

**REGULAR BOARD MEETING OF THE BOARD OF
TRUSTEES OF PALATINE TOWNSHIP**

July 22, 2019

7:00 P.M.

CALL TO ORDER AND PLEDGE OF ALLEGIANCE TO THE FLAG

Trustee Pohlman called the meeting to order at 7:01 p.m. in the Conference Room of the Palatine Township Center.

ROLL CALL

Clerk Moran stated that she was informed that Supervisor Langlotz-Johnson was running late for the meeting. The Clerk called the roll and the following voting members were present: Trustees Kern, Kincaid, Kalkounos, and Pohlman

Also in attendance: Clerk Moran, Assessor Kelly, Administrator Lopez, and Parliamentarian Boles

ABSENT: None

**Please note that Supervisor Langlotz-Johnson and Highway Commissioner Del Mar arrived late and are noted below*

PUBLIC COMMENT

None

APPROVAL OF MINUTES

A. June 24, 2019 Regular Board Meeting Minutes

MOTION by Trustee Pohlman, seconded by Trustee Kalkounos to approve the *June 24, 2019 Regular Board Meeting Minutes*, as presented

MOTION CARRIED by voice vote

B. July 8, 2019 COW Minutes

MOTION by Trustee Pohlman, seconded by Trustee Kalkounos to approve the *July 8, 2019 COW Meeting Minutes*, as presented

MOTION CARRIED by voice vote

**Highway Commissioner Del Mar arrived at approximately 7:03 p.m.*

REPORTS

A. Acceptance of Township Elected Officials' Reports

- i. July 2019 Clerk's Report- Clerk Moran
- ii. July 2019 Assessor's Report- Assessor Kelly
- iii. July 2019 HWY Commissioner's Report- HWY Commissioner Del Mar

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7:00 P.M.

MOTION by Trustee Pohlman, seconded by Trustee Kern to accept the *July 2019 Clerk's Report*, the *July 2019 Assessor's Report*, and the *July 2019 HWY Commissioner's Report*, as submitted

MOTION CARRIED by voice vote

B. Acceptance of Prior Approved Committee Minutes:

i. March 18, 2019 Finance Committee Minutes

MOTION by Trustee Pohlman, seconded by Trustee Kern to approve the *June 17, 2019 Finance Committee Minutes*, as presented

MOTION CARRIED by voice vote

OLD BUSINESS

A. Policies: Approval of the Following Policies: 2nd Reading: N/A

None

B. Other

None

AUDIT OF PAYROLL & BILLS

MOTION by Trustee Pohlman, seconded by Trustee Kalkounos to move *VII. A. Approval of Payroll & Bills for Town Fund* and *B. Approval of Payroll & Bills for General Assistance* to after *VIII. New Business B. Other* later in the meeting when the Supervisor should be present

MOTION CARRIED by voice vote

A. Approval of Payroll & Bills for Town Fund

**See Motion above; approvals noted later in the meeting*

B. Approval of Payroll & Bills for General Assistance

**See Motion above; approvals noted later in the meeting*

C. Approval of Payroll & Bills for Road District

MOTION by Trustee Pohlman, seconded by Trustee Kern to approve the payroll and bills as presented for *Road and Bridge*- \$123,949.98

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Highway Commissioner Del Mar answered Finance Chairwoman Kern's question regarding a line item placement.

ROLL CALL:

Ayes: Kern, Kincaid, Kalkounos, and Pohlman

Nays: None

MOTION CARRIED 4-0

NEW BUSINESS

A. Audit Acceptance for Fiscal 2018-2019 Township of Palatine, Road & Bridge District

Wade Arthur, Senior Accountant with Tighe, Kress, & Orr, addressed the Board and reviewed key areas of the *Township of Palatine Annual Financial Report Year Ended February 28, 2019 All Funds Except Road and Bridge Fund Year Ended March 31, 2019*, which was distributed to Board Members. He noted that it was a clean audit, good staff collaboration, cash balances/reserves are good, and the Township was in good standing.

**Supervisor Langlotz-Johnson arrived at approximately 7:19 p.m.*

Mr. Arthur answered all Board Member questions.

Highway Commissioner Del Mar asked the Board to consider that the notation in the Audit Report regarding Road District reserves is due to the new policy of setting aside funds for long term capital improvement projects and at the same time reduce the ability of 'tax trolls' in suing the Road District.

Mr. Arthur noted that the Board could approve a Committed/Restricted Fund, which would stipulate the specific projects that would be included in that Fund. Highway Commissioner Del Mar stated that he endorses Supervisor Langlotz-Johnson's suggestion of setting up an individual Capital Improvement Fund, as is the case for the Township's capital improvement project funding. The Supervisor asked the Administrator to draft an ordinance, forward it to the Highway Commissioner for his approval, and then put it on next month's meeting agenda.

