

Campton Township Solid Waste Disposal District (CTSWDD)
Meeting Minutes for the regular meeting of
September 16, 2015 7:30 p.m.
held at Luau Coffee, 40W301 Route 64, Campton Hills, Illinois

A. Call to Order

President Berry called this regular meeting of the Campton Township Solid Waste Disposal District to order at 7:30 p.m. President Jack Berry, trustees Steven Cartwright, Mark Gordon, Robert Knowlton and Dave Phillips were in attendance.

B. Pledge of Allegiance

President Berry led the group in the Pledge of Allegiance to the American Flag.

C. Welcome General Public and Guests

Debby Ballot, 4N605 Snowbird Court, Campton Hills, IL
Denise Morgan, 2N079 Grady Court, Elburn, IL

D. Public Comments

Ms. Ballot had no comments at this time.

Ms. Morgan had no comments at this time. In attendance to take CTSWDD minutes.

E. Meetings

1. Campton Township Board Meeting

President Berry attended the September meeting. Steven Cartwright was sworn in as the new CTSWDD trustee. President Berry gave an update on the upcoming waste cart exchange dates, October 5-16, 2015. These dates are posted on the website and will again be posted in the Campton Hills Community Counts email blast. Dates for the recycling cart exchange, November are also on the CTSWDD website and will be posted in the November Campton Hills Community Counts and county email blasts. Copies of the CTSWDD brochure that was attached to the carts in the waste cart rollout were distributed to the township board and administrative staff. A dedicated phone line for CTSWDD was suggested by the township board but it was decided that calls should be a rare occurrence now that the waste cart rollout has been completed. CTSWDD reviewed the script that WM customer service is to use and if the script is followed the calls to the township should be eliminated.

2. Village of Campton Hills Board Meeting

The Village of Campton Hills Board meeting was not attended.

F. Review and Approval of Minutes of August 19th, 2015 Meeting

Minutes of the August 19, 2015 regular meeting were presented. Trustee Cartwright made a motion to approve the minutes as amended, seconded by Trustee Gordon. A vote was taken and the motion passed unanimously.

G. Review and Acceptance of Reports

1. Treasurer's Report

i. Report of Current Balances

Checking Acct. Beginning Balance:	\$ 3,494.61
0 Credits:	\$.00
1 Debits: Intersites, Inc. - website migration/takeover	\$ 470.00
Ending Balance:	\$ 3,024.61
Money Market Beginning Balance:	\$ 11,680.15
1 Credits: monthly interest:	\$.50
0 Debits:	\$.00
Ending Balance:	\$ 11,680.65

Trustee Cartwright made a motion to approve the Treasurer's Report, seconded by Trustee Gordon. A vote was taken and the motion passed unanimously.

ii. Presentation of Outstanding Bills

The invoice for attorney's fees has not yet been received so it was not paid.

iii. Vote to Pay Outstanding Bills

None.

2. Monthly Reports - Waste Management Data

i. Tonnage Report

Trash and Yard Waste again showed greater volume compared to the last three months or same month in prior years. Three months ago, then Trustee Morgan noticed that a detail line, B14M, was added in June to the WM Tonnage Report. President Berry has asked Vaughn Kuerschner, Public Sector Representative from Waste Management to supply details on this addition and depending on reason for this change may ask that all totals for prior months/years be adjusted since CTSWDD created reports comparing totals for 5 years. No information has been received.

ii. Missed Pick-Up, Complaints and Unresolved Report

There were 20 issues reported, none of which need further follow-up by CTSWDD or WM.

3. Residents' Queries

None this month.

Trustee Cartwright moved that agenda item I.1., CTSWDD Web Page hosting, be moved to follow agenda item G.3., Residents' Queries. The motion was seconded by Trustee Gordon. Roll call vote: Trustee Cartwright – Y, Trustee Gordon – Y, Trustee Knowlton – Y, Trustee Phillips – Y, President Berry – Y. Motion passed.

I. New Business

1. CTSWDD Web Site hosting

Intersites, Inc. president Eric Weidl joined that meeting and gave an overview of the company, their clients, and his credentials. A key consideration going forward is mobile friendliness, 50-60% of hits on a website now come from hand held devices. The company five-step approach appealed to the CTSWDD trustees. Discussed in detail was planning, creating a visually appealing website, building the website, promoting the website, and sustaining the website.

CTSWDD questions and Mr. Weidl's responses:

- Have they been involved volunteer groups? 25% of their clients are not-for-profit.
- How soon could a new website be ready to launch. As a rule, it takes 3-4 months for not-for-profit groups because they only meet once a month. Time and as much as half of the price of building the site can be cut if CTSWDD authors the content and assists in the writing of the web pages.
- CTSWDD would like to make it an educational tool. Can the site be written in a somewhat light-hearted style that makes the reader want to read more? Yes, they have employees that concentrate on making the copy more engaging to the reader. He suggested a billboard design with strong visuals, key words, and a call to action.
- What does Mr. Weidl need from CTSWDD? 1.) Look at comparable sights to see what is appealing to the group. 2.) If you were a user what would you need to know? 3.) Ten questions CTSWDD would ask the residents. 4.) Decide on specific goals, like more visits to the website, fewer phone calls and emails, etc. 5.) What metrics does CTSWDD want to track.

Trustee Knowlton made a motion to go forward on website planning with Intersites, Inc. redesign of the CTSWDD website, not to exceed \$3000. The motion was seconded by Trustee Phillips. Roll call vote: Trustee Cartwright – Y, Trustee Gordon – Y, Trustee Knowlton – Y, Trustee Phillips – Y, President Berry – Y. Motion passed.

2. Other

Trustee Morgan resigned her position on the CTSWDD effective October 1, 2015. CTSWDD thanked trustee Morgan for the report generation, data tracking, and website updating done during her term, and for remaining on the board until a new trustee was sworn in. President Berry asked if Ms. Morgan would continue taking minutes and creating reports for one more month until new officers were elected. President Berry also asked if Ms. Morgan would continue to update the website. Ms. Morgan agreed to both requests.

H. Old Business

1. Contract Communications

- President Berry will ask Vaughn Kuerschner, WM, for an updated route map.
- CTSWDD still needs resolution on the additional detail line, B14M, added in June to the WM Tonnage Report.

2. Action Item List review

Action Items that were closed follow:

- CTSWDD reviewed the WM script for Campton Township.
- Met with web designer to investigate how to bring visibility to CTSWDD.
- Discussed future 1-800 number at Campton Township Board Meeting. Decided it was not necessary since the waste cart rollout has been completed.
- Asked Intersites, Inc. to attend CTSWDD meeting to discuss website redesign.

J. Adjournment

At 9:13 p.m. Trustee Phillips made a motion to adjourn the meeting, seconded by Trustee Cartwright, motion carried on a unanimous vote.

Next Regular Meeting

The next regular CTSWDD meeting will be Wednesday, October 21, 2015 at 7:30 p.m. at Luau Coffee, 40W301 Route 64, Campton Hills, IL.