

Official Proceedings of the Washington Township Board of Trustees

March 6, 2023

Washington Township Center

30200 Town Center Road, Beecher, IL

Supervisor Mike Stanula called the meeting to order at **7:01 p.m.** to pay bills for the month of **February** 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, Tracy Heldt

Absent: Teresa Peterson, George Obradovich

Other Officials present:

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

Approval of the Board of Trustees Meeting Minutes Dated February 6, 2023:

Supervisor Stanula asked if there were any corrections or additions to the February 6, 2023, 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 February 6, 2023, 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: None

Reports:

1. Road Commissioner – Commissioner Smith reviewed his written report (attached). NICOR is going to abandon an 8” gas line that runs along Western Avenue through Grant Park and installing a new 12” line on the other side of the road. The new line will terminate in Hopkin’s Park in Kankakee County. They have marked the area where the new pipe is to be installed and are ready to start the work, however, there are issues because they haven’t pulled all the proper permits and want to start before the Frost Law expires on March 30. Several local township highway departments are concerned with the communication, scope of the work and timing and have contacted attorney Tom Knuth to address their issues with NICOR. Knuth is drafting a letter and the project is currently on hold until the issues are resolved.

Smith is also preparing his stone, oil and asphalt bids for 2023 and he reported that FS was awarded the fuel bid by the Fuel Depot Committee.

2. Assessor – Assessor Peters reported her office is working diligently on the quadrennial assessments and that half of the Village Beecher and 30% of the remaining subdivisions have been reviewed. She also reported that the township won all the tax appeal cases that were presented to the county.

3. Clerk – Clerk Burgess reported that due to a scheduling conflict, the Senior Spring Breakfast has been rescheduled to May 13. The last day to submit a payment before the end of the 2023 fiscal year will be March 20. The township and Beecher Fire Department will be co-sponsoring a senior “Remembering When™” program in the spring at the Washington Township Center. The program is a comprehensive fire and fall prevention program for older adults. A date for the program has yet to be determined. Burgess is also talking to the Beecher Police about conducting another “senior scam” presentation this year at the township center.
4. Supervisor’s Report – Stanula reported that he has roof repair information, which will be addressed under new business.
5. Trustees Report – No report.
6. Transportation Report – Will Ride provided 59 trips in November and total charges for the service totaled \$1191.18.
7. General Assistance Report – There were two disbursements made from the General Assistance Fund in February totaling \$1210.90.

OLD BUSINESS:

1. Consideration and Approval of Revised Washington Township Employee Handbook – There was no information to report on the handbook.
2. Public Act 102-1088 Discussion – Trustee Obradovich attended a TOI online meeting regarding this topic. Clerk Burgess read his emailed comments (attached) to the Board.

NEW BUSINESS:

1. Consideration and Approval of Pending Zoning Applications – There were no new zoning requests or applications to address.
2. Washington Township Roof Repairs – Supervisor Stanula has received a preliminary roofing proposal from Total Roofing Company. There are three options to repair the roof. “Option 1” is to repair any loose screws and then spray the existing roof with a sealer at a cost of \$39,800. “Option 2” is to replace the roof with a “standing seam” metal roof at a cost of \$140,000 and “Option 3” is to remove the metal roof and install a shingle roof utilizing architectural shingles at a cost of \$47,000. The Board discussed the options and spraying the roof with sealer was not considered a viable solution and the cost of the standing seam roof was excessive. A decision was made to have the roof replaced with a shingled roof. Supervisor Stanula will write the bid specifications and Clerk Burgess will have them published in the local paper. The project will require sealed bids and the vendor must pay prevailing wages.

3. Consideration to Open the Closed Executive Session Minutes Dated March 23, 2010 – See agenda item #7.
4. Consideration to Open the Closed Executive Session Minutes Dated January 7, 2013 – See agenda item #7.
5. Consideration to Open the Closed Executive Session Minutes Dated July 1, 2013 – See agenda item #7.
6. Consideration to Open the Closed Executive Session Minutes Dated February 3, 2014 – See agenda item #7.
7. Consideration to Open the Closed Executive Session Minutes Dated January 4, 2016 - The Board determined that all the closed minutes as listed should remain closed and only one motion be made that would include all the minutes under consideration.

