

Official Proceedings of the Washington Township Board of Trustees

November 3, 2025

**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 **October** 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 and Paul Goldrick

Absent: None

Other Officials present:

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

Approval of the Board of Trustees Meeting Minutes Dated October 6, 2025:

Supervisor Stanula asked if there were any corrections or additions to the October 6, 2025, Board meeting minutes as presented. Being none, he asked for a motion to approve the minutes.

Motion:

Trustee Goldrick made a motion to approve the minutes of the October 6, 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: None

Reports:

1. **Road Commissioner** - Commissioner Smith reviewed his written report (attached). In addition, Smith said Bernard Welding has indicated they may be willing to help defray some of the costs to repair Corning Road from Rt 1 to where the road runs up to their western property line. The road receives heavy truck traffic and needs to be addressed. Smith also reported that he will not use any MFT money next year so that fund can grow to a point where it can be used to pay for upcoming blacktop projects. Smith said it costs nearly \$200,000 to pave one mile of road and his MFT account balance is approximately \$100,000. He is also going to request quotes to spot pave sections of Klemme Road north of Indiana Ave.
2. **Assessor** - Assessor Peters reported that Oct 31st was the last day to apply for tax exemptions, and several people saw the information in the recent newsletter and came in to sign up for missing exemptions. Peters also showed samples of a polo shirt she purchased that could be worn by employees and officials at township events. There was also discussion to purchase a jacket / coat for the township's bus driver that would be embroidered with Washington Township's logo to help identify her as a township employee while out driving the bus.
3. **Clerk** - Clerk Burgess reviewed his written report (attached).

4. Supervisor's Report – Supervisor Stanula reported that two companies are looking to build solar farms in Washington Township, and both are within 1.5 miles of the village limits. The solar farms close proximity to the village allows the village board to discuss and make recommendations to the Will County Board to approve these projects or not. The village did not approve the Black Swan site but did approve the Earthrise Energy project. The township Board has opposed all solar farm projects in the township and will not support these two new applications. Supervisor Stanula will draft letters opposing these projects and send them to the county Board.
5. Trustees Report – Trusty Heldt attended a recent economic training meeting on October 29th sponsored by the Will County Center for Economic Development. Heldt said many local officials spoke out against solar farms and there were suggestions that ordinances being considered that would require solar panels be installed on new businesses rooftops that are coming into the area. This could help reduce losing farm ground to build solar sites. She also explained that there are many grants available to help bring business into the Will County region. It was also reported that although the state of Illinois is losing population to surrounding states, Will County is still growing and is a desirable area to live and for businesses to relocate too.
6. Transportation Report – The Dial-a-Ride service provided 59 trips in October at a cost of **\$1133.40**
7. General Assistance Report – There were no General Assistance payouts in October.

OLD BUSINESS:

1. Consideration and Approval of Revised Washington Township Employee Handbook – There was discussion to divide this project up between elected official so the policy can be reviewed and/or updated more quickly and then forwarded to the township attorney for final review.
2. Review Washington Township Wage Structure – The recently passed 2025 wage structure needed to be updated to include pay rates for the Custodian and Maintenance positions; this update effectively covers all township job positions. There were no changes to any of the listed rates. Trustees Heldt and Goldrick asked for assurances that the employee review process was being followed and that all employees are being reviewed as per the township handbook and awarded raises if their performance meets standards. Likewise, underperformers also need to be addressed as necessary, and employees are coached to meet standards

Motion:

Trustee Goldrick made a motion to approve the Washington Township Wage Structure dated October 6th as presented. Trustee Herlitz seconded the motion. There was no discussion, and the motion was **unanimously approved by voice vote.**

3. Review Washington Township Office Job Descriptions – The updated job descriptions for the Custodian, Office Coordinator & Bus Driver and Township Operations Director have all been reviewed by Supervisor Stanula. He also indicated that the employees in those current positions were given the opportunity to suggest updates. Stanula told the Board that there is crossover between the *Office Coordinator & Bus Driver* and the *Township Operations Director* but believed it was necessary because both positions were part-time and it would be needed due to vacations, emergencies, etc. He has also split some tasks, such as General Assistance, transportation responsibilities, payment of bills and payroll between these two employees.

