

**Official Proceedings of the Washington Township Board of Trustees**  
**May 4, 2020**  
**Washington Township Center**  
**30200 Town Center Road, Beecher, IL**

Due to the Covid-19 pandemic, the May 4<sup>th</sup> meeting was a “Zoom” video conference meeting. The information regarding the Zoom meeting was published on the Washington Township website.

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

**Absent:** Paul Goldrick

**Other Officials present:**

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

**Approval of the Board of Trustees Meeting Minutes Dated March 2, 2020:**

Supervisor Stanula asked if there were any corrections or additions to the March 2, 2020 Board meeting minutes as presented. Being none, Stanula asked for a motion to approve the minutes.

**Motion:**

Trustee Heldt made a motion to approve the minutes of the March 2, 2020 Board meeting as presented. Trustee Herlitz seconded the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote.

**Approval of the Board of Trustees Meeting Minutes Dated March 23, 2020:**

Supervisor Stanula asked if there were any corrections or additions to the March 23, 2020 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 March 23, 2020 Board meeting as presented. Trustee Heldt seconded the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote.

**Public Commentary:** None

**Reports:**

1. **Road Commissioner** – Highway Commissioner Jerry Meyer said he is running a split crew working on opposite days during the Covid-19 pandemic. The crews are primarily working on road patching at this time. He is not planning any major projects this year as he has concerns about his Motor Fuel Tax funding being lower because of the State of Illinois’s mandatory stay at home orders may cause people to buy less fuel. He also was concerned that real estate taxes could be delayed as thousands of people are out of work because of the pandemic.

2. Assessor – Assessor Mary Tamez provided the Board with the attached written report. Tamez said she is not making onsite measurements at this time and is trying to handle all inquiries without making physical appointments. Tax bills went out in the mail today and she has received numerous calls from residents with questions about their taxes.
3. Clerk – Clerk Burgess had no report.
4. Supervisor's Report – Supervisor Stanula reported that all township events have been cancelled or postponed until further notice. The Township offices will remain closed until May 31 per the Governor's executive order. Tammy Hitzelburger has been coming in a few hours per day to check mail, pay bills and has been assisting residents, who are in need of items from the Medical Closet. The Community Building Board received a "Certificate of Sustainability" from UsAgain recyclers as more than 12,000 lbs. of textiles were collected from their recycle bins in 2019.
5. Trustees Report – No report.
6. Transportation Report – The township's Dial-A-Ride service and Will Ride are both suspended at this time. The only exceptions for the Dial-a-Ride is to deliver food to one family that currently has no transportation to buy groceries.
7. General Assistance Report – Supervisor Stanula reported that there were three disbursements from General Assistance (GA) in April. Two disbursement were for Emergency Assistance payments for qualified residents and the township purchased Medical Assistance Catastrophic Insurance coverage for 2020 at a cost of \$2250. Total payouts from the General Assistance account totaled **\$3543. 52**. Stanula said due to the Covid-19 pandemic, he expected to see more GA applications and disbursements in the coming months. The GA account had a balance of approximately \$90,000 as of April 1<sup>st</sup>.

#### **OLD BUSINESS:**

1. Consideration and Approval of the 2020-2021 Town Budget – The budget must be passed before the end of June and the Board will review the budget and make any changes or recommendations at the June meeting.
2. Bus Driver Using Township's Parking Lot – Supervisor Stanula has spoken to attorney Tom Knuth regarding the parking lot and he prepared a letter outlining the lots usage that could be sent to the school district. The letter has not yet been sent and it was recommended to send the letter now that school is out as this will allow time for the school district to discuss the township's request prior to the beginning of the next school year. Commissioner Meyer also asked about any liability issues the township could face if a driver fell in the township's lot versus the school's lot. Stanula will provide the Board with a copy of Knuth's letter.

#### **NEW BUSINESS:**

1. Consideration and Approval of Pending Zoning Applications – There were no new zoning requests or applications to address.

2. Consideration and Approval of the 2020-2021 Road District Budget – Commissioner Meyer has received a draft copy of the Road District’s budget and will have the final version ready for the Board at the June meeting.

