

Maine Township Board Meeting November 27, 2018

Maine Township Board meeting has been videotaped.

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

<http://mainetown.com/board-meetings/>

Indexed agenda at:

http://mainetown.com/wp-content/uploads/2018/11/agenda_18-11-27.pdf

Board Members Present: Supervisor Morask, Clerk Gialamas, Highway Commissioner Kazmierczak, Trustees Jones, Carrabotta, McKenzie and Sweeney

Other in attendance: Keri-Lyn Krafthefer, Dayna Berman, Doriene Prorak, Denise Jajko, Michael Samaan, Ryan McKenzie, Diane Carrabotta, Alexander Barton, Dagmar Rutzen, Carol Langan, Bob Nicolin, John Amburgey, Richard Lyon, Elizabeth Coy, Michael Sferra, Sharon McLaughlin, Samantha Lovett, Shital Hingu, Riya Hingu, Donna Adam, Anne Camarano and Wiesia Tytko.

Supervisor Morask called the meeting to order at 7:35 p.m., led the Pledge of Allegiance and Clerk Gialamas called the roll.

Agenda Item: Approval of Minutes of September 25, 2018 Board Meeting

Trustee Jones	Motion to waive the reading and approve the minutes of the September 25, 2018 Board Meeting.
Trustee McKenzie	Second.

Trustee Sweeney provided her corrections to the proposed minutes.

Trustee Sweeney	Motion to approve the minutes of the September 25, 2018 Board Meeting with the proposed amendments.
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 October 23, 2018 Bill Pay Review

Trustee Sweeney	Motion to waive the reading and approve the minutes of the October 23, 2018 Bill Pay Review.
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 Minutes of October 23, 2018 Board Meeting

Trustee Jones Motion to waive the reading and approve the minutes of the October 23, 2018 Board Meeting.

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.

Trustee Sweeney requested to attach her addendum to the October 23rd minutes.

Agenda Item: Public Participation

Mike Sferra, Vice President of Sales for Imagetec L.P. commented on Maine Township's Print Management RFP and explained the services provided by Imagetec L.P. Mr. Sferra asked the Board to be considered as a third company in choosing the vendor for Maine Township's Print Management. See video at 9:34.

Agenda Item: Approval of General Assistance Expenditures

Payrolls dated November 2, 2018 and November 16, 2018 and General Assistance checks #51621 through check #51673 in the amount of \$63,229.96.

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 November 2, 2018 and November 16, 2018 and Road District checks #20634 through check #20679 in the amount of \$124,944.29.

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: Approval of General Town Fund Expenditures

Payrolls dated November 2, 2018 and November 16, 2018 and General Town Fund checks #56350 through check #56416 in the amount of \$298,557.70.

Trustee Sweeney Motion to approve.

Trustee Carrabotta Second.

Trustee Sweeney Motion to amend approving the payrolls dated November 2nd and November 16th and General Town Fund checks #56350 through check #56416, with two conditions that a check #56384 for Evans, Marshall and Pease, PC, in amount of \$1,215.00 will be itemized and will reflect number of hours for the work perform, also check #56401 for Sunrise Grill & Catering, Inc., in amount of \$435.60 will be reduced to \$290.60 and the total amount for General Town Fund will be \$290, 412.70.

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: Presentation of Check to Honor Flight Chicago

Supervisor Morask Motion to table the Presentation of Check to Honor Flight Chicago to the December Board meeting due to the representative of Honor Flight Chicago was not able to attend this meeting.

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 TOI award – Samantha Lovett, Mentoring Program Volunteer

Supervisor Morask stated that Samantha Lovett, MaineStay's Mentoring Program Volunteer, which is run by Anne Camarano, won an award from Township Officials of Illinois but couldn't attend the TOI conference. The Mentoring Program Volunteer award was presented to Samantha Lovett by Supervisor Morask and the Maine Township Board.

See video at 20:38.

Agenda Item: Old Business, Print Management RFP Vote

Supervisor Morask stated that the Des Plaines Office Equipment Company and Warehouse Direct provided the Board with their revised proposals for Maine Township's Print Management. Supervisor Morask added that Richard Lyon provided his recommendation letter regarding these proposals.

Supervisor Morask stated that after the considerations she recommended hiring Warehouse Direct for Maine Township's Print Management.

Supervisor Morask Motion to hire Warehouse Direct as a Maine Township vendor for Print Management with their proposed rates.

Trustee Jones Second.

Discussion regarding received proposals from Des Plaines Office Equipment Company and Warehouse Direct. Discussion regarding Imagetec L.P proposal and public participation from Mr. Sferra from Imagetec L.P.

