

Established 1850

PLAINFIELD Township

Value the Past • Embrace the Present • Envision the Future



Elected Officials

Supervisor

Tony Fremarek
815.436.8308 P
815.436.5117 F

Trustees

Ernie Knight
Debbie Kraulidis
Eric Nelson
Matthew C. Starr

Clerk

Tax Collector

Brandon Bernicky

Assessor

Erin C. Kljaich
815.436.5110 P
815.436.5117 F

Hwy. Commissioner

Ken Marland
815.436.6090 P
815.436.7050 F

Board Meetings are
held every second
Wednesday of the
month at 6:00 p.m.
Public is invited.

PLAINFIELD TOWNSHIP REGULAR MEETING AGENDA

January 9, 2019 - 6:00 P.M.

- I. CALL TO ORDER
- II. PLEDGE/PRAYER
- III. ROLL CALL FOR QUORUM
- IV. APPROVAL OF AGENDA
- V. APPROVAL OF MINUTES
 - A. Regular Township Board Meeting from December 12, 2018
- VI. PUBLIC COMMENTS (Limited to three minutes per person)
- VII. DONATION REQUEST
- VIII. OLD BUSINESS
- IX. UNFINISHED BUSINESS
 - A. Building Renovation
- X. NEW BUSINESS
 - A. Warrant of Appointment of the Plainfield Board of Trustees Appointing an Individual as Town Clerk
 - B. Administer Official Oath of Office to Newly Appointed Town Clerk
 - C. Adopt Ordinance #19-01 Ordinance Establishing Credit Card Policies and procedures
 - D. Approve Salvation Army Service Extension Agreement for 10/1/18 through 9/30/19
 - E. Approval to hire 30 hour a week receptionist in the Supervisors Office
 - F. Amend 2019 Monthly Board meeting Schedule location change
 - G. Authorize purchase from Interiors for Business Quote for \$2,470.00
- XI. ELECTED OFFICIALS
 - A. Assessor
 - B. Clerk
 - C. Highway Commissioner
 - D. Tax Collector
 - E. Trustees 1) E. Knight 2) D. Kraulidis 3) E. Nelson 4) M. Starr
 - F. Supervisor
- XII. REPORTS
 - A. Abilities Team
 - B. Administrator
 - C. Cemetery
 - D. Emergency Coordinator
 - E. Senior Coordinator
 - F. Website/Social Media Development
 - G. Youth Services
- XIII. AUTHORIZATION OF BILLS
 - A. Town Fund
 - B. Road & Bridge
- XIV. ANNOUNCEMENTS
 - A. Office Closed Martin Luther King Day January 21, 2019
 - B. Monthly Board Meeting – February 13, 2019
- XV. CLOSED SESSION TO DISCUSS THE FOLLOWING SUBJECTS
- XVI. CLOSED SESSION ACTION ITEMS
- XVII. ADJOURNMENT

22525 W. Lockport Street • Plainfield, IL 60544

Plainfield-township.com • Plainfieldassessor.com

STATE OF ILLINOIS)
COUNTY OF WILL) S.S.
TOWNSHIP OF PLAINFIELD)

Warrant of Appointment of the Plainfield Township Board of Trustees

To the Office of Plainfield Township Clerk,

WHEREAS the office of Clerk in said Township will become vacant as of November 26, 2018 due to Township Clerk Charles H. Willard's resignation.

THEREFORE, we the undersigned, being a majority of the members of the Township Board of Trustees for said Township, Will County, Illinois, have appointed Michelle Smith to the office of Clerk for said Township to hold said office until some other person shall be chosen or appointed and to have the same powers, and be subject to the same duties and penalties as if he had been chosen by the electors of said Township.

IN WITNESS WHEREOF, we have hereunto subscribed our names and affixed our seals at Plainfield Township on January 9, 2019.

Matt Starr, Acting Clerk

Filed in the Clerk's
Office in Plainfield Township

Anthony F. Fremarek, Supervisor

Ernie Knight, Trustee

Debbie Kraulidis, Trustee

Matthew Starr, Trustee

Eric Nelson, Trustee



STATE OF ILLINOIS)
WILL COUNTY) S.S.
TOWN OF PLAINFIELD)

OFFICIAL OATH

I, Michelle Smith, having been Appointed to the office of Plainfield Township Clerk, in the County of Will, do solemnly swear, that I will support the Constitution of the United States of America and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of Clerk, in Plainfield Township, Will County, Illinois, to the best of my ability.

Michelle Smith

Subscribed and sworn to before me on January 9, 2019

Anthony Fremarek
Notary

ORDINANCE NO. 19-01

AN ORDINANCE ESTABLISHING CREDIT CARD POLICIES AND PROCEDURES OF PLAINFIELD TOWNSHIP ADMINISTRATION

Whereas, Plainfield Township has the corporate capacity to exercise the powers granted to it in accordance with the Illinois Compiled Statutes, Township Code (60 ILCS 1/), Article 85. Township Corporate Powers; and

Whereas, Plainfield Township wishes to establish policies and procedures governing the use of Township credit cards issued to its officials and/or employees to purchase goods and/or services on behalf of the Township; and

Whereas, this policy shall govern the use of Plainfield Township credit card(s). The policy is intended to ensure proper controls for use of the credit card(s) and to promote transparency regarding Township purchases and expenditures; and

Whereas, the Plainfield Township Board in its sole discretion, shall establish when a credit card shall be issued in the Township's name and which officials and employees are authorized to hold such card(s) to purchase goods and services on its behalf. The Township Supervisor and Trustees are responsible for the oversight and compliance within the terms of this Policy; and

Whereas, the Township Board, in its sole discretion, may revoke any credit card from any card member at any time, with or without cause, from Township officials and employees who are responsible for the use of the Township credit card; and

Now, Therefore Be It Ordained, the Board of Trustees of the Township of Plainfield, Will County, Illinois; assembled at its January 9, 2019 Board meeting hereby adopts the following Policy Ordinance rules which may be amended at any time by the Board vote at an official meeting:

SECTION 1-CREDIT CARD AUTHORIZED USE: Only the Township Supervisor (or an employee directed by the Supervisor to act on the Supervisor's behalf) is authorized to make purchases with the credit card(s) on behalf of Plainfield Township. The Supervisor (and any user or Supervisor directed employee) must comply with the provisions of this Policy or be subject to the disciplinary action set forth in this Policy. Any employee issued a credit card(s) on behalf of the Township must complete the Township Credit Card Holder Agreement form (PTCCAF), and this agreement shall reside in the Township Finance Office in a file marked "Authorized Credit Card Users".

SECTION 2-AUTHORIZED PURCHASES: The Township credit card(s) may only be used to make lawful purchases on behalf of Plainfield Township. All other charges, purchases, expenditures or transactions against the account(s) or any that exceed the spending limits imposed herein are expressly prohibited as unauthorized purchases. Only the following types of purchases shall be considered as Authorized Purchases:

- A. Specific types of purchases that the Board of Trustees has preauthorized by a vote at a Township meeting.
- B. Purchases of goods and services consistent with the approved Township Budget for which use of the Credit Card(s) are the most efficient means of accomplishing the purchase.
- C. Purchases of goods and services in compliance with the powers granted Plainfield Township in its corporate capacity in accordance with the Illinois Compiled Statutes and in accordance with Plainfield Township established Resolutions, Ordinances, Employee Handbook and other adopted policies and memos.
- D. Costs associated with registering for and attending Board of Trustee approved, or General Assistance training sessions; including costs of lodging, travel and meals necessary to attend the training.
- E. Purchases by Township Credit Card(s) other than fuel, and pre-approved travel expenses, must have a completed Township Purchase Order Form from the Finance Office attached to the charge receipt.

SECTION 3-PROHIBITED AND UNAUTHORIZED PURCHASES: The credit card(s) may not be used for the following purposes (not an inclusive list):

- A. To purchase items greater than the established maximum limits of the card(s).
- B. For cash advances.
- C. To purchase items for personal use or as a personal loan.
- D. To purchase alcoholic beverages, tobacco products and/or controlled substances.
- E. For gambling, investments or unlawful purposes.
- F. To purchase goods or services outside the powers of Plainfield Township authorized corporate capacity according to the Illinois Compiled Statutes or any other law or regulatory agency prescribed by law.
- G. To purchase goods or services contrary to Plainfield Township established Resolutions, Ordinances, Employee Handbook, Budget and other adopted policies.
- H. Per Diem and tips of service are not authorized.

SECTION 4-SPENDING LIMITS: The Creditor and Township Board shall set an established credit limit for the card(s). It shall be the Supervisor's responsibility to monitor the amounts charged against the card to avoid exceeding the credit limits.

SECTION 5-SALES TAX: Users of the credit card shall inform all vendors of Plainfield Township's tax-exempt status. The Supervisor or its designee shall review all receipts and purchases to ensure a sales tax has not been charged. If sales tax has been charged to a purchase, the Supervisor or designated employee shall make every attempt to reverse the charge and to establish a tax-exempt status with all the township's vendors. The Board recognizes that there may be an exceptional circumstance when a vendor refuses or is unable to deduct the sales tax from the authorized purchase.

SECTION 6-RECEIPTS: All receipts shall be approved by the Supervisor and shall be obtained for all authorized purchases made with the credit card(s). The receipt shall include the name of the vendor or entity from which the goods/services were purchased, a description of the purchase, the date of the transaction and the amount of the transaction.

In the event of exceptional situations when a receipt cannot be obtained for authorized purchases (for example a computer malfunction), the authorized user shall ensure that a completed Township Purchase Order is submitted that includes: 1) a description of the transaction; (2) the name & address of the vendor/entity from which the goods/services were purchased; (3) the date and amount of the transaction; (4) a description of the purpose for the expenditure; and, (5) an explanation as to why a receipt could not be provided.

