

Maine Township Town Hall
1700 Ballard Road
Park Ridge, IL 60068
Wednesday, December 27, 2017 @ 6:30 pm

AGENDA

Bill Review/6:30

- Review of General Assistance Expenditures (This portion exempted from Clerk taping in accordance with confidentiality provisions.)
- Review of Town Fund Expenditures
- Review of Road District Expenditures

Call Regular Meeting to Order/7:30

Pledge of Allegiance

Roll Call

1. Approval of Minutes of November 28, 2017 Bill Pay Review
2. Approval of Minutes of November 28, 2017 Board Meeting
3. Public Participation
4. Approval of General Assistance Expenditures
5. Approval of Road District Expenditures
6. Approval of General Town Fund Expenditure
7. Marty Cook/Recovery Connection
8. Officials' Reports
9. Attorney's Report
10. Administrator's Report
11. Personnel
12. Old Business*
13. New Business*
 - Agency Funding Allocations
 - Sexual Harassment Ordinance 2017-5
 - Approval of Resolution of Scheduled Meetings for Fiscal Year Ordinance 2017-9
14. Closed Session
15. Adjournment

*Public Participation is permitted under items of Old and New Business



ADMINISTRATOR'S REPORT

Date: December, 2017
To: All Elected Officials
From: Dayna Berman, Administrator

I have been diligently working on different versions of the 2017 Levy that was presented at the Special Board meeting on the 19th of this month. This allowed the board members to see different ways Town Fund and General Assistance could be viewed with varied amounts of funds in the various line items that we would be requesting from the County.

Hopefully everyone received their 2017 Winter edition of the Mainely News. In this edition we highlighted the Senior Expo that takes place every Spring, informed the public about the eight awards we won at the TOI Conference this year and as always, great information about our programs that we offer through MaineStay, our senior department, Assessor's, Highway, GA and Clerk's Office.

I met with Supervisor Morask, Code Enforcement Officer Mike Samaan and our representative from Republic Services, Tim Lintner. We discussed the issue of townhome residents dumping garbage as well as large items, such as mattresses and appliances being left without proper stickers. It is very difficult to determine who is responsible for these items and therefore cannot ticket an individual. We did brainstorm some ideas to alleviate this issue and will be putting them into place by the first of the year.

RFP's were sent to several accountants and accounting firms. As you know Scott Gibbert from Gibbert and Associates has retired. Supervisor Morask, Trustee McKenzie and I will be interviewing prospective candidates over the next few weeks.

We are in the process of re-designing our website. We are working with Carla Surma from Donovan Design who has given us some wonderful ideas with some new, modern and updated concepts. We are excited to move forward to see the completed site which will take place over the next couple months. Our website has looked the same for close to 10 years, so we are definitely in need of some changes and a more user-friendly interface.

The department Heads and I will be working on employee evaluation over the next few weeks. I have asked that all evals be completed and turned in by Mid-January. Staff first completes self-evaluations and management then completes a staff evaluation for each employee which includes "Strengths", "Areas of Potential Growth", "Goals Completed During this Evaluation Period" and "Goals and Objectives for Next Evaluation Period." Staff evaluations are based on the prior twelve months.

I hope you are all having a Happy Holiday Season!

MAINE TOWNSHIP GENERAL TOWN FUND

18%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	YTD DISBURSE	BUDGET	BALANCE	% Left
	Friday, December 15, 2017	02:46:16 PM												
REVENUE														
	Property Tax	1,731,894.09	39,736.21	24,504.83	3,142.62	921,885.33	1,180,698.36	4,883.73	25,206.31	0.00	3,931,951.48	4,200,000.00	268,048.52	6%
	Interest Income	931.30	837.55	960.19	1,119.05	1,101.42	1,297.25	1,198.51	1,277.19	1,159.36	9,881.82	5,500.00	-4,381.82	-80%
	MaineStay Fees	2,301.00	1,324.00	211.00	2,787.00	785.00	812.00	688.00	590.00	1,347.16	10,845.16	18,000.00	7,154.84	40%
	Prsnl Prop Replacement Tax	0.00	19,939.31	12,840.88	0.00	0.00	605.42	0.00	8,964.09	0.00	42,349.70	75,000.00	32,650.30	44%
	Other Income	9,238.18	11,690.00	4,026.00	20,318.12	9,629.36	5,747.16	3,169.00	3,438.00	4,160.00	71,415.82	82,500.00	11,084.18	13%
	NET REVENUE	1,744,364.57	73,527.07	42,542.90	27,366.79	933,401.11	1,189,160.19	9,939.24	39,475.59	6,666.52	4,066,443.98	4,381,000.00	314,556.02	7%

MAINE TOWNSHIP GENERAL TOWN FUND

18%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	YTD DISBURSE	BUDGET	BALANCE	% Left
	EXPENSES													
	ADMINISTRATIVE DIVISION													
	Gross Pay Account	60,768.20	62,532.79	64,272.30	86,282.72	60,727.77	57,379.46	59,400.62	60,407.59	59,716.48	571,487.93	822,000.00	250,512.07	30%
	IDES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Social Security	4,464.64	4,599.66	4,732.67	6,477.43	4,579.07	4,310.01	4,477.64	4,550.55	4,497.67	42,689.34	62,000.00	19,310.66	31%
	IMRF	5,541.37	5,574.23	5,967.60	7,646.81	4,988.71	4,961.82	4,851.63	4,963.45	4,883.44	49,379.06	97,000.00	47,620.94	49%
	Administrative Div. Health Ins.	26,001.17	26,001.17	26,001.17	21,598.67	26,238.54	26,238.54	26,238.54	26,185.86	28,468.56	232,972.22	300,000.00	67,027.78	22%
	Life Insurance	191.25	191.25	191.25	165.75	180.70	180.70	180.70	194.60	194.60	1,670.80	3,000.00	1,329.20	44%
	Dental Insurance	355.60	2,512.01	450.65	3,809.59	1,422.85	464.05	1,376.00	421.00	3,092.50	13,904.25	20,000.00	6,095.75	30%
	Tuition Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Accounting Services	990.78	997.47	1,134.58	12,857.80	1,007.90	992.75	2,010.40	1,299.10	1,309.70	22,600.48	28,000.00	5,399.52	19%
	Building & Grounds Maint	513.31	1,625.31	2,205.31	3,709.71	2,064.70	4,956.59	3,555.84	331.59	1,631.70	20,594.06	50,000.00	29,405.94	59%
	Community Info-Support	3,850.00	3,850.00	3,850.00	3,850.00	3,850.00	3,541.00	3,541.00	3,541.00	3,541.00	33,414.00	44,000.00	10,586.00	24%
	Conferences Meetings	151.83	75.00	60.00	225.00	0.00	0.00	95.00	1,053.69	289.06	1,949.58	5,500.00	3,550.42	65%
	Special Programs	0.00	0.00	273.33	4,394.90	930.94	1,275.00	0.00	250.00	0.00	7,124.17	13,000.00	5,875.83	45%
	Dues Subscriptions	64.00	215.60	414.63	2,409.00	239.00	1,839.80	0.00	0.00	61.41	5,243.44	7,000.00	1,756.56	25%
	Equipment Leasing Maint	1,153.28	522.00	60.00	3,149.61	592.00	0.00	2,533.63	522.00	0.00	8,532.52	22,000.00	13,467.48	61%
	Gen Ins Liability Ins Bond	4,315.00	4,315.00	4,315.00	4,375.00	4,315.00	4,315.00	4,325.00	4,315.00	4,315.00	38,905.00	75,000.00	36,095.00	48%
	Website>Email Host	0.00	0.00	3.37	3,853.52	0.00	106.62	0.00	0.00	0.00	3,963.51	1,500.00	-2,463.51	-164%
	Print Management	299.90	460.31	376.84	331.93	631.03	430.65	416.88	362.34	1,620.81	4,930.69	5,000.00	69.31	1%
	Computer Tech Support	520.00	520.00	520.00	520.00	620.00	520.00	520.00	520.00	570.00	4,830.00	18,000.00	13,170.00	73%
	Legal Services	400.00	3,681.25	1,900.00	4,421.88	1,730.88	2,412.13	3,910.00	3,446.87	1,448.12	23,351.13	42,000.00	18,648.87	44%
	Mileage-Travel-Lodging Exp	0.00	32.79	28.89	54.73	30.39	16.52	41.24	16.90	348.74	570.20	4,500.00	3,929.80	87%
	Police Protection	0.00	4,200.00	4,400.00	0.00	4,400.00	4,400.00	4,400.00	4,600.00	4,200.00	30,600.00	50,000.00	19,400.00	39%
	Plan Commission	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00	100%
	Postage	3,319.12	-1,824.88	-1,241.40	12,351.75	-1,236.45	7,410.86	-1,199.67	1,441.08	-1,521.97	17,498.44	40,000.00	22,501.56	56%
	Printing Publishing	1,015.50	421.36	86.76	11,561.03	3,075.69	-87.60	7,085.12	-171.09	937.92	23,924.69	50,000.00	26,075.31	52%
	Code Enforcement Expense	0.00	35.23	100.15	141.36	78.24	54.20	39.24	39.28	39.28	526.98	2,000.00	1,473.02	74%
	Maine Township Rec. Connections	2,569.07	1,947.81	4,005.71	1,850.07	1,490.08	2,452.08	4,628.89	2,719.09	3,313.76	24,976.56	50,000.00	25,023.44	50%
	Telecommunications	1,726.21	977.68	977.09	1,014.74	1,009.49	1,007.77	4,288.17	1,925.07	2,072.16	14,998.38	35,000.00	20,001.62	57%
	Staff Training	0.00	0.00	0.00	50.00	0.00	336.00	0.00	0.00	0.00	386.00	2,000.00	1,614.00	81%
	Transportation/Mainlines	-123.00	950.00	-35.00	739.00	655.00	-22.00	266.00	570.00	449.00	3,449.00	4,000.00	551.00	14%
	Utilities	1,514.41	1,767.13	1,182.17	1,291.48	1,859.26	1,407.55	1,420.14	1,445.85	1,509.95	13,397.94	25,000.00	11,602.06	46%
	Miscellaneous (Administr)	0.00	57.99	0.00	270.43	0.00	107.99	0.00	0.00	0.00	436.41	1,000.00	563.59	56%
	Neighborhood Watch	0.00	200.00	0.00	0.00	-100.00	2,929.15	0.00	0.00	0.00	3,029.15	4,500.00	1,470.85	33%
	Office Supplies/Sm. Equipment	797.09	702.39	2,520.25	13,879.60	1376.2	217.69	228.27	762.66	1,336.78	21,820.93	45,000.00	23,179.07	52%
	Operating Supplies Maint	91.20	591.21	1,236.83	560.66	1,114.16	791.54	1,267.52	71.52	379.59	6,104.23	15,000.00	8,895.77	59%
	Cleanup Project/Single Hauler P	-26.55	-1,550.41	-1,041.86	-625.60	3,400.88	-610.85	-66.25	-120.00	-835.85	-1,476.49	20,000.00	21,476.49	107%
	Vehicle Expense	105.41	142.39	162.26	723.93	449.09	494.56	156.49	179.38	263.61	2,677.12	7,000.00	4,322.88	62%
	Building	0.00	1,095.75	100.00	0.00	1,800.00	0.00	0.00	0.00	0.00	2,995.75	55,000.00	52,004.25	95%
	Building Purchases	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Funds Transfers	0.00	0.00	0.00	400,000.00	0.00	0.00	0.00	0.00	0.00	400,000.00	400,000.00	0.00	0%
	Equipment Purchases	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Prov for contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	150,000.00	100%
	Total	120,568.79	127,419.49	129,210.55	613,942.50	133,521.12	134,829.58	139,988.04	125,844.38	128,133.02	1,653,457.47	2,576,004.00	922,546.53	36%

MAINE TOWNSHIP GENERAL TOWN FUND

18%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	YTD DISBURSE	BUDGET	BALANCE	% Left
	ASSESSOR DIVISION													
	Assessor Division Salary	13,265.12	13,244.96	14,338.82	20,546.17	13,735.53	13,642.06	13,642.06	13,970.94	13,766.68	130,152.34	197,580.00	67,427.66	34%
	Assessor Division SS	954.26	952.72	1,036.38	1,480.97	986.34	979.20	979.20	1,004.36	988.74	9,362.17	14,800.00	5,437.83	37%
	Assessor Division IMRF	1,399.34	1,399.34	1,510.38	2,161.86	1,441.24	1,441.24	1,441.24	1,448.95	1,441.24	13,684.83	21,500.00	7,815.17	36%
	Health Insurance	8,046.17	8,046.17	8,046.17	7,853.61	9,010.47	9,070.17	9,010.47	9,010.47	9,010.47	77,104.17	100,000.00	22,895.83	23%
	Dental Insurance	17.25	127.25	17.25	321.25	112.25	0.00	579.00	168.00	1,618.00	2,960.25	8,050.00	5,089.75	63%
	Life Insurance	38.25	38.25	38.25	38.25	41.70	0.00	41.70	41.70	41.70	319.80	1,000.00	680.20	68%
	Conferences Meetings	0.00	0.00	0.00	0.00	0.00	0.00	165.00	265.00	77.64	507.64	2,000.00	1,492.36	75%
	Cook Cty Assessor Tie-in	0.00	0.00	475.00	0.00	0.00	0.00	0.00	0.00	0.00	475.00	1,100.00	625.00	57%
	Dues-Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00	600.00	100%
	Equipment Leasing-Maint	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00	100%
	Mileage-Travel-Lodging Exp	0.00	0.00	53.52	0.00	79.87	0.00	0.00	323.30	873.88	1,330.57	2,500.00	1,169.43	47%
	Postage	28.34	20.80	18.47	15.98	44.29	7.55	18.39	18.39	234.15	406.36	1,000.00	593.64	59%
	Printing-Publishing	0.00	0.00	0.00	150.50	0.00	0.00	0.00	0.00	0.00	150.50	1,500.00	1,349.50	90%
	Sidwell Maps	311.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	311.40	600.00	288.60	48%
	Staff Training	0.00	0.00	55.67	0.00	0.00	0.00	0.00	0.00	0.00	55.67	1,500.00	1,444.33	96%
	Miscellaneous	0.00	0.00	0.00	0.00	0.00	24.58	34.24	0.00	0.00	58.82	1,500.00	1,441.18	96%
	Office Supplies/Sm Equipment	0.00	0.00	169.74	0.00	374.75	0.00	0.00	0.00	4,577.84	5,122.33	3,200.00	-1,922.33	-60%
	Total	24,060.13	23,829.49	25,759.65	32,568.59	25,826.44	25,164.80	25,911.30	26,251.11	32,630.34	242,001.85	358,930.00	116,928.15	33%

