

Official Proceedings of the Washington Township Board of Trustees
September 5, 2019
Washington Township Center
30200 Town Center Road, Beecher, IL

Supervisor Mike Stanula called the meeting to order at **7:01 p.m.** to pay bills for the month of **August** 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:** Tracy Heldt, Mark Herlitz

Absent: Paul Goldrick, George Obradovich

Other Officials present:

Clerk Joe Burgess, Assessor Mary Tamez and Highway Commissioner Jerry Meyer

Approval of the Board of Trustees Meeting Minutes Dated August 5, 2019:

Supervisor Stanula asked if there were any corrections or additions to the August 5, 2019 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 August 5, 2019 Board meeting as presented. Trustee Heldt seconded the motion. There was no discussion on the motion.

Roll call vote: Herlitz – yes, Heldt – yes, Stanula – yes. **Motion passed 3-0.**

Public Commentary:

None

Reports:

1. **Road Commissioner** – Highway Commissioner Jerry Meyer read his written report (attached) and there were no comments or questions regarding his report.
2. **Assessor** – Assessor Mary Tamez reviewed her written report (attached). Tamez said she has not received any property tax appeals at this time but appeals are first filed with the county and then are passed along to her office. Many of the new exemptions and revisions she processed last month were a direct result of her returning 139 calls from residents, who had questions about the recent assessment notices sent out by Will County.
3. **Clerk** – The Fall Senior Breakfast and Flu Shot Program is scheduled for September 21 at Cardinal Creek Golf Course and a Senior Movie Night is scheduled on September 25. The next newsletter will be mailed in October.
4. **Supervisor's Report** – Supervisor Stanula spoke to Paving Systems and the parking lot repaving project is scheduled for the week of October 14.

Stanula told the Board that the many sections of the sidewalk at the Township Center have dropped and are uneven creating potential tripping hazards for our visitors. He suggested having the sidewalks raised by a professional service and he has received an initial estimate of \$3510. The process involves drilling holes in the current sidewalks and pumping a cement mixture under the sidewalk to raise them evenly. No action can be taken at this time and this item will be added to the October agenda.

5. Trustees Report – No reports.
6. Transportation Report – The Township’s Dial-A-Ride service provided 62 trips within Washington Township in August. Will Ride supplied 82 trips for the month of April and 73 trips in May.
7. General Assistance Report – Supervisor Stanula reported there were two Emergency Assistance disbursements in August in the amount of \$798.23. The funds were used to pay two utility bills for one resident.
8. Community Building Report – The Beecher Fire Department has approached the Community Building Managers and is interested in renting the downstairs of the Community Building from February to November 2020, while the fire station is scheduled for renovations and a new addition. The fire department would use the downstairs for training, meetings and housing full-time staff 24-hours a day. Any changes to the downstairs area would be temporary and the building would be returned to its original condition when the upgrades to the fire station are completed. The Building Managers and District’s representatives will be discussing this proposal in the coming weeks.

OLD BUSINESS:

1. Midland Bank Proposal Update – Supervisor had no update on this item.

NEW BUSINESS:

1. Consideration and Approval of Pending Zoning Applications – There were no pending applications to discuss.
2. Consideration and Approval of Township’s Computer Upgrades – The Township’s computer server is running Windows 7 and will no longer be supported as of January 2020. The system is in good condition and needs to be upgraded to Windows 10 and the Clerk’s laptop computer will require the same update. Paul Leonhardt has prepared an estimate to upgrade the office server at a cost that would not exceed \$1400. He was unaware of the Clerk’s laptop and no quote was provided. The Board discussed the matter and determined the upgrades must be completed on both the server and Clerk’s laptop.

MOTION:

Trustee Herlitz made a motion to approve Paul Leonhardt's proposal to upgrade the server to Windows 10 and to also upgrade the Clerk's laptop at a cost not to exceed \$2000.00 for both computers. Trustee Heldt seconded the motion. There was no discussion on the motion.

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

3. Consideration and Approval of 2019 Levy Ordinance – The Board indicated that there would not be an increase in the 2019 Levy and the levy should be prepared with the same numbers as the 2018 Levy. Clerk Burgess will prepare the levy and it will be reviewed at the October meeting. Road Commissioner Meyer indicated that he would ask for a 2% increase in the 2019 levy. Meyer said with rising costs of materials, the additional funds are needed to maintain and upgrade township roads.
4. Consideration and Approval to Renew Mary Tamez Assessor's Employment Contract – Assessor's Tamez's employment contract is up for renewal and it was recommended that her contract be extended for one-year.

