

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

**Approval of Town Account Budget Hearing Minutes Dated June 6, 2022:**

Supervisor Stanula asked if there were any corrections or additions to the June 6, 2022, Town budget hearing minutes as presented. Being none, Stanula asked for a motion to approve the minutes.

**Motion:**

Trustee Herlitz made a motion to approve the Town Account Budget Hearing minutes dated June 6, 2022, as presented. Trustee Heldt seconded the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote.

**Approval of Road District Budget Hearing Minutes Dated June 6, 2022:**

Supervisor Stanula asked if there were any corrections or additions to the June 6, 2022, Road District budget hearing minutes as presented. Being none, Stanula asked for a motion to approve the minutes.

**Motion:**

Trustee Obradovich made a motion to approve the Road District Budget Hearing minutes dated June 6, 2022, as presented. Trustee Herlitz seconded the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote.

**Approval of the Board of Trustees Meeting Minutes Dated June 6, 2022:**

Supervisor Stanula asked if there were any corrections or additions to the June 6, 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 June 6, 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:

Township resident Judy Antoniazzi asked when the Senior Exercise class would return to the Washington Township Center. Supervisor Stanula explained the item was on the agenda and would be discussed under “Old Business”.

### Reports:

1. Road Commissioner – Commissioner Smith was not in attendance but left a written report (attached). Supervisor Stanula read his report and there was no discussion regarding the report.
2. Assessor – No report, Assessor Peters was not in attendance.
3. Clerk – Clerk Burgess reported 106 residents utilized “Early Voting” for the Primary Election and the total number of early voters was consistent with this election cycle. Thirty-nine seniors attended the Senior movie night on June 22. Burgess is still working on the Senior fall breakfast location and menu.
4. Supervisor’s Report – Supervisor Stanula attended a Will County workshop on June 7<sup>th</sup> to learn more about potential funds available to the township through the “American Rescue Funds Act”. Requesting and receiving any funding must be attributed to staff layoffs or programs and projects put on hold as a direct result of the Covid 19 pandemic. The application deadline for the program was July 1<sup>st</sup> and Stanula completed the application and listed stopping senior programs as one item on the application. The applications will be reviewed and Stanula said it’s possible that the county will require additional information or clarification regarding the items he listed on the application. If the application is approved, the funding would be awarded in late October or early November and any dollars awarded must be spent within a 4-year period.

The LED light fixtures that were ordered through the ComEd energy rebate program have arrived. Stanula is looking for someone to install the lights.

5. Trustees Report – No report.
6. Transportation Report – The Township’s Dial-A-Ride program was busy in June. There is a possibility that Office Coordinator and bus driver Tammy Hitzelburger may be unable to drive the bus for up to eight weeks because of medical reasons. The Board would like to find a part-time driver as a back-up and Trustee Obradovich suggested contacting the school district to see if any of the school bus drivers would be interested. Supervisor Stanula will contact the school district.
7. General Assistance Report – There were two Emergency Assistance payouts in June totaling **\$508.90**.

## **OLD BUSINESS:**

1. Website Upgrades – Clerk Burgess has not heard back from Paul at Chicagoland Cloud to discuss potential upgrades to the website. Burgess said he will reach out to Paul before the August board meeting.
2. Consideration and Approval of Revised Washington Township Employee Handbook – Clerk Burgess is still working on the handbook revisions and plans on having the handbook to the Board for the August meeting.
3. Senior Fitness Program Discussion – Supervisor Stanula explained that any fitness instructor, who does not work directly for the township, will be required to give the township a “Certificate of Insurance” with minimum coverage of one million dollars. He also explained the Board’s goal would be to hire a qualified instructor, which would eliminate the need for a “Certificate of Insurance” and offer the classes to township seniors at no charge. The seniors are currently paying their instructor \$7 per class attended.

The current instructor has not contacted the Board about his insurance coverage and the Board is also concerned because he has not paid the Washington Township Community Building Board for the last two months that he has used the Community Building for classes. Stanula also explained that the Community Building insurance is through the same company that the township uses, and the current instructor will be required to provide his insurance coverage to the Community Building Managers if he wants to continue to hold exercise classes in the building.

