

Maine Township Town Hall
1700 Ballard Road Park Ridge, IL 60068
Tuesday, September 25, 2018 @ 7:30 pm

AGENDA

Bill Review/6:30 in Open Meeting Board Room

- Review of General Assistance, Town fund, and Road District Expenditures.

Call Regular Meeting to Order/7:30

Pledge of Allegiance

Roll Call

1. Approval of Minutes of August 16th, 2018 Special Board Meeting
2. Approval of Minutes of August 28th, 2018 Bill Pay Review
3. Approval of Minutes of August 28th, 2018 Town Fund Budget Hearing Meeting
4. Approval of Minutes of August 28th, 2018 Road District Budget Hearing
5. Approval of Minutes of August 28th, 2018 Board Meeting
6. Public Participation
5. Approval of General Assistance Expenditures
6. Approval of Road District Expenditures
7. Approval of General Town Fund Expenditure
8. Resolution Honoring 40th Anniversary Center of Concern

Discussion and Potential Action On the Following Items Listed Under Old & New Business:

9. Old Business
 - Discussion/Updates on Status of Attorneys Harassment Report
 - Transcripts/FOIAs Requests
 - Requested corrections/redactions
 - Closed Session: (Previously Tabled) Review of 2-12-18, 5-22-18 Closed Session minutes
 - Discussion/Approval/ Release of Closed Session Minutes of 2-12-18, 5-22-18
 - Procedures and Policies as previously submitted and tabled:
 - Proposed Policy/Procedure for Board & Staff requests of Attorney legal time
 - Proposed Policy/Procedure for Directing Staff to Call a Special Board Meeting
 - Review minor changes to board approved polices/procedures
 - Record Retention
 - Posting Financial and Other Records on our Website
10. Personnel; Open Maintenance Position Update/ Department Director Report; Mike Samaan
11. Officials' Reports
12. Administrator's Report
13. Closed Session
 - Review of March 15th, March 27th (2) Closed Session Minutes
14. Approval of Closed Session Minutes March 15th, March 27(x2)
15. Adjournment



ADMINISTRATOR'S REPORT

Date: September, 2018

To: All Elected Officials

From: Dayna Berman, Administrator

I cannot thank my team of employees enough for the effort that went into helping the victims of the Landings fire that occurred this month. Supervisor Morask was key in starting the communication chain with our OEM department, highway, maintenance, GA, myself, etc. Emergency food boxes were made, toiletries were gathered and we became a collection site for food/gift cards, clothes and any other needed items. Information was put on our website, on our marquee, on our radio station as well as a press release was sent out. We had many families stop in for food boxes and gift cards as well as many phoned looking for housing or other assistance. We also reached out to the community for help. A big thank you to Gemini school for putting a donation box at their school.

The 2018 Fall Mainely News is en route and as of this report you should be receiving your copy in the mail. As always, another great edition listing our upcoming programs that will be highlighting the garage sale to take place on Saturday, September 29th. We hope to see everyone there. The extended weather forecast is predicting good weather but a little cool, which should make for good shopping!

Our contract for print services (copiers and printers) and our whiteboard is set to expire this fall. We will have an RFP soon and the proposals will be on the October agenda for your consideration and approval.

I am gearing up for our yearly agency funding hearings. I received my packet from Kristina Christie for review. I look forward to reviewing this year's applications and hearing the presentations. So many agencies are in need of funds and have such great programs; it is always a difficult decision deciding funding allocation. It is Kristina's first year of agency funding and she has stepped into her role with enthusiasm and great attention to detail.

I continue to meet with Nader Ghazaleh and Mike Samaan on a daily basis to review Code Enforcement issues and in-house maintenance matters. Nader and I discussed tickets, notices of deficiencies, and other violations. Mike is always busy getting the building and grounds in order and does a great job keeping the place in tip top shape.

MAINE TOWNSHIP GENERAL TOWN FUND

42%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	YTD DISBURSE	BUDGET	BALANCE	% Left
		10:51:18 AM									
	REVENUE										
	Property Tax	1,620,713.00	27,304.72	43,690.57	0.00	1,102,494.85	849,934.16	3,644,137.30	4,522,119.00	877,981.70	19%
	Interest Income	1,285.87	1,342.17	1,967.66	1,802.97	1,932.31	2,155.99	10,486.97	13,198.00	2,711.03	21%
	MaineStay Fees	842.00	3,794.00	6,201.00	1,519.00	1,680.00	1,331.00	15,367.00	14,952.00	-415.00	-3%
	Senior Programs	1,500.00	0.00	500.00	1,554.00	0.00	0.00	3,554.00	11,633.00	8,079.00	69%
	MaineStreamers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	312,365.00	312,365.00	100%
	Yard Stickers and Rebates	195.00	1,714.71	857.50	1,017.35	2,289.09	1,117.05	7,190.70	11,355.00	4,164.30	37%
	Postage	570.68	241.78	659.40	373.66	373.62	263.76	2,482.90	7,685.00	5,202.10	68%
	Garage Sale	0.00	0.00	0.00	0.00	0.00	2,850.00	2,850.00	5,700.00	2,850.00	50%
	Passport Fees	7,656.00	7,144.00	7,729.00	5,829.00	6,056.00	6,367.00	40,781.00	69,000.00	28,219.00	41%
	Vehicle Sticker Fees	25.00	0.00	115.00	9,303.22	6,575.80	218.00	16,237.02	17,500.00	1,262.98	7%
	Transportation Fees	20.00	77.00	132.00	160.00	140.00	133.00	662.00	1,600.00	938.00	59%
	Prsni Prop Replacement Tax	7,138.75	27,805.60	14,958.37	0.00	11,655.76	1,178.01	62,736.49	73,030.00	10,293.51	14%
	Other Income	459.40	-34.45	25.00	334.40	250.00	0.00	1,034.35	2,000.00	965.65	48%
	NET REVENUE	1,640,405.70	69,389.53	76,835.50	21,893.60	1,133,447.43	865,547.97	3,807,519.73	5,062,137.00	1,254,617.27	25%

MAINE TOWNSHIP GENERAL TOWN FUND

42%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	YTD DISBURSE	BUDGET	BALANCE	% Left
	EXPENSES										
	ADMINISTRATION										
	Gross Pay Account	62,660.15	57,164.51	66,616.57	81,232.12	63,951.92	58,084.74	389,710.01	782,450.00	392,739.99	50%
	IDES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Social Security	4,759.83	4,309.26	5,088.27	6,176.46	4,855.07	4,406.22	29,595.11	61,729.00	32,133.89	52%
	IMRF	5,957.92	5,196.21	6,403.72	7,460.54	5,762.54	5,130.99	35,911.92	67,812.00	31,900.08	47%
	Administrative Div. Health Ins.	27,327.21	27,379.89	26,353.44	25,629.28	20,316.62	25,296.00	152,302.44	305,000.00	152,697.56	50%
	Life Insurance	194.60	194.60	180.70	180.70	166.80	180.70	1,098.10	2,255.00	1,156.90	51%
	Dental Insurance	2,537.69	142.20	1,997.45	2,641.30	4,034.50	-186.30	11,166.84	20,000.00	8,833.16	44%
	Accounting Services	1,240.85	1,226.40	3,432.57	1,602.39	14,184.51	5,789.27	27,475.99	30,887.00	3,411.01	11%
	Building & Grounds Maint	1,204.18	2,119.09	1,654.93	1,691.59	1,586.08	5,024.89	13,280.76	25,242.00	11,961.24	47%
	Community Info-Support	0.00	3,541.00	3,541.00	3,541.00	3,541.00	3,541.00	17,705.00	47,578.00	29,873.00	63%
	Conferences Meetings	75.00	0.00	0.00	40.00	0.00	0.00	115.00	3,570.00	3,455.00	97%
	Special Programs	500.00	0.00	525.00	25.00	0.00	90.41	1,140.41	6,459.00	5,318.59	82%
	Dues Subscriptions	0.00	0.00	350.00	35.00	0.00	3,592.59	3,977.59	6,316.00	2,338.41	37%
	Equipment Leasing Maint	1,191.11	522.00	0.00	3,364.27	717.44	1,191.11	6,985.93	18,527.00	11,541.07	62%
	Gen Ins Liability Ins Bond	0.00	0.00	52,959.00	0.00	0.00	0.00	52,959.00	53,835.00	876.00	2%
	Website>Email Host	5,000.00	0.00	0.00	3,933.76	450.00	3,500.00	12,883.76	14,000.00	1,116.24	8%
	Print Management	584.68	381.09	527.30	456.70	426.42	393.23	2,769.42	4,637.00	1,867.58	40%
	Computer Tech Support	545.00	545.00	545.00	545.00	495.00	520.00	3,195.00	8,052.00	4,857.00	60%
	Legal Services	6,831.88	828.75	25,703.22	34,541.87	22,332.48	16,604.68	106,842.88	165,000.00	58,157.12	35%
	Mileage-Travel-Lodging Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,630.00	1,630.00	100%
	Police Protection	4,600.00	4,200.00	4,400.00	0.00	4,400.00	0.00	17,600.00	45,600.00	28,000.00	61%
	Plan Commission	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Postage	1,460.72	-1,350.42	3,579.46	7,559.74	-1,400.95	3,584.97	13,433.52	33,962.00	20,528.48	60%
	Printing Publishing	598.74	1,539.84	1,618.48	2,286.44	1,529.00	6,754.39	14,326.89	38,796.00	24,469.11	63%
	Code Enforcement Expense	44.71	60.96	143.77	25.47	124.49	25.40	424.80	673.00	248.20	37%
	Maine Township Rec. Connections	4,160.25	4,060.50	4,719.63	4,181.66	1,898.23	2,244.70	21,264.97	45,060.00	23,795.03	53%
	Telecommunications	1,871.88	1,945.15	1,944.95	1,640.82	1,918.19	1,952.54	11,273.53	25,519.00	14,245.47	56%
	Staff Training	99.00	25.00	0.00	0.00	0.00	0.00	124.00	436.00	312.00	72%
	Transportation/Mainelines	0.00	203.00	545.00	620.00	390.00	585.00	2,343.00	5,281.00	2,938.00	56%
	Utilities	1,968.37	2,226.24	1,337.17	1,719.98	1,969.77	1,954.57	11,176.10	21,100.00	9,923.90	47%
	Miscellaneous (Administr)	0.00	0.00	0.00	65.98	0.00	0.00	65.98	500.00	434.02	87%
	Neighborhood Watch	35.00	240.00	0.00	0.00	0.00	1,964.74	2,239.74	3,029.00	789.26	26%
	Office Supplies/Sm. Equipment	473.82	485.03	447.97	386.48	660.84	243.42	2,697.56	17,500.00	14,802.44	85%
	Operating Supplies Maint	372.46	867.05	1,042.70	634.72	1,123.27	183.11	4,223.31	8,500.00	4,276.69	50%
	Vehicle Expense	124.55	75.36	231.25	62.70	1,372.39	50.95	1,917.20	3,381.00	1,463.80	43%
	Building	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	10,000.00	100%
	Equipment Purchases	0.00	0.00	0.00	0.00	5,875.00	0.00	5,875.00	10,000.00	4,125.00	41%
	Capital Fund	0.00	165.00	141.30	0.00	0.00	3,482.00	3,788.30	250,000.00	246,211.70	98%
	Prov for contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Total	136,419.60	118,457.71	216,171.15	192,280.97	162,680.61	156,185.32	982,195.36	2,144,319.00	1,162,429.94	54%

