

**GRAFTON TOWNSHIP REGULAR BOARD MEETING
MONDAY, MAY 16, 2016 IMMEDIATELY FOLLOWING THE TOWNSHIP BUDGET HEARING
GRAFTON TOWNSHIP OFFICES 10109 VINE STREET, HUNTLEY, IL 60142**

1. Supervisor Kearns called the meeting to order at 7:37 P.M.

2. Roll Call

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

Absent: None.

3 Pledge of Allegiance was not said.

4. Approval of Agenda as posted

Motion by Trustee Ziller, second by Trustee Zirk to approve the agenda with the date corrected in the first paragraph .

Ayes: Trustees Ziller, Zirk, Holtorf, Wagner; Supervisor Kearns

Nays: None. Motion Carries.

5. Regular Business

A. Approval of Minutes of April 18, 2016 Township Regular Meeting

Motion by Trustee Ziller, second by Trustee Zirk to approve the minutes.

Ayes: Trustees Ziller, Zirk, Holtorf, Wagner; Supervisor Kearns

Nays: None. Motion Carries

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

Supervisor Kearns explained that there is a late addition to the bills, PO 1905 to American Community Bank for \$75 for the safe deposit box. The bill arrived that day. He said that CoStar is now in the budget so the \$1,016.79 can be approved. Also from the Assessor's office there is a bill on PO #1760 for \$447.97 for a hotel for Assessor Zielinski July 12-15. However, bills have to be paid within 20 days of their occurrence. Also, PO 20530 to Cirone Computing for \$350 on line item 1939 for training. He said that a budget was just passed in which there was \$0 for training, so there is no budget to pay for it. Supervisor Kearns said that he would strike PO's 1760 and 20530.

Motion by Trustee Wagner, second by Trustee Zirk to approve the warrant list bills as modified by Supervisor Kearns.

Ayes: Trustees Wagner, Zirk, Holtorf, Ziller; Supervisor Kearns

Nays: None. Motion Carries

C. Review Road and Bridge Warrant check detail.

Trustee Ziller asked if we bought another welder. Road Commissioner Poznanski said that the old one went "belly up". Trustee Ziller also asked why there is a bill from Centurion for maintenance. Road Commissioner Poznanski explained that there was a leak in the exhaust in truck #5. They tried to fix it in house, but could not do it. Trustee Ziller pointed out that he had questioned whether or not we need a lift so that repairs could be done in-house. Trustee Ziller added that we need to remove the bill from HR Green. He does not believe we need an engineer and a core sample for a parking lot. He also said that he noticed that every catch basin is full and needs to be cleaned out. The Trustees asked Road Commissioner Poznanski what HR Green is supposed to do. Road Commissioner Poznanski explained that he needs help to determine how to fix the parking lot correctly. He said that they could not figure out where the existing drain goes. Trustee Ziller said that the Trustees had decided before that they weren't going to hire architects or engineers. Supervisor Kearns asked for a motion.

Motion by Trustee Wagner, second by Supervisor Kearns to approve the bills as presented.

Ayes: Trustees Wagner, Supervisor Kearns, Trustees Zirk

Nays: Trustees Holtorf and Ziller. Motion Carries.

5. Public Comment/Board Members Response to Public Comment

None.

7. Executive Session

Motion by Supervisor Kearns, second by Trustee Zirk to convene an Executive Session to discuss pending legal actions pursuant to 5ILCS 120/2(c)(11).

Ayes: Supervisor Kearns, Trustees Zirk, Holtorf, Wagner, and Ziller.

Nays: None.

Regular meeting adjourned at 7:59 P.M.

Supervisor Kearns returned the meeting to order at 8:18 P.M.

Present: Trustees Holtorf, Wagner, Ziller and Zirk; Supervisor Kearns; Road

Commissioner Poznanski; Assessor Zielinski; Clerk Hurley.

Absent: None.

8. Discussion and potential action of items as discussed during Executive Session

Motion by Trustee Wagner, second by Trustee Zirk to amend Chapter 10 of the Grafton Township Policy Manual to include the content on **(Exhibit IV)**.

Ayes: Trustees Wagner, Zirk, Holtorf, Ziller; Supervisor Kearns

Nays: None.

