

Waupoosee Township Board Meeting Minutes

February 10, 2016

The regular scheduled meeting of the Board of Trustees of Waupoosee Township of Grundy County, the State of Illinois was held on the above date at the Waupoosee Township Road and Bridge Office for the purpose of conducting normal business. Supervisor Fannin opened the meeting at 7:00 pm. The Pledge of Allegiance to the flag followed immediately.

The meeting attendance roll call results are shown below.

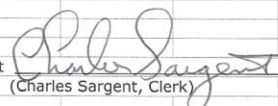
Trustees:	Jeff Carr	Absent
	Andy Chandler	Physically Present
	Tom Baker	Physically Present
	Neil Romines	Physically Present
Supervisor:	Steven Fannin	Physically Present
Road Commissioner:	Mark Doerfler	Physically Present

Residents Present:
None

Public Comments
None

Approval of Minutes

Meeting minutes for the January 13th meeting was presented. A motion to approve the minutes as presented was made by Trustee Romines and seconded by Trustee Chandler. The motion passed on a voice vote.

Waupoosee To	
August 8	
Employee	Monthly Salary
Baker, Tom	\$ 100.00
Carr, Jeff	\$ 100.00
Romines, Neil	\$ 100.00
Sparrow, Tom	\$ 100.00
Sargent, Charles	\$ 416.67
Fannin, Steve	\$ 916.67
Doerfler, Mark	\$ 2,343.75
	\$ 4,077.09
Payable To	For
ComEd	Electric service
NICOR	Service 19-66-
EFTPS	Federal 941's
IL TAXNET	State tax on-li
Payable To	For
Attest  (Charles Sargent, Clerk)	

Commented [C1]:

Approval of Claims

A motion was made by Trustee Baker and seconded by Trustee Romines to authorize the Wauponsee Township Fund claims.

Trustees:	Jeff Carr	Absent
	Andy Chandler	Yes
	Tom Baker	Yes
	Neil Romines	Yes
Supervisor:	Steven Fannin	Yes

The motion passed on a roll call vote. The claim details are listed on the attachment to these minutes.

A motion was made by Trustee Romines and seconded by Trustee Baker to authorize the Wauponsee Township Road and Bridge Fund claims as presented.

Trustees:	Jeff Carr	Absent
	Andy Chandler	Yes
	Tom Baker	Yes
	Neil Romines	Yes
Supervisor:	Steven Fannin	Yes

The motion passed on a roll call vote. The claim details are listed on the attachment to these minutes.

Supervisor's Report

Supervisor Fannin reported the following:

- The Annual TOI Topics Day is scheduled for April 16, 2016 and the Educational Conference is scheduled for June 11, 2016. Anyone interested should let Steve know if they would like to attend.

- Mr. J. Olson has asked for interest in a County wide Supervisors Mtg. Supervisor Fannin will respond positively.

Road Commissioners Report

Commissioner Doerfler reported the following:

- County will purchase our excess salt if needed. The Road District purchased 150 tons and has used 50 tons to date.
- The on-site storage tank was tested OK.
- It is possible a current employee will resign in the near future.
- Commissioner Doerfler certified in a recent Traffic Incident Management Class.
- Sand and trucking costs were paid out of MFT.
- Commissioner Doerfler will contact AT&T concerning internet costs.
- Required roads have been posted and the alternate garbage pick –up location established.
- The Road District will begin use of the OSHA 300 Form.

Clerk's Report

No Report

Old Business

Old Township Hall Hazardous Material Inspection

Trustee Chandler made the Board aware of an asbestos inspection company, TRF Inc. They were contacted and they completed the inspection of the old township hall. Two samples were taken at \$50/ per sample. The site visit was \$250. The inspection results showed no presence of asbestos in the building. The bidders will be notified and we will move forward with the project.

New Business

Approval of Proposed Computer Use Policy

A motion was made by Trustee Romines and seconded by Trustee Chandler to approve the township Computer Use Policy (#2016-1) as presented.

The motion passed on a voice vote.