MAINE TOWNSHIP GENERAL TOWN FUND

42%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	YTD DISBURSE	BUDGET	BALANCE	% Left
	ASSESSOR										
	Assessor Division Salary	13,652.45	13,978.72	13,946.95	20,962.79	15,316.03	14,168.00	92,024.94	179,147.00	87,122.06	49%
	Assessor Division SS	976.87	999.40	994.56	1,495.07	1,094.55	1,006.74	6,567.19	12,813.00	6,245.81	49%
	Assessor Division IMRF	1,511.94	1,542.26	1,542.26	2,313.39	1,683.35	1,569.92	10,163.12	20,009.00	9,845.88	49%
	Health Insurance	9,010.47	9,010.47	9,010.47	8,792.46	9,465.24	9,465.24	54,754.35	110,090.00	55,335.65	50%
	Dental Insurance	18.00	312.00	167.00	322.00	1,712.30	207.60	2,738.90	5,022.00	2,283.10	45%
	Life Insurance	41.70	41.70	41.70	41.70	41.70	41.70	250.20	487.00	236.80	49%
	Conferences Meetings	10.10	0.00	0.00	0.00	18.00	0.00	28.10	848.00	819.90	97%
	Cook Cty Assessor Tie-in	0.00	0.00	475.00	0.00	0.00	0.00	475.00	1,025.00	550.00	54%
	Dues-Subscriptions	0.00	0.00	88.00	0.00	0.00	59.00	147.00	300.00	153.00	51%
	Equipment Leasing-Maint	0.00	0.00	0.00	0.00	0.00	0.00	0.00	350.00	350.00	100%
	Mileage-Travel-Lodging Exp	0.00	0.00	22.45	0.00	134.52	48.73	205.70	1,200.00	994.30	83%
	Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Printing-Publishing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	151.00	151.00	100%
	Sidwell Maps	0.00	0.00	0.00	0.00	0.00	0.00	0.00	707.00	707.00	100%
	Staff Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	116.00	116.00	100%
	Miscellaneous	72.99	0.00	104.22	0.00	0.00	0.00	177.21	1.00	-176.21	-17621%
	Office Supplies/Sm Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Total	25,294.52	25,884.55	26,392.61	33,927.41	29,465.69	26,566.93	167,531.71	332,268.00	164,736.29	50%

MAINE TOWNSHIP GENERAL TOWN FUND

42%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	YTD DISBURSE	BUDGET	BALANCE	% Left
	MAINESTAY										
	MaineStay Salary	26,869.62	26,974.27	27,033.65	37,781.75	29,825.61	26,518.96	175,003.86	362,140.00	187,136.14	52%
	Social Security	1,963.40	1,967.44	1,971.99	2,690.62	2,182.22	1,929.24	12,704.91	27,708.00	15,003.09	54%
	IMRF	3,320.52	3,320.52	3,320.52	4,561.36	3,559.78	3,319.20	21,401.90	46,917.00	25,515.10	54%
	Administrative Div. Health Ins.	12,736.45	12,736.45	12,736.45	12,480.98	12,347.36	12,347.36	75,385.05	160,000.00	84,614.95	53%
	Life Ins.	97.30	97.30	97.30	97.30	83.40	83.40	556.00	1,135.00	579.00	51%
	Dental Ins.	530.80	325.00	462.00	833.00	36.00	306.00	2,492.80	7,000.00	4,507.20	64%
	Conferences-Meetings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	823.00	823.00	100%
	Consultation/Staff Training	0.00	0.00	0.00	0.00	0.00	488.99	488.99	1,971.00	1,482.01	75%
	Special Programs - MaineStay	28.44	289.47	5,212.56	965.87	0.00	0.00	6,496.34	10,000.00	3,503.66	35%
	Dues-Subscriptions/Licensures	250.00	0.00	125.00	0.00	0.00	250.00	625.00	1,874.00	1,249.00	67%
	Print Management	482.34	482.34	482.34	482.34	482.34	482.34	2,894.04	5,900.00	3,005.96	51%
	Gen Ins Liability Ins Bond	0.00	1,150.00	0.00	0.00	0.00	0.00	1,150.00	1,200.00	50.00	4%
	Computer Tech Support	545.00	545.00	545.00	545.00	520.00	520.00	3,220.00	6,340.00	3,120.00	49%
	Mileage-Travel-Lodging Exp	0.00	56.51	0.00	0.00	51.03	54.61	162.15	924.00	761.85	82%
	Postage	184.71	17.22	20.42	4.70	44.65	9.40	281.10	420.00	138.90	33%
	Printing-Publishing	0.00	126.40	132.41	134.00	14.98	63.22	471.01	1,391.00	919.99	66%
	Community Education	20.28	20.94	0.00	0.00	0.00	0.00	41.22	137.00	95.78	70%
	Training Manual & Books	0.00	0.00	0.00	0.00	107.66	0.00	107.66	289.00	181.34	63%
	Miscellaneous	0.00	0.00	40.85	0.00	0.00	0.00	40.85	45.00	4.15	9%
	Office Supplies/Sm Equipment	0.00	398.49	74.88	0.00	477.60	40.85	991.82	4,000.00	3,008.18	75%
	Substance Abuse Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Youth Recreation Fund	0.00	0.00	0.00	463.82	187.50	1,773.00	2,424.32	3,000.00	575.68	19%
	Summer Youth Camp	0.00	1,020.00	2,582.95	842.47	3,783.67	1,719.16	9,948.25	10,000.00	51.75	1%
	Garage Sale	0.00	0.00	0.00	0.00	0.00	0.00	0.00	800.00	800.00	100%
	Total	47,028.86	49,527.35	54,838.32	61,883.21	53,703.80	49,905.73	316,887.27	654,015.00	337,127.73	52%

MAINE TOWNSHIP GENERAL TOWN FUND

42%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	YTD DISBURSE	BUDGET	BALANCE	% Left
	SENIOR										
	Senior Salary	16,357.08	18,420.77	13,477.62	22,883.38	19,607.81	17,559.24	108,305.90	221,117.00	112,811.10	51%
	Social Security	1,221.02	1,378.90	1,009.54	1,777.87	1,470.52	1,313.80	8,171.65	16,913.00	8,741.35	52%
	IMRF	2,064.26	2,324.70	1,700.88	2,992.73	2,474.51	2,215.98	13,773.06	28,104.00	14,330.94	51%
	Life Ins.	55.60	55.60	41.70	41.70	55.60	55.60	305.80	769.00	463.20	60%
	Dental Ins.	18.00	24.00	24.00	18.00	24.00	355.00	463.00	5,787.00	5,324.00	92%
	Administrative Div. Health Ins.	8,184.35	8,184.35	5,809.56	5,616.32	7,321.10	7,321.10	42,436.78	90,000.00	47,563.22	53%
	Conferences-Meetings	0.00	0.00	157.00	0.00	84.19	0.00	241.19	866.00	624.81	72%
	Special Programs	0.00	0.00	120.49	6,033.15	0.00	0.00	6,153.64	9,657.00	3,503.36	36%
	Print Management	318.34	318.34	318.34	318.34	318.34	318.34	1,910.04	3,856.00	1,945.96	50%
	Dues-Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125.00	125.00	100%
	Mileage-Travel-Lodging Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,084.00	1,084.00	100%
	Postage	1,071.61	956.46	1,052.91	1,001.18	1,006.33	1,023.52	6,112.01	11,552.00	5,439.99	47%
	Printing-Publishing	890.00	934.00	934.00	890.00	940.00	890.00	5,478.00	12,197.00	6,719.00	55%
	Telecommunications	2.56	2.42	2.42	2.56	1.89	2.52	14.37	25.00	10.63	43%
	Staff Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00	600.00	100%
	Office Supplies/Sm Equipment	0.00	0.00	0.00	0.00	407.82	0.00	407.82	4,284.00	3,876.18	90%
	Computer Tech Support	545.00	545.00	545.00	545.00	520.00	520.00	3,220.00	10,715.00	7,495.00	70%
	MaineStreamers						0.00		327,000.00		
	Total	30,727.82	33,144.54	25,193.46	42,120.23	34,232.11	31,575.10	196,993.26	744,651.00	547,657.74	74%

MAINE TOWNSHIP GENERAL TOWN FUND

42%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	YTD DISBURSE	BUDGET	BALANCE	% Left
	CLERK										
	Clerk's Division Salary	9,502.52	9,754.56	9,683.48	14,688.57	13,584.81	10,316.38	67,530.32	131,525.00	63,994.68	49%
	Social Security	713.09	736.35	730.92	1,104.87	1,028.09	778.08	5,091.40	10,062.00	4,970.60	49%
	IMRF	1,218.86	1,257.21	1,248.24	1,886.42	1,741.89	1,329.08	8,681.70	16,717.00	8,035.30	48%
	Administrative Div. Health Ins.	3,463.46	3,463.46	3,463.46	3,379.67	3,687.82	3,687.82	21,145.69	45,000.00	23,854.31	53%
	Life Ins.	27.80	27.80	27.80	27.80	27.80	27.80	166.80	324.00	157.20	49%
	Dental Ins.	1,378.80	12.00	337.60	12.00	73.00	12.00	1,825.40	3,000.00	1,174.60	39%
	Conferences-Meetings	0.00	75.00	70.00	0.00	0.00	0.00	145.00	853.00	708.00	83%
	Dues-Subscriptions	30.00	0.00	0.00	33.00	0.00	250.00	313.00	332.00	19.00	6%
	Print Management	252.34	252.34	252.34	252.34	252.34	252.34	1,514.04	3,028.00	1,513.96	50%
	Gen Insur Liability Bond	0.00	0.00	0.00	0.00	0.00	0.00	0.00	145.00	145.00	100%
	Mileage-Travel-Lodging Exp	9.60	0.00	0.00	0.00	0.00	0.00	9.60	996.00	986.40	99%
	Honor Flight	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00	100%
	Computer Tech Support	545.00	545.00	545.00	545.00	520.00	520.00	3,220.00	6,340.00	3,120.00	49%
	Postage	506.11	966.41	1,077.35	1,070.88	1,539.14	498.41	5,658.30	7,332.00	1,673.70	23%
	Printing-Publishing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	847.00	847.00	100%
	Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	126.00	126.00	100%
	Office Supplies/Sm Equipment	0.00	144.70	0.00	0.00	57.97	228.47	431.14	3,000.00	2,568.86	86%
	Total	17,647.58	17,234.83	17,436.19	23,000.55	22,512.86	17,900.38	115,732.39	230,627.00	114,894.61	50%

MAINE TOWNSHIP GENERAL TOWN FUND

42%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	YTD DISBURSE	BUDGET	BALANCE	% Left
	OEM										
	Emergency Mgmt Salary	691.88	663.75	1,035.00	1,400.64	1,661.31	536.74	5,989.32	14,722.00	8,732.68	59%
	OEM Social Security	52.93	50.77	79.17	107.19	127.10	41.07	458.23	1,206.00	747.77	62%
	Uniforms	0.00	0.00	0.00	0.00	0.00	0.00	0.00	387.00	387.00	100%
	Conferences-Meetings	0.00	71.49	0.00	0.00	0.00	0.00	71.49	100.00	28.51	29%
	Special Programs	0.00	0.00	0.00	0.00	0.00	10.52	10.52	200.00	189.48	95%
	Special Events	0.00	0.00	0.00	0.00	82.87	0.00	82.87	155.00	72.13	47%
	Citizen Corps Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,440.00	1,440.00	100%
	Dues-Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	50.00	100%
	Equipment Leasing-Maint	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Volunteer Insurance	0.00	581.40	0.00	0.00	0.00	0.00	581.40	582.00	0.60	0%
	Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24.00	24.00	100%
	Computer Tech Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Printing-Publishing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Utilities	348.02	174.46	385.81	374.11	442.13	159.68	1,884.21	3,976.00	2,091.79	53%
	Telecommunications	231.70	231.50	231.50	0.00	0.00	277.61	972.31	2,820.00	1,847.69	66%
	Staff Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28.00	28.00	100%
	Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Office Supplies/Sm Equipment	0.00	0.00	13.96	0.00	0.00	7.98	21.94	500.00	478.06	96%
	Operating Supplies	0.00	0.00	82.12	0.00	0.00	0.00	82.12	138.00	55.88	40%
	Disaster Operations Supplies	0.00	200.00	0.00	0.00	0.00	123.00	323.00	628.00	305.00	49%
	Building	0.00	295.00	0.00	0.00	0.00	0.00	295.00	1,396.00	1,101.00	79%
	Vehicle Expense	0.00	0.00	0.00	0.00	0.00	61.45	61.45	614.00	552.55	90%
	Total	1,324.53	2,268.37	1,827.56	1,881.94	2,313.41	1,218.05	10,833.86	28,970.00	18,136.14	63%