SECTION 7-REVIEW OF RECEIPTS & CREDIT CARD STATEMENTS: The Supervisor or designated staff shall review the receipts to compare against the credit card statement bills, to assure they are authorized/budgeted purchases, for budget coding and prior to presenting to the Board for payment. On a monthly basis included in the Board Bill packet, the Township Board shall review all receipts and credit card statements to ensure that all purchases made with the card(s) conform with this Policy. Transactions that are not supported by a receipt or voucher, appear to be an unauthorized purchase, or that otherwise do not comply with this policy shall be investigated and, if not timely resolved, reported to the Township Board. Further expenditures on the credit card will be suspended until the investigation is complete and all expenditures appearing on the statement have been verified as complying with the terms of this Policy.

SECTION 8-PAYMENT OF CARD BALANCES: The balances of the credit card(s) shall be paid off in its entirety on or before the due date specified on the monthly billing statement. In the event the balance of the billing statement cannot be paid in full on a timely basis without incurring late/interest charges, the Supervisor shall be immediately notified, and the information shall be presented to the Township Board. Extending or carrying over of credit card(s) balances is prohibited without prior approval of the Township Board at one

of its regularly scheduled meetings.

SECTION 9-LOST OR STOLEN CREDIT CARD(S): If the credit card(s) is lost or stolen, the Supervisor shall be immediately notified. The Supervisor or assigned staff will immediately take action to cancel the card(s) and/or work with the credit card or financial institution to take any appropriate action as required protecting Plainfield Township. If stolen, a police report will be filed with the appropriate agency and a copy of said report shall be secured and retained with Plainfield Township records. Any appropriate vendors or insurers should also be notified as soon as reasonably possible.

SECTION 10-PENALTY OR DISCIPLINARY PROVISIONS: The authorized credit card user shall be personally responsible for any Unauthorized Purchases within its control and may be subject to an internal investigation, disciplinary action, or criminal charges if applicable.

SECTION 11-CUSTODY OF THE CREDIT CARD(S): The Supervisor shall be issued the Credit Card(s) in his or her name as the official who is insured and bonded on behalf of Plainfield Township. The Supervisor is responsible for the proper use and safekeeping of the card(s). The Supervisor shall upon the termination of his or her position with Plainfield Township, immediately surrender the Card to Plainfield Township and cooperate with the Township to remove his or her name from any and all credit accounts on behalf of Plainfield Township.

SECTION 12-ESTABLISHED CREDIT ACCOUNTS: The Township has established two credit accounts to accomplish the policy as stated. They are; one Visa account with two cards – assigned to Township Office Manager, One Wex Fleet account with eight cards assigned to Shuttle Bus Drivers, Cemetery employees, and one card assigned as needed by Township Office Manager. Cards assigned for fuel to Township employees must sign the Credit Card Halder Agreement Form (PTCCAF). All other cards will be signed out as needed by the Office manager. The Supervisor and the Township Board will determine a need for any additional credit card accounts.

SECTION 13: This Ordinance shall be effective immediately upon its passage and approval by a majority of the Board of Trustees.

PASSED this 9th day of January 2019, pursuant to a roll call vote by the
Board of Trustees of Plainfield Township, Will County, Illinois.

(ATTEST)

Anthony F. Fremarek

Plainfield Township Supervisor

Plainfield Township Clerk

<u>BOARD OF TRUSTEES</u>	<u>AYE</u>	<u>NAY</u>	<u>ABSENT</u>
Ernie Knight	_____	_____	_____
Debbie Kraulidis	_____	_____	_____
Matthew C. Starr	_____	_____	_____
Eric Nelson	_____	_____	_____



The Salvation Army Service Extension Volunteer Agreement

1. Length of agreement

An allotment of Salvation Army Service Extension funds will be available to your organization from 10/1/18 through 9/30/19.

2. Volunteer Eligibility

In order to provide Emergency Assistance on behalf of The Salvation Army's Service Extension Program, one must fill out a volunteer application and submit to a background check. Once background clearance is received, the volunteer will be trained on policies and procedures and given authorization to provide assistance to Salvation Army clients.

Within 90 days of clearance, volunteers are required to complete the Safe From Harm Training provided by The Salvation Army. Safe From Harm is a comprehensive safety and abuse prevention program intended to protect vulnerable persons (children and adults) in our care, our officers, staff, volunteers and all those affiliated with The Salvation Army. Therefore, it is highly important everyone is properly trained. After completion of the full training, volunteers are required to take a refresher course every 4 years for training updates and new procedures.

3. Screening

Residents from Plainfield seeking financial assistance will be referred to the Plainfield Township Service Extension Volunteer for intake evaluation.

4. Hours of Service/Availability

The Plainfield Township office will designate a lead contact person and a back-up staff person for management of The Salvation Army Service Extension Funds. The contact's name, work address, work phone number and work email address must be shared with The Salvation Army Service Extension staff. Please communicate changes in contact information or staff in a timely manner.

The Plainfield Township office will notify The Salvation Army Service Extension Staff of vacations and any other extended times when they will be unavailable. In order to make the funds most accessible to the community, we ask that you minimize the amount of time you are unable to take referrals.

The Salvation Army Service Extension staff will make referrals or contact your organization during typical business hours (ex. Monday-Friday 9am-5pm) excluding holidays.

5. The Plainfield Township Service Extension Allocation

City	Allocation
Plainfield	\$2,000.00

6. SIMS Database and Related Documentation

The Plainfield Township office will be required to input client data into the Salvation Army Information Management System (SIMS) should a license be granted to the site. The SIMS database will only be accessible to authorized Salvation Army volunteers to enter and upload data into the system. For each client, the appropriate documentation must be gathered and filled out in its entirety.

Volunteers receiving a SIMS license will be trained in the database by an approved licensed user and will be required to sign the Salvation Army Client Information Management System ServicePoint User Agreement. Service Extension volunteers without a SIMS license will be trained on the application process including how collected documents will be forwarded and processed.

In order to provide assistance, all Service Extension Volunteers must use the paper **Client Application** and attach the following supporting documentation:

- Service Notes Questionnaire
- Client Release of Information (for each adult in household 18 years of age or older)
- Vendor Release of Information
- W9 Form (for all services excluding mortgage and utility assistance)
- Proof of Emergency (ex. police report, receipts, unemployment letter, etc.)
- Picture ID (to prove residency in the referral community)
- Bill relating to the type of assistance needed (ex. lease/rental agreement, mortgage statement, utility bills, prescription, etc.)
- Proof of Income (if available)

The Plainfield Township office is required to keep copies of all documents in a separate folder for at least seven years.

7. Client Assistance

The Plainfield Township office will be responsible for the secure storage and distribution of all financial assistance documentation and gift cards if applicable. Only cleared and approved Service Extension Volunteers can collect and complete client documentation.

A client can be assisted with Service Extension funds up to \$200 within a twelve month period. In the event the client is in need of additional assistance, the Service Extension Volunteer must contact their Field Representative to discuss possible options. Repeat clients must meet all eligibility requirements (including the need to have a new and/or approved valid emergency) and their case must be reviewed by a Field Representative.

8. Spending monitoring and review

The Salvation Army Service Extension Staff will monitor Plainfield Township office spending throughout the year. The information entered into SIMS ServicePoint database will be reviewed against The Salvation Army Service Extension unit's client files and supporting documentation to confirm accurate spending and tracking.

9. Volunteer Requirements

The Service Extension Department will offer Regional Meetings and Professional Development opportunities throughout the year. These meetings will be a chance for each region's volunteers and local Salvation Army staff to discuss strategy and challenges affecting their area. Volunteer attendance to at least one regional meeting a calendar year is mandatory.

Failure to comply with the requirements in this agreement may result in its termination.

The Salvation Army Service Extension

 1 OCTOBER 2018

Program Director Date

Service Extension Volunteer Date

Service Extension Volunteer Date

SEU site - Plainfield Township

Service Extension Volunteer Date

Service Extension Volunteer Date

Service Extension Volunteer Date

Chuck Willard

From: Marie_Dade@usc.salvationarmy.org
Sent: Monday, December 31, 2018 11:27 AM
To: Chuck Willard
Subject: Meeting Follow-up
Attachments: Client Assistance Guidelines 9.17.18.pdf

Good Morning Chuck,

It was a pleasure meeting you Friday. Thank you for your time and insight! Per our conversation, Plainfield is defined as the city of Plainfield (mailing address) and Plainfield Township.

One Salvation Army Information Management System (SIMS) license has been allocated to Plainfield Township. To date, no one from Plainfield Township has received training on the new computer database. Upon approval, please have Wendi reach out to me to schedule a training.

Attached is a copy of the updated Service Extension guidelines for your review. Let me know if additional questions or concerns arise.

Happy New Year!
Marie

Marie A. Dade
Director of Service Extension
The Salvation Army
Metropolitan Division Headquarters
5040 N. Pulaski Rd. Chicago, IL 60630
p: 773.205.3510 | c: 773.754.2609 | f: 773.725.8591



Doing the Most Good Every year, The Salvation Army helps nearly 30 million people, roughly one per second. Support us at donate.salvationarmyusa.org.

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Established 1850

PLAINFIELD Township

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2019 Plainfield Township Board Meeting Schedule

Plainfield Township Administration
22525 W. Lockport St.
Plainfield, IL 60544
6:00 p.m.

Meetings are held the second Wednesday of each month unless otherwise noted.

Supervisor

Tony Fremarek
815.436.8308 P
815.436.5117 F

Trustees

Ernie Knight
Debbie Kraulidis
Eric Nelson
Matthew Starr

Clerk

Chuck Willard

Tax Collector

Brandon Bernicky

Assessor

Erin C. Kljaich
815.436.5110 P
815.436.5117 F

Highway

Commissioner
Ken Marland
815.436.6090 P
815.436.7050 F

January 9, 2019

February 13, 2019

March 13, 2019

April 9, 2019*

May 8, 2019

June 12, 2019

July 10, 2019

August 14, 2019

September 11, 2019

October 9, 2019

November 13, 2019

December 11, 2019

* April Meeting will be held on Tuesday immediately following the Annual Town Meeting scheduled to begin at 6:00 p.m.