MOTION:

Trustee Herlitz made a motion to extend Assessor Mary Tamez's employment contract for one-year, retroactive from August 13, 2019 to August 13, 2020, with no changes to the terms of the current contract. Trustee Heldt seconded the motion. There was no discussion on the motion.

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

5. Consideration to Open the Closed Executive Session Minutes Dated **March 23, 2010** – See agenda item #9.
6. Consideration to Open the Closed Executive Session Minutes Dated **January 7, 2013** – See agenda item #9.
7. Consideration to Open the Closed Executive Session Minutes Dated **July 1, 2013** – See agenda item #9.
8. Consideration to Open the Closed Executive Session Minutes Dated **February 3, 2014** – See agenda item #9.
9. Consideration to Open the Closed Executive Session Minutes Dated **January 4, 2016** - The Board determined that all the closed minutes as listed should 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 remain closed to the public. Trustee Heldt seconded the motion. There was no discussion on the motion.

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

PAYMENT OF BILLS:

Town Account (including Transportation Fund)

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

MOTION:

Trustee Herlitz made a motion to authorize payment of all applicable payroll, bills, debits and appropriate transfers for the Town Account totaling **\$16,020.57**. Trustee Heldt seconded the motion. There was no discussion on the motion.

Roll Call vote: Herlitz – yes, Heldt – 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 Heldt made a motion to authorize payment of all applicable payroll, bills, and appropriate transfers or debits for the Road & Bridge Account totaling **\$52,826.47**. Trustee Herlitz seconded the motion. There was no discussion on the motion.

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

Upcoming Seminars and Meetings

- **October 7** - Washington Township Board Meeting – 7 PM

Announcements:

- **September 21** – Senior Breakfast & Flu Shot Program @ Cardinal Creek Golf Course
- **September 25** – Senior Movie Night @ Washington Township Center

Adjournment:

Being no other business or discussion, Trustee Heldt made a motion to adjourn. Trustee Herlitz seconded the motion. Being no discussion and after being unanimously approved by voice vote, the Board Meeting adjourned at 7:47 pm.

Respectfully submitted,


Joseph Burgess – Town Clerk

Approved by Board of Trustees: 10/7/2019

Washington Township

Jerry K. Meyer

Highway Commissioner

September 5, 2019

To the Board of Trustees of Washington Township

- Working on edges with hot patch on the roads we are tar and chipping
- Our JCB backhoe is in the shop in Lowell something major happen with the engine water got into the crankcase no word how long it will be out
- I received the paperwork from county to start tar and chipping hope to start next week if weather permits
- North Klemme is done waiting for tar and chipping
- Mike Smith took the position of foreman for the Township and Blake Wehling took Mike's job as laborer

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


Jerry K. Meyer
Commissioner

Office of the Assessor

Mary Margaret Tamez

Assessor

September 5, 2019

Township Meeting Notes:

- The notices have reached all of the taxpayers. As of today, I have returned 139 of the 142 calls since August 7th. I am pretty caught up as well as many emails. As of right now, I have not received any notification of a tax appeal. They have until September 9th to submit the appeal and a few weeks after that the County is finished entering all of the forms.
- The field staff has continued to complete the front photos of the homes. They have run into a few people that have asked them to leave the property, but for the most part it has been ok. In the storm on Tuesday, one of the magnets flew off the car while they were out. It is something that happens and I will wait a few weeks to see if anyone comes across it when mowing. If not, I will be ordering a new one at that time.
- I have processed 22 additional applications in the office for the exemptions since July totaling 63 in our office.
- I have processed 36 assessment revisions for the 2019 year. An assessment revision is when looking into the assessment with the taxpayer and finding a reason for change we can submit this to the County. It is something that we can do to avoid an appeal. This screen continues to stay open until October 18th.

