

SEWER MEETING

FEBRUARY 4, 2016

The regular semi-monthly meeting of the Board of Trustees of the Caseyville Township Sewer System was called to order at 7 p.m. by Supervisor Canty who directed Acting Clerk Clark to call the roll, and upon roll call the following members answered present: Trustees Chrismore, Moody, Lemansky, and Donovan; absent Jacknewitz. Also present Jeff Bevirt, interim sewer manager, Joe Steinhauer, security, Jack Hickman, IT, Darlene Hickman, Debbie Donovan, Justin Renner, Mark Blackburn, Todd Fleming, attorney, and John Driscoll, assessor.

Supervisor Canty directed Acting Clerk Clark to read the minutes of the previous meeting. A motion was made by Mr. Donovan, second by Mr. Lemansky to dispense with the reading of the minutes, and motion carried.

The following bills were approved for payment upon a motion by Ms. Moody, second by Mr. Donovan, and motion carried. Bills totaled as follows:

Tap-In Account: Payable to: Haier Plumbing & Heating \$2,790.00

No.	To Whom Paid	For What Purpose	Amount
49745	Aetna Insurance	Life & Disability	256.00
49746	Ameren Illinois	Service	1,539.03
49747	Aramark Uniform Services	Service	817.94
49748	A T & T (SBC)	Service	1,240.26
49749	A T & T (U-Verse)	Service	52.00
49750	Batteries Plus Bulbs	Purchase	16.95
49751	Bearing Headquarters Co.	Purchase	303.61
49752	Carter Water	Purchase	43.77
49753	C T Petty Cash	Reimbursement	32.43
49754	C T Sewer System Payroll	Payroll & Payroll Taxes	41,854.46
49755	Chung Huang	Reimbursement	30.80
49756	Debi Blackburn	Reimbursement	10.00
49757	DPC Enterprises	Purchase	1,580.80
49758	FEMA Flood Payment	Insurance Renewal	12,740.00
49759	Flo Systems	Purchase	3,488.45
49760	Flowtronics LLC	Repairs	580.00
49761	Frost Electric Supply	Purchase	5.04
49762	Grainger	Purchase	253.86
49763	Home Depot Credit Services	Purchase	106.37
49764	Homefield Energy	Service	40,726.22
49765	Illinois Electric Works	Repairs	7,180.30
49766	Inception Technologies	Purchase	430.00
49767	Jack L. Hickman	Research, Report	1,462.50
49768	Jared Renner	Reimbursement	390.15
49769	Julie	Annual Assessment	1,483.63

49770	Locis	Purchase	3,906.58
49771	Mow Printing	Purchase	227.39
49772	Nusco	Purchase	201.60
49773	O'Fallon Water Company	Service	2,908.31
49774	Pitney Bowes	Service	200.00
49775	Pitney Bowes	Service	113.00
49776	Pyramid Electrical Contractors	Repairs	998.25
49777	Republic Services	Service	357.25
49778	Sam's Club	Purchase	131.14
49779	Sandra Nunez	Reimbursement	125.00
49780	Shaw Heavy Equipment Repair	Purchase	117.23
49781	Shell Oil Company	Purchase	1,472.10
49782	Shiloh Valley Equipment Co	Repairs	377.23
49783	Simplicity Software Tech	Purchase	741.00
49784	Snapco Auto Parts	Purchase	35.88
49785	St Louis Safety	Purchase	82.38
49786	T & M Services	Service	581.75
49787	Teklab	Service	196.00
49788	Bank of Edwardsville	Debt Service	70,000.00
49789	Univar USA	Purchase	6,156.76
49790	USA Bluebook	Purchase	203.54
49791	Vandevanter Engineering	Purchase	68,368.00
49792	Watson's Office City	Purchase	1,863.66
49793	Wireless USA (Dechant Elec)	Purchase	710.00

The Board discussed the reimbursement process of college classes and books for township employees as follows: Lemansky – I have questions concerning the reimbursement of bills for Jared. Bevirt – College classes and books needed for classes are reimbursed by the township. Lemansky- Employees should get board, sewer and township supervisor's approval before taking classes. Bevirt – The Board has always paid for the classes. Lemansky – Pertinent to his classes? Donovan – Classes started? Bevirt – I think they have. Chrismore - Price of books? Bevirt - \$325.00 Lemansky – In the future if the classes are on-going what degree should be obtained. Bevirt – one semester classes. Lemansky – Approved on stipulation. Bevirt – Approved, much discussion. Donovan - Any other fees associated with this course? Bevirt – None that I know of. Donovan – Pertinent to his sewer job? Bevirt – Yes. Chrismore – Is he already an electrician? Bevirt – Doing electrical work. Chrismore – Is his job as an electrician in the union contract? Bevirt – No. Chrismore – The township should not pay for long term education. Canty – If the classes are pertinent to the job, the township would reimburse those fees. Bevirt – He is getting A's, and there is a lot to learn. Lemansky – What if the township pays to further an employee's education and the employee leaves. Canty – This can be addressed at the next union contract. Chrismore – Usually four years. Donovan – Already addressed in the union contract. Bevirt – I will check the union contract. Canty – I suggest we pay the fees. Bills are approved.