Amended January 9, 2019

Clerk

22525 West Lockport Street • Plainfield, IL 60544
www.plainfield-township.com • www.plainfieldassessor.com



interiors for Business, Inc.
409 N. River Street
Batavia, Illinois 60510
630.761.1070 Main
630.761.1065 Fax
www.interiorsforbusiness.com

QUOTE

CUSTOMER
Attn: Chuck Willard
Plainfield Township Building
22525 West Lockport Road
Plainfield, Illinois 60544

DATE 1/3/2018
TERMS Net 15
PROJECT New Desk and Return for Office 121

WORKPLACE CONSULTANT Keith Nelson x53
DESIGNER Elena Griesbaum x35
CUSTOMER SERVICE Carol Kling x20

#	QTY	DESCRIPTION	AMOUNT	EXTENDED
a	1	New Additional Desk for Office 121 Steelcase Payback Laminate Desk with Pedestal (File) on Left and Right Sides. 30" Deep X 72" Wide. Laminate to match existing furniture. Standard Integral Black Pulls. Drawers will be Locking. .	1,189.00	1,189.00
b	1	New Side Return to Existing Desk Steelcase Payback Laminate Side Return with Pedestal (File), 24" Deep X 48" Wide Laminate to match existing furniture. Standard Integral Black Pulls. Drawers will be Locking.	697.00	697.00

Labor to Receive, Deliver, and Install the above furniture into the design provided. Work to be performed by Union Affiliated Labor and will be during normal business hours. 584.00

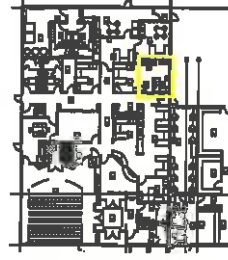
To accept this order please sign and return.		Material	1,886.00
X		Sales Tax 8.00%	EXEMPT
Print Name:		Freight	-
PO Number:		Labor	584.00
		Design	-
		Total \$	2,470.00

Downpayment required at time of order - Ask about available leasing options - This quote is valid for 30 days



NEW 30 X 72 FF/BBF
DESK AND 24X48
RETURN.

Scale: 1/4" = 1'



OFFICE 121- ADMIN ASSIST / FINANCE

Plainfield Township Building
RECONFIGURE OFFICES 121 & 106 AND FILING AREA 111

22525 W LOCKPORT ST, PLAINFIELD, IL

BRINGING LIFE TO WORK

www.interiorstobusiness.com office: 630.763.1070 409 North River Street, Suite 100, Bensenville, IL 60015

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PLAINFIELD TOWNSHIP

To: Township Board

Date: January 2019

From: Erin Kljaich, Assessor

RE: Monthly Report

The Will County Supervisor of Assessment's held the Annual Meeting of Township Assessors. The meeting is required by law. During the meeting the Supervisor of Assessments outlined the rules and procedures for the upcoming assessment year. Here are some important points from the meeting:

Supervisor
Tony Fremarek
815.436.8308

Assessor
Erin C. Kljaich, CIAO-M
815.436.5110

Highway Commissioner
Kenneth R. Marland
815.436.6090

Clerk

Trustees
Ernie Knight
Debbie Kraulidis
Matthew C. Starr
Eric Nelson

Tax Collector
Brandon Bernicky

- The Board of Review's final assessments will transfer to us electronically when they publish their decisions later this month.
- Exemptions will be transferred to and from the county this year beginning with the 2018 General Homestead Exemptions and 2018 Home Improvement Exemptions. Then all 2019 exemptions will be transferred electronically. The 2019 application process begins in April. Training will be held (date tbd). This is a major change that will improve efficiency within each office and the communication between offices. The experience for the taxpayer will greatly improve, too.
- The Disabled Veteran Exemption has been changed by Illinois legislators to be prorated to the first of the month following the date of purchase of the primary residence. Previously, January 1st was the qualification date.
- Being the quadrennial reassessment year, all properties will be reviewed for 2019. All properties will receive notification of their assessment in 2019.



Kenneth R. Marland, Commissioner
22525 W. Lockport Street, Plainfield, IL 60544
815.436.6090 Phone • 815.436.7050 Fax

Plainfield Township Highway Department
January 9, 2019

1. Snow Plowing and Salting

Snow for December and early January has been a non issue so far. We have only had to salt on December 5 and 28.

2. Salt Supply

The winter salt supply for snow and ice maintenance is in excellent shape. We have used a very limited amount.

3. Drain Top Cleaning

The amount of rain we have had the last month has required the road crew to keep a continuous watch on the road drain grills to keep them clean.

4. Truck Repair

Trucks #13 and #21 required new hydraulic fluid lines to be installed. Our crew was able to do this work.

5. Trash Pick Up

All major roads in the township were traveled. Several bags of trash were collected.

6. Tree Trimming

Best Budget Tree Service has continued their "winter" tree trimming. Work has been done in Lily Cache Acres Subdivision on Howard, Grinton, McGrath and Ewing Streets; Sunnyland Subdivision on Pecan St; Crystal Lawns Subdivision on Crystal Drive; and Caton Farm Acres on Bentley Drive.

7. Speed Limit Signs

Our highway crew put one new 25 MPH sign and two new replacement 25 MPH signs in Pinecrest Subdivision.

8. New Object Marker Signs

Eight new Object Marker signs were installed on Taylor Road (143rd St). They mark the new road drains that were installed this summer.

9. Fond Du Lac Bridge

New rip-rap stone was put in around the Fond Du Lac Bridge in Fond Du Lac Subdivision.

10. Road Repairs

New gravel was added to fill in low areas in Lily Cache Acres Subdivision on Feeney Dr; in Sunnyland Subdivision on Flower Street and Grape Street; and Lakewood Falls Subdivision on 135th Street.

11. Pot Hole Work

Pot hole repair was done where needed.

PLAINFIELD Township

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Town Administrator Monthly Report January 2019

Passport/Marriage License/Shuttle Bus Statistics:

2018 Monthly Reports													
2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Passports (New)	81	73	108	78	52	62	42	61	36	56	73	43	765
Passports (Renewal)	14	14	22	18	13	15	7	9	10	15	7	5	149
Marriage Licenses	7	7	12	7	6	31	16	20	16	10	13	7	152
Shuttle Bus Ridership	157	105	169	171	174	145	139	153	123	163	228	181	1908
Shuttle Bus Fares	\$ 633	\$ 528	\$ 742	\$ 783	\$ 760	\$ 608	\$ 679	\$ 744	\$ 587	\$ 684	\$ 576	\$ 396	\$ 7,720
Mileage	2,460	1,969	2,975	2,952	3,085	2,464	2,724	2,944	2,102	2,989	2,148	1,778	30,590

Passports up 150% compared to 2017 actual of 508

Marriage Licenses down 20% compared to 2017 actual of 193

**Note: In the past we have always counted riders per day. Starting in November actual rides were counted. This is to make sure the riders and the deposit will match.*

Transition:

The Township Administration has been restructured into two divisions; Finance and Operations. This specialization of purpose will allow the employees to better utilize their work flow while operating with clear direction. A brief overview and flow chart are attached to this report.

General Assistance: In December our case worker had two requests for assistance. One has been resolved with benefit paid and one is in progress.

Notes: I met with the Salvation Army representative to go over our service agreement for 2018-2019 and returned 8 unused \$25 gift cards. They will provide training to our Township Caseworker as part of the service agreement.

The Township Administration and Assessors employees worked together organizing the large Toys for Tots gift donations. Office Manager Wendi McKenzie supervised the gifts distribution for the Township on December 15, 2018 along with 2 National Honors Society students from Plainfield North and 53 children received gifts.

Short Term Goals: Less than a year

Completed

- Procedure (SOP #2) was written and enacted to provide clear direction on all future Gift Card and In-kind donations.
- New Cemetery deposit form and procedure created for better accounting practice
- Changed Elected Official payroll to the first Friday of the month
- Created Ordinance 19-01 to establish a Township Credit Card policy.
- Procedure (SOP#3), Credit Card Holder Agreement Form (PTCCAF), Purchase Order Form (PTPOF) and a Purchase Order Log Form were created to provide clear direction on the use of Township Credit Cards and ensuring oversight of purchases.

In Progress

- Capital Budget and Project Plan – projected completion April 2019
- Review of all programs – projected completion March 2019
- Review of all accounting processes – projected completion January 2019
- Review Shuttle Bus maintenance/replacement plan – Projected April 2019
- Restructure GA/EA caseworker with education and training – Projected February 2019
- Implement new file system for Township – in progress January 2019

Midterm Goals: within the current board term

In Progress

- Create construction plan of action within capital budget plan
- Create a single source filing system

Long Term Goals: Plans exceeding the current board's tenure

- Goals and Objectives - Board survey
- Enact capital budget plan with start dates

Chuck Willard
Town Administrator

Organizational Chart Overview

Plainfield Township Administrations

Purpose: The intent of this document is to provide clear direction to all staff of the Plainfield Township Administration and provide a chain of command structure during routine business hours. In the event of an emergency situation, the NIMS management system will be used as adopted by the Township Board September 12, 2005 (Resolution No. 05-01) and is addressed in the Emergency Organizational Chart.

Supervisor: The Supervisor is the Chief Elected Official for the Township Administration and will set the Objectives and Goals for the Town Administrator.

Town Administrator: The Town Administrator is tasked by the Supervisor to administer the day to day operations of the Township and will set the strategy and tactics to achieve this task. The Town Administrator reports directly to the supervisor, has authority to enact the objectives and goals given, and has supervisory control of the Township Administration Staff.

Accountant and Accounts Receivable: Report to and perform the tasks and direction given by the Town Administrator.

Office Manager: Report to and perform the tasks and direction given by the Town Administrator, directly supervise and delegate tasks to Senior Shuttle bus drivers, security and office receptionist.

Accountant: Duties: General

The Township Accountant is responsible for processing payroll, maintaining accurate financial records and complying with all Township, local, state, and federal accounting and financial regulations. The Township Accountant will also serve as the Township Human Resources manager.

