

Maine Township Board Meeting July 25, 2017

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, Dan Dowd, Doriene Prorak, Denise Jajko, Elizabeth Coy, Richard Lyon, Marsha Warnick, Michael Samaan, Mary Swanson, Dick Barton, Dagmar Rutzen, Audrey Nankervis, Sharon McLaughlin, Carol Langan, Robert Provenzano, Jan Provenzano, Dennis Martin 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.

Supervisor Morask asked for a moment of silence for Mary Rohde, a former Maine Township Collector, who passed on July 22nd. Supervisor Morask expressed her and the Township condolences to all her family and friends.

Agenda Item: Approval of Minutes of June 27, 2017 Board Meeting

Trustee Jones	Motion to waive the reading and approve the minutes of the June 27, 2017 Board Meeting as distributed to the Board.
Trustee Carrabotta	Second.

Trustee Sweeney explained her concerns and asked for corrections to be made to the minutes, a copy of which is attached hereto and made a part of these minutes.

Trustee Carrabotta	Motion to waive the reading and approve the amended minutes of the June 27, 2017 Board Meeting.
Trustee McKenzie	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
None.

Agenda Item: Approval of General Assistance Expenditures

Payrolls dated June 30, 2017 and July 14, 2017 and General Assistance checks #50725 through check #50791 in the amount of \$96,059.85.

Trustee McKenzie	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 June 30, 2017 and July 14, 2017 and Road District checks #19882 through check #19918 in the amount of \$658,696.45.

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: Approval of General Town Fund Expenditures

Payrolls dated June 30, 2017 and July 14, 2017 and General Town Fund checks #55106 through check #55189 in the amount of \$326,484.51.

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: Carol Langan/Food Pantry

Supervisor Morask stated that two of the Department Heads, Carol Langan-Food Pantry and Richard Lyon-MaineStay, will be presenting today to the Board.

Supervisor Morask stated that the Maine Township Emergency Food Pantry is in the process of redoing it and enlarging.

Carol Langan stated that she works for the Maine Township Food Pantry for the last 15 years. She noted that the major donors for the food pantry are: Crop Walk will be held on October 15, Empty Bowls Oakton Community College on December 2nd and Countryside NFL Jersey Raffle in the Fall 2017 Football season.

Ms. Langan stated that the Maine Township Food Pantry is a recipient for the last 26 years of about ¼ of local churches and congregation's donations and pledges from the Crop Walk. She added that on September 12th, Portillo Restaurant is hosting a fundraiser for Crop Walk. If anyone mentions Crop Walk, 20% of their bill goes to Crop Walk. On September 27th, the same fundraiser is held at Potbelly and 25% of the bill goes to Crop Walk.

Ms. Langan reported that the Maine Township's yearly donors are: Mariano's Stuff a Cop Car on October 22nd through October 28th, Hunger Resource Coalition Chicken during Fall and Spring, Park Ridge Human Needs Task Force Community Holiday Food Drive, a community-wide event that includes schools, churches and businesses, Lutheran General Breast Center Fall Food Drive and Keller Williams Realty Red Day in Spring, which generously donated 10,000 pounds of food to our Food Pantry.

Richard Lyon, MaineStay Director reported that MaineStay Youth & Family Services continues to see an increased demand for counseling services and currently has a waiting list of 34 clients. This year, it was a 58% increase in number of intakes each month from their average amount. 29 new intakes happened in March 2017 and it was the highest ever. He added that he is exploring creative ways to meet demand with existing staff.

Mr. Lyon stated that our psychiatrist from The Josselyn Center, Dr. Lin, has been wonderful to work with and is getting a positive feedback from her clients. She is still accepting new clients without a waiting list. He pointed out that Maine Township is one of only a few psychiatric providers working with low-income clients who still accept new clients. He noted that MaineStay offers affordable strength-based counseling in English, Spanish and Polish for children, adolescents, adult couples and families at a reduced cost using a sliding fee scale and no one is turned away due to inability to pay.

Mr. Lyon stated that the second camp session for at-risk youth, ages 8-13, concluded on July 20th. They have seen incredible progress with several participants and have continued to focus on what it means to work as a team. Mr. Lyon read a thank you letter from a 10-year-old boy who attended that summer camp.

Mr. Lyon said that he is proud to announce that MaineStay received the Mental Health America of the North Shore Community Service Award which recognized MaineStay's dedication to addressing the mental health needs of our community. Also, the Park Ridge Neighbors magazine published an article about MaineStay services.

Agenda Item: Officials' Reports

Assessor Moylan Krey reported that in 14 days, since the tax bills were mailed out, her office received 390 phone calls, had 1,120 visits and processed 301 certificates of errors. She added that her office is very busy every day and it is a long process to take care of residents' problem. She explained that many tax bills were missing exemptions and some residents received exemptions in error. For residents that are missing exemptions, Assessor Moylan Krey stated that her staff has been completing the proper applications to request a Certificate of Error for a revised tax bill.

Assessor Moylan Krey noted that the Cook County Assessor's office is very busy and there were problems with their fax not working properly. They do not accept scanned documents. Assessor Moylan Krey stated that she personally delivered documents needed to be processed for revised tax bills to the Cook County Assessor's office. She is very disappointed that our residents won't get their revised tax bills on time.

Assessor Moylan Krey stated that her office is waiting for the announcement when the Board of Review will be open. She added that her office is updating their Assessor's Website Page which was Supervisor Morask's request. Also, she pointed out that after reviewing the Maine Township Website Statistics Report prepared by Richard Lyon, the Assessor's office is in the top ten most popular Webpages.

