

Maine Township Town Hall
1700 Ballard Road Park Ridge, IL 60068
Tuesday, March 27, 2018 @ 6:30 pm

AGENDA

Bill Review/6:30 pm in Open Meeting Board Room

- Review of General Assistance Expenditures
- Review of Town Fund Expenditures
- Review of Road District Expenditures

Call Regular Meeting to Order/7:30 pm

Pledge of Allegiance

Roll Call

1. Approval of Minutes of February 27, 2018 Bill Pay Review
2. Approval of Minutes of February 27, 2018 Board Meeting
3. Approval of Minutes of March 15, 2018 Special Board Meeting
4. Public Participation
4. Approval of General Assistance Expenditures
5. Approval of Road District Expenditures
6. Approval of General Town Fund Expenditure
7. Officials' Reports
8. Attorney's Report
9. Administrator's Report
10. Personnel
 - * Discussion/Vote on filling open maintenance position(s)-interim Appointment of existing Employee**
 - * Discussion/Vote on Hiring a Part Time Payroll/Finance/Personnel Assistant to assist Denise Jajko
11. Old Business*
 - Report for Review & Upgrade Safety Measures Focused on Making Maine Township a Hard Target; Discussion & Possible Vote
 - Report of Committee on Procedures & Policies (Trustees Carrabotta, McKenzie & Sweeney)
 - Discussion/Vote on hiring additional counsel for IMRF appeal
12. New Business*
 - Proposal to give Cost of Living increases tied to CPI.
 - Discussion/Vote on whether to RFP Government Liaison proposals or renew Barton Marketing Group Contract
13. Closed Session
 - Closed Session for the Sole Purpose of Discussion of Performance Compensation of Specific Employees of Maine Township. 5 ILCS 120/2
 - **Discussion of specific Employee performance & appointment to Interim position. 5 ILCS 120/2

14. Adjournment

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



ADMINISTRATOR'S REPORT

Date: March, 2018

To: All Elected Officials

From: Dayna Berman, Administrator

Our preliminary audit was held the 14th of this month. Thank you to Scott Gibbert for agreeing to take a look at our books one last time before we begin our work with Marshall, Evans and Pease. We are grateful they have agreed to work together for a smooth transition for this year's audit. With the preliminary audit complete, I am now able to work on finishing the preliminary 2018-19 fiscal budget.

Supervisor Morask, Vicki Rizzo and I met with Jeff Brown, attorney with Ancel Glink to discuss and review the process of creating a new personnel policy manual. Mr. Brown is extremely well versed in township government rules and regulation and I look forward to this newly formed relationship.

I had the last of our budget meetings with our supervisor and department heads. We worked hard to see where numbers could be cut and line items lowered. We are confident that even with a smaller budget, we will continue to serve the residents with top notch programs.

Please remember to spread the word about our Sgt. Karen Lader Memorial Good Citizen's Award that we present to a resident at our Annual Town Meeting. You can print up the application online or we have the applications at the front desk in our lobby. If you know of a resident of Maine who has demonstrated a strong support and dedication to their community please nominate them and remember to turn in your application to Clerk Pete Gialamas or you can leave it with someone in the Clerk's department.

A special thank you to Nick and Becky for their extra help in our food pantry while our Food Pantry Director was out on sick leave. They really stepped up to the plate when we needed help handing out boxes to food pantry recipients and checking them in. Cross training at the township is always a good thing!

We are gearing up for some of our spring and summer programs, such as our Senior Expo coming up on April 20th which will be held at Golf Mill Shopping Center. We hope to see everyone there. MaineStay is also getting ready for their summer camp program for low income families and their children which offer some great cultural and fun excursions.

MAINE TOWNSHIP GENERAL TOWN FUND

of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	YTD DISBURSE	BUDGET	BALANCE	% Left
0%	04:51:28 PM															
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	0.00	272,948.42	317,218.48	4,522,118.38	4,200,000.00	-322,118.38	-8%
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	1,101.59	1,194.12	1,020.88	13,198.41	5,500.00	-7,698.41	-140%
MaineStay Fees	2,301.00	1,324.00	211.00	2,787.00	785.00	812.00	688.00	590.00	1,347.16	1,194.00	1,093.00	1,820.00	14,952.16	18,000.00	3,047.84	17%
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	2,363.43	8,047.26	7,139.07	59,899.46	75,000.00	15,100.54	20%
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	3,727.00	6,811.00	5,996.00	87,949.82	82,500.00	-5,449.82	-7%
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	8,386.02	290,093.80	333,194.43	4,698,118.23	4,381,000.00	-317,118.23	-7%

MAINE TOWNSHIP GENERAL TOWN FUND

of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	YTD DISBURSE	BUDGET	BALANCE	% Left
0%																
EXPENSES																
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	86,362.07	59,293.56	76,339.78	793,483.34	822,000.00	28,516.66	3%
IDES	0.00	0.00	0.00	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	6,497.28	4,478.79	0.00	0.00	1.00	1.00	100%
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	7,896.57	5,421.68	4,501.27	58,166.68	62,000.00	3,833.32	6%
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	26,519.26	27,327.21	27,327.21	314,145.90	97,000.00	28,775.33	30%
Life Insurance	191.25	191.25	191.25	165.75	180.70	180.70	180.70	194.60	194.60	194.60	194.60	194.60	314,145.90	300,000.00	-14,145.90	-5%
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	1,753.90	5,235.30	-1,882.60	19,010.85	3,000.00	745.40	25%
Tuition Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,010.85	20,000.00	989.15	5%
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	1,687.25	1,746.62	1,252.94	0.00	1.00	1.00	100%
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	1,824.19	235.54	1,192.84	27,287.29	28,000.00	712.71	3%
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	3,541.00	3,541.00	3,541.00	23,846.63	50,000.00	26,153.37	52%
Conferences Meetings	151.83	75.00	60.00	225.00	0.00	0.00	95.00	1,053.69	289.06	385.59	920.00	7,082.84	47,578.00	44,000.00	-3,578.00	-8%
Special Programs	0.00	0.00	273.33	4,394.90	930.94	1,275.00	0.00	250.00	0.00	0.00	0.00	85.11	7,209.28	13,000.00	5,790.72	45%
Dues Subscriptions	64.00	215.60	414.63	2,409.00	239.00	1,839.80	0.00	0.00	61.41	500.00	360.00	180.00	6,283.44	7,000.00	716.56	10%
Equipment Leasing Maint	1,153.28	522.00	60.00	3,149.61	592.00	0.00	2,533.63	522.00	0.00	8,298.44	96.00	1,599.66	18,526.62	22,000.00	3,473.38	16%
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	4,315.00	4,315.00	4,315.00	51,850.00	75,000.00	23,150.00	31%
Website/Email Host	0.00	0.00	3.37	3,853.52	0.00	106.62	0.00	0.00	0.00	4,315.00	4,315.00	4,315.00	13,564.79	1,500.00	-12,064.79	-804%
Print Management	299.90	460.31	376.84	331.93	631.03	430.65	416.88	362.34	1,620.81	-1,273.34	594.12	1,606.82	5,858.29	5,000.00	-858.29	-17%
Computer Tech Support	520.00	520.00	520.00	520.00	620.00	520.00	520.00	520.00	570.00	545.00	570.00	2,106.89	8,051.89	18,000.00	9,948.11	55%
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	4,007.50	1,716.25	4,027.00	33,101.88	42,000.00	8,898.12	21%
Mileage-Travel-Lodging Exp	0.00	32.79	28.89	54.73	30.39	16.52	41.24	16.90	348.74	1,485.97	0.00	13.96	2,070.13	4,500.00	2,429.87	54%
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	4,500.00	8,200.00	0.00	43,300.00	50,000.00	6,700.00	13%
Plan Commission	0.00	0.00	0.00	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	10,555.49	-1,467.54	7,375.40	33,961.79	40,000.00	6,038.21	15%
Printing Publishing	1,015.50	421.36	86.76	11,561.03	3,075.69	-87.60	7,085.12	-171.09	937.92	7,618.04	775.00	6,319.16	38,636.89	50,000.00	11,363.11	23%
Code Enforcement Expense	0.00	35.23	100.15	141.36	78.24	54.20	39.24	39.28	39.28	59.20	42.45	44.71	673.34	2,000.00	1,326.66	66%
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	7,864.33	2,480.44	9,738.81	45,060.14	50,000.00	4,939.86	10%
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	2,163.41	1,957.39	2,073.15	21,192.33	35,000.00	13,807.67	39%
Staff Training	0.00	0.00	0.00	50.00	0.00	336.00	0.00	0.00	0.00	0.00	25.00	25.00	436.00	2,000.00	1,564.00	78%
Transportation/Mainlines	-123.00	950.00	-35.00	739.00	655.00	-22.00	266.00	570.00	449.00	675.00	197.00	960.00	5,281.00	4,000.00	-1,281.00	-32%
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	1,822.90	1,214.83	2,814.63	19,250.30	25,000.00	5,749.70	23%
Miscellaneous (Administr)	0.00	57.99	0.00	270.43	0.00	107.99	0.00	0.00	0.00	0.00	57.98	15.00	509.39	1,000.00	490.61	49%
Neighborhood Watch	0.00	200.00	0.00	0.00	-100.00	2,929.15	0.00	0.00	0.00	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	99.25	855.57	95.97	22,871.72	45,000.00	22,128.28	49%
Operating Supplies Maint	91.20	591.21	1,236.83	560.66	1,114.16	791.54	1,267.52	71.52	379.59	1,364.62	147.39	1,830.87	9,447.11	15,000.00	5,552.89	37%
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	-1,885.99	-1,641.47	0.00	-5,003.95	20,000.00	25,003.95	125%
Vehicle Expense	105.41	142.39	162.26	723.93	449.09	494.56	156.49	179.38	263.61	284.85	251.76	167.19	3,380.92	7,000.00	3,619.08	52%
Building	0.00	1,095.75	100.00	0.00	1,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,957.75	55,000.00	50,042.25	91%
Building Purchases	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,962.00	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	0.00	0.00	0.00	0.00	0.00	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	0.00	0.00	400,000.00	400,000.00	0.00	0%
Prov for contingency	0.00	0.00	0.00	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%
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	191,694.38	134,854.75	170,924.73	2,150,931.33	2,576,004.00	425,072.67	17%

MAINE TOWNSHIP GENERAL TOWN FUND

of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	YTD DISBURSE	BUDGET	BALANCE	% Left
0%																
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	20,463.09	13,826.00	14,705.71	179,147.14	197,580.00	18,432.86	9%
Assessor Division SS	954.26	952.72	1,036.38	1,480.97	986.34	979.20	979.20	1,004.36	988.74	1,468.79	990.16	991.97	12,813.09	14,800.00	1,986.91	13%
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	2,161.86	1,512.87	1,511.94	18,871.50	21,500.00	2,628.50	12%
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	8,792.46	9,010.47	9,010.47	103,917.57	100,000.00	-3,917.57	-4%
Dental Insurance	17.25	127.25	17.25	321.25	112.25	0.00	579.00	168.00	1,618.00	43.00	344.00	1,656.50	5,003.75	8,050.00	3,046.25	38%
Life Insurance	38.25	38.25	38.25	38.25	41.70	0.00	41.70	41.70	41.70	41.70	41.70	41.70	444.90	1,000.00	555.10	56%
Conferences Meetings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	165.00	265.00	77.64	0.00	0.00	340.00	2,000.00	1,152.36	58%
Cook Cty Assessor Tie-in	0.00	0.00	475.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	550.00	1,025.00	1,100.00	75.00	7%
Dues-Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00	300.00	600.00	300.00	50%
Equipment Leasing-Maint	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00	300.00	600.00	300.00	50%
Mileage-Travel-Lodging Exp	0.00	0.00	53.52	0.00	79.87	0.00	0.00	323.30	873.88	23.58	0.00	0.00	350.00	500.00	150.00	30%
Postage	28.34	20.80	18.47	15.98	44.29	7.55	18.39	18.39	234.15	17.58	16.56	72.65	1,426.80	2,500.00	1,073.20	43%
Printing-Publishing	0.00	0.00	0.00	150.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32.41	472.91	1,000.00	527.09	53%
Sidwell Maps	311.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.50	1,500.00	1,349.50	90%
Staff Training	0.00	0.00	55.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	396.00	707.40	600.00	-107.40	-18%
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35.00	0.00	25.00	115.67	1,500.00	1,384.33	92%
Office Supplies/Sm Equipment	0.00	0.00	169.74	0.00	374.75	0.00	34.24	0.00	0.00	0.00	0.00	36.64	95.46	1,500.00	1,404.54	94%
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	33,397.06	25,741.76	29,988.57	331,129.24	358,930.00	27,800.76	8%

MAINE TOWNSHIP GENERAL TOWN FUND

of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	YTD DISBURSE	BUDGET	BALANCE	% Left
0%																
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	40,550.48	26,719.70	30,920.15	345,802.39	359,000.00	13,197.61	4%
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	2,968.57	1,959.87	1,975.01	25,080.19	27,500.00	2,419.81	9%
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	4,747.57	3,320.52	3,320.52	40,502.38	43,500.00	2,997.62	7%
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	12,428.30	12,736.45	12,736.45	146,655.11	134,100.00	-12,555.11	-9%
Life Ins.	89.25	89.25	89.25	89.25	97.30	97.30	97.30	97.30	97.30	97.30	97.30	97.30	1,135.40	1,300.00	164.60	13%
Dental Ins.	40.25	1,263.25	40.25	307.25	75.45	515.00	474.00	42.00	877.00	380.80	1,026.09	1,228.40	6,269.74	9,500.00	3,230.26	34%
Tuition Reimbursement	0.00	0.00	0.00	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	0.00	48.35	115.65	823.11	2,000.00	1,176.89	59%
Consultation/Staff Training	442.78	222.00	293.99	315.00	0.00	0.00	20.00	0.00	0.00	0.00	0.00	676.95	1,970.72	5,000.00	3,029.28	61%
Special Programs - MaineStay	-968.01	276.32	2,508.40	111.21	956.16	17.94	567.19	297.51	65.18	161.00	215.97	1,385.83	5,594.70	6,000.00	405.30	7%
Dues-Subscriptions/Licensures	418.46	122.82	200.00	0.00	0.00	0.00	800.00	100.00	0.00	0.00	158.00	75.00	1,874.28	2,500.00	625.72	25%
Print Management	504.34	532.33	522.44	482.34	482.34	482.34	482.34	482.34	964.68	0.00	482.34	964.68	6,382.51	6,500.00	117.49	2%
Gen Ins Liability Ins Bond	0.00	0.00	95.84	95.84	95.84	95.84	95.84	95.84	95.84	95.84	95.84	95.84	958.40	1,200.00	241.60	20%
Computer Tech Support	520.00	520.00	520.00	520.00	520.00	520.00	520.00	520.00	545.00	545.00	545.00	545.00	6,340.00	7,000.00	660.00	9%
Mileage-Travel-Lodging Exp	0.00	0.00	71.51	0.00	91.65	0.00	289.34	0.00	332.22	26.00	0.00	113.62	924.34	3,500.00	2,575.66	74%
Postage	240.74	0.00	24.61	11.04	45.54	12.95	12.42	10.88	7.48	0.92	31.85	21.95	420.38	800.00	379.62	47%
Printing-Publishing	15.18	0.00	100.35	194.50	34.43	34.43	115.04	38.25	38.25	38.25	202.24	592.71	1,403.63	3,000.00	1,596.37	53%
Community Education	28.76	0.00	23.95	48.01	0.00	0.00	0.00	17.37	18.98	0.00	0.00	0.00	137.07	500.00	362.93	73%
Training Manual & Books	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	151.15	0.00	138.25	289.40	500.00	210.60	42%
Miscellaneous	0.00	0.00	13.58	0.00	8.96	21.99	0.00	0.00	0.00	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	0.00	137.51	343.55	12,747.59	11,000.00	-1,747.59	-16%
Substance Abuse Program	0.00	0.00	0.00	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	-284.00	-291.00	-291.00	-144.50	3,000.00	3,144.50	105%
Summer Youth Camp	0.00	2,543.52	354.59	-127.53	1,843.18	2,955.23	0.00	0.00	0.00	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	0.00	0.00	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	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	61,907.18	47,486.03	55,055.86	609,117.20	639,101.00	29,983.80	5%

