

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

**NOTICE IS HEREBY GIVEN that the Regular Township Board Meeting of the Grafton Township Board, McHenry County, Illinois will be held on Monday, April 17, 2017, at 7:30 for the purpose of considering the following agenda:**

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Approval of Agenda as posted**
- 5. Opening Introduction by Supervisor**
- 6. Regular Business**
  - A. Approval of Minutes of March 20, 2017 Township Regular Meeting
  - B. Audit and payment of unpaid bills/Warrant check detail for Town Fund.
  - C. Review Road and Bridge Warrant check detail.
- 7. Public Comment/Board Members Response to Public Comment**
- 8. Executive Session**

Motion to convene an Executive Session to discuss pending legal actions pursuant to 5ILCS 120/2(c)(11).
- 9. Discussion and potential action of items as discussed during Executive Session**
- 10. Old Business**
  - A. Review and discussion of FY 2017/18 drafted Township budget.
  - B. Review and discussion of FY 2017/18 drafted Road District budget.
  - C. Office Policy review and possible action.
- 11. New Business**
  - A. Assessor's Request for a Township Transfer of Appropriation of FY 2016-17 Funds
  - B. Discussion and possible action to approve Road Commission assistance with the Post Office Food Drive on May 13<sup>th</sup>.
  - C. Selection of a date for the Clerk's Disposal of Records
- 12. Committee and Officer Reports**

**Supervisor**  
**Trustee**  
**Facilities Update Committee**  
**Assessor**  
**Road District**  
**Clerk**
- 13. Adjournment**

Dated and posted by Township Clerk Kathryn Hurley  
This 13 Day of April, 2017

# **DRAFT MINUTES**

**GRAFTON TOWNSHIP REGULAR BOARD MEETING**  
**MONDAY, MARCH 20, 2017 7:30 P.M.**  
**GRAFTON TOWNSHIP OFFICES 10109 VINE STREET, HUNTLEY, IL 60142**

1. **Supervisor Ruth called the meeting to order at 7:32 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**  
Motion by Trustee Zirk, second by Trustee Wagner to approve the agenda as posted.  
Ayes: Trustees Zirk, Wagner, Holtorf, Ziller; Supervisor Ruth  
Nays: None. Motion Carries.
6. **Regular Business**
  - A. Approval of Minutes of March 1, 2017 Township Regular Meeting  
Motion by Trustee Zirk, second by Trustee Wagner to approve the meeting minutes.  
Ayes: Trustees Zirk, Wagner, Holtorf; Supervisor Ruth  
Abstention: Trustee Ziller  
Nays: None. Motion Carries.
  - B. Audit and payment of unpaid bills/Warrant check detail for Town Fund.  
Motion by Trustee Holtorf, second by Trustee Wagner to approve the bills as presented.  
Ayes: Trustees Holtorf, Wagner, Ziller, Zirk; Supervisor Ruth  
Nays: None. Motion Carries.
  - C. Review Road and Bridge Warrant check detail.  
Motion by Trustee Ziller, second by Trustee Wagner to approve the bills as presented.  
Ayes: Trustees Ziller, Wagner, Holtorf, Zirk; Supervisor Ruth  
Nays: None. Motion Carries.
7. **Public Comment/Board Members Response to Public Comment**  
None.
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. Review and discussion of FY 2017/18 drafted Township budget.  
Supervisor Ruth pointed out that there are two accounting budgets. He requested to move \$1,400 from line item 1531 (making that balance \$16,600) to line item 5534 (making that balance \$3,000). He also requested a \$16,000 increase in the total salaries budget, making the final total expenditures \$1,548,825 from \$1,532,825. The Trustees determined that the budget hearing would be May 15, 2017 at 7:00pm, just prior to the Township Regular Meeting scheduled for the same day at 7:30pm.
  - B. Review and discussion of FY 2017/18 drafted Road District budget.  
Supervisor Ruth requested clarification from Road Commissioner Poznanski regarding \$110,000 in line item 6833 and whether or not that would include replacing the garage door, and he said it would. The board then requested that \$15,000 be moved from Capital Outlay line item 6820 into salaries, and \$95,000 moved from Capital Outlay line item 6820 into Other Improvements line item 6833.

**11. New Business**

A. Discussion and possible action to contract with George Roach Associates for the 2016/2017 audit.

There was a discussion about waiting until the new board is in place to contract with George Roach for multiple years.

Motion by Trustee Wagner, second by Trustee Holtorf to approve the proposal from George Roach to complete the audit for one year at a rate of \$9,000.

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

Nays: None. Motion Carries.

B. Discussion and adoption of the 2017 Annual Town Meeting Agenda.

Motion by Trustee Wagner, second by Trustee Ziller to approve the 2017 Annual Town Meeting Agenda as presented.

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

Nays: None. Motion Carries.

