

**FINANCE COMMITTEE  
AND REGULAR BOARD MEETING OF THE BOARD OF  
TRUSTEES OF PALATINE TOWNSHIP  
November 15, 2010  
7:30 P.M.**

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE TO THE FLAG**

Supervisor Fleming called the meeting to order at 7:32 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**

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

**AUDIENCE RECOGNITION**

None

**PRESENTATIONS**

Eagle Scout candidate, Brian Winkelman, was presented with a Resolution by Assessor Kelly. The Resolution commends Brian for his hard work in planning for and completion of the beautification and restoration of the Township's historic Wolfrum Cemetery. The final Eagle Scout Workbook including pictures and work details was passed around for board members to peruse.

**EXECUTIVE SESSION**

None

**APPROVAL OF MINUTES**

MOTION by Trustee Goes, second by Trustee Langlotz-Johnson to approve the Minutes of September 27, 2010 Special Meeting as presented.

MOTION CARRIED by voice vote, with Trustee Farina abstaining.

**REPORTS**

**Supervisor's Report:**

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

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Supervisor Fleming reported that Outreach Coordinator Favia informed her that Thanksgiving Basket donors outnumbered recipients. Supervisor Fleming thanked the community for this reality.

Supervisor Fleming informed the Board that a pending bill that Governor Quinn had signed regarding disclosure of performance evaluations of employees will be in front of the legislature for an override of this bill. Townships of Illinois requests members contact their respective legislators and ask that the legislature override HB 5154.

**Finance/Administration Committee– Chairman Huley**

Chairman Huley distributed projection sheets on Town Fund and General Assistance. The Finance Committee met on November 13th and established these projections. He reviewed the variances on each and summarized that eight months into this fiscal year, the Township is on target for a balanced budget.

Trustee Goes asked about the Audit line item being over budget by \$1300. Administrator Pioch explained that the overage was due to the cost of GASB 45.

Following lengthy deliberations regarding the payment of budget line item overages with annual transfers versus monthly transfers along with a corresponding review of Policy 210, a motion was made to address these concerns.

MOTION by Trustee Langlotz-Johnson, second by Trustee Goes to transfer the funds monthly in order to pay expenditures for any and all line items that shall be over the annual line item amount.

**ROLL CALL:**

Ayes: Farina, Huley, Goes, Langlotz-Johnson, Fleming

Nays: None

MOTION CARRIED 5-0

**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 Assessor info, Clerk's Office updates, and Agency excel forms for online submission.

Assessor Kelly commended Collector Johnson for the quick response time in posting the website additions he'd requested.

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

No Report

**Human Needs Committee – Chairman Goes**

MOTION by Trustee Goes, second by Trustee Langlotz-Johnson to move Agenda Item XII. E. HNC Proposed Funding for WINGS to Agenda Item VIII. E. Human Needs Committee.

MOTION CARRIED by unanimous voice vote.

MOTION by Trustee Goes, second by Trustee Langlotz-Johnson to approve \$5000 to WINGS.

Trustee Goes would like residents to be reminded that the WINGS charity is still in need of donations after the destructive fire of their Palatine resale shop earlier this year. The Human Needs Committee recommended this additional \$5000 donation from the Town Fund's Community Initiative line item, to remind the community to make their own donations to the Fire Relief Fund.

**ROLL CALL:**

Ayes: Farina, Huley, Goes, Langlotz-Johnson, Fleming

Nays: None

MOTION CARRIED 5-0

**Highway Department Report- Highway Commissioner Powers**

Commissioner Powers reported that November 23<sup>rd</sup> is the last day for yard waste pick-up. And that 100% of the compost collected is now being recycled, resulting in an estimated \$5,000-9,000 savings from not having to truck it out. The large storm that hit the area on October 24<sup>th</sup> and 25<sup>th</sup> resulted in crews working to pick up the branches and limbs that had fallen on to the roads. Road patching and culvert work continues.

**Assessor's Office and Cemetery Committee Reports- Assessor Kelly**

**Assessor's Office:**

Assessor Kelly informed the Board that tax bills are now in homes. Some residents are seeing exorbitant increases which may be due to exemptions that have somehow dropped out of the system. Assessor Kelly asked that those residents contact the Township Assessor's Office for a review of their bills and possible issue of Certificates of Error. He distributed a worksheet showing the decrease in homeowners' exemption over the last few years, resulting in higher tax bills for residents despite lower assessed values of

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homes. He also reported that Assessed Valuation letters will be arriving in homes soon and that these letters may confuse residents who just received their tax bills.

Assessor Kelly Cemetery Committee:

No Report

**Clerk's Office- Clerk Moran**

Clerk Moran indicated to the Board that a full General Election Report will be given at next month's meeting, once the County's Board of Elections updates its data after counting absentee ballots yet to be counted. She distributed Palatine Township's current election figures for Board Member perusal.

