

Regular Meeting St. Clair Township

DATE: March 13, 2012

TIME: 7:00 p.m.

LOCATION: St. Clair Township
107 Service Street
Swansea, IL 62226

MEMBERS PRESENT: Tim Buchanan, Supervisor
Mary Carroll, Clerk
Mark Burk, Road Commissioner
Dave Barnes, Trustee
Richard Schobert, Trustee
Bob Trentman, Trustee
Greg Bridgman, Trustee

OTHERS PRESENT: Dean Wallen Emmett Gamache
Skip Kernan Jenny Gamache
Terry Carroll Sue DonCarlos
Tina Johnson Guy DonCarlos
Rhonda Burk

Roll Call:

The regular meeting of the St. Clair Township Board was called to order by Supervisor, Tim Buchanan with the Pledge of Allegiance. Roll call found that all members were present except for Assessor, Robert Knee.

Minutes of the Regular Board Meeting held on February 14, 2012

It was agreed that Clerk Carroll would review the tape for clarification, and would present the February Board Meeting minutes at the April meeting for approval.

Minutes of the Executive Session held on February 14, 2012:

A motion was made by Trustee Barnes to approve the February 14, 2012 Executive Session Meeting minutes. It was seconded by Trustee Schobert. Roll call vote. All in favor.

Treasurer's Report

Trustee Schobert made a motion to approve the Treasurer's report. Trustee Bridgman seconded the motion. Roll call vote. All in favor.

Budget Report

Trustee Barnes said he notice unemployment insurance went up. Supervisor Buchanan said it goes up some when there are laid off employees. Trustee Schobert said that Supervisor Buchanan made a remark that the Township had saved \$1500 on JULIE expenses, but it looks like we have spent more this year than last. Supervisor Buchanan explained that there were more JULIE calls this year, but each JULIE is less expensive because we are now receiving JULIES by emails rather than faxes. Trustee Schobert asked for back-up to explain this. Supervisor Buchanan said he would be glad to provide back-up information. Trustee Barnes made a motion to approve the budget report. Trustee Schobert seconded the motion. Roll call vote. All in favor.

Monthly Bills

Trustee Barnes made a motion to approve the monthly bills. Trustee Bridgman seconded the motion. Roll call vote. All in favor.

Communications - None

Supervisor's Report

- Insurance Claims - Supervisor informed everyone that the Township's insurance will pay for the damages on Bunker Hill and Potomac. He said there was a back up at 1329 and 1401 Salem and it has been turned over to insurance. Trustee Trentman asked for a date when they were last cleaned, and Supervisor Buchanan said he would provide that. Supervisor Buchanan said he is reviewing all the back up history to make sure that all of those locations are put on the frequent clean list.
- Séwer Main Repair at 2912 Old Collinsville Road - This was repaired by Spengler Plumbing at a cost of \$3,480.
- Delinquent Sewer Account Report – The delinquencies are down, and are at the lowest they have been in a while.
- Water Shut Off Report - Supervisor Buchanan handed out a list for the Board to review.
- Water Shut Offs - Supervisor Buchanan said there are 75 people who have signed a payment agreement. He said the water shut offs are generating a lot of work, more calls and more walk-ins, but the program has been very successful. As suspected, some of those who have made payment agreements are beginning to default, so the Township will have to send some of these accounts back to shut off which will limit the number of new accounts that can be sent to shut off.
- Notice of Alleged Safety or Health Hazards from Illinois Department of Labor - Supervisor Buchanan said the DOL team came out unannounced. He read the information received stating that chemicals used for road maintenance are stored in the same building as the administrative office. If these chemicals are spilled inside the building it could cause employees in the administration office to become sick. Supervisor Buchanan said there is one employee who is very sensitive to chemical odors and has gotten sick several times. Each time an event has occurred, the problem has been investigated and a solution to prevent that problem from occurring again was implemented. Supervisor Buchanan said the DOL representative was very helpful. Supervisor explained to the Board that you can have chemicals in the building, they just need to be in good condition and stored properly. Supervisor Buchanan said they expect to hear back from the DOL regarding this in about one month.
- Sandy Baechle - Insurance Claim - At the last meeting Ms. Baechle said she has not heard from the Township's insurance company. Supervisor Buchanan went back to her file, and found the letter the insurance company had sent, but that was not received by Ms. Baechle. Ms. Baechle also said at the last meeting that she felt Supervisor Buchanan was not very

sympathetic to her plight. Supervisor Buchanan said he wrote her a letter to apologize, and to ask her to contact him to provide feedback so he could improve. Ms. Baechle did call, and she pointed out specific things that Supervisor Buchanan said he could use to improve how he handles things in the future. He said Ms. Baechle was very helpful.

