

Official Proceedings of the Washington Township Board of Trustees
September 2, 2025
Washington Township Center
30200 Town Center Road, Beecher, IL

Supervisor Stanula called the meeting to order at **7:05 p.m.** to pay bills for the month of **August** 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, Mark Herlitz, Paul Goldrick & Teresa Peterson Absent: None

Other Officials present:

Clerk Joe Burgess and Assessor Pat Peters

Approval of the Board of Trustees Meeting Minutes Dated August 4, 2025:

Supervisor Stanula asked if there were any corrections or additions to the August 4, 2025, 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 August 4, 2025, board meeting as presented. Trustee Herlitz seconded the motion. There was no discussion, and the motion was **unanimously approved by voice vote.**

Public Commentary:

Deputy Fire Chief Tim McGannon addressed the Board regarding the Washinton Township Mental Health Program. McGannon recently reached out to the Will County Mental Health Board and met with Director Teena Mackey, to discuss the Township's mental health program. Mackey was very impressed with the program and indicated it would be eligible for grant money through the county. They offer yearly grants, with applications due in January and emergency grants depending on the need. McGannon also provided information showing that the program has reduced the number of mental health calls to the fire department. He explained that he receives all the submitted mental health applications and then verifies addresses before forwarding them to Thriveworks. He also mentioned that he has received calls from minors regarding the program, but they must have parental approval before their application can be submitted.

Trustee Heldt questioned why the cost of the program has gone up significantly over the last few months and McGannon said the charges are more for ongoing sessions for individuals in the program versus new enrollments. The recent monthly bills have been much higher, and the program costs will soon pass the allocated budget for the fiscal year. If the August bill comes in higher than previous bills, Tim suggested contacting the county to apply for an emergency grant.

McGannon said the program was designed for serving residents that struggle financially and have no other options for mental health assistance, and it works because the average return call to people who are approved is around 48 hours. Individuals who call the county for help or go to a hospital can wait weeks before they receive an appointment with a mental health professional.

Reports:

1. Road Commissioner - Commissioner Smith was not in attendance but left a written report (attached) for the Board. Stanula read the report and there were comments regarding his report.
2. Assessor – Assessor Peters said the Supervisor of Assessments (SOA) office has sent out a third letter of revised assessments to several residents. The letter has confused residents because they already received previous letters and the dates to respond on the letters are all different. Peters said her office has received many calls and indicated that the letter has only been sent out to property owners that are zoned A1 and /or to A1 parcels that have recorded recent improvements. Peters said many local assessors have called the SOA regarding the timing and number of letters sent.
3. Clerk – Clerk Burgess reviewed his written report (attached). Supervisor Stanula asked what a new website would offer, and Burgess explained the new site offers the ability to have people sign up for special emails or even newsletters, which would reduce or eliminate paper newsletters. The website would also be ADA compliant which would make it cleaner and easier to read. Burgess will continue to look for a more budget friendly option.
4. Supervisor's Report – Supervisor Stanula reported that the Prairie Materials check that appears to have been stolen and “washed” has not been rectified and said there is the possibility that Prairie Materials may consider legal action, although the check was mailed to the correct address.

Stanula said this incident has prompted him to consider utilizing ACH payments to vendors going forward. However, state statutes have requirements regarding all checks being initialed by the Clerk and he wasn't sure if ACH payments would create a problem. He has reached out to our legal counsel to get an opinion regarding paying bills electronically. Trustee Heldt suggested some type of “check and balance” system be put in place if bills can be paid electronically. Stanula indicated that QuickBooks does offer electronic bill pay options and it could be done inhouse.

5. Trustees Report – No report.
6. Transportation Report – The Dial-a-Ride service provided 44 trips in August at a cost of **\$1013.80**
7. General Assistance Report – There was one new Emergency Assistance “flat grant” paid in August totaling **\$900**, to pay an electric bill for a qualifying applicant. There was also a payment of **\$3632.00** to Allied Benefits Systems to pay for a yearly “Medical Assistance Catastrophe” insurance policy. The policy covers true General Assistance (GA) cases where a person on GA receives ongoing payments and could also have medical coverage through the township. Emergency Assistance, which historically has been the majority of the township cases, allows for temporary help to qualified applicants with the stipulation they can only receive assistance once a year and only seven times in a lifetime.

OLD BUSINESS:

1. Consideration and Approval of Revised Washington Township Employee Handbook – There was nothing to report regarding this item.

