

**GRAFTON TOWNSHIP  
REGULAR BOARD MEETING MINUTES**

Grafton Township, McHenry County, Illinois

Grafton Township Offices, 10109 Vine Street, Huntley, IL  
*May 15, 2017*

1. Clerk Hurley called the **Meeting to Order @ 7:17 p.m.** It was noted that Clerk Hurley and Assessor Zielinski both had audio recording devices set up for meeting.
2. **Roll Call:** Board Present: Trustee Holtorf, Wagner, Ziller, Zirk; Supervisor Ruth; Road Commissioner Poznanski; Assessor Zielinski; Clerk Hurley.
3. **Pledge of Allegiance** was said.
4. **Approval/Agenda as Posted.** **MOTION** made by Trustee Zirk, 2<sup>nd</sup> by Trustee Holtorf to **Approved Agenda as posted.** Roll call vote taken, all ayes recorded, motion carries.
5. **Regular Business**
  - A. **MOTION** made by Trustee Ziller, 2<sup>nd</sup> by Trustee Zirk to **Approve Minutes dated April 17, 2017 Township Regular Meeting** as presented. Roll call vote taken; all ayes recorded, motion carries.
  - B. **Audit and Payment Unpaid Bills/Warrant** check detail for **Town Fund**
    - i. Supervisor Ruth questioned Joe Bero Plumbing invoice. Trustee Ziller responded plumber was here and problem fixed as well as it can be.
    - ii. Trustee Holtorf questioned PO #20627 and PO #20629. Both invoices were not approved @ 4/17/17 meeting. Does not feel they should be paid.
    - iii. Trustee Ziller questioned the need for an additional attorney. Assessor Zielinski responded that he went to another attorney because of a list of 12 items dating as far back as 2014 that have not been addressed by the Board. Township Attorney Grottemoller was present and asked for his counsel on the matter. He reminded the Board that he represents the Board and not individuals of the Township. He also did not respond to the Assessor's request at the direction of former Supervisor Kearns.
    - iv. Assessor Zielinski responded one of the items on his list was if the Board could direct which computer server he uses for the Assessor's Office. Trustee Ziller responded that the Board provides the equipment for the Assessor to use. Attorney Grottemoller agreed with Trustee Ziller's comments.
    - iv. **MOTION** made by Trustee Wagner, 2<sup>nd</sup> by Trustee Holtorf to **Approve the Warrant List as presented with the exception of PO #20627 and PO #20629.** Roll call vote taken, all ayes recorded, motion carries.
  - C. **Review Road and Bridge Warrant Check Detail**
    - i. Road Commissioner Poznanski added \$59.20 for posting of the RD Budget in the Northwest Herald.
    - ii. **MOTION** made by Trustee Wagner; 2<sup>nd</sup> by Holtorf to approved the **Road and Bridge Warrant Check detail with the addition of \$59.20.** Roll call vote taken, all ayes recorded, motion carries.

Supervisor Ruth thanked the outgoing board for their time and service

6. **Swearing In/Oath of Office for Newly Elected Officials**  
Clerk Hurley gave the Oath of Office to: Trustee Cratty, Trustee Cooper, Trustee Welch, Trustee Ziller, Supervisor Ruth; Road Commissioner Poznanski, and Clerk Watson.
7. **NO Public Comment/No Board Members Response to Public comment.**
8. **NO Executive Session/NO Public Discussion regarding Executive Session**
9. **NO Old Business**
11. **New Business**
  - A. **MOTION** made by Trustee Ziller, 2<sup>nd</sup> by Trustee Cooper to **Approve Recurring Vendors Warrant List as Presented** by Supervisor Ruth. Roll call vote taken, all ayes recorded, motion carries.
  - B. **MOTION** made by Trustee Cratty, 2<sup>nd</sup> by Trustee Ziller to **Approve Participation in the Illinois Municipal Retirement Fund (IMRF)**. Roll call vote taken, all ayes noted, motion carries.
  - C. **Supervisor Ruth retained Attorney Joseph Gottemoller as Township Attorney.**
  - D. **MOTION** made by Trustee Cooper, 2<sup>nd</sup> by Trustee Welch and to **accept the 2017 schedule of regular meetings as the 3<sup>rd</sup> Monday of the month** for the remaining 2017 calendar year. Clerk Watson to be sure it is posted in both the Township Office and on the website. Copy of schedule attached to these minutes.
  - E. There was discussion to wait on any action to retain Candie Prince as Deputy Clerk
  - F. There was board discussion with Assessor regarding Cloud backup storage for Assessor's Zielinski for a costs breakdown of current workstation vs. Cloud backup.
  - G. **MOTION** made by Trustee Cooper, 2<sup>nd</sup> by Trustee Welch to **appoint Township Clerk Watson as the Township FOIA Officer**. Roll Call vote taken, all ayes notes, motion carries.
  - H. There was a Board Discussion regarding the website update repair costs. There was not enough information to make an informed decision at this time
12. **Committee and Officer Reports**

**Supervisor:**

  - A. Informed Board of Township Officials "Boot Camp" for all newly elected officials with multiple dates available. He will be attending 07/27/17 if anyone would like to attend as a group. Township will pay for training. Please inform Trudy if interested in attending. **Supervisor Ruth noted that there will be a posting of this training on website and on Township door.**
  - B. If there would be a need for a majority of quorum needed per the Opens Meeting Act, that quorum would be three (3) members of the board for Grafton Township.
  - C. All Trustees and **Elected Officials** have 90 days from 05/15/17 to take the on-line Open Meetings Act Training. The Township Clerk will need a copy of the completion certification (printable at the end of the training) by 08/01/17 to file with the County Clerk.
  - D. May 18, 2017 there will be a free Webinar in the Assessor's office from noon - 1 pm.



- E. Discussion of the Role of the Township Attorney – Will answer any questions from the Township, but will not get involved in individual issues.

**Trustee**

Trustee Ziller would like to appoint two (2) fence viewers at the next Board Meeting.

**Facilities Update Committee**

Trustee Ziller will be expecting Carmichael construction to submit a proposal for soffit work to be done.

**Assessor** None reported.

**Road District** None Reported.

**Clerk** None Reported.

13. **MOTION** made by Trustee Cratty, 2<sup>nd</sup> by Trustee Cooper to call for **Adjournment**. Voice vote taken, all ayes noted, motion carries, **MEETING ADJOURNED @ 8:30 p.m.**

Respectfully Submitted,

Kathleen Watson, Grafton Township Clerk

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