

GRAFTON TOWNSHIP REGULAR BOARD MEETING MINUTES
May 10, 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

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

Roll Call

AYES: Trustees Zirk, LaPorta, McMahon, Murphy

NAYS: Supervisor Moore

ABSENT: None

Motion Passed.

5. Regular Business

A. Audit and Payment of Bills

Motion by Trustee Murphy, seconded by Trustee Zirk, to review and discuss the Town Fund bills.

Roll Call voice vote. Motion Passed.

Discussion: Assessor Ottley presented a notarized statement regarding that two Assessor's Office employees, John Collier and Hugo Roldan, have been reimbursed in full for travel expenses and said reimbursement came from William Ottley's personal funds. (EXHIBIT I)

Discussion: Trustee McMahon stated that the \$600.00 charges for the Village of Algonquin Police Department for services at the 2012 Annual Meeting were excessive and unnecessary. Trustee Murphy asked about Line Item 1551- bill for *Send It Corp.* was unnecessary. Trustee LaPorta stated that the continued mailings of postcards have been discussed repeatedly and this item is way over budget. Joseph Vokaty, a member of the audience, wanted to ask a question and stated that he has this right and that an attorney is needed to represent the people of Grafton Township. There was discussion regarding the \$659.00 charge for a new sign for Haligus Road property. Trustee Murphy asked what happened to the old one. Supervisor Moore said that she is the CEO and does not need to bring this item before the Board.

Motion by Trustee Zirk, seconded by Trustee LaPorta, to pay the Town Fund bills excluding Kujovich Consulting \$600.00; J. A. Ketchmark \$160.; Grafton Road District \$300,000.00; Village of Huntley (two charges at \$130.00 each) \$260.00; Village of Algonquin \$600.00; Ottosen, Britz, Kelly, Cooper, Gilbert & DiNiff \$18,813.59; Evans, Marshall & Pease, P.C. \$14,940., 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 \$295.60 (2 charges @ \$147.80 each); any Supervisor's MasterCard charges \$1510.84, since the Board passed at the April 12, 2012 Regular Township Meeting that all uses of the MasterCard charge card and debit card would no longer be approved as a result of misuse.

Roll Call

AYES: Trustees Zirk, LaPorta, McMahon

NAYS: Supervisor Moore, Trustee Murphy

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 II)
Assessor Ottley left the meeting at 7:55 p.m.

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

Roll Call voice vote. Motion Passed.

Discussion: General Discussion.

Motion by Trustee Zirk, seconded by Trustee Murphy to approve the Road District bills with the exception of Grafton Township Town Fund \$448.80 and \$4000; the Bank of New York Mellon \$270,000.

Roll Call

AYES: Trustees Zirk, Murphy, McMahon, LaPorta

NAYS: Supervisor Moore

ABSENT: None

Motion Passed.

1. Discussion and potential action on payment of hotel bill for Assessor's Office employees who attended training in Bloomington.

Discussion: Trustee Zirk stated that Assessor Ottley had to make the payment from his personal funds with an additional \$66.00 in fees due to the fact that the Supervisor did not comply with the procedure to pre-pay the hotel fees associated with the Assessor's Office employees attendance at the training, as passed by the Board at the April 12, 2012 Regular Township Meeting.

2. Discussion and potential action on confirmation of the credit for the sound system purchased for the 2012 Annual Meeting, as approved at the April 12, 2012 Regular Township Board Meeting.

Discussion: Trustee Murphy asked if this action has occurred. Supervisor Moore said she did not return the sound system. Trustee McMahon asked Clerk Ford if she requested the sound system for the 2012 Annual Meeting. Clerk Ford responded that she did not request the system for use at the 2012 Annual Meeting.

Motion by Trustee Murphy, seconded by Trustee Zirk, to direct the Supervisor to return the sound system that she purchased for the 2012 Annual Meeting since purchasing it is not part of day to day operations and since this directive was already "Passed" at the April 12, 2012 Regular Township Board Meeting.

Roll Call

AYES: Trustees Murphy, Zirk, McMahon, LaPorta

NAYS: Supervisor Moore

ABSENT: None

Motion Passed.

