

GRAFTON TOWNSHIP REGULAR BOARD MEETING
MONDAY, AUGUST 15, 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 and Zirk; Supervisor Kearns; Road Commissioner Poznanski; Assessor Zielinski; Clerk Hurley
Absent: Trustee Ziller
- 3 **Pledge of Allegiance** was said.
4. **Approval of Agenda as posted**
Motion by Trustee Zirk, second by Trustee Holtorf to approve the agenda as posted.
Ayes: Trustees Zirk, Holtorf, Wagner; Supervisor Kearns
Nays: None. Motion Carries.

Trustee Ziller entered the meeting at 7:32
5. **Regular Business**
 - A. Approval of Minutes of July 18, 2016 Township Regular Meeting
Motion by Trustee Wagner, second by Trustee Zirk to approve the minutes.
Ayes: Trustees Wagner, Zirk, Holtorf, Ziller; Supervisor Kearns
Nays: None. Motion Carries.
 - B. Audit and payment of unpaid bills/Warrant check detail for Town Fund. **(Exhibit I)**
Motion by Trustee Ziller, second by Trustee Holtorf to approve unpaid bills.
Ayes: Trustees Ziller, Holtorf, Wagner, Zirk; Supervisor Kearns
Nays: None. Motion Carries.
 - C. Review Road and Bridge Warrant check detail. **(Exhibit II)**
Motion by Trustee Ziller, second by Trustee Zirk to approve the Road and Bridge Warrant Detail.
Ayes: Trustees Ziller , Zirk, Holtorf, Wagner; Supervisor Kearns
Nays: None. Motion Carries.
6. **Public Comment/Board Members Response to Public Comment (Exhibit III)**
None.
7. **New Business**
 - A. Review and possible action on plans to modernize (digitize) the Clerk's Office.
Clerk Hurley informed the board that neither TOI, the Records Management Department of The Secretary of State nor any townships called, know of any township in Illinois that has done this. Illinois has laws in place in which most documents that are to be held are to be held in paper format. Her assessment is that it is useless to do extra work to archive historical files digitally. However, ACT software can back up any electronic files that we would like to store, so from this point on, the office will hold all files on the external server.
8. **Executive Session**
Motion to convene an Executive Session to discuss pending legal actions pursuant to 5ILCS 120/2(c)(11).
None.
9. **Discussion and potential action of items as discussed during Executive Session**
None.
10. **Old Business**
 - A. Discussion and possible action for facility update and repair
Trustee Holtorf distributed a two page list of projects and their status. **(Exhibit IV)**

He said that he has an estimate to hook the building up to city water for \$18,430 plus landscape recovery for \$1,608. The Village will waive the fee to hook up and will also waive the fee for the meter. The trustees discuss that the reason to do the hook up is that the well is very old and that if it goes bad, it's not easy to get the hook up done. Motion by Trustee Holtorf, second by Trustee Wagner to pursue the upgrade to office lighting pending a potential rebate from Com Ed, bringing the price for the upgrade to around \$735.00.

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

Nays: None. Motion Carries.

The Trustees went on to discuss that last month the board approved the bid to replace the siding with MetalMasters for \$7,800 but it turned out they will not be able to meet all of our needs, so we will need new bids.

Supervisor Kearns asked if anyone was recording the meeting. Assessor Zielinski revealed his recorder. Supervisor Kearns told him he had to put it on the floor in the hallway. Assessor Zielinski said that he believes the code allows a recording. Attorney Gottemoller was asked and he read from the code that a township can adopt their own policy. Supervisor Kearns said that the township adopted that policy years ago.

The trustees discussed the parking lot. It was reiterated that the parking lot has divided responsibility with the Road and Bridge having a part and the Township having part. The trustees reminded Road Commissioner Poznanski that he is not to hire an engineer.

Supervisor Kearns said that some patching needed to be done and that he wants the Road Commissioner to do it.

B. Discussion and possible action on adopting township elected official salaries.

The board reviewed discussed each salary one by one.

Supervisor: Currently \$42,448 plus \$500 for being the R&B Treasurer. Includes health, dental, vision, life insurance and Illinois Municipal Retirement Fund (IMRF).

Motion by Trustee Wagner to make the Supervisor's position Part Time, raise the salary to a fixed \$42,500 (meaning all four years) plus \$1,000 for the Road and Bridge Treasury position, and include health, dental, vision and life insurance plus IMRF.

Supervisor Kearns asked Trustee Wagner to remove the Part Time element of the motion which he agreed to and Trustee Zirk seconded the motion.

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

Nays: None. Motion Carries.

Clerk: Currently \$7,641 plus health, dental, vision, life insurance and IMRF.

Motion by Trustee Zirk, second by Trustee Holtorf to make the salary a fixed \$10,000 for four years with no benefits.

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

Nays: None. Motion Carries.

Trustees: Currently \$90 per meeting, no benefits. Started term at \$75.

Motion by Trustee Wagner, second by Trustee Holtorf to make the wages \$125 fixed per meeting for four years, no benefits.

