

ADMINISTRATION & MISCELLANEOUS

Standard Operating Procedures

Standard operating procedures (SOPs) are prepared and revised to ensure uniform handling of recurring Township Road District activities and guidelines:

Personnel Policy	Drug & Alcohol Policy	Safety Work Rules
Confined Space Entry	Employee Training & Development	On-The-Job Injuries
Job Description - Foreman	Job Description - Mechanic	Job Description - Crew
Snow & Ice Removal	Mailbox Replacement	Flood Control
Storm Sewer Culvert/Ditch	Fleet Preventative Maintenance	Excavation
U.S. Flag Etiquette		

Special Projects

Special projects were undertaken to analyze, research, assist and report on Township Road District programs and services and when appropriate, to recommend various alternatives. Special projects during 2011 included:

Drug & Alcohol Testing - Continued administering the “Omnibus Transportation Employee Testing Act” which requires random drug and alcohol testing for employees who perform safety sensitive functions and are required to possess a commercial driver’s license. During 2011, three (3) random drug screen tests were administered.

Performance Indicators - Updated the performance service indicator benchmarking the status of the Township Road District’s street resurfacing and rehabilitation program.

Storm Sewers - The Township Engineer is continually updating the storm system maps for unincorporated streets in the Township.



Recycling Events – We have completed 3+ years of our recycling program. Starting March of 2011, residents were able to conveniently drop off recyclables Monday thru Friday, 7am to 3pm through November 18th at the Road District Garage. Attached to this report is a spreadsheet that shows the quantities of recycled material taken in for 2011 and our yearly totals.

Community Events - We continued to pick-up food for the Township Food Pantry, using Road District equipment and over 176 man-hours of time in 2011 at a total cost of over \$9,221.05 (See attached report).

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A contribution of \$250.00 was made to the Glenbrook North Grad Night Committee. Our thanks go to the committee members for giving our children a safe and attractive alternative to celebrating graduation.

Block Parties - Coordinated Police, Fire and Road District services for citizens who are planning block parties.

Administrative Activities

The Highway Commissioner provides administrative oversight to the entire Township Road District to ensure an essential and desirable level of public service is provided and to effectively manage the infrastructure and related Township Road District programs. Routine administrative activities include, but are not limited to:

- * Providing general “overhead” for the day-to-day administration including purchasing, photocopying, answering phones, radio dispatching, responding to a variety of inquiries, correspondence and regulations, records and archive maintenance and filing.
- * Maintaining a daily journal of staff productivity and accomplishments.
- * Verification and allocation of labor and equipment usage to provide justification of services being charged to the Northfield Township Sanitary Sewer System.
- * Maintaining maps, atlases, records and maintenance history of Township Road District infrastructure.
- * Preparation of the Township Road District’s annual budget, long range plans, emergency management services, recycling and annual report.

EMPLOYEE TRAINING & DEVELOPMENT

Training in 2011 consisted of on-the-job training and seminars. We have always encouraged employees to participate to the degree possible within operational requirements and budgetary constraints in continuing education.

It is the policy of the Township Road District to permit employee attendance at job related training programs. Such programs may be conducted within the Township Road District or at various public or private facilities and, whenever possible, the most cost effective method will be utilized to obtain any specific type of training.

Attendance at an annual conference by employees may be permitted with the prior approval of the Highway Commissioner and appropriate funding in the fiscal budget. Generally, the standards used in determining the eligibility of an employee for attendance will focus on the applicability of the conference to meet anticipated needs of the Township Road District. Each employee attending a conference shall be responsible for preparing either a

written report or oral presentation of the most relevant information received through participation at the conference.

Full-time employees are eligible for tuition reimbursement subject to the prior approval of the Highway Commissioner. When course work is directly related to the employee's job, the eligible costs, subject to limitations, shall be paid in full.