Duties: Essential

- Preparing and maintaining Annual Township budgets and Levy's while maintaining accurate financial records
- Oversight and control of secure door key distribution for Township properties
- Create and maintain Township Capital Budget Plan
- Act as liaison to TOIRMA
- Compiling, analyzing, and reporting financial data
- Handles investigation and resolution of employee issues, concerns and conflicts
- Coordinate all employee benefits including retirement plans and Employee Insurance
- Ensures all employment practices comply with federal, state and local regulations
- Will train for and serve as a backup for the Accounts Payable if requested by Town Administrator
- Performs other duties as assigned by the Town Administrator

Accounts Payable: Duties: General

The Accounts Payable Manager is responsible for processing payable invoices, assisting Township Accountant and researching invoice discrepancies.

Duties: Essential

- Reviews all invoices for appropriate documentation and approval prior to processing
- Collection and review of all charge account receipts
- Assists in financial statement preparation of monthly Board bill report
- Liaison to Township Cemetery
- Obtain and file invoices
- Maintenance of Township filing system
- Support site staff by answering general Accounts Payable inquiries
- Will train for and serve as a backup for the Accountant if requested by Town Administrator
- Performs other duties as assigned by the Town Administrator

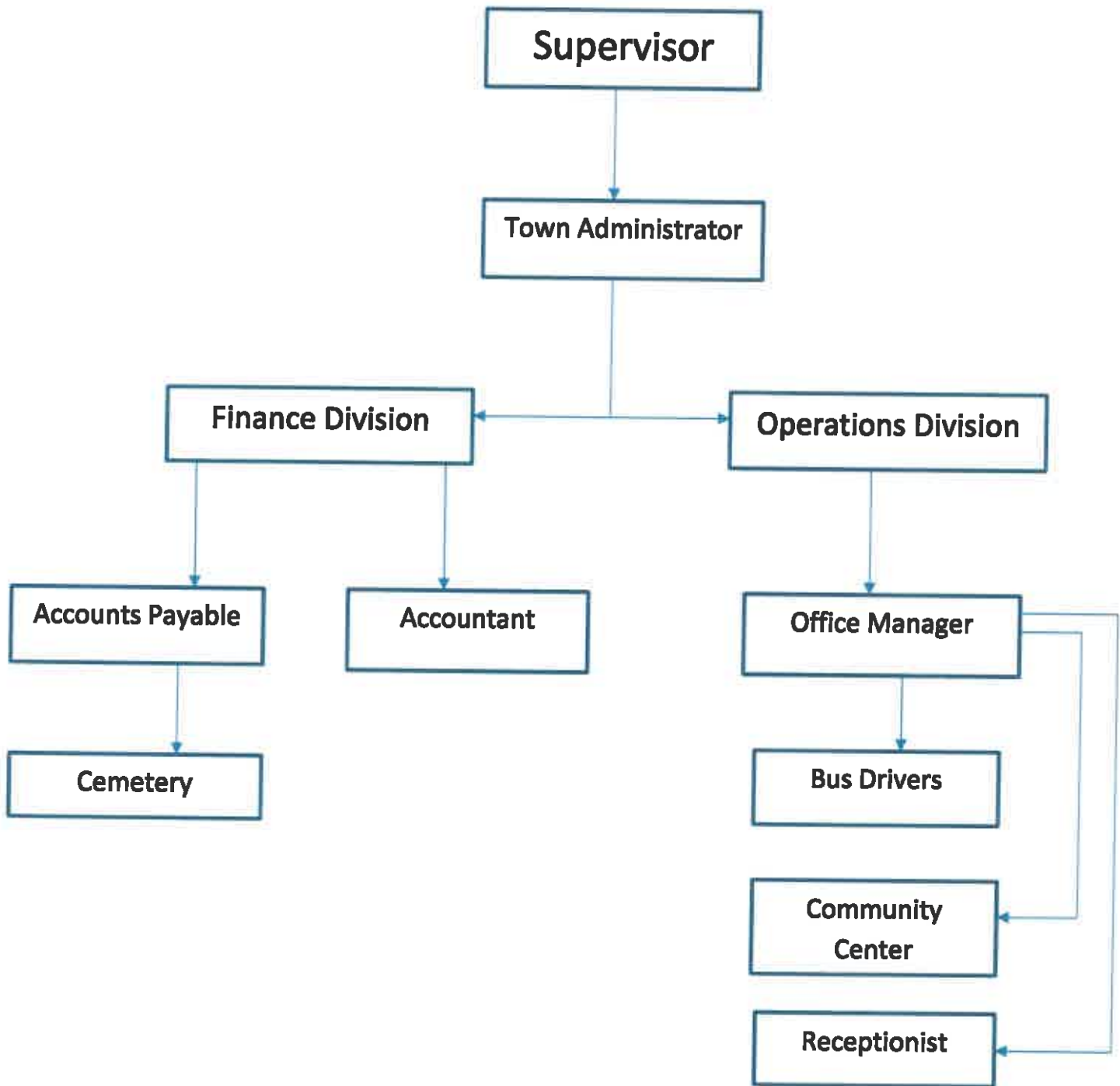
Office Manager: Duties: General

The Office Manager has oversight of all Township service programs, front desk staff supervision and task delegation and will serve as the Township Case Worker for all social benefits programs.

Duties: Essential

- Reviews all General Assistance and Emergency Assistance applications for appropriate and complete documentation
- Orders office supplies and other office equipment as needed
- Buildings and Grounds coordinator for routine maintenance
- Oversight and task delegation of Township Senior Shuttle, Receptionist, Community Garden Program, Notary service
- Liaison to Township Community Center, Township Food Pantry and Cleaning service
- Oversight and performance of the services of Marriage Licenses, Medical Loan Closet, Passports and Voter Registration
- Create and maintain a monthly log of services provided
- Perform updates to social media as needed
- Will train for and serve as a backup for the Town Administrator at a Board meeting if requested by Town Administrator

Performs other duties as assigned by the Town Administrator





December 28, 2018

Marie Dade
Salvation Army
Subject: \$25 Jewel Christmas Gift Cards

Per your email to me, dated December 14, 2018, stating that The Salvation Army does not have a written agreement with Plainfield Township for the distribution of gift cards, we are returning to you 8 unused \$25 gift cards.

Please sign this Receipt of return

Marie Dade
Salvation Army

28 DECEMBER 2018

Date

Charles H. Willard
Town Administrator

12-28-18

Date



PLAINFIELD TOWNSHIP Cemetery

15408 S. Joliet Road • Plainfield, IL 60544 • 815.436.4350 • www.plainfield-township.com

Board Report -January 9, 2019

1. Grave Cleanup
Debris and old flowers were removed from graves.
2. Grave Maintenance
Graves were filled with new pulverized black dirt, leveled and compacted.
3. Cemetery Burials
Two traditional burials, and three burial of cremains.
4. Dirt Work
None at this time.
5. Data Entry
Updated cemetery ledger and state database.
6. Maintenance on Equipment
John Deer Backhoe and Two John Deer 997 mowers.

Normal everyday customer service was maintained with phone calls regarding grave locations for stone companies, engravers, and family members, stone and foundation orders, scheduling of cremation and burial arrangements and cemetery tours/ grave sales.

FY 2018-2019

Grave Sales	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	YTD
Traditional Burials	1	2	0	2	5	5	3	3	2	0	0	0	23
Cremains	1	1	9	2	1	0	0	3	3	0	0	0	20
Inurnment of Cremains	2	1	0	0	0	0	0	0	0	0	0	0	3

Total Burials: 46



Kathy Whalen, Recreation Manager Adult Services

January 2019

Active Adult Programs ~ December 2018

- Rules of the Road – December 5th
- Senior Citizen Holiday Luncheon – December 10th
- Card Fun – December 12th
- Pot Luck Luncheon – December 18th
- Bunco – December 20th

Upcoming Active Adult Programs ~ January 2019

- Fitness Classes Begin – Week of January 7th
- Pot Luck Luncheon – January 15th
- Bunco – January 17th
- Extended Trip Presentation – January 22nd
- Card Fun – January 23rd
- Learn to Crochet – January 28th
- Heart Health Presentation – January 31st

Weekly Activities & Programs for Active Adults

- Monday's – Wii Bowling
- Tuesday's – Game Days
- Wednesdays – Card Days
- Friday's – Mahjong & Euchre

**PLAINFIELD TOWNSHIP
BOARD AUDIT REPORT
FROM: 12/13/2018 TO: 01/9/2019**

TOTAL PAYROLL TOWN FUND.....	\$ 84,220.20
TOTAL BOARD AUDIT REPORT TOWN FUND.....	\$ <u>59,577.56</u>
TOTAL GENERAL TOWN FUND.....	\$ 143,797.76

TOTAL PAYROLL HIGHWAY.....	\$ 33,571.74
TOTAL BOARD AUDIT REPORT HIGHWAY.....	\$ <u>51,146.88</u>
TOTAL ROAD AND BRIDGE FUND.....	\$ 84,718.62

*****TOTAL ALL FUNDS*****	<u>\$ 228,516.38</u>
---------------------------	----------------------

THE ABOVE HAS BEEN AUDITED AND APPROVED FOR PAYMENT THIS _____
DAY OF _____, 2019.

I, _____, Clerk of the Township of Plainfield in Will County, Illinois, do hereby
certify that the attached General Ledger dated January 9, 2019 for the period of
December 13, 2018 through January 9, 2019 is true and correct and authorized by
Plainfield Township as provided by law (Illinois Public Act 100-0983).

