

Regular Meeting Minutes St. Clair Township

DATE: August 26, 2014
TIME: 7:00 p.m.
LOCATION: St. Clair Township Bldg.
107 Service Street
Swansea, IL

CALL TO ORDER

The regular meeting of St. Clair Township Board of Trustees was called to order at 7:00 p.m. by Supervisor Barnes with the Pledge of Allegiance.

ROLL CALL

Present: Supervisor Barnes
Trustees Mary Carroll, Jaynie Wells, Keith Sturgis, Greg Hipkind
Absent: none

Officials Present: Clerk Brenda Reed, Road Commissioner Skip Kernan, Assessor Jim Wilson

Others Present: Dean Wallen Terry Carroll
Jeff Carmack Daniel Lynch
Bob Buechler Jill Halupa
Vlad Halupa Rita Lowery
Angela Grossmann-Roewe

APPROVE MINUTES

Supervisor Barnes pointed out an error in the May 27, 2014 Regular Meeting Minutes. Under the Highway Commissioner's Report, Road Commissioner Kernan was incorrectly titled Supervisor Kernan. The mistake is a scription's error and can be corrected without a vote.

Trustee Carroll suggested adding Jeff Carmack's last name in the communications section of the minutes. A motion to approve the July 22, 2014 Regular Meeting Minutes with one correction was made by Trustee Carroll. The motion was seconded by Trustee Sturgis. Roll call vote. Yes – Carroll, Sturgis, Hipkind, Barnes. Present – Wells. Motion passed.

A motion to approve the release of Executive Minutes as listed in Schedule A of Resolution 2014-2 was made by Trustee Carroll, seconded by Trustee Hipkind. Roll call vote. Yes – Carroll, Sturgis, Hipkind, Barnes. Present – Wells. Motion passed.

Supervisor Barnes then pointed out that a list of documents to be shredded was included in the packet. Trustee Carroll questioned how the documents were selected for shredding. Supervisor Barnes said Sue Gruberman selected the documents and submitted the list to the state.

TREASURER’S REPORT

Supervisor Barnes read the beginning and ending balances of each fund for the month of July.

	<u>July 1, 2014</u>	<u>July 31, 2014</u>
General Town Fund	\$ 370,132.62	\$ 386,671.79
General Assistance Fund	\$ 58,975.98	\$ 61,537.33
Park Maintenance Fund	\$ 140,757.78	\$ 157,921.21
Road & Bridge Fund	\$ 464,144.64	\$ 531,105.46
Permanent Road Fund	\$ 897,874.43	\$ 898,458.23
Sanitary Sewer Fund	\$4,403,591.68	\$4,483,649.43

A motion to accept the treasurer’s report was made by Trustee Sturgis, seconded by Trustee Hipkind. Roll call vote. Yes – Carroll, Sturgis, Hipkind, Barnes. Present – Wells. Motion passed.

BUDGET REPORT

A motion to approve the budget report was made by Trustee Carroll, seconded by Trustee Sturgis. Roll call vote. Yes – Carroll, Sturgis, Hipkind, Barnes. No – Wells. Motion passed.

MONTHLY BILLS

A motion to approve the monthly board list was made by Trustee Carroll, seconded by Supervisor Barnes. Roll call vote. Yes – Carroll, Sturgis, Barnes. No – Wells, Hipkind. Motion passed.

COMMUNICATIONS

- Maintenance tank #3 at sewer plant - A representative from Rhutasel informed the board the bidding document is ready for the first phase of work at the sewer plant involving tank #3. Approval of the board is needed to advertise for bids. No permit is needed from EPA for Phase I because the work being done is maintenance. Phase II

involves making changes so a permit from EPA will be required. Phase II will begin next year. Two grants are being applied for to help cover costs of Phase II.

