

**FINANCE COMMITTEE  
AND REGULAR BOARD MEETING OF THE BOARD OF  
TRUSTEES OF PALATINE TOWNSHIP  
September 27, 2010  
7:30 P.M.**

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

After a Special Town Meeting ran later than scheduled, Supervisor Fleming called the regular meeting to order at 7:43 p.m., in the Board Room of the Palatine Township Center. The Pledge of Allegiance to the Flag and a brief moment of silence took place at the Special Town Meeting held minutes earlier.

**ROLL CALL**

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

Absent: Trustees Huley and Farina

**AUDIENCE RECOGNITION**

None

**PRESENTATIONS**

A. Eagle Scout Candidate Brian Winkelman- Wolfrum Cemetery Project

Brian Winkelman, Eagle Scout Candidate, passed out the printed version of his Wolfrum Cemetery Eagle Project Presentation to Board Members. His Power Point Presentation included the history of the cemetery and the four aspects of the proposed project; path, landscaping, drainage improvement and plaque. Brian noted that the Rolling Meadows Historical Society is donating the funds to pay for the proposed benches and some fundraising was underway to help pay for the remaining project costs. Brian will be accepting landscaping donations of perennials from board members that had offered them. The project will take place this upcoming weekend, October 2<sup>nd</sup> and 3<sup>rd</sup>. All of the board members congratulated Candidate Winkelman on an impressive presentation.

**EXECUTIVE SESSION**

None

**APPROVAL OF MINUTES**

MOTION by Trustee Goes, second by Trustee Langlotz-Johnson, to approve the Minutes of August 23, 2010 as presented.

MOTION CARRIED by voice vote.

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**REPORTS**

**Supervisor's Report:**

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

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

Supervisor Fleming thanked the Board for helping at Street Fest. She informed the Board that Transportation Director, Shirley Gillespie and she attended a TRIP Meeting on September 23<sup>rd</sup>. The five townships decided to add additional destinations to North Chicago VA, and other Chicago hospitals, giving the residents access to more hospitals in the broader area. This will be a test as there are remaining funds available.

On Thursday October 14<sup>th</sup>, the Palatine Chamber of Commerce is holding its Chair Auction with our Township's Food Pantry benefiting as one of the recipients of chair sale profits from the auction.

Supervisor Fleming passed out the Holiday Card List to the Board Members asking that they review the List and suggest any additions or deletions.

**Finance/Administration Committee– Chairman Huley**

No Report

**Public Health/Safety Committee– Chairman Langlotz-Johnson**

No Report

**Communications Committee- Chairman Johnson**

Collector Johnson reported that the Fall Newsletter was at the printer and still on target for an October 1<sup>st</sup> in-home date.

Collector Johnson informed the Board of several updates/additions to the new website including a new YouTube video from Trustee Goes on the Policy Manual. She set up a new YouTube account to suit our future needs. She requested that Board Members submit any pertinent information for uploading onto the website.

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

No Report

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**Human Needs Committee – Chairman Goes**

Trustee Goes reported that a funding application was received recently, much earlier than the due date in December. He responded to the organization by asking them to update the Committee with any new numbers available by mid-October.

**Highway Department Report- Highway Commissioner Powers**

Commissioner Powers reported on the Road District work following the recent windstorm/microburst. Three trees were down and a crew cleared and chipped limbs from around town for the next four days.

He informed the Board that Intergovernmental Contracts were renewed with the Village of Palatine, as well as Barrington and Schaumburg Townships. The contracts result in a \$100,000 net income allowing for savings for our Township and less duplication of services.

Commissioner Powers reported that the road patch heater was used quite a bit this last month and a transmission replaced in a Road District truck.

A FOIA Link and Online Permits Link were added to the Road District website, along with area maps highlighting the 2011 paving projects.

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

**Assessor's Office:**

Assessor Kelly informed the Board that tax bills will be out in December and due in January. A new part-time employee, Irina Rabinovitch, was added to the Assessor's Office to replace an employee that had taken a full-time position elsewhere. She is able to speak multiple languages including Russian and Ukrainian, and has been received well by her coworkers and supervisors. Assessor Kelly also shared correspondence from a resident thanking their office and staff for their assistance with the disabled veteran exemption he was seeking help with.

**Assessor Kelly Cemetery Committee:**

No Report

**Clerk's Office- Clerk Moran**

Clerk Moran advised the Board that after further review of the two tapes reported on, that were previously found to have no Minutes drafted from them, the March 17, 2008 Minutes were indeed drafted/approved and in both the computer file and official Minutes book.

