

**GRAFTON TOWNSHIP BOARD
SPECIAL MEETING MINUTES
June 28, 2011**

1. Call to Order/Roll Call

Supervisor Moore called the Special Meeting to order at 7:30 p.m.

Present: Supervisor Moore, Clerk Ford, Trustees LaPorta, McMahon, Zirk, Road Commissioner Freund

Absent: Trustee Murphy, Assessor Ottley

2. Pledge of Allegiance

The Pledge of Allegiance was said at this time.

3. Old Business

- A. Continuation of Discussion and Potential action for adoption of 2011-2012 Grafton Township Road District Budget.

Discussion: Supervisor Moore presented a document she had prepared displaying a comparative analysis of expenditures in since 2008. (EXHIBIT I) She stated that this was the only opportunity to review and control the Road District Budget and expenditures. Road Commissioner Freund stated that per the discussion at the first portion of the public hearing, he has removed \$300,000 previously shown in his proposed budget.

Motion by Trustee LaPorta, seconded by Trustee Zirk, to approve the 2011-2012 Grafton Township Road District Budget (Ordinance 201106-28-3), as presented by Road Commissioner Freund.

AYES: Trustees LaPorta, Zirk, McMahon

NAYS: Supervisor Moore

ABSENT: Trustee Murphy

Motion Passed.

Supervisor Moore stated that she is voting "nay" due to the \$298,000 surplus in the 2011-2012 Road District Budget and no figures to the contrary were presented by the Road Commissioner. She did not sign the budget when the Road Commissioner requested her to do so. She stated that she would be reviewing it.

- B. Discussion and potential action regarding adoption of Ordinance 20110628-1 Prevailing Wage Ordinance Township and Ordinance 20110628-2 Prevailing Wage Ordinance Road District.

Motion by Supervisor Moore, seconded by Trustee Zirk, to approve the adoption of Ordinance 20110628-1 Prevailing Wage Ordinance Township and Ordinance 20110628-2 Prevailing Wage Ordinance Road District.

Discussion: Road Commissioner Freund stated that they have been advised to prepare a separate Ordinance, rather than combining the action for the two governmental entities into one document, as was presented.

AYES: Supervisor Moore, Trustees Zirk, McMahon, LaPorta

NAYS: None

ABSENT: Trustee Murphy

Motion Passed.

- C. Discussion and potential action on health insurance for elected officials and employees.

Motion by Supervisor Moore to strike this item. Motion failed due to no second.

Discussion followed with Trustee Zirk voicing concerns about the approved plan benefits after her discussions with Assessor Ottley. Supervisor Moore stated that there was nothing to substantiate that claim.

5. New Business

- A. Discussion and potential action on update of audits by audit company- in person presentation or on phone.

Discussion: Trustee LaPorta stated that as requested and discussed at past meetings, he would like to hear updates from the Auditor, rather than just a report when it is completed. Trustees Zirk and McMahon stated that they agreed.

- B. Discussion and potential action on senior transportation policies.

Discussion: This agenda item was requested per trustee Murphy. Trustee Zirk stated that the concern is the 10 day notice policy that has been implemented. Trustee McMahon stated that he believed the policy was unrealistic and impractical. Supervisor Moore stated setting the policy is her responsibility since it is daily business.

Motion by Trustee Zirk, seconded by Trustee McMahon, to waive the policy requiring a ten (10) day notice for requesting a ride.

AYES: Trustees Zirk, McMahon, LaPorta

NAYS: Supervisor Moore

ABSENT: Trustee Murphy

Motion Passed.

- C. Discussion and potential action on review of copies of checks and cash receipts of monies donated to GA food pantry; listing of accounts in financial statements that reflect donations; original legal documents showing the creation of the food pantry.

Discussion: Supervisor Moore stated that she has been advised by her Attorney John Nelson that the food pantry is part of her duties in her responsibilities managing General Assistance and that the auditors have told her to place donations in the category of "Miscellaneous Income." Trustee LaPorta responded reminding her that John Nelson is her litigation attorney, not the Township Attorney.

6. Public Comment

None

7. Board Response

None

6. Closed Session

Trustee LaPorta requested a closed session. Supervisor Moore stated that the topics for Closed Session have to be posted.

7. Adjournment

Motion was made by Supervisor Moore, seconded by Trustee Zirk to adjourn the Special Meeting.

Voice Vote

AYES: Supervisor Moore, Trustees Zirk, LaPorta, McMahon

NAYS: None

ABSENT: Trustee Murphy

Motion Passed.

Meeting adjourned at 8:05 p.m.

