

**Official Proceedings of the Washington Township Board of Trustees  
March 28, 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 **March** 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, Teresa Peterson **Absent:** None

**Other Officials present:**

Clerk Joe Burgess, Road Commissioner Mike Smith, and Assessor Pat Peters

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

Supervisor Stanula asked if there were any corrections or additions to the March 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 March 7, 2022, 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 is working on his 2022-23 budget and preparing to submit bids for stone, road oil and asphalt. Last year there was little to no response from vendors on the bid notices so Clerk Burgess will place bids in more than one publication this year. Syntek was at the township center today to demonstrate their new web-based fuel system application for several members of the Fuel Depot group. The new web-based system is easy to use and has many nice features, however, many of the attendees were concerned about the \$9000 cost to upgrade the current system along with an annual fee of \$2900. Smith said the current Syntek program runs on a desktop computer in his office and the group is considering the option to upgrade that desktop computer and work with our network vendor to install and configure the current system. The cost of the computer upgrade would be paid out of the fuel depot's budget.
2. *Assessor* – Assessor Peters reported that the Will County Assessor's Office will only be offering senior freeze workshops at eight libraries in the county and not at any township offices. The workshops in Washington Township have always been well attended and Peters and former Assessor Mary Tamez are planning a local workshop to be held in May at the Washington Township Center. Peters has also received paperwork from the county regarding

how solar farms are to be assessed. There is currently one solar farm in the township and that farm is still not operational. Peters will be looking for additional guidance regarding this information. Finally, Peters will be out of the office next week attending the Illinois Property Assessment Institute conference.

3. Clerk – Clerk Burgess is planning to mail the spring newsletter during the first week of May and asked that all board member contributions to the newsletter be sent to his office by April 21. The final levy numbers have been received and the Town Fund will receive \$277,002 for all funds and the Road District will receive a grand total of \$836,779 with \$68,069 of those funds going to the County Aid Bridge Fund. The Community Building will receive \$90,117 in tax revenue in 2022.

Burgess asked the Board to consider changing the Senior Fall Breakfast from a traditional breakfast to a pancake breakfast this year. Although the change would require additional volunteers and is more work, the cost would be lower and there would be more space if it was held at the Beecher Amvet Hall. The Board was receptive to the idea and Trustee Heldt recommended and the Board agreed to move the breakfast from September to either the 1<sup>st</sup> or 8<sup>th</sup> of October.

4. Supervisor's Report – Supervisor Stanula reported that Will County Green is hosting a “Residential Electronics & Hazardous Waste Drop-off Event” in Peotone on Saturday, April 2. The event is open to all residents of Will County and is by appointment only. The information has been shared on the township’s Facebook page.

A Joliet Slammers game has been added to the Township’s Senior Event Schedule, the game is scheduled for May 13 and ticket prices include food and fireworks show after the game. The township is also planning a Chicago White Sox game in June and ticket prices will not exceed \$25. The township will provide free transportation to both games, and anyone interested in attending can purchase tickets for these events at the Washington Township Center.

Stanula has been approached about utilizing the Washington Township Center for exercise classes. The Board decided against allowing the exercise classes at this time and will review it again at a later date.

5. Trustees Report – No report.
6. Transportation Report – There were no transportation numbers available for March.
7. General Assistance Report – There were no new applications received or disbursements made from the General Assistance Fund in March.

#### **OLD BUSINESS:**

1. Website Upgrades – Clerk Burgess explained that he has been in contact with Max at Webfoot regarding their recent website upgrade quote and Max came back with offering the

township a lower cost based on their 2020 proposal. Burgess asked for some pricing guarantees and has not heard back from Webfoot. Burgess said Webfoot has recently merged with LeadIT, and he is now concerned if the merger will affect his current negotiations and will forgo the proposed upgrades if suitable pricing cannot be secured.

2. Washington Township Employee Handbook & Policy Review – Trustee Obradovich has reviewed and compared the current Washington Township Employee Handbook approved in 2012 to TOI’s 2019 employee handbook template. The two handbooks are basically the same with several minor revisions, plus changes to the order in which the articles appear in the handbook. Obradovich called TOI and asked about the revisions but was unable to get any answers and was told there was no plans for TOI to update the template in the immediate future. He urged the Board to become more familiar with the current policies and handbook as the process to update the handbook moves forward. Obradovich explained the handbook identifies the Supervisor as the administrator of the policy and asked to meet with Supervisor Stanula so they could review the policies and discuss options moving forward. Stanula will meet with Obradovich in the coming week, and they will report back to the Board with their findings and recommendations. Clerk Burgess also reviewed the policy and asked Stanula and Obradovich to consider combining vacation and personal time together and referring to it as “paid time off” (PTO). Burgess said, PTO is becoming the standard throughout the work force and is easier for all to manage and understand.
3. Consideration and Approval of 2022-2023 Town Budget – The Board reviewed the 2022-23 budget and during discussion recommended the following changes to Capital Expenses. Allocating \$7,500 to seal the parking lot and \$8,000 to update the townships “message board” to a simple sign and to repair some damage to the brickwork on the sign enclosure. Due to rising energy costs the “Utilities” line item was also increased to \$11,000. The final appropriations for the town budget are at \$265,318 versus proposed revenue of \$283,453, which results in a net gain for the account. The Board had no further changes and tentative approval was recommended.

