeting as presented. Trustee Obradovich seconded the motion. There was no discussion on the motion. Roll call vote: Herlitz – yes, Obradovich – yes, Stanula – yes. **Motion passed 3-0.**

**Public Commentary:**

Community Board Building Manager Teresa Peterson told the Board that the windows have been repaired and only some trim work is left to complete the project. The exit signs have been upgraded and the water heater was in the process of being replaced. There were 29 vendors at their Christmas Bazaar and the Manager's have decided to extend an offer to rent space for \$100 for an additional three months.

**Reports:**

1. **Road Commissioner** – Commissioner Meyer read his written report (attached) and there were no comments or questions. Meyer also said he recently requested a quote for hot-patch blacktop and there was no increase from last year's pricing (\$63/ton).
2. **Assessor** – Assessor Mary Tamez reviewed her written report (attached). Tamez is planning to continue the Senior Freezer Assessment Assistance program in 2019.
3. **Clerk** – Clerk Burgess reported the 2018 Town and Road & Bridge Levy Ordinances were filed with the Will County Clerk's office. Dates for most of the 2019 senior events have been selected and they have been updated on the township's website. A Senior Pizza & Movie Matinee is scheduled for January 19 at 1pm at the Washington Township Center.

4. Supervisor's Report – Supervisor Stanula reported that the township will be required to have an annual audit by an outside accounting firm for 2018 and every year going forward. Accountant Daryl Dahlberg has agreed to assist with the audit and has been working to get all necessary requirements in place. Stanula has contacted the Sikich group and has asked for an engagement letter for their services. The audit will cost the township approximately \$10,000. It was suggested that Stanula attempt to negotiate a lower price for this year by asking about a multi-year deal or contact another accounting firm for pricing.
5. Trustees Report – No reports.
6. Transportation Report – The Township's Dial-A-Ride service provided 34 trips within Washington Township in December. Will Ride supplied 80 trips for the month of September. Will Ride is typically 3-4 months behind on their billing and reporting to the Township.
7. General Assistance Report – Supervisor Stanula reported there were no General Assistance disbursements or new applications received in December.

#### **OLD BUSINESS:**

1. Consideration and Approval of Wage Increase for the Transportation Coordinator – Supervisor Stanula asked the Board to approve a wage increase for Transportation Coordinator Tammy Hitzelburger.

#### **MOTION:**

Trustee Obradovich made a motion to approve a pay increase of \$2 per hour (from \$12 to \$14 per hour) for Transportation Coordinator Tammy Hitzelburger. Trustee Herlitz seconded the motion. There was no discussion on the motion. Roll Call vote: Obradovich – yes, Herlitz – yes, Stanula – yes. **Motion passed 3-0.**

#### **NEW BUSINESS:**

1. Consideration and Approval of Pending Zoning Applications – There were no pending applications to discuss.
2. Consideration and Approval of Advertising in the 2020 Beecher Sesquicentennial Book – Clerk Burgess has received a written request from the Village of Beecher's Community Relations Committee. The Board will review the request at the February meeting.
3. Summer Senior Event – Clerk Burgess is considering a senior dance or concert event for the seniors in 2019. He suggested booking Jim Bulanda, who is a Sinatra tribute artist, for a "Tribute to Frank Sinatra" show at Cardinal Creek or to work with the Beecher Lion's Club and consider Bulanda for the entertainment at their 2019 Summerfest.

## **PAYMENT OF BILLS:**

### **Town Account (including Transportation Fund)**

The board reviewed the bills as prepared by the Supervisor and presented by the Clerk.

### **MOTION:**

Trustee Herlitz made a motion to authorize payment of all applicable payroll, bills, debits and appropriate transfers for the Town Account totaling **\$14,921.85**. Trustee Obradovich seconded the motion. There was no discussion on the motion.

Roll Call vote: Herlitz – yes, Obradovich – yes, Stanula – yes. **Motion passed 3-0.**

### **Road & Bridge Bills**

The board reviewed the Road District bills as prepared by Commissioner Meyer and presented by the Clerk.

### **MOTION:**

Trustee Obradovich made a motion to authorize payment of all applicable payroll, bills, and appropriate transfers or debits for the Road & Bridge Account totaling **\$35,548.75**. Trustee Herlitz seconded the motion. There was no discussion on the motion.

Roll Call vote: Obradovich – yes, Herlitz – yes, Stanula – yes. **Motion passed 3-0.**

### **Upcoming Seminars and Meetings:**

- **February 4** - Washington Township Board Meeting – 7 PM

### **Announcements:**

- **January 19** – Senior Pizza & Movie Matinee – 1 PM @ Washington Township Center

### **Adjournment:**

Being no other business or discussion, Trustee Obradovich made a motion to adjourn. Trustee Herlitz seconded the motion. Being no discussion and after being unanimously approved by voice vote, the Board Meeting adjourned at 7:26 pm.

