

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

Approved Minutes

THE BOARD OF TRUSTEES met at 6:00 p.m. on October 8th, 2025, for a Regular Board Meeting at the Plainfield Township Building

With Al Tinsley acting as Chairman and David Lozano as Clerk, the following official business was transacted:

- I. The Regular Board Meeting was called to order at 6:00 p.m.**
- II. Supervisor Tinsley led the Pledge and Trustee Beale led us in prayer.**
- III. Roll Call for Quorum** – Present were Trustee Beale, Littell, Monu and Thongphadith. Also attending were Supervisor Tinsley, Clerk Lozano, Highway Commissioner Bryant, Assessor Kljaich, Tax Collector Enright (not present), and Administrator Willard.
- IV. Approval of the Agenda**
- V. Approval of the Minutes**
 - a. Approval of September 10th, 2025, Regular Board Meeting minutes. Motion made by Trustee Thongphadith, seconded by Trustee Beale. Voice vote taken. All Ayes. Motion carried.
 - b. Approval of September 30th, 2025, Special Board Meeting minutes. Motion made by Trustee Thongphadith, seconded by Trustee Beale. Voice vote taken. All Ayes. Motion carried.
- VI. Public Comments: NONE**
- VII. Old Business: NONE**
- VIII. Unfinished Business: NONE**

IX. New Business

A. Approve engineering agreement with Willett Hofmann for \$31,400.00 for the Sunnyland water project.

Supervisor Tinsley asks for a motion to approve the agreement. Motion by Trustee Beale, seconded by Trustee Thongphadith. Roll Call Vote: Trustee Beale; Aye, Trustee Littell; Aye, Trustee Monu; Aye, Trustee Thongphadith; Aye, and Supervisor Tinsley; Aye. All Ayes, Motion Carried.

B. Approve purchase of two mobile lecterns, one for the community center and one for the administration meeting room, at \$259.00 each for a total of \$518.00.

These lecterns are mobile so they can be moved, when needed, for township meetings and events. Supervisor Tinsley asks for a motion to approve the purchases. Motion by Trustee Beale, seconded by Trustee Monu. Roll Call Vote: Trustee Beale; Aye, Trustee Littell; Aye, Trustee Monu; Aye, Trustee Thongphadith; Aye, and Supervisor Tinsley; Aye. All Ayes, Motion Carried.

C. Authorize participation in the Toys for Tots program for the 2025 Christmas season.

Administrator Willard notes these will be in-kind donations, and all donations will be tracked/inventoried. Supervisor Tinsley asks for a motion to approve. Motion by Trustee Monu, seconded by Trustee Thongphadith. Roll Call Vote: Trustee Beale; Aye, Trustee Littell; Aye, Trustee Monu; Aye, Trustee Thongphadith; Aye, and Supervisor Tinsley; Aye. All Ayes, Motion Carried.

D. Approve Levy Workshop date.

November 12th, 2025, at 5:30 PM before the Regular Meeting. Motion by Trustee Beale, seconded by Trustee Monu. Voice vote taken. All Ayes. Motion carried.

E. Approve quote # JR001475 from RWK for township computer upgrades and replacements for \$9,185.80.

The township computers will stop being supported by Windows 10. Administrator Willard would like to start upgrading them. Supervisor Tinsley asks for a motion to approve. Motion by Trustee Beale, seconded by Trustee Thongphadith. Roll Call Vote: Trustee Beale; Aye, Trustee Littell; Aye, Trustee Monu; Aye, Trustee Thongphadith; Aye, and Supervisor Tinsley; Aye. All Ayes, Motion Carried.

F. Approve additional expense of \$265.85 for the abilities sensory kit from August 13, 2025, meeting item J.

There were unpredictable price changes when Trustee Thongphadith switched her order to an Amazon business account. Amazon prices can vary daily and are unpredictable. Supervisor Tinsley asks for a motion to approve. Motion by Trustee Beale, seconded by Trustee Thongphadith. Roll Call Vote: Trustee Beale; Aye, Trustee Littell; Aye, Trustee Monu; Aye,

Trustee Thongphadith; Aye, and Supervisor Tinsley; Aye. All Ayes, Motion Carried.

G. Approve purchase of large tote container for abilities sensory items for \$69.98.

The sensory kit was a huge success. For storage and transportation purposes a large tote is needed for its storage. Supervisor Tinsley suggests changing the approval price. Administrator Willards suggests \$100.00. Supervisor Tinsley asks for a motion to approve purchase up to \$100.00. Motion by Trustee Beale, seconded by Trustee Thongphadith. Roll Call Vote: Trustee Beale; Aye, Trustee Littel; Aye, Trustee Monu; Aye, Trustee Thongphadith; Aye, and Supervisor Tinsley; Aye. All Ayes, Motion Carried.