Assessor Moylan Krey expressed her condolences to Mary Rohde's family and added that Mary Rohde was always very involved and helpful with our Township.

Highway Commissioner Kazmierczak reported that recently the Highway Department completed a successful road resurfacing and curb and gutter replacement projects. The Highway Department resurfaced 2.4 miles of roadways in the Maine Township unincorporated area which represents over 11% of the total Township road mileage and is an increase of a third of a mile of roadway resurfaced over last year. He added that next year the Highway Department intends to spend a greater percentage of their road maintenance budget on sidewalks and curbs.

Highway Commissioner Kazmierczak stated that given the amount of work done, they still finished spending far less than the bids they received for the projects. They also spent approximately \$50,000 less than their budget allocation for road maintenance.

Highway Commissioner Kazmierczak reported that the unincorporated area received a reprieve from serious flooding issues from July 12th through July 24th. The Des Plaines River overflow from the Lake County flood did not impact the unincorporated area and the retention pond across the street from Township Hall was able to recede properly. Several years ago, the Levy 50 Project was completed which allows the retention pond excess water to flow to the Des Plaines River without backing up. This helped tremendously. He added that the Dempster Avenue sewers this time drained enough water so as to not back flow into our unincorporated neighborhoods and create problems. He further added that the Highway Department will remain vigilant and coordinated to respond to any future weather disasters.

Highway Commissioner Kazmierczak stated that Highway Department ordered a Sand Master machine for approximately \$10,000. He explained that this machine will be very helpful to move about 25 sand bags at one time.

Clerk Gialamas reported that the busy time selling Cook County vehicle stickers ended July 5th. He thanked his diligent staff for being efficient and getting his Department through another chaotic month of June.

Clerk Gialamas attended the Taste of Park Ridge working in the beer tent on Friday night and visited his department's informational table at Hodges Park on Saturday. He informed the Board that the poster judging contest for National Night Out was held on Tuesday, July 18th. The National Night Out Against Crime will take place at Dee Park on Tuesday, August 1st, at 6:30 pm.

Trustee Sweeney stated that she attended the poster judging contest and commended Clerk Gialamas on coordinating the National Night Out event. She stated that she appreciates Mary Rohde's service that she has given to the Township and she sent her condolences to her family.

Trustee Sweeney stated that on Friday, July 14th, she participated in the Taste of Park Ridge serving in the Beer Tent. Also, on Saturday, July 15th, Trustee Sweeney manned the Township informational booth. She enjoyed talking to the residents that stopped by and learned more about the Township's services.

Trustee Sweeney attended a very informative Boot Camp for new Township Officials which gave her a great insight and understanding of the role of all elected officials. She learned about the Trustee's duties, legal responsibilities and understanding of the Open Meeting Act. She pointed out that Trustees have fiduciary responsibilities to make the best decisions they can for the Township.

Trustee Sweeney stated that she spent some considerable time in the Maine Township Clerk's office to understand the operation and needs of this department. She explained that she did that with the intent of answering questions regarding concerns of hiring additional personnel in the Clerk's office. Trustee Sweeney wants to make sure that the Elected Officials truly represent all the Maine Township residents and taxpayers and that we have public participation awareness. She feels that people should have as much exposure as possible to know what is going on in Maine Township.

Trustee Sweeney stated that she prepared a response letter analyzing information regarding the hiring in the Clerk's office. She would like to read this letter in the Old Business agenda item. She added that she wants more transparency and openness in participation in the Board meeting as well as videotaping.

Trustee McKenzie stated that she had fun attending the Des Plaines 4th of July Parade. She has been doing research on finding the entertainment for National Night Out to help Clerk Gialamas with it.

Trustee Carrabotta stated that he also attended the 4th of July Parades and pitching candy was fun. He stated that it was a busy day and thanked the Township for participating in the Niles 4th of July Parade. He added that Niles residents enjoyed this parade as well. He noted that the Trustee of the Niles Library and members of the Knights of Columbus were in attendance too.

Trustee Carrabotta stated that after the Niles Parade he participated in the Des Plaines Parade and added that the Des Plaines residents were very receptive. He thanked Michael Samaan for driving him to attend his third parade in Downers Grove. In Downers Grove, he walked with former Congressman Joe Walsh and was supporting the law enforcement "See a Cop Thank a Cop" program and "Walsh Freedom".

Trustee Carrabotta reported that on Thursday, July 13th, he attended the TOI educational training course and learned a lot. On Friday, July 14th, he participated in the Taste of Park Ridge serving beer in the Maine Township Beer Tent. On Saturday, July 15th, he attended the 5K walk at Montrose Harbor with Commissioner Dan Patlak and former Congressman Joe Walsh for Safe Haven for Homeless Veterans. On Tuesday, July 18th, he participated in the poster judging contest for National Night Out and commented that the kids did a fantastic job and the National Night Out event is extremely important to the community. He announced that he completed the Open Meeting Act on-line training and received a certificate from the Office of the Attorney General.

Trustee Jones stated that she attended the Des Plaines 4th of July Parade which had a great turnout. She participated in the annual National Night Out poster judging contest and congratulated the winners on their beautiful posters and will attend the National Night Out event on Tuesday, August 1st. On Friday, July 14th, she enjoyed volunteering for the Beer Tent at the Taste of Park Ridge.

