

Official Proceedings of the Washington Township Board of Trustees

January 3, 2022

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 **December** 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

Absent: George Obradovich, Mark Herlitz

Other Officials present:

Clerk Joe Burgess and Assessor Pat Peters

Approval of the Board of Trustees Meeting Minutes Dated December 6, 2021:

Supervisor Stanula asked if there were any corrections or additions to the December 6, 2021, 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 December 6, 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** – No report, Commissioner Smith was not in attendance.
2. **Assessor** – Clerk Burgess swore in Pat Peters as the township's new assessor earlier today and Pat completed all the necessary paperwork for newly elected officials. Peters said she was excited to start her new job and is currently making arrangements with local assessors to help her get acclimated to her office and assist with training as needed.
3. **Clerk** – Clerk Burgess had no report.
4. **Supervisor's Report** – Supervisor Stanula had no report.
5. **Trustees Report** – No report.
6. **Transportation Report** – There were no riders on the Township's Dial-A-Ride service in December. Will Ride reported there were 34 trips in September were charged to Washington Township at a cost of \$878.74.

7. General Assistance Report – There were no new applications received or disbursements made from the General Assistance Fund in December.

OLD BUSINESS:

1. Website Upgrade – Clerk Burgess spoke with Chris Russell, owner of CLR Digital Solutions, regarding upgrades to the current website and received a quote earlier today. Burgess said CLR has been in business for several years and offer the same type of services as Webfoot, who is the Township's current provider. Webfoot is presently charging the township flat rates to host the website and email, however, those rates are no longer available if major upgrades, such as a redesign is requested. Webfoot is now charging monthly rates for their services and there is a one-time charge for a complete redesign. CLR also charges monthly fees as well as initial setup charges. Burgess said his biggest concern with CLR was it was possible the township could lose all saved and archived emails if CLR hosted the township's email. Burgess will send the Board a copy of CLR's quote as well as the original quote from Webfoot from several months ago. CLR also included links to current websites they have recently developed for the Board to review.
2. Employee Raises & Employee Handbook Review – The Board agreed that the handbook should be reviewed and updated. Supervisor Stanula asked the Board to review the TOI handbook template before the February meeting and be prepared to discuss if using the template was a viable option for the updates.
3. Computer Upgrades at the Washington Township Center – The Township's desktop computers and battery backup battery units need to be replaced. The Board discussed the need for upgrades at the March meeting, but no decision was made at that time. The March quote was approximately \$9,100. Based on current system limitations and speed issues, the Board asked that the quote from Chicagoland Cloud be updated before the February meeting. Supervisor Stanula will request a new quote but expressed the lead time on the equipment could be substantial due to Covid related production delays.

NEW BUSINESS:

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

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 Heldt made a motion to approve payment of all applicable payroll, bills, debits, and appropriate transfers from the Town Account totaling **\$11,125.79**. Trustee Peterson 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 Peterson made a motion to authorize payment of all applicable payroll, bills, and appropriate transfers or debits from the Road & Bridge Account totaling **\$23,390.48**. Trustee Heldt seconded the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote.

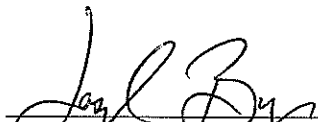
Upcoming Seminars and Meetings

- **February 7, 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 **7:19 pm**.

Respectfully submitted,



Joseph Burgess – Town Clerk

Approved by Board of Trustees: 2/7/2022



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 \$1,838.82

November 2021 0 disbursement

December 2021 0 disbursement

**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 January 3, 2022, 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
8445	12/9	DeJong Equipment	8955	Parts - Inv # CR 37612	\$26.40
8446	12/9	RP Lumber	8956	Mailbox - Inv # 2111-366268	\$45.48
8447	12/9	Beecher Hardware Inc.	8957	Supplies - Inv # A244899 / 245324 / 245497	\$62.53
8448	12/9	Walt's Foods	8958	VOID	\$0.00
8449	12/9	Surf Air Wireless	8959	Internet service - Inv # 578323	\$64.95
8450	12/9	Clauss Specialties	8960	Signage - Inv # 5466	\$562.57
8451	12/9	Village of Beecher	8961	Equipment Fuel - 11/1/21 to 11/30/21 - Inv # 749	\$1,454.07
8452	12/9	ComEd	8962	Utilities - Acct #1659047007 - Bill date - 11/30/21	\$167.32
8453	12/9	Dahlberg Accounting Solutions	8963	Professional services - Inv # 86	\$300.00
8454	12/14	NICOR	8964	Utilities - Gas - Acct #58285823769 - Bill date 12/1/21	\$507.48
8455	12/22	Airgas USA	8965	Annual tank leases - Inv # 9984837068	\$290.14
8456	12/22	Arthur VanBaren Family LP	8966	2020 Tax Reimbursement	\$1,820.00
8457	12/22	AT&T	8967	Phone - Acct # 7089466459-619-2 Inv # 7089466459-12	\$214.95
8458	12/24	Village of Beecher	EFT	RB Health Insurance - Inv # 2022-01	\$3,361.76
8459	12/24	December Payroll - QuickBooks	Misc	Payroll, IMRF & other government payroll liabilities	\$14,512.83
Total disbursements					\$23,390.48

IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto
set our hands on January 3, 2022.