MAINE TOWNSHIP GENERAL TOWN FUND

42%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	YTD DISBURSE	BUDGET	BALANCE	% Left
	TOTAL OPERATING EXPENSES	258,442.91	246,517.35	341,859.29	355,094.31	304,908.48	283,351.51	1,790,173.85	4,134,850.00	2,344,982.45	57%

MAINE TOWNSHIP GENERAL ASSISTANCE FUND

42%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	YTD DISBURSE	BUDGET	BALANCE	% Left
	Thursday, September 20, 2018	11:12:04 AM									
REVENUE											
	Beginning Balance										
	Property Tax	405,233.40	6,931.26	10,954.92	0.00	95,100.08	169,166.52	687,386.18	1,131,362.00	443,975.82	39%
	SS Reimbursement	1,445.00	0.00	0.00	0.00	0.00	1,140.00	2,585.00	20,900.00	18,315.00	88%
	Interest Income	328.52	355.86	527.76	477.37	527.60	542.32	2,759.43	3,685.00	925.57	25%
	Energy Assistance Revenue	5.00	1,320.00	780.00	420.00	200.00	109.00	2,834.00	12,960.00	10,126.00	78%
	Food Pantry Cash Donations	937.05	11,190.00	1,079.00	2,795.00	116.05	2,132.00	18,249.10	43,269.00	25,019.90	58%
	Total	407,948.97	19,797.12	13,341.68	3,692.37	95,943.73	173,089.84	713,813.71	1,212,176.00	498,362.29	41%
	NET REVENUE	407,948.97	19,797.12	13,341.68	3,692.37	95,943.73	173,089.84	713,813.71	1,212,176.00	498,362.29	41%
EXPENSES											
EXPENSES-ADMINISTRATIVE											
	Gross Pay Account	29,179.60	29,179.60	29,179.60	43,769.40	32,616.10	29,853.44	193,777.74	392,586.00	198,808.26	51%
	IDES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Social Security	2,185.76	2,185.76	2,185.76	3,278.64	2,442.23	2,230.88	14,509.03	29,875.00	15,365.97	51%
	IMRF	3,682.47	3,682.47	3,682.47	5,523.70	4,116.15	3,767.50	24,454.76	47,823.00	23,368.24	49%
	Administrative Div. Health Ins.	12,228.33	8,627.33	10,427.83	10,175.54	11,111.36	11,111.36	63,681.75	130,434.00	66,752.25	51%
	Life Insurance	97.30	97.30	97.30	97.30	97.30	97.30	583.80	1,191.00	607.20	51%
	Dental Insurance	438.00	42.00	528.50	76.40	1,412.00	220.20	2,717.10	4,433.00	1,715.90	39%
	Tuition Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Accounting Services	421.24	432.24	433.94	597.66	3,638.40	433.94	5,957.42	8,486.00	2,528.58	30%
	Conferences Meetings	0.00	0.00	0.00	0.00	71.71	0.00	71.71	514.00	442.29	86%
	Dues Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Print Management	1,273.34	636.67	636.47	636.76	636.97	636.67	4,456.88	6,500.00	2,043.12	31%
	General Insurance-Liab-Bond	0.00	0.00	17,445.00	0.00	0.00	500.00	17,945.00	14,941.00	-3,004.00	-20%
	Legal Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Mileage-Travel-Lodging	0.00	0.00	0.00	20.71	34.38	21.25	76.34	892.00	815.66	91%
	Postage	374.98	344.61	206.29	346.21	380.70	398.92	2,051.71	3,000.00	948.29	32%
	Printing Publishing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	1,500.00	100%
	Telecommunication/ISP	156.96	158.49	158.49	158.49	158.46	158.68	949.57	1,374.00	424.43	31%
	Staff Training	0.00	0.00	20.00	0.00	0.00	0.00	20.00	478.00	458.00	96%
	Utilities	219.00	200.51	148.27	203.49	129.84	189.68	1,090.79	2,252.00	1,161.21	52%
	Hearing Officer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32.00	32.00	100%
	Office Supplies	0.00	515.15	30.94	0.00	199.94	104.72	850.75	6,330.00	5,479.25	87%
	Operating Supplies/Maint	0.00	51.00	0.00	0.00	541.15	12.38	604.53	1,150.00	545.47	47%
	Building Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Computer Software Development	0.00	0.00	0.00	0.00	2,350.00	0.00	2,350.00	2,350.00	0.00	0%
	Comp Tech Support	545.00	545.00	545.00	545.00	520.00	520.00	3,220.00	6,290.00	3,070.00	49%
	Admin Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Total	50,801.98	46,698.13	65,725.86	65,429.30	60,456.69	50,256.92	339,368.88	662,438.00	323,069.12	49%
EXPENSES-ASSISTANCE											

MAINE TOWNSHIP GENERAL ASSISTANCE FUND

42%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	YTD DISBURSE	BUDGET	BALANCE	% Left
	Thursday, September 20, 2018	11:12:04 AM									
	Client Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	134.00	134.00	100%
	Emergency Assist Program	300.00	0.00	250.00	0.00	0.00	0.00	550.00	1,200.00	650.00	54%
	Prescription Drugs	0.00	0.00	562.81	0.00	44.49	0.00	607.30	2,693.00	2,085.70	77%
	Dental Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Medical Services	0.00	0.00	0.00	0.00	12.10	0.00	12.10	114.00	101.90	89%
	Funeral & Burial Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Client Utilities	438.17	75.00	338.64	442.77	387.80	656.79	2,339.17	5,913.00	3,573.83	60%
	Shelter-Rent	5,445.22	5,445.22	5,095.22	5,120.22	6,856.06	6,206.29	34,168.23	71,102.00	36,933.77	52%
	Ambulance Paramedic	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Food/Pers essentials	2,676.74	6,000.00	2,834.78	4,895.25	6,078.08	8,070.00	30,554.85	33,887.00	3,332.15	10%
	Transport/Clothing	1,680.00	1,595.55	2,096.33	1,840.00	1,908.51	2,027.39	11,147.78	19,803.00	8,655.22	44%
	Transient	0.00		0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Food Pantry	78.98	1,182.70	0.00	0.00	0.00	0.00	1,261.68	23,410.00	22,148.32	95%
	Catastro. Med. Insurance	0.00	0.00	4,080.00	0.00	0.00	0.00	4,080.00	4,200.00	120.00	3%
	CWP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Prov for contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Total	10,619.11	14,298.47	15,257.78	12,298.24	15,287.04	16,960.47	84,721.11	162,462.00	77,740.89	48%
	TOTAL OPERATING EXPENSES	61,421.09	60,996.60	80,983.64	77,727.54	75,743.73	67,217.39	424,089.99	824,900.00	400,810.01	49%

MAINE TOWNSHIP ROAD AND BRIDGE FUND

42% of the year remaining MAR APR MAY JUN JUL AUG YTD DISBURSE BUDGET BALANCE % Left

REVENUE

Property Tax	661,752.75	11,256.76	18,127.27	0.00	525,894.31	364,965.73	1,581,996.82	1,902,125.00	320,128.18	17%
Other Income	1,258.50	168.16	1,325.00	1,650.00	23,527.77	1,901.60	29,831.03	55,780.00	25,948.97	47%
Interest Income	421.78	407.15	117.56	523.08	567.92	725.42	2,762.91	3,618.00	855.09	24%
Permit Fees	450.00	1,085.00	1,829.00	1,700.00	4,101.75	2,100.00	11,265.75	14,068.00	2,802.25	20%
Persnl Prop Replacement Tx	0.00	14,675.45	14,959.05	0.00	11,656.75	1,178.06	42,469.31	73,033.00	30,563.69	42%
NET REVENUE	663,883.03	27,592.52	36,357.88	3,873.08	565,748.50	370,870.81	1,668,325.82	2,048,624.00	380,298.18	19%

EXPENSES

GENERAL ROAD FUND-ADMINISTRATIVE

Admin Salary Expense	4,523.76	4,523.76	4,523.76	7,341.94	4,659.48	4,659.48	30,232.18	59,000.00	28,767.82	49%
Health Insurance	13,843.79	13,843.79	13,843.79	13,536.47	14,679.32	14,679.32	84,426.48	159,300.00	74,873.52	47%
Life Insurance	97.30	97.30	97.30	97.30	97.30	97.30	583.80	1,200.00	616.20	51%
Dental Insurance	0.00	42.00	42.00	934.00	771.80	354.04	2,143.84	6,500.00	4,356.16	67%
Alcohol & Drug Testing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	540.00	540.00	100%
Payroll Service	322.84	333.84	335.04	502.56	351.88	335.04	2,181.20	4,500.00	2,318.80	52%
Accounting Services	0.00	0.00	0.00	0.00	1,675.00	0.00	1,675.00	4,500.00	2,825.00	63%
Conferences Meetings	0.00	37.18	148.29	0.00	0.00	0.00	185.47	200.00	14.53	7%
Dues Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	720.00	720.00	100%
Legal Services	0.00	0.00	43.75	0.00	0.00	192.50	236.25	3,000.00	2,763.75	92%
Mileage Travel Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	100.00	100%
Municipal Replacement Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32,664.00	32,664.00	100%
Postage	0.00	8.46	0.00	60.00	0.00	0.00	68.46	175.00	106.54	61%
Printing Publishing	0.00	0.00	73.20	331.70	1,323.51	10.49	1,738.90	6,000.00	4,261.10	71%
Telephone	284.98	302.72	864.01	680.70	569.03	566.49	3,267.93	5,800.00	2,532.07	44%
Training	0.00	0.00	25.00	0.00	0.00	25.00	50.00	500.00	450.00	90%
Miscellaneous	226.20	0.00	0.00	0.00	0.00	0.00	226.20	0.00	-226.20	#DIV/0!
Office Supplies	0.00	0.00	173.94	0.00	67.26	146.62	387.82	1,500.00	1,112.18	74%
Office Equipment	146.34	71.99	0.00	0.00	0.00	130.00	348.33	5,000.00	4,651.67	93%
Prov for contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0%
Total	19,445.21	19,261.04	20,170.08	23,484.67	24,194.58	21,196.28	127,751.86	291,199.00	163,447.14	56%

GENERAL ROAD FUND-MAINTENANCE

Maint Salary Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	145,000.00	145,000.00	100%
Maintenance-Uniforms	0.00	0.00	0.00	175.00	138.75	175.00	488.75	4,500.00	4,011.25	89%
Building Maintenance	0.00	0.00	326.68	0.00	0.00	80.04	406.72	5,500.00	5,093.28	93%
Equipment Leasing Maint	8,068.78	19,046.79	3,164.59	15,131.64	6,424.50	10,787.23	62,623.53	62,500.00	-123.53	0%
Landfill Charges - GRF	0.00	0.00	0.00	393.62	0.00	0.00	393.62	500.00	106.38	21%
Rentals	0.00	0.00	0.00	8,000.00	2,200.00	200.00	10,400.00	1,000.00	-9,400.00	-940%
Street Lighting	0.00	4,171.57	4,519.55	4,292.86	4,247.88	4,478.21	21,710.07	51,500.00	29,789.93	58%
Tree Removal & Spraying	0.00	0.00	75.00	297.50	0.00	7,456.32	7,828.82	15,000.00	7,171.18	48%
Utilities	412.91	680.57	852.28	512.89	602.75	522.05	3,583.45	8,000.00	4,416.55	55%
Tree Replacement Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00	100%

MAINE TOWNSHIP ROAD AND BRIDGE FUND

42% of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	YTD DISBURSE	BUDGET	BALANCE	% Left
Gasoline Oil	516.27	962.40	1,075.04	1,923.90	1,915.33	1,227.78	7,620.72	30,000.00	22,379.28	75%
Building & Oper Sup Mat 1	89.45	0.00	407.00	0.00	1,681.50	0.00	2,177.95	4,500.00	2,322.05	52%
Maint Equip & Small Tools	1,512.15	2,492.70	1,515.80	3,212.35	2,782.14	1,283.71	12,798.85	10,000.00	-2,798.85	-28%
Supplies (Equipment)	364.68	1,800.04	2,613.38	5,085.54	2,576.67	2,407.45	14,847.76	22,000.00	7,152.24	33%
Supplies Roads GRF	0.00	0.00	326.48	88.00	0.00	0.00	414.48	4,500.00	4,085.52	91%
Supplies Snow Removal	0.00	0.00	0.00	0.00	0.00	4,281.25	4,281.25	50,000.00	45,718.75	91%
Total	10,964.24	29,154.07	14,875.80	39,113.30	22,569.52	32,899.04	149,575.97	415,500.00	265,924.03	64%

