

**April 17, 2017 Meeting Minutes Approved as Presented, 05.15.17 Grafton Township
Regular Board Meeting. K. Watson**

**GRAFTON TOWNSHIP REGULAR BOARD MEETING
MONDAY, APRIL 17, 2017 7:30 P.M.
GRAFTON TOWNSHIP OFFICES 10109 VINE STREET, HUNTLEY, IL 60142**

1. Supervisor Ruth called the meeting to order at 7:31 P.M.

2. Roll Call

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

3 Pledge of Allegiance was said.

4. Approval of Agenda as posted

Trustee Zirk proposed to strike #5 and Trustee Wagner proposed to strike 8 & 9.
Motion by Trustee Zirk, second by Trustee Wagner to approve the agenda as amended.
Ayes: Trustees Zirk, Wagner, Holtorf, Ziller; Supervisor Ruth
Nays: None. Motion Carries.

6. Regular Business

A. Approval of Minutes of March 20, 2017 Township Regular Meeting
Motion by Trustee Ziller, second by Trustee Zirk to approve the meeting minutes.
Ayes: Trustees Ziller, Zirk, Wagner, Holtorf; Supervisor Ruth
Nays: None. Motion Carries.

B. Audit and payment of unpaid bills/Warrant check detail for Town Fund. **(Exhibit I)**
Trustee Ziller asked about Matuszewich, Kelly and McKeever legal fees bill for \$750.
Assessor Zielinski said he hired them because he doesn't feel he is getting sufficient legal support from the township attorney and that he needs a different attorney because he has a conflict with the board. The Trustees asked him "What is the conflict?" and he did not respond. Supervisor Ruth asked Assessor Zielinski about the \$979.97 on Cardmember Services. He said it is for a database RAID replacement. Trustee Holtorf said that the contract with ACT would make a replacement RAID unneeded. Assessor Zielinski disagreed. There was a lot of discussion about connecting the Assessor's office to the ACT server vs the system the Assessor is using. The Trustees decided to discuss in a meeting with the Assessor later in the month.

Motion by Trustee Holtorf, second by Trustee Ziller to not pay PO 20629 for \$750 in legal bills and also to not pay PO 20627 for \$979.97 for the RAID database, but to pay all other bills as presented.

Ayes: Trustees Holtorf, Ziller, Wagner, Zirk; Supervisor Ruth
Nays: None. Motion Carries.

C. Review Road and Bridge Warrant check detail. **(Exhibit II)**

Trustee Ziller asked about PO 11667 to Midland Standard Engineering for \$3,705.
Road Commissioner Poznanski explained that it was for the road project on Foster Rd.
Trustee Ziller also asked Road Commissioner Poznanski if he had taken delivery of 200 tons of salt. R.C. Poznanski said that they did, which fulfilled 80% of the contract. He said that the Villages of Huntley and Lake In The Hills took as much of the salt as they could.

Motion by Trustee Wagner, second by Trustee Holtorf to approve the warrant list.

Ayes: Trustees Wagner, Holtorf, Ziller, Zirk; Supervisor Ruth
Nays: None. Motion Carries.

7. Public Comment/Board Members Response to Public Comment (Exhibit III)

None.

10. Old Business

A. Review and discussion of FY 2017/18 drafted Township budget.

Supervisor Ruth said that he made some slight changes to the revenue based on updated information from the County. He also added a new format, updated the numbers with the actual 2016-17 expenditures and made the changes discussed in the previous meeting. Assessor Zielinski distributed a letter in which he requests modifications to the FY2017-18 budget. **(Exhibit IV)** Supervisor Ruth was told by Assessor Zielinski that the additional training was a requirement. Trustee Ziller said after a conversation with McHenry County Assessor Bob Ross he did not believe the training is needed. The Trustees decided to do more research.

