

Maine Township Board Meeting March 31, 2020

Maine Township Special 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/2020/03/agenda_20-03-31.pdf

Supervisor Morask stated that Maine Township is committed both to open, transparent government, and to stopping the spread of COVID-19. To facilitate this, this Regular Board meeting will be held electronically, but equally transparently. We encourage the public to participate in our meeting electronically by joining our Zoom meeting. The link is <https://zoom.us/j/561451580> and also through our website.

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

Others in Attendance: Keri-Lyn Krafthefer, Dayna Berman, Doriene Prorak, Richard Lyon, Michael Samaan, Annette Carrabotta, Earl Wilson and Wiesia Tytko

Supervisor Morask called the meeting to order at 8:40 p.m., Clerk Gialamas led the Pledge of Allegiance and called the roll.

Agenda Item: Approval of Minutes of February 25, 2020 Bill Pay Review

Trustee Jones Motion to waive the reading and approve the minutes of the February 25, 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 February 25, 2020 Board Meeting

Trustee Carrabotta Motion to waive the reading and approve the minutes of the February 25, 2020 Board Meeting.

Trustee Jones Second.

Trustee Jones presented her corrections to the minutes and asked for approval.

Some corrections were acceptable by the Board and there was a dispute regarding others. It was decided to add "See Video" instead of correct the disputable sentence.

Trustee Sweeney Amend the motion to waive the reading and approve the amended minutes of the February 25, 2020 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 General Assistance Expenditures
Payrolls dated March 6, 2020 and March 20, 2020 and General Assistance checks #52563 through check #52623 in the amount of \$58,581.44.

Trustee McKenzie Motion to approve.
Trustee Sweeney 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 March 6, 2020 and March 20, 2020 and Road District checks #21260 through check #21315 in the amount of \$126,442.90.

Trustee Jones Motion to approve.
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 General Town Fund Expenditures
Payrolls dated March 6, 2020 and March 20, 2020 and General Town Fund checks #57590 through check #57666 in the amount of \$269,516.29.

Trustee McKenzie Motion to approve.
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
There were no public comments at this time.

Agenda Item: Personnel: Hiring of MaineStay Agency & Program Coordinator Position
Supervisor Morask stated that the cover letter and resume was included in the board packet for Branka Mackic-Aleksic. She is the candidate that Supervisor Morask, Richard Lyon and Dayna Berman are recommending for the open position of Agency and Program Coordinator. Supervisor Morask added

that if Ms. Mackic-Aleksic be hired she will also manage the FISH program as she does currently as MaineStay office manager

Supervisor Morask Motion to hire Branka Mackic-Aleksic as the Agency and Program Coordinator and FISH program manager with salary of \$38,500.00 and benefits.
Trustee Jones Second.

Discussion.

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
None.

Agenda Item: New Business, Discussion & Vote on Anticipated Needs for Monthly Service of Barton Marketing Group as Recommended in Administrator's Editorial Calendar

Administrator Berman stated that the Board distribution included the Barton Marketing Group Editorial Calendar for April, May and June with the 14 total hours.

Administrator Berman recommended adding an additional hour for May as Barton Marketing Group will have to do more press releases.

Supervisor Morask recommended adding additional an hour for updating our residents on current situation and extra work.

Supervisor Morask Motion to approve the April, May and June Calendar Report for Barton Marketing Group with the total of 16 hours as recommended by Supervisor Morask and Administrator Berman.
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: New Business, Landscaping Estimates for Township Grounds/Maintenance

Supervisor Morask stated that Michael Samaan, Director of Maintenance is recommending NJ Castillo Landscaping, Inc. for lawn cutting, spring cleanup and seasonal trimming.

Michael Samaan stated that the contract with NJ Castillo Landscaping, Inc. will begin in April and end in November at a monthly price of \$1,350.00. He added that core aeration and over seed will be a one-time charge of \$350.00 and a fall cleanup charge of \$250.00.

Supervisor Morask Motion to approve the contract from NJ Castillo Landscaping, Inc. with the monthly lawn service of \$1,350.00, from April 1, 2020 to November 30, 2020.
Trustee Carrabotta Second.

Discussion.

See video at 2:36:27.

