

Maine Township Town Hall
1700 Ballard Road Park Ridge, IL 60068
Tuesday, May 26, 2020

Township Board Meeting
AGENDA

NOTE: The Maine Township Board will be holding its regular meeting on May 26, 2020 at 6:30 p.m. Maine Township is committed both to open, transparent government, and to stopping the spread of COVID-19. To facilitate this Pursuant to Governor Pritzker's Executive Orders this Township Board meeting will be held electronically, but equally transparently. We encourage the public to participate in our meeting electronically via Zoom by using the following link: <https://us02web.zoom.us/j/88009224571>. To obtain password to connect to this meeting please call Richard Lyon at 224-257-4869 prior to 6:00 p.m. on May 26, 2020.

Bill Review/6:30

- Review of General Assistance, Town Fund, and Road District Expenditures

Call Regular Meeting to Order/7:30

Pledge of Allegiance

Roll Call

Discussion and Potential Action on the Following Items:

1. Additional Brief Presentation Catherine Sbarra Re: Further Board requested Health & Dental Options
2. Approval of Minutes of April 28th Bill Pay Review
3. Approval of Minutes of April 28th Board Meeting
4. Approval of General Assistance Expenditures
5. Approval of Road District Expenditures
6. Approval of General Town Fund Expenditures
7. Public Participation
8. Personnel
 - Personnel: Resignation Denise Jajko, Discussion/Approval Hiring of Temp from GovTemps; Keli Stonitsch @ \$39.20/hour starting date May 27th, 2020 for HR/Payroll/Benefit Administration. (Estimated 12-18 hours weekly for up to four months)
9. Old Business
 - * Approval of Health/Dental/Life Insurance Plan
 - * Presentation and Approval Revised Road District Budget 2020-2021
 - * Presentation Revised Budget/Approval of General Town Fund & GA Fund 2020-21
10. New Business
 - * Townhall Reopening Plan
 - * Status of Plastic Shields
 - * June 20th Virtual Township Day
11. Officials' Reports
12. Closed Session
13. Adjournment



ADMINISTRATOR'S REPORT

TO: ALL ELECTED OFFICIALS

FROM: VICTORIA RIZZO, DEPUTY ADMINISTRATOR

DATE: MAY 26, 2020

May has certainly been a very busy month at Town Hall. Our staff has risen to the challenges presented to them daily while navigating this changing atmosphere in a pandemic, and I am so proud of their effort. The website is updated frequently and features information about all of the online programming, seminars, meetings and resources available. We continue to follow CDC and DOL guidelines in the facility, with staff wearing masks and practicing social distancing. We have set up a no contact donation bin for the food pantry and encourage residents to use our drop box for forms and documents. Our food pantry distribution pickup area is marked with tape and cones in 6' sections to ensure the safety of residents and staff, and we are preparing for reopening to the public with guidelines that keep us all safe.

Thanks to a large donation of masks from Congresswoman Jan Schakowsky's office, we are holding a mask distribution event on May 20 and 21. This event is open to all residents of Maine Township while supplies last. In order to avoid traffic issues and long wait times, masks are distributed to those who sign up in advance and time slots will be assigned. Thank you to the East Maine School District 63 Family Resource Center for allowing us to use their parking lot for this event.

MOTION TO APPROVE PAYROLL FOR PAYDATES OF MAY 1, 2020
AND MAY 15, 2020 AND ROAD DISTRICT CHECKS #21353 THROUGH
CHECK #21384 IN THE AMOUNT OF \$61,708.93.

Maine Township Road & Bridge Fund
MAY 2020

<u>Check #</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>
21343V	May 8	VOID	Void	(172.98)
21324V	May 21	VOID	Void	(378.32)
21353	May 1	Blue Cross Blue Shield of IL	May Health Insurance	10,958.09
21354	May 1	The Lincoln National	Employer Paid Life Insurance	87.18
21355	May 1	The Lincoln National	Voluntary Life Insurance	113.56
21356	May 1	Vision Service Plan (IL)	VSP Voluntary Vision Insurance	17.16
Wire	May 1	Federal Electronic Payroll System	Federal Taxes	4,181.84
Wire	May 1	Illinois Department of Revenue	State Taxes	715.56
S/C	May 1	Paychex	Service Fee	168.65
Dir.Deposit	May 1	Richard A Brandes	Payroll Check	1,809.93
Dir.Deposit	May 1	Peter Douvalakis	Payroll Check	2,711.87
Dir.Deposit	May 1	Jason D Fox	Payroll Check	1,511.67
Dir.Deposit	May 1	Dawne Scheel Hayman	Payroll Check	1,333.79
Dir.Deposit	May 1	Peter A Jimenez	Payroll Check	1,586.10
Dir.Deposit	May 1	Justin E Mac Intyre	Payroll Check	1,748.45
Wire	May 5	IMRF	Illinois Municipal Retirement Fund	6,555.85
21357	May 5	Des Plaines, City of/Water Dep	Water & Sewer 1/31-3/31	123.04
Wire	May 15	Federal Electronic Payroll System	Federal Taxes	4,036.30
Wire	May 15	Illinois Department of Revenue	State Taxes	692.96
S/C	May 15	Paychex	Service Fee	168.65
Dir.Deposit	May 15	Richard A Brandes	Payroll Check	1,751.39
Dir.Deposit	May 15	Peter Douvalakis	Payroll Check	2,495.68
Dir.Deposit	May 15	Jason D Fox	Payroll Check	1,511.67
Dir.Deposit	May 15	Dawne Scheel Hayman	Payroll Check	1,333.79
Dir.Deposit	May 15	Peter A Jimenez	Payroll Check	1,603.07
Dir.Deposit	May 15	Justin E Mac Intyre	Payroll Check	1,684.49
21358	May 19	AT&T	Telephone & Communications	62.82
21359	May 19	Verizon Wireless	Telephone & Communications	242.17
21360	May 26	Brandes, Richard	Telephone & Communications	25.00
21361	May 26	Comed-Garage	Service at Garage	533.56
21362	May 26	Comed-Street Lighting	Street Lighting	4,694.07
21363	May 26	Comed-Traffic Signals	Traffic Signals	50.02
21364	May 26	Conserv FS	Fuel	305.64
21365	May 26	Des Plaines Material & Supply	Supplies for Right of Way Restor.	97.50
21366	May 26	Diamond Paint Co	Supplies/Roads	143.90
21367	May 26	Domestic Uniform Rental	Building	64.00
21368	May 26	Douvalakis, Peter	Business Use of Personal Phone	50.00
21369	May 26	Fox, Jason	Telephone & Communications	25.00
21370	May 26	HDS White Cap Const Supply	Uniform	126.72

21371	May 26	Robert W. Hendricksen Co	Tree Removal	1,000.00
21372	May 26	Home Depot Credit Services	Building Operating Supplies	160.61
21373	May 26	Jimenez, Peter	Telephone & Communications	25.00
21374	May 26	MacIntyre, Justin	Telephone & Communications	25.00
21375	May 26	MacMunnis, Inc. AAF Com Ed	Offsite Storage	1,547.62
21376	May 26	Maine Township-Town Fund	April Dental Expense	333.50
21377	May 26	Metro Federal Credit Union	Office Equipment & Meetings	512.31
21378	May 26	Napa Auto Parts-Des Plaines	Equipment Supplies & Parts	203.90
21379	May 26	Nicor Gas	Service at Garage	397.24
21380	May 26	Russo's Power Equipment, Inc.	Equipment Maintenance	357.27
21381	May 26	Security Benefit	Deferred Comp Contributions	890.00
21382	May 26	Spaceco, Inc.	Engineering Services	140.00
21383	May 26	State Treasurer	Traffic Signals Jan, Feb & March	341.64
21384	May 26	Traffic Control & Protection, Inc.	Supplies & Roads	1,005.00
				\$ 61,708.93

We the undersigned members of the Board of Trustees of Maine Township, do hereby certify that we have examined the Payroll for Paydates of May 1, 2020 and May 15, 2020 and Road District Checks #21353 through Checks #21384 and authorize the Supervisor to issue Checks in payment.

WITNESS OUR HANDS AND SEALS THIS 26TH DAY OF MAY, 2020

Supervisor

Attest:

Clerk

Trustees

MOTION TO APPROVE PAYROLL FOR PAYDATES OF MAY 1, 2020
AND MAY 15, 2020 AND GENERAL TOWN FUND CHECKS #57731
THROUGH CHECK #57804 IN THE AMOUNT OF \$344,414.21.

Maine Township General Town Fund

MAY 2020

<u>Check #</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>
57731V	Apr 29	VOID	Void	-
57732	Apr 29	US Postmaster	Mainely News Postage	9,091.83
57733	May 1	Aflac	Aflac Life	98.66
57734	May 1	Blue Cross Blue Shield	Health Insurance	68,077.00
57735	May 1	NCPERS Group Life Ins.	IMRF Voluntary Life Insurance	80.00
57736	May 1	The Lincoln National	Employer Paid Life Insurance	503.85
57737V	May 1	VOID	Void	-
57738	May 1	Vision Service Plan (IL)	VSP Voluntary Vision Insurance	150.07
Wire	May 1	Federal Electronic Payroll System	Federal Taxes	15,043.11
Wire	May 1	Illinois Department of Revenue	State Taxes	2,891.56
S/C	May 1	Paychex	Service Fee	341.81
3465	May 1	Susan Moylan Krey	Payroll	946.63
3466	May 1	Walter Kazmierczak	Payroll	4,412.03
3467	May 1	David A. Carrabotta	Payroll	-
Dir.Deposit	May 1	Laura J. Morask	Payroll	685.27
Dir.Deposit	May 1	Peter W. Gialamas	Payroll	316.39
Dir.Deposit	May 1	Claire R. McKenzie	Payroll	434.81
Dir.Deposit	May 1	Kimberly Jones	Payroll	416.73
Dir.Deposit	May 1	Susan Kelly Sweeney	Payroll	453.99
Dir.Deposit	May 1	Carol A. Langan	Payroll	1,380.17
Dir.Deposit	May 1	Dayna E. Berman	Payroll	2,686.44
Dir.Deposit	May 1	Denise M. Jajko	Payroll	803.52
Dir.Deposit	May 1	Doriene K. Prorak	Payroll	1,424.69
Dir.Deposit	May 1	Dorothy D. Moran	Payroll	585.93
Dir.Deposit	May 1	Jessica M. Fox	Payroll	880.54
Dir.Deposit	May 1	Marty Cook	Payroll	674.08
Dir.Deposit	May 1	Michael A. Samaan	Payroll	1,432.51
Dir.Deposit	May 1	Nader A. Ghazaleh Sr.	Payroll	1,106.94
Dir.Deposit	May 1	Nicholas W. Kanehl	Payroll	894.80
Dir.Deposit	May 1	Stephen T. Basista	Payroll	330.40
Dir.Deposit	May 1	Tracy D. Cummings	Payroll	1,040.90
Dir.Deposit	May 1	Victoria K. Rizzo	Payroll	1,705.29
Dir.Deposit	May 1	Debra A. Babich	Payroll	1,401.03
Dir.Deposit	May 1	Elizabeth J. Coy	Payroll	1,281.02
Dir.Deposit	May 1	Faris E. Dababneh	Payroll	1,047.84
Dir.Deposit	May 1	Mary Dolores Phillips	Payroll	630.74
Dir.Deposit	May 1	Anne M. Kolpak-Camarrano	Payroll	1,289.68
Dir.Deposit	May 1	Branka Mackic-Aleksic	Payroll	1,037.79
Dir.Deposit	May 1	Kristen E. Herdegen	Payroll	1,215.03
Dir.Deposit	May 1	Lauren Crisostomo	Payroll	1,182.36
Dir.Deposit	May 1	Naomi J. Bowman	Payroll	1,312.57
Dir.Deposit	May 1	Richard D. Lyon	Payroll	2,156.56
Dir.Deposit	May 1	Karen A. Cohen	Payroll	1,193.31

Dir.Deposit	May 1	Marie C. Dachniwsky	Payroll	1,440.31
Dir.Deposit	May 1	Monika Jaroszewicz	Payroll	1,325.45
Dir.Deposit	May 1	Oksana T. Bukaczyk	Payroll	1,135.37
Dir.Deposit	May 1	Therese A. Tully	Payroll	1,516.92
Dir.Deposit	May 1	Catherine Fredericksen	Payroll	450.24
Dir.Deposit	May 1	Rosalind Luburich	Payroll	506.72
Dir.Deposit	May 1	Wieslawa Tytko	Payroll	1,641.39
Dir.Deposit	May 1	John Bennett	Payroll	289.57
57739	May 5	Dish	Cable Service 4/26-5/25	53.04
57740	May 5	Comcast	Business Internet & Fax 4/19-5/18	315.82
57741	May 5	Republic SVC #551	Pick-Up Service 5/1-5/31	277.94
Wire	May 5	IMRF	IL Municipal Retirement Fund	23,041.24
57742	May 7	Aqua Illinois, Inc.	Water & Sewer Service 3/25-4/24	473.74
57743	May 7	Nicor Gas	Commercial Heat 3/17-4/16	120.94
57744	May 12	NJ Castillo Landscaping	Monthly & Spring Clean-Up	1,350.00
57745	May 12	Access One, Inc.	Pot Lines 5/1-5/31	195.54
57746	May 12	Comed	OEM Electric Service 4/6-5/5	158.41
Wire	May 15	Paychex Time Attendance Fee	Payroll Administration Fee	603.15
Wire	May 15	Federal Electronic Payroll System	Federal Taxes	12,992.42
Wire	May 15	Illinois Department of Revenue	State Taxes	2,551.66
S/C	May 15	Paychex	Service Fee	326.90
3468	May 15	Susan Moylan Krey	Payroll	946.58
3469	May 15	Brendan P. Carey	Payroll	246.82
Dir.Deposit	May 15	Laura J. Morask	Payroll	685.27
Dir.Deposit	May 15	Peter W. Gialamas	Payroll	316.39
Dir.Deposit	May 15	Carol A. Langan	Payroll	1,380.17
Dir.Deposit	May 15	Dayna E. Berman	Payroll	2,686.49
Dir.Deposit	May 15	Denise M. Jajko	Payroll	803.52
Dir.Deposit	May 15	Doriene K. Prorak	Payroll	1,424.69
Dir.Deposit	May 15	Dorothy D. Moran	Payroll	561.79
Dir.Deposit	May 15	Jessica M. Fox	Payroll	804.89
Dir.Deposit	May 15	Marty Cook	Payroll	678.10
Dir.Deposit	May 15	Michael A. Samaan	Payroll	1,432.51
Dir.Deposit	May 15	Nader A. Ghazaleh Sr.	Payroll	1,106.94
Dir.Deposit	May 15	Nicholas W. Kanehl	Payroll	894.80
Dir.Deposit	May 15	Stephen T. Basista	Payroll	330.40
Dir.Deposit	May 15	Tracy D. Cummings	Payroll	710.40
Dir.Deposit	May 15	Victoria K. Rizzo	Payroll	1,705.29
Dir.Deposit	May 15	Debra A. Babich	Payroll	1,401.03
Dir.Deposit	May 15	Elizabeth J. Coy	Payroll	1,281.02
Dir.Deposit	May 15	Faris E. Dababneh	Payroll	1,047.79
Dir.Deposit	May 15	Mary Dolores Phillips	Payroll	695.90
Dir.Deposit	May 15	Anne M. Kolpak-Camarrano	Payroll	1,289.68
Dir.Deposit	May 15	Branka Mackic-Aleksic	Payroll	1,037.79
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Dir.Deposit	May 15	Therese A. Tully	Payroll	1,516.92
Dir.Deposit	May 15	Catherine Fredericksen	Payroll	450.24
Dir.Deposit	May 15	Rosalind Luburich	Payroll	506.72
Dir.Deposit	May 15	Wieslawa Tytko	Payroll	1,641.39
Dir.Deposit	May 15	John Bennett	Payroll	115.86
57747	May 26	Amburgy, John	Annual Website Maintenance	2,500.00
57748	May 26	Ancel Glink PC	Legal Services	17,168.75
57749	May 26	Avenues to Independence	Grant Payment 1 & Supplemental Payment	12,420.00
57750	May 26	Nami-CCNS	Grant Payment 1 & Supplemental Payment	1,477.00
57751	May 26	Bishop Plumbing, Inc.	OEM Backflow Preventer Test	295.00
57752	May 26	Bond, Dickson & Associates, PC	April IMRF Legal Fees	308.70
57753	May 26	Brickton Art Center	Art in Town-Special Programs	600.00
57754	May 26	Northwest Compass, Inc.	Supplemental Payment	290.00
57755	May 26	Center for Enriched Living	Supplemental Payment	214.00
57756	May 26	The Center of Concern	Grant Payment 3 & Supplemental Payment	7,095.00
57757	May 26	Children's Advocacy Center	Supplemental Payment	406.00
57758	May 26	Clearbrook Center	Supplemental Payment	90.00
57759	May 26	Comcast Business	BVE Phone Service 5/1-5/31	1,435.83
57760	May 26	Comcast Cable	Internet & Phone 5/17-6/16	144.03
57761	May 26	Comed	Electric Service 4/8-5/7	944.99
57762	May 26	Connections for the Homeless	Supplemental Payment	145.00
57763	May 26	Office Equipment Leasing Co	Print Management	1,376.00
57764	May 26	District 63 Education	Grant Payment 1 & Supplemental Payment	5,200.00
57765	May 26	Evans, Marshall and Pease, PC	Accounting Services - April	5,000.00
57766	May 26	Fish	Supplemental Payment	516.00
57767	May 26	Garvey's Office Products	Office Supplies	436.26
57768	May 26	Glenkird/Keystone Foundation	Grant Payment 1 & Supplemental Payment	1,505.00
57769	May 26	Govtempusa, LLC	Interim HR Generalist	980.00
57770	May 26	The Harbour, Inc.	Supplemental Payment	610.00
57771	May 26	The Josselyn Center	Supplemental Payment	10,380.00
57772	May 26	Journal & Topics Newspaper	Printing & Publishing	1,064.00
57773	May 26	Leyden Family Service	Supplemental Payment	5,540.00
57774	May 26	Life Span	Supplemental Payment	716.00
57775	May 26	Quadient Leasing USA, Inc.	Postage Machine Lease 3/13-6/12	879.81
57776	May 26	Maryville Academy (dba) Family	Grant Payment 1 & Supplemental Payment	3,501.00
57777	May 26	MCYAF	Supplemental Payment	493.00
57778	May 26	Metro Federal Credit Union	Miscellaneous	2,233.48
57779V	May 26	VOID	Void	-
57780V	May 26	VOID	Void	-
57781	May 26	Miracle House, Inc.	Supplemental Payment	530.00
57782	May 26	Morask, Laura	Reimbursement-Covid 19 Masks	727.21
57783	May 26	Motorola Solutions, Inc.	Telecommunications	200.00