The following list illustrates the variety and extent of investment in training of employees during the calendar year:

1. We continue to be active in the Lower Des Plaines River Watershed Planning Council, which deals with stormwater run-off and reports projects for improvements to the Metropolitan Water Reclamation District (MWRD). Sixty-six percent (66%) of our stormwater system is directed to the Des Plaines River. (Wally Kehr and Dan Creaney)
2. Snow Plow and Truck Driving safety seminar at NIPSTA (Wally Kehr, Pat Coy, Bob Lorenz, Hernan Castro, Bill Amarantos and Javier Puga)
3. Cook County Township Highway Commissioners Meetings (Peter Amarantos, Wally Kehr)
4. NWMC Public Works Directors Meetings (Wally Kehr)
5. Public Utilities Safety Training (Bill Amarantos, Bob Lorenz, Javier Puga, Hernan Castro, Pat Coy, Wally Kehr, Robert Hanrahan).
6. Performance Evaluation (Public Works Supervisor Training) (Wally Kehr)
7. IESMA (Illinois Emergency Management) (Robert Dunne)
8. Traffic Management (Flagger Training) (Robert Hanrahan)
9. Illinois Public Health Preparedness Summit (Bob Dunne)
10. Confined Space Entry & Non-Entry (Bill Amarantos, Bob Lorenz, Javier Puga, Hernan Castro, Pat Coy, Wally Kehr, Robert Hanrahan)
11. We continue to be active in the North Branch of the Chicago River Watershed Planning Council. (Daniel Creaney, Engineer)
12. Truck Pre-trip Inspection (Bill Amarantos, Bob Lorenz, Javier Puga, Hernan Castro, Pat Coy, Wally Kehr, Robert Hanrahan)
13. CPR/AED and First Aid Training - 2 year certification (Pete Amarantos, Wally Kehr, Patrick Coy, Javier Puga, Hernan Castro, Bob Lorenz, Bill Amarantos, Robert Hanrahan)



STREETS

The street inventory contains approximately thirty-eight (38) centerline miles. Annually, the Township Road District undertakes a windshield survey of each street's degree of cracking and/or deterioration and the Long Range Resurfacing Plan is adjusted. Consequently, the roads with the worst pavement conditions are scheduled for resurfacing. It is very important to repave a street before it completely deteriorates since it is more cost effective to resurface streets (rating 2) on a timely basis in order to prevent a more expensive failure (rating 1). Under our approach, the street system is better maintained at less expense than if gross deterioration is allowed to occur.

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The performance benchmarks established for street maintenance are to: eliminate all grossly deficient streets with a “1” rating; rehabilitate as many “2’s” as possible with the funding available; and to maintain a minimum of 70% of the streets with a rating of “3” or better. Attached is the windshield survey.

STREET MAINTENANCE

Repairs, maintenance, resurfacing and rehabilitation of the Township Road District Street System infrastructure requires an on-going management program to identify and prevent premature failure of the pavement base and surface and to correct problems on a timely basis as they occur. Last year’s maintenance and repair activities included asphalt patching, pothole repairs, sweeping, grading shoulders and assisting contractors employed by the Township Road District to improve and maintain its roadway system. Because of heavy freeze/thaw cycles, road repairs were a priority and lasted over four months.

ASPHALT STREET IMPROVEMENTS

Asphalt streets identified for major repairs were selected from the “long range resurfacing plan”. The Highway Commissioner prepares the necessary plans, specifications and solicits competitive bids.

LONG RANGE RESURFACING PLAN
2012 thru 2013

Year last Resurfaced	Name of Street	Length of Street	Width of Street	Total Length
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2012 - \$300,000 Budgeted

1995	Meadow Ln. & Dr.	2,935	20	2,935
1994	Revere	1,272	20	4,207
1996	Greendale	962	18	5,169
1994	Hillside	971	18	6,140
1996	Highland Ct.	972	20	7,112
1994	Elmdale (801-915)	1,032	20	8,144
1995	Elmdale (602-620)	871	18	9,015
1994	Henley	962	20	9,977
1994	Longmeadow (909-915)	430	20	10,407

2013 - \$300,000 Budgeted

1999	Oakwood	3,425	18	3,425
1999	Elm Ct.	781	18	4,206
1999	Spruce	830	18	5,036

1999	Cottonwood (Koehling to Beechnut only)	1,370	18	6,406
1999	Red Oak	925	18	7,331
1999	Hickory Ct.	913	18	8,244
1999	Linden	925	18	9,169
1999	Koehling	1,676	25	10,845

PARKWAY SERVICES

Parkway services encompass a wide range of activities including, but not limited to: tree trimming and removals, reforestation, landscaping and weed cutting services, free brush pick-up and storm sewer maintenance and repairs. A comprehensive data collection program continues to catalog and inventory all storm sewer lines and trees in the right-of-way.

