

GRAFTON TOWNSHIP REGULAR BOARD MEETING MINUTES
July 12, 2012

1. Call to Order

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

2. Roll Call

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

3. Pledge of Allegiance

The Pledge of Allegiance was said.

4. Set Agenda for Meeting

Motion by Trustee Murphy seconded by Trustee LaPorta, to approve the Agenda posted by the Clerk as the official Agenda for this meeting.

Roll Call

AYES: Trustees Murphy, LaPorta, McMahon, Zirk

NAYS: Supervisor Moore

ABSENT: None

Motion Passed.

5. Regular Business

Motion by Trustee McMahon, seconded by Trustee LaPorta, to move Item 8A under New Business to be the next item on the Agenda.

Voice Vote. Motion Passed.

8A. Discussion and potential action on non-payment of Township Trustees' salaries for six (6) meetings.

Discussion: Trustee McMahon asked Supervisor Moore why the Trustees have not been paid for the past six meetings. Trustee LaPorta asked the Supervisor if she had been paid on time and stated that all previous supervisors paid the Trustees on a monthly basis. A lengthy discussion ensued. Supervisor Moore responded that there is no statute that determines the schedule for payment to the Trustees. She provided no further explanation as to why she has not paid the Trustees.

Motion by Trustee LaPorta, seconded by Trustee McMahon, to move Item 9B under Reports to the next item on the Agenda.

Voice Vote. Motion Passed.

9. Reports

9B. Trustees

Trustee LaPorta stated that the monthly inaccuracies in finances; ignoring the Board's action to pay bills; and the misuse of credit and debit cards has left the Trustees no other option, but litigation. Trustee LaPorta stated that the Supervisor is involved in numerous legal cases in two counties as a result of her inability to work with others. Trustee Murphy reported that there will be a Senior Committee Meeting on August 7 at the American Legion.

Trustee Murphy asked the status of the 10 computers that were donated to the Township for use as a public computer lab. The computers were donated by Ancel, Glink. Supervisor Moore would not answer the question as to where the computers are now located. Trustee Murphy asked that this be placed on the August Agenda.

Motion by Trustee McMahon, seconded by Trustee LaPorta, to move Item 7B under Old Business to be the next item on the Agenda.

Voice Vote. Motion Passed.

7. Old Business

B. Discussion and potential action on review of check stubs/statements for January 2012; February 2012; March 2012; April 2012; May 2012; June 2012.

Trustee LaPorta asked why the Supervisor would not provide this to the Board. Supervisor Moore provided a laptop that presumably included the financial records, however, the password she provided was incorrect and the records could not be accessed. Trustee McMahon requested that this item be placed on the agenda for the August Agenda and to include the month of July, 2012.

5. Regular Business

A. Audit and Payment of Bills

Motion by Trustee Murphy, seconded by Trustee Zirk, to review and pay the Town and Road District bills.

Discussion: Trustee Murphy asked why the Forensican bill that was previously approved has not been paid and it is listed at \$300.00 less than what was approved to be paid. Supervisor Moore stated that Judge Caldwell instructed her to pay a specific amount. Trustee Murphy asked why the funds for the \$923.00 sound system that the Supervisor purchased for the 2012 Annual Meeting and that the Board previously approved to be returned came out of Line Item 968 Senior Services. Line Item 968 is actually "Postage." Trustee Murphy asked why the entire \$2000.00 Budget for last year/ Line Item 1574 Annual Meeting was spent on a Supervisor's newsletter in which no other elected official had input or information. Trustee Murphy also asked why Line Item 1574 now has an additional \$779.35 in it. Where did the funds come from? Trustee Murphy again asked about the GA funds that were used for the 2012 Annual Meeting/Line Item 1574. She stated that there is no money left in that Line Item and that the Supervisor is now over budget. Trustee LaPorta inquired as to why the ongoing accounting errors are still not fixed. Supervisor Moore said that she wants these issues outlined in writing. The Trustees objected to not having access to financial records readily available for review at the meetings so that the public could also be aware of the finances.