MAINE TOWNSHIP GENERAL TOWN FUND

of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	YTD DISBURSE	BUDGET	BALANCE	% Left
0%																
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	33,384.67	16,357.08	6,429.97	271,997.91	294,000.00	22,002.09	7%
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	2,505.55	1,221.02	1,221.02	21,085.80	23,000.00	1,914.20	8%
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	4,016.17	2,064.26	2,064.26	34,108.56	36,000.00	1,891.44	5%
Life Ins.	63.75	63.75	63.75	63.75	69.50	69.50	69.50	69.50	69.50	69.50	55.60	55.60	769.30	1,000.00	230.70	23%
Dental Ins.	28.75	2,128.25	28.75	173.75	28.75	30.00	611.60	76.80	276.80	270.80	142.00	1,990.60	5,786.85	5,000.00	-786.85	-16%
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	6,844.99	8,184.35	8,184.35	104,685.40	102,600.00	-2,085.40	-2%
Tuition Reimbursement	0.00	0.00	0.00	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	-165.00	0.00	0.00	866.24	2,000.00	1,133.76	57%
Special Programs	127.40	-925.00	396.05	6,889.89	134.20	0.00	0.00	0.00	0.00	435.36	32.00	2,567.03	9,656.93	11,500.00	1,843.07	16%
Print Management	331.12	324.10	335.52	318.34	318.34	318.34	318.34	318.34	636.68	0.00	318.34	636.68	4,174.14	5,000.00	825.86	17%
Dues-Subscriptions	0.00	0.00	0.00	0.00	0.00	125.00	0.00	0.00	0.00	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	0.00	0.00	0.00	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	949.71	1,089.79	941.73	11,552.16	14,000.00	2,447.84	17%
Printing-Publishing	809.00	835.00	1,016.30	2,149.61	841.00	847.00	870.00	870.00	890.00	890.00	890.00	1,289.30	12,197.21	14,500.00	2,302.79	16%
Telecommunications	0.00	1.70	1.98	2.41	2.14	2.17	2.87	3.21	1.79	2.00	1.99	2.27	24.53	100.00	75.47	75%
Staff Training	0.00	0.00	0.00	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	0.00	781.13	0.24	3,533.79	11,500.00	7,966.21	69%
Computer Tech Support	520.00	520.00	520.00	520.00	520.00	520.00	2,707.50	2,707.50	545.00	545.00	545.00	545.00	10,715.00	14,300.00	3,585.00	25%
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	49,734.85	31,682.56	25,928.05	492,362.89	538,601.00	46,238.11	9%

MAINE TOWNSHIP GENERAL TOWN FUND

of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	YTD DISBURSE	BUDGET	BALANCE	% Left
0%																
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	14,778.94	9,255.63	8,410.66	125,978.60	137,000.00	11,021.40	8%
Social Security	706.90	696.05	805.01	1,118.62	803.15	773.36	714.23	715.55	718.19	1,116.97	693.18	748.19	9,609.40	10,500.00	890.60	8%
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	1,815.35	1,174.61	1,217.04	15,663.59	17,000.00	1,336.41	8%
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	3,379.67	3,463.46	3,463.46	40,921.03	48,600.00	7,678.97	16%
Life Ins.	25.50	25.50	25.50	25.50	27.80	27.80	27.80	27.80	27.80	27.80	27.80	27.80	324.40	500.00	175.60	35%
Dental Ins.	11.50	11.50	11.50	11.50	11.50	94.00	442.40	12.00	140.00	12.00	12.00	12.00	781.90	3,000.00	2,218.10	74%
Conferences-Meetings	0.00	0.00	0.00	210.00	0.00	0.00	165.00	0.00	149.33	0.00	0.00	0.00	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	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	0.00	0.00	0.00	0.00	0.00	332.00	600.00	268.00	45%
Gen Insur Liability Bond	0.00	0.00	0.00	60.00	0.00	0.00	0.00	20.00	50.00	0.00	0.00	15.00	145.00	200.00	55.00	28%
Mileage-Travel-Lodging Exp	0.00	0.00	0.00	0.00	0.00	0.00	252.34	0.00	556.64	0.00	0.00	0.00	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	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	545.00	545.00	545.00	6,340.00	7,600.00	1,260.00	17%
Postage	120.62	370.38	1,232.96	198.62	879.79	558.43	867.77	-399.70	69.52	514.22	770.12	2,000.26	7,182.99	8,000.00	817.01	10%
Printing-Publishing	0.00	0.00	113.50	306.00	0.00	287.00	0.00	140.00	0.00	0.00	0.00	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	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	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	0.00	0.00	94.03	126.28	250.00	123.72	49%
Office Supplies/Sm Equipment	0.00	37.80	0.00	1,746.88	51.36	105.46	0.00	4,608.65	170.31	156.23	0.00	579.69	7,456.38	8,000.00	543.62	7%
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	22,346.18	16,194.14	17,617.81	221,133.52	253,350.00	32,216.48	13%

MAINE TOWNSHIP GENERAL TOWN FUND

of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	YTD DISBURSE	BUDGET	BALANCE	% Left
0%																
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	995.64	601.88	363.53	15,722.35	28,000.00	12,277.65	44%
OEM Social Security	129.47	71.70	182.63	148.96	140.24	108.85	82.61	114.01	74.43	76.16	46.04	31.38	1,206.48	2,200.00	993.52	45%
Uniforms	0.00	247.25	0.00	0.00	35.00	0.00	0.00	0.00	0.00	0.00	105.00	0.00	387.25	1,500.00	1,112.75	74%
Conferences-Meetings	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00	200.00	200.00	100%
Special Events	0.00	0.00	0.00	0.00	111.72	11.52	19.07	12.28	0.00	0.00	0.00	0.00	535.45	1,500.00	964.55	64%
Citizen Corps Program	1,135.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	305.00	0.00	0.00	1,440.00	3,222.00	1,782.00	55%
Dues-Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	0.00	0.00	50.00	250.00	200.00	80%
Equipment Leasing-Maint	0.00	0.00	0.00	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	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	0.00	0.00	0.00	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	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	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	426.22	241.47	506.18	3,361.47	4,000.00	638.53	16%
Telecommunications	215.59	215.89	260.89	235.39	226.12	257.96	235.76	226.58	226.58	236.08	0.00	241.70	2,578.54	3,500.00	921.46	26%
Staff Training	0.00	0.00	0.00	0.00	1.90	0.00	0.00	0.00	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	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	0.00	0.00	0.00	603.09	5,000.00	4,396.91	88%
Operating Supplies	0.00	0.00	0.00	0.00	0.00	23.87	0.00	0.00	0.00	0.00	114.59	0.00	138.46	1,200.00	1,061.54	88%
Disaster Operations Supplies	307.97	200.00	0.00	0.00	0.00	0.00	0.00	120.00	0.00	0.00	0.00	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	0.00	0.00	125.00	1,395.90	5,000.00	3,604.10	72%
Vehicle Expense	0.00	0.00	0.00	0.00	375.00	0.00	0.00	0.00	0.00	0.00	0.00	239.25	614.25	4,000.00	3,385.75	85%
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	2,089.10	1,572.62	1,507.04	29,449.18	66,298.00	36,848.82	56%

MAINE TOWNSHIP GENERAL TOWN FUND

of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	YTD DISBURSE	BUDGET	BALANCE	% Left
0%																
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	361,168.75	257,531.86	301,022.06	3,834,123.36	4,432,284.00	598,160.64	13%
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	-352,782.73	32,561.94	32,172.37	863,994.87	-51,284.00	-915,278.87	1785%

MAINE TOWNSHIP GENERAL ASSISTANCE FUND

0%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	YTD DISBURSE	BUDGET	BALANCE	% Left
	Thursday, March 15, 2018	03:35:29 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	0.00	68,429.02	79,394.46	1,131,362.48	1,000,000.00	-131,362.48	-13%
	SS Reimbursement	0.00	0.00	0.00	2,175.00	0.00	0.00	18,725.00	0.00	0.00	0.00	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	304.02	335.28	278.60	3,684.83	2,000.00	-1,684.83	-84%
	Energy Assistance Revenue	795.00	315.00	0.00	780.00	0.00	170.00	100.00	575.00	1,305.00	4,390.00	2,850.00	1,680.00	12,960.00	20,000.00	7,040.00	35%
	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	14,150.60	1,887.00	535.50	43,268.60	50,000.00	6,731.40	13%
	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	18,844.62	73,501.30	81,888.56	1,212,175.91	1,107,000.00	-105,175.91	-10%
	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	18,844.62	73,501.30	81,888.56	1,212,175.91	1,107,000.00	-105,175.91	-10%
	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	44,120.40	29,184.54	30,567.19	400,045.33	422,500.00	22,454.67	5%
	IDES	0.00	0.00	0.00	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	3,305.97	2,186.14	2,185.76	29,875.01	33,000.00	3,124.99	9%
	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	5,307.68	3,683.09	3,682.47	47,822.73	50,000.00	2,177.27	4%
	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	10,175.54	12,228.33	12,228.33	128,865.19	117,000.00	-11,865.19	-10%
	Life Insurance	89.25	89.25	89.25	89.25	97.30	97.30	111.20	97.30	139.00	97.30	97.30	97.30	1,191.00	1,000.00	-191.00	-19%
	Dental Insurance	40.25	1,139.25	40.25	40.25	239.25	711.00	366.00	48.00	293.00	488.00	1,034.00	42.00	4,481.25	7,000.00	2,518.75	36%
	Tuition Reimbursement	0.00	0.00	0.00	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	604.93	603.54	421.24	8,485.31	8,500.00	14.69	0%
	Conferences Meetings	0.00	190.14	150.00	0.00	0.00	0.00	265.00	0.00	98.86	0.00	0.00	0.00	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	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	636.67	636.67	636.67	8,391.45	8,000.00	-391.45	-5%
	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	1,842.00	1,842.00	1,842.00	22,104.00	19,000.00	-3,104.00	-16%
	Legal Services	0.00	0.00	0.00	675.00	0.00	0.00	975.00	0.00	0.00	0.00	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	0.00	0.00	0.00	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	381.54	395.60	293.96	4,369.15	6,000.00	1,630.85	27%
	Printing Publishing	0.00	260.95	558.76	456.43	0.00	0.00	55.00	299.50	321.10	527.53	397.41	583.50	3,460.18	5,000.00	1,539.82	31%
	Telecommunication/ISP	83.95	84.06	84.06	84.05	84.24	84.24	82.24	156.53	152.63	156.53	158.96	162.86	1,374.35	2,000.00	625.65	31%
	Staff Training	384.00	0.00	0.00	0.00	0.00	60.00	33.81	0.00	0.00	0.00	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	180.66	298.64	276.60	2,203.58	3,000.00	796.42	27%
	Hearing Officer	0.00	0.00	0.00	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	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	0.00	0.00	0.00	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	0.00	149.09	0.00	1,299.34	3,000.00	1,700.66	57%
	Building Maintenance	0.00	0.00	0.00	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	0.00	2,350.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,350.00	3,000.00	650.00	22%
	Comp Tech Support	520.00	520.00	520.00	520.00	520.00	520.00	520.00	520.00	545.00	520.00	520.00	545.00	6,290.00	8,000.00	1,710.00	21%
	Admin Contingency	0.00	0.00	0.00	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	73,791.41	53,822.68	56,149.94	56,862.40	65,067.00	57,082.67	68,344.75	53,415.31	53,564.88	692,722.09	729,503.00	36,780.91	5%
	EXPENSES-ASSISTANCE																

MAINE TOWNSHIP GENERAL ASSISTANCE FUND

0%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	YTD DISBURSE	BUDGET	BALANCE	% Left
	Thursday, March 15, 2018	03:35:29 PM															
	Client Insurance	157.38	0.00	0.00	0.00	-23.38	0.00	0.00	0.00	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	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	0.00	6.00	654.40	2,223.67	5,000.00	2,776.33	56%
	Dental Services	0.00	0.00	0.00	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	25.00	0.00	7.70	113.84	15,000.00	14,886.16	99%
	Funeral & Burial Services	0.00	0.00	0.00	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	332.26	599.43	1,249.00	5,923.24	10,000.00	4,076.76	41%
	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	4,282.72	5,470.22	5,445.22	71,101.47	100,000.00	28,898.53	29%
	Ambulance Paramedic	0.00	0.00	0.00	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	2,953.65	0.00	5,561.27	30,961.71	50,000.00	19,038.29	38%
	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	1,668.00	1,545.00	1,680.00	20,043.00	35,000.00	14,957.00	43%
	Transient	0.00	0.00	0.00	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	6,000.00	1,074.56	0.00	23,409.76	50,000.00	26,590.24	53%
	Catastro. Med. Insurance	0.00	425.00	425.00	425.00	425.00	425.00	425.00	425.00	0.00	425.00	425.00	425.00	4,250.00	5,100.00	850.00	17%
	CWP	0.00	0.00	0.00	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	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	15,686.63	9,120.21	15,022.59	159,360.69	310,102.00	150,741.31	49%
	TOTAL OPERATING EXPENSES	57,459.78	69,069.27	63,564.98	99,165.96	62,950.59	70,733.61	65,417.98	83,510.69	65,055.55	84,031.38	62,535.52	68,587.47	852,082.78	1,039,605.00	187,522.22	18%

MAINE TOWNSHIP ROAD AND BRIDGE FUND

of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	YTD DISBURSE	BUDGET	BALANCE	% Left
0%																
REVENUE																
Fund Transfer	0.00	0.00	0.00	400,000.00	0.00	0.00	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	0.00	110,644.80	133,120.81	1,845,421.33	1,900,125.00	54,703.67	3%
Other Income	850.00	452.83	0.00	50.00	298.66	0.00	100.00	1,109.89	27,434.06	0.00	150.00	11,266.69	41,712.13	42,000.00	287.87	1%
Interest Income	231.34	220.64	248.88	300.72	339.99	338.33	317.79	346.54	331.13	307.11	336.01	299.78	3,618.26	755.00	-2,863.26	-379%
Persnl Prop Replacement Tax	925.00	1,110.00	450.00	1,302.00	575.00	725.00	5,640.69	400.00	450.00	1,195.00	0.00	1,295.50	14,068.19	6,000.00	-8,068.19	-134%
	0.00	19,940.21	12,841.47	0.00	0.00	605.46	0.00	8,964.49	0.00	2,363.54	8,047.62	7,139.07	59,901.86	41,456.00	-18,445.86	-44%
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	3,865.65	119,178.43	153,121.85	2,364,721.77	2,390,336.00	25,614.23	1%