Supervisor Morask again expressed her condolences to the family of former Maine Township Collector, Mary Rohde, and stated that she was always volunteering for Maine Township and read the arrangements for Mary Rohde's funeral.

Supervisor Morask stated that she enjoyed the Maine Township residents and Maine Township Board participating in the 4th of July parades.

Supervisor Morask informed the Board that we will be instituting a new phone system which will include direct dial line, caller ID and a hunt call. Also, we are instituting "on line employee log in" for time sheets. This will cut some steps for our bookkeeper job and it will automatically track anybody's time. Those two new systems will be great improvements to the Township.

Supervisor Morask reported that the new flooding protocol was formed for emergency situations in the Township. She pointed out that it is very important to be proactive. The Disaster Declaration current request was prepared in the Township. Supervisor Morask extended her thanks and appreciation to Highway Commissioner Kazmierczak and the Highway Department for delivering sand bags, Dagmar Rutzen and OEM for reaching out for clean-up kits and Alex Barton, our PR, for publishing emergency help for unincorporated Maine Township residents in the local newspapers. She added that it was also announced on the Maine Township 1350 Radio Station. The Disaster Declaration request was not needed fortunately.

Supervisor Morask announced that Marty Cook from the Recovery Connection group won a Community Hero award from the MCYAF. The award will be presented to Mr. Cook on September 21st at Café la Cave in Des Plaines. Mr. Cook will get a complimentary ticket from MCYAF and more tickets can be purchased.

Supervisor Morask stated that the TOI Conference in Springfield will be held on November 12th through November 15th. In the past, our Township won numerous awards and at this time, Supervisor Morask and the department heads are working on nominations for various awards for this Conference. She pointed out that the Maine Township Website is being revised, reconstructed and modernized. She stated that we received a commendation letter from the residents complimenting Roz Luburich and the staff from the Clerk's office on their good job accepting passport applications. Also, Anne Camarano from MaineStay wrote a complimentary letter about Mateo Anavi being a wonderful intern.

Supervisor Morask thanked OEM for volunteering at the Taste of Park Ridge and complimented Dagmar Rutzen and OEM Department on the wonderful job they have done.

Trustee Sweeney also commended Ms. Rutzen and her department on doing a wonderful job checking blood pressure, teaching people how to do CPR and providing safety patrol crossing over the rail road tracks at the Taste of Park Ridge. She thanked her for the many hours she volunteers.

Supervisor Morask stated that OEM is managing the 1350 radio station in different locations in unincorporated Maine Township. She pointed out that our Township is probably the only Township having its own radio station.

Supervisor Morask informed everyone that the Cook County Crime Prevention Seminar will be held on Monday, July 31st, at Maine Township Town Hall and it is sponsored by Peter Silvestri, Cook County Commissioner, Michael McAuliffe, State Representative, the Cook County Sheriff's Office and Laura Morask, Township Supervisor.

MaineStreamers Director, Mary Swanson, invited all the Elected Officials to the Newcomers Reception on Tuesday, August 22nd.

Agenda Item: Attorney's Report

Attorney Dowd stated that he has been working on some personnel issues and reported that he finalized the approach to the Ethics Ordinance and Ethic Commission. He is working with Mike Samaan, Code Enforcement Officer, on resolving a continuing problem on one abandoned property.

Supervisor Morask thanked Attorney Dowd for his help recommending resources to redo the Maine Township Personnel Manual.

Agenda Item: Administrator's Report

Administrator Berman had nothing further to add to her written report; however, she did pass out to all the Elected Officials laminated cards which contained the contact information of the Elected Officials and Department Heads.

Agenda Item: Personnel

None.

Agenda Item: Old Business, Clerk's Position

Supervisor Morask stated that it was requested by the Board to put on the July agenda the Clerk's position for Cathy Fredericksen to move from part-time to a full-time position at a salary of \$12.88 per hour and she entertained a motion. She once again asked for a motion to change the status of Cathy Fredericksen from part-time to full-time at a salary of \$12.88 per hour.

Trustee Sweeney stated that she was not going to make a motion. She is concerned about the Open Meetings Act and the fact that when the Board is going to take an action, that it is not spelled out. She stated that from a liability prospective as a Trustee, she had specifically asked about it in her training at Boot Camp, as well as talking to some other attorneys, and it is her understanding that if the action or the motion is not defined in the Agenda, that the Board could be in violation of OMA.

Supervisor Morask responded that statement was completely not true and asked what attorneys Trustee Sweeney had spoken to.

Trustee Sweeney stated she discussed this situation at the OMA training with TOI, as well she talked to the PAC attorneys and law firm of Ancel Glink.

Supervisor Morask stated that TOI are not attorneys and PAC attorneys are not Township attorneys; they are political action committee attorneys. Clarification by Trustee Sweeney: she reference PAC and was referring to Public Access Counselors, related to Attorney General Lisa Madigan's office, rather than Political Action Committee stated by Supervisor Morask.

Trustee Sweeney stated that she would like to have a discussion about it, but she does not feel comfortable taking a vote on the matter.

Supervisor Morask asked Attorney Dowd to explain it better.

Attorney Dowd stated that Trustee Sweeney's concern might be that the entry "Clerk's Position" doesn't contain enough information to inform the public what the action is that is being sought, and she is concerned about the public.

Trustee Sweeney stated that her concern is the public.

Supervisor Morask responded that "the public clearly isn't here".

