

**Official Proceedings of the Washington Township Board of Trustees**

**June 6, 2022**

**Washington Township Center  
30200 Town Center Road, Beecher, IL**

Supervisor Mike Stanula called the meeting to order at **7:02 p.m.** to pay bills for the month of **May** 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, George Obradovich, Teresa Peterson / **Absent:** None

**Other Officials present:**

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

**Approval of the Board of Trustees Meeting Minutes Dated May 2, 2022:**

Supervisor Stanula asked if there were any corrections or additions to the May 2, 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 May 2, 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:**

Resident George Schuitema asked the Board to consider a sponsorship for the upcoming "Beecher High School Golf Team Alumni Golf Outing" to take place on June 25, 2022. Schuitema said the funds raised would go towards purchasing rain gear and other equipment for the Beecher High boys and girls golf teams. The request will be reviewed under new business.

**Reports:**

1. **Road Commissioner** – Commissioner Smith reviewed his written report (attached). Smith indicated he was grading and applying stone to Delite Inn Road from Route 1 east to Cottage Grove and on Racine Avenue from Indiana Avenue north to Church Road. Both projects will need to settle until next year at which time they will receive a tar & chip topcoat. Stanula asked if dust control measures would be taken until the roads are completed. Smith indicated he did not have the equipment to apply any dust control and it would be expensive, plus it is only a short-term solution.
2. **Assessor** – Assessor Peters reported that 65 residents attended the Senior Exemption Event on May 10<sup>th</sup>. The event was extremely busy and 15 people did not qualify for the exemptions they were requesting. So far this year, the Assessor's office has processed 110 exemptions, which include a combination of Senior, Disabled and Veterans exemptions and an additional 29 Home Improvement exemptions.

Peters also indicated she would be driving the Pace Bus in the Beecher 4<sup>th</sup> of July parade and asked about purchasing polo shirts with the township logo. Clerk Burgess requested shirts for the Transportation Coordinator, who drives the Pace bus during the week. The Board was receptive to the idea.

3. Clerk – A Senior Movie Night will be held on June 22 at 6:30 pm.
4. Supervisor's Report – Supervisor Stanula reported that after talking to the Village of Beecher and accountant Mark Dahlberg, he has decided to continue using Sikich for the township's annual audit. Stanula said the pricing was in line with other firms and switching firms could cost more because of the initial upfront work required by a new firm. Additionally, Sikich knows the township's accounting system and the audits have gone extremely well over the years.

Through a state program, Will County has received \$134M in Covid relief funds and has allocated \$67,179 to Washington Township. All recipients are required to attend a 60-minute information session on the program. Supervisor Stanula will be attending a session on June 7<sup>th</sup> to learn about the program's compliance requirements.

5. Trustees Report – No report.
6. Transportation Report – The Township's Dial-A-Ride program provided 27 trips for township residents in May. Pace has replaced the township's bus with a newer model.
7. General Assistance Report – There were no new applications received or disbursements made from the General Assistance Fund in May.

#### **OLD BUSINESS:**

1. Website Upgrades – Clerk Burgess reported that he is waiting to hear back from Paul at Chicagoland Cloud to discuss potential upgrades to the website.
2. Consideration and Approval of the 2022-23 Town Budget – The Board reviewed the budget during the Town Budget Hearing held before the Board meeting. There were no comments or recommendations.

#### **MOTION:**

Trustee Heldt made a motion to approve the Washington Township Budget and Appropriation Ordinance #22-01 as presented. Trustee Peterson seconded the motion. There was no discussion on the motion. **Motion passed 5-0**

3. Washington Township Employee Handbook & Policy Review – Trustee Obradovich and Clerk Burgess met last week to review the recommended changes to the handbook and Burgess is in the process of updating the policy and will then send a draft to the Board once completed.

4. Consideration and Approval of Lighting Upgrade at the Washington Township Center – Supervisor Stanula has been following the ComEd website and they recently offered a new rebate program for LED lighting upgrades. The program offers a standard 20% rebate plus an additional “Spring Bonus” rebate of 20%. Stanula said the cost for upgrading all the original fluorescent lights in the Washington Township Center will cost **\$3,785.78** after rebates and the highway department lighting fixtures would cost **\$2,593.49**. The program had a May deadline but was recently extended to July. Stanula has signed the quotes to purchase the forementioned lights. Installation of the fixtures is a separate cost and Stanula is working to find an installer.

There was also a **\$170.95** quote to replace the lights in the wash bay. It was recommended that the wash bay lights be replaced.