EXPENSES																
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	6,785.64	4,523.76	4,117.34	57,601.45	63,000.00	5,398.55	9%
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	11,528.99	17,858.75	13,843.79	150,592.85	153,900.00	3,307.15	2%
Life Insurance	89.25	89.25	89.25	89.25	97.30	97.30	97.30	97.30	97.30	97.30	97.30	97.30	1,135.40	1,100.00	-35.40	-3%
Dental Insurance	170.25	1,973.25	312.65	1,354.95	318.45	478.80	129.00	271.00	0.00	0.00	1,603.60	103.00	6,714.95	6,500.00	-214.95	-3%
Alcohol & Drug Testing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	540.00	0.00	0.00	0.00	540.00	800.00	260.00	33%
	310.60	322.50	355.47	509.88	333.84	322.84	322.84	333.84	322.84	484.26	464.64	322.84	4,406.39	4,500.00	93.61	2%
Accounting Services	0.00	0.00	0.00	4,945.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,945.00	5,000.00	55.00	1%
Conferences Meetings	0.00	0.00	0.00	0.00	57.80	472.65	165.00	0.00	60.16	0.00	0.00	0.00	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	0.00	0.00	355.00	729.99	1,000.00	270.01	27%
Legal Services	0.00	1,750.00	0.00	87.50	0.00	0.00	146.25	0.00	0.00	700.00	131.25	0.00	2,815.00	6,000.00	3,185.00	53%
Mileage Travel Expense	0.00	-35.70	0.00	0.00	0.00	0.00	40.00	40.80	567.42	0.00	0.00	0.00	612.52	1,000.00	387.48	39%
Municipal Replacement Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	26,791.08	26,791.08	40,000.00	13,208.92	33%
Postage	0.00	49.00	0.00	5.80	53.13	0.00	0.00	3.00	0.00	1.19	0.00	50.50	162.62	500.00	337.38	67%
Printing Publishing	0.00	510.05	721.45	1,570.87	110.28	0.00	1,369.33	0.00	363.00	0.00	1,331.84	1,729.25	7,706.07	8,000.00	293.93	4%
Telephone	272.98	683.53	429.34	458.37	502.24	471.76	438.65	551.27	471.72	473.72	432.44	692.33	5,878.35	7,500.00	1,621.65	22%
Training	0.00	0.00	0.00	47.50	0.00	0.00	0.00	0.00	0.00	30.00	0.00	0.00	77.50	2,000.00	1,922.50	96%
Miscellaneous	0.00	72.99	0.00	0.00	0.00	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	221.60	0.00	346.63	1,562.39	2,500.00	937.61	38%
Office Equipment	0.00	0.00	0.00	1,456.48	0.00	0.00	0.00	3,495.00	0.00	0.00	0.00	195.00	5,146.48	7,000.00	1,853.52	26%
Prov for contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21,700.00	0.00	21,700.00	50,000.00	28,300.00	57%
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	20,322.70	48,143.58	48,644.06	299,946.64	366,300.00	66,353.36	18%

Maint Salary Expense	15,420.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	34,470.55	44,404.05	47,707.40	142,002.80	150,000.00	7,997.20	5%
Maintenance-Uniforms	999.75	0.00	2,509.34	502.03	0.00	561.77	0.00	0.00	0.00	478.03	0.00	0.00	5,050.92	6,000.00	949.08	16%
Building Maintenance	335.80	3,714.25	198.00	148.50	99.00	123.75	99.91	231.04	24.75	169.79	0.00	302.03	5,446.82	12,000.00	6,553.18	55%
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	1,821.28	2,016.39	21,018.29	62,429.19	80,000.00	17,570.81	22%
Landfill Charges - GRF	0.00	0.00	0.00	284.40	0.00	0.00	0.00	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	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	4,121.28	4,076.64	9,136.91	51,255.94	55,000.00	3,744.06	7%
Tree Removal & Spraying	0.00	0.00	0.00	0.00	0.00	0.00	10,703.00	0.00	7,700.00	0.00	0.00	4,360.00	22,763.00	50,000.00	27,237.00	54%
Utilities	705.54	562.88	459.58	411.94	306.48	474.17	414.03	341.36	451.19	966.08	416.38	2,329.74	7,839.37	10,000.00	2,160.63	22%

MAINE TOWNSHIP ROAD AND BRIDGE FUND

of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	YTD DISBURSE	BUDGET	BALANCE	% Left
0%																
Tree Replacement Program	0.00	0.00	0.00	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	3,653.97	2,046.99	6,332.19	25,208.73	35,000.00	9,791.27	28%
Building & Oper Sup Mat 1	0.00	0.00	411.17	0.00	0.00	0.00	73.33	0.00	1,073.87	1,942.79	3,376.04	0.00	6,877.20	5,000.00	-1,877.20	-38%
Maint Equip & Small Tools	0.00	553.00	213.70	959.89	1,128.49	1,127.96	104.32	3,776.92	66.98	0.00	0.00	1,762.89	9,694.15	10,000.00	305.85	3%
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	667.12	497.87	859.23	22,677.74	22,000.00	-677.74	-3%
Supplies Roads GRF	0.00	0.00	4,125.03	0.00	0.00	0.00	0.00	0.00	0.00	361.05	0.00	0.00	4,486.08	5,000.00	513.92	10%
Supplies Snow Removal	0.00	0.00	0.00	0.00	0.00	0.00	-69,817.32	0.00	2,395.00	16,834.56	5,570.85	26,785.02	-18,231.89	65,000.00	83,231.89	128%
Total	18,274.51	19,832.79	19,537.21	20,492.72	7,042.05	9,349.95	-40,757.37	16,757.76	28,769.42	65,486.50	62,405.21	120,593.70	347,784.45	526,500.00	178,715.55	34%
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	16,669.28	0.00	0.00	319,296.03	400,000.00	80,703.97	20%
Drainage	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	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	22,717.50	15,960.00	1,417.50	42,485.82	30,000.00	-12,485.82	-42%
Landfill Charges - PRF	0.00	2,644.79	0.00	543.34	0.00	817.92	1,754.37	429.35	1,071.25	1,767.38	1,840.99	365.00	11,234.39	15,000.00	3,765.61	25%
Project Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,074.55	0.00	3,074.55	5,000.00	1,925.45	39%
Maintenance Roads	0.00	0.00	2,542.16	7,150.00	533,620.75	0.00	0.00	22,129.50	0.00	-500.00	2,250.00	0.00	567,192.41	600,000.00	32,807.59	5%
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	2,231.98	4,278.94	331.83	36,358.87	70,000.00	33,641.13	48%
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	42,886.14	27,404.48	2,114.33	980,642.07	1,150,000.00	169,357.93	15%
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	-11,253.94	61,809.45	0.00	172,888.62	200,000.00	27,111.38	14%
Building	0.00	2,380.00	0.00	3,417.10	0.00	0.00	0.00	0.00	751.30	0.00	4,789.65	0.00	11,338.05	50,000.00	38,661.95	77%
Storage Building	299.05	299.05	1,949.65	314.00	314.00	628.00	314.00	314.00	314.00	314.00	314.00	2,128.00	7,501.75	6,000.00	-1,501.75	-25%
Total	299.05	6,864.55	69,909.64	-16,496.83	49,287.48	12,269.32	3,129.00	314.00	8,051.05	-10,939.94	66,913.10	2,128.00	191,728.42	256,000.00	64,271.58	25%
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	4,342.87	3,668.72	3,697.75	39,582.86	45,500.00	5,917.14	13%
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	4,342.87	3,668.72	3,697.75	39,582.86	45,500.00	5,917.14	13%
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	1,007.00	1,007.00	1,007.00	12,084.00	30,000.00	17,916.00	60%
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	4,029.00	4,029.00	4,029.00	48,348.00	41,000.00	-7,348.00	-18%
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	5,036.00	5,036.00	5,036.00	60,432.00	71,000.00	10,568.00	15%
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	6,968.43	6,174.69	6,371.86	62,922.28	76,670.00	13,747.72	18%
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	6,968.43	6,174.69	6,371.86	62,922.28	76,670.00	13,747.72	18%
	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	134,102.70	219,745.78	188,585.70	1,983,038.72	2,491,970.00	508,931.28	20%
	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	-130,237.05	-100,567.35	-35,463.85	381,683.05	-101,634.00	-483,317.05	476%

MOTION TO APPROVE PAYROLL FOR PAYDATES OF MARCH 9, 2018
AND MARCH 23, 2018 AND ROAD DISTRICT CHECKS # 20263
THROUGH CHECK #20313 IN THE AMOUNT OF \$125,819.09.

Maine Township Road & Bridge Fund

MARCH 2018

<u>Check #</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>
Wire	Mar 9	Federal Electronic Payroll System	Federal Taxes	4,518.76
Wire	Mar 9	Illinois Department of Revenue	State Taxes	813.10
S/C	Mar 9	Paychex	Service Fee	161.42
Dir. Deposit	Mar 9	Richard A. Brandes	Payroll Check	1,595.06
Dir. Deposit	Mar 9	Robert J. Brzezinski	Payroll Check	2,958.99
Dir. Deposit	Mar 9	Peter Douvalakis	Payroll Check	2,207.24
Dir. Deposit	Mar 9	Jason D. Fox	Payroll Check	1,461.49
Dir. Deposit	Mar 9	Dawne Scheel Hayman	Payroll Check	1,536.69
Dir. Deposit	Mar 9	Peter A. Jimenez	Payroll Check	1,586.77
Dir. Deposit	Mar 9	Justin E. MacIntyre	Payroll Check	1,686.78
Wire	Mar 9	IMRF	Illinois Municipal Retirement Fund	8,729.17
Wire	Mar 23	Federal Electronic Payroll System	Federal Taxes	4,606.33
Wire	Mar 23	Illinois Department of Revenue	State Taxes	813.53
S/C	Mar 23	Paychex	Service Fee	161.42
Dir. Deposit	Mar 23	Richard A. Brandes	Payroll Check	1,595.06
Dir. Deposit	Mar 23	Robert J. Brzezinski	Payroll Check	3,038.73
Dir. Deposit	Mar 23	Peter Douvalakis	Payroll Check	2,125.48
Dir. Deposit	Mar 23	Jason D. Fox	Payroll Check	1,461.49
Dir. Deposit	Mar 23	Dawne Scheel Hayman	Payroll Check	1,536.69
Dir. Deposit	Mar 23	Peter A. Jimenez	Payroll Check	1,488.53
Dir. Deposit	Mar 23	Justin E. MacIntyre	Payroll Check	1,626.47
20263	Mar 27	Metro Federal Credit Union	Equipment Maintenance	32.27
20264	Mar 27	Metro Federal Credit Union	Telephone & Communication	37.18
20265	Mar 27	Maine Township-Town Fund	Dental Claim Expense	103.00
20266	Mar 27	AT&T	Telephone Service	247.80
20267	Mar 27	ACME Truck & Brake Supply Co.	Equipment Maintenance	15.03
20268	Mar 27	Alexander Equipment Co., Inc.	Equipment Maintenance	924.05
20269	Mar 27	Atlas Bobcat LLC	Repairs to Bobcat	70.92
20270	Mar 27	Autokrafter of Des Plaines	Miscellaneous	226.20
20271	Mar 27	Burns Industrial Supply	Equipment Supplies	386.23
20272	Mar 27	Comed - Garage	Utilities-Garage	258.30
20273	Mar 27	Comed - Street Lighting	Utilities-Street Lighting	4,286.23
20274	Mar 27	Comed - Traffic Signals	Utilities-Traffic Signals	53.98
20275	Mar 27	Conserv FS	Gasoline & Oil	3,886.43
20276	Mar 27	Des Plaines, City of	Municipal Replacement	18,120.31
20277	Mar 27	Drivetrain Service	Equipment Leasing & Maintenance	810.00
20278	Mar 27	Ehrhardt's Trailer Sales, Inc.	Equipment Leasing	53.99
20279	Mar 27	Flink Company	Snow Supplies	636.40
20280	Mar 27	Flood Brothers Disposal	Landfill Charges	365.00
20281	Mar 27	Glenview, Village of	Municipal Replacement	119.80
20282	Mar 27	Grainger, Inc.	Equipment Leasing	666.40
20283	Mar 27	Healy Asphalt Co LLC	Supplies for the Road	226.63
20284	Mar 27	Robert W. Hendricksen Co.	Tree Removal & Spraying	4,360.00
20285	Mar 27	Home Depot Credit Services	Building Supplies	135.92
20286	Mar 27	JB Metal Works, Inc.	Equipment Leasing & Maintenance	4,740.00

20287	Mar 27	Lin-Mar Towing & Recovery, LLC	Equipment Leasing & Maintenance	1,500.00
20288	Mar 27	Maine Township-Town Fund	Printing Publishing/PR	1,331.84
20289	Mar 27	McMaster-Carr	Maint. Equipment & Small Tools	1,814.18
20290	Mar 27	Miller Industrial, Inc.	Equipment Leasing & Maintenance	117.55
20291	Mar 27	Morton Grove, Village of	Municipal Replacement	221.63
20292	Mar 27	Morton Salt, Inc.	Supplies for Snow Removal	1,048.56
20293	Mar 27	Napa Auto Parts-Des Plaines	Equipment Leasing & Maintenance	669.24
20294	Mar 27	Niles, Village of	Municipal Replacement	2,267.28
20295	Mar 27	Blue Tarp Financial, Inc.	Equipment Leasing & Maintenance	767.99
20296	Mar 27	Nicor Gas	Utilities	412.91
20297	Mar 27	Park Ridge, City of	Municipal Replacement	5,277.35
20298	Mar 27	Rosemont, Village of	Municipal Replacement	784.71
20299	Mar 27	Runco Office Supply	Office Supplies	146.34
20300	Mar 27	Sam's Club MC/SYNCB	Equipment Leasing & Maintenance	3,101.64
20301	Mar 27	Security Benefit	Deferred Compensation	1,090.00
20302	Mar 27	Spaceco, Inc.	Engineering Services	997.50
20303	Mar 27	Uline	Building	530.19
20304	Mar 27	Verizon Wireless	Cell Phone	129.88
20305	Mar 27	West Side Tractors Sales	Supplies (Equipment)	108.73
20306	Mar 27	Wholesale Direct, Inc.	Equipment Leasing & Maintenance	1,953.46
20307	Mar 27	Acuity Specialty Products, Inc.	Building Operating & Supplies	89.45
20308	Apr 2	Blue Cross Blue Shield of IL	Health Insurance	14,458.43
20309	Apr 2	NCPERS Group Life Ins.	IMRF Vol Life Insurance	16.00
20310	Apr 2	The Lincoln National	Vol Life Insurance	95.18
20311	Apr 2	Vision Service Plan (IL)	VSP Vision Insurance	6.48
20312	Apr 2	The Lincoln National	Life Insurance	97.30
20313	Apr 2	Macmunnis Inc. AAF COMED	April Offsite Storage	314.00

\$ 125,819.09

We the undersigned members of the Board of Trustees of Maine Township, do hereby certify that we have examined the Payroll for Paydates of March 9, 2018 and March 23, 2018 and Road District Checks #20263 through Check #20313 and authorize the Supervisor to issue Checks in payment.

WITNESS OUR HANDS AND SEAL THIS 27TH DAY OF MARCH, 2018.

Supervisor

Clerk

Trustees

MOTION TO APPROVE PAYROLL FOR PAYDATES OF MARCH 9, 2018
AND MARCH 23, 2018 AND GENERAL TOWN FUND CHECKS #55752
THROUGH CHECK #55826 IN THE AMOUNT OF \$295,116.87.

