

GRAFTON TOWNSHIP REGULAR BOARD MEETING MINUTES

April 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, Assessor Ottley, Road District Commissioner Freund.

3. Pledge of Allegiance

The Pledge of Allegiance was said.

4. Set Agenda for Meeting

The Agenda prepared by the Clerk was the only Agenda.

Assessor Ottley requested to move Item 8C and 8D to be part of the discussion of Item 5A Audit and Payment of Bills.

Motion by Trustee Zirk, seconded by Trustee Murphy, to place the following Agenda items under 8. New Business: C. Discussion and potential action on Assessor's employees attending training and travel reimbursement; and D. Discussion and potential action on electrical issues in the Assessor's Offices. to be discussed as part of Regular Business 5A. Audit and Payment of Bills. Roll Call/Voice Vote/All AYES. Motion Passed.

Supervisor Moore gave the Road District a check for \$24,450.00 and she gave Trustee Murphy a check for the payment to Forensican.

5. Regular Business

A. Audit and Payment of Bills

1. Discussion and potential action to pay bills as submitted

Discussion: Assessor Ottley distributed his bills.

Motion by Trustee Murphy, seconded by Trustee LaPorta to pay the town bills as presented by the Supervisor and the Assessor.

Discussion: There was a lengthy discussion regarding the expenses for the 2012 Annual Meeting and the "special annual meeting." The Trustees asked the Supervisor a number of questions regarding the cost of yard signs-why it was paid for with a GA debit card and Trustee LaPorta inquired as to why none of this was brought before the Board. Supervisor stated that something happened with the township debit card, so she used the GA one. Trustees LaPorta, Murphy and Zirk all expressed that they felt the signs were ineffective and unnecessary due to lack of information on the signs and the fact that there was a notice in the paper and a newsletter already informing the public about the meetings. Trustee Murphy asked about the \$811.00 charge to Guitar Center. Supervisor Moore stated she purchased a sound system for the meeting. Trustee Murphy said one could be rented for \$100.00. All of the Trustees agreed that this system should be returned immediately for a refund. There was a lengthy discussion on the charge of \$900 to A Video Image for services to record the meeting. The Trustees all agreed this was an excessive charge. Trustee McMahon stated that there is blatant misuse of the credit/debit cards. All of the Trustees agreed that greater accountability for expenditures is needed. Trustee Murphy stated that Supervisor Moore spent almost \$3000.00 for the Annual Meeting when there was a budget of \$2000.00. Trustee Murphy asked about the continuing expense of Kujovich Financial Consultants since this was never brought before the Board and the Board has refused to pay this bill in the past. There was a conversation regarding the charges associated with mailing 14,000 newsletters. The Supervisor stated it went out to all registered voters. Assessor Ottley and several of the Trustees stated that they never received one. There was discussion about continuing to mail postcards; inadequate funds in Line Item 5050; and miscoding of line items.

8. C. Assessor Ottley explained that he was requesting the required pre-payment for lodging for Assessor's office employees (Hugo Rolden and John Collier) to attend training classes in Normal, IL.

8. D. Assessor Ottley explained the serious electrical issues at their office and the recommended resolution. Trustee LaPorta commented on why he believed it was critical to address this issue immediately and explained some of the additional safeguards he recommended.

None of the Trustees or the Supervisor commented with any objection to proceeding with action regarding Item 8 C. and 8 D.

Motion by Trustee Murphy, seconded by Trustee LaPorta, to amend the motion to pay the Town Fund bills excluding Kujovich Consulting \$600.00; J. A. Ketchmark \$160.; Grafton Road District \$300,000.00; Village of Huntley (three charges at \$130.00 each) \$390.00; Ottosen, Britz, Kelly, Cooper, Gilbert & DiNiff \$18,813.59; Evans, Marshall & Pease, P.C. \$10,940., for non-fulfillment of their contract stating that this bill will be paid when the auditors present their reports in person to the Board since only one draft audit has been completed and numerous errors exist; Printing and Then Some \$147.80 and \$147.80.

Roll Call

AYES: Trustees Murphy, LaPorta, McMahon, Zirk

NAYS: Supervisor Moore

ABSENT: None

Motion Passed.

Assessor Ottley requested that it be noted in the record that Supervisor Moore refused to sign the Warrant of Assessor's Bills. (EXHIBIT I)

Motion by Trustee LaPorta, seconded by Trustee Zirk, to rescind/cancel the use of the Mastercard credit card of Supervisor Moore, this action being the result of repeated requests by the Board of Trustees at the Regular Township Board Meetings for the Supervisor to cease mailings of postcards and other unapproved excessive expenditures.

