

Official Proceedings of the Washington Township Board of Trustees
December 4, 2023
Washington Township Center
30200 Town Center Road, Beecher, IL

Supervisor Stanula called the meeting to order at **7:00 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:** Tracy Heldt, Teresa Peterson, George Obradovich, Mark Herlitz

Absent: None

Other Officials present:

Clerk Joe Burgess and Assessor Pat Peters

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

Supervisor Stanula asked if there were any corrections or additions to the November 6, 2023, Board meeting minutes as presented. Being none, he asked for a motion to approve the minutes.

Motion:

Trustee Heldt made a motion to approve the minutes of the November 6, 2023, 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 was not in attendance but left a written report (attached). Supervisor Stanula read his report and there were no questions or discussion regarding the report.
2. **Assessor** - Assessor Peters reported that Clerk Burgess received the "William Z. Ahrends" Clerk of the Year award at the annual TOI conference as presented by the Clerk's division. She said the conference was well attended and offered many good educational sessions. Her office has been getting busier recently as many people who turned 65 this year are calling and asking about Senior Citizen exemptions. She has attended most of the township events this year and has been impressed with the turnouts and how well run the events have been.
3. **Clerk** - Clerk Burgess reported 25 seniors attended the movie night on November 15th. The Clerk attended a "Records Retention" session at the TOI Conference and his office (and the Assessor's Office) have many old records that can be legally disposed of; however, he said it was recommended that the Board consider passing a "Record Retention Policy" prior to filing the required paperwork with the state to dispose of the records. There are certain records such as minutes that must be kept "forever" but most correspondence can be

discarded after certain time periods as set forth by state statute. The Clerk and Assessor will contact the local regional records authority for assistance and clarification.

The Senior Holiday Dinner will be on December 12 at 5:30 pm at the Beecher Amvet Hall. Setup for the event will occur on Monday, December 11th.

4. Supervisor's Report - Supervisor Stanula reported the township received the reimbursement check for the new refrigerator purchased for the Food Pantry. The reimbursement was part of the Will County grant awarded to the township through the American Rescue Act. His next objective is to replace the older faucets and handles with touchless fixtures.

The 2023 Annual Financial Report was filed with the state comptroller's office. The township passed the Village of Beecher's fire audit reinspection on December 17th. Stanula has requested drywall repairs around the front entrance door and a few office windows. The drywall has become damaged due to condensation occurring around the glass doors and windows.

A Pace audit was performed in November and the audit went well with a few minor recommendations that have been addressed.

5. Trustees Report - No report.
6. Transportation Report - The Township's Dial-a-Ride service provided 50 trips in November. There was a discussion to consider adding another day (Monday) to the service as there has been an increase in calls. The additional day could create the need for a second part-time person in the office two days a week while the bus is out for the day.
7. General Assistance Report - There were no new cases for General Assistance in November.
8. Community Building - There is a set of stairs behind the stage that need to be rebuilt and a few tiles on the kitchen floor may also need to be replaced. The Board of Managers are addressing these issues.

OLD BUSINESS:

1. Consideration and Approval of Revised Washington Township Employee Handbook - The handbook is still being reviewed by the township's attorney. Clerk Burgess said based on information he received from the TOI Conference; the township's "Social Media Policy" section may need to be reviewed prior to approving the handbook.
2. Website Upgrades - Clerk Burgess has been in discussion with a vendor regarding upgrading the website. Any revisions will depend on pricing and if approved, the updates would not occur until next year and all costs would be included in next year's budget.

NEW BUSINESS:

1. Consideration and Approval of Pending Zoning Applications - There were no new zoning cases in November.

2. Community Calendar – Clerk Burgess has been in discussion with Chris Russell regarding the development of a Community Calendar phone app. Russell is currently working on a similar application and sent “screen shots” of the application, which Burgess shared with the Board. Pricing is still being determined but the Board agreed the app would be a benefit for the community and allowed Burgess to keep pursuing additional information. If the app performs as described, it could be presented to other local taxing bodies to offer them the opportunity to utilize it and share in the costs associated with development and monthly maintenance fees. An intergovernmental agreement would be requested for all entities who wish to participate with the application.
3. Review Public Commentary Policy (2011) – The Public Commentary policy was due for review as part of the Board’s effort to review township policies. Although there have not been any major issues there have been some disruptions when guests are talking outside of scheduled public commentary, Trustee Heldt suggested that the current policy should be updated to also include adding a reasonable time limit (3-5 minutes) for commentary and requesting that all commentary stays on topic, especially when there are multiple people wishing to speak on the same topic. This would allow time for reasonable commentary within the limits of the Open Meeting Act. She also requested the policy be attached to the agenda, so visitors have easy access to the guidelines as set forth by the policy. The goal is to ensure public commentary is only done as specified on the agenda and to eliminate comments from disrupting the meeting after commentary has been closed. Trustee Obradovich agreed with the changes but said being “diplomatic”, “kind” and being open to the comments will also reduce any issues because people deserve to be heard. The Board will review the current policy and proposed updates will be discussed as needed. All final changes to the policy will require review by the township’s attorney.

Commentary regarding zoning requests can sometimes take considerable time and the Supervisor would have the authority to allow for longer commentary as needed.

4. Review Expense & Travel Reimbursement Policy (2008) – The current “Travel Policy” requires some clarification, and it was recommended to also add the requirements for non-travel reimbursements, so any reimbursement is now properly addressed in one policy. The revision would also include exhibits of the necessary forms required to be completed requesting a reimbursement. The revised policy was reviewed by the Board and the changes were received as necessary. The Board will continue to review the proposed policy and consider it at the January meeting.
5. Review KGG LLC Qualification Information - The law firm of KGG LLC sent the Supervisor a qualification letter that was shared with the Board as part of their “Board” packet. The township’s current attorney is retiring, and the township will need new legal counsel. KGG is a larger firm located in Joliet and is well versed in township and local laws. The Board asked the Supervisor to request an engagement letter to review pricing and other details regarding their services.
6. Review of Accounting Guidelines – The townships 2022-2023 annual audit went very well and there was a recommendation from Sikich to “formally document the controls in place”.

The township has a control document; however, it should be reviewed by the Board to ensure all procedures are still current. The document will also be sent to our accountant for review for his professional opinion. The Board discussed reviewing the process for recording cash donations to the Food Pantry and reimbursements for senior trips. There was also conversation regarding the purpose of an older resolution that allows for the Supervisor to pay certain reoccurring bills. The resolution was created to pay reoccurring bills to prevent any disruption of services and eliminating the possibility of receiving any past due fees. The guidelines will be available for discussion at the January meeting.

The Board also discussed if spending limits should be reviewed or if a purchase order (PO) system should be initiated. Supervisor Stanula was not in favor of utilizing a PO system because excessive spending has not been an issue.

PAYMENT OF BILLS:

Road & Bridge Bills

The board reviewed the Road District's **November** bills as prepared by Commissioner Mike Smith and presented by the Clerk. Trustee Herlitz questioned a \$10,000 bill to replace a garage door on the wash bay and asked if the bill was to be split between the village and the school district. Commissioner Smith was not in attendance and there was discussion to withhold payment until clarification on who is responsible for the bill. The Board decided to pay the vendor and a reimbursement request would be sent if needed.

MOTION:

Trustee Obradovich 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 **November** totaling **\$39,432.16**. 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 **November** 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 **November** totaling **\$17,233.71**. Trustee Peterson seconded the motion. There was no discussion on the motion and the motion was unanimously approved by voice vote.

Upcoming Seminars and Meetings

- **January 4, 2024** - Monthly Board Meeting @ 7 pm at the Washington Township Center


Announcements:

- **December 12** – Senior Holiday Dinner – 5:30 pm at the Beecher Amvet Hall

Adjournment:

Being no additional business to discuss, Trustee Obradovich 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 **8:51 pm**.

Respectfully submitted,



Joseph Burgess - Town Clerk

Approved by Board of Trustees: 1/4/2024

Washington Township

Highway Department

30200 Town Center Dr.

Beecher, Illinois 60401

708- 946-6459 Fax 708-946-6459

Michael Smith Highway Commissioner

1. We are working on mowing and tree trimming.
2. Snow removal equipment has been gone through and serviced.
3. We are taking advantage of the mild weather and doing ditch work and culvert replacements that were scheduled for spring.