The Board is committed to getting the program back at the township center, however, all insurance requirements must be met if the instructor is an independent service provider.

## **NEW BUSINESS:**

1. Consideration and Approval of Pending Zoning Applications – There were no new zoning requests or applications to address.
2. Review of Washington Township Purchasing and Bid Policy – The Board reviewed the Purchasing and Bid Policy and recommended the following changes: (1) Under “Routine Purchases”, raise the routine purchase minimum amounts from \$1000 to \$2500 in all instances, Item 3 replace “consent of Clerk” with “consent of at least one Board member”, (2) Under “Bids”, raise lower amount from \$1000 to \$2501, (3) Eliminate “approved vendor list” from all sections of the policy, (4) Under “Bids”, \$5001 - \$20,000, raise the upper limit to “\$29,999.99” and add “2 quotes will be required”, (5) Under “Bids”, “\$20,000 and above”, the legislature recently raised the bid threshold from \$20,000 to \$30,000, which needs to be adjusted accordingly. Also, verbiage needs to be added that states “Prevailing Wages must be paid for labor as per state statute” and add that a “Certificate of Insurance”, will be required from all vendors. Clerk Burgess will make the updates and present the policy back to the Board for review at the August meeting.

3. Consideration and Approval of Beecher Lion's Club Sponsorship Request – The Beecher Lion's Club has asked the Board to consider a cash sponsorship for their upcoming Summerfest Event to be held on August 6, 2022. The Board will consider the request at the August 1<sup>st</sup> Board meeting.

**PAYMENT OF BILLS:**

**General Assistance Bills**

There were two Emergency Assistance payouts from the General Assistance account totaling **\$508.90**.

**MOTION:**

Trustee Herlitz made a motion to approve the payments from the General Assistance Fund for a total of **\$508.90**. Trustee Heldt 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 **\$14,564.98**. Trustee Peterson 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 Peterson made a motion to authorize payment of all applicable payroll, bills, and appropriate transfers or debits from the Road & Bridge Account totaling **\$44,882.94**. 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**

- **August 1 - Monthly Board Meeting @ 7 pm**

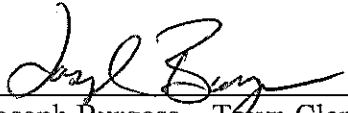
**Announcements**

- None

**Adjournment:**

Being no additional business to discuss, Trustee Heldt made a motion to adjourn the meeting. Trustee Peterson seconded the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote. The Board Meeting adjourned at **8:11 pm**.

Respectfully submitted,

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

Approved by Board of Trustees: 8/1/2022

# Washington Township

## Highway Department

30200 Town Center Dr.

Beecher, Illinois 60401

708-946-6459 Fax 708-946-6459

**Michael Smith Highway Commissioner**

1. Mowing and tree trimming.
2. Culvert replacements.
3. Hauling maintenance stone.
4. Hauling stone onto the Church Road project.
5. Completing final grades for the soon to be seal coated new roads.

*Michael Smith*

**Highway Commissioner**



GENERAL ASSISTANCE REPORT  
JUNE 2022

30200 Town Center Rd  
Beecher, IL 60401

April 2022 No dis

May 2022 No

June 2022 \$ 508.90

**Supervisor**

Michael Stanula

**Assessor**

Mary Tamez

**Highway Commissioner**

Mike Smith

**Clerk**

Joe Burgess

**Trustees**

George Obradovich

Mark Herlitz

Teresa Peterson

Tracy Heldt

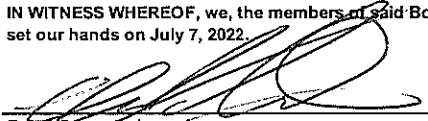
**Approved Claims - Board of Township Trustees  
Road & Bridge Account**

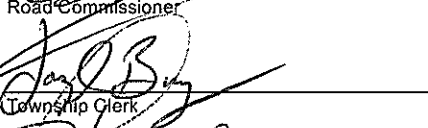
State of Illinois )  
Will County ) ss.  
Washington Township )

