

Maine Township Board Meeting February 25, 2020

Maine Township Board meeting has been videotaped.

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

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

Indexed agenda at:

https://mainetown.com/wp-content/uploads/2020/02/agenda_20-02-25.pdf

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

Other in attendance: Dayna Berman, Keri-Lyn Krafthefer, Richard Lyon, Michael Samaan, Ryan McKenzie, Diane Carrabotta, Carl Carrabotta, Melis Bircan, Carol Langan, Denise Jajko, Lynda Santrella, Sandy Bowen, Alicia Bailey, Paul Bailey, Donna Adam, Earl Wilson, Annette Austin and Wiesia Tytko

Supervisor Morask called the meeting to order at 7:30 p.m., Clerk Gialamas led the Pledge of Allegiance and called the roll.

Agenda Item: Crop Walk/Lynda Santrella & Sandy Bowen Check Presentation

Supervisor Morask stated that the Maine Township Emergency Food Pantry was generously gifted with the \$10,515.65 check from Niles/Park Ridge 2019 CROP Walk.

Lynda Santrella presented the said check to the Board and stated that she is involved in the Crop walk for 28 years. Since 2011 the Niles/Park Ridge Crop Walk donated \$159,120.46 to Maine Township Food Pantry.

Supervisor Morask thanked everyone who participates in the Crop Walk and make those donations possible.

See video at 0:46.

Agenda Item: Approval of Minutes of December 16, 2019 Special Board Meeting

Trustee Sweeney Motion to waive the reading and approve the minutes of the December 16, 2019 Special Board meeting.

Trustee Carrabotta Second.

Motion on a roll call vote as follows:

Supervisor Morask Yes

Trustee Jones Yes

Trustee McKenzie Yes

Trustee Carrabotta Yes

Trustee Sweeney Yes

Motion carried.

Agenda Item: Approval of Minutes of January 28, 2020 Bill Pay Review

Trustee Jones Motion to waive the reading and approve the minutes of the January 28, 2020 Bill Pay Review.

Trustee Carrabotta Second.

Trustee Sweeney asked to make a small correction to the proposed minutes.

Supervisor Morask Motion to approve the amended minutes of the January 28, 2020 Bill Pay Review.

Trustee Carrabotta Second.

Motion on a roll call vote as follows:

Supervisor Morask Yes
Trustee Jones Yes
Trustee McKenzie Yes
Trustee Carrabotta Yes
Trustee Sweeney Yes

Motion carried.

Agenda Item: Approval of Minutes of January 28, 2020 Board Meeting

Trustee Carrabotta Motion to waive the reading and approve the minutes of the January 28, 2020 Board Meeting.

Supervisor Morask Second.

Motion on a roll call vote as follows:

Supervisor Morask Yes
Trustee Jones Yes
Trustee McKenzie Yes
Trustee Carrabotta Yes
Trustee Sweeney Yes

Motion carried.

Agenda Item: Approval of General Assistance Expenditures

Trustee Jones Motion to approve Payrolls dated February 7, 2020 and February 21, 2020 and General Assistance checks #52505 through check #52562 and check #57502 written under General Town Fund in error in the amount of \$7,500.00 for the amount in General Assistance Expenditures of \$51,393.39.

Supervisor Morask Second

Motion on a roll call vote as follows:

Supervisor Morask Yes
Trustee Jones Yes
Trustee McKenzie Yes
Trustee Carrabotta Yes
Trustee Sweeney Yes

Motion carried.

Agenda Item: Approval of Road District Expenditures

Payrolls dated February 7, 2020 and February 21, 2020 and Road District checks #21224 through check #21259 in the amount of \$161,980.85.

Trustee Jones Motion to approve.

Trustee McKenzie Second.

Motion on a roll call vote as follows:

Supervisor Morask Yes
Trustee Jones Yes
Trustee McKenzie Yes
Trustee Carrabotta Yes
Trustee Sweeney Yes

Motion carried.

Agenda Item: Approval of General Town Fund Expenditures

Trustee Sweeney Motion to approve the Payrolls dated February 7, 2020 and February 21, 2020 and General Town Fund checks #57502

through check #57589, and removing check #57502 in the amount of \$7,500.00 written in error and depositing it in the General Assistance Fund for the total amount in General Town Fund Expenditures of \$340,158.74.

Trustee Jones Second.