See video at 25:20.

After lengthy discussion the vote was called as follows:

Motion carried on a roll call vote as follows:

Supervisor Morask	Yes	
Trustee Jones	Yes	
Trustee McKenzie	No	
Trustee Carrabotta	No	
Trustee Sweeney	No	Trustee Sweeney stated that the Board did not receive the second Imagetec L.P. proposal for review.

Motion failed.

More discussion was held on this subject. Trustee Carrabotta strongly suggested accepting Imagetec L.P. proposal for reviewing and adding this agenda item to the Special Board meeting on December 18th.

Trustee McKenzie	Motion to postpone the discussion and voting for Maine Township's Print Management to the December 18 th , Special Board meeting and allowing all three companies to present their proposals.
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.

Agenda Item: Old Business, 2018 Levy – TF/GA & R&B Discussion
Tax Abatement/Discussion Only

Attorney Krafthefer explained the process of Tax Levy and a tax abatement for Maine Township.

Discussion.

See video at 1:13:05.

Trustee Sweeney requested to add her addendum to the November minutes.

Supervisor Morask stated that by law, the estimated property tax levy must be determined at least 20 days before adoption of the actual Tax Levy. She added that since the Maine Township Board will be adopting Tax Levies on December 18th, Special Board meeting, tonight is the last day to adopt the estimated levies for our Township.

Discussion and strong recommendations by Trustees Carrabotta and Sweeney to decrease the Town Fund and General Assistance flat and to reduce Road District Levy 20%.

Supervisor Morask	Motion to estimate Town Fund and General Assistance Tax Levy with the total amount of \$5,311,881.00 and keep it flat as last year.
Trustee McKenzie	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	Trustee Sweeney stated that she disagrees with the Amount of the levy in the General Assistance Fund because of the excessive fund balance in General Assistance.

Motion carried.

Supervisor Morask	Motion to estimate Road District Tax Levy with the total amount of \$2,605,553.00.
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Trustee Jones	Second.
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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: 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. Policy/Procedure for Board & Staff requests of Attorney legal time
Policy/Procedure for Directing Staff to Call a Special Board Meeting

Supervisor Morask	Motion to adopt the Policy/Procedure for Board & Staff requests of Attorney legal time and Policy/Procedure for Directing Staff to Call a Special Board Meeting as distributed.
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Trustee Jones	Second.
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Discussion.

See video at 2:26:48.

Motion carried on a roll call vote as follows:

Supervisor Morask	Yes	
Trustee Jones	Yes	
Trustee McKenzie	Yes	
Trustee Carrabotta	No	
Trustee Sweeney	No	Trustee Sweeney stated that there is no statute on contacting an attorney.

Motion carried.

2. Record Retention

Supervisor Morask	Motion to adopt the Policy for Record Retention as distributed.
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Trustee Sweeney	Second.
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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. Posting Financial and Other Records on our Website

Discussion.

See video at 2:39;20.

Trustee Carrabotta Motion to table the discussion and voting on the Policy for Posting Financial and Other Records on our Website.

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.

Agenda Item: Old Business, Discussion/Updates on Status of Attorneys Harassment Report

- Requested corrections/redactions

Supervisor Morask stated that discussion on this subject is finalized.

Agenda Item: Officials' Reports

Waived.

Agenda Item: Administrator's Report

Waived.

Agenda Item: Closed Session, Review of May 8, 2018 Closed Session Minutes

Closed Session for discussion/potential discipline of employee – ILCS5-120-2(c)(1)

Supervisor Morask Motion to go to Closed Session to review of May 8, 2018 Closed Session Minutes and for discussion/potential discipline of employee – ILCS5-120-2(c)(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: Approval of May 8, 2018 Closed Session Minutes

The Board re-convened in Open Session at 11:32 p.m.

Supervisor Morask Motion to re-convene in Open Session.

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.

After Closed Session the action taken as follows:

Supervisor Morask	Motion to approve the minutes of May 8, 2018 Closed Session meeting.
Trustee Carrabotta	Second.

Supervisor Morask	Motion to approve and release the minutes of May 8, 2018 Closed Session meeting.
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.

Agenda Item: Approval of decision re: Second Item from Closed Session
There was no action taken after the second closed session.

Agenda Item: Adjournment

Trustee Jones	Motion to adjourn.
Trustee Carrabotta	Second.

All in favor.

Motion carried on a voice vote.

The meeting was adjourned at 11:35 p.m.

Maine Township Clerk

(60 ILCS 1/85-65) Prepared by Trustee Sweeney

Sec. 85-65. Accumulation of funds. Township funds, excluding the township's capital fund, shall not exceed an amount equal to or greater than 2.5 times the annual average expenditure of the previous 3 fiscal years.
 (Source: P.A. 100-474, eff. 9-8-17.)