Submitted,

Harriet Ford

Harriet Ford
Grafton Township Clerk

EXHIBIT I

		From QB FY 2008 Actual	From QB FY 2009 Actual	From QB FY 2010 Actual	From QB FY 2011 Actual	4 year Averages	Posted Budget	Adopted Budget	\$\$ +/- over average
	General Road Fund								
	Income								
	Beginning Balance						150,476	150,476	
6000	Property Tax Total	123212	129334	117996	119375	122479	238,065	238,065	123755
6002	Municipal Share	0	0	0	0	0	-114,310	-114,310	
6010	Replacement Tax	51323	46021	41912	44139	45849	43,000	43,000	-2849
6020	Interest Income	7257	3951	463	263	2984	400	400	-2584
6030	Rental Income	0	0	0	0	0	39,000	39,000	39000
6040	Intergovernmental Agreement	0	0	2000	10600	3150	425,500	725,500	422350
6050	Miscellaneous Income	16754	944	558	190	4612	100	100	-4512
6060	Court Fines & Permits	3391	3615	4949	2830	3696	3,000	3,000	-696
6070	Maintenance Fees	0	0	0	0	0	0	0	0
6080	Grant Income	0	6000	181	0	1545	0	0	-1545
6090	Loan Income	0	700000	0	0	175000	0	0	-175000
6091	PROCEEDS FROM CAPITAL LEASE	0	66621			33311			-33311
	TOTAL REVENUES	201937	956486	168059	177397	392,625	634,755	934,755	242130
	Funds Available						785,231	1,085,231	
	Expenses								
	ADMINISTRATION								
6391	Contingencies	0	0	0	0	0	32,000	0	32000
6831	Capital Outlay-Equipment	0	0	0	540	135	4,000	600	3865
6651	Office Supplies	16	38	0	154	52	400	200	348
6512	Maintenance Equipment	169	38	0	0	52	1,000	200	948
6531	Accounting Service	2475	2575	0	2862	1978	4,000	3,000	2022
6533	Legal Service	1550	4957	4250	7609	4592	12,000	8,000	7409
6551	Postage	11	0	0	6	4	50	50	46
6552	Telephone	2023	2114	2283	3073	2373	4,500	3,000	2127
6553	Publishing	351	514	0	141	252	1,500	550	1249
6554	Printing	0	23	0	0	6	200	50	194
6561	Dues & Subscriptions	175	175	130	180	165	300	200	135
6562	Travel & Meeting Expense	1200	1801	2471	2840	2078	5,000	3,000	2922
6563	Education & Training	130	0	40	20	48	500	200	453
6914	Municipal Replacement Tax	8331	9853	9706	8188	9020	8,850	8,850	-170
6929	Miscellaneous Expense	1071	1166	82	4	581	8,000	1,200	7419
6421	Salaries	4920	5120	5315	5510	5216	6,000	6,000	784
6451	Health Insurance	15834	15719	0	0	7888	0	0	-7888
6472	Uniforms	752	830	0	0	396	0	0	-396

		From QB FY 2008 Actual	From QB FY 2009 Actual	From QB FY 2010 Actual	From QB FY 2011 Actual	4 year Averages	Draft Budget FY 2012 Actual		\$\$ +/- over average
	MAINTENANCE								
6820	Capital Asset Outlay	0	787917	92768	58817	234876	122,500	122,500	-112376
6833	Other Improvements	0	0	0	0	0	25,000	0	25000
6840	Debt Service	0	0	69923	46911	29209	437,000	737,000	407792
6841	Debt Issuance Cost	0	6800			3400		0	-3400
6111	Maint. Supplies-Bldg	283	1036	1956	503	945	10,000	2,000	9056
6112	Maint. Supplies-Equip	922	5174	1874	2865	2709	10,000	5,500	7291
6113	Maint. Supplies-Vehicle	4017	5253	5155	4475	4725	10,000	6,000	5275
6114	Maint. Supplies-Road	77	0	0	0	19	100	100	81
6116	Maint. Supplies-Snow Removal	0	0	0	0	0	100	100	100
6118	Maint Supplies-Bridge	0	0	0	0	0	1,000	50	1000
6122	Operating Supplies	1235	825	819	848	932	2,500	1,500	1568
6123	Small Tools	215	190	249	294	237	6,000	400	5763
6311	Maint. Service-Building	87	1978	48	74	547	10,000	2,000	9453
6312	Maint. Service-Equipment	8297	3272	2334	878	3695	8,000	8,000	4305
6313	Maint. Service-Vehicle	3103	3208	5978	2098	3597	8,500	6,000	4903
6314	Maint. Service-Road	0	0	0	0	0	100	100	100
6316	Maint. Supplies-Snow Removal	0	0	0	0	0	100	100	100
6318	Maint Supplies-Bridge	0	0	0	0	0	1,000	100	1000
6319	Street Light	3784	5075			4430			-4430
6332	Engineering Service	0	0	0	0	0	500	50	500
6371	Utilities	3343	4105	4146	3078	3668	9,000	5,000	5332
6373	Garbage Disposal	1242	1386	1433	1548	1402	3,000	1,500	1598
6394	Rentals	0	0	72	0	18	300	100	282
6830	Equipment	17240	0	0	0	4310	0	0	-4310
6919	Miscellaneous Expense	20	0	0	43	16	3,000	50	2984
6952	Intergovernmental Agreement	14807	0	15177	32200	15546	17,073	17,073	1527
6221	Salaries	6888	7168	7441	7714	7303	8,500	8,500	1197
	TOTAL EXPENDITURES	104568	878310	233650	193473	356415	781,573	958,823	425158
	Ending Balance	97,369	78,176	-65,591	-16,076	36,210	3,658	126,408	-32552

