

Official Proceedings of the Washington Township Board of Trustees

September 3, 2020

**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:** George Obradovich, Tracy Heldt, Mark Herlitz

Absent: Paul Goldrick

Other Officials present:

Clerk Joe Burgess and Assessor Mary Tamez

Approval of the Board of Trustees Meeting Minutes Dated August 3, 2020:

Supervisor Stanula asked if there were any corrections or additions to the August 3, 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 August 3, 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.

Public Commentary: None

Reports:

1. **Road Commissioner** – No report, Highway Commissioner Jerry Meyer was not in attendance.
2. **Assessor** – Assessor Tamez reviewed her written report (attached) and there were no questions regarding her report.

Trustee Obradovich asked about the status of Walt's Foods property assessment appeal and if the county accepted her recommendation to not change their assessment. Assessor Tamez explained that Walt's appeal would go through the Illinois Department of Revenue and the process could take a year or longer before an outcome is decided. Tamez said Walt's will probably continue to appeal their assessment every year until the state decides on their request. If Walt's wins the appeal, they will get tax relief for as long as it took for the state to decide on their case, however, the maximum relief Walt's can receive cannot exceed four years.

Trustee Herlitz said he has received inquiries from area property owners asking him why values of unimproved farm land were rising so rapidly. Tamez explained that unimproved farm land values are set by the state of Illinois. In the past, the state would value farm ground on the soil conditions, the better the soil, the more the ground is worth. The state is now

moving away from that system and only raising the values on lower priced land with the intention to get all farmland closer in value. The process could take as long as 7 years, so many property owners could see several more yearly increases.

3. Clerk – Petitions to run for Township offices for the 2021 Consolidated Election will be available to anyone interested on September 22. Burgess said township government is party based, so Democrats and Republicans are nominated at their respective Caucus. The petitions are typically used for Independents seeking office or groups looking to create a new “party”. Information will be posted on the website and published in the local paper. Packets will be available for pickup at the Washington Township Center during normal business hours.

Clerk Burgess reported that the township has been purchasing masks, gloves and sanitizer preparing for early voting at the end of October. Will County has a “Cares” grant in place where townships and municipalities may be reimbursed for all approved purchases relating to the Covid-19 pandemic. The township is tracking these expenses and will be submitting a grant application later in the year. Current items purchased related to Covid include upgrading the reception area with new glass and updating the counters, so residents now come up to a vestibule window versus entering the main office. The new hand-held spray sanitizer should also qualify for reimbursement through the program.

The village is publishing a Fall newsletter and Burgess has indicated he would also prepare a Township newsletter to be mailed in early October. Due to the impact Covid has had on area businesses, no ads will be sold for the newsletter. Burgess said the newsletter would be smaller and less expensive to print.

4. Supervisor’s Report – Supervisor Stanula showed the Board the new spray sanitizer he ordered that will be used to disinfect the office for Covid-19 and many other viruses. The battery-operated unit sprays an extra fine mist of chemical and is easy to operate. Stanula said he purchased an organic based chemical that will kill most known viruses, including the Covid-19 strain, after four minutes of surface contact.

Sikich has completed the annual audit for the Township’s fiscal year ending on March 31, 2020. Stanula said there were no major issues reported and he presented copies of the final report to the Trustees.

5. Trustees Report – No reports.
6. Transportation Report – The Township’s Dial-A-Ride is still suspended at this time. Will Ride is running and there were 2 rides reported in May and 5 rides in June for township residents.
7. General Assistance Report – Supervisor Stanula reported there has been five Emergency Assistance disbursements from the General Assistance account in August. The disbursements, which totaled \$1986.93, were all used to pay utility bills for the applicants.

OLD BUSINESS:

1. Bus Driver Using Township's Parking Lot – There was no action taken on this agenda item.
2. Recycling Center Discussion – Supervisor Stanula said the amount of trash placed in the recycling bins has decreased and he hasn't heard any more concerns from the driver.

