

**FINANCE COMMITTEE
AND REGULAR BOARD MEETING OF THE BOARD OF
TRUSTEES OF PALATINE TOWNSHIP
February 28, 2011
7:00 P.M.**

CALL TO ORDER AND PLEDGE OF ALLEGIANCE TO THE FLAG

Supervisor Fleming called the meeting to order at 7:15 p.m. in the Board Room of the Palatine Township Center. The citing of the Pledge of Allegiance to the Flag was omitted due to its reading at the Public Hearing Meeting just prior to this meeting.

ROLL CALL

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

Trustee Farina absent.

AUDIENCE RECOGNITION

None

PRESENTATIONS

MOTION by Trustee Goes, second by Trustee Huley to move agenda item *VIII. Approval of Budget and Appropriation Ordinances to Presentations.*

MOTION CARRIED by unanimous voice vote.

MOTION by Trustee Goes, second by Trustee Huley to approve Ordinance 01-11- with Town Fund in the amount of \$1,970,402 and General Assistance in the amount of \$434,457.

Trustee Goes and Administrator Pioch discussed some line item figure movements from tentative budget to final budget. Trustee Goes requested that the line item for salary increases be included in the final budget as it was last year,

Trustee Langlotz-Johnson initiated a discussion on hiring another part-time employee for the Food Pantry, in response to the audience member's comments made during the Public Hearing earlier in the evening. No action was taken on this matter.

Trustee Huley informed the Board that he would not vote for a budget with a two percent salary increase included in it, as this budget does. Supervisor Fleming questioned the trustee's timing and questioned why this wasn't brought up at the Committee of the Whole meeting where the tentative budget was discussed.

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ROLL CALL:

Ayes: Goes, Fleming

Nays: Huley, Langlotz-Johnson

MOTION FAILED due to tie vote of 2-2.

MOTION by Trustee Goes, second by Trustee Langlotz-Johnson to approve Ordinance 02-11- Road District in the amount of \$2,154,850

Trustee Goes distributed a multi-paged spreadsheet on the Road District budgets. Discussion on different line item titles and amounts.

ROLL CALL:

Ayes: Goes, Fleming

Nays: Huley, Langlotz-Johnson

MOTION FAILED due to tie vote of 2-2.

EXECUTIVE SESSION

MOTION by Trustee Goes, second by Trustee Huley, to adjourn into Executive Session for matters of employee discipline and quarterly review of minutes at 8:07 p.m.

MOTION CARRIED by voice vote.

MOTION by Trustee Huley, second by Trustee Langlotz-Johnson, to reconvene into Regular Session at 8:16 p.m.

MOTION CARRIED by voice vote.

APPROVAL OF MINUTES

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

Trustee Langlotz-Johnson stated her continued opposition to these Minutes as drafted. She distributed her own set of revised minutes for board member perusal and stated that the Clerk's Minutes include personal attacks and feelings which should not be included in the Minutes.

MOTION by Supervisor Fleming to table the Minutes, to review Trustee Langlotz-Johnson's handout. No second made.

Clerk Moran distributed and read aloud an email she received from Trustee Langlotz-Johnson, which included the allegation that Clerk Moran was using the Township minutes as a personal sounding board for her next bid for election.

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Clerk Moran reminded the trustee that there were no specific requested revisions in her email and instead personal attacks from the trustee herself. She stated that Trustee Langlotz-Johnson has made baseless allegations that have been disproved and that waste board members' time. She again suggested Trustee Langlotz-Johnson reply during the review period with specific revisions that would then be considered.

Highway Commissioner Powers stated that Trustee Langlotz-Johnson is attempting to censor the Minutes, which is not in the interest of transparency.

After a spirited exchange between Trustee Langlotz-Johnson and Clerk Moran, Supervisor Fleming rescinded her motion to table the Minutes and asked for a roll call vote on the standing motion. Trustee Langlotz-Johnson rescinded her second of the standing motion. Supervisor Fleming seconded the standing motion.