MAINE TOWNSHIP GENERAL TOWN FUND

18%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	YTD DISBURSE	BUDGET	BALANCE	% Left
MAINESTAY DIVISION														
	MaineStay Salary	26,093.53	26,176.82	28,316.33	42,431.92	26,803.64	27,001.57	22,809.00	25,045.81	22,933.44	247,612.06	359,000.00	111,387.94	31%
	Social Security	1,912.36	1,918.74	2,081.89	3,123.58	1,967.76	1,982.90	1,670.94	1,842.07	1,676.50	18,176.74	27,500.00	9,323.26	34%
	IMRF	3,073.18	3,073.18	3,317.23	5,018.60	3,165.28	3,165.28	2,676.78	2,947.46	2,676.78	29,113.77	43,500.00	14,386.23	33%
	Administrative Div. Health Ins.	11,619.18	11,619.18	11,619.18	11,342.18	12,107.75	12,107.75	12,069.31	13,387.59	12,881.79	108,753.91	134,100.00	25,346.09	19%
	Life Ins.	89.25	89.25	89.25	89.25	97.30	97.30	97.30	97.30	97.30	843.50	1,300.00	456.50	35%
	Dental Ins.	40.25	1,263.25	40.25	307.25	75.45	515.00	474.00	42.00	877.00	3,634.45	9,500.00	5,865.55	62%
	Tuition Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Conferences-Meetings	0.00	12.84	26.99	0.00	0.00	340.00	495.00	-330.00	114.28	659.11	2,000.00	1,340.89	67%
	Consultation/Staff Training	442.78	222.00	293.99	315.00	0.00	0.00	20.00	0.00	0.00	1,293.77	5,000.00	3,706.23	74%
	Special Programs - MaineStay	-968.01	276.32	2,508.40	111.21	956.16	17.94	567.19	297.51	65.18	3,831.90	6,000.00	2,168.10	36%
	Dues-Subscriptions/Licensures	418.46	122.82	200.00	0.00	0.00	0.00	800.00	100.00	0.00	1,641.28	2,500.00	858.72	34%
	Print Management	504.34	532.33	522.44	482.34	482.34	482.34	482.34	482.34	964.68	4,935.49	6,500.00	1,564.51	24%
	Gen Ins Liability Ins Bond	0.00	0.00	95.84	95.84	95.84	95.84	95.84	95.84	95.84	670.88	1,200.00	529.12	44%
	Computer Tech Support	520.00	520.00	520.00	520.00	520.00	520.00	520.00	520.00	545.00	4,705.00	7,000.00	2,295.00	33%
	Mileage-Travel-Lodging Exp	0.00	0.00	71.51	0.00	91.65	0.00	289.34	0.00	332.22	784.72	3,500.00	2,715.28	78%
	Postage	240.74	0.00	24.61	11.04	45.54	12.95	12.42	10.88	7.48	365.66	800.00	434.34	54%
	Printing-Publishing	15.18	0.00	100.35	194.50	34.43	34.43	115.04	38.25	38.25	570.43	3,000.00	2,429.57	81%
	Community Education	28.76	0.00	23.95	48.01	0.00	0.00	0.00	17.37	18.98	137.07	500.00	362.93	73%
	Library	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00	100%
	Miscellaneous	0.00	0.00	13.58	0.00	8.96	21.99	0.00	0.00	0.00	44.53	200.00	155.47	78%
	Office Supplies/Sm Equipment	652.57	0.00	198.51	126.63	760.04	0.00	13,482.00	42.78	-2,996.00	12,266.53	11,000.00	-1,266.53	-12%
	Substance Abuse Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00	100%
	Youth Recreation Fund	-255.00	-205.00	443.00	1,224.55	664.80	-274.00	-284.00	-321.85	-271.00	721.50	3,000.00	2,278.50	76%
	Summer Youth Camp	0.00	2,543.52	354.59	-127.53	1,843.18	2,955.23	0.00	0.00	0.00	7,568.99	8,500.00	931.01	11%
	Garage Sale	0.00	0.00	0.00	0.00	0.00	-4,155.00	-1,333.51	1,825.35	0.00	-3,663.16	500.00	4,163.16	833%
	Building Maint.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	1,500.00	100%
	Total	44,427.57	48,165.25	50,861.89	65,314.37	49,720.12	44,921.52	55,058.99	46,140.70	40,057.72	444,668.13	639,101.00	194,432.87	30%

MAINE TOWNSHIP GENERAL TOWN FUND

18%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	YTD DISBURSE	BUDGET	BALANCE	% Left
SENIOR DIVISION														
	Senior Salary	21,974.68	21,974.68	24,021.33	34,120.50	22,747.00	22,747.00	22,747.00	22,747.00	22,747.00	215,826.19	294,000.00	78,173.81	27%
	Social Security	1,642.98	1,642.98	1,799.52	2,553.06	1,699.94	1,699.94	1,699.94	1,705.49	1,694.36	16,138.21	23,000.00	6,861.79	30%
	IMRF	2,643.56	2,643.56	2,889.76	4,104.69	2,736.46	2,736.46	2,736.46	2,736.46	2,736.46	25,963.87	36,000.00	10,036.13	28%
	Life Ins.	63.75	63.75	63.75	63.75	69.50	69.50	69.50	69.50	69.50	602.50	1,000.00	397.50	40%
	Dental Ins.	28.75	2,128.25	28.75	173.75	28.75	30.00	611.60	76.80	276.80	3,383.45	5,000.00	1,616.55	32%
	Administrative Div. Health Ins.	8,829.30	8,829.30	8,829.30	8,618.72	9,273.02	9,273.02	9,273.02	9,345.69	9,200.34	81,471.71	102,600.00	21,128.29	21%
	Tuition Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Conferences-Meetings	0.00	0.00	274.90	0.00	0.00	0.00	330.00	165.00	261.34	1,031.24	2,000.00	968.76	48%
	Special Programs	127.40	-925.00	396.05	6,889.89	134.20	0.00	0.00	0.00	0.00	6,622.54	11,500.00	4,877.46	42%
	Print Management	331.12	324.10	335.52	318.34	318.34	318.34	318.34	318.34	636.68	3,219.12	5,000.00	1,780.88	36%
	Dues-Subscriptions	0.00	0.00	0.00	0.00	0.00	125.00	0.00	0.00	0.00	125.00	500.00	375.00	75%
	Mileage-Travel-Lodging Exp	0.00	0.00	84.79	72.23	0.00	12.25	0.00	0.00	914.80	1,084.07	3,000.00	1,915.93	64%
	Postage	952.15	1,110.94	888.79	858.78	897.96	1,043.12	884.92	912.03	1,022.24	8,570.93	14,000.00	5,429.07	39%
	Printing-Publishing	809.00	835.00	1,016.30	2,149.61	841.00	847.00	870.00	870.00	890.00	9,127.91	14,500.00	5,372.09	37%
	Telecommunications	0.00	1.70	1.98	2.41	2.14	2.17	2.87	3.21	1.79	18.27	100.00	81.73	82%
	Staff Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00	600.00	100%
	Office Supplies/Sm Equipment	17.94	143.33	43.13	2,137.02	216.85	0.00	0.00	0.00	194.15	2,752.42	11,500.00	8,747.58	76%
	Computer Tech Support	520.00	520.00	520.00	520.00	520.00	520.00	2,707.50	2,707.50	545.00	9,080.00	14,300.00	5,220.00	37%
	Total	37,940.63	39,292.59	41,193.87	62,582.75	39,485.16	39,423.80	42,251.15	41,657.02	41,190.46	385,017.43	538,601.00	153,583.57	29%

MAINE TOWNSHIP GENERAL TOWN FUND

18%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	YTD DISBURSE	BUDGET	BALANCE	% Left
CLERK'S DIVISION														
	Clerk's Division Salary	9,357.00	9,215.40	10,633.60	14,840.64	10,669.16	10,280.02	9,506.90	9,524.19	9,506.46	93,533.37	137,000.00	43,466.63	32%
	Social Security	706.90	696.05	805.01	1,118.62	803.15	773.36	714.23	715.55	718.19	7,051.06	10,500.00	3,448.94	33%
	IMRF	1,149.88	1,132.85	1,304.19	1,816.53	1,302.22	1,255.40	1,162.40	1,164.48	1,168.64	11,456.59	17,000.00	5,543.41	33%
	Administrative Div. Health Ins.	3,344.23	3,344.23	3,344.23	3,264.45	3,463.46	3,463.46	3,463.46	3,463.46	3,463.46	30,614.44	48,600.00	17,985.56	37%
	Life Ins.	25.50	25.50	25.50	25.50	27.80	27.80	27.80	27.80	27.80	241.00	500.00	259.00	52%
	Dental Ins.	11.50	11.50	11.50	11.50	11.50	94.00	442.40	12.00	140.00	745.90	3,000.00	2,254.10	75%
	Conferences-Meetings	0.00	0.00	0.00	210.00	0.00	0.00	165.00	0.00	149.33	524.33	2,000.00	1,475.67	74%
	Dues-Subscriptions	56.00	26.00	0.00	0.00	0.00	250.00	0.00	0.00	0.00	332.00	600.00	268.00	45%
	Print Management	252.34	252.34	252.34	252.34	252.34	252.34	0.00	252.34	504.68	2,271.06	3,100.00	828.94	27%
	Gen Insur Liability Bond	0.00	0.00	0.00	60.00	0.00	0.00	0.00	20.00	50.00	130.00	200.00	70.00	35%
	Mileage-Travel-Lodging Exp	0.00	0.00	0.00	0.00	0.00	0.00	252.34	0.00	556.64	808.98	2,000.00	1,191.02	60%
	Honor Flight	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00	0.00	0%
	Computer Tech Support	520.00	520.00	520.00	520.00	520.00	520.00	520.00	520.00	545.00	4,705.00	7,600.00	2,895.00	38%
	Postage	120.62	370.38	1,232.96	198.62	879.79	558.43	867.77	-399.70	69.52	3,898.39	8,000.00	4,101.61	51%
	Printing-Publishing	0.00	0.00	113.50	306.00	0.00	287.00	0.00	140.00	0.00	846.50	2,500.00	1,653.50	66%
	Telecommunications	0.00	35.23	35.23	-6.40	0.00	0.00	0.00	0.00	0.00	64.06	1,000.00	935.94	94%
	Staff Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00	100%
	Miscellaneous	0.00	0.00	0.00	32.25	0.00	0.00	0.00	0.00	0.00	32.25	250.00	217.75	87%
	Office Supplies/Sm Equipment	0.00	37.80	0.00	1,746.88	51.36	105.46	0.00	4,608.65	170.31	6,720.46	8,000.00	1,279.54	16%
	Total	15,543.97	15,667.28	19,278.06	24,396.93	17,980.78	17,867.27	17,122.30	20,048.77	17,070.03	164,975.39	253,350.00	88,374.61	35%

MAINE TOWNSHIP GENERAL TOWN FUND

18%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	YTD DISBURSE	BUDGET	BALANCE	% Left
	EMERGENCY MANAGEMENT DIVISION													
	Emergency Mgmt Salary	1,691.74	937.34	2,385.31	1,946.26	1,833.75	1,423.13	1,080.01	1,490.63	973.13	13,761.30	28,000.00	14,238.70	51%
	OEM Social Security	129.47	71.70	182.63	148.96	140.24	108.85	82.61	114.01	74.43	1,052.90	2,200.00	1,147.10	52%
	Uniforms	0.00	247.25	0.00	0.00	35.00	0.00	0.00	0.00	0.00	282.25	1,500.00	1,217.75	81%
	Conferences-Meetings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	200.00	100%
	Special Programs	0.00	0.00	107.96	0.00	0.00	0.00	0.00	427.49	0.00	535.45	1,500.00	964.55	64%
	Special Events	0.00	0.00	0.00	0.00	111.72	11.52	19.07	12.28	0.00	154.59	1,000.00	845.41	85%
	Citizen Corps Program	1,135.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,135.00	3,222.00	2,087.00	65%
	Dues-Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00	250.00	100%
	Equipment Leasing-Maint	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Volunteer Insurance	0.00	581.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	581.75	700.00	118.25	17%
	Postage	0.00	0.00	0.00	0.00	0.00	0.00	13.48	0.00	10.47	23.95	75.00	51.05	68%
	Computer Tech Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,200.00	1,200.00	100%
	Printing-Publishing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00	250.00	100%
	Utilities	422.51	335.02	562.62	161.22	159.82	263.11	113.09	170.21	0.00	2,187.60	4,000.00	1,812.40	45%
	Telecommunications	215.59	215.89	260.89	235.39	226.12	257.96	235.76	226.58	226.58	2,100.76	3,500.00	1,399.24	40%
	Staff Training	0.00	0.00	0.00	0.00	1.90	0.00	0.00	0.00	0.00	1.90	300.00	298.10	99%
	Miscellaneous	0.00	0.00	0.00	8.78	17.00	0.00	0.00	0.00	0.00	25.78	200.00	174.22	87%
	Office Supplies/Sm Equipment	0.00	55.97	0.00	0.00	0.00	69.52	13.96	0.00	0.00	139.45	5,000.00	4,860.55	97%
	Operating Supplies	0.00	0.00	0.00	0.00	0.00	23.87	0.00	0.00	0.00	23.87	1,200.00	1,176.13	98%
	Disaster Operations Supplies	307.97	200.00	0.00	0.00	0.00	0.00	0.00	120.00	0.00	627.97	3,000.00	2,372.03	79%
	Building	295.90	750.00	0.00	0.00	0.00	0.00	0.00	225.00	0.00	1,270.90	5,000.00	3,729.10	75%
	Vehicle Expense	0.00	0.00	0.00	0.00	375.00	0.00	0.00	0.00	0.00	375.00	4,000.00	3,625.00	91%
	Total	4,198.18	3,394.92	3,499.41	2,500.61	2,900.55	2,157.96	1,557.98	2,786.20	1,284.61	24,280.42	66,298.00	42,017.58	63%

MAINE TOWNSHIP GENERAL TOWN FUND

18%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	YTD DISBURSE	BUDGET	BALANCE	% Left
	TOTAL OPERATING EXPENSES	246,739.27	257,769.02	269,803.43	801,305.75	269,434.17	264,364.93	281,889.76	262,728.18	260,366.18	2,914,400.69	4,432,284.00	1,517,883.31	34%
	NET OPERATING INCOME	1,497,625.30	-184,241.95	-227,260.53	-773,938.96	663,966.94	924,795.26	-271,950.52	-223,252.59	-253,699.66	1,152,043.29	-51,284.00	-1,203,327.29	2346%