Clerk Burgess spoke with Marta Keane, who oversees the Will County recycling programs, and she indicated that she would typically hear about serious problems with garbage in recycling bins from the refuse haulers and she had not received any information regarding Washington Township. She did suggest if the recycle bin program becomes a burden to the township, the Board could consider entering into an agreement with a local refuse company and offer curbside pickup, including garbage and recycling, for all unincorporated residents of the township. Such action would require a referendum and according to Keane, will save our residents money on their garbage bill. The refuse company handles all billing and customer issues once the program has been created, and residents have the option to "opt-out" of the program and use their own vendor. Ms. Keane offered to attend a future Board meeting to explain the process to the Board.

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 2020 Levy Ordinance – Clerk Burgess will prepare the 2020 Town Levy Ordinance using the same numbers as last year (no increase over the previous year) and present it at the October meeting.
3. Consideration and Approval of Transportation Coordinator Pay Increase – Supervisor Stanula recommended a \$2.00 / hour pay increase to the Transportation / Office Coordinator position. Stanula said the position is key to running the township office and Dial-a-Ride program and the salary for the position has not been increased in over two years. He also recommended making the increase retroactive to the beginning of the fiscal year (April 1, 2020).

Motion:

Trustee Obradovich made a motion to increase the Transportation Coordinator's hourly rate from \$14.00 to \$16.00, retroactive from April 1, 2020. Trustee Heldt seconded the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote.

4. Will County Recycling Event – A "Hazardous Waste, Motor Oil & Electronics Collection Event" is scheduled at the Washington Township Center on Saturday, November 14, from 8am to 3pm. Clerk Burgess met with members from Will County Land Use on September 1 to review the property and discuss the event. The event will only be for residents of Will County and will require residents to schedule an appointment to drop off their items.

Due to Covid restrictions, residents must remain in their cars and workers will unload items from their vehicles.

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 and the motion was unanimously approved by voice vote.

PAYMENT OF BILLS:

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 from the Road & Bridge Account totaling \$64,280.33. Trustee Heldt 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 Heldt made a motion to approve payment of all applicable payroll, bills, debits and appropriate transfers from the Town Account totaling \$16,999.24. Trustee Herlitz seconded the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote.

General Assistance

Per Supervisor Stanula's General Assistance report, there was a total of \$1,986.93 in Emergency Assistance payments in August.

MOTION:

Trustee Heldt made a motion to authorize payments totaling \$1,986.93 from the General Assistance account as presented. 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

- **October 5** - Washington Township Board Meeting

Announcements:

None

Adjournment:

Being no other business or discussion, Trustee Obradovich 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 7:51 pm.

Respectfully submitted,



Joseph Burgess – Town Clerk

Approved by Board of Trustees: 10/5/2020

Washington Township

Office of the Assessor

Mary Margaret Tamez

Assessor

September 3, 2020

Township Meeting Notes:

- I have received many calls and inquiries on the notices of revised assessment that have been sent out to a property due to a change that was made in office as well as those with farmland. Most of the office changes made were due to permits. The Supervisor of Assessments suggesting waiting on neighborhood adjustments due to COVID. Although I still could have made adjustments, I decided to let the multiplier do the work. In talking with property owners, I have made eight assessment revisions to avoid appeal. It is also good to help let owners know of exemptions available and drove a handful of corrections to the current tax bill. We are able to make corrections to the current tax bill through the beginning of November. I am also able to make assessment revisions as long as they are reductions through mid-October. As of today, no appeals have been filed. The last day to submit an appeal is September 14, 2020.
- The market is doing very well in our area. In speaking with local realtors, the lack of foreclosures in the market, people not interested in living in major cities, low interest rates and the "farm life" is really driving our area. As you can see, the values are also increasing when looking at our values in comparison to the sales in our area in the sheet that was provided last month. The 2020 sales are even higher and I don't see anything slowing down soon.
- Although they automatically renewed the 2020 applications, we have quite a few new applications for this year. To date I have filled out:
 - 6 Senior Homestead Exemptions
 - 17 Certificates of Error
 - 1 Disabled Person Exemption
 - 39 Home Improvement Exemptions

I can take 2020 applications throughout the year.