3. Discussion and potential action on implementation of purchase orders.

Motion by Trustee Zirk, seconded by Trustee LaPorta, to direct the Supervisor to implement a system of using purchase orders, as recommended by the audit firm.

Roll Call

AYES: Trustees Zirk, LaPorta, Murphy, McMahon

NAYS: Supervisor Moore

ABSENT: None

Motion Passed.

B. Approval of Minutes

1. Minutes of April 12, 2012 Regular Township Board Meeting.

Motion by Trustee Zirk, seconded by Trustee LaPorta, to approve the Minutes of April 12, 2012 Regular Township Board Meeting.

Roll Call

AYES: Trustees Zirk, LaPorta, Murphy, McMahon

NAYS: Supervisor Moore

ABSENT: None

Motion Passed.

2. Minutes of April 23, 2012 Special Township Board Meeting.

Motion by Trustee Murphy, seconded by Trustee Zirk, to approve the Minutes of the April 23, 2012 Special Township Board Meeting.

Roll Call

AYES: Trustees Murphy, Zirk, McMahon, LaPorta

NAYS: Supervisor Moore

ABSENT: None

Motion Passed.

6. Public Comment/ Board Members Response to Public Comment

Pam Fender-FOIA on cost of the illegal meeting of April 10, 2012 and 2012 Annual Meeting.

Maggie Darr-Will she be paid for services as Deputy Clerk?

Joseph Vokaty-Legality of charges by the Township for AARP classes. Treasurer is collecting money for another business; any money collected by Treasurer requires a Line Item; Roberts Rules of Order are not allowed to be used at Annual Township Meetings. He requested making a motion.

Loretta Wuich-Criticism of Clerk for having a Deputy Clerk.

Trustees responded.

7. Old Business

A. Discussion and potential action/presentation of the 2009-2010 and 2010-2011 final audits: 1) hiring of a new audit firm to complete these audits and 2) submission of said unapproved audits to the State of Illinois Comptroller's Office.

Motion by Trustee Murphy, seconded by Trustee LaPorta, to discuss the audits. Voice Vote/Motion Passed.

Discussion: Trustee Murphy asked the Supervisor if the auditors would be attending this meeting to present the audits. Supervisor Moore responded that the auditor attended the August, 2011 Meeting. Trustee Murphy replied that the audits were not completed at that time. Trustee LaPorta stated that the head partner of the audit firm worked closely with him and had agreed to present reports in person until they were instructed by the Supervisor not to have any contact with the Board of Trustees.

Motion by Trustee LaPorta, seconded by Trustee Zirk, to direct the attorney to write a final letter to the audit firm of Evans, Marshall & Pease to inform them that they will not be paid until they provide a public presentation of the 2009-2010 and 2010-2011 audits at a meeting of the Supervisor and the Board of Trustees and that if they do not comply a new audit firm should be hired to conduct these audits.

Roll Call

AYES: Trustees LaPorta, Zirk, McMahon, Murphy

NAYS: Supervisor Moore

ABSENT: None

Motion Passed.

B. Discussion and potential action on verification of cancellation of the Supervisor's credit card and debit card, as approved at the April 12, 2012 Regular Township Board Meeting.

Motion by Trustee Murphy, seconded by Trustee Zirk, to cancel the Supervisor's credit card and debit card due to misuse.

Discussion: Supervisor Moore asked what statute allows the Trustees to do this. Trustee McMahon responded that it is the responsibility of the Trustees to audit bills prior to payment and that using a debit card denies them the opportunity to do so. Trustee LaPorta stated that his action was approved at the April Regular Township Board Meeting and although she was informed that MasterCard charges/debits would not be paid, the Supervisor continues to incur excessive charges at a cost to the taxpayers.

Roll Call

AYES: Trustees Murphy, Zirk, McMahon, LaPorta

NAYS: Supervisor Moore

ABSENT: None

Motion Passed.

8. New Business

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

Discussion: Trustee McMahon stated that he has not received this information. Trustee LaPorta asked Supervisor Moore why she would not make this information available to other elected officials. Supervisor Moore responded stating that the Trustees can come to her office if they want to review financial records.

