

Official Proceedings of the Washington Township Board of Trustees

January 5, 2026

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 **December** 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 and George Obradovich

Absent: Paul Goldrick

Other Officials present:

Clerk Joe Burgess, Assessor Patricia Peters and Highway Commissioner Mike Smith

Approval of the Board of Trustees Meeting Minutes Dated December 1, 2025:

Supervisor Stanula asked if there were any corrections or additions to the December 1, 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 December 1, 2025, board meeting as presented. Trustee Heldt 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 read his written report. In addition to his report, Smith said he will be purchasing a new “bat wing” mower in 2026 and he has already used 200 tons of road salt this year compared to about 150 tons for all of last winter.
2. Assessor – Assessor Peters reported the state has just passed a new bill increasing the maximum “household income” for the senior exemption. The new income levels are as follows:
 - \$75,000 in 2026 tax year (payable in 2027)
 - \$77,000 in 2027 tax year (payable in 2028)
 - \$79,000 in 2028 tax year (payable in 2029)
3. Clerk – Clerk Burgess reported that the 2025 levies have been filed with the Will County Clerk. The township has received a “Thank You” letter from CASA of Will County for being a program sponsor again this year. There will be a Senior Pizza and Movie Matinee held on January 21st at the Washington Township Center.

Clerk Burgess also presented a copy of the Washington Township Food Pantry income and expense report for 2025. At this time, the program is totally funded through donations, and the Board may consider adding funds to the program for the next fiscal year during the upcoming budget discussions.

4. Supervisor's Report – Supervisor Stanula reported the new flagpole lights have been installed.
5. Trustees Report – Trustee Obradovich asked about the Beecher Preservation Committee and if a current Board member was on the committee. There are no Township officials currently serving on that committee and new members are appointed by the Beecher Village Board. Clerk Burgess indicated he had a recent conversation with a Preservation Committee member, and they are looking for a way to merge with the Beecher Historical Society, who has recently lost the majority of their members. The goal is to make sure the Washington Township Depot / Museum is properly maintained and remains open at least one day a week.
6. Transportation Report – The Dial-a-Ride service provided 77 trips in December at a cost of **\$531.20**.
7. General Assistance Report – There were two General Assistance payouts in December for a qualifying resident at a cost of **\$1568.00**. Additionally, Will County will only deposit funds into a set number of bank accounts and every year they deposit Insurance Fund and Community Building Funds into the GA account. The township's accountant then transfers these excess funds to the correct accounts at the end of the year. A total of **\$364.44** was transferred into the Community Building Fund and **\$9,094.98** was transferred into the Insurance Fund.

OLD BUSINESS:

1. Consideration and Approval of Revised Washington Township Employee Handbook – Trustee Obradovich and Clerk Burgess will be meeting in January to start reviewing the handbook.
2. Thriveworks Mental Health Program – The mental health program reimbursement from the City of Joliet has been deposited and transferred to the Thriveworks account. The township will be applying for a Will County Mental Health grant in January.

NEW BUSINESS:

1. Consideration and Approval of Pending Zoning Applications – There were no new zoning applications to discuss.
2. Washington Township Social Media and Electronic Communication Policy – The Board received a copy of the policy prior to the meeting. Supervisor Stanula reminded the Board that using their cell phone (text messages) for township business would make their phone messages open to a FOIA request and recommended members continue to not use their personal phone for any township communication. Trustee Heldt was concerned about the use of personal email accounts being subject to the guidelines of the Freedom of Information Act and suggested the township create “township” email addresses for all the trustees. The Board agreed that new email addresses be created as soon as possible. Clerk Burgess will contact Chicagoland Cloud and request the email addresses be setup.

Supervisor Stanula also recommended that a section be added to the policy that addresses employees posting controversial and / or offensive pictures, videos or posts on social media. The Board agreed that this behavior needs to be addressed, and Clerk Burgess will contact the township attorney and request if this behavior can legally be addressed in the policy.

3. Washington Township Record Retention Policy – The Board received a copy of the Record Retention Policy prior to the meeting. The policy ensures the township follows all state statutes regarding record retention and the proper disposal of old records that are no longer required to be maintained. Clerk Burgess indicated that every type of record has a specific retention requirement, and the township currently has many records that no longer need to be kept and should be destroyed. The process includes completing the required record disposal paperwork and getting approval from the state.

Motion:

Trustee Herlitz made a motion to approve the Washington Township Record Retention Policy as presented. Trustee Heldt seconded the motion. There was no discussion, and the motion was **unanimously approved by voice vote**.