Michael Smith

Highway Commissioner

Pace's Drug and Alcohol Testing Program Audit Report

Project Name: *Washington Township*
10/30/2023

Date of Audit:

There are **1** findings of non-compliance with the Federal Transit Administration drug and alcohol testing regulations.

Finding# 1: A review of your records indicate that you are not complying with the following Federal Transit Administration Drug and Alcohol Testing Regulation.

Question: Federally required tests and testing has priority and is separate from non-DOT testing.

DOT Rule Requirement: Section 40.13 "(a) DOT tests must be completely separate from non-DOT tests in all respects.

(b) DOT tests must take priority and must be conducted and completed before a non-DOT test is begun. For example, you must discard any excess urine left over from a DOT test and collect a separate void for the subsequent non-DOT test."

Corrective Action: In response to this finding, submit to Pace a description of the procedures your project has implemented to consistently comply with this DOT rule requirement.

Auditor's Additional Comments:

Instructed Tammy how to insert tabs to separate the files, conducted Transportation Coordinator Training, and went over guidelines of the program that van is to be used to transport passengers. No personal use allowed with this program.

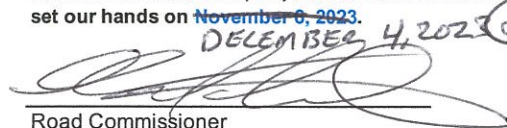
**Approved Claims - Board of Township Trustees
Road & Bridge Account**

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

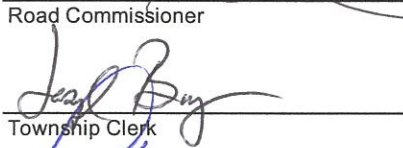
We the undersigned, comprising the Board of Trustees of Washington Township, having duly met at the Clerks office on **December 4, 2023**, for the purpose of auditing the Road & Bridge account, do hereby certify that the following claims or demands against said township were presented, and examined, were allowed at said meeting, to wit:

Claim #	Date	To Whom Allowed	Ck #	Nature of Claim	Amount
8952	11/6	Dahlberg Accounting Solutions	9427	Professional services - Inv # 246 (October)	\$ 400.00
8953	11/6	RP Lumber	9428	Supplies - Inv # 1676337	\$ 22.97
8954	11/6	Lowell NAPA	9429	Parts - Inv #	\$ 155.59
8955	11/6	Village of Beecher	9430	Equipment Fuel - 10/1/23 to 10/31/23 - Inv # 896	\$ 1,911.22
8956	11/6	ComEd	9431	Utilities - Acct #1659047007 - Bill date - 10/27/23	\$ 186.93
8957	11/6	Wal's Foods	9432	Water - Inv # 3093171337	\$ 78.33
8958	11/6	Gallagher Materials Corp.	9433	Asphalt - Inv # 29063 / 291156 / 29203 / 29464 / 29503 / 29530 / 29784 / 29881	\$ 2,306.80
8959	11/20	Surf Air Wireless	9434	Internet service - Acct # 93011007437 / 11/1/23	\$ 64.95
8960	11/20	AT&T Mobility	9435	Wireless charges - Inv #287293840112X 11092023	\$ 232.36
8961	11/20	AT&T	9436	Phone - Acct # 7089466459-619-2 Inv # 7089466459-11	\$ 280.14
8962	11/20	M&K Truck Center	9437	Parts - Inv # 18476SC	\$ 100.00
8963	11/20	Cintas Uniforms	9438	Uniforms - Acct # 14943430 from 10/1/23 - 10/31/23	\$ 543.12
8964	11/20	Murray Overhead Doors	9439	Repair wash bay doors	\$ 10,205.00
8965	11/25	Village of Beecher	EFT	RB Health Insurance - Inv # 2023-11	\$ 5,703.02
8966	11/24	November Payroll - QuickBooks	Misc	Payroll, IMRF & other government payroll liabilities	\$ 17,241.73
Total disbursements					\$ 39,432.16

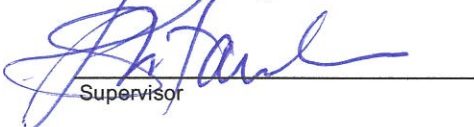
IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto set our hands on **November 6, 2023**.

