

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 Deputy Clerk Moore to call the roll, and upon roll call the following members answered present: Trustees Chrismore, Moody, Lemansky, and Donovan; excused Jacknewitz. Also present Jeff Bevirt, sewer manager, Joe Stinehauer, security, Todd Fleming, sewer system operations attorney, Jack Hickman, IT, Darlene Hickman, Mark Blackburn, Kendall Newbern, Next Led, Justin Gough, Terry Metcalf, Summit Sign, and Tim Johnes, Quality Assured.

Supervisor Canty directed Deputy Clerk Moore to read the minutes of the previous meeting. The Board discussed the lack of a quorum to adjourn the May 19, 2016 sewer meeting and decided to follow the Township Officials Laws & Duties Handbook rules stated on page 90 and 91.

A motion was made by Mr. Donovan, second by Mr. Lemansky to approve the previous minutes. Motion carried.

The Board discussed the need for better documentation of employee overtime, and compensation time. The Board also wanted to know why comp time for two employees was required on May 5, 2016.

The following bills were approved for payment upon a motion by Ms. Moody, second by Mr. Canty with the following roll call vote: Lemansky – aye, Moody – aye, Canty – aye, Donovan - nay, and Chrismore, nay. Motion carried by a vote of 3 ayes, and 2 nays.

note: see attachment#1

Bid opening – The following bids for the West Plant Splitter Replacement and Platform and Generator Painting are taken under advisement upon a motion by Ms. Moody, second by Mr. Lemansky, and motion carried. Bids were as follows:

Haier Plumbing and Heating, Inc.

Lump Sum Base Bid Price	85,210.00
Splitter Box Item Base Bid	22,126.00
Alternate Bid #1	22,770.00
Alternate Bid #2	31,332.00
Bid Bond	Yes

Quality Assured Industrial Coating

Lump Sum Base Bid Price	91,770.00
Splitter Box Item Base Bid	91,770.00
Alternate Bid #1	112,770.00
Alternate Bid #2	112,770.00
Bid Bond	Yes

Hanks Excavating started yesterday on the project, and the O'Fallon Water Department decided to reset the water hydrant.

Sewer Manager Bevirt discussed with the Board the sewer line replacement at 1711 West Hwy. 50, O'Fallon. The new owners of the old Super Smokers would like to demolish the building, and will need to replace the sewer line in front of the property. The owners are asking for help in replacing the 10 inch clay pipe with PVC pipe, and doing so would be a plus for the sewer line. The owners will attend the June 16 meeting to discuss this proposal with the Board.

Sewer Manager Bevirt would like the Board to approve the plans, the IEPA permit for the Milburn Estates Phase I project, and have the approval signed by Supervisor Canty.

A motion was made by Ms. Moody, second by Mr. Lemansky to approve the plans, the IEPA permit for the Milburn Estates Phase I project, and have the approval signed by Supervisor Canty. Motion carried.

A motion was made by Mr. Chrismore, second by Mr. Lemansky to approve the contract to be used for the Weinel Hills lien releases. Motion carried.

A motion was made by Mr. Donovan, second by Mr. Lemansky to approve the \$2,000.00 quote submitted by Meurer Contractors to remove a dead tree and grind the stump on 11 Elvira Drive, Fairview Heights. Motion carried.

A motion was made by Mr. Donovan, second by Mr. Lemansky to approve the raises of three non-union sewer system employees of \$2,000.00 each as budgeted for this fiscal year 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.

Sewer Manager Bevirt discussed with the Board the need to replace a S02 scale. One side has stopped working, and the parts to repair the scale are no longer available. It will cost \$2,500.00 to replace the S02 scale.

Jack Hickman came before the Board to discuss the IT System Audit updates from May 2016. note: see attachment # 2

A motion was made by Mr. Donovan, second by Mr. Chrismore to set up a commercial Caseyville Township website at a cost of \$1,500.00 for 30 to 40 hours of IT set up time with the following roll call vote: Chrismore – aye, Moody – nay, Lemansky – aye, Donovan - aye, and Canty – nay. Motion carried by a vote of 3 ayes, and 2 nays.