Maine Township General Town Fund

MARCH 2018

<u>Check #</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>
55681V	Feb 28	VOID - (Center Of Concern)	Void	(2,916.66)
55719V	Feb 28	VOID - (Northwest Casa)	Void	(1,000.00)
55752	Mar 1	Center Of Concern	Grant Payment Final 2017-18	2,916.63
55753	Mar 1	Miracle House Inc.	Grant Payment Final 2017-18	2,200.00
55754	Mar 1	Turning Point Behavioral	Grant Payment Final 2017-18	7,833.30
55755	Mar 1	Dist 63 Education Foundation	Grant Payment Final 2017-18	12,250.03
Wire	Mar 9	Federal Electronic Payroll System	Federal Taxes	15,233.26
Wire	Mar 9	Illinois Department Of Revenue	State Taxes	2,921.12
S/C	Mar 9	Paychex	Service Fee	342.70
3255	Mar 9	Susan Moylan Krey	Payroll Check	641.11
3256	Mar 9	Walter Kazmierczak	Payroll Check	4,145.63
3257	Mar 9	David A. Carrabotta	Payroll Check	-
3258	Mar 9	Baharis T. Ganas	Payroll Check	900.69
3259	Mar 9	David Gnutek	Payroll Check	1,682.26
Dir.Deposit	Mar 9	David Gnutek	Payroll Check	100.00
Dir.Deposit	Mar 9	Laura J. Morask	Payroll Check	795.07
Dir.Deposit	Mar 9	Peter W. Gialamas	Payroll Check	384.02
Dir.Deposit	Mar 9	Claire R. McKenzie	Payroll Check	434.81
Dir.Deposit	Mar 9	Kimberly Jones	Payroll Check	415.89
Dir.Deposit	Mar 9	Susan Kelly Sweeney	Payroll Check	451.31
Dir.Deposit	Mar 9	Carl F. Brzozowski	Payroll Check	346.02
Dir.Deposit	Mar 9	Dayna E. Berman	Payroll Check	2,761.52
Dir.Deposit	Mar 9	Denise M. Jajko	Payroll Check	1,725.30
Dir.Deposit	Mar 9	Doriene K. Prorak	Payroll Check	1,413.43
Dir.Deposit	Mar 9	Jessica M. Fox	Payroll Check	770.02
Dir.Deposit	Mar 9	Jonathon W. Kaehn	Payroll Check	453.12
Dir.Deposit	Mar 9	Marty Cook	Payroll Check	622.12
Dir.Deposit	Mar 9	Michael A. Samaan	Payroll Check	1,269.64
Dir.Deposit	Mar 9	Nicholas W. Kanehl	Payroll Check	855.69
Dir.Deposit	Mar 9	Rebecca A. Behrens	Payroll Check	287.06
Dir.Deposit	Mar 9	Sophia R. Nyanue	Payroll Check	249.22
Dir.Deposit	Mar 9	Tracy D. Cummings	Payroll Check	1,058.07
Dir.Deposit	Mar 9	Victoria K. Rizzo	Payroll Check	1,571.03
Dir.Deposit	Mar 9	Debra A. Babich	Payroll Check	1,394.23
Dir.Deposit	Mar 9	Elizabeth J. Coy	Payroll Check	1,341.81
Dir.Deposit	Mar 9	Faris E. Dababneh	Payroll Check	998.68

Dir.Deposit	Mar 9	Mary Dolores Phillips	Payroll Check	592.44
Dir.Deposit	Mar 9	Anne M. Kolpak-Camarano	Payroll Check	1,201.47
Dir.Deposit	Mar 9	Anna E. Lydka	Payroll Check	1,459.91
Dir.Deposit	Mar 9	Austin S. Kelso	Payroll Check	1,005.95
Dir.Deposit	Mar 9	Naomi J. Bowman	Payroll Check	1,006.93
Dir.Deposit	Mar 9	Oksana T. Bukaczyk	Payroll Check	1,055.38
Dir.Deposit	Mar 9	Richard D. Lyon	Payroll Check	2,188.40
Dir.Deposit	Mar 9	Robert T. Barder	Payroll Check	134.05
Dir.Deposit	Mar 9	Yessenia Cornejo	Payroll Check	1,318.45
Dir.Deposit	Mar 9	Debra A. O'Brien	Payroll Check	849.57
Dir.Deposit	Mar 9	Marie C. Dachniwsky	Payroll Check	1,395.49
Dir.Deposit	Mar 9	Monika Jaroszewicz	Payroll Check	1,266.84
Dir.Deposit	Mar 9	Therese A. Tully	Payroll Check	1,419.38
Dir.Deposit	Mar 9	Annette Galante	Payroll Check	948.43
Dir.Deposit	Mar 9	Catherine Fredericksen	Payroll Check	355.37
Dir.Deposit	Mar 9	Rosalind Luburich	Payroll Check	453.54
Dir.Deposit	Mar 9	Wieslawa Tytko	Payroll Check	1,552.45
Dir.Deposit	Mar 9	Dagmar Rutzen	Payroll Check	369.25
Wire	Mar 9	IMRF	Illinois Municipal Retirement Fund	21,814.26
Wire	Mar 16	Paychex ESR & FSA	Time Attendance Fee	558.35
Wire	Mar 23	Federal Electronic Payroll System	Federal Taxes	14,547.56
Wire	Mar 23	Illinois Department Of Revenue	State Taxes	2,776.51
S/C	Mar 23	Paychex	Service Fee	339.80
3260	Mar 23	Susan Moylan Krey	Payroll Check	641.11
3261	Mar 23	Baharis T. Ganas	Payroll Check	888.84
3262	Mar 23	Baharis T. Ganas	Payroll Check	2,722.04
3263	Mar 23	Carl F. Brzozowski	Payroll Check	343.60
3264	Mar 23	David Gnutek	Payroll Check	1,682.26
Dir.Deposit	Mar 23	David Gnutek	Payroll Check	100.00
Dir.Deposit	Mar 23	Laura J. Morask	Payroll Check	795.07
Dir.Deposit	Mar 23	Peter W. Gialamas	Payroll Check	384.02
Dir.Deposit	Mar 23	Dayna E. Berman	Payroll Check	2,761.52
Dir.Deposit	Mar 23	Denise M. Jajko	Payroll Check	1,725.30
Dir.Deposit	Mar 23	Doriene K. Prorak	Payroll Check	1,413.43
Dir.Deposit	Mar 23	Jessica M. Fox	Payroll Check	885.29
Dir.Deposit	Mar 23	Jonathon W. Kaehn	Payroll Check	453.12
Dir.Deposit	Mar 23	Marty Cook	Payroll Check	622.12
Dir.Deposit	Mar 23	Michael A. Samaan	Payroll Check	1,332.89
Dir.Deposit	Mar 23	Nicholas W. Kanehl	Payroll Check	855.69
Dir.Deposit	Mar 23	Rebecca A. Behrens	Payroll Check	366.40
Dir.Deposit	Mar 23	Robert M. Carrozza	Payroll Check	67.09
Dir.Deposit	Mar 23	Sophia R. Nyanue	Payroll Check	202.22

Dir.Deposit	Mar 23	Tracy D. Cummings	Payroll Check	1,058.07
Dir.Deposit	Mar 23	Victoria K. Rizzo	Payroll Check	1,571.03
Dir.Deposit	Mar 23	Debra A. Babich	Payroll Check	1,394.23
Dir.Deposit	Mar 23	Elizabeth J. Coy	Payroll Check	1,341.81
Dir.Deposit	Mar 23	Faris E. Dababneh	Payroll Check	998.68
Dir.Deposit	Mar 23	Mary Dolores Phillips	Payroll Check	600.27
Dir.Deposit	Mar 23	Anne M. Kolpak-Camarano	Payroll Check	1,201.47
Dir.Deposit	Mar 23	Anna E. Lydka	Payroll Check	1,459.91
Dir.Deposit	Mar 23	Austin S. Kelso	Payroll Check	1,005.95
Dir.Deposit	Mar 23	Naomi J. Bowman	Payroll Check	1,006.93
Dir.Deposit	Mar 23	Oksana T. Bukaczyk	Payroll Check	1,055.38
Dir.Deposit	Mar 23	Richard D. Lyon	Payroll Check	2,188.40
Dir.Deposit	Mar 23	Robert T. Barder	Payroll Check	237.62
Dir.Deposit	Mar 23	Yessenia Cornejo	Payroll Check	1,318.45
Dir.Deposit	Mar 23	Debra A. O'Brien	Payroll Check	849.57
Dir.Deposit	Mar 23	Marie C. Dachniwsky	Payroll Check	1,395.49
Dir.Deposit	Mar 23	Monika Jaroszewicz	Payroll Check	1,266.84
Dir.Deposit	Mar 23	Therese A. Tully	Payroll Check	1,419.38
Dir.Deposit	Mar 23	Annette Galante	Payroll Check	945.31
Dir.Deposit	Mar 23	Catherine Fredericksen	Payroll Check	393.29
Dir.Deposit	Mar 23	Rosalind Luburich	Payroll Check	540.26
Dir.Deposit	Mar 23	Wieslawa Tytko	Payroll Check	1,552.45
Dir.Deposit	Mar 23	Dagmar Rutzen	Payroll Check	229.96
55756	Mar 27	Metro Federal Credit Union	Recovery Connection Meetings	3,996.97
55757V	Mar 27	VOID	Void	-
55758V	Mar 27	VOID	Void	-
55759	Mar 27	Metro Federal Credit Union	Various Special Programs	1,423.83
55760V	Mar 27	VOID	Void	-
55761	Mar 27	Metro Federal Credit Union	Staff Training/Miscellaneous	448.09
55762	Mar 27	Metro Federal Credit Union	Printing-Publ./Vehicle Expense	544.36
55763	Mar 27	Metro Federal Credit Union	Operating Supplies/Fuel	216.80
55764	Mar 27	Metro Federal Credit Union	Staff Training	99.00
55765	Mar 27	Access One, Inc.	Telecommunications	128.96
55766	Mar 27	American Charge Service	Mainline Taxi Coupons	25.00
55767	Mar 27	Anderson Pest Solutions	March 2018 Pest Management	96.05
55768	Mar 27	AQUA Illinois, Inc.	Utilities - Water Service	158.81
55769	Mar 27	Republic SVC #551	Waste Pickup Service	235.54
55770	Mar 27	Barton Marketing Group	Feb.2018 Retainer/Public Info Serv	3,541.00
55771	Mar 27	Sue Blomberg, MA, LCPC	Recovery Connection	375.00
55772	Mar 27	Brown Industries, Inc.	Annual Twn Mtg./Anniv.Serv.Pins	85.11
55773	Mar 27	Canteen Refreshment Services	Operating Supplies / Coffee	204.00
55774V	Mar 27	VOID	Void	-

55775	Mar 27	COMCAST Business	Phone Service	1,589.60
55776	Mar 27	COMCAST	Internet and Phone Service	245.93
55777	Mar 27	COMCAST Cable	Internet and Phone Service	231.70
55778	Mar 27	COMED	Utilities - Electricity Service	176.54
55779	Mar 27	Cook County Sheriff's	February Hire Back	3,200.00
55780	Mar 27	Ck Cty Twp Assessors Assn	Annual Dues	300.00
55781	Mar 27	Marty Cook	Recovery Connection / Reimburs.	531.16
55782	Mar 27	Elizabeth J. Coy	Mileage / Reimbursement	28.50
55783	Mar 27	Crossfit - 88	Recovery Connection	600.00
55784	Mar 27	D & J Heating and Cooling	Heater Repair / Service	170.00
55785	Mar 27	Dept. Of Financial Professional	CEU Sponsor License	250.00
55786	Mar 27	Des Plaines, City Water	Utilities - OEM Water Service	98.76
55787	Mar 27	Office Equipment Leasing Co.	Print Management	2,274.37
55788	Mar 27	Direct Energy Business	Utilities - Electricity Service	1,274.36
55789	Mar 27	DISH	Utilities - Cable Service	55.02
55790	Mar 27	Dowd Dowd & Mertes LTD	Legal Services	2,081.88
55791	Mar 27	Elk Grove Township	Offsite Planning Meeting	50.00
55792	Mar 27	Garvey's Office Products	Office Supplies	1,380.88
55793	Mar 27	The Harbour, Inc.	Grant Payment	1,040.00
55794	Mar 27	Journal & Topics Newspapers	Printing-Publ./ Legal Ad	165.42
55795	Mar 27	Kim Weber Yoga	Recovery Connection	360.00
55796	Mar 27	Richard Lyon	Mileage / Reimbursement	30.93
55797	Mar 27	Maine Twp Mainstreamers	Special Program Senior Expo	500.00
55798	Mar 27	Makuch Door Company	OEM - Fix Overhead Door	125.00
55799	Mar 27	NICOR Gas	Utilities - Commercial Heat	915.59
55800	Mar 27	NICOR Gas	Utilities - Commercial Heat/OEM	171.48
55801	Mar 27	NW Suburban Day Care Ctr	Grant Payment 1	3,482.50
55802	Mar 27	OTIS Elevator Company	Equipment Maint.Service Contract	1,191.11
55803	Mar 27	Pitney Bowes Inc.	Postage Meter Lease	1,364.16
55804	Mar 27	Pitney Bowes Purchase Power	Clerks - Passport Postage	1,435.00
55805	Mar 27	Presstech Inc.	Printing-Publishing Newsletter	8,131.00
55806	Mar 27	Quinn Print, Inc.	Recovery Connection	90.00
55807	Mar 27	Seamless Docs	Seamless Doc Service	5,000.00
55808	Mar 27	Security Benefit	Deferred Compensation	1,380.00
55809	Mar 27	The Sidwell Company	Sidwell Pages For Map	396.00
55810	Mar 27	Spectra Associates, Inc.	Clerk-Custom Minute Books	510.50
55811	Mar 27	Township Officials Of IL	Registration Fee	75.00
55812	Mar 27	Wiesia Tytko	Petty Cash	108.73
55813V	Mar 27	VOID	Void	-
55814V	Mar 27	VOID	Void	-
55815	Mar 27	Wieslawa Tytko	Reimbursement/Mileage/Postage	34.30
55816	Mar 27	Tom Vaughn - Chapter 13 Trustee	Wage Garnishment	322.00

55817	Mar 27	VERIZON Wireless - Admin	Telecommunications	167.44
55818	Mar 27	Warehouse Direct	Computer Tech Support	2,725.00
55819	Mar 27	Waukegan Roofing Co. Inc.	Roof Repairs	872.59
55820	Mar 27	Center Of Concern	Grant Payment 1	3,233.33
55821	Apr 2	The Lincoln National	Vol Life Insurance	146.53
55822	Apr 2	AFLAC	AFLAC	126.26
55823	Apr 2	Blue Cross Blue Shield	Health Insurance	65,524.13
55824	Apr 2	NCPERS Group Life Ins.	IMRF Voluntary Life Insurance	112.00
55825	Apr 2	The Lincoln National	Life Insurance	417.00
55826	Apr 2	Vision Service Plan (IL)	VSP Vol Vision Insurance	115.98
				<u>\$ 295,116.87</u>

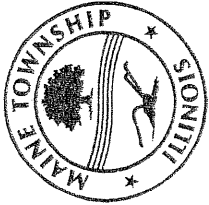
We the undersigned members of the Board of Trustees of Maine Township, do hereby certify that we have examined the Payroll for Paydates of March 9, 2018 and March 23, 2018 and General Town Fund Checks #55752 through Check #55826 and authorize the Supervisor to issue Checks in payment.

WITNESS OUR HANDS AND SEALS THIS 27TH DAY OF MARCH 2018.