DECEMBER 4, 2023


Road Commissioner



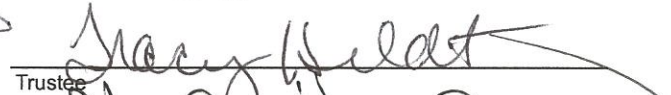
Township Clerk



Supervisor



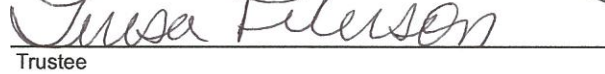
Trustee



Trustee



Trustee



Trustee


Approved Claims - Board of Township Trustees
Town Account

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

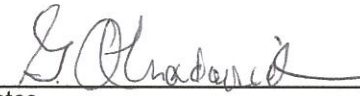
We the undersigned, comprising the Board of Trustees of Washington Township, having duly met at the Township office on **December 4, 2023**, for the purpose of auditing Town accounts, do hereby certify that the following claims or demands against said township were presented, and examined, were allowed at said meeting, to wit:

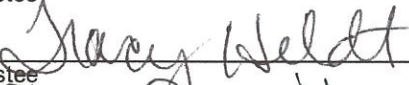
Claim #	Date	To Whom Allowed	CK	Nature of Claim	Amount
6339	11/8	Tammy Hitzelburger	9080	Reimbursement for GA classes, TOI breakfast & supplies	\$ 308.62
6340	11/8	Joe Burgess	9081	Reimbursement - Health Fair food & Sounds of Seasons" tickets	\$ 292.38
6341	11/6	Spectrotel	9082	Phone service - Acct # 343999 - Inv # 11872681	\$ 208.10
6342	11/6	Dahlberg Accounting Solutions	9083	Professional services (Oct) - Inv # 245	\$ 500.00
6343	11/6	ComEd	9084	Electric bill - Acct # 4341116018 - Bill date 10/27/23	\$ 267.53
6344	11/6	Comcast	9085	Internet and Cable # 10295 - Bill date - 10/24/23	\$ 302.22
6345	11/6	Walt's Foods	9086	Senior events	\$ 655.97
6346	11/6	Vernon & Maz, Inc	9087	Logo table cloth - Inv # 49651	\$ 285.00
6347	11/20	Metro Power, Inc	9088	Annual PM Service - Inv # 14348	\$ 821.25
6348	11/20	BMS Lawn Care	9089	Lawn care services - Inv # 11827	\$ 70.00
6349	11/20	NICOR	9090	Utilities gas - #55877029193 - Bill date - 11/8/23	\$ 142.77
6350	11/20	Area Salt & Chemical	9091	Replace water softener - Inv # 287598	\$ 1,627.00
6351	11/20	Quill Corporation	9092	Office supplies - Multiple invoices	\$ 470.97
6352	11/20	Patricia Peters	9093	Reimbursement for TOI Conference travel expenses	\$ 288.20
6353	11/20	Joe Burgess	9094	Reimbursement for TOI Conference travel expenses & supplies	\$ 522.13
6354	11/20	Tammy Hitzelburger	9095	Reimbursement for TOI Conference travel expenses	\$ 274.97
6355	11/15	Intuit Software	EFT	ACH payroll charges	\$ 576.72
6356	11/24	November Payroll - QuickBooks	Debit	ALL payroll, IMRF & other government payroll liabilities	\$ 9,619.88
TOTAL ALL DISBURSEMENTS					\$17,233.71

IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto set our hands on **December 4, 2023**.


Township Supervisor


Township Clerk


Trustee


Trustee


Trustee


Trustee

**Washington Township Board Meeting
December 4, 2023 - 7:00 pm
Meeting Agenda**

Call to Order / Roll Call

Pledge of Allegiance

Approval of Board Meeting Minutes Dated November 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. Website Upgrades
- 3.

New Business

1. Consideration and Approval of Pending Zoning Applications
2. Community Calendar Application
3. Review Public Commentary Policy (2011)
4. Review Expense & Travel Reimbursement Policy (2008)
5. Review KGG LCC Qualification Information

Payment of Bills

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

Upcoming Seminars and Meetings

- **January 4, 2024** – Monthly Board Meeting @ 7 pm

Announcements

- **December 6, 2023** – Mental Health Crisis Meeting - 7 pm @ Washington Township Center
- **January 17, 2024** - Pizza & Movie Matinee @ 12:30 pm - WTC

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.

