

(clerkmins011410)

**GRAFTON TOWNSHIP  
BOARD OF TRUSTEES  
MINUTES  
January 14, 2010**

1. Call to Order

Supervisor Moore called the meeting to order at 7:30 pm.

2. Roll Call

Present were as follows: Supervisor Moore, Assessor Ottley, Highway Commissioner Freund, Clerk Frigo, Trustees LaPorta, McMahon, Murphy and Zirk and Township Attorney Krafthefer.

3. Pledge of Allegiance

The Pledge of Allegiance was administered.

4. Regular Business

Trustee LaPorta made a motion to move agenda item 6d (status of search for new office space)

There was a voice vote of four ayes-Trustees. The motion passed.

Assessor Ottley briefly explained the status of the search for office space and lease agreement information. There was no action taken.

Trustee LaPorta made a motion to remove agenda item 6f (discussion/action on authorization to obtain financial records of Grafton Township Food Pantry). Trustee Zirk seconded the motion.

There was a roll vote taken: Ayes-four Trustees, Naye-one Supervisor Moore. The motion passed.

Trustee LaPorta made a motion to remove agenda items 7k, l and m (production of documents Clerk, revision of minutes and preservation of documents). Trustee Zirk seconded the motion.

There was a roll vote taken: Ayes-four Trustees, Naye-one Supervisor Moore.

The motion passed.

Trustee LaPorta made a motion to table agenda item 7t (discussion/motion to support Greater Rockford Area Fiber Optic System). Trustee Zirk seconded the motion.

There was a roll vote taken: Ayes-four Trustees, Naye-one Supervisor Moore.  
The motion passed.

#### 4a. Regular Business

#### 7h. Discussion of and possible action on auditor representation letter.

There was discussion and explanation in regards to signing of auditor representation letter. John Albanese explained briefly about Management Representation letter and signing off on such.

Assessor Ottley reported on several vacant office spaces and commented about long-term leases. There was no action taken.

#### Audit and Payment of Bills

Trustee Zirk discussed Ian Lamp's bill presented for payment. Township Attorney Krafthefer to follow-up on Ian Lamp/Lamp Incorporated bill.

Trustee Zirk inquired about funds in advance for senior bingo. Supervisor Moore suggested using a reimbursement form for such.

There was a motion made by Trustee Murphy to pay Grafton Town fund and Road District bills per warrant list and to strike the Algonquin and Crystal Lake Chamber of Commerce bills. The motion was seconded by Trustee Zirk.

There was a roll vote: Ayes-5-Trustees and Supervisor.  
The motion passed.

#### 4b. Approval of Minutes

There was a discussion on revising and summarizing minutes per the Open Meetings Act. Trustee Murphy made a motion to table the 10/8/09; 10/29/09; 11/12/09; 11/18/09 (2); and 11/24/09 (2) minutes to February 11, 2010. The motion was seconded by Trustee Zirk. The motion passed.

#### 5. Public Participation

There was public comment made by Loretta Wuich.

#### 6. Old Business

- a. Status and potential action on trustees' bonds to sign checks

There was a discussion on bonding procedure and costs involved. Township Attorney Krafthefer to follow-up on accounts and purchase order items. There was no action taken.

- b. Discussion and potential action on buying security cameras for Township (tabled from 11/24/09)

There was a discussion on buying security cameras for the Township. The agenda item was stricken. No action taken.

- c. Discussion and potential action to dispose of sale/donation of surplus property to the Grafton Township Food Pantry (from 11/24/09)

There was discussion as to legality of surplus items. There was a motion made by Trustee McMahan to strike agenda item 6c. The motion was seconded by Trustee Murphy. There was a roll vote taken: Ayes-4 Trustees, Naye-1 Supervisor. The motion passed.

- d. Discussion of whether Township can gain access to financial records from Grafton Township Food Pantry

There was a discussion regarding empty files on quick books and how records were kept by previous Supervisor Ruth. Trustee McMahan made a motion to strike agenda item 6e. Trustee Zirk seconded the motion. There was a roll vote taken: Ayes-4 Trustees, Naye-1-Supervisor-stated audit not complete. The motion passed.

## 7. New Business

- a. Discussion and potential action on ordinance establishing Freedom of Information Act Policy and other potential action related to Freedom of Information and Open Meetings Act.

There was a discussion held on FOIA's. Supervisor Moore included a report for the Board. Township Attorney Krafthefer explained the new law in effect related to FOIA's and provided a resolution and policy on such for agenda items 7a,b and c.

There was a motion made by Trustee LaPorta to adopt a Resolution Authorizing the Approval of a Freedom of Information Act Policy and Designating the Township's FOIA Officer. The motion was seconded by Trustee Murphy for agenda items 7a,b and c. There was a roll vote taken: Ayes-4 Trustees, Naye-1 Supervisor-stated not responsible for something she hasn't read.

- b. Discussion and potential action on eliminating FOIA reports at each meeting

There was a discussion on eliminating FOIA reports. Supervisor Moore agreed to do FOIA reports.

- c. Discussion regarding FOIA officer for Road District

There was a discussion on designating Road Commissioner as Road District FOIA officer.

- d. Discussion on new forms for increased accountability

There was a discussion regarding new forms. Supervisor Moore provided such for Township and Road District has own forms.

