

Official Proceedings of the Washington Township Board of Trustees

February 7, 2022

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 **January** 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 Pat Peters

Approval of the Board of Trustees Meeting Minutes Dated January 3, 2022:

Supervisor Stanula asked if there were any corrections or additions to the January 3, 2022, 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 January 3, 2022, 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** – Commissioner Smith reviewed his written report (attached). Smith also indicated that he was planning a demo of the new wireless system for the shared fuel depot. Switching to this system would eliminate the need for the township to host the system on a desktop computer and would allow the other entities easier access into the system. The new equipment would be web based and each entity would only be able to access their own records for editing. The cost of the new equipment would be shared by the joint entities that use the system.
2. **Assessor** – Assessor Peters said her first month in office has gone very well and she was very impressed with how former Assessor Mary Tamez organized and left the office. She has ordered a new laptop and is waiting for our vendor to deliver the unit and upload all the information from her old desktop. She also reported that she had filed one Senior Freeze and one Veteran's Exemption during January.
3. **Clerk** – Clerk Burgess had no report.

4. Supervisor's Report – Supervisor Stanula reported that he had contacted Paul at Chicagoland Cloud and his original quote, dated March 30, 2021, to update the computer equipment has not changed. Paul has ordered the equipment with no obligation to the township to purchase. However, the equipment has still not shipped. The Board will vote on accepting the March 30 quote under old business.
5. Trustees Report – No report.
6. Transportation Report – There were no riders on the Township's Dial-A-Ride service in January. Will Ride reported there were 38 trips in September at a total cost of \$938.60. The lift on the Pace van is not working and parts are on order.
7. General Assistance Report – There were no new applications received or disbursements made from the General Assistance Fund in January.

OLD BUSINESS:

1. Website Upgrades – Clerk Burgess reviewed the quote from CLR and Webfoot to upgrade the website. The website has not been updated in about 9 years and Burgess said the upgrade would offer a cleaner more user-friendly experience and both Webfoot and CLR offered support and protection for the site. After discussing the differences between the two quotes, the consensus was that Webfoot would be a better choice for the upgrade at this time because they have been hosting the Township's website and email for years with no issues.

MOTION:

Trustee Heldt made a motion to approve upgrades to the Washington Township website. Trustee Obradovich seconded the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote.

2. Washington Township Employee Handbook & Policy Review – Supervisor Stanula asked if the Board had any comments or suggestions regarding the sample TOI Employee Handbook that was discussed last month. Trustees Heldt and Obradovich both agreed that the new policy was an upgraded version of our existing policy. Obradovich commented on the responsibilities the supervisor has to administer the policy and said he could recommend the policy if Supervisor Stanula was comfortable with the policy and his role. Stanula said he is doing all those tasks now and he was not concerned about the verbiage. Stanula did recommend that the sections regarding inclement weather, holidays, time clocks and unpaid time off all be reviewed and tailored for Washington Township employees. Because of the length of the policy and numerous details to review, it was suggested that the policy be reviewed by one or two officials and then brought back to the Board to discuss any recommended changes. Trustee Obradovich volunteered to review and make any necessary revisions as needed and bring it back to the Board. Clerk Burgess volunteered to assist Obradovich with the updates.

3. Computer Upgrades at the Washington Township Center – This item was discussed under the Supervisor’s Report. Supervisor Stanula asked the Board if there was any additional discussion regarding the computer upgrades and if the Board was ready to act on the quote.

MOTION:

Trustee Herlitz made a motion to approve the March 30, 2021, proposal from Chicagoland Cloud LLC to upgrade the computer equipment at the Washington Township offices at a cost of **\$9098**. Trustee Peterson seconded the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote.

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 Fiscal Year 2022-23 Board Meeting Dates – The Board reviewed the 2022-23 proposed meeting dates as presented by Clerk Burgess.

MOTION:

Trustee Heldt made a motion to approve the 2022-2023 Board Meeting dates as presented. Trustee Herlitz 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’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 **\$29,873.59**. Trustee Peterson 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 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 **\$11,090.79**. Trustee Obradovich seconded the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote.

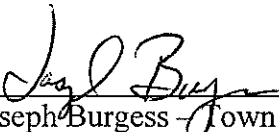
Upcoming Seminars and Meetings

- **March 7, 2022** - Washington Township Board Meeting – 7 pm

Adjournment:

Being no additional business to discuss, Trustee Herlitz made a motion to adjourn the meeting. Trustee Obradovich seconded the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote. The Board Meeting adjourned at **8:10 pm**.