The performance benchmarks established for parkway services are to: implement a turf mowing policy to ensure grass and weeds do not exceed 8” on Township Road District maintained rights-of-way; annually plant at least two (2) trees; and to remove storm damage immediately after severe weather events.

BRUSH PICK-UP

Free brush pick-up service is provided to residents of unincorporated Northfield Township in the months of May, June, and September.

TREE MAINTENANCE

Tree trimming is performed to maintain shape, remove dead or diseased limbs and to remove potential hazards to pedestrians, cyclists and vehicular traffic. Due to the heavy winds and rainstorms this past summer, all parkway trees in the Township were inspected. Any low or broken branches were removed. Twenty-five (25) trees were removed due to age or disease.

The Emerald Ash Borer reappeared in Northbrook (8 trees removed) and the Gypsy Moth persists to infect pines. The Road District is in compliance with the Illinois Department of Agriculture procedures on the removal of EAB and ALB infected trees. This year we have already recognized two (2) trees with EAB.

STUMP REMOVAL

It is the policy of the Township Road District to grind tree stumps when a tree is removed. Twenty five (25) tree stumps were ground.

REFORESTATION PROGRAM

In the 2011 Spring/Summer Township Road District Newsletter a cost sharing reforestation program continued to be advertised, offering cost subsidized trees for planting on public parkways fronting unincorporated residences and/or businesses. All species of trees offered cost the residents one hundred fifty (\$150) dollars. Seven (7) trees were planted.

CLEANING PARKWAYS OF DEBRIS

Cleaning up road debris, such as automotive parts litter (glass, mufflers, exhaust pipes, belts, tires, tire pieces and accident parts), landscapers' debris and dead animals requires an on-going commitment.

STORM DAMAGE PICKUP/ASSISTANCE

The Township Road District assists its residents in the removal of brush, limbs, and trees that were damaged from severe wind and wet snow storms. The residents are required to stack the brush and logs at the curb for Township Road District pickup. Coming off the 3rd worst snow season on record, 2011 went down as being one of the most extreme thunderstorm and windiest seasons recorded for our area. During 2011, there were four (4) flooding and six (6) wind weather events that required Township Road District assistance. May, June and July were extremely wet months this year. For the fifth year in a row we were above normal for rainfall.



SNOW AND ICE CONTROL

Snow and ice removal from the Township streets is one of the most visible and vital functions performed by the Township Road District, and subject to the most variables. The Township Road District strives to be expeditious and efficient in the removal of snow and ice. Using standardized salting and plowing procedures ensures that people move as safely as possible during these inevitable hazardous weather conditions.

The performance benchmark for snow and ice removal is predicated on a snowstorm's intensity and projected duration, time of day, road conditions and traffic volumes. Due to variable conditions each storm presents, the time necessary to complete initial operations is difficult to forecast. In order to measure productivity for a particular storm, each inch of snowfall is equivalent to one hour of work. Thus, for a 4" snow storm, initial plowing and de-icing operations should be completed within four hours after the snowfall has ended.

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There were at least seven (7) saltings and at three (3) plowing weather callout events in 2011/12 that required prolonged and special attention (ice and snow removal). This was one of the mildest winters on record.

SALT USAGE

The Township Road District participated in the Cook County Highway Department contract for the purchase of bulk salt for the 2011/12 winter season. Morton Salt Co. was awarded the County contract. The delivered bid price of \$66.20 per ton was guaranteed by the Morton Salt Co. for the purchase of salt without a minimum or maximum purchase.

