

Official Proceedings of the Washington Township Board of Trustees
December 2, 2024
Washington Township Center
30200 Town Center Road, Beecher, IL

Supervisor Stanula called the meeting to order at **7:01 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:** Teresa Peterson, Tracy Heldt & Mark Herlitz

Absent: George Obradovich

Other Officials present:

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

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

Supervisor Stanula asked if there were any corrections or additions to the November 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 November 4, 2024, 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). Smith reported that the district's trucks are ready for snow removal. He is planning on using his MFT funds next year on about two miles of blacktop and the rest will go towards maintenance stone. The salt dome is full.
2. **Assessor** – Assessor Peters reported that on January 1, she will be able add new properties to the books and make necessary updates as needed.
3. **Clerk** – Clerk Burges reported that 24 people attended senior “Paint Night” on November 12th and 45 seniors attended movie night on November 20th. There are 55 people signed up to attend the “Sounds of the Season” holiday concert at Olivet Nazarene University on December 6th.
4. **Supervisor's Report** – Supervisor Stanula reported that All Right Sign was planning to come out before Thanksgiving but had to cancel and have not yet rescheduled. The sign could still be installed during the cold weather, but the brickwork may have to wait until 2025. Stanula also attended a recent Chamber of Commerce meeting and told the chamber that the township board is against any additional solar farms being built in the township and will continue to express that information to the county as they are proposed.
5. **Trustees Report** – No report.

6. Transportation Report – The Dial-A-Ride service provided 40 trips during November at a total cost of \$888.97. The bus ran a total of seven days during the month.
7. General Assistance Report – There were no new General Assistance cases or payouts in November.
8. Community Building – No report. The Board of Managers cancelled their December meeting.

OLD BUSINESS:

1. Consideration and Approval of Revised Washington Township Employee Handbook – Supervisor Stanula and Clerk Burgess had a conference call with Attorney Bryan Kopman and one of his associates. The proposed handbook is considered to be excessive, and it was recommended that the township review the handbook again and verify it only contains what actually applies to the township and ensure all existing guidelines have been included. All legal requirements will remain in the handbook. Stanula and Burgess will review the handbook over the next several weeks and reschedule a call to discuss the updates.
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 November.
2. Update Ethics Ordinance #99-03 – The 1999 Ethics Ordinance needs to be updated as it named a former Trustee as the township’s Ethics Officer. The ordinance will be updated to read that the “Supervisor or their designee” will act as the township’s Ethics Officer. The ordinance will be updated and reviewed at the next board meeting.
3. Consideration and Approval of a New Phone System Provider for the Washington Township Center – The current phone system in the township center is approximately 10-years old and has multiple issues. Spectrotel is our current supplier and has not been able to get many of those issues resolved. Chicagoland Cloud was contacted, and they are proposing a new service agreement with Cytracom. The proposal includes six new phones and free phone upgrades every 36 months. Paul from Chicagoland Cloud will coordinate the installation with Cytracom and perform all the necessary front end work including an updated phone tree and programming. The new system will include the Road District’s phones, and everything will be on one bill at monthly cost of \$244.34. The Road District will pay for their portion of the new service. There will be a one-time activation charge of \$311.30 and approximately \$1000 for Chicagoland Clouds services. The overall savings to the township will be approximately \$275 month for the new system. During the same meeting, Commissioner Smith indicated the Road District will soon switch from Surf Air internet and utilize the Comcast internet currently in the building saving \$60 month. The Comcast TV service was also cancelled saving an additional \$80 per month. The Board was in favor of the new phone proposal.

MOTION:

Trustee Herlitz made a motion to approve the phone service proposal from Cytracom through Chicagoland Cloud dated 11/27/2024. Trustee Peterson seconded the motion. There was no discussion on the motion and the motion was **unanimously approved by voice vote.**

4. Sikich Audit – The Board received a copy of the 2023-2024 fiscal audit as prepared by Sikich LLC. Supervisor Stanula indicated there were no significant issues in the audit. The new NTB Transportation audit requirements may need to be included in next year’s audit and that information will be reviewed to determine what is necessary.
5. Office Coordinator – The Office Coordinator is also the Dial-A-Ride bus driver and has been unable to drive due to medical reasons. Supervisor Stanula will have a discussion with the Office Coordinator to find out when they will be able to return to driving the bus. The bus is currently being driven by a qualified part-time employee.