57784	May 26	Quadiant Finance USA, Inc.	Postage Funds and Supplies	1,306.96
57785	May 26	NJ Castillo Landscaping	Landscaping, April & Spring Cleaning	1,350.00
57786	May 26	NW Suburban Legal Aid Clinic	Supplemental Payment	150.00
57787	May 26	Nicor Gas	Commercial Heat 4/14-5/13	422.33
57788	May 26	Northwest Casa	Supplemental Payment	200.00
57789	May 26	NW Suburban Day Care Ctr	Grant Payment 3 & Supplemental Payment	7,883.00
57790	May 26	Older Adult Services	Grant Payment 1 & Supplemental Payment	1,855.00
57791	May 26	Orchard Village	Supplemental Payment	60.00
57792	May 26	Park Ridge Stationers	Operating Supplies	790.66
57793	May 26	Peer Services, Inc.	Supplemental Payment	944.00
57794	May 26	Presstech, Inc.	Spring 2020 Mainely News	7,241.00
57795	May 26	Prorak, Doriene	Reimbursement	28.00
57796	May 26	Resources for Comm Living	Supplemental Payment	100.00
57797	May 26	Security Benefit	Deferred Comp Contrib 5/1, 5/15	1,390.00
57798	May 26	Township Supervisors of IL	TOI Superv. Membership Dues	35.00
57799	May 26	Turning Point Behavioral	Grant Payment 2 & Supplemental Payment	7,260.00
57800	May 26	Tom Vaughn-Chapter 13 Trustee	Wage Garnishment May 2020	397.00
57801	May 26	Verizon Wireless-Admin	Telecommunications	164.20
57802	May 26	Warehouse Direct	Computer Tech Support	2,600.00
57803	May 26	Wings	Supplemental Payment	540.00
57804	May 26	Kenneth Young Center	Supplemental Payment	210.00
				\$ 344,414.21

We the undersigned members of the Board of Trustees of Maine Township, do hereby certify that we have examined the Payroll for Paydates of May 1, 2020 and May 15, 2020 and General Town Fund Checks #57731 through Check #57804 and authorize the Supervisor issue Checks in payment.

WITNESS OUR HANDS AND SEALS THIS 26TH DAY OF MAY 2020.

Supervisor

Attest:

Clerk

Trustees

KELI J. STONITSCH

HUMAN RESOURCES EXPERIENCE

- Conduct new employee onboarding
- Employee training and development
- Prepare FMLA and COBRA paperwork
- Administer IMRF benefits
- Enroll employees in all benefits
- Prepare retirement documents
- Confidential personnel matters
- Manage HRIS employee information

EDUCATION

Harper College, Palatine, IL – Human Resources Management Certificate – November 2019

Roosevelt University, Chicago, IL - Paralegal Certificate - 2002

Marquette University, Milwaukee, WI- Bachelor of Arts Degree - Psychology – 2001

INTERNSHIP EXPERIENCE

Human Resources Summer Internship

Village of Arlington Heights, Arlington Heights, IL – June 2019 – August 2019

- Conducted compensation studies among comparable municipalities.
- Scheduled interviews, entered job applicant's data into HRIS, reviewed performance evaluations, assisted with new insurance carve-out for retirees.

Human Resources Summer Internship

GovTemps USA, Northbrook, IL – June 2019 – August 2019

- Researched and assisted in creating employee handbook for temporary employees.
- Assisted with payroll and invoicing of temporary staff.
- Performed various administrative tasks such as document preparation for conferences, filing, and document preparation.

PROFESSIONAL EXPERIENCE

Human Resources Generalist - Temporary

Village of Arlington Heights, Arlington Heights, IL – November 2019 – Present

- Provide open enrollment support and benefit enrollment for 400+ employees.
- Administer employee benefits and retirement programs.
- Complete new employee onboarding and benefits enrollments.
- Manage HRIS employee information.
- Handle all FMLA, retirement, and COBRA administration.
- Reconcile and process payments to the Village's benefit third-party providers.
- Conduct salary and benefit surveys.

President of Educational Support Personnel Collective Bargaining Unit (400+ members)

District 214 - Arlington Heights, IL - August 2018 – November 2019

- Participated in employee disciplinary investigations, fact-finding, and interviewing.
- Collaborated with District Administration on collective bargaining matters and employee staffing decisions.
- Facilitated employee conflict resolution.
- Ensured District policies and procedures are consistent with the terms of the Collective Bargaining Unit Agreement.

- Lead all Union Board Meetings.
- Scheduled and developed agendas for Union Board Meetings.

Division Assistant for Math/Science Division

District 214, John Hersey High School – Arlington Heights, IL - August 2014 – November 2019

- Lead Staff Development Committee at Hersey High School and the District.
- Coordinated all absences and substitutes for department, including procurement of long-term substitutes.
- Substitute taught as needed.
- Performed various ad hoc reports with data.
- Managed Math/Science Department budget, created and closed out all Purchase Orders, and ordered all office and classroom/lab supplies.
- Assisted Division Head with special projects; such as organizing and analyzing SAT scores, student math/science placement, summer school placement, assisted with reviewing highly confidential staffing decisions and employee evaluations.
- Coordinated and facilitated annual Strack Scholarship Award Program.
- Corresponded and interacted with students, substitute teachers, staff, and parents on a daily basis.
- Received Educational Support Personnel of the Year Award in 2016.

Employment/Personal Injury Law Paralegal

Law Offices of Eugene K. Hollander – Chicago, IL - April 2005 - December 2005

- Organized and maintained client's case files, summarized depositions, filed court documents in State and Federal Courts, and assisted attorneys with all aspects of trial.
- Scheduled client meetings, depositions, and attorney meetings.

Pension Law Paralegal

City of Milwaukee Employees Retirement System – Milwaukee, WI - August 2004 – April 2005

- Created innovative reference "map" that indexes the complex Chapter 36 of the City Charter independently that is still being used.
- Performed legal and city ordinance research requests for Pension Board.

Commercial Litigation Paralegal

Cozen O'Connor – Chicago, IL - May 2002 - August 2004

- Assisted attorneys in all aspects of trial including organizing trial binders and discovery documents.
- Drafted client correspondence, pleadings, and discovery documents.
- Summarized and reviewed medical records, insurance policies, and depositions.
- Scheduled depositions and client and attorney meetings.

TECHNICAL SKILLS

- Microsoft Office Word, Excel, Power Point, Infinite Campus, APECS, Google Suite, Follett, AESOP, Adobe FileMaker Pro, HRIS, Access.
- Completed IPELRA's Supervisor Training Program, "Essential Skills for Supervisory Success", February, 2020.



About GovTemps USA

GovTemps USA is the interim staffing line of business of GovHR USA. It was formed in 2011 by Joellen Cademartori and Heidi Voorhees. Both have distinguished careers in local government management and saw a need for a firm to focus on providing short and long-term staffing solutions to local governments. As of May 1, 2020, GovTemps has assisted more than 180 local governments in 16 states with over 500 different positions.

GovTemps Positions. GovTemps has placed employees in a variety of temporary positions at local jurisdictions. They include: Managers and Administrators, Parks and Recreation Administrators, Police Chiefs, Executive Assistants, Clerks, HR Directors, HR Generalists, Finance Directors, CFO's, Accountants, Community Development Directors, Planners, Plan Reviewers, Permit Clerks, Public Works Directors and Superintendents, Engineers, Building Officials, and more.

Why Employees Choose GovTemps. Employees choose GovTemps because of its reputation as a leader in short and long-term staffing services for local governments. The senior staff at GovTemps are former local government employees and care about assisting good and talented people find positions in local governments. GovTemps employee benefits include professional liability and workers' compensation coverage, optional health insurance, and a matching contribution to an IRA for eligible employees.

Because GovTemps carries professional liability coverage, employees who might otherwise consider working as an Independent Contractor have opted instead to work for GovTemps. This has the added benefit of simplifying the employee's year-end tax filing.

Why Local Governments Choose GovTemps. Local governments choose GovTemps for the following reasons:

Talented and Skilled Candidates. GovTemps understands the unique position needs and expectations of local governments. GovTemps actively recruits employees through regular attendance at professional conferences and other events, outreach to its professional network, and pro-active recruitment.

Cost Avoidance. By partnering with GovTemps, the local government avoids the costs associated with employee recruitment and selection, as well as the expense of employee health insurance and pensions. GovTemps is responsible for employee related expenses related to payroll withholdings and employee benefits. In addition, GovTemps carries workers' compensation and unemployment insurance on all employees.

630 Dundee Road, Suite 130, Northbrook, IL 60062
847.380.3240 | GovHRUSA.com



Flexible Staffing Arrangements. GovTemps recognizes that local governments often need to fill a position on a short term or project basis due to employee transitions, illness or seasonal demand. Accordingly, GovTemps actively recruits employees who embrace flexible work schedules.

GovTemps Fee. The employee hourly rate is determined by seeking to match what the employee desires to earn versus what the jurisdiction desires to pay. The GovTemps 40% fee is in added to the employee's hourly rate. Employees are typically paid only for hours worked.

Selection Process. Upon notification from a local government that it needs to fill a short or long-term position, we will discuss the position requirements with potential candidate(s) and present those that are best suited. The local government will decide if it desires to interview any or all the presented candidates. If a suitable candidate is not immediately available, GovTemps will recruit candidates at no cost to the local government. Once a candidate has been identified and the hourly rate is set, GovTemps and the jurisdiction will enter into an employee leasing agreement.

To discuss your interim staffing need, please contact Senior Vice President Mike Earl at 224-261-8366 or mearl@govhrusa.com.

EMPLOYEE LEASING AGREEMENT

THIS EMPLOYEE LEASING AGREEMENT (this "Agreement") is made by **GOVTEMPSUSA, LLC**, an Illinois limited liability company ("GovTemps"), and **MAINE TOWNSHIP** (the "Client"). GovTemps and the Client can be individually identified as a ("Party") and collectively as the ("Parties"). GovTemps and the Client agree as follows:

SECTION 1 SCOPE OF AGREEMENT

Section 1.01. Assigned Employee. The Client will lease certain employees of GovTemps, and GovTemps will lease to the Client, the personnel identified in attached Exhibit A, (the "Assigned Employee"). **Exhibit A** identifies the temporary position and/or assignment (the "Assignment") the Assigned Employee will fill at the Client, and it further identifies the base compensation for each Assigned Employee, as of the effective date of this Agreement. **Exhibit A** may be amended from time to time by a replacement **Exhibit A** signed by both GovTemps and the Client. GovTemps, as the common law employer of Assigned Employee, has the sole authority to assign and/or remove the Assigned Employee, provided however, that the Client may request, in writing, that GovTemps remove or reassign the Assigned Employee. Any such request will not be unreasonably withheld by GovTemps. The Parties understand and acknowledge that the Assigned Employee is subject to the Client's day-to-day supervision.

Section 1.02. Independent Contractor. GovTemps is and remains an independent contractor, and not an employee, agent, partner of, or joint venturer with, the Client. GovTemps has no authority to bind the Client to any commitment, contract, agreement or other obligation without the Client's express written consent.

SECTION 2 SERVICES AND OBLIGATIONS OF GOVTEMPS AND CLIENT

Section 2.01. Payment of Wages. GovTemps will timely pay the wages and related payroll taxes of the Assigned Employee from GovTemp's own account in accordance with federal and Illinois law and GovTemps' standard payroll practices. GovTemps will withhold from such wages all applicable taxes and other deductions elected by the Assigned Employee. The Client acknowledges that GovTemps may engage a financial entity to maintain its financing and record keeping services, which may include the payment of wages and related payroll taxes in accordance with this Section 2.01. The Client agrees to cooperate with any such financial entity to ensure timely payment of wages, related payroll taxes, and any applicable fees pursuant to this Section 2.01. As to Assigned Employees, GovTemps will comply with the Immigration Reform and Control Act of 1986, Title VII of the Civil Rights Act of 1964, as amended, (Title VII), the Americans With Disabilities Act of 1990 (ADA), the Age Discrimination in Employment Act (ADEA), the Equal Pay Act of 1963, the Civil Rights Acts of 1866 and 1871 (42 U.S.C. § 1981), the Family and Medical Leave Act of 1993, the Fair Labor Standards Act of 1938, the National Labor Relations Act, the Employee Retirement Income Security Act ("ERISA") of 1974, and any other federal, state or local statute, state constitution, ordinance,

order, regulation, policy or decision regulating wages and the payment of wages, prohibiting employment discrimination or otherwise establishing or relating to rights of Assigned Employee.

Section 2.02. Workers' Compensation. To the extent required by applicable law, GovTemps will maintain in effect workers' compensation coverage covering its Assigned Employee's work in an Assignment. Any applicable coverage under this Agreement terminates on the Termination Date of this Agreement.

Section 2.03. Employee Benefits. GovTemps will provide to Assigned Employee those employee benefits identified in the attached **Exhibit B**. GovTemps may amend or terminate any of its employee benefit plans according to their terms. All employee benefits, including severance benefits for Assigned Employee will be included in Fees payable to GovTemps under Section 3.01 of this Agreement.

Section 2.04. Maintenance and Retention of Payroll and Benefit Records. GovTemps will maintain records of all wages and benefits paid and personnel actions taken by GovTemps in connection with any of the Assigned Employee(s). GovTemps will retain control of such records and make them available for inspection as required by applicable federal, state or local laws.

Section 2.05. Other Obligations of GovTemps. GovTemps will comply with any federal, state and local law applicable to its Assigned Employee(s). GovTemps will comply with the requirements of the federal Patient Protection and Affordable Care Act (ACA).

Section 2.06. Direction and Control. The Parties agree and acknowledge that the Client has the right of direction and control over the Assigned Employee, including matters of discipline, excluding removal or reassignment, as provided for by Section 1.01. The Assigned Employee(s) will be supervised, directly and indirectly, and exclusively by the Client's supervisory and managerial employees.

