

**REGULAR MEETING OF THE BOARD OF
COMMISSIONERS OF THE METRO EAST
SANITARY DISTRICT, ST. CLAIR AND
MADISON COUNTIES, ILLINOIS HELD ON
WEDNESDAY, MAY 6, 2015 AT 1800 EDISON
AVENUE, GRANITE CITY, ILLINOIS AT 9:00
A.M.**

President Economy called the meeting to order and the Clerk recorded the attendance.

The following was the attendance:

Present: Commissioners Economy, Hanfelder, Laub and Darwin.
Absent: Commissioner McCall.

Also, attending the meeting were Executive Director Bob Shipley, Attorney George Filcoff, Director of Operations & Maintenance Walter Greathouse, Acting Lansdowne Office Manager Roger Morthland and Treasurer Ken Davis.

ENGINEERING REPORT: None.

REPORT OF EXECUTIVE DIRECTOR:

Executive Director Shipley presented his report:

Executive Director Shipley, “Everything is running smoothly. However, there is a levee slide at Phillips Reach that we are investigating.”

REPORT OF LANSDOWNE OFFICE MANAGER:

President Economy asked Roger Morthland to give the Lansdowne Department report.

Mr. Morthland reported:

1. The residential bills and the closed reminders have been mailed.
2. We are continuing to submit water shut-offs to Illinois American for past due sewage treatment bills.
3. Cindy Worthen is expected to return to work on May 11, 2015. Once she returns, we will continue cross training the office staff.

MINUTES:

The minutes for the April 22, 2015 meeting were presented for approval:

Motion Commissioner Hanfelder; seconded Commissioner Laub to dispense with the reading of the minutes, approve them as submitted and place them on file.

Upon roll call, the motion carried by the following vote:

Ayes: Commissioners Economy, Hanfelder, Laub and Darwin.
Nays: None.
Absent: Commissioner McCall.

GENERAL FUND CLAIMS:

The General Fund Claims and Specific Claims for the month of April 2015 were submitted for approval:

Motion Commissioner Laub; seconded Commissioner Darwin to approve the General Fund Claims and Specific Claims for the month of April 2015 as submitted and order them paid.

Upon roll call, the motion carried by the following vote:

Ayes: Commissioners Economy, Hanfelder, Laub and Darwin.
Nays: None.
Absent: Commissioner McCall.

SPECIFIC CLAIMS:

The Various Specific Claims for the month of April 2015 were submitted for review:

Motion Commissioner Laub; seconded Commissioner Hanfelder to accept the
Various Specific Claims for the month of April 2015 as submitted:

Upon roll call, the motion carried by the following vote:

Ayes: Commissioners Economy, Hanfelder, Laub and Darwin.
Nays: None.
Absent: Commissioner McCall.

LANSDOWNE CLAIMS & SPECIFIC CLAIMS:

The Lansdowne Claims and Specific Claims for the month of April 2015 were
submitted for approval:

Motion Commissioner Laub; seconded Commissioner Hanfelder to approve the Lansdowne Treatment Plant Claims and Specific Claims for the month of April 2015 as submitted and order them paid.

Upon roll call, the motion carried by the following vote:

Ayes: Commissioners Economy, Hanfelder, Laub and Darwin.
Nays: None.
Absent: Commissioner McCall.

FINANCIAL REPORTS:

The General Fund and Specific Funds Financial Reports for the month of April 2015 were submitted for approval:

Motion Commissioner Hanfelder; seconded Commissioner Laub to approve the General Fund and Specific Funds Financial Reports for the month of April 2015 as submitted and place them on file for audit.

Upon roll call, the motion carried by the following vote:

Ayes: Commissioners Economy, Hanfelder, Laub and Darwin.
Nays: None.
Absent: Commissioner McCall.

LANSDOWNE FINANCIAL REPORT:

The Lansdowne Treatment Plant Financial Report for the month of April 2015 was submitted for approval:

Motion Commissioner Hanfelder; seconded Commissioner Laub to approve the Lansdowne Treatment Plant Financial Report for the month of April 2015 as submitted and place it on file for audit.

Upon roll call, the motion carried by the following vote:

Ayes: Commissioners Economy, Hanfelder, Laub and Darwin.
Nays: None.
Absent: Commissioner McCall.

LANSDOWNE REPORT:

The Lansdowne Adjustment Reports were submitted for approval:

Motion Commissioner Darwin; seconded Commissioner Laub to approve the Lansdowne Adjustment Reports as submitted.

