



Maine Township
1700 Ballard Road
Park Ridge, Illinois 60068

March 6, 2019

Special Township Board Meeting

NOTICE IS HEREBY GIVEN that a Special Township Board Meeting of the Maine Township Board, Cook County, Illinois will be held on Wednesday, March 6, 2019 at 7:00 p.m. in accordance with Section 80-10(b) of the Illinois Township Code, 60 ILCS 1/80-10(b). Said meeting has been called by Township Supervisor Laura Morask. The meeting will be held at 1700 Ballard Road, Park Ridge, IL 60068, for purposes of considering the following agenda:

SPECIAL BOARD MEETING AGENDA

Call Meeting to Order
Pledge of Allegiance
Roll Call

1. Public Participation
2. Approval of April 9, 2019 Annual Town Meeting Agenda
3. Personnel Policy Manual/Discussion & Vote
4. Discussion/Possible Vote on any Abatement Amount for GA/TF Including but not Limited to:
 - a) Possible Pay Down of Unfunded Pension Liabilities in Combination with any Potential Abatement Amount Between 0 & 100%
 - b) Previously Tabled Ordinance 2019-2
 - c) Previously Tabled Ordinance 2019-3
5. Adjournment

The meeting will be held at the Town Hall, 1700 Ballard Road, Park Ridge, IL.

Peter Gialamas
Maine Township Clerk

**Maine Township
Annual Town Meeting Agenda
April 9, 2019
7:00 p.m.**

- 1. Call meeting to order**
- 2. Pledge of Allegiance**
- 3. Selection of Sergeant at Arms**
- 3. Selection of Moderator and Parliamentarian**
- 4. Old Business**
 - * Approval of Minutes of the 2018 Annual Town Meeting
 - * Supervisor's Report
 - * Awards Presentation
- 5. New Business**
 - Sgt. Karen Lader Memorial Good Citizen Award
 - Approval of Resolution 2019-2 Establishment of Township Fiscal Year
 - Approval of Resolution 2019-3 Establishment of Date for 2020 Annual Town Meeting
 - Approval of Resolution 2019-4 Compensation of Moderator
- 6. Adjournment**

Trustee Sweeney's *edits* in **bold** to Maine Township Personnel Policy Handbook 2/28/19:

P. 7 RECRUITMENT

"In order to provide growth opportunities for all employees, all vacancies shall be announced first by posting"

Add: "...both at the Township site and also on the Township website for 3 weeks in advance of hiring. "

P. 8 BACKGROUND CHECK AND JOB OFFER

Background checks, which may include a criminal background investigations, a credit check in accordance with the Fair Credit Reporting Act, a driver's license check, and medical examination will be conducted prior to hiring and the commencement of work. **Please make sure this is written so that a criminal background check is conducted on all employees.**

P. 18 PERSONEL FILES/REERENCE REQUESTS

Paragraph 4, after second sentence.

Add: The employee may review their own confidential files after making a request to the Township administrator.

P. 20 USE OF TOWNSHIP EQUIPMENT AND VEHICLES

Paragraph 4. "From time to time vehicles may be assigned to individuals for commuting to and from work."

Add: A log of these assignments will be maintained in the township which may be reviewed by board request. If these assignments occur more frequently than once monthly, the value will be calculated to the employee's W2 at the end of the year.

P. 22 FINANCIAL INTEREST

First sentence. "No employee of the Township shall have a financial interest, direct or indirect, in any contract with the Township, or be financially interested directly or indirectly in the sale to or by the Township of land, material, supplies or services, except on behalf of the Township as an employee.

Strike- "...except on behalf of the Township as an employee." Add- Any exceptions of this policy will be discussed voted on by the board of directors.

P. 23 *ACCEPTANCE OF GIFTS*

Paragraph 2. "Entertainment received from vendors shall be restricted to an occasional meal, outing or similar limited activity where the total dollar amount is less than seventy-five dollars a year. (\$75)."