MOTION by Trustee Goes, second by Supervisor Fleming to approve the Minutes of December 20, 2010.

ROLL CALL:

Ayes: Goes, Fleming

Nays: Langlotz-Johnson

Abstain: Huley

MOTION FAILED 2-1-1

**note: during the meeting this vote was considered a "motion carried". After review by the Township attorney the vote is corrected and noted accordingly as a "motion failed".*

MOTION by Trustee Goes, second by Supervisor Fleming, to approve the Minutes of January 24, 2011.

ROLL CALL:

Ayes: Huley, Goes, Fleming

Nays: Langlotz-Johnson

MOTION by Trustee Goes, second by Trustee Huley to approve the Committee of the Whole Minutes from February 8, 2011 and February 16, 2011.

ROLL CALL:

Ayes: Huley, Goes, Langlotz-Johnson, Fleming

Nays: None

MOTION CARRIED 4-0

REPORTS

Supervisor's Report:

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

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

Supervisor Fleming reported that Outreach Coordinator Favia sent out invites to the Annual Volunteer Recognition and Appreciation Event for March 11th.

Supervisor Fleming noted her attendance at the WINGS fundraiser.

Finance/Administration Committee– Chairman Huley

Trustee Huley, along with members of the Finance Committee, met to review the January Financial Reports. He passed out projection reports to all board members. 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

Communications Committee- Chairman Johnson

Collector Johnson informed the Board of numerous updates to the website; including the Lavelle Law's contribution, snow blizzard link, Social Security ID page as recommended by Township attorney, Annual Town hall Meeting, Spring Baskets information, and election links. Bob Hoyler will sign the documents pertaining to Website Advertising, and anticipates sharing some possible advertising at the March board meeting. Website training sessions continues with Janice Peterson.

Spring newsletters have arrived in residents' homes.

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

No Report

Human Needs Committee – Chairman Goes

Chairman Goes met with the Human Needs Committee and the spreadsheet was included in board packets.

MOTION by Trustee Goes, second by Trustee Huley, to authorize the Human Needs Committee Chairman to notify the agencies that they should continue to bill the

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Township (the previous year's monthly amount) until the budget is approved; also authorizing the payment of those bills.

ROLL CALL:

Ayes: Huley, Goes, Langlotz-Johnson, Fleming

Nays: None

MOTION CARRIED 4-0

Highway Department Report- Highway Commissioner Powers

Highway Commissioner Powers reported that early February's snowstorm was the third largest in history, with Road District workers working thirty-six hours straight. A Disaster Declaration was submitted by the Governor for federal compensation. Approximately \$32,000 was spent over and above what is normally spent on salt and overtime.

Assessor's Office and Cemetery Committee Reports- Assessor Kelly

Assessor's Office:

Assessor Kelly notified the Board that senior exemptions will end March 8th. The County is looking for the barcode on those exemption sheets to be returned. Because some people overlooked them, a second mailing will be going out.

Assessor Kelly shared important news on pre-filing an appeal with his office beginning March 4th, which will be held by the Board of Review until the official opening.

Assessor Kelly Cemetery Committee:

No Report

Clerk's Office- Clerk Moran

Clerk Moran informed the Board that numerous audio recordings were destroyed as per the Local Records Commission's February 8 approval letter.

Three bids were received and opened by Clerk Moran on February 15 for the Lighting Retrofit Project with the low bid being \$19,390.81, which was on target with estimated figures.

Trustee Huley attended the TOCC Clerk's meeting with Clerk Moran which featured Clem Balanoff from the County Clerk's Office as the speaker.

27 County Vehicle Stickers sold, with 29 last month. 11 RTA Senior Free Pass Applications sold, with 22 the previous month.

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No FOIA Updates received.

CORRESPONDENCE

No correspondence

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 300- Employee Manual and Policy 147 Board Member Compensation.

MOTION CARRIED by unanimous voice vote.