Section 2.07. Obligations of the Client. Pursuant to this Agreement the Client covenants, agrees and acknowledges:

(a) The Client will provide the Assigned Employee with a suitable workplace, that complies with US Occupational Safety and Health Administration ("OSHA") statutes and regulations, and all other health and safety laws, regulations, ordinances, directives, and rules applicable to the Assigned Employee and the Assigned Employee's workplace. The Client agrees to comply, at its expense, with all health and safety directives from GovTemps' internal and external loss control specialists, GovTemps' workers' compensation carrier, or any government agency having jurisdiction over the place of work. The Client will provide and ensure use of all functional personal protective equipment as required by any federal, state or local law, regulation, ordinance, directive, or rule or as deemed necessary by GovTemps' workers' compensation carrier. GovTemps and/or its insurance carriers have the right to inspect the Client's premises to ensure that the Assigned Employee is not exposed to an unsafe work place. GovTemps' rights under this paragraph do not diminish or alter the Client's obligations to the

Assigned Employee under applicable law, or its obligations to GovTemps under this Agreement;

(b) With respect to the Assigned Employee, the Client will comply with all applicable labor and employment-related laws and regulations, and any other federal, state or local statute, state constitution, ordinance, order, regulation, policy or decision, prohibiting employment discrimination, or otherwise establishing or relating to the terms and conditions of Assigned Employee's Assignment;

(c) The Client retains the right to exert sufficient direction and control over the Assigned Employee as is necessary to conduct the Client's business and operations, without which, the Client would be unable to conduct its business, operation or to comply with any applicable licensure, regulatory or statutory requirements;

(d) The Client cannot remove or reassign the Assigned Employee unless mutually agreed to in writing by GovTemps and the Client in accordance with Section 1.01 of this Agreement. Client will timely confer with GovTemps regarding any concern or complaint regarding Assigned Employee's performance or conduct under this Agreement;

(e) The Client will not pay wages, salaries or other forms of direct or indirect compensation, including employee benefits, to Assigned Employee. Client represents that its actions under this Agreement do not violate its obligations it may have under any collective bargaining agreement;

(f) The Client must report to GovTemps any injury to any Assigned Employee of which it has knowledge within twenty-four (24) hours of acquiring such knowledge. If any Assigned Employee is injured in the course of performing services for the Client, the Client must follow the procedures and practices regarding injury claims and reporting; and

(g) The Client must report all on the job illnesses, accidents and injuries of the Assigned Employee to GovTemps within twenty-four (24) hours following notification of said injury by Assigned Employee or Assigned Employee's representative.

SECTION 3 FEES PAYABLE TO GOVTEMPS

Section 3.01. Fees. The Client will pay GovTemps fees for the services provided under this Agreement as follows:

(a) The base compensation as fully identified on **Exhibit A**, as amended; plus

(b) Any employee benefits GovTemps paid to the Assigned Employee as identified on **Exhibit B** (if applicable), including, but not limited to, salary; wages; commissions; bonuses; sick pay; workers' compensation, health and other insurance premiums; payroll, unemployment, FICA and other taxes; vacation pay; overtime pay; severance pay; monthly automobile allowances, and any other compensation or benefits

payable under any applicable GovTemps pension and welfare benefit plan or federal, state or local laws covering the Assigned Employee.

Section 3.02. Increase in Fees. GovTemps may increase fees to the extent and equal to any mandated tax increases, e.g. FICA, FUTA, State Unemployment taxes, when they become effective. GovTemps may also adjust employer benefit contribution amounts by providing the Client with a written thirty (30) day notice, provided, such changes in employer benefit contribution amounts apply broadly to all GovTemps employees.

Section 3.03. Payment Method. Every two (2) weeks during the term of this Agreement, GovTemps will invoice in writing the Client for the fees owed under this Agreement. Within thirty (30) days following receipt of such invoice, the Client must pay all invoiced amounts by check, wire transfer or electronic funds transfer to GovTemps to an account or lockbox as designated on the invoice. Late payments will be subject to all applicable interest payments or service charges provided by state or local law. In addition to charging interest or service charges provided by applicable law, GovTemps may, upon written notice to Client, suspend performance of services under this Agreement while any amount due is past due and remains unpaid.

SECTION 4 INSURANCE

Section 4.01. General and Professional Liability Insurance. The Client must maintain in full force and effect at all times during the term of this Agreement a Comprehensive (or Commercial) General Liability and Professional Liability (if applicable) insurance policy or policies (the "Policies"), with minimum coverage in the amount of \$1,000,000 per occurrence, \$3,000,000 aggregate. In the alternative, as applicable, the Client may maintain in full force and effect at all times during the term of this Agreement a self-insured retention ("SIR") which provides the same minimum coverage limits as set forth above. In the event such SIR exists and applies to this Agreement, the Client agrees to fully discuss the SIR's parameters with GovTemps and its relationship to the Policies. At a minimum, the Policies must insure against bodily injury and property damage liability caused by on-premises business operations, completed operations and/or products or professional service and non-owned automobile coverage.

Section 4.02. Certificate of Insurance. Upon request, the Client will promptly issue to GovTemps one or more Certificates of Insurance, verifying the Client's compliance with the provisions of Section 4.01.

Section 4.03. Automobile Liability Insurance. If the Assigned Employee drives a Municipal or personal vehicle for any reason in connection with their Assignment, the Client must maintain in effect automobile liability insurance insuring the Assigned Employee, GovTemps and the Client against liability for bodily injury, death and property damage.

SECTION 5 DURATION AND TERMINATION OF AGREEMENT

Section 5.01. Term and Effective Date. The Effective Date of this Agreement is the date that this Agreement is last signed by GovTemps on the signature page (the "Effective Date"). The period during which the Assigned Employee works at the Client is defined as the ("Term"). The Term commences on the Effective Date and will continue for the period identified on the attached Exhibit A, or until it is terminated in accordance with the remaining provisions of this Section 5. For the purposes of this Agreement, the date on which this Agreement expires and/or is terminated is the ("Termination Date").

Section 5.02. Termination of Agreement for Failure to Pay Fees. If the Client fails to timely pay the fees required under this Agreement, GovTemps may give the Client notice of its intent to terminate this Agreement for such failure and if such failure is remedied within ten (10) days, the notice will be of no further effect. If such failure is not remedied within the ten (10) day period, GovTemps has the right to terminate the Agreement upon expiration of such remedy period.

Section 5.03. Termination of Agreement for Material Breach. If either Party materially breaches this Agreement, the non-breaching Party must give the breaching Party written notice of its intent to terminate this Agreement for such breach and if such breach is remedied within ten (10) days, the notice will be of no further effect. If such breach is not remedied within the ten (10) day period, the non-breaching Party has the right to immediately terminate the Agreement upon expiration of such remedy period.

Section 5.04. Termination of Agreement to execute Temp-to Hire Option. At the end of the Term, the Client may hire the Assigned Employee as a permanent or temporary employee of the Client. The substantial investment of time and resources by GovTemps under this Agreement to place its leased employee with Client is recognized by Client. If after the end of the Term, Client hires Assigned employee as either a permanent or temporary employee it must pay two (2) weeks of the Assigned Employee's gross salary to GovTemps no later than thirty (30) days after the date the Assigned Employee becomes the Client's employee.

SECTION 6 NON-SOLICITATION

Section 6.01. Non-Solicitation. The Client acknowledges GovTemps' legitimate interest in protecting its business for a reasonable time following the termination of this Agreement. Accordingly, the Client agrees that during the Term of this Agreement and for a period of two (2) years thereafter, the Client will not solicit, request, entice or induce Assigned Employee to terminate their employment with GovTemps, and the Client will not hire Assigned Employee as a permanent or temporary employee. If a Temp-to-Hire option provided for in Section 5.04 is properly exercised by the Client, then this Section 6.01 will not apply.

Section 6.02. Injunctive Relief. The Client recognizes that the rights and privileges granted by this Agreement are of a special, unique, and extraordinary character, the loss of which cannot reasonably or adequately be compensated for in damages in any action at law.

Accordingly, the Client understands and agrees that GovTemps is entitled to equitable relief, including a temporary restraining order and preliminary and permanent injunctive relief, to prevent or enjoin a breach of Section 6.01 of this Agreement. The Client also understands and agrees that any such equitable relief is in addition to, and not in substitution for, any other relief to which GovTemps can recover.

Section 6.03. Survival. The provisions of Section 6 survive the expiration or termination of this Agreement.

SECTION 7 DISCLOSURE AND INDEMNIFICATION PROVISIONS

Section 7.01. Indemnification by GovTemps. GovTemps agrees to indemnify, defend and hold the Client and its related entities or their agents, representatives or employees (the "Client Parties") harmless from and against all claims, liabilities, damages, costs and expenses ("Losses") (a) arising out of GovTemps' breach of its obligations under this Agreement, (b) related to the actions or conduct of GovTemps and its related business entities, their agents, representatives, and employees (the "GovTemps Parties"), taken or not taken with respect to the Assigned Employees that relate to events or incidents occurring prior or subsequent to the term of this Agreement, and (c) arising from any act or omission on the part of GovTemps or any of the GovTemps Parties.

Section 7.02. Indemnification by the Client. The Client agrees to indemnify, defend and hold the GovTemps Parties harmless from and against all Losses (a) arising out of the Client's breach of its obligations under this Agreement, (b) relating to any activities or conditions associated with the Assignment, and (c) arising from any act or omission on the part of the Client or any of the Client Parties.

Section 7.03. Indemnification Procedures. The Party seeking indemnity (the "Indemnified Party") from the other Party (the "Indemnifying Party") pursuant to this Section 7, must give the Indemnifying Party prompt notice of any such claim, allow the Indemnifying Party to control the defense or settlement of such claim and cooperate with the Indemnifying Party in all matters related thereto. However, prior to the Indemnifying Party assuming such defense and upon the request of the Indemnified Party, the Indemnifying Party must demonstrate to the reasonable satisfaction of the Indemnified Party that the Indemnifying Party (a) is able to fully pay the reasonably anticipated indemnity amounts under this Section 7 and (b) will take steps satisfactory to the Indemnified Party to ensure its continued ability to pay such amounts. In the event the Indemnifying Party does not control the defense, the Indemnified Party may defend against any such claim at the Indemnifying Party's cost and expense, and the Indemnifying Party must fully cooperate with the Indemnified Party, at no charge to the Indemnified Party, in defending such potential Loss, including, without limitation, using reasonable commercial efforts to keep the relevant Assigned Employee available. In the event the Indemnifying Party controls the defense, the Indemnified Party is entitled, at its own expense, to participate in, but not control, such defense. The failure to promptly notify the Indemnifying Party of any claim pursuant to this Section will not relieve such Indemnifying Party of any indemnification obligation that it may have to the Indemnified Party, except to the extent that the Indemnifying

Party demonstrates that the defense of such action was materially prejudiced by the Indemnified Party's failure to timely give such notice.

Section 7.04. Survival of Indemnification Provisions. The provisions of Section 7 survive the expiration or termination of this Agreement.

SECTION 8 MISCELLANEOUS PROVISIONS

Section 8.01. Amendments. This Agreement may be amended at any time and from time to time, but any amendment must be in writing and signed by all the Parties to this Agreement, except for changes to the fees provided for in Section 3.

Section 8.02. Binding Effect. This Agreement inures to the benefit of and binds the Parties and their respective heirs, successors, representatives and assigns. Neither Party may assign its rights or delegate its duties under this Agreement without the express written consent of the other Party, which consent will not be unreasonably withheld.

Section 8.03. Counterpart Execution. This Agreement may be executed and delivered in any number of counterparts, each of which will be an original, but all of which together constitutes one and the same instrument. This Agreement may be executed and delivered via facsimile or electronic mail.

Section 8.04. Entire Agreement. This Agreement constitutes the entire agreement between the Parties regarding GovTemps' placement of the Assigned Employee with the Client, and contains all of the terms, conditions, covenants, stipulations, understandings and provisions agreed upon by the Parties. This Agreement supersedes and takes precedence over all proposals, memorandum agreements, tentative agreements, and oral agreements between the Parties, made prior to and including the Effective Date of this Agreement not specifically identified and incorporated in writing into this Agreement. No agent or representative of either Party has the authority to make, and the Parties will not be bound by or liable for, any statement, representation, promise, or agreement not specifically set forth in this Agreement.

Section 8.05. Further Assurances. The Parties will execute and deliver any and all additional papers, documents, and other assurances and do any and all acts and things reasonably necessary in connection with the performances of their obligations under this Agreement.

Section 8.06. Gender. Whenever the context herein so requires, the masculine, feminine or neuter gender and the singular and plural number include the other.

Section 8.07. Section Headings. Section and other headings contained in this Agreement are for reference purposes only and do not affect in any way the meaning or interpretation of this Agreement.

Section 8.08. Severability. If any part or condition of this Agreement is held to be void, invalid or inoperative, such shall not affect any other provision hereof, which will continue to be effective as though such void, invalid or inoperative part, clause or condition had not been made.

Section 8.09. Waiver of Provisions. The failure by one Party to require performance by the other Party shall not be deemed to be a waiver of any such breach, nor of any subsequent breach by the other Party of any provision of this Agreement. Such waiver shall not affect the validity of this Agreement, nor prejudice either Party's rights in connection with any subsequent action. Any provision of this Agreement may be waived if, but only if, such waiver is in writing signed by the Party against whom the waiver is to be effective.

Section 8.10. Confidentiality. Each Party will protect the confidentiality of the other's records and information and must not disclose confidential information without the prior written consent of the other Party. Each Party must reasonably cooperate with the other Party regarding any Freedom of Information Act (FOIA) request calling for production of documents related to this Agreement.

Section 8.11. Governing Law. This Agreement will be governed by and construed in accordance with the laws of the State of Illinois applicable to contracts made and to be performed entirely within such state, except the law of conflicts.

Section 8.12. Force Majeure. GovTemps will not be responsible for failure or delay in assigning its Assigned Employee to Client if the failure or delay is caused by labor disputes and strikes, fire, riot, terrorism, acts of nature or of God, or any other causes beyond the control of GovTemps.

SECTION 9 DISPUTE RESOLUTION

Section 9.01. Good Faith Attempt to Settle. The Parties will attempt to settle any dispute arising out of or relating to this Agreement, or the breach thereof, through good faith negotiation between the Parties.

Section 9.02. Governing Law/Jurisdiction. If a dispute cannot be settled through good faith negotiation within thirty (30) days after the initial receipt by the allegedly offending party of written notice of the dispute, then the controversy or claim may be adjudicated by a federal or state court sitting in Cook County, Illinois. Venue and jurisdiction for any action under this Agreement is Cook County, Illinois. This Agreement and any amendments hereto will be governed by and construed in accordance with the laws of the State of Illinois.

Section 9.03. Attorneys' Fees. The Parties agree that, in the event of litigation under this Agreement, each Party is liable for only those attorneys' fees and costs incurred by that Party.

**SECTION 10
NOTICES**

Section 10.01. Notices. All Notices given under this Agreement must be written and may be given by personal delivery, first class U.S. Mail, registered or certified mail return receipt requested, overnight delivery service, or electronic mail.

Notices will be deemed received at the earlier of actual receipt or three (3) days from mailing date. Notices must be sent to the Parties at their respective addresses shown below. A Party may change its address for notice by giving written notice to the other Party.

If to GovTemps:

GOVTEMPSUSA, LLC
630 Dundee Road Suite 130
Northbrook, Illinois 60062
Attention: Michael J. Earl
Telephone: 224-261-8366
Electronic Mail: mearl@govhrusa.com


If to the Client:

MAINE TOWNSHIP
1700 Ballard Road
Park Ridge, Illinois 60068
Attention: Laura Morask
Telephone: 847-297-2510
Electronic Mail: lmorask@mainetown.com

[Signatures on following page]

IN WITNESS WHEREOF, the Parties executed this Agreement on the Effective Date, which is the date this Agreement is last signed by GovTemps.

GOVTEMPSUSA, LLC,
an Illinois limited liability company

By 
Name: Joellen J. Cademartori
Title: President and Co-Owner

Effective Date: May 27, 2020

CLIENT

By _____
Name: _____
Title: _____

EXHIBIT A
Assigned Employee and Base Compensation

ASSIGNED EMPLOYEE: Keli Stonitsch

POSITION/ASSIGNMENT: Interim HR Generalist

POSITION TERM: May 27, 2020 – September 18, 2020

Agreement may be extended for up to an additional four (4) months (January 15, 2021) with mutual agreement of the parties.

BASE COMPENSATION: \$39.20/hour Hours per week will vary but are expected to average between 12-20/week. Assigned employee shall be paid only for hours worked. Hours should be reported via- email to payroll@govtempusa.com on the Monday after the prior work week. The Client will be invoiced every other week for hours worked.

GOVTEMPSUSA, LLC:

CLIENT:

By: 

By: _____

Date: May 18, 2020

Date: _____

This Exhibit A fully replaces all Exhibits A dated prior to the Effective Date of this Agreement.

