

**Official Proceedings of the Washington Township Board of Trustees**

**August 6, 2018**

**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 **July** 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: Paul Goldrick, Mark Herlitz

Absent: Tracy Heldt, George Obradovich

**Other Officials present:**

Clerk Joe Burgess and Road Commissioner Jerry Meyer

**Approval of the Board of Trustees Meeting Minutes Dated July 2, 2018:**

Supervisor Stanula asked if there were any corrections or additions to the July 2, 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 July 2, 2018 Board meeting as presented. Trustee Goldrick seconded the motion. There was no discussion on the motion. Roll call vote: Herlitz – yes, Goldrick – yes, Stanula – yes. **Motion passed 3-0.**

**Public Commentary:**

None

**Reports:**

1. Road Commissioner – Commissioner Meyer reviewed his written report (Attached). Meyer also told the Board that resident Bob Fox has been requesting that Klemme Road, which runs along the west side of his property, be paved. Meyer said that Klemme was a dirt road when Fox built the house and is now gravel and there are plans to improve the road over the next couple of years. There was no discussion regarding his report.
2. Assessor – No report – there is currently a vacancy in the Assessor's office.
3. Clerk – The next Senior Movie Night will be held on August 15 at the Washington Township Center and the Senior Breakfast and Flu Shot program will be held on September 22 at Cardinal Creek Golf Course.
4. Supervisor's Report – BMS has removed the several dead tree stumps at the Washington Township Center (WTC). The Joliet Jackhammers game on August 7 is sold out and the bus will leave the WTC at 5:30 pm. Clerk Burgess suggested a fall Senior Bus Trip to the Fair Oaks Farm in Indiana and a tentative date of October 12 was chosen.

Supervisor Stanula explained that Accountant Daryl Dahlberg has sent a notice that he is raising his hourly rates from \$65 to \$75 per hour. This will be the first time Mr. Dahlberg has raised his rates during the 5-years he has been working for the Township.

Members of the Beecher 2040 Committee will give a short presentation at the September Senior Breakfast. It was suggested that the group set up an information booth at the breakfast or provide a copy of their information that could be given to all attending the breakfast.

5. Trustees Report – No reports.
6. Transportation Report – Will Ride provided 114 trips for residents traveling outside of Washington Township in April. The total rides provided by the Township's Dial-A-Ride service for July were not available.
7. General Assistance Report – Supervisor Stanula reported that there was one Emergency Assistance claim in July totaling \$595.23. The payment was used to turn on utilities for the applicant, who will soon be moving to more affordable housing in Manteno.

#### **OLD BUSINESS:**

NONE

#### **NEW BUSINESS:**

1. Consideration and Approval of Pending Zoning Applications – There were no pending applications to discuss.
2. Consideration to Open the Closed Executive Session Minutes Dated March 23, 2010
3. Consideration to Open the Closed Executive Session Minutes Dated January 7, 2013
4. Consideration to Open the Closed Executive Session Minutes Dated July 1, 2013
5. Consideration to Open the Closed Executive Session Minutes Dated February 3, 2014
6. Consideration to Open the Closed Executive Session Minutes Dated January 4, 2016 - A recommendation was made that all the Executive Session minutes under review remain closed and only one motion be made that would include all the minutes under consideration

#### **MOTION:**

Trustee Herlitz made a motion that the Closed Session minutes dated March 23, 2010, January 7, 2013, July 1, 2013, February 3, 2014 and January 4, 2016 all remain closed to the public.

Trustee Goldrick seconded the motion. There was no discussion on the motion.

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

7. Consideration and Approval of Mary Tamez to Fill the Assessor's Vacancy on a Contract Basis – Supervisor Stanula has been in contact with Will County Assessor Ronda Novak and she is recommending that the Board look to replaced former Assessor Carol Ann Blume within the next 30 days. The county has just done an annual reassessment and those notices typically generate many calls to the local assessor's office. Because of the current assessor vacancy, Washington Township residents are being told to call Novak's county office and those questions are better addressed at the local level.