4. Rescheduling of the March 23, 2026, Meeting – Supervisor Stanula has learned that two trustees will not be available to attend the March 23 meeting, and he recommended moving the meeting to March 30th. There were no objections to moving the meeting.

Motion:

Trustee Heldt made a motion to reschedule the March 23rd Township Board Meeting to March 30th. Trustee Herlitz seconded the motion. There was no discussion, and the motion was **unanimously approved by voice vote**.

PAYMENT OF BILLS:

General Assistance

The Board reviewed the General Assistance (Emergency Assistance) disbursements and transfers as discussed under the General Assistance Report.

MOTION:

Trustee Herlitz made a motion to authorize the payments and the appropriate transfers from the General Assistance account to the Insurance Fund and Community Building account for the month of December totaling \$11,027.42. Trustee Heldt seconded the motion. There was no discussion, and the motion was **unanimously approved by voice vote**.

Town Account (including Transportation Fund)

The board reviewed the December bills as reviewed by the Supervisor and presented by the Clerk. There were no questions regarding the bills.

Motion:

Trustee Heldt made a motion to authorize payment of all applicable payroll, bills, debits, and appropriate transfers from the Town Account for the month of December totaling \$38,296.28. 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 December bills as reviewed by Commissioner Mike Smith and presented by the Clerk.

Motion:

Trustee Heldt 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 **December** totaling **\$55,449.08**. Trustee Obradovich seconded the motion. There was no discussion on the motion, and the motion was **unanimously approved by voice vote**.

Upcoming Seminars and Meetings

- **Feb. 2** - Monthly Board Meeting @ 7 pm at the Washington Township Center

Announcements:

- **Jan. 21** – Senior Pizza & Movie Matinee – 12:30 pm at the Washington Township Center

Adjournment:

Being no additional business to discuss Trustee Obradovich 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 **7:48 pm**.

Respectfully submitted,



Joseph Burgess - Clerk

Approved by Board of Trustees: 2/2/2026

Washington Township

Highway Department

30200 Town Center Dr.

Beecher, Illinois 60401

708- 946-6459 Fax 708-946-6459

Michael Smith Highway Commissioner

1. We are working on winter patch work when weather permits.
2. We are going through all of our equipment and servicing/repairing everything for spring. Tractors, mowers, mini, etc.
3. I am looking into a new batwing mower. Woods mowers seem to be the best bang for the buck and the most durable in my opinion.
4. With the winter weather we have had, we have used over 200 tons of salt. I have ordered 200 tons to be delivered this week. We still have another 200 more we can take.

Michael Smith

Highway Commissioner



30200 Town Center Rd
Beecher, IL 60401

Supervisor Michael Stanula	Assessor Patricia Peters	Highway Commissioner Mike Smith	Clerk Joe Burgess	Trustees Paul Goldrick Mark Herlitz Tracy Heldt George Obradovich
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GA Report 2025

April	\$880.08
May	No Disbursement
June	No Disbursement
July	\$545.95
August	\$900 \$3,632 (Allied Benefits Systems-Insurance)
September	No Disbursement
October	No Disbursement
November	No Disbursement
December	\$1,568

Washington Township Record Retention Policy

Proposed 12/1/25

Washington Township retains records in accordance with 50 ILCS 205, the Illinois Local Records Act, and directives from the Local Records Unit, Record Management Section, Illinois State Archives, Springfield, IL 62756.

It is the policy of the Washington Township that its records be retained only so long as they are (1) necessary to the current conduct of the Township; (2) required to be retained by statute or government regulation; or (3) relevant to pending or foreseeable investigations or litigation.

1. The responsibility for administering record retention management, in accordance with the laws of the State of Illinois, is designated to the Washington Township Clerk and Administrative staff only as directed.
2. Destruction of specific records shall be carried out only in accordance with the rules and guidelines set down by the State of Illinois.
3. This policy includes records in all formats, including all records maintained on electronic data processing storage media as well as printed records.
4. All records shall be retained for at least the minimum period as stated in applicable State or Federal laws or regulations. Once the period for office retention of records has passed, a determination will be made regarding whether the records fall under the Records Retention schedule supplied by the State of Illinois, and with the approval of the Records Retention Division.
5. The destruction of records shall be suspended immediately upon receipt of legal process or other notice of pending or foreseeable investigations or litigation, whether government or private.
6. Washington Township's record retention schedule is on file and available for public inspection at the Washington Township Center, located 30200 Town Center Road, Beecher, IL.

Adopted this _____ day of _____ 2026.

