

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

CALL TO ORDER AND PLEDGE OF ALLEGIANCE TO THE FLAG

Supervisor Fleming called the meeting to order at 7:02 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, Collector Johnson, Trustees Farina, Huley, Goes and Langlotz-Johnson, as well as Administrator Pioch.

Assessor Kelly absent.

AUDIENCE RECOGNITION

None

PRESENTATIONS

A. Resolution 04-11 Child Abuse Prevention Month Proclamation

Supervisor Fleming read from the Child Abuse Prevention Month Proclamation recognizing child abuse as a community problem and resolving to urge citizens to become more aware of its effects and get involved in prevention efforts which strengthen the community. She presented the Resolution to Susan Reedquist, Director of Development for The Children's Advocacy Center and to Carolyn Dix, Northwest Regional Coordinator for Children's Home and Aid Society, both of whom thanked the Township for their efforts in this cause.

APPROVAL OF BUDGET AND APPROPRIATION ORDINANCES

A. Ordinance 01-11 Town Fund and General Assistance

MOTION by Trustee Huley, second by Trustee Langlotz-Johnson to approve the 2011-2012 Town Fund Budget and Appropriation 01-11 Ordinance with a one percent personnel salary increase, and that the equivalent expense amount shown as a line item in the Payroll Expenses category.

Trustee Farina stated that the percentage of salary increase should be pooled and that the Supervisor should determine raises based on merit and not an across the board pay raise.

Trustee Goes reminded the Board that his wife is employed by Northwest Community Hospital and that the Township attorney did not find it a conflict of interest for him to vote on the budget which would include some Human Needs Funding for that hospital.

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

He questioned a pending \$250 check to an organization that already receives funding through Human Needs. He requested that the check be canceled or reduce the funding on line item 1559 by \$250. He clarified that the decision on this needs to be made prior to him voting on the budget. Supervisor Fleming disclosed that the Palatine Opportunity Center receives funding from several government bodies in the area and that this check to them is the Township's portion for their Cinco De Mayo program.

Trustee Langlotz-Johnson stated that she would support an across the board one percent pay increase for employees. Highway Commissioner Powers spoke in favor of a two percent pay increase for employees. Trustee Farina stated that he favors a two percent increase.

ROLL CALL:

Ayes: Huley, Langlotz-Johnson

Nays: Farina, Goes, Fleming

MOTION FAILED 2-3

MOTION by Trustee Goes, second by Trustee Langlotz-Johnson to approve Ordinance 01-11 Town Fund budget be approved with a two percent personnel salary increase and the equivalent expense be shown as a line item in the Payroll Expenses category and that line 1559 be set to \$6750 and that appropriate totals be adjusted.

ROLL CALL:

Ayes: Farina, Goes, Fleming

Nays: Huley, Langlotz-Johnson

MOTION CARRIED 3-2

MOTION by Trustee Goes, second by Trustee Farina to reconsider the previous budget motion.

MOTION CARRIED by unanimous voice vote.

MOTION by Trustee Goes, second by Trustee Farina to approve budget for \$1,970,401.73 moving \$250 from line item from 1559 to 1525, including the two percent personnel salary increase shown as a line item in the Payroll Expenses category.

ROLL CALL:

Ayes: Farina, Goes, Fleming

Nays: Huley, Langlotz-Johnson

MOTION CARRIED 3-2

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

B. Ordinance 02-11 Road District

Highway Commissioner Powers provided board members with a new line item for pay raises in the final budget presented, with the total budget figure the same.

MOTION by Trustee Farina, second by Trustee Goes to approve Ordinance 02-11 Road District budget as presented.

Trustee Goes and Langlotz-Johnson commended Highway Commissioner Powers for placing extra money in the Road District budget to cover overlap of new and old Superintendents to allow for transfer of knowledge allowing them both to be on payroll at same time. Some discussion on pay increase disbursement.

ROLL CALL:

Ayes: Farina, Goes, Fleming

Nays: Huley, Langlotz-Johnson

MOTION CARRIED 3-2

MOTION by Trustee Goes, second by Trustee Farina to approve the General Assistance budget as submitted in the amount of \$434,456.66 with the two percent salary increase moved to the proper Salary Increase line item.

