

Official Proceedings of the Washington Township Board of Trustees

December 1, 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 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, Mark Herlitz and Paul Goldrick

Absent: None

**Other Officials present:**

Clerk Joe Burgess

**Approval of the Board of Trustees Meeting Minutes Dated November 3, 2025:**

Supervisor Stanula asked if there were any corrections or additions to the November 3, 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 November 3, 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 was not in attendance. He did contact Clerk Burgess to report that his crew has been cutting brush and doing patchwork up until Saturday's snowfall.
2. Assessor – No report, Assessor Peters was not in attendance.
3. Clerk – Clerk Burgess read his written report (attached). The NTD audit must be completed by March 15, 2026, and he received information from Sikich today regarding the audit.
4. Supervisor's Report – Supervisor Stanula reported that he has talked to a finance person from Prairie Materials regarding a check they received and was deposited in what is believed to be a fraudulent account. The individual said Prairie Materials will be responsible for determining what happened on their end and will turn the matter over to their insurance company.

Stanula has been in contact with the IRS and has requested a new online "pin" number so the township's "941" withholding forms can once again be filed online and not be mailed.

He has also been working with the township's bank to setup ACH payments for many of the township's vendors. This will eliminate sending checks and any paper checks that need to be processed will require township approval by a township designee before they are cashed.

5. Trustees Report – No report.

6. Transportation Report – The Dial-a-Ride service provided 61 trips in November at a cost of **\$1674.16**. The Pace bus is going to Tom's Truck Repair tomorrow to have the lift inspected.
7. General Assistance Report – There were no General Assistance payouts in November.

**OLD BUSINESS:**

1. Consideration and Approval of Revised Washington Township Employee Handbook – There was no discussion on the handbook.
2. Consideration and Approval of 2025 Town Levy Ordinance # 25-03 – The Board received a copy of the final draft of the Town levy ordinance prior to the meeting and there was no discussion regarding the levy.

**Motion:**

Trustee Heldt made a motion to approve the 2025 Town Levy Ordinance #25-03 as presented. Trustee Goldrick seconded the motion. There was no discussion, and the motion was **approved by voice vote 4-0**.

3. Consideration and Approval of 2025 Road & Bridge Levy Ordinance #25-04 – The Board received a copy of the final draft of the Road & Bridge levy ordinance prior to the meeting and there was no discussion regarding the levy.

**Motion:**

Trustee Goldrick made a motion to approve the 2025 Road & Bridge Levy Ordinance #25-04 as presented. Trustee Heldt seconded the motion. There was no discussion, and the motion was **approved by voice vote 4-0**.

**NEW BUSINESS:**

1. Consideration and Approval of Pending Zoning Applications – There were no new zoning applications to discuss.
2. Trustee Vacancy – Supervisor Stanula explained the procedure to fill the Trustee vacancy and that the Board has 60-days to fill the position. Stanula said he has received many inquiries from residents asking to be considered to fill the Trustee vacancy and interviewed many of the candidates. Several said they would be interested if “nobody else wanted to serve on the board”. He said he wanted to fill the position with someone that wanted to be on the Board and after careful consideration and because of his qualifications and previous experience on the Board, he recommended George Obradovich be approved to fill the vacancy. The Board had no concerns with Obradovich being named to fill the vacancy and agreed with the recommendation.

**Motion:**

Trustee Herlitz made a motion to appoint George Obradovich to fill the Trustee vacancy on the Washington Township Board. Trustee Goldrick seconded the motion. There was no discussion, and the motion was **approved unanimously by voice vote**.

The Board signed Obradovich's Appointment Warrant and Clerk Burgess will meet with Obradovich to administer the “Oath of Office” and notify the county of his appointment.

3. Washington Township Retention Policy – Clerk Burgess has been working with township attorney Matt Campbell on the proposed *Record Retention Policy* and is expecting his final approval after Campbell's latest recommendations were received.
4. Washington Township Social Media and Electronic Communication Policy – Clerk Burgess has also been working with Campbell on the proposed *Social Media and Electronics Communication Policy* and has updated the policy per his recommendations. Burgess expects the policy to be finalized and presented to the Board at the January meeting.
5. Flagpole Lighting – Supervisor Stanula has contacted M3 Electric (Beecher) to install two new light fixtures for the flag poles. One is for the new flagpole, and the other will replace the existing fixture so they match and put out the same amount of light.
6. Thriveworks Mental Health Program – The township has received a **\$14,246.40** reimbursement from the City of Joliet for the mental health program, and the funds will be put back towards the program. The township will apply for a Will County grant in January to help fund the program in 2026 and Supervisor Stanula would like to discuss the program in January.

