

Maine Township Board Meeting March 27, 2018

Maine Township Board meeting has been videotaped.

For more detailed reports and discussions please refer to the recorded meeting at:

<http://mainetownship.com/government/meetings.shtml>

Indexed agenda at:

http://www.mainetownship.com/government/meetingagendas/agenda_18-03-27.pdf

Board Members Present: Trustees Jones, Carrabotta, McKenzie and Sweeney

Other Elected Officials Present: Supervisor Morask, Clerk Gialamas, Assessor Moylan Krey and Highway Commissioner Kazmierczak

Other in attendance: Dayna Berman, Denise Jajko, Doriene Prorak, Elizabeth Coy, Richard Lyon, Michael Samaan, Carol Langan, Ryan McKenzie, Marie Dachniwsky, Alex Barton, Sharon McLaughlin, Dagmar Rutzen, David Gnutek, Dennis Martin, Jayne Reardon, Donna Adam, Carolyn Drblik, Marilyn Smolenski, Jean Dietsch, Vicki Rizzo, Anne Camarano, Chris Hanusiak Valorie Green and Wiesia Tytko

Supervisor Morask called the meeting to order at 7:30 p.m., Clerk Gialamas led the Pledge of Allegiance and called the roll.

Agenda Item: Approval of Minutes of February 27, 2018 Bill Pay Review

Trustee Sweeney Motion to waive the reading and approve the minutes of the February 27, 2018 Bill Pay Review.

Trustee Carrabotta Second.

Motion carried on a roll call vote as follows:

Supervisor Morask Yes

Trustee Jones Yes

Trustee Carrabotta Yes

Trustee McKenzie Yes

Trustee Sweeney Yes

Motion carried.

Agenda Item: Approval of Minutes of February 27, 2018 Board Meeting

Trustee McKenzie Motion to waive the reading and approve the amended minutes of the February 27, 2018 Board Meeting.

Trustee Jones Second.

Clerk Gialamas agreed to make corrections which were suggested by Trustees. He stated that the corrections will be reflected in the February 27th Board meeting and pointed out that the meeting is videotaped and the written minutes should be brief.

Supervisor Morask asked everyone to follow the Robert's Rules of Order to have less chaotic meetings and work together without interruptions.

Trustee Carrabotta stated that the importance of the minutes is to stay consistent noting who spoke and the subject matter.

Motion carried on a roll call vote as follows:

Supervisor Morask Yes

Trustee Jones Yes

Trustee Carrabotta Yes

Trustee McKenzie Yes

Trustee Sweeney Yes

Motion carried.

Agenda Item: Approval of Minutes of March 15, 2018 Special Board Meeting

Trustee McKenzie Motion to waive the reading and approve the amended minutes of the March 15, 2018 Special Board Meeting.

Trustee Carrabotta Second.

Motion carried on a roll call vote as follows:

Supervisor Morask Yes

Trustee Jones Yes

Trustee Carrabotta Yes

Trustee McKenzie Yes

Trustee Sweeney Yes

Motion carried.

Agenda Item: Public Participation

There were various comments made from public participation.

Agenda Item: Approval of General Assistance Expenditures

Payrolls dated March 9, 2018 and March 23, 2018 and General Assistance checks #51161 through check #51219 in the amount of \$59,241.98, with the Security Benefit Void check #51213 in the amount of \$1,090.00 and added to check #51219 in the amount of \$1,270.00 to Security Benefit.

Trustee Carrabotta Motion to approve.

Trustee Sweeney Second

Motion carried on a roll call vote as follows:

Supervisor Morask Yes

Trustee Jones Yes

Trustee Carrabotta Yes

Trustee McKenzie Yes

Trustee Sweeney Yes

Motion carried.

Agenda Item: Approval of Road District Expenditures

Payrolls dated March 9, 2018 and March 23, 2018 and Road District checks #20263 through check #20313 in the amount of \$125,819.09.

Trustee Sweeney Motion to approve.

Trustee Jones Second.

Motion carried on a roll call vote as follows:

Supervisor Morask Yes

Trustee Jones Yes

Trustee Carrabotta Yes

Trustee McKenzie Yes

Trustee Sweeney Yes

Motion carried.

Agenda Item: Approval of General Town Fund Expenditures

Payrolls dated March 9, 2018 and March 23, 2018 and General Town Fund checks #55752 through check #55826 in the amount of \$295,116.87.

Trustee Jones Motion to approve.

Trustee Carrabotta Second.

