


Dear Board:

Enclosed please find two versions of the proposed final budget. The reason for this is that the Assessor went back to the drawing board and made a very good faith effort to cut her budget as close to fit the parameters of the Board's requests as possible. Her final version was approximately 7,000 above actual mostly due to the increase in insurance. Other line items she cut below actual. So one version is what she wishes to present to the Board to make her case as to why it is necessary. Please note that even with the small amount over, when incorporated into the town fund budget, the town fund budget is still well below actuals from last year.

The second budget submitted so as not to be doing at last minute reflects her keeping her budget flat, i.e. cutting the total amount back to actuals from last year.


Laura J. Morask
Supervisor

**MAINE TOWNSHIP
ORDINANCE 2018-1
BUDGET & APPROPRIATION ORDINANCE FOR 2018-2019**

for MAINE TOWNSHIP located in the County of Cook, State of Illinois for the fiscal year beginning March 1, 2018 and ending February 28, 2019

Now be it Ordained by the Board of Trustees of MAINE TOWNSHIP, COUNTY OF COOK, STATE OF ILLINOIS, in meeting assembled as follows:

Section 1: That the following budget containing an estimate of receipts and expenditures for the following funds: GENERAL TOWN AND GENERAL ASSISTANCE FUND is hereby adopted as the budget of the township for the fiscal year mentioned above and shall be in full force and effect from and after this date.

GENERAL TOWN FUND

BEGINNING BALANCE \$6,832,968

ESTIMATED REVENUES

Property Tax	\$4,522,119
Replacement Tax	\$73,030
Interest Income	\$13,198
MaineStay Fees	\$14,952
Senior Programs (net)	-\$10,823
Other Income	\$81,229

TOTAL ESTIMATED REVENUES \$4,693,705

TOTAL ESTIMATED FUNDS AVAILABLE \$11,526,673

BUDGETED EXPENDITURES

Administration	\$1,744,794
Assessor	\$332,267
Clerk	\$230,629
Emergency Management	\$28,871
MaineStay Youth and Family Services	\$642,477
Senior and Adult Services	\$417,053
Mental Health/Community Services	\$455,260

TOTAL EXTIMATED EXPENDITURES \$3,851,350

ENDING BALANCE \$7,675,323

ADMINISTRATION

PERSONNEL

Salaries	\$782,450
IDES	\$1
Social Security	\$61,729
Municipal Retirement Fund	\$67,812
Health Insurance	\$305,000
Dental Ins.	\$20,000
Life Ins.	\$2,255
Tuition Reimbursement	\$1
TOTAL PERSONNEL	<u>\$1,239,248</u>

CONTRACTUAL SERVICES

Accounting Services	\$27,287
Building-Grounds Maintenance	\$25,242
Community Information-Support	\$47,578
Conferences-Meetings	\$3,570
Dues-Subscriptions	\$6,316
Web Site/Email Host	\$5,000
Equipment Leasing-Maintenance	\$18,527
Computer Tech Support	\$8,052
Print Management	\$4,637
General Insurance-Liability-Bond	\$53,835
Legal Services	\$33,102
Mileage-Travel-Lodging Expense	\$1,630
Police Protection	\$45,600
Postage	\$33,962
Printing-Publishing	\$38,796
Special Programs	\$6,459
Staff Training	\$436
Telecommunications	\$25,519
Transportation/MaineLines	\$5,281
Utilities	\$21,110
TOTAL CONTRACTUAL SERVICES	<u>\$411,940</u>

COMMODITIES

Miscellaneous	\$500
Office Supplies/Small Equipment	\$17,500
Operating Supplies-Maintenance	\$8,500
TOTAL COMMODITIES	<u>\$26,500</u>

OTHER EXPENDITURES

Cleanup Project/Single Hauler Program	\$1
Code Enforcement Expense	\$673
Neighborhood Watch	\$3,029
Plan Commission	\$1
Maine Township Recovery Connections	\$45,060
Vehicle Expense	\$3,381
TOTAL OTHER EXPENDITURES	<u>\$52,146</u>

CAPITAL OUTLAY

Building	\$4,959
Building Purchase	\$1
Equipment Purchase	\$10,000

TOTAL CAPITAL OUTLAY	<u>\$14,960</u>
CONTINGENCIES	\$1
TOTAL ADMINISTRATION	<u>\$1,744,794</u>

ASSESSOR

PERSONNEL

Salaries	\$179,147
Social Security	\$12,813
Life Ins.	\$487
Dental	\$5,022
Municipal Retirement Fund	\$20,009
Health Insurance	\$110,090
TOTAL PERSONNEL	<u>\$327,568</u>

CONTRACTUAL SERVICES

Conferences-Meetings	\$848
Cook County Assessor Tie-in	\$1,025
Dues-Subscriptions	\$300
Equipment Leasing-Maintenance	\$350
Mileage-Travel-Lodging Expense	\$1,200
Postage	\$1
Printing-Publishing	\$151
Sidwell Maps	\$707
Staff Training	\$116
TOTAL CONTRACTUAL SERVICES	<u>\$4,697</u>

COMMODITIES

Miscellaneous	\$1
Office Supplies/Small Equipment	\$1
TOTAL COMMODITIES	<u>\$2</u>

TOTAL ASSESSOR	<u>\$332,267</u>
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CLERK

PERSONNEL

Salaries	\$131,525
Social Sec.	\$10,062
Municipal Retirement Fund	\$16,717
Health Ins	\$45,000
Dental Ins	\$3,000
Life Ins.	\$324
TOTAL PERSONNEL	<u>\$206,628</u>

CONTRACTUAL SERVICES

Conferences-Meetings	\$853
Dues-Subscriptions	\$332
Print Management	\$3,028
General Insurance-Liability-Bond	\$145
Mileage-Travel-Lodging Expense	\$996
Honor Flight	\$1,000
Postage	\$7,332
Printing-Publishing	\$847
Computer Tech Support	\$6,340
Staff Training	\$1
TOTAL CONTRACTUAL SERVICES	<u>\$20,874</u>

COMMODITIES

Miscellaneous	\$126
Office Supplies/Small Equipment	\$3,000
TOTAL COMMODITIES	<u>\$3,126</u>

TOTAL FOR CLERK'S OFFICE	<u>\$230,629</u>
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OFFICE OF EMERGENCY MANAGEMENT

PERSONNEL

Salaries	\$14,722
Soc. Sec	\$1,206
Uniforms	\$387
TOTAL PERSONNEL	<u>\$16,316</u>

CONTRACTUAL SERVICES

Conferences/Meetings	\$1
Dues/Subscriptions	\$50
Equipment Leasing	\$1
Citizen Corps Program	\$1,440
Utilities	\$3,976
Computer Tech Support	\$1
Postage	\$24
Printing/Publishing	\$1
Special Programs	\$200
Special Events	\$155
Telecommunications	\$2,820
Staff Training	\$28
TOTAL CONTRACTUAL SERVICES	<u>\$8,696</u>

COMMODITIES

Miscellaneous	\$1
Office Supplies/Small equipment	\$500
Operating Supplies	\$138
Disaster Operations Supplies	\$628
TOTAL COMMODITIES	<u>\$1,267</u>

OTHER EXPENDITURES

Volunteer Insurance	\$582
Vehicle Expense	\$614
TOTAL OTHER EXPENDITURES	<u>\$1,196</u>

CAPITAL OUTLAY

Building	\$1,396
TOTAL CAPITAL OUTLAY	<u>\$1,396</u>

TOTAL FOR OFFICE OF EMERGENCY MANAGEMEN	<u>\$28,871</u>
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MAINSTAY YOUTH AND FAMILY SERVICES

PERSONNEL

Salaries	\$362,140
Social Sec.	\$27,708
Municipal Retirement Fund	\$46,917
Health Ins.	\$160,000
Dental Ins.	\$7,000
Life Ins.	\$1,135
Tuition Reimbursement	\$1
TOTAL PERSONNEL	<u>\$604,901</u>

CONTRACTUAL SERVICES

Community Education	\$137
Summer Youth Camp	\$3,703
Garage Sale	\$202
Conferences-Meetings	\$823
Dues-Subscriptions/Licensures	\$1,874
Print Management	\$5,900
General Insurance-Liability-Bond	\$958
Mileage-Travel-Lodging Expense	\$924
Postage	\$420
Printing-Publishing	\$1,391
Special Programs	\$5,595
Computer Tech Support	\$6,340
Consultation/Staff Training	\$1,971
Building Maint.	\$1
TOTAL CONTRACTUAL SERVICES	<u>\$30,241</u>

COMMODITIES

Training Manuals/Books	\$289
Miscellaneous	\$45
Office Supplies/Small Equipment	\$4,000
TOTAL COMMODITIES	<u>\$4,334</u>

OTHER EXPENDITURES

Youth Recreation Fund	\$3,000
Substance Abuse Programs	\$1
TOTAL OTHER EXPENDITURES	<u>\$3,001</u>

TOTAL MAINSTAY YOUTH AND FAMILY SERVICES	<u>\$642,477</u>
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SENIOR AND ADULT SERVICES

PERSONNEL

Salaries	\$221,117
Social Sec.	\$16,913
Municipal Retirement Fund	\$28,104
Health Ins.	\$90,000
Dental Ins.	\$5,787
Life Ins.	\$769
Tuition Reim.	\$1
TOTAL PERSONNEL	\$362,691

CONTRACTUAL SERVICES

Conferences-Meetings	\$866
Dues-Subscriptions	\$125
Mileage-Travel-Lodging Expense	\$1,084
Postage	\$11,552
Printing-Publishing	\$12,197
Special Programs	\$9,657
Computer Tech Support	\$10,715
Print Management	\$3,856
Telecommunications	\$25
Staff Training	\$1
TOTAL CONTRACTUAL SERVICES	\$50,078

COMMODITIES

Miscellaneous	
Office Supplies/Small Equipment	\$4,284
TOTAL COMMODITIES	\$4,284

TOTAL FOR SENIOR AND ADULT SERVICES	\$417,053
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Mental Health/Community Services	\$455,260
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TOTAL TOWN FUND	\$3,851,350
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GENERAL ASSISTANCE FUND

BEGINNING BALANCE	\$2,412,491
ESTIMATED REVENUES	
Property Tax	\$1,131,362
Social Security Reimbursement	\$20,900
Interest Income	\$3,685
Energy Assistance Revenue	\$12,960
Food Pantry Cash Donations	\$43,269
TOTAL ESTIMATED REVENUES	\$1,212,176
BUDGETED EXPENDITURES	
Administration	\$662,437
Home Relief	\$162,461
Contingencies	\$1
TOTAL ESTIMATE EXPENDITURES	\$824,899
ENDING BALANCE	\$2,799,768

ADMINISTRATION

PERSONNEL	
Salaries	\$392,586
IDES	\$1
Social Security	\$29,875
Municipal Retirement Fund	\$47,823
Health Insurance	\$130,434
Dental Ins.	\$4,433
Life Ins.	\$1,191
Tuition Reimbursement	\$1
TOTAL PERSONNEL	\$606,344

CONTRACTUAL SERVICES	
Conferences-Meetings	\$514
Accounting Services	\$8,486
Dues-Subscriptions	\$1
Print Management	\$6,500
General Insurance-Liability-Bond	\$14,941
Hearing Officer	\$1
Legal Services	\$1
Mileage-Travel-Lodging Expense	\$892
Postage	\$3,000
Printing-Publishing	\$1,500
Telecommunications	\$1,374
Computer Tech Support	\$6,290
Staff Training	\$478
Utilities	\$2,252
TOTAL CONTRACTUAL SERVICES	\$46,230

COMMODITIES	
Miscellaneous	\$32
Office Supplies/Sm. Equipment	\$6,330
Operating Supplies-Maintenance	\$1,150
TOTAL COMMODITIES	<u>\$7,513</u>

CAPITAL OUTLAY	
Computer Software Development	\$2,350
Building Maintenance	\$1
TOTAL CAPITAL OUTLAY	<u>\$2,351</u>

TOTAL ADMINISTRATION	<u>\$662,437</u>
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CONTINGENCIES	\$1
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HOME RELIEF

CONTRACTUAL SERVICES	
Medical Services	\$114
Ambulance-Paramedic Service	\$1
Client Utilities	\$5,913
Dental Services	\$1
Emergency Assistance Program	\$1,200
Food/Person. Essentials	\$33,887
Funeral and Burial Services	\$1
Client Health Insurance	\$134
Prescription Drugs	\$2,693
Catostr. Med. Insurance	\$4,200
CWP	\$1
Shelter-Rent	\$71,102
TOTAL CONTRACTUAL SERVICES	<u>\$119,247</u>

COMMODITIES	
Transport/Clothing	\$19,803
Food Pantry	\$23,410
Transient	\$1
TOTAL COMMODITIES	<u>\$43,214</u>

TOTAL HOME RELIEF	\$162,461
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CONTINGENCIES	\$1
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TOTAL GENERAL ASSISTANCE FUND	\$824,900
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Section 2: That there is hereby appointed for township purposes:

FOR FISCAL YEAR ENDING FEBRUARY 28, 2019

BY FUND

1. GENERAL TOWN FUND	\$3,851,350
2. GENERAL ASSISTANCE FUND	\$824,900
TOTAL APPROPRIATIONS	\$4,676,250

Section 3: That each total is divided among the several objects and purposes specified and in particular amounts stated for each fund respectfully in Section 1 and Section 2 constituting the total appropriations & ending balance the amount of four million six hundred and seventy six thousand two hundred and fifty dollars for the fiscal year March 1, 2018 to February 28, 2019 and that Section 3 shall be and is the annual Appropriation Ordinance of this Township, passed by the Board of Trustees as required by law and shall be in full force effect from and after this date.