9. New Business

A. Discussion and possible action regarding compliance with the Destruction of Records under the Local Records Act.

Trustee Wagner explained that Chapter 10 of the Policy Manual addressed record retention. He said that the Assessor wrote to the Illinois Department of Revenue and received a letter in response which he destroyed. Assessor Zielinski explained that he didn't think it was a public record. Trustee Wagner said that Assessor Zielinski also received a letter a few weeks back from the State's Attorney and destroyed that.

10. Old Business

A. Discussion and possible action on IT for the Assessor's Office.

Trustee Holtorf explained that he had ACT come to take a look at the wiring in the Assessor's Office and found there were three types of wiring, which is not conducive to effective IT, so it needs to be re-wired. Second, Trustee Holtorf would like the township to take over IT and put in new server, adding firewalls. He said the cost for this would be \$8,746. He said that at the moment the server is running off of a PC. The quote he has will back up to an offsite facility, and they will update only the day's input.

Supervisor Kearns asked what is our risk of losing data if we do that offsite? Trustee Holtorf said it's all cleaned of malware and viruses, then backed up to the server and stored in the cloud. Assessor Zielinski asked if the back-up is incremental or version. He needs to be able to see different versions of the data and if the old version is erased, that doesn't help them. Trustee Holtorf said that he would check with the provider.

Motion by Supervisor Kearns, second by Trustee Wagner to approve the wiring.

Ayes: Supervisor Kearns; Trustees Wagner, Holtorf, Ziller and Zirk.

Nays: None.

B. Discussion and possible action on a new furnace.

Trustee Holtorf said that the igniter is about to fail. It's the original furnace, so it's time. He got a quote from Cork Plumbing and Heating to put in new for \$4,800.

Motion by Trustee Holtorf, second by Trustee Zirk to move forward on the Cork bid for a new furnace.

Ayes: Trustees Holtorf, Zirk, Wagner, Ziller; Supervisor Kearns

Nays: None.

C. Discussion and possible action on building and parking lot repair bids

Supervisor Kearns said that he thinks we should break into two bids: one for the Road District and another for the township lot.

Road Commissioner Poznanski said that it was already broken out that way. Trustee Ziller said that we don't want bids, only quotes. Road Commissioner Poznanski said that part of the contract with HR Green is that they would put it out for bid for us. A discussion ensued about what we contracted with HR Green to do for \$7,500. Supervisor Kearns pointed out that we already approved payment of \$2,500, so the guy should come out and meet with the Building Committee and the Road Commissioner. The Trustees agreed.

11. Committee and Officer Reports

Supervisor

Supervisor Kearns said that there were problems with the website on the tax assessment side. The Assessor called the web guy whose solution was to remove data from the website. He said that anything that was deleted is backed up, so deleting shouldn't be a problem. Supervisor Kearns re-iterated that Assessor Zielinski and the web guy had been told they are not in charge of the website and cannot delete things. Assessor Zielinski agreed that from then on they would go through Candie.

Trustees

Trustee Zirk said that she went to the TOI meeting recently and learned that parties can start a petition in August to caucus for the election. The caucus must be done by December 6th. **(Exhibit V)** She also asked if the American Legion could use the bus to transport Legion representatives to the village hall for the Memorial Day Parade. Supervisor Kearns said that he would need to check on liability and get back with her.

Facilities Update Committee

Assessor

Trustee Ziller said that he had noticed that letters are leaving the Assessor's Office with Assessor Zielinski's business advertised on them and that he stated that it doesn't belong. Assessor Zielinski said he is not advertising his business, he is stating his credentials.

Road District

Road Commissioner Poznanski said that they have started mowing a putting down gravel. He has gotten a lot of requests for electronic recycling. He found a company that will come out and do a drive on our property. He said that he is getting a good amount of river rock donated. He helped Betty deliver 3,600 lbs of food to the Grafton Food Pantry. He said that he and the assessor go back and forth on buying water softener salt. He needs the TS to buy salt the next time. Trustee Holtorf mentioned that he found a pipe stub to the city water in the building. He said that at some point we would need to decide if we want to hook up to city water.

Clerk

12. Adjournment

Motion by Supervisor Kearns, second by Trustee Wagner to adjourn the meeting at 9:13.