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The other cassette dated August 23, 2004 was found to be damaged. Clerk Moran informed Supervisor Fleming who was able to locate the actual Minutes that had somehow not been posted in the computer or printed/added to the official Minutes book. Supervisor Fleming revealed that the Minutes had already been previously approved for release and that she was having a staff member get them posted to both the website and added to the official Minutes book.

She reported that 54 County Vehicle Stickers and 49 RTA Senior Free Pass Applications were sold last month. No FOIA requests were made last month.

**CORRESPONDENCE**

No correspondence

**OLD BUSINESS**

MOTION by Trustee Langlotz-Johnson, second by Trustee Goes to move Agenda Items X. C. *Website Advertising* and X. D. *IMRF* to X. *Old Business*.

MOTION CARRIED by voice vote.

Supervisor Fleming asked Attorney Krafthefer to report to the Board on website advertising. Attorney Krafthefer stated that she had reviewed a large packet of materials pertaining to township advertising through Internet or mailed pieces. She provided the Board with a copy of a comprehensive Internet Advertising Policy which she recommends move to our Policy Committee for proper review. Collector Johnson informed Attorney Krafthefer that the board chose not to allow for advertising in mailed pieces due to the special non-profit carrier route rate and the subsequent loss of that rate with advertising inclusion.

Attorney Krafthefer stated that the Township could modify the sample ordinance from the Cook County Assessor's Office and draft a site agreement for the work that the company would do to solicit the ads. A Linking Agreement was noted, and Collector Johnson noted that it was in Policy form and to be reviewed as an agenda item later this evening.

Trustee Goes requested that Attorney Krafthefer wait for input from the Policy Committee, which meets on October 6<sup>th</sup>, to do the final drafts of these website advertising policies and ordinances.

Attorney Krafthefer also addressed the IMRF issues that were discussed at previous board meetings. She informed the Board that after contacting IMRF officials, she was directed to inform us that their primary focus in doing the random audits is the office of Trustee due to a trend in the state that Trustees don't work the minimum hours to secure IMRF benefits. They are asking the Township Trustees to sign a statement by October

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1<sup>st</sup>, stating that they work the thousand hour requirement. She asked them what the consequences of Board inaction would be, and they stated that they would make the finding that the position does not work the thousand hours. She also inquired about what if the Board makes a finding that at the beginning of the next term the qualifications of the office are less than 600/1000 hours. IMRF officials answered noting that if it was a non-qualifying position then, it's a non-qualifying position now and they would retroactively reduce the benefits to the participants. Trustee Goes asked if IMRF would go back and adjust everyone's pension from the first day that IMRF benefits were given to Township officials. Attorney Krafthefer is unclear on how far back they would go and will ask IMRF for an answer on this. She reported that if the Board does not act IMRF will find the Trustees unqualified and specified that they would refund those official's and Township's contributions. Administrator Pioch commented that it was his belief that IMRF would not refund the Township's contributions.

A. Policies: Approval of the following policies:  
Policy 125 Posting Financial Records on the Website, Policy 530 Website Updates & Changes, Policy 540 Evenhanded Treatment of Charities and Businesses, Amendments for Employee Manual

MOTION by Trustee Goes, second by Trustee Langlotz-Johnson to approve Policies 125, 530, and 540 with a few minor grammatical revisions noted.

ROLL CALL:  
Ayes: Goes, Langlotz-Johnson, Fleming  
Nays: None

MOTION CARRIED 3-0

Trustee Goes reviewed amendments proposed to the Employee Manual including correction of typographical errors and technology changes to reflect modernization.

Collector Johnson would like to see verbiage addressing employee password protection. Trustee Goes asked her to bring her specific revisions to the Policy Committee prior to the next meeting.

MOTION by Trustee Goes, second by Trustee Langlotz-Johnson to approve the revised Employee Manual with the amendments submitted.

ROLL CALL:  
Ayes: Goes, Langlotz-Johnson, Fleming  
Nays: None

MOTION CARRIED 3-0

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Trustee Goes reviewed a proposed revision to Employee Classifications, Temporary or Intermittent. Administrator Pioch questioned legality of adding that paragraph dealing with a disclaimer. Trustee Goes will review this with an attorney prior to proceeding further with this proposal.

Trustee Goes noted the proposed addition of the word 'legal' in front of 'citizenship status', in section VII. A. Policy Against Harassment, including Sexual Harassment.

MOTION by Trustee Goes, second by Trustee Langlotz-Johnson to approve a revision to the Employee Manual section VII. A. Policy Against Harassment, including Sexual Harassment, by including the word 'legal' in front of 'citizenship status' in that section.

