

## Regular Township Meeting

DATE: October 13, 2009

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  
Greg Bridgman, Trustee  
Bob Trentman, Trustee  
Dave Barnes, Trustee  
Richard Schobert, Trustee  
Robert Knee, Assessor

STAFF PRESENT: Bill Stiehl, Attorney  
Ron Stuckel, Engineer

OTHERS PRESENT: See attached list

### 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 was taken. All present.

### Minutes of Regular Board Meeting on September 8, 2009:

Supervisor Buchanan asked that the words "capital improvement" be added to the first paragraph on Page 3. He asked that "sweep account" in first paragraph on page 6 be changed to "putting more money in CDs." Motion made by Trustee Bridgman to approve the September 8th minutes as amended and seconded by Supervisor Buchanan. All in favor.

### Supervisor's Monthly Treasurer's Report:

Supervisor Buchanan asked for questions. With no questions, a motion was made by Trustee Schobert, and seconded by Trustee Barnes to accept the Supervisor's monthly treasurer report as presented. Roll call vote. All in favor.

Monthly Bills:

Supervisor Buchanan answered several questions regarding the monthly bills from Trustee Bridgman and Trustee Trentman. Supervisor Buchanan made a motion to approve the monthly bills. Trustee Bridgman second the motion. Roll Call vote. All in favor.

Communications:

Supervisor Buchanan provided a copy of a letter from the Illinois Environmental Protection Agency to the Board members which indicated the year-round disinfection exemption has been revoked at the Loop Creek Wastewater Plant. Therefore, the Township must construct disinfection facilities at the plant to treat the water with either a UV (ultra violet light) disinfection or chlorine. The EPA will provide the Township some time to get a plan in place, but it needs to act on this as soon as possible.

Supervisor Buchanan provided a copy of a letter that was received from the Village of Swansea's attorney regarding the sewer agreement for Board members to review.

Public Comment:

The floor was opened up for public comment. No public comment.

Old Business:

Supervisor Buchanan told the Board that the administrator for Swansea asked to review the sewer agreement to review for normal annual adjustments. Buchanan wanted to confirm if it was okay with the rest of the group. There were some questions and discussion as to how the adjustments are figured.

Supervisor Buchanan said they have told the Village of Swansea the Township is ready to negotiate the sewer contract. He is hopeful things will get worked out. Supervisor Buchanan said that Trustee Barnes will also be attending the meeting and asked if everyone was okay with that. It was agreed that Supervisor Buchanan and Trustee Barnes would meet with the Village of Swansea to negotiate the sewer contract.

An estimated cost of the Piper Hills and Greystone projects were provided by Supervisor Buchanan.

New Business:

A full copy of the annual Auditor's Report was provided to each Board member. Supervisor Buchanan also provided a list of suggestions for improvements that were made by the auditors. One suggestion was to use unique user names and passwords for the Locis financial software

program. The auditors also suggested the supervisor should review and approve the bank reconciliation. The third suggestion was that Supervisor review and approve any sewer customer adjustments. All these improvements were taken into consideration, and are now being implemented as part of the business processes. Supervisor Buchanan said he would field any questions, or the Board members can speak to the auditors directly if they wanted to.

A summary of the Annual Treasurer's Report was included in the Board Packets. Supervisor Buchanan said it was published on the website for anyone to view. In addition, after discussion it was agreed it would also be published in the News Democrat.

The General Assistance aid was modified from \$225 per month to \$245 per month. The necessary steps were taken to change this. Supervisor Buchanan said no Board approval was needed since this was a mandatory change.

There is a manhole problem in Windsor Estates and Greystone Estates. A lengthy dialogue regarding how to handle the problem with the builder took place.

