

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

**November 7, 2022**

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

Supervisor Mike Stanula called the meeting to order at **7:03 p.m.** to pay bills for the month of **October** 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:** Teresa Peterson, Tracy Heldt & George Obradovich

**Absent:** Mark Herlitz

**Other Officials present:**

Clerk Joe Burgess, Road Commissioner Mike Smith

**Approval of the Board of Trustees Meeting Minutes Dated October 3, 2022:**

Supervisor Stanula asked if there were any corrections or additions to the October 3, 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 October 3, 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 reviewed his written report (attached). Smith indicated that the old fuel system computer has been replaced. The fuel system software is outdated and has now been set up with two-factor authentication to prevent the possibility of the system being breached. Smith also reported that the new company supplying fuel to the shared onsite fuel system allowed the “gas” tank to run completely empty. Smith said the new system monitors all fuel and sends a remote signal to the vendor when the tanks get low. He said there is no way of knowing how much fuel is in any given tank unless you were to check them manually and when he called the vendor, they knew the gas tank was empty and indicated they “thought” it would be okay to deliver the gas tomorrow. Smith explained that several entities use the system, and the system should never be allowed to be empty. The vendor is supposed to fill the tank later today. The commissioner said he isn’t satisfied with the new company and will call the village regarding the incident and what can be done to prevent this issue in the future.
2. **Assessor** – Assessor Peters was not in attendance but left a written report (attached). Supervisor Stanula read the report and there was no discussion on the Assessor’s report.

3. Clerk – Clerk Burgess reviewed his written report. Burgess said several Will County residents, that live outside of Washington Township, traveled to the township center to vote early. The Clerk is also looking for a vendor who can connect the new TV to the overhead speaker system in the township center. There may also be a problem with the mixing board that is used with the township’s portable sound system. The system didn’t work well during the Senior Breakfast, and he is going to test the system next week. If the problem persists, a new mixing board may be needed. Burgess said a new mixing board would cost between \$75 and \$150.
4. Supervisor’s Report – Sikich has sent the Board their final audit findings and the financial report for fiscal year 2021-22. Copies of the report were distributed to the Trustees.

The new television has been installed in the Meeting Room and the landscaping project has also been completed.

Stanula has completed an application for grants available through the American Rescue Act. The funds are available for improvements to health-related items or projects brought on because of Covid. After verifying the information with Will County, Stanula has requested funds for a new freezer for the Food Pantry, installing touchless water faucets and toilets controls at the Washington Township Center and a new HVAC system for the Community Building. He is confident the items will be approved; however, the approval process could be lengthy. If all items are approved, the township could receive approximately \$67,000 to complete the projects.

5. Trustees Report – No report.
6. Transportation Report – Will Ride provided 31 trips in July. The township was not charged for the July service because Will Ride has a credit from Pace and the July costs were offset by the issued credit. The credit balance is large enough that it should also cover Will Ride’s costs for the next two months.
7. General Assistance Report – There were no new applications received or disbursements made from the General Assistance Fund in October.

#### **OLD BUSINESS:**

1. Consideration and Approval of Revised Washington Township Employee Handbook – Supervisor Stanula and Trustee Obradovich have scheduled a meeting for November 16 to discuss the new handbook before presenting it to the full Board. Clerk Burgess will also attend to document the revisions.
2. Public Act 102-1088 Discussion – Clerk Burgess reported that TOI has indicated they will be offering seminars regarding the new public act in 2023.

3. Consideration and Approval of 2022 Town Levy Ordinance – Clerk Burgess provided Board members with the final copy of Levy Ordinance #22-03. The total funds levied is for \$365,399 and is unchanged from last year. This amount includes funds for the Corporate Account, General Assistance, Insurance Fund, and the Community Building. There were no questions or discussion on the levy ordinance.