Stanula has talked to Mary Tamez, who is the Crete Township Assessor, and she is willing to do perform the Washington Township Assessor's duties on a contract basis. Because Tamez is not a resident of the township, she can legally work for other jurisdictions as an outside contractor. Stanula said Tamez is an experienced Assessor and after talking to her, he is confident she can handle the additional work. Tamez said she would not reassess township properties or change how property is currently assessed in Washington Township. However, she would work to get all of the Township's manual PIN cards converted to an electronic format because it is easier to maintain the system and it will offer residents and others easier accessibility to that information. She would need help to get that information converted and former Assessor Blume has volunteered to help if needed or the current part-time staff could also be utilized.

Township Attorney Tom Knuth has drawn up a standard one-year contract for Ms. Tamez and it will offer the same pay rate that Blume was receiving and provides for a 30-day separation clause and discusses the requirements of the job. The contract would take effect on August 13, 2018. The Board reviewed the contract and there were no changes recommended.

**MOTION:**

Trustee Goldrick made a motion to offer Mary Tamez the employment contract as presented to perform the duties of the Township Assessor with an effective start date of August 13, 2018.

Trustee Herlitz seconded the motion. There was no discussion on the motion.

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

**PAYMENT OF BILLS:**

**General Assistance**

There was one General Assistance payout in July totaling **\$593.23.**

**MOTION:**

Trustee Goldrick made a motion to authorize payment from the General Assistance fund in the amount of **\$595.23.** Trustee Herlitz seconded the motion. There was no discussion on the motion.

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

**Town Account (including Transportation Fund)**

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

**MOTION:**

Trustee Goldrick made a motion to authorize payment of all applicable payroll, bills, debits and appropriate transfers for the Town Account totaling \$10,285.38. Trustee Herlitz seconded the motion. There was no discussion on the motion.

Roll Call vote: Goldrick – yes, Herlitz – 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 Herlitz made a motion to authorize payment of all applicable payroll, bills, and appropriate transfers or debits for the Road & Bridge Account totaling \$49,290.62. Trustee Goldrick seconded the motion. There was no discussion on the motion.

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

**Upcoming Seminars and Meetings:**

- **Aug 29** – Intergovernmental Committee Meeting – 7 PM at the WTC
- **Sept 6** - Washington Township Board Meeting – 7 PM (Thursday)

**Announcements:**

- **Aug 7** – Senior Bus Trip – Joliet Slammers Game
- **Aug 15** – Senior Movie Night – 6:30 PM

**Community Building News**


Community Board Manager Teresa Peterson told the Board the rental requests for the Community Building are down and they're many open dates between now and the rest of the year. As an incentive to increase rentals, the Board is going to reduce the cleaning charges to residents from \$125 to \$100.

There are several broken glass blocks in the upstairs windows and the Board is trying to secure at least two quotes to have the windows repaired or replaced.

**Adjournment:**

Being no other business or discussion, Trustee Herlitz made a motion to adjourn. Trustee Goldrick seconded the motion. Being no discussion and after being unanimously approved by voice vote, the Board Meeting adjourned at 7:45 pm.

Respectfully submitted,

  
Joseph Burgess – Town Clerk

Approved by Board of Trustees:

9/6/18

# Washington Township

*Jerry K. Meyer*

*Highway Commissioner*

August 6, 2018

To the Board of Trustees of Washington Township

- We are putting asphalt on edges on the roads we are going to tar and chip
- If we get rain tonight South Park will get tar and chipped
- We will be sealcoating the other part of South Park and part of Stoney Island and part of Kentucky
- Hope to start Klemme road north of Brunswick this month most of the stone is at the shop
- We have most of the seal coat chips in the yard
- We will be working with Will and Peotone Township with seal coating due to the number of people it takes to do the job.
- We started mowing for the second time we are only doing 10 foot and corners to conserve wildlife in the Township
- We did get bids in for the Oil for the roads and the stone for the Township. Thank You Joe

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

  
Jerry K. Meyer  
Commissioner

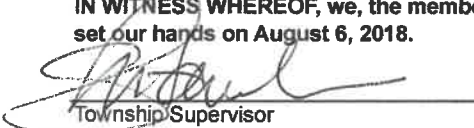
**Approved Claims - Board of Township Trustees**  
Town Account

