

Official Proceedings of the Washington Township Board of Trustees
February 5, 2024
Washington Township Center
30200 Town Center Road, Beecher, IL

Supervisor Stanula called the meeting to order at **7:01 p.m.** to pay bills for the month of **January** 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.

A moment of silence was held for Dan Strick, who passed unexpectedly on Feb 2 at the age of 59. Dan was a former Washington Township Trustee.

Roll call:

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

Absent: Tracy Heldt

Other Officials present:

Clerk Joe Burgess and Assessor Pat Peters

Approval of the Board of Trustees Meeting Minutes Dated January 4, 2024:

Supervisor Stanula asked if there were any corrections or additions to the January 4, 2024, 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 January 4, 2024, Board meeting as presented. Trustee Peterson seconded the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote.

Public Commentary: None

Introduction:

Attorney Bryan Kopman from the law firm of KG&G LLC introduced himself to the Board. Bryan's firm is being considered as the township's new legal counsel and he wanted to meet the Board in person. Bryan said he had ties to the area as he was born and lived in Peotone for many years and still has family in the area. Kopman has over 25 years of experience with government law and his firm provides counsel to many governmental entities.

Reports:

1. **Road Commissioner** - Commissioner Smith was not in attendance but left a written report (attached). Supervisor Stanula read Smith's report and there was no discussion regarding his report.
2. **Assessor** - Assessor Peters reported her office has been quiet and she has been primarily helping residents that have turned 65 and are requesting the Senior Freeze Exemption.
3. **Clerk** - Clerk Burgess reported 40 people attended the Senior Pizza & Movie Matinee on January 17th.

He and Tammy Hitzelburger attended Early Voting training in Joliet on January 29. The county is using all new equipment for the upcoming elections and the training was mandatory. Burgess said the new equipment was easy to use and should make the voting process easier for staff and residents. Will County has confirmed a Household Hazardous and Electronics Recycling Event will be held at the Washington Township Center on Saturday May 11.

Burgess also shared the dates for the 2024 Senior events with the Board. There are currently 13 events scheduled. He also reported that the 2024-25 budget will be on next month's agenda and provided the Board information regarding the township's typical sponsorships and major expenses.

4. Supervisor's Report - Supervisor Stanula attended a Will Ride transportation meeting on January 30 at the Washington Township Center. There were 12 people in attendance including Will Ride's new Transportation Coordinator Colin Phillips. Stanula said the meeting was more of an introductory meeting and no major announcements were made. The members of Will Ride are waiting for a new Intergovernmental Agreement (IGA) to be renewed for this year and Will Ride is following the current IGA until a new agreement is ready. Stanula said the major discussion centered on the tardiness of the Will Ride service and how the buses need to keep appointment times so residents aren't waiting for the service. He also said Will County would eventually like to fund the program and extend the service to the entire county. Currently, Will Ride only services townships, cities and villages that pay for the transportation service.

Stanula has learned that "Generate", who is the company planning to build two 17-acre solar farms in Washington Township has applied for building permits and they expect them to be issued this month. Once the permits are issued, construction on the sites is to begin immediately.

There is a roof leak in the Conference Room and Stanula will contact the roofing company to come out and make the repairs.

5. Trustees Report - No report.
6. Transportation Report – Will Ride provided 119 rides in September of 2023 for a cost of \$1563.52.
7. General Assistance Report - There were no new cases for General Assistance in January.
8. Community Building – No report.

OLD BUSINESS:

1. Consideration and Approval of Revised Washington Township Employee Handbook – The handbook will be sent to the township's new legal counsel for review.

