

February 11, 2016

TOWN BOARD MEETING

The regular monthly meeting of the Board of Trustees of Caseyville Township 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 answered present: Trustees Chrismore, Lemansky, and Donovan; absent Moody. Also present John Waldron, highway commissioner. Also present Joe Steinhauer, security, Jack Hickman, IT, Todd Fleming, attorney, Tim Fleming, attorney, Darlene Hickman, Mark Blackburn, Brad Vanhoose, and Justin Renner.

Supervisor Canty directed Clerk Jacknewitz 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 Mr. Donovan, second by Mr. Chrismore, and motion carried. Bills totaled as follows:

Town Fund:	27,784.40
Permanent Road Fund:	16,281.77
Road & Bridge Fund:	10,462.28
General Assistance Fund:	2,409.08
Community Building Fund:	470.85
Building & Equipment Fund:	362.98

Henry Siekmann, auditor, Scheffel Boyle will attend the next meeting to discuss 1099's for medical reimbursement.

The Board discussed hiring a part time employee to assist replacing the administration building and annex overhead lighting. The Supervisor is to go out for bids to buy the overhead lights.

A motion was made by Mr. Canty, second by Mr. Lemansky to put the Computer Usage Policy decision on hold until next week so Mr. Waldron can review the policy. Motion carried.

Supervisor Canty, Clerk Jacknewitz, and Attorney Fleming will review the executive session minutes on Tuesday, February 16, 2016, 1 p.m.

A motion was made by Mr. Chrismore, second by Mr. Lemansky to purchase a laptop computer for Todd Fleming, attorney with the following roll call vote: Lemansky – aye, Chrismore – aye, Donovan – aye, and Canty – nay. Motion carried by 3 ayes, 1 nay, and 1 absent.

A motion was made by Mr. Chrismore, second by Mr. Lemansky to approve the Primed for Life Youth Organization using the community building hall for 2 hours, one day per month.

Highway Commissioner Waldron informed the Board of the following:

1. The crew is working on maintenance equipment.
2. The crew plowed snow this week.

3. The Road District purchased a new truck.
4. The road crew is patching roads.
5. The road crew is removing trees along roadway easements.
6. The road crew is cleaning culverts.

Supervisor Canty wants to have it in writing by the attorney if you can hire part time employees for a maximum time of 6 months, no more than two days per week. Attorney Fleming said he will only put the opinion in writing if the whole Board requests it. The tentative part time employee starting date will be February 29 or March 7, 2016.

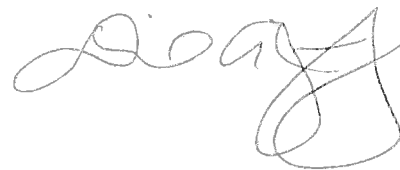
A motion was made by Mr. Donovan, second by Mr. Lemansky to hire a part time employee for a maximum time of 5 to 6 months, two days per week, with a tentative starting date February 29 or March 7, 2016 with the following roll call vote: Lemansky – aye, Chrismore – aye, Donovan – aye, and Canty – nay. Motion carried by 3 ayes, 1 nay, and 1 absent.

Jack Hickman spoke before the Board concerning the Caseyville Township IT System Audit. A motion was made by Mr. Donovan, second by Mr. Lemansky to place the Caseyville Township IT System Audit on file. Motion carried. note: see attachment #1

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

The next meeting will be held on March 10, 2016, 7 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Donovan", written in black ink.

CASEYVILLE IT SYSTEM AUDIT

11 Feb 2016

1. UPDATES

1. SOFTWARE INVENTORY; On hold pending

- i. resolution of whether or not to integrate the West Plant and Admin locations into the East Plant domain (still pending cost estimate from ComputerEase).
- ii. Feedback from the township attorney regarding what constitutes a 'license' for township liability purposes.
- iii. A survey of users indicates that only Word and Excel are actually used by all, with two also using Outlook. No users were found to be using Publisher, Access, or 1-Note.
- iv. A partial survey of invoices from ComputerEase indicates that eight (8) MS-Office licenses have been purchased by the township, but eleven employee's use it. Further, there appear to be no fewer than seventeen (17) installations of various levels.

2. HARDWARE INVENTORY; Completed. Surplus East Plant PC's have been disposed of. Surplus hardware at the Admin building remains in storage pending disposal.

3. CASEYVILLE TOWNSHIP COMPUTER USAGE POLICY; Completed and pending board approval.

4. REPLACEMENT OF XP MACHINES; Pending ComputerEase action.

2. NEW ITEMS

1. SYSTEM ARCHITECTURE; 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. Proposal received from ComputerEase to bring the Admin building and the West Plant under the auspices of the East Plant domain using VPN. ComputerEase/Ryan states that a VPN link between the Admin building and the East Plant has been in place for several years and can be expanded to integrate the Admin building users into the East Plant domain. Integration of the West Plant will require installation of a firewall device at the West Plant location. Parts and labor, including adding user accounts to the East Plant domain server, are \$7,055.70.
- ii. The LOCIS vendor has advised that they will need to dispatch a representative to the Admin building to test the existing Charter data circuit (100Mb down/7Mb up) to insure that it would support operating from the East Plant server without any significant adverse impact. The vendor states that the cost of this testing "should be minimal" as they have a representative in the local area. The vendor also states that consolidating the two LOCIS locations into one will have a 1-time

cost of approximately \$1,000 and will result in an annual savings of \$1,176. The 1-time administrative expense of ComputerEase integrating the Admin building into the Domain is yet to be determined.

2. **SCADA;** The Aqua-Aerobics SCADA system in use at the East Plant has not been and will not be tested for stability or security under Windows 10. Aqua-Aerobics concedes that their application will become orphaned in the foreseeable future. To preclude potential issues while investigating alternatives, an XP machine to be replaced by a Win7 PC will be repurposed as a 'standby' SCADA server pending final resolution. Jeff will review the original SCADA RFP and talk with other Aqua-Aerobics SCADA users regarding possible alternatives.
3. **MOBILE VAN;** The sewer plant mobile van project had no final project review and currently has remaining issues with GIS file transfers and updates. A 3-way conference between TWM, CUES, and Caseyville TWP Sewer (Jeff, Kyle, Jack) will be conducted late Feb to resolve these issues and finalize the project. Exact date/time TBD by CUES.
4. **CTMINUTES.COM WEBSITE;** The township website "Ctminutes.com" is used to post an audio record of meeting minutes, but the most recent minutes on the site are dated 03July2014. The domain registration will expire in four days, on 15Feb2016. Renewal of the registration will cost \$40.11. If the domain name is allowed to expire it may (or may not) be picked up by another party and become unavailable for use by the township. What does the Board desire to do with the domain name?