

Maine Township Board meeting has been videotaped.

For more detailed reports and discussions please refer to the recorded meeting at:
<http://mainetown.com/>

Indexed agenda at:

http://mainetown.com/wp-content/uploads/2018/07/agenda_18-07-24.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, Ryan McKenzie, Marie Dachniwsky, Dick Barton, Dagmar Rutzen, Marsha Warnick, Donna Adam, Keri-Lyn Krafthefer, Sharon McLaughlin, Amanda McCarthy, Eric Carrabotta, Carl Carrabotta, Chris Scalet, Jayne Reardon, Joanne Spata, Dennis Martin and Wiesia Tytko

Supervisor Morask called the meeting to order at 7:31 p.m., Clerk Gialamas led the Pledge of Allegiance and called the roll.

Agenda Item: Approval of Minutes of June 26, 2018 Bill Pay Review

Trustee Jones Motion to waive the reading and approve the minutes of the June 26, 2018 Bill Pay Review.

Trustee Carrabotta Second.

Motion carried on a roll call vote as follows:

Supervisor Morask Yes

Trustee Jones Yes

Trustee McKenzie Yes

Trustee Carrabotta Yes

Trustee Sweeney Yes

Motion carried.

Agenda Item: Approval of Minutes of June 26, 2018 Board Meeting

See video at 1:50.

Trustee Carrabotta Motion to waive the reading and approve the minutes of the June 26, 2018 Board Meeting.

Trustee McKenzie Second.

Trustees Jones and Carrabotta presented their changes to the minutes.

Trustee Sweeney presented her changes, transcript from the on-line video of the meeting and additions to the proposed minutes.

Supervisor Morask and Clerk Gialamas pointed out that the Board meetings are videotaped and it was agreed by the Clerk and Trustees that minutes should not be lengthy but should include reference to the video.

A lengthy discussion was held regarding the proposed changes and Trustee Sweeney presented a second option of her changes.

Trustee Sweeney Motion to amend the meeting minutes to include Trustee Sweeney's revision as pertains to the amended motion as well as page 7 comments after Assessor Moylan Krey.

Supervisor Morask pointed out that the amendment can be done only by the original motion requester.

Trustee Carrabotta Motion to amend the meeting minutes either to incorporate the verbatim or the alternative revision from Trustee Sweeney.
Trustee McKenzie Second.

Trustee Carrabotta Motion to amend the motion to reflect approval of minutes along with incorporating the change as requested by Trustee Jones and the verbatim change that is requested by Trustee Sweeney.

Trustee Carrabotta Motion to amend the motion to do the request for change as presented by Trustee Jones and the alternative-second change provision of one page as with the changes as proposed therein by Trustee Sweeney.

Trustee McKenzie Second.

Motion carried on a roll call vote as follows:

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

Motion failed.

Trustee McKenzie Motion to approve the Minutes of June 26th Board meeting with Trustee Jones proposed revision and Trustee Sweeney's proposed revision to the extent of the fact that she has requested the amendment to the motion and it was not allowed for consideration for vote and to view the video. Adding Trustee Sweeney's additional revision about the comment by Assessor Moylan Krey. Striking see video at 37:25 and adding see video at 37:20.

Trustee Carrabotta Second.

Trustee Sweeney stated that she will vote on this motion and requested that her addition of her original revisions be on the record that she presented to be added to the July 24th meeting minutes.

Motion carried on a roll call vote as follows:

Supervisor Morask	No
Trustee Jones	No

Roll call interrupted with discussion.

Trustee McKenzie Motion to amend the previous motion to reflect that the motion made by Trustee Sweeney was not permitted to be considered, with adding see video at 37:20 and Trustee Jones proposed revisions.

Discussion regarding Assessor Moylan Krey comments and possible response to be included in the minutes and the previous motion.

Trustee Carrabotta Second.

Motion carried on a roll call vote as follows:

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

Trustee Sweeney Yes Trustee Sweeney requested that the addition of her on original revisions be on the record that she presented to be added to the July 24th meeting minutes.

Motion carried.

Trustee Carrabotta Motion to amend the minutes to include page 7 after Assessor Moylan Krey commented on some of the Trustees actions, add: Trustee Carrabotta said Assessor Krey's comments were inappropriate and Trustee McKenzie seconded Trustee Carrabotta.

