

Official Proceedings of the Washington Township Board of Trustees

June 5, 2023

**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 **May** 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 and Highway Commissioner Mike Smith

Approval of the Board of Trustees Meeting Minutes Dated May 1, 2023:

Supervisor Stanula asked if there were any corrections or additions to the May 1, 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 May 1, 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). There were no questions regarding his report.
2. **Assessor** – Assessor Peters is out of town. Peters asked Clerk Burgess to report that 128 residents attended the May 25th Exemption Event that was hosted by the county at the Washington Township Center. Peters also assisted 107 residents with their applications prior to the event.
3. **Clerk** – Clerk Burgess reported 65 residents attended the Spring Breakfast on May 13 and 50 attended Senior Movie Night on May 17. Burgess also received two FOIA requests in May, which have been completed. An email has been sent to Will County asking if a Hazardous Waste and Electronics Event can be scheduled at the Washington Township Center in the near future. The last event in our area was held prior to 2019.

Burgess is also meeting with the Beecher Fire Department to discuss a joint “health fair” event. This event would be in conjunction with the annual blood drive and would include blood pressure checks, and flu shots. The Beecher Lion’s Club may also be included if the Illinois Lions Club Hearing bus is available.

4. Supervisor's Report – Supervisor Stanula reported that Tadpole's Landscaping has completed pulling weeds and added more mulch to the new landscaping at the township center at a cost of approximately \$1,500.
5. Trustees Report – No report.
6. Transportation Report – Will Ride provided 73 trips in January and 61 trips in February at a total cost of **\$2,852.31**. The Township's Dial-a-Ride service provided 38 trips in April.
7. General Assistance Report – There was one Emergency Assistance disbursement in May in the amount of \$487.91.
8. Decennial Committee Report – The Board will be considering the passage of a Washington Township Sexual Harassment Policy and Whistleblower Policy at tonight's meeting. Both of these policies are part of the findings from the Decennial Committee. Supervisor Stanula is looking for a sexual harassment training program.

OLD BUSINESS:

1. Consideration and Approval of Revised Washington Township Employee Handbook – Township attorney Tom Knuth has agreed to review the proposed Employee Handbook. The Clerk will forward the proposed handbook to Knuth.
2. Consideration and Approval of the 2023-2024 Town Budget Ordinance #23-01 – There were no additional questions or comments regarding the budget that was discussed at the earlier hearing. Supervisor Stanula asked for a motion to approve the budget.

MOTION:

Trustee Heldt made a motion to approve Town Budget Ordinance #23-01 as presented. Trustee Herlitz seconded the motion. There was no discussion on the motion. **Motion passed 5-0 by roll call vote.**

3. Consideration and Approval of Washington Township Center Roof Repairs Bids – The lowest bid for the roof repair project was for \$109,000 and that included adding a substructure to the roof before the shingles could be applied. Supervisor Stanula said it was a very expensive solution for a 30-year roof and suggested the Board reconsider the option to apply a rubberized / silicone coating to the roof, which was originally estimated at \$40,000. Stanula said he spoke to a vendor regarding the process and had a sample for the Board to examine. The process requires that two coats of the coating are applied after all screws have been checked and covered with putty and a membrane has been installed over the roof. This roof would be guaranteed for 25 years and Stanula believed this option still offers a good warranty and is less than half of the price of the current shingled roof bids. The rubber coating comes in different colors and will move as the roof expands and contracts with the seasonal weather conditions.

Trustee Herlitz asked if the current group of bidders were capable of providing this roofing option and Stanula wasn't sure, but he has contacted the vendors to explain that the bid process approval is still under review by the Board. If the Board chose to rebid the project for the rubberized roofing system, a new bid specification would need to be written and the bid notice would have to be republished in the paper. The Board would first need to reject all current bids before moving forward.

Trustee Heldt said she did some research on this roofing system and it is designed to stop leaks on metal roofs. She believed it was a good alternative when you consider the lower cost still offers a 25-year warranty coverage.