A motion was made by Mr. Lemansky, second by Mr. Chrismore to approve the Fairview Heights Safety Town Bronze Level Sponsorship in the amount of \$50.00. Motion carried.

A motion was made by Mr. Donovan, second by Mr. Lemansky to approve the purchase of eleven new 8 ft. banquet tables for the Caseyville Township Senior Center. Motion carried.

Southwest Construction	
Lump Sum Base Bid Price	94,000.00
Splitter Box Item Base Bid	25,000.00
Alternate Bid #1	24,000.00
Alternate Bid #2	33,000.00
Bid Bond	Yes

Terry Metcalf, Summit Sign and Kendall Newbern, Next Led, came before the Board to explain the merits of the Next Led marquee. There are no issues concerned with this product. It is weather proofed and water sealed with an epoxy coating, a silicone gasket protects the components. The marquee has a five year bumper to bumper warranty, cloud internet protection, easy to use programming and lifetime training including log-me-in training, and phone training. The web based programming will update the software continually using vector based software.

A proposal from Pyramid Electrical Contractors, Inc. for the installation of power to the administration building marquee in the amount of \$5,660.00 with conduit trenched or \$6,940.00 with conduit bored will be discussed by the Board on the June 9, 2016 meeting.

The Board discussed some computer issues involving two administration building computers that need to be replaced. Computerease has submitted a proposal in the amount of \$3,765.00 to replace the two out-dated computers and the Board will discuss the proposal on the June 9, 2016 meeting.

Supervisor Canty informed the Board the first St. Clair County tax distribution was sent to the Caseyville Township.

Sewer Manager Bevirt discussed with the Board the 2016 Manhole Lining Project with Spectra-Tech being the only bidder in the amount of \$86,987.00. The project involves the spray lining of one lift station and twenty five manholes including a ten year warranty.

A motion was made by Mr. Chrismore, second by Mr. Donovan to approve and award the contract to Spectra-Tech bid for the 2016 Manhole Lining Project in the amount of \$86,987.00. Motion carried.

Sewer Manager Bevirt discussed with the Board concerning the Long Acre Ponds re-routing of the sewer line because of utilities, a Julie locate was done and Thouvenot, Wade & Moerchen will find a different route.

Sewer Manager Bevirt discussed the Dierberg's Project. A pre-construction meeting was held on May 27, 2016. The Illinois Department of Natural Resources was contacted again regarding a sewer line back-up on May 26, 2016 due to a collapsed section of the sewer line. The IDNR said the problem due to a collapsed section of the line and was not caused by subsidence.

Sewer Manager Bevirt discussed with the Board the Kassing Avenue sewer replacement project.

A motion was made by Mr. Lemansky, second by Mr. Donovan to approve the purchase of a new floor buffer from Dutch Hollow in the amount of \$700.00. Motion carried.

A motion was made by Mr. Donovan, second by Mr. Lemansky to approve a professional strip and wax job for the main floor senior center. Motion carried.

A motion was made by Mr. Donovan, second by Mr. Lemansky to approve an additional security camera purchase for the administration building back door hallway that faces the time card machine with the following roll call vote: Chrismore – aye, Moody – nay, Lemansky – aye, Donovan – aye, and Canty – nay. Motion carried by a vote of three ayes, and 2 nays.

A motion was made by Mr. Donovan, second by Mr. Lemansky to approve the bid in the amount of \$27,528.65 submitted by Summit Sign for the administration building marquee with the following roll call vote:

Chrismore – aye, Moody – nay, Lemansky – aye, Donovan – aye, and Canty – nay.
Motion carried by a vote of 3 ayes, and 2 nays.

