

Regular Meeting St. Clair Township

DATE: February 14, 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 Elizabeth Sedabres
Skip Kernan Brian Sedabres
Tim Pruett Mike Schaab
Sandy Baechle Coleen Schaab
Wayne Price Sue DonCarlos
Rhonda Burk Guy Don Carlos

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.

To keep costs down, Supervisor Buchanan said he would be going out of order on the agenda to save costs because the engineers in attendance would be reporting on several things.

Business Items

Pay Request for UV Plant Upgrade - Engineer Tim Pruett from Rhutasel & Associates provided an update on the project. He said because the weather has been good this winter, they are ahead of schedule. He said the contractor, Haier Plumbing has been good to work with. He is requesting a payment in the amount of \$187,650. The total contract amount is \$355,999. Engineer Pruett said he is comfortable with this request. Trustee Bridgman asked if the cost is in line with what the original estimate was. Engineer Pruett said they were some problems with the electrical lines, and that will add approximately \$5,000 to the cost. He didn't foresee any

additional costs. Dave Barnes questioned whether we should be paying for stored materials. Trustee Schobert made a motion to approve the payment to Haier Plumbing in the amount of \$186,650 and to forward information to EPA for payment. Trustee Trentman seconded the motion. Roll call vote. Trentman-YES, Bridgman-YES, Schobert-YES, Barnes-NO, Buchanan-YES. Motion carries.

Supervisor Buchanan said related to that there is also a need to amend the UV Plan Upgrade contract. He said the Federal EPA has a rule requesting that language regarding discrimination be inserted. He read the language that is required. Trustee Barnes made a motion to approve Change Order #1 to insert the required information in the agreement. Trustee Bridgman seconded the motion. Roll call vote. All in favor.

Proposal from KDG Engineering for Loop Creek Erosion Project - Engineer Ron Stuckel provided handouts to the Board Members for review, and went over the information for the proposed project. He said the total engineering cost would be \$11,200. Supervisor Buchanan added that the negotiations with Mr. Trentman are going well and he expects an agreement soon. Trustee Schobert made a motion to approve the contract for the project with KDG Engineering. Trustee Trentman seconded the motion. Roll call vote. All in favor.

Supervisor Buchanan said he would again go out of order to accommodate the residents who were attending the meeting regarding the sewer backup due to Lee's Chicken grease build up.

Reports

Insurance Claims - Backups at 1500 Potomac, 312 Bunker Hill and 320 Bunker Hill - Supervisor Buchanan gave a summary of what happened. He said Lee's Chicken Restaurant in Belleville has been open approximately one year, and that they released grease into the sewer lines. This released grease blocked the sewer lines which caused a sewer backup into Lee's Chicken. Lee's Chicken called the City of Belleville and they were taking care of things by Lees. Belleville called the Township because the lines are in the Township, and the Township cleared the blockage. Soon after the blockage was cleared there was a backup in three homes down stream of the blockage. The Supervisor reported that a second grease blockage formed in the line near the homes which cause the backup. He said the Township has turned the claim into the insurance company. He then asked for comments and questions. Sue DonCarlos asked if the grease trap at Lee's was up to code. Supervisor Buchanan said they had been cleaning it regularly, but it was not working properly at the time of the backup. It appears to be working properly now. Supervisor Buchanan said he felt that Lee's was at fault because they were not doing enough to prevent the grease from entering the sewer system. Sue DonCarlos said that she thought the Health Inspector would be responsible for making sure it was up to code. Supervisor Buchanan said he didn't think so, but he would check with them.

Supervisor Buchanan said these were all brand new sewer lines and a new grease trap, and it was unexpected to have grease enter the main lines. Trustee Trentman said he felt that the sewer employees should have pumped out the manholes before the lines were cleaned out. Brian Sedabres asked what the procedure was to fix the blockage. Supervisor Buchanan explained the process used. Sandra Baechle asked how often they are cleaned. Supervisor Buchanan said they typically spend more time on the lines that are known to be problems. The new lines and those that are not a problem are cleaned on a less frequent basis. Brian Sedabres also asked about using a backflow preventative valve. Supervisor Buchanan explained the pros and cons about the valves. Supervisor Buchanan said they are used in areas where there are regular problems.

There was some question as to whether some of the lines were Belleville's or the Townships. After explanation and review of maps, it appeared the lines belong to the Township. He said this was the last piece of information needed to submit to the insurance company.

Sandy Baechle said she had a backup at her home at 11 South Indiana in April of 2011. She said her insurance company covered \$5,000, but her costs were up to \$7,400. She said she has still not heard from the Township's insurance company yet. Supervisor Buchanan said he will look into it. She said her property is in Belleville.

Trustee Trentman said he knows that the Township tells people to have back-up insurance, but some people don't do it. He said the Township should hire more people to clean the sewers everyday.