**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 3, 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
8102	8/5	Bahlman Oil Co.	8641	Tire - Inv # 36961	\$140.50
8103	8/5	Gallagher Materials Corp.	8642	Asphalt cold patch - Inv # 15522	\$877.64
8104	8/5	VOID	8643	VOID	\$0.00
8105	8/5	Great Lakes Distributing Inc.	8644	Parts & supplies - Inv # 207419	\$185.10
8106	8/5	ComEd	8645	Utilities - Acct #1659047007 - Bill date -7/30/20	\$240.85
8107	8/5	Dahlberg Accounting Solutions	8646	Professional services - Inv # 283	\$412.50
8108	8/5	Surf Air Wireless	8647	Internet service - Inv # 356880	\$64.95
8109	8/5	Village of Beecher	8648	Equipment Fuel - 7/1/20 to 7/31/20 - Inv # 651	\$3,063.88
8110	8/5	VCN Prairie LLC	8649	Stone - Inv # 8896-36489 / 34067 / 25988 / 32266 / 30258	\$3,925.33
8111	8/5	VCN Prairie LLC	8650	Stone - Inv # 8896-20011 / 21589 / 23672 / 20012	\$3,416.83
8112	8/5	VCN Prairie LLC	8651	Stone - Inv # 8896-11525 / 12700 / 17928 / 12699	\$1,916.06
8113	8/6	DeJong Equipment	8652	Parts - Inv # CR25269	\$62.44
8114	8/6	Lowell NAPA Auto Parts	8653	Parts - Inv # 130486	\$64.64
8115	8/6	VCN Prairie LLC	8654	Stone - Inv # 8896-38531 / 39261	\$3,196.21
8116	8/10	Beecher Hardware Inc.	8655	Supplies - Inv # A213348 / 215190	\$16.99
8117	8/10	Silich	8656	Annual Audit Year Ending 3/31/2020 - Inv # 456954	\$2,000.00
8118	8/10	ATT	8657	Phone bill (946-6459) Inv # 7089466459-08 - Bill date - 8/1/20	\$134.47
8119	8/19	Total Roofing& Construction	8658	Roof repairs - Inv # 12011	\$5,980.00
8120	8/19	LA Traffic Signs	8659	Signage - Inv # 1704	\$326.00
8121	8/19	Jean's Septic Service	8660	Pump basins a & septic tank - Inv # B20-817	\$954.00
8122	8/19	Cintas	8661	Uniforms - 7/1 to 7/31/20	\$668.65
8123	8/19	NICOR	8662	Utilities - Gas - Acct #58285823769 - Bill date 8/12/20	\$33.19
8124	8/19	Clauss Specialties	8663	Drainage pipe - Inv # 4252	\$7,200.00
8125	8/19	Beecher Post Office	8664	100 Stamps	\$55.00
8126	8/19	Verizon Wireless	8665	Phones - Acct # 687108624 - Inv # 9860258137	\$186.68
8127	8/19	VCN Prairie LLC	8666	Stone - Inv # 8896-43521 / 54686 / 58302 / 55817 / 55815	\$4,332.29
8128	8/25	Miller Hydraulic	8667	Rebuild cylinder - Inv # 54684	\$225.00
8129	8/24	August Payroll - QuickBooks	Misc	Payroll, IMRF & other government payroll liabilities	\$0.00
					\$24,601.13
Total disbursements					\$64,280.33

IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto
set our hands on September 3, 2020.