Motion carried on a roll call vote as follows:

Supervisor Morask Yes

Trustee Jones Yes

Trustee Carrabotta Yes

Trustee McKenzie Yes
Trustee Sweeney Yes
Motion carried.

Agenda Item: Administrator's Report
Administrator Berman had nothing to add to her written report.

Agenda Item: Attorney's Report
Attorney Dowd was absent.

Agenda Item: Personnel, Discussion/Vote on filling open maintenance position(s)-interim appointment of existing employee

Supervisor Morask stated that one of our maintenance employee wishes to retire. The discussion of his retirement agreement falls under the OMA exemption 5 ILCS 120/2. Supervisor Morask entertained a motion to discuss it in the Closed Session.

Supervisor Morask Motion to go to the Closed Session to discuss the retirement agreement for Maintenance Director and Interim Director.

Trustee Jones Second.

Motion carried on a roll call vote as follows:

Supervisor Morask Yes
Trustee Jones Yes
Trustee Carrabotta Yes
Trustee McKenzie Yes
Trustee Sweeney Yes

Motion carried.

The Board re-convened in Open Session at 8:18 p.m.

Supervisor Morask Motion to re-convene in Open Session.

Trustee Carrabotta Second.

All in favor.

Motion carried on a voice vote.

Several motions were made after discussions in the Closed Session.

Supervisor Morask Motion to approve the retirement agreement for Maintenance Director, David Gnutek effective April 17, 2018.

Trustee Jones Second.

Motion carried on a roll call vote as follows:

Supervisor Morask Yes
Trustee Jones Yes
Trustee Carrabotta Yes
Trustee McKenzie Yes
Trustee Sweeney Yes

Motion carried.

Supervisor Morask Motion to appoint Michael Samaan for the Maintenance Interim Director, effective April 17, 2018, with the salary of \$58,000.00per year and benefits.

Trustee Jones Second.

Motion carried on a roll call vote as follows:

Supervisor Morask Yes
Trustee Jones Yes

Trustee Carrabotta Yes
Trustee McKenzie Yes
Trustee Sweeney Yes

Motion carried.

Supervisor Morask pointed out that our Township consistently saves money. She wished for Mr. Gnutek to enjoy his retirement. She added that Mr. Samaan will be a great interim Maintenance Director and will hold to his duties as Code Enforcement Officer until the replacement will be found for his position. The Code Enforcement Officer position will be posted and the salary will be \$36,000.00.

Agenda Item: Personnel, Discussion/Vote on hiring a part time payroll/finance/personnel assistant to assist Denise Jajko

Supervisor Morask stated there is a personnel request to provide Denise Jajko a part time bookkeeping assistant. She added that Ms. Jajko is overwhelmed with current work value since her position had grown.

Supervisor Morask Motion to post and hire a part time personnel assistant for \$15.00 per hour.
Trustee Jones Second.

There were several questions from Trustees regarding how the bookkeeper position had grown. The Trustees made suggestions helping Ms. Jajko by providing help within Township's employees and waiting for the new budget to be approved.

Trustee Carrabotta ask for tabling the motion and postponing this discussion to the April 24th Board meeting.

After some discussion Supervisor Morask pointed out the necessity of hiring an assistant particularly as it was our auditor's suggestion and Ms. Jajko busiest time of year. She added that if tabled nothing would get done until June but she withdrew her motion.

Trustee Carrabotta Motion to table the previous motion to discuss a part time bookkeeping position at the April 24th Board meeting.
Trustee Sweeney Second.

Motion carried on a roll call vote as follows:

Supervisor Morask No
Trustee Jones Yes
Trustee Carrabotta Yes
Trustee McKenzie Yes
Trustee Sweeney Yes

Motion carried.

Agenda Item: Old Business, Report for review & upgrade safety measures focused on making Maine Township a hard target; Discussion & possible vote

Victoria Rizzo presented quotes for potential security upgrades for Town Hall. She stated that all quotes are for budgetary and exploratory purposes only. Additional research, Requests for Proposal (RFP) and going out to bid for some services would be required prior to making any decisions. Some upgrades may require permits and full-time staff to administer as well as reconfiguration of existing floor plan.

Trustee Carrabotta stated that it is an urgent situation to act on safety of Town Hall.

The Board discussed various options regarding a security upgrade and requested more research on this subject -See video discussion at 53:37.

Agenda Item: Old Business, Report of Committee on procedures & policies (Trustee Carrabotta, McKenzie & Sweeney)

Trustee Sweeney presented the Committee recommendations for adopting policies.

