

GRAFTON TOWNSHIP REGULAR BOARD MEETING
MONDAY, May 19, 2014 Immediately Following Budget Hearings

1. Supervisor Kearns called the meeting to order at 7:17 p.m.

2. Roll Call

Present: Trustees Holtorf, Zirk and Ziller; Supervisor Kearns; Road Commissioner Poznanski; Assessor Zielinski; Clerk Francis. Absent: Trustee Wagner

3. Pledge of Allegiance

The Pledge of Allegiance was said.

4. Approval of Agenda as posted

Motion by Trustee Zirk, second by Trustee Ziller to approve the agenda as posted.

Ayes: Trustees Zirk, Ziller, Holtorf, Supervisor Kearns

No Nays.

5. Regular Business

A. Approval of Minutes of April 14, 2014 Township Regular Meeting.

Motion by Trustee Ziller, second by Trustee Zirk to approve the minutes of the April 14, 2014 Township Regular Meeting after correcting date in Regular Business 5A.

Ayes: Trustees Ziller, Zirk, Holtorf; Supervisor Kearns

Nays: None. Motion Carries.

B. Audit and Payment of unpaid bills/Warrant check detail for Town Fund.

Supervisor Kearns states that the Township will pay the Otteson-Britz bill in June.

Trustee Ziller opened discussion about the Zukowski, Rogers, Flood & McArdle bill. He addressed Joe Gottemoller who was in the audience if the board can legally approve it since it was incurred by Assessor Zielinski before he took office. Attorney Gottemoller said it could be legal since it seems that Mr Zielinski was trying to get his legs under him prior to taking office. Trustee Holtorf said that the bill was for \$1837.50, and it was submitted in April 2014 for work done in 2013 and is not really what Assessor Zielinski said it was for. Trustee Holtorf said he has trouble doing things outside of commitment. Trustee Ziller said this is the third time that the board would need to make an exception for Mr. Zielinski.

Motion by Trustee Zirk not to pay the bill for Zukowski, Rogers, Flood & McArdle. No second. Motion failed.

Supervisor Kearns said that if it happens again, the board will not pay it.

Motion by Supervisor Kearns, second by Trustee Ziller to approve the unpaid bills and warrant check list for payment, with the exception of Otteson-Britz for \$25,000.

Exhibit I

Ayes: Supervisor Kearns, Trustees Ziller and Holtorf

Nays: Trustee Zirk. Motion Carries.

C. Review Road and Bridge Warrant check detail.

Motion by Trustee Zirk, second by Trustee Holtorf to approve the Township Road and Bridge bills as detailed in the warrant list.

Ayes: Trustees Zirk, Holtorf and Ziller; Supervisor Kearns

Nays: None. Motion Carries.

Exhibit II

6. Executive Session

Motion by Supervisor Kearns, second by Trustee Ziller to convene an Executive Session to discuss pending litigation and personnel involving the Township pursuant to 5ILCS 120/2c(11).

Ayes: Supervisor Kearns, Trustees Ziller, Holtorf and Zirk

Nays: None.

The board leaves for executive meeting at 7:31.

The board returns and Supervisor Kearns reconvenes the Township Regular meeting at 7:47 p.m.

Present: Trustees Holtorf, Zirk and Ziller; Supervisor Kearns; Road Commissioner Poznanski; Assessor Zielinski; Clerk Francis. Absent: Trustee Wagner

7. Discussion and potential action of items as discussed during Executive Session
No action.

8. Public Comment/ Board Members Response to Public Comment

Joe Vokaty stated that he would like Clerk Francis to provide him a copy of Roberts Rules of Order.

9. Old Business

A. Review and possible action on how purchases made for the township will be paid.

B. Consideration and possible adoption of Audit Committee's proposed internal control policies and procedures

Motion by Supervisor Kearns, second by Trustee Ziller to table Old Business items A and B.

Ayes: Supervisor Kearns, Trustees Ziller, Holtorf and Zirk

Nays: None. Motion Carries.

10. New Business

A. Discussion and potential action on Road District attendance at auction to buy a truck.

Road Commissioner Poznanski said the Highway Department is in the market for a bucket truck to help to cut down trees due to recent wind storm. He asked other townships if he can borrow one and there isn't one available. They cost \$5,000 per week to rent, \$30,000 to buy. Palatine is retiring one which goes up for auction on May 20th. The rules of the auction are that payment is by 4:00 pm the day of the auction. He requests a check to take to the auction.

Motion by Trustee Ziller second by Trustee Holtorf to approve giving a check to Road Commissioner Poznanski to take to the auction.

Ayes: Trustees Ziller, Holtorf, Zirk, Supervisor Kearns

Nays: None. Motion Carries.

B. Boy Scouts of America Resolution

Supervisor Kearns stated that Brendon Watson has met all of the requirements to become an Eagle Scout with The Boy Scouts of America.

Motion by Supervisor Kearns, second by Trustee Zirk to pass a resolution recognizing Brendon Watson as an Eagle Scout.

Ayes: Supervisor Kearns, Trustees Zirk, Holtorf and Ziller

Nays: None. Motion Carries.

11. Committee and Officer Reports

Supervisor

The auditor has already been in the office. Supervisor Kearns would like to review the audit at the next township meeting.

Trustee

Trustee Zirk said that on Saturday May 10th mailmen held a successful food drive. The Post Office Supervisor cooperated and Tom Poznanski brought a lift truck to sort it all out and worked very hard. They collected 6,700 pounds of food.

Audit Committee

Assessor Zielinski said they are making good progress on residential and commercial 2014 assessments. They were able to get a consensus on cell tower assessments.

Road District

Main Street Bridge in Huntley will be closed June 9th until mid-August. Adding tow stop lights at the dead end by the High School.

Clerk

Clerk Francis said that document disposal would begin soon and that she is going to need to come to the board with a request to pay for a shredder. Also, she has moved the safe deposit box from the BMO Harris Bank to the American Community Bank. She reminded the board that at the next meeting they would need to adopt the Prevailing Wage Ordinances.

12. Adjournment

Motion by Trustee Ziller, second by Trustee Holtorf to adjourn the meeting at 8:02 pm. All Ayes. No Nays. Meeting adjourned.

Submitted,
Clerk Kathryn Francis Hurley

Meeting Date 5/19/2014

Grafton Township Road District

Vouchers for April

Vendor	Budget Line Item	\$ Amount	Due Date
Ace Hardware / Ziegler's	6122 - R&B Operating Supplies	\$ 21.54	5/31/2014
Ace Hardware / Ziegler's	6111 - R&B Maint Supply - Building	\$ 34.24	5/31/2014
Amwood Contracting Inc.	6833 - R&B Other Improvements	\$ 1,451.82	5/31/2014
Cardmember Service / Visa Card	6111 - R&B Maint Supply - Building	\$ 198.00	6/3/2014
Carquest Auto Parts	6113 - R&B Maint Supply - Vehicles	\$ 12.72	6/8/2014
Com Ed - Street Lights	9519 - PHR Street Lights	\$ 262.97	6/24/2014
Curran Contracting Company	9614 - PHR Maint Supplies - Road	\$ 64.32	5/28/2014
Ed's Automotive	6313 - R&B Maint Service - Vehicle	\$ 78.00	5/30/2014
Hartland Clarke	6929 - R&B Miscellaneous	\$ 204.58	5/19/2014
Hinckley Springs	6122 - R&B Operating Supplies	\$ 17.12	5/19/2014
Hydraulic Services & Repairs	6312 - R&B Maint Service - Equipment	\$ 147.16	5/25/2014
Matuszewish, Kelly & McKeever, LLP	6533 - R&B Legal Service	\$ 240.25	5/21/2014
MDC Environmental Services	6373 - R&B Garbage Disposal	\$ 117.72	5/20/2014
Nicor Gas	6371 - R&B Utilities	\$ 40.01	6/23/2014
Shaw Media	6553 - R&B Publishing	\$ 68.30	5/30/2014
Toirma	7593 - INS Risk Management Cont.	\$ 20,265.00	6/1/2014
West Side Exchange	6112 - R&B Maint Supply - Equipment	\$ 124.01	5/30/2014
Woodstock Hicksgas, Inc.	6112 - R&B Maint Supply - Equipment	\$ 23.36	5/11/2014
Total		\$23,371.12	
<u>Vouchers Paid before Meeting</u>			
AT&T	6652 - R&B Telephone	\$ 101.68	5/7/2014
AT&T - U-Verse	6552 - R&B Telephone	\$ 68.34	5/11/2014
BlueCross BlueShield of IL	9451 - PHR Health / Life Insurance	\$ 2,596.44	5/1/2014
Com Ed	6371 - R&B Utilities	\$ 117.99	6/2/2014
Humana Dental Insurance	9451 - PHR Health / Life Insurance	\$ 230.19	5/1/2014
Verizon Wireless	6552 - R&B Telephone	\$ 113.04	5/3/2014
		\$ 3,227.68	
New Total		\$26,598.80	

**GRAFTON TOWNSHIP
BOARD MEETING
SIGN-IN SHEET
Date: May 19, 2014**

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Exhibit III

11

To address other
than budget

GRAFTON TOWNSHIP
BOARD MEETING
PUBLIC REQUEST TO ADDRESS BOARD

Date: May 19, 2014

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GRAFTON TOWNSHIP ROAD DISTRICT
VOUCHER LIST FOR MAY 19, 2014 MEETING

With my signature below, I hereby approve of the invoices listed on the following pages being submitted for payment.


