



## MEETING OF THE BOARD OF TRUSTEES

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

CALL TO ORDER at 7:01 P.M.

PLEDGE OF ALLEGIANCE

ROLL CALL

Supervisor Gary Ahle, Highway Commissioner Mark Downs, Town Clerk David Witter, Trustees: Jeff Bevirt, Kenneth Joseph and Doug Scott; Township Attorney Cory Easton; Deputy Town Clerk/Recorder Debbie Allsup and Recorder Sheri Heil

Others present: Danny Trueblood

A motion was made by Trustee Kenny Joseph to excuse Trustee Gary Hursey from the meeting and seconded by Trustee Jeff Bevirt. Motion Carried.

APPROVAL OF MINUTES OF PREVIOUS MEETING

A motion was made by Trustee Doug Scott to approve the minutes of the previous meeting as presented and seconded by Trustee Jeff Bevirt. Motion Carried.

SUPERVISOR'S REPORT

Ahle presented the 2014 Holiday schedule to be approved by the board adding it is the same as last year and correlates with the City and County.

Trustee Kenny Joseph made a motion to approve the 2014 Holiday schedule as presented and seconded by Trustee Doug Scott. Roll Call: Bevirt - aye; Ahle - aye; Joseph - aye; Scott - aye. Motion Carried.

Ahle said he wanted the board to think about the idea of payment for remaining vacation time to be paid with last pay of the year to the Township employees. Trustee Scott asked what current personnel policy is for that and Ahle explained there really isn't one and that an addendum would have to be added. Ahle said it does not have to be decided this evening, but the full-time employees would be paid for unused vacation time, not to exceed 70 hours. The time for the part-time employees would be less (45 hours and 47.5 hours). Trustee Bevirt asked Ahle if he wants to come up with an addendum. Ahle said it will be put in and the board will vote on it.

Highway Commissioner Mark Downs asked to speak with regards as to how this vacation pay got started. Two (2) road district employees are up to the maximum of 5 weeks (200 hours) vacation each year. In the past, they either use it or lose it. Downs said it becomes a mad scramble towards the year's end to use up the vacation time when, at this time of year, the weather can be unpredictable. Downs made the offer to his employees to buy back unused vacation time up to 80 hours at year's end and added they are getting paid for the vacation time anyway, he would just rather have them accessible this time of year. A discussion followed.



Trustee Jeff Bevirt made a motion to approve the payment of unused vacation up to 2 weeks (70 hours – full-time employees; 45 hours and 47.5 hours part-time employees) for the Township and have an addendum added to the employee handbook to reflect the change as presented and seconded by Trustee Kenny Joseph. A brief discussion followed.

Roll Call: Bevirt – aye; Ahle – aye; Joseph – aye; Scott - aye. Motion Carried.

#### APPROVAL OF SUPERVISORS BILLS

Town Fund	\$	8,187.59
General Assistance Fund	\$	1,237.58

Trustee Kenny Joseph made a motion to authorize the Supervisor's bills to be paid accordingly and seconded by Trustee Doug Scott. Roll Call: Bevirt – aye; Ahle – aye; Joseph – aye; Scott – aye. Motion Carried.

#### HIGHWAY COMMISSIONER'S REPORT

Per Highway Commissioner Mark Downs "RaDAR", the Road District had done the following during the weeks of November 4, 2013 to November 15, 2013:

(See attachment A)

Downs showed a picture of a tar machine that was purchased by the previous Highway Commissioner in 2010 and hardly been used. Downs said he located this piece of equipment in the annex #2 building and he intends to get some use out of it. A discussion followed.

Downs informed the board the resurface work he contracted out to Rooters Asphalt from Beckemeyer, IL may not be completed per the contract date. Downs said the completion date per the contract is December 28<sup>th</sup>. If the temperature drops, asphalt companies will not even produce the asphalt to do the resurfacing. Downs is going to hold off on any grinding or preparation work unless he thinks it will be feasible. A brief discussion followed.

Downs informed the board he purchased a tractor from Shiloh Valley Equipment through an IL state agreement. The line item in his budget for equipment is \$70,000 and he has purchased a pickup truck besides this tractor. With these 2 purchases, the equipment line item is approximately \$4,500 short. He is asking the board to approve a Transfer of Appropriation to move \$4,500 from the engineering line item to the equipment line item.