Trustees Heldt questioned if the employees understand there would be some crossover duties and expressed that it cannot become a problem between the employees. Trustee Goldrick recommended cross-training the employees to ensure all required tasks could be performed regardless of who was in the office. Supervisor Stanula agreed that cross-training will take place. Stanula recommended that the *Custodian* and *Township Operations Director* job descriptions be approved as presented. He recommended the *Office Coordinator & Bus Driver* job description include that the position must also meet all requirements as set forth by the *Bus Driver* job description.

Motion:

Trustee Heldt made a motion to approve the *Custodian* and *Township Operations Director* job descriptions as presented and the *Office Coordinator and Bus Driver* job description with the addition of also meeting the requirements of the *Bus Driver* job description. Trustee Goldrick seconded the motion. There was no discussion, and the motion was **unanimously approved by voice vote**.

4. *Consideration and Approval of 2025 Town Levy Ordinance* – The Community Building Board has requested that their 2025 levy be increased from \$90,000 to \$93,000. The Township Board does not want to increase the Town levy; however, the Community Building increase can be addressed by lowering the Town, General Assistance and Insurance levies by a combined total of \$3000. This will ensure the 2025 levy will be unchanged from 2024 and there is no tax increase. The Board agreed this was a satisfactory solution to not raising the overall levy.

Motion:

Trustee Herlitz made a motion to set the 2025 levy at the same dollar amount as 2024. Trustee Goldrick seconded the motion. There was no discussion, and the motion was **unanimously approved by voice vote**.

Clerk Burgess will prepare the 2025 Levy Ordinance as directed and the Board will formally accept the 2025 levy ordinance at the December meeting.

5. *Consideration and Approval of 2025 Road & Bridge Levy Ordinance* – Commissioner Smith is requesting his 2025 levy be increased by 4.75% over last year. Smith cited continued rising costs in materials, labor and fuel for the reason for the increase. The Road District also has three trucks that are 1997 or older and one of those trucks will eventually need to be replaced. He said a new truck with the proper specifications would cost approximately \$300,000. Clerk Burgess will prepare the Road District Levy ordinance, and the Board can formally review and approve it at the December meeting.

NEW BUSINESS:

1. *Consideration and Approval of Pending Zoning Applications* – There were no new zoning applications to discuss.
2. *Trustee Vacancy* – Supervisor Stanula has discussed the vacancy with three potential candidates but was not prepared to make a recommendation at this time. He asked the Board for additional candidates to consider and for them to contact him directly. The vacancy must be filled by December 6th.

3. Office Pay Increases – Trustee Goldrick was concerned that the new hire for the *Township Operations Director* was underpaid based on their previous qualifications and that the township's starting pay was lower than other local entities that are currently hiring right now. He explained that hiring the right people and paying them fairly could help to keep them long term and recommended raising the payrate to \$19 / hour. Trustee Heldt agreed with Goldrick's recommendation. It was also suggested that the new *Office Coordinator & Bus Driver* should be considered for that increase because of the special training and requirements to drive the bus. Additionally, the Bus Driver is a key position, and the specialized training is essential to limit liability for transporting local residents. Additionally, this person also works in the office when not driving. The Board agreed that *Office Coordinator & Bus Driver* should receive the same increase.

Motion:

Trustee Goldrick made a motion to increase the starting pay for the current *Township Operations Director* and *Office Coordinator & Bus Driver* to \$19 / hour, effective immediately. Trustee Heldt seconded the motion. There was no discussion, and the motion was **unanimously approved by voice vote**.

4. Assessor's Help – Supervisor Stanula asked Assessor Peters how much longer Crete Assessor Mary Tamez would be helping her in the office. Tamez has been assisting Peters since she took office in 2021. Stanula said he was under the impression that Tamez would only be training / assisting Peters until she was ready to be on her own. Peters explained the assessor's job is very complex and Tamez is now assisting her with learning additional segments of the PAMSPRO Assessor's program and drawing and assigning values to properties. Additionally, every four years, the county requires that a "quadrennial" assessment takes place, which is not possible for one person to complete and Tamez was helping with that process. Stanula remarked that Tamez is an expensive consultant to keep on the payroll and asked what can be done to offset the amount of time Tamez needs to spend in the office. It was suggested that the office staff could be available to help reduce her workload and perform drawing or data entry tasks. Peters will look at utilizing the current office staff but said Tamez is a valuable resource, and she will still need to use her as needed because of the many different demands of the office. She also explained many other local townships are also utilizing Tamez because of her extensive experience as an assessor.