**MOTION:**

Trustee Obradovich made a motion to approve the purchase of LED light fixtures for the wash bay totaling **\$170.95**. 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 Beecher Youth Commission’s Sponsorship Request – The Beecher Youth Commission has asked the Board to consider a cash sponsorship for their youth activities. The Board has approved a \$1000 sponsorship in the past.

**MOTION:**

Trustee Peterson made a motion to approve a **\$1,000** sponsorship to the Beecher Youth Commission, to be used to sponsor youth activities. Trustee Heldt seconded the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote.

3. Facility Use Policy Review – The “Facility Use Policy” has not been reviewed since 2010 and the Board chose to review and update the policy as needed. The policy did not allow for certain activities, such as the Senior Exercise Program being held in the Meeting Room and did not address insurance requirements for vendors. Supervisor Stanula spoke to a representative at TOIRMA, who provides the township’s insurance, for clarification regarding insurance requirements for vendors utilizing the Washington Township Center. TOIRMA recommends that a “Certificate of Insurance” be required from all vendors that work on or utilize the Washington Township Center. After reviewing the policy, Trustee Obradovich recommended adding the item “Programs that improve the quality of life for Washington Township residents.” under “Acceptable Uses of the Center Meeting Room”. Also recommended was adding “A Certificate of Insurance will be required for all vendors working in or running programs in the Washington Township Center, as per our insurance company’s requirements”. This item would be added to the “Accessing the Center and Use Guidelines” section of the policy. There were no other recommendations made to the policy.

**MOTION:**

Trustee Herlitz made a motion to add the following two additions to the Facility Use Policy. (1) “*Programs that improve the quality of life for Washington Township residents.*”, to be added under “Acceptable Uses of the Center Meeting Room”. (2) “*A Certificate of Insurance will be required for all vendors working in or running programs in the Washington Township Center, as per our insurance company’s requirements*”, to be added under the “Accessing the Center and Use Guidelines”. Trustee Heldt seconded the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote.

4. Senior Fitness Program Discussion – With the Facility Use Policy updated, Supervisor Stanula explained that the current fitness instructor would need to provide a “Certificate of Insurance” to hold fitness classes at the Washington Township Center and be approved by the Board. The township could also consider hiring a fitness instructor and as a township employee, the Certificate of Insurance would not be needed. Stanula added if a fitness instructor was on the payroll, the Township would then consider offering the classes to the seniors at no charge. Seniors are currently paying their instructor \$7 per class, which are offered 2 times a week. Trustee Obradovich said hiring an instructor would be the best option and the Board would need to hire an instructor that was the best fit for the program and who also had the proper credentials. There was no decision made on those options at this time.
5. Consideration and Approval of Lawn Care Proposal – The lawn around the Washington Township Center has become a problem with numerous weed issues and needs to be addressed. A proposal was received from Wehling Lawn Care to fertilize and spray for weeds five times a year for a cost an annual cost of \$265.

**MOTION:**

Trustee Herlitz made a motion to approve the Wehling Lawn Care proposal in the amount of \$265, dated May 12, 2022, as presented. Trustee Heldt seconded the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote.

6. Consideration and Approval of Beecher High School Golf Outing Sponsorship – The Board reviewed the sponsorship request, and it was recommended that the sponsorship request be denied.

**PAYMENT OF BILLS:**

**Insurance Fund Bills**

The annual TOIRMA insurance premium is due in June. The 2022 payment of **\$9,109.00** is levied and paid for from the Insurance Fund.

**MOTION:**

Trustee Heldt made a motion to approve the payment from the Insurance Fund for a total of **\$9,109.00**. 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 **\$41,437.38**. 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 Peterson made a motion to approve payment of all applicable payroll, bills, debits, and appropriate transfers from the Town Account totaling **18,166.63**. 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**

- July 7 - Monthly Board Meeting @ 7 pm

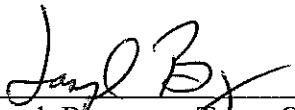
**Announcements**

- June 21 – Senior Bus trip to Chicago White Sox game
- June 22 – Senior Movie Night at 6:30 PM

**Adjournment:**

Being no additional business to discuss, Trustee Obradovich 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 **8:21 pm**.

