

GRAFTON TOWNSHIP REGULAR BOARD MEETING MINUTES
January 13, 2011

1. Call to Order

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

2. Roll Call

Present: Supervisor Moore, Trustees LaPorta, McMahon, Murphy, Zirk, Clerk Ford, Assessor Ottley, Road District Commissioner Freund, Road District Attorney Patrick Coen

3. Pledge of Allegiance

Supervisor Moore led those present in the Pledge of Allegiance.

4. Set Agenda for Meeting

Motion by Trustee McMahon, seconded by Trustee Zirk, to reject the agenda presented by Supervisor Moore and accept the agenda for the January 13, 2011 meeting as posted by Clerk Ford.

Discussion: Supervisor Moore wanted to vote on each item on the agenda. The Trustees declined.

Roll Call

AYES: Trustees McMahon, Zirk, Murphy, LaPorta

NAYS: Supervisor Moore

Motion Passed.

5. Regular Business

A. Audit and Payment of Bills

1. Discussion and potential action to pay bills as submitted

Discussion: The Board was given the bills to review. Assessor Ottley presented a document (EXHIBIT I) and a check explaining that he had been overpaid for last year and his pay period dates were incorrect.

Trustees LaPorta and McMahon inquired as to why all of the outstanding bills had not been paid. Supervisor Moore read from the court decision and Trustee Murphy also read the same section regarding paying these bills. Trustee LaPorta stated that he believes that a special meeting may be needed in order to pay these businesses. There was a disagreement as to the interpretation. In reviewing the bills, Trustee Murphy stated that Hammerand is not the approved IT provider, but a former GA employee and that there is a contract with IT Solutions. Trustee Zirk asked about a Mastercard \$550.00 charge at Best Buy. Supervisor Moore explained that she had purchased a new laptop so that the Trustees could have READ ONLY access to financial records. Trustees Murphy and LaPorta explained that a laptop was unnecessary to allow this and if Supervisor Moore would have discussed the matter with the Trustees, it could have been available without additional cost to the taxpayers. Trustee Zirk again said that the Ancel, Glink bill should be paid in full.

Motion by Trustee Murphy, seconded by Trustee Zirk, to pay the bills for the Town Fund as presented on the Warrant List and to pay in full Ancel-Glink \$8,182.86; to exclude Hammerand \$560.00; Road and Bridge \$611,000; Stahl, Coen, Crowley \$5,060.00; and to pay in full all names on list: Elgin Key and Lock \$380.74; Forensicon \$19,880.31; Lamp Inc 4318.75; Leading IT Solutions \$150.00; Mat, Kelly & McKeever, LLP \$1886.10; MLS Mailing \$3442.97 (balance plus late fees (EXHIBIT II)); Pam Fender \$312.00; Point of Video \$510.00; Q&A Reporting \$280.00; Trend Graphics \$1330.00; and Road District for mailbox \$74.53.

Roll Call

AYES: Trustees Murphy, Zirk, LaPorta

NAYS: Supervisor Moore, Trustee McMahon

Motion Passed.

Motion by Trustee Murphy, seconded by Trustee Zirk, to pay the bills for the Road and Bridge, as presented on the Warrant List.

Discussion: Road Commissioner Freund said he never authorized the Ketchmark bill, so he is refusing to pay the interest of \$43.50. He also explained that he has a problem with a vendor who did not receive a check because it was sent to the wrong address by the Supervisor's Office. The Supervisor agreed to issue another check if the vendor will write a letter stating that they will return the first check if it ever arrives.

Motion by Trustee Murphy, seconded by Trustee Zirk, to amend the motion to pay the bills for the Road and Bridge as presented excluding the J.A. Ketchmark charges of \$43.50.

Roll Call

AYES: Trustees Murphy, Zirk, McMahon, LaPorta

NAYS: Supervisor Moore

Motion Passed.

Board signed warrant lists.

B. Approval of Minutes

1. Minutes of November 22, 2010 Special Township Board Meeting

Motion by Trustee Murphy, seconded by Trustee Zirk, to approve the Minutes of November 22, 2010 Special Township Board Meeting.

Roll Call

AYES: Trustees Murphy, Zirk, McMahon, LaPorta

NAYS: Supervisor Moore

Motion Passed.

2. Minutes of December 9, 2010 Regular Township Board Meeting

Motion by Trustee Murphy, seconded by Trustee Zirk, to approve the Minutes of December 9, 2010 Regular Township Board Meeting.

Discussion: Supervisor Moore stated that she voted NAY on 7A.