Discussion of topics for Annual Meeting

Following some discussion no new topics were identified for the Annual Meeting Agenda. An agenda with routine required topics will be published in the newspaper.

Board Members Insurance Discussion

Supervisor Fannin reported that all board members are covered with a General Liability Coverage which covers trips to and from the meetings.

Adjournment

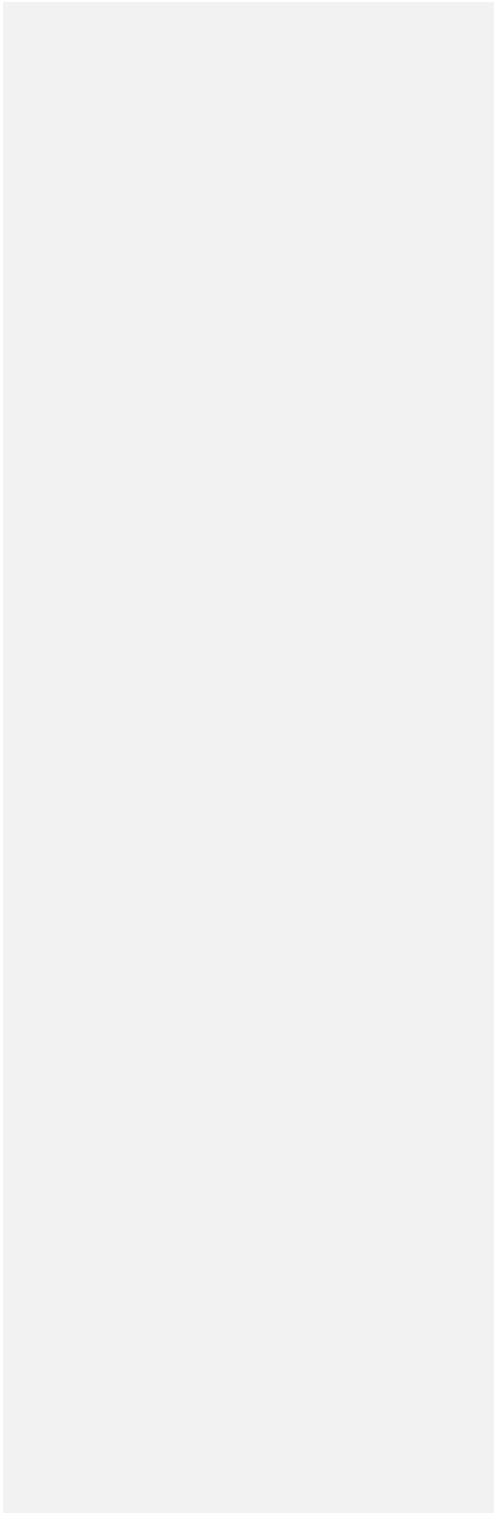
Being no further business, Trustee Baker made a motion to adjourn the meeting. Trustee Romines seconded the motion, which carried on a voice vote. The meeting was adjourned at 7:50 PM.

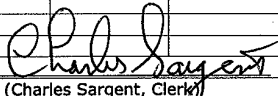
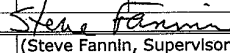
Meeting minutes approved on March 9, 2016

- Trustee
- Trustee
- Trustee
- Trustee
- Supervisor

Minutes submitted by:

