

**Official Proceedings of the Washington Township Board of Trustees
May 2, 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 **April** 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, Mark Herlitz

Absent: George Obradovich, Teresa Peterson

Other Officials present:

Clerk Joe Burgess and Assessor Pat Peters

Approval of the Board of Trustees Meeting Minutes Dated March 28, 2022:

Supervisor Stanula asked if there were any corrections or additions to the March 28, 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 March 28, 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:

Several residents from the Township, who attend the Senior Exercise Classes were in attendance. Barbara Andrade, a 45-year resident, thanked the board for all the senior programs the township provides to the Washington Township seniors and asked if the exercise class could be moved from the Community Building back to the Washington Township Center, where the classes were held for many years. The board was told that there are some seniors, that have difficulty making it down the ramp at the Community Hall and the township center offers easier accessibility. Resident Ida Hey, also thanked the Board and explained the classes not only offer physical activities for the seniors, but just as important, it also gives them a place to socialize with others as well. Other comments included that the Meeting Room was always picked up and you couldn't tell they were even in the building.

Supervisor Stanula said he was glad the seniors are exercising and explained the Board is not preventing them from exercising because they do have a location and other locations, such as the schools, are available for these types of activities. Stanula said after Covid, the Board is moving slow with bringing back to many activities to the township center and the current Facilities Use Policy does not allow for the Meeting Room to be used as a "gym". He indicated that a table in the meeting room was damaged, and the carpeting was recently replaced. Stanula did tell the group that he understood their comments and concerns and indicated the Board will begin reviewing the Facility Use Policy in June and the Board will take their request into consideration during the process.

Shirley Firmhaber thanked the Road District for replacing the signs at the Corning Avenue bridge.

Reports:

1. Road Commissioner – Commissioner Smith was not present but left a written report (attached). Supervisor Stanula read the report to the Board.
2. Assessor – Assessor Peters reported that the 2021 property tax bills have been mailed and she has responded to several calls. She has also assisted several seniors with filing their Senior and/or Homestead exemption applications. Peters also has planned a Senior Assistance Program on May 10 to help residents complete and file these exemption applications.
3. Clerk – Approximately 35 seniors attended the recent “Senior Scam” presentation that was sponsored by the Beecher Police Department, Village of Beecher, and Washington Township. Burgess said the presentation was very informative and the seniors had many questions. There were some technical issues prior to the start of the presentation. The current township projector, which uses a serial port for connectivity, is not compatible with newer computers and a portable projector had to be used to make the presentation. The problem did not delay the presentation; however, the equipment connections need to be updated and Soundtronix has been contacted to make the upgrade.

Clerk Burgess reported that the June 6th Budget Hearing Notices have been sent out for publication. The Fall Newsletter has been completed and was sent to the printer last week. Burgess is also working on a FOIA request from a marketing firm that was asking for contact information.

Early Voting for the June 28th General Primary Election will be held at the Washington Township Center beginning June 13 thru 24, Monday to Friday from 9am to 3 pm. Voting will also be conducted on Saturday, June 18 from 9 am to noon.

4. Supervisor’s Report – Supervisor Stanula reported that Sikich accounting is raising their services by 3% this year. Sikich has been used for the required yearly township audit for several years and it typically costs the township around \$10,000 for the audit. The Board recommended that Supervisor Stanula look for quotes from other accounting firms that may be less expensive.
5. Trustees Report – No report.
6. Transportation Report – There were no transportation numbers available from Will Ride in April and there were no riders on the Township’s Dial-A-Ride service in April. The lift on the Pace bus has been repaired but now there is a problem with the power steering unit and the bus is at Terry’s Ford in Peotone for those repairs. Transportation Coordinator Tammy Hitzelburger has contacted Pace and has asked for a newer bus.

7. General Assistance Report – There were no new applications received or personal disbursements made from the General Assistance Fund in April. There was one insurance bill in the amount of **\$2,260.00** from Allied Benefit Systems to pay the annual Catastrophic Insurance Premium.

OLD BUSINESS:

1. Website Upgrades – Clerk Burgess has spoken to Paul from Chicagoland Cloud, and he will be able to help with the website and email upgrades. He indicated the cost will be significantly less than our current quotes and is recommending that the township utilizes Microsoft 365 for email. Burgess will keep the Board updated as the discussions continue.
2. Washington Township Employee Handbook & Policy Review – Supervisor Stanula reported that several updates to the proposed handbook have been identified and the revised handbook should be available for the Board to review prior to the June meeting.
3. Consideration and Approval of 2022-2023 Road District Budget – Commissioner Smith was not in attendance. The Board reviewed the Commissioner's proposed budget and had questions regarding increased spending on employees and the road work being planned for the summer.

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 4th of July Commissions Sponsorship Request – The Township has been an annual sponsor of the 4th of July Celebration for many years and approved a \$1,500 sponsorship last year. This year's celebration will be held from July 1-4.