MOTION:

Trustee Herlitz made a motion to reject all current roof repair bids and to rebid the project with specifications to utilize a spray on rubberized / silicone roof system. Trustee Heldt seconded the motion.

Discussion: Supervisor Stanula will be responsible for contacting the existing bidders of the Board's decision to reject the current bids and rebid the project for the roof coating option. Stanula will also write the new bid specification sheet and give it to the Clerk to be published in the paper.

Motion passed 5-0 by roll call vote.

NEW BUSINESS:

1. Consideration and Approval of Pending Zoning Applications – There were no new zoning requests or applications to address.
2. Consideration and Approval of Washington Township Sexual Harassment Policy – The Board received the proposed Sexual Harassment Policy several days prior to the meeting so they had an opportunity to review it prior to the meeting. The policy was provided by the Township Officials of Illinois. If passed the policy would be an addendum to the Employee Handbook.

MOTION:

Trustee Obradovich made a motion to approve the "Washington Township Policy Prohibiting Sexual Harassment" dated June 5, 2023, as presented. Trustee Heldt seconded the motion. There was no discussion on the motion. **Motion passed 5-0 unanimously by voice vote.**

3. Consideration and Approval of Resolution #23-01 - A Resolution Adopting a Whistleblower Protection Policy Washington Township, Will County, IL - The Board received the proposed Resolution #23-01 Adopting a Whistleblower Protection Policy several days prior to the meeting so they had an opportunity to review it prior to the meeting. If passed the policy would be an addendum to the Employee Handbook.

MOTION:

Trustee Heldt made a motion to approve Resolution #23-01 - A Resolution Adopting a Whistleblower Protection Policy Washington Township, Will County, IL, as presented. Trustee Peterson seconded the motion. There was no discussion on the motion.
Motion passed 5-0 unanimously by voice vote.

PAYMENT OF BILLS:

Insurance Fund Bills

There was one expenditure from the Insurance fund in **May** in the amount of **\$9,109** to pay TOIRMA for the township's annual insurance premium.

MOTION:

Trustee Obradovich made a motion to authorize payment from the Insurance Fund for the month of **May** totaling **\$9,109**. 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 was one Emergency Assistance payment from General Assistance in **May** totaling **\$487.91**. There were no questions regarding the bill.

MOTION:

Trustee Herlitz made a motion to authorize payment of **\$487.91** from the General Assistance Account. 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 **May** bills as prepared by Commissioner Mike Smith and presented by the Clerk. There were no questions regarding the bills.

MOTION:

Trustee Peterson 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 **May** totaling **\$83,028.13**. 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 **May** bills as reviewed by the Supervisor and presented by the Clerk. The Senior Spring Breakfast overall attendance was much lower than expected and the events attendance has been trending down. This has resulted in a higher per plate cost than expected. Supervisor Stanula suggested offering a raffle prize at the event in an attempt to increase attendance. The winner would need to be present to win.

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 **May** totaling **\$17,904.00**. Trustee Obradovich seconded the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote.

Road District Stone, Oil and Asphalt Bid Opening

Highway Commissioner Mike Smith has received to stone bids, one road oil bid and no asphalt bids.

- **Asphalt** – No bids were received.
- **HFE-90 Oil** - Tri-State Asphalt bid \$2.45 / gallon FOB OR \$2.57 / gallon delivered for road oil. Commissioner Smith accepted the bid from Tri-State.
- **Stone Bids for CA6 or CA10**
 - 1) Prairie Materials bid \$8.45 / ton FOB for CA6 stone.
 - 2) Vulcan Materials bid \$9.95 / ton FOB for CM10 stone.

Commissioner Smith accepted the bid from Prairie Materials.

Upcoming Seminars and Meetings

- **July 6** - Monthly Board Meeting @ 7 pm at the Washington Township Center

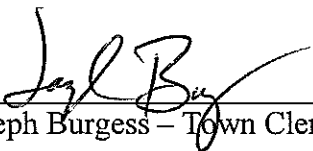
Announcements:

- **June 14** – Senior Movie Night @ 6:30 pm at the Washington Township Center
- **June 20** – Senior Bus Trip – Chicago White Sox Baseball Game

Adjournment:

Being no additional business to discuss, Trustee Herlitz made a motion to adjourn the meeting. Trustee Heldt seconded the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote. The Board Meeting adjourned at **7:47 pm**.