Supervisor

Town Clerk

Attest

Trustee

Trustee

Trustee

Trustee

Highway Commissioner

Plainfield Township Gross TOWNSHIP Payroll by Employee by Class December 13, 2018 through January 9, 2019

ASSESSOR (TOWNSHIP)	CEMETERY (TOWNSHIP)	SUPERVISOR (TOWNSHIP)	Total TOWNSHIP	TOTAL
Alymovich, Joseph P.	0.00	1,372.54	1,372.54	1,372.54
Bernicky, Brandon J.	0.00	107.85	107.85	107.85
Carroll, Kenneth	0.00	4,046.31	4,046.31	4,046.31
Cobb, Jimmie R.	0.00	1,929.39	1,929.39	1,929.39
Fremarek, Anthony F.	0.00	5,207.56	5,207.56	5,207.56
Gardner, Lori A	0.00	2,791.41	2,791.41	2,791.41
Kljalich, Erin	0.00	13,377.92	13,377.92	13,377.92
Knight, Ernest C.	0.00	1,462.26	1,462.26	1,462.26
Krauldis, Debbie L.	0.00	1,462.26	1,462.26	1,462.26
Kujath, Vernon E.	0.00	1,462.26	1,462.26	1,462.26
Lee, Rose C.	2,196.06	0.00	2,196.06	2,196.06
Lockhart, James A.	1,327.57	0.00	1,327.57	1,327.57
Marland, Kenneth R.	0.00	1,239.83	1,239.83	1,239.83
Mckenzle, Wendi	0.00	15,304.91	15,304.91	15,304.91
Nelson, Eric D.	0.00	4,679.92	4,679.92	4,679.92
Palmer, Courtney R.	0.00	1,462.26	1,462.26	1,462.26
Potocki, Lisa L	1,605.42	0.00	1,605.42	1,605.42
Pubertz, James R.	0.00	1,074.27	1,074.27	1,074.27
Rainhart, Jr., Charles E.	0.00	964.57	964.57	964.57
Schuerman, David M.	0.00	840.64	840.64	840.64
Star, Matthew C.	4,850.03	0.00	4,850.03	4,850.03
Surges, Nicholas R.	0.00	1,462.26	1,462.26	1,462.26
Willard, Charles	5,074.14	0.00	5,074.14	5,074.14
Woolley, Christy A.	0.00	6,129.12	6,129.12	6,129.12
	0.00	4,251.90	4,251.90	4,251.90
TOTAL	15,053.22	6,940.27	62,226.71	84,220.20
				84,220.20

1:46 PM

01/03/19

Cash Basis

Plainfield Township Board Audit Report- TOWNSHIP December 13, 2018 through January 9, 2019

Date	Num	Memo	Account	Class	Paid Amount
Alex Lhen-Township					
01/02/2019	995317	Floor Mats for Township Building	101579 · Operating Supplies - SUPER	TOWNSHIP-SUPERVIS...	-39.11
Total Alex Lhen-Township					
Amerigas					
12/19/2018	3085698103	Propane - Supervisor Share	101544 · Utilities - SUPER	TOWNSHIP-SUPERVIS...	-905.83
01/02/2019	3086334227	Propane - Supervisor Share	101544 · Utilities - SUPER	TOWNSHIP-SUPERVIS...	-1,265.46
Total Amerigas					
AT & T- Township					
12/19/2018	12001-12/31/2018	Office Phones for Cemetery	101532 · Telephones/Internet - SUPER	TOWNSHIP-CEMETERY	-92.79
12/19/2018	11/29-12/28/2018	Internet	103532 · Telephone/Internet - CEM	TOWNSHIP-SUPERVIS...	-55.39
Total AT & T- Township					
ComEd-Sheri					
01/02/2019	11/15-12/18/2018	Tornado Stren	101544 · Utilities - SUPER	TOWNSHIP-SUPERVIS...	-148.18
Total ComEd-Sheri					
Core Logic					
01/02/2019		co 458511	102585 · Software/Licenses - ASSR	TOWNSHIP-ASSESSOR	-42.14
Total Core Logic					
Cutting Edge Catering & Events					
12/19/2018	28201	Gap Meeting Luncheon 11/29/2018	101542 · Training/Meeting-SUPER	TOWNSHIP-SUPERVIS...	-1,379.95
Total Cutting Edge Catering & Events					
Enterprise Printing					
01/02/2019	124358	Classified Ad	101534 · Publishing/Advertising SUPER	TOWNSHIP-SUPERVIS...	-331.75
Total Enterprise Printing					
First Midwest Bank					
01/02/2019	12/09/2018	Misc. Office Supplies (Pens)	103578 · Operating Supplies - CEM	TOWNSHIP-CEMETERY	-62.00
01/02/2019	12/09/2018	Misc. Operating Supplies (Adobe)	103579 · Operating Supplies - CEM	TOWNSHIP-CEMETERY	-109.64
01/02/2019	12/09/2018	Postage	103520 · Maintenance - CEM	TOWNSHIP-CEMETERY	-15.93
01/02/2019	12/09/2018	Exterminator	103520 · Maintenance - CEM	TOWNSHIP-CEMETERY	-30.00
Total First Midwest Bank					
First Midwest Bank Processing - Town					
01/02/2019	12/09/2018	Initial Payroll	101543 · IT Service/Website/Copier - SUP	TOWNSHIP-SUPERVIS...	-330.57
01/02/2019	12/09/2018	GPS for Shuttle Bus	101579 · Operating Supplies - SUPER	TOWNSHIP-SUPERVIS...	-78.63
01/02/2019	12/09/2018	HR Training	101542 · Training/Meeting-SUPER	TOWNSHIP-SUPERVIS...	-68.99
01/02/2019	12/09/2018	Ink and Photo Paper for Passports	101579 · Operating Supplies - SUPER	TOWNSHIP-SUPERVIS...	-50.00
01/02/2019	12/09/2018	TOI Training	101542 · Training/Meeting-SUPER	TOWNSHIP-SUPERVIS...	-135.98
01/02/2019	12/09/2018	TOI Training	101543 · IT Service/Website/Copier - SUP	TOWNSHIP-SUPERVIS...	-221.48
01/02/2019	12/09/2018	TOI Training	101543 · IT Service/Website/Copier - SUP	TOWNSHIP-SUPERVIS...	-378.32



PLAINFIELD TWP CEMETERY

Cardholder Account Summary

Cardholder Account Detail				
Plan Name	Post Date	Reference Number	Description	Amount
NEW CASH				
Payments & Other Credits				
Purchases & Other Charges				
Cash Advances				
Total Activity				\$330.57

11/09	PPLN01	24431088313083703865228	NATIONAL PEN CO LLC 856-675-3000 CA	\$109.64
11/16	PPLN01	24431088319026613576047	ADOBE *ACROPRO SUBS 800-633-6687 CA	\$15.93 *
11/24	PPLN01	24445008328000868802543	USPS KIOSK 1662849550 PLAINFIELD IL	\$30.00
11/28	PPLN01	24692166332100208972492	HURRICANE EXTERMINATOR 615-741-1527	\$175.00

Finance Charge Summary / Plan Level Information

Plan Name	Plan	Description	FCM ¹	Average Daily Balance	Periodic Rate *	Corresponding APR	Finance Charges	Effective APR	Fees **	Effective APR	Ending Balance
PPLN01	PURCHASE	G		\$0.00	0.61250%(M)	9.7500%(V)	\$0.00	\$0.00	0.0000%	\$399.81	
* Periodic Rate (M)=Monthly (D)=Daily											
** Includes cash advance and foreign currency fees											
¹ FCM = Finance Charge Method											
Days in Billing Cycle: 32											
APR = Annual Percentage Rate											
(V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.											

PAID

END
11/21/19

NOV 02 2019

BY: 03571

PACKING SLIP

NATIONAL PEN (TN), 342 SHELBYVILLE MILLS ROAD, SHELBYVILLE, TN 37160 US

Kenneth CARROLL
PLAINFIELD TOWNSHIP CEMETERY
15408 S JOLIET RD
PLAINFIELD IL 60544-2740

US

Total Cartons	1
Total Weight (lbs)	5.5
Total Qty	131
Total FT	

Shipment ID	
PO NUMBER	
Order No	
Customer No	
Ship Date	11-08-2018
Country of Origin	US
Carrier/Forwarder	
UPS SUREPOST 1 LB OR GREATER	

Quantity	Inventory Code	Description of Merchandise
130	LNS-XXX-J4LAM-CB-C	LNS-1EE ALPHA SOFT TOUCH PEN WITH STYLUS - LNS
1	PRM-E1W2	PREMIUM - FIRST TIME CUSTOMER PREMIUM GIFT (FTB) WELCOME KIT

[REDACTED]

PLAINFIELD
14855 S VAN DYKE RD

PLAINFIELD
IL

80544-8938
1862848550

1/24/2018 (800)275-6777 03:45 PM

Product	Qty	Unit Price	Price
Forever® Postage Stamp 80		90.50	\$90.00
Total:			\$90.00

ISA \$30.00

(Approval #:843850)
(Transaction #:542)
(Receipt #:000542)
(AID:A0000000031010)
(Application Preferred Name)
(AL:VISA CREDIT)
(Chip)
(AC:3D1FE958472754C3)
(CVM:1F0002)
(IAD:00010A03800000)
(ARC:00)
(TSI:0000)
(TVR:0000000000)

578

Receipt #: 840-16040884-1-78824-1

Preview your Mail
Track your Packages
Sign up for FREE @
www.informedelivery.com

All sales final on stamps and postage
Refunds for guaranteed services only
Thank you for your business

NAME: Plainfield Township Cemetery

ADD: 15468 S Juliet Road

CITY: Plainfield

IL ZIP: 60544

HM. PHONE: (815) 436 4350

WK. PHONE:

Amount Paid: \$175.00 Cash: Check # CC

THERE WILL BE A \$25.00 CHARGE ON ALL RETURNED CHECKS

ACCT #:

This Application

Prev. Due:

PLEASE NOTE:

ANY INVOICE OVER 30 DAYS PAST DUE

A LATE CHARGE WILL BE APPLIED

LAST SERVICE DATE**DESCRIPTION****AMOUNT**

1: SEASON:

2: ...

...