Attorney Todd Fleming came before the Board to discuss the Khoury League playground located on township property. He is looking into state playground codes before making a decision as to what to do with the playground equipment.

The Board discussed the administration office payroll procedures. Mr. Chrismore said that all comp time and overtime should first be approved by the Trustees and the Supervisor. Mr. Donovan said the comp time and overtime should be held back until it is approved.

There being no further business to come before the Board, a motion to adjourn was made by Ms. Moody, second by Mr. Donovan, and motion carried.

The next regular meeting will be held on June 16, 2016, 7 p.m.

Respectfully submitted,



No.	To Whom Paid	For What Purpose	Amount
50119	Recorder of Deeds	Easement	29.25
50120	Aetna Insurance	Life & Disability	272.00
50121	Ameren Illinois	Service	565.66
50122	Aramark Uniform Services	Service	947.92
50123	Caseyville Township Road District	Workers Comp Reimb-	6,760.00
50124	C T Sewer System Payroll	Payroll & Payroll Taxes	40,399.40
50125	Casper Stolle	Purchase	481.95
50126	Cheyenne Livestock & Products	Purchase	568.00
50127	DPC Enterprises	Purchase	790.40
50128	ECC Supply	Purchase	972.90
50129	Erb Turf & Utility Equipment	Purchase	275.00
50130	Falling Springs Quarry	Purchase	486.49
50131	Flo Systems	Purchase	6,970.65
50132	Grainger	Purchase	1,172.85
50133	Home Depot Credit Services	Purchase	490.89
50134	Homefield Energy	Service	35,079.74
50135	IL Counties Risk Management Trust	Workers Comp	7,395.00
50136	Illinois Electric Works	Repairs	6,976.75
50137	Karen Palmer	Reimbursement	28.00
50138	Madison County sand LLC	Purchase	52.29
50139	Market Basket	Purchase	726.71
50140	McKay NAPA Auto Parts	Purchase	19.49
50141	Midwest Municipal Supply	Purchase	300.00
50142	O'Fallon Water Department	Service	3,591.28
50143	Pass Security	Service	113.00
50144	Pitney Bowes	Service	113.00
50145	Recorder of Deeds	Liens	121.00
50146	Ron or Sherry Gatewood	Reimbursement	28.00
50147	Sabo, Terry	Boot Reimbursement	136.04
50148	Shell Oil Company	Purchase	1,399.58
50149	St Louis Safety	Purchase	427.36
50150	Suez Treatment Solutions Inc.	Purchase	4,171.60
50151	Teklab	Sewer	199.00
50152	The Bank of Edwardsville	Debt Service	70,000.00
50153	UPS Store	Service	27.33
50154	Watson's Office City	Purchase	207.16
50155	Agro-Ecology	Service	11,200.00
50156	Always Green Lawn Care	Service	2,000.00

No.	To Whom Paid	For What Purpose	Amount
50157	A T & T (U-Verse)	Service	
50158	Batteries Plus	Purchase	23.95
50159	Frost Electric Supply	Purchase	186.36
50160	Illinois Electric Works	Purchase	7,214.46
50161	Pitney Bowes	Service	141.16
50162	Purchase Power	Service	200.00
50163	Pyramid Electrical Contractors	Repairs	726.00
50164	Republic Services	Service	353.36
50165	Sam's Club	Renewal & Purchase	63.74
50166	Xerox Corporation	Service	413.45