Motion by Trustee Murphy, seconded by Trustee Zirk, to amend the motion to approve the Minutes of December 9, 2010 Regular Township Board Meeting to show correction on Supervisor Moore's vote on Item 7A to show she voted NAY

Roll Call

AYES: Trustees Murphy, Zirk, McMahon, LaPorta

NAYS: Supervisor Moore

Motion Passed.

3. Minutes of December 20, 2010 Special Township Board Meeting

Motion by Trustee LaPorta, seconded by Trustee Zirk, to approve the Minutes of December 20, 2010 Special Township Board Meeting.

Roll Call

AYES: Trustees LaPorta, Zirk, Murphy, McMahon

NAYS: Supervisor Moore

Motion Passed.

4. Minutes of December 27, 2010 Special Township Board Meeting

Motion by Trustee Zirk, seconded by Trustee Murphy, to approve the Minutes of December 27, 2010 Special Township Board Meeting

Roll Call

AYES: Trustees Zirk, Murphy, McMahon, LaPorta

NAYS: Supervisor Moore

Motion Passed.

6. Public Comment

7. Board Member Response to Public Comment

8. Old Business

- A. Discussion and potential action on payment to Road District regarding building.

Motion by Trustee Zirk, seconded by Trustee LaPorta, for discussion and action on payment to the Road District on building.

Discussion: Trustee Zirk recommended that \$200,000. including the interest be paid immediately to the Road District; an additional \$200,000 in June, 2011 when the Township receives tax payment and the final installment to be paid in March, 2012. Trustee Zirk stated that the Road District has a good rate on their loan and the payments could be made out of the Town Fund. Trustee Murphy asked if the Supervisor placed it in the budget. Trustee Murphy stated that the funds are in line item fund #1829. Supervisor Moore questioned Road District Attorney Patrick Coen on the legality of the transactions regarding the loan for the building, the transfer of deed, etc. Patrick Coen responded reminding the Supervisor that the Road District is a separate entity and that everything was handled in a correct legal manner. Trustee McMahon suggested an escrow fund be established. Trustee LaPorta asked Mr. Coen if he would prepare an intergovernmental agreement. He responded that he would do so on behalf of the Road District.

Motion by Trustee LaPorta, seconded by Trustee Murphy, to amend the previous motion to include scheduling a special meeting within the next few weeks to appoint an attorney to review and approve an intergovernmental agreement with the Road District so that payments for the building could begin immediately.

Roll Call

AYES: Trustees LaPorta, Zirk, Murphy, McMahon

NAYS: Supervisor Moore

ABSTAIN: None

Motion Passed.

- B. Discussion and potential action on proceeding with contacting new Senior Committee members and scheduling a meeting.

Motion by Trustee Murphy, seconded by Trustee Zirk, to discuss the new Senior Committee.

Discussion: Trustee Murphy would like to contact the new members and those that applied and were not appointed. She will be scheduling a meeting within the next few weeks.

Roll Call

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

NAYS: None

Motion Passed.

- C. Discussion and potential action on reviewing line item designation for Eder & Casella audit payment overage of \$7000.00.

Motion by Trustee Murphy, seconded by Trustee Zirk, to discuss the reviewing line item designation for Eder & Casella audit payment overage of \$7000.00. Discussion: Trustee Murphy asked what budget line item the \$7000.00 overage was charged. The Supervisor referenced the handwritten note on the 9/11/2009 invoice: 5534-\$2000.00; 1573-\$2500.00; 1531-\$2500.00. Trustee Murphy asked why line items changed from budget to budget. Supervisor Moore said the bill had already been paid. Trustee Murphy said it should all come out of Line Item #1531 and line items should be consistent. Trustees LaPorta and Zirk stated that is one of the reasons that the Township requires a professional audit since there are many other errors.

Motion by Trustee Murphy, seconded by Trustee LaPorta, to amend the motion to add that the matter of changing accounting codes should be brought to the attention of the auditor.

Roll Call

AYES: Trustees Murphy, Zirk, LaPorta

NAYS: Trustee McMahon

ABSTAIN: Supervisor Moore

Motion Passed.

D. Discussion and potential action of Haligus Road sign.

Motion by Trustee Murphy, seconded by Trustee Zirk, to discuss the potential action on the Haligus Road sign.

Discussion: Supervisor Moore reported that the sign was up.

All present voted AYE on motion. Motion Passed.

9. New Business

- A. Discussion and potential action on status of financial records being returned to Township and available for review of Trustees.