EXHIBIT B
Summary of Benefits

DOES NOT APPLY

**MAINE TOWNSHIP ROAD DISTRICT
BUDGET & APPROPRIATION ORDINANCE FOR 2020-2021
ORDINANCE 2020 RB-1**

of the Town of Maine Road District located in the County of Cook, State of Illinois,
for the fiscal year beginning March 1, 2020 and ending February 28, 2021

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

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

1. GENERAL ROAD FUND

BEGINNING BALANCE	March 1, 2020		\$1,823,234
ESTIMATED REVENUES			
Property Tax	\$800,000	\$ 800,000	
TOTAL ESTIMATED REVENUES		\$800,000	
TOTAL ESTIMATED FUNDS AVAILABLE			<u>\$2,623,234</u>
BUDGETED EXPENDITURES			
1.1. Administration		\$287,678	
1.2. Maintenance		\$429,500	
TOTAL EXPENDITURES / APPROPRIATIONS		\$717,178	<u>\$717,178</u>
ENDING BALANCE	February 28, 2021		\$1,906,056
TOTAL APPROPRIATIONS AND ENDING BALANCE			\$2,623,234

1.1. ADMINISTRATION

PERSONNEL

Salaries	\$66,560	
Health Insurance	\$143,000	
Life Insurance	\$1,200	
Dental Insurance	\$5,000	
TOTAL PERSONNEL	\$215,760	\$215,760

CONTRACTUAL SERVICES

Alcohol and Drug Testing	\$540	
Payroll Service	\$4,577	
Accounting Services	\$2,000	
Conferences & Meetings	\$50	
Dues / Subscriptions	\$550	
Legal Services	\$6,000	
Mileage / Travel Expense	\$100	
Postage	\$175	
Printing / Publishing	\$6,500	
Telephone	\$6,500	
Training	\$400	
TOTAL CONTRACTUAL SERVICES	\$27,392	\$27,392

COMMODITIES

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

OTHER EXPENDITURES

Miscellaneous Charges	\$300	
Municipal Replacement Tax	\$39,726	
TOTAL OTHER EXPENDITURES	\$40,026	\$40,026

CAPITAL OUTLAY

Office Equipment	\$3,000	
TOTAL CAPITAL OUTLAY	\$3,000	\$3,000

TOTAL ADMINISTRATION

\$287,678

1.2. MAINTENANCE

PERSONNEL

Salaries	\$130,000	
Uniforms	\$3,000	
TOTAL PERSONNEL	\$133,000	\$133,000

CONTRACTUAL SERVICES

Building Maintenance	\$4,000	
Equipment Leasing and Maintenance	\$85,000	
Utilities	\$9,000	
Rentals	\$2,000	
Tree Removal & Spraying	\$16,000	
Tree Replacement Program	\$1,000	
Landfill Charges	\$500	
Street Lighting	\$58,000	
TOTAL CONTRACTUAL SERVICES	\$175,500	\$175,500

COMMODITIES

Gasoline / Oil	\$22,000	
Building & Operating Supplies / Material	\$7,000	
Maintenance Equipment & Small Tools	\$8,000	
Supplies (Equipment)	\$20,000	
Supplies for the Road	\$4,000	
Supplies for Snow Removal	\$60,000	
TOTAL COMMODITIES	\$121,000	\$121,000

TOTAL MAINTENANCE

\$429,500

2. PERMANENT ROAD FUND

BEGINNING BALANCE	March 1, 2020	\$777,157
ESTIMATED REVENUES		
Property Tax	\$809,000	
TOTAL ESTIMATED FUNDS REVENUES	\$809,000	\$809,000
TOTAL ESTIMATED FUNDS AVAILABLE		\$1,586,157
BUDGETED EXPENDITURES		
PERSONNEL		
Labor	\$300,000	
TOTAL PERSONNEL	\$300,000	\$300,000
CONTRACTUAL SERVICES		
Maintenance (Roads)	\$425,000	
Drainage	\$8,000	
Engineering Services	\$25,000	
Landfill Charges	\$10,000	
Project Expenses	\$3,000	
TOTAL CONTRACTUAL SERVICES	\$471,000	\$471,000
COMMODITIES		
Supplies for the Roads	\$35,000	
TOTAL COMMODITIES	\$35,000	\$35,000
TOTAL EXPENDITURES / APPROPRIATIONS		<u>\$806,000</u>
ENDING BALANCE	February 28, 2021	\$780,157
TOTAL APPROPRIATIONS AND ENDING BALANCE		\$1,586,157

3. EQUIPMENT & BUILDING FUND

BEGINNING BALANCE	March 1, 2020	\$50,112
ESTIMATED REVENUES		
Property Tax	\$100,000	
Replacement Tax	\$88,814	
Less: Municipal Share	- \$39,726	
Road & District (Net)	\$49,088	\$49,088
Interest Income	\$3,618	
Other Income	\$55,780	
Permit Income	\$14,068	
TOTAL ESTIMATED REVENUES	\$222,554	\$222,554
TOTAL ESTIMATED FUNDS AVAILABLE		<u>\$272,666</u>
BUDGETED EXPENDITURES		
CAPITAL OUTLAY		
Equipment	\$170,000	
Building	\$15,000	
Off Site Storage	\$22,000	
TOTAL EXPENDITURES / APPROPRIATIONS	\$207,000	<u>\$207,000</u>
ENDING BALANCE	February 28, 2021	\$65,666
TOTAL APPROPRIATIONS & ENDING BALANCE		\$272,666

4. SOCIAL SECURITY FUND

BEGINNING BALANCE	March 1, 2020	\$61,055
ESTIMATED REVENUES		
Property Tax	\$38,625	
Interest Income	\$0	
TOTAL ESTIMATED REVENUES	\$38,625	\$38,625
TOTAL ESTIMATED FUNDS AVAILABLE		<u>\$99,680</u>
BUDGETED EXPENDITURES		
PERSONNEL		
Social Security Tax	\$37,500	
TOTAL EXPENDITURES / APPROPRIATIONS	\$37,500	<u>\$37,500</u>
ENDING BALANCE	February 28, 2021	\$62,180
TOTAL APPROPRIATIONS & ENDING BALANCE		\$99,680

5. INSURANCE FUND		
BEGINNING BALANCE	March 1, 2020	\$26,958
ESTIMATED REVENUES		
Property Tax	\$51,000	
Interest Income	\$0	
TOTAL ESTIMATED REVENUES	\$51,000	\$51,000
TOTAL ESTIMATED FUNDS AVAILABLE		<u>\$77,958</u>
BUDGETED EXPENDITURES		
PERSONNEL		
Workmen's Compensation	\$19,112	
Unemployment Insurance	\$535	
TOTAL PERSONNEL	\$19,647	\$19,647
CONTRACTUAL SERVICES		
General / Liability Insurance	\$38,019	
TOTAL CONTRACTUAL SERVICES	\$38,019	\$38,019
TOTAL EXPENDITURES / APPROPRIATIONS		<u>\$57,666</u>
ENDING BALANCE	February 28, 2021	\$20,292
TOTAL APPROPRIATIONS & ENDING BALANCE		\$77,958
6. ILLINOIS MUNICIPAL RETIREMENT FUND		
BEGINNING BALANCE	March 1, 2020	(\$152,811)
ESTIMATED REVENUES		
Property Tax	\$103,500	
TOTAL ESTIMATED REVENUES	\$103,500	\$103,500
TOTAL ESTIMATED FUNDS AVAILABLE		<u>(\$49,311)</u>
BUDGETED EXPENDITURES		
Early Retirement Incentive	\$1,000	
IMRF	\$64,000	
TOTAL PERSONNEL	\$65,000	\$65,000
TOTAL EXPENDITURES / APPROPRIATIONS		<u>\$65,000</u>
ENDING BALANCE	February 28, 2021	(\$114,311)
TOTAL APPROPRIATIONS & ENDING BALANCE		(\$49,311)

JUDGE, JAMES, HOBAN & FISHER, LLC
ATTORNEYS AT LAW
422 N. NORTHWEST HIGHWAY, SUITE 200
PARK RIDGE, ILLINOIS 60068-3283
Phone: 847/292-1200 Fax: 847/292-1208
E-MAIL: Rhoban@JUDGELTD.COM
WWW.JUDGELTD.COM

May 8, 2020

Honorable Walter Kazmierczak
Maine Township Highway Commissioner
1401 Redeker Road
Des Plaines, IL 60016

Re: Proposed 2020-2021 Road District Budget
Our File No.: 1122/18-3354.A

Dear Wally,

This letter is in response to your request for a legal opinion as to whether the Maine Township Board can reduce or eliminate line items contained in your 2020-2021 Road District Budget & Appropriation Ordinance for 2020-2021. The answers to your questions are: (1) The Township Board cannot reduce any line items in your budget and (2) The Township Board could potentially eliminate line items under certain limited circumstances. The following paragraphs will explain limitations on the Board's authority over your budget.

The April 28, 2020, Board Meeting

On April 28, 2020, you presented the Maine Township Road District Budget & Appropriation Ordinance for 2020-2021 to the Township Board for its approval. This budget contained \$62,000 in cuts from the previous proposed budget you had submitted. The 2020-2021 budget contains roughly \$80,000 in reductions from the budget passed in 2019-2020.

Trustee Susan Sweeney questioned you regarding why certain line items in the budget exceeded the actual expenditures from the prior year and regarding the proposed 3% increase in salaries. Township Attorney Kari-Lyn Krafthefer was asked whether the Township Board could reduce certain line items in the budget to which Ms. Krafthefer unequivocally explained that it could not. She referenced the case of *Naperville Township Road District v. Ossyra* in which the Township Board zeroed out or reduced certain line items in the budget and she said that the Township Board cannot do that.

With respect to salaries, she explained that the Highway Commissioner gets to determine the amount and the Township Board does not have a vote on pay increases. When asked by Trustee David Carrabotta as to what he has a say on, Ms. Krafthefer responded that the Township Board can determine whether individual line items were necessary and that the Township Board can

fund these line items at zero or in the way that the Highway Commissioner proposed them to be funded. The Township Board, however, cannot change the Highway Commissioner's figures at all, such as by reducing the budget by 10%.

At the conclusion of this discussion the Township Board, on a 3 to 2 vote, voted to table your budget until the next meeting or special meeting of the Board.

Can The Township Board Reduce Line Items In The Highway Commissioner's Road District Budget?

Maine Township Roads are under the jurisdiction of the Maine Township Road District. 605 ILCS 5/6-101. As the elected Highway Commissioner, your duties include directing the expenditure of *all* monies collected in the District for road purposes, employing labor, and repairing and improving roads within the District. §6-112; §6-201; §6-201.6; §6-201.7; and §6-201.8.

The Maine Township Board is a separate and distinct legal entity from the Maine Township Road District and has no power or authority over roads. As stated by the Supreme Court in *Western Sand & Gravel Co. v. Town of Cornwall*, 2 Ill.2d 560, 566 (Ill., 1954):

A town is a separate and distinct municipal corporation and has no power or authority over roads. The Highway Commissioner is a quasi-corporation having jurisdiction over township roads.

That said, the State Legislature has vested the township board with the duty to adopt the road district budget. Pursuant to 605 ILCS 5/6-501(c) the township board's role is defined as follows:

The highway commissioner in each road district in each county having adopted township organization shall...each year prepare or cause to be prepared a tentative budget and appropriation ordinance...The township board of trustees...at the public hearing shall adopt the tentative budget and appropriation ordinance, or any part as the board of trustees deem necessary.

The issue of whether the provision allowing the township board to adopt any part of the budget as it deems necessary allows the board to reduce line items in the highway commissioner's budget was squarely addressed in the case of *Amarantos v. The Board of Trustees of Northfield Township*, 2011 WL 4403146 (Ill. Cir.). In that case the Board reduced salaries in the highway commissioner's proposed budget by \$25,846.00. The Highway Commissioner thereupon sued the Board requesting a declaratory judgment that the Board of Trustees "exceeded its statutory authority and encroached on the authority of the Highway Commissioner" by modifying the Highway Commissioner's budget. *Amarantos*, 2011 WL 4403146. The trial court granted the Highway Commissioner's Motion for Summary Judgment and found as follows:

The differences between the proposed budget and the budget passed cannot properly be characterized as "adopting" part of the proposed budget. Instead, the

Board's action is more appropriately characterized as a substantive "change" and "reduction" in part of the budget. Such reductions and changes are unauthorized under a reasonable construction of 605 ILCS 5/6-501(c). *Amarantos*, 2011 WL 4403146.

In addressing a similar statutory framework, the Appellate Court in *Painter v. Board of Trustees of the Town of Lyons*, 161 Ill.App.3d 26 (1st Dist. 1987) found that the board exceeded its authority by reducing a line item in the supervisor's proposed budget for general assistance. In *Painter*, the township supervisor had statutory authority to prescribe compensation for employees in the General Assistance Department. Like in the case of the township road district, however, the supervisor was required to present her budget to the township board for adoption. Although the Township Board adopted the budget in the full amount requested by the supervisor, it reduced the line item for salaries by \$7,980.00 and transferred this amount to the line item for home relief. The supervisor thereupon sued the Board for declaratory judgment, mandamus, and injunctive relief. In finding in favor of the supervisor, the Appellate Court stated as follows:

The General Assembly has the constitutional authority to specifically grant the power and duty to the town supervisor to operate the public assistance program of the Town of Lyons, to appoint such employees as a supervisor may deem necessary to carry out the program and to determine their duties and compensation. Section 12-21.12 of the Public Aid Code expressly confers this power upon the township supervisor. Thus, under the authority cited above, we find that the legislature exclusively granted this power to the supervisor, even though the board of trustees has the general responsibility for adopting a combined budget and appropriation ordinance for the entire local governmental entity, *i.e.*, the Town of Lyons. *Painter*, 161 Ill.App.3d at 32.

Painter is just one of a long line of cases in which the courts have found that the legislature can require a public body to adopt the budget of another public body in its entirety. The following cases are illustrative of this principle:

- *City of Rockford v. Gill*, 60 Ill.App.3d 94, 99 (2nd Dist. 1978), *rev'd on other grounds*, 75 Ill.App.3d 334 (Ill., 1979) (A city has the duty to pass the appropriation and tax levy exactly as requested by the library board.);
- *People ex rel. Snow v. The City of Chicago*, 244 Ill.App. 66, 70 (1st Dist. 1927) (Ordering the City of Chicago to appropriate the salary for the Chief Deputy Bailiff in the entire amount requested by the Municipal Court Judges, finding that "the City Council has no discretion in the matter but must make the appropriations where properly requested, as ordered by the judges.");
- *Johnson v. Town of Evanston*, 39 Ill.App.3d 419, 425 (1st Dist. 1976) (Finding that the township board exceeded its authority by reducing monthly maintenance levels of general assistance recipients as "the supervisor has the lawful authority to administer the general assistance program which includes the establishment and/or revision of the basic

maintenance level unhampered by the rules and regulations set by the board.”); and

- *People ex rel. Cannon v. City of Chicago*, 351 Ill. 396, 400 (Ill., 1933) (Finding that the City of Chicago was required to appropriate funds for the salaries of probation officers as determined by the judges of the Municipal Court “although the performance of the duty will create a debt to be paid by local taxation.”)

Can The Township Board Eliminate A Line Item In A Highway Commissioner’s Budget In Its Entirety?

Although the case law is clear that the legislature can impose upon a public body the duty to adopt the budget of another public body in its entirety, the question remains as to why the legislature would impose such a framework. An answer can be found in the history of another statute, namely 60 ILCS 1/235-25, which reads as follows:

Tentative budget and appropriation ordinance and tax for road purposes. In each road district comprised of a single township, the township board shall adopt a tentative budget and an appropriation ordinance for road purposes and shall levy the amount determined by the highway commissioner and certify to the county clerk the amount necessary to be raised by taxation for road purposes as provided in §6-501 of the Illinois Highway Code.

As written, this statute requires the township board to levy the amount as determined by the highway commissioner, with the township board having no say in this amount. Prior to the enactment of this statute, however, the highway commissioner levied the amount to the county clerk directly with no involvement from the township board. This process, however, was problematic as there were multiple instances in which a highway commissioner made a mistake, such as failing to include the total amount of the levy, failing to add up the numbers correctly, or forgetting to include the truth in taxation statement, which mistakes resulted in the road district not having a valid levy and not receiving any funds for that particular year. With the enactment of §235-25, however, the township board now has a role in the process, namely to ensure that the highway commissioner’s levy meets all legal requirements necessary for the highway commissioner to receive the levy he has requested.

§6-501(c) similarly requires the township board to adopt the budget prepared by the highway commissioner, although it gives the township board the option of adopting “any part as the board of trustees deem necessary.” This begs the question as to whether the township can eliminate line items in their entirety or even eliminate entire sections of the budget. Such an approach, if taken to an extreme, could allow a township board to simply zero out every expenditure in a budget, finding that no expenditures were necessary. And although the judge in *Amarantos* specifically found that the township board could not reduce line items in the highway commissioner’s budget, it did not address whether, and under what circumstances, the township board could find that an expenditure was not necessary at all.

The case of *People ex rel. Stein v. Board of Supervisors of Vermillion County*, 47 Ill. 256 (Ill., 1868), is helpful in answering the question as to when the township board can eliminate a line

item from the road district's budget. In *People ex rel. Stein*, the township road district was governed by a board of highway commissioners who requested an expenditure of \$15,700 for construction of a bridge. The county board of supervisors, however, rejected the request in its entirety.