**12. Committee and Officer Reports**

**Supervisor**

Supervisor Ruth shared that he attended a meeting regarding the Community Development Block Grant and is looking into the possibility of applying for the grant. He also informed the board that he has bank shares at American Community Bank, but that he holds only .02% of the shares. Statute states that anyone having 7% or more of shares are under conflict of interest and should abstain from voting on matters involving the company. He said he plans to abstain even though he is well under the limits.

He also reminded outgoing officials to bring in and leave their office keys at their last meeting.

**Trustee**

Sympathies for Trustee Zirk on the passing of her sister were shared.

Trustee Ziller requested a delay in the shredding of documents designated for disposal from the Clerk's office pending further review.

Trustee Ziller explained that he received a letter of complaint from a constituent regarding pets in the office. He feels that we should not have pets in the office due to the liability issues from allergies, accidental injuries, etc. Other trustees agreed that we do not need a lawsuit. They discussed adopting a policy to prevent bringing pets into the office.

**Facilities Update Committee**

**Assessor**

**Road District**

**Clerk**

**13. Adjournment**

Motion by Trustee Holtorf, second by Trustee Wagner to adjourn at 8:39 pm.

All Ayes. No Nays.

Meeting adjourned at 8:39 pm

Submitted,  
Clerk Kathryn Hurley



# **TOWN FUND FINANCIALS**

11:53 AM

04/10/17

Cash Basis

**GRAFTON TOWNSHIP**  
**TF Warrant Detail Report**  
**March 22 through April 10, 2017**

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| Date  | Num   | Name                     | Memo           | Paid Amount       |
|---|-------|--------------------------|----------------|-------------------|
| <b>101 · CHECKING -American Community</b>       |       |                          |                |                   |
| 03/27/2017                                      | 23588 | BLUECROSS BLUES...       | PO 2620, 20625 | -9,443.78         |
| 03/27/2017                                      | 23589 | COM ED                   | PO 2629        | -133.70           |
| 03/27/2017                                      | 23590 | ComCast I                | PO 2624,2625   | -150.01           |
| 03/27/2017                                      | 23591 | Humana Dental Ins. Co.   | PO 2617, 20626 | -938.04           |
| 03/27/2017                                      | 23592 | Interact Business Pro... | PO 2619        | -35.95            |
| 03/27/2017                                      | 23593 | Leaf                     | PO 2621        | -97.68            |
| 03/27/2017                                      | 23594 | Stan's-LPS Midwest       | PO 20623       | -193.50           |
| 03/27/2017                                      | 23595 | ComCast I                | PO 20624       | -279.32           |
| <b>Total 101 · CHECKING -American Community</b> |       |                          |                | <b>-11,271.98</b> |

# GRAFTON TOWNSHIP

## Unpaid Bills Detail

### All Transactions

| Date   | Num          | Memo     | Split                | Amount   |
|--|--------------|----------|----------------------|----------|
| <b>ACT Network Solutions</b>                     |              |          |                      |          |
| 04/05/2017                                       | 22692        | PO 2634  | 5512 · MAINTENANC... | 70.92    |
| 04/05/2017                                       | 22692        | PO 2635  | 1512 · MAINTENANC... | 201.83   |
| Total ACT Network Solutions                      |              |          |                      | 272.75   |
| <b>ALLIED BENEFIT SYSTEMS</b>                    |              |          |                      |          |
| 04/03/2017                                       | 17/18 cat... | PO 2642  | 5885 · OTHER MEDI... | 2,650.00 |
| Total ALLIED BENEFIT SYSTEMS                     |              |          |                      | 2,650.00 |
| <b>Cardmember Service</b>                        |              |          |                      |          |
| 04/11/2017                                       |              | PO 20627 | 1751 · MAINTENANC... | 979.97   |
| Total Cardmember Service                         |              |          |                      | 979.97   |
| <b>CARDUNAL OFFICE SUPPLY</b>                    |              |          |                      |          |
| 03/27/2017                                       |              | PO 20630 | 1851 · OFFICE SUP... | 527.56   |
| 03/27/2017                                       |              | PO 2606  | 1651 · OFFICE SUP... | 26.19    |
| Total CARDUNAL OFFICE SUPPLY                     |              |          |                      | 553.75   |
| <b>Cirone Computer Consulting, Inc.</b>          |              |          |                      |          |
| 03/27/2017                                       | 5180         | PO 20631 | 1756 · SOFTWARE      | 8,900.00 |
| Total Cirone Computer Consulting, Inc.           |              |          |                      | 8,900.00 |
| <b>COM ED</b>                                    |              |          |                      |          |
| 04/12/2017                                       |              | PO 2647  | 1571 · UTILITIES     | 125.63   |
| 04/12/2017                                       |              | PO 2646  | 5571 · UTILITIES     | 44.14    |
| Total COM ED                                     |              |          |                      | 169.77   |
| <b>IL Twp. Trustees Association</b>              |              |          |                      |          |
| 03/08/2017                                       | 2017 me...   | PO 2639  | 1561 · DUES          | 30.00    |
| Total IL Twp. Trustees Association               |              |          |                      | 30.00    |
| <b>Kathryn M. Hurley</b>                         |              |          |                      |          |
| 04/03/2017                                       |              | PO 2633  | 1451 · HEALTH INS... | 284.22   |
| Total Kathryn M. Hurley                          |              |          |                      | 284.22   |
| <b>Matuszewich,Kelly &amp; McKeever, LLP</b>     |              |          |                      |          |
| 03/09/2017                                       | 8812         | PO 20629 | 1753 · LEGAL FEES    | 750.00   |
| Total Matuszewich,Kelly & McKeever, LLP          |              |          |                      | 750.00   |
| <b>McHenry County Division of Transportation</b> |              |          |                      |          |
| 04/03/2017                                       | 7-17         | PO 2631  | 970 · MISCELLANEO... | 500.00   |
| Total McHenry County Division of Transportation  |              |          |                      | 500.00   |
| <b>MDC Environmental Services</b>                |              |          |                      |          |
| 04/01/2017                                       | 17029054     | PO 2640  | 1511 · MAINTENANC... | 44.61    |
| Total MDC Environmental Services                 |              |          |                      | 44.61    |
| <b>NICOR GAS</b>                                 |              |          |                      |          |
| 04/04/2017                                       |              | PO 2637  | 1571 · UTILITIES     | 125.25   |
| 04/04/2017                                       |              | PO 2636  | 5571 · UTILITIES     | 44.00    |
| Total NICOR GAS                                  |              |          |                      | 169.25   |
| <b>Notary Express</b>                            |              |          |                      |          |
| 04/11/2017                                       |              | PO 2645  | 1652 · OPERATING ... | 59.99    |
| Total Notary Express                             |              |          |                      | 59.99    |
| <b>Ready Refresh by Nestle</b>                   |              |          |                      |          |
| 03/08/2017                                       | 07c0123...   | PO 20628 | 1751 · MAINTENANC... | 36.47    |
| 04/06/2017                                       | 07D0122...   | PO 2641  | 1651 · OFFICE SUP... | 24.32    |

