

**FINANCE COMMITTEE
AND REGULAR BOARD MEETING OF THE BOARD OF
TRUSTEES OF PALATINE TOWNSHIP
November 14, 2011
7:00 P.M.**

CALL TO ORDER AND PLEDGE OF ALLEGIANCE TO THE FLAG

Supervisor Fleming called the meeting to order at 7:03 p.m. in Meeting Room 1 of the Palatine Township Center. This was followed by the Pledge of Allegiance to the Flag and a brief moment of silence.

ROLL CALL

Clerk Moran called the roll and the following were present: Supervisor Fleming, and Trustees Goes, Huley, and Langlotz-Johnson.

Also in attendance: Clerk Moran, Highway Commissioner Powers, Assessor Kelly, Collector Johnson and Administrator Pioch.

AUDIENCE RECOGNITION

None

CONSENT AGENDA

MOTION by Trustee Huley, second by Trustee Goes to approve Resolutions 39-11 and 40-11 on the consent agenda as presented.

MOTION CARRIED by voice vote.

PRESENTATIONS

A. Blue Star Banner Recipients

Clerk Moran prefaced a short video highlighting the history of the Blue Star Banner and the reading of the Resolution that each banner recipient would receive. A video presentation continued with Clerk Moran introducing the Blue Star Banner recipients individually. She recognized the wife of Rev. Michael Morris, Jolene Morris of the First United Methodist Church of Palatine, for their sponsorship of the program through their purchase of the Blue Star Banners. Joyce Carrasco, Director of the Greater Chicagoland chapter of the Blue Star Mothers of America, was thanked for her support in drafting most of the special resolution. She also recognized Pat McCoy, from the Yellow Ribbon Support Group who was present to support this program. The Salvatini family from the village of Rolling Meadows received their banner from Mayor Rooney. Ken Zimmerman from Palatine received his and wife Judy's banner from Chief Bob Falardeau, retired Chief of Palatine Fire Dept. serving in place of Mayor Schwantz who was unable to attend. Both Mayor Rooney and Chief Falardeau commended the Township on this program and spoke of its merits and meaning from a personal standpoint. Mayor Rooney noted his service in the Marines and Chief Falardeau highlighted the fact that his father had served and son currently serves, in the Navy. Clerk Moran presented each family

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with a special Township Resolution honoring the service of their loved one and recognizing the role the family plays in supporting that service member, as well as an informational folder.

After the presentations, the Board Meeting was moved into the regular board meeting room for the duration of the remaining meeting.

EXECUTIVE SESSION

None

APPROVAL OF MINUTES

MOTION by Trustee Goes, second by Trustee Huley to approve the Minutes of October 24, 2011 as presented.

MOTION CARRIED by voice vote.

REPORTS

Supervisor's Report– Supervisor Fleming

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

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

Supervisor Fleming reported that over 400 Thanksgiving Baskets will be handed out this Friday. She reminded the board that Angel Trees are now up in the lobby for residents to take names from. Also, the Township was honored by WINGS for the extra funding provided them after their recent fire.

Finance/Administration Committee– Chairman Huley

Trustee Huley reported that the Finance Committee met on November 12 to review the October Financial Reports. He distributed and reviewed the two projection sheets for Town Fund and General Assistance. There was some discussion on Cemetery spending, with Cemetery Chairman Kelly clarifying current line item amounts for Cemetery. Chairman Kelly discussed possibility of obtaining quotes for opening up new area for burial sites, with a ground penetration study, dependent on cost.

Trustee Huley noted the overall positive variance of 6.2% in the General Assistance Fund.

Trustee Goes questioned Building and Permanent Improvements line item. He requested the identified plans for the current \$40,000 remaining. Administrator Pioch informed the

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board that the roof project is currently out to bid and will be less than expected due to need for only portion of roof to be redone versus the entire roof as previously discussed. After further discussion on the broad topic, Administrator Pioch was tasked with investigating “sinking funds” for capital improvements with the Township attorney.

Public Health/Safety Committee– Chairman Langlotz-Johnson

No report given

Communications Committee- Chairman Johnson

Collector Johnson reported on numerous website additions/revisions.