- Proposals for security camera at Loop Creek Sewer Plant
 - A representative from Phone Masters presented their proposal for a security camera system at Loop Creek Sewer Plant.
 - Representatives from Metro East Office Machines presented their proposals for a security camera system at Loop Creek Sewer Plant.
- Energy savings presentation – Sharon Gitles was on the agenda to present the possibility of conducting an energy audit for the township but she was detained traveling and unable to attend the meeting.

SUPERVISOR'S REPORT

- Delinquent amounts due for sewer bills continue to increase.
- Supervisor Barnes reported he was able to buy the generator he discussed last month from Erb Equipment.

HIGHWAY COMMISSIONER'S REPORT

Road Commissioner Kernan asked for a moment of silence in remembrance of Dan Voegtle. Mr. Voegtle passed away July 21, 2014. He had retired from the road district after 27 years of employment.

Road Commissioner Kernan reported the Chenot Place project is about two weeks from being completed with an additional three to seven days for the concrete to cure before the roads will be open.

Bid opening for work on Gerri Ann Drive will be September 11, 2014.

PARK BOARD REPORT

Trustee Wells reported a flyer has been printed for Volunteer Day, October 11, 2014. Dean Wallen stated he hopes the grass can be cut and piles of limbs removed before October 11. Road Commissioner Kernan is expected to bring a group of inmates to the area to remove debris prior to October 11 so volunteers can focus on invasive species removal.

It was noted the roof on the restroom is in need of repair.

PUBLIC COMMENTS

Bob Trentman stated he found it to be odd there was no toilet tissue in the restrooms at Centennial Park. He stated he thought Kleenex should be provided for office staff. He also

suggested reconsidering the sharing of park maintenance with Swansea at Centennial Park due to the unkept appearance of the park.

Mike Greenfield asked if employees provided their own toilet tissue and paper towels. His comment was in regard to the township no longer providing Kleenex for office staff.

BUSINESS ITEMS

- Shredding of documents – Supervisor Barnes said he will check into a local police department or bank possibly shredding the documents at no charge. If he cannot find that service for free he expects the cost of shredding the 46.5 cubic feet of documents approved to be destroyed to be around \$1,500.00. Trustee Carroll made a motion to allow Supervisor Barnes to pay to have the documents shredded if he is unable to get it done at no cost. Trustee Sturgis seconded the motion. Roll call vote. Yes – Carroll, Sturgis, Barnes. No – Wells, Hipkind. Motion passed.
- Security camera at sewer plant – After discussion it was decided it would be prudent to have two cameras installed at the sewer plant. Both proposals presented earlier in the meeting only included one camera so a vote on the purchase and installation of a security camera at the sewer plant was postponed to September so that bids could be presented for the purchase and installation of two cameras.
- Maintenance on tank #3 at sewer plant – After discussion about maintenance on tank #3 at the sewer plant and the necessity of transferring funds to pay for the unbudgeted cost of painting the tank, Trustee Carroll made a motion to approve Phase I work at the estimated or probable cost. The motion was seconded by Trustee Hipkind. Roll call vote. Yes – Carroll, Sturgis, Hipkind, Barnes. No – Wells. Motion passed.

EXECUTIVE SESSION

At 8:37 p.m. Supervisor Barnes made a motion to go into executive session pursuant to section 2(c)(1) of the Open Meetings Act regarding personnel to discuss hiring a full-time employee for the sewer department. The motion was seconded by Trustee Carroll. Roll call vote. Yes – Carroll, Sturgis, Barnes. No – Wells, Hipkind. Motion passed.

MEETING RESUMED

At 8:54 p.m. the regular meeting resumed.

Supervisor Barnes requested a motion to hire a full-time employee for the sewer department. No motion was made.

Supervisor Barnes stated the end date and working hours for the seasonal employee in the sewer department had been decided when he was hired so there was no need for discussion on that matter.

ADJOURNMENT

At 8:55 p.m. Trustee Carroll made a motion to adjourn. The motion was seconded by Trustee Hipkind. Voice vote. All in favor.

Respectfully submitted:

Brenda Reed
St. Clair Township Clerk

Approved: 9/23/2014