Respectfully submitted,

  
\_\_\_\_\_  
Joseph Burgess – Town Clerk

Approved by Board of Trustees: 7/7/2022

# Washington Township

## Highway Department

30200 Town Center Dr.

Beecher, Illinois 60401

708-946-6459 Fax 708-946-6459

**Michael Smith Highway Commissioner**

1. Prepping for tar and chip
2. Mowing and tree trimming.
3. Culvert replacements
4. Preliminary patch work before asphalt repairs.

*Michael Smith*

Highway Commissioner



General ASSISTANCE REPORT  
6/6/22

30200 Town Center Rd

Beecher, IL 60401

April No disbursement

May No disbursement

Supervisor  
Michael Stanula

Assessor  
Pat Peters

Highway Commissioner  
Michael Smith

Clerk  
Joe Burgess

Trustee  
Teresa Peterson  
Tracy Heldt  
Mark Herlitz  
George Obra

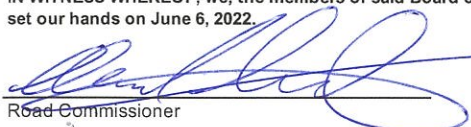
**Approved Claims - Board of Township Trustees  
Road & Bridge Account**

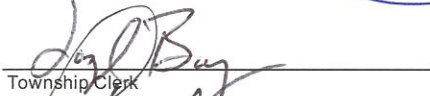
State of Illinois )  
Will County ) ss.  
Washington Township )

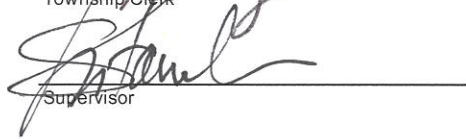
We the undersigned, comprising the Board of Trustees of  
Washington Township, having duly met at the Clerks office on June 6, 2022, for the  
purpose of auditing the Road & Bridge account, do hereby certify that the following claims or demands  
against said township were presented, and examined, were allowed at said meeting, to wit:

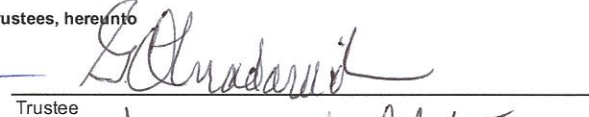
Claim #	Date	To Whom Allowed	Ck #	Nature of Claim	Amount
8548	5/2	AT&T Mobility	9050	Wireless charges - Inv #287293840112X04092022	\$101.84
8549	5/2	Gallagher Materials Corp.	9051	UPM cold patch - Inv # 23687	\$1,035.52
8550	5/2	Walt's Foods	9052	Supplies - Inv # 5033391244	\$10.00
8551	5/2	AT&T	9053	Phone - Acct # 7089466459-619-2 Inv # 7089466459-04	\$594.27
8552	5/12	TOIRMA	9054	2022-23 Annual Insurance Premium	\$16,333.00
8553	5/12	M&K Truck Center	9055	Parts - Inv # 13358SC	\$1,425.62
8554	5/12	Tifco Industries	9056	Supplies - Inv # 717554430	\$418.42
8555	5/12	Village of Beecher	9057	Equipment Fuel - 4/1/22 to 4/30/22 - Inv # 780	\$2,135.90
8556	5/12	Dahlberg Accounting Solutions	9058	Professional services - Inv # 121	\$532.00
8557	5/12	Beecher Hardware	9059	Supplies - Inv # A253321	\$3.79
8558	5/12	R.P. Lumber	9060	Supplies- Inv # 2203-389783 / 2204-009099	\$269.98
8559	5/12	Surf Air Wireless	9061	Internet service - Inv # 667801	\$64.95
8560	5/12	ComEd	9062	Utilities - Acct #1659047007 - Bill date - 5/2/2022	\$152.87
8561	5/16	Vulcan Materials	9063	Stone - Inv # 3290171 / 32925646 / 32930592	\$3,133.81
8562	5/16	Southwest Exurban Publishing	9066	Bid notices - Inv # 22-680 / 22-681	\$230.00
8563	5/16	AT&T	9067	Phone - Acct # 7089466459-619-2 Inv # 7089466459-05	\$143.86
8564	5/16	Beecher Chamber of Commerce	9068	2022 Annual Dues	\$150.00
8565	5/25	Village of Beecher	EFT	RB Health Insurance - Inv # 2022-05	\$3,361.76
8566	5/27	May Payroll - QuickBooks	Misc	Payroll, IMRF & other government payroll liabilities	\$11,339.79
<b>Total disbursements</b>					<b>\$41,437.38</b>

IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto  
set our hands on June 6, 2022.