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

No report given

Human Needs Committee– Chairman Goes

Trustee Goes reported on a conversation with a representative of Escorted Transportation Services, a Township funded agency. She discussed the TRIP Program with the Township Transportation Director and Carol Regan from the Senior Center. ETS will be supplementing the TRIP program due to the exhausted funding which caused it to cease operating for the rest of this fiscal year. Their company can handle all types of requests other than wheelchair requests.

Highway Department Report– Highway Commissioner Powers

Highway Commissioner Powers distributed a Five Year Road and Bridge Maintenance Plan to the board. The Plan includes the 2012 replacement of the Briarwood Bridge with an estimated approximate cost of one million dollars. Work in the west end of Barrington Trails and Hillside Rd. will cost an approximate \$350,000. In 2013 Fair Meadows will have paving, curb, and gutter work done. Forest Estates will also have repaving, curb and gutter work done, but in 2014. In 2015 Barrington Trails’ East End will be repaved and in 2016 Plum Grove Estates’ West End including all of Brookdales will be repaved. Next week is the last scheduled leaf pick-up. Trustee Goes commended Highway Commissioner Powers for providing the board with this Plan. Highway Commissioner Powers clarified that these cost estimates are dependent on oil prices.

Assessor’s Office and Cemetery Committee Reports– Assessor Kelly

Cemetery:

Assessor Kelly informed the Board that Eagle Scout candidate Patrick Cox has approval from his troop for the proposed Salem project which should be completed in the Spring. Eagle Scout Candidate Jon Cramer has completed almost all work at Cady cemetery and

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will be invited to the December meeting to receive a Township resolution for his outstanding work on this project.

Assessor:

Assessor Kelly reported that his office is once again open for property tax appeals. He will be hosting "How to File an Appeal with the Board of Review." Leading the seminar will be Board of Review Commissioner Dan Patlak. The seminar will take place in the Woodfield Room of the Holiday Inn in Rolling Meadows at 7pm.

Clerk's Office– Clerk Moran

Clerk Moran informed the Board of her attendance at the November Township Clerk's Association of Cook County meeting with guest speaker Appellate Court Justice Joy Virginia Cunningham, along with Trustee Huley as her guest. She also noted her attendance at the annual Townships of Illinois Conference in Springfield. She took classes on FOIA, Best Practices, Ordinances and Recordkeeping. She will have updates on these topics to share at next month's Board meeting.

She reported on one FOIA and its reply. Clerk Moran also highlighted the fact that McHenry Township contacted her about duplicating Palatine Township's Blue Star Program. Clerk Moran provided Supervisor Schaeffer with all the forms and material to initiate this program at her township, which will host their first banner presentation in December modeled directly off of Palatine Township's program.

Other

None

CORRESPONDENCE

No correspondence

OLD BUSINESS

A. Policies: Approval of the following policies:

No policies or discussion.

B. KIP- Status- Senior Center Taxi Voucher

Trustee Goes noted several concerns, both old and new, with the new Taxi Voucher Program. Trustee Goes is disappointed with the taxi service up to this point and would like to give it one more month before making a final decision on its future. He has been unhappy with responses that residents and the Senior Center have received about reported incidents. 303 Taxi Company executive Tony Fuller will be meeting with Senior Center

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Director, Carol Regan, to discuss individual concerns. Supervisor Fleming echoed concerns, agreeing that the program be terminated in one month if similar incidents continue. Trustee Langlotz-Johnson advocated for continuation of the four month trial period. It was noted that Trustee Goes was unable to connect with Trustee Farina after numerous attempts to reach him regarding surveys he was to follow-up on. Trustees Langlotz-Johnson and Goes will make survey calls with the twenty-nine program riders.

C. Assessor Presentation- 2012-2013 Budget (Revised)

Assessor Kelly distributed a new Assessor's Budget after recalculating employee salaries. Discussion ensued, including a request for Seminar Expenses line item to be renamed to reflect that this line item is for hosted seminars and not those attended.

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

Trustee Huley informed the Board that the Finance Committee met on November 10 to audit the payroll and bills for the past month and found them to be in good order.

MOTION by Trustee Huley, second by Trustee Goes, to approve the payroll and bills as presented for Town Fund in the amount of \$114, 359.19

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 for General Assistance in the amount of \$25,841.77.

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 for Road and Bridge in the amount of \$87,248.40

ROLL CALL:

Ayes: Huley, Goes, Langlotz-Johnson, Fleming

Nays: None

MOTION CARRIED 4-0

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NEW BUSINESS

A. Matters from Executive Session

MOTION by Trustee Goes, second by Trustee Langlotz-Johnson to release the Executive Session Minutes from August 22, 2011.