**MOTION:**

Trustee Heldt made a motion to approve the Washington Township 2022 Levy Ordinance #22-03 as presented. Trustee Obradovich seconded the motion. There was no discussion on the motion. Roll Call vote: Heldt – yes, Obradovich – yes, Peterson – yes, Stanula – yes, Herlitz – absent. **Motion passed 4-0.**

4. Consideration and Approval of 2022 Road & Bridge Levy Ordinance – Commissioner Smith is requesting a total levy of \$959,139, which represents a 5.71% increase over 2021. This levy includes funds for the Road District and the County Aid Bridge Fund. A Truth in Taxation notice will be published in the local paper and the Public Hearing regarding the levy will be held on December 5 at 6:45 pm.
5. Consideration to Approve Funding for Holiday Event – Clerk Burgess attended the final Holiday Committee meeting on November 1. The committee decided that the event will start at 4:30 pm concluding with the tree lighting ceremony after the “Parade of Lights”. Children’s activities have been arranged and food and beverages will be available at no cost. A 50-50 raffle will be conducted with all proceeds going to help provide gifts to the less fortunate children of the community. The funds will be distributed through existing police and fire department programs. Burgess said the Chamber of Commerce has donated \$2000 for decorations to be used on the Chamber tree, however, the village is still asking for assistance to decorate the tree by the Depot Museum.

Trustee Heldt said looking at this request and the next agenda item to partner with the Village of Beecher for the 2023 concert series was a lot of money and she wanted to be sure the township was spending funds in a responsible manner. She asked if there was any other projects or opportunities that those funds should go towards first. Trustee Obradovich said he understood her concerns and believed sponsoring these types of events contributed to improving the “quality of life” of our residents. During additional discussion, it was pointed out that because there is no village or township Park District, the two entities have tried to offer residents activities, which are organized and funded by either the village or township. This includes offerings from the Beecher Youth Commission and the Township’s Senior Programs. Heldt agreed that she could support these additional activities as long as the Board maintains fiscal awareness.

**MOTION:**

Trustee Obradovich made a motion to approve a \$1000 sponsorship to be used by the Village of Beecher for the 2022 Holiday Festival. Trustee Heldt seconded the motion. There was no discussion on the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote.

6. Consideration to Partner with Village for 2023 Summer Concert Series – Clerk Burgess and Supervisor Stanula attended a 2023 Concert Series meeting on October 20. The meeting minutes were taken by Village Trustee Ben Juzeszyn and provided to the Board. The 2023 concert series is moving forward and includes several changes to the series that were based on information learned during the inaugural series. The village is not trying to make money on the series and the eventual goal is for the series to be sponsored by local businesses. Stanula said that he believed the short-term goal of the series is to raise money to reconfigure the stage’s roof design by eliminating the unsightly support beam in the middle of the stage. There will be a 50/50 raffle during next year’s concert series and all proceeds will go into redesigning the roof supports. The 2023 series has a tentative budget of \$23,000. Trustee Obradovich said he could support sponsoring up to 50% of the total cost.

**MOTION:**

Trustee Peterson made a motion to approve a \$10,000 sponsorship to partner with the Village of Beecher for the “2023 Concert in the Park Series”. Trustee Heldt seconded the motion. There was no discussion on 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.

**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. There were no questions regarding the bills.

**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 \$99,553.11. 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. There were no questions regarding the bills.

**MOTION:**

Trustee Obradovich made a motion to approve payment of all applicable payroll, bills, debits, and appropriate transfers from the Town Account totaling \$35,953.79. 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**

- **December 5** - Monthly Board Meeting @ 7 pm

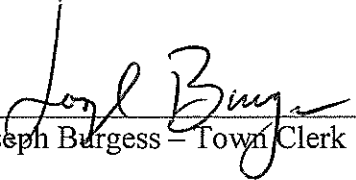
**Announcements:**

- **November 16** – Senior Movie Night – 6:30 PM

**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 **8:26 pm**.

Respectfully submitted,

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

Approved by Board of Trustees: 12/5/2022

# Washington Township

## Highway Department

30200 Town Center Dr.

Beecher, Illinois 60401

708- 946-6459 Fax 708-946-6459

**Michael Smith Highway Commissioner**

1. Salt bids are locked in. Washington Township Highway Department and the Village Of Beecher both locked in at \$79.66/ton.
2. Paul was here last week and got the fuel system computer swapped out and the software updated to the newest version. He will be coming back in the next few weeks to swap out the other old office computer.
3. We had multiple mini excavators to demo over the last few weeks while replacing culverts. We are waiting on a Kobelco from Ronson in Lowell.