Section 4: A certified copy of the Budget & Appropriation Ordinance must be filed with the County Clerk within 30 days after adoption.

Section 5: The salary grade and range as adopted by the Board is made a part of this Ordinance.

Adopted in a meeting assembled on May 22, 2018 by the Board of Trustees of the Town of Maine in the County of Cook, State of Illinois pursuant to a roll call vote as follows:

Ayes: _____

Nays: _____

Absent: _____

Township Clerk

**MAINE TOWNSHIP
ORDINANCE 2018-1
BUDGET & APPROPRIATION ORDINANCE FOR 2018-2019**

for MAINE TOWNSHIP located in the County of Cook, State of Illinois for the fiscal year beginning March 1, 2018 and ending February 28, 2019

Now be it Ordained by the Board of Trustees of MAINE TOWNSHIP, COUNTY OF COOK, STATE OF ILLINOIS, in meeting assembled as follows:

Section 1: That the following budget containing an estimate of receipts and expenditures for the following funds: GENERAL TOWN AND GENERAL ASSISTANCE FUND is hereby adopted as the budget of the township for the fiscal year mentioned above and shall be in full force and effect from and after this date.

GENERAL TOWN FUND

BEGINNING BALANCE \$6,832,968

ESTIMATED REVENUES

Property Tax	\$4,522,119
Replacement Tax	\$73,030
Interest Income	\$13,198
MaineStay Fees	\$14,952
Senior Programs (net)	-\$10,823
Other Income	\$81,229

TOTAL ESTIMATED REVENUES \$4,693,705

TOTAL ESTIMATED FUNDS AVAILABLE \$11,526,673

BUDGETED EXPENDITURES

Administration	\$1,744,794
Assessor	\$339,377
Clerk	\$230,629
Emergency Management	\$28,871
MaineStay Youth and Family Services	\$642,477
Senior and Adult Services	\$417,053
Mental Health/Community Services	\$455,260

TOTAL EXTIMATED EXPENDITURES \$3,858,460

ENDING BALANCE \$7,668,213

ADMINISTRATION**PERSONNEL**

Salaries	\$782,450
IDES	\$1
Social Security	\$61,729
Municipal Retirement Fund	\$67,812
Health Insurance	\$305,000
Dental Ins.	\$20,000
Life Ins.	\$2,255
Tuition Reimbursement	\$1
TOTAL PERSONNEL	\$1,239,248

CONTRACTUAL SERVICES

Accounting Services	\$27,287
Building-Grounds Maintenance	\$25,242
Community Information-Support	\$47,578
Conferences-Meetings	\$3,570
Dues-Subscriptions	\$6,316
Web Site/Email Host	\$5,000
Equipment Leasing-Maintenance	\$18,527
Computer Tech Support	\$8,052
Print Management	\$4,637
General Insurance-Liability-Bond	\$53,835
Legal Services	\$33,102
Mileage-Travel-Lodging Expense	\$1,630
Police Protection	\$45,600
Postage	\$33,962
Printing-Publishing	\$38,796
Special Programs	\$6,459
Staff Training	\$436
Telecommunications	\$25,519
Transportation/MaineLines	\$5,281
Utilities	\$21,110
TOTAL CONTRACTUAL SERVICES	\$411,940

COMMODITIES

Miscellaneous	\$500
Office Supplies/Small Equipment	\$17,500
Operating Supplies-Maintenance	\$8,500
TOTAL COMMODITIES	\$26,500

OTHER EXPENDITURES

Cleanup Project/Single Hauler Program	\$1
Code Enforcement Expense	\$673
Neighborhood Watch	\$3,029
Plan Commission	\$1
Maine Township Recovery Connections	\$45,060
Vehicle Expense	\$3,381
TOTAL OTHER EXPENDITURES	\$52,146

CAPITAL OUTLAY

Building	\$4,959
Building Purchase	\$1
Equipment Purchase	\$10,000

TOTAL CAPITAL OUTLAY	<u>\$14,960</u>
CONTINGENCIES	\$1
TOTAL ADMINISTRATION	<u>\$1,744,794</u>

ASSESSOR

PERSONNEL	
Salaries	\$184,188
Social Security	\$12,813
Life Ins.	\$487
Dental	\$5,022
Municipal Retirement Fund	\$20,009
Health Insurance	\$110,488
TOTAL PERSONNEL	<u>\$333,007</u>

CONTRACTUAL SERVICES	
Conferences-Meetings	\$848
Cook County Assessor Tie-in	\$1,025
Dues-Subscriptions	\$300
Equipment Leasing-Maintenance	\$350
Mileage-Travel-Lodging Expense	\$1,200
Postage	\$473
Printing-Publishing	\$151
Sidwell Maps	\$707
Staff Training	\$116
TOTAL CONTRACTUAL SERVICES	<u>\$5,169</u>

COMMODITIES	
Miscellaneous	\$1
Office Supplies/Small Equipment	\$1,200
TOTAL COMMODITIES	<u>\$1,201</u>

TOTAL ASSESSOR	<u>\$339,377</u>
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CLERK

PERSONNEL

Salaries	\$131,525
Social Sec.	\$10,062
Municipal Retirement Fund	\$16,717
Health Ins	\$45,000
Dental Ins	\$3,000
Life Ins.	\$324
TOTAL PERSONNEL	<hr/> \$206,628

CONTRACTUAL SERVICES

Conferences-Meetings	\$853
Dues-Subscriptions	\$332
Print Management	\$3,028
General Insurance-Liability-Bond	\$145
Mileage-Travel-Lodging Expense	\$996
Honor Flight	\$1,000
Postage	\$7,332
Printing-Publishing	\$847
Computer Tech Support	\$6,340
Staff Training	\$1
TOTAL CONTRACTUAL SERVICES	<hr/> \$20,874

COMMODITIES

Miscellaneous	\$126
Office Supplies/Small Equipment	\$3,000
TOTAL COMMODITIES	<hr/> \$3,126

TOTAL FOR CLERK'S OFFICE	<hr/> \$230,629
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OFFICE OF EMERGENCY MANAGEMENT

PERSONNEL

Salaries	\$14,722
Soc. Sec	\$1,206
Uniforms	\$387
TOTAL PERSONNEL	\$16,316

CONTRACTUAL SERVICES

Conferences/Meetings	\$1
Dues/Subscriptions	\$50
Equipment Leasing	\$1
Citizen Corps Program	\$1,440
Utilities	\$3,976
Computer Tech Support	\$1
Postage	\$24
Printing/Publishing	\$1
Special Programs	\$200
Special Events	\$155
Telecommunications	\$2,820
Staff Training	\$28
TOTAL CONTRACTUAL SERVICES	\$8,696

COMMODITIES

Miscellaneous	\$1
Office Supplies/Small equipment	\$500
Operating Supplies	\$138
Disaster Operations Supplies	\$628
TOTAL COMMODITIES	\$1,267

OTHER EXPENDITURES

Volunteer Insurance	\$582
Vehicle Expense	\$614
TOTAL OTHER EXPENDITURES	\$1,196

CAPITAL OUTLAY

Building	\$1,396
TOTAL CAPITAL OUTLAY	\$1,396

TOTAL FOR OFFICE OF EMERGENCY MANAGEMEN	\$28,871
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MAINESTAY YOUTH AND FAMILY SERVICES

PERSONNEL

Salaries	\$362,140
Social Sec.	\$27,708
Municipal Retirement Fund	\$46,917
Health Ins.	\$160,000
Dental Ins.	\$7,000
Life Ins.	\$1,135
Tuition Reimbursement	\$1
TOTAL PERSONNEL	\$604,901

CONTRACTUAL SERVICES

Community Education	\$137
Summer Youth Camp	\$3,703
Garage Sale	\$202
Conferences-Meetings	\$823
Dues-Subscriptions/Licensures	\$1,874
Print Management	\$5,900
General Insurance-Liability-Bond	\$958
Mileage-Travel-Lodging Expense	\$924
Postage	\$420
Printing-Publishing	\$1,391
Special Programs	\$5,595
Computer Tech Support	\$6,340
Consultation/Staff Training	\$1,971
Building Maint.	\$1
TOTAL CONTRACTUAL SERVICES	\$30,241

COMMODITIES

Training Manuals/Books	\$289
Miscellaneous	\$45
Office Supplies/Small Equipment	\$4,000
TOTAL COMMODITIES	\$4,334

OTHER EXPENDITURES

Youth Recreation Fund	\$3,000
Substance Abuse Programs	\$1
TOTAL OTHER EXPENDITURES	\$3,001

TOTAL MAINESTAY YOUTH AND FAMILY SERV	\$642,477
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SENIOR AND ADULT SERVICES

PERSONNEL

Salaries	\$221,117
Social Sec.	\$16,913
Municipal Retirement Fund	\$28,104
Health Ins.	\$90,000
Dental Ins.	\$5,787
Life Ins.	\$769
Tuition Reim.	\$1
TOTAL PERSONNEL	\$362,691

CONTRACTUAL SERVICES

Conferences-Meetings	\$866
Dues-Subscriptions	\$125
Mileage-Travel-Lodging Expense	\$1,084
Postage	\$11,552
Printing-Publishing	\$12,197
Special Programs	\$9,657
Computer Tech Support	\$10,715
Print Management	\$3,856
Telecommunications	\$25
Staff Training	\$1
TOTAL CONTRACTUAL SERVICES	\$50,078

COMMODITIES

Miscellaneous	
Office Supplies/Small Equipment	\$4,284
TOTAL COMMODITIES	\$4,284

TOTAL FOR SENIOR AND ADULT SERVICES	\$417,053
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Mental Health/Community Services	\$455,260
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TOTAL TOWN FUND	\$3,858,460
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GENERAL ASSISTANCE FUND

BEGINNING BALANCE	\$2,412,491
ESTIMATED REVENUES	
Property Tax	\$1,131,362
Social Security Reimbursement	\$20,900
Interest Income	\$3,685
Energy Assistance Revenue	\$12,960
Food Pantry Cash Donations	\$43,269
TOTAL ESTIMATED REVENUES	\$1,212,176
BUDGETED EXPENDITURES	
Administration	\$662,437
Home Relief	\$162,461
Contingencies	\$1
TOTAL ESTIMATE EXPENDITURES	\$824,899
ENDING BALANCE	\$2,799,768

ADMINISTRATION

PERSONNEL	
Salaries	\$392,586
IDES	\$1
Social Security	\$29,875
Municipal Retirement Fund	\$47,823
Health Insurance	\$130,434
Dental Ins.	\$4,433
Life Ins.	\$1,191
Tuition Reimbursement	\$1
TOTAL PERSONNEL	\$606,344

CONTRACTUAL SERVICES	
Conferences-Meetings	\$514
Accounting Services	\$8,486
Dues-Subscriptions	\$1
Print Management	\$6,500
General Insurance-Liability-Bond	\$14,941
Hearing Officer	\$1
Legal Services	\$1
Mileage-Travel-Lodging Expense	\$892
Postage	\$3,000
Printing-Publishing	\$1,500
Telecommunications	\$1,374
Computer Tech Support	\$6,290
Staff Training	\$478
Utilities	\$2,252
TOTAL CONTRACTUAL SERVICES	\$46,230

COMMODITIES	
Miscellaneous	\$32
Office Supplies/Sm. Equipment	\$6,330
Operating Supplies-Maintenance	\$1,150
TOTAL COMMODITIES	<u>\$7,513</u>

CAPITAL OUTLAY	
Computer Software Development	\$2,350
Building Maintenance	\$1
TOTAL CAPITAL OUTLAY	<u>\$2,351</u>

TOTAL ADMINISTRATION	<u>\$662,437</u>
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CONTINGENCIES	\$1
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HOME RELIEF

CONTRACTUAL SERVICES	
Medical Services	\$114
Ambulance-Paramedic Service	\$1
Client Utilities	\$5,913
Dental Services	\$1
Emergency Assistance Program	\$1,200
Food/Person. Essentials	\$33,887
Funeral and Burial Services	\$1
Client Health Insurance	\$134
Prescription Drugs	\$2,693
Catostr. Med. Insurance	\$4,200
CWP	\$1
Shelter-Rent	\$71,102
TOTAL CONTRACTUAL SERVICES	<u>\$119,247</u>

COMMODITIES	
Transport/Clothing	\$19,803
Food Pantry	\$23,410
Transient	\$1
TOTAL COMMODITIES	<u>\$43,214</u>

TOTAL HOME RELIEF	\$162,461
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CONTINGENCIES	\$1
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TOTAL GENERAL ASSISTANCE FUND	\$824,900
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Section 2: That there is hereby appointed for township purposes:

FOR FISCAL YEAR ENDING FEBRUARY 28, 2019

BY FUND

1. GENERAL TOWN FUND	\$3,858,460
2. GENERAL ASSISTANCE FUND	\$824,900
TOTAL APPROPRIATIONS	\$4,683,360

Section 3: That each total is divided among the several objects and purposes specified and in particular amounts stated for each fund respectfully in Section 1 and Section 2 constituting the total appropriations & ending balance the amount of four million six hundred and eighty three thousand three hundred and sixty dollars for the fiscal year March 1, 2018 to February 28, 2019 and that Section 3 shall be and is the annual Appropriation Ordinance of this Township, passed by the Board of Trustees as required by law and shall be in full force effect from and after this date.

