

**GRAFTON TOWNSHIP BOARD
SPECIAL MEETING MINUTES
Tuesday, March 23, 2010**

1. Call to Order / Roll Call

Supervisor Moore called the special meeting to order at 7:30 p.m. at the Huntley Park District, 12015 Mill Street, Huntley, Illinois.

Present: Supervisor Moore, Deputy Clerk Hardy, Trustees LaPorta, McMahon, Murphy and Zirk, Assessor Ottley, Highway Commissioner Freund and Township Attorney Krafthefer.

2. Pledge of Allegiance

The Pledge of Allegiance was administered at this time.

3. Discussion and Potential Action on:

A. Payment of Bills

Motion made by Trustee Murphy, seconded by Trustee Zirk, to pay the bills presented.

Discussion. Trustee Zirk asked Supervisor Moore if the Lee Stump bill was included for helping to re-establish the computer program. Supervisor Moore responded that they usually pay vendors within 30 days and that she has not had the bill that long. Trustee Zirk stated she would like the bill presented at the next meeting. Supervisor Moore responded that it will be on the next month's bill list.

B. Assessor's Office – Bids for New Computer Software

Motion made by Trustee LaPorta, seconded by Trustee Zirk, to accept the bid of Cirone Computer Consulting in the amount of \$58,800 for the Assessor's computer software.

Discussion. Assessor Ottley stated that they publicly bid the computer software purchase, including sending the specifications to four vendors and publishing it in the Northwest Herald. Supervisor Moore read the public notice. Assessor Ottley stated the sole bid received was from Cirone Computer Consulting in the amount of \$58,800 to be paid over two years. The bid provides for on-site training for four days and tech support for the duration at a yearly fee of 15% of the contract price. The first year the cost will be \$29,400 (half of the \$58,800). An upgrade to Windows 7 is also needed. The second year it will be \$29,400 plus the annual fee. Assessor Ottley reported that this includes all upgrades, transfer of data, and a back-up program. He stated almost all townships in the area use this program and he will bring a letter of acceptance for the first payment approval. Trustee McMahon suggested that the Township attach a copy of these minutes to next year's purchase order for the second payment to avoid confusion. Supervisor Moore inquired about waiting until the April 8, 2010 meeting to approve the bid. Assessor Ottley responded that the need for the software is time sensitive. Trustee McMahon stated, and Trustee

LaPorta agreed, that Assessor Ottley did everything the Board asked him to do. Trustee LaPorta further stated that this type of agreement is typical of large software programs.

Roll Call

AYES: Supervisor Moore, Trustees Zirk, LaPorta, McMahon, Murphy

NAYS: None

Motion Passed.

C. Clerk's Gift

Motion made by Trustee Murphy, seconded by Trustee LaPorta, to spend \$75 for the clerk's gift.

Discussion. Trustee Zirk reminded the Board that they gave her a not-to-exceed number of \$50 for the clerk's gift. She reported that the actual cost for the engraving is \$50 and the wooden plaque cost is \$20. Trustee Zirk stated she can purchase a clock for \$75 and recommends this. All were in agreement.

Roll Call

AYES: Supervisor Moore, Trustees Zirk, LaPorta, McMahon, Murphy

NAYS: None

Motion Passed.

D. Naming of IT Profession

Motion was made by Trustee Zirk, seconded by Trustee Murphy, to approve Leading IT Solutions as the IT person for Grafton Township computers, with the exception of the Assessor.

Discussion. Administrator Fender presented a one-year contract where all services are covered for a set price. Alternatively, Administrator Fender stated they can perform IT work at an hourly rate of \$75. Supervisor Moore asked if this is to serve all computers in the Township and Administrator Fender responded all computers except for those of the Assessor. Supervisor Moore stated that her office is not in the Township building anymore and she will not be using their services. The Trustees questioned why Supervisor Moore would not be using Leading IT Solutions. Trustee McMahon stated that if Supervisor Moore incurs a bill from a different IT person without first getting board approval, they will not pay it and she should not authorize such work. Trustee Murphy explained the assessor's office is totally separate and he has his own full-time person. Attorney Krafthefer explained there are a couple of things to consider, including: (1) a contract for using Leading IT Solutions at an hourly or retainer price; and (2) a quote from them for providing read-only access for a cost of \$1,200 for equipment and set up. She noted that the latter was not on the agenda so they could consider that at a future date.