Assessor Ottley requested to dispose of his broken water cooler. He has purchased a new one and is submitting reimbursement for the cost. He continued to state that Line Item 1761 should be Line Item 1760. (EXHIBIT I) He asked Supervisor Moore asked ASSESSOR Ottley about the fraud charge on his canceled credit card. He responded that Officer Griffith had provided her with the information. to her. There was a discussion regarding the 5/11/2012 letter from Supervisor Moore to Assessor Ottley and Commissioner Freund. (EXHIBIT II) Discussion by Assessor Ottley regarding Cardinal Office Supply and Fleet Services. He continued to discuss Dundee Communications stating that the bill had been approved, but not paid. He is experiencing serious electrical issues- blown battery back-ups, monitor issues and issues with insufficient phone lines that he believes have already cost about \$2000.00 in damages. Trustees LaPorta and Murphy both expressed their disbelief that these items have not been repaired since there is budget designated to maintain the Assessor's Office. There was a discussion on the Road Commissioner repairing the electrical system in the Assessor's Office since the wiring is 10 years old and is probably overloaded and obsolete.

Motion by Trustee Murphy, seconded by Trustee Zirk, to amend the motion to pay the Town Fund bills to exclude Kujovich Consulting \$600.00; Grafton Road District \$300,000.00; Ottosen, Britz, Kelly, Cooper, Gilbert & DiNiff \$25,779.47; Evans, Marshall & Pease, P.C. \$14,940; Printing and Then Some \$295.60 (2 charges @ \$147.80 each); Supervisor's MasterCard charges \$2,564.48; Linda Moore \$238.62; Grafton Township GA Fund \$462.04/Annual Meeting mischarge and to specifically pay Assessor's bill for Dundee Communication \$360.32.

Roll Call

AYES: Trustees Murphy, Zirk, LaPorta

NAYS: Supervisor Moore, Trustee McMahon

ABSENT: None

Motion Passed.

The Supervisor refused to sign the Assessor's bills. (EXHIBIT III)

Discussion: Road Commissioner Freund said that they are still requesting numerous reports; bank statements, Mastercard statement for February 3, 2012; documents showing Quickbooks payroll fees and corresponding time period. He said this has not been done since the start of using Quickbooks for payroll. He said that Nextel bills have not been paid. (EXHIBIT IV) The Supervisor said she is requesting the detail from phone use. Road Commissioner Freund stated that this is unnecessary and not required.

Motion by Trustee Murphy, seconded by Trustee Zirk, to amend the motion to approve the Road District bills to exclude payment of Grafton Township Town Fund \$448.80 and \$4000 (audit); the Bank of New York Mellon \$270,000 and specifically to pay Line Item 6562 an additional \$40 for the spouse seminar fee and to pay both unpaid Nextell bills.

Roll Call

AYES: Trustees Murphy, Zirk, McMahon, LaPorta

NAYS: Supervisor Moore

ABSENT: None

Motion Passed.

The Supervisor refused to sign the Road District bills.

B. Approval of Minutes

1. Minutes of June 14, 2012 Public Hearings I and II.
2. Minutes of June 14, 2012 Regular Township Meeting

Motion by Trustee Murphy, seconded by Trustee Zirk, to approve the Minutes of June 14, 2012 Public Hearings I and II and the Minutes of June 14, 2012 Regular Township Meeting

Roll Call

AYES: Trustees Murphy, Zirk, LaPorta

NAYS: Supervisor Moore, Trustee McMahon

ABSENT: None

Motion Passed.

6. Public Comment/ Board Members Response to Public Comment

Loretta Wuich-Pro Senior Bingo

Joe Vokaty-Not in favor of Senior-Bingo

Betty Miller-Displeased with Board.

Motion by Supervisor Moore to remove Trustee McMahon from meeting. Motion failed due to no second.

Lisa Waitzman-Asked Supervisor why the Trustees have not been paid. Supervisor did not respond. Board responded.

Supervisor Moore called for a recess, but there was no second or vote. She left the podium and returned. During this time: **Motion by Trustee McMahon, seconded by Trustee Zirk, to appoint Trustee LaPorta Temporary Chair. Motion Passed.**

Supervisor Moore continued to preside over the meeting.

7. Old Business

- A. Discussion and potential action on 1) status of audits of 2009-2010 and 2010-2011; 2) hiring of a new audit firm to complete these audits and the audit of 2011-2012.