Permanent Road Fund									
	Income								
	Beginning Balance						264,594	264,594	
9000	Property Tax	360110	380170	432879	439,527	403172	458,994	458,994	55823
9020	Interest Income	13814	4834	466	495	4902	450	450	-4452
9040	Intergovernmental Agreement	0	24400	0	600	6250	600	600	-5650
9050	Miscellaneous Income	7603	1920	4569	3034	4282	600	600	-3682
9060	Permits and Bonds	8070	3080	1752	966	3467	2,000	2,000	-1467
9080	Grant Income	0	3046	0	0	762	10,000	10,000	9239
	TOTAL REVENUES	\$ 389,597	\$ 417,450	\$ 439,666	\$ 444,622	\$422,834	\$ 472,644	\$ 472,644	314404
	Total Funds Available						\$ 737,238	\$ 737,238	

		From QB FY 2008 Actual	From QB FY 2009 Actual	From QB FY 2010 Actual	From QB FY 2011 Actual	4 year Averages	Draft Budget FY 2012 Actual		\$\$ +/- over average
	Expenses								
9614	Maintenance Supplies-Road	7698	13175	10783	7787	9861	39,000	14,000	29139
9652	Operating Supplies	854	1567	885	421	932	10,000	2,000	9068
9655	Auto Fuel and Oil	18267	17096	13011	15119	15873	45,000	20,000	29127
9656	Salt, Calcium, Ice Control	58248	62680	51924	15871	47181	100,000	65,000	52819
9514	Maintenance Service-Road	186792	134797	144259	154024	154968	210,000	210,000	55032
9518	Road Stripping	15143	8701	15000	13274	13030	19,000	19,000	5971
9519	Street Lights	371	0	3961	4370	2176	6,000	4,000	3825
9520	Road Signs & Materials	0	3711	1123	1732	1642	20,000	10,000	18359
9532	Engineering Service	0	3184	5884	3549	3154	15,000	15,000	11846
9594	Rentals	0	997	84	11	273	3,000	1,000	2727
9929	Miscellaneous Expense	1357	2880	1333	1698	1817	10,000	1,500	8183
9421	Salaries	159264	160872	163428	142713	156569	194,000	190,000	37431
9451	Health Insurance	0	0	18650	17837	9122	30,000	30,000	20878
9461	Social Security	10606	10736	10923	9668	10483	13,500	13,500	3017
9462	Medicare Contribution	2481	2511	2555	2261	2452	3,500	3,500	1048
9472	Uniforms		0	1062	305	456	1,500	1,000	1044
9917	Contigencies		0	14540	0	4847	15,000	0	10153
	TOTAL EXPENDITURES	\$ 461,081	\$ 422,907	\$ 459,405	\$ 390,640	\$434,834	\$ 734,500	\$ 599,500	299666
	Ending Balance	-71,484	-5,457	-19,739	53,982		2,738	137,738	
	GRAND TOTAL		UNBUDGETED				12,903	298,153	
	Beginning Balances						456,967	456,967	
	Funds Available						1,599,976	1,899,976	
	Total Revenue				663,666		1,145,749	1,445,749	
	Total Expenditures				620,975		1,587,073	1,601,823	
	Funds Available - Total Expenditures						12,903	298,153	
	Contingency Line Items						47,000	0	
	Micellaneous Expense Line Items						21,000	2,750	