Substitute: amount \$50, instead of \$75 and not to exceed \$150 in a calendar year. (Note: the per diem expense reimbursement policy adopted by the Township referenced by the Supervisor in the last meeting is inapplicable here. Only approve if allowable per Township Code and if language conforms to including but not limited to- section 5 ILCS 430 10-15.)

ADD: PREVIOUS POLICY Gifts from Clients or Residents:

Employees may not accept a gift, tip, or item of value from a client or residents, except when it is of insignificant value (less than \$25.00), and is given in appreciation for services rendered by an employee or to celebrate a special occasion or holiday. Employees are never to solicit anything of value from clients or residents.

(This policy was previously included and I think we should discuss the amount and talk about it in context with the acceptance of vendor gift policy to set the dollar limit.)

P. 28 *SALARY INCREASES*

Current language: "The Township shall, at its discretion and subject to the approval of the Board of Trustees, provide all salary increases based upon cost of living was well as performance with the approval of the Township Supervisor and Board of Trustees."

Substitute: The Township may provide salary increases and/or bonuses subject to the approval of the Board of Trustees.

P. 29 *PART-TIME TOWNSHIP EMPLOYMENT*

"Part-Time employees, however, are generally not eligible for healthcare benefits or IMRF benefits."

Strike: generally.

P. 31 *HEALTH INSURANCE*

4. "Township employees who retire and are entitled to Illinois Municipal Retirement Fund ("IMRF") retirement pension, are allowed to continue health insurance coverage as part of the Group Plan, should they choose to do so, even after they are entitled to Medicare."

Strike and add: Substitute original language from current handbook. (Concerns premium, applicable age of retirement- not less than 55)

P. 32 *VACATION*

First paragraph. “ Employees may carry over a maximum of 80 hours into the next fiscal year, otherwise the employee forfeits unused vacation time in excess of the 80 hours.”

In no event shall more than five (5) Earned Vacation Days be carried over to the following year. The township encourages Township employees to take vacations and not carry over. (This mirrors the existing policy.)

P. 55 *SEXUAL HARASSMENT*

This should be identical to the current adopted sexual harassment policy.

Ordinance No. 2019-2

AN ORDINANCE abating a portion of the tax heretofore levied December 2018 for township and general assistance purposes of Maine Township, Cook County, Illinois.

WHEREAS, the Board of Trustees (the "Board") of Maine Township, Cook County, Illinois (*the "District"*), by an Ordinance adopted on the 18th day of December, 2018, Ordinance No. 2018-3 TAX LEVY ORDINANCE FOR MAINE TOWNSHIP ("2018 Levy Ordinance"); and

WHEREAS, duly certified copies of the 2018 Levy Ordinance were filed in the office of the County Clerk of Cook County, Illinois (*the "County Clerk"*); and

WHEREAS, the Maine Township has funds arising from other sources, those funds being the reserve money in the bank as of February 28, 2018 totaling \$6,840,647 in the Town Fund and \$2,406,206 in the General Assistance Fund, which may lawfully be used to pay operational expenses and therefore desires by Ordinance to direct the County Clerk to abate a portion of said levies;

WHEREAS, Township Code 60 ILCS 1-85-65 mandates that Township funds, excluding the township's capital fund, shall not exceed an amount equal to or greater than 2.5 times the annual average expenditure of the previous 3 fiscal years;

WHEREAS, the Board has determined and does hereby determine that it is necessary and in the best interests of the Townships that a portion of the taxes heretofore levied for the year 2018 for township and general assistance purposes be abated;

NOW, THEREFORE, Be It and It Is Hereby Ordained by the Board of Trustees of Maine Township, Cook County, Illinois as follows:

Section 1. Incorporation of Preamble. The Board hereby finds that all of the recitals contained in the preambles to this Ordinance are full, true and corrected does incorporate them into this Ordinance by this reference.