PERMANENT ROAD FUND

Labor On Roads	33,461.11	33,159.22	32,330.16	53,845.98	35,764.20	34,308.03	222,868.70	335,000.00	112,131.30	33%
Drainage	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00	15,000.00	14,000.00	93%
Engineering Services	0.00	6,585.32	19,966.25	3,360.00	5,950.00	1,980.00	37,841.57	30,000.00	-7,841.57	-26%
Landfill Charges - PRF	0.00	0.00	365.00	591.76	477.75	731.69	2,166.20	12,000.00	9,833.80	82%
Project Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,500.00	3,500.00	100%
Maintenance Roads	0.00	0.00	0.00	0.00	0.00	0.00	0.00	405,000.00	405,000.00	100%
Supplies / Roads PRF	0.00	670.45	1,303.50	5,612.44	14,634.51	2,740.08	24,960.98	50,000.00	25,039.02	50%
Total	33,461.11	40,414.99	53,964.91	63,410.18	56,826.46	40,759.80	288,837.45	850,500.00	561,662.55	66%

EQUIPMENT & BUILDING FUND

Equipment	0.00	0.00	67,124.19	22,664.87	13,677.00	0.00	103,466.06	225,000.00	121,533.94	54%
Building	530.19	30.00	52.80	3,245.00	0.00	329.45	4,187.44	15,000.00	10,812.56	72%
Storage Building	0.00	628.00	1,111.95	314.00	314.00	314.00	2,681.95	7,500.00	4,818.05	64%
Total	530.19	658.00	68,288.94	26,223.87	13,991.00	643.45	110,335.45	247,500.00	137,164.55	55%

SOCIAL SECURITY FUND

Social Security	2,816.30	2,793.19	2,729.77	4,546.55	2,995.72	2,884.31	18,765.84	40,500.00	21,734.16	54%
Total	2,816.30	2,793.19	2,729.77	4,546.55	2,995.72	2,884.31	18,765.84	40,500.00	21,734.16	54%

INSURANCE FUND

Workmans Compensation	0.00	0.00	21,353.00	0.00	0.00	0.00	21,353.00	20,818.00	-535.00	-3%
Unemployment Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	535.00	535.00	100%
Gen Ins Liability Ins Bond	0.00	0.00	37,443.00	0.00	0.00	0.00	37,443.00	37,443.00	0.00	0%
Total	0.00	0.00	58,796.00	0.00	0.00	0.00	58,796.00	58,796.00	0.00	0%

IL MUNICIPAL RETIREMENT FUND

IMRF	4,793.69	4,755.59	4,650.96	7,721.92	5,101.47	4,917.70	31,941.33	64,000.00	32,058.67	50%
IMRF Employer ERI Cost	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00	100%
Total	4,793.69	4,755.59	4,650.96	7,721.92	5,101.47	4,917.70	31,941.33	65,000.00	33,058.67	51%

TOTAL OPERATING EXPENSES	72,010.74	97,036.88	223,476.46	164,500.49	125,678.75	103,300.58	786,003.90	1,968,995.00	1,182,991.10	60%
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MOTION TO APPROVE PAYROLL FOR PAYDATES OF SEPTEMBER 7, 2018
AND SEPTEMBER 21, 2018 AND ROAD DISTRICT CHECKS #20550
THROUGH CHECK #20593 IN THE AMOUNT OF \$365,979.79.

Maine Township Road & Bridge Fund

SEPTEMBER 2018

<u>Check #</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>
			Life Insurance	97.30
20550	Sept 4	The Lincoln National	September Health Insurance	15,386.82
20551	Sept 4	Blue Cross Blue Shield of IL	IMRF Vol. Life Insurance	16.00
20552	Sept 4	NCPERS Group Life Ins.	Vol. Life Insurance	112.08
20553	Sept 4	The Lincoln National	VSP Vision Insurance	6.60
20554	Sept 4	Vision Service Plan (IL)	Federal Taxes	4,668.32
Wire	Sept 7	Federal Electronic Payroll System	State Taxes	821.87
Wire	Sept 7	Illinois Department of Revenue	Service Fee	167.52
S/C	Sept 7	Paychex	Payroll Check	1,661.37
Dir.Deposit	Sept 7	Richard A. Brandes	Payroll Check	2,971.89
Dir.Deposit	Sept 7	Robert J. Brzezinski	Payroll Check	2,191.90
Dir.Deposit	Sept 7	Peter Douvalakis	Payroll Check	1,441.75
Dir.Deposit	Sept 7	Jason D. Fox	Payroll Check	1,575.65
Dir.Deposit	Sept 7	Dawne Scheel Hayman	Payroll Check	1,476.81
Dir.Deposit	Sept 7	Peter A. Jimenez	Payroll Check	1,300.79
Dir.Deposit	Sept 7	Justin E. MacIntyre	Illinois Municipal Retirement Fund	6,734.83
Wire	Sept 10	IMRF	Telephone - Service at Garage	340.55
20555	Sept 18	A T& T	Utilities - Service at Garage	99.92
20556	Sept 18	Nicor Gas	VOID	-
20557V	Sept 18	VOID	Cellular Phone/Ipad	165.52
20558	Sept 18	Verizon Wireless	Federal Taxes	4,774.09
Wire	Sept 21	Federal Electronic Payroll System	State Taxes	835.64
Wire	Sept 21	Illinois Department of Revenue	Service Fee	167.52
S/C	Sept 21	Paychex	Payroll Check	1,661.37
Dir.Deposit	Sept 21	Richard A. Brandes	Payroll Check	3,152.82
Dir.Deposit	Sept 21	Robert J. Brzezinski	Payroll Check	2,191.90
Dir.Deposit	Sept 21	Peter Douvalakis	Payroll Check	1,441.75
Dir.Deposit	Sept 21	Jason D. Fox	Payroll Check	1,575.65
Dir.Deposit	Sept 21	Dawne Scheel Hayman	Payroll Check	1,476.81
Dir.Deposit	Sept 21	Peter A. Jimenez	Payroll Check	1,300.79
Dir.Deposit	Sept 21	Justin E. MacIntyre	Postage	50.00
20559	Sept 25	Metro Federal Credit Union	Glasses	310.00
20560	Sept 25	Metro Federal Credit Union	Telephone - Service at Garage	60.42
20561	Sept 25	A T& T	Curb Concrete & Sidewalk	184,194.45
20562	Sept 25	A Lamp Concrete Contractors, Inc	Small Tools & Equipment	147.19
20563	Sept 25	Alexander Equipment Co. Inc.	Six Padlocks	125.64
20564	Sept 25	Anderson Lock Co. Ltd.	Small Tools & Equipment	86.09
20565	Sept 25	Burns Industrial Supply	Equipment Maintenance	525.00
20566	Sept 25	Cassidy Tire & Service	Service at Garage	385.58
20567	Sept 25	Comed - Garage	Street Lighting	4,181.99
20568	Sept 25	Comed - Street Lighting		

20569	Sept 25	Comed - Traffic Signals	Traffic Signals	51.27
20570	Sept 25	Conserv Fs	Fuel	3,446.71
20571	Sept 25	Currie Motors Fleet	Equipment	76,450.00
20572	Sept 25	Des Plaines Material & Supply	Supplies	1,011.95
20573V	Sept 25	VOID	VOID	-
20574	Sept 25	Groot Industries Inc.	Landfill	384.00
20575	Sept 25	Healy Asphalt Co. LLC	Cold Patch Supplies	3,191.85
20576	Sept 25	Robert W. Hendricksen Co.	Tree Trimming	9,232.92
20577	Sept 25	Home Depot Credit Services	Small Tools & Equipment	219.68
20578	Sept 25	Hydraulic Pneumatic Corp.	Equipment Maintenance	3,600.00
20579	Sept 25	J B Metal Works, Inc	Equipment Supplies	450.00
20580	Sept 25	Interstate Billing Service Inc.	Equipment Maintenance	430.00
20581	Sept 25	Kevin W. Mortell & Toni Miller	Wage Garnishment Court	655.74
20582	Sept 25	Lin-Mar Towing & Recovery, LLC	Equipment	4,115.00
20583	Sept 25	MacMunnis Inc. AAF ComEd	Offsite Storage	314.00
20584	Sept 25	Maine Township - Town Fund	August Dental Insurance	354.20
20585	Sept 25	McMaster-Carr	Small Tools & Equipment	184.22
20586	Sept 25	Morton Grove Automotive West	Equipment Maintenance	245.00
20587	Sept 25	Napa Auto Parts - Des Plaines	Equipment Supplies	363.53
20588	Sept 25	Runco Office Supply	Office Supplies	68.97
20589	Sept 25	Sam's Club MC/SYNCB	Maint. Equipment & Small Tools	2,843.47
20590	Sept 25	Security Benefit	Deferred Comp.	1,090.00
20591	Sept 25	Sherwin Industries Inc.	Signs for the Road	3,593.27
20592	Sept 25	Spaceco, Inc.	Engineering Review Services	1,770.00
20593	Sept 25	West Side Tractor Sale	Equipment Supplies	2,031.82

\$ 365,979.79

We the undersigned members of the Board of Trustees of Maine Township, do hereby certify that we have examined the Payroll for Paydates of September 7, 2018 and September 21, 2018 and Road District Checks #20550 through Check #20593 and authorize the Supervisor to issue Checks in payment.

WITNESS OUR HANDS AND SEALS THIS 25TH DAY OF SEPTEMBER, 2018

Supervisor

Clerk

Trustees

MOTION TO APPROVE PAYROLL FOR PAYDATES OF SEPTEMBER 7, 2018
AND SEPTEMBER 21, 2018 AND GENERAL TOWN FUND CHECKS #56214
THROUGH CHECK #56281 IN THE AMOUNT OF \$338,425.86.

Maine Township General Town Fund

SEPTEMBER 2018

<u>Check #</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>
56214	Sept 4	The Lincoln National	Life Insurance	403.10
56215	Sept 4	AFLAC	AFLAC	126.26
56216	Sept 4	Republic Svc #551	Pick Up Service	235.54
56217	Sept 4	Blue Cross Blue Shield	September Health Insurance	64,367.86
56218	Sept 4	The Lincoln National	Volume Life Insurance	104.89
56219	Sept 4	Vision Service Plan (IL)	VSP Vol Vision Insurance	118.16
56220	Sept 4	NCPERS Group Life Ins.	IMRF Vol Life Insurance	96.00
56221	Sept 5	All Season Maintenance Inc.	Monthly Lawn Service	2,600.00
56222	Sept 5	DISH	Utilities - Monthly Cable	10.00
Wire	Sept 7	Federal Electronic Payroll System	Federal Taxes	15,315.00
Wire	Sept 7	Illinois Department Of Revenue	State Taxes	2,927.62
S/C	Sept 7	Paychex	Service Fee	350.08
3307	Sept 7	Susan Moylan Krey	Payroll Check	624.77
3308	Sept 7	Walter Kazmierczak	Payroll Check	4,125.94
3309	Sept 7	David A. Carrabotta	Payroll Check	-
3310	Sept 7	Dorothy D. Moran	Payroll Check	512.24
Dir.Deposit	Sept 7	Laura J. Morask	Payroll Check	777.17
Dir.Deposit	Sept 7	Peter W. Gialamas	Payroll Check	366.36
Dir.Deposit	Sept 7	Claire R. McKenzie	Payroll Check	434.81
Dir.Deposit	Sept 7	Kimberly Jones	Payroll Check	415.89
Dir.Deposit	Sept 7	Susan Kelly Sweeney	Payroll Check	453.17
Dir.Deposit	Sept 7	Dayna E. Berman	Payroll Check	2,678.62
Dir.Deposit	Sept 7	Denise M. Jajko	Payroll Check	1,914.41
Dir.Deposit	Sept 7	Doriene K. Prorak	Payroll Check	1,475.55
Dir.Deposit	Sept 7	Jessica M. Fox	Payroll Check	804.72
Dir.Deposit	Sept 7	Jonathon W. Kaehn	Payroll Check	474.43
Dir.Deposit	Sept 7	Marty Cook	Payroll Check	631.15
Dir.Deposit	Sept 7	Michael A. Samaan	Payroll Check	1,491.09
Dir.Deposit	Sept 7	Nader A. Ghazaleh Sr.	Payroll Check	1,115.34
Dir.Deposit	Sept 7	Nicholas W. Kanehl	Payroll Check	869.31
Dir.Deposit	Sept 7	Ramsin S. Youkhanes	Payroll Check	111.43
Dir.Deposit	Sept 7	Rebecca A. Behrens	Payroll Check	282.65
Dir.Deposit	Sept 7	Robert M. Carozza	Payroll Check	206.75
Dir.Deposit	Sept 7	Sophia R. Nyanue	Payroll Check	68.25
Dir.Deposit	Sept 7	Tracy D. Cummings	Payroll Check	1,048.05
Dir.Deposit	Sept 7	Victoria K. Rizzo	Payroll Check	1,657.17
Dir.Deposit	Sept 7	Debra A. Babich	Payroll Check	1,418.60
Dir.Deposit	Sept 7	Elizabeth J. Coy	Payroll Check	1,364.40
Dir.Deposit	Sept 7	Faris E. Dababneh	Payroll Check	1,032.74
Dir.Deposit	Sept 7	Mary Dolores Phillips	Payroll Check	695.68
Dir.Deposit	Sept 7	Anne M. Kolpak-Camarano	Payroll Check	1,267.84