Roll Call

AYES: Trustees LaPorta, Zirk, McMahon, Murphy

NAYS: Supervisor Moore

ABSENT: None

Motion Passed.

Motion by Trustee LaPorta, seconded by Trustee Zirk, to rescind/cancel the use of the debit card of Supervisor Moore, this action being the result of repeated requests by the Board of Trustees at the Regular Township Board Meetings for the Supervisor to cease mailings of postcards and other unapproved excessive expenditures.

Roll Call

AYES: Trustees LaPorta, Zirk, McMahon, Murphy

NAYS: Supervisor Moore

ABSENT: None

Motion Passed.

Motion by Trustee LaPorta, seconded by Trustee Murphy, to approve the Road District bills excluding Evans, Marshall & Pease, P.C. \$4000.00; J.A. Ketchmark and postage which is now listed as owed to the Grafton Township Town Fund \$448.80; The Bank of New York Mellon \$270,000.00 and to pay the Nextel bills.

Roll Call

AYES: Trustees LaPorta, Murphy, Zirk, McMahon

NAYS: Supervisor Moore

ABSENT: None

Motion Passed.

Assessor Ottley left the meeting at 8:35 p.m.

B. Approval of Minutes

1. Minutes of March 8, 2012 Regular Township Board Meeting

Motion by Trustee Zirk, seconded by Trustee LaPorta, to approve the Minutes of March 8, 2012 Regular Township Board Meeting.

Roll Call

AYES: Trustees Zirk, LaPorta, McMahon, Murphy

NAYS: Supervisor Moore

Motion Passed.

6. Public Comment/Board Member Response to Public Comment

Tom Halat

Joe Kimpel

Pam Fender

Lisa Waitzman

Trustees responded.

Motion by Trustee LaPorta, seconded by Trustee Murphy, to have the Supervisor return the sound system purchased for the Annual Meeting to Guitar Center for a complete refund.

Roll Call

AYES: Trustees LaPorta, Murphy, Zirk, McMahon

NAYS: Supervisor Moore

ABSENT: None

Motion Passed.

7. Old Business

A. Discussion and potential action/presentation of the 2009-2010 and 2010-2011 final audits and hiring of a new audit firm.

Discussion: Trustee LaPorta stated that many efforts have been made for the past several months requesting a formal presentation of the 2009-2010 and 2010-2011 audits. There has been no response from the audit firm. He has been informed that the auditors have been instructed to speak to only the Supervisor. Trustee LaPorta stated that there were numerous errors in the reports, as reported by the Road District. He continued to say that the 2010-2011 audit document is only a draft and the language in the management letter has changed from the original draft. The Trustees expressed their desire to pay the auditor and complete the audit process since the Township now is required to begin the audit process for 2011-2012 fiscal year.

Motion by Trustee Murphy, seconded by Trustee LaPorta, to have the Supervisor request the audit firm attend the May Regular Township Board Meeting in order to present the audits and correct errors in the submitted reports.

Roll Call:

AYE: Trustees Murphy, LaPorta, McMahon, Zirk

NAY: Supervisor Moore

Motion Passed.

B. Discussion and potential action on appointment of a Township Attorney.

Motion by Trustee Murphy, seconded by Trustee LaPorta, to discuss the appointment of a Township Attorney.

Roll Call by Voice Vote/Motion Passed.

Discussion: Trustee Zirk stated that in court this week, the Judge was surprised that this Township did have an attorney.

Supervisor Moore stated that she is not appointing a Township Attorney.

8. New Business

A. Discussion and potential action on review of check stubs/statements for January, 2012; February, 2012 and March, 2012.

This item was requested to be placed on the agenda for this meeting by Trustee McMahon. Supervisor Moore did not provide any of the requested records.

Motion by Trustee Murphy, seconded by Trustee McMahon, to provide the complete bank statements/check stubs for January, February, March and April, 2012 so that they may be reviewed at the May Regular Township Board Meeting.

Roll Call:

AYE: Trustees Murphy, McMahon, LaPorta, Zirk

NAY: Supervisor Moore

Motion Passed.

B. Discussion and potential action on proof/confirmation of transfer of funds as approved at the February 9, 2012 Regular Township Board Meeting.

Motion by Trustee Murphy, seconded by Trustee LaPorta, to strike this item since it has been completed.

Roll Call by Voice Vote/Motion Passed.