The Committee of Trustees requested that the draft policies and memorandum be included in the

March 27th Board meeting minutes and be open for discussion and vote at April 24th Board meeting.

Agenda Item: Old Business, Discussion/Vote on hiring additional counsel for IMRF appeal

Supervisor Morask stated that Trustees Carrabotta, McKenzie and Sweeney asked for a motion to hire an additional counsel for IMRF appeal.

Trustee McKenzie Motion to hire an attorney to represent the Board of Trustees in appeal for reinstating IMRF for Assessor Moylan Krey.

Trustee Carrabotta Second.

Motion carried on a roll call vote as follows:

Supervisor Morask No

Trustee Jones No

Trustee Carrabotta Yes

Trustee McKenzie Yes

Trustee Sweeney Yes

Motion carried.

There was a discussion regarding a hired attorney's fees.

Trustee Carrabotta Motion to agree that Maine Township Board is required to pay fees of selected attorney.

Trustee Sweeney Second.

Motion carried on a roll call vote as follows:

Supervisor Morask No

Trustee Jones No

Trustee Carrabotta Yes

Trustee McKenzie Yes

Trustee Sweeney Yes

Motion carried.

Agenda Item: New Business, Proposal to give Cost of Living increase tied to CPI

Supervisor Morask stated that she would like to table this agenda item until the Board will be presented with preliminary budget.

Agenda Item: New Business, Discussion/Vote on whether to RFP Government Liaison proposals or renew Barton Marketing Group Contract

Supervisor Morask stated that the Barton Marketing Group Contract will expire on June 27, 2018. She added that the current contract requires at least 90 days terminate notice if the Board wants to terminate. The Board could also decide to get RFPs for additional public relation companies.

Supervisor Morask added that the Township is very satisfied with Barton Marketing Group services. She pointed out an answer to Trustee Carrabotta that if they later decide to RFP that is perfectly acceptable.

After short discussion the Board decided to vote on this matter.

Trustee Carrabotta Motion to not terminate the current contract for Barton Marketing Group at this point.

Trustee Jones Second.

Motion carried on a roll call vote as follows:

Supervisor Morask Yes

Trustee Jones Yes

Trustee Carrabotta Yes

Trustee McKenzie Yes

Trustee Sweeney Yes

Motion carried.

Agenda Item: Officials' Reports

Supervisor Morask stated that today, March 27, 2018 Attorney Dan Dowd handed his resignation notice. Attorney Dowd will be available for any purposes until the Township hire a new attorney.

Supervisor Morask stated that the Supervisor brings the appointment for a township attorney. She has a candidate for this position from Ancel Glink law firm. She asked for scheduling a special meeting to appoint a new attorney.

Supervisor Morask Motion to schedule a Special Board meeting on April 17, 2018 at 7:00 p.m. for the sole purpose of hiring Township's attorney.

Trustee Jones Second.

Motion carried on a roll call vote as follows:

Supervisor Morask Yes

Trustee Jones Yes

Trustee Carrabotta Yes

Trustee McKenzie Yes

Trustee Sweeney Yes

Motion carried.

Assessor Moylan Krey reported that her office entered 252 permits in the File Transfer Protocol. She added that applications for exemptions will end this week. Her office currently is auditing exemptions that were filed.

Assessor Moylan Krey stated that her office is searching and identifying the 2016 delinquent taxes for missed exemptions and possible oversight of not paying the 2nd installment 2016 tax and follow up with these residents.

Assessor Moylan Krey stated that property owners who have paid their taxes can search by PIN and address for available funds at the cookcountytreasurer.com.

Trustee McKenzie stated that based on attorney direction she drafted an appeal to IMRF.

Trustee Sweeney thanked Trustees McKenzie and Carrabotta on working on Township's Policies and Trustee McKenzie on drafting an appeal to IMRF.

Supervisor Morask asked for a motion to go to the Closed Session under Section 5 ILCS 120/2 for the sole purpose of discussion of performance and compensation of specific employees of Maine Township. She added that there would be no action taken in the closed session.

Supervisor Morask Motion to go to the Closed Session under Section 5 ILCS 120/2 (c)(1) for the sole purpose of discussion of performance and compensation of specific employees of Maine Township.

Trustee Jones Second.

Motion carried on a roll call vote as follows:

Supervisor Morask Yes

Trustee Jones Yes

Trustee Carrabotta Yes

Trustee McKenzie Yes

Trustee Sweeney Yes

Motion carried.

