

Regular Meeting St. Clair Township

DATE: December 13, 2011

TIME: 7:25 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 Wilton Hataway
Ken Miller Linda Walson
Henry Walson Skip Kernan
Keith Sturgis Margy Pearson
Sue Gruberman Jeff Carmack

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.

At 7:26 p.m. Trustee Barnes made a motion to go into closed Executive Session for the 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. Trentman-NO, Bridgman-YES, Schobert-NO, Barnes-YES, Buchanan-YES.

At 7:57 p.m. the Board resumed to back to the regular meeting.

Minutes of the Regular Board Meeting held on November 8, 2011:

A motion was made by Trustee Schobert to approve the November 8, 2011 Regular Board Meeting minutes. It was seconded by Trustee Bridgman. Roll call vote. All in favor.

Minutes of the Executive Session held on November 8, 2011:

A motion was made by Trustee Barnes to approve the November 8, 2011 Executive Session Meeting minutes. It was seconded by Trustee Schobert. Roll call vote. All in favor.

While Engineer Stuckel was still present, the Board moved to Item B in the Business Section.

The Piper Hills Sanitary Sewer and Greystone Lift Station Generator bid tabulation went well. Engineer Stuckel said there were eight bidders. He said that engineer's estimate was \$75,000 and he said that Hank's was the lowest bid at \$72,833.50. He said everything was in order and he recommended that Hanks be awarded the project. Trustee Bridgman asked if the cost could go higher if things change. Engineer Ron Stuckel said it is only a bid, so there is always a chance it the cost could go up. Trustee Schobert made a motion to award the Piper Hills project to Hanks and authorize the Supervisor and Clerk to sign the contract. Trustee Barnes seconded the motion. Roll call vote. All in favor.

Supervisor Buchanan asked if Mr. Stuckel could go over the other projects the Township is working on. Regarding the Vicksburg project, IDNR wanted to see updated plans, a letter request from the Township and they want the contractor to agree upon pricing. The additions to the project have increased the amount of grant funds needed to \$131,494.95. He said the Vicksburg grant funds have been requested, and he does not see a problem getting the increased grant funds. He will probably hear back by the end of January if the entire project is covered.

Another project running is the Northland project and it is on hold. He would like to see what lessons they learn from the Vicksburg project before moving ahead with Northland.

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 Schobert questioned Supervisor Buchanan on a bill presented to attend a seminar in St. Louis. Trustee Schobert felt it did not pertain to Township business. Supervisor Buchanan said he was attending the seminar to see if it would benefit the office employees to attend. Trustee Schobert said he did not feel it meets the needs of the office staff and should not be taken. Supervisor Buchanan said the seminar is only \$149, and he feels that continuing education and training is necessary to keep employees skills up to date and that if it helps to run the operation efficiently, it is important. Supervisor Buchanan said there is a budget for this training and he was unaware that he would need to go to the Board for small decisions such as this. Trustee Bridgman said he feels that it is important the Supervisor be allowed to manage the day-to-day administration and make minor decisions on how to run the Township efficiently, and he doesn't need to be micro managed on things such as this. Trustee Barnes agreed that if helps people become better employees, they are learning new things to help them with their jobs and builds relationships, it is worth it. Trustee Schobert said he agrees to disagree.

Monthly Bills

Supervisor Buchanan also provided a third page that did not get in the packet and asked for any questions. There were none. Trustee Barnes made a motion to approve the monthly bills. Trustee Bridgman seconded the motion. Roll call vote. Trentman-YES, Bridgman-YES, Schobert-NO, Barnes-YES, Buchanan-YES. Motion carries.

Communications

None

Supervisor's Report

- Insurance Claims - No new claims.