HISTORICAL SALT PURCHASES

Winter Season	Salt Supplier	Per Ton Price	Tons Delivered	Purchase Amount
2011/12	Morton Salt	66.20	475.70	39,491.33
2010/11	Morton Salt	63.35	1,064.79	67,454.43
2009/10	Morton Salt	122.90	999.66	122,858.22
2008/09	Kirschhoffer Truck Service	160.00	50.69	8,110.40
2007/08	Morton Salt	45.20	1,371.99	55,412.91
2006/07	Morton Salt	45.20	785.66	35,511.82
2005/06	North American Salt	33.06	611.07	20,202.42
2004/05	North American Salt	30.06	793.21	23,843.89
2003/04	Morton International	29.33	881.57	25,856.45
2002/03	North American Salt	30.95	809.61	25,074.17
2001/02	IMC Salt Co.	30.95	788.72	24,379.93
2000/01	IMC Salt Co.	26.91	1,169.27	31,465.05
1999/00	IMC Salt Co.	26.38	639.58	16,872.12
1998/99	Detroit Salt Company L.C.	28.67	687.87	19,721.23
1997/98	Cargill Salt	28.83	827.59	23,859.41
1996/97	North American Salt Co.	28.10	859.01	24,138.18
1995/96	North American Salt Co.	28.12	849.66	23,892.43
1994/95	North American Salt Co.	26.92	683.65	18,403.86
1993/94	North American Salt Co.	25.22	960.40	24,221.16
1992/93	North American Salt Co.	23.22	895.03	20,782.60

SNOW AND ICE CONTROL RESTORATIONS

Invariably, minor property damage occurs during snow removal operations. Restoration of residents’ mailboxes was limited to repair or replacement of a standard “rural” type box and a 4” x 4” wood post as stated in the Township Road District Standard Operating Procedure for Mailbox Replacement. Upon notification of lawn damage, a service call is made to immediately “roll back” the sod, if possible. After the initial response, a follow-up visit occurs when black dirt is available. This ensures any further areas needing restoration are completed. Due to heavy, wet snow during 2011/12, four (4) mailboxes and posts were replaced. No parkways required sod replacement.

STORM SEWERS

The storm sewer infrastructure contains approximately 16 miles of storm sewers, 28 miles of ditch line; 467+ inlets, catch basins and manhole structures to store and convey storm water runoff in order to minimize localized flooding. The Township Road District performs a reactive maintenance program which includes cleaning manholes, storm grates, dye testing storm sewer lines, pipe and culvert replacement, grouting and responding to storm drainage problems reported by citizens to ensure the storm sewer system is functioning as designed and constructed.

Drainage cannot be overemphasized. Water affects the entire serviceability of a road. Water allowed to remain on top of a blacktopped road weakens the surface and, combined with traffic, causes potholes and cracking. If improperly channeled, water causes soil erosion and a breakdown of pavement edges.

During periods of heavy and/or prolonged rainfall, crews are assigned to clean debris from storm sewer inlets. In addition, crews are immediately dispatched to respond to calls by residents whose basements are flooding due to plumbing backups, sump pump failures, overland flooding, or seepage. In 2011, there were four (4) moderate/severe rainfall events.

The performance benchmarks established for storm sewer maintenance are to respond to storm water complaints within 2 hours of notification, repair minor deficiencies and/or temporarily restore flow of known service failures in the storm sewer infrastructure within one work week from receipt of notification, annually replace or rehabilitate deficient storm sewers and annually grade, reshape and clean drainage ditches.

STORM SEWER MAINTENANCE

Periodic maintenance to storm sewer structures is required to maximize the life expectancy of the system and to ensure the overall structural integrity of the infrastructure. During 2010, the Township Road District staff repaired and/or rebuilt fourteen (14) storm sewer inlets, catch basins, or manholes, twelve (12) spot repairs to damaged storm sewer lines and twelve (12) pipe joint repairs (washouts in parkways).

TELEVISIONING

Televising is primarily used to verify suspected structural problems. In 2011/12, four (4) sewer lines were televised.