- e. Unauthorized legal work per meeting on October 29, 2009

There was a discussion on legal work and retainer. Township Attorney Krafthefer to prepare a proposal/retainer.

- f. Motion to terminate Township Attorney due to budget constraints

There was a discussion on termination of Township Attorney and an emailed letter to Mr. Crabtree (TOI). Supervisor Moore made a motion to terminate Township Attorney Krafthefer. There was no second to the motion. The motion dies and not passed.

- g. Discussion of and potential action to authorize payment for Town Fund portion of voided sale of Township property to Road District

There was a discussion on the previous advice of Mr. Coen. The Board asked Road Commissioner to have Mr. Coen clarify and put in writing. Trustee Murphy amended the motion to table agenda item 7g until after the May 2010 electoral meeting. Trustee Zirk seconded the motion. There was a roll vote taken: Ayes-4 Trustees, Naye-1 Supervisor-stated to table to next month. The motion passed.

- i. Consideration of and potential action on proposed budget amendment posting

There was a discussion on not amending the proposed budget, posting and setting a hearing. There was a motion made by Trustee Murphy for Supervisor to post budget. Seconded by Trustee Zirk. All ayes. The motion passed.

- j. Consideration of and potential action to establish date and time for budget amendment hearing

There was a discussion and selection of a date for the budget hearing: February 22, 2010 at 7:30 pm.

- n. Discussion and potential action to direct Township Supervisor to stop harassing Township Clerk (see agenda items k,l and m)

There was a motion made by Trustee LaPorta for Township Supervisor to stop harassing Township Clerk. The motion was seconded by Trustee Zirk. There was a roll vote: Ayes-4 Trustees, Naye-1 Supervisor. The motion passed.

- o. Discussion and potential action adopting new Board Rules to resolve agenda problems continuing to be created by Township Supervisor

There was a discussion on Supervisor Moore not following Board Rules and Township Attorney Krafthefer explained the agenda procedure and process once again to Supervisor Moore due to her not following board rules.

There was a motion made by Trustee Zirk to amend and adopt new Board Rules. The motion was seconded by Trustee Murphy.

There was a roll vote: Ayes-4 Trustees, Naye-1 Supervisor. The motion passed. Township Attorney Krafthefer to produce amended Board Rules.

- p. Discussion and potential action on additional censure against Township Supervisor for failure to follow Board Rules and other issues

There was a discussion brought up by Trustee Zirk in regards to a woman that was looking for the Grafton Food Pantry and not directed there. Trustee McMahon referenced the Open Meetings Act with the State's Attorneys Office and stated that Supervisor Moore is consistently adverse to this Board.

There was a motion made by Trustee Murphy to table agenda item p to February 2010 meeting. The motion was seconded by Trustee LaPorta.

There was a roll vote: Ayes-5-Trusteess and Supervisor. The motion passed.

- q. Discussion and potential action on hiring township employee

There was a discussion about hiring a person in the office.

There was a motion made to hire township employees part-time for administrative and public relations purposes.

The motion was made by Trustee LaPorta and seconded by Trustee Zirk.

There was a roll vote: Ayes-3, Trustees LaPorta, Zirk and McMahon. Trustee Murphy-abstain and Naye-Supervisor Moore. The motion passed.

- r. Discussion and potential action regarding application for non-homestead property tax exemption (November 12 and 16 agenda Supervisor)

There was a discussion regarding the land on Haligus Road. Township Attorney Krafthefer explained the tax exemption.

There was no action taken.

- s. Consideration of and potential action on Resolution to Appoint Township Planning Committee (November 12, 16 and 24 agenda by Supervisor)

There was a discussion in regards to the appointment of a Planning Committee. The Board concurred to table agenda item s until after the November 2010 referendum, to December 2010.

There was a motion made by Trustee Murphy to table agenda item s until December 2010. The motion was seconded by Trustee LaPorta. The motion passed.

- t. Discussion and potential action on Motion to Support Greater Rockford Area Fiber Optic System

All concurred to table Agenda item t. There was no date given.

- u. Discussion and potential action to otherwise censure Township Supervisor

Agenda item u was a typo.

- v. Identification of items for next board meeting agenda

There was a discussion on follow-up of clarification of two bills that Trustee Murphy inquired about previously.

## 8. Reports

### Supervisor's Reports

- a. Report from TOI Convention, Awards Received

Supervisor Moore gave a report on the TOI Convention and award received for educational hours and training.

- b. Upcoming calendar deadlines

Supervisor Moore went over calendar deadlines. Clerk Frigo stated that the alphabetical listing of elected officials was submitted in a timely fashion to the County Clerk in regards to Statements of Economic Interest forms.

Trustees Comments

There were no Trustee Comments.

Clerk Comments

There were no Clerk Comments.

Road Commissioner's Report

Highway Commissioner Freund stated that there were no moving permits last month and that there was 32.5" of snow.

Assessor's Comments

Assessor Ottley made comments under agenda item 4-Regular Business.

9. Closed Session (if required)

There was no Closed Session.

10. Adjournment

Trustee Murphy made a motion to adjourn the meeting at 11:05 pm. The motion was seconded by Trustee Zirk. The meeting was adjourned.

Respectfully submitted by,

Dina M. Frigo  
Township Clerk