----- Township Clerk



Waupoosee Township Town Fund					
10-Feb-16					
Employee	Monthly Salary	FICA	Medicare	State	Total/Month
Baker, Tom	\$ 100.00	\$ 6.20	\$ 1.45	\$ 3.75	\$ 88.60
Carr, Jeff	\$ 100.00	\$ 6.20	\$ 1.45	\$ 3.75	\$ 88.60
Chandler, Andy	\$ 100.00	\$ 6.20	\$ 1.45	\$ 3.75	\$ 88.60
Romines, Nell	\$ 100.00	\$ 6.20	\$ 1.45	\$ 3.75	\$ 88.60
Sargent, Charles	\$442.17	\$ 27.41	\$ 6.41	\$ 16.58	\$ 391.76
Fannin, Steve	\$916.67	\$ 56.83	\$ 13.29	\$ 34.38	\$ 812.17
Doerfler, Mark	\$2,487.21	\$ 154.21	\$ 36.06	\$ 93.27	\$ 2,203.67
	\$ 4,246.05			Total	\$ 3,762.00
Payable To	For				Town Fund
ComEd	Electric service 9359639007				\$ 56.72
NICOR	Service 19-66-71-2000 0				\$ 62.86
EFTPS	Federal 941's on-line				\$ 2,279.67
			FICA	\$ 1,847.67	
			MED	\$ 432.00	
			WH		
IL TAXNET	State tax on-line (August)				\$ 387.90
				Total	\$ 2,787.15
Payable To	For				General Assistance Fund
					\$ -
				Total	\$ -
Loan/Transfer					\$ -
				Total	\$ -
				Total All	\$ 6,549.15
Attest			Signed		
	(Charles Sargent, Clerk)			(Steve Fannin, Supervisor)	

Absent

**TOWNSHIP HIGHWAY COMMISSIONER'S MONTHLY REPORT
TO
COUNTY ENGINEER

County of GRUNDY
WAUPONSEE Township**

To: CRAIG CASSEM, County Engineer
245 North Illinois Route 47
Morris, Illinois 60450

Month of **FEBRUARY 2016**

Date	Order No.	Payable to	For What	General Road & Bridge Fund
1.15.16	6858	Rodney Jones	Labor--Gross\$1491, IST\$55.91, Med\$21.62, FICA\$92.44	\$ 1,321.03
1.15.16	6859	Kurt Stevens	Labor--Gross\$189, IST\$7.09, Med\$2.74, FICA\$11.72	\$ 167.45
1.15.16	6860	Mike Meloun	Labor--Gross\$1078.88, IST\$40.46, Med\$16.64, FICA\$66.89	\$ 955.88
2.2.16	6861	Mike Meloun	Labor--Gross\$1698.38, IST\$63.69, Med\$24.63, FICA\$105.30	\$ 1,504.76
2.2.16	6862	Rodney Jones	Labor--Gross\$1640.63, IST\$61.52, Med\$23.79, FICA\$101.72, Fed\$100	\$ 1,353.59
2.9.16	6863	Ayers Electric	Light repair in shop, Lamps for shop lights	\$ 1,536.76
2.9.16	6864	Grain Co FS	Diesel Fuel	\$ 712.00
2.9.16	6865	Big R	Supples	\$ 23.98
2.9.16	6866	AT&T	Internet Service	\$ 46.50
2.9.16	6867	Bank Card Processing Center	Credit Card-- Fuel, OOMA, Doc for Tablet	\$ 570.43
2.9.16	6868	Com Ed	Electric Service	\$ 222.89
2.9.16	6869	Patton Cat	Fender and Step for Backhoe	\$ 709.04
2.9.16	6870	MS Foster	Parts for Camera Wash System	\$ 85.62
2.9.16	6871	NAPA Auto Parts	Parts for Truck 3	\$ 113.38
2.9.16	6872	Sparrow Industries	Fuel -- Gasoline	\$ 133.61
2.9.16	6873	Kindelspire Auto	Anti freeze for Truck 4	\$ 92.30
2.9.16	6874	Red's Truck Repair INC	Part for Truck 4	\$ 303.45
2.9.16	6875	Menards	Supples	\$ 324.01
2.9.16	6876	Mark Doerfler	Reimburse -- Tolls, Sams--Cleaning/Office Supplies	\$ 132.05
2.9.16	6877	Mark Doerfler	Cell Phone -- February	\$ 100.00
2.9.16	6878	Highway Commissioners of Il	Membership Dues	\$ 50.00
2.9.16	6879	Wilmington Overhead Door	Service Call for Norht Building Center Door	\$ 97.50
2.9.16	6880	Lindco Equipment Sales	Plow Light Repair on truck #5	\$ 2,352.35
Monthly Total				\$ 12,908.58

Monthly Summary Of Receipts, Expenditures, & Balances

Beginning Month Balance		
Receipts During Month	\$	12,908.58
Ending Month Balance	\$	(12,908.58)

Attest Charles Sargent Signed Mark W. Doerfler
(Charles Sargent) (Mark W. Doerfler)

OSHA's Form 300A (Rev. 01/2004)

Summary of Work-Related Injuries and Illnesses

Note: You can type input into this form and save it. For use the forms it can be downloaded into the input form fields and then save your inputs using the free Adobe PDF Reader.