Justin Renner came before the Board to say the township should utilize an employee already going to school for electrical training to help install the overhead lighting at the administration building. Lemansky – Depends on the sewer building's needs. Donovan – Place on agenda.

Justin Renner – The questions may be premature, and needs some discussion.

Supervisor Canty read letters from the St. Clair County Township Association and TOI.

A motion was made by Mr. Chrismore, second by Ms. Moody to place the letter on file.
Motion carried.

A motion was made by Mr. Lemansky, second by Ms. Moody to place the letter on file.
Motion carried.

Supervisor Canty informed the Board that the television is on the back wall of the administration building and the electric to the television has been installed. The speakers and sound bar will be installed soon. Charter will finish the installation along with Computer Ease next week. Charter internet and cable will cost \$166.80 per month.

The Board discussed the benefits of an IMRF Early Retirement Plan. 1. An audit will be needed, and a Resolution to Adopt will be required. Donovan – It's a 5 year program and a cost estimate is free. A motion was made by Mr. Donovan, second by Mr. Chrismore to check into the program benefit for township and employees. Motion carried.

Supervisor Canty read a letter from the City of Fairview Heights concerning the TIF program along Route 50. A motion was made by Mr. Chrismore, second by Mr. Donovan to place the Fairview Heights TIF information packet on file. Motion carried.

The Board discussed reviewing closed session minutes: Canty – I would like to review the closed session minutes with Attorney Fleming and Clerk Jacknewitz before the minutes are released. Two board members, the clerk and the attorney have listened to the tapes.
Donovan- It's up to the Clerk. Attorney Fleming – You can listen to them. Canty – I would like to hear them. Lemansky – I'll sit out and you can sit in and I'll take you at your word. Canty – The board is entitled to listen to the tapes. Donovan - Why didn't you offer to listen to the tapes?
Canty – I will discuss this with the clerk. Donovan – The attorney will set up a meeting to listen to the closed session tapes.

The Board discussed the approved marquee to be placed in front of the administration building.
Donovan – The marquee was approved, it needs to be bid on and added to the budget.
Canty – Yes, it needs to be added to the budget. Donovan – We need to get the senior center off the ground – we have very little to offer. The main township function is General Assistance averaging eight to twelve people on our General Assistance rolls. We need a decent marquee to increase senior activities.

The Board discussed replacing the administration building overhead lights:
Canty – The replacement overhead lights need to be placed on the budget. Also, we should not hire a part time employee to help with the lights unless we negotiate with the union. Donovan – This is not a union job. Canty – Christine can help Rick put up the new overhead lights.
Donovan- We can do the overhead lights in stages – kits cost \$35 each. The Board decides to hire part time employees to assist the full time employees.

The Board discussed a possible grant from the St Clair County Parks and Recreation:
Canty – We could look into getting a mower with the grant money. Donovan – Brian Rader is looking into a county grant for new playground equipment, bleachers, soccer fields etc.
Chrismore – Soccer fields would be good. Canty - We need to talk to the Khoury League.
Lemansky – See if the Khoury League still needs the fields, the attendance is down.
Canty – I'll talk to the Khoury League to see what their needs are for the ball fields.

The Board discussed The Affordable Care Act – 1099 issue – Attorney Todd Fleming said the IRS is backing the ACA rules. If you turn in Medicare, medical insurance premium reimbursements, etc. then you will be given a 1099. Donovan – There is no federal document stating this rule. Fleming – It's Supreme Court issued – IRS has to have regulation in place.
Canty – I believe it did pass. Fleming – The best advice is to talk to your tax advisor. Chrismore – We need to contact the township auditor and have him do a presentation. Clark – What do I need to do with the 1099's. Canty – Have the auditor come to the next meeting. Clark – I will hold the 1099's until next Friday, February 12, 2016.

The Board discussed the IPRF safety recognition program: Canty – We need to decide where to use the grant. Lemansky – What about getting defibrillators? Canty – We have one in the senior center. Bevirt – We have one in the east plant garage. Lemansky – How many employees are trained? Bevirt – All sewer plant employees are trained. Donovan – It doesn't matter what department, as long as on safety and education. Chrismore – One meeting per month? Bevirt- Yes, and renewal of a one year contract with several classes being taught. Chrismore – How many hours does he spend, besides training? Bevirt - About 10 hours reminds/preaches safety. Chrismore – We have three good managers. Bevirt – This person puts on a presentation. IDOL requires once a month training/management. Donovan – How about having the administration maintenance employee attend the meetings? Bevirt – Yes, the first Wednesday of the month/new employees. Chrismore – Gas testing on manholes? Bevirt – Tested every six months.