Motion by Trustee Murphy, seconded by Trustee Zirk, to discuss the status of financial records being returned to Township and available for review of Trustees. Discussion: Trustee Murphy asked if the financial records have been returned to the server. Supervisor Moore responded no and said that she will be using a laptop and a thumb drive as back-up to allow access. Trustee LaPorta stated that this action does not really give the Trustees remote access. Supervisor Moore left her seat to speak with her litigation attorney; then returned to her seat to state that the records are now at the Township.

Roll Call

AYES: None

NAYS: Trustees Murphy, Zirk, McMahon, LaPorta

ABSTAIN: Supervisor Moore

Motion Failed.

- B. Discussion and potential action on audit being conducted by Brown & Company.

Motion by Trustee Zirk, seconded by Trustee LaPorta, to discuss and potential action on audit being conducted by Brown & Company.

Discussion: Trustee Zirk stated that she has a letter from Brown & Co. stating that they are ready to do the audit. Trustee LaPorta mentioned that this action was approved on March 11, 2010 Regular Grafton Township Board Meeting. Trustee LaPorta read the letter. (EXHIBIT III)

Motion by Trustee LaPorta, seconded by Trustee Zirk, to proceed immediately with an audit to be conducted by Brown & Company.

Roll Call

AYES: Trustees LaPorta, Zirk, McMahon, Murphy

NAYS: Supervisor Moore

Motion Passed.

- C. Discussion and potential action on addition to Board Rules to allow the Road District to present their Warrant of Bills to the Board in a separate document.

Motion by Trustee Zirk, seconded by Trustee LaPorta, to discuss and potential action on addition to Board Rules to allow the Road District to present their Warrant of Bills to the Board in a separate document.

Discussion: Supervisor Moore stated that in her opinion, this was not a legal action.

Roll Call

AYES: Trustees Zirk, LaPorta, McMahon

NAYS: Supervisor Moore, Trustee Murphy

Motion Passed.

- D. Discussion and potential action on appointment of a Township Attorney
Discussion: Trustee Murphy asked if the Supervisor has names for the Board to consider. The Supervisor stated it is her decision. Trustee Murphy stated it is with Board approval. She is just asking to start dialogue for consideration of a Township Attorney. Trustee Zirk stated that this needs to be handled prior to the Annual Meeting.

- E. Establishment of Agenda items for next meeting.

Discussion: Trustee Murphy asked to place Item D. Discussion and potential action on appointment of a Township Attorney on the agenda.

10. Reports

- A. Supervisor
B. Trustees

Trustee McMahon read a statement regarding Board Packets. (EXHIBIT IV).

- C. Clerk

Clerk Ford reported that she had received a FOIA request from the Supervisor and from Mr. Dan Ziller requesting the draft of the minutes of the 2010 Annual Meeting. The Clerk reported that the minutes are not completed at this time. She explained that draft minutes are not subject to FOIA, and she was instructed by the Trustees to not make partially draft minutes available until completed. She stated that upon completion, Moderator Jim Kearns would be presented with them and then the Board.

- D. Road District Commissioner
E. Assessor
F. Committee Reports

11. Closed Session

None

12. Discussion and potential action of items as discussed at Closed Session.

None

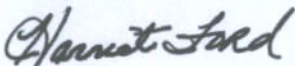
13. Adjournment

Motion was made by Trustee Murphy, seconded by Trustee LaPorta to adjourn the meeting.

Roll Call/Voice Vote/All Ayes

Motion Passed/Meeting adjourned at 9:40 p.m.

Submitted,



Harriet Ford
Grafton Township Clerk



Grafton Township

McHenry County, IL

10109 Vine Street, Huntley, IL 60142

847-669-3328 • Fax: 847-669-9256 • www.graftontownship.us

11/29/10

Dear Assessor Ottley,

I am writing in regards to your request to reissue your paycheck number 19591. Since you will not accept my change of date on your paycheck, as a courtesy, I am reissuing your paycheck, one time only. If this occurs again, and you refuse your paycheck, you will have made a choice to not be paid. I will not be reissuing your paycheck again based on this type of request. The original check was valid and your request was unreasonable.

My hope is that you will act in a reasonable manner in the future while working together to serve the residents of Grafton Township.