Supervisor

Clerk

Trustees



Peter Gialamas

Clerk

CLERK'S SERVICES FOR THE YEAR 2018

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

Month	Voter Registr.	Vehicle Stickers	Handic. Cards	Hunt & Fish License	RTA Passes	Passport Applications	Notary Public	Garbage Stickers	MaineLines Tickets	TOTAL
January	1 2	174 148	3 5	0 0	32 35	422 407	11 10	15 33	110 42	768 672
February	2 2	150 226	5 3	0 7	37 22	304 402	14 10	16 9	20 123	548 804
March										
April										
May										
June										
July										
August										
September										
October										
November										
December										
TOTAL	5	11,966	24	120	310	3,836	155	1,604	1,568	19,510

* The numbers in the second row indicate services provided in the year 2017

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

**Carol Langan
Coordinator – Food Pantry**

Re: Report of Services Rendered during the Month of February 2018

I. Maine Township Emergency Food Pantry Distribution

1. Adults Receiving	238
2. Children Receiving	<u>24</u>

a. Emergency Family Boxes of Food Distributed 1

1. Adults Receiving	<u>1</u>
2. Children Receiving	<u>1</u>

TOTAL 164 Boxes

II. Cash Donations and Amounts Received

Resident Donations	\$345.00
Crop Walk final donation	\$37.50

Food Collections Received During Calendar Month

MAINSTREAMERS HIGHLIGHTS

February 2018

Marie Dachniwsky, Director

FEATURED PROGRAM OF THE MONTH-GROUND BREAKING MUSICALS – Steven Frenzel of Marquee Film Talks, creates and presents interactive talks featuring unique custom edited film clips from various classic films from past and present. The program “Ground Breaking Musicals” focuses on the musicals which had a revolutionary approach to cinematic story telling. Some of the films included, *The Jazz Singer*, *La La Land*, *Meet Me in St. Louis* and *The King and I*. Thirty MaineStreamers enjoyed this presentation.

CLASS/TWILIGHT DINING – The February class included Matter of Balance, which is an eight week class, designed to improve fall awareness and increase general activity levels. Included are techniques on balance, flexibility, strength and more. The class is limited to 12 participants. Our class was full. We also offered the Twilight dining program which was held at the Outback Steakhouse. 40 MaineStreamers met at the restaurant and enjoyed a meal together from a preselected menu.

VALENTINE’S DAY LUNCHEON– On February 12 we had our annual Valentine’s Luncheon at Chateau Ritz. This year’s event featured Jerry Rite performing popular songs from the “Rat Pack” era, 50’s and 60’s. Members also had the opportunity to participate in Bingo games. The 117 participants could also bring baby photos of themselves to share with other members. Blood pressure screenings were offered by Presence Healthcare. The luncheon was sponsored by Mather Lifeways, Bugle and Catholic Cemeteries.

DAY TRIPS – In the month of February we had three wonderful day trips that included “Cabaret” at the Paramount Theater in Aurora, a Hidden Treasures trips (Oriental Institute in China Town and The Surgical Museum in Chicago) and “Love Never Dies” at the Cadillac Palace Theater in Chicago.

FEBRUARY 2018

Program	# Participants	Year to Date	Income	Expenses	Total
Advisory Council Meeting*		88			
Bingo	38	706	\$185.00	\$287.06	(\$102.06)
Blood Pressure	15	386			
Book Review		114			
Senior Aerobics	17	206	\$513.00	\$380.00	\$133.00
Computer Workshop		122			
Day Trips	125	2590	\$13,294.00	\$13,956.95	(\$662.95)
Day at the Races	45	313	\$270.00	\$170.00	\$100.00
Driver's Safety Course*	22	52			
Informative and Health Lectures*	29	365	\$139.00	\$200.00	(\$61.00)
Twilight Dinner Outing*	40	273	\$1,112.00	\$1,151.60	(\$39.60)
Fishing Events		96			
Flu Shots*					
Matter of Balance Class**		27			
Annual Senior Expo*		1900			
Long Distance Trips		236			
Luncheons/New Years' Eve Party	126	1986	\$3,005.00	\$3,159.55	(\$154.55)
Men's Breakfast Club		75			
Women's Breakfast Club*	17	70	\$192.00	\$238.19	(\$46.19)
90 Plus Party*		242			
Movie	16	588	\$30.00	\$23.25	\$6.75
Newcomers Presentation*	10	68		\$18.00	(\$18.00)
Pinochle Tournament/Social Pinochle	6	309			
Rules of the Road Class		61			
Senior Mailing	24	385		\$43.20	(\$43.20)
Yoga**		117			
Zumba Gold**	23	129	\$668.00	\$480.00	\$188.00
Zumba Gold Toning**	16	69	\$567.00	\$480.00	\$87.00
TOTAL	914	10607	\$19,975.00	\$ 20,587.80	(\$612.80)
New Members - 11 Average age: 73	3835				

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



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
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GENERAL ASSISTANCE STATISTICS FEBRUARY, 2018

GENERAL ASSISTANCE PROGRAM:

The General Assistance Department's caseload for the month of February, 2018 was thirty- one (31) cases. Total number of individuals receiving benefits are thirty-one (31) 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:

Any resident who meets the financial guidelines for the CEDA LIHEAP program may currently apply for the Energy Assistance Program. To date over 900 resident families have applied for this program, which provides a onetime credit on their utility bills for Nicor Gas and Com Edison. We have been informed that applications will continue until CEDA runs out of money or May 31, 2018.

The average amount received by a family applying for Com Ed assistance is \$150, and for Ni Cor between \$200 and \$300 per household.

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 to the General Assistance department who might be eligible. Currently this

state program provides very limited benefits. They include the ability to pay a reduced fee of approximately \$24.00 for the vehicle license plate renewal stickers, savings \$77.00; and/or have access to the reduced or free bus pass depending upon the resident's income from the previous calendar year. During the month of February, the General Assistance Department processed one hundred three (103) Benefit Access applications for our local residents.

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.
- Free Telephone Assistance Program

MAINELINES:

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.

Financial guidelines used for this program are the same as those used for the Benefit Access Program. Thus, in order to qualify a family's annual income may not exceed the following:

Household of one (1)	\$27,610
Household of two (2)	\$36,635
Household of three (3)	\$45,657

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.

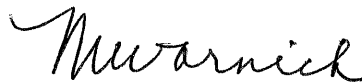
All General Assistance clients are also required to apply for the extended Medicaid Program. The financial guidelines utilized for the Access to Care Program are the same as those currently being used by the Maine Township Food Pantry, and the Reilly-Bialczak Scholarship programs.

COAST2COAST RX:

This program continues to provide enormous savings to our residents. Maine Township received a monthly royalty payment that totaled \$291. Monetary savings this month totaled 70.73% of the retail costs. These savings were passed down to the Maine Township residents who utilized the program.

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

- CEDA Share the Warmth Training Webinar
- Park Ridge Human Needs Task Force



Marsha Warnick
Director of General Assistance

STATISTICAL REPORT
GENERAL ASSISTANCE DEPARTMENT
February, 2018
(month and year)

I. General Assistance Cases

1. Cases Opened	<u>2</u>
2. Ongoing Cases	<u>27</u>
3. Pending Cases	<u>1</u>
4. Cases Closed	<u>2</u>
5. Total Active Cases	<u>31</u>
6. Total individuals receiving General Assistance	<u>31</u>

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

1. City of Des Plaines	<u>14</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>10</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>11</u>
2. Emergency General Assistance awaiting TANF (Temporary Aid to Needy Families)	<u>0</u>
3. Pending Social Security Disability (SSDI/SSI) Claims	<u>20</u>
4. Emergency Rent Assistance	<u>0</u>

IV. Presenting Problem at Intake (New Cases)

1. Loss of employment	<u>0</u>
2. Divorce, separation or death of wage earner	<u>2</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>0</u>
	9. Emergency Assistance		<u>0</u>
VI.	Public Aid Advocacy		
	1. QMB – Qualified Medical Beneficiary Program		<u>2</u>
	2. General Advocacy		<u>59</u>
	3. Nursing Home Placement Program		<u>1</u>
	4. Telephone Bill Reduction		<u>0</u>
VII.	Suburban Primary Access to Care Intake Interview Applications		<u>0</u>
VIII.	Senior Information and Assistance		
	1. Energy Assistance/Weatherization and Hardship		<u>118</u>
	2. Benefit Access Applications completed		<u>103</u>
	3. Section 8 Assistance to Seniors or Application Assistance		<u>0</u>
	4. Medicare RX Card		<u>6</u>
	5. VA Services		<u>0</u>
IX.	Senior Health Insurance Program (S.H.I.P.)		<u>4</u>
X.	Immigration and Naturalization Service Advocacy Naturalization Application Assistance		<u>0</u>
XI.	MaineLines	Monthly	Total
	a. New Applications Accepted	<u>2</u>	<u>0</u>
	b. Amount of Tickets Sold	<u>\$20.00</u>	<u>\$1,098.00</u>

MAINE TOWNSHIP GENERAL ASSISTANCE MONTHLY STATISTICS

MONTH	PENDING	NEW	ONGOING	ACTIVE CASES	CLOSED	EA CASES	OFFICE INTERVIEWS	FOOD PANTRY CLIENT/FAMILY VISITS	TOTAL *NUMBER OF OFFICE INTERVIEWS/ CLIENT VISITS
		(A)	(B)	A+B			(C)	(D)	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	0	1	29	30	2	0	440	222	662
JAN'18	3	1	30	31	1	1	489	164	653
FEB'18	1	2	31	33	2	0	330	164	505
TOTAL	23	25	376	401	29	16	4450	2080	6541
*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
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(847) 297-2510 FAX (847) 297-5914

MARSHAWARNICK
DIRECTOR OF GENERAL ASSISTANCE

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

DATE: 3/13/18

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 February 2018.

I.	CLIENT INTERVIEWS (MONTHLY TOTAL)		<u>357</u>
A.	Access to Care Application Interviews	<u>0</u>	
B.	Benefit Access Application Interviews	<u>103</u>	
C.	Liheap Energy Assistance Applications		<u>132</u>
	(1.) LIHEAP APPLICATIONS	<u>118</u>	
	(2.) WEATHERIZATION APPLICATIONS	<u>0</u>	
D.	Medicare D Assistance Applications	<u>6</u>	
E.	Telephone Bill Reduction Applications	<u>4</u>	
F.	Section 8	<u>0</u>	
G.	Immigration Advocacy	<u>0</u>	
H.	SHIP (Senior Health Insurance Program Interviews	<u>4</u>	
I.	Public Aid/Medicare Advocacy Interviews		<u>61</u>
	(1.) QMB, SLIB, SPECIAL HELP	<u>2</u>	
	(2.) NURSING HOME PLACEMENT	<u>0</u>	
	(3.) GENERAL ADVOCACY	<u>59</u>	
II.	MAINE LINES		
A.	New Applications Accepted	<u>0</u>	
B.	Monthly MaineLines Interviews	<u>3</u>	
C.	Total Clients Purchasing Tickets this Month	<u>2</u>	
D.	MaineLines tickets sold this Month	<u>20</u>	
E.	Total Monies Collected for Tickets Sold YEAR TO DATE (March 1-February 28)		<u>\$1,118</u>



Office of Emergency Management
Dagmar Rutzen, Director
March 2018

Recently I attended District 63's annual First Responders meeting for the purpose of reviewing the district's emergency and crisis response plans, protocols and procedures and each buildings' compliance with the school safety drill programs of the district and each of its school buildings. More work needs to be done in developing reunification plans. In light of the recent school shootings, it was strongly urged by the police that as soon as someone sees something out of the ordinary in or around the schools that 911 is called immediately.

OEM attended the Annual Pipeline Seminar and participated in a Coordinated Response Exercise for First Responders. We live in an area where we have many railroad crossings that have trains that contain hazardous materials. Many pipelines are also in an around O'Hare Airport. The exercise's objective were to walk through a pipeline emergency, identify the location of the release, notify the appropriate agencies, isolate any threat to life or property, determine the needs for specialized resources and where we could get them, identify if emergency responders should shut down the pipeline, determine if an evacuation should take place and identify if other resources are required. This was a very informative seminar and free of charge to us.

Last week at our monthly meeting under John Bennett's capable leadership we were introduced to the Universal Transverse Mercator coordinate system (UTM) - a way of mapping used in search and rescue. We learned some important map reading skills that will help us when we are called out to assist in a search and rescue.

This month at our monthly meeting we will be participating in a tabletop exercise on flooding. A tabletop exercise offers participants the opportunity to explore different ideas in the context of a real-world scenario.

Respectfully submitted,
Dagmar Rutzen



MAINESTAY YOUTH & FAMILY SERVICES
MARCH 2018 BOARD REPORT
RICHARD LYON, DIRECTOR

PSYCHIATRIC SERVICES EXPANSION

Starting on April 4, 2018—exactly three years after Maine Center abruptly closed—we will be expanding our psychiatric services to include children and adolescents, a service that Maine Center had to eliminate back in 2010 due to lack of provider availability. This will provide an excellent benefit to our residents since there are extremely limited options for affordable psychiatric care for youth.

We are currently working with a total of 82 psychiatric clients. Our clinical team continues to receive training on using The Josselyn Center’s electronic patient records system from our Assistant Director, Anna Lydka, who has experience using the same system from a prior job. Anna continues to be an invaluable factor in the successful execution of our psychiatric services, a program where many details must be accomplished in a timely manner and where keen clinical judgement is necessary when working with complex and, at times, high-risk cases. Over the next 6-12 months, Anna will be working with our clinical team to transition all active psychiatric client records to Josselyn’s electronic system. This will be time-consuming and require significant work up front, but once complete, it will reduce future required clinician documentation time by at least 50%.

AGENCY DAY - MAY 4

Our 36th annual Maine Township Agency Day will be held on Friday, May 4 at Manzo’s Banquets in Des Plaines from 9 am – 1 pm. Our speaker this year will be Mark Sanders, an international speaker, trainer, and consultant in the behavioral health field whose work has reached thousands throughout the United States, Europe, Canada, and the Caribbean and British Islands. He will present on how organizations can prepare for expected changes that will impact the future of the non-profit and behavioral health fields. As always, there will be multiple opportunities for networking among agencies and organizations with the intent of better serving the residents of Maine Township. Chicago Behavioral Hospital and Des Plaines Community Foundation have each generously donated \$500 to sponsor this event.

FEATURED STORY OF THE MONTH

We recently had three unexpected, but very positive results from our restorative justice programs. Our Peer Jury Program allows first-time adolescent offenders to be tried before a jury of their peers in lieu of fines or involvement with the juvenile court system, and they are often assigned community service. Our MaineTRAC Program works directly with courts and probation officers to arrange community service hours at local sites. Both programs allow students to gain valuable lessons from their behavior and hopefully make better choices in the future.

Two separate cases were recently referred to these programs. The first case involved two high school boys who were charged with battery due to a physical altercation on school grounds. The boys were teammates, and an interpersonal conflict between them escalated and got out of hand. They were each sentenced to 25 hours of community service. The second case involved a high school girl with a curfew violation who received 15 hours of community service.

The boys performed their community service over the school winter break at a park district where they did the tedious job of removing wallpaper from the field house. After they completed their hours, the supervisor called to report that the boys worked so hard that he offered both of them summer jobs with the park district! In the second case, the student performed her 15 hours of community service at a local library where her hard work and diligence were rewarded with a 15 hour-per-week part-time job offer effective immediately!

All three youth and their parents were thrilled with the outcome of their placements. I am proud of the dedication and enthusiasm our Youth Program Coordinator, Anne Camarano, has shown in overseeing these programs. We are honored to provide young people with these wonderful, positive opportunities for growth and development as responsible citizens and community members. Sometimes facilitating the right connections in a young person's life can make all the difference!

COMMUNITY EDUCATION SEMINARS/PROFESSIONAL DEVELOPMENT WORKSHOPS

On March 16, we hosted a professional development workshop entitled *Mandated Reporting and Beyond: Understanding the Role of a Mandated Reporter and What Happens After That Call Is Made* and had 80 people in attendance. The DCFS Deputy Director for Child Protection discussed laws pertaining to mandated reporting, the child abuse investigation process, the rights and responsibilities of reporting, and how to access additional resource to assist struggling families that are not well known. We held a food drive at this event to help support the Maine Township food pantry.