Sewer Manager Bevirt came before the Board to discuss the 2015 Sewer Replacement project:
Kamadulski – One week video inspections, expect to pick up. Tietje – Haier is doing curb installations.

Hartman Lane – the Circle K sewer extension is complete. Chrismore – Didn't see laser. Bevirt – plenty of fall, no laser on the 4" pipes, not laterals. Todd Fleming, attorney, reviewed the FSP widening – agreement with the county. Chrismore – Satisfied with the changes? Fleming – Yes. Bevirt – Need board approval for the utility line adjustment agreement.

A motion was made by Mr. Donovan, second by Mr. Lemansky to approve the utility line adjustment agreement. Motion carried.

Sewer Manager Bevirt discussed the Vale Drive update – There is a February 9, 2016 court date – contacted by the insurance company attorney for dismissal. Fleming – I will attend the hearing and relay the information at the next meeting.

The Board discussed the culvert replacement agreement with Concord Bank: Bevirt – Concord Bank is willing to give permission to replace a culvert with a size change of 36 or 48 inches in a document agreement.

A motion was made by Mr. Chrismore, second by Mr. Lemansky to approve the Culvert Replacement Agreement with Concord Bank. Motion carried.

Sewer Manager Bevirt discussed the IEPA permit application for the Reserve at Timber Ridge Phase II is not a problem and will have the EPA permit. Chrismore – Does Thouvenot, Wade & Moerchen have stamp? Bevirt – No.

The Board discussed the ComputerEase proposal for three computer replacements: Bevirt – PC and monitor and a laptop for field use. Plant Maint. – computer on Windows XP, time clock on Windows XP. Need upgrade for the time clock software and Plant Maint. Lemansky – Jack do you have an opinion on this proposal? Hickman – I do recommend getting this. Chrismore – Do you recommend 7 or 10 version? Hickman – the 7 version should be fine. Bevirt – It's not on the proposal, but I would like to have a larger monitor for my desk, and will add it to the proposal if the Board agrees. Bevirt – Disposal of old computers – old hardware? Fleming – We can work with Jack Hickman to make sure data is backed up and hard drives are wiped clean, we can donate the old computers to Save. Bevirt – We can get rid of the towers actually, the hard drives do not take up much room. Hickman - I copied data to an external hard drive, and towers are wiped clean. note: Jack Hickman IT report. see attachment #1

A motion was made by Mr. Chrismore, second by Mr. Donovan to approve the larger monitor and software upgrade. Motion carried.

The Board discussed the IEMA assessment form for the December flooding - \$12,500/\$12,200.

Sewer manager Bevirt discussed with the Board an environmental FOIA request from a college student with questions concerning original costs, dates, materials, etc. involved in running a sewer system.

The Board discussed the Bevirt and LePere positions. Bevirt - Randy is doing a good job. Donovan – We need teamwork and no more musical chairs. Wage adjustments – LePere will stay at the same increase. Mercer – 70,200/73,200 Canty – What kind of raise? Donovan – 2% Bevirt – Mercer had a wage increase 1 year ago – prior 2 years before. Canty – How far away from Class I? Donovan – About 60K. Canty – 2 ½ - 3 % raise. Bevirt - Neither position will get overtime. Mercer does EPA reports- Chemical rep/ sludge rep/lab. LePere – collections system Donovan – Primary backhoe open in addition to new duties. Bevirt – Working supervisor. Canty – Will this affect union person in line? Chrismore – No one is qualified. Canty – Hogg could file a grievance, check before this happens. Donovan & Chrismore – Already checked.

A motion was made by Mr. Donovan, second by Mr. Lemansky to approve permanent positions, and wage increases for LePere – 72K and Mercer – 73,200K. Motion carried.

Attorney Fleming came before the Board to discuss the purchase of a lap top computer for the township attorney to be used only for township business. Canty – Will the laptop stay at the township? Fleming – No, the computer will stay at my office.

Canty – What about the working arrangement – retainer for Todd? Fleming - The job being discussed does not have any working arrangement-retainer in it. Canty – What happens to the retainer? Fleming – It covers being sued, with no overlap \$275.00 hourly. Chrismore – I would prefer to pay hourly rather than retainer. Fleming - I think this will work better – more authority, and I will be employed by the township. There are human resource issues, budget, fiscal, activities, etc. When Joe Hogg had this position someone had his back. Bevirt is on his own, and is doing an excellent job. Canty – What would be the pay rate, insurance, hours, etc.?

