

**FINANCE COMMITTEE
AND REGULAR BOARD MEETING OF THE BOARD OF
TRUSTEES OF PALATINE TOWNSHIP**

**January 24, 2011
7:00 P.M.**

CALL TO ORDER AND PLEDGE OF ALLEGIANCE TO THE FLAG

Supervisor Fleming called the meeting to order at 7:00 p.m. in the Board Room of the Palatine Township Center. This was followed by the Pledge of Allegiance to the Flag and a brief moment of silence.

ROLL CALL

Administrator Pioch called the roll and the following were present: Supervisor Fleming, Highway Commissioner Powers, Assessor Kelly, Collector Johnson, Trustees Huley, Goes and Langlotz-Johnson, as well as Administrator Pioch.

Clerk Moran and Trustee Farina absent.

AUDIENCE RECOGNITION

None

PRESENTATIONS

A. Resolution 15-10 Lavelle Law

Supervisor Fleming presented Kerry Lavelle of Lavelle Law with a Resolution that she read aloud. This Resolution recognized the Lavelle Law Firm's annual efforts of collecting a great amount of food for the Township Food Pantry. Mr. Lavelle thanked the Township for the honor and recognition and spoke about his experience.

EXECUTIVE SESSION

MOTION by Trustee Huley, second by Trustee Goes, to adjourn into Executive Session for matters of employee discipline at 7:10 p.m.

MOTION CARRIED by voice vote.

MOTION by Trustee Goes, second by Trustee Langlotz-Johnson, to reconvene into Regular Session at 7:26 p.m.

MOTION CARRIED by voice vote.

APPROVAL OF MINUTES

MOTION by Trustee Goes, second by Trustee Huley to approve the Minutes of December 20, 2010 as presented.

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After some discussion and requests for revision of December's Minutes by Trustee Langlotz-Johnson, Trustee Goes suggested and Supervisor Fleming requested that Trustee Langlotz-Johnson note her requested revisions and that this item be tabled until next meeting when Clerk Moran returns.

Trustee Goes withdrew his Motion, after agreement by Trustee Huley who was the second on that initial Motion.

MOTION by Trustee Goes, second by Trustee Langlotz-Johnson to table the approval of December's Minutes until next meeting.

MOTION CARRIED by voice vote

REPORTS

Supervisor's Report:

Correspondence and monthly reports included in Board packets were the following:

- A. February calendar
- B. Monthly statistics for Township Administration & Transportation
- C. Food Pantry monthly reports/statistics

Supervisor Fleming reported that Outreach Coordinator is considering the dates of the Annual Volunteer Recognition and Appreciation Event on either March 11th or 18th with same \$3000 budget as the last four years.

The Township received a complimentary wine tasting invitation for two from Clearbrook for "A Grapevine of Friends". Trustee Langlotz-Johnson suggested raffling that off to an employee to attend.

An update was given on the health of an employee who had recently been hospitalized.

Finance/Administration Committee– Chairman Huley

Trustee Huley, along with members of the Finance Committee, met on January 22nd, to review the December Financial Reports. He acknowledged that the Committee's forecast for the balance of the fiscal year is encouraging with favorable variances.

Public Health/Safety Committee– Chairman Langlotz-Johnson

No Report

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Communications Committee- Chairman Johnson

Collector Johnson informed the Board of numerous updates to the website; including the Wolfrum Cemetery Restoration/Eagle Scout Project, property tax exemption information, and correct copyright information. The documents approved by the Board at last meeting regarding Website Advertising are awaiting the review of Bob Hoyler who is out of the country. Website training sessions with Janice Peterson going well with continued sessions in future.

Spring newsletter is in Draft Approval stage and will arrive in residents' homes on or around March 1.

Inter-Governmental Affairs/Transportation/Technology Committees – Chairman Farina

No Report

Human Needs Committee – Chairman Goes

Last Saturday, Chairman Goes and the Human Needs Committee met with social service agencies requesting funding. Chairman Goes, after his presentation at last month's meeting, had requested that Board Members provide direction to the Committee in terms of targeted amount for HNC spending. Supervisor Fleming highlighted the amount in the tentative budget provided in the Board Packets. This amount was \$75,000 less than last year as noted by Chairman Goes. Chairman Goes distributed a handout which generated an extensive discussion on possible funding strategies and various considerations.

Trustee Huley commended Trustee Goes for the considerable effort put into this report. Highway Commissioner Powers pointed out that all of the agencies funded by the Township are deserving and offer good programs, but that the Township building has drainage, roof and furnace issues that need addressing as well. Trustee Goes declined speaking about specific budget issues until that agenda item is reached.

Trustee Goes reminded everyone that February 5th is the next scheduled HNC meeting.

Highway Department Report- Highway Commissioner Powers

Highway Commissioner Powers reported that this January's snow falls doubled that of last January. This resulted in an equal amount from last year to this year currently. The Rural Fire District has decided not to continue to share the cost of the detailed weather radar service the Highway Department has used for some time. Due to this fact the Highway Dept. chose not to renew the service this year. After some discussion with the owners of the radar company the Township was able to cut the cost of the radar service from \$3000 (cost to Township) to \$1200, with only minimal service changes.

