

HIGHWAY COMMITTEE MEETING

Ela Township Highway Department
23605 Echo Lake Road, Lake Zurich, IL
Monday, August 2, 2021 – 8:30 A.M.

MEETING MINUTES

1. **Call to Order:** 8:38 a.m.
2. **Roll Call:** Supervisor Palmblad, Trustee Sikes, Township Manager Stefaniuk, Highway Superintendent DePouw, Highway Foreman Meyer, Administrative Coordinator Mendocha.
3. **Transition Housekeeping:** Personnel records transfer ongoing. Certain project records may be unable to be digitized. Disaster Management Plan to be developed after handbook updates are completed.
 - a. A review/comparison of the Highway Department and Township handbooks had been conducted by Manager Stefaniuk and Superintendent DePouw for the purpose of merging the two handbooks into one for all Township employees. Much of the two handbooks is already the same. Discussion took place on specific items – bereavement, jury duty, holiday policy, sick leave, vacation and work clothing reimbursement – with recommendations to be provided to the Township Board for review and final approval.
4. **Capital Improvement Projects Update:** As presented at the previous Committee of the Whole meeting, a proposal to work with Gewalt Hamilton to develop a long-term 20-year road replacement plan will be on the agenda at the upcoming Township Board meeting.
5. **Vehicles & Equipment:** A build sheet and final cost for Truck #7 replacement is forthcoming and should be available for final review before the next Township Board meeting. Bid package conducted through Sourcewell cooperative purchasing. Tarps are to be purchased for use on truck beds.
6. **Culverts:** It states on the Township website the Highway Department will jet plugged culverts, but specifically states culvert replacement is the homeowner's responsibility. It was discussed to develop a complete policy for residents who have additional questions or concerns.
7. **Roof Repair:** A repair estimate has been received, total cost under \$1,000.
8. **Staffing:** Interviews being conducted for newly vacant maintenance worker position. Discussion took place to move along the wage calculation process to ensure competitive wages.
9. **New Business:** Superintendent DePouw inquired about attending future Highway Commissioner Conferences, all were in agreement that he should.
10. **Old Business:** None at this time.
11. **Set Date for Next Highway Committee Meeting:** Thursday, September 2, 2021 at 8:30 a.m.
12. **Adjournment:** 10:40 a.m.

Minutes Submitted by Trustee Sikes – August 9, 2021