Fleming – It would be one day per week in the township office to discuss sewer business.

Canty – How many hours? Full time, IMRF, benefits – only eight hours per week.

Fleming – 600 hours. Chrismore Explained IMRF and health insurance - \$3,800.00

Canty – Plus retainer – retainer is high. Chrismore – we need to check other rates. Fleming – I've spelled it out. Bevirt – Back in November 2015 I wanted to go back to my old position, I have gotten used to getting help from Todd. He helps take the load off, so I agreed to remain in this position because of Todd's help with tap-ins, policies, etc. Canty – Looking at the cost, possible conflict as full time employee and also with the law firm. I need a legal opinion in writing on this. Fleming – There is no conflict, as I am my own boss. Canty – I would like this opinion in writing. Fleming – I can do that. Chrismore - Todd Fleming will help Sandy Nunez with issues discussed, agenda, and use of computers. Fleming – That is next.

Donovan – Todd Fleming drew up a new employee position of Transition Plant Manager.

Fleming – Discussed putting the position qualifications on the internet. Donovan – The township website needs to be updated.

Fleming – I would like everyone to read the Computer Usage Policy, we can approve the policy next week. Chrismore – Compliments to Todd Fleming and Jeff Bevirt for a job well done.

Chrismore – Questions to TOI attorneys regarding computers, usage, etc.

A motion was made by Mr. Donovan, second by Mr. Chrismore to hire Todd Fleming as the Caseyville Sewer System Operations Manager with the following roll call vote: Chrismore – aye, Moody – aye, Lemansky – aye, Donovan – aye, and Canty – nay. Motion carried by a vote of 4 ayes, and 1 nay.

Trustee Donovan informed the Board that the City of Fairview Heights no longer has possession of the hard drives. note: see attachment #2.

There being no further business to come before the Board, a motion to adjourn was made by Mr. Lemansky, second by Mr. Chrismore, and motion carried. Meeting adjourned at 8:50 p.m.

The next regular meeting will be held on February 18, 2016, 7 p.m.

Respectfully submitted,



CASEYVILLE IT SYSTEM AUDIT

04 Feb 2016

1. UPDATES

1. **SOFTWARE INVENTORY**; On hold pending a decision from the board regarding the direction that the board desires to take in re system integration issues and feedback from the township attorney regarding what constitutes a 'license' for township liability purposes.
 - i. Of the two SCADA systems in use at the East Plant, one is undergoing testing for Windows 10 compatibility while the other has not and will not be tested for Windows 10. In view of Microsoft's efforts to migrate Windows users to Windows 10, Jeff is aware of the issue and is researching possible alternatives.
 - ii. The LOCIS vendor has advised that not only is it perfectly feasible to put both the East Plant and the Admin building LOCIS installations on a single East Plant server, that is their Preferred method of operation. The vendor states that maintaining separation of records would not be a problem. The existing data pipeline from the Admin building should be more than enough to support this type of access. The vendor states that migrations can be accomplished with no impact to the Admin building operations. This would result in the township paying for and maintaining only the one installation of LOCIS with no loss of productivity. The exact amount saved is pending response from the vendor and is subject to licensing issues.
2. **HARDWARE INVENTORY**; Pending a decision from the board in regard to disposition of excess assets.
3. **REPLACEMENT OF XP MACHINES**; On hold pending acquisition of new PC's.

2. NEW ITEMS

1. **CASEYVILLE TOWNSHIP COMPUTER USAGE POLICY**; Completed and attached.
2. **SYSTEM ARCHITECTURE**; At this time the township system consists of three separate operating locations; West Plant, East Plant, and the Admin building. Users at these locations cannot share files or printers. Further, each location requires individual administration of users and system assets, duplication of assets, increased administration costs, and increased vulnerability to cyber attack.
 - i. Currently researching 'Plan B' to bring the Admin building and the West Plant under the auspices of the East Plant domain.
 - ii. Township employees and officers are currently sharing the single Charter email account at the Admin building. I've determined that it is possible to provide each employee and officer with individual webmail accounts on the existing East Plant email system without impacting operations and allowing email from any location with internet access. The sole additional expense would be the one-time setup fee of \$50.

add to 2/11 agenda

Carol Clark

From: Richard Donovan <dono1059@gmail.com>
Sent: Wednesday, February 17, 2016 2:08 PM
To: cdclark
Subject: Just a brief statement to keep this board up to spe

Just a brief statement to keep this board up to speed on the current investigation by Fairview PD on the ALLEGED illegal activities. At this time, All computer hard drives have been turned over to a much higher authority for examination

Sent from my iPad