2. *Township Center Air Conditioner Repairs / Replacement* – The bad furnace has been replaced. However, the contractor has indicated the furnaces are very rust, and the heat exchangers are bad. Bad heat exchanges can lead to poor performance and if they crack, can lead to carbon monoxide leaking into the building. Trustee Heldt suggested being proactive and replacing the other two furnaces now instead of waiting and recommended getting a bid to replace the units as soon as possible. The Board agreed a quote should be requested to replace the other two furnaces.

It was also noted that the building does not have carbon monoxide detectors, and the Supervisor will purchase some and have them installed.

3. *Review Washington Township Wage Structure* – The Board reviewed the wage structure as discussed at the August meeting. All current positions and information were correct as listed. The Board determined that a new position entitled the “Township Operations Director” will be added to the wage structure sheet and will be listed under the “Office” department. The new position will have a starting wage of \$17 / hour and be capped at \$25 / hour. Like all township positions, the starting rate will be determined by the applicants experience and qualifications.

MOTION:

Trustee Heldt made a motion to approve the revised Washington Township Wage Structure as presented with the addition of a new position “Township Operations Director”. Trustee Goldrick seconded the motion. There was no discussion on the motion, and the motion was unanimously approved by voice vote.

4. *Review Washington Township Office Job Descriptions* – The Board reviewed the current township job descriptions. It was decided that the “Janitor” position will be renamed “Custodian”, and the Office Coordinator will be updated to specifically address handling cash, opening mail, bank deposits and keeping the medical closet organized. The Bus Driver job description is still undergoing review as is the new Township Transportation Director position.

NEW BUSINESS:

1. *Consideration and Approval of Pending Zoning Applications* – There were no new zoning applications to discuss.
2. *Consideration to Open the Closed Executive Session Minutes Dated March 23, 2010* - See agenda item #7.
3. *Consideration to Open the Closed Executive Session Minutes Dated January 7, 2013* - See agenda item #7.
4. *Consideration to Open the Closed Executive Session Minutes Dated July 1, 2013* - See agenda item #7.
5. *Consideration to Open the Closed Executive Session Minutes Dated February 3, 2014* - See agenda item #7.
6. *Consideration to Open the Closed Executive Session Minutes Dated January 4, 2016* – See agenda item #7.

7. Consideration to Open the Closed Executive Session Minutes Dated July 7, 2025 - The Board determined that all the closed minutes as listed should remain closed and only one motion be made that would include all the minutes under consideration.

MOTION:

Trustee Heldt made a motion that the Closed Session minutes dated March 23, 2010, January 7, 2013, July 1, 2013, February 3, 2014, January 4, 2016, and July 7, 2025, remain closed to the public. Trustee Peterson seconded the motion. There was no discussion on the motion, and the motion was unanimously approved by voice vote.

8. Consideration and Approval of 2025 Town Levy Ordinance – Clerk Burgess suggested that the Board look at the Community Building numbers to determine if a 2% increase in their levy should be considered. The community building levy has not been increased in several years and the cost to maintain the building has risen. In addition, the Community Building Board is currently looking at replacing the entire HVAC system and the most recent estimate was approximately \$90,000. The board does have some cash on hand and Supervisor Stanula confirmed there is also some grant money available for the project. However, it is possible the project could deplete much their resources.

Trustee Heldt said she could support an increase but only if there was no other way to fund the project and she would need much more information. Trustee Herlitz said he would not support any tax increase. The board will be looking at the levies in more detail in the coming months and the levy must be passed before the end of December.

9. Consideration and Approval of 2025 Road & Bridge Levy Ordinance – Commissioner Smith was not in attendance, and the board will wait to hear his recommendation regarding the Road District levy.
10. Sponsorship Request from CASA of Will County – The Board received a letter from the director of CASA requesting a \$3000 donation. The township has supported CASA in the past and there are currently 14 children from Washington Township in the program. The cost to manage one child in the program is \$1500. The Board did budget \$2000 this year for the program and there was a discussion to consider giving \$3000 but decided to stay with the budgeted amount.

MOTION:

Trustee Goldrick made a motion to authorize payment of **\$2000.00** to CASA of River Valley to become a sponsor of the CASA program. Trustee Herlitz seconded the motion. There was no discussion, and the motion was **unanimously approved by voice vote**.

11. Beecher EMA Request for Portable Lighting – The Board did not receive a formal written request from EMA and many board members believed this was a village issue and there will be no action taken on this item and it will be removed from future agendas.

PAYMENT OF BILLS:

General Assistance Bills

The board reviewed the Road District's **August** bills as reviewed by Supervisor Stanula and presented by the Clerk.

