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**SERVICES COMMITTEE MEETING AGENDA**



MEETING DATE: Monday, May 20, 2019

MEETING TIME: 6:00 p.m.

MEETING LOCATION: North Aurora Village Hall, 25 E. State St., North Aurora

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**CALL TO ORDER**

**ROLL CALL**

**AUDIENCE COMMENTS**

**APPROVAL OF MINUTES**

1. Approval of the Services Committee Minutes dated March 18, 2019

**NEW BUSINESS**

1. Public Works Policy Curb and Gutter Repair
2. Prescription Drug Program

**OLD BUSINESS**

**OTHER INFORMATION**

**TRUSTEE COMMENTS**

**ADJOURN**

Initials

Handwritten initials in blue ink, appearing to be "SA".

**VILLAGE OF NORTH AURORA  
SERVICES COMMITTEE MEETING MINUTES  
MARCH 18, 2019**

**CALL TO ORDER**

Trustee Gaffino called the meeting to order.

**ROLL CALL**

**In attendance:** Trustee Mark Gaffino, Trustee Mike Lowery, Mayor Dale Berman, Public Works Director John Laskowski, Village Administrator Steve Bosco, Finance Director Bill Hannah. **Not in attendance:** Trustee Tao Martinez.

**AUDIENCE COMMENTS** - None

**APPROVAL OF MINUTES**

**1. Approval of the Services Committee Minutes dated February 18, 2019**

Motion for approval made by Trustee Lowery and seconded by Mayor Berman. All in favor.  
**Motion approved.**

**NEW BUSINESS**

**1. Public Works Policies Workshop**

John Laskowski stated that the committee would be discussing the final public works policy. What has been reviewed up to this point included the lawn mowing and right of way maintenance, leaf pick-up program, mailbox replacement, sidewalk replacement and tree replacement. The last policy to discuss is the Complete Streets Policy. It addresses the road infrastructure and the street network. This policy is intended for the village to look at other modes of transportation besides the automobile. It is going to be required by the Kane County Council of Mayors and CMAP as a condition to get extra points for federal funding. By adopting this policy it will put the Village in a better position to receive federal funding in the future.

If the village is looking to reconstruct a road, it would look at other transportation options and see if there is an opportunity to integrate other modes of transportation into the existing road profile.

Bosco said that once the review is done by the committee today, the intention is to bring this to the Village and to adopt the group of policies by resolution.

Laskowski asked the committee if they had any questions regarding the other policies that have been discussed. Trustee Lowery asked if \$100 per mailbox is enough to cover the cost. The issue was discussed in a past meeting and the Board decided to provide \$100 reimbursement which is enough to replace a standard mailbox and a little more for an upgraded mailbox.

(Trustee Martinez arrived)

Trustee Martinez was in agreement with the \$100 reimbursement policy for damaged mailboxes.

**OLD BUSINESS** - None

**OTHER INFORMATION**

Village Administrator Steve Bosco said that he received the first renderings for the village hall sign. Staff had contacted Western Remac who built the community sign and asked them to dress up the current sign at village hall so that it does not look out of date. The village has a budget of \$15,000 for this project and the contractor wants to keep the cost within the budget because they want to do masonry work to match the community sign.

**TRUSTEE COMMENTS** - None

**ADJOURNMENT**

Motion to adjourn made by Trustee Lowery and seconded by Trustee Martinez. All in favor.  
**Motion approved.**

Respectfully Submitted,

Lori J. Murray  
Village Clerk



# Memorandum

**To:** Services Committee  
**Cc:** Steven Bosco, Village Administrator  
**From:** John Laskowski, Public Works Director  
**Date:** May 11<sup>th</sup>, 2019  
**Re:** Public Works Policy Discussions

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The Public Works Department has been developing policies and formalizing past practices for public works operations and services. In past Services Committee meetings, members have discussed the following policies: Lawn Mowing and Right of Way Maintenance, Leaf Pick-Up Program, Mailbox Replacement, Sidewalk Replacement, Tree Replacement, and a Complete Streets policy.

Tonight staff would like to present a proposed curb replacement policy for review. Public Works has been receiving an increased number of requests from residents to repair curbs and would like to establish a policy to treat all residents consistently.



# Memorandum

**To:** Services Committee

**CC:** Steve Bosco, Village Administrator

**From:** David Hansen, Administrative/G.I.S. Analyst

**Date:** May 20<sup>th</sup>, 2019

**Re:** Prescription Drug/Medication Drop-Off Research

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## **Overview**

The Village Board recently asked staff to research prescription drug/medication drop-off programs. Village staff reached out to a few surrounding communities, a company that specializes in medical waste removal, and also researched the potential cost of implementing a program in the Village. Staff researched the processes and programs for the City of Batavia, City of Geneva, City of Naperville, Naperville Hazardous Waste site, DuPage County, Fox Metro Water Reclamation District, and Kane County. Staff also reached out to LB Medwaste, a company that specializes in medical waste removal in the Midwest, as well looked into other websites, resources, and mail-in programs that are available in the surrounding area for residents. After reviewing the research, staff came up with three options to consider.