MOTION:

Trustee Herlitz made a motion that the Closed Session minutes dated March 23, 2010, January 7, 2013, July 1, 2013, February 3, 2014, and January 4, 2016, remain closed to the public. Trustee Heldt seconded the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote.

8. Consideration and Approval of Fiscal Year 2023-24 Board Meeting Dates – The Board reviewed the attached meeting date schedule for the 2023-24 fiscal year. There were no changes to the schedule as presented.

MOTION:

Trustee Herlitz made a motion to approve the Washington Township 2023-24 meeting date schedule as presented. Trustee Heldt seconded the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote.

9. Consideration and Approval of the 2023 Annual Town Meeting Agenda – Clerk Burgess received no requests from the public to update the Town Meeting agenda prior to the March 1 deadline and the proposed agenda could now be approved by the Board.

MOTION:

Trustee Herlitz made a motion to approve the proposed 2023 Annual Town Meeting Agenda as presented. Trustee Heldt seconded the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote.

10. Consideration and Approval of 2023-2024 Town Budget – Clerk Burgess has begun working on the budget and will have it available as soon as possible. The budget will need to include funding for the roof project as well as any funds that would be spent for the projects that have been approved for reimbursement from the township's Rescue Act application. The budget must be passed no later than June 30.

11. Consideration and Approval of 2023-2024 Road District Budget – Commissioner Smith will be working on his budget once the fiscal year end numbers have been finalized.
12. Consideration and Approval of Washington Township Wage Structure – The Board reviewed the proposed township wage structure for township employees. The wage structure is a new compensation guideline for hiring hourly employees and the “start rate” is consistent with the State of Illinois minimum wage per state law. The current Transportation Coordinator is performing several job functions that require different skills including General Assistance, payroll, paying bills, general office work and driving a Pace bus one day a week as needed. Along with standard job categories, the new structure created a new pay category that would address anyone that would be performing all of these duties. The township currently employs one part-time person; however, the structure does provide for new positions if the township office would need to hire additional staff. If passed, anyone who is not at the current “new” start rate will be brought up to that rate effective immediately. It was also noted that finding bus drivers has become extremely difficult and Pace is currently short staffed by 30% in spite of a starting rate of \$21 per hour. The Board reviewed the proposal and there were no recommendations or changes requested.

MOTION:

Trustee Herlitz made a motion to approve the Washington Township Wage Structure dated March 6, 2023, as presented. Trustee Heldt seconded the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote.

13. Consideration and Approval of Sikich Group 3-year Proposal – The Sikich Group has offered the township a three-year contract to conduct the township’s annual audits at a cost of \$11,000 per year. They have previously been charging \$10,000 to perform the annual audit. Supervisor Stanula has spoken to our accountant, and he indicated that everyone is raising rates and switching to a new service could cost more in the long run because of the amount of initial work that has to be done for the first audit. Sikich and the township have a good relationship and it was recommended that the proposal from Sikich be considered.

MOTION:

Trustee Heldt made a motion to approve the three-year contact with Sikich Group for a total of **\$11,000** per year as presented. Trustee Herlitz seconded the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote.

PAYMENT OF BILLS:

Town Account (including Transportation Fund)

The board reviewed the February bills as reviewed by the Supervisor and presented by the Clerk. There were no questions regarding the bills.

MOTION:

Trustee Herlitz made a motion to approve payment of all applicable payroll, bills, debits, and appropriate transfers from the Town Account for the month of February totaling **\$15,274.65**. Trustee Heldt 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 February 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 for the month of February totaling **\$51,722.46**. Trustee Heldt seconded the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote.

General Assistance Bills

There were two payments from General Assistance in February totaling **\$1210.90**. There were no questions regarding the bills.

MOTION:

Trustee Heldt made a motion to authorize payment of **\$1210.90** from the General Assistance Account. 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

- **March 27, 2023** - Monthly Board Meeting @ 7 pm

Announcements:

- **March 15** – Senior Movie Night @ 6:30 pm at the Washington Township Center

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 **8:02 pm**.

