

**Official Proceedings of the Washington Township Board of Trustees**  
**December 5, 2022**  
**Washington Township Center**  
**30200 Town Center Road, Beecher, IL**

Supervisor Mike Stanula called the meeting to order at **7:05 p.m.** to pay bills for the month of **November** 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:** Mark Herlitz and Teresa Peterson

**Absent:** Tracy Heldt & George Obradovich

**Other Officials present:**

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

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

Supervisor Stanula asked if there were any corrections or additions to the November 7, 2022, board meeting minutes as presented. Being none, Stanula asked for a motion to approve the minutes.

**Motion:**

Trustee Peterson made a motion to approve the minutes of the November 7, 2022, Board meeting as presented. Supervisor Stanula 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 he is meeting with his sales representative from Cintas to discuss different uniforms and is looking for uniforms that are more durable while also reducing costs. He is also looking at t-shirts for the crew to wear during the spring and summer.
2. **Assessor** – Assessor Peters reported that the Will County Supervisor of Assessments will no longer accept any “Corrections of Errors” filings for the current year. Other exemptions can be filed; however, they would only apply to the applicants 2022 or 2023 property taxes. Peters said 2023 will be a quadrennial assessment year and all 3900 township parcels are to be reviewed and possibly reassessed. She indicated that Crete Assessor Mary Tamez will be assisting her with this lengthy process.
3. **Clerk** – Approximately 25 people attended the Senior Movie Night on November 16. The new television has been connected to the overhead sound system and is currently being raised about 10” higher to offer better viewing for people who sit in the back rows. Burgess has received a FOIA request asking for employee/staff contact information. The request comes in annually and no personal information is released.

Dura Tech (Webfoot) sent Burgess an email and indicated they are moving the Township's email to a new and more secure cloud-based platform. The update is mandatory, and they sent a proposal for a total cost **\$1,250.22**. The change is to take place before January 2023 and the township may have no other option at this point but to pay for the upgrade. Burgess is going to call Dura Tech this week to get more details regarding the cost of the service going forward and call Paul at Chicagoland Cloud for other options.

4. Supervisor's Report – Stanula reported that the building's security system is working correctly and requested that the alarm is always set when leaving the building. A new LED light has been purchased to illuminate the flagpole and will be installed in the next few days.

Stanula reported that the township's application for funding from the American Rescue Act has been approved in the amount of **\$49,000**. Approval was received for a new freezer for the Food Pantry, updating the sinks and toilets to "touchless" controls at both the Community Building and Washington Township Center and upgrading the outside air handling unit at the Community Building. Stanula said there is much more paperwork to complete, and it could be months before the funds are received. Once the funds are received, the township has until 2026 to complete the projects.

5. Trustees Report – No report.
6. Transportation Report – Will Ride provided 42 trips in August. The total charges for the month were \$856.93, however, the cost was covered by an outstanding credit that Will Ride recently received from PACE. There is still a small credit balance available for next months charges.
7. General Assistance Report – There were no new applications received or disbursements made from the General Assistance Fund in November.

#### **OLD BUSINESS:**

1. Consideration and Approval of Revised Washington Township Employee Handbook – Supervisor Stanula, Trustee Obradovich and Clerk Burgess met last month to review the proposed policy and make any necessary revisions. The Clerk is currently updating the policy based on the recommendations from that meeting and those updates may be completed for the January meeting.
2. Public Act 102-1088 Discussion – There was no action taken on this item. Assessor Peters recently received a legal bulletin from the Robbins Schwartz Legal group. A copy of that bulletin was passed out to the Board.

#### **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 Herlitz made a motion to authorize payment of all applicable payroll, bills, and appropriate transfers or debits from the Road & Bridge Account totaling **\$33,760.77**. 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 Peterson made a motion to approve payment of all applicable payroll, bills, debits, and appropriate transfers from the Town Account totaling **\$21,256.41**. 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**

- **January 5, 2023** - Monthly Board Meeting @ 7 pm

**Announcements:**

- **December 13** – Senior Holiday Dinner – 5:30 PM at the Beecher Amvet Hall

Clerk Burgess is checking with the Amvets to find out when the hall will be available to set up for the dinner. Burgess will contact the Board when a setup time has been determined. The entire dinner is being catered by Tony's Pizza this year.

