

**Official Proceedings of the Washington Township Board of Trustees
March 7, 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 **February** 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, George Obradovich, Mark Herlitz

Absent: Teresa Peterson

Other Officials present:

Clerk Joe Burgess and Assessor Pat Peters

Approval of the Board of Trustees Meeting Minutes Dated February 7, 2022:

Supervisor Stanula asked if there were any corrections or additions to the February 7, 2022, 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 February 7, 2022, 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** – Commissioner Smith was not in attendance but prepared a written report for the Board. Supervisor Stanula read his written report.
2. **Assessor** – Assessor Peters has attended some various training sessions and has also signed up for the CIAO series to be held this month. Peters said she is getting more comfortable in her new role and thanked former Assessor Mary Tamez for her help and how well the Assessor's Office was organized. She has received a laptop and has all her calls to the township office forwarded to her cell phone and has been able to answer and respond to her calls in a timely manner.
3. **Clerk** – Clerk Burgess would like to restart most of the Senior Events including Movie Nights, the Fall Breakfast, and the Holiday Dinner. Supervisor Stanula and the entire Board agreed and Stanula also suggested adding a Joliet Slammers baseball game and possibly a Chicago White Sox game as well. The Board discussed potential dates for the breakfast and holiday dinner and Office Coordinator Tammy Hitzelburger was asked to start looking into availability of the proposed dates.

There has been email conversations with Village Mayor Marcie Meyer, who has indicated she would have no concerns with the village and township working together again on newsletter ads. The village would solicit the ads and all ads would be published in both the village and township's newsletter, which gives the advertisers exposure to the entire township. Ad revenue would then be split with the Village getting a larger percentage because they solicit the ads. Clerk Burgess, who coordinates the township's newsletter, also indicated he was ready to continue the newsletter, after skipping last fall because of the Covid pandemic. Supervisor Stanula will contact Mayor Meyer to verify the agreement and discuss any additional details or changes.

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 February. Will Ride reported there were 39 trips in October (2021) at a total cost of \$936.60 and there were 38 trips in November (2021) at a total cost of \$867.40. We are still waiting on the lift gate parts for the Township's Pace van.
7. General Assistance Report – There were no new applications received or disbursements made from the General Assistance Fund in February.

OLD BUSINESS:

1. Website Upgrades – Clerk Burgess received a revised quote from Webfoot Design to update the website. The cost to redesign the site is now \$3000 vs. \$900 from a year ago and the monthly service fee was raised from \$295 to \$395. Burgess said there were other cheaper options including the CL Solutions quote or going through a website builder company such as Go Daddy or Wix. Burgess said he talked to Janette Connor at the Village of Beecher and the village switched their website host from Webfoot to Go Daddy because of Webfoot's recent price increases. Trustee Obradovich was concerned about the costs but wanted to ensure any new provider was credible before making a switch. The other option was to not update the website's look and just maintain what we have using the current format. Clerk Burgess will investigate other options and report back to the Board.
2. Washington Township Employee Handbook & Policy Review – Trustee Obradovich is still reviewing the sample employee handbook from TOI and indicated he needs more time to recommend any revisions at this time. Clerk Burgess also requested more time to review the information.

NEW BUSINESS:

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

2. Consideration to Open the Closed Executive Session Minutes Dated March 23, 2010 – See agenda item #6.
3. Consideration to Open the Closed Executive Session Minutes Dated January 7, 2013 – See agenda item #6.
4. Consideration to Open the Closed Executive Session Minutes Dated July 1, 2013 – See agenda item #6.
5. Consideration to Open the Closed Executive Session Minutes Dated February 3, 2014 – See agenda item #6.
6. 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.

7. Consideration and Approval of the 2022 Annual Town Meeting Agenda – Clerk Burgess received no agenda item requests from the public prior to the March 1 deadline and the proposed Town Meeting agenda could now be approved by the Board. The 2022 Annual Town Meeting is scheduled for April 12, 2022, at 7 PM at the Washington Township Center.

MOTION:

Trustee Herlitz made a motion to approve the proposed 2022 Annual Town Meeting Agenda as presented. Trustee Heldt seconded the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote.

8. Consideration and Approval of 2022-2023 Town Budget – The Town and Road District budgets must be approved before the end of June and there must also be a 30-day period for the public to review the budget before it is formally approved. To ensure the 30-day review requirement, Clerk Burgess said he would have a draft of the budget ready for the Board to review by the March 28 meeting. This would allow the Board to review and make changes to the budget before giving it tentative approval at the May meeting. Final budget approval could then take place at the scheduled June 6 meeting. The Board had no concerns about the budget process timeline.
9. Consideration and Approval of 2022-2023 Road District Budget – Clerk Burgess has spoken to Commissioner Smith, who has indicated he has begun working on a draft copy of the 2022-23 Road District budget.