B. Review and discussion of FY 2017/18 drafted Road District budget.

Trustee Ziller remarked that the Road Commissioner had revised the budget to move money out of line item 6820 (Capital Outlay) as he asked, but that it was not nearly the amount he asked him to move. There was a lot of discussion about the amount of money in line item 6820. Trustee Ziller said he looked at old records and that Capital Outlay used to be much, much lower until Freund's term. They negotiated to lower line item 6820 to \$100,000. Several Trustees said they believe the Road District can lower the tax levy in the future since there is always surplus.

C. Office Policy review and possible action.

Trustee Wagner spoke with TOIRMA and learned that they are opposed to having pets in the township offices because they don't like the liability and have occasionally had claims related to pets in offices. Trustee Wagner said that after those discussions and a discussion with Attorney Gottemoller, he is submitting a Service Animal Policy which prohibits other pets and subjects owners in violation of the policy to discipline and complete liability.

Motion by Trustee Ziller, second by Trustee Zirk to adopt the Grafton Township Service Animal Policy.

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

Nays: None. Motion Carries.

11. New Business

A. Assessor's Request for a Township Transfer of Appropriation of FY 2016-17 Funds

Supervisor Ruth said that Assessor Zielinski would like to revise his FY2016-17 budget to make his line items 100%. Supervisor Ruth checked into it and learned that since the year is over, it is too late.

B. Discussion and possible action to approve Road Commission assistance with the Post Office Food Drive on May 13th.

Road Commissioner Poznanski said that he will allow the use of the truck, but cautions that if his schedule doesn't permit him to help that day, he would need to get a driver. Supervisor Ruth volunteered.

Motion by Supervisor Ruth, second by Trustee Wagner to allow the Road Commissioner to provide assistance for the Post Office Food Drive on May 13th.

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

Nays: None. Motion Carries.

C. Selection of a date for the Clerk's Disposal of Records

Clerk Hurley said that it is preferable to set a date that is certain, so suggested that the date be set with the new board.

12. Committee and Officer Reports

Supervisor

Supervisor Ruth informed the board that the Assistant State's Attorney is having a meeting to discuss the Open Meetings Act. He then presented Betty Zirk with a plaque and flowers in honor of her 24 years of service to Grafton Township. There was a standing ovation and Betty's family entered the meeting. Everyone was invited to the American Legion to have cake in honor of Betty.

Trustee

Facilities Update Committee

Assessor

Road District

Clerk

13. Adjournment

Motion by Trustee Ziller, second by Trustee Holtorf to adjourn the meeting.

All Ayes. No Nays. Meeting adjourned at 8:34 p.m.