Section 4: A certified copy of the Budget & Appropriation Ordinance must be filed with the County Clerk within 30 days after adoption.

Section 5: The salary grade and range as adopted by the Board is made a part of this Ordinance.

Adopted in a meeting assembled on May 22, 2018 by the Board of Trustees of the Town of Maine in the County of Cook, State of Illinois pursuant to a roll call vote as follows:

Ayes: _____

Nays: _____

Absent: _____

Township Clerk



Peter Gialamas

Clerk

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

**CERTIFICATION OF ADOPTION OF MAINE TOWNSHIP GENERAL
TOWN FUND AND GENERAL ASSISTANCE
BUDGET AND APPROPRIATION ORDINANCE**

May 22, 2018

CERTIFICATE

I, Peter Gialamas, being the duly elected Clerk of the Town of Maine in the County of Cook, State of Illinois, do hereby certify that I am the keeper of the books and records of the aforesaid Town, and that the attached is a correct and complete copy of the Ordinance 2018-1 of the Board meeting duly convened and held on the 22nd day of May, 2018.

Town Clerk

SEAL

**MAINE TOWNSHIP ROAD DISTRICT
BUDGET & APPROPRIATION ORDINANCE FOR 2018-2019
ORDINANCE 2018-RB-1**

of the Town of Maine Road District located in the County of Cook, State of Illinois,
for the fiscal year beginning March 1, 2018 and ending February 28, 2019

NOW BE IT ORDAINED by the Board of Trustees of the Town of Maine Road District, County of Cook, State of Illinois, in meeting assembled as follows:

SECTION 1: That the following budget containing an estimate of receipts and expenditures for the GENERAL ROAD FUND, PERMANENT ROAD FUND, EQUIPMENT AND BUILDING FUND, SOCIAL SECURITY FUND, INSURANCE FUND AND ILLINOIS MUNICIPAL RETIREMENT FUND is hereby adopted as the budget of this Road District for the fiscal year mentioned above and shall be in full force and effect from and after this date.

1. GENERAL ROAD FUND

BEGINNING BALANCE	March 1, 2018		\$1,575,799
ESTIMATED REVENUES			
Property Tax	\$800,000	\$ 800,000	
TOTAL ESTIMATED REVENUES		\$800,000	
TOTAL ESTIMATED FUNDS AVAILABLE			<u>\$2,375,799</u>
BUDGETED EXPENDITURES			
1.1. Administration		\$291,199	
1.2. Maintenance		\$415,500	
TOTAL EXPENDITURES / APPROPRIATIONS		\$706,699	<u>\$706,699</u>
ENDING BALANCE	February 28, 2019		\$1,669,100
TOTAL APPROPRIATIONS AND ENDING BALANCE			<u>\$2,375,799</u>

1.1 ADMINISTRATION

PERSONNEL

Salaries	\$59,000	
Health Insurance	\$167,000	
TOTAL PERSONNEL	\$226,000	\$226,000

CONTRACTUAL SERVICES

Alcohol and Drug Testing	\$540	
Payroll Service	\$4,500	
Accounting Services	\$4,500	
Conferences & Meetings	\$200	
Dues / Subscriptions	\$720	
Legal Services	\$3,000	
Mileage / Travel Expense	\$100	
Postage	\$175	
Printing / Publishing	\$6,000	
Telephone	\$5,800	
Training	\$500	
TOTAL CONTRACTUAL SERVICES	\$26,035	\$26,035

COMMODITIES

Office Supplies	\$1,500	
TOTAL COMMODITIES	\$1,500	\$1,500

OTHER EXPENDITURES

Miscellaneous Charges	\$0	
Municipal Replacement Tax	\$32,664	
TOTAL OTHER EXPENDITURES	\$32,664	\$32,664

CAPITAL OUTLAY

Office Equipment	\$5,000	
TOTAL CAPITAL OUTLAY	\$5,000	\$5,000

TOTAL ADMINISTRATION

\$291,199

1.2. MAINTENANCE

PERSONNEL

Salaries	\$145,000	
Uniforms	\$4,500	
TOTAL PERSONNEL	\$149,500	\$149,500

CONTRACTUAL SERVICES

Building Maintenance	\$5,500	
Equipment Leasing and Maintenance	\$62,500	
Utilities	\$8,000	
Rentals	\$1,000	
Tree Removal & Spraying	\$15,000	
Tree Replacement Program	\$1,000	
Landfill Charges	\$500	
Street Lighting	\$51,500	
TOTAL CONTRACTUAL SERVICES	\$145,000	\$145,000

COMMODITIES

Gasoline / Oil	\$30,000	
Building & Operating Supplies / Material	\$4,500	
Maintenance Equipment & Small Tools	\$10,000	
Supplies (Equipment)	\$22,000	
Supplies for the Road	\$4,500	
Supplies for Snow Removal	\$50,000	
TOTAL COMMODITIES	\$121,000	\$121,000

TOTAL MAINTENANCE **\$415,500**

2. PERMANENT ROAD FUND

BEGINNING BALANCE	March 1, 2018	\$583,034
ESTIMATED REVENUES		
Property Tax	\$809,000	
Interest Income	\$3,618	
Other Income	\$55,780	
Permit Income	\$14,068	
TOTAL ESTIMATED FUNDS REVENUES	\$882,466	\$882,466
TOTAL ESTIMATED FUNDS AVAILABLE		\$1,465,500
BUDGETED EXPENDITURES		
PERSONNEL		
Labor	\$335,000	
TOTAL PERSONNEL	\$335,000	\$335,000
CONTRACTUAL SERVICES		
Maintenance (Roads)	\$405,000	
Drainage	\$15,000	
Engineering Services	\$30,000	
Landfill Charges	\$12,000	
Project Expenses	\$3,500	
TOTAL CONTRACTUAL SERVICES	\$465,500	\$465,500
COMMODITIES		
Supplies for the Roads	\$50,000	
TOTAL COMMODITIES	\$50,000	\$50,000
TOTAL EXPENDITURES / APPROPRIATIONS		<u>\$850,500</u>
ENDING BALANCE	February 28, 2019	\$615,000
TOTAL APPROPRIATIONS AND ENDING BALANCE		\$1,465,227

3. EQUIPMENT & BUILDING FUND

BEGINNING BALANCE	March 1, 2018	\$190,106
ESTIMATED REVENUES		
Property Tax	\$100,000	
Replacement Tax	\$73,033	
Less: Municipal Share	- \$32,644	
Road & District (Net)	\$40,389	\$40,389
TOTAL ESTIMATED REVENUES	\$140,389	\$140,389
TOTAL ESTIMATED FUNDS AVAILABLE		<u>\$330,495</u>
BUDGETED EXPENDITURES		
CAPITAL OUTLAY		
Equipment	\$225,000	
Building	\$15,000	
Off Site Storage	\$7,500	
TOTAL EXPENDITURES / APPROPRIATIONS	\$247,500	<u>\$247,500</u>
ENDING BALANCE	February 28, 2019	\$82,995
TOTAL APPROPRIATIONS & ENDING BALANCE		\$330,495

4. SOCIAL SECURITY FUND

BEGINNING BALANCE	March 1, 2018	\$56,548
ESTIMATED REVENUES		
Property Tax	\$38,625	
Interest Income	\$0	
TOTAL ESTIMATED REVENUES	\$38,625	\$38,625
TOTAL ESTIMATED FUNDS AVAILABLE		<u>\$95,173</u>
BUDGETED EXPENDITURES		
PERSONNEL		
Social Security Tax	\$40,500	
TOTAL EXPENDITURES / APPROPRIATIONS	\$40,500	<u>\$40,500</u>
ENDING BALANCE	February 28, 2019	\$54,673
TOTAL APPROPRIATIONS & ENDING BALANCE		\$95,173

5. INSURANCE FUND		
BEGINNING BALANCE	March 1, 2018	\$12,492
ESTIMATED REVENUES		
Property Tax	\$51,000	
Interest Income	\$0	
TOTAL ESTIMATED REVENUES	\$51,000	\$51,000
TOTAL ESTIMATED FUNDS AVAILABLE		<u>\$63,492</u>
BUDGETED EXPENDITURES		
PERSONNEL		
Workmen's Compensation	\$20,818	
Unemployment Insurance	\$535	
TOTAL PERSONNEL	\$21,353	\$21,353
CONTRACTUAL SERVICES		
General / Liability Insurance	\$37,443	
TOTAL CONTRACTUAL SERVICES	\$37,443	\$37,443
TOTAL EXPENDITURES / APPROPRIATIONS		<u>\$58,796</u>
ENDING BALANCE	February 28, 2019	\$4,696
TOTAL APPROPRIATIONS & ENDING BALANCE		\$63,492
6. ILLINOIS MUNICIPAL RETIREMENT FUND		
BEGINNING BALANCE	March 1, 2018	(\$370,098)
ESTIMATED REVENUES		
Property Tax	\$103,500	
TOTAL ESTIMATED REVENUES	\$103,500	\$103,500
TOTAL ESTIMATED FUNDS AVAILABLE		<u>(\$266,598)</u>
BUDGETED EXPENDITURES		
Early Retirement Incentive	\$1,000	
IMRF	\$64,000	
TOTAL PERSONNEL	\$65,000	\$65,000
TOTAL EXPENDITURES / APPROPRIATIONS		<u>\$65,000</u>
ENDING BALANCE	February 28, 2019	(\$331,598)
TOTAL APPROPRIATIONS & ENDING BALANCE		(\$266,598)

Section 2: That there is hereby appropriated for Road District purposes:

FOR FISCAL YEAR ENDING 02/28/2019 BY FUND

1. GENERAL ROAD FUND	\$706,699
2. PERMANENT ROAD FUND	\$850,500
3. EQUIPMENT & BUILDING FUND	\$247,500
4. SOCIAL SECURITY FUND	\$40,500
5. INSURANCE FUND	\$58,796
6. ILLINOIS MUNICIPAL RETIREMENT FUND	\$65,000
TOTAL APPROPRIATIONS	\$1,968,995

Section 3: That each total is divided among the several objects and purposes specified and in particular amounts stated for each fund respectively in Section 1 constituting the total appropriations in the amount of One million, nine-hundred sixty-eight thousand, nine-hundred ninety-five dollars (\$1,968,995) for the fiscal year March 1, 2018 to February 28, 2019, and that Section 2 shall be and is the annual Appropriation Ordinance of the Road District, passed by the Board of Trustees as required by law and shall be in full force and effect from and after this date.

Section 4: A certified copy of the Budget and Appropriation Ordinance must be filed with the Cook County Clerk within 30 days after adoption.

Adopted by the Board of Trustees of the Town of Maine in the County of Cook, State of Illinois in meeting assembled on the 22nd of May 2018, pursuant to a roll call vote as follows:

BOARD OF TRUSTEES	AYE	NAY	ABSENT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Supervisor			

Highway Commissioner			

Township Clerk			



Peter Gialamas

Clerk

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

**CERTIFICATION OF ADOPTION OF MAINE TOWNSHIP ROAD
DISTRICT BUDGET AND APPROPRIATION ORDINANCE**

May 22, 2018

CERTIFICATE

I, Peter Gialamas, being the duly elected Clerk of the Town of Maine in the County of Cook, State of Illinois, do hereby certify that I am the keeper of the books and records of the aforesaid Town, and that the attached is a correct and complete copy of the Ordinance 2018-RB-1 of the Board meeting duly convened and held on the 22nd day of May, 2018.

Town Clerk

SEAL

Maine Township
1700 Ballard Road
Park Ridge, Illinois 60068

FREEDOM OF INFORMATION REQUEST

FILE COPY

FROM: Name: Elite Property Research

TO: Freedom of Information Officer
Wiesia Tytko
wtytko@mainetown.com
Fax #: 847-2971335
Phone #: 847-297-2510 ext. 222

Address: 3659 Cortez Rd W Suite #110

City/State/Zip: Bradenton, FL 34210

Phone Number: Ph: 941-747-0600 Fax: 866-491-3226

Today's Date: 05/01/2018

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

OWNER: _____ ADDRESS: 9518 Dee Rd Apt. 2D, PARCEL: 09-15-100-026-1012

Please provide all information for all open and expired permits or any permits that may need further action for the above address
Please provide any open or outstanding code enforcement or nuisance violations/ liens along with any payoff amounts and ledgers for the above address.

Please provide all utility information including liens for this property. Please include what is serviced (Ex: Water, Sewer and garbage) and any ledgers for outstanding balances for the above address.

Please Provide Vacant Property registration status and fees. (If applicable)

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 5/1/2018
Date Response Due 5/8/2018
Received By A. Galante

ok ✓

Notations _____

MAINE TOWNSHIP TOWN BOARD
1700 Ballard Road
Park Ridge, IL 60068

AGENDA

Budget Hearing for General Town Fund and General Assistance
Tuesday, May 22, 2017
7:00 p.m.

1. Call meeting to order
2. Presentation of General Town Fund Budget
3. Presentation of General Assistance Budget
4. Public comment
5. Adjournment

MAINE TOWNSHIP TOWN BOARD
1700 Ballard Road
Park Ridge, IL 60068

AGENDA
Budget Hearing for Road District
Tuesday, May 22, 2018
7:15 p.m.