Trustee Sweeney stated that her concern is that the Board is not giving the public enough notice as to the action that is actually being taken tonight if the Board were to take a vote. She further stated that the Agenda does not specify a vote or an action and the Board is in violation of the Open Meetings Act training which she just took on line, as well as specific examples that were highlighted at the training she had a Boot Camp.

Supervisor Morask stated that it was her understanding that these are not in a vacuum and at the last meeting the motion was tabled at Trustees' request.

Attorney Dowd did state that this item is under Old Business and can be construed as being on the last agenda. The Open Meetings Act is something that asks you to be on the side of more information than less, and it could have been expressed more accurately as to what the action being sought tonight, but I don't believe it would be a violation. If it was under a new business item, it would require more detail as to what the action is, but it is a tabled matter, and based on his judgment, it is not a violation.

Trustee Sweeney again expressed her concern about the public, and stated that the actual previous agenda item also did not say that the Board was going to take an action to inform the public, and in her opinion, both agendas do not reflect the Board's intent of action.

Supervisor Morask responded that was Trustee Sweeney's opinion.

Clerk Gialamas asked why Trustee Sweeney did not bring up her questions prior to the Board Meeting.

Trustee Sweeney responded that she wanted to go through all the data, and thought it was important that it be discussed by the Board because there are a lot of considerations they still have as the Trustees had all asked for data at the last meeting.

Supervisor Morask stated that she complied with the Trustees' request and provided the data a week before the Board Packet, which is pretty much unprecedented to get FOID'd by a fellow Trustee. Supervisor Morask reiterated that this matter is under Old Business, and she can discuss it, and she included in the Board Packet a ten to twelve page memorandum about the analysis of the Clerk's office, as well as upon request by the other Trustees, she provided on-going pictures and videos of the Clerk's

office. She pointed out that this matter does not merit any more discussion and Trustee Sweeney is free to vote "no".

Clerk Gialamas pointed out that he was aggravated that her concerns were not brought up until tonight. He further stated that this issue could have been resolved by putting it on the website or the agenda to Trustee Sweeney's liking, and to throw it in at the last minute is a little ridiculous.

Trustee Sweeney stated that there is still a lot of outstanding questions. They got some of the data but not all of the data and based on the information they have, she has compiled a lot of data and statistics herself. She thinks there are some really interesting things to consider, and she doesn't think anything is wrong with that.

Supervisor Morask questioned Trustee Sweeney whether the three Trustees all got together and decided what data to get.

Trustee Sweeney's response was "absolutely not". She said she was talking about the last meeting when the Trustees were all there and asked for data.

Supervisor Morask stated that the Trustees asked for data, and they were told to put it in writing.

Trustee Sweeney acknowledged that she asked the request for data, and now she has some information that she would like to review. She further stated that she has worked on the information all week and finished it just before the Board Meeting. She intends to present an answer to what Supervisor Morask has presented because she has now digested the data. She does not know what everybody else has done because she can't speak to everybody as they adhere to the Open Meetings Act. She further stated that we can't talk together so I thought in the spirit of letting everyone know what we are evaluating here, that we would do this in Open Session to talk about the various things that we have as data.

Clerk Gialamas asked Trustee Sweeney if she was saying that she didn't want to do it this month and asked whether we were going to do it this month.

Trustee Carrabotta stated that it has to do with discussion versus taking action. If we are going to take action, there has to be due notice given to the public that your action is going to be ruled upon or take action upon something that is going to be effective and permanent and going to impact the Township. Trustee Carrabotta then requested Attorney Dowd to comment.

Attorney Dowd gave his legal opinion supported by case law, namely, Argo H.S. Council v. Argo Community H. S. District, 163 Ill.App.3d 578, 516 N.E.2d 834, 114 Ill.Dec. 679 (1st Dist. 1987), where the Courts have permitted a governmental body to consider any specific matter which is closely related to a general topic listed on the agenda or notice. When you look at the agenda which lists the topic Clerk's Office, Clerk's Position, it is certainly generally related to the specific topic and according to this case, it is found to be proper for the Board to consider to act upon a matter that's close to a specific item that is mentioned on the agenda.

Trustee Sweeney asked Attorney Dowd if he was willing to document that and put that in the Board minutes, to which Attorney Dowd responded, "absolutely". Trustee Sweeney stated the word "act" is what she is concerned about. She further stated that the Board can talk about a specific matter, which they have full intentions of doing so given the data they have, but she is concerned about whether the Board can take action and vote.

Trustee Carrabotta stated that the question is whether or not the public was given sufficient notice that there could be a determination to increase an employee's position from part-time to full-time if that's actually an action that is going to be taken today and whether or not the public wants to participate.

Attorney Dowd stated that consider a specific matter more than discuss; consider means you are deciding whether to pass it and take action. That is also proceeded by language that deals with acting on a particular matter. It goes on to almost conjunctively to say the Courts have also permitted a government body to consider any matter which is closely related to a general topic which is listed in the agenda or notice. The other thing is that the Board can talk about anything; it is not prohibited from talking about matters that are not on the agenda so this would be meaningless language for a court to talk about something that the Board needs no authority for. In other words, any item can come up to the Board and be raised, then the Board can discuss it. It can't take any action on it unless it on the agenda. What this decision is saying is that if it is related to the specific item mentioned in the agenda, then the Board can act upon it; to consider and, in my judgment, can act upon it based on the language they are using and also the fact that the Board doesn't need to have an item on the agenda to discuss it. You can discuss anything. There is no reason for the Court to cite that language unless it was for something

enabling what the Board could otherwise not do, which is act upon it because you can discuss anything. We are trying to distinguish between discussion and action. There is no reason for a court to reason that if an item which the Board wants to take action on is connected to a specific item on the agenda, they can go ahead and do it, in my opinion.

