

From The Highway Commissioner

Peter T. Amaranos

The financial woes of the state of Illinois have set off a frenzy of finger pointing – some justified, some misinformed. One of the most frequently heard arguments involves the Illinois network of small local government entities, including township governments. A vocal segment of critics proclaim that this system is inefficient, and that great cost savings would be achieved by consolidation or elimination of these entities.

Like most overgeneralizations, this broad-brush analysis is based on fundamental misunderstandings of the functions served by local government organizations. Despite the superficial complexity of the multi-layered local government structures, **these smaller organizations actually deliver more cost-effective services than larger entities and with more accountability to constituents.** Northfield Township provides an excellent illustration of how an independent local government fills specific needs for its taxpayers at the lowest possible cost.

Townships Provide Unique Services: Established in 1850 in sparsely-developed farm communities, Northfield Township has evolved to provide specific services not covered by its coterminous villages of Northbrook, Glenview, and Northfield. These services include:

- Road maintenance and repair, construction, rehab and design in unincorporated areas
- Free recycling of non curbside material and household chemical disposal
- Sanitary sewer maintenance and repair, rehab and construction
- Coordination with Cook County for tax assessment and counsel
- Administration of emergency and general assistance (including the Northfield Township Food Pantry and other human service initiatives).

These services are **not duplicated** by other local government agencies; they fill the gaps in local government coverage. The elimination of the township would mean that these services would have to be provided by Cook County or by the local villages through incorporation of neighborhoods currently outside their borders.

When entities are consolidated or absorbed into larger bodies with higher wage and expense levels, the costs of providing services inevitably rise and services are cut. The savings that existed at the township level are lost, and taxpayers eventually have to make up the difference.

Townships are Accountable to Voters: Townships represent small constituencies, especially when compared to counties. Individual voters have easier access to officials, and may even know them personally from the community. Larger governmental bodies dilute the influence of individual taxpayers and attract the pressure of special interests. Living in Cook County, we all know the obstacles faced by individuals who try to protect their rights against the desires of special interests. Small local governments answer to the voters directly, efficiently, and with transparency.

Of course, Illinois's financial crisis demands hard decisions and swift action. However, these decisions need to be based on facts, not overgeneralizations and assumptions. Townships serve valuable functions for residents, functions that will cost more and be subject to weaker public scrutiny if they are handed over to county or municipal governments. Any decisions about government re-organizations must undergo a case-by-case factual analysis in order to protect the interests of constituents in the short term as well as the distant future.

“Thank You”
For Supporting our
Recycling Program

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	

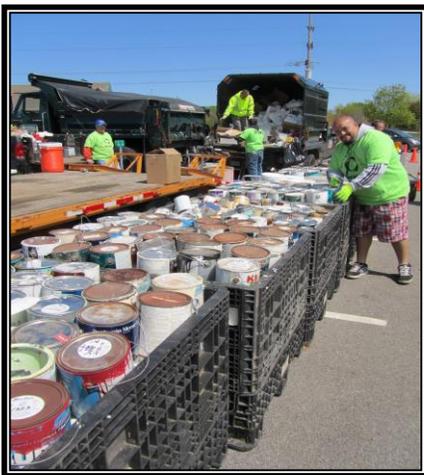
Special Projects

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 2015 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 2015, 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 8 years of our recycling program. This year the recycling program started on March 28, 2016 and will end on November 4th. We continued our Monday thru Friday; 7am to 3pm drop off program at the Road District Garage. Attached to this report is a spreadsheet that shows the quantities of recycled material taken in through 2015.

Community Events - We continued to pick-up food for the Township Food Pantry, using Road District equipment and over 48 man-hours of time in 2015 at a total cost of over \$2,523.10 (See attached report).

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 2015 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 (Matt Karachun).
3. Cook County Township Highway Commissioners Meetings (Peter Amarantos, Wally Kehr).
4. NWMC Public Works Directors Meetings (Wally Kehr)
5. Public Utilities Safety Training (crew).
6. Public Works Supervisor Training (Wally Kehr).
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) 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'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. In 2014 the streets below were rebuilt using a recycle in place construction method. Using the recycle in place method versus the remove and replace technique we saved over \$1.5 million dollars while accomplishing the same end result, a stronger road base and surface that extends the life of asphalt by two times. In 2015 we took core samples of our streets to determine the future method of construction for each street.