E. Establishment of agenda items for next meeting.
Auditors' presentation.

9. Reports

A. Supervisor

Colonial Insurance would like to provide a presentation on supplemental insurance.

Trustee Murphy believes that prior to scheduling the Assessor and the Road District should discuss with their employees to gage interest level. Trustee Zirk agreed.

FOIA: Trustee Zirk stated that she has filed a FOIA request with the Supervisor and is awaiting a response.

B. Trustees

Trustee LaPorta reported that the Supervisor's Statement of Financial Affairs presented for the 2012 Annual Meeting had many errors (Exhibit II):

Road & Bridge Report The ending balance from March, 2011, should be \$459,341., not \$413,183.00. Ending balance should be \$559,027.00, not \$512,869.00. Taxes levied preceding year 2010 is \$744,392.00, not 2011- \$769,187.00.

Town Fund Report Ending Balance should be \$437,613.00, not \$388,146.89.

Trustees Zirk and Murphy reported that several Line Item amounts changed from month to month, and then some just disappear. They are concerned about the ongoing inconsistencies with reporting the Township finances. They inquired as to why this was occurring. Supervisor Moore did not respond.

C. Clerk

Clerk Ford stated that she may have a conflict on 4/23/12 for the Special Board Meeting. She informed the Board that Deputy Clerk Holden is not available so if a substitute is required she will be providing a Special Deputy Clerk for this meeting. She expressed hope that this individual will be paid for their services, unlike Deputy Clerk Holden, who has still not been paid even though the Board has approved it at two meetings.

D. Road District Commissioner

Road Commissioner Freund reported numerous financial issues. (EXHIBIT III)

E. Assessor

Not present.

F. Committee Reports

None

10. Executive Session

Motion by Trustee Zirk, seconded by Trustee Murphy, to adjourn to Executive Session for consideration of approval and release of Executive Session Minutes of October 13, 2011.

Discussion: Trustee Zirk added "and discussion of litigation to the Executive Session."

Roll Call

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

NAYS: None

ABSENT: None

Motion Passed.

Motion by Trustee Murphy, seconded by Trustee Zirk, to reconvene the Regular Township Board Meeting at 9:36 p.m.

Roll Call by Voice Vote/Motion Passed.

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

Motion by Trustee LaPorta, seconded by Trustee Murphy, to approve and release the Executive Session Minutes of October 13, 2011.

Roll Call

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

NAYS: None

ABSENT: None

Motion Passed.

Motion by Trustee Murphy, seconded by Trustee LaPorta, to proceed with moving forward with the appeal process in the litigation between the Supervisor and the Trustees and the process will be handled by the law firm of Ancel, Glink.

Roll Call

AYES: Trustees Murphy, LaPorta, Zirk, McMahon

NAYS: None

ABSENT: None

ABSTAIN: Supervisor Moore

Motion Passed.

12. Adjournment

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

Roll Call/Voice Vote/All present voted Aye.

Motion Passed/Meeting adjourned at 9:38 p.m.

Submitted,



Harriet Ford
Grafton Township Clerk

WARRANT LIST

BOARD OF TOWN TRUSTEES

McHenry County
Township of Grafton

We, the undersigned comprising the Board of Town Trustees of said Town of Grafton Township having duly met at the Town Clerk's office or duly designated area, on the 12th day of April, 2012 for the purpose of auditing town accounts, do hereby certify that the following claims or demands against said town were presented, and being examined were allowed at the said meeting.

TO WHOM ALLOWED		NATURE OF CLAIM	AMOUNT
Wright Express Fleet Services	1760	fuel	\$3.86
at&t	1752	phone & internet	\$265.45
Cardunal Office Supply	1851	office supplies	\$393.02
Blue Cross Blue Shield of Illinois	1243	health insurance	\$4,190.34
Humana	1243	insurance includes credit of \$135.82	\$337.36
Huntley Automotive	1751	2 oil changes	\$65.50
Visual PAMSPRO	1756	annual fee	\$7,075.00
Holiday Inn Express	1761	hotel for class	\$615.70
FULLIDENTITY	1851	ID badge	\$18.00
Tyler Press	1851	business cards	\$30.00
Leading IT solutions	1751	reconfigure server	\$451.25
TigerDirect	1851	4GB drive	\$23.52
Ice Mountain	1851	water	\$33.79
Illinois Property Assessment Institute	1761	Hugo Roldan - class	\$375.00
CDW-G	1854	2 hard drives	\$552.99
Illinois Property Assessment Institute	1761	John Collier - class	\$375.00
			\$14,805.78

In Witness Whereof, the members of said Board of Town Trustees have hereunto set their hand this

12th day of April, 2012.

