

Official Proceedings of the Washington Township Board of Trustees
December 6, 2021
Washington Township Center
30200 Town Center Road, Beecher, IL

Supervisor Mike Stanula called the meeting to order at **7:02 p.m.** to pay bills for the month of **November** 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.

Roll call:

Present: Supervisor Mike Stanula **Trustees:** Tracy Heldt, Teresa Peterson, George Obradovich, Mark Herlitz **Absent:** None

Other Officials present:

Clerk Joe Burgess, Highway Commissioner Mike Smith, and Assessor Mary Tamez

Approval of the Board of Trustees Meeting Minutes Dated November 1, 2021:

Supervisor Stanula asked if there were any corrections or additions to the November 1, 2021, 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 November 1, 2021, 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

Reports:

1. *Road Commissioner* – Commissioner Smith reviewed his written report (attached). The dump body on the 1997 Mack dump truck needs to be replaced soon and Commissioner Smith would like to replace the body in the early 2022. He is still waiting for quotes and said it would cost approximately \$35,000 to replace the body. The truck is available for winter snow plowing.
2. *Assessor* – Assessor Tamez reviewed her written report (attached) and explained how “Certificates of Error” applications can occur.

Assessor Tamez is a contract employee for the township, and this will be her last meeting as newly elected Assessor Pat Peters will assume the assessor’s position in January 2022. Mary thanked the Board and said she enjoyed working with the Board and the residents of Washington Township. The Board thanked her for her outstanding work.

Mary has been in contact with Pat Peters and has offered to help train her in her new position. She said the assessor’s office is busiest from April thru November and Pat will have time to get comfortable with her position, but it does take time to fully learn the job. Trustee Obradovich asked about the Assessor’s budget and if there is funding available that would

allow Peters to pay for additional training as necessary. The Assessor's budget has the flexibility to allow for training.

3. Clerk – Clerk Burgess has received the certified levies back from the Will County Clerk's office.
4. Supervisor's Report – Supervisor Stanula said he has received late night calls from the Beecher Police on many occasions because the south door of the Washington Township Center is not properly closed. He asked that the door is locked and checked every night and will verify if the door needs repair. If so, a vendor will be called to make the necessary repairs.

Trustee Obradovich contacted the village regarding last months decision to no longer share adds in the village and township newsletters. Mayor Meyer is receptive to discuss the decision prior to the spring newsletter mailing and possibly working together again. Supervisor Stanula thanked Obradovich for reaching out to the village.

5. Trustees Report – Trustee Obradovich reported the Historical Preservation Committee has begun meeting again and is actively looking to identify and recognize historical sites in the village or township.
6. Transportation Report – There were no riders on the Township's Dial-A-Ride service in November. Will Ride reported there were 12 trips in June and 46 trips in July that were charged to Washington Township.
7. General Assistance Report – There were no new applications received or disbursements made from General Assistance / Emergency Assistance Fund in November.

OLD BUSINESS:

1. Website Upgrade – Clerk Burgess will be scheduling a meeting with Chris Russell to discuss if the township would like to proceed with a quote to upgrade the township's website.

NEW BUSINESS:

1. Consideration and Approval of Pending Zoning Applications – There were no new zoning requests or applications to address.
2. Employee Raises & Employee Handbook Review – Supervisor Stanula explained the Office Coordinator has not received a raise since 2020 and asked the Board if a salary increase was in order. After discussing the job duties of the office and considering the current cost of living guidelines, the Board recommended a 3% cost of living increase for the position. The Board also discussed performing annual employee reviews and updating employee policies, including the Washington Township Employee Handbook in 2022. Consideration to update the Employee Handbook will be added as new business to the January agenda.

PAYMENT OF BILLS:

Town Account (including Transportation Fund)

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

MOTION:

Trustee Obradovich made a motion to approve payment of all applicable payroll, bills, debits, and appropriate transfers from the Town Account totaling **\$12,722.44**. 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 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 totaling **\$26,146.89**. Trustee Heldt seconded the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote.

Upcoming Seminars and Meetings

- **January 3, 2022** - Washington Township Board Meeting – 7 pm

Adjournment:

Being no additional business to discuss, Trustee Heldt made a motion to adjourn the meeting. Trustee Peterson seconded the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote. The Board Meeting adjourned at **8:19 pm**.

