

**GRAFTON TOWNSHIP BOARD
SPECIAL MEETING MINUTES
Monday, February 22, 2010**

1. Call to Order

Supervisor Moore called the special meeting to order at 9:15 p.m. at the Huntley Park District, 12015 Mill Street, Huntley, Illinois.

2. Roll Call

Present: Supervisor Moore, Deputy Clerk Hardy, Trustees LaPorta, McMahon, Murphy and Zirk and Township Attorney Krafthefer.

3. Pledge of Allegiance

The Pledge of Allegiance was administered at this time.

4. Business

(a) Action on Amended Budget

Motion made by Supervisor Moore, seconded by Trustee Zirk, to adopt changes set forth in the budget hearing and to prepare an amended ordinance for the next regular meeting, March 11, and to adopt the amended budget at that time.

Discussion: Supervisor Moore stated this will allow an ordinance to come back with the changes. Attorney Krafthefer explains an ordinance is needed to amend an ordinance. All trustees in agreement.

Roll Call

AYES: Supervisor Moore, Trustees Zirk, LaPorta, McMahon, Murphy

NAYS: None

Motion Passed.

(b) Action on Administrator Contract and Job Description

Motion was made by Supervisor Moore to postpone all of the items related to an administrator and to sit down with her attorney and Attorney Krafthefer and a representative from the Board in an attempt to work out some things and calm the situation down.

Discussion: Supervisor Moore stated the description is that of the supervisor and she has retained an attorney. She advised she is willing to sit down and discuss the Board's concerns and would like to postpone the actions on the administrator. Trustee McMahon stated the Township will not pay her attorney bill. Attorney Krafthefer explained that Supervisor Moore's attorney contact her

and that the idea is to have a couple of people meet and move forward in agreement with the administrator's job duties instead of instigating a lawsuit which would be costly and no one wants. Trustee LaPorta explained the items in the job description are there because Supervisor Moore does not perform those items either at all or in a timely manner and that this is an attempt to maintain streamlined business operations.

Motion fails for lack of a second.

Motion was made by Trustee LaPorta, seconded by Trustee McMahon, to pass the job description for the administrator as is.

Roll Call

AYES: Trustees Zirk, LaPorta, McMahon, Murphy

NAYS: Supervisor Moore

Motion Passed.

(c) Township Employee Hours and Pay

Motion was made by Trustee Murphy, seconded by Trustee Zirk, to reclassify Trudy Jars position from Town to General Assistance.

Discussion. Trustee LaPorta suggested with the addition of Administrator Fender, Trudy Jars' hours should be decreased.

Roll Call

AYES: Supervisor Moore, Trustees Zirk, LaPorta, McMahon, Murphy

NAYS: None

Motion Passed.

(d) Office Access Issues

Motion was made by Trustee LaPorta, seconded by Trustee Zirk, for the locks to come off, the door bell to come off, the paper work to come off the window and if privacy is needed to utilize the back office and that everything be open until people come and then things can be closed for privacy.

Discussion. Supervisor Moore stated the office she is located in is historically the supervisor's office and assistants and that those are the facilities required to do the work. Trustee LaPorta explained that no supervisor before Supervisor Moore ever had a locked door and door bell and that this has made the office not user friendly. Supervisor Moore stated they are trying to provide privacy, but Trustee LaPorta stated there are not that many General Assistance clients and it is also respectful to be open and there is no reason to keep the doors shut all the time. The Trustees further explained that Supervisor Moore can maintain privacy in her office and she can keep her files in there. Supervisor Moore stated she does not think this will work, but failed to specify a reason.

Roll Call

AYES: Trustees Zirk, LaPorta, McMahon, Murphy

NAYS: Supervisor Moore

Motion Passed.

(e) Allocation of Office Equipment

Motion was made by Trustee LaPorta, seconded by Trustee Zirk, to move copier to main large copy room.