Our next professional development workshop entitled *The Importance of Expression: How Language Processing and Sophistication Impacts How We Think and Function* will be held on April 13 from 9-11 am. This presentation will cover the important foundational aspects of language processing and development as they pertain to learning, critical thinking skills, emotional maturity, and building relationships—the ultimate goals of the helping professions. We will also hold a food drive at this event to help support the Maine Township food pantry.

COUNSELING

MaineStay had 16 new counseling intakes in February. We had 90 ongoing cases and have a total of 106 cases in our affordable strength-based counseling program. We currently have a waiting list of 10 clients.

ANGER MANAGEMENT

The spring session of our Adult Anger Management Group concluded on February 8.

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 3,300 subscribers. We will soon 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 new website.

COMMUNITY INVOLVEMENT

During February, I attended the Advocate Lutheran General Community Health Council Meeting, the AITCOY Executive Meeting, the Des Plaines Ministerial Association Meeting, the District 207 School-Based Health Center Advisory Council Meeting, and the Rosecrance Des Plaines Open House. I also met with the executive director at The Harbour to discuss how we can work more closely to assist their residents and with a representative from Alliance for Immigrant Neighbors to learn more about their work in the community. Anne and I met with the principal from South Elementary School to discuss potential expansion of our Future Leaders program at her school. Anne attended the MCYAF Coalition meeting and the Suburban Youth Networking Coalition.

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	148	214	183	2238
Psychiatric	24	19	36	33	35	41	19	28	26	24	30	30	344
Groups	48	27	49	60	6	6	15	46	18	4	26	42	345
Non-Clinical Programs	387	655	909	1303	1023	155	327	356	670	133	1619	352	7888
Grand Total	720	939	1248	1633	1166	337	491	589	889	309	1888	606	10815
THERAPY													
New Cases	29	16	20	13	5	13	9	17	22	13	9	16	182
Ongoing Cases	120	126	122	120	107	99	104	96	98	102	97	90	1281
Total Cases	149	142	142	133	112	112	113	113	120	115	106	106	1463
Total Individuals	477	455	465	442	366	360	370	371	377	363	341	347	4734
PSYCHIATRIC SERVICES													
New Clients	8	1	17	5	8	9	3	5	6	5	6	7	80
Ongoing Clients	67	75	42	59	64	72	81	57	62	68	69	75	791
Total Clients	75	76	59	64	72	81	84	62	68	69	75	82	867
COMMUNITY EDUCATION													
Professional Workshops	1		1	1			1	1			1		6
General Seminars		1				1			1			1	4
Attendees	61	56	83	74		55	65	69	72		239	66	840
MAINETRAC													
Referrals	3	2	2	2	3	0	2	4	3	3	4	3	31
Ongoing Cases	2	3	2	2	1	0	0	2	0	0	0	0	12
Completed Cases	2	2	3	0	1	0	0	2	6	2	3	4	25
Community Service Hours	45	40	55	45	50	0	45	30	55	60	70	75	570
PEER JURY													
New Cases	2	3	4			2	1	9	2	7		3	33
High School Jurors	9	9	9			9	9	9	14	14		14	96
Ongoing Cases	0	2	1			3	2	2	1	1		4	16
Completed Cases	0	1	2			1	0	1	8	3		2	18
Community Service Hours	1	70	75			75	45	161	143	165		65	800

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	16	16	16	150
Adult Mentors - session 1	10	10	10	10	8	8	15	15	16	16	16	16	150
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	15	15	15	132
High School Mentors	8	8	8				7	7	9	9	9	10	75
ART IN THE TOWN													
Youth Participants	21	21	21				18	18	18		15	17	149
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	47	45	41	561
Total Calls	154	119	107	128	111	57	85	82	74	86	84	86	1173
Riders Served	18	19	17	17	13	16	13	15	15	14	13	12	182
Rides (one way)	113	70	80	84	60	54	70	75	65	68	66	54	859
Volunteers	16	13	17	17	13	13	11	12	14	12	10	9	157

Richard Lyon

From: Oksana Bukaczyk <obukaczyk@mainetown.com>
Sent: Tuesday, March 13, 2018 12:33 PM
To: rlyon@mainetown.com
Subject: Stevenson School site visit - 3-8-2018

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Rich,

Stevenson School site visit performed on Thursday, March 8, 2018.

23 students were in attendance today.

4 students ill today.

Most students will be picked up by parent after the program, no later than 5:00pm.

3 students will stay till 6:00 pm for pick up. Participating in the after-school child care program.

3 individuals supervising the after-school program today. (Gloria a college student, Dawn the school secretary and JoAnn Wilson, Site Coordinator)

Arriving at Stevenson I met with Site Coordinator, JoAnn Wilson in the gymnasium. When school lets out at 3:00 attendance is taken in the library not the gymnasium as done in past years for the after-school program. After attendance is taken students proceed to the gymnasium and everyone is given a healthy snack followed by a bathroom break. At this time everyone works on their homework.

I was informed by Mrs. Wilson the students get a lot of math homework every single day and most of the kids are struggling with this newer Eureka style of teaching math. This is the second year Stevenson is using the Eureka style of teaching math. Luckily, on Mondays and Wednesdays the students have 2 TA's and a math teacher that help with homework. Typically, it takes students 45 minutes to complete homework. All homework must be completed prior to going home and or participating in the mandatory reading of a book for about 15 minutes. Once homework and reading are completed the students have an option of playing board games, working on a craft or participating in a group game. I had the opportunity to speak with a volunteer named Gloria. She is a former Maine East student currently in college studying to be an elementary school teacher. Gloria stated today's group activity game would be racing in box cars. Next week the kids will be working on a Spring craft, a bunny digging in a pot. Overall, I observed the students having a good time interacting with their peers and teachers.

All of the doors to the school are locked after 4pm.

Oksana Bukaczyk

Agency and Program Coordinator
Maine Township
MaineStay Youth & Family Services
1700 Ballard Road
Park Ridge, IL 60068
(847) 297-2510 x275
(847) 297-5914 fax
obukaczyk@mainetown.com
www.mainetownship.com



Board Report for March 2018

Marty Cook

Friday Night Recovery Meeting Attendance:

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

February 23 rd , 2018	43 Participants
March, 2 nd , 2018	48 Participants
March 9 th , 2018	56 Participants
March 16 th , 2018	40 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.

Community Outreach:

- MTRC sponsored the First Step House's, a recovery home in Des Plaines IL, annual St. Patrick's Day dinner and banquet
- MTRC in partnership with Gateway Foundation and Maine East High School still see strong attendance at the groups weekly volleyball league which takes place in Maine East's gym.
- MTRC in partnership with Gateway foundation sponsored thirty-two (32) members into the Shamrock Shuffle 8K race and run which takes place in Chicago, IL on Sunday, March 27th, 2018.
- On Friday March 16th, 2018, MTRC invited the executive director of Live4Lali, an Arlington Heights based organization that advocates and provides support services to men and women in the recovery community nationwide. The speaker and director of the organization, Chelsea, who is also in recovery, shared her story of what it was like to lose a family member to drugs and alcohol in the midst of her own disease.

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

February 23 rd , 2018	8 Participants
March 2 nd , 2018	13 Participants
March 9 th , 2018	7 Participants
March 16 th , 2018	8 Participants

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

February 22 nd , 2018	11 Participants
March 1 st , 2018	8 Participants
March 15 th , 2018	10 Participants

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

February 24 th , 2018	16 Participants
March 3 rd , 2018	14 Participants
March 10 th , 2018	18 Participants
March 17 th , 2018	16 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:

February 21 st , 2018	9 Participants
March 28 th , 2018	11 Participants
March 7 th , 2018	14 Participants
March 14 th , 2018	10 Participants

Miscellaneous:

- MTRC phone list now includes 286 members of the recovery community as an added resource to its program participants.
- The MTRC email list has grown to 281 members. Its weekly email is being sent to these recipients to provide the most up to date program information.
- MTRC staff took four (4) calls from community members as well as other local agencies in which we advised and consulted on currently available programming
- On Sunday, March 18th, MTRC organized an event to a comedy show, Hannibal Burrell, at the Arcadia Theater in St. Charles IL. The event attracted 20 participants

**Maine Township Code
Enforcement Office**

To: Elected Officials
From: Michael Samaan, Code Enforcement Officer
CC: Dayna Berman, Administrator
Date: 3/21/18
Re: Monthly Report

This past month in Code Enforcement kicked off with continuing our pilot program of coming out once a month on a Saturday to catch violators who I ordinarily would not catch during normal business hours. I came out and patrolled for three hours on March 3rd and found it to be another successful Saturday. One ticket was issued for having a commercial vehicle parked on the Township street. This commercial vehicle was a large box truck that was continually parked on the corner of a street, causing a dangerous situation. Several residents called to complain about this vehicle because it created a blind spot when residents tried to pull forward and make a left turn. Other tickets given out on this Saturday were for garbage related issues and catching two different residents putting out large amounts of furniture onto the Township Right-of-Way.

All together this month, 7 tickets were issued along with an additional 145 warnings. The tickets issued was for garbage on the right-of-way, parking in a tow zone, vehicles being parked for longer then 72 hours in the same spot after being given a warning, and for vehicles being inoperative and still being parked on the Township street. Examples of some of the warnings issued was for garbage, dead trees that need to be removed within three months, two properties that must be cleaned up within 30 days, and for branches being out on the Right-of-Way. Branch pickup will resume again on April 16th which is when residents are allowed to put branches out again. Also, this month I will begin giving Attorney Dowd unpaid tickets from the past to begin the process of taking residents to court for open cases. I believe that by doing this, it will help in making Maine Township a safer and cleaner community for our residents.

March Warning Issued: 145

March Tickets Issued: 7

Maine Township
1700 Ballard Road
Park Ridge, Illinois 60068

FREEDOM OF INFORMATION REQUEST

FROM:
Name: _____
Address: _____
City/State/Zip: _____
Phone Number: _____

TO:
Freedom of Information Officer
Wiesia Tytko
wytyko@mainetown.com
Fax #: 847-2971335
Phone #: 847-297-2510 ext. 222
Today's Date: March 9, 2018

DESCRIPTION OF REQUESTED RECORD(S): (Describe in detail, using reverse side if necessary, or attach separate sheet).

please see attached request for records regarding the property located at 9612 North
Greenwood Avenue Des Plaines, Illinois

Please indicate if you wish to inspect the records or wish a copy of them:

_____ Inspection X Copy

Charges: First 50 pages at no charge, then \$.15 per page (per side) for
 letter or legal size document
 Oversized documents: actual cost
 Color copies: actual cost

Commercial purpose? Yes _____ No X

For Office Use Only

Date Received 3/9/2018
Date Response Due 3/16/2018 (FR.)
Received By W. Tytko

Notations _____

As required by ASTM Standard Practice E 1527-13 for environmental site assessments, EPS Environmental Services, Inc. requests to obtain information from the following Village/Town/City department(s) in order to ascertain the *historical uses* and/or occupancy of the following property, to determine if any may have had an environmental impact:

9612 North Greenwood Avenue
Des Plaines, Illinois
PIN(s): 03-14-207-005

09-11-300-010-0000

From the Building Department (or similar) -

Any records reflecting the permission to construct, alter or demolish improvements on the Property, and which indicate the **Property's original development** and/or past usage history. Additionally, any records with *environmentally significant information*, such as the **installation or removal of underground storage tanks**, or records of complaints, inspections or permits reflecting air emissions, noise, asbestos or hazardous materials.

From the Zoning Department -

The current zoning restrictions; and if available, the historical zoning restrictions on the Property, (i.e., the zoning designation(s) and brief definition(s) only, not the entire ordinance) to determine if the Property's use has changed significantly.

From the Fire Department (Fire Prevention Bureau) -

Any records or inspections on file reflecting the current or previous *storage or use* of hazardous substances or petroleum products, including the **current or historical presence of underground storage tanks** (e.g., *installation, inspection, or removal records*) on the Property, and additionally, any records with **environmentally significant information**, such as hazardous material incidents at or near the Property.

From the Water Department -

Any and all records as it pertains to potable or groundwater-monitoring wells located on the Property.

From the Sewer Department -

Any and all records as it pertains to septic systems on the Property.

Please forward to the appropriate departments.

Your time and attention to this request are most appreciated.

Thank you,





FOIA

Wiesia Tytko

From: [REDACTED]
Sent: Friday, March 9, 2018 2:25 PM
To: wtytko@mainetown.com
Subject: Freedom of Information Act Request

Freedom of Information Act Request

Name: [REDACTED]
Address: [REDACTED]
City State Zip: [REDACTED] **Phone Number:** [REDACTED] **Today's Date:** March 9, 2018
Inspection: No
Copy: Yes Electronic
Commercial Purpose: No
Description of Requested Records: Contract Awards to & Statements of General Town Fund Expenditures to J C Mink Company, 5326 Greenwood Street, Skokie, IL from May 8, 2001 until March 9, 2018

Received
FR 3/9/2018

Response by:
FR. 3/16/2018

GENERAL AGREEMENT AND CONTRACT FOR PROFESSIONAL SERVICES

AGREEMENT is made effective June 27, 2017 between the TOWN OF MAINE, a municipal corporation with its principal office at 1700 Ballard Road, Park Ridge, Illinois 60068 (the "Township") and Barton & Barton Ltd. dba Barton Marketing Group with its principal office at 1007 South Cleveland Avenue, Park Ridge, Illinois 60068 (the "Contractor").

1. Appointment and Authorization of Contractor. The Contractor is hereby retained and appointed to represent the Township in carrying out its public information program. The Contractor shall perform as an independent contractor, not as an employee, and is not entitled to any employee benefits which are or may be offered to Township employees. The Contractor assumes all responsibility for any state, federal, or local taxes due and owing as a result of this Agreement with no responsibility on the part of the Township. The Contractor shall communicate solely with the Administrator or with the Township Supervisor or their designee. The Township shall not have any responsibility, control or supervision over the Contractor's office and/or methods of operation.

2. Contractor's Services. The Contractor shall act as the Township's public information representative and perform upon prior authorization by the Township, any or all of the following services to the extent necessary to meet the Township's needs:

- (a) Develop and maintain a public information program designed to meet the Township's needs within its budgetary limitations.
- (b) Counsel the Township on its overall public information program.
- (c) Determine and analyze the effect of the public information program used.
- (d) Write, edit and prepare text copy for publications used in the program.
- (e) Analyze all communications media and select those which are most suitable for use by the Township.
- (f) Arrange for any special talent required, such as graphic design, photography, printing and mail services with prior approval of the Township.
- (g) Communicate with Administrator and/or the Supervisor on a weekly basis or as needed to discuss possible press releases or other media needs but also be available on an as-needed basis to meet or communicate with the Supervisor or Administrator or other elected township officials.
- (h) Prepare press releases and forward them to appropriate newspapers or other media by fax, mail, electronic submission or other appropriate means.

(i) Prepare articles and select photographs for the Township newsletter and other publications, take photographs or assign photographers, as needed. Order pictures, write photo captions and prepare photos to be sent to appropriate newspapers/media.

(j) Monitor newspapers and online media for press coverage (both press releases sent from Maine Township and other coverage).

(k) As determined in conference with the Supervisor, speak with newspaper/media staff or prepare correspondence in response to coverage.

(l) As requested by the Supervisor, prepare letters to the editor.

(m) Prepare text, arrange for graphic services, and place display advertising in local newspapers and other publications with approval of the Supervisor.