Respectfully submitted,



 Joseph Burgess – Town Clerk

Approved by Board of Trustees: 7/6/2023

Washington Township

Highway Department

30200 Town Center Dr.

Beecher, Illinois 60401

708- 946-6459 Fax 708-946-6459

Michael Smith Highway Commissioner

1. The trailer for the mini has been delivered. We have a crew on ditches and culverts weekly.
2. We are just about done hauling in seal coat chips. If all goes as planned we will begin tar and chip by the end of the month.
3. Now that stone bids are in, we will begin hauling stone on our Corning Road project.
4. Ongoing work mowing, tree trimming, and patching.

Michael Smith

Highway Commissioner



G/A

30200 Town Center Rd
Beecher, IL 60401

Supervisor No dis April 2023

Michael Stanula Disbursement May \$487.91

Assessor

Mary Tamez

Highway Commissioner

Mike Smith

Clerk

Joe Burgess

Trustees

George Obradovich

Mark Herlitz

Teresa Peterson

Tracy Heldt

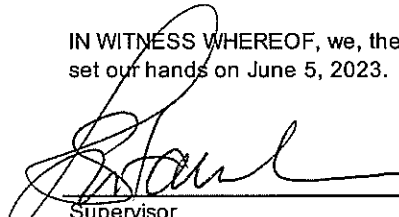
**Approved Claims - Board of Township Trustees
Insurance Fund**

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 June 5, 2023, for the purpose of auditing the Insurance Fund 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
822	5/26/23	TOIRMA	1041	2023-2024 Insurance premium	\$9,109.00
Total disbursements					\$9,109.00

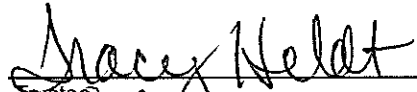
IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto set our hands on June 5, 2023.




Supervisor



Township Clerk




Trustee



Trustee



Trustee



Trustee


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

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

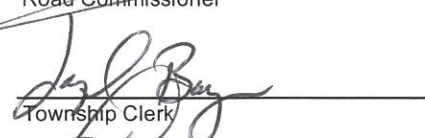
We the undersigned, comprising the Board of Trustees of Washington Township, having duly met at the Clerks office on **June 5, 2023**, for the purpose of auditing the Road & Bridge account, do hereby certify that the following claims or demands against said township were presented, and examined, were allowed at said meeting, to wit:

Claim #	Date	To Whom Allowed	Ck #	Nature of Claim	Amount
8813	5/1	Alan Luchene	9297	Reimbursement Parts for F550 - eBay	\$ 35.52
8814	5/1	NCL Government Capital	9298	Hyundai Lease down payment	\$ 500.00
8815	5/9	Quill Corporation	9299	HP printer / fax - Inv # 32039831	\$ 229.99
8816	5/9	Southwest Exurban Publishing, LLC	9300	Budget Hearing Notice - Inv # 23-382	\$ 50.00
8817	5/10	ComEd	9301	Utilities - Acct #1659047007 - Bill date - 5/1/23	\$ 339.87
8818	5/10	Beecher Hardware	9302	Supplies - Inv # A273986	\$ 41.44
8819	5/10	Walt's Foods	9303	Water - # 1041231136	\$ 45.06
8820	5/10	DeJong Equipment	9304	Parts - Inv # CR46967B	\$ 306.16
8821	5/10	Village of Beecher	9305	Equipment Fuel - 4/1/23 to 4/30/23 - Inv # 853	\$ 1,768.41
8822	5/10	Dahlberg Accounting Solutions	9306	Professional services - Inv # 206 (April)	\$ 624.00
8823	5/10	K.R.T. Concrete	9307	Concrete work on Ashland & Corning - Inv # 1001	\$ 10,000.00
8824	5/10	Shorewood Home & Auto	9308	Parts - Inv # 02-358861	\$ 78.53
8825	5/10	VCNA Prairie Material	9309	Stone - Inv # 890857722 / 890954757 / 890955320	\$ 2,510.92
8826	5/10	Gallagher Materials Corp.	9310	Processed RAP - Inv # 27757 / 27701 / 27752	\$ 474.40
8827	5/23	Southwest Exurban Publishing, LLC	9311	Bid Notices - Inv # 23-429	\$ 240.00
8828	5/23	Cintas Uniforms	9312	Uniforms - Acct # 14943430 from 4/1/23 - 4/30/23	\$ 466.04
8829	5/23	John Deere Credit	9313	Parts - Inv # 11613793	\$ 81.82
8830	5/23	Ottosons Industries	9314	Parts - Cylinder - Inv # 1686	\$ 1,900.00
8831	5/23	AT&T	9315	Phone - Acct # 7089466459-619-2 Inv # 7089466459-05	\$ 260.62
8832	5/23	AT&T Mobility	9316	Wireless charges - Inv #287293840112X05092023	\$ 133.75
8833	5/23	ComEd	9317	Utilities - Acct #1659047007 - Bill date - 4/6/23	\$ 172.95
8834	5/23	Compass Minerals	9318	Road Salt - Inv # 1168673	\$ 10,954.84
8835	5/23	Surf Air Wireless	9319	Internet service - Inv # 955825	\$ 64.95
8836	5/23	East Central Hwy Commissioner Assoc.	9320	2023 Dues	\$ 40.00
8837	5/23	VCNA Prairie Material	9321	Stone - Multiple Invoices	\$ 6,436.26
8838	5/26	TOIRMA	9322	Insurance Premium - 2023 - 2024	\$ 16,333.00
8839	5/26	NICOR	9323	Acct #58285823769 / Bill date 5/11/23	\$ 2,835.27
8840	5/25	Village of Beecher	EFT	RB Health Insurance - Inv # 2023-05	\$ 5,355.04
8841	5/26	May Payroll - QuickBooks	Misc	Payroll, IMRF & other government payroll liabilities	\$ 20,749.29
				Total disbursements	\$ 83,028.13

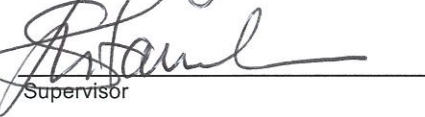
IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto set our hands on **June 5, 2023**.




Road Commissioner



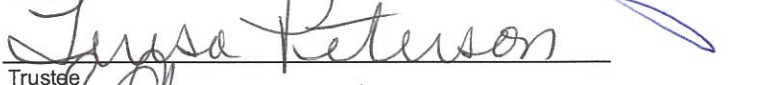
Township Clerk



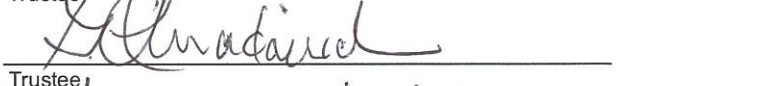
Supervisor



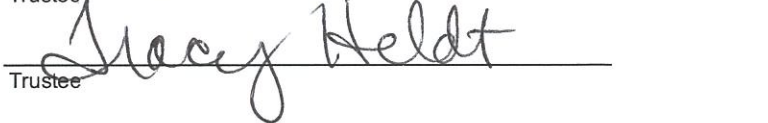
Trustee



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 **June 5, 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:

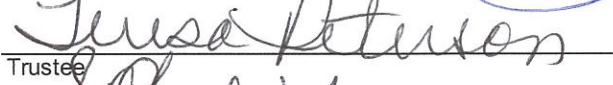
Claim #	Date	To Whom Allowed	CK	Nature of Claim	Amount
6204	5/1	Joe Burgess	8955	Reimbursement for Senior Breakfast supplies (GFS)	\$ 262.49
6205	5/9	Elmer & Son Locksmith	8956	2 Keys - Inv # 406244	\$ 36.00
6206	5/9	Martin Whalen Office Solutions	8957	Annual Contract - Inv # IN4415182	\$ 1,314.56
6207	5/9	Village of Beecher	8958	Bus fuel - 4/1/23 to 4/30/23 - Inv # 852	\$ 58.97
6208	5/9	Dahlberg Accounting Solutions	8959	Professional services (April) - Inv # 205	\$ 580.00
6209	5/9	Will County Treasurer	8960	Tax - Drainage District #3	\$ 15.84
6210	5/9	Comcast	8961	Internet and Cable # 10295 - Bill date - 4/24/23	\$ 290.41
6211	5/9	Spectrotel	8962	Phone service - Acct # 343999 - Inv # 11530011	\$ 211.84
6212	5/9	Pace Vanpool	8963	Monthly Van rental - Inv # 619663	\$ 100.00
6213	5/9	Scrementi's Restaurant	8964	Senior Breakfast catering	\$ 1,088.00
6214	5/9	Quill Corporation	8965	Office supplies - Inv # 32039831	\$ 407.87
6215	5/9	Southwest Exurban Publishing LLC	8966	Publish Budget Hearing - Inv # 23-382	\$ 55.00
NA	5/9	VOID CHECK	8967	VOID	\$ -
NA	5/9	VOID CHECK	8968	VOID	\$ -
6216	5/9	Walt's Foods	8969	Senior items - Beecher Fire Department presentation	\$ 187.24
6217	5/23	Joliet Slammers	8970	10 Tickets to May 30 Slammers Game	\$ 100.00
6218	5/23	ComEd	8971	Electric bill - Acct # 4341116018 - Bill date 5/1/23	\$ 192.68
6219	5/23	NICOR	8972	Utilities gas - #55877029193 - Bill date - 5/11/23	\$ 355.45
6220	5/23	S&K Security	8973	Replaced battery in panel - Inv # 141208	\$ 205.00
6221	5/23	BMS Lawn Care	8974	Lawn care services - Inv # 10156	\$ 35.00
6222	5/23	Joe Burgess	8975	Reimbursement for Breakfast / Dunkin & Dollar General	\$ 73.94
6223	5/23	Will Ride	8976	Transportation - Jan - 2023 (73 rides) FEB (61)	\$ 2,852.31
6224	5/15	Intuit Software	EFT	ACH payroll charges	\$ 70.20
6225	5/26	May Payroll - QuickBooks	Debit	ALL payroll, IMRF & other government payroll liabilities	\$ 9,411.20
TOTAL ALL DISBURSEMENTS					\$17,904.00

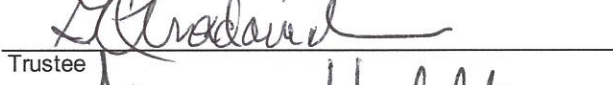
IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto set our hands on **June 5, 2023**.



Township Supervisor


Township Clerk


Trustee


Trustee


Trustee


Trustee

Washington Township Board Meeting
June 5, 2023 - 7:00 pm
Meeting Agenda

Call to Order / Roll Call

Pledge of Allegiance

Approval of Board Meeting Minutes Dated May 1, 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. Consideration and Approval of the 2023-2024 Town Budget -- Ordinance #23-01
3. Consideration and Approval of Washington Township Center Roof Repair Bids

New Business

1. Consideration and Approval of Pending Zoning Applications
2. Consideration and Approval of Washington Township Sexual Harassment Policy
3. Consideration and Approval of Resolution #23-01 - A Resolution Adopting a Whistleblower Protection Policy Washington Township, Will County, IL

Payment of Bills

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

Upcoming Seminars and Meetings

- **July 6** – Monthly Board Meeting @ 7 pm (Thursday)

Announcements

- **June 14** – Senior Movie Night @ 6:30 pm
- **June 20** – Senior Bus Trip – Chicago White Sox 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.