**Adjournment:**

Being no additional business to discuss, Trustee Herlitz 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 **7:35 pm**.

Respectfully submitted,

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

Approved by Board of Trustees: 2/6/23

# Washington Township

## Highway Department

30200 Town Center Dr.

Beecher, Illinois 60401

708-946-6459 Fax 708-946-6459

**Michael Smith Highway Commissioner**

1. We have been taking advantage of the nice weather and getting culvert replacements and some ditch work knocked out.
2. Trucks and equipment are ready for snowfall with the exception of the ones we use on a daily basis.
3. I have been looking at different uniform options. Cintas has other programs available that I believe will save money and be more flexible.

*Michael Smith*

**Highway Commissioner**

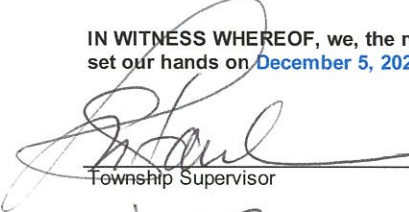
**Approved Claims - Board of Township Trustees**  
Town Account


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

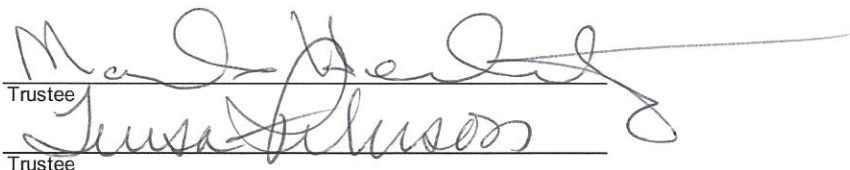
We the undersigned, comprising the Board of Trustees of Washington Township, having duly met at the Township office on **December 5, 2022**, for the purpose of auditing Town accounts, do hereby certify that the following claims or demands against said township were presented, and examined, were allowed at said meeting, to wit:

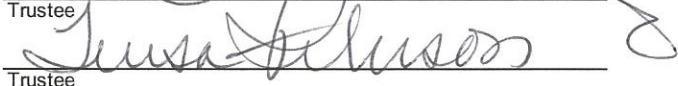
Claim #	Date	To Whom Allowed	CK	Nature of Claim	Amount
6069	11/7	NICOR	8830	Utilities gas - #55877029193 - Bill date - 10/10/22	\$ 122.85
6070	11/7	Spectrotel	8831	Phone service - Acct # 343999 - Inv # 11193033	\$ 207.06
6071	11/7	Comcast	8832	Internet and Cable # 10295 - Bill date - 10/24/22	\$ 284.08
6072	11/7	Stars & Stripes Corp.	8833	Township flag - Inv # 21451	\$ 150.56
6073	11/7	Dahlberg Accounting Solutions	8834	Professional services (Sep) - Inv # 163	\$ 425.00
6074	11/7	Kelly Falaney	8835	Senior program - Bus driver pay	\$ 110.83
6075	11/7	Joe Burgess	8836	Reimbursement for Sounds of the Seasons tickets (Olivet) - # 24217129	\$ 200.00
6076	11/7	Pace Vanpool	8837	Monthly Van rental - Inv # 612181	\$ 100.00
6077	11/7	Beecher Florist	8838	Senior breakfast & funeral flowers (Karstensen) - Inv # Oct	\$ 194.00
6078	11/7	ComEd	8839	Electric bill - Acct # 4341116018 - Bill date 10/28/22	\$ 162.64
6079	11/7	Staples	8840	Office supplies - Inv # 3157205341	\$ 25.00
6080	11/7	Quill Corporation	8841	Office equipment - Inv # 28474836 / 28474795 / 28490734	\$ 221.98
6081	11/7	TOI	8842	TOI expenses - Awards breakfast	\$ 105.00
6082	11/21	BMS Lawn Care	8843	Lawn care services - Inv # 9967	\$ 35.00
6083	11/21	Metro Power	8844	Annual PM Service - Inv # 13839	\$ 625.00
6084	11/21	NICOR	8845	Utilities gas - #55877029193 - Bill date - 11/9/22	\$ 257.65
6085	11/21	Beecher Amvets Post 67	8846	Purchase US Flag - Inv # 310482	\$ 87.25
6086	11/21	Joe Burgess	8847	Reimbursement for TOI Expenses & Senior Movie Nite	\$ 508.26
6087	11/21	Pat Peters	8848	Reimbursement for TOI Expenses	\$ 654.75
6088	11/21	Beecher Post Office	8849	Stamps	\$ 60.00
6089	11/21	Village of Beecher	8850	Holiday Festival Sponsorship	\$ 1,000.00
6090	11/22	TK Audio Visual	8851	Upgrades to Meeting Room sound system - Inv # 2160	\$ 500.72
6091	11/15	Intuit Software	EFT	ACH payroll charges	\$ 549.72
6092	11/25	November Payroll - QuickBooks	Debit	ALL payroll, IMRF & other government payroll liabilities	\$ 14,669.06
				<b>TOTAL ALL DISBURSEMENTS</b>	<b>\$ 21,256.41</b>

IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto set our hands on **December 5, 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 **December 5, 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
8683	11/7	AT&T	9178	Phone - Acct # 7089466459-619-2 Inv # <b>7089466459-11</b>	\$ 154.49
8684	11/7	Surf Air Wireless	9179	Internet service - Inv # 796566	\$ 64.95
8685	11/7	Compass Minerals	9180	Road Salt - Inv # 1065534	\$ 9,979.94
8686	11/7	Fratco Inc.	9181	Drainage supplies - Inv. # 51080-2	\$ 810.79
8687	11/7	Interstate Battery	9182	Batteries - Inv # 319661	\$ 137.95
8688	11/7	Ottosons Industries	9183	Repair cylinder - Inv # 1408	\$ 276.06
8689	11/7	DeJong Equipment	9184	Parts & supplies - Inv # CR44854 / CR44851	\$ 439.96
8690	11/7	Village of Beecher	9185	Equipment Fuel - 10/1/22 to 10/31/22 - Inv # 814	\$ 1,057.95
8691	11/7	Beecher Hardware	9186	Supplies - Inv # 264936 / 265628 / 265946	\$ 86.85
8692	11/7	Dahlberg Accounting Solutions	9187	Professional services - Inv # 164	\$ 340.00
8693	11/7	ComEd	9188	Utilities - Acct #1659047007 - Bill date - 10/28/2022	\$ 102.61
8694	11/7	Cintas Uniforms	9189	Uniforms - Acct # 14943430 / Sep & Oct	\$ 1,066.58
8695	11/21	AT&T Mobility	9190	Wireless charges - Inv #287293840112X <b>11092022</b>	\$ 84.65
8696	11/21	Beecher Post Office	9191	Stamps	\$ 60.00
8697	11/21	Harding's Inc.	9192	Parts - Inv # R12422	\$ 76.69
8698	11/21	Mike Smith	9193	Reimbursement for John Deere parts - Inv # 11512561	\$ 61.92
8699	11/21	Carter Crandall	9194	Reimbursement for John Deere parts - Inv # 11510248	\$ 28.31
8700	11/21	NAPA Auto Parts	9195	Parts - Inv # 180582	\$ 501.59
8701	11/25	Village of Beecher	EFT	RB Health Insurance - <b>Inv # 2022-11</b>	\$ 3,547.21
8702	11/25	<b>November</b> Payroll - QuickBooks	Misc	Payroll, IMRF & other government payroll liabilities	\$ 14,882.27
<b>Total disbursements</b>					<b>\$ 33,760.77</b>

IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto set our hands on **December 5, 2022**.

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

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

  
\_\_\_\_\_  
Supervisor

  
\_\_\_\_\_  
Trustee

  
\_\_\_\_\_  
Trustee

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Trustee

\_\_\_\_\_  
Trustee



**Washington Township Board Meeting  
December 5, 2022 - 7:00 pm  
Meeting Agenda**

**Call to Order / Roll Call**

**Pledge of Allegiance**

**Approval of Board Meeting Minutes Dated November 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. Consideration and Approval of Revised Washington Township Employee Handbook
2. Public Act 102-1088 Discussion

**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**

- **January 5, 2023** – Monthly Board Meeting @ 7 pm

**Announcements**

- **Dec 13** – Senior Holiday Dinner @ Amvet Hall

**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.**