**MOTION:**

Trustee Herlitz made a motion to tentatively approve the proposed 2022-2023 Town Budget with the adjustments to Capital Expenditures and Utilities as discussed. Trustee Heldt seconded the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote.

4. Consideration and Approval of 2022-2023 Road District Budget - Commissioner Smith is working on his 2022-23 budget and will have it ready for the May Board meeting.

**NEW BUSINESS:**

1. Consideration and Approval of Pending Zoning Applications – There were no new zoning requests or applications to address.
2. Set Time and Date for Town and Road & Bridge Budget Hearings – Clerk Burgess recommended the Town Acct Budget Hearing be scheduled on June 6, 2022, at 6:30 pm and

the Road District Budget Hearing be scheduled on June 6, 2022, at 6:45 pm both at the Washington Township Center.

**MOTION:**

Trustee Obradovich made a motion to schedule the Town Acct Budget Hearing on June 6, 2022, at 6:30 pm and the Road District Budget Hearing on June 6, 2022, at 6:45 pm both at the Washington Township Center. Trustee Heldt seconded the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote.

**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 Herlitz made a motion to approve payment of all applicable payroll, bills, debits, and appropriate transfers from the Town Account totaling **\$22,774.94**. Trustee Heldt 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 Heldt made a motion to authorize payment of all applicable payroll, bills, and appropriate transfers or debits from the Road & Bridge Account totaling **\$31,785.66**. 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**

- April 12, 2022 - Annual Town Meeting @ 7 pm
- May 2, 2022 - Washington Township Board Meeting – 7 pm

**Adjournment:**

Being no additional business to discuss, Trustee Herlitz made a motion to adjourn the meeting. Trustee Heldt seconded the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote. The Board Meeting adjourned at **8:49 pm**.

Respectfully submitted,

  
Joseph Burgess – Town Clerk

Approved by Board of Trustees: MAY 2, 2022

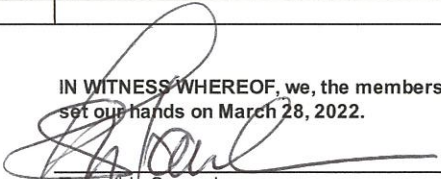
**Approved Claims - Board of Township Trustees**  
Town Account

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 28, 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
5899	3/7	Tammy Hitzelburger	8675	Reimbursement - postage	\$3.00
5900	3/7	Spectrotel	8676	Phone service - Acct # 343999 - Inv # 10749450	\$203.93
5901	3/7	Dahlberg Accounting Solutions	8677	Professional services - Inv # 103	\$465.00
5902	3/7	ComEd	8678	Electric bill - Acct # 4341116018 - Bill date 3/3/22	\$274.74
5903	3/7	Township Officials of IL. Clerk's Division	8679	2022 Dues	\$30.00
5904	3/7	S&K Security	8680	Monitoring fees - 3/1/22 to 5/31/22 - Inv # 135148	\$212.73
5905	3/7	PACE	8681	Monthly Van rental - Inv # 602392	\$100.00
5906	3/7	Chicagoland Cloud LLC	8682	Licenses, repair, APC - Inv # 2497	\$2,239.98
5907	3/7	Chicagoland Cloud LLC	8683	Laptop, desktop, labor (Assessor) - Inv # 2498	\$2,977.44
5908	3/22	NICOR	8684	Utilities gas - #55877029193 - Bill date - 3/11/22	\$365.81
5909	3/22	Amvets Post 67	8685	Senior Holiday Dinner Hall deposit	\$250.00
5910	3/22	Riverside Workforce Health	8686	DOT physical & drug screen (Hitzelburger) - Inv # 99735 / 99581	\$210.00
5911	3/22	Southwest Exurban Publishing	8687	Pubic Notice - Meeting Dates - Inv # 22-335	\$40.00
5912	3/22	Comcast	8688	Internet and Cable # 10295 - Bill date - 02/24/22	\$275.10
5913	3/15	Intuit Software	EFT	ACH payroll charges	\$21.60
5914	3/18	March Payroll - QuickBooks	Debit	ALL payroll, IMRF & other government payroll liabilities	\$15,105.61
				<b>TOTAL ALL DISBURSEMENTS</b>	<b>\$22,774.94</b>

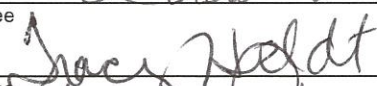
IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto  
set our hands on March 28, 2022.