2016 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
2008	Greenleaf Ave.	1,101	18	9,317

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 (all IDOT/Cook County Road Crews do not trim their 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. The extreme weather changes are affecting all trees. A total of twenty (20) trees were removed due to disease and age. Crews also removed five (5) pine trees due to being up-rooted (blown-over) during wind storms.

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. This year we have already recognized four (4) trees with EAB.

STUMP REMOVAL

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

REFORESTATION PROGRAM

In the 2015 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. Eleven (11) 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. There were two (2) flooding and four (4) 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 2015 thru April 1, 2016

The 2015/16 snow season started off with a heavy, wet snow before the Thanksgiving Holiday. The rest of the season saw above average temperatures with drier conditions.

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 does not include plowing/salting during normal business hours, multiple plowings required for heavy snow fall amounts on single day or truck usage rates.

An average salt route run takes 3.5 hours to complete. The average estimated salt event per route cost (3.5 hours x \$ 70.65 Overtime rate with all benefits per hour) is \$ 247.28. This does not include the price of salt used. This year we had six (6) salting events. The estimated cost is (6 events x 5 routes x \$ 247.28) \$ **7,418.40**. Each route share is \$ 1,483.68.

An average plow route run takes 5.5 hours to complete. The average cost of a plow run (5.5 hours x \$ 70.65 Overtime rate with all benefits per hour) is \$ 388.58. After a plow run is complete it is followed up with a clean-up run. This is to insure all roads are completely clear and down to pavement. A clean-up run takes 3.5 hours and is usually done during normal business hours. The average cost of a clean-up run (3.5 hours x \$ 50.57 Straight time rate with all benefits) is \$ 177.00. The total for a single plow event is \$ 565.58. This does not include the price of salt used. This year we had five (5) plowing events. The estimated cost is (5 events x 5 routes x \$ 565.58) \$ **14,139.50**. Each route share is \$ 2, 827.90.

This winter season we ordered **808.50 tons** of salt with the delivery price of \$ **77.51** a ton. The total delivery price of salt was \$ **62,666.83**. Each route share was \$12,533.37.

Major holidays were not affected by snow storms that would require double overtime pay.

Heavy snow fall amounts require us to remove snow from intersections. This would be an additional cost for removal. This year we had (0) events requiring this service

The total estimated cost this season \$ 84,224.75. Each route share is \$ 16, 844.95.

SALT USAGE

The Township Road District participated in the Cook County Highway Department contract for the purchase of bulk salt for the 2015/16 winter season. Morton Salt Co. was awarded the County contract. The delivered bid price of \$77.51 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
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. Ten (10) 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 2015, there were two (2) 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 2015, the Township Road District staff repaired and/or rebuilt eight (8) storm sewer inlets, catch basins or manholes, fourteen (14) spot repairs to damaged storm sewer lines and ten (10) pipe joint repairs (washouts in parkways).

TELEVISIONING

Televisioning is primarily used to verify suspected structural problems. In 2015, we televised storm lines in Northbrook West.

FLUSHING/CUTTING STORM SEWERS

Approximately 5,000 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

Approximately 500 linear feet of storm sewer main line was installed in Northfield Township to repair defective sewer mains.

STORM LINE MANHOLE/CATCHBASIN INSTALLATION

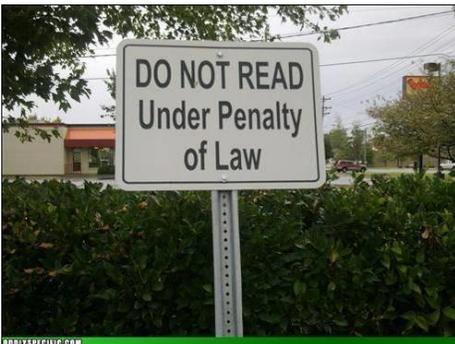
In 2015, six (6) manholes were installed.