1. Call meeting to order
2. Presentation of Road District Budget
3. Public comment
4. Adjournment

Maine Township Town Hall
1700 Ballard Road Park Ridge, IL 60068
Tuesday, May 22, 2018 @ 7:30 pm

AGENDA

Bill Review/6:30 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

Pledge of Allegiance

Roll Call

1. Approval of Minutes of April 3, 2018 Supervisor's Annual Financial Statement Meeting
2. Approval of Minutes of April 24, 2018 Bill Pay Review
3. Approval of Minutes of April 24, 2018 Board Meeting
4. Approval of Minutes of May 8, 2018 Special Board Meeting
5. Public Participation
6. Approval of General Assistance Expenditures
7. Approval of Road District Expenditures
8. Approval of General Town Fund Expenditure
9. Personnel
 - Discussion/Vote on Hiring a Full Time Program Coordinator for the MaineStreamers Department
 - Approval to Hire part-time Payroll/Finance/Personal Assistance to assist Denise Jajko
10. Old Business
 - Approval of Health Insurance Renewal
 - Presentation/discussion & possible vote on RFPs for Upgrade of Safety Measures Focused on Making Maine Township a Hard Target.
 - Discussion and potential action on the following Procedures and Policies as submitted by Trustees Carrabotta, McKenzie, and Sweeney:
 - Parliamentary Authority
 - Establishing Agenda Items
 - Public Access Counselor
 - Interaction with IMRF
 - Township Elected Officials' Access to Public Records
 - Policy and Procedure
 - Board Packets, Minutes and Board Meeting Video Recording
 - Record Retention
 - Posting Financial and Other Records on our Website
11. New Business
 - Motion to approve staff performance-based increases as presented and/or Cost of Living increases tied to CPI of 2.0% for staff, 1.5% for Department heads. Discussion & vote
 - Approval of 2018-19 Town Fund/G.A. Budget
 - Approval of 2018-19 Road & Bridge Budget
12. Officials' Reports
13. Attorney's Report

14. Administrator's Report
15. Closed Session
16. Adjournment

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



ADMINISTRATOR'S REPORT

Date: May, 2018

To: All Elected Officials

From: Dayna Berman, Administrator

In response to an issue in the unincorporated area, I set up an interview with Tim Lintner, our representative from Republic Services. Supervisor Morask, our code enforcement officer, highway commissioner and a resident were also present. Several items were addressed such as multiple large items not getting picked up in alleys, the possibility of adding extra dumpsters, putting addresses on bins, etc... We discussed several options and Tim will be following up in writing via email with some proactive ideas.

I also met with two members of our Public Relations Team from Barton Marketing Group. We are reviewing newsletter details as well as future needs for press releases, photos, and more.

Supervisor Morask, Vicki Rizzo and I spent time interviewing several law firms this month. Ancel Glink was formally voted in by the board on May 8th and we are happy to have them as part of our team and look forward to working them.

Our administrative team continues to work with Jeff Brown, attorney at Ancel Glink, on personnel policy manual revisions. We are hoping to have this finalized shortly and will present a copy to the board for review once complete.

Marie and I conducted several interviews over the last two weeks in order to fill the position of Program Coordinator. We interviewed a total of 4 candidates. You will note that our suggested candidate's resume is included in this board packet for your consideration at Tuesday's meeting.

I would like to commend Nadar Ghazaheh, our new Code Enforcement Officer for jumping in this position and doing a great job getting to know the unincorporated area and learning the township codes and enforcing them. A big thank you to Mike Samaan who spent time training him as well while also learning his new position as maintenance foreman. This was a very smooth transition.

I continue to fine tune the Town Fund and General Assistance 2018-19 budget to prepare for passing on May 22nd. Thank you for everyone's input and patience while we continue this process.

Please be on the lookout for our summer edition of the Mainly News the first week in June. This edition we will not only be featuring our ongoing programs but showcase National Night Out coming up in August, photos from the very successful Senior Expo and other great events that were held.

MOTION TO APPROVE PAYROLL FOR PAYDATES OF MAY 4, 2018
AND MAY 18, 2018 AND ROAD DISTRICT CHECKS # 20359
THROUGH CHECK #20403 IN THE AMOUNT OF \$222,802.24.

Maine Township Road & Bridge Fund

MAY 2018

<u>Check #</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>
20359	May 2	Flood Brothers Disposal	Landfill Charges	365.00
20360	May 2	Macmunnis Inc. AAF COMED	Offsite Storage	1,111.95
Wire	May 4	Federal Electronic Payroll System	Federal Taxes	4,543.96
Wire	May 4	Illinois Department of Revenue	State Taxes	809.32
S/C	May 4	Paychex	Service Fee	167.52
Dir. Deposit	May 4	Richard A. Brandes	Payroll Check	1,648.67
Dir. Deposit	May 4	Robert J. Brzezinski	Payroll Check	2,715.17
Dir. Deposit	May 4	Peter Douvalakis	Payroll Check	2,248.13
Dir. Deposit	May 4	Jason D. Fox	Payroll Check	1,461.49
Dir. Deposit	May 4	Dawne Scheel Hayman	Payroll Check	1,536.69
Dir. Deposit	May 4	Peter A. Jimenez	Payroll Check	1,488.53
Dir. Deposit	May 4	Justin E. MacIntyre	Payroll Check	1,663.81
Wire	May 10	IMRF	Illinois Municipal Retirement Fund	6,514.18
Wire	May 18	Federal Electronic Payroll System	Federal Taxes	4,326.97
Wire	May 18	Illinois Department of Revenue	State Taxes	775.26
S/C	May 18	Paychex	Service Fee	167.52
Dir. Deposit	May 18	Richard A. Brandes	Payroll Check	1,595.06
Dir. Deposit	May 18	Robert J. Brzezinski	Payroll Check	2,564.63
Dir. Deposit	May 18	Peter Douvalakis	Payroll Check	2,125.48
Dir. Deposit	May 18	Jason D. Fox	Payroll Check	1,405.62
Dir. Deposit	May 18	Dawne Scheel Hayman	Payroll Check	1,536.69
Dir. Deposit	May 18	Peter A. Jimenez	Payroll Check	1,441.02
Dir. Deposit	May 18	Justin E. MacIntyre	Payroll Check	1,282.07
20361	May 22	Metro Federal Credit Union	Conferences/Printing & Publishing	221.49
20362	May 22	Metro Federal Credit Union	Office Supplies	138.95
20363	May 22	AT&T	Service at Garage	343.34
20364	May 22	AT&T	Telephone & Communications	55.38
20365	May 22	Ancel, Glink, Diamond, Bush	Legal Services	43.75
20366	May 22	Arlington Power Equip, Inc.	Equipment Supplies	379.58
20367	May 22	Casey Equipment Company, Inc.	Small Tools & Equipment	138.01
20368	May 22	Comed-Garage	Utilities - Service at Garage	245.47
20369	May 22	Comed-Street Lighting	Street Lighting	4,128.98
20370	May 22	Comed-Traffic Signals	Traffic Signals	98.07
20371	May 22	Conserv FS	Fuel	1,075.04
20372	May 22	Damiano Diesel Service	Equipment Repairs	2,689.36
20373	May 22	Deere Credit, Inc.	Equipment JD Excavator	66,557.49
20374	May 22	Des Plaines Material & Supply	Supplies For Right Of Way	26.40
20375	May 22	Drivetrain Service	Equipment Maintenance	179.35
20376	May 22	Home Depot Credit Service	Building Maintenance	15.29
20377	May 22	Interstate Billing Service, Inc.	Equipment Supplies & Parts	1,659.90
20378	May 22	Walter Kazmierczak-Reimbursement	Expense Reimbursement	25.00
20379	May 22	Maine Township-Town Fund	Dental Claims Reimbursement	42.00
20380	May 22	McMaster-Carr	Equipment and Small Tools	250.28
20381	May 22	Napa Auto Parts-Des Plaines	Equipment Supplies & Parts	542.81
20382	May 22	Nicor Gas	Utilities - Service at Garage	606.81

20383	May 22	Runco Office Supply	Office Supplies	34.99
20384	May 22	Russo's Power Equipment, Inc.	Equipment Supplies & Parts	31.09
20385	May 22	Sam's Club MC/SYNCB	Maint. Equipment/Supplies/ Road	2,727.76
20386	May 22	Security Benefit	Deferred Comp. Contributions	1,090.00
20387	May 22	Spaceco, Inc.	Engineering Services	19,966.25
20388V	May 22	VOID	Void	-
20389V	May 22	VOID	Void	-
20390	May 22	State Treasurer	25% Of Traffic Signals	292.50
20391	May 22	TOIRMA	2018/19 Renewals	58,796.00
20392	May 22	The Mulch Center	Tree Removal & Spraying	75.00
20393	May 22	Uline	Building Maintenance	311.39
20394V	May 22	VOID	Void	-
20395	May 22	Wholesale Direct, Inc.	Equipment and Small Tools	634.01
20396	May 22	Verizon Wireless	Cell Phone	129.46
20397	May 22	Verizon Wireless	IPAD For Director	391.21
20398	June 1	The Lincoln National	Vol Life Insurance	97.30
20399	June 1	Blue Cross Blue Shield of IL	June Health Insurance	14,458.43
20400	June 1	NCPERS Group Life Ins.	IMRF Vol Life Insurance	16.00
20401	June 1	The Lincoln National	Life Insurance	95.18
20402	June 1	Vision Service Plan (IL)	VSP Vision Insurance	6.48
20403	June 1	State Surplus Property	Small Tools & Equipment	691.70
				\$ 222,802.24

We the undersigned members of the Board of Trustees of Maine Township, do hereby certify that we have examined the Payroll for Paydates of May 4, 2018 and May 18, 2018 and Road District Checks #20359 through Check #20403 and authorize the Supervisor to issue Checks in payment.

WITNESS OUR HANDS AND SEAL THIS 22ND DAY OF MAY, 2018.

Supervisor

Clerk

Trustees

MOTION TO APPROVE PAYROLL FOR PAYDATES OF MAY 4, 2018
AND MAY 18, 2018 AND GENERAL TOWN FUND CHECKS #55900
THROUGH CHECK #55979 IN THE AMOUNT OF \$352,440.40.

Maine Township General Town Fund

MAY 2018

<u>Check #</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>
55835V	May 15	VOID - (Sue Blomberg, MA, LCPC)	Void	(375.00)
55900	May 2	Linda J. Sullivan	Manual Payroll Check 55900	308.28
55901	May 2	Ancel, Glink, Diamond, Bush	Legal Fees	2,250.00
Wire	May 4	Federal Electronic Payroll System	Federal Taxes	18,872.22
Wire	May 4	Illinois Department Of Revenue	State Taxes	3,359.02
S/C	May 4	Paychex	Service Fee	361.64
3273	May 4	Susan Moylan Krey	Payroll Check	641.11
3274	May 4	Walter Kazmierczak	Payroll Check	4,145.63
3275	May 4	David A. Carrabotta	Payroll Check	-
3276	May 4	Carl F. Brzozowski	Payroll Check	343.60
3277	May 4	David Gnutek	Payroll Check	8,123.93
Dir.Deposit	May 4	David Gnutek	Payroll Check	100.00
Dir.Deposit	May 4	Laura J. Morask	Payroll Check	795.07
Dir.Deposit	May 4	Peter W. Gialamas	Payroll Check	384.02
Dir.Deposit	May 4	Claire R. McKenzie	Payroll Check	434.81
Dir.Deposit	May 4	Kimberly Jones	Payroll Check	415.89
Dir.Deposit	May 4	Susan Kelly Sweeney	Payroll Check	451.31
Dir.Deposit	May 4	Dayna E. Berman	Payroll Check	2,761.52
Dir.Deposit	May 4	Denise M. Jajko	Payroll Check	1,733.30
Dir.Deposit	May 4	Doriene K. Prorak	Payroll Check	1,413.43
Dir.Deposit	May 4	Jessica M. Fox	Payroll Check	858.88
Dir.Deposit	May 4	Jonathon W. Kaehn	Payroll Check	453.12
Dir.Deposit	May 4	Linda J. Sullivan	Payroll Check	107.28
Dir.Deposit	May 4	Marty Cook	Payroll Check	622.12
Dir.Deposit	May 4	Michael A. Samaan	Payroll Check	1,474.79
Dir.Deposit	May 4	Nicholas W. Kanehl	Payroll Check	852.89
Dir.Deposit	May 4	Rebecca A. Behrens	Payroll Check	296.74
Dir.Deposit	May 4	Robert M. Carrozza	Payroll Check	146.50
Dir.Deposit	May 4	Sophia R. Nyanue	Payroll Check	189.96
Dir.Deposit	May 4	Tracy D. Cummings	Payroll Check	1,058.07
Dir.Deposit	May 4	Victoria K. Rizzo	Payroll Check	1,571.03
Dir.Deposit	May 4	Debra A. Babich	Payroll Check	1,397.93
Dir.Deposit	May 4	Elizabeth J. Coy	Payroll Check	1,348.82
Dir.Deposit	May 4	Faris E. Dababneh	Payroll Check	1,019.92
Dir.Deposit	May 4	Mary Dolores Phillips	Payroll Check	604.81
Dir.Deposit	May 4	Anne M. Kolpak-Camarano	Payroll Check	1,201.47
Dir.Deposit	May 4	Anna E. Lydka	Payroll Check	1,459.91

