

Regular Meeting St. Clair Township

DATE: April 10 2012

TIME: 7:30 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

SERVICE PROVIDERS PRESENT Chad Rhutasel Tim Pruett
David Rodden Ron Stuckel

OTHERS PRESENT: Dean Wallen Rhonda Burk
Jim Williams Skip Kernan
Lanny Downard Debbie Downard
Sue DonCarlos Peggy Buchanan
Zachary Jones Ken Mueller

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

Trustee Trentman said that in the sentence that states "He said the Township should hire more people to clean the sewers every day instead of being concerned about trying to save money." He would like to strike the part that says "instead of being concerned about trying to save money" A motion was made by Trustee Barnes to approve the February 14, 2012 Meeting minutes as amended. It was seconded by Trustee Bridgman Roll call vote. All in favor.

To keep costs down, Supervisor Buchanan said he would be going out of order on the agenda because the service providers in attendance would be reporting on several item.

Chad Rhutassel who is in charge of the services that manage the sewer plant and lift station said that on March 18th there was a problem at the sewer plant. When they went to do a routine inspection they found the wet well full of water. They found that one pump detached from its base which flooded the dry well. They have ordered two new impellers and they should be here in about two weeks and they will be installed. Everything should be back to normal. Mr. Rhutassel said this was unusual, and he has not seen anything like this before and he didn't believe there was any way to prevent it.

Tim Pruett of Rhutassel Engineering gave an update on the UV Plant Upgrade. He showed pictures of the finished product and informed the Board that the start up would be tomorrow (4/11/12) at 8:30 a.m. He recommended that Pay Requests 2 in the amount of \$82,444 and 3 in the amount of \$24,345 be approved. Trustee Schobert made a motion to approve Pay Requests #2 and #3 for Haier Plumbing be approved. Trustee Barnes seconded the motion. Roll call vote. All in favor.

Mr. Pruett explained that a change order would be necessary to relocate the electric and water line and for flowable fill. This would result in a charge in the amount of \$8,286.38. Mr. Pruett recommended that the Board approve the change order. Trustee Schobert made a motion to approve Change Order #2. Trustee Bridgman seconded the motion. Roll call vote. All in favor.

Dave Rodden of HGM Engineers reviewed the Replacement and Rehabilitation Study that was performed. He went over a list of potential repairs needed and items that would need to be replaced in the Township over the next twenty years and the cost estimates. He pointed out that the biggest item would be a vac truck that would cost approximately \$330,000. Supervisor Buchanan noted that this list is preliminary and it will need to be reviewed and finalized.

Ron Stuckel of KDG Engineering gave an update on the Vicksburg Sewer Project first. He said the contractor is waiting for Ameren to move a pole so he can start work.

He said they are waiting on the title company to do easement searches on the Loop Creek Project so they know exactly where they can tie in at. They are expecting the data soon.

The State of Illinois is putting in two roundabouts in Belleville where Illinois 15 and Highway 158 cross over. Normally, Illinois would submit the plans at least a year in advance so the Township can let them know where all our facilities are. This time they walked in about a week ago with plans and informed the Township that it would need to review the plans and fix the some problems. It was determined that the Township is in the right of way, and the State of Illinois has the right to demand the alterations. Ron Stuckel said there are sewer lines that will need to be redesigned because the proposed changes stop the gravity flow. Mr. Stuckel explained the option he felt was the best way to accomplish this. He said the costs will be in the range of \$150,000 (including a pump station). Mr. Stuckel said the project is scheduled to start in June. He said they are installing the roundabouts as test projects to improve traffic flow. Mr. Stuckel said he would be preparing a formal proposal to submit to the Township. Supervisor Buchanan said he would need to call a Special Meeting to get the engineering proposal approved.

Minutes of the Regular Board Meeting held on March 13, 2012:

A motion was made by Trustee Schobert to approve the March 13, 2012 Regular Board Meeting minutes. It was seconded by Trustee Bridgman Roll call vote. All in favor.

Minutes of the Executive Session Meeting held on March 13, 2012:

A motion was made by Trustee Barnes to approve the March 13, 2012 Executive Session Meeting minutes. It was seconded by Trustee Schobert. Roll call vote. All in favor.

Treasurer's Report

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

Budget Report

Trustee Schobert made a motion to approve the budget report. Trustee Barnes seconded the motion. Roll call vote. All in favor.

Monthly Bills

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

Communications - Supervisor Buchanan said a letter from the Department of Labor would be addressed later in the meeting.

