

GRAFTON TOWNSHIP REGULAR BOARD MEETING MINUTES

June 14, 2012

1. Call to Order

Supervisor Moore called the meeting to order at 7:40 p.m.

2. Roll Call

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

3. Pledge of Allegiance

The Pledge of Allegiance was said earlier at Public Hearing.

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.

Voice Vote. Motion Passed.

5. Regular Business

A. Audit and Payment of Bills

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

Discussion: Road Commissioner Freund said that they are still requesting reports. He said that Nextel bills have not been paid. 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.

Roll Call

AYES: Trustees Murphy, Zirk, McMahon, LaPorta

NAYS: Supervisor Moore

ABSENT: None

Motion Passed.

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

Discussion: Trustee LaPorta: Ancel Glink February bill still not paid; as the result of excessive spending on credit cards he will not approve. He said a credit card should not have been used by the Supervisor to pay the Village of Huntley, but a check should have been sent to pay the Village of Huntley; why the cost of 8000 copies/Interact Business Products? Supervisor said "for a variety of things." The Board continues to request the Supervisor to use Purchase Orders.

Trustee Zirk: Line Item 1421 should be charged to Line Item 1451/insurance for Jack Freund's spouse; participation in MCOG should not be charged to payroll since it is not taxable income.

Trustee McMahon: Forensican legal costs another fiasco; He will not approve payment for sound system or police for Annual Meeting since the Clerk is the only elected official that has authority at that meeting and she did not order purchase of a sound system or request police presence.

Trustee Murphy: Supervisor used entire budget and then some for 2012 Annual Meeting; purchase of a sound system totally unnecessary. It is not required for Bingo and there are no other programs. Supervisor said that it is for Senior Services.

Motion by Trustee Zirk, seconded by Trustee Murphy, to amend the motion to pay the Town Fund bills to exclude Kujovich Consulting \$600.00; J. A. Ketchmark \$344.00; Grafton Road District \$300,000.00; Village of Huntley (two charges at \$130.00 each) \$260.00; Ottosen, Britz, Kelly, Cooper, Gilbert & DiNiff \$21,872.59;

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 \$2,356.99, 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; Linda Moore \$238.62; to correct Line Item 1834 change to Line Item 1833; Grafton Township GA Fund \$462.64.

Roll Call

AYES: Trustees Zirk, Murphy, LaPorta, McMahon

NAYS: Supervisor Moore

ABSENT: None

Motion Passed.

B. Approval of Minutes

1. Minutes of June 4, 2012 Special Township Meeting

Motion by Trustee Murphy, seconded by Trustee LaPorta, to approve the Minutes of June 4, 2012 Special Township Meeting

Roll Call

AYES: Trustees Zirk, LaPorta, Murphy, McMahon

NAYS: Supervisor Moore

ABSENT: None

Motion Passed.

6. Public Comment/ Board Members Response to Public Comment

Loretta Wuich-Wants Bingo, police.

Joe Vokaty-EXHIBIT I-Township Attorney.

Pam Fender-Excessive credit/debit card charges by Supervisor.

Board responded.

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 audit of 2011-12; and 3) submission of said unapproved audits to the State of Illinois Comptroller's Office.

Motion by Trustee Zirk, seconded by Trustee Murphy, to discuss this Agenda item.

Voice Vote. Motion Passed.

Discussion: Trustee Zirk stated that an auditor is needed.

Motion by Trustee Zirk to hire George Roach & Associates to conduct the audits of 2009-2010; 2010-2011; 2011-12 audit.

Discussion: Trustee Murphy recommended that this firm be invited to a Township Board Meeting so that the Board can become more familiar with the firm's expertise.

Motion by Trustee Zirk, seconded by Trustee Murphy, to amend the motion and to invite George Roach & Associates to attend a Regular Township Board Meeting.

Voice Vote. Motion Passed.

Trustee LaPorta asked Supervisor Moore why she submitted incomplete and unapproved audits to the State of Illinois. The Supervisor responded "because they asked for them." Trustee LaPorta asked the Supervisor if she notified the State of Illinois that they were incomplete. Supervisor said she did not.

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

Discussion: Supervisor said records are available at the office. Trustee LaPorta stated that the previous Supervisor always brought the laptop to the meeting and that all financial records were available to the Trustees and to the public.