- Grease Trap Inspection - Supervisor Buchanan said he contacted the County Health Department to inquire if they were responsible for checking the grease trap at Lee's Chicken, and they said no they were not. It is up to the owner to make sure they are operating correctly and for the Township to check to make sure they are. Going forward, all of the areas that have possible grease will be put on a monthly inspection list. Prior to this incident, they were inspected every two months. The Lee's situation was not checked because there was confusion as to whose line it was.
- 2011 Investment Return for Illinois Municipal Retirement Fund (IMRF) - The estimated 2011 investment return for IMRF is a negative 0.5%. This return translates into investment loss of approximately \$57 million. From an actuarial basis, IMRF assumed it would earn \$1.979 billion. As a result, employer reserve balances will be reduced by approximately 18% on their beginning of the year balance. This charge to employer reserve balances reflects the fact that, as a member of a defined benefit plan, IMRF employers share all the risks and rewards of investment returns. To summarize, since the investment returns are bad, the taxpayers will have to chip in to bring those reserves up. With a 401(k) plan, the individual would be responsible to bring the reserve up. In this case, the employees will share no cost at all, and the taxpayers will have to bring the reserve up. This means that the payments the Township will be making to IMRF will be going up.
- Inactive Sewer Account - Supervisor Buchanan said this is not on the agenda. He asked the Board if they are okay with him investigating the use of a collection agency for some inactive accounts that are not using water, because water shut off will not be an option. Everyone was in agreement to allow Supervisor Buchanan to look into it.
- Computer Crash - Supervisor Buchanan reported that the Locus software crashed today. There was a back-up system that restored everything but the current day's work. The Locus representative said the server was the problem, and he recommended getting a new one. Supervisor Buchanan said this is an emergency situation, and he has ordered a new server which will take about a week to get in and be installed. It will cost approximately \$2,000.

Highway Commissioner's Report

Commissioner Burk said they are continuing to do preventative work right now. They will be wrapping up tarring around the first of April. Next the road crew will work on culverts and then perform concrete work this summer. Other than that, everything is going smooth.

Public Comments

Skip Kernan asked about Swansea Sewer negotiations. Supervisor Buchanan said the Township is still working with Swansea, and that the Township is willing to keep working with Swansea until an agreement is reached. Supervisor Buchanan said that the Swansea Mayor has handed off the negotiations to the head of the environmental committee.

Skip Kernan said he realizes everything can't be included in the minutes, but he asked why one specific person's comment, who he did not name, was not in the minutes for the Special Meeting held on January 12, 2012. Clerk Carroll said there were at least a hundred people who spoke that night, and she did not recall the specific comment or the person that Mr. Kernan was referring to. Supervisor Buchanan said minutes are not intended to record every single thing someone says, but to summarize what happened and to record specific actions that take place.

Mr. Kernan then told Clerk Carroll that things were missing from the minutes. Clerk Carroll asked Mr. Kernan for specifics of what was missing. He said at one of the very first meetings he

attended, he suggested that the Township invest in a recording device, and the Township record the regular meetings. Clerk Carroll said that Mr. Kernan's comment about investing in a recorder is noted in the minutes, and that the Township is now recording, not only the executive sessions as required, but the regular meetings too. She said that she loves the recorder, and that she finds it very beneficial to review exactly what went on at the meetings so that the minutes can be accurate.

Mr. Kernan asked several times why the minutes cannot be posted sooner even though they are not approved. Supervisor Buchanan explained that the Board members have the right to be able to make changes or add things they feel are missing in the minutes before they are approved and published. Clerk Carroll also explained to Mr. Kernan that the Township cannot post the minutes while they are still in draft form.

Guy DonCarlos asked Road Commissioner Burk if there was an update on the hole in the road on Williamsburg. Commissioner Burk said they were going to put some dyed water in the hole next week to try to determine where the water is going that is causing the hole. They will leave the barricades up. As soon as they know what is causing the problem, they will make a decision on how they will solve it.

Mr. DonCarlos said that on Williamsburg, the speed limit is 30 and the residents are concerned about people speeding. Is there a rational way to slow people down. He asked about speed bumps. Commissioner Burk said speed bumps are a liability and not really an option. He said unfortunately, the County has a hard time enforcing the speed limits because there are not enough patrols. Mr. DonCarlos asked if anyone has experience with Neighborhood Watch programs and if they help.

Mr. Emmett Gamache and his wife Jenny said they were representatives from Lee's Chicken. Mr. Gamache wanted the Township to know that they meant to be at the last meeting and apologized for not attending, but they went to a wrong meeting in Swansea. He said the wanted to let the Township know that they are concerned about what happened, and they do care. He did say they have never had a concern before, but that the day of the incident the company that does their pumping (All Star) told the manager there was more water being pumped than normal. The manager called Belleville Sewer and they came out, and Belleville was there for about an hour and one half. Then St. Clair Township Sewer was called out. Lee's said they have also had follow-up work done after the back-ups to make sure everything was in good order. They offered invoices to show that the follow-up work was done. Mr. Gamache said they have turned it over to their insurance. Supervisor Buchanan thanked them for coming, and said the Township has also turned it over to insurance.

Business Items

A. St. George Project - Supervisor Buchanan directed the Board to the Contract for Professional Services from KDG Engineering for the St. George sewer repair project in Glen Addie for \$8,990. Trustee Schobert made a motion to approve the contract. It was seconded by Trustee Barnes. Roll call vote. All in favor.