Supervisor Morask proposed to release township employees due to that there would be no action taken in the closed session.

Supervisor Morask Motion to release township employees when going to the closed session.

Trustee Carrabotta Second.

Motion carried on a roll call vote as follows:

Supervisor Morask Yes

Trustee Jones	Yes
Trustee Carrabotta	Yes
Trustee McKenzie	Yes
Trustee Sweeney	Yes

Motion carried.

Agenda Item: Closed Session, Closed Session for the Sole Purpose of Discussion of Performance Compensation of Specific Employees of Maine Township. 5 ILCS 120/2

The Board re-convened in Open Session at 11:00 p.m.

Supervisor Morask	Motion to re-convene in Open Session.
-------------------	---------------------------------------

Trustee Jones	Second.
---------------	---------

All in favor.

Motion carried on a voice vote.

Agenda Item: Adjournment

Supervisor Morask	Motion to adjourn.
-------------------	--------------------

Trustee Sweeney	Second.
-----------------	---------

All in favor.

Motion carried on a voice vote.

The meeting was adjourned at 11:04 p.m.

Maine Township Clerk

Memorandum

To: Maine Township Board
From: Trustee Susan Sweeney
Date: March 27, 2018
Re: Board Policy Committee

This will serve as a summary report of the Board Policy Committee's activities since the Committee was formed in February 2018.

Although the Board Policy Committee members – Trustee Carrabotta, Trustee McKenzie, and myself – have not met collectively, I have had individual conversations with them about what board policies are most urgently needed for consideration by the Committee and, ultimately, by the Board.

We agree that Maine Township is unique in that it lacks a comprehensive set of board policies. While it is true that there are a few policies (anti-sexual harassment policy, board meeting public comment policy) and a handful of resolutions, the absence of comprehensive board policies has led to capricious individual actions. The status quo is unacceptable, and best practices in respect of board proceedings, operation and transparency should be adopted to ensure government integrity and board efficiency.

I am compiling a full list of issues to be addressed by the adoption of formal board policies. I outline below an initial list of our most pressing concerns, as well as a remedial draft policy which may serve as a working document.

1. There have been issues with Trustees' requests for township data and information (commonly available through FOIA), including the IMRF and PAC proceeding correspondence. Trustees have the duty to act on behalf of the Township. Trustees also act as financial auditors of the Township. There should never be any refusal or unwarranted delays for Trustees attempting to access Township data for official reasons. To address this concern, please see attached draft policies "**Township Elected Officials' Access To Public Records,**" **Interaction with IMRF,**" and "**Public Access Counselor.**"
2. There was an issue with a closed meeting tape being destroyed after the Clerk represented on video that it would be retained until I had listened to it. I have also not been provided a list of all remaining closed meeting minutes and audio recordings in existence. To address this, please see attached draft policy "**Record Retention.**"
3. Much has been said about FOIA requests to the Township, and the Committee believes that full transparency is the remedy. To that end, please see draft policy "**Posting Financial and Other Records on Our Website.**" Please see Hanover Township's FOIA TRANSPARENCY CENTER as a best practice here: <http://www.hanover-township.org/about-us/foia-transparency-center>

4. Trustees have been refused when requesting Board Meeting agenda items. Also, Agenda item requests are altered so that they do not reflect the original request. Board Members often do not know that their agenda item has NOT been added until the agenda is official posted 48 hours before the meeting. Amendments to the agenda are frequently refused. This is wrong. The Board is a co-equal branch of Township government, and each Trustee has the same weighted vote as does the Supervisor. Moreover, there is nothing in the Township Code which prevents an elected board official from adding an item to the agenda. This issue is addressed in draft policy “**Establishing Agenda Items.**”

5. There have been multiple errors in parliamentary procedure which have negatively impacted taxpayers’ interests and offended the principles of good government. Some examples are: refusing to permit Trustees from voting on destruction of closed minutes; refusing to permit Trustees from making motions germane to the agenda, and permitting the Clerk to vote as a board member. To address this, please see draft policy “**Parliamentary Authority.**” Furthermore, the Township Attorney, who is paid to attend Board Meetings and provide advice, has not corrected the Supervisor when misrepresentations of parliamentary procedure have occurred. Because of this, perhaps the Board shall consider adding to the draft policy a provision holding the Township attorney accountable in some way for these errors in procedure.

6. The attached draft policy “**Policy and Procedure**” outlines the mission of the committee and how the adoption of new procedures shall proceed.