Sincerely,

Linda Moore

Linda Moore

Grafton Township Supervisor



PO Box 1123 ~ Huntley, IL 60142

Voice: 847-669-0030
Fax: 847-669-0035

EXHIBIT II

Invoice

Invoice Number:
17150

Invoice Date:
4/6/10

Page:
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Sold To:

GRAFTON TOWNSHIP
10109 VINE ST
HUNTLEY, IL 60142

Duplicate

Customer ID: GRAFTON TOWNSHIP

Customer PO	Payment Terms	Due Date
	Net 30 Days	5/6/10

Description	Amount
Process mailing list, inkjet, sort, tray and delivery to Post Office of the 7,097, Grafton Township Annual Meeting postcards.	250.00
Mailing list of registered voters - 1 per household.	375.00
Printing of 2-sided, 2-color on 10pt C2S, 4 x 6 postcards.	570.00
Postage cost for the above mailing of postcards.	1,500.72
Late Fee of 3% for every 30 days past due.	747.25
TOTAL	\$3,442.97

1700 S. Eastwood Drive (S. Rt. 47)
P.O. Box 728
Woodstock, Illinois 60098-0728

BROWN & CO., LLP
CERTIFIED PUBLIC ACCOUNTANTS
AND CONSULTANTS

"Our 47th Year"

EXHIBIT III

815-338-1200
Fax 815-338-7648
cpas@browncollp.com

December 23, 2010

To the Board of Trustees
Grafton Township
10109 Vine Street
Huntley, IL 60142

This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide.

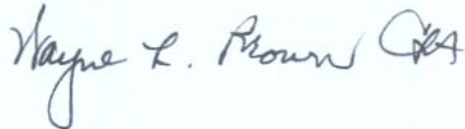
We will perform the following services:

1. We will audit the general-purpose financial statements of Grafton Township as of March 31, 2010 in accordance with the Governmental Accounting Standards Board (GASB) for Accounting and Audit Services issued by the American Institute of Certified Public Accountants. Our audit includes examining on a test basis evidence supporting the amounts and disclosures in the general-purpose financial statements. An audit also includes assessing the accounting principals used in the financial statement presentation and significant estimates made by management as well as evaluation of the overall general-purpose financial statements presentation so they are free of material misstatement. The financial statements are the responsibility of the Grafton Township management. Our responsibility is to express an opinion on the financial statements based on our audit. We will inform you of any material errors, fraud or illegal acts that come to our attention, unless they are clearly inconsequential.
2. We will prepare and provide from your information the combined balance sheet and related statements of revenues, expenditures and changes in fund balances with budget comparisons for the Grafton Township for the year ending March 31, 2010.
3. We will assist your bookkeeper in preparing the books of accounts so we will be able to prepare a working trial balance from which financial statements will be compiled. Your bookkeeper will provide us with a full electronic backup copy of your computer system containing the Townships books and records and any supporting schedules we require.
4. We will also prepare and file electronically the Annual Financial Report to the Illinois Controllers' office for the fiscal year ended March 31, 2010.

We estimate our fees for the Road and Bridge Fund at \$ 2,400.00 and Town Fund at \$ 3,200.00. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the work performed. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Handwritten signature of Wayne L. Brown in cursive script.

Brown & Co., LLP CPA'S

Acknowledged:
Grafton Township:

Title _____

Date _____

COPY

MEMO

To: Supervisor
Grafton Township

Date: 01/13/2011

From: Trustee McMahon

Re: Board Packets

Today you sent two emails to me. The first was to advise me that you were "emailing" me the board packet for the meeting tonight. The second was to advise me that you were unsuccessful with emailing the board packet and the packet could be picked up at your office or would be available at the meeting tonight.

I want to make this perfectly clear to you:

1. Do not email the "board packet" to me. My personal computer and printer is not available for printing out the board packets. That is why you have an office, office equipment and supplies. I refuse to bear the cost of ink and paper and the use of my equipment for what is your responsibility.
2. I will not be picking up "board packets" from your office. I expect that the board packet will be dropped off at my home, as it has been in the past, by you. This is your responsibility.
3. You have set deadlines for other elected officials about getting their bills to you for approval and payment each month. Yet, you fall extremely short of providing the trustees board packets in a timely fashion. This is not acceptable.

At great expense to the taxpayers, you fought to have the court determine that you and you alone are responsible for completing this task. It appears to me that you are now shirking this responsibility and attempting to pass it on to the trustees. Next month (and in the months to follow) I expect that my board packet will be delivered to my door no later than 48 hours prior to the monthly meeting.



Gerry McMahon, Trustee, Grafton Township

cc: Trustees Zirk, LaPorta, Murphy

Note: This memo was delivered to the Supervisor and Trustees at the January 13, 2011 Board Meeting

COPY

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