Trustee Sweeney Second.

Discussion.

Trustee Carrabotta Motion to amend the previous motion to include the time of the video as requested by Trustee Jones.

Trustee Sweeney commented that it happened at 2:40.

Trustee Sweeney Second.

Motion carried on a roll call vote as follows:

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

Motion carried.

Agenda Item: Approval of Minutes of July 10, 2018 Special Board Meeting

Trustee Jones Motion to waive the reading and approve the minutes of the July 10, 2018 Special Board Meeting.

Trustee McKenzie Second.

There was a short discussion regarding Trustee Sweeney's amendments to the said minutes.

It was agreed that the amended motion in the July 10th Special Board meeting won't be changed with the understanding that the motion was to table adopting the policy-Township Elected Official's Access to Public Records with both Trustees recommendations and Supervisor Morask's proposed language into the policy and it will be discussed and voted on at the July 24th Board meeting.

Motion carried on a roll call vote as follows:

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

Motion carried.

Agenda Item: Public Participation

Sharon McLaughlin, the unincorporated Maine Township resident extended her thanks to Donna Adam, Trustee Sweeney and Michael Samaan for the clean-up day in the area. She was also excited for other clean-up days coming in Maine Township.

Agenda Item: Approval of General Assistance Expenditures

Payrolls dated June 29, 2018 and July 13, 2018 and General Assistance checks #51392 through check #51448 in the amount of \$77,503.96.

Trustee Jones	Motion to approve.
Trustee McKenzie	Second

Motion carried on a roll call vote as follows:

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

Motion carried.

Agenda Item: Approval of Road District Expenditures

Payrolls dated June 29, 2018 and July 13, 2018 and Road District checks #20454 through check #20504 in the amount of \$131,539.61.

Trustee Carrabotta	Motion to approve.
Trustee Sweeney	Second.

Motion carried on a roll call vote as follows:

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

Motion carried.

Trustee Carrabotta explained that check #20496 in amount of \$5,521.89 payable to Des Plaines Material & Supply, was approved subject to amendment by Highway Commissioner Kazmierczak to detail the accounting.

Agenda Item: Approval of General Town Fund Expenditures

Payrolls dated June 29, 2018 and July 13, 2018 and General Town Fund checks #56056 through check #56136 in the amount of \$336,278.08.

Trustee McKenzie	Motion to approve.
Trustee Jones	Second.

Motion carried on a roll call vote as follows:

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

Motion carried.

Agenda Item: Presentation of Audit Report/Chris Scalet-Evans Marshall & Pease

Chris Scalet from Evans, Marshall & Pease, P.C. presented the Board with the February 28, 2018 Audit and answered questions. He stated that Maine Township is in good financial condition.

Agenda Item: Personnel
None.

Discussion and potential action on the following items listed under Old & New Business

Agenda Item: Old Business, Procedures and Policies as previously submitted and tabled

Supervisor Morask stated that the previously tabled policies need to be discussed and approved.

1. Township Elected Officials' Access to Public Record

Discussion. See video at 42:52.

Trustee Sweeney Motion to adopt Policy-Township Elected Officials' Access to Public Record as revised by Attorney Krafthefer.

Trustee Carrabotta Second.

Trustee Sweeney Motion to amend the motion to adopt the Policy-Township Elected Officials' Access to Public Record to accept changes suggested by Trustee Sweeney and Trustee Carrabotta.

Trustee Carrabotta Second.

Motion carried on a roll call vote as follows:

Supervisor Morask Yes

Trustee Jones Yes

Trustee McKenzie Yes

Trustee Carrabotta Yes

Trustee Sweeney Yes

Motion carried.

2. Board Packets, Minutes and Board Meeting Video Recording

See video at 54:15.

Discussion on other previously adopted policies.

After discussion it was agreed that the Policy-Establishing Agenda Item was tabled on July 10th Special Board meeting and it will be discussed at the next Board meeting on August 28th.

Trustee Sweeney Motion to adopt Policy-Board Packets, Minutes and Board Meeting Video Recording with one exception – strike #3 and add it under #5.

Trustee Carrabotta Second.

Discussion and comments.

