



From Your Associate Director

BY THE TIME YOU READ THIS, the agendas for the annual town meeting are set and townships across the state of Illinois are ready to hold their meeting on April 14. Remember that the members of the board are not participating in any official capacity at this meeting. The only person statutorily required to participate is the Clerk. If for some reason the clerk is not present, the electors may elect by voice vote anyone present to act as chairman of the annual town meeting.

The first order of business at the annual town meeting is the election of the moderator. The electors present must choose a person to preside as moderator of the meeting. Anyone, including elected township officials (with the exception of the clerk), may serve as moderator.

I hope that you all have successful, well attended annual town meetings this year. Please remember that there have been a few changes regarding the structure of the meeting from last year. The changes require the township board to adopt an annual meeting agenda at least 10 days before the meeting, and establishes a procedure for voters to add an agenda item. Items not on the annual town meeting agenda must be considered at a special meeting. In the statement of a special meeting, only objects relevant to powers granted to electors may be considered.

Some common things to remember regarding the ATM!

- ✓ The meeting cannot begin before 6:00PM
- ✓ The Township Clerk calls the meeting to order
- ✓ The Township Clerk is the only elected official with "official duties" at the meeting
- ✓ The Township Clerk calls for the nomination of a moderator
- ✓ The Township Clerk administers the moderator oath
- ✓ Only registered voters in the township may vote on agenda items
- ✓ The township must get a listing of registered voters in the township prior to the meeting
- ✓ The Township Clerk is responsible for recording the minutes of the ATM
- ✓ The Township Clerk is required to read aloud the supervisor's annual financial statement
- ✓ Only listed agenda items may be discussed at the ATM

County Associations for Township Officials

As you recall, in 2007 and 2008 I traveled the state assisting in the recognition of county associations. I would like to visit again with townships in counties that have established associations. Working at the county association level provides an opportunity for TOI to meet with the townships out in the field. Additionally, it provides an opportunity for programs to be delivered to assist in the administrative responsibilities of township government. If you are

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an active member of your county association, please think about hosting a meeting over the summer. As you know, township government could experience a 25 percent turnover with the April 7 election. Plan to meet after new officials take office on May 18 and provide the new officials access to your county asso-

ciation. TOI records indicated contact information from the following county associations. If you are not on the list, please forward the information to me at jerry@toi.org.

Adams County Township Association
Bond County Township Association
Boone County Township Association
Bureau County Township Highway Commissioners Association
Bureau County Township Association
Clinton County Township Association
Cook County Township Association
Crawford County Township Association
DeKalb County Township Association
DeWitt County Township Association
Douglas County Township Association
DuPage County Township Association
Edgar County Township Officials
Effingham County Township Association
Franklin County Township Association
Fulton County Supervisors Association
Greene County Township Association
Hancock County Township Association
Henry County Township Association
Iroquois County Township Association
Jasper County Township Officials
Jefferson County Township Association
Jersey County Township Association
Jo Daviess County Township Association
Kane County Township Association
Kankakee County Township Officials

Knox County Township Association
Lake County Township Association
LaSalle County Township Association
LaSalle County Township Highway Commissioners Association
Livingston County Township Association
Logan County Township Association
Macon County Township Association
Macon County Township Highway Commissioners Association
Madison County Township Association
Marshall County Township Association
McLean County Township Highway Commissioners Association
McLean County Township Association
Montgomery County Township Association
Peoria County Township Association
Pike County Highway Commissioners Association
Rock Island County Township Association
Sangamon County Township Association
St. Clair County Township Association
Stephenson County Township Association
Tazewell County Township Association
Will County Township Association
Will County Township Highway Commissioners Association
Winnebago County Township Association

TOI Web Program

The 4th annual renewal for subscribers to the TOI web services program is well underway. The renewal fee will remain \$150 for calendar year 2009/2010. This equates to \$12.50 per month. We have new brochures on the program and will be promoting new subscribers at all eight (8) education district events this year. If your township is looking for an innovative way to communicate with electors, please consider subscribing to the program. I am confident that the program will benefit your township's communication platform with electors.

Benefits of the program

- ✓ Simple, easy to use and maintain

- ✓ No security of software needed
- ✓ Saves thousands of dollars in development and maintenance fees
- ✓ Promotes your township's programs and services
- ✓ Provides agendas and minutes for board to download and print
- ✓ Promotes township awareness

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Townships Currently in the Program

Aetna	Denning	Minonk	Rantoul
Alden	Dwight	Monticello	Richmond
Auburn	Edwardsville	Mount Morris	Riverside
Berwyn	Ela	Murphysboro	Rockton
Bourbon	Eliza	Nameoki	Rock Island
Carbondale	Gardner	Newman	Rooks Creek
Caseyville	Genesee	Northville	Santa Anna
Champaign	Grant	Oakley	Somerset
Coe	Hampton	O'Fallon	South Litchfield
Collinsville	Hopkins	Pana	South Rock Island
Coral	Hutsonville	Peotone	Tuscola
Cordova	Limestone	Pierce	Will
Cortland	Long Creek	Preemption	
Decatur	Lyons	Randolph	

Visit the Build Your Township link from the Association website at www.toi.org and initialize your subscription today. If you have any questions regarding the program, e-mail me at jerry@toi.org.

It is time for the B/A Ordinance – Are you ready?

Spring is a common time when many townships are ending their current fiscal year and planning for the next. The township budget is an important component of township government because it provides the local government with the authority to expend funds. Additionally, it serves as a tracking device or strategic plan for the new fiscal year.

Here are some Frequently Asked Questions regarding the B/A process ...

Question: Before the budget is adopted, how long should the tentative budget be available for public inspection?

Answer: For both the township and road district, the tentative budget and appropriation ordinance is required to be available for public inspection for at least 30 days prior to final action.

Question: Who is responsible for providing notice of the public hearing on the budget?

Answer: The township clerk is responsible for arranging for the public hearing and for providing notice for both the township and the road district.

Question: What are the requirements for the public hearing?

Answer: Both the road district and the township are required to have a public hearing notice available by publication in a newspaper published within

the township/road district at least 30 days prior to the hearing. If no local paper is available, the clerk is required to post the notice of hearing in at least 5 of the most public places in the area. (i.e. township office, grocery store, post office).

Question: When is the budget required to be adopted?

Answer: By the end of the first quarter of the established fiscal year. For most townships this is June 30th if your township/road district is on an April 1 – March 31 fiscal year. For the township it can be adopted at the public hearing or a township board meeting. State law is specific for the road district. The road district budget is required to be adopted at the established public hearing. The budget should not be adopted at the annual town meeting.

Question: What is meant by long-term capital project or equipment?

Answer: A capital project line item in a township or road district budget provides an opportunity to put a long term capital program into action. However, if you are utilizing a capital line in your budget, you should include the following: (1) the sum of money dedicated for the projects(s) or equipment; (2) the purpose of the dedication for funds; and (3) the duration of the accumulation of funds. This is provided to townships in an effort to communicate the generation of surplus funds for township projects.

Please remember that the information included in this article is not to be considered as legal advice. Should you desire formal legal advice on an issue, we encourage you to contact a township attorney. If you have further questions on the issues raised in this article, please contact Jerry B. Crabtree at 1.866.897.4688 or by e-mail at jerry@toi.org.