

**Official Proceedings of the Washington Township Board of Trustees**  
**October 7, 2024**  
**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 **September** 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:** Teresa Peterson & Tracy Heldt

**Absent:** George Obradovich & Mark Herlitz

**Other Officials present:**

Assessor Pat Peters and Highway Commissioner Mike Smith

**Approval of the Board of Trustees Meeting Minutes Dated September 4, 2024:**

Supervisor Stanula asked if there were any corrections or additions to the September 4, 2024, 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 September 4, 2024, 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 reviewed his written report (attached).
2. Assessor – Assessor Peters had no report.
3. Clerk – Clerk Burgess was not in attendance but submitted a written report (attached) to the Supervisor. Supervisor Stanula read the report to the Board.
4. Supervisor's Report – All Right Sign has ordered the new LED message board.
5. Trustees Report – No report.
6. Transportation Report – Supervisor Stanula read the attached Transportation Report to the Board.
7. General Assistance Report – There were no new General Assistance cases or payouts in September.

**OLD BUSINESS:**

1. Consideration and Approval of Revised Washington Township Employee Handbook - The handbook is still being reviewed by the township's legal counsel.

2. Township Recycling and Refuse Plan Discussion – There was no action on this item.

### **NEW BUSINESS:**

1. Consideration and Approval of Pending Zoning Applications – There were no new zoning cases to consider in September.
2. Consideration and Approval of 2024 Town Levy Ordinance – There was no action taken on this item.
3. Consideration and Approval of 2024 Road & Bridge Levy Ordinance – There was no action taken on this item.
4. Consideration and Approval of “A Resolution Setting Compensation of Township Officials for The Four-Year Term Beginning May 19, 2025” (Assessor January 1, 2026) – There was no discussion on compensation resolution, but it will be discussed at the November meeting. Compensation for the next board must be approved on or before November 20<sup>th</sup>.

### **PAYMENT OF BILLS:**

#### **Town Account (including Transportation Fund)**

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

#### **MOTION:**

Trustee Heldt made a motion to authorize payment of all applicable payroll, bills, debits, and appropriate transfers from the Town Account for the month of **September** totaling **\$30,464.03**. 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 **September** bills as presented by Commissioner Mike Smith.

#### **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 **September** totaling **\$77,346.26**. Trustee Heldt seconded the motion. There was no discussion on the motion and the motion was **unanimously approved by voice vote**.

#### **Upcoming Seminars and Meetings**

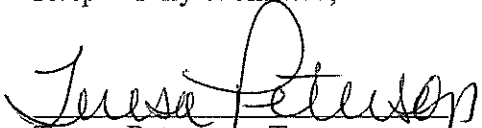
- **November 4, 2024** - Monthly Board Meeting @ 7 pm at the Washington Township Center

**Announcements:** None

**Adjournment:**

Being no additional business to discuss, Trustee Heldt 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 **7:17 pm**.

Respectfully submitted,

  
Teresa Peterson – Trustee

Approved by Board of Trustees: 11/04/2024

# Washington Township

## Highway Department

30200 Town Center Dr.

Beecher, Illinois 60401

708- 946-6459 Fax 708-946-6459

**Michael Smith Highway Commissioner**

1. Working on fall mowing.
2. Working on shoulder stone/shoulder dirt.
3. We will be hauling and tailgating maintenance stone after we finish shoulders.

*Michael Smith*

**Highway Commissioner**

## Clerk's Report – October 7, 2024

- I will finish working on the Fall Newsletter as soon as I return from vacation. I have reviewed and edited (as necessary) all articles at this point and it will just take a few hours to finalize the newsletter and get it sent out to the printers. It will most likely be mailed out around October 18. Thank you to everyone who submitted an article!
- The Senior Fall Breakfast is Saturday, October 19 at 8:30 am. We will set up on Friday, October 18 at 3:30 PM if anyone is available to help. We are setting up for 100 people.
- Early Voting will run from October 21 – October 26 AND from October 28 - November 1. We have one Saturday scheduled (Oct 26) and two dates with extended hour until 5 PM (October 28 & 29). I will assist with voting, and we will also utilize Mike Fuhrmann as well. During the 2020 Presidential Election, nearly 1200 people voted early. If we repeat those numbers, we will average 100 voters per day.