Discussion: George Roach, CPA, MBA, introduced himself to the Township Board. He said that he would be willing to work with the past auditor in a cooperative effort to complete the 2009-2010 and 2010-2011 audits. He would be interested in presenting a proposal for conducting the 2011-2012 audit. He will be in contact with the Supervisor and the Trustees and have information by the next Regular Township Meeting.

C. Discussion and potential action on format of reporting of financial statements including current month actual, current month budget; year-to-date actual and year-to-date budget.

The Supervisor stated this had already been discussed.

Motion by Supervisor Moore to pay the 2009-2010 audit bill. Motion failed due to no second.

8. New Business

B. Discussion and potential action on detailed hours worked for each Township office personnel

No discussion.

C. Establishment of agenda items for next meeting.

2012 Check stubs and banks statements; Status of 10 computers donated to Township; audits.

9. Reports

A. Supervisor

1. FOIA Report -None presented. Supervisor presented an idea for installing a vending machine at the Township. The Trustees stated that there is not adequate electric for essential equipment and the number of employees does not warrant a vending machine.

C. Clerk -Clerk Ford reminded the elected officials that they are required to complete the online Open Meetings Act Training provided by the Illinois Attorney General and to provide the Clerk with a certificate for the Township records. This is required to be completed by the end of the 2012 calendar year. She referenced a document provided by Joe Vokaty on the role of the Clerk in the Township. It was entered into record as EXHIBIT V.

D. Assessor

Not present.

E. Road Commissioner

General report. Reiterated on Issues as outlined in EXHIBIT IV.

10. Executive Session

11. Discussion and potential action of items as discussed at Executive Session.

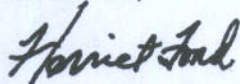
12. Adjournment

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

Roll Call/Voice Vote/All present voted Aye.

Motion Passed/Meeting adjourned at 9:45 p.m.

Submitted,



Harriet Ford
Grafton Township Clerk



ASSESSOR'S BILLS

Amount	10-May-12	Category
\$5.86	Wright Express Fleet Services	1760 fuel
\$10.00	Wright Express Fleet Services	1939 late fee
\$480.17	at&t	1752 phone & internet
\$77.81	Cardunal Office Supply	1851 office supplies
\$4,190.34	Blue Cross Blue Shield of Illinois	1243 health insurance
\$407.46	Humana	1243 insurance
\$150.00	Visual PAMSPRO	1761 seminar
\$341.60	The Chateau - Bloomington, IL	1761 hotel for class - Ottley 1760
\$66.00	Western Union	1939 money transfer - Ottley
\$9.99	mileage	1760 Ottley - 18 miles
\$41.95	Ice Mountain	1851 water
\$250.44	meals for class	1760 training - Ottley
\$28.50	Grafton Road District	1851 water softner salt
\$300.00	Illinois Property Assessment Institute	1761 John Collier - class
\$6,360.12		

should be 1760



Grafton Township

McHenry County, IL

P.O. Box 37, Huntley, IL 60142

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

5/11/2012

Dear Assessor Ottley and Commissioner Freund,

Please submit your bills to my office no later than noon on Thursday, June 7, 2012. Starting in March, as a result of board complaints regarding board packet availability before board meetings, the bills will be due to my office on the first Thursday of the month no later than 12:00 noon. If your bill arrives in my office after this deadline it will be put on the list of bills to be approved by the Grafton Township Board at the next regular monthly meeting.

Please do ensure that you have contacted any vendors that you are billed by on a monthly basis, for example Ace Hardware or AT and T, or Fleet Services, if you have not received their bills and ask that they fax or email you the bill to meet the deadline.

Please note: If you have password protected any of your vendor accounts to restrict the supervisor from accessing the current payment information, we will pay the full amount of the bill, regardless of the amount marked on your paperwork.

All pages of the original invoices need to be submitted before payment can be released. It is not acceptable to redact any part of the invoice.

Please call 847-669-3328 if you have any questions. My email address is lindamooregt@hotmail.com for your convenience.

Thank you for your cooperation in this matter.