2:30 PM

04/12/17

**GRAFTON TOWNSHIP**  
**Unpaid Bills Detail**  
**All Transactions**

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| <u>Date</u>                           | <u>Num</u>   | <u>Memo</u> | <u>Split</u>      | <u>Amount</u>    |
|---------------------------------------|--------------|-------------|-------------------|------------------|
| Total Ready Refresh by Nestle         |              |             |                   | 60.79            |
| <b>Shaw Suburban Media</b>            |              |             |                   |                  |
| 04/03/2017                            |              | PO 2632     | 1553 · PUBLISHING | 147.60           |
| Total Shaw Suburban Media             |              |             |                   | 147.60           |
| <b>Township Clerks of Illinois</b>    |              |             |                   |                  |
| 04/03/2017                            | Clerk ha...  | PO 2638     | 1565 · CLERK      | 50.00            |
| Total Township Clerks of Illinois     |              |             |                   | 50.00            |
| <b>TOWNSHIP OFFICIALS OF ILLINOIS</b> |              |             |                   |                  |
| 04/03/2017                            | 5 laws & ... | PO 2627     | 1563 · TRAINING   | 117.50           |
| Total TOWNSHIP OFFICIALS OF ILLINOIS  |              |             |                   | 117.50           |
| <b>WEX Bank</b>                       |              |             |                   |                  |
| 04/11/2017                            |              | PO 2644     | 930 · FUEL        | 2.00             |
| Total WEX Bank                        |              |             |                   | 2.00             |
| <b>TOTAL</b>                          |              |             |                   | <b>15,742.20</b> |



Grafton Township Assessor's Office Warrant List: April, 2017

Pending Board approval

| <u>Account</u>  | <u>Amount</u>             | <u>Vendor</u>                    | <u>P.O. #</u> | <u>For</u>                                 |
|-----------------|---------------------------|----------------------------------|---------------|--|
| 1751            | \$979.97                  | Cardmember Services              | 20627         | Database RAID replacement                  |
| 1751            | \$36.47                   | Ready Refresh                    | 20628         | Potable water                              |
| 1753            | \$750.00                  | Matuszewich & Kelly, LLP         | 20629         | Legal fees                                 |
| 1756            | \$8,900.00                | Cirone Computer Consulting, Inc. | 20631         | PAMS proeprty database license renewal     |
| 1851            | \$527.56                  | Cardunal Office Supply           | 20630         | Supplies and copier color toner cartridges |
| <b>Subtotal</b> | <b><u>\$11,194.00</u></b> |                                  |               |  |