Year 2015

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OSHA no. 1216-0176

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review Part 1904 to verify that the entries are complete and accurate before completing this summary.

Using the Log, list the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. Log, if you had no cases, write "0".

Enter the number of former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases	
Total number of cases with days away from work	Total number of cases with job transfer or restriction
0	0
(a)	(b)

Number of Days	
Total number of days away from work	Total number of days of job transfer or restriction
0	0
(c)	(d)

Injury and Illness Types	
Total number of ...	
(1) Injuries	0
(2) Skin disorders	0
(3) Respiratory conditions	0
(4) Poisonings	0
(5) Hearing loss	0
(6) All other illnesses	0

Post this Summary page from February 1 to April 30 of the year covered by the form. Make reporting number for this collection of information is estimated to average 20 minutes per year. For more information on the information search and enter the data needed, and complete and review the collection of information of this data collection, contact: US Department of Labor, OSHA, Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20010. Do not send in completed forms to this office.

Posted - 1/30/16

Establishment Information
 Year establishment began: _____
 Name: _____
 Street: 35 E. Southmor Road
 City: Morris State: IL Zip: 60450
 Industry description (e.g., Manufacturer of motor truck trailers): _____
 Township Government
 Standard Industrial Classification (SIC), if known (e.g., 3715): _____
 OR
 North American Industrial Classification (NAICS), if known (e.g., 336212): _____

Employment Information (If you don't have these figures, see the Worksheet on the next page to estimate.)
 Annual average number of employees: 4
 Total hours worked by all employees last year: 2581

Sign Here
 Reporting this information may result in a fine. I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.
 Company executive: [Signature] Title: Highway Comm
 Date: 1/30/16
 Phone: 815-942-4843

Log of Work-Related Injuries and Illnesses

Notes: You can type input into this form and save it. Because the forms in this recordkeeping package are "fillable" PDF documents, you can type into the input form fields and save the information you enter directly into the form. The forms are programmed to auto-calculate as appropriate.

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Year 20 15 U.S. Department of Labor Occupational Safety and Health Administration

You must record information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or other licensed health care professional and that require medical attention beyond first aid. You must also record significant work-related injuries and illnesses that require medical attention beyond first aid, as specified in 29 CFR Part 1904.9. You must use the log for a single case if you are to. You must complete an Injury and Illness Incident Report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.

Form approved OMB no. 1218-0176 Establishment name: Waterparker Township Road and Bridge District City: Morris State: IL

Identify the person

Table with 3 columns: (A) Case no., (B) Employee's name, (C) Job title. Includes 10 rows for data entry.

Describe the case

Table with 3 columns: (D) Date of injury or illness, (E) Where the event occurred, (F) Describe the injury or illness. Includes 10 rows for data entry.

Classify the case

Table with 3 columns: (G) Injury or illness, (H) Days away from work, (I) Job transfer, (J) Restricted work activity. Includes 10 rows for data entry.

Page totals and OSHA logos (Safety, Performance, Training, and Compliance).

*Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review the instructions, search existing data sources, gather the data needed, and review and report the data. Send comments on this burden estimate and any other aspect of this data collection collection, including suggestions for reducing the burden, to Washington, DC 20503.