MAINE TOWNSHIP GENERAL ASSISTANCE FUND

18%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	YTD DISBURSE	BUDGET	BALANCE	% Left
	Friday, December 15, 2017	02:43:58 PM												
REVENUE														
	Beginning Balance													
	Property Tax	433,042.97	9,956.05	6,222.59	685.31	230,610.50	295,281.30	1,234.96	6,505.32	0.00	983,539.00	1,000,000.00	16,461.00	2%
	SS Reimbursement	0.00	0.00	0.00	2,175.00	0.00	0.00	18,725.00	0.00	0.00	20,900.00	35,000.00	14,100.00	40%
	Interest Income	236.62	206.92	244.95	309.20	327.09	391.71	340.37	366.04	344.03	2,766.93	2,000.00	-766.93	-38%
	Energy Assistance Revenue	795.00	315.00	0.00	780.00	0.00	170.00	100.00	575.00	1,305.00	4,040.00	20,000.00	15,960.00	80%
	Food Pantry Cash Donations	4,170.00	3,022.94	3,595.06	2,732.00	274.00	736.00	6,844.00	1,741.50	3,580.00	26,695.50	50,000.00	23,304.50	47%
	Total	438,244.59	13,500.91	10,062.60	6,681.51	231,211.59	296,579.01	27,244.33	9,187.86	5,229.03	1,037,941.43	1,107,000.00	69,058.57	6%
	NET REVENUE	438,244.59	13,500.91	10,062.60	6,681.51	231,211.59	296,579.01	27,244.33	9,187.86	5,229.03	1,037,941.43	1,107,000.00	69,058.57	6%
EXPENSES														
EXPENSES-ADMINISTRATIVE														
	Gross Pay Account	30,270.44	29,947.19	32,016.72	45,378.21	30,518.48	33,301.36	31,519.60	31,638.22	31,582.98	296,173.20	422,500.00	126,326.80	30%
	IDES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Social Security	2,272.32	2,247.59	2,405.91	3,406.38	2,282.13	2,495.04	2,358.72	2,366.30	2,362.75	22,197.14	33,000.00	10,802.86	33%
	IMRF	3,415.97	3,462.17	3,774.29	5,422.22	3,671.37	4,006.16	3,791.80	3,806.08	3,799.43	35,149.49	50,000.00	14,850.51	30%
	Administrative Div. Health Ins.	7,672.79	9,834.27	9,834.27	9,600.31	10,344.73	10,344.73	12,311.43	12,145.23	12,145.23	94,232.99	117,000.00	22,767.01	19%
	Life Insurance	89.25	89.25	89.25	89.25	97.30	97.30	111.20	97.30	139.00	899.10	1,000.00	100.90	10%
	Dental Insurance	40.25	1,139.25	40.25	40.25	239.25	711.00	366.00	48.00	293.00	2,917.25	7,000.00	4,082.75	58%
	Tuition Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Accounting Services	342.40	333.54	420.35	3,282.23	344.02	334.28	924.76	442.76	431.26	6,855.60	8,500.00	1,644.40	19%
	Conferences Meetings	0.00	190.14	150.00	0.00	0.00	0.00	265.00	0.00	98.86	704.00	2,000.00	1,296.00	65%
	Dues Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00	250.00	100%
	Print Management	636.67	721.00	667.08	636.67	636.67	636.67	636.67	636.67	1,273.34	6,481.44	8,000.00	1,518.56	19%
	General Insurance-Liab-Bond	1,842.00	1,842.00	1,842.00	1,842.00	1,842.00	1,842.00	1,842.00	1,842.00	1,842.00	16,578.00	19,000.00	2,422.00	13%
	Legal Services	0.00	0.00	0.00	675.00	0.00	0.00	975.00	0.00	0.00	1,650.00	3,500.00	1,850.00	53%
	Mileage-Travel-Lodging	0.00	26.54	0.00	22.86	101.88	27.39	137.85	0.00	575.70	892.22	1,500.00	607.78	41%
	Postage	690.84	306.81	499.47	294.04	185.79	260.73	614.90	255.78	189.69	3,298.05	6,000.00	2,701.95	45%
	Printing Publishing	0.00	260.95	558.76	456.43	0.00	0.00	55.00	299.50	321.10	1,951.74	5,000.00	3,048.26	61%
	Telecommunication/ISP	83.95	84.06	84.06	84.05	84.24	84.24	82.24	156.53	152.63	896.00	2,000.00	1,104.00	55%
	Staff Training	384.00	0.00	0.00	0.00	0.00	60.00	33.81	0.00	0.00	477.81	2,500.00	2,022.19	81%
	Utilities	297.88	170.91	162.27	121.83	156.71	137.02	134.43	126.72	139.91	1,447.68	3,000.00	1,552.32	52%
	Hearing Officer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Miscellaneous	32.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32.30	250.00	217.70	87%
	Office Supplies	148.92	258.02	1,171.95	1,712.93	448.11	1,214.02	39.99	10,685.91	678.04	16,357.89	14,500.00	-1,857.89	-13%
	Operating Supplies/Maint	0.00	159.75	51.00	206.75	0.00	78.00	142.00	0.00	512.75	1,150.25	3,000.00	1,849.75	62%
	Building Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	4,000.00	100%
	Computer Software Development	0.00	0.00	0.00	1,367.00	2,350.00	0.00	0.00	0.00	0.00	3,717.00	3,000.00	-717.00	-24%
	Comp Tech Support	520.00	520.00	520.00	520.00	520.00	520.00	520.00	520.00	545.00	4,705.00	8,000.00	3,295.00	41%
	Admin Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00	100%
	Total	48,739.98	51,593.44	54,287.63	75,158.41	53,822.68	56,149.94	56,862.40	65,067.00	57,082.67	518,764.15	729,503.00	210,738.85	29%
EXPENSES-ASSISTANCE														

MAINE TOWNSHIP GENERAL ASSISTANCE FUND

18%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	YTD DISBURSE	BUDGET	BALANCE	% Left
	Friday, December 15, 2017	02:43:58 PM												
	Client Insurance	157.38	0.00	0.00	0.00	-23.38	0.00	0.00	0.00	0.00	134.00	1,500.00	1,366.00	91%
	Emergency Assist Program	300.00	0.00	0.00	300.00	0.00	600.00	0.00	0.00	0.00	1,200.00	3,500.00	2,300.00	66%
	Prescription Drugs	131.42	202.25	118.97	76.59	0.00	0.00	1,034.04	0.00	0.00	1,563.27	5,000.00	3,436.73	69%
	Dental Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	1,500.00	100%
	Medical Services	0.00	50.00	0.00	0.00	31.14	0.00	0.00	0.00	0.00	81.14	15,000.00	14,918.86	99%
	Funeral & Burial Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Client Utilities	0.00	437.07	186.54	594.00	733.35	592.40	418.13	480.65	300.41	3,742.55	10,000.00	6,257.45	63%
	Shelter-Rent	6,131.00	7,536.66	6,626.84	9,013.84	5,470.22	5,868.40	5,078.41	5,470.22	4,707.72	55,903.31	100,000.00	44,096.69	44%
	Ambulance Paramedic	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00	100%
	Food	0.00	3,926.00	0.00	11,897.12	941.58	2,974.27	0.00	2,707.82	0.00	22,446.79	50,000.00	27,553.21	55%
	Client Needs Services	2,000.00	1,840.00	1,920.00	2,080.00	1,550.00	1,360.00	1,600.00	1,360.00	1,440.00	15,150.00	35,000.00	19,850.00	57%
	Transient	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Food Pantry	0.00	3,058.85	0.00	988.00	0.00	2,763.60	0.00	8,000.00	1,524.75	16,335.20	50,000.00	33,664.80	67%
	Catastro. Med. Insurance	0.00	425.00	425.00	425.00	425.00	425.00	425.00	425.00	0.00	2,975.00	5,100.00	2,125.00	42%
	CWP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	1,500.00	100%
	Prov for contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30,000.00	30,000.00	100%
	Total	8,719.80	17,475.83	9,277.35	25,374.55	9,127.91	14,583.67	8,555.58	18,443.69	7,972.88	119,531.26	310,102.00	190,570.74	61%
	TOTAL OPERATING EXPENSES	57,459.78	69,069.27	63,564.98	100,532.96	62,950.59	70,733.61	65,417.98	83,510.69	65,055.55	638,295.41	1,039,605.00	401,309.59	39%

MAINE TOWNSHIP ROAD AND BRIDGE FUND

18% of the year remaining MAR APR MAY JUN JUL AUG SEP OCT NOV YTD DISBURSE BUDGET BALANCE % Left

REVENUE

Fund Transfer	0.00	0.00	0.00	400,000.00	0.00	0.00	0.00	0.00	0.00	400,000.00	400,000.00	0.00	0%
Property Tax	715,378.46	16,509.19	10,342.01	1,239.54	362,795.41	482,482.99	2,059.12	10,849.00	0.00	1,601,655.72	1,900,125.00	298,469.28	16%
Other Income	850.00	452.83	0.00	50.00	298.66	0.00	100.00	1,109.89	27,434.06	30,295.44	42,000.00	11,704.56	28%
Interest Income	231.34	220.64	248.88	300.72	339.99	338.33	317.79	346.54	331.13	2,675.36	755.00	-1,920.36	-254%
Permit Fees	925.00	1,110.00	450.00	1,302.00	575.00	725.00	5,640.69	400.00	450.00	11,577.69	6,000.00	-5,577.69	-93%
Persnl Prop Replacement Tax	0.00	19,940.21	12,841.47	0.00	0.00	605.46	0.00	8,964.49	0.00	42,351.63	41,456.00	-895.63	-2%
NET REVENUE	717,384.80	38,232.87	23,882.36	402,892.26	364,009.06	484,151.78	8,117.60	21,669.92	28,215.19	2,088,555.84	2,390,336.00	301,780.16	13%

EXPENSES

GENERAL ROAD FUND-ADMINISTRATIVE

Admin Salary Expense	4,392.00	4,392.00	4,741.16	6,030.75	4,523.76	4,523.76	4,523.76	4,523.76	4,523.76	42,174.71	63,000.00	20,825.29	33%
Health Insurance	12,005.91	12,005.91	12,005.91	11,745.07	11,928.97	11,928.97	11,928.97	11,928.97	11,882.64	107,361.32	133,900.00	26,538.68	20%
Life Insurance	89.25	89.25	89.25	89.25	97.30	97.30	97.30	97.30	97.30	843.50	1,100.00	256.50	23%
Dental Insurance	170.25	1,973.25	312.65	1,354.95	318.45	478.80	129.00	271.00	0.00	5,008.35	5,000.00	-8.35	0%
Alcohol & Drug Testing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	540.00	540.00	800.00	260.00	33%
Payroll Service	310.60	322.50	355.47	509.88	333.84	322.84	322.84	333.84	322.84	3,134.65	4,500.00	1,365.35	30%
Accounting Services	0.00	0.00	0.00	4,945.00	0.00	0.00	0.00	0.00	0.00	4,945.00	4,800.00	-145.00	-3%
Conferences Meetings	0.00	0.00	0.00	0.00	57.80	472.65	165.00	0.00	60.16	755.61	3,000.00	2,244.39	75%
Dues Subscriptions	60.00	0.00	39.99	125.00	0.00	75.00	0.00	0.00	75.00	374.99	1,000.00	625.01	63%
Legal Services	0.00	1,750.00	0.00	87.50	0.00	0.00	146.25	0.00	0.00	1,983.75	6,000.00	4,016.25	67%
Mileage Travel Expense	0.00	-35.70	0.00	0.00	0.00	0.00	40.00	40.80	567.42	612.52	1,000.00	387.48	6%
Municipal Replacement Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40,000.00	40,000.00	100%
Postage	0.00	49.00	0.00	5.80	53.13	0.00	0.00	3.00	0.00	110.93	500.00	389.07	78%
Printing Publishing	0.00	510.05	721.45	1,570.87	110.28	0.00	1,369.33	0.00	363.00	4,644.98	8,000.00	3,355.02	42%
Telephone	272.98	683.53	429.34	458.37	502.24	471.76	438.65	551.27	471.72	4,279.86	7,500.00	3,220.14	43%
Training	0.00	0.00	0.00	47.50	0.00	0.00	0.00	0.00	0.00	47.50	2,000.00	1,952.50	98%
Miscellaneous	0.00	72.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	72.99	3,000.00	2,927.01	98%
Office Supplies	32.00	276.50	163.66	96.63	0.00	242.34	35.52	50.29	97.22	994.16	2,500.00	1,505.84	60%
Office Equipment	0.00	0.00	0.00	1,456.48	0.00	0.00	0.00	3,495.00	0.00	4,951.48	7,000.00	2,048.52	29%
Prov for contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	50,000.00	100%
Total	17,332.99	22,089.28	18,858.88	28,523.05	17,925.77	18,613.42	19,196.62	21,295.23	19,001.06	182,836.30	344,600.00	161,763.70	47%

GENERAL ROAD FUND-MAINTENANCE

Maint Salary Expense	15,420.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,420.80	150,000.00	134,579.20	90%
Maintenance-Uniforms	999.75	0.00	2,509.34	502.03	0.00	561.77	0.00	0.00	0.00	4,572.89	6,000.00	1,427.11	24%
Building Maintenance	335.80	3,714.25	198.00	148.50	99.00	123.75	99.91	231.04	24.75	4,975.00	12,000.00	7,025.00	59%
Equipment Leasing Maint	-2,254.62	8,192.54	794.71	10,449.92	283.42	3,509.56	8,422.06	4,426.35	3,749.29	37,573.23	80,000.00	42,426.77	53%
Landfill Charges - GRF	0.00	0.00	0.00	284.40	0.00	0.00	0.00	0.00	0.00	284.40	2,000.00	1,715.60	86%
Rentals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,500.00	4,500.00	100%
Street Lighting	0.00	4,249.93	8,387.33	4,093.49	4,195.93	423.93	4,197.23	4,140.57	4,232.70	33,921.11	55,000.00	21,078.89	38%
Tree Removal & Spraying	0.00	0.00	0.00	0.00	0.00	0.00	10,703.00	0.00	7,700.00	18,403.00	50,000.00	31,597.00	63%
Utilities	705.54	562.88	459.58	411.94	306.48	474.17	414.03	341.36	451.19	4,127.17	10,000.00	5,872.83	59%

MAINE TOWNSHIP ROAD AND BRIDGE FUND

18% of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	YTD DISBURSE	BUDGET	BALANCE	% Left
Tree Replacement Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00	15,000.00	100%
Gasoline Oil	1,071.84	1,300.04	756.20	1,276.91	1,028.73	1,623.03	1,689.64	2,660.69	1,768.50	13,175.58	35,000.00	21,824.42	62%
Building & Oper Sup Mat 1	0.00	0.00	411.17	0.00	0.00	0.00	73.33	0.00	1,073.87	1,558.37	5,000.00	3,441.63	69%
Maint Equip & Small Tools	0.00	2,933.00	213.70	4,376.99	1,128.49	1,127.96	104.32	3,776.92	66.98	13,728.36	10,000.00	-3,728.36	-37%
Supplies (Equipment)	1,995.40	1,260.15	1,682.15	2,365.64	0.00	1,505.78	3,356.43	1,180.83	7,307.14	20,653.52	22,000.00	1,346.48	6%
Supplies Roads GRF	0.00	0.00	4,125.03	0.00	0.00	0.00	0.00	0.00	0.00	4,125.03	5,000.00	874.97	17%
Supplies Snow Removal	0.00	0.00	0.00	0.00	0.00	0.00	-69,817.32	0.00	2,395.00	-67,422.32	65,000.00	132,422.32	204%
Total	18,274.51	22,212.79	19,537.21	23,909.82	7,042.05	9,349.95	-40,757.37	16,757.76	28,769.42	105,096.14	526,500.00	421,403.86	80%