Prior Board approval

| <u>Account</u>  | <u>Amount</u>                    | <u>Vendor</u>        | <u>P.O. #</u> | <u>For</u>           |
|-----------------|----------------------------------|----------------------|---------------|----------------------|
| 1751            | \$193.50                         | 's - LPS Midwest     | 2-623         | arterly maintenance  |
| 1752            | \$279.32                         | Comcast              | 20624         | Telephone & internet |
| 1243            | \$360.60                         | Humana               | 20626         | Healthcare insurance |
| 1243            | \$3,384.10                       | BlueCross/BlueShield | 20625         | Healthcare insurance |
| <b>Subtotal</b> | <b><u>\$4,217.52</u></b>         |                      |               |                      |
| <b>Total</b>    | <b><u><u>\$15,411.52</u></u></b> |                      |               |                      |

**American Community Bank  
Town Fund  
Bank Accounts**

|                                    |            |
|------------------------------------|------------|
| <b>Town Fund General Checking</b>  | <b>961</b> |
| <b>TF Money Market</b>             | <b>191</b> |
| <b>TF Reserved Money Market</b>    | <b>183</b> |
| <b>General Assistance Checking</b> | <b>754</b> |
| <b>GA Money Market</b>             | <b>987</b> |

1:15 PM

04/03/17

961

**GRAFTON TOWNSHIP**  
**Reconciliation Summary**  
**101 · CHECKING -American Community, Period Ending 03/31/2017**

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|                                   | <u>Mar 31, 17</u>       |
|-----------------------------------|-------------------------|
| Beginning Balance                 | 156,641.26              |
| Cleared Transactions              |                         |
| Checks and Payments - 61 items    | -94,079.63              |
| Deposits and Credits - 11 items   | 4,814.09                |
| Total Cleared Transactions        | <u>-89,265.54</u>       |
| Cleared Balance                   | <u><u>67,375.72</u></u> |
| Uncleared Transactions            |                         |
| Checks and Payments - 15 items    | -5,814.03               |
| Total Uncleared Transactions      | <u>-5,814.03</u>        |
| Register Balance as of 03/31/2017 | <u><u>61,561.69</u></u> |
| Ending Balance                    | 61,561.69               |

12:49 PM

04/03/17

191

**GRAFTON TOWNSHIP**  
**Reconciliation Summary**  
**103 · TOWN FUND MONEY MARKET, Period Ending 03/31/2017**

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|                                   | <u>Mar 31, 17</u>       |
|-----------------------------------|-------------------------|
| Beginning Balance                 | 10,118.74               |
| Cleared Transactions              |                         |
| Deposits and Credits - 1 item     | 0.86                    |
| Total Cleared Transactions        | <u>0.86</u>             |
| Cleared Balance                   | <u><u>10,119.60</u></u> |
| Register Balance as of 03/31/2017 | 10,119.60               |
| Ending Balance                    | 10,119.60               |

12:51 PM

04/03/17

183

**GRAFTON TOWNSHIP**  
**Reconciliation Summary**  
**104 · TF RESERVED MONEY MARKET, Period Ending 03/31/2017**

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|                                   | <u>Mar 31, 17</u>        |
|-----------------------------------|--------------------------|
| Beginning Balance                 | 754,645.94               |
| Cleared Transactions              |                          |
| Deposits and Credits - 1 item     | 288.42                   |
| Total Cleared Transactions        | <u>288.42</u>            |
| Cleared Balance                   | <u><u>754,934.36</u></u> |
| Register Balance as of 03/31/2017 | 754,934.36               |
| Ending Balance                    | 754,934.36               |

1:01 PM

04/03/17

754

## GRAFTON TOWNSHIP Reconciliation Summary

151 · General Assistance - Amer Com, Period Ending 03/31/2017

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|                                   | Mar 31, 17 |
|-----------------------------------|------------|
| Beginning Balance                 | 7,027.54   |
| Cleared Transactions              |            |
| Checks and Payments - 10 items    | -762.05    |
| Total Cleared Transactions        | -762.05    |
| Cleared Balance                   | 6,265.49   |
| Uncleared Transactions            |            |
| Checks and Payments - 2 items     | -87.03     |
| Total Uncleared Transactions      | -87.03     |
| Register Balance as of 03/31/2017 | 6,178.46   |
| Ending Balance                    | 6,178.46   |

12:52 PM

04/03/17

987

## GRAFTON TOWNSHIP Reconciliation Summary

150 · Gen Assistance MMF- Amer Com, Period Ending 03/31/2017

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|                                   | Mar 31, 17 |
|-----------------------------------|------------|
| Beginning Balance                 | 84,191.99  |
| Cleared Transactions              |            |
| Deposits and Credits - 1 item     | 7.15       |
| Total Cleared Transactions        | 7.15       |
| Cleared Balance                   | 84,199.14  |
| Register Balance as of 03/31/2017 | 84,199.14  |
| Ending Balance                    | 84,199.14  |