Road Commissioner

Township Clerk

Supervisor

Trustee

Trustee

Trustee

Trustee

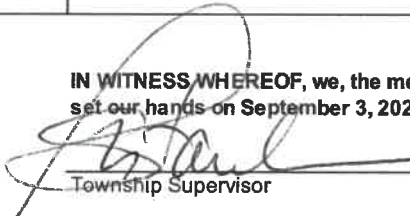
Approved Claims - Board of Township Trustees
Town Account

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 3, 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
5556	8/5	The Vedette	8365	Publishing - Inv # 8350 - 6057 - 8605	\$120.00
5557	8/5	Spectrotel	8366	Phone service - Acct # 343999 - Inv # 9774412	\$206.90
5558	8/5	Dahlberg Accounting Solutions	8367	Professional services - Inv # 284	\$525.00
5559	8/5	Webfoot Designs	8368	Annual Website hosting - Inv # 118909	\$120.00
5560	8/5	Comcast	8369	Internet and Cable # 10295 - Bill date - 7/24/20	\$224.56
5561	8/5	Walt's Foods	8370	Office supplies - Inv # 7096	\$35.10
5562	8/5	ComEd	8371	Electric bill - Acct # 4341116018 - Bill date 7/30/2020	\$411.88
5563	8/5	Will-Ride	8372	Transportation Expense - May - 2 total trips	\$15.42
5564	8/5	Staples	8373	Office supplies - Inv # 2573636781	\$132.79
5565	8/6	Tiffany Silerzio	8374	Assessor - reimbursement for mileage	\$163.50
5566	8/10	BMS Lawn Care	8375	Lawn care services - Inv # 6071	\$120.00
5567	8/10	Beecher Hardware	8376	Cleaning supplies - Inv # A214746	\$39.96
5568	8/10	Sikich	8377	Annual audit Year Ending 3/31/20 - Inv # 456954	\$5,000.00
5569	8/19	Quill Corporation	8378	Office supplies - Inv # 9544309 / 9554854	\$139.87
5570	8/19	AT&T Mobility	8379	Wireless charges - Inv #2872933840112X08092020	\$44.62
5571	8/19	Verizon Wireless	8380	Cellular phones - Acct # 485462600 / Inv # 9860240198	\$131.04
5572	8/19	NICOR	8381	Utilities gas - #55877029193 - Bill date - 8/11/20	\$40.52
5573	8/19	Total Roofing & Construction	8382	Roof repairs - Inv # 120009	\$1,980.00
5574	8/19	Tammy Hitzelburger	8383	Mileage reimbursement	\$10.90
5575	8/19	Greater Chicago Food Depository	8384	Food Pantry donations	\$50.00
5576	8/19	Will-Ride	8385	Transportation Expense - June - 5 total trips	\$36.92
5577	8/19	Beecher Post Office	8386	100 stamps	\$55.00
5578	8/27	Tammy Hitzelburger	8387	Reimbursement for overnight mail delivery	\$26.35
5579	8/17	Intuit Software	EFT	ACH payroll charges	\$29.75
5580	8/24	August Payroll - QuickBooks	Debit	ALL payroll, IMRF & other government payroll liabilities	\$7,339.16
				TOTAL ALL DISBURSEMENTS	\$16,999.24

IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto set our hands on September 3, 2020.


Township Supervisor


Township Clerk

Trustee

Trustee

Trustee

Trustee

Washington Township Board Meeting

7:00 PM

September 3, 2020

Guest Sign-in Sheet

Please CHECK
here if you
have Public
Commentary

PLEASE PRINT NAME

ADDRESS

NONE

Je By 9/3/2020

**Washington Township Board Meeting
September 3, 2020 - 7:00 pm
Meeting Agenda**

Call to Order / Roll Call

Pledge of Allegiance

Approval of Board Meeting Minutes Dated August 3, 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. Bus Driver Using Township's Parking Lot
2. Recycling Center Discussion

New Business

1. Consideration and Approval of Pending Zoning Applications
2. Consideration and Approval of 2020 Levy Ordinance
3. Consideration and Approval of Transportation Coordinator Pay Increase
4. Will County Recycling Event
5. Consideration to Open the Closed Executive Session Minutes Dated **March 23, 2010**
6. Consideration to Open the Closed Executive Session Minutes Dated **January 7, 2013**
7. Consideration to Open the Closed Executive Session Minutes Dated **July 1, 2013**
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

Town Acct, Road District, General Assistance

Upcoming Seminars and Meetings

- **October 5, 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.