Respectfully submitted,



 Joseph Burgess Town Clerk

Approved by Board of Trustees: 3/27/2023

Washington Township

Highway Department

30200 Town Center Dr.

Beecher, Illinois 60401

708-946-6459 Fax 708-946-6459

Michael Smith Highway Commissioner

1. Nicor has a large project starting this spring. They are installing a 12" main that will run from University Park to Hopkins Park. I have met with Crete, Will, Yellowhead, and Sumner township highway commissioners regarding the project. Even after meeting with Nicor and NPL there are still issues that need to be addressed. I have spoken with Tom Knuth and he is putting together a letter with our concerns and sending it to them. Any attorney fees will be split between the townships. They will not be starting any major work until it dries up or frost laws expire.
2. I have put together my road oil, stone, and asphalt bids for the season.
3. The fuel committee met last month. FS was awarded the bid. 87 UNL is \$3.12/gal and diesel is \$3.71.

Michael Smith

Highway Commissioner

On Feb 17, 2023, at 4:32 PM, George Obradovich <gobrad66@gmail.com> wrote:

Zoom meeting just ended. Very informative! Handful in attendance and 65 on zoom. There are 1426 townships so we are on ground floor with regard to learning about complying to Consolidation and Efficiency Act. A joint report can be generated by us and Road commission which I would highly recommend! March TOI magazine will provide much of info I have. I believe the final report will be fairly easy. This report will provide the opportunity to "Tell our Story". We will be able to highlight all the things we do to for our community in an efficient way! Please be reminded I will not be able to attend the March or April meeting.

Sent from my iPhone

Sun 2/19/2023 2:32 PM

Joe as I stated earlier a joint report is allowed from Road and Bridge and Township. Mike Smith must attend but Township supervisor still chairs and has sole authority to appoint 2 community members. It would be ideal to find to strong supporters of Township. First meeting must occur by June 10. Only 3 total meetings are required.

Sent from my iPhone

**Washington Township
Board of Trustees
Meeting Schedule 2023-2024**

Location

**Washington Township Center
30200 Town Center Road
Beecher, IL 60401**

All meetings start at 7:00 PM unless indicated otherwise.

<u>Date</u>	<u>Weekday</u>
May 1, 2023	Monday
June 5, 2023	Monday
July 6, 2023	THURSDAY
August 7, 2023	Monday
September 7, 2023	THURSDAY
October 2, 2023	Monday
November 6, 2023	Monday
December 4, 2023	Monday
January 4, 2024	THURSDAY
February 5, 2024	Monday
March 4, 2024	Monday
March 25, 2024	Monday

Any person requiring special accommodations should notify Supervisor Mike Stanula at (708) 946-2026, prior to the meeting date to make necessary arrangements.

Approved: 3/6/23 - Joe Burgess - Clerk

**Washington Township
2023 Annual Town Meeting
April 11, 2023 – 7:00 PM
Agenda**

1. Call to Order – (Clerk)
2. Pledge of Allegiance
3. Welcome
4. Election of Meeting Moderator
5. Clerk Administers “Oath of Moderator” to Moderator
6. Approval of Minutes from 2022 Annual Town Meeting
7. Clerk presents Supervisor’s Annual Financial Statements
 - Consolidated Funds
 - Town Account
 - Insurance Fund
 - General Assistance
 - Road & Bridge
 - Joint Bridge
 - Community Building
8. Set Hour for 2024 Annual Town Meeting
9. Consider Motion to Pay Meeting Moderator
10. Motion to Adjourn

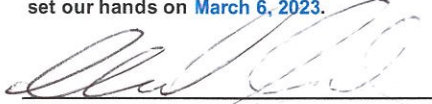
**Approved Claims - Board of Township Trustees
Road & Bridge Account**