2. Community Calendar Application – Clerk Burgess received a quote for the app from CLR Digital Solutions. There is a one-time setup fee of \$399 and a \$135 monthly fee to maintain the app. He explained that the Village of Beecher has decided not to participate with the township, and they will utilize their current Nixel system to announce events to village residents. The fire district is very interested in the app and Burgess believes they will help fund the program. The Board is in favor of moving forward with the app and it was suggested to contact other entities to determine if any of them would be interested in utilizing the app and sharing the cost. Clerk Burgess will reach out to local non-profits and other entities to determine how much support there is for the app.
3. Consideration and Approval of Updated Public Commentary Policy – The updated policy was reviewed and there were no changes made to the policy as presented. A copy of the policy will be sent to the township’s legal counsel for review.
4. Consideration and Approval of Updated Expense & Travel Reimbursement Policy – The updated policy was reviewed by the board and Supervisor Stanula recommended adding spending limits to the policy. During discussion, it was decided to add verbiage that spending will be confined to the guidelines set forth by the current “Washington Township Purchasing and Bid Policy”. The policy will be updated and will be review again at the March meeting.
5. Consideration and Approval of KGG LLC as Legal Counsel – The board reviewed the proposal from KG&G LLC Attorneys at Law to be considered as the township’s new legal counsel. Mr. Kopman explained that he was not in favor of a retainer for their services and that his firm utilizes a tiered hourly rate that is applied depending on who is best at handling the issue. Kopman said sometimes a more experienced attorney can review a topic more quickly than an associate and it can save their clients money because it would take less time. There were no additional concerns.

Motion:

Trustee Herlitz made a motion to hire KG&G LLC as legal counsel for Washington Township as per the terms of their engagement letter. Trustee Peterson seconded the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote.

6. Consideration and Approval of Washington Township Accounting Guidelines – Supervisor Stanula told the board that he was satisfied with the proposed accounting guidelines as they cover handling cash and paying reoccurring utility bills effectively. He recommended passage of the guidelines.

Motion:

Trustee Peterson made a motion to approve the “Washington Township Accounting Guidelines” as presented. Trustee Herlitz seconded the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote.

7. Consideration of Beecher Fire District Mental Health Program – Supervisor Stanula has been in contact with the Beecher Fire Protection District, and they are working with a new account representative from Thriveworks. The district is working to get the program information finalized so it can be presented to the Board at the March meeting.
8. Consideration to Hire a Part-time Employee for the Assessor & General Office – Assessor Peters is recommending the hiring of Mike Fuhrmann as a part-time Field Worker and also for general office help. Fuhrmann has extensive experience as a bus driver and can be qualified by Pace to be a backup driver for the township’s Dial-A-Ride if needed. He is retired and worked for Rich Township for many years as a driver and office help. Peters said he was good with computers and will be trained to measure properties. Supervisor Stanula asked that job segregation in the office be maintained, and that he reports to and works for Assessor Peters. Tammy Hitzelburger will continue to be the primary bus driver. Fuhrmann could be available to assist with Early Voting and answering phones if Hitzelburger is out of the office.

Motion:

Trustee Herlitz made a motion to approve the hiring of Mike Fuhrmann as a part-time employee reporting to the Assessor. Trustee Peterson seconded the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote.

NEW BUSINESS:

1. Consideration and Approval of Pending Zoning Applications – There were no new zoning applications in January.
2. 2024 Concert in The Park – Clerk Burgess attended a recent Concert in the Park meeting and the village has asked if the township will be a sponsor again in 2024. Burgess explained the committee is only sponsoring four concerts this summer and are trying to get popular local bands that have a good following for this year’s series. The board agreed the concerts are good for the community and they will appropriate a \$10,000 sponsorship in the 2024-25 budget for this event.
3. Consideration of Additional Newsletter – Clerk Burgess informed the Board it will cost approximately \$1300 to print and mail a four-page newsletter. The newsletter would only include upcoming events and any important information such as scheduled road work or summer announcements. Supervisor Stanula questioned if there was enough information to fill four pages and Burgess said he wouldn’t know until he completed one and it’s possible a two-page flier might work. The board agreed that producing a summertime newsletter and determining its effectiveness was worth the effort at least once. The clerk will plan on having the newsletter out by mid-June.

PAYMENT OF BILLS:

Town Account (including Transportation Fund)

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

MOTION:

Trustee Obradovich made a motion to approve payment of all applicable payroll, bills, debits, and appropriate transfers from the Town Account for the month of **January** totaling **\$16,390.70**. 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 **January** bills as prepared by Commissioner Mike Smith and presented by the Clerk.

MOTION:

Trustee Herlitz 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 **January** totaling **\$41,565.45**. Trustee Peterson seconded the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote.