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 500 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 2015 included the replacement and/or repair of fifteen (15) signs and fifteen (15) signposts, all according to the Manual on Uniform Traffic Control Device standards.

PAVEMENT MARKING

The Northfield Township Road District is in compliance with all State Statutes and the Manual on Uniform Traffic Control Devices. 2015 Northfield Township repainted all stop line markings and pedestrian cross walks in Glenbrook Countryside subdivision.

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 2015/16, 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 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.

Miscellaneous maintenance to equipment included but was not limited to:

- 6,866 gallons of diesel fuel used
- 6,259 gallons of no lead fuel
- 22 State of Illinois Safety inspections
- 2 antifreeze service
- 3 brake services
- 12 large equipment tune-ups and 14 small equipment tune-ups
- 40 oil changes
- 8 tires replaced/repared
- 3 plows repaired
- 2 sets of plow blades replaced
- 1 engine replaced
- 0 transmission repair
- 2 sets of truck springs (large trucks)
- 3 suspension and drivetrain repaired
- 2 exhaust systems repaired (dump trucks)
- 2 fuel injection/turbo/EGR systems overhauled
- 2 hydraulic systems repaired (dump truck)
- 2 trailer electrical/brake systems repaired
- 2 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 2015 we replaced two (2) chainsaws.

RECYCLING PROGRAM

In November of 2008, in 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 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 2015 season, the drop-off program started on Monday, March 23rd and ended on Friday, November 6th. 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, electronics, engine oil, eyeglasses, flags, fluorescent tubes/bulbs, household paint (oil & latex), hydraulic oil, ink/toner cartridges, metal, paper, Styrofoam, therapeutic equipment, tires and transmission fluid. See the attached spreadsheet for total recyclable material taken in since 2008.

There were 9 special Shredding & Recycling events in 2015 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.

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.

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 waste of any kind was accepted
- No pool chemicals were accepted
- No insecticides or herbicides were accepted
- No business/commercial waste was accepted
- All items were to be in original containers

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:

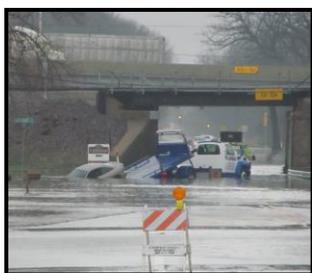
1. Environment - Dedicated to meeting or exceeding the requirements of relevant environmental law and regulation to keep our landfills free of unnecessary pollutants and to reducing energy use.
2. Transparency - To keep Northfield Township's recycling practices as clear as possible and free of charge 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

In 2014 MWRD Engineers along with the Northfield Township Road District input started plotting all storm system structures, lines and depths for Central Road starting at Glenwood Lane going west past Oakton College to mitigate the flooding for this corridor. Design stages should be complete the summer of 2016. The estimated cost for the project will be approximately \$30,000,000.00.

The Central Rd. corridor continues to experience significant adverse impacts to residents and businesses arising from inadequate storm water drainage. The principal contributing factor for this ongoing issue is the inadequacy of the storm sewer system which runs under Central Rd. which is designed to convey storm water from this drainage area west to the Des Plaines River.



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. Attached to this document is the Agenda and Projects List for your perusal. 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/Road District Role in Emergency Management

This course provides an introduction to the role of Public Works/Road District departments in community emergency management. The training is intended to help improve emergency management efforts regarding the functions of Public Works/Road District 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/Road District

This course explains how Public Works/Road District prepares and plans for emergencies.

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

- Explain the relationships between Public Works/Road District 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/Road District emergency plan.

(3) The Incident Command System (ICS 100) for Public Works/Road District

Introduction to the Incident Command System for Public Works/Road District introduces 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/Road District

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/Road District 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/Road District damage assessment planning
- Explain how Public Works/Road District 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/Road District and Disaster Recovery**

This course explains how Public Works/Road District is involved in disaster recovery. After completing this course staff members are able to better understand:

- The role of Public Works/Road District during the recovery period
- How and why Public Works/Road District should plan for recovery
- The primary areas that should be included when Public Works/Road District 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 NIMs course and Wally Kehr is certified ICS 300 Participant.

