

Maine Township Board Meeting April 24, 2018

Maine Township Board meeting has been videotaped.

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

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

Indexed agenda at:

http://www.mainetownship.com/government/meetingagendas/agenda_18-04-24.pdf

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

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

Other in attendance: Dayna Berman, Denise Jajko, Doriene Prorak, Elizabeth Coy, Richard Lyon, Michael Samaan, Carol Langan, Ryan McKenzie, Marie Dachniwsky, Dick Barton, Dagmar Rutzen, Donna Adam, Anne Camarano, Dawne Hayman, Catherine Sbarra, Austin Kelso, Anna Lydka, Mary Upson, Joseph Egan, Jarmin Sandoc, Dacid Cherez Spbro, Hiba Hussain, Hajra Ali and Wiesia Tytko

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

Supervisor Morask stated that there was a typo in the Agenda in the item #3 stating Approval of Minutes of April 10th Annual Town Meeting. She stated that the Agenda has been revised and it says Approval of Minutes of April 3rd Supervisor's Annual Financial Statement Meeting. She added that voting will be postponed to the next Board meeting.

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

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

Trustee Carrabotta Second.

Motion carried on a roll call vote as follows:

Supervisor Morask Yes

Trustee Jones Yes

Trustee Carrabotta Yes

Trustee McKenzie Yes

Trustee Sweeney Yes

Motion carried.

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

Trustee Carrabotta Motion to waive the reading and approve the minutes of the March 27, 2018 Board Meeting.

Trustee Sweeney Second.

Motion carried on a roll call vote as follows:

Supervisor Morask Yes

Trustee Jones Yes

Trustee Carrabotta Yes

Trustee McKenzie Yes

Trustee Sweeney Yes

Motion carried.

Agenda Item: Approval of Minutes of April 3, 2018 Supervisor's Annual Financial Statement Meeting

Trustee Sweeney Motion to table the approval of the Minutes of April 3, 2018 Supervisor's Annual Financial Statement Meeting.

Trustee Carrabotta Second.
Motion carried on a roll call vote as follows:
Supervisor Morask Yes
Trustee Jones Yes
Trustee Carrabotta Yes
Trustee McKenzie Yes
Trustee Sweeney Yes
Motion carried.

Agenda Item: Approval of Minutes of April 17, 2018 Special Board Meeting

Trustee McKenzie Motion to waive the reading and approve the minutes of April 17, 2018 Special Board Meeting.
Trustee Jones Second.

Trustee Sweeney presented her corrections to the April 17, 2018 Special Board meeting minutes.

Trustee Sweeney Motion to waive the reading and approve the amended minutes of April 17, 2018 Special Board meeting.
Trustee Carrabotta Second.

Supervisor Morask and Trustee Jones did not agree with Trustee Sweeney's amendments and pointed out that the minutes should be a reflection of action taken only.
Trustee Sweeney pointed out that these corrections are necessary for the accuracy of the minutes.

Motion carried on a roll call vote as follows:
Supervisor Morask No
Trustee Jones No
Trustee Carrabotta Yes
Trustee McKenzie Yes
Trustee Sweeney Yes
Motion carried.

Supervisor Morask stated that the Annual Town Meeting on April 10th was a wonderful event. She apologized for not introducing MaineStay department. She recognized MaineStay staff and its Director Richard Lyon. Supervisor Morask pointed out the wonderful programs that MaineStay offers and awards they received.

Agenda Item: Public Participation

Donna Adam, Des Plaines resident and Joseph Egan, Park Ridge resident spoke in the Public Participation agenda item. See video at 14:16.

Agenda Item: Approval of General Assistance Expenditures

Payrolls dated April 6, 2018 and April 20, 2018 and General Assistance checks #51220 through check #51272 in the amount of \$66,357.67.

Trustee Sweeney Motion to approve.
Trustee Carrabotta Second
Motion carried on a roll call vote as follows:
Supervisor Morask Yes
Trustee Jones Yes
Trustee Carrabotta Yes
Trustee McKenzie Yes
Trustee Sweeney Yes
Motion carried.

Agenda Item: Approval of Road District Expenditures

Payrolls dated April 6, 2018 and April 20, 2018 and Road District checks #20314 through check #20358 in the amount of \$102,056.11.

Trustee Jones Motion to approve.
Trustee McKenzie Second.

Motion carried on a roll call vote as follows:

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

Motion carried.

Agenda Item: Approval of General Town Fund Expenditures

Payrolls dated April 6, 2018 and April 20, 2018 and General Town Fund checks #55827 through check #55899 in the amount of \$264,252.72.

Trustee Carrabotta Motion to approve.
Trustee Jones Second.

Motion carried on a roll call vote as follows:

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

Motion carried.

