

Official Proceedings of the Washington Township Board of Trustees

August 4, 2025

**Washington Township Center
30200 Town Center Road, Beecher, IL**

Supervisor Stanula called the meeting to order at **7:02 p.m.** to pay bills for the month of **July** 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:** Tracy Heldt, Mark Herlitz, Paul Goldrick & Teresa Peterson **Absent:** None

Other Officials present:

Clerk Joe Burgess and Assessor Pat Peters

Approval of the Board of Trustees Meeting Minutes Dated July 7, 2025:

Supervisor Stanula asked if there were any corrections or additions to the July 7, 2025, Board meeting minutes as presented. Being none, he asked for a motion to approve the minutes.

Motion:

Trustee Herlitz made a motion to approve the minutes of the July 7, 2025, board meeting as presented. Trustee Heldt seconded the motion. There was no discussion, and the motion was **unanimously approved by voice vote.**

Approval of Executive Session Minutes Dated July 7, 2025:

Supervisor Stanula asked if there were any corrections or additions to the July 7, 2025, Executive Session minutes as presented. Being none, Stanula asked for a motion to approve the minutes.

Motion:

Trustee Goldrick made a motion to approve the Executive Session minutes dated July 7, 2025, as presented. Trustee Peterson seconded the motion. There was no discussion, 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 the report and clarified that Commissioner Smith is waiting for Iroquois Paving to receive the finalized contract from the Will County DOT before starting the scheduled asphalt work in the township.
2. **Assessor** - Assessor Peters reported that the Will County adjustment factor this year is set at 1.0520, which is the lowest it has been in six years and the 5th lowest in the county. She will also be attending the Resource Fair at Firemen's Park this Saturday, August 9th.
3. **Clerk** - The Washington Township Resource Fair is at Firemen's Park this Saturday, August 9 and starts at 9 am. The large FOIA request received by the Clerk last month has been addressed as per the recommendations of our attorney. The response was accepted by the requestor.

4. Supervisor's Report – The new security cameras have been installed, and the contractor is waiting for a part for the interior door lock to complete the project. All monitors and cameras are working properly and an email was sent to all the officials so they could download the camera app and watch the live cameras at any time.
5. Trustees Report – No report.
6. Transportation Report – The Dial-a-Ride service provided 58 trips in April at a cost of **\$892.46**
7. General Assistance Report – There was one new Emergency Assistance case in July. Payments were made totaling **\$545.95**, which included paying gas, electric & water bills for the applicant.

OLD BUSINESS:

1. Consideration and Approval of Revised Washington Township Employee Handbook – Clerk Burgess has been working on this project and hopes to have a revision to the Board by the August meeting.
2. Township Center Air Conditioner Repairs / Replacement – The vendor attempted to repair the furnace but a short occurred while installing the part and smoke from the short set off the fire alarm. The vendor attempted to repair the furnace again at a later date and the furnace, which is 25 years old, cannot be repaired. Supervisor Stanula authorized the replacement of the furnace, and we are now waiting for the new unit to be installed. Once the new furnace is installed, the vendor can make the needed repairs to the air conditioning units.

NEW BUSINESS:

1. Consideration and Approval of Pending Zoning Applications – Zoning case number ZC-25076, requested by Evelia Flores was received by the Board from Will County Land Use. The property, located at 1444 E. Corning Road, is a 5-acre parcel and currently zoned as A1. Supervisor Stanula said it was unusual for a 5-acre parcel to be zoned as A1 as they are usually E1. However, the county has allowed the applicant to request a Special Use Permit to build a barn on the property and remain zoned as A1. The size of the barn was not listed but it would be located behind the house on the back of the property. Stanula explained that as long as the barn conforms to existing size requirements, the Board should approve the request. There were no objections to the request, and the Supervisor will draft a letter supporting the request for the Special Use Permit.
2. Review Washington Township Wage Structure – The Board reviewed the current wage structure. The township starts all positions at a minimum rate of at least \$15 per hour, as per state law, and the wage structure will be updated to reflect the \$15 minimum starting wage. There was discussion about raising the minimum starting rate for bus drivers and paying them based on their experience to be competitive with the market. Additionally, because the bus schedule is not always a full day, the Board is also considering guaranteeing bus drivers a minimum number of hours on the days they work. There was also a conversation about raising the maximum salary cap for office help and bus drivers, but those amounts would be determined after all current job descriptions have been updated. The “Administrative Assistant” position on the wage structure will be eliminated as that position has not been used at the township in many years. The “General Office” and “General Office & Bus Driver” positions on the wage structure sheet will be updated to read “Office Coordinator” and “Office Coordinator & Bus Driver” to match the job description verbiage.