Trustee Sweeney Motion to adopt Policy-Board Packets, Minutes and Board Meeting Video Recording as it stated with the amended changes by the Attorney Krafthefer to be included. Also, make the corrections to #1 which provides that any Board member give the information related to the township business to the Clerk at least 6 days prior to the Board meeting.

Trustee Carrabotta Second.

Discussion and comments.

Trustee Sweeney Motion to amend the previous motion with striking #7 in addition to the previous comments about #1 and #6.

Trustee Carrabotta Second.

Motion carried on a roll call vote as follows:

Supervisor Morask Yes

Trustee Jones Yes

Trustee McKenzie Yes
Trustee Carrabotta Yes
Trustee Sweeney Yes

Motion carried.

3. Record Retention

Discussion. See video at 1:28:17.

Trustee Sweeney Motion to adopt Policy-Record Retention with #1 when the sentence will end with word “closed meetings”, #2 stays the same and adding #3 - “All closed session meetings are kept indefinitely”.

Supervisor Morask Second.

Motion carried on a roll call vote as follows:

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

Motion carried.

4. Posting Financial and Other Records on our Website

Discussion. See video at 1:43:48.

Trustee Sweeney Motion to table discussing Policy- Posting Financial and Other Records on our Website from item “g” policy #1.

Trustee Jones Second.

Motion carried on a roll call vote as follows:

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

Motion carried.

Agenda Item: Old Business, Budget Amendment/Discussion of Budget Amendment timeline:
Town Fund/GA. Road and Bridge

Attorney Krafthefer stated that it is necessary that the Township approves the amended budget. The budget hearings are scheduled for August 28th, GTF/GA at 7:00 p.m. and R&B at 7:15 p.m.

Supervisor Morask stated that the amended proposed budget will be on file from July 27th in the Maine Township Clerk’s office and will be posted on our Website.

Agenda Item: Old Business, Spending Authority Resolution-previously tabled

Supervisor Morask stated that the approving Spending Authority Resolution was tabled. She explained two parts of the proposed resolution, to pay bills and to have authority for paying insurance, some contracts and utility bills.

Supervisor Morask Motion to adopt Resolution 2018-7, A Resolution Authorizing the Supervisor to Pay Routine Invoices and Expenditures and to Enter into Contracts Provided for in the Budget not to Exceed a Certain Amount of \$3,000.00.

Trustee Jones Second.

Motion carried on a roll call vote as follows:

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

Motion carried.

Agenda Item: New Business, Setting Agency Funding Dates

Supervisor Morask stated that the dates for the Agency Funding Hearings need to be scheduled. After discussion, everyone was in favor of scheduling said hearings for Tuesdays, October 2nd, October 9th and October 16th at 6:30 p.m.

Agenda Item: New Business, Posting PT job for Maintenance Department @ 16hrs/week

Supervisor Morask stated that because one of the Maintenance employees left, it is necessary to post PT job for Maintenance Department at 16 hours per week with no benefits.

Agenda Item: New Business, Review of & Vote of Contract for concrete to follow up on mold work

Supervisor Morask stated that the proposed contract from U.S. Waterproofing for the concrete work with proposed amount is \$3,466.00 and was included in the Board packet for review and approval.

Supervisor Morask	Motion to approve the U.S. Waterproofing contract for concrete in the total amount of \$3,466.00.
Trustee Carrabotta	Second.

Motion carried on a roll call vote as follows:

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

Motion carried.

Agenda Item: New Business, Discussion and vote on participation in Springfield conference

Supervisor Morask stated that every year Elected Officials and department heads attend the TOI Educational Conference in Springfield. Every year our Township applies for numerous awards. She pointed out that last year Maine Township won 9 awards in various categories.

Supervisor Morask stated that TOI offers good educational experience. She added that approximate cost for each of our attendee is \$744.28.

Supervisor Morask asked Board decision about this year conference participation since August 21st is a deadline to apply for awards and housing.

Supervisor Morask	Motion to participate in the Township Officials of Illinois Educational Conference in Springfield by the Elected Officials and selected staff.
Trustee Carrabotta	Second.

Discussion.

Motion carried on a roll call vote as follows:

Supervisor Morask	Yes
Trustee Jones	Yes
Trustee McKenzie	Yes

Trustee Carrabotta Yes
Trustee Sweeney Yes
Motion carried.

Trustee Sweeney added that it will be discussed how many employees will be chosen to go to Springfield but it is not counted in this vote.