Dir.Deposit	May 4	Austin S. Kelso	Payroll Check	1,005.95
Dir.Deposit	May 4	Naomi J. Bowman	Payroll Check	1,006.93
Dir.Deposit	May 4	Oksana T. Bukaczyk	Payroll Check	1,055.38
Dir.Deposit	May 4	Richard D. Lyon	Payroll Check	2,188.40
Dir.Deposit	May 4	Robert T. Barder	Payroll Check	255.90
Dir.Deposit	May 4	Yessenia Cornejo	Payroll Check	1,318.45
Dir.Deposit	May 4	Marie C. Dachniwsky	Payroll Check	1,395.49
Dir.Deposit	May 4	Monika Jaroszewicz	Payroll Check	1,266.84
Dir.Deposit	May 4	Therese A. Tully	Payroll Check	1,419.38
Dir.Deposit	May 4	Annette Galante	Payroll Check	948.43
Dir.Deposit	May 4	Catherine Fredericksen	Payroll Check	430.53
Dir.Deposit	May 4	Rosalind Luburich	Payroll Check	540.26
Dir.Deposit	May 4	Wieslawa Tytko	Payroll Check	1,552.45
Dir.Deposit	May 4	Dagmar Rutzen	Payroll Check	615.70
Manual	May 4	Linda J. Sullivan	Manual Check 55900	-
Wire	May 10	IMRF	Illinois Municipal Retirement Fund	21,948.99
Wire	May 11	Paychex ESR & FSA	Time Attendance Fee	559.75
Wire	May 18	Federal Electronic Payroll System	Federal Taxes	12,635.72
Wire	May 18	Illinois Department Of Revenue	State Taxes	2,440.14
S/C	May 18	Paychex	Payroll Check	331.18
3278	May 18	Susan Moylan Krey	Payroll Check	641.11
3279	May 18	Carl F. Brzozowski	Payroll Check	343.60
Dir.Deposit	May 18	Laura J. Morask	Payroll Check	795.12
Dir.Deposit	May 18	Peter W. Gialamas	Payroll Check	384.02
Dir.Deposit	May 18	Dayna E. Berman	Payroll Check	2,761.52
Dir.Deposit	May 18	Denise M. Jajko	Payroll Check	1,733.30
Dir.Deposit	May 18	Doriene K. Prorak	Payroll Check	1,413.43
Dir.Deposit	May 18	Jessica M. Fox	Payroll Check	770.02
Dir.Deposit	May 18	Jonathon W. Kaehn	Payroll Check	453.12
Dir.Deposit	May 18	Marty Cook	Payroll Check	622.12
Dir.Deposit	May 18	Michael A. Samaan	Payroll Check	1,474.79
Dir.Deposit	May 18	Nader A. Ghazaleh Sr.	Payroll Check	1,115.34
Dir.Deposit	May 18	Nicholas W. Kanehl	Payroll Check	855.69
Dir.Deposit	May 18	Ramsin S. Youkhanes	Payroll Check	95.58
Dir.Deposit	May 18	Rebecca A. Behrens	Payroll Check	281.26
Dir.Deposit	May 18	Robert M. Carrozza	Payroll Check	202.04
Dir.Deposit	May 18	Sophia R. Nyanue	Payroll Check	119.98
Dir.Deposit	May 18	Tracy D. Cummings	Payroll Check	1,058.07
Dir.Deposit	May 18	Victoria K. Rizzo	Payroll Check	1,571.03
Dir.Deposit	May 18	Debra A. Babich	Payroll Check	1,397.93
Dir.Deposit	May 18	Elizabeth J. Coy	Payroll Check	1,348.82
Dir.Deposit	May 18	Faris E. Dababneh	Payroll Check	1,019.92

Dir.Deposit	May 18	Mary Dolores Phillips	Payroll Check	628.75
Dir.Deposit	May 18	Anne M. Kolpak-Camarano	Payroll Check	1,201.42
Dir.Deposit	May 18	Anna E. Lydka	Payroll Check	1,459.91
Dir.Deposit	May 18	Austin S. Kelso	Payroll Check	1,005.95
Dir.Deposit	May 18	Naomi J. Bowman	Payroll Check	1,006.93
Dir.Deposit	May 18	Oksana T. Bukaczyk	Payroll Check	1,055.38
Dir.Deposit	May 18	Richard D. Lyon	Payroll Check	2,188.40
Dir.Deposit	May 18	Robert T. Barder	Payroll Check	219.34
Dir.Deposit	May 18	Yessenia Cornejo	Payroll Check	1,318.45
Dir.Deposit	May 18	Marie C. Dachniwsky	Payroll Check	1,395.49
Dir.Deposit	May 18	Monika Jaroszewicz	Payroll Check	1,266.89
Dir.Deposit	May 18	Therese A. Tully	Payroll Check	1,419.43
Dir.Deposit	May 18	Annette Galante	Payroll Check	951.58
Dir.Deposit	May 18	Catherine Fredericksen	Payroll Check	393.29
Dir.Deposit	May 18	Rosalind Luburich	Payroll Check	540.26
Dir.Deposit	May 18	Wieslawa Tytko	Payroll Check	1,552.45
Dir.Deposit	May 18	Dagmar Rutzen	Payroll Check	249.62
55902	May 22	A Freedom Flag Co	American,POW,M.Twp. Flags	556.90
55903	May 22	Access One, Inc.	POTS Lines - Alarms	126.62
55904	May 22	AD Images, Inc.	SummerCamp Shirts/Code Enf.Un.	680.59
55905	May 22	All Season Maintenance, Inc.	April Monthly Lawn Care	1,300.00
55906	May 22	American Charge Service	13 Mainelines Coupons	150.00
55907	May 22	Ancel, Glink, Diamond, Bush	Legal Services	6,050.00
55908	May 22	Anderson Pest Solutions	Pest Management May 2018	96.05
55909	May 22	Republic SVC #551	Pickup Service/CleanupProject	376.84
55910	May 22	Barton Marketing Group	April 2018 Retainer	3,541.00
55911	May 22	Sue Blombert, MA, LCPC	Recovery Connection	875.00
55912	May 22	Canteen Refreshment Services	Coffee Order	426.00
55913	May 22	The Center of Concern	Grant Payment 3	3,233.33
55914	May 22	Comcast Business	Phone Service 5/1-5/31	1,584.85
55915	May 22	Comcast	Internet and Fax Service	321.82
55916	May 22	Comed	Electricity at OEM	139.23
55917	May 22	Computer Bits, Inc.	Annual VPN Software	475.00
55918	May 22	Cook County Sheriff's	Hire Back Program	4,200.00
55919	May 22	Elizabeth J. Coy-Reimbursement	Reimbursement	77.44
55920	May 22	Crossfit-88	Recovery Connection	600.00
55921	May 22	DP Chamber of Comm & Ind	2018 Membership Dues	350.00
55922	May 22	Des Plaines, City Water	Water Service at OEM	92.18
55923	May 22	Office Equipment Leasing Co.	Print Management	2,216.99
55924	May 22	Direct Energy Business	Utilities	2,337.63
55925	May 22	Dish	TV Service	55.02
55926	May 22	District 63 Education	Grant Payment 1 & 2	4,541.68

55927	May 22	Evans, Marshall and Pease, PC	Accounting Services	1,030.00
55928	May 22	Garvey's Office Products	Assessor Supplies	352.13
55929	May 22	Gibbert & Associates PC	Data Prep for Budget	1,150.00
55930	May 22	Graphic Solutions, Inc.	Special Programs & Printing	115.00
55931	May 22	The Josselyn Center	Grant Payment 2	9,203.00
55932	May 22	Journal & Topics Newspaper	Legals	745.98
55933	May 22	Kim Weber Yoga	Recovery Connection	480.00
55934	May 22	Life Span	Grant Payment 1 & 2	1,253.32
55935	May 22	Maine Twp High Schl East	Recovery Connection	420.00
55936	May 22	Manzo S. Banquets, Inc.	Agency Day Program	4,643.30
55937	May 22	Mark Sanders dba On The Mark Con	Agency Day Speaker	400.00
55938	May 22	Medieval Times Dinner	Summer Camp Field Trip	719.76
55939	May 22	Niles Flash Cab	Mainelines Vouchers	250.00
55940	May 22	Notary Public Association	Renewal E. Coy	88.00
55941	May 22	Nicor Gas	Commercial Heat at OEM	154.40
55942	May 22	NW Suburban Day Care Ctr.	Grant Payment 3	3,482.50
55943	May 22	Oder Adult Services	Grant Payment 1 & 2	1,290.00
55944	May 22	Park Ridge Dispatch, Inc.	Mainelines Vouchers	95.00
55945	May 22	Pink Taxi	Mainelines Vouchers	50.00
55946	May 22	Pitney Bowes Purchase Power	Passport Postage	1,075.00
55947	May 22	Presstech, Inc.	MaineStreamer Printing June	934.00
55948	May 22	Quinn Print, Inc.	Recovery Connection, Busin Cards	311.25
55949	May 22	Santa's Village Azoosment Park	Summer Camp Field Trip	149.00
55950	May 22	Security Benefit	Deferred Comp. Contributions	1,310.00
55951	May 22	Shred First, Inc.	Document Shredding Event	525.00
55952	May 22	Toirma	2018-19 Renewal	52,336.00
55953	May 22	Twp Clerk's Assoc. Cook	Meeting/Dinner	70.00
55954	May 22	Town Square Publications	Des Plaines Chamber Ad	832.50
55955	May 22	Travelers	Bookkeepers Bond	623.00
55956	May 22	Turning Point Behavioral	Grant Payment 2	3,933.33
55957	May 22	United States Postal Service	Postage for Meter	5,000.00
55958	May 22	Urban Air Adventure Park	Summer Camp Field Trip	478.00
55959	May 22	Tom Vaugh-Chapter 13 Trustee	Wage Garnishment	322.00
55960	May 22	Verizon Wireless-Admin	Telecommunication	167.11
55961	May 22	Village of Rosemont	Kickball Invoice	300.00
55962	May 22	Warehouse Direct	Computer Tech Supp	2,799.88
55963	May 22	Metro Federal Credit Union	Vehicle Expense, Building, Operat	365.39
55964	May 22	Metro Federal Credit Union	Operating & Office Supplies	96.08
55965	May 22	Metro Federal Credit Union	Office Supplies, Miscell	100.58
55966	May 22	Metro Federal Credit Union	Special Programs & Meetings	202.49
55967	May 22	Metro Federal Credit Union	Summer Youth Camp, Special Prog	1,122.21
55968V	May 22	VOID	Void	-

55969V	May 22	VOID	Void	-
55970	May 22	Metro Federal Credit Union	Office Supplies	44.49
55971	May 22	Metro Federal Credit Union	Recover Connection Meetings	1,698.52
55972V	May 22	VOID	Void	-
55973	June 1	The Lincoln National	Life Insurance	389.20
55974	June 1	AFLAC	Aflac	126.26
55975	June 1	Blue Cross Blue Shield	Health Insurance	61,893.09
55976	June 1	Office Equipment Leasing Co.		2,146.19
55977	June 1	NCPERS Group Life Ins.	IMRF Voluntary Life Insurance	96.00
55978	June 1	The Lincoln National	Vol Life Insurance	146.53
55979	June 1	Vision Service Plan (IL)	VSP Vol Vision Insurance	109.50
				\$ 352,440.40

We the undersigned members of the Board of Trustees of Maine Township, do hereby certify that we have examined the Payroll for Paydates of May 4, 2018 and May 18, 2018 and General Town Fund Checks #55900 through Check #55979 and authorize the Supervisor to issue Checks in payment.

WITNESS OUR HANDS AND SEALS THIS 22ND DAY OF MAY 2018.

Supervisor

Clerk

Trustees

Memorandum

To: Maine Township Board
From: Trustee Susan Sweeney
Date: March 27, 2018
Re: Board Policy Committee

This will serve as a summary report of the Board Policy Committee's activities since the Committee was formed in February 2018.

Although the Board Policy Committee members – Trustee Carrabotta, Trustee McKenzie, and myself – have not met collectively, I have had individual conversations with them about what board policies are most urgently needed for consideration by the Committee and, ultimately, by the Board.

We agree that Maine Township is unique in that it lacks a comprehensive set of board policies. While it is true that there are a few policies (anti-sexual harassment policy, board meeting public comment policy) and a handful of resolutions, the absence of comprehensive board policies has led to capricious individual actions. The status quo is unacceptable, and best practices in respect of board proceedings, operation and transparency should be adopted to ensure government integrity and board efficiency.

I am compiling a full list of issues to be addressed by the adoption of formal board policies. I outline below an initial list of our most pressing concerns, as well as a remedial draft policy which may serve as a working document.