The township commissioner of highways filed a writ of mandamus requesting that the court order the county to approve the expenditure. The evidence in the case revealed that there was no public highway at the location where the bridge was proposed, one of the highway commissioners sought to personally profit from the construction of the bridge, and that the bridge was not even within the township limits. Also, the subsequently elected board of highway commissioners rescinded the request for the expenditure and advised the county as such.

Under the above said facts, the Supreme Court found that the board of supervisors appropriately refused to levy taxes for the construction of the bridge as there was no jurisdiction for it to do so. As explained by the court:

[T]here is no public highway where the bridge was proposed to be built; that a portion of the bridge was within the town limits of the Village of Danville, over which these highway commissioners had no sort of jurisdiction; and it further shows, all of which is admitted, that the order to build this bridge was rescinded by the commissioners of highways subsequently elected, and before any private rights had become involved. *People ex rel. Stein*, 47 Ill. 256 at 264.

Compare that case, however, with *Newport Township Road District v. Pavelich*, 2012 IL App (2d) 111317. In *Pavelich*, the township board failed to pass the highway commissioner's budget, causing a complete shutdown of the road district and resulting in a lawsuit by the Highway Commissioner. Although the township board eventually approved a budget, it refused to allocate funds for the highway commissioner's legal fees related to the lawsuit and for a prior lawsuit filed by the board against the highway commissioner. The trial court thereupon ordered the township board "to allocate sufficient funds in the road district's budget" for payment of the highway commissioner's legal fees. *Pavelich*, 2012 IL App (2d) 111217, ¶19. The Appellate Court affirmed, finding that the "legislature did not grant defendants any decision-making power to conclusively determine whether a commissioner is entitled to legal counsel." *Pavelich*, 2012 IL App (2d) 111217, ¶30.

Reading these two cases in conjunction confirms that the township board, in adopting the highway commissioner's budget or any part that it deems necessary, does not have a policy-making role, but rather serves a quasi-judicial function. If, as in *People ex rel. Stein*, a highway commissioner is without authority to request an expenditure, the township board need not adopt that portion of the budget. If, however, like in *Pavelich*, the highway commissioner has statutory authority for the expenditure, any attempt by the board to eliminate that expenditure will likely lose a legal challenge.

Conclusion

The overwhelming authority on the subject reveals that the township board does not have the

authority to reduce a line item in your budget, including the salaries of road district employees. Although the township board could potentially eliminate a line item if it found the expenditure was not necessary, this authority has been limited to those circumstances in which the highway commissioner does not have statutory authority, *i.e.*, jurisdiction, for the expenditure. As each of the expenditures in your budget relate to duties which the state legislature has exclusively delegated to highway commissioners in road districts under township organization, any attempt to eliminate any of your expenditures would likely lose a legal challenge.

I hope that this letter has been helpful. Please let me know if you need any further assistance in this matter.

Very truly yours,

JUDGE, JAMES, HOBAN & FISHER, LLC

Robert P. Hoban III

RPH/dk

|
Subject: Sale of Equipment included in expense
From: Chris Scalet <Chris@empcpa.com>
Date: Tue, May 12, 2020 12:04 pm
To: "mthighway@mainetown.com" <mthighway@mainetown.com>
Cc: "mthighway@mainetown.com" <mthighway@mainetown.com>

Walter,

The equipment expense line item included sale of equipment at auction for \$167,548. This was incorrectly posted to the expenditure line item. For the audit, it has been moved to a revenue. For your budget purposes, the equipment line item should reflect \$264,413, not \$96,144.

Thank you!

Partner

Evans, Starnell & Pons, P.C.
Certified Public Accountants and Consultants
1878 Hicks Road, Rolling Meadows, IL 60003
847.221.5700 847.221.5701

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MAINE TOWNSHIP GENERAL TOWN FUND

0%	of the year remaining	MAR	APR	YTD DISBURSE
	REVENUE			
	Property Tax	1,532,513.55	43,603.20	1,576,116.75
	Interest Income	2,152.90	2,052.88	4,205.78
	MaineStay Fees	1,705.00	835.50	2,540.50
	Yard Stickers and Rebates	77.50	2,033.77	2,111.27
	Postage	217.00	45.50	262.50
	Food Pantry Cash Donations	6,100.00	21,957.00	28,057.00
	Passport Fees	3,940.00	770.00	4,710.00
	Transportation Fees	50.00	30.00	80.00
	Prsnl Prop Replacement Tax	2,558.97	17,669.49	20,228.46
	Other Income	-71.50	10,065.30	9,993.80
	(MaineStreamers)	19,308.34	0.00	19,308.34
	TOTAL REVENUES	1,568,551.76	99,062.64	1,667,614.40

MAINE TOWNSHIP GENERAL TOWN FUND

0%	of the year remaining	MAR	APR	YTD DISBURSE
	EXPENSES			
	ADMINISTRATION			
	Salaries/Gross Pay Account	44,144.25	66,649.09	110,793.34
	Salaries/Elected Officials	13,869.13	24,403.40	38,272.53
	IDES	0.00	0.00	0.00
	Social Security	4,359.19	6,864.45	11,223.64
	IMRF	5,357.26	5,315.11	10,672.37
	Administrative Div. Health Ins.	27,847.43	26,681.98	54,529.41
	Life Insurance	188.89	188.89	377.78
	Dental Insurance	1,166.70	37.20	1,203.90
	Accounting Services	7,041.36	6,308.63	13,349.99
	Building & Grounds Maint	748.99	2,723.99	3,472.98
	Community Info-Support	825.00	1,125.00	1,950.00
	Conferences Meetings	60.00	50.00	110.00
	Special Programs	78.34	0.00	78.34
	Dues Subscriptions	0.00	44.99	44.99
	Equipment Leasing Maint	1,704.64	522.00	2,226.64
	Gen Ins Liability Ins Bond	0.00	0.00	0.00
	Website>Email Host	9,458.34	0.00	9,458.34
	Print Management	690.40	320.20	1,010.60
	Computer Tech Support	1,040.00	520.00	1,560.00
	Legal Services	6,814.17	339.45	7,153.62
	Mileage-Travel-Lodging Exp	12.10	0.00	12.10
	Police Protection	8,600.00	0.00	8,600.00
	Plan Commission	0.00	0.00	0.00
	Postage	-340.65	8,587.13	8,246.48
	Printing Publishing	105.35	1,768.08	1,873.43
	Food Pantry	0.00	3,326.72	3,326.72
	Code Enforcement Expense	0.00	0.00	0.00
	Maine Township Rec. Connections	907.91	369.94	1,277.85
	Telecommunications	2,383.93	1,767.26	4,151.19
	Staff Training	0.00	0.00	0.00
	Transportation/Mainelines	0.00	1,045.00	1,045.00
	Utilities	3,031.13	1,807.98	4,839.11
	Miscellaneous (Adminstr)	0.00	0.00	0.00
	Neighborhood Watch	0.00	0.00	0.00
	Office Supplies/Sm. Equipment	287.20	473.53	760.73
	Operating Supplies Maint	1,929.51	622.11	2,551.62
	Vehicle Expense	25.00	0.00	25.00
	Building	0.00	0.00	0.00
	Capital Fund	0.00	0.00	0.00
	Total	142,335.57	161,862.13	304,197.70

MAINE TOWNSHIP GENERAL TOWN FUND

0%	of the year remaining	MAR	APR	YTD DISBURSE
	ASSESSOR			
	Assessor Division Salary	14,244.40	21,350.40	35,594.80
	Assessor Division SS	1,005.00	1,506.27	2,511.27
	Assessor Division IMRF	1,690.76	1,690.76	3,381.52
	Health Insurance	10,347.18	10,082.88	20,430.06
	Dental Insurance	875.50	19.50	895.00
	Life Insurance	43.59	43.59	87.18
	Conferences Meetings	0.00	0.00	0.00
	Cook Cty Assessor Tie-in	0.00	0.00	0.00
	Dues-Subscriptions	0.00	107.90	107.90
	Equipment Leasing-Maint	0.00	0.00	0.00
	Mileage-Travel-Lodging Exp	0.00	0.00	0.00
	Postage	50.10	23.15	73.25
	Printing-Publishing	0.00	0.00	0.00
	Sidwell Maps	0.00	0.00	0.00
	Staff Training	0.00	0.00	0.00
	Miscellaneous	31.89	28.24	60.13
	Office Supplies/Sm Equipment	0.00	0.00	0.00
	Total	28,288.42	34,852.69	63,141.11

MAINE TOWNSHIP GENERAL TOWN FUND

0%	of the year remaining	MAR	APR	YTD DISBURSE
	MAINESTAY			
	MaineStay Salary	21,838.34	33,569.68	55,408.02
	Social Security	1,575.91	2,453.60	4,029.51
	IMRF	2,930.02	2,998.68	5,928.70
	Administrative Div. Health Ins.	11,463.94	9,890.45	21,354.39
	Life Ins.	87.18	72.65	159.83
	Dental Ins.	357.00	32.50	389.50
	Conferences-Meetings	0.00	0.00	0.00
	Consultation/Staff Training	0.00	0.00	0.00
	Special Programs - MaineStay	-2,000.00	2,131.99	131.99
	Dues-Subscriptions/Licensures	0.00	250.00	250.00
	Print Management	220.20	220.20	440.40
	Gen Ins Liability Ins Bond	0.00	959.00	959.00
	Computer Tech Support	520.00	520.00	1,040.00
	Mileage-Travel-Lodging Exp	126.10	0.00	126.10
	Postage	8.00	12.00	20.00
	Printing-Publishing	45.89	45.89	91.78
	Community Education	0.00	0.00	0.00
	Training Manual & Books	0.00	0.00	0.00
	Miscellaneous	0.00	0.00	0.00
	Office Supplies/Sm Equipment	12.99	31.89	44.88
	Youth Recreation Fund	0.00	0.00	0.00
	Summer Youth Camp	0.00	0.00	0.00
	Garage Sale	0.00	0.00	0.00
	Total	37,185.57	53,188.53	90,374.10

MAINE TOWNSHIP GENERAL TOWN FUND

0%	of the year remaining	MAR	APR	YTD DISBURSE
	SENIOR			
	Senior Salary	21,872.08	32,808.12	54,680.20
	Social Security	1,633.32	2,449.98	4,083.30
	IMRF	2,957.10	2,957.10	5,914.20
	Life Ins.	72.65	72.65	145.30
	Dental Ins.	32.50	32.50	65.00
	Administrative Div. Health Ins.	9,292.03	7,709.01	17,001.04
	Conferences-Meetings	0.00	0.00	0.00
	Special Programs	0.00	0.00	0.00
	Print Management	245.20	245.20	490.40
	Dues-Subscriptions	0.00	0.00	0.00
	Mileage-Travel-Lodging Exp	0.00	0.00	0.00
	Postage	282.05	969.15	1,251.20
	Printing-Publishing	0.00	0.00	0.00
	Telecommunications	2.21	2.94	5.15
	Office Supplies/Sm Equipment	0.00	0.00	0.00
	Computer Tech Support	520.00	520.00	1,040.00
	(MaineStreamer Fees)	28,770.93	8,360.34	37,131.27
	Total	65,680.07	56,126.99	121,807.06

MAINE TOWNSHIP GENERAL TOWN FUND

0%	of the year remaining	MAR	APR	YTD DISBURSE
	CLERK			
	Clerk's Division Salary	7,252.46	11,021.73	18,274.19
	Social Security	546.88	812.13	1,359.01
	IMRF	1,003.05	993.42	1,996.47
	Administrative Div. Health Ins.	2,727.17	2,657.34	5,384.51
	Life Ins.	14.53	14.53	29.06
	Dental Ins.	6.50	6.50	13.00
	Conferences-Meetings	0.00	0.00	0.00
	Dues-Subscriptions	30.00	0.00	30.00
	Print Management	220.20	220.20	440.40
	Gen Insur Liability Bond	0.00	0.00	0.00
	Mileage-Travel-Lodging Exp	0.00	0.00	0.00
	Staff Training	0.00	0.00	0.00
	Honor Flight	0.00	0.00	0.00
	Computer Tech Support	520.00	520.00	1,040.00
	Postage	0.00	199.85	199.85
	Printing-Publishing	0.00	0.00	0.00
	Miscellaneous	0.00	0.00	0.00
	Office Supplies/Sm Equipment	0.00	0.00	0.00
	Total	12,320.79	16,445.70	28,766.49

MAINE TOWNSHIP GENERAL TOWN FUND

0%	of the year remaining	MAR	APR	YTD DISBURSE
	OEM			
	Emergency Mgmt Salary	315.00	678.75	993.75
	OEM Social Security	23.99	51.79	75.78
	Uniforms	0.00	176.30	176.30
	Conferences-Meetings	0.00	0.00	0.00
	Special Programs	0.00	0.00	0.00
	Special Events	0.00	0.00	0.00
	Citizen Corps Program	0.00	0.00	0.00
	Dues-Subscriptions	0.00	0.00	0.00
	Equipment Leasing-Maint	0.00	0.00	0.00
	Volunteer Insurance	0.00	0.00	0.00
	Postage	0.00	0.00	0.00
	Computer Tech Support	0.00	0.00	0.00
	Printing-Publishing	0.00	0.00	0.00
	Utilities	572.56	277.22	849.78
	Telecommunications	144.17	448.96	593.13
	Staff Training	0.00	0.00	0.00
	Miscellaneous	0.00	0.00	0.00
	Office Supplies/Sm Equipment	0.00	0.00	0.00
	Operating Supplies	0.00	0.00	0.00
	Disaster Operations Supplies	0.00	0.00	0.00
	Building	0.00	0.00	0.00
	Vehicle Expense	0.00	0.00	0.00
	Total	1,055.72	1,633.02	2,688.74

MAINE TOWNSHIP GENERAL TOWN FUND

0%	of the year remaining	MAR	APR	YTD DISBURSE
	TOTAL OPERATING EXPENSES	286,866.14	324,109.06	610,975.20

MAINE TOWNSHIP GENERAL ASSISTANCE FUND

0%	of the year remaining	MAR	APR	YTD DISBURSE
REVENUE				
	Property Tax	0.00	0.00	0.00
	SS Reimbursement	0.00	0.00	0.00
	Interest Income	566.76	531.47	1,098.23
	Energy Assistance Revenue	0.00	2,009.00	2,009.00
	Miscellaneous	0.00	0.00	0.00
	TOTAL REVENUES	566.76	2,540.47	3,107.23
EXPENSES				
EXPENSES-ADMINISTRATIVE				
	Gross Pay Account	19,554.44	29,331.66	48,886.10
	IDES	0.00	0.00	0.00
	Social Security	1,460.06	2,190.09	3,650.15
	IMRF	2,643.78	2,643.78	5,287.56
	Administrative Div. Health Ins.	8,075.37	7,868.79	15,944.16
	Life Insurance	72.65	72.65	145.30
	Dental Insurance	32.50	101.50	134.00
	Tuition Reimbursement	0.00	0.00	0.00
	Accounting Services	441.52	456.52	898.04
	Conferences Meetings	0.00	0.00	0.00
	Dues Subscriptions	0.00	0.00	0.00
	Print Management	370.20	370.20	740.40
	General Insurance-Liab-Bond	0.00	0.00	0.00
	Legal Services	0.00	0.00	0.00
	Mileage-Travel-Lodging	0.00	0.00	0.00
	Postage	204.80	90.80	295.60
	Printing Publishing	0.00	0.00	0.00
	Staff Training	0.00	0.00	0.00
	Hearing Officer	0.00	0.00	0.00
	Miscellaneous	0.00	0.00	0.00
	Office Supplies	0.00	0.00	0.00
	Operating Supplies/Maint	0.00	0.00	0.00
	Computer Software Development	0.00	0.00	0.00
	Comp Tech Support	520.00	520.00	1,040.00
	Total	33,375.32	43,645.99	77,021.31
EXPENSES-ASSISTANCE				
	Client Insurance	0.00	0.00	0.00
	Emergency Assist Program	0.00	225.00	225.00
	Prescription Drugs	0.00	0.00	0.00
	Dental Services	0.00	0.00	0.00
	Medical Services	345.00	0.00	345.00
	Funeral & Burial Services	0.00	0.00	0.00

MAINE TOWNSHIP GENERAL ASSISTANCE FUND

0%	of the year remaining	MAR	APR	YTD DISBURSE
	Client Utilities	954.71	590.77	1,545.48
	Shelter-Rent	6,931.50	6,068.08	12,999.58
	Ambulance Paramedic	0.00	0.00	0.00
	Food/Pers essentials	7,500.00	0.00	7,500.00
	Transport/Clothing	3,327.50	2,101.33	5,428.83
	Transient	0.00	0.00	0.00
	Catastro. Med. Insurance	0.00	0.00	0.00
	Total	19,058.71	8,985.18	28,043.89
	TOTAL OPERATING EXPENSES	52,434.03	52,631.17	105,065.20