MOTION:

Trustee Herlitz made a motion to approve a **\$1,500** sponsorship to the Beecher 4th of July Commission, to be used to sponsor a band during the annual celebration. Trustee Heldt seconded the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote.

3. Consideration and Approval of Beecher Youth Commission's Sponsorship Request – Supervisor Stanula has received a request for financial assistance from the Beecher Youth Commission. The commission provides recreational activities for the youth in the township and is trying to keep costs down to their participants. The Board will review the request at the June meeting.
4. Staff Raises – Supervisor Stanula indicated he was approached about a raise for the Transportation Coordinator. Stanula said the revised handbook will properly address raises and staff reviews and he will wait for those updates to be approved before addressing the request.

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 **\$15,043.56**. 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 **\$81,910.68**. Trustee Heldt seconded the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote.

General Assistance Bills

Per the Supervisor's General Assistance Report, one bill in the amount of \$2,260 was received from Allied Benefit Systems for the annual Medical Catastrophic Insurance Premium.

MOTION:

Trustee Heldt made a motion to pay the Allied Benefits Insurance premium in the amount of **\$2,260.00**. Trustee Herlitz seconded the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote.

Upcoming Seminars and Meetings

- **June 6** - Town Account Budget Hearing @ 6:30 pm
- **June 6** – Road & Bridge Budget Hearing @ 6:45 pm
- **June 6** - Monthly 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 **8:09 pm**.

Respectfully submitted,



Joseph Burgess – Town Clerk

Approved by Board of Trustees: 6/6/2022

Washington Township

Highway Department

30200 Town Center Dr.

Beecher, Illinois 60401

708-946-6459 Fax 708-946-6459

Michael Smith Highway Commissioner

1. The road and bridge budget has been completed. Line item dollar amounts have been increased due to inflated costs of material and equipment. Road oil has increased by almost one dollar per gallon this year.
2. Road oil, maintenance stone, and repair asphalt bids have been completed. These bids will ensure that we get the best price possible.
3. Church Road between Western Avenue and Ashland Avenue has been ground. We will begin reconstruction of that mile.
4. Racine Avenue south of Indiana Avenue is the next road that will be ground and prepped for reconstruction.

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

March 2022 0 disbursement

GENERAL Assistance 2022

DATE	CASE #	TYPE OF ASSISTANCE	AMOUNT	VENDOR	PAYMENT TYPE
4/1/2022		No Disbursements			

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

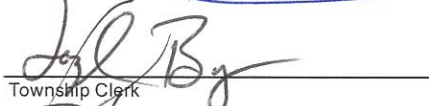
State of Illinois)
Will County) ss.
Washington Township)

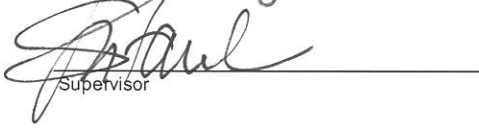
We the undersigned, comprising the Board of Trustees of
Washington Township, having duly met at the Clerks office on May 2, 2022, for the
purpose of auditing the Road & Bridge account, do hereby certify that the following claims or demands
against said township were presented, and examined, were allowed at said meeting, to wit:

Claim #	Date	To Whom Allowed	Ck #	Nature of Claim	Amount
8527	4/6	R.P. Lumber	9030	Supplies- Inv # 2203-279959	\$49.98
8528	4/6	Interstate Battery of Chicago	9032	Battery - Inv # 20710366	\$276.85
8529	4/6	ComEd	9033	Utilities - Acct #1659047007 - Bill date - 4/1/2022	\$165.30
8530	4/6	Jones Parts and Service	9034	Parts - Inv # 4418878 / 4418903	\$120.43
8531	4/6	Napa Auto Parts	9035	Parts - Inv # 033122	\$48.74
8532	4/6	Village of Beecher	9036	Equipment Fuel - 3/1/22 to 3/31/22 - Inv # 774	\$976.00
8533	4/6	Beecher Hardware	9037	Supplies - Inv # A251018 / 251179 / 252266	\$89.43
8534	4/6	DeJong Equipment	9038	Parts - Inv # CR39331 / CR39547	\$172.06
8535	4/6	Dahlberg Accounting Solutions	9039	Professional services - Inv # 114	\$461.00
8536	4/6	Gallagher Materials Corp.	9040	UPM cold patch - Inv # 23167	\$992.00
8537	4/6	Gallagher Materials Corp.	9041	UPM cold patch - Inv # 23145	\$1,630.80
8538	4/6	Gallagher Materials Corp.	9042	UPM cold patch - Inv # 23464	\$3,072.00
8539	4/6	Cintas	9043	Medical cabinet supplies - Inv # 5084241277 / 5099313073	\$139.36
8540	4/6	KS Bank	9044	GO Obligation (Mack / final payment) - Inv # 3351527	\$43,084.79
8541	4/21	Cintas	9045	Uniforms - Feb & March -	\$710.71
8542	4/21	Surf Air Wireless	9046	Internet service - Inv # 648801	\$64.95
8543	4/21	M&K Truck Center	9047	Parts - Inv # 179735GI	\$83.60
8544	4/21	Asphalt Zipper Inc.	9048	Parts - Inv # 2022/0486/01	\$538.30
8545	4/21	Mike Smith	9049	Reimbursement propane - Inv # 1192	\$60.77
8546	4/25	Village of Beecher	EFT	RB Health Insurance - Inv # 2022-04	\$3,361.76
8547	4/29	April Payroll - QuickBooks	Misc	Payroll, IMRF & other government payroll liabilities	\$25,811.85
Total disbursements					\$81,910.68