PERMANENT ROAD FUND

Labor On Roads	17,590.00	31,237.60	33,863.27	54,746.03	33,738.96	33,217.40	32,410.37	31,988.64	33,834.48	302,626.75	400,000.00	97,373.25	24%
Drainage	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	30,000.00	29,000.00	97%
Engineering Services	0.00	3,810.00	8,746.07	202.50	555.00	587.50	2,752.50	-30,869.00	16,606.25	2,390.82	30,000.00	27,609.18	92%
Landfill Charges - PRF	0.00	2,644.79	0.00	543.34	0.00	817.92	1,754.37	429.35	1,071.25	7,261.02	15,000.00	7,738.98	52%
Project Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00	100%
Maintenance Roads	0.00	0.00	2,542.16	7,150.00	533,620.75	0.00	0.00	22,129.50	0.00	565,442.41	600,000.00	34,557.59	6%
Supplies / Roads PRF	0.00	383.87	1,739.71	11,840.40	1,571.14	3,002.83	2,659.00	2,263.21	6,055.96	29,516.12	70,000.00	40,483.88	58%
Total	17,590.00	38,076.26	46,891.21	74,482.27	570,485.85	37,625.65	39,576.24	25,941.70	57,567.94	908,237.12	1,150,000.00	241,762.88	21%

EQUIPMENT & BUILDING FUND

Equipment	0.00	4,185.50	67,959.99	-20,227.93	48,973.48	11,641.32	2,815.00	0.00	6,985.75	122,333.11	200,000.00	77,666.89	39%
Building	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	751.30	751.30	50,000.00	49,248.70	98%
Storage Building	299.05	299.05	1,949.65	314.00	314.00	628.00	314.00	314.00	314.00	4,745.75	6,000.00	1,254.25	21%
Total	299.05	4,484.55	69,909.64	-19,913.93	49,287.48	12,269.32	3,129.00	314.00	8,051.05	127,830.16	256,000.00	128,169.84	50%

SOCIAL SECURITY FUND

Social Security	2,809.48	2,673.82	2,901.40	5,384.30	2,875.24	2,835.34	2,773.60	2,741.34	2,879.00	27,873.52	45,500.00	17,626.48	39%
Total	2,809.48	2,673.82	2,901.40	5,384.30	2,875.24	2,835.34	2,773.60	2,741.34	2,879.00	27,873.52	45,500.00	17,626.48	39%

INSURANCE FUND

Workmans Compensation	1,007.00	1,007.00	1,007.00	1,007.00	1,007.00	1,007.00	1,007.00	1,007.00	1,007.00	9,063.00	30,000.00	20,937.00	70%
Gen Ins Liability Ins Bond	4,029.00	4,029.00	4,029.00	4,029.00	4,029.00	4,029.00	4,029.00	4,029.00	4,029.00	36,261.00	41,000.00	4,739.00	12%
Total	5,036.00	5,036.00	5,036.00	5,036.00	5,036.00	5,036.00	5,036.00	5,036.00	5,036.00	45,324.00	71,000.00	25,676.00	36%

IL MUNICIPAL RETIREMENT FUND

IMRF	4,499.57	4,286.24	4,644.11	7,402.00	4,603.01	4,522.26	4,443.17	4,392.44	4,614.50	43,407.30	76,670.00	33,262.70	43%
Total	4,499.57	4,286.24	4,644.11	7,402.00	4,603.01	4,522.26	4,443.17	4,392.44	4,614.50	43,407.30	76,670.00	33,262.70	43%

TOTAL OPERATING EXPENSES	65,841.60	98,858.94	167,778.45	124,823.51	657,255.40	90,251.94	33,397.26	76,478.47	125,918.97	1,440,604.54	2,470,270.00	1,029,665.46	42%
NET OPERATING INCOME	651,543.20	-60,626.07	-143,896.09	278,068.75	-293,246.34	393,899.84	-25,279.66	-54,808.55	-97,703.78	647,951.30	-79,934.00	-727,885.30	911%

MOTION TO APPROVE PAYROLL FOR PAYDATES OF DECEMBER 1ST
AND DECEMBER 15TH AND ROAD DISTRICT CHECKS #20115 THROUGH
CHECK #20156 IN THE AMOUNT OF \$132,437.42.

Maine Township Road & Bridge Fund

DECEMBER 2017

<u>Check #</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>
20099V	Dec 7	VOID	VOID	(591.94)
20115	Nov 30	Secretary of State Jesse White	License Plate-Ford F450	103.00
Wire	Dec 1	Federal Electronic Payroll System	Federal Taxes	5,018.78
Wire	Dec 1	Illinois Department of Revenue	State Taxes	815.75
S/C	Dec 1	Paychex	Service Fee	161.42
Dir. Deposit	Dec 1	Richard A. Brandes	Payroll Check	1,534.28
Dir. Deposit	Dec 1	Robert J. Brzezinski	Payroll Check	3,006.53
Dir. Deposit	Dec 1	Peter Douvalakis	Payroll Check	2,069.23
Dir. Deposit	Dec 1	Jason D. Fox	Payroll Check	1,471.99
Dir. Deposit	Dec 1	Dawne Scheel Hayman	Payroll Check	1,472.80
Dir. Deposit	Dec 1	Peter A. Jimenez	Payroll Check	1,493.90
Dir. Deposit	Dec 1	Justin E. MacIntyre	Payroll Check	1,598.00
20116	Dec 7	The Sherwin-Williams Co	Supplies for Road	591.94
Wire	Dec 8	IMRF	Illinois Municipal Retirement Fund	6,403.85
20117	Dec 13	Sam's Club MC / SYNCB	Office Supplies / Equipment	9,617.27
Wire	Dec 15	Federal Electronic Payroll System	Federal Taxes	5,081.48
Wire	Dec 15	Illinois Department of Revenue	State Taxes	823.32
S/C	Dec 15	Paychex	Service Fee	161.42
Dir. Deposit	Dec 15	Richard A. Brandes	Payroll Check	1,534.28
Dir. Deposit	Dec 15	Robert J. Brzezinski	Payroll Check	3,101.42
Dir. Deposit	Dec 15	Peter Douvalakis	Payroll Check	2,069.23
Dir. Deposit	Dec 15	Jason D. Fox	Payroll Check	1,471.99
Dir. Deposit	Dec 15	Dawne Scheel Hayman	Payroll Check	1,472.80
Dir. Deposit	Dec 15	Peter A. Jimenez	Payroll Check	1,493.90
Dir. Deposit	Dec 15	Justin E. MacIntyre	Payroll Check	1,598.05
20118	Dec 27	Metro Federal Credit Union	Metrocom - Cell Phone	45.00
20119	Dec 27	Metro Federal Credit Union	Postage / Office Supplies	95.18
20120	Dec 27	Metro Federal Credit Union	Online Auctions / Operating Sup	1,136.30
20121	Dec 27	Maine Township -Town Fund	Dental Expense	203.00
20122	Dec 27	Security Benefit	457 Plan Deferred Compensation	1,090.00
20123	Dec 27	A & A Equipment & Supply Company	Equipment Maintenance	79.00
20124	Dec 27	AT&T	Service at Garage	244.37
20125	Dec 27	AT&T	Telephone & Communication	55.32
20126	Dec 27	Angel, Glink, Diamond, Bush	Legal Service	700.00
20127	Dec 27	Atlas Toyota Material Handling	Repair Evaluation	384.00
20128	Dec 27	Comcast	Service at Garage	43.18
20129	Dec 27	Comed-Garage	Service at Garage	254.96
20130	Dec 27	Comed-Street Lighting	Street Lighting	4,073.35
20131	Dec 27	Comed-Traffic Signals	Traffic Signals	47.93
20132	Dec 27	Conserv FS	Fuel	3,653.97
20133	Dec 27	Des Plaines Material & Supply	Supplies for Road	782.99
20134	Dec 27	Groot Industries, Inc.	Landfill	1,767.38
20135	Dec 27	Home Depot Credit Services	Shop Tools & Supplies	169.79

20136	Dec 27	MacMunnis Inc AAF Comed	Offsite Storage	314.00
20137	Dec 27	Morton Salt, Inc.	Supplies Snow Removal	16,834.56
20138	Dec 27	Napa Auto Parts-Des Plaines	Equipment Supplies & Parts	667.12
20139	Dec 27	Blue Tarp Financial, Inc.	Building & Operating Supplies	134.99
20140	Dec 27	Nicor Gas	Service at Garage	667.94
20141	Dec 27	Runco Office Supply	Office Supplies / Equipment	127.61
20142	Dec 27	Sam's Club MC / SYNCB	Equipment Maintenance	865.45
20143	Dec 27	Sherwin Industries, Inc.	Signs for the Road	1,218.10
20144	Dec 27	Spaceco, Inc.	Engineering Review Aqua	22,717.50
20145	Dec 27	State of Illinois-CMS Federal	Building & Operating Supplies	479.28
20146	Dec 27	Township Officials of IL	Township Desk Refere	30.00
20147	Dec 27	Uline	Safety Supplies	478.03
20148	Dec 27	Verizon Wireless	Cellular Phone-Bob Brzezinski	129.03
20149	Dec 27	West Side Tractor Sales	Equipment Maintenance	458.60
20150	Dec 27	Wholesale Direct, Inc.	Equipment Maintenance	34.23
20151	Dec 27	Acuity Specialty Products, Inc.	Building & Operating Supplies	192.22
20152	Jan 1	The Lincoln National	January Health Insurance	97.30
20153	Jan 1	Blue Cross Blue Shield of IL	IMRF Voluntary Life Insurance	18,473.39
20154	Jan 1	NCPERS Group Life Ins.	Life Insurance	16.00
20155	Jan 1	The Lincoln National	Voluntary Life Insurance	95.18
20156	Jan 1	Vision Service Plan (IL)	Voluntary Vision Insurance	6.48

\$ 132,437.42

We the undersigned members of the Board of Trustees of Maine Township, do hereby certify that we have examined the Payroll for Paydates of December 1 and December 15 and Road District Checks #20115 through Check #20156 and authorize the Supervisor to issue Checks in payment.

WITNESS OUR HANDS AND SEAL THIS 27TH DAY OF DECEMBER 2017.

Supervisor

Clerk

Trustees

MOTION TO APPROVE PAYROLL FOR PAYDATES OF DECEMBER 1ST
AND DECEMBER 15TH AND GENERAL TOWN FUND CHECKS #55512
THROUGH CHECK #55596 IN THE AMOUNT OF \$335,081.01.

Maine Township General Town Fund

DECEMBER 2017

<u>Check #</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>
55035V	Dec 26	VOID	Marty Cook	(42.11)
55171V	Dec 26	VOID	Susan K. Sweeney	(30.39)
Wire	Dec 1	Federal Electronic Payroll System	Federal Taxes	19,862.90
Wire	Dec 1	Illinois Department Of Revenue	State Taxes	3,366.80
S/C	Dec 1	Paychex	Service Fee	361.05
3221	Dec 1	Susan Moylan Krey	Payroll Check	915.93
3222	Dec 1	Walter Kazmierczak	Payroll Check	3,974.33
3223	Dec 1	David A. Carrabotta	Payroll Check	-
3224	Dec 1	Baharis T. Ganas	Payroll Check	879.10
3225	Dec 1	David Gnutek	Payroll Check	1,631.52
Dir.Deposit	Dec 1	David Gnutek	Payroll Check	100.00
Dir.Deposit	Dec 1	Laura J. Morask	Payroll Check	775.28
Dir.Deposit	Dec 1	Peter W. Gialamas	Payroll Check	372.81
Dir.Deposit	Dec 1	Claire R. McKenzie	Payroll Check	434.81
Dir.Deposit	Dec 1	Kimberly Jones	Payroll Check	404.23
Dir.Deposit	Dec 1	Susan Kelly Sweeney	Payroll Check	452.76
Dir.Deposit	Dec 1	Carl F. Brzozowski	Payroll Check	338.16
Dir.Deposit	Dec 1	Christopher S. Christian	Payroll Check	111.78
Dir.Deposit	Dec 1	Dayna E. Berman	Payroll Check	2,653.67
Dir.Deposit	Dec 1	Denise M. Jajko	Payroll Check	1,666.66
Dir.Deposit	Dec 1	Doriene K. Prorak	Payroll Check	1,350.02
Dir.Deposit	Dec 1	Jessica M. Fox	Payroll Check	745.55
Dir.Deposit	Dec 1	Jonathon W. Kaehn	Payroll Check	447.69
Dir.Deposit	Dec 1	Marty Cook	Payroll Check	610.61
Dir.Deposit	Dec 1	Michael A. Samaan	Payroll Check	1,218.38
Dir.Deposit	Dec 1	Nicholas W. Kanehl	Payroll Check	843.24
Dir.Deposit	Dec 1	Rebecca A. Behrens	Payroll Check	248.78
Dir.Deposit	Dec 1	Robert M. Carrozza	Payroll Check	142.55
Dir.Deposit	Dec 1	Sophia R. Nyanue	Payroll Check	73.84
Dir.Deposit	Dec 1	Tracy D. Cummings	Payroll Check	1,143.88
Dir.Deposit	Dec 1	Victoria K. Rizzo	Payroll Check	1,528.41
Dir.Deposit	Dec 1	Debra A. Babich	Payroll Check	1,363.69
Dir.Deposit	Dec 1	Elizabeth J. Coy	Payroll Check	1,304.41
Dir.Deposit	Dec 1	Faris E. Dababneh	Payroll Check	982.34
Dir.Deposit	Dec 1	Mary Dolores Phillips	Payroll Check	581.15
Dir.Deposit	Dec 1	Anne M. Kolpak-Camarano	Payroll Check	1,178.92
Dir.Deposit	Dec 1	Anna E. Lydka	Payroll Check	1,418.47
Dir.Deposit	Dec 1	Austin S. Kelso	Payroll Check	983.27
Dir.Deposit	Dec 1	Naomi J. Bowman	Payroll Check	974.99