Motion on a roll call vote as follows:

Supervisor Morask	Yes
Trustee Jones	Yes
Trustee McKenzie	Yes
Trustee Carrabotta	Yes
Trustee Sweeney	Yes

Motion carried.

Agenda Item: Public Participation

Earl Wilson and Annette Austin Niles residents commented on Maine Township issues in the Public Participation agenda item.

See video at 12:05.

Agenda Item: Personnel, OEM Director Position

Supervisor Morask proposed to change the status of John Bennett's - OEM Active Director to the Director of OEM position without any additional changes.

Supervisor Morask Motion to approve John Bennett for the OEM Director part-time, 5 hours a week position with a \$15.00 per hour, no benefits.

Trustee Jones Second.

Motion on a roll call vote as follows:

Supervisor Morask	Yes
Trustee Jones	Yes
Trustee McKenzie	Yes
Trustee Carrabotta	Yes
Trustee Sweeney	Yes

Motion carried.

Agenda Item: Personnel, MaineStay Assistant Director Position

Supervisor Morask stated that Anna Lydka, MaineStay Assistant Director resigned and this open position was advertised and three people were interviewed.

Supervisor Morask stated all the candidates were well qualified and Naomi Bowman's resume was included in the Board distribution. Ms. Bowman is a Maine Township employee for over 10 years and since January 2017 she joined MaineStay Youth and Family Services as a full time Family Therapist. Supervisor Morask suggested hiring Ms. Bowman as best qualified candidate for this position.

Supervisor Morask Motion to hire Naomi Bowman as the full-time Assistant Director at MaineStay with \$51,000 salary, full benefits and effective date of February 26, 2020.

Trustee Jones Second.

Motion on a roll call vote as follows:

Supervisor Morask	Yes
Trustee Jones	Yes
Trustee McKenzie	Yes
Trustee Carrabotta	Yes
Trustee Sweeney	Yes

Motion carried.

Agenda Item: Old Business, Capital Fund Discussion and Vote – Carpet in common areas

Supervisor Morask stated that Villano Interiors, Inc. finished the carpet project for the small offices areas and did a great job.

Michael Samaan, Director of Maintenance stated that the carpet proposal for the common areas from Villano Interiors, Inc. was included in the Board distribution. He added that this portion of the carpet project will consist of removing the old carpet and replacing with new carpeting in the common areas excluding the Boardroom. Mr. Samaan recommended using this company for this project and their estimate is \$15,784.00. These funds will be taken out of Capital Fund.

Mr. Samaan informed the Board about the recent problem that happened in the building. He stated that the community room bathroom lines are backing up. Mr. Samaan had Greentech Plumbing company to come out and investigate the problem. They discovered that there is a collapse sewer. The estimate received was \$9,800.00. Mr. Samaan pointed out that this company seems reliable and trustworthy.

Supervisor Morask asked the Board of Trustees if they can approve this expense as an emergency.

Trustee Sweeney suggested to get more estimates.

Everyone agreed to do the job as necessary.

Supervisor Morask Motion to approve Villano Interiors, Inc. to install the carpet in the Maine Township common areas with the total amount of \$15,784.00.

Trustee Carrabotta Second.

Motion on a roll call vote as follows:

Supervisor Morask Yes

Trustee Jones Yes

Trustee McKenzie Yes

Trustee Carrabotta Yes

Trustee Sweeney Yes

Motion carried.

Agenda Item: New Business, Approval of Continuing Resolutions 2020-2 & 2020-RB-1

Supervisor Morask stated that the Continuing Resolutions for Maine Township and Road District need to be approved to allow the Township to continue to pay bills until the new budget is approved.

Supervisor Morask read out loud the proposed Resolution 2020-2.

Supervisor Morask Motion to approve the Continuing Resolution 2020-2 for General Assistance and General Town Fund.

Trustee Jones Second.

Motion carried on a roll call vote as follows:

Supervisor Morask Yes

Trustee Jones Yes

Trustee McKenzie Yes

Trustee Carrabotta Yes

Trustee Sweeney Yes

Motion carried.

Supervisor Morask Motion to approve and waive the reading of the Continuing Resolution 2020-RB-1 for Road & Bridge Fund.

Trustee Carrabotta Second.

Motion carried on a roll call vote as follows:

Supervisor Morask Yes

Trustee Jones Yes

Trustee McKenzie Yes

Trustee Carrabotta Yes

Trustee Sweeney Yes
Motion carried.