All Ayes.

No Nays.

Meeting adjourned at 9:13 pm

Submitted,
Township Clerk Kathryn Hurley

Exhibit I

**GRAFTON TOWNSHIP TOWN FUND
WARRANT LIST FOR MAY 16, 2016 MEETING**

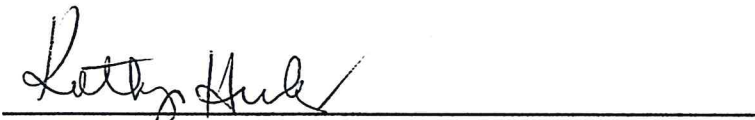
With my signature below, I hereby approve of the invoices listed on the following pages being submitted for payment.


Betty Zirk - Grafton Township Trustee


Joe Holtorf - Grafton Township Trustee


Dan Ziller Jr. - Grafton Township Trustee



Bob Wagner - Grafton Township Trustee


Kathryn Hurley - Grafton Township Clerk


Jim Kearns - Grafton Township Supervisor

GRAFTON TOWNSHIP ROAD DISTRICT
VOUCHER LIST FOR MAY 16, 2016 MEETING

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

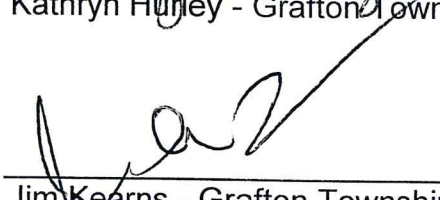

Betty Zirk - Grafton Township Trustee


Joe Holtorf - Grafton Township Trustee

Dan Ziller Jr. - Grafton Township Trustee


Bob Wagner - Grafton Township Trustee


Kathryn Hurley - Grafton Township Clerk


Jim Kearns - Grafton Township Supervisor


Tom Poznanski
Grafton Township Highway Commissioner

Exhibit III

**GRAFTON TOWNSHIP
PUBLIC REQUEST TO ADDRESS BOARD**

Date: May 16, 2016

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Exhibit IV

Records to be retained include, but are not limited to, all correspondence sent or received by any township employee or elected official in the scope of his or her employment or in his or her official capacity.

PRELIMINARY STATUTORY ELECTION DEADLINES

2017

Consolidated Primary Election: February 28, 2017

Consolidated General Election: April 4, 2017

Township Caucus

- ✓ Township Caucus: December 6, 2016
- ✓ Clerk's notice to Central Committee: November 6, 2016
- ✓ Central Committee Chair's Notice on Caucus: November 16, 2016
- ✓ Clerk Publishes Notice of Caucus: November 26, 2016
- ✓ Filing Period: December 12, 2016 – December 19, 2016
 - File with Township Clerk

Established Party Candidates

- ✓ First day to pass petitions: August 30, 2016
- ✓ Filing Period: November 21, 2016 – November 28, 2016
 - File With Township Clerk

Independent / New Party Candidates

- ✓ First day to pass petitions: September 20, 2016
- ✓ Filing Period: December 12, 2016 – December 19, 2016
 - File with Township Clerk

Multi-Township Assessor Candidates

- ✓ Multi-Township Caucus: December 7, 2016
- ✓ The notice requirements are also one day later
 - File with County Clerk

DISCLAIMER: The dates contained within this document are preliminary and should be verified upon the publication by the State Board of Elections of the 2017 Election Calendar.

**GRAFTON TOWNSHIP BUDGET HEARING
GRAFTON TOWNSHIP, MCHENRY COUNTY, ILLINOIS
Monday May 16, 2016**

1. Supervisor Kearns called the meeting to order at 7:10 P.M.

2. Roll Call

Present: Trustees Wagner, Holtorf, Ziller and Zirk; Supervisor Kearns; Road Commissioner Poznanski; Assessor Zielinski; Clerk Hurley. Absent: None.

3. Pledge of Allegiance was not said.

4. Public Comment/Board Response to Township Budget

None.