1. There have been issues with Trustees' requests for township data and information (commonly available through FOIA), including the IMRF and PAC proceeding correspondence. Trustees have the duty to act on behalf of the Township. Trustees also act as financial auditors of the Township. There should never be any refusal or unwarranted delays for Trustees attempting to access Township data for official reasons. To address this concern, please see attached draft policies "**Township Elected Officials' Access To Public Records,**" **Interaction with IMRF,**" and "**Public Access Counselor.**"
2. There was an issue with a closed meeting tape being destroyed after the Clerk represented on video that it would be retained until I had listened to it. I have also not been provided a list of all remaining closed meeting minutes and audio recordings in existence. To address this, please see attached draft policy "**Record Retention.**"
3. Much has been said about FOIA requests to the Township, and the Committee believes that full transparency is the remedy. To that end, please see draft policy "**Posting Financial and Other Records on Our Website.**" Please see Hanover Township's FOIA TRANSPARENCY CENTER as a best practice here: <http://www.hanover-township.org/about-us/foia-transparency-center>

4. Trustees have been refused when requesting Board Meeting agenda items. Also, Agenda item requests are altered so that they do not reflect the original request. Board Members often do not know that their agenda item has NOT been added until the agenda is official posted 48 hours before the meeting. Amendments to the agenda are frequently refused. This is wrong. The Board is a co-equal branch of Township government, and each Trustee has the same weighted vote as does the Supervisor. Moreover, there is nothing in the Township Code which prevents an elected board official from adding an item to the agenda. This issue is addressed in draft policy “**Establishing Agenda Items.**”

5. There have been multiple errors in parliamentary procedure which have negatively impacted taxpayers’ interests and offended the principles of good government. Some examples are: refusing to permit Trustees from voting on destruction of closed minutes; refusing to permit Trustees from making motions germane to the agenda, and permitting the Clerk to vote as a board member. To address this, please see draft policy “**Parliamentary Authority.**” Furthermore, the Township Attorney, who is paid to attend Board Meetings and provide advice, has not corrected the Supervisor when misrepresentations of parliamentary procedure have occurred. Because of this, perhaps the Board shall consider adding to the draft policy a provision holding the Township attorney accountable in some way for these errors in procedure.

6. The attached draft policy “**Policy and Procedure**” outlines the mission of the committee and how the adoption of new procedures shall proceed.

7. Trustees have been refused when requesting that information, correspondence, research or documents be included in the Board Packet and in the Meeting Minutes. It is important that such requests are honored to capture the business of the Township and the underlying substance of all debate. The attached draft policy “**Minutes and Board Meeting Video Recording**” addresses this problem.

We look forward to the Board’s participation and feedback. Thank you.

Policy ____

PARLIAMENTARY AUTHORITY

The rules contained in "Robert's Rules of Order Revised" shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with other applicable law.

All board members shall review "Robert's Rules of Order Revised" in its entirety during the first 60 days after adoption of this policy. From that point forward, all board members shall review "Robert's Rules of Order Revised" during the first 60 days of each elected term.

Establishing Agenda Items

Background:

1. All good meetings have an agenda so that the business of the meeting can be transacted in a predetermined sequence.
2. At least 48 hours days advance notice of agenda items is required to transact public business in Illinois (Open Meetings Act).
3. Having a written expectation on establishing agenda items allows the members of the Board a consistent set of expectations.

Policy & Procedure:

1. Any Elected Board Member may call for placement of an item for discussion and/or vote on the monthly Board Meeting agenda.
2. Elected Board Members requesting agenda items must provide email or written notification to the Township Clerk before publication of the draft agenda as directed by the Open Meetings Act. This would be prior to end of day Wednesday before the board meeting.
3. The Clerk will confirm to the Member within 24 hours that the item has been added to the agenda for the next monthly Board Meeting. This new board agenda will be communicated to all board members.
3. At any time before consideration by the Board, an item may be removed or deferred by the individual(s) who originally requested it.

Public Access Counselor

1. Should any employee or official of the Township receive a "Request for Review" from the Public Access Counselor (PAC), that person shall immediately notify the Clerk, Supervisor and all Board Trustees individually by e-mail or as otherwise directed by that board member/Trustee.
2. Based on availability, the Supervisor, Clerk or Township Administrator shall take appropriate action in reply to the Request for Review within the statutory seven business day time limit. The administrator taking this action must seek advice from the Township Attorney prior to reply to the PAC.
3. All correspondence (including queries, directives and opinions) between the PAC and any Township employees, representatives or officials shall be immediately forwarded to all elected Board Members for review and comment.
4. Any elected Board Member in consultation with the Township Attorney may request an advisory opinion from the PAC.

Interaction with IMRF

1. Should any employee or official of the Township seek special action, such as an advisory opinion, review or appeal of a Township Board policy, vote or certification decision relating to IMRF participation, that person shall immediately notify the Clerk, Supervisor and Board Trustees individually by e-mail or as otherwise digressed by that Board Member/Trustee. .
2. Based on availability, the Supervisor, Clerk or Township Administrator, in consultation with all members of the Township Board individually shall take appropriate action in reply to the Request for Review within the statutory time limit. The administrator taking this action must seek advice from the Township Attorney prior to reply to the IMRF.
3. All correspondence (including queries, directives and opinions) between the IMRF and any Township employees, representatives or officials shall be immediately forwarded to all elected Board Members for review and comment.
4. Any elected Board Member in consultation with the Township Attorney may request an advisory opinion from IMRF.

Township Elected Officials' Access To Public Records

Background:

1. The Township is committed to compliance with the Illinois Freedom of Information Act.
2. The public is provided with easier access to public records including a more prompt production of records and a waiver of copying costs under some circumstances.
3. Elected Officials, being part of the management team of the Township, should have access which is at least as favorable as ordinary citizens.

Policy:

As of the date of ratification of this Policy, Maine Township Elected Officials shall have access to any item that the public has access to, and

- a. There shall be no copying cost charged, although Elected Officials are encouraged to request documents in electronic form.
- b. Timeliness for production of documents at Elected Official request shall generally be more timely than that of the general public, but at all times at least equal to that of the general public.
- c. Email requests and telephone requests confirmed by email within 24 hours are acceptable; no special form or on-site visit is required.

Policy and Procedure

Background:

1. The Policy Committee has been established to propose new and amended policies for creation of a Township Policy Manual.
2. Written policies allow Board Members, staff members, administrators and the public to have a consistent understanding of Township standard practices.
3. Collecting approved Policies in one place provides easy reference by Board members (especially new Board Members), administrators, staff members, and the public.
4. Most policies can and should be written in standard English with a minimum of legal jargon. The purpose of most policies is to communicate with Board members, administrators, staff and members of the public.
5. Certain policies may simply codify legal requirements or may be specifically designed to keep the Township out of legal disputes. These types of policies should be written in collaboration with the Township Attorney, or at a minimum, should be reviewed by the Township Attorney after being written by the Policy Committee.
6. All adopted policies should be made available to the public on the Township website.

Policy:

Policies should be developed by the Policy Committee and recommended to the Board for approval and adoption.

Board Packets, Minutes and Board Meeting Video Recording

Background:

1. Comprehensive board packets, accurate board minutes and board meeting video recordings allow the business of the Township to be conducted in a transparent and efficient manner.
2. A common set of expectations helps the Board members to work together.
3. Communication in between Board Meetings and at Board Meetings is necessary and should be both effective and in conformance with the Open Meetings Act.
4. Board Meeting Minutes serve two purposes: to record what was done and why, so that board members and others can remember it later; and to allow the public to read and understand the actions of the board.
5. Roberts Rules of Order states that the Board meeting minutes should reflect "what was done, not what was said." The IL Open Meetings act insists that the minutes include a summary of the discussion.

Policy:

1. Any elected Board Member may direct the Township Clerk to include informational items, such as research, memoranda, correspondence or other documents relating to Township business in the Board Packet.
2. Any elected Board Member may direct the Township Clerk to include informational items, such as research, memoranda, correspondence or other documents relating to Board Meeting discussions, in the Meeting Minutes.
3. Robert's Rules states that the Clerk is to record *motions* in the minutes exactly as spoken during discussion. Since the purpose of the minutes is to document what took place and provide a means for the reader to understand the workings of the Township, the Township Board has authorized the Clerk to record motions in the Meeting Minutes so that they are correct, concise, unambiguous and easily understood by the reader. The Clerk shall carefully consider her/his changes to ensure that the intent of the voting majority is correctly conveyed.
4. A verbatim indexed video recording of all monthly Board Meetings shall be posted on the Township website by the end of the business week and serve as the verbatim Meeting Minutes of what was said by whom.
5. Meeting Minutes shall reflect a summary of what was done in connection with each agenda item discussed. The summary of the discussion is intended to convey to the reader, and to remind the board members later, what was done and why. It is not intended to be a duplicative verbatim record of statements at the board meeting duplicative of the board meeting videotape.
6. In ranking content for inclusion in the Meeting Minutes summary, the importance of the content to the direction taken by the board is the determining factor.
7. If space allows, both the "pro" and "con" arguments should be included. If there is an imbalance the "pro" (supporting the outcome), because it explains why something was done, should be given more weight than the "con".
8. No member of the public or Elected Official shall be allowed or encouraged to grandstand through the meeting.
9. Meeting Minutes are never intended to embarrass an Elected Official or to award debating points.
10. An Individual Board member may request for the record in the Meeting Minutes a roll call vote on any matter of substance.

Record Retention

1. At the beginning of each fiscal year, the Clerk will provide to the Board a report which lists the date and purpose of all closed meetings for which Meeting Minutes and/or an audio recording still exists.
2. All board meeting videotapes shall be retained for no less than ten (10) years.

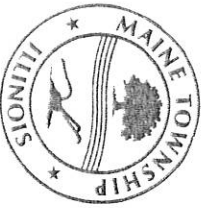
Posting Financial and Other Records on our Website

Background:

1. Posting financial and other records of the Township on the Township website is not required by state statute, however, the Board wishes to share this information with the public in a convenient form and location.
2. The addition of financial and operational documentation (which is already available to the public via the Freedom of Information Act (FOIA)) to the Township website will ultimately save valuable time and resources.

Policy:

1. The Board authorizes and directs the immediate posting and the display of the following information, including the most recent information available, and all historical information available through the past 10 years:
 - a. Board Meeting Agendas, Board Packets and Board Meeting Videos
 - b. Annual Township Financial report compiled by the Township's outside auditors ("the Annual Audit").
 - c. Administrative official names and contact information.
 - d. Annual Budgets.
 - e. Monthly Expenditures.
 - f. Annual Wage Report.
 - g. Contracts between the Township and outside parties.
 - h. Annual Membership dues/invoices from any group that lobbies on behalf of the Township or Townships in general.
 - i. Any taxes, fees and other income collected by the Township for pay-as-you-go services
 - j. Annual report showing actual expenditures and revenues and the budgeted amounts.
 - k. Annual Levies
 - l. Employee policy handbook
 - m. Resolutions
 - n. Intergovernmental agreements
2. These documents and reports shall be displayed within 10 working days after approval or formal receipt by the Board at the monthly board meeting.
3. The Board authorizes and directs that items (above) displayed on the website be displayed in searchable PDF format.
4. Any website content that does not reflect the policies of the board shall be removed immediately.



Peter Gialamas

Clerk

CLERK'S SERVICES FOR THE YEAR 2018

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	0 0	190 240	7 2	34 20	15 28	451 599	17 0	39 19	77 125	830 1033
April	0 0	133 176	3 2	41 38	23 21	325 400	15	103 251	132 82	775 970
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

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



Board Report for April/May 2018

Marty Cook

Friday Night Recovery Meeting Attendance:

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

April, 20 th , 2018	41 Participants
April 27 th , 2018	47 Participants
May 4 th , 2018	52 Participants
May 11 th , 2018	40 Participants

Monday Night Community Service, Holy Family Hospital:

- Eight (8) Recovery Connection volunteers spoke with 23 young adult patients in treatment at Holy Family Hospital.

Community Outreach:

- MTRC collaborated with the Park Ridge Police Department in regards to providing insight onto their newly designed opioid/heroin task force.
- MTRC staff consulted with officials from Leyden Township in an effort to recreate the Recovery Connection within their community.
- MTRC had a popular guest speaker/media personality come to speak at its Friday night meeting.
- At the Maine Township Agency Day, MTRC was sighted by the guest speaker as “the best thing goin’”
- MTRC had 5 of its participants assist with the Des Plaines Post office food drive. The volunteers helped the staff at the post off load the trucks with food being donated to the Township as well as unload the trucks on arrival back in park ridge.

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

April, 20 th , 2018	6 Participants
April 27 th , 2018	10 Participants
May 4 th , 2018	8 Participants
May 11 th , 2018	12 Participants

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

April 19 th 2018	8 Participants
April 26 th , 2018	11 Participants
May 3 rd , 2018	6 Participants
May 10 th , 2018	10 Participants

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

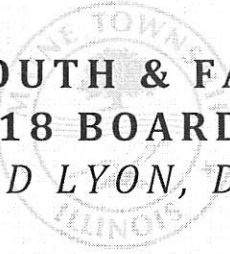
April 14 th th , 2018	17 Participants
April 21 st , 2018	10 Participants
April 28 th , 2018	12 Participants
May 5 th , 2018	16 Participants

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:

April 18 th , 2018	10 Participants
April 25 th , 2018	11 Participants
May 2 nd , 2018	14 Participants
May 9 th , 2018	12 Participants

Miscellaneous:

- MTRC phone list now includes 293 members of the recovery community as an added resource to its program participants.
- The MTRC email list has grown to 307 members. Its weekly email is being sent to these recipients to provide the most up to date program information.
- MTRC staff took three (3) calls from community members as well as other local agencies in which we advised and consulted on currently available programing



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

PSYCHIATRIC SERVICES EXPANSION

We now offer psychiatric services to both adults as well as children and adolescents. We are currently working with a total of 91 psychiatric clients. All clinicians have been trained on using The Josselyn Center's electronic patient records system and Anna continues to provide helpful guidance as questions arise. We are continuing to work on transitioning all active psychiatric client records to Josselyn's electronic system. While this is a time-consuming process that requires significant work up front, once complete, it will reduce future required clinician documentation time by at least 50%.