Upcoming Seminars and Meetings

- **March 4, 2024** - Monthly Board Meeting @ 7 pm at the Washington Township Center

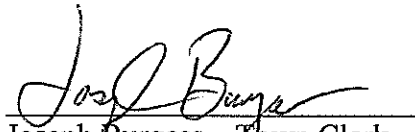
Announcements:

- **None**

Adjournment:

Being no additional business to discuss, Trustee Herlitz made a motion to adjourn the meeting. Trustee Obradovich seconded the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote. The Board Meeting adjourned at **8:25 pm**.

Respectfully submitted,



Joseph Burgess – Town Clerk

Approved by Board of Trustees: 3/4/2024

Washington Township

Highway Department

30200 Town Center Dr.

Beecher, Illinois 60401

708- 946-6459 Fax 708-946-6459

Michael Smith Highway Commissioner

1. Road crew has been working on patching and road repair.
2. Working on stone and oil bids for the 2024 tar/chip season.
3. Working with Will County DOT on MFT projects.
4. Working on updating the fuel system user/vehicle list.

Michael Smith

Highway Commissioner



30200 Town Center Rd
Beecher, IL 60401

Supervisor No dis April 2023

Michael Stanula Disbursement May \$487.91
 No Disbursement for June

Assessor *No Disbursement for July*
Mary Tamez

Highway Commissioner *No Disbursement for Aug*
Mike Smith

No Disbursement for Sept

Clerk *No Disbursement for Oct,*
Joe Burgess *No Disbursement for Nov*

Trustees *No Disbursement for Dec*
George Obradovich

Mark Herlitz *No Disbursement for Jan 2024*
Teresa Peterson

Tracy Heldt

CLR DIGITAL SOLUTIONS



Joe:

I appreciate your interest in our services!

After our discussion this morning, here is a breakdown for the mobile app pricing below.

Mobile App Setup Fee: \$399

Mobile App Monthly fee: \$135

The app can serve multiple clients. As long as those clients have WordPress websites, I can sync their website's news posts with the app site to automatically pull in their information. If other users are not on a WordPress platform, RSS Feeds might be an option or user access for manual entries.

We'll use categories to organize your content. So, for example, you may have categories of front page, assessor, road district, calendar etc. that would be menu items for users to easily navigate.

A calendar function will also be available for community events.

Below are some screenshots previously shared.

Please let me know if you have any questions.

Sincerely,
Chris Russell
Owner, CLR Digital Solutions

We help organizations with their communications! Ask about our other services!

- Website Design
- Website Hosting
- Non-Profit Websites
- WordPress Support
- WordPress Maintenance
- Governmental Websites
- Email Marketing
- SMS Notifications
- Print Newsletters

P: 708.935.0446
E: chris@clrdigital.tech

21260 South River Road,
Frankfort, Illinois 60423

Washington Township Public Commentary Policy Revised 2024

Public Act 96-1473 subsection 2.06(g) states; "Any person shall be permitted an opportunity to address public officials under the rules established and recorded by the public body".

PURPOSE: This policy outlines the Washington Township rules pertaining to "Public Commentary" at any Washington Township open meeting including; ALL board meetings, committee meetings, planning & zoning meetings, workshop meetings or other meetings which may be required.

1. Public Commentary will be allowed only at the allotted time as designated on the meeting agenda. Members of the audience should state their comment or question during public commentary to be noted for the record. However, if appropriate, the Chairman may allow other commentary or questions during the meeting. Appropriate does NOT include interruption or disruption during board member presentation of agenda items or during bid opening or during board member discussion.
2. Any person wishing to address the board MUST sign in on the meeting "Sign In" sheet and on the "Request for Public Commentary" form. Public comments will be presented in the order as they appear on the "Request for Public Commentary" form. No person signing in under an "alias" will be recognized.
3. The Chairman will allow anyone requesting to comment a reasonable amount of time to speak. The Chairman may also set a time limit based on the agenda of that individual meeting and request that commentary stays on topic. However, when multiple members of the public attend with the intention to speak on the same topic/or issue, they should either designate ONE representative to present the entire situation or each subsequent person's commentary will be limited to 3-5 minutes depending on the number of people wishing to be speak.
4. Abusive behavior and profanity will not be allowed. Anyone engaging in such behavior may forfeit their right to speak and may be asked to leave.
5. Continued disruption of meetings that impedes this board from conducting government business as outlined on the agenda will also not be tolerated. Anyone engaging in this behavior may also be asked to leave.