**PAYMENT OF BILLS:**

**General Assistance Bills**

The General Assistance had disbursements totaling \$3,543.52. The payouts were discussed during the General Assistance Report.

**MOTION:**

Trustee Heldt made a motion to authorize payment in the amount of \$3,543.52 from the General Assistance fund. Trustee Herlitz 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 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 \$9,553.25. Trustee Heldt 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 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 \$38,082.62. 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**

- **May 23** – Beecher Fire Department Monthly Meeting
- **June 1** - Washington Township Board Meeting – 7 PM

**Announcements: None**

**Adjournment:**

Being no other business or discussion, Trustee Obradovich made a motion to adjourn. Trustee Heldt seconded the motion. Being no discussion and after being unanimously approved by voice vote, the Board Meeting adjourned at 7:40 pm.

Respectfully submitted,

  
Joseph Burgess – Town Clerk

Approved by Board of Trustees: 6/1/2020

Washington Township

*Office of the Assessor*

**Mary Margaret Tamez**

Assessor

May 4, 2020

Township Meeting Notes:

- The Will County Supervisor of Assessments Office has delayed the mailing of the renewal applications (Senior Freeze, Disabled Person, Disabled Veteran) have been delayed. They initially were to be mailed April 1<sup>st</sup>, delayed to May 1<sup>st</sup>, and again delayed now to the end of May. I will continue to update everyone as best I can of any changes made.
- The property tax bills were mailed May 1<sup>st</sup> and there has been no change with the dates due still being June 1<sup>st</sup> and September 1<sup>st</sup>.
- I have been working on all the field work via pictometry as best I can to keep the records up to date with additional amenities added to properties as well as demos. I will not be visiting properties at this time until further notice.
- As of January 1, 2020, I have begun to upload all of the documents related to the sale of the property. This keeps the document in the file, and I can access this without having to search a separate program. I am current through April 28<sup>th</sup> and will continue this with hopes to eventually include the prior years as time allows.

**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 May 4, 2020, 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
5490	4/3	Dahlberg Accounting Solutions	8305	Professional services (March 2020) - Inv # 252	\$450.00
5491	4/3	Comcast	8306	Internet and Cable # 10295 - Bill date - 3/24/20	\$225.58
5492	4/3	The Vedette	8307	Publish Annual Town Meeting notice - Inv #49634	\$100.00
5493	4/3	Spectrotel	8308	Phone service - Acct # 343999 - Inv # 9589646	\$201.79
5494	4/3	NICOR	8309	Utilities gas - #55877029193 - Bill date - 3/12/20	\$195.05
5495	4/6	Pace Vanpool	8311	Monthly Charges - 2/25/20 Inv # 574666	\$100.00
5496	4/6	ComEd	8312	Electric bill - Acct # 4341116018 - Bill date 4/1/2020	\$366.35
5497	4/6	Staples	8313	Office supplies - Clerk - Inv # 2469670791	\$95.23
5498	4/23	Beecher Hardware	8314	Building supplies - Inv # A203643	\$23.46
5499	4/23	Verizon Wireless	8315	Cellular phones - Acct # 485462600 / Inv # 9852030261	\$64.95
5500	4/23	NICOR	8316	Utilities gas - #55877029193 - Bill date - 4/13/20	\$137.51
5501	4/24	Greater Chicago Food Depository	8317	Food Pantry Donations	\$50.00
5502	4/28	First Community Bank and Trust	8318	GO Bond interest payment - note # 87747	\$127.23
5503	4/29	Greater Chicago Food Depository	8319	Food Pantry Donations	\$200.00
5504	4/3	Teresa Peterson	8310	Data Processing service	\$74.36
5505	4/15	Intuit Software	EFT	ACH payroll charges	\$31.88
5506	4/24	April Payroll - QuickBooks	Debit	ALL payroll, IMRF & other government payroll liabilities	\$7,109.86
<b>TOTAL ALL DISBURSEMENTS</b>					<b>\$9,553.25</b>

**IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto  
set our hands on May 4, 2020.**

  
Township Supervisor

\_\_\_\_\_  
Trustee

  
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 May 4, 2020, 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
8000	4/3	Bank of America	8547	Maintenance supplies - Misc charges	\$26.90
8001	4/3	Gallagher Materials Corp.	8548	Asphalt cold patch - Inv # 14529	\$990.76
8002	4/3	Tifco Industries	8549	Shop supplies - Inv # 71539584	\$244.01
8003	4/3	Belson Steel Center	8550	Steel - Inv # 498792	\$47.62
8004	4/3	Heritage FS	8551	Lubricants - Inv # 36003989	\$155.75
8005	4/3	ATT	8552	Phone bill (708-465-7030) Inv # 287277639216X03232020	\$23.50
8006	4/3	Dahlberg Accounting Solutions	8553	Professional services - Inv # 253	\$375.00
8007	4/3	DeJong Equipment	8554	Parts - Inv # CR22217	\$167.87
8008	4/3	VCN Prairie LLC	8555	Stone - multiple invoices	\$2,192.67
8009	4/6	Heritage FS	8556	Lubricants - Inv # 36003989	\$155.75
8010	4/6	Village of Beecher	8557	Equipment Fuel - 3/1/20 to 3/31/20 - Inv # 627	\$727.11
8011	4/6	ComEd	8558	Utilities - Acct #1659047007 - Bill date -4/1/20	\$150.53
8012	4/6	NAPA Auto Parts	8559	Parts - Inv # 121968 / 121996	\$54.18
8013	4/6	Surf Air Wireless	8560	Internet service - Inv # 307711	\$69.95
8014	4/23	NICOR	8561	Utilities - Gas - Acct #58285823769 - Bill date 4/14/20	\$801.65
8015	4/23	VCN Prairie LLC	8562	Stone - multiple invoices	\$2,192.67
8016	4/23	Fratco Inc.	8563	Drainage supplies - Inv # 39640-2	\$39.31
8017	4/23	Beecher Hardware Inc.	8564	Supplies - Inv # A204001 / A204750	\$22.57
8018	4/23	ATT Mobility	8565	Wireless charges - Inv #2872933840112X04092020	\$44.13
8019	4/23	Cintas	8566	Uniforms - 3/1 to 3/31/20	\$534.92
8020	4/23	Verizon Wireless	8567	Phones - Acct # 687108624 - Inv # 9852048018	\$91.89
8021	4/23	ATT	8568	Phone bill (946-6459) Inv # 7089466459-04 - Bill date - 4/1/20	\$132.10
8022	4/23	Gallagher Materials Corp.	8569	Asphalt cold patch - Inv # 14592 / 14489 / 14565	\$3,930.80
8023	4/23	Bank of America	8570	Annual membership fee	\$45.00
8024	4/24	ATT	8571	Phone bill (708-465-7030) Inv # 287277639216X04232020	\$28.50
8025	4/25	Village of Beecher	EFT	RB Health Insurance - Inv # 2020-05	\$3,629.70
8026	4/24	April Payroll - QuickBooks	Misc	Payroll, IMRF & other government payroll liabilities	\$21,207.78
<b>Total disbursements</b>					<b>\$38,082.62</b>

IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto  
set our hands on May 4, 2020.

\_\_\_\_\_  
Road Commissioner

  
\_\_\_\_\_  
Township Clerk

  
\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

**Washington Township Board Meeting  
May 4, 2020 - 7:00 pm  
Meeting Agenda**

**Call to Order / Roll Call**

**Pledge of Allegiance**

**Approval of Board Meeting Minutes Dated March 2, 2020**

**Approval of Board Meeting Minutes Dated March 23, 2020**

**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 the 2020-2021 Town Budget

**New Business**

1. Consideration and Approval of Pending Zoning Applications
2. Consideration and Approval of the 2020-2021 Road District Budget

**Payment of Bills**

**Upcoming Seminars and Meetings**

- **June 1, 2020 – Monthly Board Meeting @ 7 pm**

**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 946-2026.

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

Washington Township Board Meeting  
7:00 PM  
May 4, 2020

Guest Sign-in Sheet

PLEASE PRINT NAME	ADDRESS	Please CHECK here if you have Pubic Commentary
<i>NONE</i>		
<i>Joe Boy</i>		
<i>Clark</i>		
<i>5/4/2020</i>		