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

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

  
\_\_\_\_\_  
Supervisor

  
\_\_\_\_\_  
Trustee

  
\_\_\_\_\_  
Trustee

  
\_\_\_\_\_  
Trustee

  
\_\_\_\_\_  
Trustee



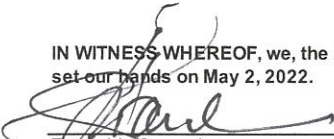
**Approved Claims - Board of Township Trustees**  
Town Account


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

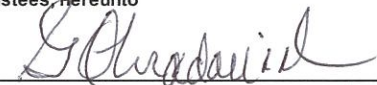
We the undersigned, comprising the Board of Trustees of  
Washington Township, having duly met at the Township office on June 6, 2022, for the  
purpose of auditing Town accounts, do hereby certify that the following claims or demands  
against said township were presented, and examined, were allowed at said meeting, to wit:

Claim #	Date	To Whom Allowed	CK	Nature of Claim	Amount
5935	5/2	Tammy Hitzelburger	8707	Reimbursement for Senior supplies (Walmart)	\$135.05
5936	5/2	Martin Whalen	8708	Annual contract - copy machine - Inv # 3541942	\$2,848.77
5937	5/2	Joe Burgess	8709	Reimbursement for Senior Movie Night supplies	\$51.94
5938	5/2	Spectrotel	8710	Phone service - Acct # 343999 - Inv # 10860582	\$203.31
5939	5/2	Pace Vanpool	8711	Monthly Van rental - Inv # 604738	\$100.00
5940	5/2	Comcast	8712	Internet and Cable # 10295 - Bill date - 04/24/22	\$275.87
5941	5/12	Tammy Contreras	8713	Reimbursement for mileage (Pace Van to Kankakee)	\$39.55
5942	5/12	Reaper Pest Management	8714	Pest control - Inv # 11003	\$120.00
5943	5/12	Local Plumbing	8715	Repair toilet - Inv # 38015	\$225.00
5944	5/12	Quill Corporation	8716	Office supplies - Inv # 24813550 / 24785229 / 24789466 / 24800058	\$371.90
5945	5/12	Staples	8717	Office supplies (Clerk) - Inv # 3057033941	\$250.06
5946	5/12	Beecher 4th of July Commission	8718	2022 Festival Sponsorship	\$1,500.00
5947	5/12	Pat Peters	8719	Reimbursement for business cards (Vista Print)	\$36.85
5948	5/12	ComEd	8720	Electric bill - Acct # 4341116018 - Bill date 5/2/22	\$232.55
5949	5/12	Beecher Hardware	8721	Softener salt - Inv # A253938	\$29.96
5950	5/12	Dahlberg Accounting Solutions	8722	Professional services - Inv # 120	\$665.00
5951	5/16	Will County Treasurer	8723	2021 Drainage District tax	\$15.84
5952	5/16	One Step	8724	Printing & mailing 2022 Spring Newsletter	\$3,205.98
5953	5/16	IL Assessor's Association	8725	2022-23 Biennial Dues	\$50.00
5954	5/16	Pat Peters	8726	Reimbursement for Will County Assessor's Meeting, mileage	\$164.09
5955	5/16	Tammy Hitzelburger	8727	Reimbursement for mileage (Pace Van to Kankakee)	\$38.42
5956	5/16	Intuit Software	EFT	ACH payroll charges	\$25.92
5957	5/27	May Payroll - QuickBooks	Debit	ALL payroll, IMRF & other government payroll liabilities	\$7,580.57
<b>TOTAL ALL DISBURSEMENTS</b>					<b>\$18,166.63</b>

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**  
**June 6, 2022 - 7:00 pm**  
**Meeting Agenda**

**Call to Order / Roll Call**

**Pledge of Allegiance**

**Approval of Board Meeting Minutes Dated May 2, 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 the 2022-2023 Town Budget
3. Consideration and Approval of Revised Washington Township Employee Handbook
4. Consideration and Approval of Lighting Upgrade at the Washington Township Center

**New Business**

1. Consideration and Approval of Pending Zoning Applications
2. Consideration and Approval of Beecher Youth Commission Sponsorship Request
3. Facility Use Policy Review
4. Senior Fitness Program Discussion
5. Consideration and Approval of Lawn Care Proposal

**Payment of Bills**

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

**Upcoming Seminars and Meetings**

- **July 7, 2022 – Monthly Board Meeting @ 7 pm**

**Announcements**

- **June 21 – Senior White Sox Game**
- **June 22 – Senior Movie Night – 6:30 pm**

**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.**

