

MEETING OF THE BOARD OF TRUSTEES

March 20, 2013
O'Fallon Township
801 E. State St.
O'Fallon, IL 62269

CALL TO ORDER at 7:00 P.M.

ROLL CALL

Supervisor Gary Ahle, Highway Road Commissioner William (Bill) Peach, Town Clerk David M. Witter, Trustees: Glenn Loyet, Jeff Bevirt, Kenneth Joseph and Gary Hursey, Deputy Town Clerk/Recorder Debbie Allsup and General Assistant Administrator/Recorder Sheri Heil.

Supervisor Ahle informed the board that Township Attorney Cory Easton called in sick and will not be attending tonight's meeting.

Others present: Gary Fohne, Douglas Scott, Mark Downs, Rick Henderson, Danny Trueblood, Martin Ercoline and Gerard Helldoerfer.

APPROVAL OF MINUTES OF MARCH 6TH MEETING

A motion was made by Trustee Jeff Bevirt to approve the minutes of the March 6th meeting as presented and seconded by Trustee Gary Hursey. Motion Carried.

SUPERVISOR'S REPORT

Supervisor Ahle told the board a dividend check was received from TOIRMA in the amount of \$2,803.00.

Due to the recent storms, a ceiling tile fell in the conference room after it was completely saturated. Martin Roofing was contacted and came out today. Martin does not believe it's the roof but, a backed up gutter drain possibly causing the leak which they cleaned out. Their advice was to wait for another rain and check to see if there is any leakage. Other than that, they said the roof looks fine.

Ahle wanted to let the board know it is time to consider purchasing another riding lawn mower. The one they have now is 7 or 8 years old, the steering bar is bent. Trustee Hursey asked if the mower was purchased locally. Ahle said they bought it at Home Depot. Hursey wondered what a mower would cost from Scott's Power Equipment on East State St. A brief discussion followed. Trustee Kenny Joseph highly recommends Quality Rental on East Highway 50. He said they have been excellent on service and parts. Ahle wanted to know if they sold new equipment and Joseph said they sell Toro equipment new. Ahle suggested he get some prices from different vendors and bring them to the next meeting.

APPROVAL OF SUPERVISORS BILLS

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|-------------------------|--------------|
| Town Fund | \$ 11,194.42 |
| General Assistance Fund | \$ 1,200.97 |

Trustee Glenn Loyet made a motion to authorize the payment of the Supervisor’s bills to be paid accordingly and seconded by Trustee Kenny Joseph. Roll Call: Loyet – aye; Bevirt – aye; Ahle – aye; Joseph – aye; Hursey – aye. Motion Carried.

HIGHWAY COMMISSIONER’S REPORT

Highway Commissioner Peach stated the Road District had done the following during the period of February 21st, 2013 through March 20th, 2013:

- ☆ February 21st, 22nd, and March 1st salted and plowed all roads
- ☆ Took delivery on 75 ton of salt
- ☆ Replaced blades on 2 snow plows, adjusted shoes and greased V-Boxes
- ☆ Replaced 3 stop signs and 1 left curve sign that had been painted over
- ☆ Had 3 of the trucks state tested
- ☆ Greased chipper and backhoe – washed salt of backhoe
- ☆ Changed oil and air filter, plus oil on 6230 John Deere tractor
- ☆ Cleaned culverts and storm drains after each rain
- ☆ Removed rock from road at triangle intersection on Old Lebanon Troy Rd.
- ☆ Place millings at mailboxes and wherever else needed
- ☆ Met with contractors and engineers regarding the grant for Carson – Behrens Sts.
- ☆ Met with contractors and engineers regarding Country Village Improvements
- ☆ Met with City of O’Fallon regarding Intergovernmental Agreements

Supervisor Ahle asked the board if they have any questions for Highway Commissioner Peach. Trustee Kenny Joseph wanted to know what is going on with Virginia Prather’s driveway located on Borchers Lane. Peach said she is concerned about a narrow spot where somebody had backed off when coming down her driveway. She spoke with Peach to see if there is anything the road district might be able to do about it. Joseph asked Peach to give a follow up on it. Peach agreed.