- Delinquent Sewer Account Report – Supervisor Buchanan will give an update later in the meeting.
- PLC Controller for Sewer Plant - Supervisor Buchanan said that we had an emergency need for this piece of equipment. But Luke and a contractor figured out a way to make it work and still get an alarm without having the purchase the expensive piece of equipment. It saved the Township a lot of money and he wanted to report that good news.
- Water Shutoff for Delinquent Accounts Update - Out of the first original eight letters that were sent, all but one have made a down payment and have made arrangements for monthly payments. The one they did not hear from has had the water shut off for two weeks, but there has been no word from them. He said that the County Zoning went out and cited them, but the Township has still not heard from them. The next round, there were seventeen letters sent, and so far five have responded with a promise of down payment. The responses have been very good. Trustee Trentman asked for a list of who was being sent letters. Supervisor Buchanan said he would provide the Board members a list.
- Truth in Taxation Notice Published in News Democrat on 12/2/11 - Made the Board aware of the notice was published.
- Purchased Copier from Metro East Office Machines for \$5,331 - In follow-up to the last meeting, Supervisor Buchanan informed the Board the copier was purchased. He is going to trade in the old copier for \$250. It was agreed by the Board to trade it in.
- Tax Levy Letter to Editor - A copy of a letter explaining the tax levy that was published in the Belleville News Democrat was in the Board packets
- Roots from East Shore Drive Sewer Laterals Blocking Main Line - There was blockage from roots coming out of two laterals. Supervisor Buchanan wrote letters to the two homeowners and they are going to work on getting it resolved. Also, he said that yesterday on West Boulevard in New Lincolnshire there was a backup and the property owner hired Ehret Plumbing Company to do the repair. Ehret saw that the Township's main line had a crack in it. We will have to pay Ehret for the work to repair it. We will have to work it out with the property owner on who owes what.
- Need Four New Computers and Updated Microsoft Software - Supervisor Buchanan said that four of the computers are very old and are really slow and will need to be replaced. He received bids and the company that the copier was purchased gave the best bid for a total of \$2,440 for the computers. He said it was in the budget and asked for permission to make the purchase. Trustee Schobert made a motion to purchase the computers. Trustee Barnes seconded the motion. Roll call vote. All in favor.

Highway Commissioner's Report

- East Main Street - Commissioner Burk the project is 99.9% complete except for one little issue on State property. Trustees Barnes and Trentman both commented that the project was really well done.
- Small Resurfacing Projects - There are three small resurfacing areas that didn't get finished because the weather needs to be above 50 degrees. If the weather cooperates, he is hoping to get these done.
- Salt Barn Project - Commissioner Burk said the progress is slow, but moving along. It should be finished by the end of January.

Public Comments

Skip Kernan said he talked to the ladies in the office and asked them if they could handle the bill printing, sorting and mailing of the sewer bills. He said the ladies told him they could. Supervisor Buchanan said it would be discussed later in the meeting and he could explain this.

Skip Kernan also asked if there was any progress on the Swansea Sewer negotiations. Supervisor Buchanan told him that Swansea has made a proposal, and it will be discussed in Executive Session.

Skip Kernan said he doesn't have much to do during the month of January and wants to spend two weeks in the Township office like a fly on the wall. Supervisor Buchanan asked if they could discuss this after the meeting.

Dean Wallen feels there should be an ordinance about burning on the streets. Road Commissioner Burk said he has already been working with the TOI (Township Officials of Illinois) and St. Clair County to resolve this. He has already been told that the County Sheriff will not enforce an ordinance regarding leaf burning. Commissioner Burk said that he already walked one subdivision and handed out fliers that state residents cannot burn on the roads and talked to people about why you shouldn't burn on roads. Mr. Wallen offered to help Mr. Burk hand out fliers if needed.

Ken Miller said he walks Centennial Park every day. He was wondering if volunteers could put the wood chips from recycled Christmas trees on the nature trails. Also could volunteers help in the parks doing other things, such as picking up trash. He also mentioned that people don't pick up after their dogs. Supervisor Buchanan said he agrees and feels this was a very good idea, but because the Township had a union workforce he was confident there would be a problem using volunteers.