CASEYVILLE IT SYSTEM AUDIT

19 May 2016

1. UPDATES

- 1.A. **REPLACEMENT OF XP MACHINES;** Four (4) XP machines remain in service; 2 SCADA servers and 2 SCADA viewers. Per decision by Jeff Bevirt, replacement of the remaining XP machines is on hold until another fiscal year.
- 1.B. **MOBILE VAN;** By virtue of the video van setup never being completed, the Township has paid for functionality which it did not receive. Kyle Hogg, myself, and "Brad" at TWM have worked with the vendor (Mr. Curt Floor) to complete the remaining tasks. At this point we're awaiting extension of the East Plant WiFi network by ComputerEase, allowing the van to connect directly to the East Plant computer system from the garage. This will facilitate the transfer and updating of records between the East Plant and TWM servers and the video van. When the WiFi expansion is completed and verified as functional, we will schedule a 'wrap-up' phone conference with the vendor to complete the remaining tasks. At this point I would estimate that the van setup is about 95% complete.
- 1.C. **SOFTWARE INVENTORY;** The existing contract requires that the audit include an inventory of software in use by the township. This inventory can be conducted two ways; manually or automatically. A manual inventory is labor intensive and time consuming whereas automated inventory applications are fast, accurate, and available at little or no cost. Further, automated software inventory management applications can easily track and report software added to or removed from connected systems at any point in the future. Installation and use of automated software inventory management is, however, predicated on having a single integrated computer system. Failing this, a manual inventory is necessary. The required software inventory remains on hold pending resolution of two items;
- 1.C.1. Board decision regarding whether or not to integrate the West Plant and Admin locations into the East Plant domain and
- 1.C.2. Formal written statement from the township attorney regarding what constitutes a 'license' for township liability purposes.

2. PENDING ACTION

- 1.D. **SYSTEM INTEGRATION;** A proposal has been received from ComputerEase and provided to the Board to integrate the Admin building and the West Plant under

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the East Plant domain. The proposal remains open pending board decision. PRO; Combining the three separate computer systems into a single system allows tighter security, better management of system resources, and enhanced user management. CON; Moderately expensive to perform. **Recommend approval.**

1.E. **TOWNSHIP WEBSITE:** The township website is currently piggybacked from the TOI website with attendant restrictions and limitations. The website is designed, configured, and managed by the TOI staff. Further, the township is limited by TOI restrictions regarding the amount of space (1GB) and types of records (audio and video records require much more space than other record types) which may be required by law to be publicly available. Lastly, the township website is poorly maintained with records posted and updated infrequently if at all. **Recommend the Board approve the following actions:**

1.E.1. Continue using the existing registered domain name CaseyvilleTWP.ORG. PRO; It already exists as township property, will require no additional expense, and will not require any member of the public to remember a new address. CON; None,

1.E.2. Transfer the existing domain name to a commercial hosting site which meets current and future township needs regarding expense, file storage space, email management, and utility. PRO; Removes file size limitations. Allows the township to manage it's own website. Allows the possibility of unlimited number of email accounts permitting all township employees to be included under a single email host. CON; Costs from \$4 to \$8 per month. Requires that the township define the statutory requirements for publicly available information. Requires a new website be designed to meet those requirements. Requires that the board designate someone to maintain and update the site information in a timely manner.

1.E.3. Estimated storage requirements for a new website are approximately 3Gb, depending on the type and number of records posted to meet legal requirements. (Currently limited to 1Gb under TOI management).

1.F. **GA:** The township has stated concerns regarding the handling of GA and other sensitive information currently residing on township computers. The question of how the township desires this data to be controlled remains unanswered. Options are:

1.F.1. **Do nothing,** leaving the data as and where it exists now (fragmented and difficult to control or account for). PRO; Requires no

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effort or expense. CON; Fragmented and difficult to manage in a secure manner.

1.F.2. Predicated on consolidation of Admin and West Plant into East Plant domain controller, move sensitive data to the domain server and restrict access to only specified users. PRO; Greatest level of control. Data is included in daily backups and hence is recoverable in the event of system failure. CON; Requires spending the time and effort to consolidate the separate computer systems into a single system. **Recommend approval of this option.**

1.F.3. Consolidate sensitive data to local hard drive(s) or thumb drives. PRO; Increased control of sensitive information. CON; Not subject to backup and the data is hence unrecoverable in the event of media loss or failure.