Elizabeth Sedabres said they did not have backup insurance, so this is a burden on them. She was under the impression that the insurance only covered \$5,000 which is not enough. Supervisor Buchanan said if someone has a basement that is finished, an insurance agent should recommend more than \$5,000 coverage.

Dean Wallen suggested not only looking at the lines, but also looking at the grease pit to see if it was working properly. Supervisor Buchanan said the Township already has, and will continue to do so on a regular basis.

Mike Schaab said he did have insurance, but he has lived in his home for 23 years and has never had a backup, so this was very unexpected. His wife, Colleen Schaab asked what resources they had available if the Township's insurance company does not pay. Supervisor Buchanan said they could (1) challenge the insurance company, or (2) challenge Lee's Chicken or do both. Mr. Schaab said this will require a lawyer. Supervisor Buchanan said their insurance company should represent them.

Trustee Schobert explained that the Township used to fund an account to assist with backups, but after we got out and they got in, it was eliminated. Sue DonCarlos asked how much it cost the Township to have the fund? Trustee Schobert said about \$250,000 was appropriated each year.

Supervisor Buchanan explained that most of the time, the backup problems are not a the result of errors on the part of the Township, and are usually due to factors beyond the Township's control. Therefore, to charge all the taxpayers the cost of each isolated incident is not fair.

Wayne Price feels the Township should reconsider the backup fund.

Trustee Bridgman said the decision regarding back-up assistance fund was made because of a concern to make sure that we can do everything we can to keep costs reduced. It was a sincere effort to be the best steward of the taxpayers money.

Mike Schaab asked what the total budget for the Township is. Supervisor Buchanan said it is approximately \$3-\$4 Million. Mr. Schaab said he understands keeping costs down, but he felt there could be bigger things that are cut out of the budget instead of the backup fund.

Trustee Trentman said the vac truck should be running every day, and more than we are doing. Supervisor Buchanan said it is running nearly every day. He said back-ups are rare, and the

Township is doing a good job. The Township does more routine line cleaning than other communities.

Road Commissioner Burk said that this is an isolated incident, and asked if an exception can be made to cover the backup expense? There has never been a grease back-up in the Township and it is questionable whether it is Belleville or the Township's responsibility. Trustee Schobert said it would not be fair to everyone if the Board made an exception.

Minutes of the Regular Board Meeting held on January 10, 2012

A motion was made by Trustee Barnes to approve the January 10, 2012 Regular Board Meeting minutes. It was seconded by Trustee Bridgman. Roll call vote. All in favor.

Minutes of the Executive Session held on January 10, 2012:

A motion was made by Trustee Schobert to approve the January 10 2012 Executive Session Meeting minutes. It was seconded by Trustee Barnes. Roll call vote. Trentman-YES, Bridgman-Abstain, Schobert-YES, Barnes-YES, Buchanan-YES. Motion carried. Minutes approved.

Minutes of the Special Board Meeting held on January 12, 2012

A motion was made by Trustee Schobert to approve the January 12, 2012 Special Board Meeting minutes. It was seconded by Trustee Bridgman. Roll call vote. All in favor.

Treasurer's Report

Supervisor Buchanan pointed out that the packets had annual figures instead of monthly. He replaced the report with monthly figures. Trustee Schobert made a motion to approve the Treasurer's report. Trustee Barnes seconded the motion. Roll call vote. All in favor.

Budget Report

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

Monthly Bills

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

Communications

- A letter from the Township Officials of Illinois (TOI) was in the board packets announcing Annual Township Topics Day in Springfield on Tuesday, May 8, 2012.
- A meeting notice for the St. Clair County Township Official Association on Thurs. Feb. 16, 2012 was also provided to Board Members

Supervisor's Report

- Insurance Claims - See above.
- Homestead and College Plaza Jurisdiction Issue - See above.
- Delinquent Sewer Account Report – Board reviewed report.
- Water Shut Off Report - Supervisor Buchanan pointed out that the information marked "I" in the board packets were people who were sent a letter to notify them they were delinquent. He said the success rate after the first water shutoff notice letters is about 50%. Success means people have either paid off their past due account or make arrangement to a pay it off. He said there are 74 payment plans in affect now.