**ROAD DISTRICT  
FUND  
FINANCIALS**

12:13 PM

04/10/17

Cash Basis

**Grafton Township RB**  
**WARRANT DETAIL REPORT**  
March 22 through April 10, 2017

| Date   | Num  | Name                           | Memo      | Paid Amount      |
|--|------|--------------------------------|-----------|------------------|
| <b>103 · R&amp;B General Amer. Comm. (new)</b> |      |                                |           |                  |
| 03/27/2017                                     | 5354 | BLUECROSS BLUESHIELD OF ILL... | PO 11660  | -2,424.15        |
| 03/27/2017                                     | 5355 | COM ED                         | POP 11658 | -258.14          |
| 03/27/2017                                     | 5356 | Comcast                        | PO 11662  | -160.42          |
| 03/27/2017                                     | 5357 | Humana Dental                  | PO 11661  | -270.45          |
| 03/27/2017                                     | 5358 | Verizon Wireless               | PO 11659  | -113.60          |
| Total 103 · R&B General Amer. Comm. (new)      |      |                                |           | -3,226.76        |
| <b>TOTAL</b>                                   |      |                                |           | <b>-3,226.76</b> |

11:20 AM

04/12/17

# Grafton Township RB

## Unpaid Bills Detail

### All Transactions

| Date  | Num            | Memo     | Split                                | Amount    |
|---|----------------|----------|--------------------------------------|-----------|
| <b>BONNELL INDUSTRIES INC</b>               |                |          |                                      |           |
| 03/20/2017                                  | 0174071-in     | PO 11684 | 6113 · MAINTENANCE SUPPLY - VEHIC... | 266.38    |
| 03/31/2017                                  | 0174209-in     | PO 11688 | 6313 · MAINTENANCE SERVICE - VEHI... | 430.42    |
| Total BONNELL INDUSTRIES INC                |                |          |                                      | 696.80    |
| <b>BOTTS WELDING &amp; TRUCK SERVICE</b>    |                |          |                                      |           |
| 03/27/2017                                  | 614386         | PO 11676 | 6313 · MAINTENANCE SERVICE - VEHI... | 3,085.94  |
| Total BOTTS WELDING & TRUCK SERVICE         |                |          |                                      | 3,085.94  |
| <b>Cardmember Service</b>                   |                |          |                                      |           |
| 03/08/2017                                  | CompeSave      | PO 11663 | 6651 · OFFICE SUPPLIES               | 35.79     |
| 03/17/2017                                  | F&F            | PO 11669 | 6122 · OPERATING SUPPLIES            | 35.63     |
| 03/28/2017                                  |                | PO 11678 | 6112 · MAINTENANCE SUPPLY - EQUI...  | 5.29      |
| 03/28/2017                                  |                | PO 11679 | 6111 · MAINTENANCE SUPPLY - BUILD... | 4.49      |
| 03/28/2017                                  |                | PO 11680 | 6122 · OPERATING SUPPLIES            | 13.95     |
| 03/28/2017                                  |                | PO 11681 | 6123 · SMALL TOOLS                   | 19.99     |
| 03/28/2017                                  |                | PO 11682 | 9655 · AUTO FUEL & OIL               | 8.49      |
| 03/28/2017                                  |                | PO 11683 | 9520 · ROAD SIGNS & MATERIALS        | 5.99      |
| 03/31/2017                                  | 134405         | PO 11687 | 6112 · MAINTENANCE SUPPLY - EQUI...  | 36.41     |
| Total Cardmember Service                    |                |          |                                      | 166.03    |
| <b>COM ED STREET LIGHTS</b>                 |                |          |                                      |           |
| 03/27/2017                                  |                | PO 11686 | 9519 · Street Lights                 | 293.29    |
| Total COM ED STREET LIGHTS                  |                |          |                                      | 293.29    |
| <b>HI-VIZ INC.</b>                          |                |          |                                      |           |
| 03/14/2017                                  | 6351           | PO 11666 | 6122 · OPERATING SUPPLIES            | 18.00     |
| Total HI-VIZ INC.                           |                |          |                                      | 18.00     |
| <b>HINCKLEY SPRINGS WATER CO</b>            |                |          |                                      |           |
| 03/26/2017                                  | 10164181032617 | PO 11675 | 6122 · OPERATING SUPPLIES            | 43.16     |
| Total HINCKLEY SPRINGS WATER CO             |                |          |                                      | 43.16     |
| <b>IPWMAN</b>                               |                |          |                                      |           |
| 02/24/2017                                  | 2225           | PO 11673 | 9929 · MISCELLANEOUS                 | 250.00    |
| Total IPWMAN                                |                |          |                                      | 250.00    |
| <b>Kimball Midwest</b>                      |                |          |                                      |           |
| 03/20/2017                                  | 5495214        | PO 11674 | 6123 · SMALL TOOLS                   | 93.06     |
| Total Kimball Midwest                       |                |          |                                      | 93.06     |
| <b>Lawson Products</b>                      |                |          |                                      |           |
| 03/08/2017                                  | 9304775599     | PO 11664 | 6123 · SMALL TOOLS                   | 40.35     |
| Total Lawson Products                       |                |          |                                      | 40.35     |
| <b>MDC ENVIRONMENTAL SERVICES (MARENGO)</b> |                |          |                                      |           |
| 04/01/2017                                  | 17029054       | PO 11690 | 6373 · GARBAGE DISPOSAL              | 133.82    |
| Total MDC ENVIRONMENTAL SERVICES (MARENGO)  |                |          |                                      | 133.82    |
| <b>Midland Standard Engineering, Inc.</b>   |                |          |                                      |           |
| 03/14/2017                                  | 137088         | PO 11667 | 9532 · ENGINEERING SERVICE           | 3,705.00  |
| Total Midland Standard Engineering, Inc.    |                |          |                                      | 3,705.00  |
| <b>Morton Salt, Inc.</b>                    |                |          |                                      |           |
| 03/28/2017                                  | 5401299027     | PO 11685 | 9656 · SALT, CALCIUM, ICE CONTROL    | 13,772.33 |
| Total Morton Salt, Inc.                     |                |          |                                      | 13,772.33 |
| <b>NICOR GAS</b>                            |                |          |                                      |           |
| 04/04/2017                                  |                | PO 11689 | 6371 · UTILITIES                     | 56.65     |