Sincerely,

Linda Moore
Grafton Township Supervisor
Chief Financial Officer

EXHIBIT III

ASSESSOR'S BILLS

	Amount	12-July-2012	Category
	\$0.00	ConservFS	1760 fuel - 3 months
10	\$222.14	at&t	1752 phone & internet
04	\$253.08	Cardunal Office Supply	1851 office supplies
03	\$4,190.34	Blue Cross Blue Shield of Illinois	1243 health insurance
07	\$433.20	Humana	1243 insurance
12	\$300.00	Illinois Property Assessment Institute	1761 Hugo Roldan class - 7/22/2012
14	\$340.00	Illinois Property Assessment Institute	1761 Rich Alexander class - 8/8/2012
13	\$340.00	Illinois Property Assessment Institute	1761 David Knutson class - 8/8/2012
15	\$340.00	Illinois Property Assessment Institute	1761 James Burke class - 8/8/2012
16	\$300.00	Illinois Property Assessment Institute	1761 Hugo Roldan class - 7/30/2012
11	\$17.04	Ice Mountain	1851 water
02	\$7.05	ACE Hardware	1751 supply line paid for by Alexander
17	\$340.00	Illinois Property Assessment Institute	1761 Hugo Roldan class - 8/8/2012
18	\$90.00	postage	1755 Ottley - 200 stamps - 2nd request
05	\$321.00	Dundee Communicatios, Inc	1751 phone service work- past due
06	\$39.32	Dundee Communicatios, Inc	1751 late fee- past due
08	\$31.45	Huntley Automotive Repair Inc.	1751 oil change -2008 Ford Escape
01	\$403.15	John Collier	1760 training expenses
09	\$99.00	Menards	1851 water cooler paid for by Ottley

\$8,066.77

Road District of Grafton Township

Jack Freund, Highway Commissioner

10109 Vine Street, Unit A

Huntley, IL 60142

Phone 847-669-5070

Fax 847-659-1075

HIGHWAY COMMISSIONER REPORT

June 2012

- There were not any Special Moving permits.
- NEXTEL BILL from last month was not paid yet, this needs to be paid this month along with the current month.
- Have not received a copy of my MASTERCARD statement for February 3, 2012 and have asked for it on 3/8/12, 4/12/12, 5/10/12 and 6/14/12.
- I am requesting copies of the BANK STATEMENTS for the ROAD DIST accounts for the months of APRIL, MAY and JUNE 2012 that I have not received.
- Need documents showing QUICKBOOK PAYROLL FEES and what month they are for. The fees need to be on the list of bills and approved by the board each month. This has not been done since the start of using Quick Books for payroll.
- Reports – Still have not received any since August 2011.

If you have questions, please give me a call at the office and come in and see me.

TO: CLERK OF GRAFTON TOWNSHIP

FROM: JOSEPH VOKATY

997 NORTH SHORE DRIVE

CRYSTAL LAKE, IL 60014

. THE ENCLOSED LETTER IS TO BE READ AT THE BOARD MEETING ON JULY 12, 2012.

. THE LETTER IS TO BECOME AN ADDITION TO MEETING MINUTES.

The powers of the Clerk are——extensive/ great/ meaningful. She was elected to perform many duties of the office, such as: public relations, make agendas for all meetings, receive bills, correspondence and other items for meeting agendas; publish all township business, responsible to start, finish, and take meeting minutes; responsible for all township documents, records, books, files, file cabinets, computers, credit cards, printers, stationery and other items used to make records. All of these duties are controlled in the Clerk's office by the Clerk and Clerk's assistants. Every paper generated in the township office belongs to the taxpayer – not the township officials. They only use the papers. The Clerk is responsible for them. Authority and Responsibility cannot be separated. One person cannot do something and have another person be responsible for the outcome.

The Clerk's office is home for a computer main frame. Repeaters with limited access are located elsewhere. Limited access consists of: no online, no computer printers. Access to main frame files for viewing only. All other computer work is performed in the Clerk's office under the supervision of the clerks. Clerks make copies of computer files. No original documents leave the Clerk's office – only copies. Credit cards are tools to generate records and are also the Clerk's responsibility.

Please let our Clerk do her job without usurpation. Supervisors, executive authority, or privileged usurping the Clerk also does so to all elected officials from Governor down to township officials.

JULY 12, 2012.

A handwritten signature in black ink, appearing to read "Joseph Vokaty". The signature is fluid and cursive, with a long horizontal stroke extending to the right.