Wilton Hattaway said there are three different companies who have trash trucks coming through his neighborhood tearing up the streets. He was wondering if the Township, City or County could consolidate to one trash company. Supervisor Buchanan said he was not sure if the Township had the authority to do that, but he knows that some towns do. Supervisor Buchanan will look to see if the Township even had the authority to do this.

Business Items

A. Open Sealed Bids for 2005 Ford Expedition - Two sealed bids were opened. The first one from Savana Motors was for either \$3,089 or \$2,889 (two prices on the bid). The second bid was from Tom Braun for \$4,500. Supervisor Buchanan said the truck was rated in "fair" condition. The blue book value of the truck in "fair" condition was \$9,456. Therefore, the bids were not acceptable and it would be advertised again. It was agreed that a fair price for it to be advertised for would be \$9,000.

B. Loop Creek - See above

C. Loop Creek Sewer Line Erosion Options - See above.

D. Review of Sewer Projects - See above.

E. Sewer Line Easement Purchase - See above.

F. Approve Returning the Billing Clerk Position to a Full Time Position Beginning on January 1, 2012- Supervisor Buchanan reported that the needed billing work could not be completed with a part time employee and recommended that the billing clerk position be returned to being a full time position as it has been in the past. Trustee Barnes made a motion to return the billing clerk position to a full time position beginning on January 1, 2012. Trustee Schobert seconded the motion. Roll call vote. All in favor.

G. Outsourcing Bill printing, Sorting and Mailing - Supervisor Buchanan provided a handout with hours worked, costs, etc. to the Board Members that showed why it would be more cost effective to outsource this work (\$119 per mailing and save 18 hours of work by outsourcing versus \$741 in-house labor cost per mailing). Trustee Schobert said he thinks it should be done in-house because there are already people in the office who can do the work. Supervisor Buchanan explained that by doing it in-house, it cannot be automated, you have to pay the higher postage rate, and it would allow the workers to be able to spend more time on collections and other work. Trustee Schobert disagreed and said there will always be collections and you will always be behind on collections. Trustee Barnes said it doesn't always have to be done the way it was done in the past and we need to look at new ways to do things more efficiently. Trustee Bridgman said the Township has over \$326,000 in delinquent sewer accounts. If the Township can allocate more man hours on collections and get more revenue coming in, it will be more efficient. Trustee Barnes agreed that outsourcing will be more resourceful and the Township should at least give it a try. Trustee Schobert continued to argue that it should be done in-house. After much deliberation, Supervisor Buchanan said the Township will continue to do it the same way as always for time being.

H. Certify Road District Tax Abatement Resolution 2011-R1 for Permanent Road Fund - Supervisor Buchanan reminded the Board members that the Road District was not under the jurisdiction of the Board, and it is Commissioner Burk's decision what to levy. He said the Board only acknowledges the Road Levy. He said the Road Levy will be abating the levy by \$50,000 less from than last year. Trustee Bridgman made a motion to approve the Tax Abatement Resolution 2011-R. Trustee Barnes seconded the motion. Roll call vote. All in favor.

I. Certify Road District Tax Levy Ordinance 2011-R2 - Trustee Barnes made a motion to certify Road District Tax Levy Ordinance 2011-R2. Trustee Bridgman seconded the motion. Roll call vote. All in favor.

J. Approve Township Tax Levy Ordinance 2011-7 - Trustee Schobert made a motion to approve the Township Tax Levy Ordinance 2011-7 for a total of \$364,000. Trustee Bridgman seconded the motion. Roll call vote. All in favor.

At 9:23 p.m. the Board went back into closed Executive Session.

At 10:00 p.m. the Board resumed to back to the regular meeting.

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

Meeting was adjourned at 10:01 p.m.

Respectfully submitted:



Mary Carroll
Township Clerk