



TOIRMA Update

By Jim Donelan

TOIRMA Executive Director

Signs

AS YOU CAN IMAGINE, when the TOIRMA Team is interacting with township officials throughout the state we are frequently asked questions pertaining to liabilities and exposures of our members. Questions range from what values to place on equipment that is covered, to complicated employment related issues. Frequently, questions surface associated with traffic control signs. "Should I place a stop sign at xyz intersection?" for example.

Decisions to place traffic control signage directly effects not only the flow of traffic in communities, but also increases liability on TOIRMA members. This is why it is important that signs are placed and maintained correctly.

According the Illinois Department of Transportation's publication, *Signing of Road District & Township Highways*, "*Highway signing is important because it helps ensure traffic safety by providing for orderly and predictable movement of traffic on all street and highway systems ... Local authorities in their respective maintenance jurisdiction shall place and maintain such traffic control devices upon highways under their jurisdiction ...*"



In Illinois it is necessary for highway commissioners to follow the *Manual on Uniform Traffic Control Devices* (MUTCD) and the Illinois Department of Transportation's (IDOT) *Manual on Uniform Traffic Control Devices* and any supplement, and Illinois Compiled Statutes. Further, highway commissioners are required to receive written approval of the county engineer or superintendent of highways prior to placement of traffic control devices and signs.

Needless to say, the proper placement and maintenance of township and road districts signs is a significant responsibility for Illinois highway commissioners. In fact, the maintenance of signs is just as important as the initial placement. Things to keep in mind include: does the sign have the proper retro-reflectivity, or it visible or covered up by tree limbs or brush? According to the *Signing of Road District & Township Highways* manual: "*All traffic signs should be kept in proper position, clean, legible, and should have adequate reflectivity at all times. Damaged or deteriorated signs should be replaced without delay.*"

To that end, TOIRMA has a tool to assist our members in making sure signs are regularly inspected, and

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that any action taken to remedy a problem is documented appropriately. TOIRMA's *Highway Commissioner's Diary* is available at no cost to members and is designed to assist with the implementation of a regular inspection system. If you would like a diary mailed to you, please contact Danielle Smith (217) 444-1204, dsmith@ccmsi.com.

Once a highway commissioner, other township official, or employee becomes aware of an issue with a sign such as an obstruction, damaged, or missing sign, the problem should be addressed immediately. This includes observing the problem personally or being notified by a constituent or another individual. If a highway commissioner should have been aware of a problem due to it being obvious or present for an extended period, there may be liability issues. Again, having a regular inspection process in-place and using the *Highway Commissioner's Diary* for documentation will help address these issues.

Highway commissioners, please remember the following:

- ✓ Contact your county engineer **prior to installing** a traffic control device and sign (highway commissioners must have **written approval before placing**).
- ✓ Contact J.U.L.I.E, Illinois One-Call System at: 811 or (800) 8892-0123.
- ✓ Maintain the sign (ongoing responsibility).
- ✓ Use TOIRMA's *Highway Commissioner's Diary* to document inspections and actions taken related to the sign.

As always, if you have any additional questions, please feel free to contact me toll-free at (888) 562-7861 or by e-mail at jdonelan@toirma.org.

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Dividend Reminder

On March 15, 2019, TOIRMA mailed dividend checks to each eligible member's TOIRMA contact. Please remember that according to the Public Funds Deposit Act [30 ILCS 225/1], the dividend check should be deposited within **two working days**.

Members that have not deposited their dividend check by May 31, 2019, will have their township's name published in the *Township Perspective* magazine.

Contribution Request

TOIRMA's annual request for contributions was mailed to each member contact on April 16, 2019. The contribution is due no later than June 1, 2019. Thank you for your responsiveness.

TOIRMA Issues Dividends

THE TOIRMA BOARD OF TRUSTEES voted again to issue a dividend to all eligible members. To be eligible, members must have been in the TOIRMA Program for the previous five consecutive years. This is the 28th consecutive year the Board of Trustees has declared a dividend to eligible members.

It pays to be a member of TOIRMA! TOIRMA is a self-funded intergovernmental pool established to provide coverages exclusively for Illinois townships that are members of the Township Officials of Illinois.

Public Act 89-150, approved July 14, 1995, provides that a dividend received from a Risk Management Program, such as TOIRMA, shall be used to reduce the costs of the future contributions, or if a substantial surplus exists, for the abatement of property taxes.

Officials across the state have been receiving their dividend checks, many of them are shown here accepting their checks.

Member names will be published in the *Township Perspective* if the dividend check is not cashed by May 31, 2019.



Delivery on 3/18/19 of **TALKINGTON TOWNSHIP** (Sangamon Co.) dividend to Craig Hall, Supervisor by Bill Cocagne, marketing rep.



TOIRMA Executive Director Jim Donelan presenting dividend checks to the **TOWNSHIP OFFICIALS OF HANCOCK COUNTY**



Dividend check delivered to **TAYLORVILLE TOWNSHIP** (Christian Co.) Supervisor Deb McCoy by marketing rep Bill Cocagne. Delivered 3/15/19



Barb McGrew, Chairman of the TOIRMA Board of Trustees, presenting a dividend check to Shannon French, Supervisor of **CLAY CITY TOWNSHIP** (Clay Co.)



Barb McGrew, Chairman of the TOIRMA Board of Trustees, presenting a dividend check to Tony Luttrell, Supervisor of **XENIA TOWNSHIP** (Clay Co.)



Bill Atwood, TOIRMA Marketing Representative, presenting a dividend check to Derek Johnson, Supervisor of **EASTERN TOWNSHIP** (Franklin Co.)



Barb McGrew, Chairman of the TOIRMA Board of Trustees, presenting a dividend check to Andy Myers, Supervisor of **STANFORD TOWNSHIP** (Clay Co.)



Barb McGrew, Chairman of the TOIRMA Board of Trustees, presenting a dividend check to Brad Clark, Supervisor of **BLAIR TOWNSHIP** (Clay Co.)



Barb McGrew, Chairman of the TOIRMA Board of Trustees, presenting a dividend check to Diane Frye, Supervisor of **LOUISVILLE TOWNSHIP** (Clay Co.)