MAINE TOWNSHIP ROAD AND BRIDGE FUND

0% of the year remaining MAR APR YTD DISBURSE

REVENUE

Property Tax	787,456.93	22,219.65	809,676.58
Other Income	130.00	50.00	180.00
Interest Income	790.03	748.68	1,538.71
Permit Fees	500.00	25.00	525.00
Persnl Prop Replacement Tx	2,559.06	17,670.13	20,229.19
TOTAL REVENUES	791,436.02	40,713.46	832,149.48

EXPENSES

GENERAL ROAD FUND-ADMINISTRATIVE

Admin Salary Expense	4,892.46	7,338.69	12,231.15
Health Insurance	10,424.55	10,157.78	20,582.33
Life Insurance	87.18	87.18	174.36
Dental Insurance	214.50	333.50	548.00
Alcohol & Drug Testing	0.00	0.00	0.00
Payroll Service	337.30	352.30	689.60
Accounting Services	0.00	0.00	0.00
Conferences Meetings	0.00	0.00	0.00
Dues Subscriptions	0.00	0.00	0.00
Legal Services	0.00	0.00	0.00
Mileage Travel Expense	0.00	0.00	0.00
Municipal Replacement Tax	0.00	0.00	0.00
Postage	0.00	0.00	0.00
Printing Publishing	0.00	160.00	160.00
Telephone	436.99	419.33	856.32
Training	0.00	0.00	0.00
Miscellaneous	0.00	0.00	0.00
Office Supplies	421.10	40.60	461.70
Office Equipment	1,349.99	0.00	1,349.99
Total	18,164.07	18,889.38	37,053.45

GENERAL ROAD FUND-MAINTENANCE

Maint Salary Expense	0.00	0.00	0.00
Maintenance-Uniforms	0.00	1,251.07	1,251.07
Building Maintenance	1,327.54	378.32	1,705.86
Equipment Leasing Maint	5,230.78	15,565.37	20,796.15
Landfill Charges - GRF	0.00	0.00	0.00
Rentals	0.00	0.00	0.00
Street Lighting	52.62	18,683.69	18,736.31
Tree Removal & Spraying	0.00	0.00	0.00
Utilities	298.24	729.84	1,028.08
Tree Replacement Program	0.00	0.00	0.00
Gasoline Oil	399.27	213.21	612.48

MAINE TOWNSHIP ROAD AND BRIDGE FUND

0%	of the year remaining	MAR	APR	YTD DISBURSE
	Building & Oper Sup Matl	399.43	1,180.73	1,580.16
	Maint Equip & Small Tools	22.98	3,420.67	3,443.65
	Supplies (Equipment)	558.60	179.58	738.18
	Supplies Roads GRF	45.85	0.00	45.85
	Supplies Snow Removal	4,489.53	207.94	4,697.47
	Total	12,824.84	41,810.42	54,635.26

PERMANENT ROAD FUND

	Labor On Roads	27,512.72	42,256.44	69,769.16
	Drainage	0.00	0.00	0.00
	Engineering Services	0.00	375.00	375.00
	Landfill Charges - PRF	0.00	377.18	377.18
	Project Expenses	0.00	0.00	0.00
	Maintenance Roads	0.00	0.00	0.00
	Road Improvement Fund	0.00	0.00	0.00
	Supplies / Roads PRF	224.00	158.57	382.57
	Total	27,736.72	43,167.19	70,903.91

EQUIPMENT & BUILDING FUND

	Equipment	0.00	0.00	0.00
	Building	96.00	64.00	160.00
	Storage Building	0.00	1,473.93	1,473.93
	Total	96.00	1,537.93	1,633.93

SOCIAL SECURITY FUND

	Social Security	2,407.44	3,686.69	6,094.13
	Total	2,407.44	3,686.69	6,094.13

INSURANCE FUND

	Workmans Compensation	0.00	0.00	0.00
	Unemployment Insurance	0.00	0.00	0.00
	Gen Ins Liability Ins Bond	0.00	0.00	0.00
	Total	0.00	0.00	0.00

IL MUNICIPAL RETIREMENT FUND

	IMRF	4,381.18	4,491.57	8,872.75
	IMRF Employer ERI Cost	0.00	0.00	0.00
	Total	4,381.18	4,491.57	8,872.75

	TOTAL OPERATING EXPENSES	65,610.25	113,583.18	179,193.43
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MAINE TOWNSHIP ROAD AND BRIDGE FUND

REVISED

% of the year remaining MAR APR MAY JUN JUL AUG SEP OCT NOV DEC JAN FEB YTD DISBURSE BUDGET BALANCE % Left

REVENUE

Property Tax	735,875.84	28,220.37	11,279.81	0.00	399,027.71	502,578.99	5,408.74	7,044.88	2,479.85	1,707.52	0.00	221,955.89	1,915,579.60	1,902,125.00	-13,454.60	-1%
Other Income	5,213.86	400.00	10,011.02	1,160.33	500.00	14,588.02	167,848.00	1,374.95	9,832.91	675.00	4,644.15	358.13	216,606.37	55,780.00	-160,826.37	-288%
Interest Income	795.16	853.25	831.67	761.55	800.32	859.43	852.86	759.07	659.98	667.93	653.96	611.89	9,107.07	3,618.00	-5,489.07	-152%
Permit Fees	0.00	425.00	0.00	2,476.75	1,375.00	850.00	650.00	250.00	425.00	175.00	25.00	25.00	6,676.75	14,068.00	7,391.25	53%
Persnl Prop Replacement Tx	0.00	16,961.19	20,620.68	0.00	12,179.98	1,461.11	0.00	21,198.23	0.00	3,520.38	12,872.47	0.00	88,814.04	73,033.00	-15,781.04	-22%
NET REVENUE	741,884.86	46,859.81	42,743.18	4,398.63	413,883.01	520,337.55	174,759.60	30,627.13	13,397.74	6,745.83	18,195.58	222,950.91	2,236,783.83	2,048,624.00	-188,159.83	-9%

EXPENSES

GENERAL ROAD FUND-ADMINISTRATIVE

Admin Salary Expense	4,659.48	4,659.48	6,989.22	5,498.36	4,892.46	4,892.46	4,892.46	4,892.46	7,338.69	4,892.46	4,892.46	4,892.46	63,392.45	64,000.00	607.55	1%
Health Insurance	9,520.80	12,166.19	12,236.63	11,918.87	11,770.28	11,770.28	7,733.09	10,424.55	10,424.55	10,925.06	10,424.55	10,424.55	129,739.40	153,800.00	24,060.60	16%
Life Insurance	55.60	83.40	97.30	83.40	87.18	87.18	87.18	87.18	87.18	87.18	87.18	0.00	929.96	1,200.00	270.04	23%
Dental Insurance	559.00	129.00	1,820.50	564.00	36.00	45.50	464.50	138.50	45.50	163.50	0.00	215.30	4,181.30	5,000.00	818.70	16%
Alcohol & Drug Testing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	450.00	0.00	0.00	0.00	450.00	540.00	90.00	17%
Payroll Service	323.36	334.36	505.95	370.44	352.30	337.30	337.30	352.30	505.95	337.30	483.10	337.30	4,576.96	4,500.00	-76.96	-2%
Accounting Services	0.00	0.00	0.00	0.00	0.00	1,675.00	0.00	0.00	0.00	0.00	0.00	0.00	1,675.00	2,500.00	825.00	33%
Conferences Meetings	0.00	0.00	0.00	0.00	0.00	0.00	28.80	0.00	0.00	0.00	0.00	0.00	118.20	147.00	1,000.00	85%
Dues Subscriptions	0.00	0.00	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	310.00	560.00	550.00	-10.00	-2%
Legal Services	0.00	0.00	320.00	315.00	4,800.00	0.00	0.00	45.00	0.00	0.00	0.00	450.00	5,930.00	12,000.00	6,070.00	51%
Mileage Travel Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00	0.00	0.00	0.00	0.00	40.00	500.00	460.00	92%
Municipal Replacement Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00	500.00	460.00	92%
Postage	0.00	0.00	23.30	0.00	8.50	55.00	0.00	0.00	0.00	0.00	0.00	66.00	152.80	175.00	22.20	13%
Printing Publishing	0.00	1,323.51	234.35	1,534.46	0.00	0.00	1,323.51	0.00	0.00	1,369.34	225.50	0.00	6,010.67	6,000.00	-10.67	0%
Telephone	459.93	598.96	597.34	685.09	600.81	601.52	603.38	934.97	293.74	456.98	221.82	336.56	6,391.10	6,500.00	108.90	2%
Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.93	0.00	3.21	54.14	400.00	345.86	86%
Miscellaneous	0.00	0.00	0.00	112.35	-6.61	0.00	0.00	0.00	0.00	0.00	0.00	39.00	144.74	300.00	155.26	52%
Office Supplies	0.00	21.15	88.06	180.13	0.00	136.09	0.00	145.52	121.54	0.00	0.00	210.39	902.88	1,500.00	597.12	40%
Office Equipment	0.00	0.00	111.99	0.00	0.00	11.21	-1,550.00	0.00	0.00	1,426.87	0.00	0.00	0.07	5,000.00	4,999.93	100%
Total	15,578.17	19,316.05	23,274.64	21,262.10	22,540.92	19,611.54	13,920.22	17,060.48	19,267.15	19,709.62	16,334.61	57,125.05	265,000.55	300,465.00	35,464.45	12%

GENERAL ROAD FUND-MAINTENANCE

Maint Salary Expense	16,015.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27,715.85	32,091.40	33,473.93	109,296.58	130,000.00	20,703.42	16%
Maintenance-Uniforms	827.59	230.77	600.97	0.00	0.00	0.00	265.48	0.00	0.00	658.53	0.00	0.00	2,583.34	3,000.00	416.66	14%
Building Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,184.60	660.00	0.00	0.00	0.00	1,844.60	4,000.00	2,155.40	54%
Equipment Leasing Maint	1,027.60	1,874.64	2,955.16	7,551.97	1,940.09	97.31	7,392.82	7,290.41	2,553.21	10,718.00	2,279.47	13,400.31	59,080.99	85,000.00	25,919.01	30%
Landfill Charges - GRF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00	100%
Rentals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	3,000.00	100%
Street Lighting	0.00	4,565.16	5,020.96	4,512.18	4,523.02	4,731.29	4,658.09	4,447.30	4,960.61	4,583.13	49.47	392.16	42,443.37	53,500.00	11,056.63	21%
Tree Removal & Spraying	0.00	391.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,000.00	0.00	14,391.50	20,000.00	5,608.50	28%
Utilities	994.79	61.63	890.55	372.75	272.11	572.08	348.01	437.38	416.22	709.36	841.98	1,301.30	7,218.16	9,000.00	1,781.84	20%
Tree Replacement Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00	100%
Gasoline Oil	375.99	1,119.23	1,594.23	2,190.18	523.04	1,337.60	2,286.21	1,221.88	4,008.09	1,312.02	1,633.07	3,802.81	21,404.35	30,000.00	8,595.65	29%

MAINE TOWNSHIP ROAD AND BRIDGE FUND

0%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	YTD DISBURSE	BUDGET	BALANCE	% Left
	Building & Oper Sup Mat 1	0.00	299.71	0.00	0.00	253.26	141.29	468.60	85.22	1,864.96	945.86	0.00	2,071.65	6,130.55	7,000.00	869.45	12%
	Maint Equip & Small Tools	0.00	112.12	31.93	271.00	477.25	208.67	0.00	0.00	170.21	15.94	3,246.27	3,616.12	8,149.51	10,000.00	1,850.49	19%
	Supplies (Equipment)	619.46	637.44	269.95	579.37	183.10	117.83	1,603.14	732.76	489.44	601.00	291.03	1,886.10	8,010.62	25,000.00	16,989.38	68%
	Supplies Roads GRF	0.00	32.33	190.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	236.00	1,205.00	1,664.24	4,500.00	2,835.76	63%
	Supplies Snow Removal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,765.55	8,361.16	9,688.57	16,393.34	53,208.62	65,000.00	11,791.38	18%
	Total	19,860.83	9,324.53	11,554.66	15,477.45	8,171.87	7,206.07	17,022.35	15,399.55	33,888.29	55,620.85	64,357.26	77,542.72	335,426.43	450,500.00	115,073.57	26%
PERMANENT ROAD FUND																	
	Labor On Roads	13,003.09	25,827.39	40,899.62	32,425.46	28,139.65	30,001.78	27,771.32	27,638.69	43,921.01	0.00	0.00	0.00	269,628.01	290,000.00	20,371.99	7%
	Drainage	0.00	0.00	0.00	534.00	2,022.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,556.00	10,000.00	7,444.00	74%
	Engineering Services	0.00	2,150.00	4,611.25	5,555.64	3,647.12	1,257.54	2,889.84	0.00	-2,863.00	0.00	70.00	225.00	17,543.39	40,000.00	22,456.61	56%
	Landfill Charges - PRF	0.00	0.00	1,135.75	979.80	365.00	335.25	373.28	333.00	365.00	2,063.25	1,529.20	0.00	7,479.53	10,000.00	2,520.47	25%
	Project Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,232.56	0.00	1,232.56	3,500.00	2,267.44	65%
	Maintenance Roads	0.00	0.00	0.00	3,688.02	4,755.00	434,845.69	0.00	0.00	0.00	0.00	0.00	0.00	443,288.71	405,000.00	-38,288.71	-9%
	Road Improvement Fund	0.00	0.00	0.00	0.00	0.00	42,952.62	0.00	48,257.50	6,975.00	0.00	0.00	4,772.51	102,957.63	150,000.00	47,042.37	31%
	Supplies / Roads PRF	50.50	815.68	172.84	1,678.30	1,898.73	2,240.61	2,000.65	2,167.15	306.18	1,121.95	25.95	4,372.75	16,851.29	45,000.00	28,148.71	63%
	Total	13,053.59	28,793.07	46,819.46	44,861.22	40,827.50	511,633.49	33,035.09	78,396.34	48,704.19	3,185.20	2,857.71	9,370.26	861,537.12	953,500.00	91,962.88	10%
EQUIPMENT & BUILDING FUND																	
	Equipment	730.00	0.00	0.00	202,981.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60,126.00	263,837.89	225,000.00	-38,837.89	-17%
	Building	544.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,461.00	7,383.71	13,388.79	15,000.00	1,611.21	11%
	Storage Building	1,403.75	2,860.29	1,473.93	1,473.93	1,473.93	1,473.93	1,473.93	1,473.93	1,473.93	1,473.93	1,473.93	2,947.86	20,477.27	19,500.00	-977.27	-5%
	Total	2,677.83	2,860.29	1,473.93	204,455.82	1,473.93	1,473.93	1,473.93	1,473.93	1,473.93	1,473.93	6,934.93	70,457.57	297,703.95	259,500.00	-38,203.95	-15%
SOCIAL SECURITY FUND																	
	Social Security	2,502.47	2,258.24	3,580.24	2,833.64	2,455.45	2,596.14	2,430.50	2,415.46	3,835.91	2,422.99	2,757.71	2,863.49	32,952.24	37,500.00	4,547.76	12%
	Total	2,502.47	2,258.24	3,580.24	2,833.64	2,455.45	2,596.14	2,430.50	2,415.46	3,835.91	2,422.99	2,757.71	2,863.49	32,952.24	37,500.00	4,547.76	12%
INSURANCE FUND																	
	Workmans Compensation	0.00	0.00	19,112.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,112.00	19,112.00	0.00	0%
	Unemployment Insurance	0.00	0.00	0.00	0.00	0.00	0.00	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	38,019.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	38,019.00	38,019.00	0.00	0%
	Total	0.00	0.00	57,131.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	57,131.00	57,666.00	535.00	1%
IL MUNICIPAL RETIREMENT FUND																	
	IMRF	3,590.07	3,249.90	5,104.95	4,042.68	3,521.22	3,719.73	3,481.96	3,467.82	5,464.28	3,476.04	5,003.87	5,187.14	49,309.66	60,000.00	10,690.34	18%
	IMRF Employer ERI Cost	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00	100%
	Total	3,590.07	3,249.90	5,104.95	4,042.68	3,521.22	3,719.73	3,481.96	3,467.82	5,464.28	3,476.04	5,003.87	5,187.14	49,309.66	61,000.00	11,690.34	19%
	TOTAL OPERATING EXPENSES	57,262.96	65,802.08	148,938.88	292,932.91	78,990.89	546,240.90	71,364.05	118,213.58	112,633.75	85,888.63	98,246.09	222,546.23	1,899,060.95	2,120,131.00	221,070.05	10%

**MAINE TOWNSHIP
ORDINANCE 2020-2
BUDGET & APPROPRIATION ORDINANCE FOR 2020-21**

for MAINE TOWNSHIP located in the County of Cook, State of Illinois for the fiscal year beginning March 1, 2020 and ending February 28, 2021.

