

**GRAFTON TOWNSHIP REGULAR BOARD MEETING
MONDAY, JULY 18, 2016 7:30 P.M.
GRAFTON TOWNSHIP OFFICES 10109 VINE STREET, HUNTLEY, IL 60142**

1. **Supervisor Kearns called the meeting to order at 7:30 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 said.
4. **Approval of Agenda as posted**
Motion by Trustee Zirk, second by Trustee Wagner to approve the agenda as posted.
Ayes: Trustees Zirk, Wagner, Holtorf, Ziller; Supervisor Kearns
Nays: None. Motion Carries.
5. **Regular Business**
 - A. Approval of Minutes of June 20, 2016 Township Regular Meeting
Road Commissioner Poznanski said that the motion under Prevailing Wage Adoption 9a and 9b have the adopting district transposed. Trustee Ziller noted that he voted "nay" on adoption of the prevailing wage. He also said that the motion under 10a is to approve Jack Carroll to paint the roof with *primer and white paint*. Additionally, the motion under 5D should not include the phrase "to approve the minutes".
Motion by Trustee Ziller, second by Trustee Holtorf to approve the minutes as amended.
Ayes: Trustees Ziller, Holtorf, Wagner, Zirk; Supervisor Kearns
Nays: None. Motion Carries.
 - B. Audit and payment of unpaid bills/Warrant check detail for Town Fund. **(Exhibit I)**
Motion by Trustee Zirk, second by Trustee Ziller to approve the bills as listed.
Ayes: Trustees Zirk, Ziller, Holtorf, Wagner; Supervisor Kearns
Nays: None. Motion Carries.
 - C. Review Road and Bridge Warrant check detail. **(Exhibit II)**
Trustee Ziller asked about the Corrective Asphalt bill for \$10,875. Highway Commissioner Poznanski explained that it was for sealcoating the roads that were just paved last year. Trustee Ziller reminded Highway Commissioner Poznanski that he has said before that he will not approve bills for sealcoating because it's a waste of money.
Motion by Trustee Wagner, second by Trustee Zirk to approve the Road and Bridge Warrant Check detail.
Ayes: Trustees Wagner, Zirk; Supervisor Kearns
Nays: Trustees Holtorf and Ziller. Motion Carries.
6. **Public Comment/Board Members Response to Public Comment (Exhibit III)**
None.
7. **Executive Session**
Motion to convene an Executive Session to discuss pending legal actions pursuant to 5ILCS 120/2(c)(11).
Motion by Trustee Supervisor Kearns, second by Trustee Wagner to adjourn to convene and executive session for the purpose of reviewing past executive session minutes.
Ayes: Supervisor Kearns, Trustees Wagner, Holtorf, Ziller, Zirk;
Nays: None. Motion Carries.

Meeting adjourned at 7:45pm

Supervisor Kearns returned the meeting to order at 7:58pm
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 approve and release the Executive Session Minutes from January 18, 2016; February 15, 2016; and March 21, 2016.

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

Nays: None. Motion Carries.

Supervisor Kearns said that he must admonish Assessor Zielinski again: by statute, the use of a recording device must be announced in the meeting and must be positioned in the hall and on the floor. Assessor Zielinski said that the meeting recording was terminated with his objection.

9. New Business

A. Review and possible approval of the 2015/16 Township audit. (See audit on website)

Auditor George Roach addressed the board. He said that he was able to find documentation for all disbursements, and that the categorization to line items was properly indicated. He didn't find any unusual or unauthorized expenditure. The audit is clean in his opinion. He mentioned that one area for improvement is the documentation of work hours. He recommends that there be a unified process because the three units all record differently. Trustee Wagner asked if he could recommend a certain way of recording work hours. Auditor Roach suggested timecards.

Auditor Roach highlighted the fiscal health of the township—it's out of debt now and has a healthy surplus fund balance. He also said the Retirement plan is funded at 89.86% which is just about standard and that is better than most townships in the county.

Motion by Trustee Ziller, second by Trustee Holtorf to approve the Township Audit.