Supervisor Langlotz-Johnson and Trustee Kern had a discussion regarding the new law's allowance for 30 months of reserves. Trustee Kern stated that at a recent *Townships of Illinois* meeting the attorney present stated that the Town Fund and General Assistance Funds need to be considered separately for reserve amounts. Supervisor Langlotz-Johnson argued otherwise, noting that the Township attorney and the intention of the legislator who drafted the law, considered the reserve amount to be based off the combined levy amount and not the specific funds.

Assessor Kelly will follow up on Trustee Kincaid's concern regarding whether the Township is receiving a portion of the interest, per the auditor's comments, from the late fees incurred from property tax payments that come in late to the County.

**REGULAR BOARD MEETING OF THE BOARD OF
TRUSTEES OF PALATINE TOWNSHIP**

July 22, 2019

7:00 P.M.

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Kalkounos to approve *Township of Palatine Annual Financial Report Year Ended February 28, 2017 All Funds Except Road and Bridge Fund Year Ended March 31, 2017*, as presented

MOTION CARRIED by voice vote

B. Other

Supervisor Langlotz-Johnson reported that she was at a meeting with President Preckwinkle and other local officials from various government bodies. She discussed the need for these government bodies to support Townships and the work they do. Trustee Kalkounos later reported that he had heard from a number of people present at that event that Townships were well represented by Supervisor Langlotz-Johnson and her remarks that day.

The Supervisor highlighted the fact that at that same event she had learned that County Board Chairman Kevin Morrison had drafted a resolution supporting Townships, which was unanimously approved by the County Board. The Supervisor then invited her fellow Township Board Members to Chairman Morrison's Palatine Township planned visit on August 19.

Assessor Kelly reported that he hired a new part-time temporary employee Gianna LaCari to work during the busy season, to replace Ms. Pothast who had moved out of town.

DEFERRED:

A. Approval of Payroll & Bills for Town Fund

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Pohlman to approve the payroll and bills as presented for *Town Fund*- \$128,256.57

Trustee Kern referenced the correspondence she had sent to the Board regarding the Finance Committee's questions during bill review. Trustee Kern noted the expenditure to cover the costs of the Palatine Police Department Booster's yard-sign campaign. She does not believe this expenditure should be noted under Community Events. Supervisor Langlotz-Johnson stated that she believed that was the proper line item to use for this.

Trustee Kalkounos asked for clarification on the process for which community events are able to get this type of funding or support. The Supervisor reminded the Board that the yard-signs are expected to sell out leaving no expenditure of funds and she would pay for any remaining signs herself. She also specified that the community support would need to be for a government entity (and not for any community organization) that resides within Palatine Township, when asked by Trustee Kalkounos for parameters.

**REGULAR BOARD MEETING OF THE BOARD OF
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Supervisor Langlotz-Johnson and Trustee Kern had a discussion regarding the proper sequence of payment and approval of bills, with the Supervisor concurring that some bills were being paid before Trustee audit. Trustee Kern informed the Board that she had circulated to the Board on two occasions, the sections of Illinois State Law and Township Code, which require Trustee audit and Board approval of Township bills prior to the payment of these bills, with certain exceptions included in the law. She added that two attorneys at a meeting of the Townships of Cook County~Trustees Division, had both concurred that bills are not to be paid prior to auditing by the Board, with specific exceptions. The Supervisor noted that it's done this way because some bills would then be paid late, resulting in late fees; and that the majority of neighboring townships do it the same way. Trustee Kern will bring her concern to the Inspector General's Office, and wanted it noted in the Minutes that she had brought this same concern to the Board at the February meeting, with no resolution.

ROLL CALL:

Ayes: Kern, Kincaid, Kalkounos, Pohlman, and Langlotz-Johnson

Nays: None

MOTION CARRIED 5-0

B. Approval of Payroll & Bills for General Assistance

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Pohlman to approve the payroll and bills as presented for *General Assistance*- \$31,852.10

Trustee Kern had asked about missing GA narratives that are normally in the Bill Packets. Supervisor Langlotz-Johnson reported that she believes the portions were missing because Administrator Lopez was on vacation, and that she will follow up on this.

ROLL CALL:

Ayes: Kern, Kincaid, Kalkounos, Pohlman, and Langlotz-Johnson

Nays: None

MOTION CARRIED 5-0

Supervisor Langlotz-Johnson thanked Assistant Administrator Chychula for doing an amazing job filling in for Administrator Lopez during his absence. She thanked the staff for all of their work with the auditors. Lastly, she reminded Board Members that articles are now being accepted for the Fall Newsletter.

EXECUTIVE SESSION

None

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ACTION ON MATTERS FROM EXECUTIVE SESSION

None

ADJOURN

MOTION by Supervisor Langlotz-Johnson, seconded by Trustee Pohlman to adjourn at 8:18 p.m.

MOTION CARRIED by voice vote

***NOTED ACTION ITEMS:** None

Respectfully submitted,


TOWN CLERK