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. 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 **November** totaling **\$33,803.23**. 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 **November** bills as reviewed by the Supervisor 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, debits, and appropriate transfers from the Town Account for the month of **November** totaling **\$17,203.72**. 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

- **January 6, 2025** - Monthly Board Meeting @ 7 pm at the Washington Township Center


Announcements:

- **December 3** – Republican Washington Township Caucus at the Beecher Amvet Hall at 7 pm
- **December 10** – Senior Holiday Dinner @ 5:30 pm at the Beecher Amvet Hall

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 **7:39 pm**.

Respectfully submitted,


Joseph Burgess - Clerk

Approved by Board of Trustees: 1/6/2025

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 winter maintenance on vehicles and equipment.
2. Working with Will County DOT on MFT projects for next year.
3. Met with Paul from Chicagoland Cloud in regards to internet and phone services.

Michael Smith

Highway Commissioner

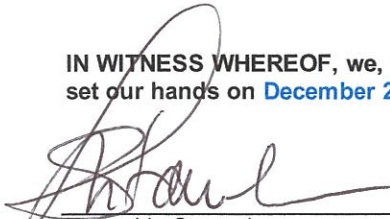
Approved Claims - Board of Township Trustees
Town Account

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 **December 2, 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
6590	11/8	Dahlberg Accounting Solutions	9319	Professional services - (Sep) - Inv # 336	\$ 885.00
6591	11/8	ComEd	9320	Electric bill - Acct # 4544334000 - Bill date 10/30/24	\$ 503.85
6592	11/8	Beecher Fuel Account	9321	Bus fuel - 8/1/24 to 8/31/24 - Inv # 978	\$ 66.54
6593	11/8	Comcast	9322	Internet and Cable # 10295 - Bill date - 10/24/24	\$ 310.41
6594	11/8	Argus Services	9323	Background check - Inv # 915115 (Hitzelburger)	\$ 36.00
6595	11/8	CLR Digital	9324	Calendar App Monthly Fee - Inv # 2622	\$ 125.00
6596	11/8	Beecher Amvets Post 67	9325	Republican Caucus - 12/3/24	\$ 275.00
6597	11/8	Pace Vanpool	9326	Monthly Van rental - Inv # 643414	\$ 100.00
6598	11/8	Walt's Foods	9327	Senior supplies Inv # 2062581428 / 3067021554	\$ 97.43
6599	11/8	One Step	9328	Newsletter printing & postage - Inv # N219579	\$ 3,342.10
6600	11/8	Joe Burgess	9329	Reimbursement for chamber holiday banner	\$ 43.20
6601	11/8	Spectrotel	9330	Phone service - Acct # 343999 - Inv # 1258378	\$ 208.87
6602	11/8	Beecher Post Office	9331	Stamps	\$ 73.00
6603	11/8	Alicia's House - VOID-	9332	Donation to Township Food Pantry	\$ -
6604	11/19	Joe Burgess	9333	Dinner	\$ 1,303.66
6605	11/22	BMS Lawn Care	9334	Lawn care services - Inv # 13915	\$ 35.00
6606	11/22	Pat Peters	9335	Travel expenses to Will County Assessor's Meeting - 11/14	\$ 74.80
6607	11/22	Nicor	9336	Utilities gas - #55877029193 - Bill date - 11/08/24	\$ 71.46
6608	11/22	Southwest Exurban Publishing	9337	Publish Republican Caucus Notice - Inv # 24-628	\$ 55.00
6609	11/22	Tim Goldrick	9338	Reimbursement for Food Pantry Items	\$ 488.98
6610	11/29	November Payroll - QuickBooks	Debit	ALL payroll, IMRF & other government payroll liabilities	\$ 9,108.42
TOTAL ALL DISBURSEMENTS					\$17,203.72

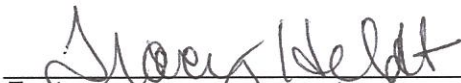
IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto set our hands on **December 2, 2024**.