7. Trustees have been refused when requesting that information, correspondence, research or documents be included in the Board Packet and in the Meeting Minutes. It is important that such requests are honored to capture the business of the Township and the underlying substance of all debate. The attached draft policy “**Minutes and Board Meeting Video Recording**” addresses this problem.

We look forward to the Board’s participation and feedback. Thank you.

Policy ____

PARLIAMENTARY AUTHORITY

The rules contained in "Robert's Rules of Order Revised" shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with other applicable law.

All board members shall review "Robert's Rules of Order Revised" in its entirety during the first 60 days after adoption of this policy. From that point forward, all board members shall review "Robert's Rules of Order Revised" during the first 60 days of each elected term.

Establishing Agenda Items

Background:

1. All good meetings have an agenda so that the business of the meeting can be transacted in a pre-determined sequence.
2. At least 48 hours days advance notice of agenda items is required to transact public business in Illinois (Open Meetings Act).
3. Having a written expectation on establishing agenda items allows the members of the Board a consistent set of expectations.

Policy & Procedure:

1. Any Elected Board Member may call for placement of an item for discussion and/or vote on the monthly Board Meeting agenda.
2. Elected Board Members requesting agenda items must provide email or written notification to the Township Clerk before publication of the draft agenda as directed by the Open Meetings Act. This would be prior to end of day Wednesday before the board meeting.
3. The Clerk will confirm to the Member within 24 hours that the item has been added to the agenda for the next monthly Board Meeting. This new board agenda will be communicated to all board members.
3. At any time before consideration by the Board, an item may be removed or deferred by the individual(s) who originally requested it.

Public Access Counselor

1. Should any employee or official of the Township receive a "Request for Review" from the Public Access Counselor (PAC), that person shall immediately notify the Clerk, Supervisor and all Board Trustees individually by e-mail or as otherwise directed by that board member/Trustee.
2. Based on availability, the Supervisor, Clerk or Township Administrator shall take appropriate action in reply to the Request for Review within the statutory seven business day time limit. The administrator taking this action must seek advice from the Township Attorney prior to reply to the PAC.
3. All correspondence (including queries, directives and opinions) between the PAC and any Township employees, representatives or officials shall be immediately forwarded to all elected Board Members for review and comment.
4. Any elected Board Member in consultation with the Township Attorney may request an advisory opinion from the PAC.

Interaction with IMRF

1. Should any employee or official of the Township seek special action, such as an advisory opinion, review or appeal of a Township Board policy, vote or certification decision relating to IMRF participation, that person shall immediately notify the Clerk, Supervisor and Board Trustees individually by e-mail or as otherwise digressed by that Board Member/Trustee. .
2. Based on availability, the Supervisor, Clerk or Township Administrator, in consultation with all members of the Township Board individually shall take appropriate action in reply to the Request for Review within the statutory time limit. The administrator taking this action must seek advice from the Township Attorney prior to reply to the IMRF.
3. All correspondence (including queries, directives and opinions) between the IMRF and any Township employees, representatives or officials shall be immediately forwarded to all elected Board Members for review and comment.
4. Any elected Board Member in consultation with the Township Attorney may request an advisory opinion from IMRF.

Township Elected Officials' Access To Public Records

Background:

1. The Township is committed to compliance with the Illinois Freedom of Information Act.
2. The public is provided with easier access to public records including a more prompt production of records and a waiver of copying costs under some circumstances.
3. Elected Officials, being part of the management team of the Township, should have access which is at least as favorable as ordinary citizens.

Policy:

As of the date of ratification of this Policy, Maine Township Elected Officials shall have access to any item that the public has access to, and

- a. There shall be no copying cost charged, although Elected Officials are encouraged to request documents in electronic form.
- b. Timeliness for production of documents at Elected Official request shall generally be more timely than that of the general public, but at all times at least equal to that of the general public.
- c. Email requests and telephone requests confirmed by email within 24 hours are acceptable; no special form or on-site visit is required.

Policy and Procedure

Background:

1. The Policy Committee has been established to propose new and amended policies for creation of a Township Policy Manual.
2. Written policies allow Board Members, staff members, administrators and the public to have a consistent understanding of Township standard practices.
3. Collecting approved Policies in one place provides easy reference by Board members (especially new Board Members), administrators, staff members, and the public.
4. Most policies can and should be written in standard English with a minimum of legal jargon. The purpose of most policies is to communicate with Board members, administrators, staff and members of the public.
5. Certain policies may simply codify legal requirements or may be specifically designed to keep the Township out of legal disputes. These types of policies should be written in collaboration with the Township Attorney, or at a minimum, should be reviewed by the Township Attorney after being written by the Policy Committee.
6. All adopted policies should be made available to the public on the Township website.