H. Approve purchase of up to \$3,500 for two 4'x8' Indoor/Outdoor Portable Stage Units. (cost break-down in board packet)

Trustee Monu would like a portable heavy-duty stage for future events. This is a professional stage with a twelve-inch rise. It is from a commercial stage company. Supervisor Tinsley asks for a motion to approve the purchase. Motion by Trustee Beale, seconded by Trustee Monu. Roll Call Vote: Trustee Beale; Aye, Trustee Littel; Aye, Trustee Monu; Aye, Trustee Thongphadith; Aye, and Supervisor Tinsley; Aye. All Ayes, Motion Carried.

I. Approve purchase of up to \$1,000 for 3 portable area lights on tripods (approx. \$200-\$300 each).

These are for use for outdoor events/activities with the stage. Stands are included. Supervisor Tinsley asks for a motion to approve the purchase. Motion by Trustee Thongphadith, seconded by Trustee Beale. Roll Call Vote: Trustee Beale; Aye, Trustee Littel; Aye, Trustee Monu; Aye, Trustee Thongphadith; Aye, and Supervisor Tinsley; Aye. All Ayes, Motion Carried.

J. A discussion on hiring practices and/or procedures.

Administrator Willard will conduct interviews and narrow down the pool of candidates. He will then present them to Trustee Beale who will be liaison to the board and bring candidates forward for board approval.

K. Discussion on Social Media Policy.

Trustee Thongphadith drafted a Social Media Policy and would like a second set of eyes on everything posted. Discussion ensues. The current procedure is that all posts are reviewed by Administrator Willard. Supervisor Tinsley would like to be informed and review potential posts. Further discussion is needed on this policy.

X. Elected Officials:

a. Assessor: written report

b. Clerk: Very happy to see everyone's passion at the Abilities Picnic. He is looking forward to more events. Levy will be filed at Will County Clerks Office.

- c. **Highway Commissioner:** Written report
- d. **Tax Collector:** No report
- e. **Trustees:**
 - 1. **Trustee Beale-** Attended the Homecoming Parade. Meeting on October 27th with District 202 band directors for instrument closet
 - 2. **Trustee Littell-** Excited for the upcoming 5K
 - 3. **Trustee Monu-** Building Bridges report
 - 4. **Trustee Thongphadith-** Youth & Family Services report
- f. **Supervisor Tinsley**

XI. Reports:

- a. **Administrator:**
 - Community Center needs new PA system which will be roughly \$600.00
 - Park District is seeking Allenforce space. There was compromise reached
- b. **Building Bridges:**
 - Abilities Picnic was a success
 - Plainfield League of Charitable Giving
 - SIT Volleyball with NWCSRA
 - Walk/Ruck 5k October 19th, 2025
- c. **Cemetery:** written report
- d. **Emergency Coordinator:** NONE
- e. **Facilities & Future (Capital):**
 - Preliminary numbers for the levy will be presented at workshop
 - Trustee Beale will be reviewing new hires
- f. **H.E.A.R.T (Helping Empower Awareness Resources & Togetherness):**
 - \$25,000.00 Grant for Narcan machine, which will be at the Community Center
 - EMS and Plainfield players are helping with a drug awareness video with District 202 students.
- g. **Youth & Family Services:**
 - Successful Homecoming Parade theme
 - Sensory room was a success
 - Trustee Thongphadith was asked to join the Plainfield Parent Community Network
 - How social media is used for Sex Trafficking seminar at Plainfield East High School November 20th, 2025
 - Working on Road to reality event in April

XII. Authorizations of Bills:

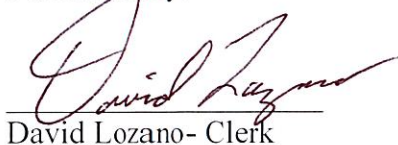
- a. Town Fund: Supervisor Tinsley asks for motion to approve the Town Fund of \$172,292.21. Trustee Monu asks about the charges for the lawyer to do research on the organizational structure and duties of the board. She questions why the information cannot be found in the handbook. Supervisor Tinsley says he will send her the documents. Motion by Trustee Thongphadith, second by Trustee Beale. Roll Call Vote: Trustee Beale; Aye, Trustee Littell; Aye, Trustee Monu; Aye, Trustee Thongphadith; Aye, and Supervisor Tinsley; Aye. All Ayes, Motion Carried.
- b. Road & Bridge: Supervisor Tinsley asks for motion to approve the Road & Bridge Fund of \$107,674.33. Motion by Trustee Thongphadith, second by Trustee Beale. Roll Call Vote: Trustee Beale; Aye, Trustee Littell; Aye, Trustee Monu; Aye, Trustee Thongphadith; Aye, and Supervisor Tinsley; Aye. All Ayes, Motion Carried.

XIII. Announcements:

- a. Next Regular Township Board Meeting November 12th, 2025.
- b. Township offices closed Monday, October 13, 2025, for Columbus Day.
- c. Township offices closed Monday, November 11, 2025, for Veterans Day.

XIV. Adjournment: Supervisor Tinsley asks for motion to adjourn. A motion was made by Trustee Beale and seconded by Trustee Thongphadith to adjourn the meeting; Voice vote taken. All Ayes. Motion carried. The meeting was adjourned at 8:15PM.

Submitted By:


David Lozano- Clerk

Date:

11/12/2025