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 **March 6, 2023**, 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
8749	2/7	Beecher Chamber of Commerce	9239	2023 Membership Dues	\$ 150.00
8750	2/7	Township Highway Commissioners of IL	9240	2024 Membership Dues	\$ 75.00
8751	2/7	Dahlberg Accounting Solutions	9241	Professional services - Inv # 184 (Jan)	\$ 440.00
8752	2/7	NAPA Auto Parts	9242	Parts - Inv # 184582 / 184601 / 185617 / 186102	\$ 458.38
8753	2/7	Beecher Hardware	9243	Supplies - Inv # 270531 / 270595 / 270596 / 270835 / 270922	\$ 118.15
8754	2/7	DeJong Equipment	9244	Parts - Inv # CR46517	\$ 65.31
8755	2/7	ComEd	9245	Utilities - Acct #1659047007 - Bill date - 2/3/2023	\$ 173.01
8756	2/7	Village of Beecher	9246	Equipment Fuel - 1/1/23 to 1/31/23 - Inv # 836	\$ 1,654.19
8757	2/7	Surf Air Wireless	9247	Internet service - Inv # 872750	\$ 64.95
8758	2/7	Alan Luchene	9248	Reimbursement Parts (lights) for '88 Mack (Amazon)	\$ 34.66
8759	2/22	Bruce Becker	9249	Reimbursement Parts - Inv # C06759	\$ 263.05
8760	2/22	AT&T	9250	Phone - Acct # 7089466459-619-2 Inv # 7089466459-02	\$ 221.89
8761	2/22	Cintas Uniforms	9251	Uniforms - Acct # 14943430 / # 4144871833	\$ 6.44
8762	2/22	Beaupre Inc.	9252	IL Safety Inspections - Inv # 176233	\$ 234.00
8763	2/22	Vulcan Materials	9253	Stone - Inv # 33150573	\$ 1,221.16
8764	2/22	Gallagher Materials Corp.	9254	UPM cold patch - Inv # 26224	\$ 9,158.37
8765	2/22	Compass Minerals	9255	Road Salt - Inv # 1130348	\$ 15,435.72
8766	2/22	M&K Truck Center	9256	Parts - Inv # 170138SC / 170215SC	\$ 327.28
8767	2/22	Tifco	9257	Shop Supplies - Inv # 71837517	\$ 96.96
8768	2/22	AT&T Mobility	9258	Wireless charges - Inv #287293840112X 02092023	\$ 73.00
8769	2/22	Walt's Foods	9259	Supplies / water	\$ 18.00
8770	2/22	John Deere Credit	9260	Parts - Inv # 11547156 / 11546854	\$ 225.44
8771	2/22	RP Lumber	9261	Supplies - Inv # 550187 / 609703 / 685150 / 704768	\$ 76.23
8772	2/22	Airgas USA	9262	Welding gas - Inv # 9134508997 / 6134599619	\$ 621.63
8773	2/24	Will County Highway Comm. Association	9263	2023 Annual Dues	\$ 100.00
8774	2/25	Village of Beecher	EFT	RB Health Insurance - Inv # 2023-02	\$ 2,677.52
8775	2/17	February Payroll - QuickBooks	Misc	Payroll, IMRF & other government payroll liabilities	\$ 17,732.12
Total disbursements					\$ 51,722.46

IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto set our hands on **March 6, 2023**.



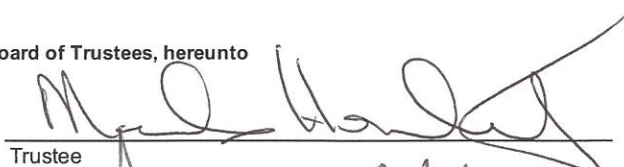
Road Commissioner



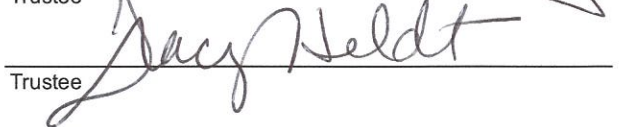
Township Clerk



Supervisor



Trustee



Trustee

Trustee

Trustee

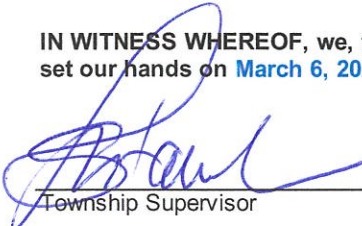
Approved Claims - Board of Township Trustees
Town Account