Submitted,
Township Clerk Kathryn Hurley

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 MAY 15, 2017 MEETING

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

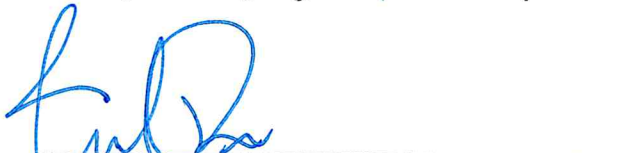

Joe Holtorf - Grafton Township Trustee


Bob Wagner - Grafton Township Trustee


Betty Zirk - Grafton Township Trustee



Dan Ziller Jr. - Grafton Township Trustee


Kathryn Hurley - Grafton Township Clerk


Eric Ruth - Grafton Township Supervisor

**GRAFTON TOWNSHIP ROAD DISTRICT
VOUCHER LIST FOR MAY 15, 2017 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


Eric Ruth - Grafton Township Supervisor


Tom Poznanski
Grafton Township Highway Commissioner

| Meeting Date 5/15/2017 Grafton Township Road District | | Vouchers for April | |
|--|-------------------------------------|--------------------|-----------|
| Vendor | Budget Line Item | \$ Amount | Due Date |
| Ace Hardware / Ziegler's | 6113 - R&B Maint Supply - Vehicles | \$ 21.91 | 5/31/2017 |
| Algonquin Township Road District | 6111 - R&B Maint Supply - Building | \$ 24.00 | 5/15/2017 |
| Algonquin Township Road District | 6112 - R&B Maint Supply - Equipment | \$ 48.00 | 5/15/2017 |
| Bott's Welding & Truck Service Inc. | 6313 - R&B Maint Service - Vehicles | \$ 43.00 | 5/21/2017 |
| Cardmember Service / Visa | 6111 - R&B Maint Supply - Building | \$ 20.37 | 6/3/2017 |
| Cardmember Service / Visa | 6113 - R&B Maint Supply - Vehicles | \$ 15.78 | 6/3/2017 |
| Cardmember Service / Visa | 6122 - R&B Operating Supplies | \$ 14.28 | 6/3/2017 |
| Cardmember Service / Visa | 9614 - PHR Maint Supplies - Road | \$ 80.97 | 6/3/2017 |
| Com Ed - Street Lights | 9519 - PHR Street Lights | \$ 285.39 | 6/26/2017 |
| Cork's Plumbing and Heating, Inc. | 6111 - R&B Maint Supply - Building | \$ 50.00 | 6/3/2017 |
| Hall Signs, Inc. | 9520 - PHR Road Signs & Materials | \$ 250.65 | 5/24/2017 |
| Hinckley Springs | 6122 - R&B Operating Supplies | \$ 23.18 | 5/15/2017 |
| Marengo Township Highway Dept. | 6820 - R&B Capital Asset Outlay | \$ 1,100.00 | 5/15/2017 |
| MDC Environmental Services | 6373 - R&B Garbage Disposal | \$ 134.32 | 5/20/2017 |
| Nicor Gas | 6371 - R&B Utilities | \$ 14.39 | 6/20/2017 |
| O'Reilly Automotive, Inc. | 6122 - R&B Operating Supplies | \$ 27.98 | 5/13/2017 |
| PetroChoice, LLC | 9655 - PHR Auto Fuel & Oil | \$ 1,203.63 | 5/2/2017 |
| Rush Truck Centers of IL, Inc. | 6113 - R&B Maint Supply - Vehicles | \$ 291.22 | 5/10/2017 |
| TOIRMA | 7593 - INS Risk Mgt. Contribution | \$ 20,672.00 | 6/1/2017 |
| Woodstock Hicksgas, LLC | 6112 - R&B Maint Supply - Equipment | \$ 27.95 | 5/15/2017 |
| Total | | \$24,349.02 | |
| | | | |
| <u>Vouchers Paid before Meeting</u> | | | |
| BlueCross BlueShield of IL | 9451 - PHR Health / Life Insurance | \$ 2,424.15 | 5/1/2017 |
| Comcast | 6552 - R&B Telephone | \$ 160.54 | 5/20/2017 |
| Com Ed | 6371 - R&B Utilities | \$ 212.59 | 5/26/2017 |
| Humana Dental Insurance | 9451 - PHR Health / Life Insurance | \$ 270.45 | 5/1/2017 |
| Verizon Wireless | 6552 - R&B Telephone | \$ 113.78 | 5/3/2017 |
| | | \$ 3,181.51 | |
| Final Total | | \$27,530.53 | |
| | | | |
| <u>Additional Voucher Brought to Meeting</u> | | | |
| Shaw Media | 6553 - R&B Publishing | \$ 59.20 | 5/31/2017 |
| New Final Total | | \$27,589.73 | |