3. Review Washington Township Office Job Descriptions – The Board reviewed the Office Coordinator job description and several job responsibilities, such as opening mail, checking in bus drivers and other non-driving transportation responsibilities, that currently fall under “other duties as assigned” will be added to the document to more accurately reflect the job duties.

Assessor Peters, who has an extensive background with Pace and transportation, will review the current “Bus Driver” job description and ensure the qualifications and responsibilities match Pace’s current vanpool driver requirements. These two job descriptions combined will make up the responsibilities of the “Office Coordinator & Bus Driver” position. As mentioned earlier, the Transportation Director job description is no longer required.

PAYMENT OF BILLS:

General Assistance Bills

The board reviewed the Road District’s **July** bills as reviewed by Supervisor Stanula and presented by the Clerk.

Motion:

Trustee Herlitz made a motion to authorize payment of all bills and/or appropriate transfers or from the General Assistance Account for the month of **July** totaling **\$545.95**. Trustee Peterson seconded the motion. There was no discussion on the motion, and the motion was **unanimously approved by voice vote**.

Town Account (including Transportation Fund)

The board reviewed the **July** bills as reviewed by the Supervisor 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, debits, and appropriate transfers from the Town Account for the month of **July** totaling **\$14,591.45**. 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 **July** bills as reviewed by Commissioner Mike Smith and presented by the Clerk.

Motion:

Trustee Goldrick 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 **July** totaling **\$41,462.26**. Trustee Herlitz seconded the motion. There was no discussion on the motion, and the motion was **unanimously approved by voice vote**.

Upcoming Seminars and Meetings

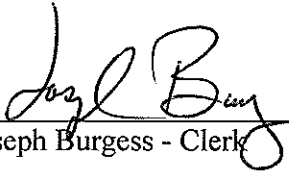
- **August 9** – 3rd Annual Resource Fair@ Firemen’s Park
- **September 3** - Monthly Board Meeting @ 7 pm at the Washington Township Center

Announcements:

Adjournment:

Being no additional business to discuss Trustee Heldt made a motion to adjourn the meeting. Trustee Goldrick seconded the motion. There was no discussion on the motion, and the motion was **unanimously approved by voice vote**. The Board Meeting adjourned at **8:17 pm**.

Respectfully submitted,



Joseph Burgess - Clerk

Approved by Board of Trustees: 9/2/2025

Washington Township

Highway Department

30200 Town Center Dr.

Beecher, Illinois 60401

708- 946-6459 Fax 708-946-6459

Michael Smith Highway Commissioner

1. The pile line started their repair later than the expected. They are currently working on repairing the gas main under Yates.
2. IPC is waiting on the solidified contract to be signed and returned from the Will County DOT. As soon as they have the contract, they will issue a start date.
3. We are working on tar and chip projects and working on spray patching.

Michael Smith

Highway Commissioner

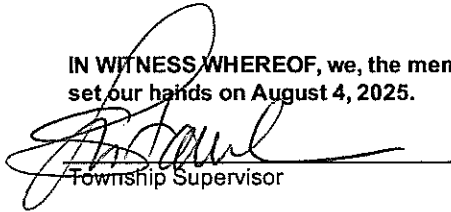
**Approved Claims - Board of Township Trustees
General Assistance Account**

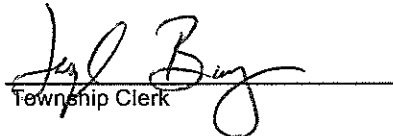
State of Illinois)
Will County) ss.
Washington Township)

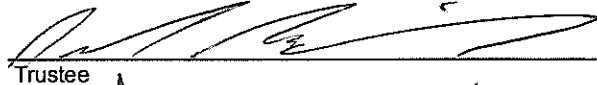
We the undersigned, comprising the Board of Trustees of
Washington Township, having duly met at the Township office on August 4, 2025 for the
purpose of auditing the General Assistance account, do hereby certify that the following claims or demands
against said township were presented, and examined, were allowed at said meeting, to wit:

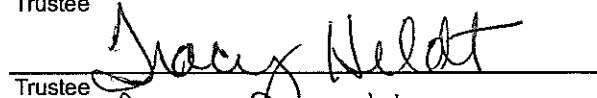
Claim #	Date	Vendor / CASE NUMBER	CK	Nature of Claim (EA or GA)	Amount
25-05	7/24/25	ComEd	1316	Flat Grant	\$226.27
25-06	7/24/25	Village of Beecher	1317	Flat Grant (Water Bill)	\$242.22
25-07	7/24/25	Nicor	1318	Flat Grant	\$77.46
TOTAL ALL DISBURSEMENTS					\$545.95

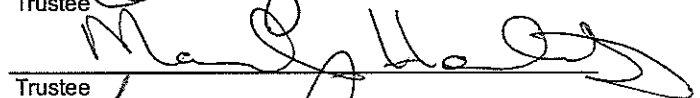
IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto
set our hands on August 4, 2025.

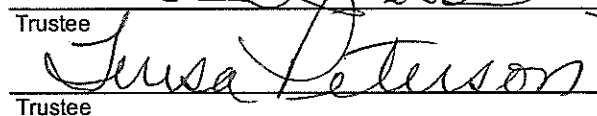

Township Supervisor


Township Clerk


Trustee


Trustee


Trustee


Trustee

Approved Claims - Board of Township Trustees
Town Account

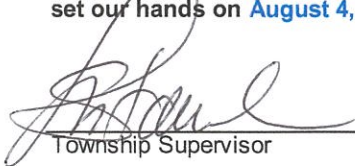
State of Illinois)
Will County) ss.
Washington Township)

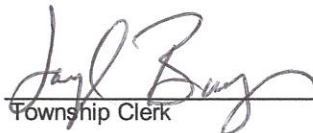
We the undersigned, comprising the Board of Trustees of
Washington Township, having duly met at the Township office on **August 4, 2025**, for the
purpose of auditing Town accounts, do hereby certify that the following claims or demands
against said township were presented, and examined, were allowed at said meeting, to wit:

Claim #	Date	To Whom Allowed	CK	Nature of Claim	Amount
6774	7/15	Walt's Foods	9496	Senior supplies - # 4020813 / 70731252 / 36111829	\$ 147.87
6775	7/15	ComEd	9497	Electric bill - Acct # 4544334000 - Bill date 7/3/25	\$ 898.21
6776	7/15	Dahlberg Accounting Solutions	9498	Professional services - (June) Inv # 392	\$ 1,175.00
6777	7/15	Riverside Workforce Health	9499	DOT Physical & Drug Screen - Inv # 131312	\$ 77.00
6778	7/15	M3 Electric	9500	Repair exterior lighting - Inv # 2503	\$ 1,468.00
6779	7/15	Comcast	9501	Internet - # 10295 - Bill date - 6/24/25	\$ 215.07
6780	7/15	Pace Vanpool	9502	Monthly Van rental - Inv # 653985	\$ 100.00
6781	7/15	FESSCO	9503	Annual fire extinguisher inspections - Inv # IV00602646	\$ 108.50
6782	7/15	CLR Digital	9504	Calendar App Monthly Fee - Inv # 2873	\$ 125.00
6783	7/15	Quill Corporation	9505	Office Supplies - Inv # 44842253	\$ 183.96
6784	7/15	BMS Lawncare	9506	Lawn services - Inv # 14716	\$ 140.00
6785	7/15	KGG LLC	9507	Legal services - Inv # 71183	\$ 110.00
6786	7/15	Tim Goldrick	9508	Food Pantry Supplies	\$ 124.00
6787	7/15	Pat Peters	9509	Travel expenses - Will County Monthly Meeting	\$ 126.08
6788	7/15	Mike Fuhrmann	9510	Travel expenses for measuring (Assessor)	\$ 56.70
6789	7/15	SMR Awards	9511	6' Table cloth - Inv # 13420	\$ 239.06
6790	7/24	NICOR	9512	Utilities gas - #55877029193 - Bill date - 7/11/25	\$ 57.00
6791	7/24	Joe Burgess	9513	Reimbursement for "Goldrick" meeting room nameplate	\$ 10.79
6792	7/24	Township Supervisors of IL	9515	2025 Dues	\$ 30.00
6793	7/24	Pat Peters	9516	Travel expenses - Will County Monthly Meeting	\$ 49.00
6794	7/24	Cytracom	EFT	Phone Service - Inv # 412141	\$ 252.07
6795	7/25	July Payroll - QuickBooks	Debit	ALL payroll, IMRF & other government payroll liabilities	\$ 8,898.23
TOTAL ALL DISBURSEMENTS					\$14,591.54