Respectfully submitted,

  
\_\_\_\_\_  
Joseph Burgess – Town Clerk

Approved by Board of Trustees: 2/4/2019

## Office of the Assessor

Mary Margaret Tamez

Assessor

January 7, 2019

### Township Meeting Notes:

- The County is mailing all of the Board of Review Hearing Notices January 9, 2019. If anyone is unhappy with the results of the appeal, they will have until February 8, 2019 to file with the Property Tax Appeal Board.
- I will be working on the General Homestead Exemption list for the 2018 assessment year starting Wednesday January 9<sup>th</sup>. This is any add or deletes for any property of this exemption.
- I am now 95% finished entering all of the building information into PAMS.
- Once the processor is downloaded from the County for PAMS on Wednesday, I will be able to start making the changes for the 2019 assessment year through July.

# Washington Township

*Jerry K. Meyer*

*Highway Commissioner*

January 7, 2019

To the Board of Trustees of Washington Township

- Patch is on going
- We have had 4 snow events so far this year 3 salt and one plow and salt
- Working on equipment and started re-boxing the 1998 I.H.
- Did some grading in December
- Getting project in line for spring

If there are any questions please feel free to contact me at the office.

Jerry K. Meyer  
Commissioner



**Approved Claims - Board of Township Trustees**  
Town Account

State of Illinois )  
Will County ) ss.  
Washington Township )

We the undersigned, comprising the Board of Trustees of  
Washington Township, having duly met at the Township office on January 7, 2019, for the  
purpose of auditing Town accounts, do hereby certify that the following claims or demands  
against said township were presented, and examined, were allowed at said meeting, to wit:

Claim #	Date	To Whom Allowed	CK	Nature of Claim	Amount
5121	12/4	Chicago Food Depository	7948	Food Pantry donation (Herlitz Farm)	\$500.00
5122	12/4	Tammy Hitzelburger	7949	Building decorations (Dollar General)	\$41.58
5123	12/4	Walt's Foods	7950	Office supplies - Inv # 210311 & 178968	\$43.18
5124	12/4	Pace Vanpool	7951	Monthly Charges - 11/25/18 Inv # 528984	\$100.00
5125	12/4	NICOR	7953	Utilities gas - #55877029193 - Bill date - 11/12/18	\$120.92
5126	12/4	ComEd	7954	Electric bill - Acct # 4341116018 - Bill date 11/29/18	\$342.42
5127	12/4	Comcast	7955	Internet and Cable # 10295 - Bill date - 11/24/18	\$209.88
5128	12/4	S&K Security	7956	Monitoring fees - 12/1/18 to 2/28/19 - Inv # 119537	\$212.73
5129	12/5	Dahlberg Accounting	7958	Professional services - Inv # 122029	\$568.75
5130	12/5	Spectrotel	7959	Phone service - Acct # 343999 - Inv # 8855300	\$201.98
5131	12/5	Tony's Pizza	7960	Senior Dinner catering - Inv # 27386	\$385.00
5132	12/5	Chicago Food Depository	7961	Food Pantry donation (Senior Dinner donations)	\$13.00
5133	12/6	Mary Tamez	7962	Reimbursement for 2 monitor - Amazon	\$193.48
5134	12/7	Quill Corporation	7963	Office supplies - Inv # 3123008	\$19.97
5135	12/7	Staples	7964	Office supplies - Inv # 33696 / 33700	\$87.72
5136	12/11	Beecher Hardware	7965	Building supplies - Inv # 172351 / 172771 / 172772	\$97.88
5137	12/12	Chicago Food Depository	7967	Food Pantry donations	\$250.00
5138	12/14	Beecher School District 200U	7968	Transportation costs - Senior bus trip to Olivet	\$37.80
5139	12/14	Will-Ride	7969	Transportation Expense - 80 trips (September)	\$1,475.33
5140	12/20	Beecher Amvet Post 67	7970	2019 Senior Holiday Dinner hall deposit	\$250.00
5141	12/20	Cardinal Creek Golf Course	7971	Senior Spring Breakfast hall deposit	\$200.00
5142	12/20	Quill Corporation	7972	Cleaning supplies - Inv # 3528799	\$67.67
5143	12/20	Verizon Wireless	7973	Cellular phones - Acct # 485462600 / Inv # 9819819185	\$66.50
5144	12/20	Martin Whalen Office Solutions	7974	Annual maintenance contract - Inv # 759015	\$2,084.35
5145	12/24	Joe Burgess	7975	Reimbursement for computer software - Inv # 3300994	\$79.99
5146	12/26	Chicago Food Depository	7976	Food Pantry donation (Diane Bultema Farm & Anonymous)	\$300.00
5147	12/15	Intuit Software	EFT	ACH payroll charges	\$21.25
5148	12/28	December Payroll - QuickBooks	Debit	ALL payroll, IMRF & other government payroll liabilities	\$6,950.47
				<b>TOTAL ALL DISBURSEMENTS</b>	<b>\$14,921.85</b>

IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto  
set our hands on January 7, 2019.

