

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 Clerk Jacknewitz to call the roll, and upon roll call the following members present: Trustees Chrismore, Moody, Lemansky, and Donovan. Also present Jeff Bevirt, interim sewer manager, Joe Steinhauer, security, John Driscoll, assessor, Carol Clark, Debbie Donovan, Mark Blackburn, Mrs. Hickman, Jack Hickman, Dennis Becker, Justin Renner, Brad VanHoose, and Tobias Wall, BND reporter.

Supervisor Canty directed Clerk Jacknewitz to read the minutes of the previous meeting. There being 4 additions, 0 deletions, and 0 corrections the minutes were approved as read upon a motion by Mr. Chrismore, second by Mr. Lemansky, and motion carried.

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

Road District and Administration Payroll:

Town Fund:	10,686.03
Permanent Road Fund:	10,472.12
General Assistance Fund:	1,159.45

No.	To Whom Paid	For What Purpose	Amount
49417	Always Green Lawn Care	Service	2,000.00
49502	Card Marketing	Purchase	560.00
49503	Illinois Public Risk Fund	Workers Comp	3,552.00
49504	Aetna Insurance	Life & Disability Insurance	256.00
49505	Ameren Illinois	Service	599.93
49506	Answer Direct	Service	354.16
49507	Anton Redman	Boot Reimbursement.	150.00
49508	Aramark Uniform Services	Purchase	816.50
49509	A T & T (SBC)	Service	387.93
49510	A T & T (U-VERSE)	Service	52.00
49511	Barcom	Service	383.75
49512	Batteries Plus Bulbs	Purchase	28.19
49513	Bob Cerny	Health Reimbursement	15.00
49514	Butler Supply	Purchase	368.30
49515	C T Sewer System Payroll	Payroll & Payroll Taxes	41,799.47
49516	Charter Communications	Service	70.00
49517	Debi Blackburn	Health Reimbursement	10.00
49518	Dobbs Tire & Auto Centers	Purchase	773.48
49519	ECC Supply	Purchase	1,870.68
49520	Evoqua	Purchase	538.46
49521	Falling Springs Quarry	Purchase	187.02
49522	Fleetlife Inc	Purchase	633.16
49523	Fleming & Fleming Limited	Service	4,056.25

49524	Homefield Energy	Service	34,507.24
49525	Illinois Electric Works	Repairs	2,065.46
49526	Jared L. Renner	Class Reimbursement	958.00
49527	Kienstra Precast LLC	Purchase	2,748.00
49528	Newark Element14	Purchase	135.31
49529	O'Fallon Water Department	Service	3,778.97
49530	Pitney Bowes	Postage	200.00
49531	Recorder of Deeds	Liens	90.75
49532	Regions Bank	Debt Service	70,000.00
49533	Republic Services	Service	343.94
49534	Royal Papers Inc.	Purchase	132.33
49535	Sam's Club	Purchase	37.98
49536	Shell Oil Company	Purchase	1,697.27
49537	Snapco Auto Parts	Purchase	240.28
49538	St Clair Co Recorder of Deeds	Laredo	75.00
49539	St Louis Safety	Purchase	279.47
49540	Teklab	Service	199.00
49541	Terri Hoef	Health Reimbursement	15.00
49542	USA Bluebook	Purchase	595.59
49543	Watson's Office City	Purchase	162.78

Additions to the November 19, 2015 Caseyville Township sewer meeting are as follows:

page 3 paragraph 2

A motion was made by Mr. Chrismore, second by Mr. Lemansky to approve a one hour payment for security to Joe Steinhauer for attending the St. Clair County Township Officials quarterly meeting with the following roll call vote: Lemansky – aye, Moody- I don't know, Chrismore – aye, Donovan – aye, and Canty – nay. Motion carried by a vote of 3 ayes, 1 nay, and 1 I don't know.

page 3 paragraph 3

A motion was made by Mr. Donovan, second by Mr. Lemansky to have Supervisor Canty reimburse the township the \$160.00 registration fee to attend the TOI Annual Educational Conference with the following roll call vote: Lemansky – aye, Moody – nay, Chrismore – aye, Donovan – Aye, and Canty – nay. Motion carried by a vote of 3 ayes, and 2 nays.

page 4 paragraph 4

A motion was made by Mr. Donovan, second by Mr. Chrismore to have Mary Ortiz go to the sewer plant for cross-training one or two days a week at Supervisor Canty's discretion as to which days she is not needed at the administration office. Motion carried.

page 4 paragraph 5

A motion was made by Mr. Chrismore, second by Mr. Lemansky to review the audio/visual tape of Mr. Donovan's comments concerning the amended Hickman IT contract proposal. Motion carried.

Supervisor Canty stated that the Hickman IT contract does not state the allowance of a two hour paid minimum show up time.

Supervisor Canty stated that the Hickman IT contract did not start until November 5, 2015.

The Board discussed reviewing the October 2015 meetings and reviewing the November 5, 2015 audio/visual meeting tapes per advise of the township attorney.