ROLL CALL:

Ayes: Farina, Goes, Fleming

Nays: Huley, Langlotz-Johnson

MOTION CARRIED 3-2

EXECUTIVE SESSION

None

APPROVAL OF MINUTES

MOTION by Trustee Goes, second by Trustee Farina to approve the Minutes of February 28, 2011 as presented.

Supervisor Fleming requested a voice vote, with some confusion as to the vote result.

Trustee Goes called a Point of Order to comment on a vote that took place at the last board meeting and noted in the Draft Minutes regarding abstention votes and state statute. Clerk Moran suggested an attorney review of this matter.

Supervisor Fleming asked for a roll call vote.

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

ROLL CALL:

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

MOTION FAILED 2-1-2

MOTION by Trustee Farina, second by Trustee Goes to approve the Public Hearing Minutes of February 28, 2011.

ROLL CALL:

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

MOTION CARRIED 4-0-1

REPORTS

Supervisor's Report:

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

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

Supervisor Fleming reported that the Annual Volunteer Recognition and Appreciation Event on March 11 went well and thanked all those that attended. She informed the Board that the lighting project should be completed that evening. She attended the March Trustee's Division meeting with other board members and asked the Board to keep May 15 in mind as it is the Annual Cemetery Walk.

Finance/Administration Committee– Chairman Huley

Trustee Huley, along with members of the Finance Committee, met to review the February Financial Reports. He passed out projection reports to all board members. The committee found an unaudited year ending deficit amount of \$10,110.83 in Town Fund and \$17,117.27 in General Assistance, which most likely is due to timing issues with funds due to be received from Cook County which have yet to arrive. The committee believes that both funds will be balanced or have slight surpluses when all income is received and a fully audited report is available. He praised the Supervisor for spending less money than last year.

Trustee Goes noted a handout that shows the average reserve balance for the Town Fund was 5.8 months and for the General Assistance fund was 8.6 months. Some discussion ensued.

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

Public Health/Safety Committee– Chairman Langlotz-Johnson

No Report

Communications Committee- Chairman Johnson

Collector Johnson informed the Board of numerous updates to the website. She also discussed working with Municipal Media Solutions and our IT Tech to set up a technical advertising test page for board member review in time for the next Board Meeting.

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

Chairman Farina met with Glenn Adams and John D’Astice, two Rolling Meadows aldermen, to discuss budget issues. Chairman Farina asked Highway Commissioner Powers to connect with the two aldermen to share best practices of the Township’s Road District, to which Commissioner Powers agreed.

Human Needs Committee – Chairman Goes

Chairman Goes noted that Trustee Huley represented him at the Volunteer Appreciation event.

Highway Department Report- Highway Commissioner Powers

Highway Commissioner Powers reported on the yard waste program. He announced that a Stafford Act Declaration was approved and that the Road District should receive 70 to 75 percent of Road District costs in covering the blizzard through this Declaration. An intergovernmental agreement with the village of Inverness should allow the two communities to come in with a lower salt bid than if done separately.

Assessor’s Office and Cemetery Committee Reports- Assessor Kelly

No Report

Clerk’s Office- Clerk Moran

Clerk Moran informed the Board that 11County Vehicle Stickers were sold and 4 RTA Senior Free Pass Applications were sold in the previous month.

She reported on two FOIA requests received on March 7 and March 11.

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

G. Other

Trustee Goes noted the desire of the Finance Committee to request the auditor to recommend the correct way to set a Sinking Fund for capital improvements. Some discussion on this followed. Administrator Pioch will bring the subject back to the Board with a recommendation.

CORRESPONDENCE

No correspondence

OLD BUSINESS

A. Cemetery Landscape Proposals

MOTION by Trustee Goes, second by Trustee Langlotz-Johnson to approve cemetery landscape proposals as presented.

Trustee Goes cited portions of Township Policy 210 which endorses competitive bids and sealed bids process for bids over \$5000. He noted that he thoroughly read through the attorney's opinion on the cemetery proposal bids, but had remaining concerns about "splitting". Extended discussion continued.

MOTION by Trustee Goes, second by Trustee Langlotz-Johnson to amend the previous motion and to allow the Supervisor to go through the standard bidding process for cemetery landscape work and to allow for the lowest qualified bid, with the maximum amount of \$25,460, without waiting for an additional board meeting.