AGENCY DAY

Our 36th annual Maine Township Agency Day was held on Friday, May 4. We had another record-breaking attendance this year (119 people) and exceeded our goal of having a 15% increase in attendance compared to last year. By implementing several changes to marketing and registration, we have been able to more than double attendance over the past three years. We have received overwhelmingly positive feedback about the event. We had many first-time attendees who made helpful connections with other agencies that will allow them to better serve the Maine Township community. In total, 83 different organizations were represented at this event. Mark Sanders, an international speaker, trainer, and consultant in the behavioral health field, discussed how organizations can prepare for expected changes that will impact the future of the non-profit and behavioral health fields. Oksana did a wonderful job in organizing the many details that go along with executing a successful special event. Thanks to Chicago Behavioral Hospital and Des Plaines Community Foundation for sponsoring this event. We are in the process of soliciting more sponsors for next year's program and have already received one additional commitment. Here are select comments from participants:

"The speaker was absolutely amazing! He was very engaging and informative. Overall, a great networking opportunity."

"Thank you for providing this opportunity to agencies to network and gain additional information to better serve our communities."

"I really appreciated the opportunity to network with my colleagues, it's always great to acquire resources in order to advocate for our clients. The speaker was brilliant and interesting and I enjoyed him very much. He hit all the points that addresses why we do what we do."

"This is my second-year attending. It's an excellent day of networking and have fantastic speakers. I felt it reenergizes agencies to go back and continue."

STUDENT GOVERNMENT DAY

Our spring Student Government Day was held on April 6 and 41 students, 3 teachers, and 9 agency representatives participated. Students from all three Maine Township high schools began the day with an overview of Maine Township government. They then visited two of our funded agencies, Avenues to Independence and Northwest Suburban Day Care Center, and returned to the township to discuss in a mock funding hearing why a particular agency should be funded a designated amount. As usual, we received very positive feedback from participants.

FEATURED STORY OF THE MONTH

For several years we have partnered with District 207's internship program to arrange unpaid internship experiences with high school juniors and seniors who are interested in working in the social service/youth service fields in the future. Our most recent intern assisted Anne with our Big Brothers Big Sisters Mentoring, Art in the Town, and Future Leaders programs. Anne always provides a great deal of guidance, support, and encouragement for all of the students with whom she works. This student's internship coordinator recently contacted Anne to say she was very impressed with what he learned about himself and the importance of interpersonal skills as a result of this experience. He wrote the following in a journal entry:

"I learned that even though I am a quiet person, when I am at the site I am a totally different person—I ask questions and have conversations with the children and the other staff members. Some of my fears were that the children and staff would not like me. But I was very wrong with my fears, I slowly started to become more social."

His internship coordinator told Anne, "Thanks again for all the mentoring you provided [this student]! I could tell that he gained more confidence as the semester progressed."

SUMMER CAMP

The first session of our Adventure Maine Township Summer Camp program for at-risk youth ages 8-13 will take place June 18-28 and is full. The second camp session will be held July 9-19 and has a few remaining spaces.

COMMUNITY EDUCATION SEMINARS/PROFESSIONAL DEVELOPMENT WORKSHOPS

On May 1 we hosted a community education seminar entitled *Trauma and Relationships* and had 86 people in attendance. Like other social service providers, we continue to see an increase in those seeking help processing the impact of past trauma. This presentation helped attendees understand what trauma is, how it impacts the ability to form and sustain healthy attachments, clinical interventions, and how individuals and helping professionals can provide support. We also held a food drive at this event to help support the Maine Township food pantry.

Our next professional development workshop entitled *Addressing Trauma with Integrative and Holistic Therapy Approaches* will be held on June 15 from 9-11 am. Integrative and holistic therapy approaches such as EMDR, occupational therapy, neurofeedback, and art therapy have been shown to be effective in the treatment of trauma. Using case studies and examples, this panel discussion will demonstrate how these techniques can specifically be used to address trauma. We will also hold a food drive at this event to help support the Maine Township food pantry.

COUNSELING

MaineStay had 17 new counseling intakes in April. We had 94 ongoing cases and have a total of 111 cases in our affordable strength-based counseling program. We currently have a waiting list of 8 clients.

MAINESTAY E-NEWSLETTER

As a way to share news about MaineStay services with our community, we have sent out a periodic e-newsletter for the past 9 years. We now have over 3,300 subscribers.

COMMUNITY INVOLVEMENT

During April, I attended the Opioid Advisory Group meeting, Des Plaines Ministerial Association meeting, and Advocate Lutheran General Community Health Council meeting. I gave a presentation about MaineStay services to a group of about 100 District 64 employees and presented to a group of Advocate Lutheran General medical residents. Anna and I met with The Josselyn Center Director of Clinical Services for our monthly meeting regarding our psychiatric services partnership.

MAINSTREAMERS HIGHLIGHTS

April 2018

Marie Dachniwsky, Director

FEATURED PROGRAMS OF THE MONTH -*SWING INTO SPRING SENIOR EXPO* - On April 20th 85 vendors exhibited their services to seniors who attended this event. Over the last 12 years we have offered this Expo, which attracts visitors from all over the Northwest suburbs. This year's Expo featured Early Bird Bingo, Get Up and Go stretches, sponsored by Athletico, and a Zumba demo, featuring our own MaineStreamers who regularly participate in our Zumba classes. Our final entertainer was Vito Zatto, a Vegas style singer and entertainer.

FEATURED PROGRAMS OF THE MONTH- *MOVIE AND REVIEW* - The retired Director of Oakton Arms in Des Plaines (now called Generations), Jay Lewkowitz returned to the MaineStreamers for the first time in four years on April 18th to conduct his movie and review. This review featured the movie "Our Souls at Night" with Jane Fonda and Robert Redford. Our members watched this movie which addresses companionship in later years of life. After the movie, Jay provided his review and guests participated in an open discussion.

TWILIGHT DINING— On April 23rd we had our bi-monthly Twilight Dining event held at Plateia Mediterranean Kitchen in Glenview. 64 MaineStreamers attended the dinner and were able to enjoy a meal with other members.

HOOKED ON FISHING— On April 6th, we kicked off our annual fishing season. New for this year, the MaineStreamers have partnered with Park Ridge Senior Center and Niles Senior Center in a combined fishing club. Guest speaker, Jim Templin, from Fish Tech gave a presentation. We also provided details of upcoming fishing outings.

DAY TRIPS – In the month of April we had four day trips that included a Chicago Film Tour, "Pretty Women" at the Oriental Theatre, "Guess Who's Coming to Dinner" at Court Theatre in Hyde Park, a venue we have not visited before. Our final trip filled two busses to see "South Pacific" at the Drury Lane Theatre.

NEW MEMBERS- Since the beginning of the New Year we have processed over 120 new membership applications. These members are verified Township residents who had been invited to a Newcomer's presentation on April 24th. At this meeting we presented a PowerPoint which highlights Township departments, an overview of the MaineStreamer program, registration procedures, and pertinent policies. 32 new members attended the event and have already begun to sign up for future day trips and programs.

MAINESTREAMERS 2018-2019 STATISTICAL REPORT - APRIL

	NO. OF PARTICIPANTS	YEAR TO DATE	INCOME	EXPENSES	TOTAL
RECREATIONAL PROGRAMS					
Bingo (Monthly)	29	59	\$140.00	\$249.06	(\$109.06)
Day at the Races (Monthly)	39	83	\$234.00	\$236.42	(\$2.42)
Movie of the Month (Monthly)	62	93	\$118.00	\$0.00	\$118.00
Pinochle Tournament/Social	11	44	\$0.00	\$0.00	\$0.00
Women's/Mens Breakfast (Alternating Months)	23	38	\$264.00	\$431.01	(\$167.01)
Twilight Dining Outing (Alternating Months)	64	64	\$2,184	\$2,095.20	\$88.80
Fishing Events/Banquet (6 Times a Year)	10	10	0	0	0
Intergenerational Fishing Outing (Twice a Year)	n/a				
Book Review (3-Times a Year)	n/a				
HEALTH/INFORMATIVE	34	187	\$99	\$33.00	\$66.00
FITNESS CLASSES					
Senior Aerobics (8 week sessions)	n/a	16			\$0.00
Yoga (8 Week Sessions)	n/a	14			\$0.00
Zumba Gold (8 Week Sessions)	n/a				
Zumba Gold Toning (8 week Sessions)	n/a				
Chair Yoga (8 Week Sessions)	n/a				
CLASSES/PROGRAMS					
Computer Class (Alternating Months)	n/a	20			
Matter of Balance (8 Week Class- Bi- Yearly)	13	13	195	204	(\$9.00)
Rules of the Road (3- Times a Year)	n/a	38			
Defensive Driving Course (Held Quarterly)	n/a				
LUNCHEONS	n/a	141			\$0.00
ANNUAL SPECIAL EVENTS					
90 + Birthday Celebration	n/a				
Senior Expo			16,600.00	\$9,902.87	\$6,697.13
MISCELLANEOUS EVENTS					
DAY TRIPS	252	417	\$21,143.00	\$18,986.69	\$2,156.31
LONG DISTANCE TRIPS	1	8	\$81.92	\$0.00	\$81.92
SENIOR MAILING (Monthly)	32	58	\$0	\$39	\$0
NEWCOMERS PRESENTATION (Alternating months)	n/a				
ADVISORY COUNCIL MEETING (Held Quarterly)	n/a				
TOTAL	570	1303	\$41,058.92	\$32,177.25	\$8,881.67
NEW MEMBERS	50	106	Average Age	74 years old	

INTEROFFICE MEMORANDUM

TO: ELECTED OFFICIALS

FROM: MARIE DACHNIWSKY

SUBJECT: MAINSTREAMER, PROGRAM COORDINATOR

DATE: MAY 15, 2018

After reviewing several applications and conducting interviews with qualified applicants with Administrator, Dayna Berman, it is our assessment that [REDACTED] is the best suited candidate for the MaineStreamer Program Coordinator position. It is our strong recommendation that the Board review Oksana's resume and approve her employment for this position. As you will see in her attached resume, Oksana has been with the Township since 2011, and is very familiar with our programs and the residents we serve in our community. Her past experience working at Alexian Brothers Medical Center, gave her the experience working and interacting with the older adult population on a daily basis. Also note, I believe her strong personable skills will be a true asset to our department. She has proven to be a valuable employee of the Township.

Thank you for your consideration.

SUMMARY

20 years of professional experience in the project management and program coordination with ability to identify opportunities and innovate processes, possess strong communication skills to forge solid professional relationships and proven recognition for integrity and approachability.

EXPERIENCE

Maine Township / MaineStay Youth & Family Services / Park Ridge, Illinois.

Agency & Program Coordinator, 2011-Present

Oversee agency funding and related activities. Review grant applications and provide funding recommendations. Facilitate funding hearings and conduct site visits. Update and release the annual Maine Township Agency Directory. Lead the Community Education Seminars and Professional Development Workshops by developing the agenda, recruiting guest speakers, and event communication. Plan and coordinate Student Government and Clinical Government Days for School District #207 (Maine East, South & West).

- Created a detailed procedure manual for my position.
- Implemented an organizational system to effectively process necessary paperwork required to maintain MaineStay's status as a continuing education sponsor with (IDFPR) Illinois Department of Financial & Professional Regulation.
- Increased attendance at our Community Education Seminars and Professional Development Workshops as well as at Agency Day, and included new agencies the Maine Township Agency Directory.
- Successfully run Student Government Day and Clinical Government Day.
- Refer local, non-profit organizations with residents and District 207 high school students seeking volunteer opportunities.
- Established Future Leaders Program in Partnership with the Des Plaines Youth Commission, allowing young students, age 8-13, to have a positive role model with high school students at the Des Plaines Leisure Center for free.
- Provide assistance with Maine Township Adventure Summer Camp.
- Provide assistance during Maine Township Garage sale.
- Established and re-enforced relationships on behalf of the Township with representatives from various organizations and community members.

Alexian Brothers Medical Center / Personal Women's Health Care, S.C. / Elk Grove Village, Illinois.

Practice Manager, 2001-2010

Successfully managed and led office operations, which included the management of all staff, medical, and legal records. Effectively represented the office in audits and other legal matters. Other responsibilities included developing and improving office processes, policies, and systems, revamping patient forms, and conducting credentialing for the physicians and PA's with hospitals and insurances.

- Interacted with the older adult population on a daily basis.
- Developed and implemented new policies and procedures that doubled daily patient visits, nearly doubling existing office revenues.
- Led the planning, opening, and staffing of a second office location at Sherman Hospital.
- Effectively implemented a new paperless electronic medical records system, improving efficiency and internal controls, while providing computer support for all locations.
- Redesigned a new patient friendly web page for the practice, incorporating medical forms that streamlined the office check-in process, and minimized office mailings.

Front Office Supervisor, 2000-2001

Supervised the daily management of medical records. Managed Accounts Receivable, processed patient and third-party reimbursement checks. Answered inquiries and correspondence from patients, insurance companies, other physicians and practices. Resolved patient billing complaints.