Dir.Deposit	Dec 1	Oksana T. Bukaczyk	Payroll Check	1,127.91
Dir.Deposit	Dec 1	Richard D. Lyon	Payroll Check	2,195.06
Dir.Deposit	Dec 1	Robert T. Barder	Payroll Check	207.16
Dir.Deposit	Dec 1	Yessenia Cornejo	Payroll Check	1,264.80
Dir.Deposit	Dec 1	Debra A. O'Brien	Payroll Check	828.91
Dir.Deposit	Dec 1	Mary T. Swanson	Payroll Check	2,282.83
Dir.Deposit	Dec 1	Mary T. Swanson	Payroll Check	3,591.06
Dir.Deposit	Dec 1	Marie C. Dachniwsky	Payroll Check	1,122.34
Dir.Deposit	Dec 1	Monika Jaroszewicz	Payroll Check	1,210.30
Dir.Deposit	Dec 1	Therese A. Tully	Payroll Check	1,383.03
Dir.Deposit	Dec 1	Annette Galante	Payroll Check	925.30
Dir.Deposit	Dec 1	Catherine Fredericksen	Payroll Check	316.82
Dir.Deposit	Dec 1	Rosalind Luburich	Payroll Check	434.24
Dir.Deposit	Dec 1	Wieslawa Tytko	Payroll Check	1,510.48
Dir.Deposit	Dec 1	Dagmar Rutzen	Payroll Check	166.38
55512	Dec 5	US Postmaster	Postage-Mainely News	8,713.85
55513	Dec 5	Carla Surma	Retainer Fee-Website	2,033.00
Wire	Dec 8	IMRF	Illinois Municipal Retirement Fund	20,645.80
55514	Dec 13	Wage Levy Unit	Wage Garnishment	219.12
Wire	Dec 15	Paychex ESR & FSA	Time Attendance Fee	631.60
Wire	Dec 15	Federal Electronic Payroll System	Federal Taxes	14,681.61
Wire	Dec 15	Illinois Department Of Revenue	State Taxes	2,646.39
S/C	Dec 15	Paychex	Service Fee	346.20
3226	Dec 15	Carol A. Teschky	W2 Cost of Health Benefit	0.00
3227	Dec 15	Susan Moylan Krey	Payroll Check	920.78
3228	Dec 15	Walter Kazmierczak	W2 Cost of Health Benefit	0.00
3229	Dec 15	David A. Carrabotta	W2 Cost of Health Benefit	0.00
3230	Dec 15	Baharis T. Ganas	Payroll Check	871.52
3231	Dec 15	David Gnutek	Payroll Check	1,631.52
3232	Dec 15	Mary T. Swanson	W2 Cost of Health Benefit	0.00
Dir.Deposit	Dec 15	David Gnutek	Payroll Check	100.00
Dir.Deposit	Dec 15	Laura J. Morask	Payroll Check	775.28
Dir.Deposit	Dec 15	Peter W. Gialamas	Payroll Check	372.81
Dir.Deposit	Dec 15	Carl F. Brzozowski	Payroll Check	338.16
Dir.Deposit	Dec 15	Christopher S. Christian	Payroll Check	183.83
Dir.Deposit	Dec 15	Dayna E. Berman	Payroll Check	2,653.67
Dir.Deposit	Dec 15	Denise M. Jajko	Payroll Check	1,666.66
Dir.Deposit	Dec 15	Doriene K. Prorak	Payroll Check	1,349.97
Dir.Deposit	Dec 15	Jessica M. Fox	Payroll Check	776.62
Dir.Deposit	Dec 15	Jonathon W. Kaehn	Payroll Check	447.69
Dir.Deposit	Dec 15	Marty Cook	Payroll Check	654.17
Dir.Deposit	Dec 15	Michael A. Samaan	Payroll Check	1,215.07
Dir.Deposit	Dec 15	Nicholas W. Kanehl	Payroll Check	826.70
Dir.Deposit	Dec 15	Rebecca A. Behrens	Payroll Check	277.81
Dir.Deposit	Dec 15	Robert M. Carrozza	Payroll Check	67.09

Dir.Deposit	Dec 15	Sophia R. Nyanue	Payroll Check	104.89
Dir.Deposit	Dec 15	Tracy D. Cummings	Payroll Check	924.76
Dir.Deposit	Dec 15	Victoria K. Rizzo	Payroll Check	1,528.41
Dir.Deposit	Dec 15	Debra A. Babich	Payroll Check	1,363.69
Dir.Deposit	Dec 15	Elizabeth J. Coy	Payroll Check	1,304.36
Dir.Deposit	Dec 15	Faris E. Dababneh	Payroll Check	982.34
Dir.Deposit	Dec 15	Mary Dolores Phillips	Payroll Check	581.15
Dir.Deposit	Dec 15	Anne M. Kolpak-Camarano	Payroll Check	1,178.92
Dir.Deposit	Dec 15	Anna E. Lydka	Payroll Check	1,418.52
Dir.Deposit	Dec 15	Austin S. Kelso	Payroll Check	983.27
Dir.Deposit	Dec 15	Naomi J. Bowman	Payroll Check	974.99
Dir.Deposit	Dec 15	Oksana T. Bukaczyk	Payroll Check	1,127.91
Dir.Deposit	Dec 15	Richard D. Lyon	Payroll Check	2,195.01
Dir.Deposit	Dec 15	Robert T. Barder	Payroll Check	231.53
Dir.Deposit	Dec 15	Yessenia Cornejo	Payroll Check	1,264.75
Dir.Deposit	Dec 15	Debra A. O'Brien	Payroll Check	828.91
Dir.Deposit	Dec 15	Marie C. Dachniwsky	Payroll Check	1,235.41
Dir.Deposit	Dec 15	Monika Jaroszewicz	Payroll Check	1,210.30
Dir.Deposit	Dec 15	Therese A. Tully	Payroll Check	1,383.03
Dir.Deposit	Dec 15	Annette Galante	Payroll Check	979.51
Dir.Deposit	Dec 15	Catherine Fredericksen	Payroll Check	549.57
Dir.Deposit	Dec 15	Rosalind Luburich	Payroll Check	684.06
Dir.Deposit	Dec 15	Wieslawa Tytko	Payroll Check	1,510.48
Dir.Deposit	Dec 15	Dagmar Rutzen	Payroll Check	294.15
55515	Dec 27	COMCAST	Internet	376.03
55516	Dec 27	Metro Federal Credit Union	Programs/Operating Supplies	1,510.44
55517	Dec 27	Metro Federal Credit Union	Recovery Connection Meetings	3,300.17
55518V	Dec 27	VOID	Void	-
55519V	Dec 27	VOID	Void	-
55520	Dec 27	Metro Federal Credit Union	Code Enforcement Expenses	75.93
55521	Dec 27	Metro Federal Credit Union	Special Programs / Library	350.40
55522	Dec 27	Metro Federal Credit Union	Fuel / Maintenance	579.35
55523	Dec 27	Access One, Inc.	Pots Lines for Alarm	124.13
55524	Dec 27	Alternative Energy Solutions	Generator Preventativ	434.00
55525	Dec 27	Anderson Lock Company Ltd.	Repair/Adjustment to Building	247.50
55526	Dec 27	Anderson Pest Solutions	December 2017-Monthly	96.05
55527	Dec 27	Anderson Safford	Notary Stamp - Clerk Office	35.30
55528	Dec 27	Aqua Illinois, Inc.	Water Service 10/25/17	139.58
55529	Dec 27	Republic SVC #551	Town Hall Pickup Service	235.54
55530	Dec 27	Avenues to Independence	Grant Payments	16,400.00
55531	Dec 27	Barton Marketing Group	Nov.17 Retainer for Public Inf.Svc	3,541.00
55532V	Dec 27	VOID	VOID	-
55533	Dec 27	Sue Blomberg, MA, LCPC	Recovery Connection Meetings	375.00
55534	Dec 27	David Carrabotta	Reimbursement TOI Conference	332.22
55535	Dec 27	Northwest Compass, Inc.	Grant Payment	1,800.00

55536	Dec 27	Center of Concern	Grant Payment	2,916.67
55537	Dec 27	Chicago Sprinkler Co	Sprinklers-Shut Down	225.00
55538	Dec 27	Children's Advocacy Center	Grant Payment	800.00
55539	Dec 27	Comcast Business	Dec 2017 Phone Service	1,565.26
55540	Dec 27	Comcast	Business Internet	252.35
55541	Dec 27	Comcast Cable	Internet & Phone Service	236.08
55542	Dec 27	Comed	Electricity 11/1 - 12/4	207.43
55543	Dec 27	Computer Bits, Inc.	Install County Software	350.00
55544	Dec 27	Marty Cook	Reimbursement	42.11
55545	Dec 27	Elizabeth Coy - Reimbursement	Assessor Association	58.58
55546	Dec 27	Crossfit-88	Recovery Connection Meetings	450.00
55547	Dec 27	Marie Dachniwsky - Reimbursement	Costco Hot Dogs for Programs	32.97
55548	Dec 27	Direct Energy Business	Electric Service	1,079.99
55549	Dec 27	Dish	Electric Service	7.00
55550	Dec 27	Dist 63 Education Foundation	Grant Payment	4,083.33
55551	Dec 27	Elizabeth Burton-Taylor Cole	Literature, Recovery Connection	150.00
55552	Dec 27	Emergency Services Marketing	Renewal, Citizen Corp	305.00
55553	Dec 27	Juan Espejo	Recovery Connection Meetings	2,250.00
55554	Dec 27	Fish	Grant Payment	1,375.00
55555	Dec 27	Garvey's Office Products	Operating Supplies	486.04
55556	Dec 27	Peter Gialamas	TOI Conference Reimbursement	603.34
55557	Dec 27	The Harbour, Inc.	Grant Payment	975.00
55558	Dec 27	Illinos Search & Rescue	Yearly Dues-Subscription	50.00
55559	Dec 27	Kimberly Jones	TOI Conference Reimbursement	575.11
55560	Dec 27	The Josselyn Center	Grant Payment	9,333.33
55561	Dec 27	Journal & Topics Newspapers	Veterans Day Ad/ Legal Notice	570.09
55562	Dec 27	Kim Weber Yoga	Recovery Connection Meetings	720.00
55563	Dec 27	Life Span	Grant Payment	600.00
55564	Dec 27	Richard Lyon	Mileage Reimbursement	26.00
55565	Dec 27	Maryville Academy (dba) Family	Grant Payment	2,000.00
55566	Dec 27	Midco, Inc.	Annual Alarm & Security Maint	5,781.00
55567	Dec 27	Niles Flash Cab	Mainelines Vouchers	600.00
55568	Dec 27	Nicor Gas	Commercial Heat Service	726.56
55569	Dec 27	Nicor Gas	Commercial Heat Service	272.09
55570	Dec 27	NW Suburban Day Care Ctr	Grant Payment	3,500.00
55571	Dec 27	PR Chamber of Commerce	Dues	500.00
55572	Dec 27	Park Ridge Dispatch, Inc.	Mainelines Vouchers	220.00
55573	Dec 27	Peer Services, Inc.	Grant Payment	1,900.00
55574	Dec 27	Pink Taxi	Mainelines Coupons	60.00
55575	Dec 27	Pitney Bowes, Inc.	Postage Machine Lease	1,364.16
55576	Dec 27	Pitney Bowes Purchase Power	Postage Passport Clerk	895.00
55577	Dec 27	Presstech, Inc.	Mainely News & MaineStreamers	8,131.00
55578	Dec 27	Quill Corporation	1099 Tax Forms & Envelopes	67.16
55579	Dec 27	Quinn Print, Inc.	Business Cards & Code Enf Notif	330.50
55580	Dec 27	Resources For Comm Living	Grant Payment	1,000.00

55581	Dec 27	Search, Inc.	Grant Payment	1,000.00
55582	Dec 27	Sunrise Grill	Recovery Connection Meetings	570.00
55583	Dec 27	Susan K. Sweeney	TOI Conference Reimbursement	391.28
55584	Dec 27	Turning Point Behavioral	Grant Payment	3,916.67
55585	Dec 27	United States Postal Serv	Prepaid Postage	3,000.00
55586	Dec 27	Verizon Wireless-Admin	Cellphones	136.80
55587	Dec 27	Warehouse Direct	Computer Tech Supplies	2,725.00
55588V	Dec 27	VOID	Void	-
55589	Dec 27	Security Benefit	Deferred Comp Contributions	1,380.00
55590	Dec 27	Dowd Dowd & Mertes Ltd.	Legal Service	4,007.50
55591	Jan 1	The Lincoln National	Life Insurance	417.00
55592	Jan 1	AFLAC	Voluntary Insurance	189.39
55593	Jan 1	Blue Cross Blue Shield	Health Insurance	65,524.13
55594	Jan 1	NCPERS Group Life Ins.	Voluntary IMRF Life Insurance	112.00
55595	Jan 1	The Lincoln National	Voluntary Life Insurance	146.53
55596	Jan 1	Vision Service Plan (IL)	Voluntary Vision Insurance	115.98
				\$ 335,081.01

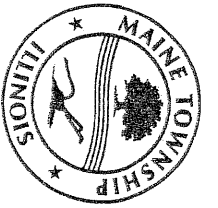
We the undersigned members of the Board of Trustees of Maine Township, do hereby certify that we have examined the Payroll for Paydates of December 1 and December 15 and General Town Fund Checks #55512 through Check #55596 and authorize the Supervisor to issue Checks in payment.

WITNESS OUR HANDS AND SEALS THIS 27TH DAY OF DECEMBER 2017.

Supervisor

Clerk

Trustees



Peter Gialamas

Clerk

CLERKS SERVICES FOR THE YEAR 2017

Month	Voter Registr.	Vehicle Stickers	Handic. Cards	Hunt & Fish License	RTA Passes	Passport Applications	Neighbor to Neighbor	Garbage Stickers	Mainelines Tickets	TOTAL
January	2 14	148 169	5 1	0 0	35 17	407 385	0 0	33 13	42 30	672 629
February	2 4	226 157	3 1	7 0	22 14	402 420	31 126	9 78	123 65	825 865
March	0 2	240 256	2 1	20 30	28 20	599 482	0 0	19 88	125 130	1033 1009
April	0 3	176 203	2 1	38 38	21 23	400 363	0 76	251 92	82 70	970 869
May	0 4	63 306	3 2	14 16	28 46	360 304	0 0	261 189	116 96	845 963
June	0 7	8,603 8,969	1 2	19 10	28 37	331 359	0 0	256 453	175 65	9,413 9,902
July	0 5	1,350 467	0 0	2 5	31 24	261 241	0 153	126 143	97 51	1,867 1,089
August	0 16	356 340	3 3	6 13	43 25	273 279	46 63	114 129	229 166	1,070 1,034
September	0 30	244 245	2 4	8 2	28 30	179 214	0 63	108 137	160 83	729 808
October	0 14	228 196	2 6	5 0	14 23	194 150	0 60	155 176	136 121	734 746
November	1 0	150 202	0 1	1 4	17 23	216 208	0 0	161 105	205 192	751 735
December										
TOTAL	99	11,725	26	118	299	3,669	630	1,632	1,214	19,412

* The numbers in the second row indicate services provided in the year 2016.



Board Report for December 2017

Marty Cook

Friday Night Recovery Meeting Attendance:

- We continue to see strong support for our meeting via community based treatment referrals

November 24 th	43 Participants
December 1 st	51 Participants
December 8 th	53 Participants
December 15 th	47 Participants

Monday Night Community Service, Holy Family Hospital:

- Eight (8) Recovery Connection volunteers spoke with 19 young adult patients in treatment at Holy Family Hospital.
- MTRC had fifteen (15) volunteers from its Friday night meeting come in after the 12/15 meeting and help sort/organize food items in the MT food pantry.