**ROLL CALL:**

Ayes: Goes, Langlotz-Johnson, Fleming

Nays: None

**MOTION CARRIED 3-0**

Trustee Goes addressed a proposal to add a zero tolerance policy towards alcohol in the workplace, effecting section VIII. A. Alcohol and Drug Free Workplace, of the Employee Manual. A lengthy discussion ensued regarding off hours for salaried employees. The Policy Committee will review these concerns and address at the next Board Meeting.

Trustee Goes explained a revision to the Employee Manual section X. 1.G. Additional Guidelines addressing information systems transmissions, which would remove the exception clause.

MOTION by Trustee Goes, second by Trustee Langlotz-Jonson to approve an Employee Manual section X. 1. G. Additional Guidelines revision as indicated in the Board Packet.

**ROLL CALL:**

Ayes: Goes, Langlotz-Johnson, Fleming

Nays: None

**MOTION CARRIED 3-0**

New Policy 535 Website Linking was reviewed by the Board, after board members agreed to discuss now and not later in meeting. A few revisions were requested and will be noted under Policy Approval at the next meeting.

**B. Cemetery Restoration Highlights**

Cemetery Chairman Kelly summarized the presentation of Helen Wildermuth of Stonehugger Cemetery Restoration who highlighted the restoration process and care of the Township Pioneer cemeteries to event attendees. The event was co-hosted by

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Chairman Kelly and Palatine Historical Society Director Joe Petokowski at the Palatine Village Hall on September 8<sup>th</sup>. For two days after the event, Ms. Wildermuth worked on Cady and Hillside cemeteries. Chairman Kelly distributed a Restoration Project packet, including the before and after pictures and work notes. Supervisor Fleming and Highway Commissioner Powers complimented the work accomplished, as they had seen it first hand. Clarinda Cady's Questers was thrilled with the work and in a letter that was read, commended Chairman Kelly and the Board for the progress at the area cemeteries. Chairman Kelly reported that the other Township cemeteries are in relatively good shape, acknowledging the upcoming Eagle Scout work at Wolfrum.

C. Website Advertising

Moved up earlier in meeting

D. IMRF

Moved up earlier in meeting

E. Other

None

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

Trustee Langlotz-Johnson expressed her displeasure over the fees paid to the law firm used by the Road District, noting that the Township's law firm was billed for researching the same subject matter, in effect doubling the cost to the Township. She also questioned the denial of payment for expense report expenses she had recently turned. The expenses were incurred during the last fiscal year but not turned in for reimbursement until this fiscal year. She revealed that in a review of bills she found that a Township employee had asked for reimbursement of previous fiscal year items and was paid. She questioned the double standard and terms for the denial, noting the lack of policy. Administrator Pioch stated that he must have inadvertently approved the employee's late submission and that his policy is to deny payment of submitted expenses from the previous fiscal year. After further board discussion, it was determined that these expenses would be paid and that the Policy Committee will draft an appropriate policy on acceptable expense report submission within ninety days of incurring that expense.

MOTION by Trustee Langlotz-Johnson, second by Trustee Goes, to approve the payroll and bills as presented. Town Fund- \$159,676.50, General Assistance- \$30,544.77, and Road and Bridge- \$81,906.99.

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ROLL CALL:

Ayes: Goes, Langlotz-Johnson, Fleming

Nays: none

MOTION CARRIED 3-0

**NEW BUSINESS**

A. Matters of Executive Session

None

B. Policies- New Policies Submitted to Board for 1<sup>st</sup> Reading- Policy 535 Website Linking

This item discussed earlier in the meeting

C. Transparency Initiative 2010

Clerk Moran reviewed the Transparency Initiative 2010 proposal she had inserted in Board Packets and in email form the prior week. She stated that this initiative addressed deficiencies in adequate info being placed on the Township website, most specifically financial. She reported that she had drafted the Initiative's ten action items based off of the non-partisan Illinois Policy Institute's Ten Point Checklist addressing transparency issues.

MOTION by Trustee Langlotz-Johnson, second by Trustee Goes, to approve the Transparency Initiative 2010

Trustee Langlotz-Johnson and Collector Johnson spoke in favor of the Initiative and the need for the Township to be more transparent.

Trustee Goes questioned the choice of displaying financial reports for five years before removing them from the site, noting that constituents may be confused or upset with the answer that one of those years were in a previous board's term. Clerk Moran objected to that argument, remarking that five years gives residents some history for comparison and felt that was the reason IPI chose that amount of time in their Checklist. She offered to have the website noted with "previous Board" next to the appropriate year's financials.