Please note that "public officials" are not required to engage in debate, be made available for abusive, threatening or harassing behavior or required to provide immediate answers to questions raised by the public.

Adopted this _____ day of _____, 2024.

Township Supervisor

Attest – Township Clerk (Seal)


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

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

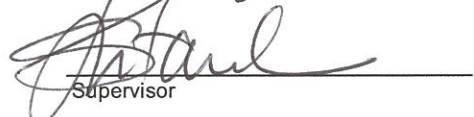
We the undersigned, comprising the Board of Trustees of Washington Township, having duly met at the Clerks office on **February 5, 2024**, for the purpose of auditing the Road & Bridge account, do hereby certify that the following claims or demands against said township were presented, and examined, were allowed at said meeting, to wit:

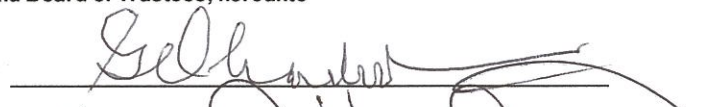
Claim #	Date	To Whom Allowed	Ck #	Nature of Claim	Amount
8986	1/23	Mike Smith	9457	Reimbursement for lunch for snow plow crew	\$ 125.51
8987	1/23	Lowell NAPA	9458	Parts - Inv # 116513	\$ 351.92
8988	1/23	DeJong Equipment	9459	VOID	\$ -
8989	1/23	Cintas Uniforms	9460	Uniforms - Acct # 14943430 from 12/1/23 - 12/31/23	\$ 543.12
8990	1/23	AT&T	9461	Phone - Acct # 7089466459-619-2 Inv # 7089466459-01	\$ 274.71
8991	1/23	Surf Air Wireless	9462	Internet service - Acct # 93011007437 / 1/1/24	\$ 64.95
8992	1/23	Dahlberg Accounting Solutions	9463	Professional services - Inv # 260 (December)	\$ 481.44
8993	1/23	Village of Beecher	9464	Equipment Fuel - 12/1/23 to 12/31/23 - Inv # 909	\$ 1,151.93
8994	1/23	Beaupre Inc.	9465	Safety lane inspections - Inv # 178516	\$ 234.00
8995	1/23	Walt's Foods	9466	Water - Inv # 3060881146	\$ 32.99
8996	1/23	RP Lumber	9467	VOID	\$ -
8997	1/23	Nuway Disposal	9468	Semi-annual charges - Inv # 8654254	\$ 411.84
8998	1/23	ComEd	9469	Utilities - Acct #1659047007 - Bill date - 1/2/24	\$ 185.76
8999	1/23	AT&T Mobility	9470	Wireless charges - Inv #287293840112X 01092024	\$ 145.49
9000	1/23	Sikich LLP	9471	Final bill for 3/31/24 Audit - Inv # 38035	\$ 752.63
9001	1/23	VCNA Prairie Material	9472	Stone (Corning Road) - Inv # 8911183680 / 891184291 / 891195913 / 891193101 / 891197163 / 891202030 / 891204310 / 891205453 / 891211935	\$ 5,627.63
9002	1/23	CNH Industrial Capital	9473	Sievers Equipment - Inv # CG11720	\$ 678.14
9003	1/23	Chicagoland Cloud LLC	9474	Annual licenses - Inv # 2835	\$ 275.00
9004	1/25	Village of Beecher	EFT	RB Health Insurance - Inv # 2024-01	\$ 5,703.02
9005	1/19	January Payroll - QuickBooks	Misc	Payroll, IMRF & other government payroll liabilities	\$ 24,525.37
Total disbursements					\$ 41,565.45

IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto set our hands on **February 5, 2024**.