Trustee Sweeney asked Attorney Dowd if he would put that in writing, that the Board can take action with a vote at this meeting, and asked that it be reflected in the meeting minutes that the Board has the authority under the Township attorney to take action and vote. Attorney Dowd answered yes.

Supervisor Morask asked Trustee Sweeney if it was answered to her satisfaction.

Trustee Sweeney responded "yes; that it will be reflected in the meeting minutes that Attorney Dowd is stating that we can vote".

Attorney Dowd reiterated that if an item that is closely related is on the agenda, the Board can consider and act upon it.

Trustee Carrabotta commented that the training that the Trustees had really gives a number of the pitfalls to what that Act provides. He further stated that Attorney Dowd will agree with him that when they go to seminars to update their legal knowledge, you walk out with all kinds of paranoia thoughts about the law. The law can be a confusing thing and it depends on who is interpreting it and what Attorney Dowd is doing for us is giving us what is called case precedent where it is precedent here that a judge has said if it is closely related. The Open Meetings Act, because there has been so much abuse, of other Boards, not here, but other boards and governmental bodies throughout the State of Illinois that do things behind the voters back, and the voter all of a sudden gets a surprise in the mail when they open their tax bill or when they read it in the paper, oh we did what, so the Open Meetings Act is to try and have, in my opinion, everything out in the open as best you can. Having come from that Boot Camp, it is an ethical obligation, and our Supervisor, Laura, is very much aware of it, and I thank counsel for his case precedent that helps give us guidance because that is exactly what we need and I appreciate that.

Supervisor Morask re-asked for a motion to change the status of Cathy Fredericksen from her current part-time to full-time at the salary of \$12.88 per hour.

Trustee Jones	Motion to change Cathy Fredericksen status in the Clerk's Office from part-time to a full-time position at an hourly rate of \$12.88
Supervisor Morask	Second.

Supervisor Morask commented that it is permissible for the Supervisor to second or actually make a motion.

Discussion:

Trustee Sweeney handed out a memo, and stated that in the spirit of keeping this open, she worked on the memo and actually culminated her efforts right before the meeting. She further stated that she hadn't even had time to talk to the individual Trustees or individuals prior to the meeting. She would have liked to have had more time to go through a discussion and include Clerk Gialamas or Supervisor Morask.

Supervisor Morask commented that she did actually talk to Trustee Sweeney for one and one-half hours on the phone.

Trustee Sweeney agreed that they did talk about another issue.

Supervisor Morask responded that it was because Trustee Sweeney asked about the other issue. She further stated that she had been calling and asking in her emails if there were any questions about any of the agenda items.

Trustee Sweeney responded that she literally had an hour plus time with Supervisor Morask and she appreciated that.

Supervisor Morask stated that she moved a client in order to accommodate Trustee Sweeney.

Trustee Sweeney stated that once she gets through reading her memo, Supervisor Morask will understand why; she had so much data to look at and analyze. She feels that is her role as a Trustee and she really cares about Clerk Gialamas' Dept. and she does not want to make any false assumptions. She wants to figure out where the gaps and the holes are because she thinks the Board has to be very cautious about this decision and any decision that might set precedence about future hiring. Trustee Sweeney further stated that the Township does not have a hiring practice in its Personnel Manual.

Trustee Sweeney began reading her memo in open session, a copy of which is attached hereto and made a part of these minutes. She stated that the memo is to the Maine Township Board and she is responding to Supervisor Morask's memo regarding the hiring of a clerk's position from part-time to full-time and she would like this memo included in the minutes. She read about her analyzed information regarding passport services, cross training for passport services and her suggestions. Trustee Sweeney stated that she could not support the decision to elevate the part time clerk employee to full time employee as the increase would be over \$28,000 when including additional salary, health care benefits and IMRF increases.

Clerk Gialamas voiced his opinion that it is ridiculous that Trustee Sweeney recommends to cross train employees from other departments on passports. He stated that the training is offered only a couple times a year and asked Trustee Sweeney if we are going to send multiple people downtown to receive this training where we are paying them. He further asked Trustee Sweeney if she had figured that into her costs and stated "this is nuts" from a part-time to a full-time position, that this is one person we are moving from part-time to full-time who works extremely hard in my Department, and, "he is sorry, but this is a slap in his face". He pointed out that Trustee Sweeney calls herself a taxpayer's advocate, and questioned whether she took the insurance, in particular, the dental insurance. "Is that not complete hypocrisy?"

Trustee Sweeney stated she wanted it in the record that she is not signing up for insurance.

Trustee Carrabotta stated that Clerk Gialamas and his office do a very good job, and there has to be decorum in that the Trustees have to make sure that their office is respected and Clerk Gialamas has to make sure that his office is respected. Trustee Carrabotta further stated that whether Clerk Gialamas is willing to take lack of respect personally, that is up to him or myself, but not their offices. The Board has to respect ourselves as being honorable; that's number one. Number two: He hasn't heard any criticism about the operation of the Clerk's office. He is hearing a distinction between want versus need and the Trustees really do have to take into account the financial situation. As he had mentioned before, our governments are in, and the State is in, not only in the present but as lawyers, we also live in the future. We look forward to where we are going to be in a year, two years, and five years. We are looking at \$28,000.00 a year and his eyes open up.