Section 2. Abatement of Taxes. The taxes heretofore levied in the 2018 Levy Ordinance shall be abated as follows:

FUND	AMOUNT LEVIED IN 2018	AMOUNT TO BE ABATED BY THIS ORDINANCE	REMAINDER OF TAX TO BE EXTENDED
TOWN FUND	\$4,218,998	\$1,265,699	\$2,953,299
GENERAL ASSISTANCE	\$827,289	\$827,289	\$0.00
TOTAL	\$5,046,287	\$2,092,998	\$2,953,299

Section 3. Filing of Ordinance. Forthwith upon the adoption of this Ordinance, the Secretary of the Board shall file a certified copy hereof with the County Clerk, and it shall be the duty of the County Clerk to abate said taxes levied in the December 2018 Ordinance in accordance with the provisions hereof and as shown in Section 3 herein above.

Section 4. Effective Date. This Ordinance shall be in full force and effect forthwith upon its adoption.

Adopted _____, 2019

LAURA J. MORASK, Supervisor

DAVID CARRABOTTA ESQ., Trustee

KIMBERLY JONES, Trustee

Attest:

CLAIRE R. MCKENZIE, Trustee

PETER GIALAMAS, CLERK

SUSAN KELLY SWEENEY, Trustee

Ordinance No. 2019-3

AN ORDINANCE abating a portion of the tax heretofore levied December 2018 for township and general assistance purposes of Maine Township, Cook County, Illinois.

WHEREAS, the Board of Trustees (the "Board") of Maine Township, Cook County, Illinois (*the "District"*), by an Ordinance adopted on the 18th day of December, 2018, Ordinance No. 2018-3 TAX LEVY ORDINANCE FOR MAINE TOWNSHIP ("2018 Levy Ordinance"); and

WHEREAS, duly certified copies of the 2018 Levy Ordinance were filed in the office of the County Clerk of Cook County, Illinois (*the "County Clerk"*); and

WHEREAS, the Maine Township has funds arising from other sources, those funds being the reserve money in the bank as of February 28, 2018 totaling \$6,840,647 in the Town Fund and \$2,406,206 in the General Assistance Fund, which may lawfully be used to pay operational expenses and therefore desires by Ordinance to direct the County Clerk to abate a portion of said levies;

WHEREAS, Township Code 60 ILCS 1-85-65 mandates that Township funds, excluding the township's capital fund, shall not exceed an amount equal to or greater than 2.5 times the annual average expenditure of the previous 3 fiscal years;

WHEREAS, the Board has determined and does hereby determine that it is necessary and in the best interests of the Townships that a portion of the taxes heretofore levied for the year 2018 for township and general assistance purposes be abated;

NOW, THEREFORE, Be It and It Is Hereby Ordained by the Board of Trustees of Maine Township, Cook County, Illinois as follows:

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Section 2. Abatement of Taxes. The taxes heretofore levied in the 2018 Levy Ordinance shall be abated as follows:

FUND	AMOUNT LEVIED IN 2018	AMOUNT TO BE ABATED BY THIS ORDINANCE	REMAINDER OF TAX TO BE EXTENDED
TOWN FUND	\$4,218,998	\$1,054,749	\$3,164,249
GENERAL ASSISTANCE	\$827,289	\$827,289	\$0.00
TOTAL	\$5,046,287	\$1,882,038	\$3,164,249

Section 3. Filing of Ordinance. Forthwith upon the adoption of this Ordinance, the Secretary of the Board shall file a certified copy hereof with the County Clerk, and it shall be the duty of the County Clerk to abate said taxes levied in the December 2018 Ordinance in accordance with the provisions hereof and as shown in Section 3 herein above.

Section 4. Effective Date. This Ordinance shall be in full force and effect forthwith upon its adoption.

Adopted _____, 2019

LAURA J. MORASK, Supervisor

DAVID CARRABOTTA ESQ., Trustee

KIMBERLY JONES, Trustee

Attest:

CLAIRE R. MCKENZIE, Trustee

PETER GIALAMAS, CLERK

SUSAN KELLY SWEENEY, Trustee