



State of Illinois ) August 12, 2014  
County of LaSalle ) Regular Meeting  
Township of Northville)

The Northville Township meeting was called to order at 7:00 p.m.

**Roll Call**

Present – Trustee Jim Byrne, Trustee Joe Emma, Trustee Jerry Owens, Trustee Jim Swanson and  
Chairman - Richard Felstead

Others Present – Road Commissioner – John Middleton  
Assessor – Hal Ament  
Clerk – Linda Swanson - Absent

Public Present – None

**Pledge to the Flag**

**Approval and/or Correction of Prior Meeting’s Minutes**

Trustee Byrne motioned to approve the Regular meeting minutes for July 8, 2014 Trustee Emma seconded. All ayes per voice vote, so motion passed.

**Reports from Officers**

*Supervisor’s Report* – None

*Highway Commissioner’s Report* – See attached report.

*Assessor’s Report* –

Data Collection: Continuing canvass of properties for the quadrennial assessment requirement.  
Verifying information and correcting measurements and drawings.

Training: Attended annual training seminar with Cirone Computer Consulting, the creators of PAMS software system on August 7, 2014

Equipment: Purchased and installed new color laser printer.

*Clerk’s Report* – Filled out and mailed the CMS application. We received a notice that our application was accepted. I took the Road and Town Amended Budgets to the County Clerk. Filled out and emailed for the Road Commissioner an application to try to get some funding to update the lights and baseboard heat in the building. I updated our tax-exempt information at Menards and we have a new Menard’s number.

**Public Comments - None**

**New Business**

- a. Discuss Employee Handbook

Chairman Felstead told the group that at a seminar he attended it was suggested that all Townships should have an Employee Handbook. He presented to the Board the items that the Township Attorney thinks should be incorporated into the Employee Handbook. There was some discussion and the Board also thinks the items should be in the Employee Handbook.

- b. Discuss the Annual Education Conference

All officials except for one Trustee will be going to the Annual Education Conference in November. The conference in November is very informative and there is usually information that is brought back and incorporated into our Township Government.

**Old Business**

None

**Audit Town and Road Bills**

Town bills were reviewed and signed.

Trustee Emma motioned to approve the Town bills and Trustee Byrne seconded. All ayes per voice vote, so motion passed.

Road bills were reviewed and signed.

Trustee Emma motioned to approve the Road bills and Trustee Byrne seconded. All ayes per voice vote, so motion passed.

**Adjournment**

Trustee Emma motioned to adjourn the meeting and Trustee Byrne seconded. All ayes per voice vote, so motion passed.

Meeting ended at 8:01 p.m.

Respectively Submitted by Linda Swanson – Northville Township Clerk

# Northville Township Highway Department

## Highway Commissioners Report

August 12, 2014

### Roads

1. ComEd has two utility poles to reset on the new ROW of E29th Rd. project.
2. Over lay of road gravel on 4250<sup>th</sup> road started.
3. Frontier has completed the new line boring on E.29<sup>th</sup> Rd project.
4. 4780<sup>th</sup> E 29<sup>th</sup> road closed 7-31-2014, to install a new poly coated 18” EQRS cross culvert, and 500 Lin. Ft. of N-12 18” poly drainage pipe in ditch to eliminate seasonal water on road at that location.
5. PE, and FE culverts installed near 4280 E.2551<sup>st</sup> Rd.
6. Bridge inspection completed by Willett Hoffman Engineering, Dixon IL.
7. IDOT rural roads inspections of Northville roads completed and passed.
8. Ditch mowing resumes August 1, because nesting season is past for red wing black birds, and Monarch butterflies feeding on milk weeds.

### Equipment

1. Bid awarded to CIT of LaSalle, and new Kenworth truck ordered as bid.
2. IH-7000 truck wiring and condenser repairs at Stahl's of Sandwich.
3. Ford 550 truck steering and brake repairs at Reds in Ottawa.
4. Martin Equipment completed annual maintenance of JD-772CH grader.

### Building

1. Propane contract received for building 2014-15 heating season.
2. Building inspected by Mike Stanch of The Metropolitan Mayors Caucus 360 Energy Group for electrical usage, to apply for a possible lighting grant.
3. The west bay of shop floor drain pipe replaced.
4. Monthly cleaning of building.
5. Bids being received for electric demand water heater and water filtering equipment for building washrooms.