Agenda Item: Catherine Sbarra, Health Insurance broker presentation of renewal rates, with associated proposed budgetary line item decrease

Catherine Sbarra, CEO/Senior Benefits/Facility Advisor from HRB Solutions informed the Board that the original Maine Township and Highway Department BlueCross BlueShield of Illinois renewal of the health insurance was issued at 9.66% increase. Ms. Sbarra negotiated the said renewal and its final increase is 6.38%.

The Board thanked Ms. Sbarra for her representation and the wonderful news in regards to the renewal rates.

Supervisor Morask reminded everyone that the Budget hearings will be held on May 22nd, at 7:00 p.m. for General Town Fund and General Assistance and at 7:15 p.m. for Road & Bridge. She added that the preliminary budget is available for any inspection at the Clerk's office.

Supervisor Morask stated that there will be a few changes to the tentative budget and at this time she asked the Board for any additional revisions due to approving the actual 2018-2019 budget at the May 22nd Board meeting.

Trustees expressed concern regarding the due date for approving the budget. They had numerous questions and comments related to the proposed budget and its increases. There were several questions regarding Maine Township reserves.

Trustee McKenzie and Supervisor Morask proposed scheduling special meetings for interviewing law firms and for a budget workshop.

The first Special Meeting was scheduled on May 8th at 6:30 p.m. for the purpose of receiving presentations from applying law firms, discussion, Supervisor's appointment and vote.

The second Special Meeting was scheduled on May 15th at 7:00 p.m. for the purpose to address any revisions and changes for the 2018-2019 Budget.

Trustee Sweeney and Trustee Carrabotta proposed keeping the budget flat and possibly using the extra funds for the necessary items. The discussion continued.

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| Trustee Sweeney | Motion to keep 2018-2019 Budget flat. |
| Trustee Carrabotta | Second. |

Supervisor Morask pointed out that the budget item can not be vote on since it was not on this meeting agenda.

Kurt Asprooth from the audience stated he was not speaking as Township attorney but as a private citizen he recommended not to take a vote because the said item was not on the agenda.

Supervisor Morask assured the Board that Administrator Berman and she will make every effort to make the necessary changes and keep the budget flat. (See video at 33:51)

Agenda Item: Personnel, Discussion/Vote on filing open maintenance position – Appointment of Maintenance Director

Supervisor Morask stated that at the last meeting Michael Samaan, our Code Enforcement Officer was appointed for the Maintenance Interim Director. Mr. Samaan expressed his interest of holding this full-time position in the Township. She added that Mr. Samaan has experience in this field and will be a great asset in the Maintenance department.

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| Supervisor Morask | Motion to appoint Michael Samaan as Maintenance Director with starting salary of \$58,000.00 with benefits. |
| Trustee Jones | Second. |

Motion carried on a roll call vote as follows:

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

Motion carried.

Agenda Item: Personnel, Discussion and vote on hiring replacement hall monitor as recommended by Mike Samaan

Mr. Samaan stated that the Township was seeking a building monitor. He added that this open position was posted and Administrator Berman and he interviewed a few candidates. The position is to secure town hall during evening hours approximately 4-6 days per month with \$10.00 per hour. He recommended Ramsin S. Youkhanes and added that he is a trustworthy person.

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| Trustee Carrabotta | Motion to hire Ramsin S. Youkhanes for Building Monitor with the salary of \$10.00 per hour. |
| Trustee Jones | Second. |

Motion carried on a roll call vote as follows:

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

Motion carried.

Agenda Item: Personnel, Discussion/Vote on hiring a part time payroll/finance/personnel assistant to assist Denise Jajko, tabled from March 27th Board meeting

Supervisor Morask stated that the posting and hiring a personnel assistant for Denise Jajko was tabled at the last Board meeting.

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| Supervisor Morask | Motion to post the part-time bookkeeping position for 19 hours a week, with \$15.00 per hour and no benefits. |
| Trustee Jones | Second. |

Trustee Sweeney asked to table the motion until the proposed budget would be ready but then everyone agreed that this motion is for posting only.

Motion carried on a roll call vote as follows:

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

Motion carried.

Agenda Item: Personnel, Discussion/Vote on filling Code Enforcement Officer vacancy

Administrator Berman stated that Code Enforcement Officer position was posted and Michael Samaan and she interviewed a few candidates. She and Mr. Samaan recommend Nader A. Ghazaleh for this position. Mr. Ghazaleh is a Maine Township resident, confident candidate with good communication skills.

Supervisor Morask added that the new Code Enforcement Officer will be going along with the attorney for ticket court dates.

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| Trustee Jones | Motion to fill the Code Enforcement Officer vacancy with the salary of \$38,000.00. |
| Trustee Carrabotta | Second with adding a name of Nader A. Ghazaleh for the Code Enforcement Officer position. |

Motion carried on a roll call vote as follows:

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

Motion carried.

Agenda Item: Old Business, Presentation/discussion and possible vote on RFPs for Upgrade of Safety Measures focused on Making Maine Township a Hard Target

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| Trustee Carrabotta | Motion to table the discussion on RFP for Upgrade of Safety Measures focused on Making Maine Township a Hard Target until May 22 nd Board meeting. |
| Supervisor Morask | Second. |

Motion carried on a roll call vote as follows:

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

Motion carried.