11:20 AM

04/12/17

**Grafton Township RB**  
**Unpaid Bills Detail**  
All Transactions

| Date                                       | Num        | Memo     | Split                                | Amount    |
|--|------------|----------|--------------------------------------|-----------|
| Total NICOR GAS                            |            |          |                                      | 56.65     |
| Rush Truck Centers of Illinois, Inc.       |            |          |                                      |           |
| 03/17/2017                                 | 3005791507 | PO 11670 | 6113 · MAINTENANCE SUPPLY - VEHIC... | 5.13      |
| 03/20/2017                                 | 3005807948 | PO 11671 | 6113 · MAINTENANCE SUPPLY - VEHIC... | 7.53      |
| 03/23/2017                                 | 3005859276 | PO 11672 | 6113 · MAINTENANCE SUPPLY - VEHIC... | 325.81    |
| Total Rush Truck Centers of Illinois, Inc. |            |          |                                      | 338.47    |
| ZIEGLER'S ACE HARDWARE                     |            |          |                                      |           |
| 03/14/2017                                 | 69806/b    | PO 11665 | 6122 · OPERATING SUPPLIES            | 9.18      |
| 03/15/2017                                 | 69811/b    | PO 11668 | 6113 · MAINTENANCE SUPPLY - VEHIC... | 4.36      |
| Total ZIEGLER'S ACE HARDWARE               |            |          |                                      | 13.54     |
| TOTAL                                      |            |          |                                      | 22,706.44 |