Respectfully submitted,



Joseph Burgess - Town Clerk

Approved by Board of Trustees: 1/3/2022

Washington Township

Highway Department

30200 Town Center Dr.

Beecher, Illinois 60401

708- 946-6459 Fax 708-946-6459

Michael Smith Highway Commissioner

1. I have contacted multiple truck equipment companies in regards to a replacement dump body for our 97 Mack. I am waiting on one proposal to be sent over.
2. We spoke earlier in the year about looking into a mini excavator. I am setting up a date that we can have a few different companies bring machines out so we can demo them and see which machine best suits our needs.
3. We have been doing fall clean up, mowing that we couldn't get with the fields in, and trimming trees.

Michael Smith

Highway Commissioner

12/4/2021 *Joe Baye*
CLERK

Office of the Assessor

Mary Margaret Tamez

Assessor

December 6, 2021

Township Meeting Notes:

- All of the Deeds and PTAX forms are entered through November 1, 2021.
- All of the building permits and occupancy permits for Will County are entered through 12/1/2021. I have made sheets for the field staff to visit the property if they have not yet been measured.
- All of the building permits and occupancy permits for Will County are entered through 9/1/2021. I have made sheets for the field staff to visit the property if they have not yet been measured.
- I have been updating drawings and assessments based on fieldwork. This will be ready to enter for the 2022 assessment year.
- The forms for all of the exemptions are also on the Will County Supervisor of Assessments website. www.willcountysoa.com. The current totals of applications are:
 - Disabled Person Exemption – 7
 - Disabled Veteran Exemption - 1
 - Certificate of Error – 32 (1 new)
 - Home Improvement Exemption – 41
 - Senior Freeze – 10 (2 new)
 - Senior Homestead Exemption – 11



30200 Town Center Rd April 2021 no disbursemen

Beecher, IL 60401

Supervisor

Michael Stanula

Assessor

Mary Tamez

Highway Commissioner

Michael Smith

Clerk

Joe Burgess

Trustee

Paul Goldrick

Tracy Heldt

Mark Herlitz

George Obra

may 2021 disbursement \$ 1,749.65

June 2021 no disbursement

July 2021 No disbursement

August 2021 No disbursement

September 2021 no disbursement

October 2021 \$ 1,838.20

November 2021 0 disbursement

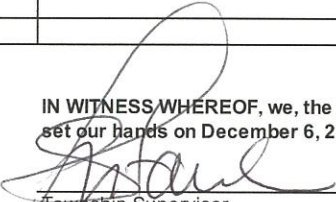
Approved Claims - Board of Township Trustees
Town Account


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

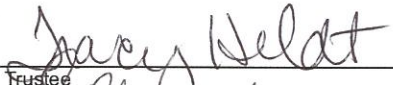
We the undersigned, comprising the Board of Trustees of Washington Township, having duly met at the Township office on December 6, 2021, for the purpose of auditing Town accounts, do hereby certify that the following claims or demands against said township were presented, and examined, were allowed at said meeting, to wit:

Claim #	Date	To Whom Allowed	CK	Nature of Claim	Amount
5829	11/8	Walt's Foods	8613	Supplies - # 0050501661249 / 005062021250	\$19.03
5830	11/8	ComEd	8614	Electric bill - Acct # 4341116018 - Bill date 10/28/21	\$225.56
5831	11/8	Comcast	8615	Internet and Cable # 10295 - Bill date - 10/24/21	\$256.33
5832	11/8	Spectrotel	8616	Phone service - Acct # 343999 - Inv # 10525238	\$207.51
5833	11/8	Dahlberg Accounting Solutions	8617	Professional services - Inv # 75	\$375.00
5834	11/8	Tom's Truck Repair	8618	Safety Lane test - Inv # SL11886	\$27.00
5835	11/8	Will Ride	8619	Transportation Expense - June / 14 Trips	\$339.68
5836	11/8	Sikich	8620	FY 2021 Annual Audit - Inv # 525740	\$2,000.00
5837	11/23	Cory Cross	8621	Reimbursement for mileage	\$13.08
5838	11/23	Will Ride	8622	Transportation Expense - July / 46 Trips	\$955.44
5839	11/23	BMS Lawn Care	8623	Lawn care services - Inv # 8314	\$60.00
5840	11/23	NICOR	8924	Utilities gas - #55877029193 - Bill date - 11/9/21	\$149.27
5841	11/15	Intuit Software	EFT	ACH payroll charges	\$533.52
5842	11/26	November Payroll - QuickBooks	Debit	ALL payroll, IMRF & other government payroll liabilities	\$7,560.82
TOTAL ALL DISBURSEMENTS					\$12,722.24

IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto set our hands on December 6, 2021.