B. St. Clair County Township Officials Dues - Supervisor Buchanan asked the Board if they were interested in renewing the membership with the St. Clair County Township Officials group. The dues is \$100. Trustee Schobert made a motion to approve the dues. It was seconded by Trustee Trentman. Roll call vote. Trentman-YES, Bridgman-NO, Schobert-YES, Barnes-YES, Buchanan-YES. Motion carries.

C. Review of Executive Session Minutes - Clerk Carroll said that she has reviewed the past Executive Session minutes and recommended that at this time they remain closed. Trustee Schobert made a motion to keep past Executive Session minutes closed. Trustee Bridgman seconded the motion. Roll call vote. All in favor.

D. Sewer Account Write Offs - Supervisor Buchanan said there was a past due bill from 2007 in the amount of \$150 for legal fees related to a sewer debt that he was proposing to write off. Supervisor Buchanan explained that back in 2007 the tenant was sued for the debt, and the owner was not aware of this. At this point, the owner is willing to pay the past due sewer bills, but not the legal fees because she was never informed of the legal action at the time. Trustee Barnes made a motion allow the write off of the \$150 in legal fees related to a past sewer debt. Trustee Bridgman seconded the motion. Roll call vote. Trentman-NO, Bridgman-YES, Schobert-NO, Barnes-YES, Buchanan-YES. Motion carries.

E. Annual Town Meeting Agenda - Supervisor Buchanan presented the proposed Annual Township Meeting Agenda to be held on April 10, 2012, Trustee Schobert made a motion to approve the agenda. Trustee Bridgman seconded the motion. Roll call vote. All in favor.

F. Appropriation Transfers - Trustee Buchanan directed the Board to the detailed explanation of the proposed transfers in the packets to summarize the changes. He went over the transfers and the rules that are applied to making transfers. Trustee Schobert made a motion to approve the Transfer of Appropriation documents. Trustee Barnes seconded the motion. Roll call vote. All in favor.

G. Continuing Budget Resolution FY 2012-2013 - Supervisor Buchanan explained that Townships don't need to put a budget together until the end of the first quarter of the fiscal year. The resolution will allow the Township to spend until the budget is finalized. Trustee Schobert made a motion to approve the Resolution 2012-2 Continuing Budget Resolution for Fiscal Year 2012-2013. It was seconded by Trustee Barnes. Roll call vote. All in favor.

H. Moving Board Meetings - Supervisor explained that he is recommending moving the meetings to the fourth Tuesday of the month and bill signing to the second Tuesday of the month to allow for better workflow. He said there is a bottleneck right at the time of the board meeting where staff is trying to get bill payments entered at the same time board meeting preparation needs to be done. He said it would be more efficient in the office to move the meetings to the fourth Tuesday of the month. He said the December meeting would have to be the third Tuesday of the month. Trustee Bridgman and Trustee Schobert said it would not be a problem. Trustee Trentman said that people are used to the meetings on the second Tuesday. He also asked if the office girls are okay with the change. Supervisor Buchanan said he asked the office personnel first, and they all said yes. Trustee Trentman said he would like to think about it, and asked if the decision could be delayed until next month. Supervisor Buchanan said it can wait until next month.

I. Swansea Chamber Dues - Supervisor Buchanan asked the Board if they were interested in renewing the \$60 membership to the Swansea Chamber of Commerce. Trustee Schobert made a motion to approve the Swansea Chamber of Commerce dues. Trustee Barnes seconded the motion. Roll call vote. Trentman-YES, Bridgman-NO, Schobert-YES, Barnes-YES, Buchanan-YES. Motion carries.

J. Copier Maintenance Agreement - Supervisor Buchanan asked for approval of the Copier Maintenance Agreement in the amount of \$600 for one year. He explained what was included

in the agreement. Trustee Barnes made a motion to approve the agreement. Trustee Bridgman seconded the motion. Roll call vote. All in favor.

K. Swansea Sewer Use Negotiations - Supervisor Buchanan said that the Swansea Mayor has asked that the Chairman of the Environmental Committee take over the negotiations.

At 8:22 p.m. Trustee Barnes made a motion to go into closed Executive Session for purposes of purpose of considering litigation, and the Board finds that an action involving the Township is probable or imminent, and for personnel issues. It was seconded by Trustee Schobert. Roll call vote. All in favor.

At 8:37 p.m. the Board resumed to back to the regular meeting.

Trustee Schobert made a motion to allow a Township employee's request to change her work schedule to 8:00 a.m. to 4:30 p.m. until the end of the school year, pending approval of the Union and the Township attorney. It was seconded by Trustee Bridgman. Roll call vote. All in favor.

There being no further business, Trustee Schobert made a motion to adjourn the meeting. Trustee Barnes seconded. Roll call vote. All in favor.

Meeting was adjourned at 8:39 p.m.

Respectfully submitted:


Mary Carroll
Township Clerk