**ROAD & BRIDGE WARRANT LIST - MARCH 2017**

| <u>FUND</u>                             | <u>VENDOR</u>                        | <u>PO #</u> |   |                           | <u>DUE DATE</u> |
|---|--------------------------------------|-------------|---|---------------------------|-----------------|
| 6122                                    | ACE HARDWARE                         | 11665       | 20 Amp Fuses                            | \$ 9.18                   | 4/30/2017       |
| 6113                                    | ACE HARDWARE                         | 11668       | Bolts - #2                              | \$ 4.36                   | 4/30/2017       |
| 6113                                    | BONNELL INDUSTRIES INC.              | 11677       | Solenoid valve - #3 PTO                 | \$ 266.38                 | 4/19/2017       |
| 6313                                    | BONNELL INDUSTRIES INC.              | 11688       | Repair PTO - #3                         | \$ 430.42                 | 4/30/2017       |
| 6313                                    | BOTT'S WELDING & TRUCK SERVICE INC   | 11676       | Front springs, king pins & alignment-#2 | \$ 3,085.94               | 4/26/2017       |
| 6651                                    | CARDMEMBER SERVICE / VISA (COMP&SAV) | 11663       | Ink Cartridges-Black & colored          | \$ 35.79                  | 5/3/2017        |
| 6122                                    | CARDMEMBER SERVICE / VISA (F&F)      | 11669       | Paper towels, nuts & bolts              | \$ 35.63                  | 5/3/2017        |
| 6112                                    | CARDMEMBER SERVICE / VISA (F&F)      | 11678       | Fuel filter - Cadet Mower               | \$ 5.29                   | 5/3/2017        |
| 6111                                    | CARDMEMBER SERVICE / VISA (F&F)      | 11679       | Softener salt                           | \$ 4.49                   | 5/3/2017        |
| 6122                                    | CARDMEMBER SERVICE / VISA (F&F)      | 11680       | Carb cleaner, microfiber towels         | \$ 13.95                  | 5/3/2017        |
| 6123                                    | CARDMEMBER SERVICE / VISA (F&F)      | 11681       | Air hose extension                      | \$ 19.99                  | 5/3/2017        |
| 9655                                    | CARDMEMBER SERVICE / VISA (F&F)      | 11682       | DEF Fluid                               | \$ 8.49                   | 5/3/2017        |
| 9520                                    | CARDMEMBER SERVICE / VISA (F&F)      | 11683       | Galvanized steel pipe                   | \$ 5.99                   | 5/3/2017        |
| 6112                                    | CARDMEMBER SERVICE / VISA (RCPW)     | 11687       | 2 Salt Auger bearings                   | \$ 36.41                  | 5/3/2017        |
| 9519                                    | COM ED - STREET LIGHTS               | 11686       |   | \$ 293.29                 | 5/30/2017       |
| 6122                                    | HINCKLEY SPRINGS                     | 11675       | Water                                   | \$ 43.16                  | 4/17/2017       |
| 6122                                    | HI-VIZ INC.                          | 11666       | Nitrile gloves - 1 box                  | \$ 18.00                  | 4/13/2017       |
| 9929                                    | IPWMAN                               | 11673       | 2017 Membership Dues                    | \$ 250.00                 | 4/30/2017       |
| 6123                                    | KIMBALL MIDWEST                      | 11674       | 2 Band saw blades                       | \$ 93.06                  | 4/19/2017       |
| 6123                                    | LAWSON PRODUCTS                      | 11664       | Grinding wheels                         | \$ 40.35                  | 4/7/2017        |
| 6373                                    | MDC ENVIRONMENTAL SERVICES           | 11690       | Garbage service                         | \$ 133.82                 | 4/20/2017       |
| 9532                                    | MIDLAND STANDARD ENGINEERING         | 11667       | Core testing - Foster Rd.               | \$ 3,705.00               | 4/13/2017       |
| 9656                                    | MORTON SALT, INC                     | 11685       | Road Salt - 213.26 tons                 | \$ 13,772.33              | 4/27/2017       |
| 6371                                    | NICOR GAS                            | 11689       |   | \$ 56.65                  | 5/22/2017       |
| 6113                                    | RUSH TRUCK CENTERS OF IL             | 11670       | PTO cover gasket - #2                   | \$ 5.13                   | 4/10/2017       |
| 6113                                    | RUSH TRUCK CENTERS OF IL             | 11671       | PTO cover - #2                          | \$ 7.53                   | 4/10/2017       |
| 6113                                    | RUSH TRUCK CENTERS OF IL             | 11672       | Fan bearing assy, fuel line gaskets     | \$ 325.81                 | 4/10/2017       |
|   |                                      |             |   | <b>\$ 22,706.44</b>       |                 |
| <b><u>BILLS PAID BEFORE MEETING</u></b> |                                      |             |   |                           |                 |
| 9451                                    | BLUECROSS BLUESHIELD OF IL           | 11660       | Health insurance - April                | \$ 2,424.15               | 4/1/2017        |
| 6552                                    | COMCAST                              | 11662       | Phone & Internet                        | \$ 160.42                 | 4/19/2017       |
| 6371                                    | COM ED                               | 11658       |   | \$ 258.14                 | 4/24/2017       |
| 9451                                    | HUMANA DENTAL INSURANCE              | 11661       | Health insurance - April                | \$ 270.45                 | 4/1/2017        |
| 6552                                    | VERIZON WIRELESS                     | 11659       | Cell phone service                      | \$ 113.60                 | 4/3/2017        |
|   |                                      |             |   | <b>\$ 3,226.76</b>        |                 |
|   |                                      |             |   | <b>Total \$ 25,933.20</b> |                 |

**Road Commissioner:**




**American Community Bank**  
**Road District**  
**Bank Accounts**

|                            |            |
|----------------------------|------------|
| <b>RB General Checking</b> | <b>159</b> |
| <b>Money Market</b>        | <b>001</b> |

3:15 PM

04/03/17

159

# Grafton Township RB Reconciliation Summary

103 · R&amp;B General Amer. Comm. (new), Period Ending 03/31/2017

|                                   | Mar 31, 17 |
|-----------------------------------|------------|
| Beginning Balance                 | 287,426.25 |
| Cleared Transactions              |            |
| Checks and Payments - 45 items    | -74,367.41 |
| Deposits and Credits - 11 items   | 8,551.31   |
| Total Cleared Transactions        | -65,816.10 |
| Cleared Balance                   | 221,610.15 |
| Uncleared Transactions            |            |
| Checks and Payments - 5 items     | -1,777.26  |
| Total Uncleared Transactions      | -1,777.26  |
| Register Balance as of 03/31/2017 | 219,832.89 |
| Ending Balance                    | 219,832.89 |

3:07 PM

04/03/17

001

# Grafton Township RB Reconciliation Summary

501 · R &amp; B Money Market - Amer Com, Period Ending 03/31/2017

|                                   | Mar 31, 17 |
|-----------------------------------|------------|
| Beginning Balance                 | 547,579.04 |
| Cleared Transactions              |            |
| Deposits and Credits - 1 item     | 209.28     |
| Total Cleared Transactions        | 209.28     |
| Cleared Balance                   | 547,788.32 |
| Register Balance as of 03/31/2017 | 547,788.32 |
| Ending Balance                    | 547,788.32 |

