

From The Highway Commissioner

Tim Rueckert

It has been almost one year since I was sworn in as the Highway Commissioner. The old saying is true; “Time flies when you are having fun.” It has been a fast-paced learning experience for me. Pete always told me that he loved his job as Highway Commissioner, and I see what he meant.

As you may know, I live in an unincorporated Glenview neighborhood and have always appreciated the exemplary services provided by the Road District. As I continue in my role as Highway Commissioner, I give you my personal commitment to efficiently and affordably meet the challenges that the Township has to offer.

Some of the things that have been accomplished to date:

During this first year, in addition to learning my way around the Road District, I spent a fair amount of time examining the effectiveness of some of the Road District practices. The following is a list of some of things that I have changed.

- Consolidated the Road District’s Emergency Management by eliminating the Director.
I found that the Road District Foreman Wally Kehr and I both hold advanced certificates in FEMA’s Incident Command System. Therefore, the Township can expect the same level of service without the added cost of an additional salary.
- Discontinued the DTN weather reporting system.
With the advent of the smart phone and the “apps” available on them, the Road District staff was using their phones to get up-to-date weather information. The DNT weather reporting system had become obsolete.
- Renegotiated the phone, cable, and internet provider contract.
With my own home phone, I have found that every couple of years I have to call the provider and see if there are any new cost saving packages. I did this with the Road District’s provider and found a nice savings per month.
- Discontinued landscaping contract.
After consulting with the Road District staff, I found that the additional grass cutting would not be an undue burden. The contract was not renewed.

- Installed a corner sidewalk for pedestrians to safely stand at and cross Techny Road.
A township resident notified me of a dangerous intersection for pedestrians standing and crossing at Highland Av. and Techny Rd. She actually created a YouTube video for me to watch. She clearly showed how dangerous it was to both children and adults. Within days the Road District staff cleared away the brush at that corner to increase visibility and pedestrian safety. Sometime later the Road District staff constructed a small corner concrete sidewalk and remarked the pavement directing pedestrians where to walk and warning vehicles of possible pedestrians.

- Reinstated the Wheeling Township Snow and Ice control contract.
After looking at previous contracts and calculating my own cost/benefit analysis I felt this would be a worthwhile venture. In my analysis I looked at wear and tear on equipment, and cost of staffing. Both these costs would be passed on to the final price of the contract. I then looked at the cost of the salt. The additional cost of the salt would be again passed on to the contract price, but it allowed the Road District to purchase more salt and a larger inventory at a reduced cost to the Township. Then I considered that Wheeling Township is a neighboring township. The Road District can provide a low-cost service, saving the Taxpayers of Wheeling Township money and not costing Northfield Township Taxpayers anything additional. I thought it was not only a good thing but the right thing to do.

I would like to thank the Township Board for their service and the many unseen things they do to make Northfield Township Government work!

Again, it has been my pleasure to lead the Township's Road District and represent you. Thank you for the opportunity to serve.

Respectfully,
Tim Rueckert

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	Storm Water Management	
Cook County Duty Desk	Emergency Email System	

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 2017 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 2017, four (4) 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. The street inventory is attached.

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

Recycling Events – We have completed 10 years of our recycling program. This year the recycling program started on April 2nd and will end on November 2nd. We continued our Monday thru Friday; 7am to 3pm drop off program at the Road District Garage.

Community Events - We continued to pick up food for the Township Food Pantry in 2017, using Road District equipment and over 85 man-hours of time with a total cost of over \$4,290.40 (See attached report).

Contributions totaling \$450.00 were made to the Glenbrook North & South Grad Night Committees. 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 2017 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 seminars at NIPSTA.
3. Cook County Township Highway Commissioners Meetings (Tim Rueckert, Wally Kehr).
4. NWMC Public Works Directors Meetings
5. Public Utilities Safety Training (crew).
6. Public Works Supervisor Training.
7. We continue to be active in the North Branch of the Chicago River Watershed Planning Council. (Daniel Creaney, Engineer).
8. We continue to be active member in NIPSTA Northeastern Illinois Public Safety Training Academy. They provide safety and training classes for public work employees.

STREETS

The street inventory contains approximately twenty-three (23) 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 2.0) 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.

The performance benchmarks established for street maintenance are to: eliminate all grossly deficient streets with a "1" rating; rehabilitate as many "2.0'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. Streets with lower ratings have been heavily maintained and repaired.