Motion:

Trustee Herlitz made a motion to authorize payment of all bills and/or appropriate transfers or from the General Assistance Account for the month of **August** totaling **\$4,532.00**. 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 **August** bills as reviewed by Commissioner Mike Smith and presented by the Clerk.

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 **August** totaling **\$67,898.28**. 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 **August** bills as reviewed by the Supervisor and presented by the Clerk. There were no questions regarding the bills.

Motion:

Trustee Goldrick made a motion to authorize payment of all applicable payroll, bills, debits, and appropriate transfers from the Town Account for the month of **August** totaling **\$25,543.67**. 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

- **Sep 17** – Senior Movie Night at @ 6:30 pm at the Washington Township Center
- **Oct 6** - Monthly Board Meeting @ 7 pm at the Washington Township Center

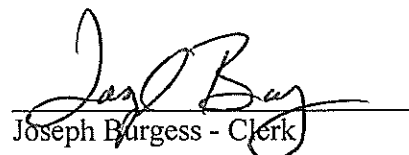
Announcements:

TK Audio Video will be in the building on Friday, September 5th to finish the installation of the new cameras.

Adjournment:

Being no additional business to discuss Trustee Herlitz 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 **8:43 pm**.

Respectfully submitted,


Joseph Burgess - Clerk

Approved by Board of Trustees: 10/6/2025

Washington Township

Highway Department

30200 Town Center Dr.

Beecher, Illinois 60401

708- 946-6459 Fax 708-946-6459

Michael Smith Highway Commissioner

1. IPC has finished the paving project on Yates Ave. This project consisted of 1 ½" leveling binder and 1 ½" surface (compacted) and shoulder stone from Indiana Ave to County Line Rd.
2. Our new road projects this year have been completed. Church Rd. between Ashland Ave and Western Ave, ½ mile of Western Ave from Offner Rd. south, and Offner Rd. between Knacke Rd. and Western Ave.
3. We are working on culvert changes, mowing, and patch work.

Michael Smith

Highway Commissioner



Clerk's Report – September 2, 2025

- I will not be at the October meeting. I am leaving on vacation very late in September, and I will have everything prepared for the meeting. Someone will need to take minutes.
- A Senior Movie Night is scheduled for September 17 at 6:30 pm.
- I have been talking to a vendor about updating our website. They do really nice work, but they are expensive. I will talk to Paul at Chicagoland Cloud to see if he does this type of work. We haven't updated the website in over 10 years, and it is dated and needs a refresh. We could also make it ADA compliant. If you want to see their work, look at the Village of Monee's website and then look at ours. villageofmonee.org
- The Fall Newsletter will be going out in October after I get back from vacation. If you have anything you would like to include, please try and get it to me ASAP and no later than October 1st.
- Beth from Catholic Charities called me this week and they are considering expanding their hours at the township center from 9 am – Noon TO 9 am – 2:30 pm. They would still be at the township on the 2nd & 4th Tuesdays of the month. They would rather have their associate here for the entire day and believe they will be more productive and better serve the community. I am waiting to hear back from her as to when (if) this change may occur.
- BCC App – Chris Russell called me and he has developed a “news portal” for local townships / cities. Utilizing some AI features, the portal takes recent local news articles, meeting information and puts it in one easy to find place. We discussed putting the info on our phone app, and Chris said he could add it with minimum effort. After reviewing a sample that he sent me, I asked if he customize the news to only include events from Beecher & Washington Township and then add a section for information from Will County, specifically news from the Will County board. I think it has great potential to give residents information they can't always find, especially if they don't get the Vedette or are not on Facebook. There was NO charge to add this to our existing phone app and the app was updated on August 30th.

Respectfully,
Joe Burgess - Clerk



30200 Town Center Rd

Beecher, IL 60401

April 2025 \$880.08

Supervisor

Michael Stanula

May No disbursement

June no disbursement

Assessor

Patricia Peters

July no disbursement

Aug \$900.00

Highway Commissioner

Mike Smith

Clerk

Joe Burgess

Trustees

Paul Goldrick

Mark Herlitz

Teresa Peterson

Tracy Heldt

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

Claim #	Date	Vendor / CASE NUMBER	CK	Nature of Claim (EA or GA)	Amount
25-08	8/5	Allied Benefit Systems, LLC	1319	Medical Assistance Catastrophic Ins. - Inv# 25582	\$3,632.00
25-06	8/28	ComEd	1220	Flat Grant	\$900.00
				TOTAL ALL DISBURSEMENTS	\$4,532.00

IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto
set our hands on September 2, 2025.