Agenda Item: New Business, Discussion and vote on membership dues for: TOI-\$1,417, TOCC-\$2,000, Niles Chamber of Commerce-\$215

Discussion on membership dues. See video at 2:39:38.

Supervisor Morask Motion to renew the membership with TOI in total amount of \$1,417.00.
Trustee Jones Second.
Motion carried on a roll call vote as follows:
Supervisor Morask Yes
Trustee Jones Yes
Trustee McKenzie Yes
Trustee Carrabotta Yes
Trustee Sweeney Yes
Motion carried.

Trustee Carrabotta Motion to renew the membership with TOCC in total amount of \$2,000.00.
Trustee Jones Second.
Motion carried on a roll call vote as follows:
Supervisor Morask Yes
Trustee Jones Yes
Trustee McKenzie Yes
Trustee Carrabotta Yes
Trustee Sweeney Yes
Motion carried.

Supervisor Morask Motion to stop dues for Niles Chamber of Commerce and other Chamber of Commerce in the area.
Trustee Carrabotta Second.
Motion carried on a roll call vote as follows:
Supervisor Morask Yes
Trustee Jones Yes
Trustee McKenzie Yes
Trustee Carrabotta Yes
Trustee Sweeney Yes
Motion carried.

Agenda Item: Officials' Reports

Trustee Sweeney thanked Donna Adam for cleaning up the neighborhood in unincorporated Maine Township with her non-profit organization group. She added that Ms. Adam and her volunteers are not stopping and her work will continue in the different areas in Maine Township.

Trustee Sweeney stated that she and other Trustees are reviewing and working on policies and procedures which will make us better fiduciaries and transparent.

Trustee Carrabotta extended his thanks to the Township residents, volunteers and Ms. Adam for this amazing clean up organization.

Trustee McKenzie stated that she volunteered at the Taste of Park Ridge at the Township's community table.

Trustee Jones stated that she attended the 4th of July Des Plaines Parade and volunteered at the community tent at Taste of Park Ridge. She added that she also appreciates Ms. Adam's organization.

Supervisor Morask stated that the Maine Township Emergency Food Pantry will be a recipient of food and money donations from Harvest Hustle on October 21st. Also, Carol Langan was invited back to participate and be a recipient of donations from Vine BBQ in Park Ridge.

Supervisor Morask thanked Highway Department, Republic Services, Michael Samaan, OEM and Code Enforcement Officer Nader Ghazeleh for helping and working together as a team as we had some flooding in our parking lot.

Supervisor Morask stated that she donated money to the National Night Out on August 7th at Dee Park and encouraged the Board to donate and sponsor this great event.

Clerk Gialamas stated that the National Night Out is in full swing, there will be a couple new games and this year's theme is "Lights On Mean Lights Out For Crime".

Highway Commissioner Kazmierczak stated that he also participated in Taste of Park Ridge and will give out information and gifts at the National Night Out.

Highway Commissioner Kazmierczak reported that Highway Department does a lot of tree trimming and next week is scheduled to start resurfacing sidewalks on Pauline Street and other streets in the near future.

Assessor Moylan Krey stated that she also volunteered at Taste of Park Ridge event and her office will be manning an informational table at National Night Out.

Assessor Moylan Krey stated that Chief Deputy Assessor Coy and she have been taking trips downtown to the Cook County Assessor with residents' Certificates of Error that were not being processed due to overworked fax number at the Cook County Assessor office.

Assessor Moylan Krey stated that the 2nd installment real estate taxes are due August 1st and after that date a penalty of 1.5% will incur. Maine Township is scheduled to be open for appeals August 1st through August 30th with the Board of Review.

Assessor Moylan Krey reported that an informative Reach Out to help residents with the appeal process will be hosted by the Maine Township Assessor office on August 2nd at our Town Hall at 6:00-7:30 p.m. On September 13th at Town Hall the Assessor's office will be hosting "Property After Death Workshop" at 6:30-7:30 p.m.

Agenda Item: Attorney's Report

No report.

Agenda Item: Administrator's Report

Administrator Berman had nothing to add to her written report.

Agenda Item: Closed Session

Agenda Item: Adjournment

Trustee Carrabotta	Motion to adjourn.
Trustee Jones	Second.

All in favor.