  
\_\_\_\_\_  
Township Supervisor

  
\_\_\_\_\_  
Township Clerk

  
\_\_\_\_\_  
Trustee

  
\_\_\_\_\_  
Trustee

  
\_\_\_\_\_  
Trustee

  
\_\_\_\_\_  
Trustee

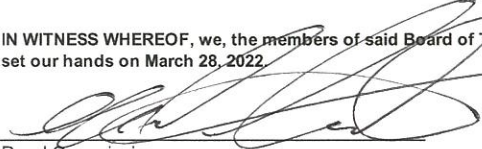
**Approved Claims - Board of Township Trustees**  
Road & Bridge Account

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 28, 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:

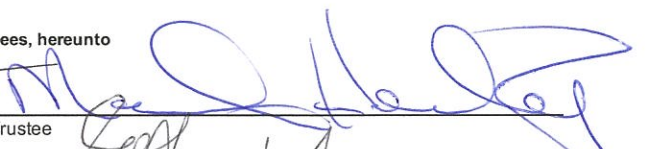
Claim #	Date	To Whom Allowed	Ck #	Nature of Claim	Amount
8507	3/7	Amvets Post 67	9011	US Flags	\$92.50
8508	3/7	Jean's Septic Service	9012	Pump tank and basins - Inv # B22-2212	\$455.00
8509	3/7	Emil's Tires	9013	Tube - 266165	\$55.00
8510	3/7	ComEd	9014	Utilities - Acct #1659047007 - Bill date - 3/3/2022	\$181.93
8511	3/7	Village of Beecher	9015	Equipment Fuel - 2/1/22 to 2/28/22 - Inv # 768	\$2,031.65
8512	3/7	Walt's Foods	9016	Supplies	\$0.28
8513	3/7	Beecher Hardware	9017	Supplies - Inv # A249840	\$14.99
8514	3/7	Dahlberg Accounting Solutions	9018	Professional services - Inv # 104	\$372.00
8515	3/7	DeJong Equipment	9019	Parts - Inv # CR38835	\$201.85
8516	3/7	Nuway Disposal	9020	Refuse (20-yard, monthly service) - Multiple invoices	\$755.20
8517	3/22	Village of Beecher	9021	Reimbursement for Personal Property Replacement Tax	\$3,408.32
8518	3/22	Mike Smith	9022	Reimbursement - Food	\$37.27
8519	3/22	AT&T Mobility	9023	Wireless charges - Inv #287293840112X03092022	\$76.20
8520	3/22	AT&T	9025	Phone - Acct # 7089466459-619-2 Inv # 7089466459-03	\$200.00
8521	3/22	NICOR	9026	Utilities - Gas - Acct #58285823769 - Bill date 3/15/22	\$620.59
8522	3/22	Gallagher Materials Corp.	9027	UPM cold patch - Inv # 23415	\$1,036.80
8523	3/22	TIFCO	9028	Shop supplies - Inv # 71740678	\$527.46
8524	3/22	Cintas	9029	Uniforms - Inv # 4113225624	\$101.53
8525	3/25	Village of Beecher	EFT	RB Health Insurance - Inv # 2022-3	\$3,361.76
8526	3/18	March Payroll - QuickBooks	Misc	Payroll, IMRF & other government payroll liabilities	\$18,255.33
<b>Total disbursements</b>					<b>\$31,785.66</b>

IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto  
set our hands on March 28, 2022.

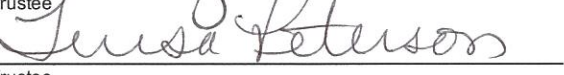
  
\_\_\_\_\_  
Road Commissioner

  
\_\_\_\_\_  
Township Clerk

  
\_\_\_\_\_  
Supervisor

  
\_\_\_\_\_  
Trustee

  
\_\_\_\_\_  
Trustee

  
\_\_\_\_\_  
Trustee



### Washington Township Board Meeting

7:00 PM

March 28, 2022

### Guest Sign-in Sheet

Please CHECK here if you have Pubic Commentary

PLEASE PRINT NAME

ADDRESS

None  
Joe Buger  
Clerk 3/28/22

**Washington Township Board Meeting  
March 28, 2022 - 7:00 pm  
Meeting Agenda**

**Call to Order / Roll Call**

**Pledge of Allegiance**

**Approval of Board Meeting Minutes Dated March 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. Consideration and Approval of Washington Township Employee Handbook
3. Consideration and Approval of the 2022-2023 Town Budget
4. Consideration and Approval of the 2022-2023 Road District Budget

**New Business**

1. Consideration and Approval of Pending Zoning Applications
2. Set Time and Date for Town and Road & Bridge Budget Hearings

**Payment of Bills**

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

**Upcoming Seminars and Meetings**

- April 12 - Annual Town Meeting
- May 2 - 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.**