

Official Proceedings of the Washington Township Board of Trustees

July 6, 2023

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 **June** and transact any other business that may come before the Board of Trustees. The meeting agenda and guest sign-in sheet are attached. Stanula led the Pledge of Allegiance.

Roll call:

Present: Supervisor Mike Stanula **Trustees:** Mark Herlitz, Tracy Heldt, Teresa Peterson and George Obradovich **Absent:** None

Other Officials present:

Clerk Joe Burgess and Assessor Pat Peters

Approval of Town Account Budget Hearing Minutes Dated June 5, 2023:

Supervisor Stanula asked if there were any corrections or additions to the June 5, 2023, Town budget hearing minutes as presented. Being none, Stanula asked for a motion to approve the minutes.

Motion:

Trustee Herlitz made a motion to approve the Town Account Budget Hearing minutes dated June 5, 2023, as presented. Trustee Peterson seconded the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote.

Approval of Road District Budget Hearing Minutes Dated June 5, 2023:

Supervisor Stanula asked if there were any corrections or additions to the June 5, 2023, Road District budget hearing minutes as presented. Being none, Stanula asked for a motion to approve the minutes.

Motion:

Trustee Heldt made a motion to approve the Road District Budget Hearing minutes dated June 5, 2023, as presented. Trustee Herlitz seconded the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote.

Approval of the Board of Trustees Meeting Minutes Dated June 5, 2023:

Supervisor Stanula asked if there were any corrections or additions to the June 5, 2023, board meeting minutes as presented. Being none, Stanula asked for a motion to approve the minutes.

Motion:

Trustee Peterson made a motion to approve the minutes of the June 5, 2023, Board meeting as presented. Trustee Herlitz seconded the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote.

Public Commentary: None

Reports:

1. Road Commissioner – Commissioner Smith was not in attendance but left a written report (attached) for the Board. Supervisor Stanula read his report and there were no questions regarding his report.
2. Assessor – Assessor Peters has her crew measuring and taking pictures of properties so she can get property records updated. She has ordered t-shirts for her employees, and they also display magnetic “Assessor” signs on their vehicles to prevent any issues while they are out doing their jobs. The quadrennial assessments have been completed. Peters said there are several townhomes and a few homes off of Cardinal Creek Drive that are underassessed by nearly 100% and these units’ assessments will be updated as necessary. She is expecting several calls and possible appeals, however, the assessments must be accurate. Peters also has two training classes scheduled for July.
3. Clerk – Clerk Burgess reported that the Town and Road & Bridge budgets have been filed with the county. He has received and processed six FOIA requests in June. Burgess also met with members of the Beecher Fire Department to discuss holding a community health fair in October and they would like to move forward with planning. The Beecher Lion’s Club will also be involved in the event.
4. Supervisor’s Report – A new freezer has been purchased for the Food Pantry at a cost of \$6,304.72, which was less than anticipated. The cost of the freezer will be covered through the approved American Rescue Act grant the township received through Will County. Supervisor Stanula will be submitting the reimbursement paperwork in the coming days. Stanula has scheduled a plumber to inspect the plumbing fixtures at the Community Building and Washington Township Center. He will be asking for an estimate to upgrade the current plumbing fixtures to “touchless” fixtures and/or controls. This project is also part of the American Rescue Act grant.

The roof repair specifications have been updated and now include having the roof spray coated with a silicone product. A new “Bid Notice” has also been prepared and sent to the local paper to be published.

Supervisor Stanula has received a request from the Village of Beecher asking the township to consider a sponsorship to the Beecher EMA. The request will be added to the August meeting agenda.

5. Trustees Report – Trustee Heldt has spoken to several township senior residents regarding the lower attendance at the township’s breakfast events. Some seniors responded that they preferred the breakfast at the golf course because it’s a nicer venue than the Amvet Hall. They also liked to be entertained (i.e., movie nights) and the breakfast doesn’t typically offer that type of experience. Heldt also said that most of the people she talked to were not excited about a “big” raffle prize but preferred gift cards to local establishments. Clerk Burgess said he would talk to Cardinal Creek to see if they were able to host a breakfast or if the township could rent their facility and arrange for a caterer. The Board also discussed acquiring gift cards for future events.

