

Official Proceedings of the Washington Township Board of Trustees

May 1, 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 **April** 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, Teresa Peterson and George Obradovich **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 March 27, 2023:

Supervisor Stanula asked if there were any corrections or additions to the March 27, 2023, 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 March 27, 2023, 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: None

Reports:

1. **Road Commissioner** – Commissioner Smith reviewed his written report (attached). Smith also reported that the asphalt plants will be opening in early June and his crew will then begin making necessary road repairs. Smith was invited to Kankakee County to discuss the Nicor new gas line project he discussed in March. Smith said Kankakee is not in favor of Nicor's plan for the project and they are requiring them to adhere to strict guidelines. He also requested Nicor sign an agreement with Washington Township for road maintenance repairs that may be needed after the project has concluded and Nicor does not want to comply. There are multiple highway departments that have concerns and issues, and the project is on hold until these concerns are resolved.
2. **Assessor** – Assessor Peters reported that her office is extremely busy because tax exemption applications and tax bills were both mailed within a short time span. This has resulted in numerous phone calls and residents coming to her office for assistance.
3. **Clerk** – Clerk Burgess reported that the newsletter was mailed, and the township will receive \$958 from ad revenue. Burgess has also purchased the necessary tableware's and other paper items needed for the Spring Breakfast on May 13. Setup for the breakfast will be on May 12 in the afternoon.

Burgess also stated that the Board will have a Sexual Harassment Policy and a Whistleblower Policy to review at the June meeting.

The Medical Closet loaned 19 pieces of equipment in April.

4. Supervisor's Report – Supervisor Stanula reported that an addendum was added to the roof replacement specifications because additional purlins will need to be added to the roof to properly support the plywood sheeting. This will result in the bids being higher than originally expected. The township received three bids for the project that will be opened under new business.

Stanula said the chamber has replaced their old sign board on Dixie Highway with a new LED sign. The township is a member of the chamber and will be able to advertise upcoming events on the sign.

5. Trustees Report – Trustee Obradovich reviewed his notes from attending TOI's Decennial Committee online presentations. The Decennial Committee met on April 11 and there were no items from Obradovich's notes that needed to be addressed. Obradovich also reported that the Historical Preservation Committee may be looking for funds to purchase up to ten plaques this year. The township agreed to pay for half of the plaque costs when the committee was formed.
6. Transportation Report – Will Ride provided 56 trips in December at a cost of \$1210.23. The Township's Dial-a-Ride service provided 48 trips in April.
7. General Assistance Report – There were no disbursements from the General Assistance account in April.
8. Decennial Committee Report – The committee's first meeting was held on April 11 and was an organizational meeting. Clerk Burgess reported that he went through the "open" items that the committee discussed and all of the FOIA items identified have been on the township's website since FOIA was initiated.
9. Community Building Report – The final inspection for the handicap lift has been completed. The Board of Managers are working with a local vendor to determine what can be done to improve the air handling system at the Community Building. The cost of this project will be covered by funds reimbursed from Will County through the American Rescue Act.

OLD BUSINESS:

1. Consideration and Approval of Revised Washington Township Employee Handbook – The handbook has been reviewed and needs to be sent to the township's attorney.

2. Washington Township Center Roof Repairs Bid Opening – Supervisor Stanula had three bid opening as follows:

- JF Chiattello bid for the project - **\$111,010.00**.
- Yad Construction bid for the project - **\$109,633.68**.
- Total Roofing and Construction bid for the project - **\$116,000.00**.

Stanula indicated that he will need to review the bids for accuracy and that they are following the bid specifications and complying with IL Prevailing Wage requirements.

The bids came in much higher than the \$50,000 estimate and the Trustees questioned how that occurred. Stanula indicated that the initial estimate was done based on a contractor just looking at the roof from the outside and making some assumptions. A closer inspection revealed that the roof purlins were 5' apart and eight additional steel purlins would need to be installed along the entire length of the roof to support a plywood deck. This created the need for the addendum to the original bid specifications. The cost of the steel purlins and additional labor created the higher bid totals.

