



Supervisor's Office
Gloria M. Palmblad

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HIGHWAY COMMITTEE MEETING

Ela Township Highway Department
23605 Echo Lake Road, Lake Zurich, IL
Friday, December 10, 2021 – 8:30 A.M.

MINUTES

1. Call to Order – Trustee Sikes called the meeting to order at 8:40 a.m.
2. Roll Call – Supervisor Palmblad, Trustee Sikes, Superintendent DePouw, Foreman Meyer, Township Manager Stefaniuk.
3. Capital Improvement Projects Update – Backup generators for buildings – seeking an evaluation to determine specific capacity needs and costs. Preliminary information is that two generators will be needed at an approximate cost of \$100,000.
4. Vehicles & Equipment – Update to vehicle maintenance replacement schedule is ongoing.
5. Staffing – Losing one Maintenance Worker 1. Open position has been posted with three applicants already received. New federal rules require all staff to be upgraded from Class B CDL to Class A CDL. Class A permit is required by February 7, with one year to complete full licensing requirements. Staff annual performance evaluations will be completed in January.
 - a. Salaries - Administration is working on evaluation for salary schedule to ensure competitive wages.
6. New Business – Looking into the possibility of putting more prominent signage on Church Street; looking into cost. A discussion took place about the possibility of seeking national accreditation with the American Public Works Association.
7. Old Business – 10-year road replacement plan has been completed with Gewalt Hamilton Associates and will be presented to the Township Board for review at the next COW meeting. Checking with TOIRMA for materials to use in establishing a PPE use manual.
8. Set Date for Next Highway Committee Meeting – Friday, January 28, 2022 at 8:30 a.m.
9. Adjournment – 9:58 a.m.

Minutes Submitted by Trustee Sikes – February 7, 2022

Trustee Larry Bowman

Supervisor Gloria M. Palmblad
Trustee Joel Sikes

Clerk Lucy A. Prouty
Trustee Tosi Ufodike

Trustee Laurie Wilhoit