Community Outreach:

- MTRC consulted with IOP treatment providers from Soft Landings in an effort to synergize and combine efforts throughout the recovery community.
- MTRC outreached at and consulted with Professional Diagnostic Services, a methadone clinic in Glenview, IL, to help promote programming as well as provide additional resources to its weekly meeting participants.
- Three (3) Recovery Connection Friday night meeting attendees were asked to be a part of a State of Illinois panel, hosted by Maine Township, that speaks to the plight of youths in the recovery community.

- MTRC continues to see strong attendance at its Friday night pre-meeting therapeutic Yoga:

November 24 th	10 Participants
December 1 st	13 Participants
December 8 th	13 Participants
December 15 th	15 Participants

- MTRC's Dual Diagnosis program, in partnership with Chicago Behavior Hospital, has been revamped and is now being offered to its program participants:

November 30 th	9 Participants
December 7 th	8 Participants
December 14 th	10 Participants

- The Recovery Connection implemented new programing for its meeting participants, a Crossfit class that meets every Saturday morning in Park Ridge.

December 2 nd	5 Participants
December 9 th	7 Participants
December 15 th	10 Participants

- MTRC, in partnership with Maryville Academy, has begun to re-offer its program participants golf lessons at Maryville's campus in Des Plaines taught by Maryville staff member and PGA Pro Juan Esso:

December 6 th	7 Participants
December 13 th	11 Participants

Miscellaneous:

- MTRC staff, Nick Kanehl, helped two (2) weekly meeting participants identify and move into a sober living facility.
- In addition to winning the "Best New Program" award, MTRC was honored and gratefully accepted the "Best Overall Program" award as well by the ITASCSC.
- MTRC staff helped one (1) of its weekly meeting participants obtain a restricted driving permit.
- MTRC staff, Nick Kanehl, spoke on an opioid epidemic panel in Glenview on 11/29.

- MTRC has eight (8) of it's meeting attendees come into the township food pantry after the 12/15 Friday night meeting to help sort and organize food items.
- MTRC Staff took five (5) calls from community parents in which we advised on our program as well as referred out psychiatric services.
- Our weekly newsletter is sent to over 269 individuals currently in recovery.
- Our phone list has now grown to 277 members so we can continue to give our newer members another tool to get in touch with those who are already solid in their sobriety.



Supervisor
Laura J. Morask

Clerk
Peter Gialamas

Assessor
Susan Moylan Krey

Highway Commissioner
Walter Kazmierczak

Trustees
Kimberly Jones
David A. Carrabotta, Esq.
Claire R. McKenzie
Susan Kelly Sweeney

General Offices
1700 Ballard Road
Park Ridge, Illinois 60068
847-297-2510
847-297-1335 Fax

Highway Department
1401 Redeker Road
Des Plaines, Illinois 60016
847-297-5225
847-297-8723 Fax

GENERAL ASSISTANCE STATISTICS NOVEMBER, 2017

GENERAL ASSISTANCE PROGRAM:

The General Assistance Department's caseload for the month of November 2017 was thirty-five (35) cases. Total number of individuals receiving benefits are thirty-five (35) persons.

Approximately 50% of the Maine Township General Assistance Clients are pending Social Security Disability Benefits. This process could take two to three years depending on the severity of each case. Our department encourages the clients to follow the advice of their medical doctors, mental health therapist and/or psychiatrists.

SENIOR AND DISABILITY INFORMATION AND ASSISTANCE:

We have been processing LIHEAP 2017-2018 applications for approximately two months. To date 700 applications have been submitted for assistance. The month of November was reserved for Seniors, Disabled, and families with children under the age of 6 years or households in which the heat had been shut off. During the month of December, the LIHEAP program will be available to all residents who meet the programs financial guidelines. We have been informed that applications will continue until CEDA runs out of money or May 31, 2018.

October 15-December 7, 2017 is the annual Medicare Open Enrollment period. It is only during this period that a resident may change the prescription vendor they use to purchase medication and select a new one for the following year. Many residents take advantage of this opportunity in order to acquire the lowest possible price available for their pharmaceutical prescriptions.

BENEFIT ACCESS PROGRAM:

The General Assistance Department continues to process the State of Illinois Benefit Access Program applications with the assistance of the Clerk and Assessor departments. They refer residents that might be eligible for this state program to our department. Currently this program provides very limited benefits; which include the ability to receive a reduced fee for the vehicle license plate renewal stickers, and/or have access to the reduced or free bus pass depending upon the resident's income from the previous calendar year. The annual deadline is December 31st.

Other state/federal programs processed through our department include:

- QMB (Application for Payment of Medicare Premiums, Deductibles and Coinsurance).
- Medicare D -Special Help Program through the Social Security Administration.

MAINE LINES:

MaineLines is the transportation program sponsored by Maine Township. This is a 24-hour, Door – to – Door taxicab voucher transportation program for low-income disabled residents. Maine Township subsidizes the cost of taxicab transportation in and around the Township. Residents who meet the financial guidelines may go anywhere, providing the trip BEGINS or ENDS in Maine Township. To purchase a \$5.00 taxicab voucher, a resident only pays \$1.00. Only one voucher may be used per taxi cab ride.

We continue to offer a special discount to our MaineLines riders. For every 5 ticket vouchers purchased, the township will provide a free voucher worth a \$5.00 credit towards the charge of the taxi cab ride. All ticket vouchers purchased are final sales.

PUBLIC AID ADVOCACY:

The General Assistance department continues to assist our community with Medicaid (public aid) applications for benefits, which include SNAP (Food Stamps), MANG (Medical Assistance No Grant), and CASH benefits. Many of the Maine Township residents who receive these benefits are the Aged and often unable to travel to the local Public Aid Office. They need the additional advocacy that this office provides.

Two Illinois Department of Human Services (public aid) offices have been established to assist our residents. They are:

- **NORTHERN DISTRICT OFFICE – 8100 N. Lincoln Avenue, Skokie, Ill 60076** located at the north-east corner of Oakton and Lincoln. They serve the Maine Township residents that reside EAST of I-94.
- **NORTH SUBURBAN DISTRICT OFFICE –** located at 3501 Algonquin Road, 4th floor, Rolling Meadows, Il 60008; serves the Maine Township resident population WEST of I-94.

ACCESS TO CARE:

The General Assistance Department also acts as an intake site for this low-income and limited medical program. Access to Care's financial guidelines are at 300% of the federal poverty standards currently being used. This program only assists those residents who **ARE NOT** eligible for Medicare or Medicaid.

The program provides physician services at reduced fees. If needed it also provides access to lab testing, x-rays and prescriptions also at reduced costs. Access to Care, under the Affordable Care Act may also be used by families with HIGH DEDUCTIBLES or NEW

IMMIGRANTS THAT HAVE NOT meet the 5-year status requirement needed to apply for the Medicaid program.

All General Assistance clients are also required to apply for the extended Medicaid Program. The financial guidelines utilized for the Access to Care Program are the same as those currently being used by the Maine Township Food Pantry, and the Reilly-Bialczak Scholarship programs.

COAST2COAST RX:

This program continues to provide enormous savings to our residents. Maine Township received a royalty payment that totaled \$284. Monetary savings this month of 73.58% of the retail costs were passed down to residents who utilized the program.

MEETINGS/TRAININGS, WORKSHOPS AND/PROGRAMS ATTENDED BY THE GENERAL ASSISTANCE STAFF:



Marsha Warnick
Director of General Assistance

STATISTICAL REPORT
GENERAL ASSISTANCE DEPARTMENT
November, 2017
(month and year)

I. General Assistance Cases

1. Cases Opened	<u>3</u>
2. Ongoing Cases	<u>34</u>
3. Pending Cases	<u>1</u>
4. Cases Closed	<u>3</u>
5. Total Active Cases	<u>35</u>
6. Total individuals receiving General Assistance	<u>35</u>

II. General Assistance Case Members are generated from the following areas:

1. City of Des Plaines	<u>16</u>
2. City of Park Ridge	<u>5</u>
3. Village of Glenview	<u>0</u>
4. Village of Niles	<u>2</u>
5. Village of Morton Grove	<u>0</u>
6. Village of Rosemont	<u>0</u>
7. Unincorporated Area	<u>11</u>

III. General Assistance active cases for this month may be categorized in the following manner:

1. Able to work (this includes cases temporarily disabled, over 60 yrs. or caregiver status)	<u>12</u>
2. Emergency General Assistance awaiting TANF (Temporary Aid to Needy Families)	<u>0</u>
3. Pending Social Security Disability (SSDI/SSI) Claims	<u>23</u>
4. Emergency Rent Assistance	<u>0</u>

IV. Presenting Problem at Intake (New Cases)

1. Loss of employment	<u>3</u>
2. Divorce, separation or death of wage earner	<u>0</u>
3. Non-receipt of support from responsible adult	<u>0</u>
4. Loss of benefits from other welfare programs	<u>0</u>
5. Transferred into the area from other Townships	<u>0</u>
6. Emergency, crisis assistance (one time only)	<u>0</u>
7. Other – Reduced hours at work	<u>0</u>

V.	Reason for Cancellation		
	1. Obtained employment		<u>0</u>
	2. Returned to former employment		<u>0</u>
	3. Return of wage earner to home		<u>0</u>
	4. Receipt of support from responsible relative		<u>0</u>
	5. Receipt of benefits from other welfare programs		<u>2</u>
	6. Moved out of area		<u>0</u>
	7. No further contact with client		<u>0</u>
	8. Non-cooperation with agency policy		<u>1</u>
	9. Emergency Assistance		<u>0</u>
VI.	Public Aid Advocacy		<u>46</u>
	1. QMB – Qualified Medical Beneficiary Program		<u>5</u>
	2. General Advocacy		<u>41</u>
	3. Nursing Home Placement Program		<u>0</u>
	4. Telephone Bill Reduction		<u>0</u>
VII.	Suburban Primary Access to Care Intake Interview Applications		<u>1</u>
VIII.	Senior Information and Assistance		
	1. Energy Assistance/Weatherization and Hardship		<u>255</u>
	2. Benefit Access Applications completed		<u>47</u>
	3. Section 8 Assistance to Seniors or Application Assistance		<u>9</u>
	4. Medicare RX Card		<u>85</u>
	5. VA Services		<u>0</u>
IX.	Senior Health Insurance Program (S.H.I.P.)		<u>9</u>
X.	Immigration and Naturalization Service Advocacy Naturalization Application Assistance		<u>0</u>
XI.	MaineLines	Monthly	Total
	a. New Applications Accepted	<u>1</u>	<u>20</u>
	b. Amount of Tickets Sold	<u>\$160.00</u>	<u>\$973.00</u>

MAINE TOWNSHIP GENERAL ASSISTANCE MONTHLY STATISTICS

MONTH	PENDING	NEW (A)	ONGOING (B)	ACTIVE CASES A+B	CLOSED	EA CASES	OFFICE INTERVIEWS (C)	FOOD PANTRY CLIENT/FAMILY VISITS (D)	TOTAL *NUMBER OF OFFICE INTERVIEWS/ CLIENT VISITS C+D
2016-2017									
MARCH'16	1	4	32	36	2	2	348	185	533
APRIL'16	1	2	31	33	4	2	287	181	468
MAY'16	0	1	32	33	1	0	328	176	504
JUNE'16	0	1	31	32	2	0	278	188	466
JULY'16	1	1	31	32	2	0	180	162	342
AUG'16	0	2	30	32	3	0	337	178	515
SEPT,16	1	3	33	36	3	1	753	187	940
OCT'16	2	4	36	40	4	0	580	189	769
NOV'16	1	6	27	33	4	1	524	198	722
DEC'16	2	1	32	33	2	1	556	250	806
JAN'17	1	5	28	33	3	2	548	214	762
FEB'17	2	2	32	34	3	2	436	169	605
TOTAL	12	32	375	407	33	11	5155	2277	7432
2017-2018									
MARCH'17	4	2	33	35	2	2	325	220	545
APRIL'17	3	2	31	33	3	1	304	191	495
MAY'17	1	5	31	36	3	2	298	159	457
JUNE'17	3	1	31	32	3	1	285	147	432
JULY'17	0	2	30	32	3	3	235	152	387
AUG'17	4	1	30	31	3	3	292	156	448
SEPT,17	0	4	32	36	2	1	250	143	393
OCT'17	3	1	34	35	2	2	637	168	805
NOV'17	1	3	34	37	3	0	565	194	759
DEC'17									
JAN'18									
FEB'18									
TOTAL	19	21	286	307	24	15	3191	1530	4721
*Including Senior, Disabled & Veterans Advocacy Interviews, along with General Assistance interviews									
**Includes Food Pantry Clients/Families									
***Including client appointments for LIHEAP (Low Income Home Energy Program)									

MAINE TOWNSHIP GENERAL ASSISTANCE

LAURA J. MORASK
TOWNSHIP SUPERVISOR

1700 BALLARD RD
PARK RIDGE, ILLINOIS 60068-1006
(847) 297-2510 FAX (847) 297-5914

MARSHAWARNICK
DIRECTOR OF GENERAL ASSISTANCE

DISABILITY AND SENIOR ADVOCATE SENIOR & DISABILITY INFORMATION SPECIALIST MONTHLY STATISTICAL REPORT

DATE: 12/7/17

TO: Marsha Warnick, Director of General Assistance
FROM: John Ulrey, Senior & Disability Information Specialist
Karen Cohen, Disabled Advocate

RE: Report of Services Rendered During the Month of November 2017.

I.	CLIENT INTERVIEWS (MONTHLY TOTAL)		<u>302</u>
	A. Access to Care Application Interviews	<u>1</u>	
	B. Benefit Access Application Interviews	<u>47</u>	
	C. Liheap Energy Assistance Applications		<u>216</u>
	(1.) LIHEAP APPLICATIONS	<u>117</u>	
	(2.) WEATHERIZATION APPLICATIONS	<u>3</u>	
	D. Medicare D Assistance Applications	<u>85</u>	
	E. Telephone Bill Reduction Applications	<u>1</u>	
	F. Section 8	<u>1</u>	
	G. Immigration Advocacy	<u>0</u>	
	H. SHIP (Senior Health Insurance Program Interviews	<u>9</u>	
	I. Public Aid/Medicare Advocacy Interviews		<u>38</u>
	(1.) QMB, SLIB, SPECIAL HELP	<u>5</u>	
	(2.) NURSING HOME PLACEMENT	<u>0</u>	
	(3.) GENERAL ADVOCACY	<u>23</u>	
II.	MAINE LINES		
	A. New Applications Accepted	<u>1</u>	
	B. Monthly MaineLines Interviews	<u>9</u>	
	C. Total Clients Purchasing Tickets this Month	<u>9</u>	
	D. MaineLines tickets sold this Month	<u>160</u>	
	E. Total Monies Collected for Tickets Sold YEAR TO DATE (March 1-February 28)	<u>\$973</u>	

MaineStreamer Highlights
November, 2017
Marie Dachniwsky, Director

- **Day Trips** - In the month of November we had 4 wonderful day trips that included Newsies at the Marriot Lincolnshire Theater, 42nd St. at the Drury Lane, a Downtown Holiday Shopping Spree, and a Broadway production of Escape to Margaritaville. For 42nd Street alone, we had 2 buses of 99 people total.