Supervisor Buchanan said he sent out three letters for Statement of Interest and qualifications to engineering firms for designing disinfecting facilities for the wastewater plant due to the EPA demands. He said he received two Letters of Interest back. One from Rhutasel and the other from HMG Engineering. Supervisor Buchanan said he talked to two references for each and both gave good reviews. He indicated that Rhutasel designed the plant and had historical knowledge of the plant. HMG's advantage was they had experience with the UV disinfection process. Supervisor Buchanan said he would feel comfortable working with either firm. Trustee Schobert said that Rhutasel knows the plant and he felt that the UV process was not that complicated. Trustee Schobert made a motion to have Rhutasel & Associates as the engineer for the upgrade to the wastewater treatment plant for the EPA requirements. Bob Trentman second the motion. Supervisor Buchanan asked if the Board would like to have the firms come in for a presentation before voting to get more information. However, since the motion was already on the table, the vote was taken to hire Rhutasel & Associates to complete the upgrade to the wastewater treatment plant. Roll call vote. Trustee Trentman, yes. Trustee Bridgman, yes. Trustee Schobert, yes. Trustee Barnes, no. Supervisor Buchanan, yes. Motion carried.

## Reports:

### Supervisor's Report

Supervisor Buchanan provided reports with daily activity from the sewer foremen (Luke Schutzenofer and Denny Milam) for review. He commended the workers for all the hard work they do.

An agreement with Hudson Tree Service to cut down the cottonwood tree in Look Creek Park was signed for \$825. Mrs. Burkett paid \$550 and the Township paid \$275. Mrs. Burkett told Supervisor Buchanan that A-1 Tree Service did the work and not Hudson. He found out that A-1 thought they had the job, and went ahead and cut the tree down. Hudson Tree cooperated by letting the Township out of the agreement. A-1 agreed to take the lesser amount of \$825 for the work they did.

The basketball hoops have been replaced at the Loop Creek Park. So far there have been no incidents reported.

The EPA loan for \$138,399 was paid off.

Supervisor Buchanan and Township employee Margy Pearson attended a General Assistance training. Supervisor Buchanan said it was informative.

The Township of Illinois (TOI) annual conference will be held on Nov. 8-10 in Springfield, Illinois if anyone is interested in attending. Supervisor Buchanan did discourage any overnight stays to keep the cost down. He said that he would be attending the Monday session if anyone wanted to share a ride.

There will be flu shots offered at the Township office on Oct. 20, 2009 from 10:00 a.m. to noon. The shots will be provided by the Visting Nurses Association and the fee would be \$25 per shot.

There have been two insurance claims recently. One for a nipped electric line by the sewer crew and the other a gas line hit by the road crew.

The office workers participated in a Locis software update and training.

There was an energy audit done of the Township office.

### Highway Commissioner' Report

Commissioner Burk said there have been several road projects completed, West Boulevard, New Lincolnshire and Clinton Hills. He mentioned there was a three year project plan on the Township website.

Commissioner Burk said the employees are doing a good job and he has received good feedback from the residents of the Township.

Commissioner Burk said that a trash hauling company did some damage to one of the roads, but they have made monetary restitution.

There was a question on the monthly bills for money paid out to a law firm outside of normal expenses. Commissioner Burk explained this was paid to law firm who specializes in labor relations and union contracts.

The Dodge Caliber is still for sale. He has been getting more responses, but has not sold it yet.

#### Engineer's Report

Ron Stuckel brought in a copy of the plans for the manhole adjustments on Hwy 158.

Regarding the Piper Hills project he said that he would like to get everything 100% complete and then put it on the shelf until further direction whether or not the Township will proceed with this project.

A backup generator is needed for the Greystone lift station. Supervisor Buchanan asked what makes one brand better than the other? Ron Stuckel informed the Board that warranties and prices would probably be the main factors to consider. He also mentioned that if you allow the contractor to purchase the generator they have to make any necessary repairs if there is damage during installation.

Ron said he is getting some call from the Township employees. He provided township maps and also a CD for the personnel to have access to.

#### Delinquent Sewer Accounts Report

The delinquent sewer account report was provided to the Board for review.

Supervisor Buchanan added that TORMA was hesitant to insure the Township because of the cost related to the sewer plant. He said he would have to act on this soon.

Supervisor Buchanan made a motion to adjourn the meeting. It was seconded by Supervisor Buchanan. All in favor. The meeting was adjourned at 8:25 p.m.

Respectfully submitted:

Mary Carroll  
Township Clerk