Dir.Deposit	Sept 7	Anna E. Lydka	Payroll Check	1,480.89
Dir.Deposit	Sept 7	Austin S. Kelso	Payroll Check	1,053.16
Dir.Deposit	Sept 7	Kristina A. Christie	Payroll Check	907.35
Dir.Deposit	Sept 7	Naomi J. Bowman	Payroll Check	1,062.69
Dir.Deposit	Sept 7	Richard D. Lyon	Payroll Check	2,211.69
Dir.Deposit	Sept 7	Yessenia Cornejo	Payroll Check	1,339.49
Dir.Deposit	Sept 7	Marie C. Dachniwsky	Payroll Check	1,410.77
Dir.Deposit	Sept 7	Monika Jaroszewicz	Payroll Check	1,318.90
Dir.Deposit	Sept 7	Oksana T. Bukaczyk	Payroll Check	1,149.05
Dir.Deposit	Sept 7	Therese A. Tully	Payroll Check	1,471.22
Dir.Deposit	Sept 7	Annette Galante	Payroll Check	1,007.63
Dir.Deposit	Sept 7	Catherine Fredericksen	Payroll Check	430.61
Dir.Deposit	Sept 7	Rosalind Luburich	Payroll Check	776.73
Dir.Deposit	Sept 7	Wieslawa Tytko	Payroll Check	1,609.14
Dir.Deposit	Sept 7	Dagmar Rutzen	Payroll Check	263.74
Wire	Sept 10	IMRF	Illinois Municipal Retirement Fund	21,516.40
Wire	Sept 14	Paychex ESR & FSA	Time Attendance Fee	560.85
56223	Sept 17	U.S. Postmaster	Fall 2018 Postage / Mainely News	8,757.62
56224	Sept 18	COMED	Utilities - Electricity Supply	225.45
56225	Sept 18	Direct Energy Business	Utilities - Electric Service	1,810.31
Wire	Sept 21	Federal Electronic Payroll System	Federal Taxes	13,205.30
Wire	Sept 21	Illinois Department Of Revenue	State Taxes	2,566.53
S/C	Sept 21	Paychex	Service Fee	337.83
3311	Sept 21	Susan Moylan Krey	Payroll Check	624.77
3312	Sept 21	Dorothy D. Moran	Payroll Check	453.26
Dir.Deposit	Sept 21	Laura J. Morask	Payroll Check	777.17
Dir.Deposit	Sept 21	Peter W. Gialamas	Payroll Check	366.36
Dir.Deposit	Sept 21	Dayna E. Berman	Payroll Check	2,678.62
Dir.Deposit	Sept 21	Denise M. Jajko	Payroll Check	1,914.62
Dir.Deposit	Sept 21	Doriene K. Prorak	Payroll Check	1,475.60
Dir.Deposit	Sept 21	Jessica M. Fox	Payroll Check	869.02
Dir.Deposit	Sept 21	Jonathon W. Kaehn	Payroll Check	474.43
Dir.Deposit	Sept 21	Marty Cook	Payroll Check	631.15
Dir.Deposit	Sept 21	Michael A. Samaan	Payroll Check	1,491.09
Dir.Deposit	Sept 21	Nader A. Ghazaleh Sr.	Payroll Check	1,174.26
Dir.Deposit	Sept 21	Nicholas W. Kanehl	Payroll Check	869.31
Dir.Deposit	Sept 21	Ramsin S. Youkhanes	Payroll Check	39.33
Dir.Deposit	Sept 21	Rebecca A. Behrens	Payroll Check	247.13
Dir.Deposit	Sept 21	Robert M. Carrozza	Payroll Check	255.31
Dir.Deposit	Sept 21	Sophia R. Nyanue	Payroll Check	137.19
Dir.Deposit	Sept 21	Tracy D. Cummings	Payroll Check	1,048.05
Dir.Deposit	Sept 21	Victoria K. Rizzo	Payroll Check	1,657.17
Dir.Deposit	Sept 21	Debra A. Babich	Payroll Check	1,418.60
Dir.Deposit	Sept 21	Elizabeth J. Coy	Payroll Check	1,364.40
Dir.Deposit	Sept 21	Faris E. Dababneh	Payroll Check	1,032.74
Dir.Deposit	Sept 21	Mary Dolores Phillips	Payroll Check	642.76
Dir.Deposit	Sept 21	Anne M. Kolpak-Camarano	Payroll Check	1,267.84

Dir.Deposit	Sept 21	Anna E. Lydka	Payroll Check	1,480.89
Dir.Deposit	Sept 21	Austin S. Kelso	Payroll Check	1,053.16
Dir.Deposit	Sept 21	Kristina A. Christie	Payroll Check	907.35
Dir.Deposit	Sept 21	Naomi J. Bowman	Payroll Check	1,062.69
Dir.Deposit	Sept 21	Richard D. Lyon	Payroll Check	2,211.69
Dir.Deposit	Sept 21	Yessenia Cornejo	Payroll Check	1,339.49
Dir.Deposit	Sept 21	Marie C. Dachniwsky	Payroll Check	1,410.77
Dir.Deposit	Sept 21	Monika Jaroszewicz	Payroll Check	1,318.90
Dir.Deposit	Sept 21	Oksana T. Bukaczyk	Payroll Check	1,149.05
Dir.Deposit	Sept 21	Therese A. Tully	Payroll Check	1,471.22
Dir.Deposit	Sept 21	Annette Galante	Payroll Check	992.84
Dir.Deposit	Sept 21	Catherine Fredericksen	Payroll Check	389.30
Dir.Deposit	Sept 21	Rosalind Luburich	Payroll Check	477.58
Dir.Deposit	Sept 21	Wieslawa Tytko	Payroll Check	1,609.14
Dir.Deposit	Sept 21	Dagmar Rutzen	Payroll Check	238.79
55226	Sept 25	Access One, Inc.	Telecommunications	125.58
56227	Sept 25	American Charge Service	Mainlines Cab Vouchers	25.00
56228	Sept 25	Ancel, Glink, Diamond, Bush	Legal Services	16,182.68
56229	Sept 25	Anderson Pest Solutions	Pest Management	192.10
56230	Sept 25	AQUA Illinois, Inc.	Utilities - Water and Sewer	158.84
56231	Sept 25	Barton Marketing Group	August 2018 Retainer	3,541.00
56232	Sept 25	Big Fish Graphic Design, LLC	Recovery Connection	450.00
56233	Sept 25	Center For Enriched Living	Grant Payment 1	1,000.00
56234	Sept 25	The Center Of Concern	Grant Payment 7	3,233.33
56235	Sept 25	Kristina Christie	Mileage Reimbursement	57.12
56236	Sept 25	Children's Advocacy Center	Grant Payment 2	990.00
56237	Sept 25	COMCAST Business	Telecommunications-Phone Svc.	1,586.76
56238	Sept 25	COMCAST Cable	Telecommunications-OEM	277.68
56239	Sept 25	Cook County Sheriff's	Police Protection	3,800.00
56240	Sept 25	Crossfit-88	Recovery Connection	600.00
56241	Sept 25	Office Equipment Leasing Co.	Print Management	2,119.98
56242	Sept 25	District 63 Education	Grant Payment 5 and 6	4,541.68
56243	Sept 25	Juan Espejo	Recovery Connection	3,150.00
56244	Sept 25	FISH	Grant Payment 2	1,400.00
56245	Sept 25	Garvey's Office Products	Operating Supplies	80.04
56246	Sept 25	Glenkirk/Keystone Foundation	Grant Payment 3	935.00
56247	Sept 25	Graphic Solutions, Inc.	Printing - Publishing	880.00
56248	Sept 25	ITASCSC	Annual Luncheon	100.00
56249	Sept 25	The Josselyn Center	Grant Payment 6	9,203.00
56250	Sept 25	Jonathon Kaehn	Reimbursement	28.98
56251	Sept 25	Kim Weber Yoga	Recovery Connection	720.00
56252V	Sept 25	VOID	Void	-
56253	Sept 25	Leyden Family Service &	Grant Payments 1,2,3,4,5	25,000.00
56254	Sept 25	Richard Lyon	Reimbursement	55.86
56255	Sept 25	Maryville Academy (dba) Family	Grant Payment 2	2,650.00
56256	Sept 25	MCYAF	MCYAF /Heroes Event	260.00
56257	Sept 25	Dorothy Moran	Mileage Reimbursement	25.18

56258	Sept 25	Niles Flash Cab	Mainelines Cab Vouchers	400.00
56259	Sept 25	Nicor Gas	Utilities - Commercial Heat	259.91
56260	Sept 25	Northwest Casa	Grant Payment 1	1,000.00
56261	Sept 25	NW Suburban Day Care Ctr	Grant Payment 7	3,482.50
56262	Sept 25	PR Chamber of Commerce	2018 Electronic Recycling	250.00
56263	Sept 25	Peer Services, Inc.	Grant Payment 2	1,960.00
56264	Sept 25	Penco Electric, Inc.	OEM Generator Maintenance	225.00
56265	Sept 25	Pitney Bowes, Inc.	Postage Machine Lease	1,364.16
56266	Sept 25	Pitney Bowes Purchase Power	Passport Postage	619.00
56267	Sept 25	Presstech, Inc.	Printing - Publishing	8,091.00
56268	Sept 25	Resources for Comm Living	Grant Payment 2	1,020.00
56269	Sept 25	Security Benefit	Deferred Comp Contributions	1,310.00
56270	Sept 25	Turning Point Behavioral	Grant Payment 6	3,933.33
56271	Sept 25	Tom Vaughn-Chapter 13 Trustee	Wage Garnishment	397.00
56272	Sept 25	Verizon Wireless-Admin	Telecommunications	168.36
56273	Sept 25	Warehouse Direct	Computer Tech Support	2,600.00
56274	Sept 25	Barbara A. Weiner	Legal Consultation Dues	850.00
56275	Sept 25	WINGS	Grant Payments 1 and 2	2,330.00
56276	Sept 25	Metro Federal Credit Union	Vehicle Expense - Tire Repair	15.00
56277	Sept 25	Metro Federal Credit Union	Operating Supplies	49.81
56278	Sept 25	Metro Federal Credit Union	Maine Twp. Recovery Meetings	2,513.09
56279V	Sept 25	VOID	Void	-
56280	Sept 25	Metro Federal Credit Union	Operating Supplies	240.25
56281	Sept 25	Metro Federal Credit Union	Staff Training/Printing/Miscell.	508.21
				<u>\$ 338,425.86</u>

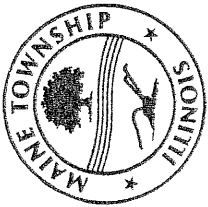
We the undersigned members of the Board of Trustees of Maine Township, do hereby certify that we have examined the Payroll for Paydates of September 7, 2018 and September 21, 2018 and General Town Fund Checks #56214 through Check #56281 and authorize the Supervisor to issue Checks in payment.

