

Regular Meeting St. Clair Township

DATE: September 27, 2016
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 Keith Sturgis and Greg Hipkind
Absent: Trustees Mary Carroll and Jaynie Wells

A quorum was present.

Officials Present: Clerk Brenda Reed

Others Present: Ron Stuckel, Engineer, KdG
Terry Brukert, Attorney, BG&L
Renee Beard
Bob Buechler
Dean Wallen
Tonda VanHoose

APPROVE MINUTES

Trustee Sturgis made a motion to approve the August 23, 2016 Regular Board Meeting Minutes. Trustee Hipkind seconded the motion. Roll call vote. All present in favor.

TREASURER'S REPORT

Supervisor Barnes read the beginning and ending balances of each fund for the month of August. Audit adjustment #300 added \$34.24 to the beginning balance of the Park Maintenance Fund. Audit adjustment #801 added \$15.00 to the beginning balance of the Sanitary Sewer Fund.

| | <u>August 1, 2016</u> | <u>August 31, 2016</u> |
|-------------------------|-----------------------|------------------------|
| General Town Fund | \$ 457,247.58 | \$ 462,244.72 |
| General Assistance Fund | \$ 82,000.28 | \$ 86,900.10 |
| Park Maintenance Fund | \$ 168,291.08 | \$ 183,382.35 |
| Road & Bridge Fund | \$ 432,978.34 | \$ 467,296.02 |
| Permanent Road Fund | \$ 572,859.64 | \$ 613,189.67 |
| Sanitary Sewer Fund | \$ 4,979,317.75 | \$ 4,939,436.75 |

Supervisor Barnes made a motion to accept the Treasurer’s Report as read. Trustee Sturgis seconded the motion. Roll call vote. All present in favor.

BUDGET REPORT

Trustee Sturgis made a motion to approve the Budget Report. Supervisor Barnes seconded the motion. Roll call vote. All present in favor.

COMMUNICATIONS

Supervisor Barnes reported there are just a couple of details to take care of regarding finalizing the grant for playground equipment at Loop Creek Park.

Supervisor Barnes stated lining of the sewer pipes should begin next week.

Supervisor Barnes reported members of the board have received notification of a lawsuit filed against the board by Road Commissioner Kernan.

ROAD COMMISSIONER’S REPORT

Trustee Hipskind read a note from Road Commissioner Kernan. The note included details from the auditor’s memorandum about the fact that the board can make transfers between line items within any fund in the budget. Mr. Kernan’s note also stated he did not sue the township but is requested a Temporary Restraining Order against the Township. (St Clair County Circuit Court Case No. 16-MR-258)

SUPERVISOR’S REPORT

Supervisor Barnes reported the total amount of sewer bills past due more than 151 days is up from the previous billing period.

PARK BOARD REPORT

Park Board President Dean Wallen reported another Volunteer Day is scheduled for October 22, 2016 from 9:00 a.m. to noon.

PUBLIC COMMENTS

Robert Buechler, a township employee, stated he has been an employee for 17 years and there has never been an employee handbook. He said 40 pages of the 94 page handbook focused on sexual harassment. He stated he thought that was excessive.

BUSINESS ITEMS

- Sewer plant parking lot – Supervisor Barnes asked Engineer Ron Stuckel to explain why the low bid on the parking lot project is almost double the amount quoted when the engineer was not involved. Mr. Stuckel explained there were no specifications indicated on the proposal and it was for a two inch overlay. When a formal request for bids was made the engineer specified removal of deteriorated pavement, the asphalt mix and compaction rate, a binder course, paving fabric, and aggregate base where needed. The low bid with engineers specifications on the project is \$27,588.06 from Byrne & Jones from St. Louis. Mr. Stuckel recommended accepting the bid from Byrne & Jones. Trustee Hipskind made a motion to accept the bid from Byrne and Jones at \$27,588.06. Supervisor Barnes seconded the motion. Roll call vote. Yes – Hipskind, Barnes. No – Sturgis. Motion passed.
- Playground equipment for Loop Creek Park – Renee Beard, a representative of Game Time, explained a matching grant the company offers. Because our order for playground equipment is more than \$37,500 the township qualifies for Game Time’s dollar for dollar grant. The Game Time grant requires the township to take delivery of all equipment ordered before the end of the year. With the Game Time grant the township is able to get \$93,684 of playground equipment for \$51,123. The \$30,000 grant from the county brings the cost of the equipment from township funds to \$21,123. Installation is expected to cost about \$30,000 for two play areas. Trustee Sturgis made a motion to order the playground equipment from Game Time as presented by Ms. Beard. Trustee Hipskind seconded the motion. Roll call vote. All present in favor.
- Employee Handbook – Supervisor Barnes received information last year from attorneys that the current Employee Handbook needed to be updated. Supervisor Barnes stated the updated handbook has been reviewed and approved by the employees’ union. Supervisor Barnes made a motion to approve the updated Employee Handbook. Trustee Sturgis seconded the motion. Roll call vote. Yes – Sturgis, Barnes. No – Hipskind. Motion passed.
- Township Transfer of Appropriation – Transfers of Appropriation of line items within the General Fund and the Sanitary Sewer Fund were presented. Trustee Sturgis made a

motion to approve the presented Transfer of Appropriations for St. Clair Township. Supervisor Barnes seconded the motion. Roll call vote. All present in favor.

- Road District Transfer of Appropriation – A Transfer of Appropriation of line items within the Road and Bridge Fund was presented. Trustee Hipskind made a motion to approve the presented Transfer of Appropriation for the Road District. There was no second on the motion. Supervisor Barnes stated the motion died for lack of a second.

EXECUTIVE SESSION

There was nothing to be discussed in Executive Session.

ADJOURNMENT

At 7:59 p.m. Supervisor Barnes made a motion to adjourn the meeting. Trustee Sturgis seconded the motion. Voice vote. All in favor.

Respectfully submitted:

Brenda Reed
St. Clair Township Clerk

Approved: Oct. 25, 2016