MOTION by Trustee Goes, second by Trustee Huley, to approve Policy 560- Budget Process

Some discussion on attorney requested revisions and actual statute language regarding Township budgeting process; Board decided to table this to next month.

B. Blue Star Program

Clerk Moran updated the Board regarding the Blue Star Banner Program. She informed them that the mayors of Hoffman Estates, Palatine and Rolling Meadows agreed to support the Township Blue Star Banner Program as proposed and to help promote it in various ways. Trustee Huley, absent at the meeting when this Program was initially discussed, stated his endorsement of this proposal.

A lengthy discussion ensued with Trustee Langlotz-Johnson arguing that she would like the mayors to consider having this type of program at their individual municipalities versus at the Township.

A lively and intense debate resulted in a motion by Trustee Goes to table this item until next meeting; a motion by Supervisor Fleming to adjourn the meeting; no action taken on either motion.

Assessor Kelly questioned the need to have board approval for this proposal, which sparked a short conversation. Trustee Langlotz-Johnson then repeatedly requested that the Clerk be censured and opined that this is the most unethical board she'd ever seen; no action taken on censure request. Trustee Langlotz-Johnson stated that she was leaving the meeting and then left the table to sit in the audience section.

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C. Final Approval of Township Offices Lighting Upgrade

MOTION by Trustee Huley, second by Trustee Goes, to approve the Lighting Retrofit Proposal, the low bid, as presented (\$20,292.57).

Administrator Pioch addressed questions on the proposal.

ROLL CALL:

Ayes: Huley, Goes, Langlotz-Johnson, Fleming

Nays: None

MOTION CARRIED 4-0

D. Other

None

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 (\$426.75).

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- \$182,290.22

ROLL CALL:

Ayes: Huley, Goes, Langlotz-Johnson, Fleming

Nays: Langlotz-Johnson

MOTION CARRIED 4-0

MOTION by Trustee Huley, second by Trustee Goes to approve the payroll and bills as presented for General Assistance in the amount of \$37,654.18.

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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 \$164,419.13

ROLL CALL:

Ayes: Huley, Goes, Langlotz-Johnson, Fleming

Nays: None

MOTION CARRIED 4-0

NEW BUSINESS

A. Matters of Executive Session

MOTION by Trustee Goes, second by Trustee Huley to release Executive Session Minutes of 11-15-10.

MOTION CARRIED by unanimous voice vote.

Supervisor Fleming noted that there was also a discussion of legal matters pertaining to a former employee.

B. TOPS Awards Approval

Supervisor Fleming drew attention to the names presented for the awards given at the Annual Town Meeting.

MOTION by Trustee Goes, second by Trustee Huley, to approve the proposal as presented.

MOTION CARRIED by unanimous voice vote.

C. Vanguard Heating Equipment Replacement Proposals

MOTION by Trustee Huley, second by Trustee Goes, to approve the Vanguard Heating Equipment Replacement Proposal for \$5580.

ROLL CALL:

Ayes: Huley, Goes, Langlotz-Johnson, Fleming

Nays: None

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MOTION CARRIED 4-0

MOTION by Trustee Huley, second by Trustee Goes, to approve the second proposal (#2) from Vanguard Heating Equipment Replacement Proposal in the amount of \$5580.

ROLL CALL:

Ayes: Huley, Goes, Langlotz-Johnson, Fleming

Nays: None

MOTION CARRIED 4-0

C. 2011 Annual Town Meeting Agenda

MOTION by Trustee Huley, second by Trustee Goes, to approve the Annual Town Meeting Agenda as presented.

MOTION CARRIED by unanimous voice vote.

D. Policies- New Policies submitted to Board for 1st Reading

Trustee Goes informed the Board that the Policy Committee is working on draft Township Mission Statements and will have them for the board to review at next meeting.