	GA expenditure/	Town Fund expenditure	Road and Bridge Fund expenditure	Total	Total Fund Balance or Reserve Funds available
per audit 2016	\$874,684	\$3,910,043	\$1,937,397	\$6,722,124	
per audit 2017	\$881,637	\$4,050,581	\$1,836,657	\$6,768,875	
per audit 2018	\$853,926	\$4,208,487	\$2,081,469	\$7,143,882	
Total expenditure	\$2,610,247	\$12,169,111	\$5,855,523		
Average spend per year	\$870,082	\$4,056,370	\$1,951,841		
Not to exceed 2.5 times Accumulation	\$2,175,205	\$10,140,925	\$4,879,602		
Fund balance / Feb 2018 Audit	\$2,406,206	\$6,840,647	\$2,046,380		\$11,293,233
Exceeds compliance	\$231,001				
Highest levy allowed under 85-65 Twp code \$870,082 less \$231,001	\$639,081				

(60 ILCS 1/85-65) Prepared by Trustee Sweeney

Sec. 85-65. Accumulation of funds. Township funds, excluding the township's capital fund, shall not exceed an amount equal to or greater than 2.5 times the annual average expenditure of the previous 3 fiscal years. (Source: P.A. 100-474, eff. 9-8-17.)

	General Assistance	Town Fund	Road and Bridge	Total	Impact
2017 levy	\$870,830	\$4,441,051	\$2,551,962	\$7,863,843	
2018 Levy#1 Supervisor proposed	\$870,830	\$4,537,033	\$2,605,553	\$8,013,416	increase of \$149,573 2.1% incr
2018 Levy #2 Supervisor proposed	\$870,830	\$4,574,283	\$2,605,553	\$8,050,663	increase of \$186,820 3% incr
3 Alternate levies to reduce:					
Levy A GA -27% TF/ROAD -20%	\$635,706	\$3,552,840	\$2,041,242	\$6,229,788	decrease \$1,634,055
Levy B GA -27% TF/Road -15%	\$635,706	\$3,774,893	\$2,169,166	\$6,579,765	decrease \$1,284,078
Levy C GA -27% TF/Road -10%	\$635,706	\$3,996,945	\$2,296,765	\$6,929,416	decrease of \$934,427
Amended 2018 Budget	\$830,891	\$4,590,121	\$1,968,995 (\$2,056,745- requested,not approved)	\$7,390,007	\$744,762 increase over original 2018 budget-11.2 % increase
Original 2018 Budget	\$824,900	\$3,851,350	\$1,968,995 (\$2,056,745- requested,not approved)	\$6,645,245	

(60 ILCS 1/85-65) Prepared by Trustee Sweeney

Sec. 85-65. Accumulation of funds. Township funds, excluding the township's capital fund, shall not exceed an amount equal to or greater than 2.5 times the annual average expenditure of the previous 3 fiscal years. (Source: P.A. 100-474, eff. 9-8-17.)

issues-	Issue:	Issue:	Issue:	Issue:	Issue:
The alternate proposal reduces the total levy over last years's request by a total of \$1,284,078, (over a 16% decrease)	If we budgeted in 2019 the same as amended 2018, we would dip into the reserves by approx \$810,242. This would reduce our reserves from \$11,293,233 down to \$10,482,991	The statue for the GA levy dictates that we can only levy what is needed.	We can not by law increase the GA levy nor keep it the same. We must decrease it (per 85-65 statute) by at least \$231,000.	We have over two and a half years and 1/2 years of our GA budget in resof our budget in reserves. This is more than necessary.	If we reduce the levy, we consider the impact of the 2019 levy which limits increase over 2018 levy by the CPI index or 5%
Issue- The Supervisor proposed levy is more than allowable by law in the GA fund.	Issue: The supervisor proposed levy maintains the surplus of 11.2 million in the fund balanced. It increases taxes over last years levy.	Issue: The recommendations of the consultant stated that we made a mistake by cutting the levy 5% last year and holding the Road levy flat.	Issue: While we've discussed the capturing the "new Growth"- the issue is that people do not need to be taxed when we have the money.	Issue: Abatement assumes an increase of the levy. The is not necessary unless we can abate more than the levy increase.	Issue: Rebate ? Is levying less a better, less costly option than a rebate?
Expenditures 2015					\$6,333,632
Expenditures 2016					\$6,722,124
Expenditures 2017					\$6,768,875
Expenditures 2018					\$7,143,882
Expenditures 2019					?