

## **GRAFTON TOWNSHIP REGULAR BOARD MEETING MINUTES**

**October 11<sup>th</sup>, 2012**

### **1. Call to Order**

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

### **2. Roll Call**

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

Absent: Trustee Murphy

### **3. Pledge of Allegiance**

The Pledge of Allegiance was said.

### **4. Approval of Agenda**

**Motion by Trustee LaPorta to strike New Business a, b, c, d, e, f. Second by Trustee Zirk.**

**Roll Call**

**AYES: Trustees Zirk, LaPorta, McMahon**

**NAYS: Supervisor Moore**

**Motion Passed.**

### **5. Regular Business**

**A. Audit and Payment of Bills.**

**Motion by Trustee Zirk to do Road District and Assessor bills first. Second by Trustee LaPorta.**

**Motion carries (all Ayes).**

**Road District Bills**

**Motion by Trustee Zirk for Road District bills to approve all with exception to only approve \$2,000.00 of \$4,000.00 of bill for '09-'10 auditor, from Grafton Township Town Fund, and, omit J.A. Ketchmark LTD \$535.00, & The Bank of New York Mellon for \$270,000.00. Second by Trustee LaPorta.**

Discussion: On grant money.

**Roll Call**

**AYES: Trustees Zirk, LaPorta, McMahon**

**NAYS: Supervisor Moore**

**MOTION PASSED.**

**Assessor Bills**

Discussion: Assessor Ottley noted that interest of \$20 is listed twice. Supervisor Moore asked the Assessor to take her email address off of the website. Assessor Ottley wants to see statute that says he cannot make contracts as Supervisor did not let Comcast install for free service. (Public comment – Mr. Vokaty, Statute says Supervisor does what she has to, public is boss. Supervisor Moore said he was out of order.) Trustee LaPorta, said that we need a special meeting to see about contract. Supervisor Moore told Assessor to give board the written confirmation that Comcast will absorb cost and wants to see the contract first. Assessor Ottley said he wanted this in place before the assessment appeals start to come in. Trustee LaPorta said if Comcast can provide contract, they'll have a special meeting and get it approved.



Discussion: (for paying bills) Trustee LaPorta asked about the 'backup' item. Assessor Ottley said it is for Cloud backup, mentioned the new piece of the website that shows comparable listings. Supervisor Moore asked about direct deposit for the phone. Assessor Ottley said he asked them and they said that Moore set it up July 6<sup>th</sup> for auto-payment. Trustee Moore said she is unable to stop the auto-payment and that she did not start it.

**Motion by Trustee Zirk to pay Assessor's bills. Second by Trustee LaPorta.**

**Roll Call**

**AYES: Trustees Zirk, LaPorta, McMahon**

**NAYS: Supervisor Moore**

**Motion Passed.**

7:57, Assessor Ottley leaves.

**Motion by Trustee Zirk to pay Supervisor's bills except for Evans Marshall & Pease \$7,545.00, Grafton Township General Assistance \$462.04, Grafton Township Road District \$300,000.00, Hilton Springfield \$320.32, Huntley American Legion \$25.00 (not paying the other \$25.00), J.A. Ketchmark, LTD. \$785.00, Kujovich Consulting (2 charges, total of) \$600, MasterCard Supervisor (total of) \$2,644.68, Ottosen Britz Kelly Cooper Gilbert&DiNilf (total of)\$31,268.43, Printing & then some (2 charges of \$147.80 each) \$ 295.60, Township Officials of Illinois \$210.00 and U.S. Post Office (2 charges, total of) \$100.00. Second by Trustee LaPorta.**

Discussion of above motion: Trustee LaPorta said the Supervisor told him he had to pick up his check, as there weren't enough stamps. Board talked about postage, 1400 stamps bought in last few months. Supervisor Moore wanted it entered that 10 vendors are not getting paid (was stated as 11 but the American Legion is paid at \$25). Supervisor Moore asked which MasterCard bills are not legitimate bills. Trustee LaPorta said that there is consistent over-spending from the Supervisor. He then explained to the public that she incurs the expense ahead of time and then asks the board to pay what has already been incurred, so, the board said they will no longer pay the MasterCard. Supervisor Moore asked which entries are not legitimate. Trustee LaPorta said they need a special meeting to go over the Master Card. Trustee McMahon said they will pay off the MasterCard when it is canceled.

**Roll Call**

**AYES: Trustees Zirk, LaPorta, McMahon**

**NAYS: Supervisor Moore**

**Motion Passed.**

Discussion of Profit & Loss Statement: Trustee Zirk said 5512/5513 was supposed to be adjusted by \$1,000 each. Supervisor Moore said they approved what was in there, and that the motion for 1k each did not carry.

Skip to Approve Minutes

B. Approval of Minutes

1. Minutes of September 13, 2012 Regular Township Meeting

**Motion by Trustee Zirk to approve the minutes of September 13, 2012 Regular Township Meeting. Second by Trustee McMahon.**

**Roll Call**



**AYES: Trustees Zirk, McMahon**

**NAYS: Supervisor Moore**

**ABSTAIN: Trustee LaPorta (absent last month)**

**Motion Passed.**

Back to Discussion of Profit & Loss Statement: All Looked back at last month's minutes, both transfers passed (from 5790 to 5512/5513). Supervisor Moore said she will make those changes Trustee Zirk said that 1533/1554 transfer did not happen, that was passed. Supervisor Moore will look into the issues that Trustee Zirk brought up. Trustee Zirk said that 1565 adds to \$1,200.88, not \$2,000.00. Trustee Zirk also said that 1533 looks short by \$30,000.00.