(n) Will attend, as needed, or provide representation at board meetings as determined with consultation with the Supervisor or the Administrator and handle media inquiries prior to or following meetings.

(o) Be available for other public information assignments, as requested by the Supervisor or Administrator.

3. Contractor's Compensation. For all of the services rendered by Contractor, the Contractor shall receive an annual retainer fee of \$42,500, payable monthly in equal monthly installments of \$3,541.00. In addition, Contractor shall be entitled to reimbursement for all out-of-pocket expenses that are pre-approved by the Township and for which the Contractor shall submit receipts. Reimbursement of expenses shall not include mileage or travel within the Township or local line use of telephone or faxes. No commissions will be paid on any advertising or other sales activity due on behalf of the township for projects currently in existence. Any other projects will be subject to mutual approval and negotiation of additional compensation.

4. Duration and Termination.

(a) Term. This Agreement shall become effective on June 27, 2017 and shall continue in force to expire on June 27, 2018 unless sooner modified or terminated as provided herein. It may be extended by mutual agreement on a month-to-month basis under the current terms.

(b) Termination: Work in Progress. Either part may terminate this Agreement by giving the other party written notice at least 90 days prior to the effective date of termination.

(c) Termination Billings. Upon termination of this Agreement, the Contractor shall bill the Township for all amounts not previously billed and due the Contractor at the time of termination and be entitled to the full amount of the monthly retainers due to the end of the notification period.

5. Assignments and Delegation. Neither party may assign any rights or delegate any duties hereunder without the express prior written consent of the other.

6. Modification. This writing contains the entire agreement of the parties. No representations were made or relied upon by either party, other than those that are expressly set forth. No agent, employee or other representative of either party is empowered to alter any of the items of this Agreement, unless done in writing and signed by an executive officer of the Contractor and the Township Supervisor.

7. Work Product. All work product and materials produced by the Contractor pursuant to this contract shall remain the property of the Township.

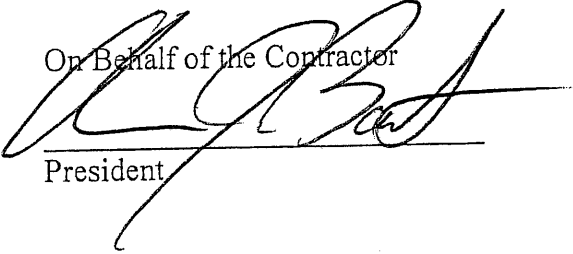
8. Controlling Law. The validity, interpretation and performance of this Agreement shall be controlled by and construed under the laws of the State of Illinois.

9. Waiver. The failure of either party to this Agreement to object to or to take affirmative action with respect to any conduct of the other which is in violation of the terms of this Agreement shall not be construed as a waiver of the violation or a breach or conduct or as a waiver of any further violation, breach or conduct.

10. Notices. All notices pertaining to this Agreement shall be in writing and shall be transmitted either by personal hand delivery, through the United States Post Office by certified mail with return receipt requested or by facsimile with hard copy and proof of facsimile being mailed by regular mail. Faxed signatures are accepted as originals. The addresses set forth above for the respective parties shall be the places where notices shall be sent, unless notice of a change of address is given.

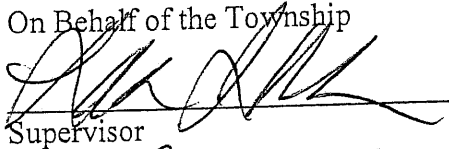
Executed as of the date first above written.

On Behalf of the Contractor




President

On Behalf of the Township



Supervisor

Attest: 

memo

Maine Township

To: Elected Officials
From: Victoria Rizzo, Administrative Assistant
CC: Dayna Berman, Administrator
Date: 3/27/2018
Re: Security Upgrade

Comments: Attached are quotes for potential security upgrades for Town Hall. All quotes are for budgetary and exploratory purposes only. Additional research, Requests for Proposal (RFP) and going out to bid for some services would be required prior to making any decisions. Some upgrades may require permits and full-time staff to administer as well as reconfiguration of existing floor plan.

Maine Township Town Hall Security Upgrade
 Quotes for Budgetary Purposes Only

Town Hall has 2 main entrances for Residents/Visitors - Costs consider both entrances

Security Measure	Description	Estimated Amount to Budget
Metal Detectors	Walk through metal detectors with hand held detector for additional screening	\$8,500
	Need to be administered by security personnel during operation.	
Parcel Xray Machine	Detector with software and accessories to scan items brought in by visitors.	\$40,000
	Need to be administered by security personnel during operation.	
Visitor Management		
Option 1	Program to identify, manage and track visitors to Town Hall. Includes software, scanner, camera, capture pad and badge printer.	\$20,000
	This option requires reconfiguration of receptionist area at front desk and would be handled by the receptionists or security personnel. Must take into consideration volume of residents who enter facility during events and busy periods.	
Option 2	Buzzer system at front desk to be manned by personnel.	\$6,000
	Door to be added at stairwell. Doors locked, visitors buzzed in by receptionist or security staff.	
Security Guards	Unarmed Guard	\$25.00 Hourly
	Armed Guard	\$30.00 Hourly
	Unarmed Guard for Special Events	\$35.00 Hourly
	Armed Guard for Special Events	\$40.00 Hourly
Security Solutions	Consultation and training with security experts.	
	Local school districts have begun appointing consultants as part of their emergency planning.	
	Assessment of Town Hall	\$3,000
	Training of Staff	\$1000-\$5,000

JOB DESCRIPTION
BOOKKEEPER
ACCOUNTING AND PAYROLL

JOB DESCRIPTION: The Bookkeeper is a full-time 40-hour a week position. The bookkeeper must have extensive knowledge of computer programs, e.g. Peachtree and Microsoft Office Suite. This person must have knowledge of accounting procedures.

RESPONSIBILITIES:

1. Keep 3 complete sets of financial records for General Town Fund, General Assistance and Road District.
2. Accounts Payable
 - a. Check, code and process all invoices.
 - b. Prepare 1099's at year end.
 - c. Bill pay
 - d. Maintain vendor accounts
 - e. Process all vendor and employees reimbursement checks, FSA checks in accounting program
3. Accounts Receivable
 - a. Code, Record and Deposit all cash receipts.
 - b. Record of COBRA Employee Reimbursements
4. Payroll
 - a. Process biweekly payroll for TF, GA, R&B.
 - b. Receive payroll files.
 - c. Maintain employee files in payroll software.
 - d. Update employee earnings and deductions.
 - e. Direct deposit.
 - f. Run payroll reports.
 - g. Check time sheets, process payroll in system, and check payroll when returned.
 - h. Keep records of all sick, personal and vacation days.
 - i. Answer personnel and insurance questions.
5. General Ledger
 - a. Record all disbursements and receipts.
 - b. Make all journal entries.
 - c. Prepare monthly reports.
 - d. General ledger, profit/loss statement, balance sheet and budget summary.
 - e. Monthly income statements
6. Record, Review and Administer
 - a. Metro Credit Union Services
 - b. Lincoln Life Insurance (Employer Paid and Voluntary Life Insurance)
 - c. NCPERS Voluntary Life Insurance
 - d. AFLAC

- e. Blue Cross Blue Shield
 - f. Deferred Compensation
 - g. Flex Spending
 - h. Medico Dental
 - i. Parkway Bank (online)
 - j. Chase Bank (Tax Money)
 - k. Set up annual Open Enrollment meetings
- 7. Bank Reconciliation
 - a. Reconcile all bank accounts.
 - 8. Responsible for cash transfers to and from bank accounts
 - 9. Advise on cash investments
 - 10. Yearly Treasurers' Report
 - 11. Yearly Cook County Debt and Disclosures Filing
 - 12. Run financial report for administrator.
 - 13. Process monthly Road and Bridge report for clerk's office.
 - 14. IMRF
 - a. Create monthly excel wage spreadsheets for TF, GA and RB.
 - b. Transmit monthly wages to IMRF via website.
 - c. Process online IMRF pension monthly payments.
 - d. Enter general journal pension entries in TF, GA and RB.
 - e. Update Employee Information
 - f. Terminate and Enroll Members
 - g. Affordable Care Act Compliance Filings
 - h. ESR Monthly Monitoring
 - i. Complete ESR Worksheets
 - j. File 1095C and 1094C

BOOKKEEPER INCREASED JOB DUTIES / DUTIES NOT LISTED ON JOB DISCRPTION

2 e. In addition to processing FSA Checks, employees now pay claims with a FSA Debit cards. A FSA Bank account was opened for each Fund, and employee debit claims are emailed to me as they occur. These payments and claims are reconciled monthly to the FSA Bank Statement.

6. a. Along with setting up employee savings accounts. I maintain the Township credit cards, and handle applications & cancelation of credit cards. I dispute & resolve credit card issues as they occur.

h. Dental Claims checks are now mailed directly to the dental provider & employees. BAS, the Third Party Dental Administrator now emails claim payments/ direct deposit provider payments in batch spreadsheets weekly. These claims are reconciled to the monthly Dental Bank statement.

In addition to the original 9 bank accounts, I now maintain/reconcile twelve bank accounts.

I work with Insurance brokers on the annual renewals. I complete the insurance application for TOIRMA General Liability/Workers Comp, Workers Comp Audit, Surety Bond, and the various Township Health Insurance policies along with voluntary employee policies.

I report all employee/resident injury claims with TOIRMA

Working with FOIA Officers on gathering document requests that pertain to payroll/accounting/insurance.

I administer the COBRA & FMLA.

Assessor's Office

Community Services

In a time when all County services are diminishing, Maine Township Assessor's office continues to excel in services offered to the community. New in 2017, school districts 63, 64 and 207 have mandated, as part of their enrollment for new students, that the parents show proof of a Homeowners Exemption on their property tax bill. Our office has assisted these residents by filing the applications required and providing the school with explanations as to certain circumstances that will or will not provide the resident the exemption. The schools have become very dependent on our service for their verification process.

Impacts on Maine Township Assessor's Office Due to Closing of Rolling Meadows Assessor's Office and Board of Review's Offices

Our office continues to feel the impact with increased traffic flow from the closing of the Cook County Assessor's office in Rolling Meadows. And just last December, the Board of Review announced closing their satellite offices, in Skokie and Rolling Meadows. If taxpayers want to talk to Board of Review in-person, they must now go downtown. This is a true hardship for senior citizens. The influx of residents that used those services have now been dispersed to the township locations. This has passed the responsibility of additional taxpayers needing service to our office. However, we continue to offer the same level of expertise and customer service to our residents with the same level of staff. Last year we assisted 15,904 residents.

Budget

The Maine Township Assessor's office continues to be fiscally responsible. For the 2018 budget, 9 out of 17 line-items were reduced by a range from 10-33%.

Appeals

Last year, our office filed a total of 1,916 appeals within a 40-day time frame. We had a substantial increase of appeals during a non-reassessment time to the Board of Review. Filing appeals is a huge benefit to the residents of Maine Township. It saves them a substantial amount of money. Our staff is highly trained in doing analysis to determine if an appeal should be filed. The residents benefit from not needing to hire a company that will charge them for the research and a percentage of any savings granted to reduce their taxes. For the reductions awarded in 2017, we estimate the cost saving on average for the two consecutive years (2017 & 2018) for the residents to be approximately \$418,000.00.

Taxpayer Savings refunded to Residents

Maine Township Assessor's Office is a full resident service office. Each taxpayer that walks into or calls the office is ensured to be receiving the exemptions they are entitled. The staff is trained to check for current and back year exemptions. Very often taxpayers are missing exemptions and our office will file a Certificate of Error, which is a refund to the constituent. In 2017, 422 residents benefited from this service. There was a cost saving of \$623,000. This is an average of \$1,476 per person.

Funds Returned to Tax Roll

Each year properties are located that have been either not recorded by Cook County or the permit information was not properly entered by county. The Maine township offices submits an Assessment Inquiry to the Cook County Assessor. Maine Township monitors the process to ensure this property is added onto the rolls and the municipality is warranted their funds. In 2017, thirty-two (32) inquiries were submitted. This revenue should be added to the 2018 tax rolls.

Z: Assessor/Evaluation/2018 Salary Summary Report

MEMO

TO: SUPERVISOR LAURA MORASK
FROM: CLERK PETER GIALAMAS
DATE: MARCH 21, 2018

I would like to say that Wiesia and I took a long hard look at the numbers to try and come up with cuts to our budget. We found several areas in which we felt cutbacks could be made. The exact numbers will be presented in the proposed budget.

For instance, I do not require a cell phone for Township business, so that line item has been eliminated altogether.

I am very proud of all of the employees in my department. I am complimented on almost a weekly basis of how professional and polite my staff is to our constituents.

Please see the attached spreadsheet with figures of revenue taken into Maine Township Town Fund. For 2017 – 2018 fiscal year the processing fees for vehicle stickers was \$17,411.48 and for passport applications \$69,123.18. This represents additional revenue in the sum of \$86,534.66.

Therefore, I have asked for moderate raises for all of my employees. The proposed raises are more than covered by revenues and by the cuts we have put forth for our department.

Thank you, in advance, for your consideration.

Pete Gialamas

2017/ 2018
 PASSPORTS VEHICLE STICKER FEES

PASSPORTS

DEPOSIT DATE	AMOUNT
03/03/17	\$2,675.00
03/09/17	\$1,660.00
03/23/17	\$3,925.00
03/23/17	\$1,271.18
04/06/17	\$2,890.00
04/06/17	\$425.00
04/06/17	\$2,496.00
04/14/17	\$1,368.00
04/20/17	\$2,511.00
04/27/17	\$1,820.00
05/11/17	\$945.00
05/11/17	\$2,484.00
05/11/17	\$25.00
05/19/17	\$622.00
06/01/17	\$2,363.00
06/08/17	\$1,147.00
06/08/17	\$1,547.00
06/30/17	\$2,968.00
07/06/17	\$25.00
07/11/17	\$2,174.00
07/20/17	\$450.00
07/20/17	\$1,393.00
07/28/17	\$1,397.00
08/10/17	\$1,987.00
08/17/17	\$928.00
08/17/17	\$50.00
08/24/17	\$1,575.00
08/31/17	\$650.00
09/05/17	\$817.00
09/14/17	\$671.00
09/21/17	\$405.00
09/29/17	\$725.00
10/06/17	\$625.00
10/12/17	\$517.00
10/19/17	\$870.00
10/27/17	\$1,285.00
11/02/17	\$350.00
11/07/17	\$510.00
11/30/17	\$1,150.00
11/30/17	\$1,200.00
11/30/17	\$725.00
12/08/17	\$890.00
12/14/17	\$750.00
12/21/17	\$275.00
12/28/17	\$675.00
12/28/17	850.00
01/18/18	1,622.00
01/18/18	3,122.00
01/31/18	1,967.00
01/31/18	-25.00

PASSPORT CONT.

DEPOSIT DATE	AMOUNT
BAL FORWARD	\$63,547.18
02/13/18	\$975.00
02/13/18	\$1,616.00
02/28/18	\$2,985.00
	\$69,123.18

VEHICLE STICKER FEE

DEPOSIT DATE	AMOUNT
04/14/17	\$100.00
06/22/17	\$5,016.16
06/22/17	\$98.50
06/30/17	\$6,841.46
07/11/17	\$4,003.11
07/11/17	\$246.00
07/11/17	\$214.00
07/14/17	\$4.00
07/20/17	\$111.25
08/17/17	\$280.00
08/31/17	\$105.00
09/07/17	\$89.00
10/06/17	\$66.00
11/30/17	\$100.00
01/30/18	\$75.00
02/13/18	\$70.00
	\$17,411.48

Carol Langan

From: mwarnick@mainetown.com
Sent: Monday, March 19, 2018 3:07 PM
To: Carol Langan
Cc: mwarnick@mainetown.com
Subject: SAVINGS IN THE FOOD PANTRY DEPARTMENT

LAURA,

Just a few of the savings initiated from the Food Pantry department and with the cooperation of other departments at the township.