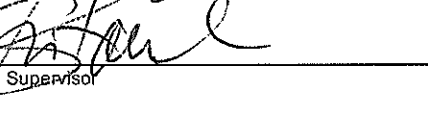
We the undersigned, comprising the Board of Trustees of Washington Township, having duly met at the Clerks office on July 7, 2022, for the purpose of auditing the Road & Bridge account, do hereby certify that the following claims or demands against said township were presented, and examined, were allowed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

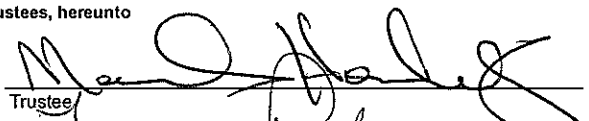
Claim #	Date	To Whom Allowed	Ck #	Nature of Claim	Amount
8567	6/10	Shorewood Home & Auto	9069	Parts - Inv # 308970 / 308972	\$113.25
8568	6/10	ComEd	9070	Utilities - Acct #1659047007 - Bill date - 6/1/2022	\$122.40
8569	6/10	Interstate Battery	9071	Battery - Inv # 40005431	\$128.95
8570	6/10	Daily Journal	9072	Bid notices - Inv # 32717 / 32718 / 32719	\$401.76
8571	6/10	Wall's Foods	9073	Supplies - Inv # 3039931216	\$20.00
8572	6/10	Township Officials of IL	9074	Drug test (Crandell) - T83019	\$100.00
8573	6/10	Beecher Hardware	9075	Supplies - Inv # A254917 / 256109 / 256193	\$107.67
8574	6/10	NAPA Auto Parts	9076	Parts - Inv # 171339 / 171812 / 171888 / 171935 / 171994	\$183.07
8575	6/10	DeJong Equipment	9077	Parts (blades) - Inv # CR41446	\$1,260.32
8576	6/10	Village of Beecher	9078	Equipment Fuel - 5/1/22 to 5/31/22 - Inv # 786	\$4,388.05
8577	6/10	Dahlberg Accounting Solutions	9079	Professional services - Inv # 128	\$516.00
8578	6/10	Southwest Exurban Publishing LLC	9080	Bid notices - Inv # 22-710	\$120.00
8579	6/10	Surf Air Wireless	9081	Internet service - Inv # 687258	\$64.95
8580	6/10	Vulcan Materials	9082	Stone - Inv # 329-34812 - 41503 - 48010 - 53569 - 56912	\$15,609.48
8581	6/10	Tifco Industries	9083	Supplies - Inv # 71763102	\$244.30
8582	6/10	AT&T	9084	Phone - Acct # 7089466459-619-2 Inv # 7089466459-06	\$154.91
8583	6/10	M&K Truck Center	9085	Parts - Inv # 156591SC	\$205.84
8584	6/25	Village of Beecher	EFT	RB Health Insurance - Inv # 2022-06	\$3,548.19
8585	6/25	June Payroll - QuickBooks	Misc	Payroll, IMRF & other government payroll liabilities	\$17,593.80
				<b>Total disbursements</b>	<b>\$44,882.94</b>

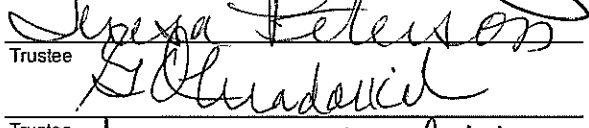
IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto set our hands on July 7, 2022.