B. Discussion and potential action on the 2012-13 Township Budget.

Motion by Trustee Murphy, seconded by Trustee Zirk to discuss 2012-2013 Township Budget.

Voice Vote/All present voted AYE. Motion Passed.

Discussion: Trustee Zirk stated that the Township owes the Grafton Road District \$52,041.13; only \$24,500 has been paid and this is not shown on current financial statements. There was discussion regarding the following:

Line Item 1832 should now be \$52,041.13.

Line Item 1834-was \$27,000 will now be \$22,200.

Line Item 1531-was \$22,342 will now be \$36,000.

Line Item 1533-should be \$150,000.

Line Item 1573-should be \$25,000.

Supervisor Moore said the budget will not be balanced. Trustee Zirk said that this was not the case and that the balance of funds reported by the Supervisor was inaccurate. The new budget also would include funds from the selling the Haligus Road property at \$100,000.00. Further discussion regarding fulfilling the Intergovernmental Agreement with the Road District resulted in consensus that a Special Budget Meeting prior to the June 14, 2012 Regular Township Board Meeting was needed.

Motion by Trustee LaPorta, seconded by Trustee Zirk, to table this discussion item until a Special Township Board Meeting for the purpose of discussion of the 2012-2013 Budget would be held on June 4, 2012 at 7:30 p.m. at Huntley Park District.

Voice Vote/Motion Passed.

C. Discussion and potential action on hiring an audit firm to conduct the 2011-2012 audit.

Discussion: Supervisor Moore will prepare an RFP to send to audit firms.

D. Discussion and potential action on Senior Transportation services

Discussion: Trustee Zirk asked if service to Randall Road has been discontinued.

Supervisor Moore responded that it was still being offered.

E. Discussion and potential action for the Grafton Road District to transfer \$70.00 from **Fund 6929 Miscellaneous** to **Fund 6651-Office Supplies** in the 2011-12 Budget.

Motion by Trustee Murphy, seconded by Trustee Zirk, to transfer \$70.00 from Fund 6929 Miscellaneous to Fund 6651-Office Supplies in the 2011-12 Budget.

Roll Call

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

NAYS: None

ABSENT: None

Motion Passed.

F. Establishment of agenda items for next meeting.

Prevailing Wage Ordinance; bank statements and cancelled checks; response from audit firm.

9. Reports

A. Supervisor

No report

B. Trustees

Trustee Zirk stated that she had to FOIA information regarding all past and pending legal bills so that she could work on the 2012-2013 Budget. The Township charged her \$19.42 for copy charges. (EXHIBIT III) She is requesting a refund of these charges be placed on the Agenda for the next meeting. She is an elected official and there was no other method to receive this information so she could perform her duties as Trustee.

C. Clerk

Clerk Ford reported that as required by Township statute the Legal Notice of the 2012-13 Budget posting for the public's review would be in the May 11 or May 12, 2012 Northwest Herald and that she had notified the Supervisor prior to this meeting.

D. Road District Commissioner

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

E. Assessor

Not present.

F. Committee Reports

None.

10. Executive Session

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

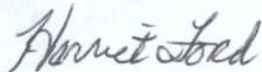
12. Adjournment

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 9:15 p.m.

Submitted,



Harriet Ford

Grafton Township Clerk

GRAFTON TOWNSHIP ASSESSOR

10109 Vine Street
Unit C
Huntley, IL 60142
Phone (847) 669-3383
Fax (847) 669-8233
GRAFTONTOWNSHIP.US

May 8, 2012

RE: class reimbursement

To Whom It May Concern:

Please be advised that John Collier and Hugo Roldan have both been reimbursed in full for all travel expenses incurred for their schooling which took place April 22, 2012, AD to April 27, 2012, AD., in Bloomington/Normal, Illinois, USA. These monies came from the Assessor's (Mr. William Ottley) own personnel funds (that is money that belonged to Mr. William Ottley, the Assessor) and therefore needs to be paid in full to him (the Assessor - Mr. William Ottley) as indicated in the bills and Warrant List presented for payment at the May 10, 2012, AD, Grafton Township Meeting.