- **AARP'S Drivers Safety Program** - We offered a Drivers Safety Program which allows people to brush up on their driving skills. This is an 8 Hour class (4 hours on a Monday and 4 hours on a Wednesday). Upon completion, participants receive a proof of completion certificate for their insurance company. In return, some insurance companies offer a discount. This program is offered through AARP.

- **November Luncheon** - This month's luncheon was held on November 16th at Chateau Ritz in Niles. 198 MaineStreamers attended this luncheon. We offered lunch with a 3-course meal followed by entertainment. The Entertainer for this month was Nick Pontarelli, who performed his "Frank's Way" show with songs in the style of Frank Sinatra. Bingo followed the Entertainment and blood pressure screening was also provided by Presence Healthcare. We had 2 Luncheon Sponsors this month; Mather Lifeways and Healthcare+plus. They received a table at this event to directly market to the MaineStreamers.

- **Book Review** - On November 17th we had Barbara Rinella present "Prince Charles: The Passions and Paradoxes of an Improbable Life." Barbara dramatically depicts the characters while reviewing the book. We had 67 members attended this Program.

- **Medicare Part C/D Annual Enrollment Program** - This Program was offered on Wednesday, November 8th. The presenter was Megan Conway, Social Service Manager. Medicare beneficiaries could review their prescription drug coverage from October 15th to December 7th. During this period, individuals were able to switch, drop, or add drug coverage. Megan is a trained Senior Health Insurance Program counselor and presented information about Medicare C and D, updates for 2018 and was available to answer questions.

November 2017

Program	# Participants	Year to Date	Income	Expenses	Total
Advisory Council Meeting*	17	62	\$0	\$18.00	(\$18.00)
Bingo	30	609	\$145	\$140.18	\$4.82
Blood Pressure	25	326			
Book Review	67	114	\$475	\$600.00	(\$125.00)
Senior Aerobics	14	152	\$392	\$332.50	\$59.50
Computer Workshop		95			
Day Trips	218	2106	\$16,755	\$16,532.09	\$222.91
Day at the Races	45	187	\$270	\$220.00	\$50.00
Driver's Safety Course*	12	30			
Informative and Health Lectures*	36	307			
Twilight Dinner Outing*		197			
Fishing Events		96			
Flu Shots*					
Matter of Balance Class**		27			
Annual Senior Expo*		1900			
Long Distance Trips	16	199	\$1,391		\$1,390.72
Luncheons/New Years' Eve Party	198	1560	\$4,594	\$4,882.18	(\$288.18)
Men's Breakfast Club	7	66	\$74	\$87.10	(\$13.10)
Women's Breakfast Club*		38			
90 Plus Party*		242			
Movie	49	460	\$96		\$96.00
Newcomers Presentation*		54			
Pinochle Tournament/Social Pinochle	34	267	\$195	\$203.62	
Rules of the Road Class		61			
Senior Mailing	34	311		\$44.40	(\$44.40)
Yoga**		103			
Zumba Gold**		83			
Zumba Gold Toning**		41			
TOTAL	802	9693	\$24,387	\$ 23,060.07	\$1,335.27
New Members - 9	Average age: 68				

Please note: * Participants denotes the program or class was not offered this month. **Denotes the class is in mid-session.



Office of Emergency Management
Dagmar Rutzen, Director
December 2017

A month ago I attended a Winter Weather Briefing that was held by the Cook County Department of Homeland Security. The meteorologists predicted that Cook County will have a colder, snowier and longer winter than what we had last year. More snow will have an implication in the spring if we have a quick thaw while the ground is still frozen. That could lead to flooding in our area. Each season brings special challenges which we have to prepare for.

After any special event we always recap what went well and where we need to improve. It always comes down to that communication could have been better. This week at our monthly OEM meeting we are going to focus on communication with a special activity. One group will be given some colored popsicle sticks and they need to create a special design with them. Then with radios they have to instruct the second group in another room to recreate their design. Each group will get a chance to design and communicate.

Since the winter months are usually the months where we participate in less activities, we will be going through our vehicles to update and inventory all of our supplies and equipment. Recently we reorganized, consolidated and standardized our trauma kits. We want to be prepared whenever we get called out.

We always want to help our residents in need. Many times I receive phone calls from residents who have special problems or just want to report something that is going on in or near their homes. Many times it may not be a problem that OEM or the Township can help with, but I usually try to find out who can and point them in the right direction.

Each month I do attend the Northern Illinois Emergency Management Consortium (NIEMC) where emergency managers from the surrounding areas meet and share information. It is a way to keep current and learn how other communities are dealing with some of the same problems.

Respectfully submitted,
Dagmar Rutzen

**MAINE TOWNSHIP EMERGENCY FOOD PANTRY
MONTHLY STATISTICAL REPORT**

**To: Laura Morask
Maine Township Supervisor**

**From: Carol Langan
Director – Food Pantry**

Re: Report of Services Rendered during the Month of November 2017

I. Maine Township Emergency Food Pantry Distribution

a. Family Boxes of Food Distributed	187
1. Adults Receiving	<u>296</u>
2. Children Receiving	<u>49</u>
b. Emergency Family Boxes of Food Distributed	<u>7</u>
1. Adults Receiving	<u>9</u>
2. Children Receiving	<u>5</u>

TOTAL 194 Boxes

II. Cash Donations and Amounts Received

Resident Donations	\$1564.00
Business Donations	\$750.00

Total \$2314.00

III. Food Collections Received during Calendar Month

**Notre Dame High School Red Ribbon Week MB Bank Rosemont
Lutheran General Breast Center Park Ridge
Park Ridge Garden Club
North Ridge Group Rosemont
Emerson Middle School Park Ridge
Mary Seat of Wisdom Park Ridge
FM Global Park Ridge
Park Ridge Presbyterian Church**

MAINESTAY YOUTH & FAMILY SERVICES
DECEMBER 2017 BOARD REPORT
RICHARD LYON, DIRECTOR



MENTORING

Our Big Brothers Big Sisters mentoring program hosted a Holiday Party on December 12. Parents were invited to attend and were able to spend some quality time with their child's mentor during a fun-filled event complete with potluck dinner, games, and activities. We had a great turn out with around 40 people in attendance. One of the highlights of the night was a gift exchange; it was incredible to see how each child's face lit up as they opened a gift from their mentor. From how well the gifts were received, it was obvious that the mentors all worked hard to get them a personalized gift that reflected their interests. Big Brothers Big Sisters had a holiday card contest this year where students from multiple mentoring programs across the area submitted drawings and one would be selected as the artwork used on the front of their card. All three winners came from MaineStay's program and the children each received recognition during this event. Thousands of people in the Chicagoland area will soon receive the winning card. We are so proud of all the participants and their dedicated mentors who make this program such a success. Pictured below is one child's reaction to opening her mentor's gift and the girl who created the winning holiday card design with her mentor.



FEATURED STORY OF THE MONTH

This month's story comes from Austin Kelso, our Office Manager. He writes,

"Being at the front lines of our department allows me to interact with clients/patients of ours before every session begins. This opens the door to wonderful professional relationships forming between myself and our clients. Clients who come more frequently and for more extended periods of time are individuals who I get to know better than others.

A woman started using our psychiatric services around the time we first started to offer them. In seeing her the first few times she had an appointment, it was clear that she was depressed and needed help. Sometimes she would enter our building in tears. She saw Dr. Walsh regularly and then when Dr. Lin came onboard she transferred to her.

Within the first few appointments with Dr. Lin, a change in the patient's demeanor could be seen. She smiled a lot more frequently and was significantly more engaging in conversations with me. Even after seeing Dr. Lin multiple times, this patient will still tell me after every appointment how much she loves Dr. Lin and how special of a person Dr. Lin is. This change in demeanor allowed our relationship to grow and changed my thoughts from hoping she would get better, to now enjoying every small conversation we have together. It also has made it easier to provide great customer service since she is now more engaging. Seeing this causes a great feeling that can't be explained. It also proves how much individuals cherish one of the many services that we provide for them."

STUDENT GOVERNMENT DAY

Our fall Student Government Day was held on November 17 and 44 students, 3 teachers, and 10 agency representatives participated. Students from all three Maine Township high schools began the day with an overview of Maine Township government. They then visited two of our funded agencies, Avenues to Independence and Northwest Suburban Day Care Center, and returned to the township to discuss in a mock funding hearing why a particular agency should be funded a designated amount. At the end of the event, one student told us we helped him decide to major in political science. One student expressed interest in local government, stating now he will be more involved in the election process moving forward. Another student remarked that he will be taking a more active role in local government. One of the students, who already volunteers at Avenues to Independence doing landscaping, was talking to other classmates/students about his positive experience. Throughout the day students stated that the public needs to be made aware of these community agencies, and they expressed interest in volunteering at the agencies we visited and discussed. Here is a sample of student feedback received on evaluation forms:

- "It showed me how important the township government is to our community."
- "I was able to see firsthand how much local government and the people elected into office effect the community."
- "I was inspired greatly by the organizations we visited and I would feel strong about advocating for them."
- "Participating in Student Government Day increased my interest in taking a more active role in local government because this helped me to know more about my local government."
- "I'm now interested in how I can participate, particularly in advocating for organizations I support."
- "I have realized the vital role we may have of keeping organizations open that benefit us directly."
- "It inspired me to get more active in volunteering through different organizations to help support them."
- "I would like to maybe volunteer at some of these agencies."
- "Shows me I have an active role in local government."
- "It was an awesome experience and I would recommend all students to take part in this."
- "Thank you so much for this eye-opening opportunity."
- "I feel that it was a great introductory event to get students involved in local government."
- "I found the actual discussion portion very interesting. It was very interesting to step in the shoes of board members."
- "I feel that my lack of activity in the local government was not due to a lack of interest but due to me not knowing enough about the agencies, and governments themselves."

PSYCHIATRIC SERVICES

We now have a total of 68 active psychiatric clients. We plan on opening up psychiatric services to children and adolescents by February 1. Since there is a far greater shortage of access to affordable child and adolescent psychiatric services than adult psychiatric services, we expect a significant increase in demand for psychiatric services in the early part of 2018.

COUNSELING

MaineStay had 22 new counseling intakes in November. We had 98 ongoing cases and have a total of 120 cases in our affordable strength-based counseling program. We currently have a waiting list of 14 clients.

COMMUNITY EDUCATION SEMINARS/PROFESSIONAL DEVELOPMENT WORKSHOPS

On November 7 we hosted a community education seminar entitled *Executive Functioning, Your Child, and You* and had 72 people in attendance. This presentation helped attendees understand what executive functioning is and how to improve those skills, particularly with children and teens. We held a food drive during the event and encouraged attendees to bring an item to help support the Maine Township food pantry. Here are some comments from attendees:

"Very engaging and good real-life examples."

"Great presenter and great topic. Enjoyed!!!"

"This was an excellent experience, I am looking forward to coming for more talks and telling my friends about this location."

On January 19, we will be hosting our annual day-long professional development workshop at Oakton Community College entitled *Using Developmental Psychology in Psychotherapy* with Dr. Michael Maniacci, a licensed clinical psychologist and internationally published author of over 50 works, including 5 textbooks. We currently have 215 people registered to attend. We will also be holding a food drive at this event to support our food pantry.

ART IN THE TOWN

Art in the Town celebrated the end of the fall session with an art exhibit and reception on November 27. It was wonderful to see the amazing works of art these students had been able to create throughout the course of the semester and how they took such pride in their work. We are grateful we have been able to provide these talented and deserving students from low-income families an exceptional art education experience. Shown right is one of the students displaying her art creation at the art exhibit.



ANXIETY GROUP

Our fall anxiety coping skills group concluded on December 5.

ANGER MANAGEMENT GROUP

Our winter adult anger management group will begin on January 11.

MAINESTAY E-NEWSLETTER

As a way to share news about MaineStay services with our community, we have sent out a periodic e-newsletter for the past 9 years. We now have over 3,000 subscribers. In the coming months, we will be expanding this cost-effective means of communicating with residents to include other departments as well and will allow residents to select what type of information they would like to receive from the Township when they sign up on our website.

COMMUNITY INVOLVEMENT

During November, I attended the AITCOY Annual Meeting while at the TOI Conference.

MaineStay FY 2017-2018 Statistical Report

	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	YTD
CONTACT HOURS													
Therapy	261	239	254	237	103	135	131	160	176				1694
Psychiatric	24	19	36	33	35	41	19	28	26				261
Groups	44	23	46	60	6	6	15	46	18				263
Non-Clinical Programs	387	655	909	1303	1023	155	327	356	670				5784
Grand Total	716	935	1245	1633	1166	337	491	589	889				8001
THERAPY													
New Cases	29	16	20	13	5	13	9	17	22				144
Ongoing Cases	120	126	122	120	107	99	104	96	98				992
Total Cases	149	142	142	133	112	112	113	113	120				1136
Total Individuals	477	455	465	442	366	360	370	371	377				3683
PSYCHIATRIC SERVICES													
New Clients	8	1	17	5	8	9	3	5	6				62
Ongoing Clients	67	75	42	59	64	72	81	57	62				579
Total Clients	75	76	59	64	72	81	84	62	68				641
COMMUNITY EDUCATION													
Professional Workshops	1		1	1			1	1					5
General Seminars		1											3
Attendees	61	56	83	74		55	65	69	72				535
MAINTENANCE													
Referrals	3	2	2	2	3	0	2	4	3				21
Ongoing Cases	2	3	2	2	1	0	0	2	0				12
Completed Cases	2	2	3	0	1	0	0	2	6				16
Community Service Hours	45	40	55	45	50	0	45	30	55				365
PEER JURY													
New Cases	2	3	4			2	1	9	2				23
High School Jurors	9	9	9			9	9	9	14				68
Ongoing Cases	0	2	1			3	2	2	1				11
Completed Cases	0	1	2			1	0	1	8				13
Community Service Hours	1	70	75			75	45	161	143				570

MaineStay FY 2017-2018 Statistical Report

	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	YTD
MENTORING													
Youth Participants - session 1	10	10	10	10	8	8	15	15	16				102
Adult Mentors - session 1	10	10	10	10	8	8	15	15	16				102
Youth Participants - session 2	8	8	8	8	8	8							48
Adult Mentors - session 2	8	8	8	8	8	8							48
FUTURE LEADERS													
Youth Participants	14	14	14				15	15	15				87
High School Mentors	8	8	8				7	7	9				47
ART IN THE TOWN													
Youth Participants	21	21	21				18	18	18				117
SUMMER CAMP													
Youth Participants				20	20								40
STUDENT GOVERNMENT DAY													
Youth Participants		27			37				44				108
Agency Representatives		8			3				10				21
FISH													
Incoming Calls	61	55	52	49	52	33	42	45	39				428
Total Calls	154	119	107	128	111	57	85	82	74				917
Riders Served	18	19	17	17	13	16	13	15	15				143
Rides (one way)	113	70	80	84	60	54	70	75	65				671
Volunteers	16	13	17	17	13	13	11	12	14				126

Richard Lyon

From: Oksana Bukaczyk <obukaczyk@mainetown.com>
Sent: Friday, December 15, 2017 1:56 PM
To: rlyon@mainetown.com
Subject: Gemini Junior High - site visit 12-14-2017

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Rich,

Gemini Junior High Expanded Learning Open Gym site visit performed on Thursday, December 14, 2017.
19 kids/students were in attendance today up till 4:50pm.
2 staff members present to supervise.

