

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

**January 10, 2013**

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

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

### **2. Roll Call**

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

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

The Pledge of Allegiance was said.

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

Supervisor Moore has submitted an agenda with one item regarding a resolution to amend the levy to last year's extension. A general discussion followed on the legality of such a motion since the levy had been filed on 12/18/12. In the packet, the supervisor had stated that the Clerk refused to place it on the agenda. Clerk Ford clarified this statement explaining that 1) All elected officials had been given 5 plus days to submit agenda items; 2) The Supervisor did not contact the Clerk by a phone call, text, e-mail or personal contact during the Clerk's posted hours regarding agenda items. Clerk Ford continued to state that the Supervisor was at the desk when she handed staff the agenda for the meeting. No mention was made of additional items. The Clerk's posted agenda was approved.

### **5. Regular Business**

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

**Motion by Trustee Zirk, seconded by Trustee LaPorta, to review and pay the Town Fund bills with exceptions.**

**All present voted AYE. MOTION PASSED.**

Discussion: General discussion. The Trustees expressed their disapproval of the disorganized accounting practices by the Supervisor.

**Motion by Trustee Zirk, seconded by Trustee LaPorta, to amend the motion to pay the Town Fund bills, but to exclude Kujovich Consulting \$600.00; Grafton Road District \$300,000.00; Ottosen, Britz, Kelly, Cooper, Gilbert & DiNiff \$37,448.43; Evans, Marshall & Pease, P.C. \$7545.00; Printing and Then Some \$295.60 (2 charges @ \$147.80 each); BMO Harris Bank MasterCard charges \$2,779.53; Grafton Township GA Fund \$462.04/Annual Meeting mischarge; Postage \$90.00; J.A. Ketchmark \$824.60; and to reimburse Trustee Zirk in the amount of \$4.50 for mileage expenses incurred in delivering the Trustees Board packets; and to reimburse Trustee Murphy from Line Item 1533/not Line Item 1505 in the amount of \$30.74 for expenses incurred for Electoral Board proceedings.**

#### **Roll Call**

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

**NAYS: Supervisor Moore**

**ABSENT: None**

**MOTION PASSED.**

Trustee LaPorta reported that for the past 3.5 years, the Trustees have been requesting financial statements including copies of checks. He said that this was always made available by the previous supervisor. He stated that Supervisor Moore has refused to provide this information. He contacted BMO Harris Bank (EXHIBIT I) and was informed that this information is readily available at no charge or a charge of \$2, but the Supervisor would have to request this information and to date, she has not requested it.

**Motion by Trustee Murphy, seconded by Trustee Zirk, to review the Road and Bridge bills.**

**All present voted AYE. MOTION PASSED**

Discussion: General discussion on the bills that Road Commissioner Freund did not Approve for payment. He stated that Line Item 6371 is Com Ed Utilities, but *Com. Ed Streetlights* is a separate vendor; therefore two separate payments are required.

**Motion by Trustee LaPorta, seconded by Trustee Murphy, to amend the motion to pay the Road District bills with the exception of Grafton Township Town Fund -split- \$448.80 and Accounting Service \$2000.00; J.A. Ketchmark \$535.00; Bank of New York Mellon \$270,000 and to include BlueTarp Financial \$877.07 (EXHIBIT II) and the Unapproved Debit Transactions of Menards \$17.68; USPS \$45.00. (EXHIBIT III)**

**Roll Call**

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

**NAYS: Supervisor Moore**

**MOTION PASSED.**

Supervisor Moore refused to sign the approved list of bills from the Road District. (EXHIBIT IV)

**B. Approval of Minutes**

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

2. Minutes of December 13, 2012 Regular Township Board Meeting.

**Motion by Trustee Zirk, seconded by Trustee LaPorta, to approve the Minutes of November 8, 2012 Regular Township Meeting and the Minutes of December 13, 2012 Regular Village Board Meeting.**

**Roll Call**

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

**NAYS: Supervisor Moore**

**MOTION PASSED.**

**Motion by Trustee LaPorta, seconded by Trustee Murphy, to move Item 9D. Reports-Assessor to be discussed at this time. All present vote AYE. MOTION PASSED.**

**9. Reports**

D. Assessor-Assessor Ottley reported that his new copier was installed. He also reported that he had received his W-2 and that it has been incorrect for the past four (4) years. Assessor Ottley left the meeting at 8:12 p.m.

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

Gerald LaBonte-Sun City Neighborhood 12 – regarding their neighborhood food drive and the Supervisor depositing checks that were not made out to the Township, but to Grafton Food Pantry. (EXHIBIT V) Trustees LaPorta and McMahon requested that this item and consideration of payment to Neighborhood 12 residents be placed on the Agenda for the February Regular Township Board Meeting.

Dan Ziller, Sr.

**Motion by Trustee Zirk, seconded by Trustee LaPorta, to allow Mr. Ziller to present Public Comment later in the Agenda.**

**Roll Call**

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

**NAYS: Trustee Murphy**

**MOTION PASSED.**

Maureen Garcelon-unhappy with Township officials fighting.