Discussion: Supervisor Moore explored the cost of moving the copier and reported it would cost \$105 per hour and take between 2 to 3 hours to move the copier from the office. Trustee Zirk pointed out that Supervisor Moore moved it before utilizing a tech. Supervisor Moore stated another option is to get a back-up laser copier for \$500. Supervisor Moore stated that if Administrator Fender needs a copy, she can tell us or if not expecting a General Assistance client we can work it out. Trustee LaPorta explained that Supervisor Moore has refused to answer the door even when there is no General Assistance clients present.

Roll Call

AYES: Trustees Zirk, LaPorta, McMahon, Murphy

NAYS: Supervisor Moore

Motion Passed.

Motion was made by Trustee LaPorta, seconded by Trustee Zirk, to move give Administrator Fender two regular desk phones.

Discussion. Brief discussion on need of Administrator to have regular phone as opposed to relying solely on cell phone.

Roll Call

AYES: Trustees Zirk, LaPorta, McMahon, Murphy

NAYS: Supervisor Moore

Motion Passed.

(f)(i) Building Office and File Security

Motion was made by Trustee LaPorta, seconded by Trustee Zirk, that within 24 hours Administrator Fender be given a building key.

Discussion. Administrator Fender explained she needs a key so she can lock the building when she leaves as she often stays later than others in the office. Supervisor Moore reported she gave the key to the Highway Commissioner, but Administrator Fender explained that the Highway Commissioner told her that he gave the key back to Supervisor Moore. Trustee LaPorta explained 24 hours is a reasonable amount of time to get the key.

Roll Call

AYES: Trustees Zirk, LaPorta, McMahon, Murphy
NAYS: Supervisor Moore
Motion Passed.

(F)(ii) Passwords for Computers

Motion was made by Trustee LaPorta, seconded by Trustee Zirk, that all files, excluding General Assistance, be moved to the back conference room and access to the website and access codes, excluding those relating to General Assistance, be given to Administrator Fender so she can access the Township's financial records.

Discussion. Fender explained she needs access to the website and that she does not want access to or need to know anything about the General Assistance files.

Roll Call

AYES: Trustees Zirk, LaPorta, McMahon, Murphy
NAYS: Supervisor Moore
Motion Passed.

(F)(iii) Password For Building

Motion was made by Trustee LaPorta, seconded by Trustee Zirk, that within 24 hours Administrator Fender receive instructions and password for use of security system.

Discussion. Trustee Zirk stated that if Administrator Fender is working after everyone leaves, she needs to know the codes so she can activate the system.

Roll Call

AYES: Trustees Zirk, LaPorta, McMahon, Murphy
NAYS: Supervisor Moore
Motion Passed.

(G) *Request for Supervisor to Provide Monthly General Assistance Reports*

Motion was made by Trustee Murphy, seconded by Trustee Zirk, that the Supervisor provide a monthly report on the number of General Assistance and Emergency Assistance applicants, number of claims processed and the number rejected, with the first report given to include a year-to-date from the beginning of the fiscal year.

Discussion. The trustees stated they believe this is important information to know.

Roll Call

AYES: Trustees Zirk, LaPorta, McMahon, Murphy
NAYS: None
ABSTAIN: Supervisor Moore
Motion Passed.

(H) Intergovernmental Agreement with Huntley for Transportation Services

Motion was made by Trustee Murphy, seconded by Trustee Zirk, to accept the proposed intergovernmental agreement with the Village of Huntley with the following changes included, namely that the payment be set at \$10,000, that the due date for this amount be set at April 15, 2010, and that the statutory reference to the Township Code be as a whole and specify 60 ILCS 1/1-1 *et seq.*

Discussion. An overview of the Agreement was provided. Trustee Zirk stated it is important to cite the whole Township Code as opposed to one section. Discussion was had on setting the payment at \$10,000 based on Huntley's representations and a due date of April 15, 2010 was deemed to be reasonable.

Roll Call

AYES: Supervisor Moore, Trustees Zirk, LaPorta, McMahon, Murphy

NAYS: None

Motion Passed.

5. Adjournment

Motion was made by Trustee Murphy, Seconded by Trustee LaPorta to adjourn.

Voice Vote

AYES: Supervisor Moore, Trustees Zirk, LaPorta, McMahon, Murphy

NAYS: None

Motion Passed.

Meeting adjourned at 10:20 p.m.