WITNESS OUR HANDS AND SEALS THIS 25TH DAY OF SEPTEMBER 2018.

Supervisor

Clerk

Trustees



Peter Gialamas

Clerk

CLERK'S SERVICES FOR THE YEAR 2018

Supervisor
Laura J. Morask

Clerk
Peter Gialamas

Assessor
Susan Moylan Krey

Highway Commissioner
Walter Kazmierczak

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

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

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

Month	Voter Registr.	Vehicle Stickers	Handic. Cards	Hunt & Fish License	RTA Passes	Passport Applications	Notary Public	Garbage Stickers	MaineLines Tickets	TOTAL
January	1 2	174 148	3 5	0 0	32 35	422 407	11 10	15 33	110 42	768 672
February	2 2	150 226	5 3	0 7	37 22	304 402	14 10	16 9	20 123	548 804
March	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	1 0	533 63	2 3	23 14	33 28	290 360	11 0	221 261	160 116	1,274 845
June	1 0	8,036 8,603	8 1	13 19	30 28	308 331	7 0	545 256	140 175	9,088 9,413
July	0 0	1,103 1,350	1 0	9 2	44 31	209 261	23 0	383 126	133 97	1,905 1,867
August	3 0	271 356	3 3	3 6	36 43	253 273	10 46	221 114	125 229	925 1,070
September										
October										
November										
December										
TOTAL	5	11,966	24	120	310	3,836	155	1,604	1,568	19,510

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

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

**To: Laura Morask
Maine Township Supervisor**

**From: Carol Langan
Director – Food Pantry**

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

I. Maine Township Emergency Food Pantry Distribution

a. Family Boxes of Food Distributed 154

II.

1. Adults Receiving 223

2. Children Receiving 37

a. Emergency Family Boxes of Food Distributed 6

1. Adults Receiving 10

2. Children Receiving 2

TOTAL 160 Boxes

III. Cash Donations and Amounts Received

Resident Donations \$340.00

Business Donations \$15900.00

Total \$ 16240.00

IV. Food Collections Received during Calendar Month

Niles Community Church

Carpenter School Stuff the Squad Car

Marianos Park Ridge Police Stuff a Squad Car

MAINE TOWNSHIP GENERAL ASSISTANCE

LAURA J. MORASK
TOWNSHIP SUPERVISOR

1700 BALLARD ROAD
PARK RIDGE, ILLINOIS 60068-1006
(847) 297-2510 FAX (847) 297-5914

MARSHA S. WARNICK
DIRECTOR OF GENERAL ASSISTANCE

To: Elected Officials
From Dayna Berman, Administrator

As all of you know we had a terrible tragedy occur last weekend on the 16th when a fire broke out in the Landings complex on Ballard and Potter which resulted in the death of an elderly women and displaced many families. As in any crisis, our staff immediately rallied together to see how we could best help.

A press release went out within a few hours to let the victims know we will be handing out food boxes and food gift cards at the township. We publicized that information on our website, marquee and radio station. We also received donation of shoes, clothes, school supplies, toiletries and other supplies that might benefit someone who is displaced from their home. To date, about fifteen families have come to pick up items and more families continue to come daily.

We are also helping families locate temporary housing and working hand in hand with the Red Cross for long term housing should that become a necessity. If a family is currently staying with a friend or family member and that situation no longer works out, they can call us at any time and we will still make shelter arrangements for them.

We are also receiving many calls from residents who want referrals. We are able to refer them to places such as Niles Family Services, the Red Cross, Catholic Charities and Northwest Compass, for financial assistance and for housing counseling.

Some of our staff has made calls to local schools and other agencies to pitch in. Some have graciously offered to be a donation site. For example, Gemini school has put out a donation box for the students and faculty to donate items and our own MaineStay department had a community education seminar today and asked the attendees to bring a donated item with them.

A big thank you to ALL the departments for their assistance and support over this last week.

LIHEAP 2018-2019 OPENING AT MAINE TOWNSHIP

1700 BALLARD ROAD
PARK RIDGE, ILLINOIS

REGISTRATION INSTRUCTIONS FOR AN APPOINTMENT

LIHEAP program will be opening October 1, 2018. Only **SENIORS** and **DISABLED** may apply during the month of **October**. In order to have an appointment you will need to register.

Registration for your day and time is based on the 1st letter of your last name. Come to Maine Township with your state of Illinois I.D. at the times indicated to register for your appointment.

WEDNESDAY-SEPTEMBER 26, 2018

IF YOUR LAST NAME BEGINS WITH

- *A - D YOUR REGISTRATION TIME IS 9:00 A.M. - 11:30 A.M.
*E - J YOUR REGISTRATION TIME IS 1:00 P.M. - 4:30 P.M.

THURSDAY - SEPTEMBER 27, 2018

IF YOUR LAST NAME BEGINS WITH

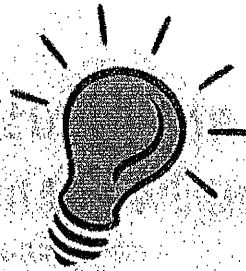
- *K - L YOUR REGISTRATION TIME IS 9:00 A.M. - 11:30 A.M.
*M - P YOUR REGISTRATION TIME IS 1:00 P.M. - 4:30 P.M.

FRIDAY - SEPTEMBER 28, 2018

IF YOUR LAST NAME BEGINS WITH

- *Q - S YOUR REGISTRATION TIME IS 9:00 A.M. - 11:30 A.M.
*T - Z YOUR REGISTRATION TIME IS 1:00 P.M. - 4:30 P.M.

****SHOULD YOU NOT BE ABLE TO KEEP YOUR SCHEDULED TIME (as stated above), THEN YOU MAY REGISTER IN PERSON BEGINNING THE WEEK OF OCTOBER 8, 2018.**



LIHEAP

STARTS

October 1, 2018

Maine Township Application Registration appointments
required

(SCHEDULE ON REVERSE SIDE)

NOTE

- APPOINTMENTS FOR SENIORS OR DISABLED ARE RESERVED FOR THE MONTH OF OCTOBER, 2018.

HOUSEHOLD

GROSS INCOME (30 DAYS)

1	\$1,518
2	\$2,058
3	\$2,598
4	\$3,138
5	\$3,678
6	\$4,218
7	\$4,758
8	\$5,298

MAINE TOWNSHIP GENERAL ASSISTANCE MONTHLY STATISTICS

MONTH	PENDING	NEW	ONGOING	ACTIVE CASES	CLOSED	EA CASES	OFFICE INTERVIEWS	FOOD PANTRY CLIENT/FAMILY VISITS	TOTAL *NUMBER OF OFFICE INTERVIEWS/ CLIENT VISITS
		(A)	(B)	A+B			(C)	(D)	C+D
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	5	3	28	36	0	2	296	155	451
JUNE'18	10	4	32	36	2	5	305	132	437
JULY'18	8	3	31	34	2	5	294	158	452
AUG'18	7	4	29	33	1	4	299	156	455
SEPT,18									
OCT'18									
NOV'18									
DEC'18									
JAN'19									
FEB'19									
TOTAL	45	17	175	205	8	24	1851	936	2787
*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)									



Board Report for August 2018

Marty Cook

Friday Night Recovery Meeting Attendance:

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

August 17 th , 2018	47 Participants
August 24 th , 2018	29 Participants
August 24 th , 2018	43 Participants
September 7 th , 2018	28 Participants
September 14 th , 2018	44 Participants

Monday Night Community Service, Holy Family Hospital:

- Ten (10) Recovery Connection volunteers spoke with 30 young adult patients in treatment at Holy Family Hospital.

Community Outreach:

- MTRC staff spoke with eight (8) community parents and advised on our program as well as possible recovery outlets for their children.
- MTRC staff, in partnership with Mainstay, the Park Ridge Police Department, and MYCAF continued to meet over the past month in order to develop its very own Opioid Epidemic Advisory Council.
- MTRC in partnership with other local and national recovery agencies participated in Hazelden Betty Ford's second annual Kick -Addiction- Out-Of-The-Park Kickball Tournament in Chicago on Saturday, September 15th, 2018.
- MTRC consulted with the clinical directors of newly founded Symetra Recovery, a treatment center located in downtown Des Plaines, with the goal of being able to collaborate create synergy between the two agencies.

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

August 17 th , 2018	10 Participants
August 24 th , 2018	6 Participants
August 24 th , 2018	11 Participants
September 7 th , 2018	8 Participants
September 14 th , 2018	7 Participants

Miscellaneous:

- The MTRC phone list which serves as a resource to young men and women within the recovery community has grown to 346.
- The MTRC weekly email which briefs our participants on our weekly meeting as well as provides information on other sober related events within the community is now sent to 349 members.

MAINSTREAMERS HIGHLIGHTS

August 2018

Marie Dachniwsky, Director

The MaineStreamer Department has been extremely busy with trips, events and programs this summer. We also have been working very hard on making some changes and improvements to our program which should result in cost efficiencies. Our first project was to update our current mailing list with our new membership application which will provide us with current emails and emergency contact numbers. We are also giving members the opportunity to select if they would like to continue receiving a hard copy of our newsletter or if they would prefer to view our newsletter on our website on their personal computer/device.

Our biggest project has been to redesign the current 12 issue newsletter to a bi-monthly newsletter, which will only be mailed out 6 times a year. With this change, we would be going to a larger newsletter but printed and mailed only 6 times a year, which will lead to a considerable cost savings. Our first bi-monthly edition will be mailed out to members in December. Members will be able to sign up for programs, classes and events that are scheduled for January/February. Not only will the Township benefit from this change but it will give our members more advanced notice to plan their social outings.

DAY TRIPS - In the month of August, we had three-day trips that included "Cat on a Hot Tin Roof" at the Drury Lane Theatre, "Cole Porter's-Anything Goes" at the Cahn Auditorium in Evanston, and "Hamilton" at the CIBC Theatre.

THE NORTHERN ILLINOIS 2-DAY GALENA GETAWAY

Forty Eight MaineStreamers got a chance to spend two wonderful days and one night in beautiful Galena. Our trip started with a tour of the Belvedere Mansion and Gardens, which was built in 1857 and is considered one of the finest Mansions in Galena. Our overnight accommodations were right on Main Street at the Historic De Soto House Hotel, where a Lincoln-Douglas debate occurred on the balcony of this hotel. We also scheduled some free time for members to roam through the wonderful shops, boutiques and restaurants followed by a Trolley Tour of the town and a wonderful dinner at Timmerman's Supper Club. The following day we started out early and enjoyed a guided tour of the Ulysses S. Grant Home. After the tour, we took a three hour paddleboat cruise, "Celebration Belle," which cruised down the Mississippi. This overnight trip gave many members a chance to spend time with one another resulting in the creation of many new friendships. (Please see attached Thank You card from a new member.)

TWILIGHT DINING

Approximately 65 MaineStreamers were able to enjoy a meal together at Sweet Baby Ray's in Elk Grove Village. The staff at the restaurant were extremely accommodating and offered us the main dining room for our event.

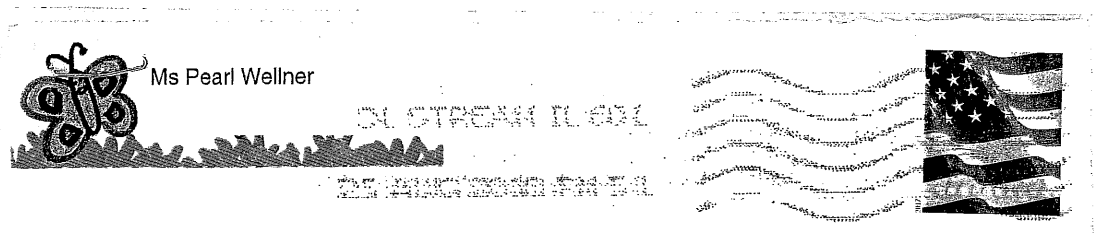
AUGUST 2018

DEAR MARIE + MONIKA,

JUST HAD TO WRITE YOU A NOTE TO SAY WHAT A WONDERFUL
EXPERIENCE I HAD ON MY TRIP TO GALENA WITH MAINESTREAMERS!