ROLL CALL:

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

Nays: None

MOTION CARRIED 5-0

B. Clarifications from February 28, 2011 Board Meeting

Trustee Goes noted that while reviewing last month's Minutes he found the Lighting Project lowest bid amount of \$19,390 was different than that of the Board approved amount of \$20,292 for the same Lighting Project. He clarified that the reason for the cost differential was due to a final review by the company chosen that found other lighting fixtures that needed work which was then added to the final cost which was approved. Some discussion ensued. Trustee Goes wanted to ensure that this clarification was discussed and part of this month's Minutes.

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

C. Review/Status of KIPS

Trustee Goes drew attention to the Senior Transportation KIP Report for Board Review. Supervisor Fleming would like the Transportation Department to review this Report and provide input. Trustee Goes will need the Transportation Department to provide the information requested to complete final KIP Report.

D. Blue Star Program

Supervisor Fleming reviewed the outline/status for the Blue Star Program Proposal. Trustee Goes offered and read a lengthy compromise Motion.

MOTION by Trustee Goes, second by Trustee Langlotz-Johnson to approve a compromise Blue Star Banner Program proposal as presented. A spirited discussion ensued.

ROLL CALL:

Ayes: Huley, Goes, Langlotz-Johnson

Nays: Farina, Fleming

MOTION CARRIED 3-2

Trustee Huley had questions during the vote about the Motion that was just passed. He noted concerns about the complexity of the compromise motion.

MOTION by Trustee Huley, second by Trustee Farina to reconsider the previous motion.

Further discussion on both proposals continued.

MOTION by Trustee Huley, second by Trustee Farina to rescind the previous motion by Trustee Goes and to instead approve the original Blue Star Banner Program as proposed by Clerk Moran.

ROLL CALL:

Ayes: Farina, Huley, Fleming

Nays: Goes, Langlotz-Johnson

MOTION CARRIED 3-2

E. Policies: Approval of the following policies: 002: Township Mission Statement, 410: Room Rentals and Fees, 560: Budget Process Outline

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

Trustee Goes reviewed the Mission Statement Policy. The board discussed two different mottos, "People Serving People" and "Serving People". The board decided to continue with the same motto as stated in the Policy presented.

MOTION by Trustee Goes, second by Trustee Langlotz-Johnson to approve Policies 002, 410 and 560 as presented.

ROLL CALL:

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

Nays: None

MOTION CARRIED 5-0

F. Other

None

TRANSFER OF APPROPRIATION- TOWN FUND

MOTION by Trustee Goes, second by Trustee Huley to transfer funds within the Town Fund Budget in the amount of \$6,056.71 and in General Assistance in the amount of \$8,219.91.

ROLL CALL:

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

Nays: None

MOTION CARRIED 5-0

**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- \$100,465.49

ROLL CALL:

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

Nays: None

MOTION CARRIED 5-0

MOTION by Trustee Huley, second by Trustee Goes to approve the payroll and bills as presented for General Assistance in the amount of \$20,711.43.

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

ROLL CALL:

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Nays: None

MOTION CARRIED 5-0

MOTION by Trustee Huley, second by Trustee Goes, to approve the payroll and bills as presented by Road and Bridge in the amount of \$126,000.61

ROLL CALL:

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

Nays: None

MOTION CARRIED 5-0

NEW BUSINESS

A. Matters of Executive Session

None

B. Resolution 05-11 23rd Annual Senior Celebration Day

MOTION by Trustee Goes, second by Trustee Huley to approve Resolution 05-11 23rd Annual Senior Celebration Day as presented.

MOTION CARRIED by unanimous voice vote.

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

None

D. Resolution 2011-RB-1 Continuing Budget Resolution

Not necessary with earlier passage of final Budget Ordinance.

F. Resolution 03-11 Authorizing an Intergovernmental Agreement between Palatine Township & Road District

Trustee Goes requested the word “vehicle” substituted for “mini-buses” in the agreement.

MOTION by Trustee Goes, second by Trustee Huley to authorize an Intergovernmental Agreement between Palatine Township and the Road District as amended.

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

ROLL CALL:

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

Nays: None

MOTION CARRIED 5-0

F. July 4th Parade Dates

The Board discussed possible involvement in the Palatine, Rolling Meadows and Hoffman Estates Fourth of July Parades.

G. Other

None

ADJOURN

MOTION by Supervisor Fleming, second by Trustee Langlotz-Johnson to adjourn at 10:00 p.m.

MOTION CARRIED by voice vote.

Respectfully submitted,

TOWN CLERK