Trustee Murphy said she does not understand what is being hidden and that this agenda item has been on every agenda for the past several months.

Motion by Trustee LaPorta, seconded by Trustee Zirk, to direct the Supervisor to bring copies of every bank statement and check stub for the 2012 year.

Voice Vote. Motion Passed.

C. Discussion and potential action on bill from the Village of Algonquin Police Department for services rendered for illegal meeting and 2012 Annual Meeting.

Motion by Trustee Murphy, seconded by Trustee Zirk, to discuss this item.

Voice Vote/Motion Passed.

This bill was approved earlier at this meeting. Trustee McMahon objects, especially since the Clerk did not authorize having police presence at the meetings.

D. Discussion and potential action on notifying the Village of Huntley not to assign a police officer to attend Regular and Special Township Board Meetings.

Motion by Trustee Murphy, seconded by Trustee Zirk, to pay the Village of Huntley for past police services, including 6/14/12 Board Meeting, but in the future police officers will not be present at Regular or Special Township Board Meetings, unless approved by the Board.

Discussion: Trustee McMahon distributed a letter to David Johnson, Village Manager, Village of Huntley, regarding the official position of the Township. Each of the Trustees signed the document. (EXHIBIT II)

Roll Call

AYES: Trustees Murphy, Zirk, LaPorta, McMahon

NAYS: Supervisor Moore

ABSENT: None

Motion Passed.

8. New Business

A. Discussion and potential action on adoption of **PREVAILING WAGE ORDINANCE 20120614-3, Grafton Road District.**

B. Discussion and potential action adoption of **PREVAILING WAGE ORDINANCE 20120614-4, Grafton Township.**

Motion by Trustee Murphy, seconded by Trustee Zirk, to adopt a PREVAILING WAGE ORDINANCE 20120614-3, Grafton Road District and a PREVAILING WAGE ORDINANCE 20120614-4, Grafton Township.

Roll Call

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

NAYS: None

ABSENT: None

Motion Passed.

C. Discussion and potential action on adoption of policies and procedures.

Discussion: Trustee Zirk stated that in order to improve the communication and relationships on the Board and upon the recommendation of the Auditors, she has begun to develop policies for the Board's consideration. The first policy is regarding Training Sessions, Seminars, and Other Meetings: *In regard to Supervisor and Trustees attending Township of Illinois Training Sessions or Seminars, McHenry County Council of Government Meetings, and Other Meetings, payment must be approved by the Board. The Cost of these Meetings, Training Sessions and Seminars, (Dues, Fees, Transportation, Food, Hotel Reservation, if necessary) will be paid by Township Funds if approved by the Board.*

Motion by Trustee Zirk, seconded by Trustee LaPorta, to adopt a Policy for Training Sessions, Seminars and other Meetings. (EXHIBIT III)

Roll Call

AYES: Trustees Zirk, LaPorta, McMahon, Murphy

NAYS: Supervisor Moore

ABSENT: None

Motion Passed.

Discussion: Trustee Zirk presented a second policy for consideration regarding police presence at meetings: *Police at Meetings/ In regard to All Meetings (Regular, Special and Annual Meetings), the Board, consisting of the Supervisor and the Trustees, will decide if there is a need.*

Motion by Trustee Zirk, seconded by Trustee LaPorta, to adopt a Policy for Police Presence at Meetings. (EXHIBIT IV)

Roll Call

AYES: Trustees Zirk, LaPorta, McMahon, Murphy

NAYS: Supervisor Moore

ABSENT: None

Motion Passed.

D. Discussion and potential action on individuals videotaping public meetings.

Motion by Trustee Zirk, seconded by Trustee Murphy, reconfirming the original policy that videotaping and photos must be taken from a position at the back of the room.

Discussion: Trustee Zirk said that photographing Trustees from close positions was an issue in the past and she believed it was important to state the policy again. Trustee Murphy stated that this policy had been approved by the Attorney General.

Roll Call

AYES: Trustees Zirk, Murphy, LaPorta, McMahon

NAYS: Supervisor Moore

ABSENT: None

Motion Passed.