**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 September 5, 2019, 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
7793	8/6	Dahlberg Accounting Solutions	8350	Professional services (monthly & FY audit) - Inv # 191	\$300.00
7794	8/6	Bank of America	8351	Supplies / Safety Lane	\$386.40
7795	8/6	Gallagher Materials Corp.	8352	Asphalt cold patch - Inv # 11416	\$999.44
7796	8/6	NICOR	8353	Utilities - Gas - Acct #58285823769 - Bill date 7/19/19	\$43.83
7797	8/6	ComEd	8354	Utilities - Acct #1659047007 - Bill date - 7/31/19	\$226.60
7798	8/6	Harding's Inc.	8355	Parts - Inv # C79779	\$361.87
7799	8/6	ATT Mobility	8356	Wireless charges - Inv #287277639216X07232019	\$28.55
7800	8/6	Bruce Becker	8357	Reimbursement for parts	\$30.00
7801	8/6	Village of Beecher	8358	Equipment Fuel - 6/1/19 to 6/30/19 - Inv # 564	\$2,479.03
7802	8/6	Village of Beecher	8359	Equipment Fuel - 7/1/19 to 7/31/19 - Inv # 571	\$3,479.66
7803	8/6	VCN Prairie LLC	8360	Stone - #889146580 / 889115376 / 889139420 / 889161898	\$1,873.09
7804	8/6	VCN Prairie LLC	8361	Stone - #889135327 / 889094061 / 889137302	\$1,668.19
7805	8/6	VCN Prairie LLC	8362	Stone - #889110437 / 889159266 / 889144731	\$1,919.50
7806	8/6	VCN Prairie LLC	8363	Stone - #889157123 / 889133106 / 889148346	\$1,473.81
7807	8/6	VCN Prairie LLC	8364	Stone - #889096861 / 889150812 / 889092262	\$1,815.82
7808	8/16	VCN Prairie LLC	8365	Stone - #889166910	\$154.41
7809	8/16	Miller Hydraulic Service	8368	Repair cylinder - Inv # 51351	\$467.96
7810	8/16	Beecher Hardware	8369	Supplies - Multiple invoices	\$28.26
7811	8/16	FRATCO Inc.	8370	Drainage supplies - Inv # 35808-2	\$1,100.91
7812	8/16	Surf Air Wireless	8371	Internet service - Inv # 211521	\$69.95
7813	8/16	Cintas	8372	Uniforms - 7/1 to 7/31/19	\$423.79
7814	8/16	Sharp Well Drilling	8373	Replace well pump - Inv # 134261	\$890.00
7815	8/16	NICOR	8374	Utilities - Gas - Acct #58285823769 - Bill date 8/12/19	\$81.42
7816	8/27	Village of Beecher	8375	PERSONAL PROPERTY TAX REIMBURSEMENT	\$1,692.02
7817	8/25	Village of Beecher	EFT	RB Health Insurance - Inv # 2019-09	\$3,629.70
7818	8/26	August Payroll - QuickBooks	Misc	Payroll, IMRF & other government payroll liabilities	\$27,202.26
Total disbursements					\$52,826.47

IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto
set our hands on September 5, 2019.


Road Commissioner


Township Clerk


Supervisor


Trustee


Trustee

Trustee

Trustee

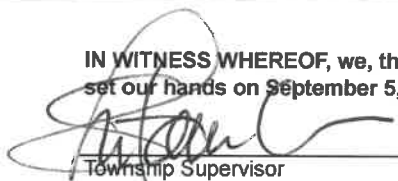
Approved Claims - Board of Township Trustees
Town Account

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

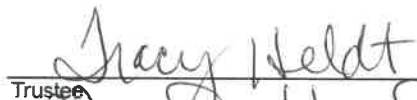
We the undersigned, comprising the Board of Trustees of
Washington Township, having duly met at the Township office on September 5, 2019, for the
purpose of auditing Town accounts, do hereby certify that the following claims or demands
against said township were presented, and examined, were allowed at said meeting, to wit:

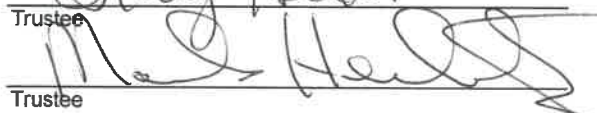
Claim #	Date	To Whom Allowed	CK	Nature of Claim	Amount
5311	8/6	Cirone Computer Consulting	8137	Assessor's PAMSPRO software - Inv # 5885	\$1,500.00
5312	8/6	Dahlberg Accounting Solutions	8138	Professional services - Inv # 192	\$375.00
5313	8/6	Beecher Amvets Post 67	8139	US flag	\$77.95
5314	8/6	Cardinal Creek Golf Course	8140	Senior Breakfast Deposit	\$200.00
5315	8/6	NICOR	8141	Utilities gas - #55877029193 - Bill date - 7/20/19	\$39.99
5316	8/6	Spectrotel	8142	Phone service - Acct # 343999 - Inv # 9205219	\$205.74
5317	8/6	Pace Vanpool	8143	Monthly Charges - 7/25/19 Inv # 552721	\$100.00
5318	8/6	Walt's Foods	8144	Office supplies - Inv # 277507	\$19.78
5319	8/6	Webfoot Designs	8145	Annual e-mail hosting - Inv # 115993	\$900.00
5320	8/6	Comcast	8146	Internet and Cable # 10295 - Bill date - 7/24/19	\$216.49
5321	8/6	Village of Beecher	8147	Bus fuel - 7/1/19 to 7/31/19 - Inv # 572	\$42.02
5322	8/6	Tammy Contreras	8148	Reimbursement for mileage	\$13.44
5323	8/6	ComEd	8149	Electric bill - Acct # 4341116018 - Bill date 7/31/19	\$461.34
5324	8/6	Beecher Youth Commission	8150	Beecher Youth Program Sponsorship	\$1,000.00
5325	8/6	Beecher E.M.A.	8151	Beecher E.M.A. Sponsorship	\$1,000.00
5326	8/16	Marisa Hawk	8152	Reimbursement for mileage	\$121.52
5327	8/16	Jennifer Tamez	8153	Reimbursement for mileage	\$169.50
5328	8/16	Kellie Karstensen	8154	Reimbursement for mileage	\$13.44
5329	8/16	Tammy Hitzelburger	8155	Reimbursement for mileage & Computer Virus software	\$34.68
5330	8/16	BMS Lawn Care	8156	Lawn care services - Inv # 4443	\$200.00
5331	8/16	Tom's Truck Repair	8157	Safety Lane test - Inv # SL10098	\$27.00
5332	8/16	Sharp Well Drilling	8158	Replace well pump - Inv # 134260	\$890.00
5333	8/16	NICOR	8159	Utilities gas - #55877029193 - Bill date - 8/9/19	\$76.70
5334	8/16	Verizon Wireless	8160	Cellular phones - Acct # 485462600 / Inv # 9835574652	\$68.43
5335	8/16	Beecher School District 200U	8161	Senior bus transportation to Joliet Jackhammers game	\$58.10
5336	8/16	Corey Cross	8162	Bus driver pay to Joliet Jackhammers game	\$92.06
5337	8/15	Intuit Software	EFT	ACH payroll charges	\$29.75
5338	8/26	August Payroll - QuickBooks	Debit	ALL payroll, IMRF & other government payroll liabilities	\$8,087.64
				TOTAL ALL DISBURSEMENTS	\$16,020.57

IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto
set our hands on September 5, 2019.


Township Supervisor


Township Clerk


Trustee


Trustee

Trustee

Trustee

**Washington Township Board Meeting
September 5, 2019 - 7:00 pm
Meeting Agenda**

Call to Order / Roll Call

Pledge of Allegiance

Approval of Board Meeting Minutes Dated August 5, 2019

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. Midland Bank Proposal Update
- 2.

New Business

1. Consideration and Approval of Pending Zoning Applications
2. Consideration and Approval of Township's Computer Upgrades
3. Consideration and Approval of 2019 Levy Ordinance
4. Consideration and Approval to Renew Mary Tamez Assessor's Employment Contract
5. Consideration to Open the Closed Executive Session Minutes Dated **March 23, 2010**
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8. Consideration to Open the Closed Executive Session Minutes Dated **February 3, 2014**
9. Consideration to Open the Closed Executive Session Minutes Dated **January 4, 2016**

Payment of Bills

Upcoming Seminars and Meetings

- **October 7 @ 7pm – Board Meeting**

Announcements

- **Sep. 21 – Senior Breakfast & Flu Shot Program**
- **Sep. 25 @ 6:30 PM – 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

[illegible]