\$175.00

1) SPRING SERVICE**2) EARLY SUMMER SERV****3) SUMMER SERVICE****4) FALL SERVICE****5) SINGLE SERVICE****OUTSIDE SERVICE**

- ☐ Perimeter of Home
☐ Around windows & doors
☐ Under eaves & fascia boards
☐ Porch and/or patio
☐ Mulch Beds Next to The House
☐ Garage ☐ Other
☐ Other

INSIDE SERVICE

- ☐ Main Level ☐ Kitchen
☐ Basement ☐ Bathrooms
☐ Familyroom ☐ Livingroom
☐ Garage
☐ Other

OTHER SERVICE

ADD. CHARGES MAY APPLY

- ☐ Attic
☐ Crawl Space
☐ Around Swimming Pool
☐ Shed
☐ Other

THE POISON CONTROL NUMBER IS 1-800-222-1222

DONE:

NOTES:**COMMENTS:****INSPECTED AND / OR TREATED FOR ON THIS SERVICE:**

- ☐ Ants ☒ Mice ☐ Bees ☐ Earwigs ☐ Roaches ☐ Centipedes ☐ Crickets ☐ Pillbugs
☐ Other ☐ Other ☐ Millipedes ☐ Wasps ☐ Sowbugs

MATERIAL USED AMOUNT % EPA NUMBER

DRAX ANT BAIT PF	OZ	5.0%	9444-131
TERMIDORE	GALLONS	.06%	7969-210
MAXFORCE CARPENTER ANT GEL	OZ.	.001%	432-1264
DEMON EC	OZ	.1%	100-1004
CONTRAC BLOX	20 BLOCKS	.005%	12455-79
CB-80 EXTRA	OZ.	0.5%-4.0%	9444-175
PRECORE 2000	OZ / OZ	1%	2724-490
MAXFORCE FC	STATIONS	1%	432-1256
OTHER	GALLONS	-	
MAXFORCE ANT BAIT GEL	SEC. / OZ	0.001	432-1264
MAX FORCE ROACH BAIT GEL	OZ	2.15%	432-1254
CROSS CHECK	GALLONS	.06 %	279-3206-10404

HURRICANE**TERMITE & PEST CONTROL**

IF YOU DO NOT WANT TO CONTINUE WITH SERVICE AFTER THE FALL ROUND PLEASE CALL BEFORE MARCH 1ST OF THE FOLLOWING YEAR. THIS IS FOR THE CUSTOMER WHO IS ON THE HOME PROGRAM. THE PROGRAM WILL CONTINUE FROM YEAR TO YEAR UNLESS PAYMENT IS NOT UP TO DATE OR SERVICE HAS BEEN CANCELLED BY NOTE OR A PHONE CALL. THOSE WHO WANT TO CONTINUE WITH THE SERVICE WILL BE GUARANTEED THROUGH THE WINTER FOR THE INSIDE OF YOUR HOME FOR NO EXTRA COST. JUST CALL US IF YOU HAVE A PROBLEM INSIDE THROUGH THE WINTER. WE WILL START OUTSIDE SERVICE AGAIN IN THE SPRING (MARCH OR APRIL DEPENDING ON THE WEATHER). THEY WILL RUN EVERY 6-10 WEEKS APART. USE OF CHEMICALS OVER OUR TREATMENT VOIDS YOUR WARRANTY & CAN RESULT IN A REINSTATEMENT FEE OR CANCELLATION.

TECHNICIAN SIGNATURE

052-090438

LICENSE #

CUSTOMER SIGNATURE

DATE

11/28/18

Account Summary

Credit Limit \$5,000.00
 Billing Cycle 12/09/2018
 Days In Billing Cycle 32
 Purchases and Other Charges + \$1,483.20
 Cash + \$0.00
 Balance Transfer + \$0.00
 Credits - \$0.00
 Payments - \$0.00

TOTAL ACTIVITY \$1,483.20

Account Inquiries



Call us at: (800) 221-5920
 Lost or Stolen Card: (866) 839-3485



Write us at PO BOX 31535, TAMPA, FL 33631-3535

Cardholder Account Summary

Trans Date	Post Date	Reference Number	Description	Amount
11/07	11/08	24682168311100954302709	Intuit *PayrollEE usag 800-446-8848 CA	78.83
11/07	11/08	24682168311100108379977	AMZN Mktp US*M846H98U2 Amzn.com/bill WA	68.99
11/07	11/08	24482158311894176526282	PAYPAL *DUPAGESOCIE 402-935-7733 CA	50.00
11/08	11/09	24682168312100518325427	AMZN Mktp US*M826Y0QH1 Amzn.com/bill WA	135.98
11/13	11/15	24431088318708414676370	HOLIDAY INN EXPRESS SPRI SPRINGFIELD IL	221.48
11/14	11/16	24431088319708416186021	CROWNE PLAZA SPRINGFIELD SPRINGFIELD IL	378.32
11/15	11/16	24483088318200198800197	CLOUD9 REAL TIME 858-529-0023 CA	284.80
11/29	11/30	24430988333083321477893	POSTAGE REFILL 844-256-6444 CT	200.00
12/07	12/09	24682168341100921297878	Intuit *PayrollEE usag 800-446-8848 CA	85.00

101513 - 11/24/13
 101517 - 2014/11
 101518 - 11/20/13
 101519 - 11/20/13

PAYMENT NUMBER
P1-44118427

TOTAL AMOUNT PAID
\$78.63

Billed to
ANDI FRENCH
22525 W. Lockport
Plainfield, IL 60544

Payment Date
11/07/2018


Paid By


Customer Account Number
709-625-298

Charges

DATE	DESCRIPTION	AMOUNT
11/07/2018	Intuit QB Payroll Monthly Per Employee Fee Billed Usage	\$78.63
11/07/2018	Price	\$74.00
11/07/2018	Sales Tax	\$4.63
11/07/2018	Item Charge	\$78.63
Total Charges		\$78.63

Payment

DATE	DESCRIPTION	AMOUNT
11/07/2018	Automatic payment using  Payment reference # P1-44118427	\$78.63
Total Amount Paid		\$78.63

Privacy

amazon.com



SDthcqRxt2

Order of November 1, 2018

Item	Item Price	Total
Prymax 7 Inch GPS Navigation for Car, Car GPS Navigation System with Touch Screen/ 8GB Memory/Lifetime Map Update/ DrivIn... Electronics C001W8GZ7T SPO1 (Sold by MATTHEW FRANCIS)	\$68.99	\$68.99

mark completes your order:

Subtotal	\$68.99
Shipping & Handling	\$7.48
Promotional Certificate	\$7.48
Order Total	\$68.99
Paid via credit/debit	\$68.99

or replace your item
amazon.com/returns



txt2/-1 of 1-//DCH3-A/sss-us/0/1108-15:00/1107-11:02

A3

DuPage Society for Human Resource Manag

You paid \$50.00 USD

to DuPage Society for Human Resource Management
Details

Get your PayPal receipts in Messenger

Paid with



\$50.00 USD

This transaction will appear on your statement as PAYPAL *DUPAGESOCIE

Purchase details

Receipt number: 3911178143224554

We'll send confirmation to:

cwoolley@plainfield-township.com

Merchant details

DuPage Society for Human Resource Management

Return to Merchant



Pass Order #: Passport Ink,
order of November 7, 201

Item Price

Total

\$67.99

\$135.98

CANON_KP-108IN_X2_KIT614_NM 738283387845 (Sold by
Tompkins Associates Photo Savin, LLC)

plant completes your order.

Subtotal	
Shipping & Handling	\$135.98
Promotional Certificate	\$10.13
Order Total	\$10.13
Paid via credit/debit	\$135.98
	\$135.98

or replace your item
amazon.com/returns

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000 1001 1002 1003 1004 1005 1006 1007 1008 1009 1010 1011 1012 1013 1014 1015 1016 1017 1018 1019 1020 1021 1022 1023 1024 1025 1026 1027 1028 1029 1030 1031 1032 1033 1034 1035 1036 1037 1038 1039 1040 1

DJ2/-2 of 2-//DCH3-A/sss-us/0/1108-11:45/1107-17:47

1A9



CROWNE PLAZA

SPRINGFIELD

118

01-03-19

Chuck Willard**107 MILLER FLOWER DR****Plainfield IL 60586****United States**

Folio No. :

A/R Number :

Group Code :

Company :

Membership No. :

Invoice No. :

Room No. : **0932**Arrival : **11-11-18**Departure : **11-14-18**Conf. No. : **22073818**

Rate Code :

Page No. : **1 of 1**

Date	Description	Charges	Credits
11-11-18	Room Service Dinner - Food CHECK# 0053976	23.05	
11-11-18	*Accommodation	98.00	
11-11-18	Room Tax	12.74	
11-12-18	*Accommodation	98.00	
11-12-18	Room Tax	12.74	
11-13-18	Room Service Dinner - Food CHECK# 0053995	23.05	
11-13-18	*Accommodation	98.00	
11-13-18	Room Tax	12.74	
11-14-18	Visa		378.32

Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - www.lhg.com/reviews. We look forward to welcoming you back soon.

Total	378.32	378.32
Balance	0.00	

Guest Signature: _____

Thank you for staying at the Crowne Plaza in Springfield. The receipt that was provided under your door is offered for an Express Check Out. Room keys may be left in the room at your convenience. Thank you again for staying at the Crowne Plaza in Springfield and we hope you have a safe return home.