IN WITNESS WHEREOF, we, the me
set our hands on September 2, 202

Jessy Bury
Township Clerk


Trustee

Trustee Tracy Hildt

Trustee _____

Trustee Jessica Peterson
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 **September 2, 2025**, 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
9359	8/5	Sikich LLC	9802	Professional services / Audit - Inv # 104049	\$ 1,800.00
9360	8/5	Jean's Septic	9803	Pump Basins & septic tank - Inv # B25-777	\$ 513.75
9361	8/5	John Deere Credit	9804	Parts - Inv # 12159119	\$ 126.72
9362	8/5	Hamton Equipment Co.	9805	Parts - Inv # 70225-1	\$ 688.00
9363	8/5	Crystal Clean LLC	9806	Used oil disposal - Inv # 19456340	\$ 123.50
9364	8/5	Belson Steel	9807	Supplies - Inv # 526723	\$ 28.03
9365	8/5	R.P. Lumber	9808	Supplies - Inv # 3811983	\$ 53.78
9366	8/5	TIFCO Industries	9809	Shop supplies - Inv # 72107032	\$ 1,298.05
9367	8/5	Beecher Fuel Account	9810	Equipment Fuel - 6/1/25 to 7/31/25 - Inv # 1032	\$ 5,065.52
9368	8/19	Kankakee Truck Equipment	9811	Parts - Inv # 180611	\$ 107.66
9369	8/19	Shorewood Home & Auto	9812	Parts - Inv # 477540	\$ 118.30
9370	8/19	DeJong Equipment	9813	Filters - Inv # CR66664	\$ 515.25
9371	8/19	R.P. Lumber	9814	Materials - Inv # 3973876 / 3983521 / 3989931	\$ 122.00
9372	8/19	NICOR	9815	Acct #58285823769 / Bill date 7/11/25	\$ 127.30
9373	8/19	Dahlberg Accounting Solutions	9816	Professional services (July) - Inv # 405	\$ 600.00
9374	8/19	Surf Air Wireless	9817	Internet service - Acct # 93011007437 - Bill date 7/1/25	\$ 59.95
9375	8/19	AT&T Mobility	9818	Wireless charges - Inv #287293840112X08/09/2025	\$ 140.46
9376	8/19	Cintas Uniforms	9819	Uniforms - Acct # 14943430 (July 2025)	\$ 765.55
9377	8/19	ComEd	9820	Utilities - Acct #2497892222 - Bill date - 8/5/25	\$ 276.70
9378	8/19	Gallagher Materials	9821	Cold Patch Asphalt - Inv # 39718	\$ 1,028.60
9379	8/19	Fratco Inc.	9822	Drainage pipe - Inv # 61972-2	\$ 1,859.21
9380	8/19	Vulcan Materials	9823	Stone - Inv # 3606876 / 3606941 / 3606994 / 3480564 / 36070	\$ 7,098.57
9381	8/19	Vulcan Materials	9824	Stone - Inv # 3488166	\$ 1,155.42
NA	8/26	Sikich LLC - VOID	9825	Professional services / Audit - Inv #	\$ -
9382	8/26	Vulcan Materials	9826	Stone - Inv # 4298476 - 4298409 - 4255232	\$ 1,861.32
9383	8/25	Village of Beecher	EFT	RB Health Insurance - Inv # 2025-08	\$ 6,259.34
9384	8/27	August Payroll - QuickBooks	Misc.	Payroll, IMRF & other government payroll liabilities	\$ 36,105.30
Total disbursements					\$ 67,898.28

VOID Ck
9825

IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto
set our hands on **September 2, 2025**.



Road Commissioner



Township Clerk



Supervisor



Trustee



Trustee



Trustee



Trustee

Approved Claims - Board of Township Trustees
Town Account

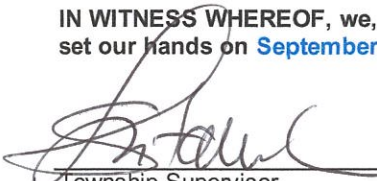
State of Illinois)
Will County) ss.
Washington Township)