# **OLD BUSINESS**

## **GRAFTON TOWNSHIP SERVICE ANIMAL POLICY**

### **Pets Prohibited**

Grafton Township is responsible for assuring the health and safety of all employees and visitors to the township offices. In keeping with this objective, Grafton Township does not permit employees to bring their household pets to work. Animals may pose a threat of infection and may cause allergic reactions in other employees and the public. Some employees or visitors may feel threatened or be distracted by the presence of animals, particularly dogs. In addition, Grafton Township wishes to prevent pets from fouling the office space or damaging township property.

### **Service Animals**

An employee or visitor who requires the help of a service animal (defined by 28 CFR 36.104 as "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability") will be permitted to bring a service animal to the township offices, provided that the animal's presence does not create a danger to others and does not impose an undue hardship upon the township.

Requirements for service animals and their owners on Grafton Township property include:

- a. Dogs must be licensed in accordance with county regulations and wear a valid vaccination tag.
- b. Any other animals that are trained for service to a person with a disability must have vaccinations appropriate for that type of animal.
- c. Animals must be in good health.
- d. Any service animals on Grafton Township property must have an annual clean bill of health from a licensed veterinarian.
- e. Animals must be on a leash at all times.
- f. The owner of the service animal must be in full control of the animal at all times.
- g. The owner is responsible for appropriate waste clean-up and overall cleanliness of the animal.

### **Violations**

An employee who brings an animal to the office in violation of this policy is subject to discipline and is completely and solely liable for any injuries or any damage to personal property caused by the animal. Any repair or cleaning/maintenance costs incurred by an animal will be charged in full to the owner.

Grafton Township shall not be liable for loss of, or injury to, any animal brought to the office in violation of this policy.

# **SUPERVISOR'S REPORT**



# System Activity Report

[3/1/2017 - 3/31/2017] Report Date: 3/28/2017

## General Assistance

|                             |       |        |
|-----------------------------|-------|--------|
| Grants (New Clients) :      | 0     |        |
| Grants (Previous Clients) : | 0     |        |
| In-Process :                | 0     |        |
| Denials :                   | 3     |        |
| Sanctions :                 | 0     |        |
| Terminations :              | 1     |        |
|                             | <hr/> |        |
|                             | 4     | \$0.00 |

## General Assistance - Medical

|                 |       |        |
|-----------------|-------|--------|
| Referrals :     | 0     |        |
| Disbursements : | 0     |        |
|                 | <hr/> |        |
|                 | 0     | \$0.00 |

## General Assistance - Work Program Assignments

|                |       |  |
|----------------|-------|--|
| Job Training : | 0     |  |
| Workfare :     | 0     |  |
|                | <hr/> |  |
|                | 0     |  |

## Emergency Assistance

|               |       |          |
|---------------|-------|----------|
| Grants :      | 1     | \$650.00 |
| In-Process :  | 0     |          |
| Denials :     | 0     |          |
|               | <hr/> |          |
|               | 1     | \$650.00 |
| Grand Totals: | 5     | \$650.00 |

| 2016 - 2017 | APR     | MAY     | JUNE     | JULY     | AUG      | SEP      | OCT      | NOV      | DEC      | JAN      | FEB      | MAR      |
|-------------|---------|---------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| I/S         | 0       | 0       | 0        | 1        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| O/S         | 10      | 12      | 18       | 19       | 14       | 11       | 18       | 11       | 8        | 14       | 13       | 11       |
| TOTALS      | 10      | 12      | 18       | 20       | 14       | 11       | 18       | 11       | 8        | 14       | 13       | 11       |
| I/D         | 10      | 12      | 18       | 20       | 14       | 11       | 18       | 11       | 8        | 14       | 13       | 11       |
| O/D         |         |         |          |          |          |          |          |          |          |          |          |          |
| TOTALS      | 10      | 12      | 18       | 20       | 14       | 11       | 18       | 11       | 8        | 14       | 13       | 11       |
| \$ I/D      | \$28.00 | \$36.00 | \$50.00  | \$54.00  | \$38.00  | \$29.00  | \$48.00  | \$31.00  | \$20.00  | \$38.00  | \$38.00  | \$31.00  |
| \$ O/D      |         |         |          |          |          |          |          |          |          |          |          |          |
| TOTAL       | \$28.00 | \$36.00 | \$50.00  | \$54.00  | \$38.00  | \$29.00  | \$48.00  | \$31.00  | \$20.00  | \$38.00  | \$38.00  | \$31.00  |
| YEAR        | \$28.00 | \$64.00 | \$114.00 | \$168.00 | \$206.00 | \$235.00 | \$283.00 | \$314.00 | \$334.00 | \$372.00 | \$410.00 | \$441.00 |

[illegible]