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Crowne Plaza Springfield
3000 South Dirksen Parkway
Springfield Illinois 62703
Telephone: (217) 529-7777 Fax: (217) 529-6666



First Midwest

1

11-13-18

Christy Woolley
24507 Kennedy Dr
Plainfield IL 60544
United States

Folio No. :
A/R Number :
Group Code :
Company :
Membership No. :
Invoice No. :

Room No. : 4722
Arrival : 11-11-18
Departure : 11-13-18
Conf. No. : 24521745
Rate Code :
Page No. : 1 of 1

Date	Description	Charges	Credits
11-11-18	*Accommodation	98.00	
11-11-18	Room Tax	12.74	
11-12-18	*Accommodation	98.00	
11-12-18	Room Tax	12.74	
11-13-18	Visa		221.48
Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - www.ihg.com/reviews . We look forward to welcoming you back soon.		Total	221.48
		Balance	0.00

Guest Signature: _____

I have received the goods and / or services in the amount shown hereon. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Holiday Inn Express - Springfield
3050 S. Dirksen Parkway
Springfield, IL 62703
Telephone: (217) 529-7771 Fax: (217) 529-1777
(Owned and operated by Driftwood Hospitality)



INVOICE

Cloudnine Realtime
An Abacus Next Company
9171 Towne Center Drive, Suite 200
San Diego, California 92122

Invoice Date: 11/15/2018
Invoice #: INV00065565
Payment Terms: Due Upon Receipt
Due Date: 11/15/2018

Account Number: [REDACTED]
Account Information: Plainfield Township
22525 West Lockport Street
Plainfield, Illinois 60544
United States
815-438-8308
correspondence@plainfield-township.com
CreditCard

Item	Description	Service Period	Quantity		TOTAL
C9 User 3-5	User Licenses 4 GB RAM, 4 CPU, 75GB C: BOOT DRIVE, & 25GB D: DATA DRIVE	11/15/2018-12/14/2018	4	\$43.00	\$172.00
SL-900-TSPRNT	TS Print Software - Monthly \$15.30 per month.	11/15/2018-12/14/2018	1	\$15.30	\$15.30
VM-308-WS12	Windows 2012 Server\n\$13.50 per month\nMonthly billing	11/15/2018-12/14/2018	1	\$13.50	\$13.50
QB-10-USH	Intuit US Commercial Hosting QuickBooks Surcharge\n\$5 per user per month\n	11/15/2018-12/14/2018	3	\$5.00	\$15.00
SL-900-MSEXL	Microsoft Excel, \$7.00 per user/per month.	11/15/2018-12/14/2018	1	\$7.00	\$7.00
SL-900-MSOS	Microsoft Office Standard\n\$14.00 per user/per month.	11/15/2018-12/14/2018	3	\$14.00	\$42.00
					\$284.80



INVOICE

Total:	\$264.80
Invoice Balance:	\$0.00

TRANSACTIONS				
Invoice Total				\$264.80
Transaction Date	Transaction Number	Transaction Type	Description	Applied Amount
11/15/2018	P-00066585	Payment		(\$264.80)
Invoice Balance				\$0.00

Refill Receipt

Postage In Meter: \$215.850
Prepaid on Account: \$000.000
Credit Line Available: \$2580.300

Refill Amount: \$200.000

NOV 29 18
10:09a

Account No.: [REDACTED]
Meter No.: [REDACTED]

PAYMENT NUMBER
P1-44816130

TOTAL AMOUNT PAID
\$85.00

Billed to
ANDI FRENCH
22525 W. Lockport
Plainfield, IL 60544

Payment Date
12/07/2018

Paid By

Customer Account Number

Charges

DATE	DESCRIPTION	AMOUNT
12/07/2018	Intuit QB Payroll Monthly Per Employee Fee Billed Usage	\$85.00
12/07/2018	Price	\$80.00
12/07/2018	Sales Tax	\$5.00
12/07/2018	Item Charge	\$85.00
Total Charges		\$85.00

Payment

DATE	DESCRIPTION	AMOUNT
12/07/2018	Automatic payment using Visa ending [REDACTED] Payment reference # P1-44816130	\$85.00
Total Amount Paid		\$85.00

[Privacy](#)

1:46 PM
01/03/19
Cash Basis

Plainfield Township
Board Audit Report- TOWNSHIP
December 13, 2018 through January 9, 2019

Date	Num	Memo	Account	Class	Paid Amount
01/02/2019	12/09/2018	Cloud 9	101543 · IT Service/Website/Copier - SUP	TOWNSHIP: SUPERVIS...	-264.80
01/02/2019	12/09/2018	Postage Refill	101530 · Postage-SUPER	TOWNSHIP: SUPERVIS...	-200.00
01/02/2019	12/09/2018	Intuit Payroll	101543 · IT Service/Website/Copier - SUP	TOWNSHIP: SUPERVIS...	-85.00
Total First Midwest Bank Processing - Town					-1,483.20
GA-Village of Romeoville					
12/19/2018		case# 201815	101594 · GAFE - SUPER	TOWNSHIP: SUPERVIS...	-245.00
Total GA-Village of Romeoville					-245.00
Healy, Bender & Associates, Inc.					
01/02/2019	7025	Architectural Services from September 30 - December 8, 20...	101581 · Building Renovation - SUPER	TOWNSHIP: SUPERVIS...	-24,512.00
Total Healy, Bender & Associates, Inc.					-24,512.00
Heritage FS, Inc.					
01/02/2019	32000030	Fuel for Cemetery	103520 · Maintenance - CEM	TOWNSHIP: CEMETERY	-807.50
Total Heritage FS, Inc.					-807.50
Konica Minolta Lease Contract					
01/02/2019	373399336	Lease Contract - Supervisor Share	101543 · IT Service/Website/Copier - SUP	TOWNSHIP: SUPERVIS...	-60.00
01/02/2019	373399336	Lease contract - Assessor Share	102543 · IT Service/Website/Copier -ASSR	TOWNSHIP: ASSESSOR	-60.00
Total Konica Minolta Lease Contract					-120.00
Konica Minolta USA, Inc.					
12/19/2018	9005143699	Copy Machine - Supervisor Share	101543 · IT Service/Website/Copier - SUP	TOWNSHIP: SUPERVIS...	-41.62
12/19/2018	9005143699	Copy Machine - Assessor Share	102543 · IT Service/Website/Copier -ASSR	TOWNSHIP: ASSESSOR	-41.62
12/19/2018	9005143699	Copy Machine - PTCC Share	101589 · Des Plaines St. (PTCC) - SUPER	TOWNSHIP: SUPERVIS...	-82.81
01/02/2019	9005233537	Copy Machine - Supervisor Share	101543 · IT Service/Website/Copier - SUP	TOWNSHIP: SUPERVIS...	-45.07
01/02/2019	9005233537	Copy Machine - Assessor Share	102543 · IT Service/Website/Copier -ASSR	TOWNSHIP: ASSESSOR	-45.07
01/02/2019	9005233537	Copy Machine - PTCC Share	101589 · Des Plaines St. (PTCC) - SUPER	TOWNSHIP: SUPERVIS...	-98.14
Total Konica Minolta USA, Inc.					-354.33
Mahoney, Silverman and Cross					
01/02/2019	42410	Prfessional Services for Supervisor Through 11/30/2018	101526 · Legal Services - SUPER	TOWNSHIP: SUPERVIS...	-536.25
Total Mahoney, Silverman and Cross					-536.25
Nicoor					
01/03/2019	11/19-12/18/2018	Gas at PTCC Through 12/18/2018	101589 · Des Plaines St. (PTCC) - SUPER	TOWNSHIP: SUPERVIS...	-201.34
Total Nicoor					-201.34
Patriot Electric & Technologies					
01/02/2019	726180	Repairs for Gutter Ice Melter at PTCC	101589 · Des Plaines St. (PTCC) - SUPER	TOWNSHIP: SUPERVIS...	-495.00
Total Patriot Electric & Technologies					-495.00

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Cash Basis

Plainfield Township Board Audit Report- TOWNSHIP December 13, 2018 through January 9, 2019

Date	Num	Memo	Account	Class	Paid Amount
Plainfield Area Community Chorus 12/19/2018					
Total Plainfield Area Community Chorus		donation	101566 · Community Events/Donation-S...	TOWNSHIP: SUPERVIS...	-500.00
Plainfield Lions Club 12/19/2018					
Total Plainfield Lions Club		donation	101566 · Community Events/Donation-S...	TOWNSHIP: SUPERVIS...	-500.00
Plainfield Lock Techs 01/02/2019 19390					
Total Plainfield Lock Techs		Key Stamping and Duplicates	101579 · Operating Supplies - SUPER	TOWNSHIP: SUPERVIS...	-500.00
Plainfield Park District 12/19/2018 18-1205					
Total Plainfield Park District		3rd Quarter Senior Coordinator Share	101561 · Senior Coordinator Share-SUP ..	TOWNSHIP: SUPERVIS...	-117.00
Ready Refresh-Town 12/19/2018 18K8103844145					
Total Ready Refresh-Town		Drinking Water and Cups	101579 · Operating Supplies - SUPER	TOWNSHIP: SUPERVIS...	-12,875.04
RWK Design 01/02/2019 5283-B					
01/02/2019 5283-B		Monthly IT Billing for October 2018 - Supervisor Share	101543 · IT Service/Website/Copier - SUP	TOWNSHIP: SUPERVIS...	-1,531.09
01/02/2019 5284-B		Monthly IT Billing for October 2018 - Assessor Share	102543 · IT Service/Website/Copier - ASSR	TOWNSHIP: ASSESSOR	-1,531.10
01/02/2019 5284-B		Monthly IT Billing for November 2018 - Supervisor Share	101543 · IT Service/Website/Copier - SUP	TOWNSHIP: SUPERVIS...	-1,531.09
01/02/2019 5385		Monthly IT Billing for November 2018 - Assessor Share	102543 · IT Service/Website/Copier - ASSR	TOWNSHIP: ASSESSOR	-1,531.10
01/02/2019 5385		Monthly IT Billing for December 2018 - Supervisor Share	101543 · IT Service/Website/Copier - SUP	TOWNSHIP: SUPERVIS...	-1,531.09
01/02/2019 5385		Monthly IT Billing for December 2018 - Assessor Share	102543 · IT Service/Website/Copier - ASSR	TOWNSHIP: ASSESSOR	-1,531.10
Total RWK Design					-9,186.57
Safelite Fulfillment, Inc. 12/19/2018 05561648251					
Total Safelite Fulfillment, Inc.		Replaced Windshield In Bus #1	101559 · Shuttle Bus Maintenance - SUP ..	TOWNSHIP: SUPERVIS...	-225.98
ServiceMaster Commercial 12/19/2018 194987					
Total ServiceMaster Commercial		Strip and Refinish Tile Floors (The Remainder of the Facility)	101589 · Des Plaines St. (PTCC) - SUPER	TOWNSHIP: SUPERVIS...	-225.98
Verizon- Township 12/19/2018 9819484122					
Total Verizon- Township		Shuttle Bus Phones	101532 · Telephones/Internet - SUPER	TOWNSHIP: SUPERVIS...	-1,800.00
WageWorks 01/02/2019 INV1121469					
Total WageWorks		Wage Works - Supervisor ER	101519 · Health/Dental/Vision-SUPER	TOWNSHIP: SUPERVIS...	-1,800.00
					-103.14
					-103.14
					-33.50