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

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

GENERAL TOWN FUND

BEGINNING BALANCE	\$7,575,595
ESTIMATED REVENUES	
Property Tax	\$3,000,000
Replacement Tax	\$88,810
Interest Income	\$27,714
MaineStay Fees	\$29,974
Yard Stickers and Rebates	\$13,734
Postage	\$4,316
Transportation Fees	\$1,094
Passport Fees	\$70,210
Food Pantry Cash Donations	\$67,176
Other Income	\$9,173
TOTAL ESTIMATED REVENUES	\$3,312,201
TOTAL ESTIMATED FUNDS AVAILABLE (EXCLUDING PROGRAM FEES FOR MAINSTREAMERS PAID BY PARTICIPANTS)	\$10,887,796
BUDGETED EXPENDITURES	
Administration	\$2,070,162
Assessor	\$377,883
Clerk	\$186,195
Emergency Management	\$15,850
MaineStay Youth and Family Services	\$578,776
Mainstreamers Senior Services	\$495,795
Mental Health/Community Services	\$479,705
TOTAL ESTIMATED EXPENDITURES (EXCLUDING PROGRAM FEES FOR MAINSTREAMERS PAID BY PARTICIPANTS)	\$4,204,366
ENDING BALANCE	\$6,683,430

ADMINISTRATION**PERSONNEL**

Salaries/Employees	\$599,992
Salaries/Elected Officials	\$187,650
IDES	\$1
Social Security	\$45,899
Municipal Retirement Fund	\$66,995
Health Insurance	\$345,410
Dental Ins.	\$19,177
Life Ins.	\$2,347
Tuition Reimbursement	\$1
TOTAL PERSONNEL	\$1,267,472

CONTRACTUAL SERVICES

Bookkeeping/Accounting Services	\$37,108
Audit Services	\$16,000
Building-Grounds Maintenance	\$20,963
Community Information-Support	\$26,969
Conferences-Meetings	\$633
Dues-Subscriptions	\$3,883
Web Site/Email Host	\$15,996
Equipment Leasing-Maintenance	\$20,661
Computer Tech Support	\$8,285
Print Management	\$3,842
General Insurance-Liability-Bond	\$65,494
Legal Services	\$70,000
Mileage-Travel-Lodging Expense	\$571
Police Protection	\$44,400
Postage	\$33,971
Printing-Publishing	\$30,071
Special Programs	\$2,307
Staff Training	\$317
Telecommunications	\$24,119
Transportation/MaineLines	\$3,700
Utilities	\$22,505
TOTAL CONTRACTUAL SERVICES	\$451,795

COMMODITIES

Miscellaneous	\$66
Office Supplies/Small Equipment	\$12,347
Operating Supplies-Maintenance	\$9,637
TOTAL COMMODITIES	\$22,050

OTHER EXPENDITURES

Code Enforcement Expense	\$558
Neighborhood Watch	\$3,455
Food Pantry	\$20,081
Plan Commission	\$1
Maine Township Recovery Connections	\$50,000
Vehicle Expense	\$2,826
TOTAL OTHER EXPENDITURES	\$76,921

CAPITAL OUTLAY	
Building	\$1,924
Capital Fund Account	\$250,000
TOTAL CAPITAL OUTLAY	<u>\$251,924</u>

TOTAL ADMINISTRATION	<u>\$2,070,162</u>
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ASSESSOR

PERSONNEL	
Salaries	\$202,288
Social Security	\$15,475
Life Ins.	\$500
Dental	\$5,022
Municipal Retirement Fund	\$22,639
Health Insurance	\$124,136
TOTAL PERSONNEL	<u>\$370,060</u>

CONTRACTUAL SERVICES	
Conferences-Meetings	\$848
Cook County Assessor Tie-in	\$1,025
Dues-Subscriptions	\$452
Equipment Leasing-Maintenance	\$1
Mileage-Travel-Lodging Expense	\$1,200
Postage	\$400
Printing-Publishing	\$397
Sidwell Maps	\$707
Staff Training	\$116
TOTAL CONTRACTUAL SERVICES	<u>\$5,146</u>

COMMODITIES	
Miscellaneous	\$1,177
Office Supplies/Small Equipment	\$1,500
TOTAL COMMODITIES	<u>\$2,677</u>

TOTAL ASSESSOR	<u>\$377,883</u>
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CLERK

PERSONNEL

Salaries	\$101,050
Social Sec.	\$7,730
Municipal Retirement Fund	\$13,662
Health Ins	\$37,628
Dental Ins	\$1,792
Life Ins.	\$227
TOTAL PERSONNEL	<u>\$162,089</u>

CONTRACTUAL SERVICES

Conferences-Meetings	\$1
Dues-Subscriptions	\$313
Print Management	\$2,642
Mileage-Travel-Lodging Expense	\$27
Honor Flight	\$1,000
Postage	\$12,109
Printing-Publishing	\$1,234
Computer Tech Support	\$6,240
Staff Training	\$1
TOTAL CONTRACTUAL SERVICES	<u>\$23,567</u>

COMMODITIES

Miscellaneous	\$21
Office Supplies/Small Equipment	\$518
TOTAL COMMODITIES	<u>\$539</u>

TOTAL CLERK	<u>\$186,195</u>
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OFFICE OF EMERGENCY MANAGEMENT

PERSONNEL

Salaries	\$5,000
Soc. Sec	\$500
Uniforms	\$1
TOTAL PERSONNEL	<u>\$5,501</u>

CONTRACTUAL SERVICES

Conferences/Meetings	\$1
Dues/Subscriptions	\$112
Equipment Leasing	\$1
Citizen Corps Program	\$1
Utilities	\$3,772
Computer Tech Support	\$1
Postage	\$1
Printing/Publishing	\$458
Special Programs	\$1
Special Events	\$1
Telecommunications	\$2,175
Staff Training	\$1
TOTAL CONTRACTUAL SERVICES	<u>\$6,525</u>

COMMODITIES

Miscellaneous	\$1
Office Supplies/Small equipment	\$928
Operating Supplies	\$1
Disaster Operations Supplies	\$200
TOTAL COMMODITIES	<u>\$1,130</u>

OTHER EXPENDITURES

Volunteer Insurance	\$591
Vehicle Expense	\$1,788
TOTAL OTHER EXPENDITURES	<u>\$2,379</u>

CAPITAL OUTLAY

Building	\$315
TOTAL CAPITAL OUTLAY	<u>\$315</u>

TOTAL OFFICE OF EMERGENCY MANAGEMENT	<u>\$15,850</u>
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MAINESTAY YOUTH AND FAMILY SERVICES

PERSONNEL

Salaries	\$329,784
Social Sec.	\$25,035
Municipal Retirement Fund	\$42,248
Health Ins.	\$149,312
Dental Ins.	\$4,444
Life Ins.	\$1,144
TOTAL PERSONNEL	<u>\$551,967</u>

CONTRACTUAL SERVICES

Community Education	\$88
Summer Youth Camp	\$1
Garage Sale	\$1
Conferences-Meetings	\$537
Dues-Subscriptions/Licensures	\$1,707
Print Management	\$2,642
General Insurance-Liability-Bond	\$1,032
Mileage-Travel-Lodging Expense	\$2,119
Postage	\$410
Printing-Publishing	\$1,586
Special Programs	\$3,500
Computer Tech Support	\$6,240
Consultation/Staff Training	\$1,899
TOTAL CONTRACTUAL SERVICES	<u>\$21,762</u>

COMMODITIES

Training Manuals/Books	\$287
Miscellaneous	\$1
Office Supplies/Small Equipment	\$2,430
TOTAL COMMODITIES	<u>\$2,718</u>

OTHER EXPENDITURES

Youth Recreation Fund	\$2,329
TOTAL OTHER EXPENDITURES	<u>\$2,329</u>

TOTAL MAINESTAY YOUTH AND FAMILY SERVICES	<u>\$578,776</u>
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MAINSTREAMERS SENIOR SERVICES

PERSONNEL

Salaries	\$288,886
Social Sec.	\$22,100
Municipal Retirement Fund	\$39,057
Health Ins.	\$111,396
Dental Ins.	\$4,624
Life Ins.	\$859
TOTAL PERSONNEL	<u>\$466,922</u>

CONTRACTUAL SERVICES

Conferences-Meetings	\$257
Dues-Subscriptions	\$75
Mileage-Travel-Lodging Expense	\$100
Postage	\$7,426
Printing-Publishing	\$6,209
Special Programs	\$3,439
Computer Tech Support	\$6,240
Print Management	\$2,942
Telecommunications	\$29
TOTAL CONTRACTUAL SERVICES	<u>\$26,717</u>

COMMODITIES

Office Supplies/Small Equipment	\$2,156
TOTAL COMMODITIES	<u>\$2,156</u>

TOTAL MAINSTREAMERS SENIOR SERVICES	<u>\$495,795</u>
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Mental Health/Community Services	\$479,705
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TOTAL TOWN FUND	\$4,204,366
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GENERAL ASSISTANCE FUND

BEGINNING BALANCE	\$2,025,009
ESTIMATED REVENUES	
Property Tax	\$0
Social Security Reimbursement	\$40,696
Interest Income	\$6,926
Energy Assistance Revenue	\$16,338
Miscellaneous	\$1,007
TOTAL ESTIMATED REVENUES	<u>\$64,967</u>
TOTAL ESTIMATED FUNDS AVAILABLE	<u>\$2,089,976</u>
BUDGETED EXPENDITURES	
Administration	\$443,068
Home Relief	\$169,039
TOTAL ESTIMATED EXPENDITURES	<u>\$612,106</u>
ENDING BALANCE	\$1,477,869

ADMINISTRATION

PERSONNEL

Salaries	\$258,275
IDES	\$1
Social Security	\$19,117
Municipal Retirement Fund	\$28,430
Health Insurance	\$97,231
Dental Ins.	\$2,757
Life Ins.	\$859
Tuition Reimbursement	\$1
TOTAL PERSONNEL	<u>\$406,671</u>

CONTRACTUAL SERVICES

Conferences-Meetings	\$89
Accounting Services	\$8,938
Dues-Subscriptions	\$1
Print Management	\$4,072
General Insurance-Liability-Bond	\$7,144
Hearing Officer	\$1
Legal Services	\$1
Mileage-Travel-Lodging Expense	\$602
Postage	\$2,545
Printing-Publishing	\$2,629
Computer Tech Support	\$6,240
Staff Training	\$270
TOTAL CONTRACTUAL SERVICES	<u>\$32,532</u>

COMMODITIES	
Miscellaneous	\$1
Office Supplies/Sm. Equipment	\$1,514
TOTAL COMMODITIES	<u>\$1,515</u>

CAPITAL OUTLAY	
Computer Software Development	\$2,350
TOTAL CAPITAL OUTLAY	<u>\$2,350</u>

TOTAL ADMINISTRATION	<u>\$443,068</u>
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HOME RELIEF

CONTRACTUAL SERVICES	
Medical Services	\$422
Ambulance-Paramedic Service	\$1
Client Utilities	\$11,650
Dental Services	\$1
Emergency Assistance Program	\$1,295
Food/Person. Essentials	\$48,000
Funeral and Burial Services	\$1
Client Health Insurance	\$1
Prescription Drugs	\$1,741
Catostr. Med. Insurance	\$5,100
Shelter-Rent	\$75,829
TOTAL CONTRACTUAL SERVICES	<u>\$144,041</u>

COMMODITIES	
Transport/Clothing	\$24,982
Transient	\$16
TOTAL COMMODITIES	<u>\$24,998</u>

TOTAL HOME RELIEF	<u>\$169,039</u>
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TOTAL GENERAL ASSISTANCE FUND	<u>\$612,106</u>
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1. GENERAL TOWN FUND	\$4,204,366
2. GENERAL ASSISTANCE FUND	\$612,106
TOTAL	\$4,816,472

1. GENERAL TOWN FUND	\$4,204,366
1A. MAINSTREAMERS PROGRAM FEES*	\$407,624
1B. CAPITAL FUND**	-\$250,000
ADJUSTED GENERAL TOWN FUND	\$4,361,990

2. GENERAL ASSISTANCE FUND	\$612,106
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TOTAL APPROPRIATIONS	\$4,974,096
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Section 3: That each total is divided among the several objects and purposes specified and in particular amounts stated for each fund respectfully in Section 1 and Section 2 constituting the total appropriations & ending balance the amount of \$(4,974,096) four million nine hundred seventy four thousand and ninety six for the fiscal year March 1, 2020 to February 28, 2021 and that Section 3 shall be and is the annual Appropriation Ordinance of this Township, passed by the Board of Trustees as required by law and shall be in full force effect from and after this date.

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

Adopted in a meeting assembled on May 26, 2020 by the Board of Trustees of the Town of Maine in the County of Cook, State of Illinois pursuant to a roll call vote as follows:

AYE NAY ABSENT _____

AYE NAY ABSENT _____

AYE NAY ABSENT _____

AYE NAY ABSENT _____
Trustees

AYE NAY ABSENT _____
Supervisor

GENERAL TOWN FUND ADDENDUM

1A. MAINSTREAMERS PROGRAM FEES*
(PAID BY PARTICIPANTS)

REVENUES \$414,965

EXPENSES \$407,624

1B. CAPITAL FUND** -\$250,000

THE \$250,000 is included in the 2020-2021 budget, but is removed for purposes of total appropriations.

2020-2021 Assessor Budget			
	Originally Proposed	Revised	% of Change
Salary - Assessor Division	\$202,288.00	\$190,588.00	-5.78
Assessor - Social Security	\$15,475.00	\$14,580.00	-5.78
IMRF - Assessor Division	\$22,639.00	\$22,639.00	0.00
Assessor - Health Insurance	\$133,596.00	\$124,137.00	-7.08
Dental Insurance	\$5,022.00	\$5,022.00	0.00
Life Insurance	\$500.00	\$500.00	0.00
Conferences- Meetings	\$848.00	\$848.00	0.00
Cook Cty Assessor Tie-in & Aims System	\$1,025.00	\$1,025.00	0.00
Due- Subscriptions	\$452.00	\$452.00	0.00
Equipment Leasing - Maint	\$1.00	\$1.00	0.00
Mileage - Travel - Lodging Expense	\$1,200.00	\$1,200.00	0.00
Postage	\$400.00	\$400.00	0.00
Printing - Publishing	\$397.00	\$397.00	0.00
Sidwell Maps	\$707.00	\$707.00	0.00
Staff Training	\$116.00	\$116.00	0.00
Miscellaneous	\$1,177.00	\$177.00	-84.96
Office Supplies/Small Equipment	\$1,500.00	\$1,500.00	0.00
Total	\$387,343.00	\$364,289.00	-5.95

Revised 5/19/20

From: admin tocc <twpocc@gmail.com>
Date: May 18, 2020 at 10:18:27 AM CDT
To: admin tocc <twpocc@gmail.com>
Subject: TOCC Update & Save The Date

Good morning TOCC members, We hope you doing well and we are looking forward to things getting back to normal. While Covid-19 continues to disrupt our normal operations, we hope you have found ways to still provide service to your residents.

Virtual Cook County Township Day - Because of Covid-19 holding in person events is not advised, However we still need to promote Cook County Townships. We ask that your township hold a Virtual Cook County Township Day. The date will be Saturday June, 20th but you don't have to just do it on that day. Anything that week before or after would be acceptable. Some ideas you can do are listed below

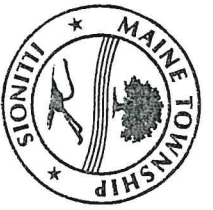
- Make a video showing off your what your township does
- Focus on creating new social media profiles like Twitter, Instagram. Post things that your township is doing or has done in the community
- Host a webinar about township services or how to navigate your website. Also it could be about how to apply for services.
- Facebook live of the highway department. "Virtual Touch-A-Truck"
- Highlight what you have been doing different since the shelter in place while continuing to provide necessary services to residents.

Annual Conference - The TOCC Spring Conference/ Annual Meeting that was scheduled for June has been rescheduled due to Covid-19. The new date for the Conference will be **Wednesday, September 16th**. Our guest speaker will be Johnny Campbell "The Transition Man". Please save the date. Invites will be sent out in early August.

Supervisors Division - Last Thursday the Supervisors Division held a Zoom meeting to hold its election of officers. Congratulation to the new officers. President Al Riley Rich Township, Vice President Carla Sloan River Forest Township, Treasurer Beth Pechous Berwyn Township, Secretary Colleen Schumann Palos Township.