We the undersigned, comprising the Board of Trustees of Washington Township, having duly met at the Township office on **September 2, 2025**, 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
6796	8/5	Beecher Fuel Account	9517	Bus fuel - 6/1/25 to 6/30/25 - Inv # 1033	\$ 65.16
6797	8/5	Comcast	9518	Internet - # 10295 - Bill date - 7/24/25	\$ 216.03
6798	8/5	Sikich	9519	Professional Services - Audit Inv # 104049	\$ 2,250.00
6799	8/5	Webfoot Designs	9520	Annual Website Hosting - Inv # 141788	\$ 120.00
6800	8/5	Pace Vanpool	9521	Monthly Van rental - Inv # 655324	\$ 100.00
6801	8/5	CLR Digital	9522	Calendar App Monthly Fee - Inv # 2889	\$ 125.00
6802	8/5	All Right Signs	9523	Sign Topper - Inv # 112081	\$ 3,056.85
6803	8/5	The Vedette	9524	Public Notice (Hours) - Inv # 25-269	\$ 39.38
6804	8/5	Dahlberg Accounting Solutions	9525	Professional services - (July) Inv # 403	\$ 750.00
6805	8/5	Cirone Computer Consulting	9526	PAMSPRO Software license - Inv # 7048	\$ 2,250.00
6806	8/5	Beecher Fuel Account	9527	Bus fuel - 7/1/25 to 7/31/25 - Inv # 1040	\$ 66.13
6807	8/5	Township Officials of IL	9528	2025-26 Annual Dues - # 102777	\$ 623.38
6808	8/7	AAA Heating & Air Conditioning	9529	Replace furnace - Invoice dated 8/5/24	\$ 4,610.00
6809	8/19	Wehling Lawn Care	9530	Lawn service - Invoice dated 8/4/25	\$ 66.00
6810	8/19	ComEd	9531	Electric bill - Acct # 4544334000 - Bill date 8/4/25	\$ 493.68
6811	8/19	BMS Lawncare	9532	Lawn services - Inv # 14995	\$ 35.00
6812	8/19	NICOR	9533	Utilities gas - #55877029193 - Bill date - 8/11/25	\$ 57.52
6813	8/19	Cytracom	EFT	Phone Service - Inv # 418308	\$ 252.10
NA	8/26	Sikich - VOID	9534	Professional Services - Audit Inv # 101721	\$ -
6814	8/26	Wehling Lawn Care	9535	Lawn service - Invoice dated 8/4/25	\$ 48.00
6815	8/26	KGG LLC	9536	Professional service - Inv # 71626	\$ 176.00
6816	8/26	Quill Corporation	9537	Office supplies - Inv # 45429810	\$ 110.90
6817	8/26	Joe Burgess	9538	American Association of Notaries - Dues Inv # 05-253899468	\$ 51.00
6818	8/27	August Payroll - QuickBooks	Debit	ALL payroll, IMRF & other government payroll liabilities	\$ 9,981.54
TOTAL ALL DISBURSEMENTS					\$25,543.67

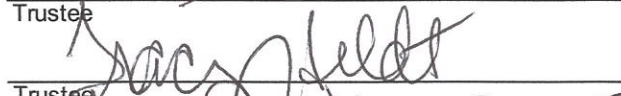
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IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto set our hands on **September 2, 2025**.


Township Supervisor


Township Clerk


Trustee


Trustee


Trustee


Trustee

**Washington Township Board Meeting
September 2, 2025 - 7:00 pm
Meeting Agenda**

Call to Order / Roll Call

Pledge of Allegiance

Approval of Board Meeting Minutes Dated August 4, 2025

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 Center Air Conditioner Repairs / Replacement
3. Review Washington Township Wage Structure
4. Review Washington Township Office Job Descriptions

New Business

1. Consideration and Approval of Pending Zoning Applications
2. Consideration to Open the Closed Executive Session Minutes Dated **March 23, 2010**
3. Consideration to Open the Closed Executive Session Minutes Dated **January 7, 2013**
4. Consideration to Open the Closed Executive Session Minutes Dated **July 1, 2013**
5. Consideration to Open the Closed Executive Session Minutes Dated **February 3, 2014**
6. Consideration to Open the Closed Executive Session Minutes Dated **January 4, 2016**
7. Consideration to Open the Closed Executive Session Minutes Dated **July 7, 2025**
8. Consideration and Approval of 2025 Town Levy Ordinance
9. Consideration and Approval of 2025 Road & Bridge Levy Ordinance
10. Sponsorship Request from CASA of Will County
11. Beecher EMA Request for Portable Lighting

Payment of Bills

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

Upcoming Seminars and Meetings

- **September 17** – Senior Movie Night
- **October 6** – Monthly Board Meeting @ 7 pm (~~Wednesday~~)

Announcements

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.

September 2, 2025

Guest Sign-in Sheet

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