Ahle and some board members agreed they have no problem with the transfer of money but, want it to be on next meeting's agenda to discuss and vote on it. Downs said the estimated delivery date is around Thanksgiving but he can probably hold that off until after the next meeting. Downs is trading a 1998 John Deere '6110' for a 2013 John Deere '5085M' which increases the horsepower and replacing the mower and tractor currently being used. The purchase is \$46,300 which in Downs opinion, was a deal too good to pass up. Downs said he has no problem waiting to receive the new tractor after the next meeting to comply with the board. A discussion followed.



## APPROVAL OF HIGHWAY COMMISSIONER'S BILLS

Permanent Road Fund	\$	6,614.11
Road & Bridge Fund	\$	52,729.63

Trustee Bevirt asked Downs about a payment in the amount of \$1,269 to Gonzalez Companies for Storm Water Construction Inspection. Bevirt wants to know if this nearing the end for the project. Downs responded that payment should wrap up the Behrens-Carson project. Downs said he did ask Gonzalez why the engineering fees could not be paid out of the grant money. He was told the previous Highway Commissioner would not allow that. So, to honor the previous agreement, the road district has to pay that. Downs added, he informed Gonzalez that any future projects, the engineering will be paid out of the grant money.

Bevirt asked Downs if he intends to apply for another grant in the coming year. Downs said he would rather see the Township be able to do the sewer system on the south side of E. State Street.

Trustee Jeff Bevirt made a motion to authorize the Highway Commissioner's bills to be paid accordingly and seconded by Trustee Kenny Joseph. Roll Call: Bevirt – aye; Ahle – aye; Joseph – aye; Scott – aye. Motion Carried.

## TOWN CLERK REPORT

Clerk David Witter reported a FOIA (Freedom of Information Act) request was received from Daniel Kelley, a reporter with the Belleville News Democrat requesting: hourly wage and salary for full-time and part-time employees; the number of days or hours for paid time off, including sick days, paid holidays and vacation days; the cost of health insurance or other insurance provided to employees in the past years and current contracts with unions or other employee groups related to township business. Witter said a lot of the Townships are receiving the same request. The request has been completed and will hopefully be sent out tomorrow. Witter commended Deputy Clerk Allsup for getting all requested information together in a timely fashion.

## TRUSTEES REPORT

No report.

## COMMITTEE REPORTS

### SENIOR REPORT

Trustee Doug Scott reported the Senior Committee was supposed to hold a meeting last Wednesday but was cancelled because only 3 people showed up. The next Committee Dinner will be on December 19, 2013 at 5:30 P.M.

### YOUTH REPORT

Trustee Kenny Joseph reported the Youth Committee had a meeting on November 18<sup>th</sup> at 7:30 P.M. with a good turn-out. The group is going Christmas Caroling on Monday, December 23<sup>rd</sup>. There will be no meeting in December. The next meeting will be on Monday, January 27, 2014 at 7:30 P.M.

### PLANNING REPORT

No report.

### AFTER PROM REPORT

No report.

### UNFINISHED BUSINESS

An update on the 'Save the Bank Clock' campaign was received from Brian Keller:

Total Cash Received	\$ 15,486.20
Goal	\$ 24,000.00

### NEW BUSINESS

A Thank you card was received from Margo Alsup for condolences sent for her daughter's passing. Ms. Alsup used to work at the Township as head of the Senior Nutrition Center.

### PUBLIC INPUT

Trustee Doug Scott inquired to the Township Luncheons for the public and employees. The Customer Appreciation is on Friday, December 20<sup>th</sup> from 12:00 P.M. – 2:00 P.M. The Employee Luncheon will be on Monday, December 23<sup>rd</sup> beginning at 12:00 P.M.

A reminder to the board of the Quarterly Meeting of the St. Clair County Township Officials Association is on Thursday, November 21<sup>st</sup> at 7:00 P.M. at the Lebanon Township Building in Summerfield. Hosted by O'Fallon, Caseyville and Lebanon Townships. Guest speaker is Representative Charlie Meier. Food and beverages will be served.

Trustee Doug Scott reported he attended the November Conference.

### ADJOURNMENT

A motion was made by Trustee Jeff Bevirt to adjourn the meeting of the Board of Trustees seconded by Trustee Doug Scott. Motion Carried.

The meeting adjourned at 7:36 P.M.

Respectfully submitted by:

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David A. Witter  
Town Clerk