STREET MAINTENANCE

Repairs, maintenance, resurfacing and rehabilitation of the Township Road District Street System infrastructure requires an ongoing 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 five 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.

Proposed 2018 Resurfacing Plan

Year last Resurfaced	Name of Street	Length of Street	Width of Street	Total Length
1999	Overland Pass	2,845	20	2,845
1999	Pleasant Run Dr.	641	20	3,486
1999	Westview Dr.	800	20	4,286
2004	Evergreen Ln.	1,100	20	5,386
2004	Timberlane Dr.	1,700	20	7,086
1992	Deercrest Ln.	1,130	20	8,216
2004	Western Ave.	1,773	22	9,989
2004	Pleasant St.	1,225	22	10,129

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; to trim all bushes/trees that obscure vision to vehicular traffic at all intersections, even if parkway doesn't belong to the Road District. We annually plant at least two (2) trees. We also remove storm damage trees and limbs from the parkways 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. The extreme weather changes are affecting all trees. A total of ten (10) trees were removed due to disease and age.

Dutch-Elm Disease, Emerald Ash Borer, Gypsy Moth and Zimmerman Pine Moth persist to infect our trees. The Road District is in compliance with the Illinois Department of Agriculture procedures on the removal of EAB and ALB infected trees.

STUMP REMOVAL

It is the policy of the Township Road District to grind tree stumps when a tree is removed, wherever possible. Ten (10) tree stumps were ground.

REFORESTATION PROGRAM

In the 2017 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. Ten (10) 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. In 2017/18 there were five (5) flooding and three (3) wind weather events that required Township Road District assistance. The extreme weather cycles continue.

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.

Annual Snow Plowing Report November, 2017 thru April 1, 2018

The 2017/18 snow season started off early with a lake effect snow storm on November 13th. April 6, 2018 was the last measured snowfall for this year's season at the time of this report. Snow showers are expected for the coming weekend. This year saw many extreme

temperature swings. Over-all, this was an average snowfall season. The extreme weather cycles continue.

We have 5 designated plow/salting routes. Salt usage is determined by the conditions of each particular event, current road conditions and the weather forecast. Temperatures are crucial for salt effectiveness and determine if a salt additive needs to be applied. Salt trucks are dispatched on an as-needed basis. Plows are dispatched after a 2 inch snowfall. Most events are done before/after regular business hours, requiring over-time pay. This is due to safety, timing of the event, traffic conditions and overnight parking restrictions.

This winter season, as of April 6, 2018, we have salted the streets total of sixteen (16) times and plowed the roads nine (9) times due to conditions.

This winter season we ordered 848.97 tons of salt with the delivery price of \$55.39 a ton. The total delivery price of salt was \$44,657.40.

Heavy snow fall amounts require us to remove snow from intersections. This would be an additional cost for removal. This year we had no events requiring this service

SALT USAGE

The Township Road District participated in the Cook County Highway Department contract for the purchase of bulk salt for the 2017/18 winter season. Morton Salt Co. was awarded the County contract. The delivered bid price of \$55.39 per ton was guaranteed by the Morton Salt Co. for the purchase of salt without a minimum or maximum purchase. The extreme winter created a salt shortage for our region. Northfield Township Road District was one of the very few governments that did not have to resort to spreading sand or leaving our streets snow covered. Our vigorous salt ordering kept the salt bin full which allowed us to keep our streets safe and clear at all times.

HISTORICAL SALT PURCHASES

Winter Season	Salt Supplier	Per Ton Price	Tons Delivered	Purchase Amount
2017/18	Morton Salt	55.39	848.97	44,657.40
2016/17	Morton Salt	55.39	456.23	25,270.60
2015/16	Morton Salt	77.51	808.50	62,666.83
2014/15	Morton Salt	73.19	1,017.89	74,449.37
2013/14	Morton Salt	66.20	1,647.71	109,087.40
2012/13	Morton Salt	66.20	831.87	55,069.79
2011/12	Morton Salt	66.20	475.70	31,491.33
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 is 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. Two (2) mailboxes and posts had to be replaced due to plow damage, extreme wet heavy snow and old mailboxes with rotting posts. The heavy snow amounts and snow removal from intersections made parkway restorations necessary.