Trustee Sweeney asked if she could continue reading her statement and then have comments because she put a lot of work into this memo and she wants to be heard.

Supervisor Morask stated that the reason the Board is having a hard time hearing Trustee Sweeney is that she feels ambushed deliberately with Trustee Sweeney's memo and she doesn't understand why she wasn't told about it.

Trustee Sweeney said that she has been working on it.

Supervisor Morask responded that with all due respect to Trustee Sweeney's position as a Trustee, she asked why Trustee Sweeney did not tell her.

Trustee Sweeney stated she wanted everyone to hear it. She expected that Supervisor Morask would think that she was taking her position to heart.

Supervisor Morask pointed out that in 16 years of her being on the Board, she never had anyone, including herself, Trustee Jones, Peter Ryan and even a long succession of Democrats that "deep in the woods", and all Trustee Sweeney had to say when she repeatedly asked her over the weekend in her emails and today when she changed her schedule around to meet Trustee Sweeney was that she were going to do this.

Trustee Sweeney responded that she did not ask Supervisor Morask to change her schedule around.

Supervisor Morask responded "but I did" and stated that Trustee Sweeney asked to meet in person.

Trustee Sweeney responded that Supervisor Morask asked her either Monday night or today, but she wasn't feeling well and that is why she didn't. She has been putting some in this and she just didn't feel well.

Trustee Sweeney further stated that she was not finished thinking through her thoughts. She understands that this may have not happened in the past with reference to other people, but she is going to

take to heart the job that she has, and if it takes her up to the Board Meeting to do it once she gets the meeting minutes, she will do it. This is really important to her because this has been framed and the perspective has been that this is just a \$12.88 an hour job and there is more to it than that.

Supervisor Morask responded, "not really".

Trustee Sweeney stated that she really would like to finish reading her memo.

Clerk Gialamas told her to "please continue".

Trustee McKenzie asked to make a suggestion stating that there are a lot of objections as to not having the notice and the opportunity to review the memo and she can understand it. She could tell that Clerk Gialamas is very upset; nobody likes surprises. She suggested postponing discussion and voting due to the late hour.

Clerk Gialamas stated that, at this point, he would like to withdraw his request of hiring Cathy Fredericksen for a full-time position. He added that he would explain to Cathy that she needs to look for a full-time position because she needs the insurance.

Supervisor Morask was asked a question from the public as to whether Maine Township received a request for data in writing, which FOIA'd four years of the Clerk services.

Supervisor Morask responded that Trustee Jones had stated to put any request for data in writing and we received a request for data with six points.

Trustee Sweeney stated that it was not a FOIA; it was a request following up what Trustee Jones had stated. Trustee Sweeney wants that reflected in the meeting minutes.

Clerk Gialamas again stated that his request is formally withdrawn.

Agenda Item: New Business, Funding Hearing Dates

Supervisor Morask stated that the dates for the Agency Funding Hearings need to be scheduled. After discussion, everyone was in favor of scheduling said hearings for Tuesday, September 19th, Wednesday, October 18th and Thursday, October 26th at 6:30 p.m.

Agenda Item: Closed Session

None.

Agenda Item: Adjournment

Supervisor Jones Motion to adjourn.

Trustee Carrabotta Second.

All in favor.

Motion carried on a voice vote.

The meeting was adjourned at 10:25 p.m.

Maine Township Clerk

Amended minutes to the June 2017 Board meeting:

Page 5 mid section:

delete- Trustee Sweeney proposed to add additional part-time employee to the Clerk's office as needed.

Add- Trustee Sweeney suggested to the board that consideration be given to add additional hours to the clerks staff -if warranted and justified with data- as opposed to moving an employee from part time to full time.

Page 5 3 par. from bottom:

delete- Trustee Sweeney stated that after hearing how good an employee Ms. Fredericksen is, she can only compliment her but pointed out that in the private sector people will be looking for hiring a second part time employee.

Add : Trustee Sweeney stated that after hearing how good an employee Ms. Fredericksen is, she can only compliment her but pointed out that in the private sector people will be looking for hiring a second part time employee (if the employee can't stay after 1 pm) as opposed to adding a full time employee with benefits."

Page 6 Paragraph 5:

delete Again, she proposed to hire someone if needed.

Add-Again, Susan suggested that she was not against hiring if it could be justified with data.

Page 6 After paragraph 6 and before paragraph 7 that begins with "After even a longer discussion the motion was made to table the previous motion":

Add- After discussion about surplus concerns Susan replied that if we are concerned about a surplus, we should return the money to the taxpayer.

Response to Supervisor Morask's memo regarding the hiring of a clerk's position from part time to full time – submitted by Trustee Sweeney with responses to Supervisor Morask's comments.
Supervisor Morask's comments are in bold.

Maine Township board,

I am responding to Laura's memo regarding the hiring of a clerk's position from part time to full time and I would like this memo to be included in the minutes of the meeting and in the board packet. I have analyzed information based on; the information provided from Supervisor Morask in the below memo, the chart for Clerks services for 2014-2016 and first half of 2017, my personal conversations with the clerks about the operation, information provided from Clerk Gialamas, and talking with other Passport locations.

At this time, I can not justify an increase in staff in the clerks office. It is not to suggest that we may never give consideration, but there are other viable considerations first. The additional cost of staffing alone from part time to full time may exceed \$28,000. (See below). As a way to address workflow and future demands with passports, I am suggesting a few recommendations.