APPROVAL OF HIGHWAY COMMISSIONER’S BILLS

| | |
|---------------------|--------------|
| Permanent Road Fund | \$ 6,616.86 |
| Road & Bridge Fund | \$ 15,516.33 |

Trustee Jeff Bevirt asked if a payment listed to Rite-Way Excavating is a final payment for the Borchers Lane project. Peach said it is. He went on to say the bid specifications called for less rip-rap than the contractors had used by a main storm drain which in turn was a difference in cost of \$700. Peach said after looking things over, the contractor was right by putting more rock down than the specifications called for. Peach said there was enough money in the line item to pay the contractor for all the material so he submitted the final bill in the amount of \$1,659.20 for approval.

Trustee Hursey said he took a drive down Borchers Lane to see how everything looked. Hursey said everything looks pretty good, but on the west end of the road where the Township begins and the City ends, there seems to be a ridge or a bump. Hursey asked Peach if it was planned that way. Peach said it was planned that way to get the drainage to go the right way and if the city improves their segment, it will meet the grade the Township has in place. Peach agreed with Hursey that this particular segment has a slight ramp. Hursey said he doesn't get why either the city or township would have such a noticeable incline between the two districts. Peach said when the city improves their segment of that road in a couple of years, it will be even. Hursey said a couple of years of people driving out there, it just seems wrong to leave that bump there. Peach agreed and said he is looking into getting some blacktop to alleviate the incline or bump. He did not want to do any changes that would conflict with any work done by the contractor. Peach said he wanted to wait until they were completely finished.

Hursey asked Peach what is the status of the ICC Bridge. Peach said the engineering has been done. ICC has been out there to look and Peach has talked with them. The state has been out there also and looked at the interchange on I-64 and while they were there, Kevin Burke who always attends the Highway Commissioners' meetings was there to look over things. Peach said Burke asked him how he got by this long with the one-lane road. Peach said he remember speaking with the County Engineer back in the early to mid 90's and was told the Metro Link was going to be routed down the middle of I-64. The engineer back then told Peach not to worry about Reider Rd. because it would become a dead end road. Now, Peach said he is in the situation where the County is going to go out for bids on the interchange next fall and the following spring, they're going to start on it. Peach said the funding is in place for the County to go ahead. Peach said he has been in contact with ICC and as he gets far enough along that the engineering is done and the plans for the bridge are in place, then they will talk to Peach about funding which could be 4 or 5 years down the road. Peach said the County Engineer spoke with him and said if it gets to the point where if the interchange is done a little sooner and knowing the township will not have the money to do it, the County may have to annex Reider Rd. in order to get the funding and finish the road. Trustee Jeff Bevirt said he was under the impression the County Engineer wanted to come to a Township meeting and speak to the board. Town Clerk Dave Witter said it was mentioned at the last meeting (March 6th) in a letter he received. Witter continued that the engineer was unable to attend this meeting, but would try to attend 1 of the next 2 meetings. Peach asked Witter what letter he was referring to. Witter said after one of the meetings there was some confusion as to what the percentage payment if ICC approves funding towards the Rieder Road project. Steve Ficker from Gonzalez Companies said at one of the meetings it was 80% - 20% and Witter said he thought it was 60% - 40%. He called Geri Boyer from Kaskaskia Engineering to confirm the figure is 60% - 40%. She sent a booklet explaining the different funds available through the Illinois Grade Crossing Protection Fund.

Witter said in the cover letter it was mentioned that County Engineer Jim Fields would like to schedule a meeting.