I arrived at Gemini Junior High and met with Bill Gibson. When I arrived at Gemini I counted 4 students in the library, 8 in the gymnasium, by 4:50 there were 19 students. There are laptops set up on tables for students to sign in. The students pay a \$1.00 fee on Mondays, Tuesdays, Thursdays, and Saturdays to participate in the Open Gym. Open Gym is now open from 4:00pm – 8:00pm. Half of the main gymnasium is set up for volleyball and the other half for basketball. Most of the boys that participate like to play basketball. Volleyball is huge hit with the girls but you will see a number of boys playing as well. You will always see a group of kids just hanging out by the bleachers talking.

Bill mentioned that as of October 2017 Brian implemented a better tracking system. Students have been assigned a number when signing in for Open Gym. As of yesterday, 341 students have utilized the Open Gym. Of the 341 students, some show up 2-3 times a week, some show up on Saturdays only, and some have only attended once so far. This new number system allows Brian to track the frequency of students. Also, this added number system in addition to collecting the age, sex (helps with some of the names), and school is helping Brian Williams with future advertising and soliciting participants. There is a steady flow of kids arriving to participate in the Open Gym up till 6:30pm. A lot of the kids go home after school to eat dinner or do homework and then come back to school.

Speaking with Bill Gibson I was informed that on Saturday, December 9 a total of 90 students showed up for Open Gym so both gymnasiums were used. Saturdays are the most popular with students to attend Open Gym.

Something new, Brian is piloting the Expanded Learning Winter Break Program. School will be closed for winter break from Monday, December 25th through Friday, January 5th 2018 with classes resuming on Monday, January 8, 2018. The pilot program will run from Wednesday, December 27th through Friday, December 29th and then resuming on Wednesday, January 3rd going through Friday, January 5th, 2018. This winter break program will be an all-day program running 7:30 am – 6:00 pm with breakfast and lunch provided. Currently, 35 students are signed up. I was informed the students will be able to participate in sports, arts, cooking classes, crafts, and reading to mention a few. I will perform a site visit at Gemini the week of January 3rd to see how the Expanded Learning day program is run.

Oksana Bukaczyk

Agency and Program Coordinator
Maine Township
MaineStay Youth & Family Services
1700 Ballard Road
Park Ridge, IL 60068

**Maine Township Code
Enforcement Office**

To: Elected Officials
From: Michael Samaan, Code Enforcement Officer
CC: Dayna Berman, Administrator
Date: 12/20/17
Re: Monthly Report

The New Year is right upon us and that usually means an end to residents doing work that requires permits. However, this month alone I have had to issue three tickets because of work beginning without the proper permits. The good news is that compliance has been received, with the tickets being paid and the proper permits obtained for the work being done. While patrolling by Robin Dr, I came across one house that was discharging water onto the sidewalk. This resident has been issued a warning and I am awaiting compliance. With colder temperatures this time of the year, this can be a very dangerous situation once its freezes. While I was issuing the warning for illegal discharge, I then came across a house where their fence came down. The fence ended up coming down due to the high winds we had earlier in the month. After issuing a warning, I went back several days later to see if the resident had complied and see if the fence was back up again. The good news is that the fence was back up, the bad news is that it was being held up by just a rope. I am still waiting for compliance on this matter.

This past month along with Supervisor Morask and Administrator Dayna Berman, we met with Tim Linter who is the Municipal Services Manager for Republic Services. The meeting went well and one of the items discussed was vacant accounts. As I have mentioned in the past, the Township has an ordinance that states all homeowners must have an account established with Republic Services. Moving into the New Year, Republic Services will be sending me a list of the houses that do not have an account. It is my goal to reach out to these residents and get them on board with Republic Services. Doing this will help to keep the unincorporated area of Maine Township looking clean. This month I gave out 176 warnings and 3 tickets. As mentioned above, those three tickets were for permit related offenses. The majority of warnings that were issued were for garbage, branches out, work being done without first getting a waiver or permit and for vehicle offenses such as expired plates or being inoperative. I hope everyone enjoys the holidays and see you next year!

December warnings issued: 176

December tickets issued: 3

STATE OF ILLINOIS)
COUNTY OF COOK) SS.
TOWN OF MAINE)

ORDINANCE NO. 2017-5

**AN ORDINANCE ESTABLISHING A POLICY
TO PROHIBIT SEXUAL HARASSMENT
IN THE TOWNSHIP OF MAINE, COOK COUNTY, ILLINOIS**

WHEREAS, Maine Township, Cook County, Illinois is a non-home rule unit of local government pursuant to Article VII, § 8 of the 1970 Illinois Constitution; and

WHEREAS, the Illinois General Assembly enacted Public Act 100-554 (the "Act"), effective November 16, 2017, which is a comprehensive revision of State statutes regulating policies prohibiting sexual harassment; and

WHEREAS, the Act requires that no later than 60 days after the effective date of this amendatory Act of the 100th General Assembly, November 16, 2017, each governmental unit shall adopt an ordinance or Ordinance establishing a policy to prohibit sexual harassment; and

WHEREAS, the Board of Trustees have determined that, as a governmental unit, it must comply with the Act by passage of this Ordinance; and

WHEREAS, because the Act provides for the imposition of significant penalties for violations of said local regulations, it is necessary to adopt the required regulations by Ordinance rather than by Resolution.

NOW, THEREFORE, BE IT ORDAINED by the Supervisor and the Board of Trustees of Maine Township, Cook County, Illinois, that the following Ordinance establishing a policy to prohibit sexual harassment be and hereby is adopted:

SECTION I: Adoption of Policy Prohibiting Sexual Harassment. The Policy Prohibiting Sexual Harassment, included as Exhibit A to this Ordinance, is hereby adopted.

SECTION II: Existing Policies. All prior existing sexual harassment policies of Maine Township that conflict with the policy contained in Exhibit A attached hereto shall be superseded by the Policy Prohibiting Sexual Harassment adopted by this Ordinance.

SECTION III. Severability. It is the intention of the Supervisor and Board of Trustees that this Ordinance and every provision thereof shall be considered separable, and the invalidity of any section, clause, or provision of this Ordinance shall not affect the validity of any other portion of this Ordinance.

SECTION IV. Effective Date. This Ordinance shall be in full force and effect from and after its passage.

ADOPTED this 27th day of December, 2017, pursuant to a roll call vote by the Supervisor and Board of Trustees.

<u>ROLL CALL VOTE:</u>	<u>AYE</u>	<u>NAY</u>	<u>ABSENT</u>
_____ LAURA J. MORASK, Supervisor	_____	_____	_____
_____ KIMBERLY JONES, Trustee	_____	_____	_____
_____ DAVID A. CARRABOTTA, ESQ., Trustee	_____	_____	_____
_____ CLAIRE R. McKENZIE, Trustee	_____	_____	_____
_____ SUSAN KELLY SWEENEY, Trustee	_____	_____	_____

ATTEST:

PETER GIALAMAS, Clerk

EXHIBIT A

MAINE TOWNSHIP POLICY PROHIBITING SEXUAL HARASSMENT

SECTION I: Definitions.

A. "Employee" means a person employed by Maine Township, whether on a fulltime or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an Employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.

B. "Employer" means Maine Township.

C. "Officer" means a person who holds, by election or appointment, an office in Maine Township regardless of whether the officer is compensated for service in his or her official capacity.

D. "Sexual Harassment" means any unwelcome sexual advances, requests for sexual favors or any conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;

2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

E. "Working environment" is not limited to a physical location an Employee is assigned to perform his or her duties.

SECTION II: Prohibition on Sexual Harassment.

A. Each Employee and Officer of Employer has the responsibility to refrain from sexual harassment in the workplace and is prohibited from engaging in conduct that constitutes sexual harassment.

B. Conduct which may constitute sexual harassment includes:

1. Verbal: sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other Employees, even outside of their presence, of a sexual nature.

2. Non-verbal: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.

3. Visual: posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.

4. Physical: touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.

5. Textual/Electronic: "sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

C. The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is subtler and depends, to some extent, on individual perception and interpretation. The courts will assess sexual harassment by a standard of what would offend a "reasonable person."

SECTION III: Reporting an Allegation of Sexual Harassment

A. An Employee who either observes or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to her/his immediate supervisor or the Township Administrator or the Township Supervisor.

B. It is not necessary for sexual harassment to be directed at the person making a complaint.

C. During the occurrence of an incident of sexual harassment or following reporting, the Employer may document or record each incident. (what was said or done, the date, the time, and the place). Additionally, the Employer may collect and/or compile related written records such as letters, notes, memos, electronic messages and telephone messages.

D. All charges, including anonymous complaints, will be accepted and investigated regardless of how the matter comes to the attention of the Employer. However, because of the serious implications of sexual harassment charges and the difficulties associated with their investigation and the questions of credibility involved, the claimant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome.

E. Proper methods of reporting conduct believed to be sexual harassment include the following:

1. Electronic/Direct Communication. If there is sexual harassing behavior in the workplace, the harassed Employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.

2. Contact with Supervisory Personnel. At the same time direct communication is undertaken, or in the event the Employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor or the Township Administrator or the Township Supervisor.

3. Formal Written Complaint. An Employee may also report incidents of sexual harassment directly to the Township Administrator. The Township Administrator will counsel the reporting Employee and be available to assist with filing a formal complaint. The Employer will fully investigate the complaint and advise the complainant and the alleged harasser of the results of the investigation.

4. Resolution Outside Employer. The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, an Employee has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint with those entities. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

F. All reports shall be received and handled as confidential to the extent permitted by law and subject to any disclosure requirements pursuant to the Illinois Freedom of Information Act (5 ILCS 140/1 *et seq.*).

G. The Employee experiencing what he or she believes to be sexual harassment must not assume that the Employer is aware of the conduct. If there are no witnesses and the victim fails to notify a supervisor or other responsible officer, the Employer will not be presumed to have knowledge of the harassment.

SECTION IV: Prohibition Against Retaliation for Reporting Sexual Harassment

A. An Employee shall not be retaliated against by the Employer or the Employees or Officers of the Employer due to the Employee's:

1. Disclosure or threatened disclosure of any violation of this policy;

2. The provision of information related to or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this policy; or

3. Assistance or participation in a proceeding to enforce the provisions of this policy.

B. No individual making a report will be retaliated against even if a report made in good faith is not substantiated.

C. The Employer will take reasonable steps to protect from retaliation any Employee or Officer who is a witness.

D. Supervisors must ensure that no retaliation will result against an Employee making a sexual harassment complaint.

E. Similar to the prohibition against retaliation contained herein, the State Officials and Employees Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for an Employee who does any of the following:

1. Discloses or threatens to disclose to a supervisor or to a public body an activity, policy, or practice of any Officer, member, State agency, or other State Employee that the State Employee reasonably believes is in violation of a law, rule, or regulation;

2. Provides information to or testifies before any public body conducting an investigation, hearing, or inquiry into any violation of a law, rule, or regulation by any Officer, member, State agency or other State Employee; or

3. Assists or participates in a proceeding to enforce the provisions of the State Officials and Employees Ethics Act.

F. Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an Employer may not retaliate against an Employee who discloses information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding, where the Employee has reasonable cause to believe that the information discloses a violation of a State or Federal law, rule, or regulation. In addition, an Employer may not retaliate against an Employee for disclosing information to a government or law enforcement agency, where the Employee has reasonable cause to believe that the information discloses a violation of a State or Federal law, rule, or regulation. (740 ILCS 174/15(b)).

G. According to the Illinois Human Rights Act (775 ILCS 5/6-101), it is a civil rights violation for a person, or for two or more people to conspire, to retaliate against a person because he/she has opposed that which he/she reasonably and in good faith believes to be sexual harassment in employment, because he/she has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding or hearing under the Illinois Human Rights Act.

H. An Employee who is suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge – due within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

SECTION V: Consequences

A. In addition to any and all other discipline that may be applicable pursuant to the Employer’s policies, employment agreements, procedures, Employee handbooks and/or collective bargaining agreement, any person who violates this policy or the Prohibition on Sexual Harassment contained in 5 ILCS 430/5-65, may be subject to a fine of up to \$5,000 per offense, applicable discipline or discharge by the Employer and any applicable fines and penalties established pursuant to local ordinance, State law or Federal law. Each violation may constitute a separate offense. Any discipline imposed by the Employer shall be separate and distinct from any penalty imposed by any ethics commission and any fines or penalties imposed by a court of law or a State or Federal agency.

B. False and frivolous charges refer to cases where the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. It does not refer to charges made in good faith which cannot be proven. A false and frivolous charge is a severe offense that can itself result in disciplinary action. Any person who intentionally makes a false report alleging a violation of any provision of this policy shall be subject to discipline or discharge pursuant to applicable Township policies, employment agreements, procedures, Employee handbooks and/or collective bargaining agreements.

C. Any person who intentionally makes a false report alleging a violation of any provision of the State Officials and Employees Ethics Act to an ethics commission, an inspector general, the State Police, a State's Attorney, the Attorney General, or any other law enforcement official is guilty of a Class A misdemeanor. An ethics commission may levy an administrative fine of up to \$5,000 against any person who intentionally makes a false, frivolous or bad faith allegation.

SECTION VI. Severability.

It is the intention of the Supervisor and the Board of Trustees that this policy and every provision thereof shall be considered separable, and the invalidity of any section, clause, or provision of this policy shall not affect the validity of any other portion of this policy.

Acknowledgment of Receipt and Understanding of Policy Prohibiting Sexual Harassment

Please acknowledge receipt and review of this policy by completing the following form and returning it to the Township Administrator within two (2) weeks after receipt.

I have read and I understand the Policy Prohibiting Sexual Harassment. I understand that if I ever have any questions or concerns I can speak to my immediate supervisor or the Township Administrator. I have signed and dated this acknowledgment to confirm my receipt and understanding of the policy.

Printed Name: _____

Signature: _____

Date: _____