Ayes: Trustees Wagner, Holtorf, Ziller; Supervisor Kearns

Nays: Trustee Zirk. Motion Carries.

Assessor: The next term begins January 1, 2018. Currently \$71,000 Full Time with health, dental, vision and life insurance plus IMRF.

Motion by Trustee Wagner to adjust the salary to \$72,000 fixed plus health, dental, vision and life insurance, plus IMRF. No second. Motion Failed.

Motion by Trustee Zirk to adjust salary to \$62,000 with health, dental, vision and life insurance plus IMRF. No second. Motion Failed.

Motion by Trustee Ziller to adjust the salary to a fixed \$35,000 with health, dental, vision and life insurance plus IMRF. Second by Trustee Holtorf.

Ayes: Trustees Ziller, Holtorf, Zirk

Nays: Trustees Wagner and Supervisor Kearns. Motion Carries.

Highway Commissioner: Currently at \$61,550 plus health, dental, vision and life insurance plus IMRF. 25% of his salary is reimbursed by the Road District in May.

Motion by Trustee Zirk to adjust the salary to \$65,000 fixed with all benefits paid.

Second by Supervisor Kearns.

Ayes: Trustees Zirk, Supervisor Kearns

Nays: Trustees Holtorf, Wagner and Ziller. Motion Failed.

Motion by Supervisor Kearns to adjust the salary to \$62,500 fixed with health, dental, vision and life insurance plus IMRF. Second by Trustee Zirk.

Ayes: Supervisor Kearns, Trustees Zirk, Wagner

Nays: Trustees Holtorf and Ziller. Motion Carries.

11. Committee and Officer Reports

Supervisor

Supervisor Kearns informed the board that there is a McRide meeting during which they will announce program changes on August 29th at 9am for anyone that wants to go. He mentioned that there are lots of scratches and dents in the Assessor's brand new vehicle, and asked that it stop. He showed several pictures of the damages and mentioned that several were found when the Assessor returned from his 300 mile trip.

Trustees

Trustee Wagner informed the board that there is now a law that requires the township to have a policy on the reimbursement of travel expenses. The board agreed to reconvene the audit committee to develop a policy.

Facilities Update Committee

Assessor

Road District

Clerk

Clerk Hurley reported that she attended the professional development session in Springfield to learn about the election process. She said they must wait for the parties to determine whether they will hold a caucus or primary. If they hold a primary, window for candidates to submit their paperwork is November 21-28. Office hours will be established. She told the board that she would like an agenda item at the next meeting for the board to discuss and take action on authorizing other members in the office including the Deputy Clerk to accept candidate packets on those days.

12. Adjournment

Motion by Trustee Ziller, second by Trustee Holtorf to adjourn at 9:05 pm.

All Ayes. No Nays.

Meeting adjourned at 9:05pm

Submitted,
Clerk Kathryn Hurley

Exhibit I

GRAFTON TOWNSHIP TOWN FUND WARRANT LIST FOR AUGUST 15, 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

Exhibit II

GRAFTON TOWNSHIP ROAD DISTRICT VOUCHER LIST FOR AUGUST 15, 2016 MEETING

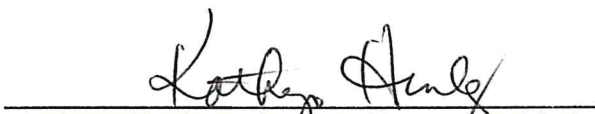
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Bob Wagner - Grafton Township Trustee


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: August 15, 2016

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Exhibit IV

Township Renovation Projects to Date

7/18/2016

Completed Township Renovations

- **Paint Township Office & Conference Room**
- **Carpet Township Office & Conference Room**
- **Replace Front Door Threshold**
- **Paint Assessor's Office**
- **Carpet Assessor's Office**
- **Carpet Clerk's Office**
- **Replace Main Furnace & A/C Unit**
- **Install Insulation-Township Garage & Township Office**
- **Repair and Paint Roof**

Pending Township Renovations

- **Paint Outside of Building, Including Salt Shed**
- **Repair Garage Structure and Replace Siding on All Sides**
- **Re-Wire Assessor's Office with New CAT 6 Wire**
- **Replace Hardware, Server, and Security Hardware with B/U**
- **Review Exterior Lighting for Possible Replacement**
- ✓ • **Upgrade to Township Office Lighting**
- **Hook up to City water**
- **Replace rear door-Assessor's office**
- **Replace Bathroom Fixtures**

Cancelled Township Renovations

- **Review Township Well & Pressure Tank**
- **Review Need for Water Softener**

Road & Bridge Renovation Projects to Date

7/18/2016

Completed Road & Bridge Renovations

- **Repair Skylight on Garage Roof**
- **Fire Extinguisher Installed in Garage Areas**

Pending Road & Bridge Renovations

- **Remove and Replace Parking Lot Pavement**
- **Relocate Wood Pile & Reduce Size**
- **Clean Up Around All Township buildings**
- **Build Enclosure Around Fuel Cell Area**
- **Recycle event for the public**
- **Replace Garage Doors, Including Service Doors & Windows**
- **Relocate and Enclose Dumpster**