Respectfully,  
Joe Burgess - Clerk

# Locally Based/Municipal Vehicle Program Monthly Expense Report

Agency: Washington Township

Month Reported: Sept 2024

Please use this report to record any **Passenger Fares** collected as well as any **Expenses** incurred by your agency during the month directly related to the operation of your Pace Community Transit Program. If completely accurate information is not available for certain categories, good estimates may be used. *Please submit one report for your agency for each month.*

Submit this report to Marty Duke in the Vanpool Office no later than the 5<sup>th</sup> of the month for the previous month. A \$25 late fee may be assessed to your agency for any reports that are not received by the 5<sup>th</sup> of the month.

E-mail address: [martin.duke@pacebus.com](mailto:martin.duke@pacebus.com)

Fax number: (847) 228-2309

<b>PASSENGER FARES COLLECTED:</b>	<b>\$72.00</b>
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EXPENSE	TOTAL
<b>Labor</b> - Expenses related to the employment of staff in connection with the Vehicle Program. This includes, wages, salaries, paid absences and fringe benefits, such as pension contributions, Social Security payment, Workmen's Compensation Insurance, and Unemployment Insurance. Amounts recorded relate to work hours of direct service. <i>Include both drivers and administration staff.</i>	<b>\$693.75</b>
<b>Services</b> - Expenses for services incurred by the agency for the operation of Pace Vehicle Program. This includes driver physicals and drug/alcohol testing, vehicle maintenance, vehicle washing and detailing, and cellular phone service. These figures should be accurate based on receipts for services obtained. <i>Do not include maintenance charged to the Pace provided Vehicle Maintenance Guide. (if applicable)</i>	
<b>Fuel:</b> - Fuel purchased for the operation of the Pace vehicle(s). This figure should be accurate based on fuel receipts obtained.	
<b>Insurance:</b> - Insurance cost to Municipality to insure the Pace vehicle(s) that are used in the Community Transit Program.	<b>\$0.00</b>
<b>Supplies</b> - Expenses for supplies incurred by the agency for the operation of the Pace Vehicle Program. This includes clip boards, air fresheners, and cleaning supplies.	
<b>Other</b> - Expenses related to the Pace Vehicle Program which cannot be placed in any of the other categories. This may include utilities and lease/rent directly related to the program.	<b>\$0.00</b>
<b>Vehicle Program Fee</b> - Payments made to Pace for monthly van fees. These figures should be accurate and based on the monthly statement from Pace.	<b>100.00</b>
<b>TOTAL EXPENSES</b>	<b>\$793.75</b>

*The information in this report is true and accurate to the best of my knowledge.*

Prepared by: Tammy Hitzelburger

(Signature of preparer)

Date: 10/2/2024

# Pace Locally Based/Municipal Vehicle Program Monthly Report

Month Reporting: Sep-24

Agency Name, Township of: WASHINGTON TOWNSHIP

Address: 30200 TOWN CENTER RD

City: BEECHER State: IL Zip Code: 60401

## Monthly Report Checklist:

- Completed the Monthly Mileage and Usage Section (**page1**)
- Completed the Monthly Vehicle Inspection Report (**page2**)
- Completed the Ridership Log and e-mailed or faxed to Pace Service Analysis by the 5th
- Completed the Municipal Monthly Expense Report and e-mailed or faxed to the Vanpool Office
- Completed the Daily Pre-Pull Out Forms
- Completed Community Vehicle PM Form (**Community Vans Only**)
- Mailed, e-mailed or faxed all Monthly Reports to your Vanpool Service Representative by the 5th of the month

## I Usage

Total Days Van Used: 8

Total Trips Provided: 60

Usage must match Ridership Log and will be monitored

## II Mileage

	Assigned Van #	Vanpool Number
	<u>50171</u>	<u>503MN</u>
1. Ending Odometer Reading	<u>4655</u>	
2. Beginning Odometer Reading	<u>4465</u>	
3. Total Miles Traveled	<u>190</u>	= <u>190</u>

Vehicle mileage will be monitored

## III Late Fee

Add \$15.00 Late Fee - if report is post marked after 5th of current month. \_\_\_\_\_