Roll Call

AYES: Trustees Zirk, LaPorta, McMahon, Murphy

NAYS: Supervisor Moore

Motion Passed.

E. Transportation

Motion made by Trustee Murphy, seconded by Trustee Zirk, to take regular passengers to the annual meeting. Matter later tabled by Trustee Murphy.

Discussion. Attorney Krafthefer encouraged the use of caution in agreeing to take people to the annual town meeting. She explained that the Township does not want to get into a political discrimination suit and advised many things would need to be determined like who gets a ride and how much room they have. Trustee Murphy stated it would be a first-come-first-serve basis. Trustee McMahon stated that the Township should not be nit picking this. Trustee LaPorta suggested that the Township do an audit trail showing Administrator Fender's registration of riders. Supervisor Moore stated the bus service was for medical purposes and groceries and stated other sources of rides are available for seniors for this. Trustee LaPorta stated they should pass on this for now as it seems it will cause more problems.

Discussion was also had on Administrator Fender's request to attend a transportation committee meeting. Administrator Fender explained there are a lot of transportation changes and there was a consensus for her to attend.

F. Establishment of Agenda for Annual Meeting

Board calls for a special meeting to be held on March 30, 2010 at 7:30 p.m. for the purpose of preparing the special meeting agenda.

Discussion. Attorney Krafthefer explained that the Board has to publish the annual meeting agenda 10 days before the meeting. Regarding current proposed items, she stated she has a list of surplus property from the Highway Commissioner, a petition of items from voters and items related to property transfers. Attorney Krafthefer recommended they have a special meeting next week to establish the meeting agenda. Discussion was also had on Attorney Krafthefer doing a draft statement about the property issues. Trustee McMahon stated he wanted Attorney Krafthefer to do a presentation at the annual meeting on the property transfers. The Trustees discussed needing Attorney Krafthefer's help in preparing the annual meeting agenda and directed her to do so. Trustee LaPorta explained the Board had not previously given direction to Attorney Krafthefer to prepare the annual meeting agenda so they need a special meeting to finish it.

4. Executive Session

Motion made by Trustee Murphy, seconded by Trustee Zirk, to adjourn to closed session for the purposes of discussion the appointment of the Township Clerk, pending litigation and closed session minutes.

No discussion.

Voice Vote

AYES: Supervisor Moore, Trustees Zirk, LaPorta, McMahon, Murphy

NAYS: None

Motion Passed.

The Board adjourned into executive session at 8:25 p.m.

Motion was made by Trustee Zirk, seconded by Trustee Murphy, to return to the Special Meeting at 10:05 p.m.

Voice Vote

AYES: Supervisor Moore, Trustees Zirk, LaPorta, McMahon, Murphy

NAYS: None

Motion Passed.

5. Discussion and Potential Action on Appointment of Township Clerk

Motion was made by Trustee LaPorta, seconded by Trustee Zirk, to appoint Harriet Ford as Grafton Township Clerk.

No discussion.

Roll Call

AYES: Trustees Zirk, LaPorta, McMahon, Murphy

NAYS: Supervisor Moore

Motion Passed.

6. Discussion and Potential Action on Closed Session Items, Including Litigation and Closed Session Minutes

Motion was made by Trustee LaPorta, seconded by Trustee Murphy, to direct Attorney Krafthefer to act as directed in closed session related to the pending Moore litigation.

No discussion.

Roll Call

AYES: Trustees Zirk, LaPorta, McMahon, Murphy

NAYS: None

ABSTENTIONS: Supervisor Moore

Motion Passed.

7. Adjournment

Motion was made by Supervisor Moore, Seconded by Trustee Murphy to adjourn.

Voice Vote

AYES: Supervisor Moore, Trustees Zirk, LaPorta, McMahon, Murphy

NAYS: None

Motion Passed.

Meeting adjourned at 10:10 p.m.