FLUSHING/CUTTING STORM SEWERS

Approximately 4,800 feet of storm sewers were cleaned by the Township Road District staff as a preventative measure and to open blockages in the system.

STORM SEWER MAIN LINE REHABILITATION

2,000 linear feet of storm sewer main line was installed in Northfield Township: on Oak Ave., Beechnut, Oakwood, Linden. Glenshire, Meadow Ln., Cumberland and Techny.

STORM LINE MANHOLE/CATCHBASIN INSTALLATION

In 2011, we installed ten (10) manholes, five (5) parkway drains and six (6) catchbasins.

DRAINAGE DITCH MAINTENANCE

A monthly drainage ditch inspection program was continued to ensure unobstructed flow of storm water. Routine and emergency maintenance activities included: cleaning debris; isolated weed cutting; and regrading/reshaping drainage ditches. Approximately 2,000 feet of ditch was regraded.

TRAFFIC CONTROLS

The Township Road District traffic infrastructure consists of a myriad of traffic control signs and pavement markings to safely control and direct the flow of traffic within the community.

The Township Road District Policy established for traffic control maintenance is to: report malfunctions of any traffic signal to the appropriate agency within one hour of being notified; report non-township sign deficiencies to the appropriate governmental agency within 1 work day from receipt of notice; manufacture intersection street name and traffic control signs within one work day, or to order and receive specialized traffic control sign(s) within two work weeks; replace stop signs within 2 hours of notification; and replace all other missing and/or defaced township traffic control signs within 2 work days from receipt of notification.

STREET SIGN MAINTENANCE



Repairs, removals, additions and enhancements of signs and pavement markings within the traffic control system infrastructure are generated by verbal and written requests from residents, Police reports, and other governmental entities or from Township Road District staff after visual inspection of traffic control infrastructure.

Traffic control infrastructure work accomplished during 2011 included the replacement and/or repair of twenty-five (25) signs and twenty (20) signposts, all according to the Manual on Uniform Traffic Control Device standards.

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PAVEMENT MARKING

The Northfield Township Road District is in compliance with all State Statutes and the Manual on Uniform Traffic Control Devices.

BARRICADE MAINTENANCE

The Township Road District maintains a working inventory of about 50 portable barricades. Periodic maintenance including changing batteries, lights, replacing cross supports, straightening legs, painting and other tasks to ensure the units are in “working order” when needed. In the winter of 2011/12 all fifty (50) barricades were rehabbed with new lights, paint, and reflective sheeting. The paint used was from our recycling events.

The Township Road District provides the necessary barricades, temporary traffic signs and manpower support for road closures (block parties); and numerous sanitary main breaks excavation sites and roadway restoration projects.

FLEET MAINTENANCE

The computerized fleet maintenance and inventory program is a behind-the-scenes service, which supports all operations and encompasses all activities involving the repair of the Township Road District’s fleet. The Township Road District’s fleet is comprised of a wide spectrum of trucks and tractors, as well as a host of other specialized mechanical equipment. The vehicle’s safety and reliability is directly dependent on timely preventive fleet maintenance and not exclusively related to the vehicle’s age and mileage. The Township Road District has instituted an aggressive Preventive Maintenance (PM) program in order to consistently meet the service requirements recommended by vehicle/equipment manufacturers. The PM program ensures that all motorized equipment receives a consistent level of on-going mechanical maintenance with the goal of extending the serviceable life of the unit and thereby reducing down time and overall cost of ownership. The primary goal of the Township Road District’s fleet Maintenance Program is to provide the Township Road District Crew with a dependable, well-maintained fleet at the lowest practical cost.

The performance benchmarks established for fleet maintenance services are to ensure that motorized vehicles that are powered by their own engine receive a consistent level of on-going mechanical maintenance as recommended by the manufacturers’ specifications and to resolve observed mechanical deficiencies within two workdays from receipt of notification. The maintenance covered under this program is limited to engine oil service, ignition and carburetion, braking system, engine cooling system, transmission service and hydraulics.