Township Supervisor



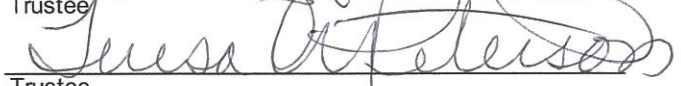
Township Clerk



Trustee



Trustee



Trustee

Trustee

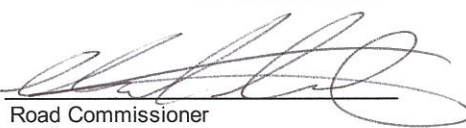
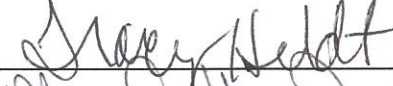
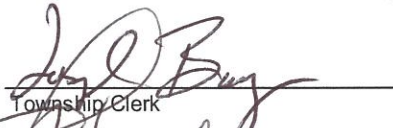

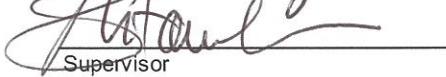
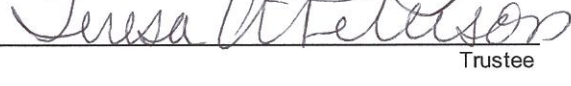
Approved Claims - Board of Township Trustees
Road & Bridge Account

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 **December 2, 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
9185	11/8	Granger Enterprises LLC	9644	Chipper repairs - Inv # 538417	\$ 2,280.00
9186	11/8	Dahlberg Accounting Solutions	9645	Professional services (Oct) - Inv # 337	\$ 708.00
9187	11/8	Walt's Foods	9646	Water & supplies - Inv # 1088371218	\$ 137.55
9188	11/8	Tifco Industries	9647	Shop supplies - Inv # 72025487	\$ 182.03
9189	11/8	Asphalt Zipper Inc.	9648	Carbide bits - Inv # 2024-1550-95	\$ 1,282.43
9190	11/8	Beecher Post Office	9649	Stamps	\$ 73.00
9191	11/8	Tri State Asphalt	9650	Demurrage charges - Inv # 5713360084	\$ 175.00
9192	11/22	ComEd	9651	Utilities - Acct #2497892222 - Bill date - 10/31/24	\$ 177.73
9193	11/22	Village of Beecher	9652	Equipment Fuel - 10/1/24 to 10/31/24 - Inv # 977	\$ 2,628.57
9194	11/22	NAPA Auto Parts	9653	Parts - Inv # 123238 / 123475 / 123660	\$ 348.32
9195	11/22	Interstate Battery of Chicago	9654	Batteries - Inv # 3440941	\$ 547.65
9196	11/25	Village of Beecher	EFT	RB Health Insurance - Inv # 2024-11	\$ 5,775.88
9197	11/25	November Payroll - QuickBooks	Misc.	Payroll, IMRF & other government payroll liabilities	\$ 19,487.07
Total disbursements					\$ 33,803.23

IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto set our hands on **December 2, 2024**.

 _____ Road Commissioner	 _____ Trustee
 _____ Township Clerk	 _____ Trustee
 _____ Supervisor	 _____ Trustee

Washington Township Board Meeting
7:00 PM

December 2, 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 PRINT NAME	ADDRESS	Please CHECK here if you have Pubic Commentary
Julie NEFCZYK	State Line Rd.	
Paul Goldrick	Yakes Ave	

**Washington Township Board Meeting
December 2, 2024 - 7:00 pm
Meeting Agenda**

Call to Order / Roll Call

Pledge of Allegiance

Approval of Board Meeting Minutes Dated November 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

New Business

1. Consideration and Approval of Pending Zoning Applications
2. Update Ethics Ordinance #99-03
3. Consideration and Approval of a New Phone System Provider for the Washington Township Center

Payment of Bills

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

Upcoming Seminars and Meetings

- January 6, 2025 – Monthly Board Meeting @ 7 pm

Announcements

- December 6, 2024 – Senior Bus Trip to Olivet College
- December 10, 2024 – Senior Holiday Dinner at the Amvet Hall @ 5:30 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 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.