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Assessor's Office and Cemetery Committee Reports- Assessor Kelly

Assessor's Office:

Assessor Kelly notified the Board that the state legislature passed a law making it mandatory that all senior citizen property tax exemptions must now be renewed annually by sending back a form in the mail. Assessor Kelly noted his frustration with this new burden for seniors who may overlook this new stipulation and assume that the automatic exemption will be applied, thus causing them and staff more headaches. Assessor Kelly will have articles in the newspapers and on the Township website addressing this new change.

Assessor Kelly and his staff are due to meet with the Board of Review office. Assessor Kelly distributed a comparison sheet highlighting Assessor Office statistics for years 2009 and 2010.

Assessor Kelly Cemetery Committee:
No Report

Supervisor Fleming noted the recent burial at Hillside Cemetery of an employee's father.

Clerk's Office- Clerk Moran

Deputy Clerk Pioch read Clerk Moran's report in her absence.

During the Biannual Review of Regular Meeting Recordings a Local Records Certificate was sent to the Local Records Commission as per the standing Records Application. There were no Executive Session audio recordings eligible for destruction at this biannual review period.

29 County Vehicle Stickers sold, with 39 last month. 22 RTA Senior Free Pass Applications sold, with 27 the previous month.

FOIA Updates:

Dec. 28- Patrick Rehkamp with Better Government Association requested info from Town Fund. Agreement to Extend sent and accepted; reply on Jan. 5.

Jan. 11- Riccardo A. Mora requested info on Town Fund, Road and Bridge and General Assistance. Agreement to Extend sent with request for more contact info; no reply from Mr. Mora yet received.

CORRESPONDENCE

No correspondence

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OLD BUSINESS

A. Policies: Approval of the following policies:

Policy 147 Board Member Compensation, Policy 165 Legal Review of Policies, Policy 530 Website Update and Changes, and Employee Manual.

MOTION by Trustee Goes, second by Trustee Huley to approve Policy 147 Board Member Compensation, Policy 165 Legal Review of Policies, Policy 530 Website Update and Changes, and the updated Employee Manual.

It was noted that the Policy Committee met twice since the last Board Meeting, spending a considerable amount of time on the forty-nine page Employee Manual.

Policy 147- Board Member Compensation

Board members had a lengthy discussion on Policy 147 set compensation wording. Much discussion on the attorney's letter Supervisor Fleming received the Friday prior to this meeting. The letter addresses Policy 147 and notes recommended revisions. The three Trustees present took issue with one of the revisions they felt were in conflict with IMRF officials' decisions.

Trustee Goes withdrew Policy 147 from his original Motion, allowing for the Policy Committee to review the attorney's letter in full.

Policy 530 Website Update and Changes

Administrator Pioch voiced his discontent with the wording of Policy 530 Website Update and Changes. He commented that the wording does not include the Administrator's role in delegating employee tasks for major website changes which usurps his authority regarding employees. A solution was offered by Communications Chairman Johnson to revise the wording of the policy to include that the Communications Chair will work with the Administrator in employee delegation of website tasks.

Trustee Goes approved the standing Motion to include Policy 530 as amended.

After some discussion on aspects of the Employee Manual needing revisions, a consensus was reached to approve it now, so as to get timely information to the employees about changes that have been made in the new Employee Manual, and revise it accordingly at a later date.

ROLL CALL:

Ayes: Huley, Goes, Langlotz-Johnson, Fleming

Nays: None

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MOTION CARRIED 4-0

B. Other

Trustee Langlotz-Johnson again asked the Board to consider replacing the faucet in the ladies bathroom at the Township Center. After some discussion, no action taken.

TRANSFER OF APPROPRIATION- TOWN FUND

MOTION by Trustee Goes, second by Trustee Huley to transfer funds within the Town Fund Budget as per the proposal presented to equal \$2359.90.

ROLL CALL:

Ayes: Huley, Goes, Langlotz-Johnson, Fleming

Nays: None

MOTION CARRIED 4-0

**RECOMMENDATIONS OF THE FINANCE COMMITTEE – APPROVAL OF
PAYROLL, BILLS AND TRANSFERS**

MOTION by Trustee Huley, second by Trustee Goes, to approve the payroll and bills as presented for Town Fund- \$145,655.10,

Trustee Langlotz-Johnson announced her displeasure with a \$50 ticket purchased with Township funds for the Supervisor to go to a Chamber of Commerce event. Supervisor Fleming made clear that she serves on the Board of the Chamber and that Township representation at this event is both customary and necessary to interact and promote the interests of the Township. Trustee Goes and Huley voiced some concern with this practice, with Trustee Goes clarifying that some ribbon-cutting duties are necessary for the Supervisor. Assessor Kelly and Highway Commissioner Powers agreed with the Supervisor, arguing that the contacts made at these types of events result in greater volunteer resources, donations, connections, etc. for the Township and its programs.

ROLL CALL:

Ayes: Huley, Goes, Fleming

Nays: Langlotz-Johnson

MOTION CARRIED 3-1

MOTION by Trustee Huley, second by Trustee Goes to approve the payroll and bills as presented for General Assistance in the amount of \$31,689.52

Trustee Langlotz-Johnson informed the Board that she had spoken with General Assistance Director Mahieu regarding concerns she had with certain clients' purchases.