1. GENERAL

- Filling in at the receptionist desk during lunch hours or staff absenteeism

2. FOOD PANTRY

- No replacement of Food Pantry Assistant Director instead
- Utilization of present Administrative interns to sort food and fill the bimonthly food boxes that are distributed to the financially qualified Maine Township residents.
- Additional utilization of General Assistance Clients to fulfil their workfare commitment by sorting donated food and organizing the Food Pantry shelves in the basement area.
- Utilize volunteer teenagers that have been referred to the MaineStay "Peer Jury" program and who need to complete volunteer community service hours. They assist in the Food Pantry with the sorting of the donated food

MEMORANDUM

TO: LAURA MORASK, SUPERVISOR
FROM: MARSHA WARNICK, DIRECTOR OF GENERAL ASSISTANCE
RE: EFFICIENCY CHANGES IN THE GENERAL ASSISTANCE
DEPARTMENT
DATE: March 21, 2018

I. Changes that took place in the GA Department in 2017-2018

- A. Reduction of part-time staff which included:
 - 1. Two part-time case managers; and
 - 2. One part-time intern used in the food pantry to sort donated food items.
- B. Partial elimination (more than 75%) of mailing reminders of upcoming programs, i.e., the LIHEAP Program.

II. How Changes were achieved

- A. The LIHEAP program usually begins the first part of September. The months of September and October are reserved for Seniors and those already receiving Disability benefits. This Department sent 2 mailers announcing the registration of the program. This usually totaled approximately \$2,000. Another mailer was sent the beginning of November to remind households with families and seniors/disabled who hadn't registered. The mailer costs were approximately another \$1,500. Then a third mailer was sent after the new year to any household in our computer list that hadn't registered and the cost of this mailer was approximately \$700-800. Total expenditures for marketing were approximately \$6,250.
- B. Department computer program in which all GA clients that received LIHEAP or Information and Referral services (Medicare, benefit access, access to care, ship, etc.) were entered to include each person's e-mail address.
- C. Current Department case managers assisted with computer re-entry and contacting residents that were listed, but whose information was incomplete.
- D. All GA case managers were now responsible for entering their clients' information into the computer system.
- E. All GA case managers now receive monthly LIHEAP program decisions. They are responsible for contacting all residents denied (that they initiated the applications) to review the qualifications and documents submitted. In most instances, re-submitting the case for reconsideration so that the resident receives the benefits.

F. Appointment system had already been centralized. All calls directed to the receptionist and program questions directed to the individual case manager or the Director of GA.

III. Specific cost savings within the GA Department

A. Reduction of staff – Budget reduced (Gross Salary line item) \$42,000.00

B. Reduction by elimination of mailing costs 6,250.00

C. Overall Budget reduction over 10%

D. All of the above does not take into consideration the re-organization and efficiency procedures initiated for the GA Department to run in a smoother and more effective manner.

Memo

To: Laura Morask, Maine Township Supervisor
From: Richard Lyon, MaineStay Youth & Family Services Director
Date: March 20, 2018
Re: Report on MaineStay Budget Reduction and Cost-Saving Measures

Due to increased efficiencies and fiscally-responsible spending policies, the MaineStay department was able to reduce our non-personnel expenditures by \$19,849 or 31% in the proposed FY 2018-2019 budget compared to the prior FY 2017-2018 budget. Below are some examples of how we have actively engaged in innovative cost-saving measures and enhanced efficiency as a department:

Strategic Partnerships

- Our psychiatry program, offered in partnership with The Josselyn Center, has allowed us to help fill the void left by the closing of Maine Center in the most cost-effective manner possible by leveraging the time and talents of our existing employees who, without any additional compensation, contribute over \$10,000 of labor costs each year to support the program. By taking on this new detailed and high-level responsibility, all employees had to become more efficient with their time in order to serve these additional clients. By providing this service in-house, we are saving tens of thousands of dollars in overhead and administrative expenses that would be required to offer these services at another location in the community. If we were to offer psychiatric services without this partnership (assuming we could find a service provider) the cost for the psychiatrist would be \$56,000 annually for 8 hours/week, combined with a \$50-\$100,000 investment in billing software and maintenance fees, plus hiring additional staff with experience in Medicaid billing procedures. On April 4, 2018 we will expand this program to include psychiatric services for children and adolescents for no additional cost to the township, although there will be an increase in the amount of staff time spent to serve these additional clients.
- The addition of our mentoring program in partnership with Big Brothers Big Sisters (BBBS) has brought us a high level of dedication, support, and expertise from a widely respected non-profit organization for absolutely no cost to the township. BBBS typically invests \$20-\$30,000 per year to support each new program they launch. This partnership allowed us to expand our services to serve more at-risk youth without spending any additional taxpayer money.
- The significant expansion of our community education program to include professional development workshops and offer continuing education units has allowed us to do more with less money since the local hospital we partnered with has covered 92% of total program costs to date. Our annual community education budget used to be \$2,000 but is currently \$500. We now offer ten events each year instead of two, and these programs have enabled us to share important information regarding key issues facing residents and community leaders today. Recent topics have included child abuse, domestic violence, bullying, anxiety, depression, and substance abuse.
- Our peer mentoring program, offered in partnership with a local city youth commission, has enabled us to use the gym facilities at a nearby park district facility that provides the space free of charge. The youth commission partially funds the program and our staff plans the activities and recruits participants. In 2017, youth membership increased 28%, high school mentors increased 44%, and program contact hours increased 19% compared to 2016. This venture has been so successful that we are now at program capacity and several local school officials have approached us about implementing the same program in their schools. Managing this growing program has also required an increase in staff time with no additional compensation.

Staffing and Volunteer Use

- MaineStay continued to see an increased demand for services during the past fiscal year.
- Our current staffing level has remained unchanged since 2010.
- We have had a consistent waiting list for counseling services for the past three years.

- Counseling inquiry calls increased by 29% in 2017 compared to 2016 and were 58% higher than our previous 5-year average call volume. New counseling client intakes increased by 11% in 2017 compared to 2016 and were 37% higher than our previous 12-year average intake volume.
- To assist with running some of our programs for at-risk youth without spending additional money, we have effectively utilized volunteers who contribute an estimated 600 hours each year.

Efficiency Enhancements

- We have improved the efficiency and cost-effectiveness of our operations through the use of technology, digital communication tools, and refined procedures.
- We track all departmental spending and statistics electronically instead of on paper as was done previously.
- We have a new treatment length policy to better allocate our therapists' time and have updated our intake and assessment forms to help streamline the intake and assessment process.
- We have a new procedure for creating client files that will save both our therapists and office manager time in creating and processing new files.
- We have refined our scheduling process and continue to search for other creative ways to help meet the growing demand for our counseling services with existing staff.

Printing

- Rather than using higher-priced local printers as was done in the past, we order brochures, business cards, and other marketing items from Vistaprint.
- In prior years, brochures cost around \$1 each, but now are ordered for around \$0.20 each.
- In prior years, business cards cost between \$80-120 for 1,000 cards, but now are ordered for \$10 for 500 cards.
- Color copies are produced in-house rather than sent to a more expensive printing company.

Supplies

- Everyone in our department has been dedicated to ordering program supplies for the lowest possible cost.
- Supplies needed to run our programs have been ordered from discount retailers such as Dollar Tree, Walmart, and Tony's or ordered in bulk from Garvey's at a discounted rate.
- Understanding our budget reduction goal during the past fiscal year, our employees have been creative in coming up with engaging activities for our programs at a minimal cost.

Email Marketing

- In previous years, some events were advertised using paper marketing materials that were professionally designed, printed, and distributed to the community.
- We now primarily market our programs via email and are able to reach 3,300 people for less than \$0.01 per email.

Conclusion

- The proposed reduction in non-personnel expenditures for FY 2018-2019 is \$19,849.
- The estimated value of our strategic partnerships which have provided additional services to residents is at least \$60,000/year (not including costs for renting facility space and hiring additional staff which would be required without established partnerships).
- The estimated value of employee contributions to support psychiatric services program exceeds \$10,000/year.
- The estimated value of using volunteers to assist with MaineStay programs is \$14,000/year.
- The overall estimated value of the above is approximately \$104,000 annually.

Memo

To: Laura Morask, Maine Township Supervisor
From: Richard Lyon, Maine Township Webmaster
Date: March 19, 2018
Re: Webmaster Position

As you requested, here is a description of additional projects and ongoing duties I have been involved in as Maine Township webmaster during the course of the 2017-2018 fiscal year and the resulting cost savings to Maine Township:

Board Meetings

- Researched and purchased all necessary equipment to record board meetings in-house with HD-quality video and sound (camera, external directional microphone, microphone adapter, tripod, memory card, card reader, and carrying case) for \$395 from Amazon
- Created Maine Township YouTube channel to post videos
- Edited and converted each meeting video to proper format for posting to YouTube (MP4 with AAC-LC audio codec and H.264 video codec) using free, open source software
- Created custom thumbnail images for videos which are also used as video introduction
- Created indexed agenda for each board meeting to easily locate the video portion of any agenda item
- Posted board packets online prior to each meeting and created bookmarks in each packet for ease of navigation
- Restructured board meetings webpage to accommodate additional information in an organized manner
- Researched livestreaming options for board meetings and proposed livestreaming free of cost using YouTube once Maine Township YouTube channel reaches 25 subscribers
- Cost of recording and livestreaming meetings from outside companies reviewed ranged from \$1,500 to \$3,800/meeting, which would cost Maine Township a minimum of \$18,000 annually
- Using currently implemented arrangement, recording and the ability to livestream meetings has been provided to Maine Township for a one-time equipment cost of \$395

Website Redesign

- Served as a member of website redesign team
- Provided design, content, and navigation suggestions and revisions
- Assisted with coordination and transfer of new content and images collected from department heads

SeamlessDocs Website Integration

- Served as liaison between Maine Township and SeamlessDocs, an eSignature and form automation platform that specializes in working with government entities to help them digitize their PDF and online form processes in order to reduce paper processing time and enhance resident user experience
- Negotiated reduction in fee from \$10,000 annually for unlimited forms to \$5,000 for 30 forms (originally only 20 forms were going to be included for \$5,000 annual fee)
- Renegotiated contract start date from 9/1/17 to 3/1/18 resulting in \$2,500 savings

Ongoing Duties

- Fielded requests from Supervisor, Administrator, and department heads to post and/or update items
- Routinely reviewed website for outdated content and updated accordingly
- Posted requested items in a timely manner on evenings and weekends from home, including while on vacation
- Provided an immediate response and posting of urgent or time-sensitive requests as needed

MaineStreamers
Cost Cutting Summary for the 2018 Year

Senior Salary Line Item

(2017 -\$294,000)

Over the last two months the senior department has transitioned from a five (5) person department to a four (4) person which has resulted in a substantial cost savings to the budget per year. This savings was accomplished by each of the current staff members absorbing many additional job responsibilities. We have also utilized many Seniors to volunteer their time to help with mailings, registrations.

Senior Salary Savings: Approximately \$113,000

Senior Life Insurance – Line Item

(2017 -

\$1000) \$800

Senior Life Insurance Savings: \$200

Senior Dental Insurance – Line Item

(2017 -

\$5,000) \$4,500

Senior Dental Insurance Savings: \$500

Conference- Meetings Line Item

(2017 - 2,000) \$1,500

We have chosen not to attend “Centervention”, which was a conference sponsored by the Association of Illinois Senior Centers held in Aurora.

Conference/Meetings Savings: \$500

Special Programs- Line Item

(2017 -

\$11,500) \$7,500

Included in this line item is the 90 Plus Birthday Celebration and our Promotional/giveaway items that are purchased throughout the year. This year for the 90 Plus Birthday Celebration we acquired 5 Sponsors which will help offset the cost of this event. Sponsors included: Asbury Court, Generations, Brookdale – Niles, Brookdale Des Plaines in the total amount of \$2,000. Also, Eli’s Cheese Cake agreed to sponsor the Dessert portion of the luncheon. They will be donating Cheese cakes for us to serve for each Celebrant and Guest. In addition, each gust of the Celebrant will be paying for their own meal.

Sponsorships, Eli's, Guest Paying would be a savings of:
\$4,561.97

Print Management - Line Item

(2017 - \$5,000) \$4,500

Print Management Cost Savings: \$500

Mileage - Travel - Lodging Expenses

3,000) \$2,000

(2017 -

Due to attending fewer meetings and Carpooling to Springfield we are able to keep the cost down.

Mileage, Travel, Lodging Cost Savings: \$1,000

Postage Line Item

\$12,000

(2017- \$14,000)

We have decided to eliminate a second mailing for Luncheon Sponsorship and email the Sponsorship letters.

Postage Savings: \$2,000

Printing and Publishing

(2017- \$14,500) \$12,500

We will be ordering less stationary/business cards and emailing as much as possible

Printing and Publishing Savings: \$2,000

Computer Tech Support

\$14,300) \$\$9,000

(2017 -

Computer Tech Support Savings: \$5,300

Office Supplies/Small Equipment

\$8,000

(2017 \$11,500)

We will be planning far in advance to be able to order on a quarterly system.

Office Supplies/Small Equipment Savings: \$3,500

In Addition to Line Items Reductions we have now secured over \$1,000 of Donations for our Expo Raffle. Such as 2 Broadway Theatre Tickets, 4 Drury Lane Dinner/Theatre Tickets, \$50 Gift Cards, Jewel Gift Cards, Target Gift Cards and Various Gift Certificates to local Restaurants. We have also shopped around and found cheaper vendors that we will be using for some printed items.

Cost Savings Donations of over \$1,000 for Swing into Spring Senior Expo Raffle



- Grants from Allstate and Illinois Heart and Rescue for training supplies
- Recycling uniforms instead of purchasing new ones
- Bought patches and sewed them on winter caps at a fraction of the cost of new ones
- Making some building repairs ourselves – some tuck-pointing, attaching kick-plates on our doors to prolong the time before we have to replace them, minor plumbing repairs, installation of lighted exit signs
- Saved money on salaries due to the passing of the Chief Deputy Director
- Making our own training supplies instead of purchasing ready make kits
- Attending free training seminars
- Printing our own preparedness information for events
- Putting in volunteer hours

Saved \$12,500 – 20% reduction of budget



Cost Save Measure Report

By

Marty Cook

The Maine Township Recovery Connections annual budget is currently \$50,000. In lieu of the goal set forth by the board and Supervisor Morask, MTRC plans to cut costs for its program in the amount of 10% in the following ways.

Four weekly Friday Night Dinners – To be donated by Kappy's Resturant	\$350.00 ea. Totaling: \$1,400.00
Four weekly Yoga Sessions - to be donated by Kim Webber Yoga LLC.	\$150.00 ea Totaling: \$600.00
Four weekly crossfit88 sessions – to be donated by Crossfit88	\$150.00 ea Totaling: \$600.00
Four weekly Dual Solution Sessions – to be donated by Sue Blomberg LCSW	\$125.00 ea. Totaling: \$500.00
Four weekly golf sessions – to be donated by Juan Esso & Maryville Academy	\$225.00 ea. Totaling: \$900.00
Chicago Cubs game outing – Cancelled	Totaling: \$1,000.00

Subtotal:	\$5,000
Total Goal 10% of \$50,000	\$5,000

Marty Cook