Posted - 1/30/16

Budget 2015-2016:2
4/1/2015 through 3/31/2016 Using FY 2015-2016

Category Description	4/1/2015 Actual	Budget	3/31/2016 Difference
EXPENSES			
Admin Capitol Outlay			
Equipment	500.00	500.00	0.00
Other Admin Capitol Outlay	0.00	0.00	0.00
TOTAL Admin Capitol Outlay	500.00	500.00	0.00
Admin Commodities			
Office Supplies	470.10	500.00	29.90
Other Admin Commodities	0.00	0.00	0.00
TOTAL Admin Commodities	470.10	500.00	29.90
Admin Contractual Service			
Contract Payment	732.00	550.00	-182.00
Insurance	7,271.00	7,300.00	29.00
Legal Service	100.00	500.00	400.00
Postage	1.82	100.00	98.18
Printing	86.60	100.00	13.40
Publishing	0.00	0.00	0.00
Telephone	1,687.73	2,150.00	462.27
Training	211.80	200.00	-11.80
Traveling Expense	0.00	200.00	200.00
Other Admin Contractual Service	0.00	0.00	0.00
TOTAL Admin Contractual Service	10,090.95	11,100.00	1,009.05
Admin Other	1,806.54	3,000.00	1,193.46
Admin Personnel			
Salaries	14,923.26	14,800.00	-123.26
Other Admin Personnel	0.00	0.00	0.00
TOTAL Admin Personnel	14,923.26	14,800.00	-123.26
GC Highway Commissioners			
Maint Capitol Outlay	0.00	0.00	0.00
Building	1,384.06	2,100.00	715.94
Equipment	0.00	2,000.00	2,000.00
Vehicle	42,081.34	43,000.00	918.66
Other Maint Capitol Outlay	0.00	0.00	0.00

Budget 2015-2016:2
4/1/2015 through 3/31/2016 Using FY 2015-2016

2/9/2016

Page 2

Category Description	4/1/2015 Actual	Budget	3/31/2016 Difference
TOTAL Maint Capitol Outlay	43,465.40	47,100.00	3,634.60
Maint Commodities			
Bridge	0.00	0.00	0.00
Building	1,343.44	1,500.00	156.56
Diesel Fuel	6,380.76	10,000.00	3,619.24
Equipment	3,963.56	4,000.00	36.44
Gasoline	2,759.74	3,000.00	240.26
Lubricants	1,100.40	2,000.00	899.60
Operating Supplies	5,973.11	8,000.00	2,026.89
Road	34,362.85	50,000.00	15,637.15
Snow Removal	919.50	5,000.00	4,080.50
Vehicle	8,643.52	10,000.00	1,356.48
Other Maint Commodities	0.00	0.00	0.00
TOTAL Maint Commodities	65,446.88	93,500.00	28,053.12
Maint Contractual Service			
Bridge	0.00	0.00	0.00
Building	3,964.80	10,000.00	6,035.20
Contract Payment	0.00	0.00	0.00
Engineering Services	1,210.00	2,500.00	1,290.00
Equipment	4,261.18	5,000.00	738.82
Rentals	11,928.60	10,000.00	-1,928.60
Road	128,020.53	90,000.00	-38,020.53
Snow Removal	7,969.72	10,000.00	2,030.28
Utilities	2,444.98	6,000.00	3,555.02
Vehicle	4,110.02	5,000.00	889.98
Other Maint Contractual Service	0.00	0.00	0.00
TOTAL Maint Contractual Service	163,909.83	138,500.00	-25,409.83
Maint Other			
Miscellaneous Expend	699.77	900.00	200.23
Other Maint Other	35,287.77	35,000.00	-287.77
TOTAL Maint Other	35,987.54	35,900.00	-87.54
Maint Personnel			
Salaries	49,287.25	55,000.00	5,712.75

**Wauponsee Township Board
Meeting Agenda
February 10, 2016
7:00pm at Township Road District
Office**

1. Call Meeting to Order
Pledge of Allegiance
2. Public Comment/ Statements
3. Approval of Minutes
4. Approval of Claims
5. Reports
Supervisor's
Highway Commissioner's
Clerk's
6. Old Business
Township Hall Hazardous Material Inspection
7. New Business
Approval of Proposed Computer Use Policy

Discussion of Board Member Insurance coverage

Discussion of Topics for annual Meeting.
8. Adjournment

Next Meeting: March 9, 2016