MOTION CARRIED by voice vote.

B. Policies- New Policies Submitted to Board for 1st Reading

None

C. Proposed 2011 Town Fund & General Assistance Levy

Administrator Pioch drew the board's attention to the Tax Levy Ordinance 06-11 included in board member packets, which is based on a 4.99% increase. Supervisor Fleming insisted there be a motion on the floor before discussion.

MOTION by Trustee Goes, second by Trustee Langlotz-Johnson to approve the levy for \$1.

After discussion, Trustee Goes withdrew his motion.

MOTION by Trustee Goes, second by Trustee Huley to approve Tax Levy Ordinance 06-11 for purposes of displaying the levy for the thirty day period for public inspection before the public hearing next month and that the level of the levy at \$2,080,936 is 4.99% higher than the 2010 Tax Levy Extension.

Trustee Goes reminded the board that the Consumer Price Index (CPI) is 1.5% and that this is the amount that will be over last year's levy. Any new growth would be captured at the increased rate of 4.99%. Trustee Goes stated that he is comfortable with the rate noted in this levy if the board is in agreement also. He does not advocate for collecting less money in real dollars than last year.

Collector Johnson advocated for a zero percent increase or the 3.99% rate agreed upon last year. She cited the weak economy and other government entities raising their fees and asked that any Township salary increase be kept at 2%. Trustee Langlotz-Johnson would also agree with the 3.99% levy increase but only with the mandate that the extra money go towards capital improvements. Supervisor Fleming reminded the board that salary and capital improvement discussions are not part of the levy discussion and will be a topic during budget discussions later in the fiscal year. Supervisor Fleming was adamant in arguing for the full amount allowed in the 4.99% to capture that on new growth and to build on that in future years.

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ROLL CALL:

Ayes: Huley, Goes, Fleming

Nays: Langlotz-Johnson

MOTION CARRIED 3-1

Supervisor Fleming reminded the Board that the public hearing will be held at 6:45 p.m., prior to the December Board meeting at 7 p.m.

D. Proposed 2011 Road District Levy

Highway Commissioner Powers reminded the Board that last year's Road District levy was \$50,000 less than the previous year. This year's levy amount is the same as last year, with no increase. After discussing with Road District staff, he believes the \$2,814,000 will cover the costs for the upcoming year.

MOTION by Trustee Langlotz-Johnson, second by Trustee Goes to certify the Road District Levy Ordinance 07-11RD.

ROLL CALL:

Ayes: Huley, Goes, Langlotz-Johnson, Fleming

Nays: None

MOTION CARRIED 4-0

E. McClure Inserra Proposal- GASB 34 Engagement

Administrator Pioch reviewed the proposal found in board member packets. This proposal is for consulting services by the Township auditors to deal with the Government Accounting Standards Board (GASB) requirements. GASB 34 requires state and local governments to record infrastructure assets in their financial statements.

POINT OF ORDER called by Trustee Goes. He noted that he was unable to discuss a previous agenda item without a motion on the floor, and that discussion on this agenda item was allowed to begin without a motion to approve the proposal. After some discussion on this topic, Supervisor Fleming will have the Township attorney address this topic of proper parliamentary procedures. Discussion was allowed to resume without a motion.

Highway Commissioner Powers noted that you cannot adequately put a value on Township roads and that this system was designed for private sector and not government entities. After some discussion, Highway Commissioner Powers will ask the village and other road districts to see how they determine the value of their roads.

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No motion made with board consensus to reject this proposal. The Board agreed to have Administrator Pioch work with staff to provide the information needed for the auditors to include with 2012's audit.

F. Transfer of Appropriation

MOTION by Trustee Goes, second by Trustee Langlotz-Johnson to approve the transfer of appropriations for \$270 debit to \$270 credit to equal and balance out.

ROLL CALL:

Ayes: Huley, Goes, Langlotz-Johnson, Fleming

Nays: None

MOTION CARRIED 4-0

ADJOURN

MOTION by Supervisor Fleming, second by Trustee Langlotz-Johnson to adjourn at 9:11 p.m.

MOTION CARRIED by voice vote.

Respectfully submitted,

TOWN CLERK