5. Discussion and adoption of the 2016-17 Grafton Township Budget, Budget and Appropriation ordinance 05162016-1

Supervisor Kearns stated that he made some changes in the General Assistance amount. He explained that every year, they have been drawing down the General Assistance funds more and more. He said those funds are getting dangerously low, and that would need to be remembered for the levy next year. Also, Assessor Zielinski asked for \$217,000 for salaries, or \$1.89 per hour raise for three guys, consistent with their DASH certifications. The \$210,000 listed in the budget represents a raise of \$1.25 per hour.

Additionally, the Assessor has a bill coming for over \$1,000 for CoStar software, so if the board will approve that bill, it needs to be in the budget. The trustees discussed whether or not the CoStar software was needed. Assessor Zielinski stated that without CoStar, they cannot assess commercial properties.

Motion by Supervisor Kearns, second by Trustee Ziller to increase line item 1756 (Software) by \$4,100 to \$12,600 and reduce line item 1511 (Maintenance Service) by \$4,100 to \$171,900.

Ayes: Supervisor Kearns, Trustees Ziller, Holtorf, Wagner

Nays: Trustee Zirk. Motion Carries.

Supervisor Kearns returned to the wages line item 1240. He said that the 1.89 that Assessor Zielinski requested is a more than 5% raise. Assessor Zielinski said they haven't gotten a raise in 5 years. Supervisor Kearns said that it hasn't been 5 years. He said that 2 years ago their hourly was reduced but they got a big bonus. He said that a \$1.25 raise is built into the budget line item 1240. He said that if the raise were lowered to \$1, it would be a 4% raise and would lower the salary line item by \$1,560. Motion by Trustee Ziller, second by Trustee Zirk to lower line item 1240 by \$1,560 and add \$1,560 to line item 1511 maintenance fee.

Ayes: Trustees Ziller and Zirk

Nays: Trustees Holtorf, Wagner and Supervisor Kearns. Motion Fails.

Motion by Trustee Ziller, second by Trustee Wagner to approve the Township budget Ordinance 05162016-1 with the amendment to the Software and Maintenance Service lines already passed.

Ayes: Trustees Ziller, Wagner, Holtorf, Zirk; Supervisor Kearns

Nays: None. Motion Carries.

6. Adjournment of Public Hearing

Motion by Trustee Wagner, second by Trustee Zirk to adjourn the meeting at 7:27 PM.

Ayes: Trustees Wagner, Zirk, Ziller, Holtorf; Supervisor Kearns

Meeting Adjourned.

Submitted,
Township Clerk Kathryn Hurley

**GRAFTON ROAD DISTRICT BUDGET HEARING
GRAFTON TOWNSHIP, MCHENRY COUNTY, ILLINOIS
Monday March 16, 2015**

1. Supervisor Kearns called the meeting to order at 7:03 P.M.

2. Roll Call

Present: Trustees Wagner, Holtorf, Ziller and Zirk; Supervisor Kearns; Road Commissioner Poznanski; Assessor Zielinski; Clerk Hurley. Absent: None.

3. Pledge of Allegiance was said.

4. Public Comment/Board Response to the Grafton Road District Budget

None (**Exhibit I**)

5. Discussion and adoption of the 2016-17 Grafton Road District Budget, Budget and Appropriation ordinance 05162016-2

Road Commissioner Poznanski explained that he made a couple of changes from the draft budget because there was an \$11 difference between what he thought he was going to get and what he actually got. The total appropriations are \$1,688,588. He said that he is putting the building repairs in General Road fund, line item #6820- Capital Asset Outlay when Supervisor Kearns asked where he is putting his building repairs. They agreed that the road district would pay for the new doors on that part of the building.

Motion by Trustee Wagner, second by Trustee Zirk to adopt the Grafton Road district budget and appropriation Ordinance 03162015-2.

Ayes: Trustees Wagner, Zirk, Holtorf, Ziller, Supervisor Kearns

Nays: None. Motion Carries.

6. Adjournment of Public Hearing

Motion by Supervisor Kearns, second by Trustee Wagner to adjourn the meeting at 7:10 PM.

Ayes: Supervisor Kearns, Trustees Wagner, Ziller, Zirk

Meeting Adjourned.

Submitted,
Township Clerk Kathryn Hurley

Exhibit III

**GRAFTON TOWNSHIP
PUBLIC REQUEST TO ADDRESS BOARD
PUBLIC BUDGET HEARINGS**

Date: May 16, 2016

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