

Special Meeting St. Clair Township

DATE: August 30, 2011

TIME: 7:00 p.m.

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

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

OTHERS PRESENT: Dean Wallen, Mr. Trentman, Sue Gruberman

Roll Call:

The special meeting of the St. Clair Township Board was called to order by Supervisor, Tim Buchanan with the Pledge of Allegiance. Road Commissioner Burk and Assessor Knee were not present.

Minutes of the Regular Board Meeting held on August 16, 2011 - A motion was made by Trustee Bridgman to approve the August 16 2011 Regular Board Meeting minutes. It was seconded by Trustee Barnes. Roll call vote. All in favor.

Minutes of the Executive Session held on August 16, 2011 - A motion was made by Trustee Barnes to approve the August 16 2011 Closed Execution Session Meeting minutes. It was seconded by Trustee Schobert. Roll call vote. All in favor.

Monthly Bills - Supervisor Buchanan pointed out several adjustments that needed to be made. Trustee Bridgman made a motion to approve the monthly bills with the corrections noted. Trustee Barnes seconded the motion. Roll call vote. All in favor.

Communications - None

Supervisor's Report

- a. Insurance Claims - None
- b. National Pollutant Discharge Elimination System Permit - Effective 9/11-8/16 - Supervisor Buchanan reviewed this with Board members.
- c. Vicksburg backflow prevention valve installation - It was successfully installed.
- d. Township Officials of Illinois memberships cards and windows stickers - Supervisor Buchanan advised the cards and stickers were available if the Board members wanted to pick them up this evening. If not, they would be thrown away.
- e. Vicksburg Sewer Sag - Supervisor Buchanan reminded the Board members there was a grant to pay for this. He said it may expand further than expected, so the cost may go up some.

- f. Black Cherry Tree in Loop Creek Park - Supervisor Buchanan said when Meurer Tree Service went out to look at the dead black cherry tree, they found that two elm trees were also dead. A bid of \$2,000 to remove the two big elms was received. Supervisor Buchanan asked for permission to have them cut down because they are a safety issue. Trustee Schobert made a motion to give Supervisor Buchanan approval to cut down the trees. Trustee Barnes seconded the motion. Roll call vote. All in favor.

Public Comment - Bob Trentman said that he feels anyone has a right to say what is on their mind without repercussion. Supervisor Buchanan said he totally agrees.

Business Items:

A. Ordinance 2011-6 (Electronic Meeting Attendance) - Supervisor Buchanan said this ordinance was discussed at a previous meeting, but he wanted to clarify how the electronic meetings worked. He gave several examples of situations in which this would be beneficial. He said the electronic meetings are legally allowed, but an ordinance has to be passed. Trustee Barnes made a motion to approve Ordinance 2011-6. Trustee Bridgman seconded the motion. Roll call vote. Trentman-NO, Bridgman-YES, Schobert-NO, Barnes-YES, Buchanan-YES.

B Dress Policy - Supervisor Buchanan provided a dress policy for the members to review that he was recommending. He said this would provide for consistency and would provide a means to enforce inappropriate dress. Trustees Barnes, Schobert and Trentman felt that policies and rules regarding dress were not necessary. There was no motion to pass the policy.

C. Audio Recording of Regular Meetings - Clerk Carroll said that at a previous meeting resident, Skip Kernan, had asked if the Board had ever considered audio taping the entire meetings. Carroll told the Board that by law, only the executive sessions are required to be taped. She also said that the paper minutes are the official record. Carroll said that she talked to five different municipalities to find out what they do. Of the five, two record the whole meeting to provide to a secretary who is not present at the meetings to type the minutes. The tapes are erased after the minutes are complete. She also briefed the Board on the cost of new equipment and the features. It was agreed by the Board that Clerk Carroll may consider taping the entire meetings for use while typing the minutes, and then delete them after the minutes have been approved.

D. Input Technology Bill Processing and Mailing - Supervisor Buchanan explained the benefits of having a mailing service available to sort and mail the sewer bills. He said it would prevent sorting by hand and would allow for lower postage rates. He said they are hoping with the new system going into place they would not need to use an outside vendor, but asked the Board for permission to consider this as an option if needed until they could do it in house. Trustee Schobert said he doesn't like using an outside vendor if it can be done in house. He said the human touch is sometimes better. Trustee Barnes agreed with him. Supervisor Buchanan said it would save money and be more efficient. He added that it would free up the employees to do other things. Trustee Bridgman said that Supervisor Buchanan should be allowed to run the office efficiently.

E. Use of Tennis Courts at Wolf Brach School for Lessons - Supervisor Buchanan said at the last meeting, Trustee Schobert provided the name and phone number of a person he suspected was providing private lessons at the Township tennis courts. Supervisor Buchanan said he contacted the teacher, and was told the lessons are for Swansea residents. Supervisor Buchanan said that because they were residents, he felt this would be okay. Trustee Schobert said it is not right for someone to be making money on the Township's courts. Supervisor

Buchanan said he will ask the attorney to draw up an Ordinance so that it could be voted on at the next meeting.

F. Bank of Springfield (BOS) Checking Account - Supervisor Buchanan asked for permission to set up a checking account at this local bank. The Board agreed it would be okay.

G. Programmable Logic Control for Sewer Plan Lift Station-Emergency Purchase - Supervisor Buchanan asked that the Board approve this to be ordered. Trustee Barnes made a motion to order the control for the lift station, and it was seconded by Trustee Bridgman. Roll call vote. All in favor.

H. FY10-11 Audit Report - The Board was provided the completed audit and related correspondence. There were three suggestions made regarding inventory, property and cash disbursements. Supervisor Buchanan said that all three items have been addressed and new processes implemented.

I. Swansea Sewer Use Negotiations - Nothing new to report.

At 8:14 p.m. Trustee Barnes made a motion to go into closed Executive Session for purposes of considering the appointment, employment, compensation, discipline, performance, or dismissal of a Township employee, and for the purpose of considering litigation, and the Board finds that an action involving the Township is probable or imminent. It was seconded by Trustee Bridgman. Roll call vote. All in favor.

At 8:57 p.m. the Board came out of closed Executive Session and returned to the Special meeting.

Trustee Bridgman made a motion to hire Angela Ramirez for the part-time utility clerk position at a starting rate of \$18.00 per hour plus benefits of one week of vacation after one year and two weeks after five years, plus three floating holidays each year to be taken at the discretion of the employee. It was seconded by Trustee Barnes. Roll call vote. All in favor. Trustee Schobert stated for the record that although he realizes the need to hire a billing clerk as soon as possible, his vote in favor in no way changes his feeling that the position should be full time, and should be a union position the same as the rest of the office workers. He would abide by the final ruling on the grievance filed by the Union.

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

Meeting was adjourned at 9:00 p.m.

Respectfully submitted:



Mary Carroll
Township Clerk