1. Police Department collects, stores, and transports the prescription drugs
2. Police Department collects and stores the drugs while LB Medwaste (or another medical waste company) picks up and disposes the prescription drugs
3. Use existing prescription drug drop off locations and options in the surrounding area

## **Option 1: North Aurora Police Department**

The first option involves the North Aurora Police Department collecting, storing, and transporting the prescription drugs that are dropped off by residents. This option includes purchasing a drug drop-off box, two officers who would be responsible for checking the box weekly, storing/weighing the drugs in the evidence room, and transporting the drugs. Officers would need to transport the drugs to either Fox Metro (regularly) or could wait for the Drug Enforcement Administration's (DEA) two

national drop off events which typically occur in April and October. Two officers would need to drive the drugs to the DEA Headquarters in downtown Chicago.

With this option there would be an approximate \$2,000 in startup costs. Staff does not anticipate ongoing costs to be significant however the amount of staff time needed maybe significant. Staff anticipates approximately 4 hours of staff time needed per week to check, empty, document, inventory, store, and transport the prescription drugs. This option would also hold the Village liable for any wrong doing whether it be collection, storage, transport, or any other DEA guidelines that are not followed or met. Depending where the Village would dispose of the drugs, the Village would also be responsible for following DEA and/or Fox Metro guidelines. This option would only allow for non-hazardous pharmaceutical waste (no sharps).

### **Option 2: Private Company**

The second option would be to have a professional private company transport and dispose the waste. The Police Department would still need to purchase a drop-off box, check the box weekly, and would need to store any medications in the evidence room until a private company, LB Medwaste, picks it up. LB Medwaste can collect monthly, every other month, quarterly or collect the Monday after a collection event (Village would have to staff the collection event and then store the drugs until LB Medwaste picks it up the following Monday). This would include more collection options since LB Medwaste collects sharps, non-hazardous pharmaceutical waste, and hazardous pharmaceutical waste. All prices include pickup, disposal, and container cost. Sharp boxes come in 30 gallon biohazard boxes or 28 gallon plastic containers. Non-Hazardous containers come in 30 or 38 gallon containers.

The costs through LB Medwaste be about \$2,000 upfront and \$5,000 - \$10,000 ongoing annual costs. The \$2,000 would be for the collection bin which must meet drug drop-off guidelines (proper material and correct dimensions). The ongoing costs would include both sharps and non-hazardous pharmaceutical waste which can be collected when needed (Sharps \$70 per container; non-hazardous pharmaceutical waste \$125 per container). Hazardous pharmaceutical waste can also be picked up for approximately \$500. Containers cost between \$75 and \$205 depending on size and type (corrosive, compressed gas, and flammable toxic). The professional vendor would help mitigate many of the liabilities that could be a concern in option 1. However, two officers would still need to collect, empty the bin, and store drugs in containers. Staff would be responsible for following LB Medwaste guidelines as well as DEA guidelines. LB Medwaste also offers a MedDrop Kiosk for \$1,950 and when full would ship through UPS for \$160 each time.

### **Option 3: Use Existing Drop-off Locations in the Region**

The third option would be to use existing drop-off locations in the region. Drop-off locations for North Aurora residents include Fox Metro Water Reclamation District, Kane County Main Office, Kane County Sheriff Office, Naperville Household Hazardous Waste site, and local 24/7 Walgreens. Other alternatives would include various mail-in programs and RxBox drop box locations in the surrounding area. Using other locations would mean no cost for the Village. This option would also not hold the Village liable for any missing drugs or improper collection, storage, and transport methods as well as not involve two officers to do such actions.

### **Conclusion**

Collecting prescription drugs is vital to help avoid abuse and improper disposal. However the collection process does come with increased liabilities, costs, and staff resources. Option 1, the Village Police Department hosting the program, comes with liabilities, annual costs, involves two officers, and could be a redundancy in service since there are many other locations in the area to drop-off prescription drugs. Option 2, contracting out to a professional company, would reduce liability to the Village since they would pick up the drugs, but the Village would still need to dedicate staff time of two officers which would be liable to collect and store the drugs. This option is also the most expensive option. The third option is to educate residents on existing programs in the local surrounding area. This option would not increase costs for the Village and the Village would not be held liable or have to dedicate multiple officers staff time to the collection and storage of prescription drugs. Staff is looking for direction from the Services Committee on this topic.