PAYMENT OF BILLS:

Town Account (including Transportation Fund)

The board reviewed the **October** 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 **October** totaling **\$13,105.44**. Trustee Herlitz 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 **October** bills as reviewed by Commissioner Mike Smith and presented by the Clerk.

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 **October** totaling **\$58,764.21**. 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

- **Dec. 1** - Monthly Board Meeting @ 7 pm at the Washington Township Center

Announcements:

- **Nov. 19** – Senior Movie Night at @ 6:30 pm at the Washington Township Center

Adjournment:

Being no additional business to discuss Trustee Heldt made a motion to adjourn the meeting. Trustee Herlitz seconded the motion. There was no discussion on the motion, and the motion was **unanimously approved by voice vote**. The Board Meeting adjourned at **8:41 pm**.

Respectfully submitted,


Joseph Burgess - Clerk

Approved by Board of Trustees: 12/1/25

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 still working on fall mowing and brush/tree cutting. Even after the regular mowing is done, we will continue to trim trees and brush until the weather does not permit.
2. Next spring we will be starting a couple of repair and rebuild projects. We will be working on Corning Road between Route one and Western Ave. Certain sections will be ground and redone and others repaired. We will then be tackling Western Ave between Indiana Ave and Eagle Lake Road.
3. Next years mft funds will be stockpiled and the following year I am planning on using those funds for a couple more miles of asphalt resurfacing. The roads on the radar are Ashland Ave from Indiana Ave south and Eagle Lake from Route one west. These are high traffic roads that require a lot of maintenance. We will not be able to do it all in one year as asphalt is very expensive.

Michael Smith

Highway Commissioner



Clerk's Report – November 3, 2025

- The Fall newsletter was completed and approved for printing on 10/18/25 and mailed on October 29.
- We had 20 people sign up for Senior Paint Night on Oct. 23 and only 13 showed up.
- On October 21st, I received an email from Aaron at the Joliet Fire Department and was asked to resubmit an invoice in the amount of \$14,246.40 for our reimbursement for the mental health program. I have since had contact with the City of Joliet and sent them our information so they could set us up as a vendor. We could be receiving the reimbursement as early as November.
- I have spent time with Teresa on how to pay bills and complete payroll and she is now completing these tasks on her own. I have also spent additional time with Melanie, and she is entering all the transportation data in the required spreadsheets and will be completing the monthly Pace reports. She also completed and filed the 2025 NTD Report on October 27 (It was due on Oct. 31). I did review the report with her prior to her sending it to the NTD. We are required to complete a NTD audit this year, and it is different from our annual audit. I have contacted Tom at Sikich to find out if they can complete the audit within the time frame we must meet. The audit is required to be completed every ten (10) years.
- A Senior Movie Night is scheduled for November 19 at the WTC at 6:30 pm.
- We have started taking reservations for the "Sounds of the Season" concert at Olivet University on Friday, December 5 and the Senior Holiday Dinner will be held on Tuesday, December 9. Currently we have 23 people signed up and I have only purchased 40 tickets.

Respectfully,
Joe Burgess - Clerk



30200 Town Center Rd
Beecher, IL 60401

Supervisor

Michael Stanula

Assessor

Patricia Peters

Highway Commissioner

Mike Smith

Clerk

Joe Burgess

Trustees

Paul Goldrick

Mark Herlitz

Tracy Heldt

GA Report 2025

April	\$880.08
May	No disbursement
June	No disbursement
July	545.95
August	\$900.00 \$3632 Allied Benefit Systems (Insurance)
September	No disbursement
October	No disbursement