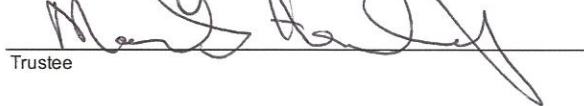
IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto
set our hands on May 2, 2022.


Road Commissioner


Township Clerk


Supervisor


Trustee


Trustee

Trustee

Trustee

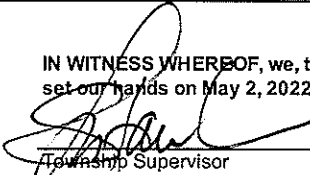
Approved Claims - Board of Township Trustees
Town Account

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Washington Township)

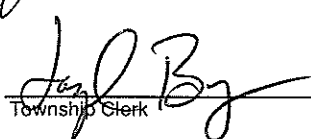
We the undersigned, comprising the Board of Trustees of
Washington Township, having duly met at the Township office on May 2, 2022, for the
purpose of auditing Town accounts, do hereby certify that the following claims or demands
against said township were presented, and examined, were allowed at said meeting, to wit:

Claim #	Date	To Whom Allowed	CK	Nature of Claim	Amount
5915	4/6	Samantha Gromala	8689	Milage reimbursement (Assessor)	\$81.75
5916	4/6	Spectrotel	8690	Phone service - Acct # 343999 - Inv # 10802441	\$203.93
5917	4/6	Quill Corporation	8691	Office supplies - Inv # 7412638	\$261.63
5918	4/6	Dahlberg Accounting Solutions	8692	Professional services - Inv # 113	\$578.00
5919	4/6	Southwest Exurban Publishing LLC	8693	Publish Annual Town Meeting Notice - Inv # 22-491	\$110.00
5920	4/6	Comcast	8694	Internet and Cable # 10295 - Bill date - 03/24/22	\$286.10
5921	4/6	Walt's Foods	8695	Supplies - Inv # 5071960959	\$39.85
5922	4/6	PACE	8696	Monthly Van rental - Inv # 603490	\$100.00
5923	4/6	Beecher Hardware	8697	Cleaning supplies - Inv # A251928	\$23.49
5924	4/6	Village of Beecher	8698	Bus fuel - 3/1/22 to 3/31/22 - Inv # 775	\$72.58
5925	4/21	ComEd	8699	Electric bill - Acct # 4341116018 - Bill date 4/1/22	\$254.76
5926	4/21	Joe Burgess	8700	Reimbursement for TOI publications - Inv # 88011	\$175.00
5927	4/21	Chicago White Sox	8701	Tickets for Senior Trip - Inv # ES2X0621	\$542.80
5928	4/21	Tracy Heldt	8702	2022 Town Meeting Moderator Pay	\$150.00
5929	4/21	Joliet Slammer	8703	Tickets for Senior Trip - Inv # 2304	\$485.00
5930	4/21	NICOR	8704	Utilities gas - #55877029193 - Bill date - 4/1/22	\$294.79
5931	4/21	Pat Peters	8705	Travel - IPAI Conference	\$939.64
5932	4/21	Tammy Hitzelburger	8706	Reimbursement for mileage	\$38.42
5933	4/15	Intuit Software	EFT	ACH payroll charges	\$34.56
5934	4/29	April Payroll - QuickBooks	Debit	ALL payroll, IMRF & other government payroll liabilities	\$10,371.26
TOTAL ALL DISBURSEMENTS					\$15,043.56

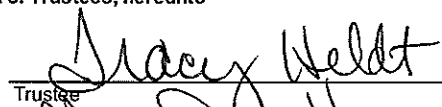
IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto
set our hands on May 2, 2022.




Township Supervisor



Township Clerk



Trustee



Trustee

Trustee

Trustee

Washington Township Board Meeting
May 2, 2022 - 7:00 pm
Meeting Agenda

Call to Order / Roll Call

Pledge of Allegiance

Approval of Board Meeting Minutes Dated March 28, 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 Road District Budget

New Business

1. Consideration and Approval of Pending Zoning Applications
2. Consideration and Approval of 4th of July Commission Sponsorship Request
- 3.

Payment of Bills

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

Upcoming Seminars and Meetings

- **June 6 - Town Account Budget Hearing @ 6:30 pm**
- **June 6 - Road & Bridge Budget Hearing @ 6:45 pm**
- **June 6 - 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.