Betty Zirk - Grafton Township Trustee


Joe Holterf - Grafton Township Trustee


Dan Ziller Jr. - Grafton Township Trustee

Bob Wagner - Grafton Township Trustee


Kathryn Francis - Grafton Township Clerk


Jim Kearns - Grafton Township Supervisor


Tom Poznanski
Grafton Township Highway Commissioner

Exhibit IV

Boy Scout Troop 167
Algonquin, Huntley, Lake in the Hills

"Not the Biggest, Just the Best"
Boy Scouts of America

April 25, 2014

Mr. Jim Kearns
Grafton Township
10109 Vine Street
Huntley, IL 60142

Dear Supervisor Kearns:

Brandon Watson will be a 2014 graduate of Huntley High School in Huntley, Illinois. Brandon possesses the leadership skills and commitment necessary to excel in all his future endeavors. The Scouts, Leaders and Members of Boy Scout Troop 167 of Huntley, Illinois take great pride in announcing the following:

Having completed the requirements for, and having been examined by an Eagle Scout Board of Review; Brandon Watson was found worthy and deserving of the rank of Eagle Scout.

For Brandon's Eagle Scout Project he chose the Village of Huntley as his recipient and his project was a Columbarium Landscaping Beautification project. Brandon's responsibility was to coordinate with a local contractor, Scouts and Village staff for labor for the removal of existing brush from the site, order, lay and install new brick pavers for a path leading to and around the Columbarium; install trees, bushes, and flowers including mulch; and ordering and installing benches on the site. This project contributed 127 hours to the Village of Huntley.

In recognition of this achievement, an Eagle Scout Court of Honor is being planned for May 23, 2014. At his Court of Honor, we wish to present Brandon with a book of congratulatory letters from individuals such as you who display and recognize hard work. This honorable rank is accomplished by just 4% of all scouts in the United States of America!

We thank you for taking time from your schedule to help us in recognizing Brandon on this extremely special occasion.

Please mail your congratulatory letter to:

Mr. Brandon Watson
C/O Mr. and Mrs. Elden Pfaff
11108 Lincoln Street
Huntley, IL 60142

Exhibit V



Ralph E. Madsen (1930-2001)
Henry H. Sugden III
Joseph Gottemoller
Keith D. Sloan
Samantha Piekarski

April 23, 2014

Via email

Mr. Alan Zielinski, (Alan.Zielinski@GraftonTownship.us)
Office of the Assessor
Grafton Township

At your request I have pulled each of the statutes you cited in your email. Starting with your first bullet point, "Only the Assessor can create and present the budget for the Assessor's Office". Under 35 ILCS 200/2-30, the Assessor's budget is due 60 days prior to March 31. The next sentence of the statute states the Township Board of Trustees is required to follow the Illinois Municipal Budget Law when it adopts a budget and appropriation ordinance. The Illinois Municipal Budget Law, 50 ILCS 330/3 requires the Board of Trustees to create a budget for the entire township during the first quarter after the start of the fiscal year. The Township budget includes the Assessor's budget, and it is not a separate document.

Your second point that the Township Board is limited to governance and approving (versus creating) the budget. Although the primary responsibility may fall on the Assessor to create a budget, the Board of Trustees has the responsibility of "determining and approving the budget of the assessor" See 35 ILCS 200/2-20. The word "determining" includes more than rubber stamping the Assessor's request. The Board of Trustees (not the Assessor) makes the final determination.

The need to make a determination of the Assessor's budgetary needs is consistent with the statement in 35 ILCS 200/2-30, where the Township Board is given the authority to "determine the amount required and permitted by law" to finance the operations of the Office of the Township Assessor. The determination of the Board shall consider the efficient operation of the office, and it should also include the items they are required to provide, such as office space etc. The best budget would include your input, but ultimately the Township Board makes the final budget decision of the amount and line items you have available for the Assessor's budget.

On your final bullet point you are correct the Assessor is free to make decisions concerning the Assessor's employees. The Board of Trustees cannot control the hiring and firing in your office. However, they do control the amount of money you can spend on payroll as part of the budget process. The Board of Trustees cannot tell you how to divide the payroll, but they can define the size of the payroll.

Your reference to the township attorneys and other employee compensation as excluding the Assessor's Office employees from the Township Board's approval is only partially correct. Section 35 ILCS 200/2-70 requires the Township Board to set the Assessor's salary 150 days before the election. The Board of Trustees does in fact set the Township Assessor's actual salary. They are not allowed to change your salary during your elected term of office. As stated above the Board may not be able to decide who you pay what for salary but they can decide the total you may have available for payroll.

Finally, I do not believe the process that is being followed is inappropriate. The budget that has to be adopted before July 1st covers more than the Assessor's Office and is posted pursuant to statute. It can be amended on May 15th without further postings as the result of public comment and even discussions between the Assessor and the Board Members.

Although the negotiations may be hard, they are the reason the 30 day posting is required. Everyone has a chance to weigh in on the overall budget. Although budget negotiations are rarely pleasant, they are a necessary evil. Hopefully, both sides can reach an agreement and move forward for the best interest of Grafton Township.

If you would like to discuss this further please give me a call.

Sincerely,



Joseph Gottemoller