Supervisor

Barb Marsh _____
Trustee

[Signature] _____
Trustee

[Signature] _____
Trustee

[Signature] _____
Trustee

**SUPERVISOR'S STATEMENT OF FINANCIAL AFFAIRS
TOWN FUNDS**

I, Linda Moore, Supervisor of Grafton Township, McHenry County, Illinois,
being duly sworn, depose and say that the following statement is a correct
report for the fiscal year beginning April 1, 2011, and ending March 31, 2012.

BEGINNING BALANCE April 1, 2011 \$ 825,760.40

REVENUES

Property Tax	\$ 1,037,007.70	
Replacement Tax	\$ 23,695.86	
State Grants	\$ -	
Interest Income	\$ 612.00	
Rental Income	\$ -	
Miscellaneous Income	\$ 1,617.71	
Intergovernmental	\$ -	
Transportation	\$ 4,466.20	
TOTAL REVENUES:		\$ 1,067,399.47

EXPENDITURES

Administration	\$ 929,319.73	
Assessor	\$ 404,690.77	
Home Relief	\$ 27,511.38	
Insurance	\$ 26,143.15	
Illinois Municipal Retirement	\$ 23,126.59	
Social Security	\$ 44,754.74	
TOTAL EXPENDITURES:	\$ 1,455,546.36	\$ 1,455,546.36
ENDING BALANCE	March 31, 2012	\$ 388,146.89

**SUPERVISOR'S STATEMENT OF FINANCIAL AFFAIRS
TOWN FUNDS**

The amount of tax levied the preceding year:	\$1,054,698.74
The amount of property tax collected:	\$1,037,007.70

The amount paid out on town indebtedness:	
Principal	\$0.00
Interest	\$0.00
The amount of unpaid liabilities due:	\$0.00
The amount of unpaid liabilities not yet due:	\$0.00

The Supervisor shall, within 30 days before the annual town meeting, prepare and file this report with the Township Clerk. This report is not required to be published in a newspaper. (60 ILCS 1/70-15 & 1/70-30)

Subscribed and sworn to this 5 day of April, 2012

Linda Moore
Supervisor

ROAD DISTRICT TREASURER'S ANNUAL REPORT**ROAD AND BRIDGE FUNDS**

To the Highway Commissioner, Grafton Township Road District
McHenry County, Illinois.

I, Linda Moore Treasurer of Grafton Township Road District,
McHenry County, Illinois, being duly sworn, depose and say that the following
statement is a correct report for the fiscal year beginning April 1, 2011 and ending
March 31, 2012.

BEGINNING BALANCE	March 31, 2011	413,183.00
<u>REVENUES</u>		
Property Tax	617,244.00	
Replacement Tax	40,297.00	
Interest Income	677.00	
Intergovernment	404,175.00	
Grants	13,209.00	
Miscellaneous Income	8,565.00	
TOTAL REVENUES:		1,084,167.00
<u>EXPENDITURES</u>		
Administration	29,394.00	
Maintenance	437,451.00	
Equipment	44,862.00	
Insurance	21,870.00	
Illinois Municipal Retirement	14,321.00	
Debt Service	436,583.00	
TOTAL EXPENDITURES:		984,481.00
ENDING BALANCE	March 31, 2012	512,869.00
Taxes levied preceding year 2011		769,187.00
Total property taxes collected from 2010 levy		617,244.00
Principal owed to Bank of New York		270,000.00

ROAD DISTRICT TREASURER'S ANNUAL REPORT**ROAD DISTRICT FUNDS**

The treasurer shall present this report of itemized receipts and disbursements annually within 30 days after the end of the fiscal year to the Highway Commissioner of the district. This report is not required to be published in a newspaper. (605 ILCS 5/6-205)

Subscribed and sworn to this 5th day of April, 2012

Linda Moore
Treasurer

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

March 2012

-There was 1 Special Moving Permit totaling \$30.00.

-NEXTEL BILL from last month was not paid yet, this needs to be paid this month along with the current month.

-ZANCK, COEN & WRIGHT bill from last month was not paid yet. - They received April 4th

-Have not received a copy of my MASTERCARD statement for February 3, 2012

-Check from Grafton Township (paid in July) for \$175.00 is in wrong fund. Should be in 9040 not 9050. Asked for it to be fixed on 10/20/11, 11/10/11, 12/8/11, 1/12/12, 2/9/12 and 3/8/12.

-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.