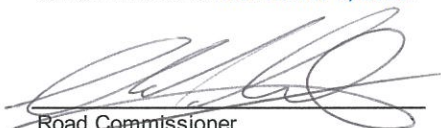

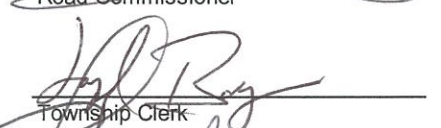
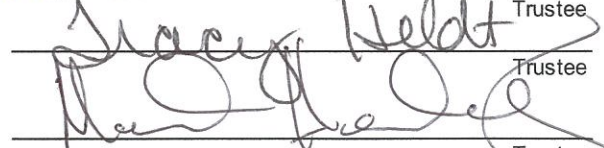
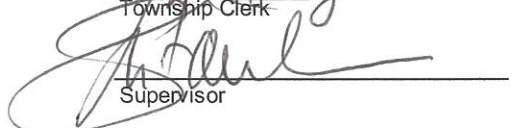
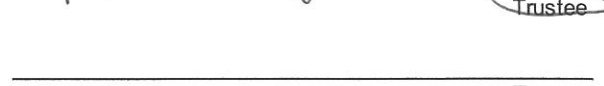
Approved Claims - Board of Township Trustees
Road & Bridge Account

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 **November 3, 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
9408	10/14	Beecher Fuel Account	9864	Equipment Fuel - 9/1/25 to 9/30/25 - Inv # 1053	\$ 3,817.91
9409	10/14	Dahlberg Accounting Solutions	9865	Professional services (Sep) - Inv # 422	\$ 720.00
9410	10/14	Interstate Battery of Chicago	9866	Batteries - Inv # 490525	\$ 469.95
9411	10/14	Midwest Truckers Association	9867	Yearly Drug Testing Program - Inv # 177933	\$ 396.00
9412	10/14	R.P. Lumber	9868	Supplies - Inv # 4286077	\$ 16.53
9413	10/14	Beaupre Inc.	9869	IL Safety Lane Testing - Inv # 1425	\$ 234.00
9414	10/14	TIFCO Industries	9870	Shop supplies - Inv # 72107032	\$ 1,101.28
9415	10/14	Surf Internet	9871	Internet service - Acct # 93011007437 - Bill date 10/1/25	\$ 14.83
9416	10/14	NAPA Auto Parts	9872	Parts - Inv # 130565 / 130807	\$ 376.82
9417	10/14	Heritage FS	9873	DEF Fluid - Inv # 11194099 / 11194125	\$ 457.10
9418	10/14	DeJong Equipment	9874	Parts - Inv # CR68055	\$ 482.77
9419	10/14	T&M Tire Service	9875	Tires - Inv # 193348	\$ 1,090.50
9420	10/14	Greg Hamann Trucking	9876	Equipment Hauling - Inv # 13385	\$ 225.00
9421	10/14	Vulcan Materials	9877	Stone - Inv # 4621450 / 4663063 / 4663617 / 4682035 / 4682182 / 4717174	\$ 5,638.09
9422	10/20	AT&T Mobility	9878	Wireless charges - Inv #287293840112X 10/09/2025	\$ 140.49
9423	10/20	Cintas Uniforms	9879	Uniforms - Acct # 14943430 (Sep 2025)	\$ 684.03
9424	10/20	ComEd	9880	Utilities - Acct #2497892222 - Bill date - 10/6/25	\$ 252.49
9425	10/20	Interstate Asphalt	9881	Cold Patch - Inv # 11114	\$ 201.93
9426	10/20	Vulcan Materials	9882	Stone - Inv # 4492564 / 4492729 / 4493137 / 4519504 / 4580433 / 4580793 / 4620515 / 4621206	\$ 10,167.28
9427	10/24	Village of Beecher	EFT	RB Health Insurance - Inv # 2025-10	\$ 6,259.34
9428	10/31	October Payroll - QuickBooks	Misc.	Payroll, IMRF & other government payroll liabilities	\$ 26,017.87
Total disbursements					\$ 58,764.21

IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto
 set our hands on **November 3, 2025**.