Trustee Goes and Highway Commissioner Powers argued that the action item allowing for the Monthly Expenditure Report/Schedule to be posted, may cause an inundation of FOIA requests due to lack of detailed information on those monthly reports. Clerk Moran indicated, and Trustee Langlotz-Johnson affirmed, that the Board should adopt this Initiative in its entirety recognizing that if an extraordinary amount of FOIA requests are realized, the Board could choose to revise this item in the future.

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Assessor Kelly expressed concern that the Budgets, Financial audits and Expenditures action items may provide too much information resulting in more work for Administrator Pioch. Clerk Moran asserted her belief that residents are rightfully demanding easy access to Township financial information and the complete Initiative delivers on that while ensuring that staff is not overburdened by it.

Clerk Moran agreed to revise the wording in the Lobbying action item to state “invoices” and not “agreements”, after Administrator Pioch commented on word usage. Collector Johnson suggested placing links to those lobbying organizations next to the invoice, with Clerk Moran and Trustee Langlotz-Johnson voicing their agreement.

**ROLL CALL:**

Ayes: Goes, Langlotz-Johnson, Fleming

Nays: None

**MOTION CARRIED 3-0**

**D. 457 Plan with ICMA\_RC**

Trustee Langlotz-Johnson proposed that the 457 Plan recently set for full-time employees, also be offered to part-time employees, realizing that there would be no cost to the Township.

**MOTION** by Trustee Langlotz-Johnson, second by Trustee Goes, to allow part-time employees eligibility in the current 457 Plan.

Administrator Pioch suggested that attorney review may be in order, questioning benefits offered part-time employees. Trustee Langlotz-Johnson informed the Board that the representative from ICMA stated that the decision to add part-time employees was solely up to the municipality.

The Board directed Administrator Pioch to ask the attorney in a phone conversation for her approval on this addition of benefits.

**E. Sanitary Sewer Work Proposals**

Administrator Pioch reviewed the two sanitary sewer investigation project proposals that were included in board packets. The Board discussed the overall project and the differences between the two proposals. Administrator Pioch stressed the need to move forward on this subject matter.

**MOTION** by Trustee Goes, second by Trustee Langlotz-Johnson to approve the Regulus, Inc. \$9,880 proposal as submitted.

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**ROLL CALL:**

Ayes: Goes, Langlotz-Johnson, Fleming

Nays: none

**MOTION CARRIED 3-0**

**F. Food Pantry**

Supervisor Fleming advised the Board that Food Pantry Director Laura Hoover, whose total weekly hours have gone from 12 to 20 hours since starting at the Township, has informed Administrator Pioch and Supervisor Fleming that the current twenty hours weekly does not allow her enough time to adequately perform her duties. Clerk Moran and other Board members asked if volunteer help could help free up some of her time for those duties. Supervisor Fleming informed the board that these were managerial duties that couldn't be accomplished by volunteers, and was requesting that the Board increase her to a full-time 35 hours weekly.

Administrator Pioch revealed that the Food Pantry's public hours may increase from two to three days per week if her hours were increased. This additional day would allow for fresh food items with refrigeration units that would be provided at no cost to the Township. Clerk Moran voiced her concern about expanding the Food Pantry program and the future costs related to this expansion.

**MOTION** by Supervisor Fleming, second by Trustee Langlotz-Johnson to move funds from the Human Needs Committee line item to the Salary line item for Food Pantry purposes until the end of the fiscal year.

Trustee Goes responded with a strong statement arguing against using budgeted non-salary dollars for salary dollars. Clerk Moran reminded the board that taxpayers in today's economy are asking government officials to cut spending of sometimes worthwhile programs to avoid higher taxation.

Administrator Pioch specified that Food Pantry may have to increase client visit waiting periods from four weeks to six weeks, without the additional hours for the Director position being approved. Service numbers are increasing ten percent monthly.

Trustee Goes and Langlotz-Johnson requested further information and more time to review this proposal. Trustee Goes made his discomfort known with adding a full-time employee and suggested the possibility of a temporary employee instead.

**G. EPA Storm Water Management Questionnaire**

Supervisor Fleming informed the Board that a survey was received from the EPA regarding Storm Water Management. The EPA had estimated that it would cost roughly \$18,800 to answer the survey. Administrator Pioch discussed the survey with Road District employee, Howard Hall, since he had answered the survey the last time it was

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sent to the Township. He agreed to once again fill out the survey. Highway Commissioner Powers reiterated the Township's good fortune employing Howard Hall.

**ADJOURN**

MOTION by Supervisor Fleming, second by Trustee Langlotz-Johnson to adjourn at 10:55 p.m.

MOTION CARRIED by voice vote.

Respectfully submitted,

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TOWN CLERK