  
Township Supervisor

  
Township Clerk

  
Trustee

  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

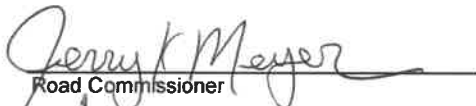
**Approved Claims - Board of Township Trustees  
Road & Bridge Account**

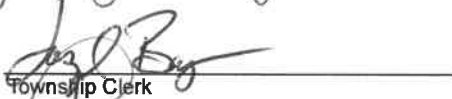
State of Illinois )  
Will County ) ss.  
Washington Township )

We the undersigned, comprising the Board of Trustees of  
Washington Township, having duly met at the Clerks office on January 7, 2019, for the  
purpose of auditing the Road & Bridge account, do hereby certify that the following claims or demands  
against said township were presented, and examined, were allowed at said meeting, to wit:

Claim #	Date	To Whom Allowed	Ck #	Nature of Claim	Amount
7591	12/5	Dahlberg Accounting	8163	Professional services - Inv # 122028	\$195.00
7592	12/6	Bank of America	8164	Elmer & Son	\$49.09
7593	12/6	Gallagher Materials Corp.	8165	Asphalt cold patch - Inv # 8451	\$993.24
7594	12/6	ComEd	8166	Utilities - Acct #1659047007 - Bill date - 11/29/18	\$186.78
7595	12/6	Village of Beecher	8167	Equipment Fuel - 11/1/18 to 11/30/18 - Inv # 517	\$2,197.55
7596	12/6	ATT Mobility	8168	Wireless charges - Inv #287277639216X11232018	\$23.55
7597	12/6	Harding's Inc.	8169	Parts - Inv # C78301	\$39.48
7598	12/6	DeJong Equipment	8170	Parts - Inv # CR12570	\$108.22
7599	12/6	Surf Air Wireless	8171	Internet service - Inv # 128983	\$64.95
7600	12/14	Harding's Inc.	8172	Parts - Inv # 78301 / 78391	\$85.36
7601	12/14	Napa Auto Parts	8173	Parts (battery) - Inv # 89068	\$126.88
7602	12/14	Marin Gonzalo	8174	Storage shed rent - 5 months	\$1,361.25
7603	12/14	Clauss Specialties	8175	Supplies - Inv # 2915	\$967.78
7604	12/14	Goodyear Tire & Rubber Co.	8176	Tires for 1-ton - Inv # 148-1042601	\$1,638.13
7605	12/14	AT&T	8177	Phone bill (946-6459) Inv # 7089466459-12 - Bill date - 12/1/18	\$169.20
7606	12/14	Beecher Hardware	8178	Supplies - misc. invoices	\$47.53
7607	12/14	Cintas	8179	Uniforms - 11/1 to 11/30/18	\$475.60
7608	12/26	Village of Beecher	EFT	RB Health Insurance - Inv # 2018-12-03	\$4,876.46
7609	12/28	December Payroll - QuickBooks	Misc	Payroll, IMRF & other government payroll liabilities	\$21,942.70
				<b>Total disbursements</b>	<b>\$35,548.75</b>

IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto  
set our hands on January 7, 2019.

  
Road Commissioner

  
Township Clerk

  
Supervisor

  
Trustee

  
Trustee

Trustee

Trustee

## Guest Sign-in Sheet

[illegible]



**Washington Township Board Meeting  
January 7, 2019 - 7:00 pm  
Meeting Agenda**

**Call to Order / Roll Call**

**Pledge of Allegiance**

**Approval of Board Meeting Minutes Dated December 3, 2018**

**Public Commentary**

**Reports**

1. Road Commissioner
2. Assessor
3. Clerk
4. Supervisor's Report
5. Trustee's Report
6. Transportation Report
7. General Assistance Report

**Old Business**

1. Consideration and Approval of Wage Increase for the Transportation Coordinator

**New Business**

1. Consideration and Approval of Pending Zoning Applications
- 2.

**Payment of Bills**

**Upcoming Seminars and Meetings**

- February 4, 2019 at 7pm

**Announcements**

- January 19 –Senior Movie Matinee – 1pm at WTC

**Adjournment**

Any disabled person requiring special accommodations should notify Supervisor Mike Stanula ***prior*** to the meeting date to make necessary arrangements. Supervisor Stanula may be reached at 946-2026.

**A CLOSED (EXECUTIVE) SESSION MAY BE HELD AT ANY POINT DURING THE MEETING.**