6. Transportation Report – Will Ride did not send the township an invoice this month. The Township’s Dial-a-Ride service provided 38 trips in June.
7. General Assistance Report – There were no cases or disbursements from the General Assistance account in July.
8. Decennial Committee Report – Supervisor Stanula forwarded a link for sexual harassment training to the Board on July 5th and many officials have already completed the training and returned their training certificates to the Clerk. The training is required as per the township’s Sexual Harassment Policy. The Decennial Committee will meet next on September 7 at 6 pm at the Washington Township Center.

OLD BUSINESS:

1. Consideration and Approval of Revised Washington Township Employee Handbook – The handbook is still being reviewed by the township’s attorney.
2. Consideration and Approval of Washington Township Center Roof Repairs Bids – The revised bid request has been published in the local paper and will run for two consecutive weeks. The bid opening will take place at the August 7th Board meeting.

NEW BUSINESS:

1. Consideration and Approval of Pending Zoning Applications – There were no new zoning requests or applications to address.

PAYMENT OF BILLS:

Town Account (including Transportation Fund)

The board reviewed the **June** bills as reviewed by the Supervisor and presented by the Clerk. Trustee Herlitz questioned the bill from Area Salt & Chemical. The vendor delivers salt to the township which is used in the water softener. The softener is over 20-years old, and it appears to be going through an excessive amount of salt. It was recommended that the unit be inspected to ensure the settings are correct and it is working properly. The township center is on a well and the Board also questioned what it would take to get city water ran to the building.

MOTION:

Trustee Heldt made a motion to approve payment of all applicable payroll, bills, debits, and appropriate transfers from the Town Account for the month of **June** totaling **\$23,014.28**. Trustee Herlitz seconded the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote.

Road & Bridge Bills

The board reviewed the Road District’s **June** bills as prepared by Commissioner Mike Smith and presented by the Clerk. There were no questions regarding the bills.

MOTION:

Trustee Peterson made a motion to authorize payment of all applicable payroll, bills, and appropriate transfers or debits from the Road & Bridge Account for the month of **June** totaling **\$67,227.47**. Trustee Heldt seconded the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote.

Upcoming Seminars and Meetings

- **August 7** - Monthly Board Meeting @ 7 pm at the Washington Township Center

Announcements: None

Adjournment:

Being no additional business to discuss, Trustee Heldt made a motion to adjourn the meeting. Trustee Herlitz seconded the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote. The Board Meeting adjourned at **7:46 pm**.

Respectfully submitted,



Joseph Burgess - Town Clerk

Approved by Board of Trustees: 8/7/2023

Washington Township

Highway Department

30200 Town Center Dr.

Beecher, Illinois 60401

708- 946-6459 Fax 708-946-6459

Michael Smith Highway Commissioner

1. We have had crews on road repair and shoulder stone over the last month. The roads that will be getting an A-1 have been touched up and edges built up with shoulder stone.
2. Corning Road between Stoney and Yates has its first layer of base stone on.
3. Racine south of Indiana has had the edges done with asphalt and the section that was ground has been graded and rolled for tar and chip.
4. Before the 4th our crews were out mowing back corners. The state does a very poor job of maintaining their ditches. Our crew went out again for the 8th year in a row and did their intersections along Route 1.

Michael Smith

Highway Commissioner

**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 July 6, 2023, 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:

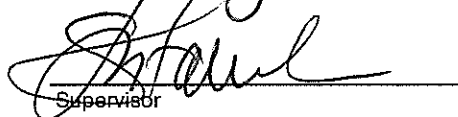
Claim #	Date	To Whom Allowed	Ck #	Nature of Claim	Amount
8842	6/9	Interstate Battery	9324	Parts - Inv # 326721	\$ 441.90
8843	6/9	Beecher Hardware	9325	Supplies - Inv # A275852 / 276884	\$ 90.67
8844	6/9	ComEd	9326	Utilities - Acct #1659047007 - Bill date - 6/1/23	\$ 22.41
8845	6/9	Village of Beecher	9327	Equipment Fuel - 5/1/23 to 5/31/23 - Inv # 863	\$ 3,140.80
8846	6/9	Tifco Industries	9328	Supplies - Inv # 71868721	\$ 1,248.48
8847	6/9	Walt's Foods	9329	Water - # 0492	\$ 19.95
8848	6/9	DeJong Equipment	9330	New Moritz Trailer &n parts - Inv # CR49048 / 46967 / 48992	\$ 15,645.31
8849	6/9	AT&T	9331	Phone - Acct # 7089466459-619-2 Inv # 7089466459-06	\$ 267.03
Void	6/9	RP Lumber	9332	VOID	\$ -
8850	6/9	M&K Truck Center	9333	Parts - Inv # 176263 / 176903 / 177149 / 192054	\$ 1,033.30
8851	6/9	Surf Air Wireless	9334	Internet service - Inv # 984985	\$ 64.95
8852	6/9	Shorewood Home & Auto	9335	Parts - Inv # 358046	\$ 65.17
8853	6/9	Dahlberg Accounting Solutions	9336	Professional services - Inv # 206 (May)	\$ 760.00
8854	6/23	Cintas Uniforms	9337	Uniforms - Acct # 14943430 from 5/1/23 - 5/31/23	\$ 466.04
8855	6/23	Phoenix Fire Systems	9338	Annual fire extinguisher inspections - Inv # 206728	\$ 70.50
8856	6/23	NCL Government Capital	9339	Minin excavator contract payment Inv # 50314	\$ 17,121.25
8857	6/23	AT&T Mobility	9340	Wireless charges - Inv #287293840112X06092023	\$ 147.30
8858	6/23	Mid-West Truckers Association	9341	Drug screens (Anderson & Luchene) - Inv # 23131	\$ 136.99
8859	6/25	Village of Beecher	EFT	RB Health Insurance - Inv # 2023-06	\$ 5,703.02
8860	6/23	June Payroll - QuickBooks	Misc	Payroll, IMRF & other government payroll liabilities	\$ 20,782.40
Total disbursements					\$ 67,227.47

IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto set our hands on July 6, 2023.

Road Commissioner



Township Clerk



Supervisor



Trustee



Trustee



Trustee



Trustee


Approved Claims - Board of Township Trustees
Town Account

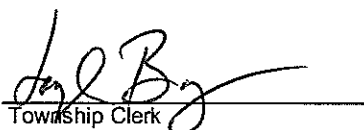
State of Illinois)
Will County) ss.
Washington Township)

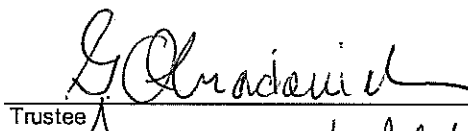
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Washington Township, having duly met at the Township office on July 6, 2023, for the
purpose of auditing Town accounts, do hereby certify that the following claims or demands
against said township were presented, and examined, were allowed at said meeting, to wit:

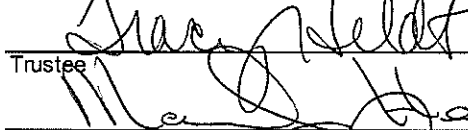
Claim #	Date	To Whom Allowed	CK	Nature of Claim	Amount
6226	6/9	Beecher Amvets	8977	New US Flag - Inv # 310491	\$ 43.75
6227	6/9	Tom's Truck Repair	8978	Safety Inspection - Inv # SL13331	\$ 35.00
6228	6/9	Township Officials of IL	8979	Annual Dues 2023-24	\$ 608.18
6229	6/9	Pat Peters	8980	Reimbursement for signage & travel	\$ 216.62
6230	6/9	Beecher Florist	8981	Flowers for Senior breakfast	\$ 180.00
6231	6/9	Spectrotel	8982	Phone service - Acct # 343999 - Inv # 11588960	\$ 205.58
6232	6/9	Pace Vanpool	8983	Monthly Van rental - Inv # 620893	\$ 100.00
6233	6/9	Walt's Foods	8984	Food for Senior Movie, Breakfast & Fire Dept Presentation	\$ 209.61
6234	6/9	S&K Security	8985	Monitoring fees - 6/1/23 to 8/31/23 - Inv # 1141278	\$ 212.73
6235	6/9	Webfoot Designs	8986	Website Hosting - Inv # 130727	\$ 600.00
6236	6/9	Kelly Falaney	8987	Senior Trip - Joliet Jackhammers Game - Bus driver pay	\$ 119.35
6237	6/9	Beecher School District 200U	8988	Mileage for Bus trip to Joliet, IL	\$ 56.80
6238	6/9	Comcast	8989	Internet and Cable # 10295 - Bill date - 5/24/23	\$ 290.41
6239	6/9	Riverside Workforce Health	8990	Physical & Drug Screen (Peters) - Inv # 00112794	\$ 185.00
6240	6/9	Village of Beecher	8991	Bus fuel - 5/1/23 to 5/31/23 - Inv # 864	\$ 65.52
6241	6/9	Beecher Hardware	8992	Building supplies - Inv # A276886	\$ 84.44
6242	6/9	Dahlberg Accounting Solutions	8993	Professional services (May) - Inv # 212	\$ 900.00
6243	6/9	Law Offices of Tom Knuth	8994	2023 Retainer - 3/1/23 - 3/1/24	\$ 2,200.00
6244	6/9	ComEd	8995	Electric bill - Acct # 4341116018 - Bill date 5/31/23	\$ 276.35
6245	6/9	Joseph Burgess	8996	Reimbursement for business cards - Vista Print	\$ 44.61
6246	6/9	Quill Corporation	8997	Office supplies - Inv # 32508662 / 32476784	\$ 81.61
6247	6/13	Cirone Computer Consulting	8998	Computer Training PAMSPRO - 7/20/23 (Peters)	\$ 85.00
6248	6/21	Phoenix Fire Systems	8999	Annual fire extinguisher inspections - Inv # 206727	\$ 76.00
6249	6/21	NICOR	9000	Utilities gas - #55877029193 - Bill date - 6/12/23	\$ 66.36
6250	6/21	BMS Lawn Care	9001	Lawn care services - Inv # 10351	\$ 140.00
6251	6/21	Mark Rossi	9002	Mileage reimbursement - Assessor Measurer	\$ 93.01
6252	6/21	Riverside Workforce Health	9003	Physical & drug Screen (Hitzelburger) - Inv # 00110844	\$ 185.00
6253	6/21	Quill Corporation	9004	Office supplies - Inv # 32892974 / 32882874	\$ 115.12
6254	6/23	Joe Burgess	9005	Reimbursement for postage - Budgets to county	\$ 5.89
6255	6/23	Area Salt & Chemical	9006	Salt - Inv # 284652	\$ 112.59
6256	6/23	KaTom Restaurant Supply	9007	Freezer for Food Pantry - Inv # 512707	\$ 6,304.72
6257	6/15	Intuit Software	EFT	ACH payroll charges	\$ 75.60
6258	6/23	June Payroll - QuickBooks	Debit	ALL payroll, IMRF & other government payroll liabilities	\$ 9,039.43
TOTAL ALL DISBURSEMENTS					\$23,014.28

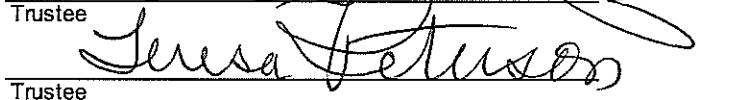
IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto
set our hands on July 6, 2023.


Township Supervisor


Township Clerk


Trustee


Trustee


Trustee

Washington Township Board Meeting
July 6, 2023 - 7:00 pm
Meeting Agenda

Call to Order / Roll Call

Pledge of Allegiance

Approval of Town Account Budget Hearing Minutes Dated June 5, 2023

Approval of Road District Budget Hearing Minutes Dated June 5, 2023

Approval of Board Meeting Minutes Dated June 5, 2023

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
8. Decennial Committee Report

Old Business

1. Consideration and Approval of Revised Washington Township Employee Handbook
2. Consideration and Approval of Washington Township Center Roof Repair Bids

New Business

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

Payment of Bills

Town Acct, Road District, General Assistance (as required)

Upcoming Seminars and Meetings

- August 7 – Monthly Board Meeting @ 7 pm

Announcements

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.