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Director Mahieu had agreed to look into the situation. Supervisor Fleming also discussed this topic with Director Mahieu. Trustee Huley suggested that someone from General Assistance provide a presentation to the Board that would educate them on the General Assistance program, as was done for the previous board.

ROLL CALL:

Ayes: Huley, Goes, Langlotz-Johnson, Fleming

Nays: None

MOTION CARRIED 4-0

MOTION by Trustee Huley, second by Trustee Goes, to approve the payroll and bills as presented by Road and Bridge in the amount of \$164,157.25.

Trustee Langlotz-Johnson stated that she had emailed Highway Commissioner Powers about a steel-toed boot purchase. This trustee believes that the Highway Department employees should pay for their own boots. Highway Commissioner Powers clarified that the boot purchase is a smart investment as it could save an enormous amount of money not having to put out for an emergency room visit for an injured employee, and avoiding a workers compensation claim against the Township resulting in higher insurance rates/costs. Others responded that requiring the employees to wear protective items was a separate decision from who would pay for the gear. Some discussion continued.

Trustee Langlotz-Johnson also questioned the purchase of warm jackets, and noted that the Village of Palatine employees had to purchase their own jackets. Highway Commissioner Powers noted that the jackets purchased are a special type that allows for abrasion, etc.

Trustee Langlotz-Johnson then questioned the Highway Commissioner's decision to distribute hams and turkeys to Highway Department employees, as well as provide a luncheon for all of the Township employees. Highway Commissioner Powers replied, stating that the employees were given no raise the previous year, along with an insurance cost increase, and that a small token of appreciation was in order.

ROLL CALL:

Ayes: Huley, Goes, Fleming

Nays: Langlotz-Johnson

MOTION CARRIED 3-1

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NEW BUSINESS

A. Matters of Executive Session

None

B. Palatine St. Patrick's Day Parade

Due to lack of support from the Board, the participation in the Palatine St. Patrick's Day Parade was dismissed.

C. Report from Personnel Relations Committee

Supervisor Fleming stated that the Personnel Relations Committee had met. The Supervisor had reviewed a salary spreadsheet and the committee's decision to budget for a 2% salary increase in Town Fund and General Assistance- \$14,000, and Road District-\$8,000. This increase of 2 percent would not be an across-the-board type, rather a pool of funds that can be disbursed to employees based on their individual reviews by department heads. Assessor Kelly provided the board members with a copy of a study of 12 million private sector employees that would be receiving a 2.9 percent increase in the upcoming year.

D. 2011-2012 Tentative Budget- Town Fund

Administrator Pioch discussed adjusting the figure for the bottom line of the Town Fund Tentative Budget that was included in Board Packets. Trustee Goes shared his figure based on income estimates. Discussion ensued; since the Board could lower the amount during final approval of the budget but could not raise the bottom line amount, it was decided that pending receipt of the revenue estimates a higher expense level was preferred to the amount contained in the Board packet handout. The Board agreed to meet to discuss individual line items of the budget at a separate meeting prior to the final vote on final budget.

MOTION by Trustee Goes, second by Trustee Langlotz-Johnson to approve the 2011-2012 Town Fund Tentative Budget as amended in the total amount of \$1,993,266 with the additional amount of \$68,261 placed in Human Needs funding with an additional \$20,000 in the Contingency Line Item.

ROLL CALL:

Ayes: Huley, Goes, Langlotz-Johnson, Fleming

Nays: None

MOTION CARRIED 4-0

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E. 2011-2012 Tentative Budget- General Assistance

Motion by Trustee Langlotz-Johnson, second by Trustee Goes, to approve the 2011-2012 General Assistance Tentative Budget in the amount of \$434,456.66.

ROLL CALL:

Ayes: Huley, Goes, Langlotz-Johnson, Fleming

Nays: None

MOTION CARRIED 4-0

F. 2011-2012 Tentative Budget- Road District

Motion by Trustee Langlotz-Johnson, second by Trustee Goes, to approve the 2011-2012 Road District Tentative Budget in the amount of \$2,295,600.

Highway Commissioner Powers noted that this budget is \$30,000 less than last year, and based on worst case scenario.

ROLL CALL:

Ayes: Huley, Goes, Fleming

Nays: Langlotz-Johnson

MOTION CARRIED 3-1

The meeting dates of February 8 at 6:30 p.m. for Town Fund and General Assistance budgets Committee of the Whole meeting and February 16 at 7 p.m. for Road and Bridge budget Committee of the Whole meeting were set to discuss the line item amounts in the final budgets presented.

G. Policies- New policies submitted to board for first reading- 002 Township Mission Statement

Trustee Goes reviewed the Mission Statement draft options and the board members gave their input.

H. Other

None

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ADJOURN

MOTION by Trustee Langlotz-Johnson, second by Trustee Huley to adjourn at 11:15 p.m.

MOTION CARRIED by voice vote.

Respectfully submitted,

TOWN CLERK