Clerk Moran announced that all Transparency Initiative items are now posted on the Township's website and she thanked Collector Johnson for her work on that.

She reported that 24 County Vehicle Stickers were sold last month and 20 RTA Senior Free Pass Applications were filed. No FOIA updates had come in.

Clerk Moran attended the annual TOI Conference along with other Board Members and Administrator Pioch. The four classes she took were on IMRF, Parliamentary Procedures, Ethics in Government and Township Board Practices.

October's Minutes will be finalized and in Board Packets for December's meeting, due to the earlier meeting date this month.

**CORRESPONDENCE**

No correspondence

**OLD BUSINESS**

A. Policies: Approval of the following policies:

Policy 110 Committees of the Board, Policy 125 Posting Financial Records on the Website, Policy 360 Reimbursement of Expenses, Policy 535 Website Linking Policy, Website Advertising

MOTION by Trustee Goes, second by Trustee Langlotz-Johnson to approve Policies 120, 145, 156, and 300 as presented.

ROLL CALL:

Ayes: Farina, Huley, Goes, Langlotz-Johnson, Fleming

Nays: None

MOTION CARRIED 5-0

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MOTION by Trustee Goes, second by Trustee Langlotz-Johnson to approve Policy 360 as presented in your packet and amended in Item 5. The policy is to be promulgated to employees, and for the next 30 days employees are allowed to submit reimbursement requests without regard to the timeliness of submittal, including no forfeiture for expenses incurred in the previous fiscal year. After this 30 day grace period, expense reimbursement requests submitted over 90 days after incurring the expense will be considered untimely and shall be denied.

ROLL CALL:

Ayes: Farina, Huley, Goes, Langlotz-Johnson, Fleming

Nays: None

MOTION CARRIED 5-0

Trustee Goes also reviewed a summary of the attorney's proposed changes to Policies 170, 160, 210, and 310 and advised the Board that the Policy Committee is not recommending policy changes at this time. He will bring recommendations to next month's Board Meeting regarding the attorney's proposed changes to the employee manual.

B. Other

Administrator Pioch distributed an update on the Palatine Township Sanitary Sewer Project to all board members.

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

MOTION by Trustee Huley, second by Trustee Farina, to approve the payroll and bills as presented. Town Fund- \$114,880.47, General Assistance- \$26,318.22, and Road and Bridge- \$60,138.60.

ROLL CALL:

Ayes: Farina, Huley, Goes, Fleming

Nays: Langlotz-Johnson

MOTION CARRIED 4-1

**NEW BUSINESS**

A. Matters of Executive Session

None

B. Proposed 2010 Town Fund & General Assistance Levy

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Administrator Pioch reviewed the proposed 2010 Town Fund and General Assistance Levy and noted an amendment on page one to correct the total to read \$1,979,767.00. Trustee Goes asked the Board to consider a 0%, 2 % or 4.99% increase in the levy. The Board discussed various CPI rates and new growth figures.

MOTION by Trustee Goes, second by Trustee Farina, to approve the 2010 Tax Levy 04-10 Ordinance in the amount of \$1,979,767.00

**ROLL CALL:**

Ayes: Farina, Huley, Goes, Fleming

Nays: Langlotz-Johnson

MOTION CARRIED 4-1

**C. Proposed 2010 Road District Levy**

MOTION by Trustee Goes, second by Trustee Farina, to certify the 2010 Road District Tax Levy 01-10 Ordinance in the amount of \$2,814,000.00.

Highway Commissioner Powers briefed the Board that the Road District Levy is \$50,000 less than last year's levy due to the consideration given the rough economic times.

**ROLL CALL:**

Ayes: Farina, Huley, Goes, Langlotz-Johnson, Fleming

Nays: None

MOTION CARRIED 5-0

**D. Policies- New Policies Submitted to Board for 1<sup>st</sup> Reading**

Trustee Goes informed the Board that the Policy Committee will be drafting a policy on Board Member Benefit Eligibility.

**E. HNC Proposed Funding for WINGS**

Moved up earlier in the meeting.

**F. TASC 125 (FSA) Plan-Update for Trustees**

Administrator Pioch informed the Board that while reviewing benefits with the new Administrative Assistant, he noticed that the TASC 125 Plan Summary as approved at last year's renewal, requires a minimum of 30 hours weekly for Plan eligibility. After some discussion, the Board agreed that this wording would need to be looked at prior to next year's Plan renewal.

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G. Other

None

**ADJOURN**

MOTION by Trustee Huley, second by Trustee Farina to adjourn at 9:48 p.m.

MOTION CARRIED by voice vote.

Respectfully submitted,

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TOWN CLERK