IT WAS MY FIRST TIME DOING ANYTHING WITH A GROUP TRAVEL AND I
WAS PLEASED AND HAPPY TO SEE HOW ORGANIZED, HELPFUL, AND CARING
YOU BOTH ARE. THE PLANNING WAS VERY WELL SCHEDULED AND THE
BUS + ACCOMODATION'S EXCELLENT.

I THOROUGHLY ENJOYED THE TOURS, TROLLEY RIDE, BOAT LUNCHEON,
STEAK DINNER, COCKTAIL HOUR + BREAKFAST. THE FOOD WAS DELICIOUS TOO.
THANK YOU FOR ALL YOUR EFFORTS ON OUR BEHALF. I PLAN TO DO
MORE WITH MAINESTREAMERS IN THE FUTURE. SINCERELY, Pearl Wellner



8-27-18

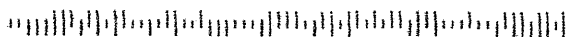
MAINE STREAMERS

1700 BALLARD RD.

PARK RIDGE, IL

60068-1006

MONIKA
+ MARIE



MAINSTREAMERS 2018-2019 STATISTICAL REPORT - AUGUST

RECREATIONAL PROGRAMS	NO. OF PARTICIPANTS	YEAR TO DATE	INCOME	EXPENSES	TOTAL
Bingo (Monthly)	32	100	\$155.00	\$153.98	\$1.02
Day at the Races (Monthly)	40	257	\$240.00	\$210.00	\$30.00
Movie of the Month (Monthly)	24	251	\$46.00	\$8.99	\$37.01
Pinochle Tournament/Social	9	122	\$0.00	\$0.00	\$0.00
Women's/Mens Breakfast (Alternating Months)	14	89	\$180.00	\$178.60	\$1.40
Twilight Dining Outing (Alternating Months)	63	174	\$1,591.00	\$1,402.70	\$188.30
Fishing Events/Banquet (6 Times a Year)	9	43	\$165.00	\$152.37	\$12.63
Intergenerational Fishing Outing (Twice a Year)	n/a	8			\$0.00
Book Review (3- Times a Year)	n/a				
HEALTH/INFORMATIVE	n/a	417			\$0.00
FITNESS CLASSES					
Senior Aerobics (8 week sessions)	n/a	88			\$0.00
Yoga (8 Week Sessions)	n/a	50			\$0.00
Zumba Gold (8 Week Sessions)	n/a	63			\$0.00
Zumba Gold Toning (8 week Sessions)	n/a	12			
Chair Yoga (8 Week Sessions)	13	27	\$520.00	\$400.00	\$120.00
CLASSES/PROGRAMS					
Computer Class (Alternating Months)	n/a	44			\$0.00
Matter of Balance (8 Week Class- Bi- Yearly)	n/a	13			
Rules of the Road (3- Times a Year)	n/a	70			
Defensive Driving Course (Held Quarterly)	22	41			
LUNCHEONS	169	457	\$3,949.00	\$3,982.09	(\$33.09)
ANNUAL SPECIAL EVENTS					
MISCELLANEOUS EVENTS					
DAY TRIPS	n/a	194			\$0.00
LONG DISTANCE TRIPS	211	1234	\$31,822.77	\$28,175.58	\$3,647.19
SENIOR MAILING (Monthly)	51	129	\$750.00	\$46.68	\$703.32
NEWCOMERS PRESENTATION (Alternating months)	26	166	\$0.00	\$44.40	(\$44.40)
ADVISORY COUNCIL MEETING (Held Quarterly)	21	67	\$0.00	\$24.00	(\$24.00)
TOTAL	n/a	32			\$0.00
NEW MEMBERS	704	4148	\$39,418.77	\$34,779.39	\$4,639.38
	19	206	Average Age	73 y/o	

**Maine Township Code
Enforcement Office**

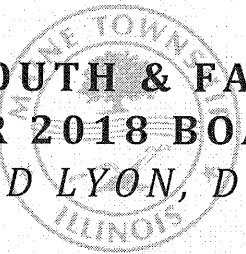
To: Elected Officials
From: Nader Ghazaleh, Code Enforcement Officer
CC: Dayna Berman, Administrator
Date: 9/25/2018

As we head into the fall season, I am working with resident's on Dee Road, implementing clean up around property's, side walk replacement, and fence repairs. Construction repair work seems to be coming to an end and most residents have achieved their goals. I'm working with residents in Glenview, on Sherry circle regarding broken decayed fencing that is falling. I've reached out to project manager Karen Benedetto for Glenview apartments. She assured me they will be repaired. I was requested to come in early to investigate a resident's complaint on a commercial vehicle parked on Dee Road. I was able to catch the driver at 6:30am and issue a citation, with an intent to tow if vehicle was to remain there for over 72 hours. I had a neighborhood watch meeting 9/5 and resolved most of their issues.

Good news! I had a meeting with route supervisor Ken Klein from Republic Services on Wednesday 9/19/18. We discussed changing recycling and garbage pick-up day to Thursday which he now agrees would be beneficial to the residents and Maine township. It will allow Republic's driver to be more productive, and be able to do a better job. There will be no parked cars on the west side of Dee road, and he will have full access to all garbage bins, with out having to manually pulls bins out and around vehicles. Also, we discussed at a later date of the possibility of changing Sumac's route also. Lastly, I will be working on coming up with a solution on the alley to the east of Robin drive, that will also help to give Republic Services driver better access to the garbage bins.

September warnings issued: 34

September tickets issued: 7



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

GARAGE SALE

The 14th annual Maine Township Garage Sale fundraiser will be held on Saturday, September 29 from 9 am – 3 pm. This popular township event provides a valuable service to the community and raises money to support MaineStay's summer camp program for at-risk youth and the Maine Township food pantry. This year's sponsors are Chicago Behavioral Hospital, International Bank of Chicago, Law Offices of Laura J. Morask, Journal & Topics Newspapers, Senior News 50 and Better, Suburban Resource Guide for Seniors, Barton Event Management, Warehouse Direct, Parkway Bank, Republic Services, State Representative Michael McAuliffe, State Senator Laura Murphy, Garvey's Office Products, Arrow Road Construction, and Costco. We are incredibly grateful for their support of this event and would welcome any additional sponsors who would still like to participate in our fundraising efforts.

AGENCY FUNDING

Funding hearings have been scheduled for October 2 and 9 starting at 6:30 pm and on October 16 starting at 6 pm. Funding hearing packets were distributed to the board on September 18. A total of 29 agencies turned in their applications by the August 31 deadline (22 currently funded agencies and 7 new agencies). Kristina is finishing up annual site visits of all currently funded social service agencies and continues to familiarize herself with the important work and services these organizations provide to our residents.

FEATURED STORY OF THE MONTH

On September 17, our clinical team assisted Gemini Junior High School by conducting follow up interviews with students who were identified as potentially high-risk or in need of further services following a school-wide administration of a suicide screening questionnaire. Students were encouraged to bring up any concerns they might have about other students as well. One particular student was identified by several classmates due to issues related to self-injury and suicidal gestures made on social media and as a result of this event was able to receive additional needed services. Kudos to Gemini staff and administration for continuing this screening and creating an atmosphere where students feel safe talking about the critically important issue of suicide. It has been an honor and privilege for MaineStay to participate in this worthwhile event for the past four years.

FALL PROGRAMS

The following programs are scheduled to resume this month:

- Adult Anger Management Group
- Art in the Town
- Journey Teen Therapy Group
- Big Brothers Big Sisters Mentoring
- Future Leaders Peer Mentoring

FUTURE LEADERS PROGRAM EXPANSION PLANNING

Future Leaders is an innovative program created by MaineStay that provides the opportunity for younger students to benefit from positive peer mentoring relationships with older high school students. Interaction is facilitated by recreational activities and time for constructive interaction, conversation, and emotional support. Program goals include building confidence, increasing self-esteem, increasing fitness, enhancing social skills, and learning what it means to be good citizens and community members. The program

currently meets at the Des Plaines Leisure Center on the 2nd and 4th Thursdays of each month during the school year.

Anne continues to work diligently with Lincoln Middle School in District 64 and South Elementary School in District 62 on planning the implementation of the Future Leaders program in their schools. The schools will cover all program costs, and each school plans to host the program twice a month. Anne will coordinate the programs with the assistance of another staff member, which each school will provide. The new program at South School will begin on September 26 and a specific start date for the Lincoln Middle School program will be determined soon.

Both Anne and I are thrilled about these two partnership opportunities that will allow us to triple our impact and reach more youth in need without spending any additional funds. I am so proud of the work Anne has put into running and improving this program and how it has now grown to be recognized as a model mentoring program by our local schools.

COMMUNITY EDUCATION SEMINARS/PROFESSIONAL DEVELOPMENT WORKSHOPS

On August 21 we hosted a community education seminar entitled *ADD Optimized: Knowing Your Type of ADD and How to Optimize It Naturally* with Dr. Kevin Dobrzynski from Amen Clinics Chicago and had 75 people in attendance. We held a food drive at this event to help support the Maine Township food pantry. On September 21 from 9-11 am we will host a professional development workshop entitled *Borderline Personality Disorder and Trauma Patients* in partnership with Timberline Knolls. We will hold a donation drive at this event to help support the victims of The Landings condominium fire.

PSYCHIATRIC SERVICES

We are currently working with a total of 104 active psychiatric clients and have reached our current maximum capacity in this partnership program that was originally launched in July 2016. We are directing new psychiatric clients who call to contact The Josselyn Center in Northfield to arrange to be seen at their location and are offering to have them transfer to our location should space become available in the future. We project that all active psychiatric client records should be transitioned to Josselyn's electronic system by the end of the year as updates are completed on current clients. Our clinicians and intern therapists attended a mandatory Illinois Medicaid Comprehensive Assessment of Needs training that is being implemented state-wide for all Medicaid providers and will impact and standardize the way assessments and treatment plans are completed. Implementation of these new procedures is projected for this November.

COUNSELING

MaineStay had 4 new counseling intakes in August. We had 97 ongoing cases and now have a total of 101 cases in our affordable strength-based counseling program. We currently have a waiting list of 6 clients.

MAINESTAY E-NEWSLETTER

As a way to share news about MaineStay services with our community, we have sent out a periodic email newsletter for the past 9 years. We now have over 3,400 subscribers.

COMMUNITY INVOLVEMENT

During August, I attended site visits at The Center of Concern and Avenues to Independence along with Kristina. I met with The Josselyn Center President and Director of Clinical Services for our monthly meeting regarding our psychiatric services partnership and attended the Advocate Lutheran General Community Health Council meeting and the AITCOY business meeting. Anne and I met with Tim Gleason, Lincoln Middle School assistant principal, to discuss specific planning steps for the fall implementation of our Future Leaders mentoring program at their school.

MaineStay FY 2018-2019 Statistical Report

	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	YTD
MENTORING													
Youth Participants	16	16	16	16	16								80
Adult Mentors	16	16	16	16	16								80
FUTURE LEADERS													
Youth Participants	15	15											30
High School Mentors	10	10											20
ART IN THE TOWN													
Youth Participants	17	17											34
SUMMER CAMP													
Youth Participants				20	22								42
STUDENT GOVERNMENT DAY													
Youth Participants		41		34									75
Agency Representatives		9		2									11
FISH													
Incoming Calls	43	35	52	61	62	51							304
Total Calls	85	69	92	117	126	108							597
Riders Served	14	13	14	18	19	19							97
Rides (one way)	64	47	66	76	82	72							407
Volunteers	10	10	9	14	13	13							69



Office of Emergency Management
Dagmar Rutzen, Director
September 2018

This past weekend OEM was called upon by Cook County Sheriff's Dept. to handle traffic control during a major fire at the Landings at Potter and Ballard. It was an all-day affair. The fire broke out about 7:45 am and OEM sprang into action at 9:30 am and we finished our assignment at 5:30 pm. Our task was to close off the Potter/Ballard intersection and redirect traffic. We also had to stop people from going around barricades and cones. We needed to secure the fire equipment so that the firemen could do their job. Our OEM members did an outstanding job. We are so blessed to have these dedicated volunteers.