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Due to heavy use during 2010/11, miscellaneous maintenance included but was not limited to:

- 7,599 gallons of diesel fuel used
- 4,866 gallons of no lead fuel
- 22 State of Illinois Safety inspections
- 2 anti-freeze services
- 4 brake services
- 12 large equipment tune-ups and 14 small equipment tune-ups
- 40 oil changes
- 4 sets of tires replaced
- 2 plows welded
- 4 plows completely overhauled
- 1 transmission (minidump)
- 1 major hydraulic overhaul (payloader)
- 2 sets of truck springs
- 1 exhaust system (dump truck)
- 2 fuel injection system overhaul (pickup truck, minidump)
- 1 hydraulic system (dump truck)
- 3 trailer electrical systems overhauled
- 2 spring leaf replacements
- 2 tows
- 1 warranty claim to dealer (Ranger)

SMALL EQUIPMENT CHECK/MAINTENANCE

A computerized inventory and preventive maintenance program performed on a weekly, monthly, quarterly, and/or annual basis was continued to ensure the Township Road District's construction tools and equipment were ready for routine and emergency response. The inspections entailed checking the fluids, battery life and running the equipment for a specified period of time. Deficiencies were promptly reported to the fleet maintenance staff for repairs. Such equipment included, but was not limited to: locators, pumps, generators, saws, mowers and other fuel powered tools and equipment.

In 2011, we purchased one (1) weedwacker, one (1) blower and two (2) chainsaws.

RECYCLING PROGRAM

In November of 2008, an effort to promote recycling throughout Northfield Township, Highway Commissioner Peter Amarantos implemented a recycling program open to all Township residents. The response to this program was extremely positive and the decision was made to continue the program.

In an effort to make recycling easier and more convenient for our residents, we made a decision to open the Northfield Township Road District garage doors as a recycling center from Monday thru Friday,



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between the hours of 7 a.m. until 3 p.m.

For the 2012 season, the drop-off program started on Monday, March 19th and will end on Friday, November 16th. Residents are instructed to pull up to the front of the garage building at 1928 Lehigh in Glenview, ring the bell and we will help take the recyclable material out of their cars. The residents were amazed at the ease in which they are able to drop off recyclables.

We are partnering with other organizations to build on the successful events we've already held. Glenkirk's Opportunity Secure Data Destruction provides our on-site shredding service and we are working with volunteers from other organizations. By working together, we are offering a user-friendly service to our residents. We are fortunate to have partners like Abt Electronics and United Cerebral Palsy.



This free recycling program accepts the following items: Art supplies, batteries, bikes, toys, cell phone/pagers, clothing, computer hardware, electronics, engine oil, eyeglasses, flags, household paint (oil & latex), hydraulic oil, ink/toner cartridges, metal, paper, Styrofoam, televisions, therapeutic equipment, tires and transmission fluid.

There were 8 special Shredding & Recycling events in 2011 where the Road District accepted paper and all accepted recyclable materials. No recycling events were held in the months of November, December, January and February and one every month not mentioned on the third Saturday of that month.

RECYCLING PROGRAM MISSION

Northfield Township's commitment to comprehensive environmental protection employs only the most socially and environmentally responsible recycling practices.

We believe that our residents want to be responsible and recycle in an environmentally conscientious way. Our purpose is to offer simple and convenient solutions to management of recyclables that reward our residents' environmental integrity.

Our environmental mission includes:

1. Environment - Dedicated to meeting or exceeding the requirements of relevant environmental law and regulation to keep our landfills free of unnecessary pollutants and to reducing energy use.
2. Transparency - To keep Northfield Township's recycling practices as clear as possible and free of charge so that each of our residents feels secure in using the service.
3. Convenience - Dropping off the recyclable must be quick and trouble-free.

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4. Operations - Regularly evaluate our operation to respond to relevant emerging environmental issues and to improve our management practices to guarantee the ongoing integrity of our environmental mission.

5. Reuse - Northfield Township believes that reuse should come first and strives to find partners that will find second homes for all electronics that we accept. Items that cannot be reused will be recycled responsibly.



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