*Michael Smith*

**Highway Commissioner**

November 7, 2022

To: Washington Township Board

From: Pat Peters, Assessor

The Assessors Office had 8 appeals. We came to a agreement with three of the taxpayers. The other five went to Board of Appeals. We will hear the findings around February. I will be out of the office Tuesday November 8<sup>th</sup>. I will be out of the office<sup>4</sup> attending the TOI Conference November 13 through the 15<sup>th</sup>. I will still be checking voice mail and emails throughout the conference.

Pat Peters

A handwritten signature in cursive script that reads "Pat Peters".

## Clerk's Report 11/7/2022

10/4/22

- Met with Paul regarding website. Looking at getting a new domain name (washtwpil.org) that will allow me to work on new site while keeping the current site running. All traffic at our current "Washingtontownshipil.com" address would be redirected to the new domain. Also, would move all our email over to Microsoft 360.

We reviewed potential webpage themes, and we found a few that our modern with less clutter and the information takes up the entire screen. All are user friendly.

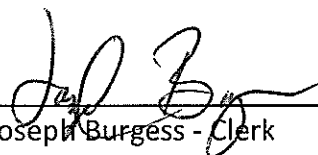
Currently spending \$1620 annually / \$135 month for our website. We believe we can cut that cost in half. There will be some upfront charges, but these would still be cheaper than the \$895 Webfoot wanted to charge for the website updates.

10/20/22

- Mike & I met with Concert in the Park Commissioners. Those minutes are attached and were sent to the Board on October 24.

### Other Items:

- Clerk ordered 20 tickets for the Olivet "Sounds of the Seasons" concert on December 9 at 7 pm. Township is providing transportation and 15 tickets have been reserved.
- A total of 68 people attended the Senior Breakfast on October 15 and 35 attended Senior Movie Night on October 19. Next movie is November 16. The sound bar is not loud enough, and the Clerk is working on an alternative solution. Burgess sent an email to Soundtronix on October 20 and has yet to receive a response.
- The Township's portion of the newsletter ad sales was \$1143.75, and the village has mailed the check. The adds covered 35% of the cost of the Fall Newsletter.
- 410 people voted early at the Washington Township Center for this General Election.

  
\_\_\_\_\_  
Joseph Burgess - Clerk

1 11/7/22



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

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

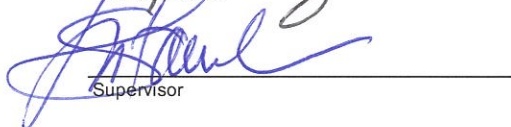
We the undersigned, comprising the Board of Trustees of  
Washington Township, having duly met at the Clerks office on **November 7, 2022**, for the  
purpose of auditing the Road & Bridge account, do hereby certify that the following claims or demands  
against said township were presented, and examined,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