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 2017/18, there were seven (7) 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 sewers and its structures is required to maximize the life expectancy of the system. This ensures the overall structural integrity of the infrastructure. We routinely inspect ditches, culverts, parkway drains, catch basins, and storm manholes. We also routinely clean the storm lines by rooting cutting and flushing the system. This process removes dirt, roots and other debris from our storm system. Washouts are created by water being able to enter a storm system thru the joints of connecting pipe, broken pipe or a manhole connection. This creates a small hole in a yard or a street. These washouts are dug up, problem located and repaired. Unchecked, the washouts could lead to a blockage or collapse in a storm system.

TELEVISIONING

Televising is primarily used to verify suspected structural integrity of storm lines.

FLUSHING/CUTTING STORM SEWERS

In the 2017/18 season, approximately 13,700 feet of storm sewers was cleaned by the Township Road District staff as a preventative measure to clean and to open blockages in the system.

WASHOUTS

In the 2017/18 season, twelve (12) were dug up and repaired. This included restoration to a yard or street.

STORM SEWER MAIN LINE REHABILITATION

In the 2017/18 season, four hundred fifty (450) linear feet of storm sewer main line was installed in Northfield Township to repair defective sewer mains.

STORM LINE MANHOLE/CATCHBASIN REPAIR / INSTALLATION

In 2017/18 season, twenty-five (25) manholes were tuck pointed, repaired, replaced or installed.

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 600 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 2017/18 included the replacement and/or repair of twenty-five (25) signs and fifteen (15) signposts, all according to the Manual on Uniform Traffic Control Device standards. Most of the “Stop Signs” in the Township have been replaced due to age and reflectivity requirements.

PAVEMENT MARKING

The Northfield Township Road District is in compliance with all State Statutes and the Manual on Uniform Traffic Control Devices. Northfield Township repainted, as needed, stop line markings and pedestrian cross walks.

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. During the winter of 2017/18, twelve (12) 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 due to flooding, block parties, accidents, sanitary/storm main restoration projects, 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 ongoing 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 ongoing 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.

Miscellaneous maintenance to equipment included but was not limited to:

- 4,654 gallons of diesel fuel
- 2,907 gallons of no lead fuel
- 22 State of Illinois Safety inspections
- 12 large equipment tune-ups and 14 small equipment tune-ups
- 40 oil changes
- 16 tires replaced/repared
- 2 plows repaired
- 3 sets of plow blades replaced
- 2 sets of truck springs (large trucks)
- 2 suspensions and drivetrains repaired
- 2 exhaust systems repaired (dump trucks)
- 3 fuel injection/turbo/EGR systems overhauled
- 4 hydraulic systems repaired (dump trucks)
- 4 trailer electrical/brake systems repaired/inspected
- 0 front end alignments

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 2017 we replaced one (2) blower and one (2) chainsaw.

RECYCLING PROGRAM

In November of 2008, in an effort to promote recycling throughout Northfield Township, the Highway Commissioner implemented a recycling program open to Township residents only. The response to this program has been extremely positive.

In an effort to make recycling easier and more convenient for our residents, a decision was made to open the Northfield Township Road District garage doors as a recycling center Monday thru Friday, from 7am until 3pm.

For the 2017 season, the drop-off program started on Monday, March 20th and ended on Friday, November 3rd. Residents were instructed to pull up to the front of the garage building at 1928 Lehigh in Glenview, ring the bell and we helped to take the recyclable material out of their cars. Residents were astounded 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, cardboard (no tubes), clothing, computer hardware (no computer monitors), electronics (no televisions) , engine oil, transmission oil, eyeglasses, flags, fluorescent tubes/bulbs, household paint (oil & latex), ink/toner cartridges, metal, paper, Styrofoam, therapeutic equipment, and tires.

There were 10 special Shredding & Recycling events in 2017 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.

In 2013 we created three (3) two-day drop-offs for Household Chemical Waste, so that the homeowners of Northfield Township have an alternative to safely dispose of their unwanted household cleaning and maintenance products. In 2018 we have gone to three 1 day events for chemical disposal.

The Road District has made it simple. At the collection site, Road District employees will help unload cars, segregating and repackaging the waste. The waste is prepared for shipment, ensuring all DOT and EPA regulations are met. The material is then loaded and transported to the proper disposal/recycling facility.