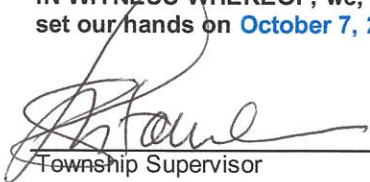
**Approved Claims - Board of Township Trustees**  
Town Account

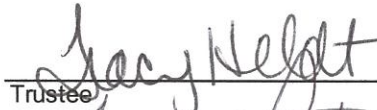
State of Illinois )  
Will County ) ss.  
Washington Township )


We the undersigned, comprising the Board of Trustees of Washington Township, having duly met at the Township office on **October 7, 2024**, 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
6553	9/6	Quill Corporation	9283	Office Supplies - Inv # 39623419 / 40038909 / 40051794	\$ 449.31
6554	9/6	Beecher Fuel Account	9284	Bus fuel - 8/1/24 to 8/31/24 - Inv # 965	\$ 61.74
6555	9/6	Bahlman Tire & Service Center	9285	Pace Bus Oil change - Inv # 17270	\$ 96.74
6556	9/6	Walt's Foods	9286	Senior Movie Night food - Inv # 5094850952 / 30709441359	\$ 81.86
6557	9/6	Pace Vanpool	9287	Monthly Van rental - Inv # 640764	\$ 100.00
6558	9/6	Spectrotel	9288	Phone service - Acct # 343999 - Inv # 12468571	\$ 208.20
6559	9/6	Southwest Exurban Publishing	9289	2025 Election Notice - Inv # 24-481	\$ 55.00
6560	9/6	Dahlberg Accounting Solutions	9290	Professional services - (Aug) - Inv # 321	\$ 750.00
6561	9/6	Joseph Burgess	9291	Paper goods, tableware for Senior Breakfast & Holiday Dinner (GFS)	\$ 357.59
6562	9/6	CASA of River Valley	9292	2024 Sponsorship	\$ 2,000.00
6563	9/24	NICOR	9293	Utilities gas - #55877029193 - Bill date - 9/10/24	\$ 93.09
6564	9/24	BMS Lawn Care	9294	Lawn care services - Inv # 13502	\$ 105.00
6565	9/24	ComEd	9295	Electric bill - Acct # 4544334000 - Bill date 8/30/24	\$ 357.09
6566	9/25	All-Right Signs	9296	Deposit for new LED Sign - Inv # 110961	\$ 9,883.59
6567	9/27	September Payroll - QuickBooks	Debit	ALL payroll, IMRF & other government payroll liabilities	\$15,864.82
<b>TOTAL ALL DISBURSEMENTS</b>					<b>\$30,464.03</b>

IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto set our hands on **October 7, 2024**.

  
\_\_\_\_\_  
Township Supervisor

  
\_\_\_\_\_  
Trustee

  
\_\_\_\_\_  
Trustee

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

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee



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

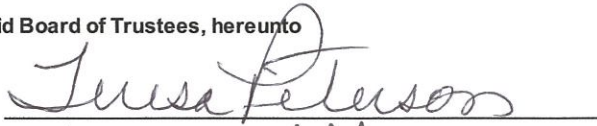
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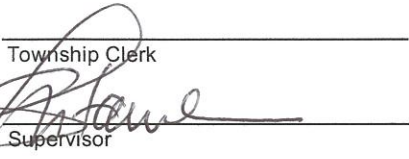
We the undersigned, comprising the Board of Trustees of  
Washington Township, having duly met at the Clerks office on **October 7, 2024**, for the  
purpose of auditing the Road & Bridge account, do hereby certify that the following claims or demands  
against said township were presented, and examined, were allowed at said meeting, to wit:

Claim #	Date	To Whom Allowed	Ck #	Nature of Claim	Amount
9141	9/6	Village of Beecher	9604	Equipment Fuel - 8/1/24 to 8/31/24 - Inv # 964	\$ 4,297.38
9142	9/6	Sharp Well Drilling	9605	Repair pit leak - Inv # 137153	\$ 350.00
9143	9/6	Great Lakes Distributing	9606	Parts & wax- Inv # 230784	\$ 156.50
9144	9/6	Dahlberg Accounting Solutions	9607	Professional services - Inv # 323 (Aug)	\$ 600.00
9145	9/6	R.P. Lumber	9608	Supplies - Inv # 2664877 / 2671610 / 2672115 / 2672534 / 2681854	\$ 305.46
9146	9/6	Tri-State Asphalt	9609	HFE-90 Oil - Inv # 5713351599	\$ 15,818.62
9147	9/6	Ottosons Hydraulic Repair	9610	Repair cylinder - Inv # 2296	\$ 487.95
9148	9/6	Wall's Foods	9611	Water - Inv # 5085531303	\$ 52.89
9149	9/6	Fowler & Son' Tree Service	9612	Tree removal (E Eagle Lake Rd) - Inv # 447	\$ 3,000.00
9150	9/6	Tifco Industries	9613	Shop supplies - Inv # 72007777 / 72003288	\$ 640.00
9151	9/24	Cintas Uniforms	9614	Uniforms - Acct # 14943430 from 8/1/24 - 8/31/24	\$ 738.24
9152	9/24	Belson Steel Center	9615	Steel - Inv # 523269	\$ 242.46
9153	9/24	DeJong Equipment	9616	Parts & Paint - Inv # CR55526 & CR59442	\$ 31.79
9154	9/24	Sluiter Auto Electric	9617	Parts - Inv # 523845	\$ 225.00
9155	9/24	M&K Truck Center	9618	Parts - Inv # 200452SC & 200688SC	\$ 1,766.62
9156	9/24	ComEd	9619	Utilities - Acct #2497892222 - Bill date - 9/3/24	\$ 260.70
9157	9/24	AT&T Mobility	9620	Wireless charges - Inv #287293840112X09092024	\$ 140.28
9158	9/24	Surf Air Wireless	9621	Internet service - Acct # 93011007437 - Bill date 9/1/24	\$ 59.95
9159	9/24	VCNA Prairie Material	9622	Stone - Inv # 891642166 / 891642364 / 891621051 / 8916207	\$ 6,004.21
9160	9/24	VCNA Prairie Material	9623	Stone - Inv # 891655417 / 891606602 / 891657871 / 891624240 / 891609977	\$ 5,484.01
9161	9/24	Vulcan Materials	9624	Stone - Inv # 1718463/ 1676307 / 1702461 / 1718951 / 1772355	\$ 3,254.13
9162	9/24	Vulcan Materials	9625	Stone - Inv # 1737889 / 1738324 / 1796788 / 1771988 / 1772394 / 1796567	\$ 4,991.68
9163	9/25	Village of Beecher	EFT	RB Health Insurance - Inv # 2024-09	\$ 5,775.88
9164	9/27	September Payroll - QuickBooks	Misc.	Payroll, IMRF & other government payroll liabilities	\$ 22,662.51
<b>Total disbursements</b>					<b>\$ 77,346.26</b>

IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto  
set our hands on **October 7, 2024**.

  
Road Commissioner

  
Teresa Peterson  
Trustee

  
Supervisor

Trustee  
Trustee

**Washington Township Board Meeting  
October 7, 2024 - 7:00 pm  
Meeting Agenda**

**Call to Order / Roll Call**

**Pledge of Allegiance**

**Approval of Board Meeting Minutes Dated September 4, 2024**

**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. Township Recycling and Refuse Plan Discussion
3. Consideration and Approval of 2024 Town Levy Ordinance
4. Consideration and Approval of 2024 Road & Bridge Levy Ordinance
5. Consideration and Approval of "A Resolution Setting Compensation of Township Officials for The Four-Year Term Beginning May 19, 2025" (Assessor January 1, 2026)

**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**

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

**Announcements**

- **Oct 19, 2024** – Senior Fall Breakfast

**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 708-946-2026.

**The Washington Township Public Commentary Policy will be followed and is printed on back of the agenda.**

**A CLOSED (EXECUTIVE) SESSION MAY BE HELD AT ANY POINT DURING THE MEETING.**

Washington Township Board Meeting

7:00 PM

October 7, 2024

By checking the Public Commentary "box" you are agreeing to abide by the Washington Township Public Commentary Policy as printed on the back of the Meeting Agenda.

Guest Sign-in Sheet

Please CHECK here if you have Pubic Commentary

PLEASE PRINT NAME

ADDRESS

JULIE WEFKOZYK

31820 SOUTH STATELINE Rd

CHARLIE VAN GEMERT