Agenda Item: New Business, Set Date for Reading of Supervisor's Annual Financial Statement

Attorney Krafthefer pointed out that the reading of Supervisor's Annual Financial Statement meeting is not necessary or required.

For further conversation see video at 34:23.

Supervisor Morask removed this subject from the agenda.

Agenda Item: New Business, Set Date for Special Board Meeting to Approve the Annual Town Meeting Agenda

Supervisor Morask stated that the Annual Town Meeting agenda needs to be approved after March 1st due to that registered voters can request an agenda item until March 1st. The last day for approval of this agenda is March 30th. Supervisor Morask suggested to schedule the Special Board meeting since the next Board meeting was rescheduled to March 31st. The proposed date for the Special Board meeting was March 16th.

Supervisor Morask Motion to schedule the Special Board meeting on Monday, March 16, 2020 at 6:30 p.m. in the sole purpose to approve the Annual Town Meeting Agenda and other items if transpire.

Trustee Carrabotta Second.

Motion carried on a roll call vote as follows:

Supervisor Morask Yes
Trustee Jones Yes
Trustee McKenzie Yes
Trustee Carrabotta Yes
Trustee Sweeney Yes

Motion carried.

Agenda Item: New Business, Discussion only of Cook County Treasurer Discrepancy Regarding Tax Request vs. Actual Revenue for Road & Bridge

Supervisor Morask opened for the discussion the subject of tax request vs. actual revenue for Road & Bridge Fund.

Highway Commissioner Kazmierczak stated that Highway Department is responsible for less than half the roads in the township. They have to split the general road fund amount 50/50 with the township's municipalities.

Trustee Sweeney read the email from the Cook County Clerk's office regarding this issue.

Discussion.

See video at 39:00.

Agenda Item: New Business, Required Amendments to Ordinance 2017-5 – Establishing a Policy to Prohibit Sexual Harassment

Supervisor Morask stated that under the Section 5 ILCS 430/75 there has been a change in the law which requires amendments to Ordinance 2017-5, regarding the Policy Prohibiting Sexual Harassment. Maine Township Ordinance 2017-5 was revised by Bob McCabe from Ancel Glink. Supervisor Morask read out loud the necessary amendments.

Supervisor Morask Motion to pass the Ordinance 2017-5 with the amendments; "An Ordinance adopting a policy for handling complaints of sexual harassment made by one elected official against another elected official and mandating annual sexual harassment prevention training for all township employees and elected officials."

Trustee Jones Second.
Discussion.
See video at 56:20.

Supervisor Morask Motion amend the motion to pass the Ordinance 2017-5 with the amendments in red ink in Exhibit "A" - Paragraph "H", Paragraph 9.1.6 and striking the word "or consultant" in paragraph "H" - "An Ordinance adopting a policy for handling complaints of sexual harassment made by one elected official against another elected official and mandating annual sexual harassment prevention training for all township employees and elected officials."

Trustee Carrabotta Second.
Motion carried on a roll call vote as follows:

Supervisor Morask Yes
Trustee Jones Yes
Trustee McKenzie Yes
Trustee Carrabotta Yes
Trustee Sweeney Yes

Motion carried.

Agenda Item: New Business, Discussion and Potential Vote of Tax Abatement Ordinance 2020-1

Supervisor Morask entertained a motion to approve the tax abatement with Trustee Sweeney's amended numbers.

Supervisor Morask Motion to pass the Ordinance 2020-1, an Ordinance abating a portion of the tax heretofore levied December 2019 for township and general assistance purposes of Maine Township, Cook County, Illinois; with the amount to be abated: Town Fund - \$2,000,000.00 and General Assistance - \$413,644.00 with the total amount for 2020 abatement \$2,413,644.00.

Trustee Sweeney Second.

Trustee Sweeney expressed her appreciation for passing said abatement. She also presented the explanation statement. See attached.

Motion carried on a roll call vote as follows:

Supervisor Morask Yes
Trustee Jones Yes
Trustee McKenzie Yes
Trustee Carrabotta Yes
Trustee Sweeney Yes

Motion carried.

See video at 1:26:21.

Agenda Item: New Business, Discussion of 2020-21 Preliminary Budget

Supervisor Morask asked Administrator Berman for the explanation on the proposed preliminary 2020-2021 budget that was included in the Board distribution.

Administrator Berman stated that she has been working on the preliminary budget and met with Christ Scalet from Evans, Marshall and Pease on several occasions to review our finance and expenses. Per Board direction, Ms. Berman was able to lower the expenses and also explained the increase in the IMRF, our insurance and other items.