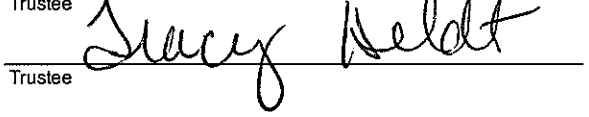
  
\_\_\_\_\_  
Road Commissioner

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

  
\_\_\_\_\_  
Supervisor

  
\_\_\_\_\_  
Trustee

  
\_\_\_\_\_  
Trustee

  
\_\_\_\_\_  
Trustee




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


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

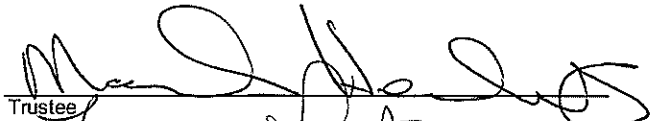
We the undersigned, comprising the Board of Trustees of  
Washington Township, having duly met at the Township office on July 7, 2022, for the  
purpose of auditing Town accounts, do hereby certify that the following claims or demands  
against said township were presented, and examined, were allowed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

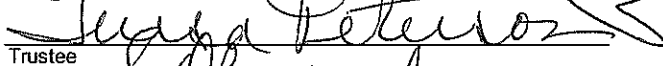
Claim #	Date	To Whom Allowed	CK	Nature of Claim	Amount
5958	6/10	L&H Services	8728	HVAC repairs - Inv # 36402675 / 36204019 / 31196531	\$1,678.32
5959	6/10	Quill Corporation	8729	Office supplies - Inv # 25212144	\$31.47
5960	6/10	Amvets Post 67	8730	US Flag	\$87.25
5961	6/10	Beecher Youth Commission	8731	2022 Program Sponsorship	\$1,000.00
5962	6/10	Nuway Disposal	8732	10 yard Dumpster - Inv # 7805141	\$390.00
5963	6/10	NICOR	8733	Utilities gas - #55877029193 - Bill date - 5/11/22	\$209.54
5964	6/10	BMS Lawn Care	8734	Lawn care services - Inv # 8589	\$30.00
5965	6/10	Dahlberg Accounting Solutions	8735	Professional services - Inv # 127	\$645.00
5966	6/10	Spectrotel	8736	Phone service - Acct # 343999 - Inv # 10912851	\$203.31
5967	6/10	Pace Vanpool	8737	Monthly Van rental - Inv # 606047	\$100.00
5968	6/10	S&K Security	8738	Monitoring fees - 6/1/22 to 8/31/22 - Inv # 136331	\$212.73
5969	6/10	Beecher Hardware	8739	Cleaning Supplies - Inv # A256175	\$54.43
5970	6/10	ComEd	8740	Electric bill - Acct # 4341116018 - Bill date 6/1/22	\$213.88
5971	6/10	Walt's Foods	8741	Senior supplies - Inv # 5012721233	\$55.02
5972	6/10	Webfoot Designs	8742	Annual Website maintenance - Inv # 124928	\$600.00
5973	6/10	Comcast	8743	Internet and Cable # 10295 - Bill date - 05/24/22	\$275.87
5974	6/15	Intuit Software	EFT	ACH payroll charges	\$25.92
5975	6/25	June Payroll - QuickBooks	Debit	ALL payroll, IMRF & other government payroll liabilities	\$8,752.24
<b>TOTAL ALL DISBURSEMENTS</b>					<b>\$14,564.98</b>

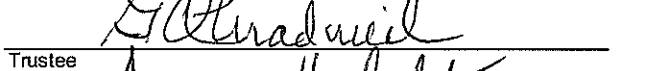
IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto  
set our hands on July 7, 2022.

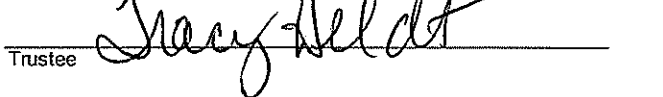
  
Township Supervisor

  
Township Clerk

  
Trustee

  
Trustee

  
Trustee

  
Trustee

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

**Call to Order / Roll Call**

**Pledge of Allegiance**

**Approval of Town Account Budget Hearing Minutes Dated June 6, 2022**

**Approval of Road District Budget Hearing Minutes Dated June 6, 2022**

**Approval of Board Meeting Minutes Dated June 6, 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 Revised Washington Township Employee Handbook
3. Senior Fitness Program Discussion

**New Business**

1. Consideration and Approval of Pending Zoning Applications
2. Review of Washington Township Purchasing and Bid Policy

**Payment of Bills**

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

**Upcoming Seminars and Meetings**

- **August 1, 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.**