Supervisor Michael Stanula

Clerk Joseph Burgess

SEAL

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 **January 5, 2026** 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:

IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto set our hands on January 5, 2026.

IN WITNESS WHEREOF, we, the members
set our hands on January 5, 2026.



John S. Johnson
Township Supervisor

Township Supervisor

Jay L. Bixby
Township Clerk

Township Clerk

George Bradavid

Trustee Sign Walt

Malissa L. Do
Trustee

— 10 —

Approved Claims - Board of Township Trustees
Town Account

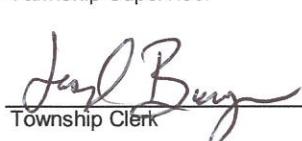
State of Illinois)
 Will County) ss.
 Washington Township)

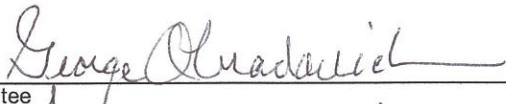
We the undersigned, comprising the Board of Trustees of
 Washington Township, having duly met at the Township office on **January 5, 2026**, for the
 purpose of auditing Town accounts, do hereby certify that the following claims or demands
 against said township were presented, and examined, were allowed at said meeting, to wit:

Claim #	Date	To Whom Allowed	CK	Nature of Claim	Amount
6894	12/1	BMS Lawncare	9631	Lawn services - Inv # 15558	\$ 70.00
6895	12/1	One Step	9632	Grid paper (Assessor) - Inv #N234930	\$ 211.18
6896	12/2	CLR Digital	9633	Calendar App Monthly Fee - Inv # 2977	\$ 125.00
6897	12/2	Dahlberg Accounting Solutions	9634	Professional services - (Nov) Inv # 438	\$ 800.00
6898	12/2	NICOR	9635	Utilities gas - #55877029193 - Bill date - 11/10/25	\$ 131.17
6899	12/2	Quill Corporation	9636	Office supplies - Inv # 46677387	\$ 35.18
6900	12/2	S&K Security	9637	Monitoring fees - 12/1/25 to 2/28/26 - Inv # 155358	\$ 212.73
6901	12/2	Pat Peters	9638	Reimbursement for parade candy	\$ 59.80
6902	12/2	Joe Burgess	9639	Reimbursement for "Sound of the Seasons" tickets / postage	\$ 56.98
6903	12/2	IPAI	9640	Assessor's Conference	\$ 840.00
6904	12/4	Pace Vanpool	9641	Monthly Van rental - Inv # 660727	\$ 100.00
6905	12/4	Comcast	9642	Internet - # 10295 - Bill date - 11/24/25	\$ 216.58
6906	12/8	Beecher Amvets	9643	Senior Holiday Dinner Hall rental	\$ 275.00
6907	12/8	Tom's Truck Repair	9644	Safety Lane Inspection - Inv # 15650	\$ 35.00
6908	12/8	Beecher Fuel Account	9645	Bus fuel - 11/1/25 to 11/30/25 - Inv # 1067	\$ 57.46
6909	12/9	Tony's Pizza	9646	Senior Dinner catering - Inv # 65354	\$ 910.00
6910	12/9	Isa Pina	9647	Holiday Dinner Music (Soloist)	\$ 150.00
6911	12/9	Sharpe Well Drilling	9648	Water line repair- Inv # 137153 (8/13/24)	\$ 350.00
6912	12/16	Berkot's Super Foods	9649	Food pantry & Senior Movie Night	\$ 449.19
6913	12/16	ComEd	9650	Electric bill - Acct # 4544334000 - Bill date 12/1/25	\$ 378.74
6914	12/16	Joe Burgess	9651	Holiday Dinner table decorations - Sunrise Greenhouse	\$ 74.23
6915	12/16	Kelly Falaney	9652	Bus driver to Olivet University - 12/5/25	\$ 142.19
6916	12/16	M3 Electric	9653	Install new lighting for flagpoles - Inv # 2610	\$ 998.00
6917	12/16	Metro Power	9654	Generator PM - Inv # 15546	\$ 800.00
6918	12/16	Michael Summers	9655	Travel expenses for measuring (11/14 - 11/24) (Assessor)	\$ 16.59
6919	12/16	Pat Peters	9656	Travel expenses - Will County Monthly Meeting (12/8 & 12/11)	\$ 126.08
6920	12/16	Tony's Pizza	9657	Senior Dinner catering - Inv # 65409	\$ 65.00
6921	12/16	Beecher School District 200U	9658	Transportation to Olivet University - 12/5/25	\$ 45.05
6922	12/19	Cytracom	EFT	Phone Service - Inv # 443356	\$ 359.80
6923	12/22	Sikich	9659	2024-25 Audit - Inv # 113178	\$ 1,646.50
6924	12/22	Quill Corporation	9660	Office supplies - Inv # 47025410	\$ 45.66
6925	12/10	Thriveworks	ACH	Mental Health	\$ 14,246.40
6926	12/19	December Payroll - QuickBooks	ACH	ALL payroll, IMRF & other government payroll liabilities	\$ 10,191.42
6927	12/30	One Step	9661	Fall Newsletter - Inv # N234321 (Reissue check - lost)	\$ 4,073.60
NA	12/9	QuickBooks Payroll Services	ACH	ACH Payroll Charge	\$ 1.75
				TOTAL ALL DISBURSEMENTS	\$38,296.28

IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto
 set our hands on **January 5, 2026**.


 Township Supervisor


 Township Clerk


 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 5, 2026**, 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
9442	12/2	AT&T Mobility	9894	Wireless charges - Inv #287293840112X 11/1/2025	\$ 155.49
9443	12/2	Cintas Uniforms	9895	Uniforms - Acct # 14943430 (Oct 2025)	\$ 700.63
9444	12/2	Dahlberg Accounting Solutions	9896	Professional services (Oct) - Inv # 439	\$ 640.00
9445	12/2	Quill Corporation	9897	Office supplies - Inv # 46626451	\$ 154.99
9446	12/2	R.P. Lumber	9898	Lumber - Inv # 4459616	\$ 79.95
9447	12/2	Walt's Foods	9899	Water - Inv # 3050081133	\$ 102.44
9448	12/2	Interstate Asphalt LLC	9900	Process millings / concrete mix - Inv # 11144	\$ 865.43
9449	12/16	Airgas USA	9901	Annual lease renewals - Inv # 552165278	\$ 431.95
9450	12/16	AT&T Mobility	9902	Wireless charges - Inv #287293840112X 12/1/2025	\$ 154.93
9451	12/16	Berkot's Super Foods	9903	Water - Inv # 2411-1	\$ 85.19
9452	12/16	Cintas Uniforms	9904	Uniforms - Acct # 14943430 (Nov 2025)	\$ 478.88
9453	12/16	ComEd	9905	Utilities - Acct #2497892222 - Bill date - 12/4/25	\$ 185.80
9454	12/16	DeJong Equipment	9906	Parts - Inv # CR669616	\$ 230.94
9455	12/16	Surf Internet	9907	Internet service - Acct # 93011007437 - Bill date 12/1/25	\$ 69.95
9456	12/16	Mike Smith	9908	Reimbursement for snow plow expenses	\$ 46.79
9457	12/22	Sikich	9909	2024-25 Audit - Inv # 113178	\$ 1,317.20
9458	12/23	Tri-State Asphalt	9910	Roda oil (HFE-90) - Inv # 5713384340	\$ 15,951.59
9459	12/23	Beecher Fuel Account	9911	Equipment Fuel - 11/1/25 to 11/30/25 - Inv # 1066	\$ 2,077.99
9460	12/23	Village of Beecher	EFT	RB Health Insurance - Inv # 2025-12	\$ 6,259.34
9461	12/19	December Payroll - QuickBooks	Misc.	Payroll, IMRF & other government payroll liabilities	\$ 25,431.57
9462	12/29	Belson Steel	9912	Reissue for check # 9807 (Never cleared)	\$ 28.03
				Total disbursements	\$ 55,449.08

IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto set our hands on January 5, 2026.

Township Clerk

Supervisor

Supervisor

Trustee

Trustee

11.

Trustee

Washington Township Board Meeting
January 5, 2026 - 7:00 pm
Meeting Agenda

Call to Order / Roll Call

Pledge of Allegiance

Approval of Board Meeting Minutes Dated December 1, 2025

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. Mental Health Program

New Business

1. Consideration and Approval of Pending Zoning Applications
2. Consideration and Approval of Washington Township Social Media Policy
3. Consideration and Approval of Washington Township Record Retention Policy

Payment of Bills

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

Upcoming Seminars and Meetings

- February 2, 2026 – Monthly Board Meeting @ 7 pm

Announcements

- Jan 21 – Pizza & Movie Matinee @ WTC – 12:30 pm

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.

Washington Township Board Meeting

7:00 PM

January 5, 2026

By checking the Public Commentary "box" you are agreeing to abide by the Washington Township Public Commentary Policy as printed on the back of the Meeting Agenda.

Guest Sign-in Sheet