Respectfully submitted,



Joseph Burgess - Town Clerk

Approved by Board of Trustees: 3/7/2022

Washington Township

Highway Department

30200 Town Center Dr.

Beecher, Illinois 60401

708- 946-6459 Fax 708-946-6459

Michael Smith Highway Commissioner

1. During the recent winter storm the township crew had about 45 hours in to keeping our roads clear. The high winds kept things interesting. Many of the county and highway departments throughout the state threw in the towel and waited for winds to subside a bit before attempting. We did not. We kept on rotation to make sure roads were open before the morning and evening commutes.
2. I have been in contact with Syntech(the company we purchased our fuel system through) in regards to updating our current system. We will be setting up a demo to decide which of the two options is best for us. One option involves just replacing the head unit at the pumps and upgrading some of the software. The second option is a wireless system that can be accessed remotely which would eliminate the need for an extra computer that is used solely for a server.

Michael Smith

Highway Commissioner

Washington Township Hardware Replacement Proposal
Created by Paul Leonhardt, Chicagoland Cloud LLC
March 30th 2021

The following proposal specifies equipment needed in order to replace the existing desktops in the office. Tammy, Mark, Mike, and Mary have desktops that should be replaced based on our recommendations. The current desktop functioning as the "server" is adequate for use and we are not recommending for it to be replaced at this time.

The following equipment is in our estimate as of right now and we are extremely confident with the accuracy of the hardware costs.

- 4 HP Prodesk 600 G5 series desktops (i5 processor, 8 GB RAM, 256 GB SSD Drive, DVD burner, dual display ports, Windows 10 Pro, w/3 year onsite warranty)
- 6 HP EliteDisplay 24" LCD Monitors w/3 year warranty. Tammy and Mary each run dual monitors now so this is why we are recommending two extra monitors.
- 6 Cyberpower 1500VA UPSes w/3 year warranty for the 4 workstations, the "server", and for the network firewall and other network equipment. In the event of a power outage or failure, all of the devices in the office will continue to work for a short period of time until the power is restored. The two existing UPSes in the "server" room no longer function properly. One has a bad battery and the other does not power on at all.

The total cost of our estimate for the above equipment is \$6,898.00 and before labor and desktop migration licenses. We estimate the labor and desktop migration licenses will cost \$2200.00 to install the above equipment, and to migrate existing data and applications over to the new systems.

The grand total for the equipment and migration services project should be extremely close to \$9,098.00.

4/2/21

- Server is 6 years old
- Other equip is 11-years old
- MAY NOT NEED SERVER, TAMMY PK could be the server

**Washington Township
Board of Trustees
Meeting Schedule 2022-23**

Location

Washington Township Center
30200 Town Center Road
Beecher, IL 60401

All meetings start at 7:00 PM unless indicated otherwise.

<u>Date</u>	<u>Weekday</u>
May 2, 2022	Monday
June 6, 2022	Monday
July 7, 2022	THURSDAY
August 1, 2022	Monday
September 8, 2022	THURSDAY
October 3, 2022	Monday
November 7, 2022	Monday
December 5, 2022	Monday
January 5, 2023	THURSDAY
February 6, 2023	Monday
March 6, 2023	Monday
March 27, 2023	Monday (4th Monday)

Any person requiring special accommodations should notify Supervisor Mike Stanula at (708) 946-2026, prior to the meeting date to make necessary arrangements.

Approved: 2/7/2022

Attest: Joseph Burgess - Clerk

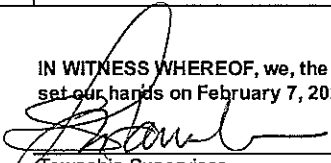
Approved Claims - Board of Township Trustees
Town Account