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01/03/19

Cash Basis

Plainfield Township
Board Audit Report- TOWNSHIP
December 13, 2018 through January 9, 2019

Date	Num	Memo	Account	Class	Paid Amount
01/02/2019	INV1121488	Wage Works - Assessor ER	102519 - Health/Dental/Vision - ASSR	TOWNSHIP-ASSESSOR	-28.25
01/02/2019	INV1121489	Wage Works -Cemetery ER	103519 - Health/Dental/Vision - CEM	TOWNSHIP-CEMETERY	-17.75
Total WageWorks					-79.50
WEX Bank					
12/19/2018	56854133	Shuttle Bus Fuel	101580 - Shuttle Bus Fuel - SUPER	TOWNSHIP:SUPERVIS...	-734.53
Total WEX Bank					-734.53
Will County Health Department					
01/02/2019	IN0143802	Water Sample Fees	101520 - Maintenance - SUPER	TOWNSHIP:SUPERVIS...	-25.00
Total Will County Health Department					-25.00
Willard,Charles					
12/19/2018	November 2018	Reimbursement for Travel to TOI Conference	101542 - Training/Meeting-SUPER	TOWNSHIP:SUPERVIS...	-112.00
Total Willard.Charles					-112.00
TOTAL					-59,577.56

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01/03/19

Cash Basis

Plainfield Township
Gross HIGHWAY Payroll by Employee by Class
December 13, 2018 through January 9, 2019

	Highway-HW1 (HIGHWAY)	Highway-HW3 (HIGHWAY)	Total HIGHWAY	TOTAL
Anderson, Richard L.	1,177.99	0.00	1,177.99	1,177.99
Carroll, Melanie J.	4,065.47	0.00	4,065.47	4,065.47
Conroy, Christian	0.00	560.65	560.65	560.65
Countryman, Dale W.	0.00	5,621.45	5,621.45	5,621.45
Illig, Kenneth W.	0.00	4,793.32	4,793.32	4,793.32
Marland, Benjamin J.	0.00	5,648.94	5,648.94	5,648.94
Schwab, Ralph L.	0.00	5,997.28	5,997.28	5,997.28
Smith, Brett D	0.00	5,531.95	5,531.95	5,531.95
Young, George R	0.00	174.69	174.69	174.69
TOTAL	5,243.46	28,328.28	33,571.74	33,571.74

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Cash Basis

Plainfield Township Board Audit Report- ROAD AND BRIDGE December 13, 2018 through January 9, 2019

Date	Num	Memo	Account	Class	Paid Amount
A Beep 12/18/2018		phone	301532 - Telephone/Internet - HWY1	HIGHWAY:Highway-HW1	-368.91
Total A Beep					-368.91
AJAX Uniform Rentals 01/02/2019			303579 - Operating Supplies - HWY3	HIGHWAY:Highway-HW3	-302.04
Total AJAX Uniform Rentals					-302.04
Amerigas 12/18/2018	3085686103	Propane - Highway Share	301544 - Utilities - HWY1	HIGHWAY:Highway-HW1	-805.83
01/02/2019	3086334227	Propane - Highway Share	301544 - Utilities - HWY1	HIGHWAY:Highway-HW1	-843.84
Total Amerigas					-1,749.67
AT & T- Highway 01/02/2019			301532 - Telephone/Internet - HWY1	HIGHWAY	-145.32
Total AT & T- Highway					-145.32
Best Budget Tree & Landscaping Svc 12/18/2018		trimming	303525 - Maintain Service Road - H...	HIGHWAY:Highway-HW3	-8,000.00
01/02/2019			303525 - Maintain Service Road - H...	HIGHWAY:Highway-HW3	-750.00
Total Best Budget Tree & Landscaping Svc					-8,750.00
Boughton Materials 01/02/2019			303525 - Maintain Service Road - H...	HIGHWAY:Highway-HW3	-1,545.70
Total Boughton Materials					-1,545.70
Central Parts Warehouse 12/18/2018			303543 - Supplies Equipment - HWY3	HIGHWAY:Highway-HW3	-104.58
Total Central Parts Warehouse					-104.58
ComEd2883 12/19/2018			303539 - Street Lights - HWY3	HIGHWAY:Highway-HW3	-81.58
Total ComEd2883					-81.58
ComEd3875 (Bridge St. Lights) 01/02/2019			303539 - Street Lights - HWY3	HIGHWAY:Highway-HW3	-251.58
Total ComEd3875 (Bridge St. Lights)					-251.58
ComEd4376 01/02/2019			303539 - Street Lights - HWY3	HIGHWAY:Highway-HW3	-445.38
Total ComEd4376					-445.38
Environmental Recycling and Disposal 01/02/2019			303535 - Utilities - HWY3	HIGHWAY:Highway-HW3	-255.78
Total Environmental Recycling and Disposal					-255.78
Heritage FS, Inc. 12/19/2018			303530 - Fuel - HWY3	HIGHWAY:Highway-HW3	-1,243.27

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01/03/19

Cash Basis

Plainfield Township Board Audit Report- ROAD AND BRIDGE December 13, 2018 through January 9, 2019

Date	Num	Memo	Account	Class	Paid Amount
01/02/2019			303580 • Fuel - HWY3	HIGHWAY:Highway-HW3	-1,158.13
					-2,401.40
			303578 • Operating Supplies - HWY3	HIGHWAY:Highway-HW3	-63.28
					-63.28
			303543 • Supplies Equipment - HWY3	HIGHWAY:Highway-HW3	-144.95
					-144.95
			303543 • Supplies Equipment - HWY3	HIGHWAY:Highway-HW3	-506.80
					-506.80
			303551 • Small Tools - HWY3	HIGHWAY:Highway-HW3	-31.36
					-31.36
			301543 • IT/Website/Copier - HWY1	HIGHWAY:Highway-HW1	-60.00
					-60.00
			301543 • IT/Website/Copier - HWY1	HIGHWAY:Highway-HW1	-41.63
			301543 • IT/Website/Copier - HWY1	HIGHWAY:Highway-HW1	-45.08
					-86.71
			301530 • Postage - HWY1	HIGHWAY:Highway-HW1	-51.25
					-51.25
			303578 • Operating Supplies - HWY3	HIGHWAY:Highway-HW3	-23.98
			303545 • Supplies Roads - HWY3	HIGHWAY:Highway-HW3	-343.01
			303551 • Small Tools - HWY3	HIGHWAY:Highway-HW3	-18.51
					-385.50
			303525 • Maintain Service Road - H...	HIGHWAY:Highway-HW3	-408.50
					-408.50
			303522 • Maintain Service Equip - H...	HIGHWAY:Highway-HW3	-346.90
					-346.90
			303522 • Maintain Service Equip - H...	HIGHWAY:Highway-HW3	-262.58

1:47 PM

01/03/19

Cash Beals

Plainfield Township Board Audit Report- ROAD AND BRIDGE December 13, 2018 through January 9, 2019

Date	Num	Memo	Account	Class	Paid Amount
Total Printek					
Ready Refresh by Nestle					
01/02/2019					-262.58
Total Ready Refresh by Nestle					
			303579 - Operating Supplies - HWY3	HIGHWAY:Highway-HW3	-5.29
Reichert.Lynn					
01/03/2018	December 2...	Office Cleaning for December 2018			-5.29
01/03/2019	December 2...	Office Cleaning for December 2018	301565 - Administrative Services	HIGHWAY:Highway-HW1	-18.67
01/03/2019	December 2...	Dental Insurance Premium	303519 - Health/Dental/Vision - HWY3	HIGHWAY:Highway-HW3	-483.33
Total Reichert.Lynn					
					-483.33
RGN Limited Partnership					
01/02/2019			303525 - Maintain Service Road - H...	HIGHWAY:Highway-HW3	-3,000.00
Total RGN Limited Partnership					
					-3,000.00
RWK Design					
01/02/2019	5283-B	Monthly IT Billing for October 2018 - Highway Share	301543 - IT/Webster/Copier - HWY1	HIGHWAY:Highway-HW1	-1,531.10
01/02/2019	5284-B	Monthly IT Billing for November 2018 - Highway Share	301543 - IT/Webster/Copier - HWY1	HIGHWAY:Highway-HW1	-1,531.10
01/02/2019	5385	Monthly IT Billing for December 2018 - Highway Share	301543 - IT/Webster/Copier - HWY1	HIGHWAY:Highway-HW1	-1,531.10
Total RWK Design					
					-4,593.30
Shorewood Home and Auto-Hwy					
12/19/2018			303551 - Small Tools - HWY3	HIGHWAY:Highway-HW3	-13.99
Total Shorewood Home and Auto-Hwy					
					-13.99
Smith, Robert					
01/03/2019	dec. 2019	storage for december 2019	303537 - Rentals - Equipment - HWY3	HIGHWAY:Highway-HW3	-500.00
Total Smith, Robert					
					-500.00
Staples Advantage					
12/19/2018			303579 - Operating Supplies - HWY3	HIGHWAY:Highway-HW3	-78.54
Total Staples Advantage					
					-78.54
Temple Display, LTD					
12/19/2018			303539 - Street Lights - HWY3	HIGHWAY:Highway-HW3	-2,588.75
Total Temple Display, LTD					
					-2,588.75
Verizon Wireless					
12/19/2018			301532 - Telephone/Internet - HWY1	HIGHWAY:Highway-HW1	-151.90
Total Verizon Wireless					
					-151.90
WageWorks					
01/02/2019	INV1121469	Wage Works - Highway ER	303519 - Health/Dental/Vision - HWY3	HIGHWAY:Highway-HW3	-49.25
Total WageWorks					
					-49.25
Western Gradall Corporation					
01/02/2019			303525 - Maintain Service Road - H...	HIGHWAY:Highway-HW3	-19,975.00

1:47 PM

01/03/19

Cash Basis

Plainfield Township
Board Audit Report- ROAD AND BRIDGE
December 13, 2018 through January 9, 2019

Date	Num	Memo	Account	Class	Paid Amount
Total Western Gradall Corporation					-19,975.00
TOTAL					-51,146.88