Supervisor Ahle asked Peach just how much more engineering is needed because he was under the impression it is almost completed. Peach said it is except for a few odds and ends. Ahle said if that's the case, shouldn't they apply for the funds now. Peach said they can't until they get all the designs of the new plans in place and all the engineering done. Peach said the engineers still have to do some boring on the north side of the tracks for the runaround that they're going to build to see if the ground is stable enough. Ahle asked Peach if the contract he has with Gonzalez is the one that will complete the engineering. Peach said as far as he knows, yes it is. More discussion followed.

Trustee Kenny Joseph asked about the \$25,000 supposed to be paid to the Railroad to look over the specifications done by Gonzalez. Ahle said it was on hold anyway because the Township Attorney did not like the way the contract read. Peach said for the Railroad's satisfaction, they have an engineer check all the work done by our engineer to make sure everything checks out properly. A brief discussion followed.

Trustee Hursey had another question for Commissioner Peach about Borchers Lane. Hursey said when Seven Hills Rd. was being done towards Moye School, past Thornbury subdivision, a discussion about angles and steepness in the road was an issue. Hursey said out on Borchers Lane, the new area that was shifted around and dug out, it seems really steep and yet it was designed that way. Hursey asked Peach if there is possibly a plan to put a rail down there. Peach said Borchers is done according to IDOT specifications, and being done to specs, the Township is not liable.

Trustee Kenneth Joseph made a motion to authorize the payment of the Highway Commissioner's bills to be paid accordingly and seconded by Trustee Gary Hursey. Roll Call: Loyet – aye; Bevirt – aye; Ahle – aye; Joseph – aye; Hursey – aye. Motion Carried.

TOWN CLERK REPORT

Clerk David Witter informed the board the Annual Town Meeting will not be on the second Tuesday (April 9th) this year because of the Consolidated Election is that day. Instead the Annual Town Meeting will be on the following Tuesday (April 16th). Listed later on tonight's agenda the Annual Town Meeting agenda is up for approval.

TRUSTEES REPORT

No report.

SENIOR REPORT

No report.

YOUTH REPORT

Trustee Kenneth Joseph said the Swim Party is scheduled this Sunday at the YMCA on from 6:00 P.M. – 8:00 P.M. The party is geared towards 4th – 8th graders. There is no Youth Committee meeting in March.

Joseph read a letter he received from Liz Crabtree from the O'Fallon Garden Club. The club requested volunteers from the Youth Committee to act as runners for their first trivia night held on February 16, 2013. Youth Committee member Sean Duffy stepped forward and rallied 3 additional people to help out. Ms. Crabtree went on to say that Sean played a vital role organizing, leading, and supporting the 5 other helpers at the event. She said she explained to Sean her expectations for the evening and he led the group effortlessly and exceeding her expectations. The youth group sold "mulligans" for the event and raised over \$150 for the Garden Club. Trustee Jeff Bevirt added it goes to show there are some really good kids out there and Sean Duffy does a really good job.

PLANNING REPORT

No report.

AFTER PROM REPORT

Trustee Bevirt said all contracts are in place including the one received Monday for the caricature artist. Donations received so far: \$1,000 – Village of Shiloh, \$100 – Bank of O'Fallon and \$100 – Commercial Property Investors. Letters have all been sent out so more donations should be coming in. Hursey added there will be \$3,000 from the Township. He said he spoke with a lot of the food people and it should be a really good After Prom. Hursey told Bevirt if he needs any help getting gift cards, etc., let him know. A brief discussion followed.