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

Nays: None. Motion Carries.

10. Old Business

A. C. Discussion and possible action on Town Fund budget for a Transfer of Appropriation.

Supervisor Kearns noted that on May 16th the board approved the Assessor's salaries at \$210,000 total, which represented a \$1.25 raise. He didn't adjust the salaries on the budget so he requests a transfer of \$6,780 from the Assessor's salaries to the Assessor's health insurance.

Motion by Supervisor Kearns, second by Trustee Holtorf to transfer the funds.

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

Nays: None. Motion Carries.

B. Discussion and possible action for facility update and repair

The Facilities committee reported that we are not going to do the well and pressure tank. We are going to do the garage door and siding. The roof is painted. The computer system is on hold, bathroom fixtures on hold, exterior lighting on hold. As for the hook-up to city water—they learned there is not water to the building—the end of the pipe is capped and the city has no record of us ever having a feed. So we would have to bring it from the street to the building, and have a meter installed. It would cost about \$1,200 for the meter, and the cost to bring it from the street may be expensive. Trustee Ziller suggested that we do it ourselves to save money.

Trustee Wagner asked why the computer system is on hold. Assessor Zielinski said that Trustee Holtorf told him to get another estimate. Trustee Wagner said the trustees already approved ACT.

Assessor Zielinski said that he would get the offsite server through the approved provider. He wants to keep the in house back up system that he currently has. The trustee said that the security of the data is the issue and that the board has an obligation to protect the taxpayers information. Assessor Zielinski said that the system

has been trouble free and there is nothing in the statutes that says the township board has the authority to tell him how to run his office.

Supervisor Kearns said that Attorney Gottemoller thinks that Assessor Zielinski is wrong and will ask him to come to the next meeting.

Trustee Ziller said that the contractor who installed the back door admitted they installed it wrong 10 yrs ago. He has not been successful with getting them to repair it. The trustees agreed that we should have it fixed.

Motion by Supervisor Kearns, second by Trustee Wagner to use JC Harris to repair the door for \$3,300.

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

Nays: None. Motion Carries.

Motion by Trustee Ziller, second by Trustee Wagner to accept MetalMasters to do the siding on the front of the building for \$7,800.

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

Nays: None. Motion Carries.

C. Discussion and possible action on adopting township elected official salaries. Supervisor Kearns told the Trustees what our salaries are now and gave them the information to compare to the same positions in other townships. He asked the trustees to weigh-in on their opinions for each position, which he recorded.

Supervisor Kearns asked Clerk Hurley to provide him with a list of duties and items the clerk needs to modernize the office.

D. Discussion and possible action on Clerk's TOI Professional Development Course.

Motion by Trustee Ziller, second by Trustee Holtorf to pay \$75 for Clerk Hurley to attend the TOI Professional Development Course in Springfield to learn the clerk duties for the upcoming election.

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

Nays: None. Motion Carries.

11. Committee and Officer Reports

Supervisor

Trustee

Facilities Update Committee

Assessor

Road District

Road Commissioner Poznanski said that the back of the building has been cleaned up and is now compliant with Huntley's ordinances. He said there is a new building inspector that told him some things that had to be done.

Clerk

12. Adjournment

Motion by Trustee Ziller, second by Trustee Holtorf to adjourn at 9:44 pm.

All Ayes. No Nays.

Meeting adjourned at 9:44pm

Submitted,
Township Clerk Kathryn Hurley
This 9th Day of August, 2016

This agenda was prepared by the Township Clerk in accordance with the direction of the Township Board Rules.

Exhibit I

GRAFTON TOWNSHIP TOWN FUND WARRANT LIST FOR JULY 18, 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 Hollorf - Grafton Township Trustee


Dan Ziller Jr. - Grafton Township Trustee


Bob Wagner - Grafton Township Trustee


Kathryn Hurley - Grafton Township Clerk


Jim Kearns - Grafton Township Supervisor

— Exhibit II

GRAFTON TOWNSHIP ROAD DISTRICT
VOUCHER LIST FOR JULY 18, 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: July 18, 2016

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