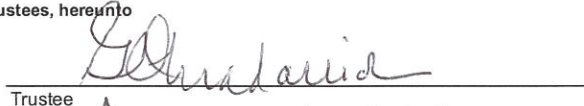
Claim #	Date	To Whom Allowed	Ck #	Nature of Claim	Amount
NA	10/3	Tifco	9156	VOID	\$ -
8660	10/3	Gallagher Materials Corp.	9157	UPM cold patch - Inv # 25890 / 25891	\$ 10,698.03
8661	10/14	Tifco	9158	Shop Supplies - Inv # 71800041	\$ 469.19
8662	10/14	Tri-State Asphalt	9159	Inv # 5713292839 / 5713293143 / 5713297651	\$ 55,920.40
8663	10/14	Universal Light of America	9160	LED lights - Inv # 100683	\$ 752.75
8664	10/14	Stoney Tire Inc.	9161	Tires - Inv # 176246 / FC23897 / FC23956	\$ 1,244.22
8665	10/14	RP Lumber	9162	Supplies - Inv # 200207 / 217033	\$ 304.59
8666	10/14	NAPA Auto Parts	9163	Parts - Inv # 179250 / 179305 / 179324	\$ 152.96
8667	10/14	ComEd	9164	Utilities - Acct #1659047007 - Bill date - 9/29/2022	\$ 119.36
8668	10/14	Walt's Foods	9165	Supplies - Inv # 00803	\$ 23.94
8669	10/14	DeJong Equipment	9166	Parts - Inv # CR444165	\$ 43.36
8670	10/14	Beecher Hardware	9167	Supplies - Multiple Invoices	\$ 78.13
8671	10/14	Gallagher Materials Corp.	9168	UPM cold patch - Inv # 25775	\$ 1,116.42
8672	10/14	Surf Air Wireless	9169	Internet service - Inv # 772728	\$ 64.95
8673	10/14	Village of Beecher	9170	Equipment Fuel - 9/1/22 to 9/30/22 - Inv # 811	\$ 2,121.13
8674	10/14	Shorewood Home & Auto	9171	Parts - Inv # 327149	\$ 53.31
8675	10/14	Dahlberg Accounting Solutions	9172	Professional services - Inv # 156	\$ 452.00
8676	10/14	Vulcan Materials	9173	Stone - Inv # 33047256	\$ 532.89
8677	10/14	Dutch American Foods	9174	2021 Tax Reimbursement (Final payment)	\$ 1,820.00
8678	10/14	Jean's Septic	9175	Pump basin, septic tank - Inv # B22-943	\$ 617.50
8679	10/14	Sikich	9176	FY 2022 Audit - Inv # 3960	\$ 2,829.69
8680	10/21	AT&T Mobility	9177	Wireless charges - Inv #287293840112X10092022	\$ 96.44
8681	10/25	Village of Beecher	EFT	RB Health Insurance - <b>Inv # 2022-10</b>	\$ 3,547.21
8682	10/28	<b>October</b> Payroll - QuickBooks	Misc	Payroll, IMRF & other government payroll liabilities	\$ 16,494.64
<b>Total disbursements</b>					<b>\$ 99,553.11</b>

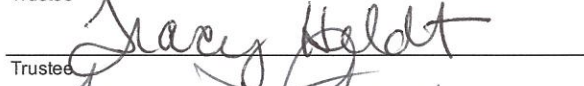
IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto  
set our hands on **November 7, 2022**.

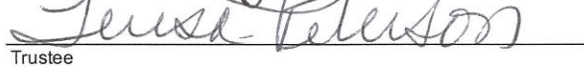
  
\_\_\_\_\_  
Road Commissioner

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

  
\_\_\_\_\_  
Supervisor

  
\_\_\_\_\_  
Trustee

  
\_\_\_\_\_  
Trustee

  
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Trustee

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Trustee

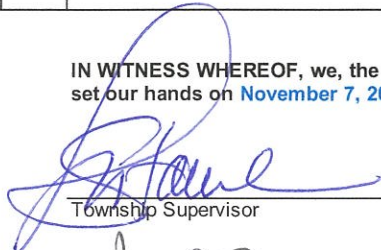
**Approved Claims - Board of Township Trustees**  
Town Account


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

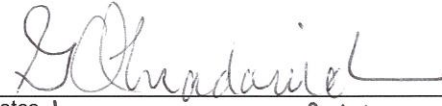
We the undersigned, comprising the Board of Trustees of Washington Township, having duly met at the Township office on **November 7, 2022**, for the purpose of auditing Town accounts, do hereby certify that the following claims or demands against said township were presented, and examined, were allowed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