ROAD & BRIDGE WARRANT LIST - APRIL 2017*Exhibit III*

| <u>FUND</u> | <u>VENDOR</u> | <u>PO #</u> | | | <u>DUE DATE</u> |
|-------------|-------------------------------------|-------------|---|---------------------|-----------------|
| 6113 | ACE HARDWARE | 11703 | Bolts, nuts, washers - #5 | \$ 16.92 | 5/31/2017 |
| 6113 | ACE HARDWARE | 11714 | Coupler for grease line - #4 | \$ 4.99 | 5/31/2017 |
| 6111 | ALGONQUIN TOWNSHIP ROAD DIST | 11709 | 2 - No Parking signs | \$ 24.00 | 5/15/2017 |
| 6112 | ALGONQUIN TOWNSHIP ROAD DIST | 11710 | 6 - Road Dist Logo Decals | \$ 48.00 | 5/15/2017 |
| 6313 | BOTT'S WELDING & TRUCK SERVICE INC | 11708 | Safety Test - #1 & 3 | \$ 43.00 | 5/21/2017 |
| 6111 | CARDMEMBER SERVICE / VISA (MENARDS) | 11697 | Softener salt | \$ 20.37 | 6/3/2017 |
| 6113 | CARDMEMBER SERVICE / VISA (MENARDS) | 11698 | Wipers - White Ford | \$ 15.78 | 6/3/2017 |
| 6122 | CARDMEMBER SERVICE / VISA (MENARDS) | 11699 | WD40, Recip. Saw Blades | \$ 14.28 | 6/3/2017 |
| 9614 | CARDMEMBER SERVICE / VISA (MENARDS) | 11705 | Drainage fabric | \$ 5.98 | 6/3/2017 |
| 9614 | CARDMEMBER SERVICE / VISA (F&F) | 11713 | Grass seed 50 lbs. | \$ 74.99 | 6/3/2017 |
| 9519 | COM ED - STREET LIGHTS | 11711 | | \$ 285.39 | 6/26/2017 |
| 6111 | CORK'S PLUMBING AND HEATING, INC. | 11715 | 10ft - 7" Smoke pipe & fittings-Furnace | \$ 50.00 | 6/3/2017 |
| 9520 | HALL SIGNS INC. | 11712 | 50 Street name sign blanks | \$ 250.65 | 5/24/2017 |
| 6122 | HINCKLEY SPRINGS | 11707 | Water | \$ 23.18 | 5/15/2017 |
| 6820 | MARENGO TOWNSHIP HIGHWAY DEPT. | 11700 | Galvanized salt grate - #5 | \$ 1,100.00 | 5/15/2017 |
| 6373 | MDC ENVIRONMENTAL SERVICES | 11717 | Garbage service | \$ 134.32 | 5/20/2017 |
| 6371 | NICOR GAS | 11716 | | \$ 14.39 | 6/20/2017 |
| 6122 | O'REILLY AUTOMOTIVE INC | 11702 | Nitrile gloves - 2 Boxes | \$ 27.98 | 5/13/2017 |
| 9655 | PETROCHOICE LLC | 11701 | Fuel | \$ 1,203.63 | 5/2/2017 |
| 6113 | RUSH TRUCK CENTERS OF IL | 11706 | 2 Tie Rod Ends & Steering link - #1 | \$ 291.22 | 5/10/2017 |
| 7593 | TOIRMA | 11704 | 2017-2018 Insurance | \$ 20,672.00 | 6/1/2017 |
| 6112 | WOODSTOCK HICKSGAS | 11696 | Propane - Forklift | \$ 27.95 | 5/15/2017 |
| | | | | \$ 24,349.02 | |

BILLS PAID BEFORE MEETING

| | | | | | |
|------|----------------------------|-------|------------------------|---------------------------|-----------|
| 9451 | BLUECROSS BLUESHIELD OF IL | 11693 | Health insurance - May | \$ 2,424.15 | 5/1/2017 |
| 6552 | COMCAST | 11695 | Phone & Internet | \$ 160.54 | 5/20/2017 |
| 6371 | COM ED | 11691 | | \$ 212.59 | 5/26/2017 |
| 9451 | HUMANA DENTAL INSURANCE | 11694 | Health insurance - May | \$ 270.45 | 5/1/2017 |
| 6552 | VERIZON WIRELESS | 11692 | Cell phone service | \$ 113.78 | 5/3/2017 |
| | | | | \$ 3,181.51 | |
| | | | | Total \$ 27,530.53 | |

ADDITIONAL BILL ADDED ON 5/15/17

| | | | | | |
|------|------------|-------|-----------------------------|-------------------------------|-----------|
| 6553 | SHAW MEDIA | 11718 | Road District Budget Notice | \$ 59.20 | 5/31/2017 |
| | | | | New Total \$ 27,589.73 | |

Road Commissioner:
