

**GRAFTON TOWNSHIP REGULAR BOARD MEETING MINUTES**  
**August 12, 2010**

**1. Call to Order**

Supervisor Moore called the meeting to order at 7:30 pm.

**2. Roll Call**

Present: Supervisor Moore, Trustees LaPorta, McMahon, Murphy, Zirk, Clerk Ford, Assessor Ottley, Road District Commissioner Freund, Township Attorney Krafthefer  
Clerk Ford announced that the meeting is being audio and video recorded.

**3. Pledge of Allegiance**

Supervisor Moore led those present in the Pledge of Allegiance.

**4. Regular Business**

A. Audit and Payment of Bills

1. Discussion and potential action to pay bills as submitted

Assessor Ottley distributed a modified list of bills to be paid for the Assessor's Office. He stated that the transfer of mail to the Supervisor's mailbox continues to be an issue. Supervisor Moore stated that he did not have the floor and that there are deadlines.

**Motion by Supervisor Moore, seconded by Trustee Murphy, to pay the bills for the Township and the Road District as presented by the Supervisor.**

Discussion: Trustee Murphy asked if Supervisor Moore had brought the bills to the meeting. Supervisor Moore responded that the bills are available for review at her office for three days prior to the meeting. Trustees Murphy and LaPorta expressed that their full time employment prohibits them from visiting the Township Offices during those hours. Trustee LaPorta asked to remove the bill for J. A. Ketchmark. Assessor Ottley stated that his vendors are being contacted by the Supervisor and this is having an adverse effect on his ability to conduct business. He stated that the Assessor's Office has had a P.O. Box since 1990 and that it had always worked very smoothly. Trustee Zirk stated that the current arrangement has also affected mail for the Grafton Township Food Pantry, a 501 (c) (3). Road Commissioner Freund stated that this also affects his mail delivery. Attorney Krafthefer stated that this is part of the pending lawsuit and that she is working with the McHenry County State's Attorney's Office and the attorney for the Huntley Post Office.

Supervisor Moore stated that there are deadlines for submitting bills and that the Assessor did not meet them. She continued to state that the Supervisor presents the bills, no one else. Trustee Murphy stated that since the Supervisor has refused to bring the bills to the meetings, all that is being presented is a list. Supervisor Moore stated that she would modify her original motion.

**Motion by Supervisor Moore to pay the bills for the Township and the Road District as submitted by the Supervisor with the exception of the bill from J.A. Ketchmark  
Motion failed for lack of a second.**

**Motion by Trustee Murphy, seconded by Trustee Zirk, to pay the bills for the Township and the Road District as submitted by the Supervisor excluding the bill from J.A.**

**Ketchmark and to include the list of bills presented at this meeting by the Assessor.**

**Roll Call**

**AYES: Trustees Murphy, Zirk, LaPorta**

**NAYS: Supervisor Moore. Trustee McMahon**

**Motion Passed.**

2. Board sign Warrant Lists

The Board signed the Warrant lists of bills from the Supervisor, the Road District and a separate warrant list from the Assessor.

3. Confirmation of payment of previously approved bills

Trustee Zirk stated that the bills previously authorized by the Board to be paid for April 2010, May, 2010, June 2010 and July 2010 have still not been paid.

Discussion: Trustee Zirk stated that all of the bills approved at the prior meetings, specifically those stated at the June 30, 2010 Special Township Board Meeting, have still not been paid.

**Motion by Trustee LaPorta, seconded by Trustee Zirk to pay: Lamp Inc \$4318.75; Matuszewich, Kelly & McKeever; LLP \$1886.10; Elgin Key & Lock \$ 380.74; Pam Fender \$312.06; Forensicon \$19,880.31; Leading IT solutions \$150.00; MLS Mailing, Inc \$2695.72; Point of Video \$510.00; Q&A Reporting \$280.00; Trend Graphics \$1330.00 by no later than August 20, 2010 and if not paid by said deadline to authorize the Township Attorney to begin additional proceedings for forfeiture of the Supervisor's bond.**

**Roll Call**

**AYES: Trustees LaPorta, Zirk, Murphy, McMahon**

**NAYS: Supervisor Moore**

**Motion Passed.**

B. Approval of Minutes

Discussion and potential action to approve minutes

1. July 8, 2010 Regular Township Board Meeting

**Motion by Trustee Murphy, seconded by Trustee Zirk, to approve the Minutes of July 8, 2010.**

**Roll Call**

**AYES: Trustees Murphy, Zirk, LaPorta, McMahon**

**NAYS: Supervisor Moore**

**Motion Passed.**

**5. Public Participation**

None

**6. Old Business**

A. Missing GA/EA identifier explanation, requested of Supervisor Moore, from Trustee Murphy

Supervisor Moore stated she would like to move this matter to Executive Session. Attorney Krafthefer stated that this could not be done since it is on the public agenda. Trustee Murphy stated that she has since researched this matter. In another case similar to

this, the matter was resolved by a simple “yes” or “no” response and that it did not violate any GA confidentiality. Attorney Krafthefer agreed and stated that every component of GA is not confidential in every respect. Supervisor Moore failed to respond.

B. Status report on Special Audit

Trustee Zirk stated that Brown & Company is waiting for the Judge’s ruling prior to beginning the special audit.

**7. New Business**

A. Discussion and potential action to host new Senior Program- 55 Alive Safe Driving Class - Sept. 30 and Oct. 1, 2010

Township Administrator Pam Fender report that she has been working with AARP. This program will be offered to the public at no cost to the taxpayer or the Township. She has arranged for a location at no charge. The individual participant fee will be collected by AARP. No contract was required. Although a vote is not required, Administrator Fender requested Board approval.

**Motion by Trustee Murphy, seconded by Trustee LaPorta, to proceed with the 55 Alive Safe Driving Class.**

**Roll Call**

**AYES: Trustees Murphy, LaPorta, McMahan, Zirk, Supervisor Moore**

**NAYS: None**

**Motion Passed.**

B. Discussion and potential action to correct FOIA report

Attorney Krafthefer stated that she was directed at the July Regular Township Board Meeting to work with the Clerk to correct the misinformation on the FOIA report so that a correct report is the official record. She is in the process of doing so, but it is not completed because to date all the FOIA requests have not been reported

**Motion by Trustee Murphy, seconded by Trustee LaPorta, to discuss the draft FOIA report.**

**Roll Call**

**AYES: Trustees Murphy, LaPorta, McMahan, Zirk, Supervisor Moore**

**NAYS: None**

**Motion Passed.**

Trustee Murphy asked Supervisor Moore, the FOIA Officer, why she is not presenting a FOIA Report at each meeting which was the practice when former Clerk Frigo was the FOIA Officer. Trustee Murphy stated that she believes it is important that this report be complete and professional. Supervisor Moore stated that by statute a report is not required. Attorney Krafthefer stated that someone could FOIA the FOIA requests if the FOIA Officer does not want to share this information. Supervisor Moore suggested that another FOIA officer be appointed. The Trustees declined doing this.

C. Discussion and potential action reconfigure Township/Road District Harris Loan and Payment program

**Motion by Trustee Zirk to revise the payment schedule of the loan so that there are three equal payments and work with Harris Bank so that this loan is paid off by the end of the current Board's term of office.**

**Motion failed for lack of a second.**

Attorney Krafthefer stated that the attorneys are continuing to work together.

- D. Discussion and potential action to adopt new Grafton Township Employee Handbook

**Motion by Trustee LaPorta, seconded by Trustee Murphy, to table agenda item D. Discussion and potential action to adopt new Grafton Township Employee Handbook.**

**Motion passed by Voice Vote.**

- E. Discussion and potential action to enter a McHenry County Senior Services Grant application

**Motion by Supervisor Moore, seconded by Trustee Murphy, to enter a McHenry County Senior Services Grant application.**

**Motion passed by Voice Vote.**

## **8. Reports**

- A. Supervisor  
Report presented.

B. Trustee  
Trustee McMahon stated that he would like two items on the September Regular Board Meeting Agenda: 1) Action requiring that at all future meeting the Supervisor present the actual bills to the Board for their review; 2) Agenda reflect that the Trustees Response to Public Participation be listed as an agenda item immediately following Public Participation.

Trustee Zirk stated that she reviewed a blog from Linda Moore promoting the Tea Party.

- C. Clerk  
No report.
- D. Road District Commissioner  
Report presented

- E. Assessor  
No report.
- F. Administrator  
1. Computer/Resume Lab

- G. Committee Reports  
1. Transportation  
No report.

Trustee Murphy asked why again there was no Transportation Committee report and asked the Supervisor when a report would be presented. Supervisor Moore stated she was not sure.

- 1. Seniors

Supervisor Moore stated that there was no Senior Committee. Trustee Zirk stated that she is on that Committee.

**9. Closed Session**

**Motion was made by Supervisor Moore, seconded by Trustee Murphy, to go into Executive Session at 8:50 p.m. for the purpose of discussion and potential action of Executive Session Minutes and personnel.**

**Roll Call**

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

**NAYS: None**

**Motion Passed.**

The Regular Township Board Meeting reconvened at 9:15 p.m.

Present: Supervisor Moore, Trustees LaPorta, McMahon, Murphy, Zirk, Clerk Ford, Township Attorney Krafthefer

**10. Adjournment**

**Motion was made by Trustee Murphy, seconded by Trustee Zirk to adjourn the meeting.**

**Roll Call/Voice Vote**

**Motion Passed/Meeting adjourned at 9:17 p.m.**

Submitted,

Harriet Ford  
Grafton Township Clerk