E. Discussion and action for charges related to FOIA requests.

Discussion: Trustee LaPorta read the statute regarding charges for FOIA requests: Section 6(a) of 5 ILCS 140, section 1-1 et seq, sec. 6(a): Statute sets fees. The first 50 copies are free. Thereafter, can charge no more than 15 cents per page. No charge if copies sent by email. No charge for staff time needed to accumulate or copy documents.

Motion by Trustee LaPorta, seconded by Trustee Zirk, to confirm that Linda Moore, FOIA Officer for Grafton Township, consistently follow the statute regarding FOIA charges.

Voice Vote. Motion Passed.

F. Discussion and potential action on detailed receipts of Supervisor's credit card and debit card charges.

Motion by Trustee LaPorta, seconded by Trustee Murphy, to direct the Supervisor to provide at meetings a copy of supporting detail for her credit and debit cards.

Roll Call

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

NAYS: None

ABSENT: None

Motion Passed.

G. Discussion and potential action on limiting the schedule of Senior Bingo to once a month.

Motion by Trustee Zirk, seconded by Trustee Murphy, to limit Senior Bingo to once a month.

Discussion: Trustee Zirk stated that Senior Bingo is offered at the Huntley Park District, Del Webb and the Legion. She stated that she believes the Supervisor does not have adequate time to do her job and that the Supervisor sent out an employee memo stating that she was overburdened with FOIA requests and did not have time to do payroll. Trustee Zirk believes that twice monthly Bingo is over doing it and unnecessary, since there are numerous other Bingo functions in the community. Supervisor Moore said that this is daily business and the Trustees do not have the right to decide. Trustee Murphy responded that this is not daily business.

Roll Call

AYES: Trustees Zirk, LaPorta, McMahon

NAYS: Supervisor Moore, Trustee Murphy

ABSENT: None

Motion Passed.

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

Motion by Trustee LaPorta, seconded by Trustee Murphy to direct the Supervisor to provide a detailed breakdown of hours worked by employees so that the Trustees know the amount of time allocated to general Township office duties and GA duties.

Discussion: Trustee LaPorta stated that this information has been requested informally at numerous meetings and the Supervisor has not provided the information. He said that the Trustees are simply attempting to be knowledgeable about how efficiently the Township is serving the public.

Roll Call

AYES: Trustees LaPorta, Murphy, Zirk, McMahon

NAYS: None

ABSTAIN: Supervisor Moore

Motion Passed.

I. 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.

Motion by Trustee LaPorta, seconded by Trustee Zirk, to direct the Supervisor to utilize a format of reporting of financial statements including current month actual, current month budget; year-to-date actual and year-to-date budget.

Discussion: Trustee LaPorta stated that this standard accounting practice will expedite review of financials at meetings.

Roll Call

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

NAYS: None

ABSENT: None

Motion Passed.

J. Establishment of agenda items for next meeting.

Payment of salary for Trustees; providing a DVD of the Annual Meeting to the Clerk.

9. Reports

A. Supervisor

1. FOIA Report -No report; Supervisor stated that the health insurance renewal is due and she recommends grandfathering and staying with same policy; Trustees Murphy and LaPorta asked why this did not come before the Board earlier so it could be reviewed.

B. Trustees –Trustee LaPorta read the Memo of 6-13-12 to employees from the Supervisor regarding paychecks and direct deposits. (EXHIBIT V)
C. Clerk –Clerk Ford stated that she has requested from the Supervisor the DVD of the 2012 Annual Meeting so that she can complete minutes. She has requested in two e-mails and in person on three occasions, but the Supervisor refuses to provide the DVD.
D. Assessor
Not present.
E. Road Commissioner
Issues as outlined in EXHIBIT VI.

10. Executive Session

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

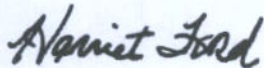
12. Adjournment

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 9:30 p.m.

Submitted,



Harriet Ford
Grafton Township Clerk

TO BE MADE & INCLUDED IN MEETING MINUTES

FROM: JOSEPH VOKATY - TWP. TAX PAYER

Joseph Vokaty 6/14/12

AT THE LAST MEETING, I ASKED THE SUPERVISOR FOR A COPY OF THE MEETING RULES OF ORDER. SHE SAID THERE WERE NONE. WITH NO RULES, ANYTHING IS PERMISSIBLE. LIKE MAKE YOUR OWN RULES AS YOU GO, SET TIME LIMITS, SPEND TAXPAYERS MONEY AS YOU PLEASE, ETC.