Policy:

Policies should be developed by the Policy Committee and recommended to the Board for approval and adoption.

Board Packets, Minutes and Board Meeting Video Recording

Background:

1. Comprehensive board packets, accurate board minutes and board meeting video recordings allow the business of the Township to be conducted in a transparent and efficient manner.
2. A common set of expectations helps the Board members to work together.
3. Communication in between Board Meetings and at Board Meetings is necessary and should be both effective and in conformance with the Open Meetings Act.
4. Board Meeting Minutes serve two purposes: to record what was done and why, so that board members and others can remember it later; and to allow the public to read and understand the actions of the board.
5. Roberts Rules of Order states that the Board meeting minutes should reflect “what was done, not what was said.” The IL Open Meetings act insists that the minutes include a summary of the discussion.

Policy:

1. Any elected Board Member may direct the Township Clerk to include informational items, such as research, memoranda, correspondence or other documents relating to Township business in the Board Packet.
2. Any elected Board Member may direct the Township Clerk to include informational items, such as research, memoranda, correspondence or other documents relating to Board Meeting discussions, in the Meeting Minutes.
3. Robert’s Rules states that the Clerk is to record *motions* in the minutes exactly as spoken during discussion. Since the purpose of the minutes is to document what took place and provide a means for the reader to understand the workings of the Township, the Township Board has authorized the Clerk to record motions in the Meeting Minutes so that they are correct, concise, unambiguous and easily understood by the reader. The Clerk shall carefully consider her/his changes to ensure that the intent of the voting majority is correctly conveyed.
4. A verbatim indexed video recording of all monthly Board Meetings shall be posted on the Township website by the end of the business week and serve as the verbatim Meeting Minutes of what was said by whom.
5. Meeting Minutes shall reflect a summary of what was done in connection with each agenda item discussed. The summary of the discussion is intended to convey to the reader, and to remind the board members later, what was done and why. It is not intended to be a duplicative verbatim record of statements at the board meeting duplicative of the board meeting videotape.
6. In ranking content for inclusion in the Meeting Minutes summary, the importance of the content to the direction taken by the board is the determining factor.
7. If space allows, both the “pro” and “con” arguments should be included. If there is an imbalance the “pro” (supporting the outcome), because it explains why something was done, should be given more weight than the “con”.
8. No member of the public or Elected Official shall be allowed or encouraged to grandstand through the meeting.
9. Meeting Minutes are never intended to embarrass an Elected Official or to award debating points.
10. An Individual Board member may request for the record in the Meeting Minutes a roll call vote on any matter of substance.

Policy __

Record Retention

1. At the beginning of each fiscal year, the Clerk will provide to the Board a report which lists the date and purpose of all closed meetings for which Meeting Minutes and/or an audio recording still exists.
2. All board meeting videotapes shall be retained for no less than ten (10) years.

Posting Financial and Other Records on our Website

Background:

1. Posting financial and other records of the Township on the Township website is not required by state statute, however, the Board wishes to share this information with the public in a convenient form and location.
2. The addition of financial and operational documentation (which is already available to the public via the Freedom of Information Act (FOIA)) to the Township website will ultimately save valuable time and resources.

Policy:

1. The Board authorizes and directs the immediate posting and the display of the following information, including the most recent information available, and all historical information available through the past 10 years:
 - a. Board Meeting Agendas, Board Packets and Board Meeting Videos
 - b. Annual Township Financial report compiled by the Township's outside auditors ("the Annual Audit").
 - c. Administrative official names and contact information.
 - d. Annual Budgets.
 - e. Monthly Expenditures.
 - f. Annual Wage Report.
 - g. Contracts between the Township and outside parties.
 - h. Annual Membership dues/invoices from any group that lobbies on behalf of the Township or Townships in general.
 - i. Any taxes, fees and other income collected by the Township for pay-as-you-go services
 - j. Annual report showing actual expenditures and revenues and the budgeted amounts.
 - k. Annual Levies
 - l. Employee policy handbook
 - m. Resolutions
 - n. Intergovernmental agreements
2. These documents and reports shall be displayed within 10 working days after approval or formal receipt by the Board at the monthly board meeting.
3. The Board authorizes and directs that items (above) displayed on the website be displayed in searchable PDF format.
4. Any website content that does not reflect the policies of the board shall be removed immediately.