Supervisor's Report

- Insurance Claims - None.
- Delinquent Sewer Account Report – Supervisor Buchanan said the \$150, days or more is steady, but the total balance is lower. It appears we are the collection process is improving the delinquencies.
- Water Shut Off Report - Supervisor Buchanan handed out a list for the Board to review.
- Warranty on Copier- Supervisor Buchanan said he wanted to clarify that there was no manufacturer warranty on the copier, but there was a better warranty through Metro East Machines because we have a contract with them.
- Tap in Fees in Other Communities - Supervisor Buchanan said he has done research to compare the Township's tap in fees compared to other municipalities. He found that our is considerably lower. The Township's fee is \$1,000 and some municipalities charge \$2,850-\$4,000. He said he believes we should consider raising the tap in fee. Tap in fees assist with the benefit of capital expenses that have been paid in the past. He asked the Board to think about raising the fee and by how much and it would be addressed at the next meeting.
- Eagle Scout Painting Bathrooms at Centennial Park - Supervisor Buchanan an Eagle Scout wants to paint the bathroom at Centennial Park as part of his Eagle Scout Project. Supervisor Buchanan asked Jeff Carmack (union representative) if this would be an issue with the Union if he did this. Jeff said it would be okay.
- JULIE Savings - Supervisor Buchanan said that at the last meeting, Trustee Schobert requested an explanation of how Supervisor Buchanan saved on JULIE expenses. Supervisor Buchanan provided a chart showing that by emailing the requests (\$1.30 each) instead of faxing (\$2.02 each) that there was a total savings of \$1,732.66. Supervisor Buchanan said he asked if he could email the requests, and he found out it would be less expensive.
- Leadership Training Report - Supervisor Buchanan said that Sewer Foreman Jeff Carmack attended a supervisor leadership training. He asked Jeff to give a summary of what he learned. He said that because of the class Jeff approaches supervision differently and he found it very helpful.
- Lift Stations Shared with Swansea - Supervisor Buchanan said that we share two lift stations with Swansea and in one case they use the station more than the Township does. He said he has sent a letter to Swansea to notify them this fiscal year we will monitor the cost and

ask them to pay proportionately for their share of the usage. He has not heard back from Swansea yet.

- County Tax Settlement Sheets - Supervisor Buchanan reported that 99.6% of the tax has been collected in both the Road District and Township.
- Old Lincolnshire Sewers - Supervisor Buchanan reported that in response to Trustee Trentman's inquiry at the last meeting, that the sewers in Old Lincolnshire were cleaned in June of 2011.
- Statement of Economic Interest - Supervisor Buchanan reminded the Board Members they would need to submit this electronically by May 1, 2012.
- New Computer Server - Supervisor Buchanan said they are working out the kinks associated with the new server.

Highway Commissioner's Report

Commissioner Burk reported that a car drove over a curb and a piece of the concrete road came up and hit the car on Lincoln Place Court. It has been turned over to the insurance company.

Illinois Department of Labor (IDOL) did not find anything with regard to chemical or fume problems. The only thing they requested was that an exit sign should be put up in the Road District's lunch room going out to the shop area. The sign was put up the next day. A second inspection was done because they did not complete some forms that they should have, and the second time they came out they said that there were enough chemicals stored that a written plan be completed. Commissioner Burk said that the written plan is nearly complete and will be sent to the IDOL soon.

Public Comments

No public comments.

Business Items

A. April 18th Problems at Sewer Plant - See above.

B. UV Plant Upgrade - See above

C. Replacement and Rehabilitation Study - See above

D. Belleville Roundabout Project - See above

E. Vicksburg Sewer Project - See above

F. Loop Creek Sewer Relocation Project Update - See above

G. St. George Project - Supervisor Buchanan said before he signed off on the proposal that the board had authorized for engineering work, he had the sewer foreman re-video the line again because it does need repaired. After reviewing it again, it was decided it can be lined, and it would be cheaper to do that rather than digging it up. The money to fund it is available until next year.

H. Moving Board Meetings to Fourth Tuesday of Month - Supervisor Buchanan said that at the last meeting he explained why it would be very beneficial and make it more efficient for the office staff to move the board meetings from the second Tuesday to the fourth Tuesday. Trustee Trentman made a motion to move the Board Meetings to the fourth Tuesday of the

month except in December which would be the third Tuesday. The new schedule will start in June and there will be two meetings in June. Trustee Barnes seconded the motion. Roll call vote. All in favor. Supervisor Buchanan said he will take care of the proper postings necessary.

I. Returned Check Fee and Lien Fee Service Charge - The sewer billing clerk said that we are currently not charging a fee for returned checks and is suggesting that we begin charging \$25 per returned check. She said it is a lot more work to process this, plus it will discourage those who are sending in bad checks by assessing a penalty. She also suggested that a lien fee be charged because of the extra work involved. Supervisor Buchanan asked the Board to think about it, and he will bring it up next month.

J. Debt Collection Service Proposal - Supervisor Buchanan went over the process for the debt collection service and how the service works. After much discussion it was agreed that the debt collection would be tested to see if the Township can recover some of outstanding debts owed. Trustee Barnes made a motion to use the Green Flag Profit Recovery Debt Collection Service for a trial for the minimum 50 letters. Trustee Bridgman seconded the motion. Roll call vote. All in favor.

K. Swansea Sewer Use Negotiations - Dave Thacker of the Swansea Board has provided the numbers and Supervisor Buchanan will put those numbers in the Township's offer.

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

Meeting was adjourned at 9:09 p.m.

Respectfully submitted:



Mary Carroll
Township Clerk