



**Supervisor's Office**  
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## **HIGHWAY COMMITTEE MEETING**

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

### MINUTES

1. Call to Order – Trustee Sikes called the meeting to order at 8:36 a.m.
2. Roll Call – Supervisor Palmblad, Trustee Sikes, Superintendent DePouw, Foreman Meyer, Township Manager Stefaniuk arrived a few minutes late.
3. Transition Housekeeping – Personnel records transfer has been completed. Paper copy plans of older projects that cannot be digitized will remain at the Highway Department. All new project records will be maintained electronically via OneDrive.
  - a. Employee Handbook Update – Superintendent DePouw had completed the previously discussed updates to be made as an addendum specific to the Highway Department for the Township wide employee handbook. His computer suffered a crash and is awaiting retrieval of files. Addendum will be available for board review at next COW meeting. A meeting will be scheduled in October with Highway Department employees to go over the merging of the employee handbook back into the Township wide employee handbook and the items in the addendum specific to Highway Department employees.
4. Capital Improvement Projects Update – Gewalt Hamilton has provided 2021 road repair plan, which came in at a lower than expected cost, to be provided to the board for approval at the next board meeting. Long-term 20-year plan is still under development.
5. Vehicles & Equipment – Truck #7 replacement has been ordered. Superintendent DePouw is looking into the cost of purchasing a roller for paving projects. Currently, we borrow a roller from Fremont Township, but frequently we have to outsource projects when Fremont's roller is not available and it may prove more cost effective to purchase our own for the Township. Temporarily holding off on the purchase of tarps for truck beds.
6. Roof Repair – Repair has been completed.
7. Staffing – Last vacant position has been filled.

8. New Business – As noted, Superintendent DePouw’s computer crashed, a new one is coming and staff is working with our IT consultant to save pertinent files from the crashed computer. Highway Department staff will bring Township vehicles to participate in Rep. Bos and Senator McConchie’s upcoming kids fair on September 11 and Hawthorns Woods family fest on September 25. The Highway Department will be conducting a curb and gutter replacement project on Gabriel Drive in Echo Lake.
9. Old Business – The Highway Department will be removing the existing playground equipment at Knox Park in preparation for the install of the new playground.
10. Set Date for Next Highway Committee Meeting – Wednesday, October 6, 2021 at 8:30 a.m.
11. Adjournment – 9:47 a.m.

**Minutes Submitted by Trustee Sikes – October 12, 2021**