#### **PAYMENT OF BILLS:**

##### **Road & Bridge Bills**

The board reviewed the Road District's **November** bills as reviewed by Commissioner Mike Smith and presented by the Clerk.

##### **Motion:**

Trustee Goldrick 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 **\$38,070.20**. 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 Herlitz 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 **\$21,870.45**. 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 5, 2026** - Monthly Board Meeting @ 7 pm at the Washington Township Center

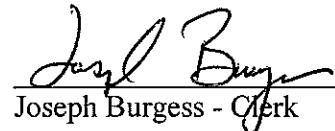
#### **Announcements:**

- **Dec 5** – Senior Bus Trip - Sounds of the Seasons Concert at Olivet University
- **Dec 9** – Senior Holiday Dinner - 5:30 pm at the Beecher Amvet Hall

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 7:31 pm.

Respectfully submitted,

  
\_\_\_\_\_  
Joseph Burgess - Clerk

Approved by Board of Trustees: 1/5/2026



## Clerk's Report – December 1, 2025

- We had 31 people attend Senior Movie Night on November 19.
- We have 43 people signed up for this Friday's Sounds of the Seasons Concert at Olivet University. The bus will leave at 5:45 pm.
- Food has been ordered for the Senior Holiday Dinner on December 9<sup>th</sup>. Isa Pina, a junior at Beecher High School will be singing and will lead the seniors in two sing-along songs. Michelle Ogle, who runs the nonprofit "Abbies Smiles" is donating desserts for the event and will assist with passing them out. We will be setting up for the event on Monday, December 8<sup>th</sup> at 3 pm.
- After many weeks and several conversations, the NTD transportation audit must happen before March 15. I contacted Sikich on November 4<sup>th</sup> and a second source over a week ago regarding the audit and Sikich finally got back to me today. I do not have a quote for the cost, but we have no time as we must respond tomorrow.

Our accounting has historically been done on an "Modified Accrual Basis". The NTD audit requires that our accounting be done as "accrual accounting or uses a directly translatable method". Mark Dahlberg will have to change our accounting method, and I do not know what that will entail or how much it will cost. This a lot of work for an audit that is only required every 10 years.

Respectfully,  
Joe Burgess - Clerk

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

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

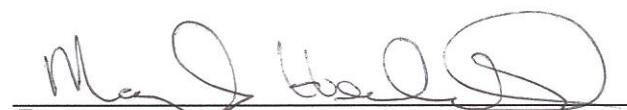
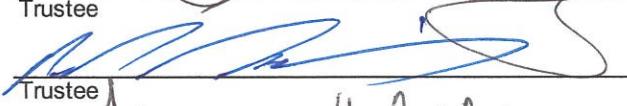
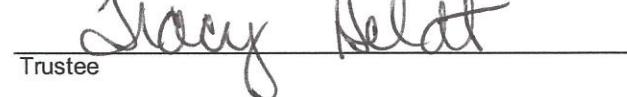
We the undersigned, comprising the Board of Trustees of Washington Township, having duly met at the Township office on **December 1, 2025**, for the purpose of auditing Town accounts, do hereby certify that the following claims or demands against said township were presented, and examined, were allowed at said meeting, to wit:

Claim #	Date	To Whom Allowed	CK	Nature of Claim	Amount
6874	11/3	Menards	9613	Flagpole rope - Inv # 27436	\$ 27.98
6875	11/3	All Flags LLC	9614	New US Flags (2) - Inv # 134499	\$ 52.27
6876	11/3	One Step	9615	Fall Newsletter - Inv # N234321	\$ 4,073.60
6877	11/3	Pat Peters	9616	Reimbursement for monthly Will County Meeting	\$ 50.40
6878	11/3	Quill Corporation	9617	Office supplies - Inv # 462994916 / 46303455 / 46313476 / 46398307	\$ 793.10
6879	11/3	Pace Vanpool	9618	Monthly Van rental - Inv # 659369	\$ 100.00
6880	11/3	Joe Burgess	6919	Reimbursement for "Sound of the Seasons" tickets	\$ 520.00
6881	11/3	CLR Digital	9620	Calendar App Monthly Fee - Inv # 2963	\$ 125.00
6882	11/4	Dahlberg Accounting Solutions	9621	Professional services - (Oct) Inv # 428	\$ 900.00
6883	11/4	Comcast	9622	Internet - # 10295 - Bill date - 10/24/25	\$ 216.58
6884	11/4	Riverside Workforce Health	9623	DOT Random Drug Screen (Peterson) - Inv # 133667	\$ 80.00
6885	11/6	Argus Services	9624	Background Check (Peterson) - Inv # 27934	\$ 72.00
6886	11/10	ComEd	9625	Electric bill - Acct # 4544334000 - Bill date 11/3/25	\$ 366.87
6887	11/13	Quill Corporation	9626	Office supplies - Inv # 46532654	\$ 127.98
6888	11/13	Michael Summers	9627	Travel expenses for measuring (10/9 - 11/6) (Assessor)	\$ 78.75
6889	11/17	Joe Burgess	9629	Holiday Dinner & Office Supplies	\$ 449.47
6890	11/18	Quill Corporation	9630	Office supplies - Inv # 43453634	\$ 80.17
6891	11/19	Cytracom	EFT	Phone Service - Inv # 437124	\$ 252.51
6892	11/6	<b>Thriveworks</b>	ACH	Mental Health - Inv # 16 (11/6/25)	\$ 2,441.25
6893	11/25	<b>November</b> Payroll - QuickBooks	ACH	ALL payroll, IMRF & other government payroll liabilities	\$ 11,062.52
				<b>TOTAL ALL DISBURSEMENTS</b>	<b>\$21,870.45</b>

IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto set our hands on **December 1, 2025**.

  
 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 1, 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
9429	11/3	Beecher Post Office	9883	200 Stamps	\$ 156.00
9430	11/3	T&M Tire Service	9884	New Tires - Inv # 193574 / 193348	\$ 1,305.00
9431	11/3	Surf Internet	9885	Internet service - Acct # 93011007437 - Bill date 11/1/25	\$ 69.95
9432	11/4	Dahlberg Accounting Solutions	9886	Professional services (Oct) - Inv # 429	\$ 720.00
9433	11/6	Beecher Fuel Account	9887	Equipment Fuel - 10/1/25 to 10/31/25 - Inv # 1060	\$ 2,382.11
9434	11/13	ComEd	9888	Utilities - Acct #2497892222 - Bill date - 11/4/25	\$ 172.16
9435	11/13	Interstate Battery of Chicago	9889	Batteries - Inv # 491274	\$ 78.47
9436	11/13	NAPA Auto Parts	9890	Parts - Inv # 131304 / 131499	\$ 250.91
9437	11/13	R.P. Lumber	9891	Supplies - Inv # 4340058 / 4340737 / 4356623 / 4370485	\$ 169.69
9438	11/13	TIFCO Industries	9892	Shop supplies - Inv # 72140109	\$ 1,019.83
9439	11/13	Miller Hydraulic Service	9893	Parts & Cylinder Rebuild - Inv # 70687 / 70726 / 70896	\$ 3,692.82
9440	11/25	Village of Beecher	EFT	RB Health Insurance - <b>Inv # 2025-11</b>	\$ 6,259.34
9441	11/25	November Payroll - QuickBooks	Misc.	Payroll, IMRF & other government payroll liabilities	\$ 21,794.44
				<b>Total disbursements</b>	<b>\$ 38,070.72</b>

IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto set our hands on December 1, 2025.

Road Commissioner

Township Clerk

Supervisor

Trustee

Trustee

Trustee

Trustee

## Washington Township Board Meeting

7:00 PM

December 1, 2025

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

Washington Township Board Meeting  
December 1, 2025 - 7:00 pm  
Meeting Agenda

Call to Order / Roll Call

Pledge of Allegiance

Approval of Board Meeting Minutes Dated November 3, 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. Consideration and Approval of 2025 Town Levy Ordinance #25-03
3. Consideration and Approval of 2025 Road & Bridge Levy Ordinance #25-04

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

- January 5, 2026 – Monthly Board Meeting @ 7 pm

Announcements

- Dec 5 – “Sounds of the Seasons” - Senior Bus Trip

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.**