Township Supervisor


Township Clerk


Trustee


Trustee


Trustee


Trustee

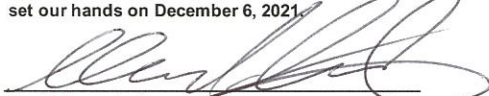
**Approved Claims - Board of Township Trustees
Road & Bridge Account**

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 December 6, 2021, 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
8426	11/8	Walt's Foods	8938	Water - Inv # 003020921037 - DUPLICATE PAYMENT	\$49.91
8427	11/8	Beecher Hardware Inc.	8939	VOID	\$0.00
8428	11/8	DeJong Equipment	8940	Parts - Inv # CR 36679	\$454.93
8429	11/8	NAPA Auto Parts	8941	Parts - Inv # 157789 / 159066 / 159127	\$191.60
8430	11/8	Village of Beecher	8942	Equipment Fuel - 10/1/21 to 10/31/21 - Inv # 743	\$657.60
8431	11/8	ComEd	8943	Utilities - Acct #1659047007 - Bill date - 10/28/21	\$152.09
8432	11/8	Dahlberg Accounting Solutions	8944	Professional services - Inv # 76	\$300.00
8433	11/8	Surf Air Wireless	8945	Internet service - Inv # 561945	\$64.95
8434	11/8	VCN Prairie LLC	8946	Stone - Inv # 890236129	\$98.35
8435	11/8	AT&T	8947	Phone - Acct # 7089466459-619-2 Inv # 7089466459-11	\$145.56
8436	11/8	Cintas	8948	Uniforms - 10/1 to 10/31/21	\$791.84
8437	11/8	Sikich	8949	Annual audit - FY ending 3/31/2021	\$2,667.00
8438	11/23	NICOR	8950	Utilities - Gas - Acct #58285823769 - Bill date 11/11/21	\$158.82
8439	11/23	Prairie Disposal	8951	20 Yard roll off container - Inv # 97930	\$405.00
8440	11/23	AT&T Mobility	8952	Wireless charges - Inv #287293840112X 11092021	\$79.58
8441	11/23	Gallagher Materials Corp.	8953	Surface N50 - Inv # 22365	\$992.00
8442	11/23	Vulcan Materials	8954	Stone - Inv # 3279244 / 32799788	\$2,299.85
8443	11/25	Village of Beecher	EFT	RB Health Insurance - Inv # 2021-012	\$3,361.76
8444	11/26	November Payroll - QuickBooks	Misc	Payroll, IMRF & other government payroll liabilities	\$13,276.05
				Total disbursements	\$26,146.89


IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto
set our hands on December 6, 2021.



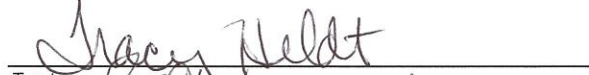
Road Commissioner



Township Clerk




Supervisor



Trustee



Trustee



Trustee



Trustee

Washington Township Board Meeting

7:00 PM

December 6, 2021

Guest Sign-in Sheet

PLEASE PRINT NAME	ADDRESS	Please CHECK here if you have Pubic Commentary
NONE		
Joe B. 12/6/21		
CLERK		

**Washington Township Board Meeting
December 6, 2021 - 7:00 pm
Meeting Agenda**

Call to Order / Roll Call

Pledge of Allegiance

Approval of Board Meeting Minutes Dated November 1, 2021

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. Website Upgrades

New Business

1. Consideration and Approval of Pending Zoning Applications
- 2.

Payment of Bills

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

Upcoming Seminars and Meetings

- January 3, 2022 – 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.