Motion carried on a voice vote.

The meeting was adjourned at 10:43 p.m.

Maine Township Clerk

Addendum to the July 24th 2018 Board Meeting Minutes
From: Trustee Susan Sweeney
Re: Amended vote presented at the 6/26/18 board meeting.

At the 7/24/18 meeting, I requested a revision to the 6/26/18 board minutes so as to more thoroughly and accurately reflect what happened during that board meeting. However, the approved minutes only reflect that an amendment was not considered - not what the amendment was or why it was denied- just that it was not considered.

Because of this, I stated at the 7/24/18 board meeting that I would be attaching an addendum to the minutes.

I proposed an alternative to permanent salary increases.

My amendment (as referenced in italics below), proposed **one-time bonuses instead of permanent salary increases** for the employees of Maine Township and also a reduction in proposed compensation increases for the assessor's staff so the they didn't exceed the newly adopted budget amount.

I was told by both the Supervisor and our Township attorney that an amendment to my motion was not allowed unless the maker of the (original) motion agreed to it. The maker of the motion was Supervisor Morask and she would not agree to allowing an amendment. The result was that my motion was 'quashed'.

Under Robert's Rules of Order (for parliamentary procedure), a motion to amend can't be denied if it is germane to the motion. (See Robert's Rules-motion to amend below.) The amendment does not have to go back to the maker of the motion for approval. Before a motion is adopted, amendments to motions are considered first and if seconded, then discussed and voted on first, before the original motion.

My motion and the reason for the death of my motion are important procedural events that create a legal record of how I attempted to represent the taxpayers with my vote, but was denied.

In summary, the approved meeting minutes of 6/26/18 which were approved 7/24/18, did not include my actual amended motion and are silent as to *why* the amendment was not allowed for consideration. This is why I am providing this addendum. (The amendment of the meeting minutes that I proposed was directed back to the original motion requester and an amendment was not allowed to be voted on first, as it should have been, per Robert's Rules of Order.)

Therefore, for the record, the following is the motion that I made on 7/24/18 to amend the 6/26/18 board meeting minutes. (I also read a specific transcript of the 6/26/18 meeting that is on video, but not included here):

I move that on page 4 under Old Business that we:

strike: *See video at 37:25*

add: *See video at 37:20. (This is the actual start of the motion to amend) Following discussion, Trustee Sweeney requested an amendment to the motion as stated (the year in parenthesis below was not stated aloud, but written in the prepared motion):*

*"clarify the proposed compensation increases (for the 2018-19) should be done on a one time basis for **bonuses** in lieu of the merit increases or cost of living and that the proposed compensation increases for the assessor's staff be reduced so that it reflects the (2018-19) actual budget amount that was approved by the board. (May 2018)" See video 1 hour 11min 50 sec."*

After discussion of protocol, Supervisor Morask did not allow consideration for a motion to amend. Trustee Sweeney asked for clarification from Attorney Krafthefer who explained to Trustee Sweeney that she couldn't amend a motion that someone else made. Attorney Krafthefer also stated that first there would have to be a vote on the motion as presented and that if that failed, Trustee Sweeney could present a motion. See video 1 hour 13 min. (https://youtu.be/j_yQ7W4fgU0.)

Here is the Robert's Rules for amending a motion:

Robert's Rules For Dummies

By C. Alan Jennings, PRP, PRP

The motion to amend is perhaps the single most-used of the subsidiary motions allowed by Robert's Rules. You use this motion when you want to change the wording of the motion under consideration. You can use it to make a good idea better or a bad idea more palatable. Amendments are really at the heart of the process of perfecting motions before a final vote, and the importance of understanding the basics of amending can't be overstated.

If an amendment is adopted, the motion it's applied to changes. However, the amended motion itself is not adopted until the motion, as amended, is voted on and passes. If a motion to amend fails, the original motion is not changed in any way.

In making a motion to amend, be aware of its key characteristics; the motion

- Can't interrupt a speaker who has the floor.
- Must be seconded.
- Is debatable if the motion to which it is applied is debatable. (Permissible debate is restricted to the pros and cons of the amendment, and not to whether the main motion has merit.)
- Can be amended, but only one amendment to an amendment can be considered at any one time.
- Requires a majority vote for adoption, even if the main motion requires a different vote for its adoption.