UNFINISHED BUSINESS

Discussion of the Annual Financial Report for the Fiscal Year ending March 31, 2012 and Management Letter by Allison, Knapp & Sieckmann, Ltd. Trustee Jeff Bevirt said there were 2 things in the management letter that were addressed to the Road District and 1 was to be sure all engineering contracts are here in the office. Bevirt said he believes that has been discussed and hopefully cleared up. The 2nd thing mentioned is there are no procedures in place to monitor the fuel usage by the Road District. The accountants suggested meters are put on the fuel tanks. Peach said regarding the engineering contracts, to the best of his knowledge, everything is in place. Peach asked Witter if he knew of anything that has not been turned in. Witter answered he doesn't know documents aren't turned in because Peach handles the contracts. It is up to Commissioner Peach to turn the contracts in after he signs them. Trustee Hursey suggested when Peach gets any contract, signed or not, bring it to the office and have it date stamped, copies and filed. This procedure keeps everybody above board and nobody should have any questions about how we're operating. Witter added he thinks that any contract, before it's signed because we have an attorney on retainer, should be sent to him first for review. Trustee Joseph said before this, he thinks there was a time when contracts were not filed in the office according to procedure. Ahle said they are supposed to be filed in a timely manner. Peach said he explained this a while back. The previous clerk was sick and we got lax on procedures and it got overlooked. Bevirt said since

that time, everything should now be back on track and according to procedure. Hursey said these documents should easily flow through the office and not sit on any one person's desk. Witter added all contracts are supposed to go to the Clerk's office. Hursey said one time the auditors questioned procedures on the After Prom. The auditors did not like the committee members dealing with cash and turning in the receipts. Instead, the members have a credit card specifically for the After Prom purchases and everything is documented to the penny. Trustee Loyet asked if any contracts are missing. Witter said there were several engineering contracts missing and are all now in place. Ahle said some of those contracts were a year old when they were turned in. Witter said he believes that is what the auditors were referring to. Deputy Clerk Debbie Allsup said Peach has been turning in documents and making copies per the auditor's recommendation. Witter added they are getting caught up.

Hursey asked what the plans for the metering of the fuel tanks. Peach said he looked into a computerized metering system which will handle 7 trucks (vehicles). There is a key for each vehicle and when you get fuel you use the key and the meter documents the fuel for that particular vehicle. Peach said there is no print out. You push a button and the readings are displayed for you to write down and document. The set-up will cost approximately \$3,200 plus a few additional charges; such as, if they have to make a bracket to mount the meter and installation to work with the tanks he has. Hursey asked Peach if he would let him look over the specs when Peach gets them. Hursey said sometimes you can tie into the wi-fi and possibly get it to do a printout on the computers in the office. Allsup said a set-up with a printout is probably much more costly too. A brief discussion followed. Peach said the company said if he wanted to step to the next grade of metering, unless he has 20 trucks, it is not feasible. Hursey said with the Fuel Man card is free and you get your fuel anywhere. He asked Peach if he could get his fuel someplace like MotoMart. Peach said no because he would have to pay tax on it. Bevirt and Hursey said he would not pay tax if you're tax exempt. Bevirt said at the sewer system where he works, they use the Fuel Man card too. He gets tax exempt and off-road fuel because the card indicates what you are using it for. More discussion followed. Hursey asked Peach how much he pays for fuel. While they were looking the cost up Peach said the company he buys his fuel from, he has them winterize it extra since the trucks are out in more extreme conditions. Looking up an invoice for 2 purchases the cost per gallon was \$3.64 and \$3.51. Peach told the board he will bring more information on the meters when he gets it. Hursey asked if the insurance would go down if the fuel was not stockpiled on the premises. Allsup said it would not be that much. Witter said to ask TOIRMA.

Attendee Doug Scott said this meter is only good for 7 vehicles. What about the off-road vehicles. Peach said the off road equipment is only about 1/3 of the fuel usage. He does have another tank with a meter that can be fixed at a minimal cost and use that tank for the off road equipment and meter it. Scott said he did not think from an auditor's standpoint that is very good. Scott said with the computerized metering, you are able to pinpoint the usage to each piece of equipment, so if a vehicle is consuming more fuel than normal, how would you know without the computer meter. And there's always the potential from an auditor's standpoint for fraud when documenting manually. Scott added he is not saying anybody is being fraudulent.