- Interacted with the older adult population on a daily basis.
- Supervised, trained and evaluated personnel.
- Conducted insurance verification and precertification.
- Built templates in Medical Manager for scheduling patient office visits, procedures and surgeries.

Alexian Brothers Medical Center / Drs. Goodman, Weiss, Cash Internal Medicine / Elk Grove Village, Illinois.**Front Desk Staff Member, 1995-2000**

Accurately managed billing of outstanding balances, and office file maintenance. Responsible for timely processing of insurance claims and adjustments. Proactively updated and monitored internal accounts. Exercised interpersonal communication by providing patient assistance, fielding telephone inquiries and scheduling of appointments.

- Interacted with the older adult population on a daily basis.
- Successfully built templates for office use in Medical Manager.
- Efficiently handled Attending Physician Statements, along with the release of all medical records.
- Consolidated data for external collection agency needs.

SKILLS

- Proficient in Microsoft Office, QuickBooks
- Proficient AllScripts (A4 HealthMatics EMR), Meditech, Medical Manager, Phone Tree Pro, Erisco
- Clerical duties and records management
- Project Management Coordination
- Fluent in Ukrainian, written and versed, conversational in Polish

References available upon request.

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

To: Laura Morask
Maine Township Supervisor

From: Carol Langan
Director – Food Pantry

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

I. Maine Township Emergency Food Pantry Distribution

a. Family Boxes of Food Distributed		151
1. Adults Receiving	233_	
2. Children Receiving	<u>24</u>	
b. Emergency Family Boxes of Food Distributed		<u>3</u>
1. Adults Receiving	<u>3</u>	
2. Children Receiving	<u>0</u>	

TOTAL 154 Boxes

II. Cash Donations and Amounts Received

Resident Donations	\$40.00
Business Donations	\$11100.00
Total	\$11140.00

- III. Food Collections Received during Calendar Month**
- IV Special Notations or Contact**

Attended Park Ridge Day of Service Sunday April 22 2018 at Mary Seat of Wisdom
Park Ridge.



Supervisor
Laura J. Morask

Clerk
Peter Gialamas

Assessor
Susan Moylan Krey

Highway Commissioner
Walter Kazmierczak

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

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

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

GENERAL ASSISTANCE STATISTICS APRIL, 2018

GENERAL ASSISTANCE PROGRAM:

The General Assistance Department's caseload for the month of April, 2018 was thirty-four (34) cases. Total number of individuals receiving benefits are thirty-four (34) 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 the CEDA – LIHEAP program will be ending on 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 resident referrals from the Clerk and Assessor departments. This state program provides specific benefits. They include the ability to pay a reduced fee of approximately \$24.00 for the vehicle license plate renewal stickers, savings our residents \$77.00, as the total fee is \$101.00. Maine Township residents may also apply for the reduced or free bus pass depending upon the household's income from the previous calendar

year. During the month of April, the General Assistance Department processed one hundred thirty-two (132) 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 one of the townships transportation programs . This is a 24-hour, Door – to – Door taxicab voucher program for low-income or disabled residents. Our Township subsidizes the cost of taxicab transportation. Residents who meet the financial guidelines may go anywhere providing the trip BEGINS or ENDS in Maine Township. To purchase a \$5.00 taxi cab voucher, a resident only pays \$1.00. Only one voucher may be used per tax 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

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 \$333. Monetary savings this month totaled 65.44% 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:

- Webinar – “In Kind Support and Maintenance in the SSI Program
- Maine Township “Swing into Spring Exp at the Golf Mill Shopping Center, in which our department provided an information table highlighting all of our programs.
- SHIP (Senior Health Insurance Program) training sponsored by the State of Illinois.



Marsha Warnick
Director of General Assistance

STATISTICAL REPORT
GENERAL ASSISTANCE DEPARTMENT

April 2018

(month and year)

I. GENERAL ASSISTANCE CASES

1. CASES OPENED	<u>2</u>
2. CASES ONGOING	<u>22</u>
3. CASES PENDING	<u>8</u>
4. CASES CLOSED	<u>2</u>
5. TOTAL ACTIVE CASES	<u>34</u>
6. TOTAL INDIVIDUALS RECEIVING GENERAL ASSISTANCE	<u>34</u>

II. GENERAL ASSISTANCE CASE CLIENTS (RESIDENTS) ARE GENERATED FROM THE FOLLOWING AREAS:

1. CITY OF DES PLAINES	<u>15</u>
2. CITY OF PARK RIDGE	<u>3</u>
3. VILLAGE OF GLENVIEW	<u>0</u>
4. VILLAGE OF NILES	<u>1</u>
5. VILLAGE OF MORTON GROVE	<u>0</u>
6. VILLAGE OF ROSEMONT	<u>0</u>
7. UNINCORPORATED AREA	<u>14</u>

III. GENERAL ASSISTANCE ACTIVE CASES FOR THIS MONTH MAY BE CATEGORIZED IN THE FOLLOWING MANNER:

1. ABLE TO WORK (this includes client cases temporarily disabled over 60 years or caregiver status)	<u>16</u>
2. EMERGENCY GENERAL ASSISTANCE /TO INCLUDE GA CLIENTS AWAITING TANF (Temporary Aid to Needy Families)	<u>0</u>
3. PENDING SOCIAL SECURITY DISABILITY (SSI/SSDI CLAIMS)	<u>13</u>
4. EMERGENCY RENT ASSISTANCE	<u>2</u>

IV. PRESENTING PROBLEM AT INTAKE (NEW CASES):

1. LOSS OF EMPLOYMENT	<u>2</u>
2. DIVORCE, SEPARATION OR DEATH OF WAGE EARNER	<u>0</u>
3. NON-RECEIPT OF SUPPORT FROM RESPONSIBLE ADULT	<u>0</u>
4. LOSS OF BENEFITS FROM OTHER WELFARE PROGRAMS:	<u>0</u>
5. TRANSFERRED INTO THE AREA FROM ANOTHER TOWNSHIP	<u>0</u>
6. EMERGENCY, CRISIS ASSISTANCE (one time only)	<u>0</u>
7. OTHER (EXPLAIN)	<u>0</u>

V. REASON FOR GENERAL ASSISTANCE CASE CANCELLATION:

1. OBTAINED OR RETURNED TO FORMER EMPLOYMENT	<u>1</u>
2. RETURN OF WAGE EARNER TO THE HOME	<u>0</u>
3. RECEIPT OF SUPPORT FROM RESPONSIBLE RELATIVE	<u>0</u>
4. RECEIPT OF BENEFITS FROM OTHER WELFARE PROGRAMS	<u>1</u>
5. MOVED OUT OF MAINE TOWNSHIP	<u>0</u>
6. NO FURTHER CONTACT FROM RESIDENT SEEKING ASSISTANCE	<u>0</u>
7. NON-COOPERATION WITH AGENCY POLICY	<u>0</u>
8. EMERGENCY ASSISTANCE	<u>0</u>

VI. MAINETOWNSHIP FOOD PANTRY DISTRIBUTION:

1. FAMILY BOXES OF FOOD DISTRIBUTED THIS MONTH	<u>154</u>
A. ADULTS RECEIVING ASSISTANCE THIS MONTH	<u>236</u>
B. CHILDREN RECEIVING ASSISTANCE THIS MONTH	<u>24</u>

VII. ADVOCACY: 109

1. QMB – QUALIFIED MEDICAL BENEFICIARY PROGRAM	<u>9</u>
2. GENERAL PUBLIC AID ADVOCACY (TO INCLUDE MANG, SNAP, TANF, AABD)	<u>36</u>
3. NURSING HOME PLACEMENT PROGRAM	<u>0</u>
4. COMMUNITY RESOURCE ADVOCACY REFERRALS	<u>53</u>
5. REILLY-BIALCZAK SCHOLARSHIP INTERVIEWS	<u>11</u>

VIII. SUBURAN PRIMARY ACCESS TO CARE INTAKE:

1. MONTHLY INTERVIEWS/APPLICATIONS FILED	<u>1</u>
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IX. SENIOR INFORMATION AND ASSISTANCE:

1. SHIP, MEDICARE, AND MEDICARE D INTERVIEWS	<u>7</u>
2. SOCIAL SECURITY AGED (SSA), SOCIAL SECURITY DISABILITY AND SUPPLEMENTALINSURANCE (SSDI.SSI)	<u>7</u>
3. BENEFIT ACCESS MONTHLY APPLICATION INTERVIEWS	<u>132</u>
4. FREE TELEPHONE /BILL REDUCTION APPLICATION INTERVIEWS	<u>3</u>
5. VETERANS ADMIN. ASSIST REFERRAL	<u>1</u>
6. SECTION 8 HOUSING	<u>1</u>

X.	<u>IMMIGRATION ASSISTANCE/REFERRALS AND ADVOCACY</u>	<u>1</u>
XI.	<u>CEDA PROGRAMS/ LIHEAP – ENERGY ASSISTANCE</u> <u>APPLICATION INTERVIEWS</u> (which include Hardship, Share the Warmth, PIPP, DVP, RA [Reconnect Assistance], Furnace, and Weatherization).	<u>49</u>
XII.	<u>MAINELINES</u> <u>(MAINE TOWNSHIP TAXI CAB VOUCHER) PROGRAM</u>	
	1. NEW APPLICATIONS ACCEPTED THIS MONTH	<u>0</u>
	2. MAINELINES VOUCHER TICKETS SOLD THIS MONTH (\$1 PER VOUCHER OR 6 VOUCHERS FOR \$5)	<u>127</u>
	3. MONIES COLLECTED YEAR TO DATE (FISCAL YEAR 3/1 – 2/19).	<u>204</u>

MAINE TOWNSHIP GENERAL ASSISTANCE MONTHLY STATISTICS

MONTH	PENDING	NEW (A)	ONGOING (B)	ACTIVE CASES A+B	CLOSED	EA CASES	OFFICE INTERVIEWS (C)	FOOD PANTRY CLIENT/FAMILY VISITS (D)	TOTAL *NUMBER OF OFFICE INTERVIEWS/ CLIENT VISITS C+D
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
2018-2019									
MARCH'18	7	1	33	34	1	6	295	181	476
APRIL'18	8	2	22	32	2	2	362	154	516
MAY'18									
JUNE'18									
JULY'18									
AUG'18									
SEPT,18									
OCT'18									
NOV'18									
DEC'18									
JAN'19									
FEB'19									
TOTAL	15	3	55	66	3	8	657	335	992
*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)									



Office of Emergency Management
Dagmar Rutzen, Director
April 2018

As the rains came down on us, we kept an eye on the Des Plaines River. Fortunately it rose only to 15 ft. which is considered minor flooding. None of the roads were closed in our area. Some people had some excess water on their lawns, but nothing real serious.

The Annual Emergency Services Training Conference which is sponsored by Hanover Park will take place on April 21, 2018. It offered us a wide variety of educational sessions on different emergency and non-emergency events and how to assist primary emergency responders or how to operate independently in times of natural and man-made disasters.

Today we will be assisting Stevenson School in their annual off site evacuation drill in conjunction with the Cook County Sheriff's Dept. and North Maine Fire Protection District. We will be blocking streets at Ballard and Parkside and also at Ballard and Home to help students cross safely to Town Hall and also the Sabeel Center.

The Senior Expo at Golf Mill Shopping Center was a huge success. We disseminated preparedness information, and made seniors aware of our radio station and provided free blood pressure checks to 128 people.

Agency Day was a wonderful opportunity to network with over one hundred agencies that offer their services to our residents. Maine Stay did an outstanding job of putting together this worthwhile event.

Recently we taught 27 people to Stop the Bleed. Hopefully we will never have to use the skill, but we may be able to save someone's life if we need to.

Last Saturday John Bennett trained us in the usage of a GPS. We started out in the classroom and then took our new found skills and practiced them outdoors in the nearby Forest Preserve. We also sharpened our map skills in the process as well. These skills make us better prepared for when we are called out to aid in a search and rescue.

Respectfully submitted,
Dagmar Rutzen

**Maine Township Code
Enforcement Office**

To: Elected Officials
From: Nader Ghazaleh, Code Enforcement Officer
CC: Dayna Berman, Administrator
Date: 5/17/18
Re: Monthly Report

First, I would like to introduce myself, Nader Ghazaleh and thank everyone here in Maine Township for giving the opportunity to join your organization and letting me contribute back to the community. I've been a resident in Maine township for twenty-four years. Moving forward, I've encountered challenges, regarding to garbage issues of residents putting on the right of way before their scheduled pick-up, and enforced with written deficiency notices. TV's, furniture, and other large items. Thanks to the neighborhood watch team, which may I say is a very useful tool. We were able to rid of illegal commercial vehicle parking on Emerson and Dee road. One of my biggest challenges, is communicating with the residents, making them feel comfortable, and understanding town ordinances.

In my time here, I've given out 57 deficiency's, and 28 citations. They varied from dismantled vehicles, illegally parked on street cleaning days. I also wrote three stop work orders for no permits on construction sites. What seems to be a big issue in certain areas is garbage being thrown in alleys and left in right of ways before pick up days. I have been directing residents to come to town hall for furniture stickers, that may help clear up the streets, and give the town a cleaner appearance. Because this is rain season I've given many grass and weed control deficiency's.

May warnings issued: 57

May tickets issued: 28