Upon roll call, the motion carried by the following vote:

Ayes: Commissioners Economy, Hanfelder, Laub and Darwin.
Nays: None.
Absent: Commissioner McCall.

PAYROLL:

The Payroll for the period of April 12, 2015 through April 25, 2015 was submitted for approval:

Motion Commissioner Hanfelder; seconded Commissioner Laub to approve the Payroll as submitted.

Upon roll call, the motion carried by the following vote:

Ayes: Commissioners Economy, Hanfelder, Laub and Darwin.
Nays: None.
Absent: Commissioner McCall.

REPORT OF ATTORNEY:

Attorney Filcoff, “At the March 18, 2015 meeting the MESD Board adopted Resolution No. 2015-R-003 entering into an agreement with the Illinois Department of Transportation (IDOT) for a temporary and permanent easement. The Resolution adopted by the Board included certain stipulations that I added to protect the District. IDOT returned their original Resolution and has requested that the MESD Board adopt it. I am sending their Resolution back with a copy of Resolution No. 2015-0-003.”

CORRESPONDENCE: None.

UNFINISHED BUSINESS:

Commissioner Laub, “Is there any new information to report regarding the installation of a GPS tracking system on District vehicles?”

Executive Director Shipley, “President Economy and I agree that there is no reason to install a GPS tracking system, unless you are aware of a problem.”

NEW BUSINESS:

A Resolution to include compensation paid under an Internal Revenue Code Section 125 Plan as Illinois Municipal Retirement Fund (IMRF) earnings was presented. Number 2015-R-004 was assigned to this document.

Executive Director Shipley asked the District Clerk to explain the Resolution.

Ms. Heath, “Last week, Payroll Clerk Kim Hogue and I attended an IMRF seminar. We learned that unless the Board passes a Resolution, employee earnings used to purchase insurance through AFLAC are not reported to IMRF. AFLAC is considered a 125 plan, and employees do not pay taxes on the earnings used to purchase AFLAC insurance. We were not aware of this and have been reporting the earnings to IMRF.”

Motion Commissioner Hanfelder; seconded Commissioner Laub to adopt Resolution No. 2015-R-004.

Upon roll call, the motion carried by the following vote:

Ayes: Commissioners Economy, Hanfelder, Laub and Darwin.

Nays: None.

Absent: Commissioner McCall.

Attorney Filcoff presented the revised Metro East Sanitary District Personnel Policy Handbook:

Attorney Filcoff, "I updated the Handbook to meet State guidelines and to include recommendations made by the District's insurance company."

Commissioner Hanfelder, "Does the Handbook include a smoking policy?"

Attorney Filcoff, "Yes, a smoking policy is included."

Commissioner Hanfelder, "Employees should not smoke in the buildings or vehicles."

Attorney Filcoff, "Every employee should receive a copy of the Handbook and sign that they have received a copy."

Motion Commissioner Hanfelder; seconded Commissioner Darwin to accept the Metro East Sanitary District Personnel Policy Handbook as presented and distribute to all current employees and any future employees.

Upon roll call, the motion carried by the following vote:

Ayes: Commissioners Economy, Hanfelder, Laub and Darwin.

Nays: None.

Absent: Commissioner McCall.

EXECUTIVE SESSION:

Attorney Filcoff, "I would like to address a personnel issue during Executive Session."

Motion Commissioner Laub; seconded Commissioner Hanfelder to enter into Executive Session to discuss a personnel issue.

Upon roll call, the motion carried by the following vote:

Ayes: Commissioners Economy, Hanfelder, Laub and Darwin.

Nays: None.

Absent: Commissioner McCall.

The Board entered into Executive Session at 9:12 A.M.

President Economy called the meeting back to order at 9:28 A.M. and the Clerk recorded the attendance:

Present: Commissioners Economy, Hanfelder, Laub and Darwin.
Absent: Commissioner McCall.

Also, attending the meeting at this time were Executive Director Shipley and Attorney George Filcoff.

President Economy, "After discussing the matter during Executive Session, I recommend that no action be taken at this time."

There being no further business, Motion Commissioner Laub; seconded Commissioner Hanfelder to adjourn.

Upon roll call, the motion carried by the following vote:

Ayes: Commissioners Economy, Hanfelder, Laub and Darwin.
Nays: None.
Absent: Commissioner McCall.

So adjourned at 9:29 A.M.

Clerk