A motion was made by Mr. Lemansky, second by Mr. Donovan to pay Mr. Hickman the hours as stated in an invoice presented to the township board by Mr. Hickman, and if audio/visual tapes show he was not officially hired until November 5, 2015 he will repay the township the disputed hours with the following roll call vote: Lemansky – aye, Moody – aye, Chrismore – aye, Donovan – aye, and Canty – nay. Motion carried by a vote of 4 ayes, and 1 nay.

Mr. Hickman turned in a Caseyville Township IT System Audit Report to the Board.
See attachment.

A motion was made by Mr. Chrismore, second by Mr. Donovan to have Computer-Ease work with Mr. Hickman after the township attorney puts everything together in meeting including all rights, including a demand letter by legal with the following roll call vote: Lemansky – aye, Moody – nay, Chrismore – aye, Donovan – aye, and Canty – aye. Motion carried by a vote of 4 ayes, and 1 nay.

Brad VanHoose came before the Board and spoke about Del Lurtz removing five hard drives from old computers. Supervisor Canty had no comments at this time.

Eric Mooshegian, union representative presented to the Board a union collective bargaining agreement. A motion was made by Mr. Donovan, second by Mr. Lemansky to have Supervisor Canty sign two copies of the agreement of contract to end on subject to end on May 1, 2017. Motion carried.

Supervisor Canty stated to the Board that he does have a computer in his office.

Trustee Donovan stated to the Board that the numbers on a computer does not match: S/N MXL 02 11 MMM and the number in the office computer is MXL 943 O N TX.

Interim Sewer Manager Bevirt came before the Board to discuss the following information: The easement agreement with Dennis Becker states the water line tap needs pipe, and the sewer line tap needs pipe.

A motion was made by Mr. Chrismore, second by Mr. Donovan to approve the purchase of lift station maintenance software. Motion carried.

The Board discussed Tim Horton's tap.

The Board discussed the Manhole Lining Project for 2016.

The Board discussed the Sewer Lining Project for 2016.

Work is being done on Mark Drive and discussed updated information on the Tietje Lift Station Replacement Project, and the Hartman Lane-Frank Scott Parkway Sewer Extension Project.

A motion was made by Mr. Chrismore, second by Mr. Lemansky to pay up to \$400.00 toward the Frank Scott Parkway Widening Project. Motion carried.

The Board discussed the Fairview Hills Lift Station Replacement Project.

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

The next regular meeting will be held on December 17, 2015, 7 p.m.

Respectfully submitted,

Jack Hickman's

report

CASEYVILLE IT SYSTEM AUDIT

03 Dec 2015

1. Five (5) computer hard drives were labeled 1-5 and examined, paying particular attention to DOC, TXT, XLS and PST files. Of the five hard drives, four appeared to have been scrubbed professionally. System and operating files which would be present on a normally operating computer were totally absent, though I did find links and shortcuts pointing to files which were neither present nor recoverable. These missing files had not only been deleted, but had then been overwritten with zero's to totally erase all residual data. Disc #4 was un-molested and had a large number of files present. All recovered files were copied to a township thumb drive and provided to "Debbie" in the front office for her review as possible GA or FOIA required records.
2. DISCUSSION; A large number of shortcuts and file pointers on the above hard drives indicated that township files had been saved to a floppy drive. I cannot report on the whereabouts of these floppy discs or to what extent the files on them are subject to FOIA. However, inasmuch as these missing files are official township records and presumably fall under FOIA retention guidelines, this may be of concern to the township as a potential FOIA violation.
3. ACTION ITEM (GA Records); Inasmuch as the township GA files are scattered across several township computers, with the great majority residing on "Debbie's" computer, I spoke with her at length. We created a GA folder on her computer and I instructed her on how to move GA records into this folder. I also suggested that when she has all of the GA records in this folder, she should move the folder to a removable thumb drive. She stated that she would do so when her workload permits. This would accomplish several objectives:
 - a. Minimize the possibility of exposing sensitive information to unauthorized persons.
 - b. Enhance ease-of-access to GA records, since they're all in one place.
 - c. Enable other authorized office staff to access GA records in her absence.
 - d. Possibly result in a reduction of township cyber liability insurance expense.
4. ACTION ITEM (No System Access); No progress has been made in regard to auditing the township computer system software at the township building and sewer system site due to the fact that I have been denied access to the computer systems. ComputerEase administers both locations and has been instructed by Mr. Canty (the sole ComputerEase township contact) that I am to be denied access to all system resources except for a printer. There are no printers available on the wireless or the wired network segment to which I have access. (Note; Appropriate network access will require the ability to remotely browse all folders and files of all other computers connected to the network, both at the township building and at the sewer facility. Failing this, it will be necessary to displace each computer operator from his/her keyboard for however long is necessary to record the required data...possibly many hours.)
5. I have received a verbal inquiry regarding information pertaining to the township's 'cyber liability' insurance and will research those questions when they're made available.
6. A survey of township "unused" IT hardware has been started and is ongoing but incomplete at this time. Presented with several options, "Jeff" and "Sandy" at the sewer site have opted to acquire an external hard drive and consolidate all recovered records on it as a FOIA repository.