1. Because we anticipate a a potential forthcoming increase in passport services due to local government some office closings, I would recommend that as an option we consider **cross training** additional people so we better accommodate a long line only if absolutely necessary based on what we as a board agree is an acceptable time to wait for a passport so that we determine whether to call in for additional support from another department only if critically needed. The class for **agent training is free**. Also- new information I received today- since Niles library will be adding passport hours sometime in the fall, we may see relief. We can also suggest that people use Prospect Heights Library Board for weekend hours and longer hours during the week.
2. Consider having **reservation hours** for passports times as a solution to accommodating an inconsistent workload as we know that there are ebbs and flows during the day.
3. I also recommend that, much like a doctors office, we keep track of services with a **front desk sign in**. We will then know if more are coming in the morning or afternoon so that we can adjust accordingly.
4. We also need **additional data and costs as outlined below**.

The evidence and data considered at this time shows the following since 2014:

- The cost of an employee from moving from part time to full time is incomplete as we don't have the IMRF Costs- The hourly salary of \$12.88/hr is \$13,395/year (\$12.88 x 20 hours/week x 52 weeks) adding health care of \$1084x 12 = \$13,008 (assuming that the township pays 95% of a PPO premium) . This totals \$26,395/year and it doesn't include any additional IMRF costs which should be factored in.
- Maine Township is also currently providing an extra service and absorbing the mailing costs/postage/clerk followup and tracking of the passports which are at a cost. I am unaware of what that is. This should be factored in. We do not receive \$25 for renewals, we only receive \$25 for new passports to help us cover the costs of providing the service.
- Total clerk services have decreased by 2352, or 11%
- Vehicle stickers have decreased by 1619. Purchase of stickers are seasonal with 75-85% purchased during 2 summer months. There is a huge drop off after August.
- Passports have increased by 925. 60-64% of passports are processed during the first half of the year. .
- No information on peak time was included
- Passport processing is 10-15 minutes once all paperwork is complete by the resident as per the clerks
- If we take a conservative assumption of doubling or tripling the amount of time it takes to complete passport processing, the man hours to process the total of 3669 passports in 2016 it would require 3669/2 or 1834 man or woman hours. This is roughly equivalent to 1 FTE. (52 weeks/year/5 days a week/7 hours a day= 1820 hours not counting vacation and sick time)
- Since the cost of the passport agent training is free, I recommend that we train others in the township when there are exceptional peak demands only if it exceeds what we deem to be acceptable as a wait time.
- We still need additional data as we don't know the peak times and what percentage of passports is new vs. renewal.

I have used Supervisors Memo as a reference point in order to help us all analyze the data further.

Enclosed please find the statistics Trustee Sweeney requested. Please note that there is no seasonal change reflected for passports. Based on the data provided in the charts for 2014, 2015, and 2016, 64%, 60%, and 63% of the passports are purchased in the first six months of the year. If history holds only 36-40% of the total passports processed will be the second half of the year. Also please note that numbers for vehicle stickers dropped from 2014-15 because online capability started. So some residents with computers used that which accounts for the 2015 drop off. 2016 also reflected a drop in the number of vehicle stickers from 2014 by over 1619. Vehicle stickers are highly seasonal with 85% (2014), 75% (2015) and 80% (2016) purchased in the during the summer two months when the stickers are due to renew on July 1st. However also note, that as of three weeks ago Thursday the online procedure changed. If a person is doing a renewal they can do as before. If it is a new one however they need to get a pin which they get when coming to Township. This literally just occurred right before last meet.

Since 2015 the numbers are significant for in person services. Total overall services have decreased by 11% since 2014. The data is not included for the time for processing and the peak hours of processing for the individual services. Maybe we do need more help at certain times, but we have no data to support when we need the help. We need to understand the amount of time taken for in person vs. outbound services. Please note also that these numbers will not necessarily reflect the anticipated oncoming trend since the Post offices in PR and DP ceased doing passports sometime in June as I recall. So we anticipate the influx will only increase. Thursday, the counter was packed with passport people for a good part of the day. I was not there and they were too busy to take pictures. I will do some more for tomorrow, Monday and next week. Daily passport that Clerk Gialamas provided to me is more thorough than snapshots in time. We know it's busy and some times are it's slow. I have witnessed slower times too. Clerk Gialamas and I continue to strongly recommend changing Kathy status to FT.

As we stated at Board meeting, Clerk Gialamas is in the best position to assess the needs of his department. Kathy was hired a year ago when we had to replace Jerry (a full time employee who retired). We moved up a part timer; Annette, to FT as she was tremendous and saved money by so doing as Jerry was making a larger salary due to length of time at Township. We believe it is good policy both fiscally and morale wise to promote from within who has Township experience. That way, the person is already trained and has been determined to be an excellent employee. After Annette was moved to FT (again at a very low salary), Gary requested to hire on Kathy who has now been trained in all federal mandates and all facets of Clerk services. Should a

new employee need to be hired or hours expanded the additional salary, health care, and IMRF benefits should covered by the additional processing fees of the passports.