Discussion.
See video at 1:28:13.

After discussion, Supervisor Morask proposed approving the 2020-2021 Budget on March 31st Board meeting.

The Board decided to hold the Budget Hearings on March 31st at 7:15 p.m. for General Town & General Assistance Fund and immediately after it to hold the Road District Budget Hearing.

Agenda Item: Officials' Reports

Supervisor Morask stated that there will be a Census meeting that she will inform everyone about.

Supervisor Morask complimented all the Trustees for their extraordinary amount of work they do.

Trustee Sweeney asked for the explanation regarding the Township Day.

Supervisor Morask stated that the Township Day is planned for Saturday, June 27th. It will be organized by Senior Department. The Township Day committee discussed different entertainment ideas such as: food trucks, music, giveaways. We will be seeking for sponsors. The residents will be informed about township's services by departments having informational booths in the boardroom.

Trustee Carrabotta thanked Earl Wilson and Annette Austin for speaking today. The issues they brought up were very crucial including handling money as fiduciaries. Trustee Carrabotta assured the speakers that they were heard. He added that tonight's meeting was a good example how the meetings should be run with good civility and intelligent discussions.

Trustee Carrabotta thanked Park Ridge Chamber of Commerce and John Brebeuf Church for excellent dinner galas that contributed and helped our community.

Trustee Sweeney thanked Mr. Wilson and Ms. Austin for their comments.

Trustee Sweeney stated that she is thrilled that abatement passed and she hopes that we can learn from this second time experience how the money can go back to our taxpayers. She thanked the Board for passing the abatement.

All other elected officials waived their reports.

For more detailed reports see video at 2:06:18.

Agenda Item: Closed Session

None.

Agenda Item: Adjournment

Supervisor Morask Motion to adjourn.

Trustee Carrabotta Second.

All in favor.

Motion carried on a voice vote.

The meeting was adjourned at 9:45 p.m.

Maine Township Clerk

Prepared and submitted by Trustee Sweeney

**2/25/20 Abatement prepared by compiled information
from audit, levies, budget, and updated income statement data updated by
Chris Scarlet and Dayna Berman:**

I move to adopt Ordinance No. 2020-1 to abate \$2,413,644 from the December 2019 Tax levy back to the taxpayers.

- General Assistance: \$413,644
- Town Fund: \$2,000,000

General Assistance

Fund Balance 1/31/20 \$2,044,600 (per Chris Scarlet)
Fiscal yr. funds remaining - \$ 35,834 (per Dayna income statement)
Project 3/1/20 Fund balance- \$2,008,766 + add other revenue stream per audit ~90K

Last years budget = \$ 604,022
150% of \$604,022 = \$ 906,033

The projected reserves or fund balance on 3/1/20 of \$2,008,766+ projects to be 332% of last year's budget or 3.32 years of funding. On 11/26/19 the board agreed to 1.5 years of reserves. If we do not levy for general assistance, we will still have well over a million in reserves plus the additional revenue stream from of nearly 90K a year (p.14, Exhibit D).

2019 levy	\$413,644	(Last year's actual expenditures-\$820,553)
Abate	\$413,644	

Town Fund

Balance 1/31/20 \$7,830,261 (per email Chris Scarlet)
Fiscal yr. funds remaining- \$ 366,971 (per Dayna income statement 12/13/19/)
Project 3/1/20 Fund balance- \$7,463,920 + ass other revenue streams per audit~500K+

Last year's budget = \$4,340,121 (Last years actual expenditures-\$4,227,440, less
150% of \$4,340,121= \$6,510,181 capital per 12/15/19 email)

The projected fund balance on 3/1/20 of \$7,463,920+ projects to be 171% of last year or 1.71 years of funding. On 11/26/19 the board agreed to 1.5% year of reserves. We project to have \$953,739 (\$7,463,920- \$6,510,181) more than what we need in reserves- assuming we spend our full budget- if we don't spend, we will have even more. In addition, we should account for an additional revenue stream per last year's audit- revenues other than property taxes brought in over \$550,000. (Per 2019 audit, page 14 Exhibit D).

2019 Levy	\$3,586,149
Abate	\$2,000,000
Proposed levy	\$1,586,149

If we begin the fiscal year with funding for the budget of approximately \$7,463,920 in reserves and a levy of \$1,586,149 = \$9,050,069, this amount allows for over 2 years of funding for the budget.