Trustee Herlitz questioned if one of the other two original options was a better solution. Stanula said his experience with the spray on rubberized coating was that it's not the best option and is only a short-term solution. This system involves inspecting and tightening all roofing screws and then a thin rubber coating is applied to the entire roof. The coating may not necessarily last as long as the other replacement options. The option to replace the existing steel with new steel is still more expensive than the current option and Stanula said you are replacing a metal roof with a metal roof and at some point, the expansion and contraction of the metal will cause leaks. He said a new bid request could be created and published if the Board wanted to compare pricing between shingles and replacing the metal roof with the high standing metal roof.

Trustee Obradovich looked at the proposed budget and said the Board could increase the budget line item to cover the additional cost if needed. He indicated that there would still be an adequate balance in the Town Account at the end of the fiscal year. Stanula said the roof needs major repairs and replacing the roof as planned with shingles would actually lower any additional repairs or replacement options the next time the roof would need to be addressed in 20-25 years. The Board asked the Supervisor to closely review the bids and they will discuss options in June. Stanula said the contractors also need to be vetted to ensure they have no outstanding OSHA, financial or labor issues before any bid should be approved.

3. Consideration and Approval of 2023-2024 Town Budget – The Board reviewed the budget, and a recommendation was made to increase the roof replacement line item by \$70,000, in the event the Board chose to move forward with the current shingled roof replacement option. The revised budget for fiscal year 2023 – 2024 for all accounts totals **\$480,515**. The budget includes \$187,000 for roof repairs and projects to be reimbursed by the American Rescue Act Funds awarded to the township. There was no other discussion on the budget and Supervisor Stanula asked for tentative approval of the budget. The tentative budget will be available for public review for 30-days until final Board approval at the June meeting.

Motion:

Trustee Heldt made a motion to *tentatively approve* the proposed 2023-2024 budget as modified with the increase to the Capital Outlay-Building line item increased from \$117,000 to \$187,000 for a total budget of **\$480,515** for all Town accounts. Trustee Herlitz 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.

4. *Consideration and Approval of 2023-2024 Road District Budget* – Commissioner Smith presented his 2023 - 2024 budget with total appropriations of **\$978,600** for road purposes. Smith explained that materials have gone up significantly over the past year and he has accounted for those increases in his proposed budget. He also indicated that due to a lack of staff last year, he was unable to complete all the road improvements he had scheduled and unexpended funds from last year are carrying over to this year. If all goes well with weather and staffing, Smith said he would like to tar and chip between 8 to 10 miles of road this year. Being no additional discussion on the budget, Supervisor Stanula asked for tentative approval of the Road District budget as presented. The tentative budget will be available for public review for 30-days until final approval at the June budget hearing.

Motion:

Trustee Heldt made a motion to *tentatively approve* the 2023-2024 Road District budget as presented. Trustee Peterson 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.

5. *OMA and FOIA Officers and Designee Updates* – The Board is required to appoint FOIA (Freedom of Information Act) officers and has the option to appoint an OMA (Open Meetings Act) Designee. Supervisor Stanula and Clerk Burgess have been and will continue to be the township's FOIA officers. Assessor Patricia Peters is the FOIA officer for the Assessor's Office. Clerk Burgess is the appointed OMA Designee for the township.

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 **April** 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 **April** totaling **\$35,976.66**. 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 **April** bills as reviewed by the Supervisor and presented by the Clerk. There were no questions regarding the bills.

MOTION:

Trustee Heldt made a motion to approve payment of all applicable payroll, bills, debits, and appropriate transfers from the Town Account for the month of **April** totaling **\$28,501.97**. Trustee Obradovich seconded the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote.