Collector Johnson asked the Board to review draft Policy 410 on Room Rentals and Fees, and stated that the Board should grant a room rental at no cost as a service to our residents if a board member is present to attend and agrees to lock doors and reset alarms afterwards. Trustee Goes made a motion to authorize the use of the meeting rooms for purposes expressed if room is available; no action taken. After discussion, the board consensus was not to rent the room for any political purposes including forums, except for elected officials from the community holding town hall meetings, etc...

E. KIPS – Key Improvement Program S

Trustee Goes briefly reviewed the concept of KIPS, which was included in board packets and asked the board to consider three: investigating the use of taxi vouchers instead of bus rides with Trustee Goes to head it; Janitorial cost reduction with Trustee Farina to head it; Improve the use of parliamentary procedures to shorten board meetings with Lisa Moran to head it. No further discussion.

G. Parliamentary Procedures for Board Meetings

Clerk Moran reviewed the board packet insert on Parliamentary Procedures for upcoming Township Board meetings. She stated that this is a starting point to try and move the board towards more productive yet shorter meetings.

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Trustee Goes asked the Board to consider a Consent Agenda. Supervisor Fleming stated that a previous board had attempted to use a Consent Agenda but it didn't work. Trustee Langlotz-Johnson requested that Board Packet Material be emailed to her early if it is available to send earlier. Supervisor Fleming wants board packet material to continue to be sent out at one time. Supervisor Fleming informed the Board that as Chair of the Board Meetings, next meeting the board will use Clerk Moran's proposed format utilizing a timer, but not necessarily with a specific order used during board discussion on items.

H. SWAP Information

Collector Johnson reviewed the SWAP board packet insert discussing the requirements and availability of using SWAP as a replacement to reduce Spring Clean up fees and possibly Fall clean-up as well. Trustee Langlotz-Johnson suggested weekends versus weekdays for security issues. She also volunteered to stay with the SWAP group while they worked on the premises. Collector Johnson to discuss Spring Clean-up availability with SWAP program director.

I. Township Auditor Proposals

Administrator Pioch reviewed three bids for Township Auditor services, with some discussion regarding the need to occasionally change auditors, with the possibility of using the previous auditor again in future.

MOTION by Trustee Huley, second by Trustee Goes for Administrator Pioch to negotiate not to exceed \$15,000.

ROLL CALL:

Ayes: Huley, Goes, Langlotz-Johnson, Fleming

Nays: None

MOTION CARRIED 4-0

J. Approval of Cemetery and Town Fund Landscape Maintenance Agreements

Administrator Pioch reviewed the 2 proposals for Grounds Maintenance/Lawn Care of Township cemeteries, which was noted on a spreadsheet in board packets. Trustee Goes voiced his concern regarding the total figure quoted for Edward's Landscaping Ground's Maintenance being over the \$20,000 amount, which would need to be publicly bid.

MOTION by Trustee Goes, second by Trustee Huley to approve the Midwest Best Lawn Care proposal for lawn care in the amount of \$1,273.90

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Ayes: Huley, Goes, Langlotz-Johnson, Fleming
Nays: None

MOTION CARRIED 4-0

Discussion then turned to the Spring and Fall Clean Up of the Township Center. Collector Johnson will be checking with SWAP on two dates for Spring Clean Up of the Township Center grounds and possibly cemetery grounds to fulfill the SWAP requirement of keeping the crew busy for a certain duration. Collector Johnson will ask the SWAP director about liability insurance and tools necessary. The Highway Department agreed to mulch any of the bagged leaves from SWAP's clean up.

MOTION by Trustee Goes, second by Trustee Huley to approve the Noland's proposal for \$4,430 exclusive of the \$185 Clean Up fee, and for Midwest Best's proposal as presented in the amount of \$1570.

ROLL CALL:

Ayes: Huley, Goes, Langlotz-Johnson, Fleming
Nays: None

MOTION CARRIED 4-0

K. Other

ADJOURN

MOTION by Trustee Huley, second by Trustee Langlotz-Johnson to adjourn at 10:53 p.m.

MOTION CARRIED by voice vote.

Respectfully submitted,

TOWN CLERK