**6. Public Comment/ Board Members Response to Public Comment**

Joe Vokaty – The role of the Township Clerk (EXHIBIT I)

Donna McMahon – Four Assessor bills paid out of GA. Also, GA's budget online is incorrect.

Pam Fender – Read from statutes for township duties and that Trustees are legislative arm.

Board Members Responses – Trustee Zirk said that bank reconciliation information is wrong. Trustee LaPorta said they need to schedule a special meeting to get an expert for an emergency audit. Trustee McMahon said that the mismanagement is not on the Trustees. Trustee LaPorta said that is they do not work on it they will be liable, and that a forensic audit can be done at any time.

**7. Old Business**

A. Discussion and potential action on presentation by auditor for the 2010-2011 audit and hiring an auditor for the 2011-2012 audit.

Public tries to speak again, Supervisor Moore said that Public Comments was closed, did they want it open again. **Motion by LaPorta to open Public Comments.**

Pam Fender – She doesn't want to spend any more money, but, it needs to be done. \$600,000 in legal bills, 20,000 in late fees.

Board Response – Supervisor Moore said she wants to pay for the audits that were done. Trustee LaPorta said they are not finished and cannot be paid until they are final, also that they won't do new audit until old ones are finished. Trustee LaPorta said to make a special meeting in the next 7 days to get special auditor in to look at financials (forensic audit). Supervisor Moore asked if there were any other open comments, there were none.

B. Discussion and potential action to reimburse Trustee Zirk for mileage for the 2011 TOI Training class and to reimburse her for \$19.42 FOIA charges as a response to her request for copies of all bills related to legal fees so that she could conduct work on the budget.

Discussion – Supervisor Moore said that Trustee Zirk did a FOIA and needs to pay. Trustee Zirk said to refer to her email.

**Motion by Trustee Zirk to table item 7B. Seconded by Trustee LaPorta.**

**8. New Business**

A-F were tabled earlier in the meeting.

G. Discussion and potential action on transferring of funds of funds by resolution. **No motion on "over approving".**

I. Establishment of agenda items for next meeting. None were put forth.

**9. Reports**

**A. Supervisor**

**1. FOIA Report**

Volume of ridership is increasing. Report in packet (with resolutions).

**B. Trustees**

Trustee Zirk, info about a pantry was given to Senior Bingo, she said that should stop.

Supervisor Moore asked what is going on with the merger. Trustee Zirk said she cannot talk to that.

**C. Clerk** None

**D. Assessor** Not here.

**E. Road Commissioner** Report in packet.

**10. Executive Session**

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

**12. Adjournment**

**Motion made by Supervisor Moore to adjourn the meeting. Second by Trustee Zirk. All Ayes.**

**Motion passed/Meeting adjourned at 8:56pm.**

Submitted.

A handwritten signature in black ink, appearing to read 'Marci Gordon', with a stylized, flowing script.

**Marci Gordon**

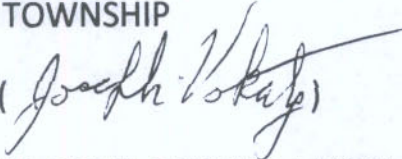
**Grafton Township Deputy Clerk**



# EXHIBIT I

TO: CLERK OF GRAFTON TOWNSHIP

FROM: JOSEPH VOKATY (



997 NORTH SHORE DRIVE, CRYSTAL LAKE IL 60014

THE ENCLOSED OFFICIAL DOCUMENT IS TO BE READ AT THE BOARD MEETING ON OCTOBER 11, 2012. THE DOCUMENT IS TO BECOME AN ADDITION TO THE MEETING MINUTES

All mail addressed to the Township belongs to the voters and tax payers, and not to the elected officials. All mailings are documents for which only the Clerk, and no other official, is responsible. The Clerk opens all mail, makes copies of documents and files the original document; after which, she distributes copies as needed. The Clerk also records and files cancelled checks.

Outgoing mail is the Clerk's authority and responsibility. The Clerk makes file copies of documents, bill payments with check number etc. The Clerk seals and places postage stamps on envelopes and places them in "Outgoing Mail".

The only official's name that can be on outgoing mail is that of the Clerk, Harriet Ford. Any other name is considered "campaigning" and "electioneering".

File cabinets, computers and credit cards contain documents for which only the Clerk is responsible. Programming of computers is the sole authority of the Clerk. Other officials cannot hire Programmers. That is like having a Locksmith change all keys to file cabinets. Using the computers should be at a minimum until hackers can be controlled.

Credit cards also contain documents for which the Clerk is responsible. They are too easy to misuse. Do it the old way...get a bill or pay cash.

The Clerk's duties are to post all meetings, prepare the agenda, open meetings, call to order and turn the Chair to the Supervisor who chairs business. The Clerk's duties are to control the conduct of everyone in the meeting. The Clerk can have those "out of control" removed, even calling the Police and prosecuting offenders.