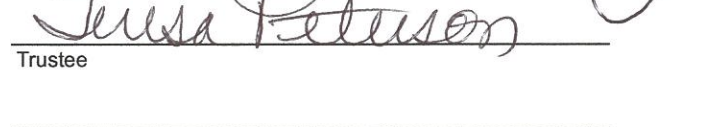

Road Commissioner


Township Clerk


Supervisor


Trustee


Trustee


Trustee

Trustee


Approved Claims - Board of Township Trustees
Town Account

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

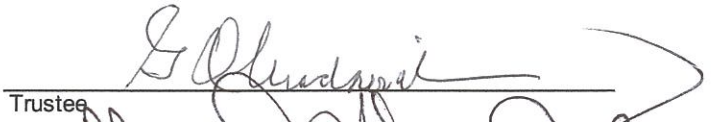
We the undersigned, comprising the Board of Trustees of Washington Township, having duly met at the Township office on **February 5, 2024**, for the purpose of auditing Town accounts, do hereby certify that the following claims or demands against said township were presented, and examined, were allowed at said meeting, to wit:

Claim #	Date	To Whom Allowed	CK	Nature of Claim	Amount
6388	1/23	Tony's Pizza	9125	Catering for Senior Movie Matiness - Inv # 024058	\$ 240.00
6389	1/23	Pace Vanpool	9126	Monthly Van rental - Inv # 630002	\$ 100.00
6390	1/23	Spectrotel	9127	Phone service - Acct # 343999 - Inv # 11987025	\$ 211.22
6391	1/23	Quill Corporation	9128	Office supplies - Inv #36006420	\$ 194.99
6392	1/23	Tammy Hitzelburger	9129	Mileage reimbursement	\$ 10.22
6393	1/23	Comcast	9130	Internet & TV - Acct # 8771401540010295 - Bill date - 1/24/24	\$ 319.96
6394	1/23	FESSCO	9131	VOID Paid in January - Inv # 207644	\$ -
6395	1/23	Dahlberg Accounting Solutions	9132	Professional services (December) - Inv # 259	\$ 601.80
6396	1/23	Walt's Foods	9133	Senior Holiday Dinner - Inv # 1023140929	\$ 33.50
6397	1/23	ComEd	9134	Electric bill - Acct # 4341116018 - Bill date 1/2/24	\$ 303.67
6398	1/23	Will Ride	9135	Transportation - Sep-23 - 119 trips	\$ 1,563.52
6399	1/23	NICOR	9136	Utilities gas - #55877029193 - Bill date - 1/9/24	\$ 268.28
6400	1/23	Sikich LLP	9137	Final bill for FY-2023-24 Audit - Inv # 38035	\$ 1,951.25
6401	1/23	Pat Peters	9138	Reimbursement for travel & training - USPAP /	\$ 327.75
6402	1/23	Chicagoland Cloud	9139	Annual licenses (Assessor) - Inv # 2835	\$ 375.00
6403	1/23	Chicagoland Cloud	9140	Annual licenses (Township) - Inv # 2835	\$ 825.00
6404	1/30	Tammy Hitzelburger	9141	Comcast Bill - Acct # 8771401540010295	\$ 621.27
6405	1/16	Intuit Software	EFT	ACH payroll charges	\$ 84.24
6406	1/19	January Payroll - QuickBooks	Debit	ALL payroll, IMRF & other government payroll liabilities	\$ 8,359.03
TOTAL ALL DISBURSEMENTS					\$16,390.70

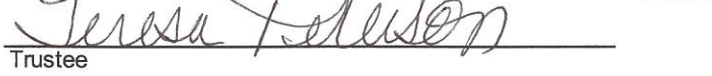
IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto set our hands on **February 5, 2023**.


Township Supervisor


Township Clerk


Trustee


Trustee


Trustee

Trustee

Washington Township Board Meeting
February 5, 2024 - 7:00 pm
Meeting Agenda

Call to Order / Roll Call

Pledge of Allegiance

Approval of Board Meeting Minutes Dated January 4, 2024

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. Community Calendar Application
3. Consideration and Approval of Updated Public Commentary Policy
4. Consideration and Approval of Updated Expense & Travel Reimbursement Policy
5. Consideration and Approval of KGG LCC as Legal Council
6. Consideration and Approval of Washington Township Accounting Guidelines
7. Consideration of Beecher Fire District Mental Health Program
8. Hire Part-time Employee for Assessor & General Office

New Business

1. Consideration and Approval of Pending Zoning Applications
2. 2024 Concert on the Park
3. Consideration of Additional Newsletter

Payment of Bills

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

Upcoming Seminars and Meetings

- **March 4, 2024** – Monthly Board Meeting @ 7 pm

Announcements

- **None**

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

February 5, 2024

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

PLEASE PRINT NAME	ADDRESS	Please CHECK here if you have Pubic Commentary
JULIE NEFCZYK		