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 February 7, 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
5862	1/12	Will Ride	8642	Transportation Expense - August / 41 Trips	\$833.32
5863	1/12	Sikich	8643	FY 2021 Annual Audit - Inv # 535740	\$120.00
5864	1/12	ComEd	8644	Electric bill - Acct # 4341116018 - Bill date 1/3/22	\$255.66
5865	1/12	Dahlberg Accounting Solutions	8645	Professional services - Inv # 89	\$450.00
5866	1/12	PACE	8646	Monthly Van rental - Acct # 6730	\$100.00
5867	1/12	Comcast	8647	Internet and Cable # 10295 - Bill date - 12/24/21	\$286.93
5868	1/12	Spectrotel	8648	Phone service - Acct # 343999 - Inv # 10646181	\$208.66
5869	1/12	Village of Beecher	8649	Bus Fuel - 12/1 to 12/31/21 - Inv # 756	\$41.81
5870	1/12	Beecher Hardware	8650	Cleaning supplies - Inv # A247270	\$83.03
5871	1/12	AAA Heating and Cooling	8651	Furnace repairs - Inv # 127225	\$225.00
5872	1/12	Argus Service Inc.	8652	Background checks - (Hitzelburger / Cross) - Inv # 25509	\$90.00
5873	1/24	Greater Chicago Food Depository	8653	Food Pantry donations	\$750.00
5874	1/24	Walt's Foods	8654	Office supplies - Inv # 002061011244	\$40.59
5875	1/24	NICOR	8655	Utilities gas - #55877029193 - Bill date - 01/10/22	\$409.35
5876	1/18	Intuit Software	EFT	ACH payroll charges	\$19.44
5877	1/21	January Payroll - QuickBooks	Debit	ALL payroll, IMRF & other government payroll liabilities	\$7,177.00
				TOTAL ALL DISBURSEMENTS	\$11,090.79

IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto
set our hands on February 7, 2022.



Township Supervisor



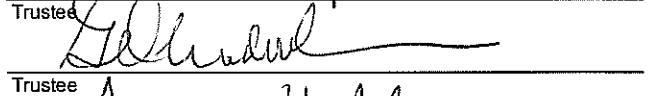
Township Clerk



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 February 7, 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
8460	1/12	Sikich	8968	Annual audit - FY ending 3/31/2021 - Inv # 535740	\$160.02
8461	1/12	Will County Highway Commissioners Assoc.	8969	2022 Annual dues	\$100.00
8462	1/12	Dahlberg Accounting Solutions	8970	Professional services - Inv # 90	\$325.00
8463	1/12	Share Corporation	8971	Cleaning supplies - Inv #188661	\$262.55
8464	1/12	ComEd	8972	Utilities - Acct #1659047007 - Bill date - 1/3/2022	\$171.35
8465	1/12	Vulcan Materials	8973	Stone - Inv # 328061117 / 32823231 / 32828444 / 32832787	\$2,578.16
8466	1/12	M&K Truck Center	8974	Parts - Inv # 149101SC	\$2.16
8467	1/12	AT&T	8975	Phone - Acct # 7089466459-619-2 Inv # 7089466459-01	\$214.95
8468	1/12	Surf Air Wireless	8976	Internet service - Inv # 595327	\$64.95
8469	1/12	Village of Beecher	8977	Equipment Fuel - 12/1/21 to 12/31/21 - Inv # 755	\$1,050.08
8470	1/12	Vulcan Materials	8978	Stone - Inv # 32823231 / 32828444 / 32832787	\$1,346.60
8471	1/24	AAA Heating & Air Conditioning	8979	Furnace repairs - Inv # 172240	\$350.00
8472	1/24	AT&T Mobility	8980	Wireless charges - Inv #287293840112X01092022	\$116.94
8473	1/24	NICOR	8981	Utilities - Gas - Acct #58285823769 - Bill date 1/11/22	\$633.95
8474	1/24	TIFCO	8982	Shop supplies - Inv # 71724289	\$832.89
8475	1/24	Clauss Specialties	8983	Parts - Inv # 5481	\$149.68
8476	1/25	Village of Beecher	EFT	RB Health insurance - Inv # 2022-02	\$3,361.76
8477	1/25	January Payroll - QuickBooks	Misc	Payroll, IMRF & other government payroll liabilities	\$18,152.55
Total disbursements					\$29,873.59

IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto
set our hands on February 7, 2022.


Road Commissioner


Township Clerk


Supervisor


Trustee


Trustee


Trustee


Trustee

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

Call to Order / Roll Call

Pledge of Allegiance

Approval of Board Meeting Minutes Dated January 3, 2022

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
2. Washington Township Employee Handbook & Policy Review
- 3.

New Business

1. Consideration and Approval of Pending Zoning Applications
2. Consideration and Approval of Fiscal Year 2022-23 Board Meeting Dates

Payment of Bills

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

Upcoming Seminars and Meetings

- **March 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.