Agenda Item: Old Business, Motion (Trustee Sweeney request) to vote on Procedures & Policies as

Supervisor Morask Motion to table the appointment of Township Attorney to the Special Board meeting on May 8th.

Trustee Jones Second.

Motion carried on a roll call vote as follows:

Supervisor Morask Yes

Trustee Jones Yes

Trustee Carrabotta Yes

Trustee McKenzie Yes

Trustee Sweeney Yes

Motion carried.

Agenda Item: New Business, Motion to approve staff performance-based increases as presented and/or cost of living increases tied to CPI of 2.0% for staff, 1.5% for department heads.

Discussion & Vote

Supervisor Morask stated that the proposed staff salary spreadsheet was distributed to the Trustees prior to this meeting for their inspection and suggestions. She added that research was done with other townships and most of them proposed a combination of merit based and cost of living increases for their staff.

Supervisor Morask Motion to approve staff performance-based increases as proposed and/or cost of living increases tied to CPI of 2% for staff and 1.5% for department heads.

Trustee Jones Second.

Trustee Carrabotta suggested postponing this discussion and decision until the actual budget is proposed.

Trustee Carrabotta Motion to table the previous motion to discuss staff salaries to the May 22nd Board meeting.

Trustee Carrabotta Amend the motion to table discussion of staff salaries to the May 15th Special Board meeting.

Trustee McKenzie Second.

Trustee Sweeney commented that the Maine Township taxpayers pay for staff raises. While there was not a valid petition requesting that staff would not receive any pay increase, she stated that the Trustees need to take their input under consideration approving any raises either merit or cost of living.

Motion carried on a roll call vote as follows:

Supervisor Morask Yes

Trustee Jones Yes

Trustee Carrabotta Yes

Trustee McKenzie Yes

Trustee Sweeney Yes

Motion carried.

(See video at 2:02:04)

Agenda Item: Closed Session

Supervisor Morask asked for a motion to go to the Closed Session to discuss recent pending litigation.

Supervisor Morask Motion to go to the Closed Session under Section 5ILCS 120/2 (c) (11) for the sole purpose of discussion of pending litigation.

Trustee Jones Second.

Motion carried on a roll call vote as follows:

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

Motion carried.

The Board re-convened in Open Session at 10:08 p.m.

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| Trustee Carrabotta | Motion to re-convene in Open Session. |
| Trustee Sweeney | Second. |

Motion carried on a roll call vote as follows:

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

Motion carried.

There was no action taken after the reopening in the open session.

Agenda Item: Officials' Reports

Trustee Sweeney submitted her written comments in regards to 2018-19 budget expenditures and the additional hire of Denise Jajko's assistant. See attached.

There were no more reports from Elected Officials.

Agenda Item: Attorney's Report

The position of Maine Township attorney is open.

Agenda Item: Administrator's Report

No report.

Agenda Item: Adjournment

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| Trustee Carrabotta | Motion to adjourn. |
| Trustee McKenzie | Second. |

All in favor.

Motion carried on a voice vote.

The meeting was adjourned at 10:20 p.m.

Maine Township Clerk

The **Actual Expenditures for 2017-18 fiscal year** (per the Supervisor's report for period ending 2/28/18) presented on 4/3/18 confirmed by our new auditor, the 3 funds total **\$6,721,693**:

\$3,897,620- General Town Fund*

\$ 854,805- General Assistance

\$4,752,425

\$1,969,268-Road Fund

The **tentative 2018-19 budget expenditures** presented are **\$7,747,138**:

\$4,244,726- Town Fund

\$ 934,607- General Assistance

\$5,179,333

\$2,567,805- Road Fund

* additional \$400,000 was moved to the road fund which was not expended.

4/24/18 Maine Township board meeting.
Draft budget vs. last year's expenditures
Submitted by: Trustee Sweeney to be included in the meeting minutes

Regarding the additional hire of Denise's assistant:

I want to motion to table the an additional hire for the bookkeeper until we receive a flat budget equal to last years expenditures. Supervisor Morask talked about bringing forth a reduction in the budget. Since we have realized significant savings from workforce reductions this year, there should be significant savings that would allow for us to us to make the hire.

The current draft draft budget we received was presented to us on 4/3/18. That budget reflects an increase of \$1,025,445 over last years expenditures. This is unacceptable to me.

We don't have a meeting scheduled to address the budget, nor do we have it on this agenda tonight. That being the case, the issue of the budget is germaine to the discussion of salary hires or raises and necessitates bringing forth the facts in order to make prudent decisions on hiring. This is part of our fiduciary responsibility.

For discussion purposes, I am attaching the actual expenditures last year vs budget for all of Maine Township. This is pertinent to all salary discussion.