The following items were accepted: *antifreeze, cleaning products that are consumer commodities only, charcoal lighter fluid, driveway sealer (limit of 2 five gallon buckets), drain cleaners, paint thinners and gasoline in approved/original containers only.*

- No medical wastes, medicine of any type, or sharps (needles) are accepted.
- No pool, photographic, or commercial use chemicals are accepted.
- No propane tanks or other pressurized air tanks are accepted.
- No televisions or computer monitors or business/commercial waste is accepted.
- Must be a resident of Northfield Township

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.
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.

HAZARD MITIGATION

CENTRAL ROAD FLOODING UPDATE

The preliminary drainage study and preliminary design plans for the Central Road Corridor has been completed. I.D.O.T (Illinois Department of Transportation) is in the process of reviewing the drainage study and design plans. This is necessary as portions of Central Road will need to be fully reconstructed with new storm systems installed.

This storm water drainage system under Central Rd. is owned and maintained by the Illinois Department of Transportation, and was installed more than 40 years ago, long before much of the development, or the re-development of the property in the drainage area occurred. As a consequence, this system is incapable of effectively conveying the volume of storm water run-off which occurs frequently in heavy rainfall, especially those of intense, but short durations.

The Illinois Department of Transportation has recognized and acknowledged the inadequacy of this system; however they have also advised us of the economic budget realities which will preclude them from making the necessary infrastructure improvements in order to help solve this problem.

The **Metropolitan Water Reclamation District (MWRD)** is the agency primarily responsible for storm water management in Cook County. A big step has been taken to mitigate the flooding along Central. At the MWRD board meeting on September 13th, 2013 the Stormwater Management Phase II – Conceptual Projects was approved. We now have hope!

EMERGENCY MANAGEMENT TRAINING

A comprehensive modular approach to emergency management public works training has been established and implemented within the Northfield Township Road District. Training modules include the following:

(1) The Public Works Role in Emergency Management

This course provides an introduction to the role of Public Works departments in community emergency management. The training is intended to help improve emergency management efforts regarding the functions of public works agencies prior to, during, and after disasters.

After completing this course, staff members are able to better:

- Define the roles of local, state, and federal governments as they relate to an understanding of what agency/locale will have authority and responsibility.
- Develop and implement administrative practices and procedures.
- Understand the importance of effective communication.
- Identify the components that make up the emergency response system.
- Prepare an after-action evaluation and review.

(2) Emergency Planning for Public Works

This course explains how public works prepares and plans for emergencies.

After completion of this course staff members are better prepared to:

- Explain the relationships between public works activities and emergency planning
- Determine how to establish a planning team
- Explain how risk and vulnerability assessments are used in public works planning
- Explain how to plan for each activity in the emergency management process

- Explain basic principles for implementing and maintaining a public works emergency plan.

(3) **The Incident Command System (ICS 100) for Public Works**

Reaffirming the Incident Command System for Public Works. The introduction of the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of ICS. It also explains the relationship between ICS and the National Incident Management System (NIMS). This course uses the same objectives and content as other ICS courses but includes public works examples and exercises.

After completing this course, staff members are familiar with:

- ICS applications for public works
- ICS organizational principles and elements
- ICS position and responsibilities
- ICS facilities and functions
- ICS planning.

In addition, staff also learns the steps to be taken in order to be accountable for their actions during an incident response.

(4) **Damage Assessment for Public Works**

The purpose of this course is to build local capacity for damage assessment by enabling the development or refinement of a damage assessment program for the public works agency.

After completing this course, staff is able to:

- Explain basic concepts related to damage assessment
- Use risk and vulnerability assessment information for public works damage assessment planning
- Explain how public works is involved in planning the damage assessment program for both the community and the agency
- Use training and exercises to enhance the damage assessment program
- Describe basic operations of local damage assessment
- Analyze damage assessment after-action information

(5) **Public Works and Disaster Recovery**

This course explains how public works is involved in disaster recovery. After completing this course staff members are able to better understand:

- The role of public works during the recovery period
- How and why public works should plan for recovery
- The primary areas that should be included when public works is planning for recovery
- Effective communication and coordination practices during the recovery period
- Selection of a course of action based on information in a recovery plan
- Identification of opportunities for achieving recovery goals

Northfield Township Road District employees have taken ICSs courses and Wally Kehr is certified ICS 300 Participant.

(6) **CMAP (Chicago Metropolitan Agency for Planning)**

We belong to the stake holders planning commission committee. Here we have given details about the unincorporated areas of Northfield Township. We have talked about everything from flooding issues to street lights in the hope of new development in our area would take these items in consideration before allowing new development.