AN OLD LAW THAT IS USED BY OTHER TWPS/IT HELPS TO PREVENT LAW SUITS?

IN ORDER TO DO SOMETHING, THERE MUST BE A LAW THAT SAYS YOU CAN DO IT. NO MATTER HOW GOOD IT IS OR MUCH NEEDED, YOU DON'T DO IT UNLESS THERE IS A LAW THAT SAYS ~~YOU~~ CAN DO IT.

THIS LAW PREVENTS TWPS. FROM BECOMING HOME RULE. TWPS DO WHAT THE LAW DICTATES, NOTHING MORE OR LESS.

TAXPAYERS DO NOT EXPECT ELECTED OFFICIALS TO KNOW ALL THE LAWS. THE LINE ITEM ATTORNEY IN THE BUDGET ALLOWS A LAWYER BE AT EVERY MEETING. THIS LAWYER REPRESENTS THE LAW, THE TAX PAYER & ALL ELECTED OFFICIALS WHO NEED LEGAL ADVICE. WHEN GUESSES ARE MADE, YOU ARE LUCKY WHEN YOU GUESSED RIGHT, WHEN WRONG YOU'RE IN DEEP TROUBLE WITH LAW SUITS THAT BECOME TAXPAYERS EXPENSE DUE TO PENDING LAW SUITS BETWEEN SUPERVISOR & TRUSTEES, THE TWP CLERK CAN POST AN ADD FOR A LAWYER WITH TWP EXPERTISE TO ATTEND ALL TWP MEETINGS. DETAILS & SALARY ARE AVAILABLE AT THE CLERKS OFFICE. GET A LAWYER NOW



Grafton Township

10109 Vine Street, Huntley, IL 60142

Board of Trustees

Betty Zirk
Rob LaPorta
Barbara Murphy
Gerald McMahon

June 14, 2012

David J. Johnson, Manager
Village of Huntley
10987 Main Street
Huntley, Illinois 60142


COPY

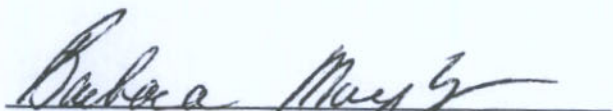
Dear Sir:


Due to budget concerns and lack of a budget line item for police attendance at Grafton Township regular or special board meetings, we respectfully ask that officers not be assigned to attend these meetings and only respond to emergency situations. Your cooperation in this matter is appreciated.

The following board members concur (three being a board majority):


Trustee Betty Zirk


Trustee Rob LaPorta


Trustee Barbara Murphy


Trustee Gerald McMahon

cc: John Perkins, Chief of Police, Huntley Police Dept.

GRAFTON TOWNSHIP

POLICY

TRAINING SESSIONS, SEMINARS, and OTHER
MEETINGS

In regard to Supervisor and Trustees attending Township of Illinois Training Sessions or Seminars, McHenry County Training Sessions or Seminars that involve Township Activities, McHenry County Council of Government Meetings, and Other Meetings must be approved by the Board.

The Cost of these Meetings, Training Sessions, and Seminars, (Dues, Fees, Transportation, Food, Hotel Reservation if necessary) will be paid by Township Funds if approved by the Board.

EXHIBIT IV

GRAFTON TOWNSHIP

POLICY

POLICE AT MEETINGS

IN REGARDS TO ALL MEETINGS, (REGULAR MONTHLY, SPECIAL MEETINGS, AND THE ANNUAL MEETING), the Board, (which is the Supervisor and the Trustees), will decide if there is need to have the Police in attendance.

To do so, must be approved by the Board.

6-13-2012

MEMO

Paychecks and direct deposit will not be available until Friday, 6-15-2012.

Although the funds are usually available on Thursday, employees should allow for a one day variance on occasion. The supervisor's office has been over burdened with a flurry of FOIA requests.

Thank you for your cooperation.

Sincerely,

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

May 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 and 5/10/12.

- I am requesting copies of the BANK STATEMENTS for the ROAD DIST accounts for the months of APRIL and MAY 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.