- Township Property Tax Re-Assessment - Supervisor Buchanan said that the County Assessor told him that an error was discovered and the assessment was decreased by \$25 million instead of \$14 million as was reported at the last meeting.
- Safety Training on Using the Bobcat and Mini Excavator - Supervisor Buchanan said the training was conducted, and it was very helpful for the employees.
- Safety Training for Body Mechanic Presented by Insurance Company - Supervisor Buchanan reported that the training resulted in a change of processes for some things.
- Open Meetings Act Training - Supervisor Buchanan provided a letter from TOI to inform of a new requirement for all elected officials to participate in an electronic training for the Open Meetings Act. Upon completion, the officials will receive a Certificate of Completion.
- JULIE Request Savings - Supervisor Buchanan announced that the Township has saved \$1,500 per year for the last two years by using e-mail instead of faxes for JULIE requests
- Stolen Manhole Lid - A manhole lid on West Boulevard near the apartments was stolen. The cost to replace it with a lid that bolts down was \$1,600.
- UV Construction Update - See above.
- Wood Chipping at Centennial Park Trail - The chipping is complete.
- Problem Sewer Line Analysis - Supervisor Buchanan said they are running videos of the problem lines and are laying out a plan on how to repair these lines permanently. He said that Jeff Carmack is doing a fantastic job getting the day to day work finished in addition to doing the additional work on the problem line analysis.
- Negative Payroll Account Balance in December's Treasurer's Report - Supervisor said the negative number was wrong on last month's report due to a software error, but all the bottom line numbers added up correctly and were right.
- Herbicide Spraying Permit - Supervisor Buchanan said he was notified by the EPA that the Township must obtain a free permit to spray herbicide. He said he was quoted \$1,000 by an engineering firm to fill out the application and set up a monitoring schedule. However, Dave Rowden, the engineer working on the Swansea negotiations, was able to provide Supervisor Buchanan the instructions for filling out the application at no cost, and the Township will now be able to do it for free.
- Township Sewer Map Background Aerial Update - At the last meeting Trustee Schobert inquired about sewer map background aerial update. Supervisor Buchanan said it will cost \$5,000. It was agreed it would be needed at some time, but suggested waiting until a newer version comes out.
- IDNR Approved Grant Request - The grant increase request for additional work on the Vicksburg project was approved.
- Small Projects - Supervisor Buchanan said there are several projects that are coming along with regard to manholes being raised, a cone on a manhole needed and two lines that need attached.

Highway Commissioner's Report

- Salt Barn - Commissioner Burk said the salt barn is complete and it is working out really well.
- He said the road crew is doing a lot of tarring while the weather is good. He said it helps with preventative measures and helps preserve the roads longer.
- He said there will be culverts coming up in spring.

Public Comments

Guy DonCarlos asked if the old salt barn would be sold. Road Commissioner Burk told him it has already been sold.

Dean Wallen complimented Commissioner Burk and his crew for the good job they did where the concrete shifted. Commissioner Burk said that Shiloh and the Township have come to an agreement, and it won't cost the Township anything. He said it is good when municipalities can work together to get things done. He said the Township has also worked with Centerville Township to use their sprayer to fix potholes. He said this saves everyone money.

Skip Kernan asked about Swansea Sewer negotiations. Supervisor Buchanan said they would be reviewing another proposal tonight in Executive Session.

Skip Kernan said his group, Citizens for Better Township, would like Supervisor Buchanan to be their guest speaker. Supervisor Buchanan said they could discuss this after the meeting.

Business Items

A. Resolution 2012-1 Council Resolution of Support - Supervisor Buchanan said a Resolution would be needed to apply for the Road District Community Development Block Grant for the resurfacing of Geri Ann, Phlox, Violet and Primrose streets. Trustee Schobert made a motion to allow the Supervisor and Clerk to sign Resolution 2012-1. It was seconded by Trustee Bridgman. Roll call vote. All in favor.

B. HSHS Medical Agreement - Supervisor Buchanan said that he is proposing to enter into an agreement with HSHS Medical Group to do the required drug and alcohol testing for the employees. Trustee Barnes made a motion to allow Supervisor Buchanan to sign off on the agreement. It was seconded by Trustee Schobert. Roll call vote. All in favor.

C. Surplus Property - Supervisor Buchanan there was a letter opening machine not being used and asked for it to be declared as surplus property. Trustee Schobert made a motion to declare the letter opening machine as surplus. Trustee Bridgman seconded the motion. A voice vote was taken. All in favor.

D. Pay Request for UV Plant Upgrade - See above.

E. Sewer Account Write Offs - After review of the spreadsheet provided from Supervisor Buchanan listing those accounts that deemed uncollectable, Trustee Schobert made a motion to approve the sewer account write offs. Trustee Barnes seconded the motion. Roll call vote. All in favor.

F. Proposal from KDG Engineering for Loop Creek Erosion Project - See above.

G. Annual Swansea Sewer Adjustment - Supervisor Buchanan explained that there would be an adjustment of \$2,201.88 paid to the Township. Trustee Bridgman made a motion for Supervisor Buchanan to sign off on the adjustment in the amount of \$2,201.88. It was seconded by Trustee Barnes. Roll call vote. All in favor.

At 9:04 p.m. Trustee Barnes made a motion to go into closed Executive Session for purposes of purchasing real property, and for the 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 Bridgman. Roll call vote. All in favor.

At 9:44 p.m. the Board resumed to back to the regular meeting.

Trustee Schobert made a motion to forward proposed sewer agreement that was reviewed to Swansea for consideration. 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 9:45 p.m.

Respectfully submitted:

A handwritten signature in blue ink that reads "Mary Carroll". The signature is written in a cursive style with a large, prominent "M" and "C".

Mary Carroll
Township Clerk