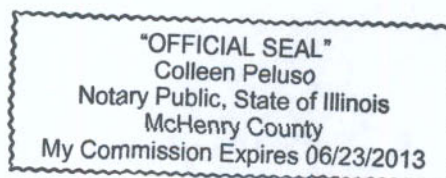
Signed [Signature]
John Collier

Signed [Signature]
Hugo Roldan

Sworn and attested before me: Colleen Peluso
Name of Notary

Notarized By Colleen Peluso

Expiration date: 6/23/12



William Ottley

From: Angie Hall <ahall@bloomingtonchateau.com>
Sent: Monday, April 23, 2012 9:18 AM
To: assessor@graftontownship.us
Cc: ahall@bloomingtonchateau.com
Subject: Linda Moore situation

Dear Sir,

On Friday April 20, 2012 around 8:30a, Mr. John Collier called me to check on his reservation here at The Chateau for April 22-26, 2012. I pulled up the confirmation number he gave me and the reservation was under Ms. Moore's name. He asked me about payment and there was no info about who was to pay for the room. Mr. Collier let me know that it should have been set up to be pre-paid before their arrival and asked if I could contact Ms. Moore about the issue. I called Ms. Moore shortly after (about 8:50a) to get clarification about the reservation. She said it should be billed to the card on the reservation and I explained to her that I needed to—by law—have her fill out a credit card authorization form so we have permission to charge the card. She kept asking me why she had to do this and I again explained that we have to have the form on file especially since they would not have the card with them. She repeatedly insisted that the card should not be charged until services were received. I told her I could charge the card on Monday if she felt more comfortable with that but the room would not be pre-paid when the guests arrived—as they wished it to be done. I also made her aware that the guests would still be asked for a form of payment for any incidentals they incur on their own. She did not understand and I explained that the card she gives will be for room and tax only—she kept thinking we were going to charge the card for their incidentals as well. I also asked if I could put the room under the guests name instead of hers so check in would be smoother—after some hesitation, she gave me the names. I noted in our reservation notes about the credit card situation so the front desk would be aware. Mr. Collier asked that I contact him to let him know things were set and I called him after to let him know the credit card situation and so he was aware of his responsibility for any incidentals he incurs—he was ok with all of it.

On Sunday night I received a call from the front desk agent that the card that was supposed to be charged—at check in like we promised Ms. Moore—was declined. She checked the guests in with no problem—just taking a card for incidentals and leaving the account open until I could come in and contact her about the declined card. You contacted me this morning and informed me of the arrangements you are making for their payment. Total charge for the 5 night stay is \$341.60 (room and tax only).

We will do all we can to assist any way you need and will, of course, make your guests as comfortable as possible.

Please let me know if I can be any further assistance

Angie

Angie Hall

Reservations Manager

309-665-5671, fax 309-662-6522

New email:

ahall@bloomingtonchateau.com

Check Out Our New Website! www.bloomingtonchateau.com

EXHIBIT II

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
\$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		

APRIL 8, 2012

EXHIBIT III

GRAFTON TOWNSHIP SUPERVISOR
LINDA MOORE

Deat Linda Moore,

I am requesting a FREEDOM OF INFORMATION ACT (FOIA)
for the following itwms:

ALL LEGAL paid invoices and pending invoices
for the years 2009, 2010, 2011, and to the
current date of March 31, 2012; for the Town Fund,
The Assessor Fund, and the Road District Fund.

Thank you,

Betty Zirk

Betty Zirk

Trustee of Grafton Township

Handwritten: 4/9/2012

Handwritten: \$17.42

Handwritten: 17.42

Handwritten: *Betty Zirk*

CD 71025564C 1400895012 1.950

Received for FOIA request expense

5-2-12

Linda Moore, Grafton Township Supervisor

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

April 2012

- There was 1 Special Moving Permit totaling \$50.00.

- 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 and 4/12/12.

- Check from Grafton Township (paid in July 2011) for \$175.00 is in wrong fund in 2011-2012 Budget. 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, 3/8/12 and 4/12/12.

- 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.