**7. Old Business**

A. Discussion and potential action on 1) forensic audit; 2) 2010-2011 audit; 3) 2011-2012 audit.

**Motion by Trustee LaPorta, seconded by Trustee Zirk, to discuss this Agenda item. All present voted AYE. MOTION PASSED.**

Trustee LaPorta reported that the Township was in court again with no results. He has spoken to large and small auditing firms regarding conducting Township audits. Due to reputation, no one is interested in accepting Grafton Township as a client.

B. Senior Bingo

**Motion by Trustee Zirk, seconded by Trustee Murphy, to discuss this item. All present vote AYE. MOTION PASSED.**

Trustee Zirk reported that the Board approved conducting Senior Bingo once a month. The Supervisor has ignored the Board's vote and continued to hold Bingo twice a month. Trustee Zirk stated that it is not the cost of the Bingo event, but the fact that the Supervisor pays two staff members to be present and that she closes the Supervisor's Office during this time. Trustee Murphy asked the Supervisor why she does not utilize volunteers to set up and clean up Bingo, rather than using paid employees and closing a Township office. No response from the Supervisor and no action on the item.

C. 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.

This item has been approved at previous meetings. Supervisor Moore said the funds are not available as a result of paying the Mastercard. Trustees LaPorta and Murphy attempted to explain to the Supervisor that the charges for the Mastercard that have been paid by BMO Harris Bank cannot now be taken out of Township accounts since the Board repeatedly has not approved the charges.

**Motion by Trustee Murphy, seconded by Trustee LaPorta, to direct the Supervisor to reverse the entries she made in the process of payment of the Mastercard.**

**Roll Call**

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

**NAYS: None**

**MOTION PASSED.**

**Motion by Trustee Murphy, seconded by Trustee LaPorta, to pay Trustee Zirk the \$19.42 FOIA charge out of Line Item 16541 and her mileage expenses from the 2011 TOI Training Class, plus the \$4.50 mileage expense for delivering Township Board packets.**

**Roll Call**

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

**NAYS: None**

**MOTION PASSED.**

## **8. New Business**

A. Discussion and potential action on Grafton Township's final payment to Grafton Township Road District, per the Intergovernmental Agreement.

**Motion by Trustee Murphy, seconded by Trustee Zirk, that at the February 14, 2013 meeting that two checks be presented to the Grafton Road District: 1) A check issued for back rent in the amount of \$33,988.33; 2) A check to be issued for \$300,000. to pay off the loan. Since the Township does not have an attorney, we are requesting that Road District attorney Pat Coen prepare the documents and all associated papers to pay off the loan and for the return of the deeds showing that the Township be returned and retain Lot 1 and the Road District be returned and retain Lots 2 and 3. All paperwork is to be presented for finalization to the Board as a whole at the February 14, 2013 Regular Township Board Meeting.**

**Upon completion of all documents, said documents are to be given to the Township Clerk for certification and as the official keeper of all records, she will place them in the safety deposit box.**

**Roll Call**

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

**NAYS: Trustee McMahon**

**MOTION PASSED.**

B. Discussion and potential action on consideration of services from Direct Energy.

**Motion by Trustee Murphy, seconded by Trustee LaPorta, to enter into a contract with Direct Energy.**

**Roll Call**

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

**ABSTAIN: Trustee McMahon**

**MOTION PASSED.**

C. Discussion and potential action on payment of expenses submitted by Trustee Murphy related to the Electoral Hearing on the Primary Election candidate objection.

Action taken earlier in meeting.

D. Discussion and potential action on Supervisor's accounting and use of postage.

Discussion: Trustees Zirk and Murphy led a discussion on the Supervisor's ongoing misuse of postage.

E. Discussion and potential action on Line Item transfers for the Assessor Office.

This Item is tabled to the February 14, 2013, Regular Township Board Meeting.

F. Establishment of agenda items for next meeting: Sun City Neighborhood 12 repayment of funds; April 16, 2013 Annual Meeting; finalization of final payment to Grafton Road District per the Intergovernmental Agreement; Line Item transfers for the Assessor's Office; update on forensic audit; confirmation of reversal of account relating to the Supervisor's Mastercard; fund transfer per the 1/8/13 memo from Supervisor Moore to Trustees.

## **9. Reports**

A. Supervisor - per packet. Supervisor distributed information to Trustees regarding overtime and salaries for the Assessor's Office. Trustees said this information was not requested and inappropriate to discuss without the Assessor present and asked that it be added to the agenda for the next meeting.

B. Trustees Trustee Zirk reported that the 2013 Annual Meeting has been changed to 4/16/13.

C. Clerk -She has received a certificate of completion of the OMA from all elected officials with the exception of the Supervisor.

E. Road Commissioner-Report still not received since August, 2011. The Nextell bill is still not paid. Supervisor said she will not pay without detail. (EXHIBIT VI)

## **10. Executive Session**

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

**12. Adjournment**

**Motion 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 9:00 p.m.**

Submitted,

Harriet Ford  
Grafton Township Clerk