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, SeamlessDocs Renewal Contract

Supervisor Morask stated that SeamlessDocs contract was due for renewal a while ago and now is month to month. She added that the new received contract is from April 1, 2020 to March 31, 2021 with the total cost of \$5,500.00 with unlimited service.

Supervisor Morask	Motion to approve the contract from SeamlessDocs in amount of \$5,500.00 from April 1, 2020 to March 31, 2021.
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Trustee Sweeney	Second.
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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.

Trustee Sweeney asked how many applications were submitted for the Sgt. Karen Lader Memorial Good Citizen Award. She proposed that the applications be sent to the Trustees and be approved by the Board and Trustee Carrabotta agreed with this proposal.

Clerk Gialamas stated that there is a committee that approves a candidate for this award. He added that it is approved prior to the Annual Town Meeting. He stated that he will forward applications received to the Board.

Supervisor Morask pointed out that the Annual Town Meeting is scheduled for April 21, 2020 and the winner of Sgt. Karen Lader Memorial Good Citizen Award will be recognized and presented at the Annual Town Meeting and the regular Board meeting will be held on April 28th.

See video at 2:43:45.

Agenda Item: Officials' Reports

Trustee Sweeney acknowledged and thanked the Township for stepping up for everything that deals with the pandemic and being helpful in this difficult situation.

Trustee Sweeney thanked Administrator Berman for preparing the budget.

Clerk Gialamas thanked Chief Deputy Clerk Wiesia Tytko for running his department and thanked people who are at risk and helping others.

Trustee Jones thanked township's employees that are going above and beyond working in the township and working from home. She added how important it is to obey Stay at Home order.

Assessor Moylan Krey informed the Board that Cook County Assessor cancelled the appeal day which was originally scheduled for May 28th. She stated that her department have been working from home on computers, answering phone calls, emails and editing their files.

Assessor Moylan Krey stated that her office has been taking road trips in the township to confirm any homes that had have addition has been added correctly to the property tax rolls.

Trustee McKenzie thanked everyone at the township and Supervisor Morask and stated how difficult it is to maneuver and manage the township in this very unusual and unprecedented time. She added that she is very proud of the township.

Trustee Carrabotta stated that he will join comments from Trustee Sweeney and Trustee McKenzie. He thanked everyone who participated in today's meeting. He added that the township's employees and residents are in his prayer's list. Trustee Carrabotta pointed out how important it is to obey rules and regulations regarding Coronavirus. He also commented on importance of helping neighbors and small businesses.

Supervisor Morask commented on Maine Township Emergency Food Pantry, donations and personnel essentiality. She thanked the skeleton crew in the township that are manning the food pantry distribution and are responding the phone calls and emails. She added that the pick-up of food boxes raises every day. She extended her thanks for all the money donations.

Supervisor Morask stated that we keep receiving food donations and Trustee Sweeney added that the food donation form Melzer School is coming soon.

Supervisor Morask noted that OEM brought 480 masks and 300 of them were donated to the Lutheran General Hospital. She added that some masks are needed in the township for staff that deals with residents every day.

Supervisor Morask stated that twelve \$80 personal essentials assistance as Covid-19 emergency checks were distributed to our General Assistance clients as relief during the pandemic.

Supervisor Morask attended three township webinars regarding Covid-19 situation.

Supervisor Morask stated that Covid-19 Policy is started to be drafted by Attorney Krafthefer. It is required to be posted on the township's website. She suggested to schedule the Special Board meeting on April 9, 2020 at 3:00 p.m. with one agenda item: Written Covid-19 Policy.

Attorney Krafthefer stated that there will be many Covid-19 webinars and legislations.

Supervisor Morask thanked her staff who works in the Town Hall or from home during those difficult times. She extended her thanks to: Dayna Berman, Vicki Rizzo, Michael Samaan, Doriene Prorak, Austin Kelso and others.

For more detailed reports see video at 2:47:37.

Agenda Item: Closed Session
None.

Agenda Item: Adjournment

Supervisor Morask Motion to adjourn.
Trustee Jones Second.
All in favor.
Motion carried on a voice vote.

The meeting was adjourned at 9:54 p.m.

Maine Township Clerk