Mess Canteen from Salvation Army came out to provide nourishment and the American Red Cross was there to help all the displaced people. The whole six story building had to be evacuated. There was one fatality and six people were taken to the hospital. At this point no one is allowed back into the building.

This past Saturday we had a beautiful day for the North Maine Fire Protection District's Open House. OEM provided preparedness materials since September is Preparedness Month. We offered free blood pressure checks again. We gave people an opportunity to learn how they could save a life in 5 min. by using hands-only CPR.

At the upcoming garage sale OEM will be providing traffic control early in the morning as the vendors are setting up and throughout day we provide safe crossing for the visitors.

OEM is a member of the Illinois Search and Rescue Council. We have seven members who trained to be search and rescue members. This past months I participated in two searches. The first one was in Glenwood for a 30 yr. old male that had been reported missing and whose rental car was found in the Glenwood Forest Preserve. The second search I participated in was along the shore of Lake Michigan for the 20 yr. old kayaker that had gone down. We did not find the body in both of the searches. The kayaker was found last week.

On Sept. 11 th I participated in the 911 memorial at Ridgewood Cemetery in honor of all the first responders that lost their lives on that day.

Board members are always welcome at any of our monthly OEM meetings that are held usually on the third Wed. of the month at our facility at 1387 Redeker, Des Plaines. Last month I listed a tentative schedule of our upcoming trainings. On Oct. 19th, we will do again our Stop the Bleed and Hands-Only CPR which can save a life in 5 min. Feel free to join us.

Be safe and be prepared.
Respectfully submitted,
Dagmar Rutzen

Policy __

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 three purposes: 1) to record what was done and why, so that Board members and others can remember it later; 2) and to allow the public to read and understand the actions of the Board and 3) to comply with the provisions of the Open Meetings Act.
5. Roberts Rules of Order states that the Board meeting minutes should reflect "what was done, not what was said." Section 2-.06 of the Illinois Open Meetings A requires that the minutes include 1) the date, time and place of the meeting; 2) the members of the public body recorded as either present or absent and whether the members were physically present or present by means of video or audio conference; and 3) a summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken.

Policy:

1. Any 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, provided that the Board Member gives the information to the Township Clerk at least six days prior to the Board meeting.
2. Any Board Member may direct the Township Clerk to include informational items, such as research, memoranda, correspondence or other documents relating to Board meeting discussions, that were included in the Board packet to be appended to the Meeting Minutes.
3. Robert's Rules states that the Clerk is to record *motions* in the minutes exactly as made by the movant at the meeting. 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.
4. A verbatim indexed video recording of all monthly open session Board meetings shall be posted on the Township website by the end of the business week.
5. Meeting minutes shall reflect a summary of was discussed in connection with each agenda item discussed as required by Section 2.06 of the Open Meetings Act. 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.
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 a roll call vote on any matter of substance.

Township Policy for handling Board requests for documents

It shall be the policy that all Township Board members shall have access to any and all historical, financial, legal and any other documents necessary to fulfill their duties.

- A. Any Board member requesting documents should be requested by a direction to the Township Supervisor and/or the Township Clerk and/or the Township Administrator.
- B. All document requests will be directed by the person receiving it to the appropriate department for fulfillment in a timely fashion. If an elected official has a question about a document they received, every effort will be made to allow the elected officials to meet with the appropriate person who can get them an answer.
- C. Timely shall be defined using reference to scope, manpower, staffing and existing FOIA requests. In short, if a member requests over five years of documents, it would be reasonable to expect fulfillment may take longer than a request for non-archived documents. Additionally, at times the Township has several resident FOIAs that depending on complexity, scope and length may need attending to first. Documents five years old or less are generally available electronically and can and will be fulfilled within as short a time frame as possible, optimally within two business days.
- D. All requests whether for documents should not be made to individual employees as they are not generally keeper of the records and it is considered best policy for the smooth workings of the Township to coordinate all requests either through the Supervisor, the Clerk or the Administrator with a cc to the Administrator, Supervisor and Clerk.

Policy __

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. Illinois public bodies are required to have an agenda for each meeting pursuant to Section 2.02 of the Illinois Open Meetings Act.
2. At least 48 hours advance notice of a meeting is required for a public meeting in Illinois (Open Meetings Act). Public bodies cannot take final action on any item that is not listed in advance on an agenda.
3. Having a written expectation on establishing agenda items allows the members of the Board a consistent set of expectations.

Policy & Procedure:

1. The Supervisor, in consultation with the Township Clerk, will prepare the agenda. The agenda for meetings will be prepared and e-mailed to the Board by no later than the close of business on the fifth day before the meeting (generally, Thursday for a Tuesday meeting). Agendas and Board packets will go out to the Board by the close of business on the fourth day before a meeting (generally, Friday for a Tuesday meeting) Every effort shall be made to provide board packets with the agenda on Thursday, when possible, with the understanding that bill pay review materials will be electronically transmitted on Friday.
- 2.

Any Elected Board Member may call for placement of an item for discussion and/or vote on the monthly Board meeting agenda, provided the item is given the Township Clerk and Supervisor at least six days prior to the board meeting.

3. Elected Board Members requesting agenda items must provide email or written notification to the Township Clerk before publication of the draft agenda, no later than six days before the meeting. Generally, for a Tuesday night meeting, this would be prior to end of day Wednesday before the Board meeting.
4. 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 confirmation may occur by the Clerk transmitting the Board agenda to all Board members, including the requesting Board member. This Board agenda will be communicated to all Board members by the close of business the Thursday before the meeting.
5. At any time before the finalization of the agenda, an item may be removed or deferred by the individual(s) who originally requested it. An item may also be removed at the public meeting.

Policy __

Interaction with IMRF

1. Should any employee or official of the Township seek special action, such as the review or appeal of a Township Board policy, vote or certification decision relating to Illinois Municipal Retirement Fund "IMRF" participation, that person shall immediately notify the Clerk, Supervisor and Board of 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), excluding confidential communications between the IMRF and any Township employees, representatives or officials shall be immediately forwarded to all elected Board Members for review and comment.

Policy __

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 to an Elected Official for a copy of a public record, 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 when possible, but at all times at least equal to that of the general public.
- c. c. Elected officials may make requests by e-mail or telephone. Staff will confirm receipt within one business day.

Policy ____

PARLIAMENTARY AUTHORITY

The rules contained in the most recent edition of "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.

Policy __

Posting Financial and Other Records on our Website

Background:

1. The State does not require the Township to post financial and other records of the Township on the Township website. 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 posting and the display of the following information, including the most recent information available, and all historical information available through the past 10 years, to the extent these documents exist and the Township still has these materials, as soon as practicable:
 - a. Board meeting agendas, Board packets and open session Board meeting videos
 - b. Annual Township Financial report compiled by the Township's outside auditors ("the Annual Audit").
 - c. Annual Supervisor Report.
 - d. Administrative official names and contact information at the Township.
 - e. Annual Budgets.
 - f. Monthly Expenditures, after approved.
 - g. Annual Wage Report.
 - h. Contracts between the Township and outside parties.
 - i. Annual Membership dues/invoices from any group that lobbies on behalf of the Township or Townships in general, after approved.
 - j. Any taxes, fees and other income collected by the Township for pay-as-you-go services
 - k. Annual report showing actual expenditures and revenues and the budgeted amounts.
 - l. Annual Levies
 - m. Employee policy handbook
 - n. Resolutions
 - o. Intergovernmental agreements

This shall not be construed to obligate the Township to post draft, not final, documents or confidential items, closed session materials, personal information, private information, legal opinions, or other items that are prohibited to be disclosed by law.

2. These documents and reports specified in Paragraph 1(a), (b), (d), (e), (f), (g), (h), (k), (l), (m) and (n) 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.

Policy __

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 notify the Clerk, Supervisor and all Board Trustees individually by e-mail or as otherwise directed by that board member/Trustee as soon as practicable.
2. Based on availability, the Supervisor, Clerk or Township Administrator shall take appropriate action in reply to the Request for Review within the statutory time limit or the time limit prescribed by the PAC, unless extenuating circumstances exist. The administrator taking this action must seek advice from the Township Attorney prior to reply to the PAC. The Township Attorney may respond to any PAC request on behalf of the Township and copy all Board members electronically as soon as practicable.
3. All correspondence (including queries, directives and opinions) between the PAC and any Township employees, representatives or officials shall be forwarded to all elected Board Members as soon as practicable.
4. Any elected Board Member in consultation with the Township Attorney may request an advisory opinion from the PAC.

Policy __

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.
2. All open session Board meeting videotapes shall be retained for no less than ten (10) years.
3. All closed session Board meeting audiotapes shall be retained indefinitely.

FOIA

Wiesia Tytko

From:
Sent: Saturday, September 8, 2018 10:27 PM
To: Wiesia Tytko
Subject: Re: FOIA response

Thank you! Are there any other documents or correspondence such as texts that addressed this issue, or was it only emails?

Thank you so much,

President, LWV PR

On Friday, September 7, 2018, 3:36:54 PM CDT, Wiesia Tytko <wtytko@mainetown.com> wrote:

Please see the attached FOIA response letter and Emails part #1. Emails part #2 will come in the next email.

Thank you,

Wiesia Tytko

Chief Deputy Clerk

Maine Township

1700 Ballard Road

Park Ridge, IL 60068

847-297-2510

wtytko@mainetown.com

FOIA

Wiesia Tytko

From: Todd Wessell <ToddWessell@journal-topics.info>
Sent: Monday, August 27, 2018 12:52 PM
To: wtytko@mainetown.com
Subject: Foi

Received:
8/27/2018
Responded by:
9/4/2018 (Tuesd.)

Aug. 25, 2018

Tom whom it may concern,

Pursuant to the Illinois Freedom of Information Act I request a copy of any invoices Maine Township has received by Ancel, Glink, Diamond, Krafthefer and anyone one else in regards to the recent investigation into alleged sexual harassment involving trustees Dave Carrabotta and Kim Jones. That should include any bills from the court reporter assigned to that investigation.

I also request any and all emails and/or text communication between trustees Sweeney and McKenzie and the law firm Ancel, Glink, Diamond and/or attorney Keri-Lyn Krafthefer and Supervisor Laura Morask.

If you have already fulfilled similar requests, then I ask that you forward those replies to me immediately.

I ask that you waive any copying charges because this information will be used in news coverage of the township.

Thank you.

Todd Wessell
Editor & Publisher
Journal & Topics Media Group

FOIA

Wiesia Tytko

From: Johnson, Jennifer <jjohnson@chicagotribune.com>
Sent: Friday, August 31, 2018 2:47 PM
To: wtytko@mainetown.com
Subject: FOIA REQUEST

Received:
8/31/2018

Response by:
Mon: 9/10/2018

RE: Illinois FOIA Request

Dear Wiesia,

Pursuant to the Illinois Freedom of Information Act, 5 ILCS 140, I am requesting:

Copies of all invoices and receipts for all costs related to the investigation of an alleged violation of the township's sexual harassment policy by Trustee David Carrabotta. These documents include, but are not limited to, bills for attorney's fees, court reporter's fees, travel expenses, etc.

Under FOIA, "[a]ll records in the custody or possession of a public body are presumed to be open to inspection or copying." I believe that all of the information I have requested is subject to public disclosure under FOIA.

As a representative of the news media I ask that you waive any applicable fees. This information is being sought on behalf of the Park Ridge Herald-Advocate and Chicago Tribune.

As this information is of timely value, I would appreciate you communicating with me by telephone or e-mail if you have questions regarding this request. Thank you for your assistance.

Jennifer Johnson
Staff Writer
Park Ridge Herald-Advocate
Chicago Tribune

jjohnson@chicagotribune.com
630-200-8301

parkridge.chicagotribune.com

www.facebook.com/prheraldadvocate
Twitter: @ParkRidge_HA
@Jen_Tribune