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 Heldt made a motion to authorize payment of all applicable payroll, bills, and appropriate transfers or debits from the Road & Bridge Account totaling **\$45,096.40**. Trustee Obradovich 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 Herlitz made a motion to approve payment of all applicable payroll, bills, debits, and appropriate transfers from the Town Account totaling **\$13,533.73**. Trustee Obradovich seconded the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote.

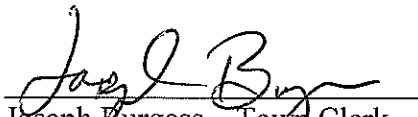
Upcoming Seminars and Meetings

- **March 28, 2022** - Washington Township Board Meeting – 7 pm

Adjournment:

Being no additional business to discuss, Trustee Heldt made a motion to adjourn the meeting. Trustee Herlitz seconded the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote. The Board Meeting adjourned at **7:40 pm**.

Respectfully submitted,


Joseph Burgess – Town Clerk

Approved by Board of Trustees: 3/28/2022

Washington Township

Highway Department

30200 Town Center Dr.

Beecher, Illinois 60401

708-946-6459 Fax 708-946-6459

Michael Smith Highway Commissioner

1. Spring cleanup has begun. When weather permits we have had patch crews out.
2. March 28th 2022 I will host the fuel system demo. All department heads included in the intergovernmental agreement will be present.
3. Previously, Constellation New Energy took over the highway department's natural gas contract. After comparing the new prices for Constellation and Nicor, Nicor is cheaper. I have started the process to switch back to Nicor as the supplier. They stated that it would take one or two billing cycles.

Michael Smith

Highway Commissioner



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

January 2022 0 disbursement

February 2022 0 disbursement

**Washington Township
2022 Annual Town Meeting
April 12, 2022 – 7:00 PM
Agenda**

1. Call to Order – (Clerk)
2. Pledge of Allegiance
3. Welcome
4. Election of Meeting Moderator
5. Clerk Administers “Oath of Moderator” to Moderator
6. Approval of Minutes from 2021 Annual Town Meeting
7. Clerk presents Supervisor’s Annual Financial Statements
 - Road & Bridge
 - Town Account
 - General Assistance
 - County Aid Bridge
 - Community Building
 - Culvert Account
 - Insurance Fund
8. Set Hour for 2023 Annual Town Meeting
9. Consider Motion to Pay Meeting Moderator
10. Motion to Adjourn

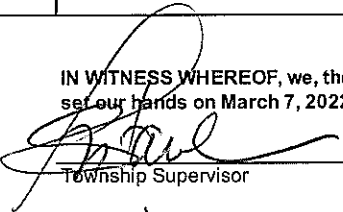
Approved Claims - Board of Township Trustees
Town Account

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

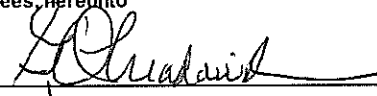
We the undersigned, comprising the Board of Trustees of
Washington Township, having duly met at the Township office on March 7, 2022, for the
purpose of auditing Town accounts, do hereby certify that the following claims or demands
against said township were presented, and examined, were allowed at said meeting, to wit:

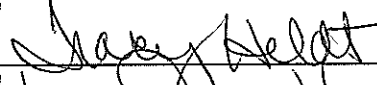
Claim #	Date	To Whom Allowed	CK	Nature of Claim	Amount
5878	2/7	PACE	8656	Monthly Van rental - Inv # 601117	\$100.00
5879	2/7	Will Ride	8657	Transportation Expense - October / 39 Trips	\$936.60
5880	2/7	Dahlberg Accounting Solutions	8658	Professional services - Inv # 96	\$516.17
5881	2/7	Beecher Hardware	8659	Cleaning supplies - Inv # A249163	\$67.75
5882	2/7	Spectrol	8660	Phone service - Acct # 343999 - Inv # 10646181	\$207.06
5883	2/7	Comcast	8661	Internet and Cable # 10295 - Bill date - 01/24/22	\$285.10
5884	2/7	Pat Peters	8662	Reimbursement for IAAO training, WCAA meeting, mileage	\$280.11
5885	2/24	Beecher Post Office	8663	100 Stamps	\$55.00
5886	2/24	NICOR	8664	Utilities gas - #55877029193 - Bill date - 2/9/22	\$443.78
5887	2/24	Will Ride	8665	Transportation Expense - November / 38 Trips	\$867.40
5888	2/24	Verizon Wireless	8666	Cellular phones - Acct # 485462600 / Inv # 9896747720	\$78.04
5889	2/24	ComEd	8667	Electric bill - Acct # 4341116018 - Bill date 2/2/22	\$298.59
5890	2/24	Tammy Hitzelburger	8668	Reimbursement - physical / mileage	\$50.52
5891	2/24	CIAO	8669	2022 Dues	\$50.00
5892	2/24	Quill Corporation	8670	Office supplies -Inv # 22703799 / 22817691 / Assessor	\$41.97
5893	2/24	Quill Corporation	8671	Office supplies -Inv # 22703799 / 22817691	\$184.32
5894	2/24	Pat Peters	8672	Reimburse - Travel	\$30.00
5895	2/24	Will County Assessor's Association	8673	2022 Membership Dues	\$40.00
5896	2/24	IL Property Assessment Institute	8674	Training - Inv # 199347	\$785.00
5897	2/15	Intuit Software	EFT	ACH payroll charges	\$19.44
5898	2/18	February Payroll - QuickBooks	Debit	ALL payroll, IMRF & other government payroll liabilities	\$8,196.88
				TOTAL ALL DISBURSEMENTS	\$13,533.73

IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto
set our hands on March 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 March 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
8478	2/7	Great Lakes Distributing	8984	Parts and supplies - Inv # 215766	\$130.00
8479	2/7	Martin Whalen Office Solutions	8985	Copier toner - Inv # 3297691	\$127.96
8480	2/7	Dahlberg Accounting Solutions	8986	Professional services - Inv # 97	\$476.94
8481	2/7	Beecher Hardware	8987	Supplies - Inv # A248831	\$59.70
8482	2/7	Village of Beecher	8988	Equipment Fuel - 1/1/22 to 1/31/22 - Inv # 762	\$1,169.57
8483	2/7	Cintas	8989	Uniforms - 11/1/21 to 12/31/21	\$802.81
8484	2/7	NAPA Auto Parts	8990	Parts - Inv # 163225 / 163920	\$125.44
8485	2/7	Heritage FS	8991	DEF, lubricants - Inv # 36010785 / 36010788	\$1,803.68
8486	2/7	Surf Air Wireless	8992	Internet service - Inv # 612679	\$0.00
8487	2/7	ComEd	8993	Utilities - Acct #1659047007 - Bill date - 2/3/2022	\$200.33
8488	2/7	DeJong Equipment	8994	Parts - Inv # CR38108 / CR38803	\$88.52
8489	2/7	Walt's Foods	8995	Supplies / water - Inv # 001098821432	\$28.92
8490	2/24	Murray Overhead Doors	8996	Door repairs - Inv # 42064	\$729.00
8491	2/24	Cintas	8997	Uniforms - 1/1/22 to 1/31/22	\$394.55
8492	2/24	Surf Air Wireless	8998	Internet service - Inv # 612679	\$129.90
8493	2/24	Mike Smith	8999	Reimbursement - Supplies	\$150.35
8494	2/24	Township Highway Commissioners of IL	9000	2022 Annual Dues	\$60.00
8495	2/24	Star Disposal	9001	Refuse service - 3/1 to 7/1/22 - Inv # 7723874 / 7718739	\$280.00
8496	2/24	AT&T	9002	Phone - Acct # 7089466459-619-2 Inv # 7089466459-02	\$214.95
8497	2/24	Clauss Specialties	9003	Parts - Inv # 5641	\$2,863.08
8498	2/24	Beaupre Inc	9004	IL Safety Lane test - 4 truck - Inv # 172547	\$234.00
8499	2/24	AT&T	9005	Phone - Acct # 287293840112 Inv # 287293840112X02092022	\$77.26
8500	2/24	M&K Truck Center	9006	Parts - Inv # 149991SC	\$104.71
8501	2/24	NICOR	9007	Utilities - Gas - Acct #58285823769 - Bill date 2/10/22	\$757.73
8502	2/24	Compass Minerals	9008	Salt - Inv # 954155	\$9,847.11
8503	2/24	Gallagher Materials Corp.	9009	UPM cold patch - Inv # 23167	\$992.00
8504	2/24	Gallagher Materials Corp.	9010	UPM cold patch - Inv # 21904	\$1,630.80
8505	2/25	Village of Beecher	EFT	RB Health Insurance - Inv # 2022-023	\$3,361.76
8506	2/24	February Payroll - QuickBooks	Misc	Payroll, IMRF & other government payroll liabilities	\$18,255.33
Total disbursements					\$45,096.40

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

Road Commissioner

Township Clerk

Supervisor

Trustee

Trustee

Trustee

Trustee

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

Call to Order / Roll Call

Pledge of Allegiance

Approval of Board Meeting Minutes Dated February 7, 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 to Open the Closed Executive Session Minutes Dated **March 23, 2010**
3. Consideration to Open the Closed Executive Session Minutes Dated **January 7, 2013**
4. Consideration to Open the Closed Executive Session Minutes Dated **July 1, 2013**
5. Consideration to Open the Closed Executive Session Minutes Dated **February 3, 2014**
6. Consideration to Open the Closed Executive Session Minutes Dated **January 4, 2016**
7. Consideration and Approval of the 2022 Annual Town Meeting Agenda (4/12/22)
8. Consideration and Approval of the 2022-2023 Town Budget (Approve in May)
9. Consideration and Approval of the 2022-2023 Road District Budget (Approve in May)

Payment of Bills

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

Upcoming Seminars and Meetings

- **March 28, 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

March 7, 2022

Guest Sign-in Sheet

PLEASE PRINT NAME	ADDRESS	Please CHECK here if you have Pubic Commentary
Tammy Hitzelbocker	412 Prairie	