Trustee Joseph asked what some of the other townships are doing in St. Clair County. Peach said Caseyville has tanks, but he doesn't know how they monitor usage. Road district employee Gary Fohne said they got a gauge on the tank and the driver writes the number of gallons taken. Peach said if everybody is comfortable with it, when it comes time to purchase, he can buy 1 for one tank or, buy 2 for both tanks whichever the board is more

comfortable with. Just need to get it in the budget and start pricing them. Peach said other than the metering, the property is fenced, there is good lighting around the pumps, a chain is on the filler handle, power to the pump is shut off every night and all the vehicles are diesel and the employees vehicles are gasoline so no problem there.

Ahle asked if anybody has any response to issues regarding the Road District Levy from the December 19th, 2012 meeting. Trustee Loyet said he was the one who said he questioned Peach why he levied for another \$500,000 when there was still \$400,000 to \$500,000 left in Road & Bridge Fund. Loyet said it really doesn't matter to him anymore. Looking through the numbers, Loyet said Peach had a balance of \$583,000 and levied for \$592,000 more. Loyet said you should only levy for what you are going to use. Peach said when you levy; you put what you think you are going to need for the line items. Peach said the City gets ½ of the tax to be levied. Peach then read from the Illinois Compiled Statutes (605 ILCS 5/6-507) (from Ch. 121, par. 6-507).

“One half the tax required to be levied by Section 6-501 of this Code, on the property lying within a municipality in which the streets and alleys are under the care of the municipality shall be paid over to the treasurer of the municipality, to be appropriated to the improvement of roads or streets, either within or without the municipality and within the road district under the direction of the corporate authorities of the municipality. However, when any of the tax is expended beyond the limits of the municipality it shall be with the consent of the highway commissioner of the road district”.

Peach said he can question the City on how they are spending that money. If he doesn't feel they are spending the money, he can confront the City and have them show Peach how they are spending the money. If the City doesn't spend the money, they have to return it to the Treasurer of the Road District. Loyet said if Peach would levy separate the City doesn't get any of that. Peach told Loyet he is wrong, it states that the City will get one half. Loyet told Peach he was there when Brian Smith from TOI told Peach he can levy the items separately. Peach said you can do that but what difference will it make, the City is still going to get their half. Ahle asked Peach how much money is he going to have after this levy if you add together what was carried over from last year. Peach said you also have to take into consideration the levy is done in December, it will be July before he realizes any funding from this levy when people start paying their taxes. Ahle told Peach he has the money carried over from last year. Peach said that is why he has that, to carry him through April, May and June. Loyet said it has never been that much carried over. Ahle asked the board if they have any other questions. Trustee Joseph asked Peach if he has anything in the budget for equipment. Clerk Witter said the new budget has not been presented yet.

NEW BUSINESS

Approval of a Hall Rental request submitted by Matthew Berg, representative of the Laborer's Local No. 670, for the purpose of a meeting on Thursday, April 11th, 2013 from 6:00 P.M. to 7:00 P.M.

Trustee Glenn Loyet made a motion to accept the hall rental request submitted by Matthew Berg, representative of the Laborer's Local No. 670 as presented and seconded by Trustee

Gary Hursey. Roll Call: Loyet – aye; Bevirt – aye; Ahle – aye; Joseph – aye; Hursey – aye.
Motion Carried.

Approval of the Agenda for the Annual Town Meeting to be held on April 16th, 2013.

Trustee Glenn Loyet made a motion to accept the agenda for the Annual Town Meeting to be held on April 16th, 2013 as presented and seconded by Trustee Kenny Joseph. Roll Call: Loyet – aye; Bevirt – aye; Ahle – aye; Joseph – aye; Hursey – aye. Motion Carried.

PUBLIC INPUT

Mark Downs asked if they needed a moderator for the Annual Town Meeting because he had done that before. Trustee Loyet informed him Brian Keller usually is the moderator.

ADJOURNMENT

A motion was made by Trustee Glenn Loyet to adjourn the meeting of the Board of Trustees seconded by Trustee Gary Hursey. Motion Carried.

The meeting adjourned at 7:59 P.M.

Respectfully submitted by:

David M. Witter
Town Clerk