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 August 6, 2018, 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
5015	7/6	Dahlberg Accounting	7849	Professional services - Inv # 121978	\$503.75
5016	7/6	Comcast	7850	Internet and Cable # 10295 - Bill date - 6/24/18	\$209.61
5017	7/6	Quill Corporation	7851	Office supplies - Inv # 8126755	\$13.98
5018	7/6	Spectrotel	7852	Phone service - Acct # 343999 - Inv # 8639827	\$216.33
5019	7/6	NICOR	7853	Utilities gas - #55877029193 - Bill date - 6/11/18	\$45.22
5020	7/6	Walt's Foods	7854	Senior Event - Inv # 00145451	\$20.34
5021	7/6	Pace Vanpool	7855	Monthly Charges - 6/25/18 Inv # 513132	\$100.00
5022	7/6	Webfoot Designs	7856	Web hosting - through 2019 - Inv # 113130	\$120.00
5023	7/6	ComEd	7857	Electric bill - Acct # 4341116018 - Bill date 6/29/18	\$366.20
5024	7/6	BMS Lawn care	7858	Lawn care services - Inv # 2773	\$160.00
5025	7/6	Tammy Hitzelburger	7859	Reimbursement for mileage	\$73.05
5026	7/11	Beecher Hardware	7860	Building supplies - Inv #A160645 / A162375	\$57.47
5027	7/11	Quill Corporation	7861	Clerk's office supplies - Inv # 32172	\$82.85
5028	7/19	Elmer & Son	7862	Door & lock repairs - Inv # 361282	\$106.50
5029	7/19	Tammy Hitzelburger	7863	Reimbursement for mileage (DOT drug test)	\$15.26
5030	7/19	Riverside Workforce Health	7864	DOT Drug screen (Hitzelburger) - Inv # 58816	\$50.00
5031	7/19	Verizon Wireless	7865	Cellular phones - Acct # 485462600 / Inv # 9810455068	\$66.19
5032	7/19	NICOR	7866	Utilities gas - #55877029193 - Bill date - 7/12/18	\$66.96
5033	7/19	The Vedette	7867	RB Bid notices - Inv # 42119 / 42120	\$80.00
5034	7/20	Carol Ann Blume	7868	Reimbursement for postage, photos & 2018 mileage	\$222.18
5035	7/26	Township Officials of IL	7870	2018-19 Annual membership dues	\$523.51
5036	7/15	Intuit Software	EFT	ACH payroll charges	\$23.38
5037	7/27	July Payroll - QuickBooks	Debit	ALL payroll, IMRF & other government payroll liabilities	\$7,162.60
				<b>TOTAL ALL DISBURSEMENTS</b>	<b>\$10,285.38</b>

IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto  
set our hands on August 6, 2018.

  
Township Supervisor

  
Township Clerk

  
Trustee


  
Trustee


\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

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

[illegible]

  
Road Commissioner

  
Township Clerk

**Trustee**

**Trustee**

### Trustee

### Trustee

**Washington Township Board Meeting  
August 6, 2018 - 7:00 pm  
Meeting Agenda**

**Call to Order / Roll Call**

**Pledge of Allegiance**

**Approval of Board Meeting Minutes Dated July 2, 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.

**New Business**

1. Consideration and Approval of Pending Zoning Applications
2. Consideration to Open the Closed Executive Session Minutes Dated **March 23, 2010**
3. Consideration to Open the Closed Executive Session Minutes Dated **January 7, 2013**
4. Consideration to Open the Closed Executive Session Minutes Dated **July 1, 2013**
5. Consideration to Open the Closed Executive Session Minutes Dated **February 3, 2014**
6. Consideration to Open the Closed Executive Session Minutes Dated **January 4, 2016**
7. Consideration and Approval of Mary Tomez to Fill the Assessor's Vacancy on a Contract Basis

**Payment of Bills**

**Upcoming Seminars and Meetings**

- **September 6, 2018 – Washington Township Board Meeting - 7 PM (Thursday)**

**Announcements**

- **August 15 – Senior Movie Night**

**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.**



## Guest Sign-in Sheet

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