Road Commissioner

Township Clerk

Supervisor

Trustee

Trustee

Trustee

Trustee

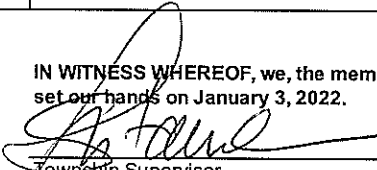
Approved Claims - Board of Township Trustees
Town Account

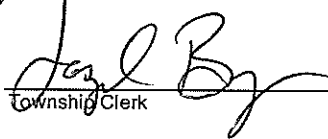
State of Illinois)
Will County) ss.
Washington Township)

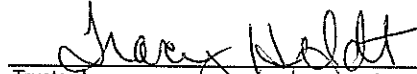
We the undersigned, comprising the Board of Trustees of
Washington Township, having duly met at the Township office on January 3, 2022, for the
purpose of auditing Town accounts, do hereby certify that the following claims or demands
against said township were presented, and examined, were allowed at said meeting, to wit:

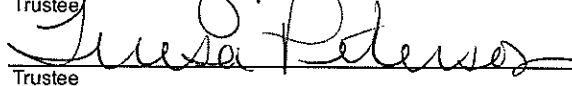
Claim #	Date	To Whom Allowed	CK	Nature of Claim	Amount
5843	12/9	Dahlberg Accounting Solutions	8625	Professional services - Inv # 87	\$375.00
5844	12/9	Riverside Workforce Health	8626	DOT Physical / drug screen (Cross) - Inv # 96503-01	\$75.00
5845	12/9	Riverside Workforce Health	8627	DOT Physical / drug screen (Cross) - Inv # 96503-01	\$25.00
5846	12/9	Quill Corporation	8628	Office supplies - Inv # 21128021 / 21118996	\$288.29
5847	12/9	Spectrotel	8629	Phone service - Acct # 343999 - Inv # 10576472	\$204.43
5848	12/9	Joe Burgess	8630	Office supplies (Staples) & postage	\$62.98
5849	12/9	S&K Security	8631	Monitoring fees - 12/1/21 to 2/28/22 - Inv # 133871	\$212.73
5850	12/9	Comcast	8632	Internet and Cable # 10295 - Bill date - 11/24/21	\$256.33
5851	12/9	ComEd	8633	Electric bill - Acct # 4341116018 - Bill date 11/30/21	\$241.57
5852	12/9	PACE	8634	Monthly Van rental - Acct # 6730	\$100.00
5853	12/9	Walt's Foods	8635	VOID - Credit Balance	\$0.00
5854	12/14	NICOR	8636	Utilities gas - #55877029193 - Bill date - 12/9/21	\$313.62
5855	12/14	Will Ride	8637	Transportation Expense - Sept / 34 Trips	\$878.74
5856	12/22	Greater Chicago Food Depository	8638	Food Pantry donations	\$100.00
5857	12/22	Arthur VanBaren Family LP	8639	2020 Tax Reimbursement	\$780.00
5858	12/22	AT&T Mobility	8640	VOID	\$0.00
5859	12/22	BMS Lawn Care	8641	Lawn care services - Inv # 8486	\$30.00
5860	12/15	Intuit Software	EFT	ACH payroll charges	\$21.60
5861	12/24	December Payroll - QuickBooks	Debit	ALL payroll, IMRF & other government payroll liabilities	\$7,160.50
TOTAL ALL DISBURSEMENTS					\$11,125.79

IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto
set our hands on January 3, 2022.


Township Supervisor


Township Clerk


Trustee


Trustee

Trustee

Trustee

Washington Township Board Meeting
January 3, 2022 - 7:00 pm
Meeting Agenda

Call to Order / Roll Call

Pledge of Allegiance

Approval of Board Meeting Minutes Dated December 6, 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. Washington Township Employee Handbook & Policy Review

Payment of Bills

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

Upcoming Seminars and Meetings

- February 7, 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.

Washington Township Board Meeting

7:00 PM

January 3, 2022

Guest Sign-in Sheet

PLEASE PRINT NAME	ADDRESS	Please CHECK here if you have Pubic Commentary
None		
Lee By - Clerk		
1/3/22		