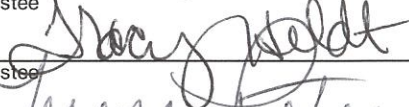
Claim #	Date	To Whom Allowed	CK	Nature of Claim	Amount
6041	10/3	Joe Burgess	8804	Reimbursement for Senior Breakfast & Holiday Dinner items	\$ 436.37
6042	10/3	Comcast	8805	Internet and Cable # 10295 - Bill date - 9/24/22	\$ 284.07
6043	10/3	Pace Vanpool	8806	Monthly Van rental - Inv # 610900	\$ 100.00
6044	10/14	Joe Burgess	8807	Reimbursement for Senior Movie Nite refreshments	\$ 105.89
6045	10/14	Mike Stanula	8808	Reimbursement for TV for Meeting Room (Amazon)	\$ 947.13
6046	10/14	Scrementi's Restaurant	8809	Senior Breakfast catering - Invoice dated Oct 15, 2022	\$ 1,206.75
6047	10/14	Beecher Hardware	8810	Supplies - Inv # A263761	\$ 33.58
6048	10/14	ComEd	8811	Electric bill - Acct # 4341116018 - Bill date 9/29/22	\$ 173.84
6049	10/14	Dahlberg Accounting Solutions	8812	Professional services (Sep) - Inv # 155	\$ 565.00
6050	10/14	Southwest Exurban Publishing LLC	8813	Publish Annual Treasurer's Report - Inv # 22-1219	\$ 225.00
6051	10/14	Spectrotel	8814	Phone service - Acct # 343999 - Inv # 11136924	\$ 207.06
6052	10/14	Walt's Foods	8815	Senior supplies - Inv # 005012761016	\$ 29.23
6053	10/14	Universal Lighting of America	8816	LED lights for Township Center - Inv # 100482	\$ 3,486.00
6054	10/14	ITASCSC	8817	2022 Annual Membership	\$ 75.00
6055	10/14	AAA Heating	8818	Furnace Cleaning - Inv # 998867	\$ 250.00
6056	10/14	Stars & Stripes Corp.	8819	Township flag & stand - Inv # 21419	\$ 456.25
6057	10/14	Dutch American Foods	8820	2021 Tax Reimbursement	\$ 780.00
6058	10/14	Jean's Septic	8821	Pump septic tank - Inv # B22-943	\$ 272.50
6059	10/14	Sikich	8822	FY 2022 Audit - Inv # 3960	\$ 7,427.00
6060	10/14	Rydin Decals	8823	2023 Handicap Placards - Inv # 357434	\$ 197.64
6061	10/17	BMS Lawn Care	8824	Lawn care services - Inv # 9713	\$ 105.00
6062	10/17	Tadpole's Landscaping	8825	Landscaping project - Inv # 2392	\$ 4,975.00
6063	10/21	Area Salt & Chemical	8826	Salt - Inv # 279855	\$ 107.32
6064	10/21	One Step	8827	Fall Newsletter printing & postage - Inv # 191764	\$ 3,257.58
6065	10/21	ITASCSC	8828	2023 Annual Membership	\$ 75.00
6066	10/21	Elmer & Son Locksmith	8829	Rekey all exterior locks - Inv # 404082	\$ 489.70
6067	10/17	Intuit Software	EFT	ACH payroll charges	\$ 36.72
6068	10/27	October Payroll - QuickBooks	Debit	ALL payroll, IMRF & other government payroll liabilities	\$ 9,649.16
<b>TOTAL ALL DISBURSEMENTS</b>					<b>\$ 35,953.79</b>

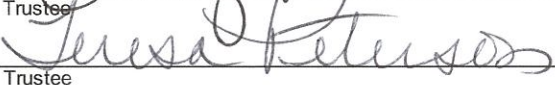
IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto set our hands on **November 7, 2022**.

  
Township Supervisor

  
Township Clerk

  
Trustee

  
Trustee

  
Trustee

\_\_\_\_\_  
Trustee

Washington Township Board Meeting  
7:00 PM  
November 7, 2022  
Guest Sign-in Sheet

PLEASE PRINT NAME	ADDRESS	Please CHECK here if you have Pubic Commentary

NONE  
Joe Bay  
11/7/22

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

**Call to Order / Roll Call**

**Pledge of Allegiance**

**Approval of Board Meeting Minutes Dated October 3, 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. Consideration and Approval of Revised Washington Township Employee Handbook
2. Public Act 102-1088 Discussion
3. Consideration and Approval of 2022 Town Levy Ordinance
4. Consideration and Approval of 2022 Road & Bridge Levy Ordinance
5. Consideration to Approve Funding for Holiday Event
6. Consideration to Partner with Village for 2023 Summer Concert Series

**New Business**

1. Consideration and Approval of Pending Zoning Applications

**Payment of Bills**

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

**Upcoming Seminars and Meetings**

- **December 5** – 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.***