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

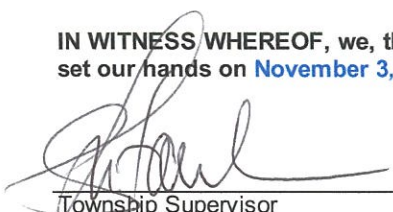
Approved Claims - Board of Township Trustees
Town Account

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 **November 3, 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
6848	10/14	Comcast	9590	Internet - # 10295 - Bill date - 9/24/25	\$ 226.03
6849	10/14	Beecher Fuel Account	9591	Bus fuel - 9/1/25 to 9/30/25 - Inv # 1054	\$ 45.90
6850	10/14	Riverside Workforce Health	9592	DOT Random Drug Screen (Fuhmann) - Inv # 133141	\$ 43.00
6851	10/14	Dahlberg Accounting Solutions	9563	Professional services - (Sep) Inv # 421	\$ 900.00
6852	10/14	Michael Summers	9564	Travel expenses for measuring (Assessor)	\$ 112.70
6853	10/14	Pat Peters	9595	TOI Assessor's Training	\$ 35.00
6854	10/14	Bahlman Tire & Service Center	9596	Oil change (Bus) - Inv # 18539	\$ 77.14
6855	10/14	CLR Digital	9597	Calendar App Monthly Fee - Inv # 2940	\$ 125.00
6856	10/14	ACS Heating & Cooling	9598	Furnace inspection - Inv # 523	\$ 160.00
6857	10/14	Wal's Foods	9599	Supplies- Senior Movie Night	\$ 65.91
6858	10/14	Melanie Brenenstall	9600	Travel Expenses (Pace Training)	\$ 99.32
6859	10/14	Mike Fuhmann	9601	Travel expenses for Random drug testing	\$ 37.80
6860	10/14	Pace Vanpool	9602	Monthly Van rental - Inv # 657980	\$ 100.00
6861	10/14	Argus Service Inc	9603	Background Check (Brenenstall) - Inv # 26935	\$ 72.00
6862	10/19	Cytracom	EFT	Phone Service - Inv # 430817	\$ 252.51
6863	10/23	ComEd	9604	Electric bill - Acct # 4544334000 - Bill date 10/3/25	\$ 436.98
6864	10/23	NICOR	9605	Utilities gas - #55877029193 - Bill date - 9/10/25	\$ 57.68
6865	10/23	The Vedette	9606	2026 Subscription	\$ 33.00
6866	10/23	Wehling Lawn Care	9607	Lawn service - Invoice dated 10/10/25	\$ 48.00
6867	10/23	SMR Awards	9608	Magnets - Inv # 13482	\$ 115.00
6868	10/23	BMS Lawncare	9609	Lawn services - Inv # 15388	\$ 70.00
6869	10/23	Tim Goldrick	9610	Reimbursement for Food Pantry items	\$ 193.12
6870	10/23	Joe Burgess	9611	Senior paint night food - Kroger	\$ 58.00
6871	10/23	Kathi Eastman	9612	Senior Paint Night - Instructor & Supplies & inv dated 10/23/25	\$ 400.00
6872	10/9	Thriveworks	ACH	Fund Deposit	\$ 2,369.68
6873	10/31	October Payroll - QuickBooks	ACH	ALL payroll, IMRF & other government payroll liabilities	\$ 6,971.67
				TOTAL ALL DISBURSEMENTS	\$13,105.44

IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto set our hands on **November 3, 2025**.


Township Supervisor


Township Clerk


Trustee


Trustee


Trustee


Trustee

**Washington Township Board Meeting
November 3, 2025 - 7:00 pm
Meeting Agenda**

Call to Order / Roll Call

Pledge of Allegiance

Approval of Board Meeting Minutes Dated October 6, 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. Review Washington Township Wage Structure
3. Review Washington Township Office Job Descriptions
4. Consideration and Approval of 2025 Town Levy Ordinance
5. Consideration and Approval of 2025 Road & Bridge Levy Ordinance

New Business

1. Consideration and Approval of Pending Zoning Applications
2. Trustee Vacancy

Payment of Bills

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

Upcoming Seminars and Meetings

- **December 1** – Monthly Board Meeting @ 7 pm

Announcements

- **November 19** – Senior Movie Night @ 6:30 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.

November 3, 2025

Guest Sign-in Sheet

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