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 **March 6, 2023**, 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
6140	2/7	Dahlberg Accounting Solutions	8896	Professional services (Jan) - Inv # 183	\$ 550.00
6141	2/7	Chicagoland Cloud LLC	8897	Professional services - Inv # 2665	\$ 159.99
6142	2/7	Beecher Hardware	8898	Supplies - Inv # A270280 / 270880	\$ 87.35
6143	2/7	Village of Beecher	8899	Bus fuel - 1/1/23 to 1/31/23 - Inv # 837	\$ 59.14
6144	2/7	ComEd	8900	Electric bill - Acct # 4341116018 - Bill date 2/1/23	\$ 203.79
6145	2/7	Pace Vanpool	8901	Monthly Van rental - Inv # 615909	\$ 100.00
6146	2/7	Spectrotel	8902	Phone service - Acct # 343999 - Inv # 11358878	\$ 210.27
6147	2/7	Beecher Chamber of Commerce	8903	2023 Membership dues	\$ 150.00
6148	2/7	Mike Stanula	8904	Reimbursement for SAM registration	\$ 949.00
6149	2/7	Walt's Foods	8905	Senior Movie Matinee - Acct # 009462026	\$ 161.87
6150	2/7	Quill Corporation	8906	Office supplies - Multiple invoices	\$ 273.45
6151	2/22	Beecher Amvets Post 67	8907	Hall rental - 2023 Senior Events	\$ 550.00
6152	2/22	Area Salt & Chemical	8908	Softener salt - Inv # 282434	\$ 112.59
6153	2/22	NICOR	8909	Utilities gas - #55877029193 - Bill date - 2/9/23	\$ 406.13
6154	2/22	Comcast	8910	Internet and Cable # 10295 - Bill date - 1/24/23	\$ 290.68
6155	2/22	Pat Peters	8911	Reimbursement for travel expenses	\$ 124.95
6156	2/22	Mark Rossi	8912	Reimbursement for travel expenses - Assessor measuring	\$ 168.99
6157	2/22	Joe Burgess	8913	Reimbursement for new laptop - Clerk's office	\$ 1,268.99
6158	2/24	Will Ride	8915	Transportation - Nov - 2022 (59 rides)	\$ 1,191.18
6159	2/15	Intuit Software	EFT	ACH payroll charges	\$ 59.40
6160	2/17	February Payroll - QuickBooks	Debit	ALL payroll, IMRF & other government payroll liabilities	\$ 8,196.88
TOTAL ALL DISBURSEMENTS					\$15,274.65

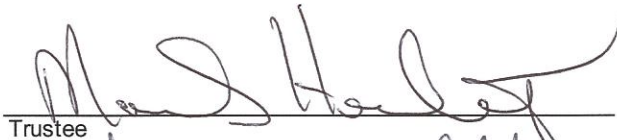
IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto
set our hands on **March 6, 2023**.



Township Supervisor



Township Clerk



Trustee



Trustee

Trustee

Trustee

Washington Township Board Meeting
March 6, 2023 - 7:00 pm
Meeting Agenda

Call to Order / Roll Call

Pledge of Allegiance

Approval of Board Meeting Minutes Dated February 6, 2023

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
2. Washington Township Center Roof Repairs
3. Consideration to Open the Closed Executive Session Minutes Dated **March 23, 2010**
4. Consideration to Open the Closed Executive Session Minutes Dated **January 7, 2013**
5. Consideration to Open the Closed Executive Session Minutes Dated **July 1, 2013**
6. Consideration to Open the Closed Executive Session Minutes Dated **February 3, 2014**
7. Consideration to Open the Closed Executive Session Minutes Dated **January 4, 2016**
8. Consideration and Approval of Fiscal Year 2023-24 Board Meeting Dates
9. Consideration and Approval of the 2023 Annual Town Meeting Agenda (4/11/23)
10. Consideration and Approval of the 2023-2024 Town Budget (Approve in May)
11. Consideration and Approval of the 2023-2024 Road District Budget (Approve in May)
12. Consideration and Approval of Washington Township Wage Structure
13. Consideration and Approval of Sikich Group 3-year Proposal

Payment of Bills

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

Upcoming Seminars and Meetings

- **March 27** – Monthly Board Meeting @ 7 pm

Announcements

- **March 15** – 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.

Washington Township Board Meeting

7:00 PM

March 6, 2023

Guest Sign-in Sheet

Please CHECK
here if you
have Pubic
Commentary

PLEASE PRINT NAME

ADDRESS

JULIE NEFLZYK

31820 S. STATELINE RD

CHARLIE VANGEMERT

31820 S STATELINE RD