Upcoming Seminars and Meetings (At the Washington Township Center)

- **June 5** – Road & Bridge Budget Hearing @ 6:30 pm
- **June 5** – Town Account Budget Hearing @ 6:45 pm
- **June 5** - Monthly Board Meeting @ 7 pm

Announcements:

- **May 13** – Senior Breakfast @ 8:30 am at the Beecher Amvet Hall
- **May 17** – Senior Movie Night @ 6:30 pm at the Washington Township Center
- **May 25** – Senior Freeze Assessment Assistance from 10 am-2 pm at the WTC
- **May 30** – Senior Bus Trip – Joliet Slammers Baseball Game

Supervisor Stanula received a call from a staff member of Will County Executive Jennifer Bertino-Tarrant, who indicated the Executive would like to attend and speak about Will County Services and upcoming events at any upcoming township events. Stanula gave her the date and time of the Senior Breakfast, but her office has not yet confirmed that she will be attending.

Adjournment:

Being no additional business to discuss, Trustee Herlitz made a motion to adjourn the meeting. Trustee Obradovich seconded the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote. The Board Meeting adjourned at **8:37 pm**.

Respectfully submitted,



Joseph Burgess – Town Clerk

Approved by Board of Trustees: 6/5/2023

Washington Township

Highway Department

30200 Town Center Dr.

Beecher, Illinois 60401

708-946-6459 Fax 708-946-6459

Michael Smith Highway Commissioner

1. Mini excavator has been delivered. We are waiting for the trailer to be delivered.
2. Corning road between Stony and Yates has been zipped. We will begin hauling stone when everything dries up.
3. We have spent the last couple weeks putting down shoulder stone where needed.
4. Ongoing patch work and prep for tar and chip.

Michael Smith

Highway Commissioner

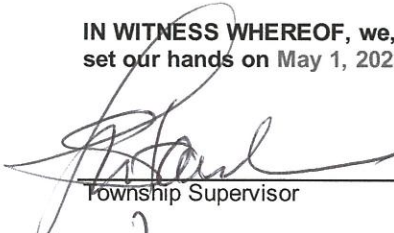
Approved Claims - Board of Township Trustees
Town Account


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 May 1, 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
6182	4/10	Pat Peters	8935	Reimbursement for travel expenses	\$ 978.81
6183	4/10	Joe Burgess	8936	Reimbursement for laptop USB / HDMI adaptor	\$ 25.91
6184	4/10	Pace Vanpool	8937	Monthly Van rental - Inv # 618468	\$ 100.00
6185	4/10	Comcast	8938	Internet and Cable # 10295 - Bill date - 3/24/23	\$ 300.69
6186	4/10	Quill Corporation	8939	Office supplies - Inv # 31470622 / 31485743	\$ 465.85
6187	4/10	Dahlberg Accounting Solutions	8940	Professional services (Mar) - Inv # 198	\$ 465.00
6188	4/10	Walt's Foods	8941	Senior items (Police presentation)	\$ 57.38
6189	4/10	Spectrotel	8942	Phone service - Acct # 343999 - Inv # 11471830	\$ 207.14
6190	4/10	Will Ride	8943	Transportation - Dec - 2022 (56 rides)	\$ 1,210.23
6191	4/10	Beecher 4th of July Commission	8944	July 4th Sponsorship	\$ 1,500.00
6192	4/10	Village of Beecher	8945	Bus fuel - 3/1/23 to 3/31/23 - Inv # 845	\$ 63.65
6193	4/10	TOI - Supervisor's Division	8946	2023 Annual Dues	\$ 40.00
6194	4/10	Southwest Exurban Publishing LLC	8947	Publish Mtg Dates, Roof Bids, Town Mtg - Inv # 23-314 / 23-315	\$ 385.00
6195	4/10	Joe Burgess	8948	Reimbursement for newsletter postage (One Step - #197835)	\$ 634.61
6196	4/17	Tracy Heldt	8949	Moderator Pay - 2023 Annual Town Meeting	\$ 150.00
6197	4/17	Area Salt & Chemical	8950	Salt - Inv # 283538	\$ 112.59
6198	4/17	ComEd	8951	Electric bill - Acct # 4341116018 - Bill date 4/5/23	\$ 265.76
6199	4/17	Village of Beecher	8952	2023 Concert in the Park Sponsorship	\$10,000.00
6200	4/24	One Step	8953	Newsletter printing - Inv # 197835	\$ 2,455.96
6201	4/24	Patricia Peters	8954	Reimbursement for travel expenses for WCAA meeting	\$ 55.02
6202	4/17	Intuit Software	EFT	ACH payroll charges	\$ 102.60
6203	4/28	May Payroll - QuickBooks	Debit	ALL payroll, IMRF & other government payroll liabilities	\$ 8,925.77
TOTAL ALL DISBURSEMENTS					\$28,501.97

IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto
set our hands on May 1, 2023.