While we understand the new Trustee's concerns, rest assured both Clerk and I are extraordinarily fiscally responsible to our residents. To address the alternatives of hiring yet another PT person, that simply is not cost feasible nor space feasible. Clerk G fully explained the reasons at the Board meeting but as the board will not have those minutes until Thursday I will reiterate;

- 1) **Clerk Gialamas stated the approximate cost is 3,000\$ to train someone on federally mandated passport procedures. Kathy has been trained.** It is my understanding there is free agent training class for passports. I suggest that we consider having a couple of other people in different departments cross trained in order to help during the peak times. I have not been given data on how long the wait is and we have yet to determine what is considered acceptable. We should discuss this as a board to determine a reasonable wait time. Also, I have requested a breakdown of the \$3000 cost to train someone on passports because the training costs have not been identified. I have spent time talking to the employees and visited the Township. Other than a couple of pictures, we don't have any tracking of data that shows when the lines are a problem. This report doesn't show the passport time, but I do understand after talking to employees that it might take 10-15 minutes/passport to process.
- 2) **It would be a more time consuming (and thus increased cost) to find a qualified PT person who was willing to work those type of limited hours (1-5 pm) and in our experience such a person would be very hard to find as it is so restrictive and specific.** Have we considered an Oakton Community College student that might have morning or evening classes and be nearby anyway? If it is too time consuming, then I would recommend two things be considered before making a part-time position full-time. First, just like the post office does, we should consider taking reservations. As a board, I recommend that we establish what is a "reasonable" amount of time to wait. Second, we should consider cross training employees to help in the peak times if it is more intermittently busy. Just like a grocer opens up another lane if it is busy, we could consider bringing someone in that can help in a pinch if the line is too long. Again, we need to set parameters, which is why I suggested a sign in with Tracy so we can log what residents are coming for what services. I understand that we are bringing in \$25/passport- but only for the new passports. We receive no fees for renewals. While the salary is only \$12.88 but, we need to define the problem, are we turning people away that are going elsewhere because they are waiting too long? If our priority is to streamline, to save the taxpayers money, let's consider how we justify the total cost additional cost of \$28,000
- 3) **Then there is the space issue. We literally have no room to put another person in the front area. It is very tight as is, and it is unfair to existing**

employees to squeeze (even if possible) yet another desk into that area. We cannot create an unsafe work space which is why changing Kathy hours was a creative and fiscal solution to the increased need, both documented and anticipated, for additional passports and services. I would not want an unfair unsafe work space. If there is enough room in the morning then why would there not be enough room in the afternoon? We may not need another person if we take reservations and cross train. If we determined that we did need another part time person, couldn't we use the same desk that Kathy does in the morning.

- 4) **This point addresses concerns about "expanding" Township government.** The Clerk and I believe strongly that adding hours to an existing employee does not fall under ambit of expanding government. But even assuming arguendo, this position, it always saves the Township money to move from within departments when possible and feasible. Also please note that to be a responsible steward of our residents, Townships must continually adapt to changes in needs even where that does involve a cost since as explained below, there is **NO increased cost to taxpayers.** Moving someone from part time to full time is an expansion of government even if there is an ability to move money within departments. As a responsible steward, I need to consider the impact of adding hours, health care and IMRF cost. (I need data- 12% of the additional?). I'm unaware of if we are losing the \$25 processing fee for NEW passports to another passport service. Several of my friends have experienced much longer wait times at the post office for passports than 5 people waiting in line. It is a 10 year inconvenience. I don't know the ratio of new to renewal passports and we lose money on renewals where we don't collect fees.
- 5) **Clerk Gialamas and I do understand new trustees questions and concerns about perceptions of Townships but I have respectfully had the opposite opinions expressed by local residents, including four today!** They were frankly strongly opposed to elimination of Townships as they expressed they would have no ability or be able to manage going all the way downtown. This has been the consistent opinion expressed to me as well as to Clerk Gialamas and many of our other board members past and present, by numerous actual residents. We were elected to do everything within our power to increase our ability to help our residents including doing so in a fiscally responsible manner which as explained below has consistently been the case and will continue to be. To be of effective service we must operate based on reality as expressed by the many thousands who use our services and attend our events, and not fear of the perception of the minority who may believe this unit of government has no value. We have over 120,000 residents of Maine Township and as a Trustee I have to consider and answer to all our residents/taxpayers- those who use

and those who don't use Maine Township services. We can not preclude considering those who don't now use the services. On the issue of convenience, of course I agree that residents would prefer to have a service locally rather than drive downtown. Regardless, the issue here is on converting a position from part time to full time and the need to justify it in a fiscally responsible manner.

- 6) **To speak to the above, moving Kathy to a FT status will have zero effect on the tax burden of any resident. The Township has not requested to increase the tax levied upon residents for many years. In fact, for the Township on its own, the levy is 1.4%! That is outstanding. Even with the three funds-Township, GA, and Road, the combined total is under 2 cents on the dollar-1.8! Moreover, for years we have had a balanced budget with zero debt. I reiterate all this to show you that an added internal cost within our budget has no effect whatsoever on taxes paid by a resident. As you say there is an added internal cost. Please reference all the costs above and it is an increased expense. As I suggested in our June meeting, if we have an abundant reserve- we consider return the money to the taxpayer.**

- 7) **Improvements, adjustments, and changes are continually being made at the Township on a daily basis. Many are cost saving measures and for some obviously there are cost outlays but please keep in mind that spending is always done within a structured previously passed budget and levy and done in an extremely cost conscious manner. So unlike the State or other taxing municipalities, we do not ever spend what we do not have.**
In sum, I wanted you to have this summary outline ahead of time with the statistics requested by Trustee Sweeney to aid you in the July Board meeting.