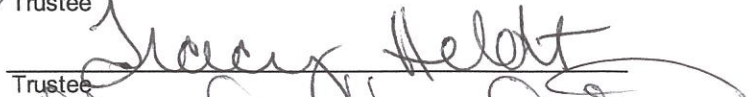
VOID Ck
9514

IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto
set our hands on **August 4, 2025**.

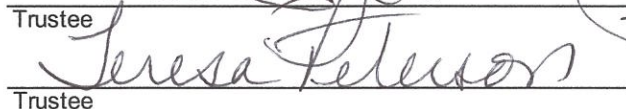

Township Supervisor


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 **August 4, 2025**, 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
9340	7/15	AT&T Mobility	9785	Wireless charges - Inv #287293840112X07/09/2025	\$ 140.34
9341	7/15	Cintas Uniforms	9786	Uniforms - Acct # 14943430 (June 2025)	\$ 611.33
9342	7/15	M&K Truck Center	9787	Parts - Inv # 215193SC	\$ 53.52
9343	7/15	ComEd	9788	Utilities - Acct #2497892222 - Bill date - 7/7/25	\$ 271.13
9344	7/15	FESSCO	9789	Annual fire extinguisher inspections - Inv # IV00602656	\$ 94.50
9345	7/15	NICOR	9790	Acct #58285823769 / Bill date 6/11/25	\$ 497.22
9346	7/15	Fratco Inc.	9791	Drainage pipe - Inv # 61600-2	\$ 797.33
9347	7/15	Dahlberg Accounting Solutions	9792	Professional services (June) - Inv # 393	\$ 940.00
9348	7/15	NAPA Auto Parts	9793	Parts - Inv # 128907	\$ 149.08
9349	7/15	DeJong Equipment	9794	Parts - Inv # CR65882	\$ 108.56
9350	7/15	Walt's	9795	Supplies - water # 1090050910 / 1019230947	\$ 95.12
9351	7/15	Emil's Tires	9796	Service call - flat - Inv #G3642	\$ 417.00
9352	7/15	Gallagher Materials	9797	Cold Patch Asphalt - Inv # 39413 / 39545	\$ 2,092.72
9353	7/15	Surf Air Wireless	9798	Internet service - Acct # 93011007437 - Bill date 7/1/25	\$ 59.95
9354	7/22	Heritage FS	9799	Bulk Fluids - Inv # 11193241	\$ 2,460.50
9355	7/22	Interstate Asphalt	9800	Cold Patch - Inv # 10739	\$ 935.55
9356	7/22	Homewood Disposal	9801	Semi-Annual Charges - Inv # 9454548	\$ 502.44
9357	7/25	Village of Beecher	EFT	RB Health Insurance - Inv # 2025-07	\$ 6,259.34
9358	7/25	July Payroll - QuickBooks	Misc.	Payroll, IMRF & other government payroll liabilities	\$ 24,976.63
Total disbursements					\$ 41,462.26

IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto
set our hands on **August 4, 2025**.

Road Commissioner

Township Clerk

Supervisor

Trustee

Trustee

Trustee

Trustee

August 4, 2025

Guest Sign-in Sheet

[illegible]

**Washington Township Board Meeting
August 4, 2025 - 7:00 pm
Meeting Agenda**

Call to Order / Roll Call

Pledge of Allegiance

Approval of Board Meeting Minutes Dated July 7, 2025

Approval of Executive Session Minutes Dated July 7, 2022

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 Revised Washington Township Employee Handbook
2. Township Center Air Conditioner Repairs / Replacement

New Business

1. Consideration and Approval of Pending Zoning Applications
2. Review Washington Township Wage Structure
3. Review Washington Township Office Job Descriptions

Payment of Bills

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

Upcoming Seminars and Meetings

- **September 3** – Monthly Board Meeting @ 7 pm (Wednesday)

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 708-946-2026.

The Washington Township Public Commentary Policy will be followed and is printed on back of the agenda.

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