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 **May 1, 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
8794	4/10	DeJong Equipment	9280	Parts - Inv # CR46967 / CR47252 / CR47561	\$ 544.87
8795	4/10	NAPA Auto Parts	9281	Parts - Inv # 187887	\$ 247.27
8796	4/10	Beecher Hardware	9282	Supplies - Multiple Invoices	\$ 131.15
8797	4/10	Village of Beecher	9283	Equipment Fuel - 3/1/23 to 3/31/23 - Inv # 846	\$ 1,435.31
8798	4/10	Dahlberg Accounting Solutions	9284	Professional services - Inv # 199 (Mar)	\$ 380.00
8799	4/10	Harding's Inc.	9285	Paint - Inv # C87219	\$ 20.40
8800	4/10	Jones Parts & Services	9286	Parts - Inv # 63-4422689	\$ 1,200.41
8801	4/10	VOID	9287	VOID	\$ -
8802	4/17	Murray Overhead Doors	9288	Door repairs - Inv # 44312	\$ 512.75
8803	4/17	Bruce Becker	9289	Reimbursement for parts - Birkey's - Inv # P12355	\$ 79.24
8804	4/17	Gallagher Materials Corp.	9290	UPM cold patch - Inv # 227502 / 27526	\$ 3,688.38
8805	4/17	Roland Machinery	9291	Parts - Inv # 32205570	\$ 187.19
8806	4/17	Tifco Industries	9292	Parts & supplies - Inv # 71857482	\$ 975.32
8807	4/17	AT&T Mobility	9293	Wireless charges - Inv #287293840112X04092023	\$ 70.37
8808	4/17	AT&T	9294	Phone - Acct # 7089466459-619-2 Inv # 7089466459-04	\$ 324.83
8809	4/17	Surf Air Wireless	9295	Internet service - Inv # 927387	\$ 64.95
8810	4/17	Cintas Uniforms	9296	Uniforms - Acct # 14943430 from 3/1/23 - 3/31/23	\$ 576.11
8811	4/25	Village of Beecher	EFT	RB Health Insurance - Inv # 2023-04	\$ 5,355.04
8812	4/28	April Payroll - QuickBooks	Misc	Payroll, IMRF & other government payroll liabilities	\$ 20,183.07
Total disbursements					\$ 35,976.66

IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto set our hands on **May 1, 2023**.

Road Commissioner

Township Clerk

Supervisor

Trustee

Trustee

Trustee

Trustee

Washington Township Board Meeting
May 1, 2023 - 7:00 pm
Meeting Agenda

Call to Order / Roll Call

Pledge of Allegiance

Approval of Board Meeting Minutes Dated March 27, 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
8. Decennial Committee Report

Old Business

1. Consideration and Approval of Revised Washington Township Employee Handbook
2. Washington Township Center Roof Repairs Bid Opening
3. Consideration and Approval of the 2023-2024 Town Budget
4. Consideration and Approval of the 2023-2024 Road District Budget
5. OMA and FOIA Officers and Designee Updates

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

- **June 5** - Road & Bridge Budget Hearing @ 6:30 pm
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- **June 5** - Monthly Board Meeting @ 7 pm

Announcements

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- **May 30** - Senior Bus Trip - Joliet Slammers Baseball Game

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

May 1, 2023

Guest Sign-in Sheet

Please CHECK here if you have Pubic Commentary

PLEASE PRINT NAME

ADDRESS

JULIE NEFCZYK

31820 S. STATELINE RD

CHARLIE VANGEMERT

31820 S. STATELINE RD