Thank you,

Austin Hopkins
TOCC Admin Assistant
www.TOCC-IL.com



Peter Gialamas

Clerk

CLERK'S SERVICES FOR THE YEAR 2019

Month	Voter Registr.	Handic. Cards	Hunting & Fishing	RTA Passes	Passport Applic.	Neighbor	Notary Public	Garbage Stickers	MaineLines Tickets	TOTAL
January	3 ₀	3 ₁	0 ₀	34 ₁₂	358 ₃₀₀	0 ₀	13 ₆	15 ₂₃	135 ₁₆₇	561 ₆₃₅
February	4 ₀	1 ₂	0 ₀	22 ₂₄	253 ₂₅₀	0 ₀	14 ₁₆	4 ₃₅	50 ₁₀₂	348 ₄₂₉
March	0 ₀	4 ₃	7 ₁₃	14 ₃₆	126 ₃₄₀	0 ₀	10 ₁₆	10 ₈₉	30 ₆₃	201 ₅₆₀
April	X ₀	X ₂	X ₂₆	X ₂₉	X ₂₉₁	X ₅₃₀	X ₃₂	241 ₂₈₇	40 ₈₇	281 ₁₂₈₄
May										
June										
July										
August										
September										
October										
November										
December										
TOTAL	3	3	0	34	358	0	13	15	135	561
	8	24	101	352	2,993	1,827	653	1,972	1,127	9,832

* The numbers in the second row indicate services provided in the year 2019

General Assistance Monthly Report

April 2020

Austin Kelso

General Assistance:

We currently have 29 GA clients. We have been adjusting to handling our case load remotely. We have been helping our clients via the phone and are making sure they are still receiving the monthly benefits that they are entitled to by having them drop off their necessary documents in our mailbox. While our current setup is not ideal, we have been able to help our clients at our usual capacity.

Advocacy/QMB, Snap, and Medicaid:

Our local Public Aid offices have granted extensions on most of their programs. However, we have still been helping residents navigate Public Aid by assisting them remotely over the phone. We are still offering applications by mail or pickup. We helped 35 individuals navigate Public Aid in April. We have been receiving a lot of phone calls from residents during these uncertain times and referred them to community resources on 46 occasions during the month of April.

Benefit Access:

Benefit Access has granted an extension to individuals receiving it due to the current circumstances. We have been passing along this information to our usual Benefit Access clients and helping them apply over the phone for the time being.

Senior Information and Assistance:

Our Senior and Disability Advocates have been doing a great job keeping up with all updates for senior programs during these uncertain times. During the month of April, our advocates have helped 20 residents through conducting SHIP interviews and answering Medicare and Medicare Part D questions.

STATISTICAL REPORT
GENERAL ASSISTANCE DEPARTMENT
April 2020

I.	<u>GENERAL ASSISTANCE CASES</u>	
	1. CASES OPENED	<u>1</u>
	2. CASES ONGOING	<u>29</u>
	3. CASES PENDING	<u>0</u>
	4. CASES CLOSED	<u>1</u>
	5. TOTAL INDIVIDUALS RECEIVING GENERAL ASSISTANCE	<u>29</u>
II.	<u>ADVOCACY:</u>	
	1. QMB – QUALIFIED MEDICAL BENEFICIARY PROGRAM	<u>0</u>
	2. GENERAL PUBLIC AID ADVOCACY (TO INCLUDE SNAP, CASH ASSISTANCE AND MEDICAID)	<u>35</u>
	3. COMMUNITY RESOURCE ADVOCACY REFERRALS	<u>46</u>
III.	<u>SUBURBAN PRIMARY ACCESS TO CARE INTAKE:</u>	
	1. MONTHLY INTERVIEWS/APPLICATIONS FILED	<u>0</u>
IV.	<u>SENIOR INFORMATION AND ASSISTANCE:</u>	
	1. SHIP, MEDICARE, AND MEDICARE D INTERVIEWS	<u>20</u>
	2. BENEFIT ACCESS MONTHLY APPLICATION INTERVIEWS	<u>13</u>
	3. FREE TELEPHONE /BILL REDUCTION APPLICATION INTERVIEWS	<u>0</u>
	4. VETERANS ADMIN. ASSIST REFERRAL	<u>0</u>
	5. SECTION 8 HOUSING	<u>0</u>
V.	<u>CEDA PROGRAMS/ LIHEAP – ENERGY ASSISTANCE APPLICATION INTERVIEWS</u> (which includes Hardship, Share the Warmth, PIPP, DVP, RA [Reconnect Assistance], Furnace, and Weatherization).	<u>15</u>
VI.	<u>MAINELINES (MAINE TOWNSHIP TAXI CAB VOUCHER PROGRAM)</u>	
	1. NEW APPLICATIONS ACCEPTED	<u>0</u>
	2. MONTHLY INTERVIEWS	<u>0</u>
	3. MAINELINES TICKETS SOLD THIS MONTH	<u>40</u>
	4. TOTAL MONEY COLLECTED FOR TICKETS SOLD (YEAR TO DATE) (MARCH 1 ST -FEBRUARY 28 TH)	<u>\$40</u>

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

To: Laura Morask
Maine Township Supervisor

From: Carol Langan
Coordinator – Food Pantry

Re: Report of Services Rendered during the Month of APRIL 2020

I.	Maine Township Emergency Food Pantry Distribution	
a.	Family Boxes of Food Distributed	<u>600</u>
1.	Adults Receiving	_____
2.	Children Receiving	_____
b.	Emergency Family Boxes of Food Distributed	_____
1.	Adults Receiving	_____
2.	Children Receiving	_
		<u>TOTAL 600 Boxes</u>
II.	Cash Donations and Amounts Received	Total \$6,584.00

III Food Collections During Calendar Month

**Go Fund Me Page 25 Food Drops
Park Ridge Community Church
School Dist. 62**

MAINSTREAMERS HIGHLIGHTS

April 2020

Marie Dachniwsky, Director

During the month of April our department reached out to 1,162 MaineStreamer Members for Wellness Checks. We informed them of our new Zoom Programs, as well as providing information regarding our Food Pantry. We delivered food to members who were not able to leave their homes. We informed our members that they should know that we are always available for them. During this time of isolation our members appreciate our wellness checks. Connecting with members is crucial.

Since our traditional events and programs have been on hold, we developed new virtual programs via Zoom in April. Up to 30 members, per event, have been able to join us for programs such as Monday Morning Bingo, Wednesday Comedy Hour & Trivia, Thursday Day at the Races and Fridays Coffee Talk & Show and Tell! Our biggest challenge was educating some of our members, who are not technologically savvy, how to log on to Zoom. Our staff spent time with some members on the phone walking them through the process, step by step. Not only were the members thrilled about our programs, but they were also excited to learn about Zoom. Several members expressed interest in setting up their own Zoom meetings to connect with their family and friends.

In addition to our Zoom programs, we developed virtual exercise programs with our instructors from Zumba Gold and Senior Aerobics. In the month of April, 17 members participated weekly in Zumba Gold and 8 members participated in our Senior Aerobics class weekly. It is critical for our senior population to continue to exercise and these activities provide a convenient way for members to remain active during the stay at home order.

Our staff has been busy and creative developing new content on the Maine Township Website. Under the Senior Activities link we posted various activities, such as virtual tours, informative programs, theatre, music and cultural programs, health programs, brain teasers and crafts & puzzles. One of our most interesting activities was our "Maine Township Where am I...?" game. We drove around our Township and photographed historical sites, buildings, monuments, restaurants. The photos were posted on our website. Members were asked to log on to our website and guess all locations.

We started working on the next MaineStreamer-Connect 3 page newsletter. We had a very positive response from members who had called or written to us. They all said that at this time it was great to get a newsletter with some fun, interesting facts, games, virtual trips, and health articles.

The MaineStreamer Department has also been devoting a day a week to help pack and distribute food Boxes for our Food Pantry Clients.

Finally, we feel that it is important to do something to give back to the community during this unique time. With this in mind we created a "Drive by Mask Distribution" program for our members. Due to

Covid 19, the state of Illinois has mandated the use of face coverings when out in public. It had come to our attention that not all of our members have easy access to masks/face coverings. In true Maine Township spirit, several of our own MaineStreamers (who we call our Hometown Heroes) have devoted their time to hand sew over 500 reusable cotton face masks for our members.

The "Drive by Mask Distribution" event will be held in May for members only. Members will be asked to call our office to reserve their free mask. They will then be able to drive by the Township parking lot and receive their mask in a "no contact" process.

MAINSTREAMERS 2020 STATISTICAL REPORT - APRIL 2020

	NO. OF PARTICIPANTS	YEAR TO DATE	INCOME	EXPENSES	TOTAL
RECREATIONAL PROGRAMS					
Bingo (Monthly)	30	127	\$0.00	\$50.00	-\$50.00
Day at the Races (Monthly)	18	85	\$0.00	\$0.00	\$0.00
Movie of the Month (Monthly)		66			\$0.00
Pinochle Tournament/Social		42			\$0.00
Women's/Mens Breakfast (Alternating Months)		31			\$0.00
Twilight Dining Outing (Alternating Months)		58			\$0.00
Fishing Events/Banquet (6 Times a Year)					\$0.00
Intergenerational Fishing Outing (Twice a Year)					
Book Review (3-Times a Year)					\$0.00
HEALTH/INFORMATIVE					
		135			\$0.00
FITNESS CLASSES					
Senior Aerobics (8 week sessions)	27(8)	52	\$216.00	\$637.50	(\$421.50)
Yoga (8 Week Sessions)	13	25	\$195.00	\$125.00	\$70.00
Zumba Gold (8 Week Sessions)	25(17)	55	\$275.00	\$480.00	(\$205.00)
Zumba Gold Toning (8 week Sessions)					\$0.00
Chair Yoga (8 Week Sessions)	19	37	\$190.00	\$110.00	\$80.00
Matter of Balance Exercise Class					\$0.00
CLASSES/PROGRAMS					
Computer Class (Alternating Months)		10			\$0.00
Matter of Balance (8 Week Class- Bi- Yearly)					\$0.00
Rules of the Road (3- Times a Year)		18			\$0.00
Defensive Driving Course (Held Quarterly)		30			\$0.00
LUNCHEONS					
		147			\$0.00
ANNUAL SPECIAL EVENTS					
					\$0.00
MISCELLANEOUS EVENTS					
Coffee Talk/Comedy Hour/Trivia	42	42	\$0.00	\$40.00	(\$40.00)
DAY TRIPS		457			\$0.00
LONG DISTANCE TRIPS		4			\$0.00
SENIOR MAILING (Bi-Monthly)		20			\$0.00
NEWCOMERS PRESENTATION (Alternating months)		33			\$0.00
ADVISORY COUNCIL MEETING (Held Quarterly)					
TOTAL	122	1474	\$876.00	\$1,442.50	(\$566.50)
Misc. Expenditures			\$0.00	\$14.99	(\$14.99)
NEW MEMBERS	0	70	Average Age		\$0.00
					(\$581.49)

Very Much.

Dear Maure Streamers Scott,
Monika, Oksona, Mame, Theresa
(and anyone I forgot).

Thank you for the outstanding
job you have done in planning
trips and now keeping us informed.
Looking forward to our new
normal and new adventures.

Thank you again, stay safe,
stay healthy!

Rose Herndon

Marie Dachniwsky

From:
Sent: Monday, May 04, 2020 1:27 PM
To: MAINE TOWNSHIP - Therese Tully; MAINE TOWNSHIP Marie Dachniwsky
Subject: Rose Placek

Terry and Staff: I want to thank you all for helping this senior w/ packages of food during this stay-at-home/safe time. The service and care that Terry gave me at this time of need is deeply appreciated. I also want to thank all the other staff who assisted. I couldn't have done w/o your help and concern.

May you all stay safe and well. Again, many, many thanks.

Rose Placek

Look to the LORD and his strength; seek his face always.

1 Chronicles 16:11

Hi Monika,

Mike & I want to thank you for reaching out to us. We are doing fine, but it's good to know, if we needed help, we could reach out to you.

Thanks again,

Donna & Mike
Lawrence

May 7, 2020

Hi Marie,

Just a short note to tell you how I feel about Monica. She has been so wonderful and caring in this difficult situation we are all in. I appreciate the call, the mask and good thoughts from her.

You are lucky to have her on your staff. Hope things get back to some kind of normal sooner than later. Till then, stay safe and give Monica an "air hug" from me.

Thanks

Beverly Silverman




and I couldn't be
... more thankful.

Dear Maniba &
Senior Services:

What wonderful,
colorful looking masks!
Thank you again for
your time.

Sincere regards,

Patricia Blaine




Friday evening
4-17-2020

Dear Monika

You're on my mind
and in my prayers.

The kindness and love gift given
with your phone call to me today
was truly an answer to prayer.

As I mentioned to you about
the "MAINSTREAMERS - CONNECT"
especially the history of the building!
I've been here since the 60's and I
know it once was a church. The other
information + the large corner + the
health corner, too. HUGS = (6 FEET A PART)
Naomi



Whatever things
are lovely...
think on these things.

PHILIPPIANS 4:8 KJV



MAINESTAY YOUTH & FAMILY SERVICES
MAY 2020 BOARD REPORT
RICHARD LYON, DIRECTOR

TELEHEALTH SERVICES

MaineStay continues to offer telehealth services to residents. Our clients have access to counseling and psychiatric services via Zoom video or phone sessions that is so needed during this time. According to a recent Kaiser Family Foundation poll, nearly half (45%) of adults in the United States reported that their mental health has been negatively impacted due to worry and stress over the virus. As the pandemic wears on, it is likely the mental health burden will increase as measures taken to slow the spread of the virus, such as social distancing, business and school closures, and shelter-in-place orders, lead to greater isolation and financial distress. We continue to remain concerned about recent national increases in substance use disorders and self-harming and suicidal behaviors and the impact this will have on our local community.

All fees for our counseling services are still being waived due to the financial hardship COVID-19 is causing for so many families. We are continuing our clinical operations remotely in much the same manner as they would be offered in person. All forms that clients would normally fill out or sign in person (e.g. consent for treatment, release of information, symptom checklist) have been digitized so they can be completed and e-signed online. We continue to accept new clients for counseling and psychiatric services. We are honored to assist families who are struggling during this challenging time and are committed to doing everything we can to help our residents successfully navigate this period of crisis.

MENTAL HEALTH AND COVID-19 WEBINAR

On May 19 we hosted our first community education webinar on how to maintain mental and emotional health during COVID-19 and had 558 people view the live presentation. Our presenter was Mark Sanders, an international speaker, trainer, and consultant in the behavioral health field whose work has reached thousands throughout the United States, Europe, Canada, and the Caribbean and British Islands.

Here are select comments from participants:

"Mark Sanders is a wonderful speaker, to hear him during a pandemic is even better. I learned that you can have so many other ways to cope and still feel connected to loved ones. It is hard as majority of my family is front line workers in the healthcare field."

"The speaker was great. After listening to the disappointments that have occurred in his life, he was able to overcome. It makes me think I can do this and I will survive."

"I could listen to him all day. He is engaging and thought provoking. Again, thank you for this webinar during these difficult times. I walked away feeling better."

"I really enjoyed this webinar. I have done several others with similar content and this was by far the best one! Great speaker, delivery and content!"

"Mark was very motivating and inspirational towards the audience. I may have needed his pep talk today."

"It made some really good points to keep in mind, such as the impact of loneliness, as well as some useable tips and activities."

"I think the examples he provided gave us context that we will get through this like everything previous."

"I enjoyed learning about how the speaker's direct life experiences have impacted him and made him a better speaker and/or clinician. He was inspiring."

"I believe overall it provided a platform to discuss how to cope with our current situation and it also provided ideas and thoughts to share with others as we support them during this difficult time."

"The most impactful part was the part about human connection and how it mitigates the harmful effects that trauma and stressors have on us."

"The inspirational stories offered a different perspective on the current situation."

"I left this Webinar feeling very inspired and motivated."

"Thank you, Maine Township. You make us all proud!"

TELEWORK

All MaineStay employees have remote desktop access so they can access the files and network resources needed to work from home. Employees have also installed the Comcast Business app on their personal cell phones which allows the employee's phone to function just like their work phone. When a resident calls their work number, their cell phone immediately rings, and they can place outgoing calls from the app as well as access and manage voicemails. We continue to have 6-7 Zoom meetings scheduled each week to keep in close contact with one another during this time. These tools have been incredibly helpful in continuing normal operations during such an abnormal time. I continue to be impressed by the resilience and flexibility our team has shown during this unprecedented time and for their commitment for finding creative ways to continue serving our residents.

PARENTING CLASS

Our virtual Parenting Class is going well as we discuss parenting strategies along with how to navigate challenges related to the COVID-19 pandemic, including juggling distance learning and telework. We had great interest in the course with 15 parents enrolled. Since it is being held via Zoom, we are able to accommodate more participants online than we normally can in person.

ART IN THE TOWN

Our Art in the Town program concluded on May 4 via Zoom as we focused on creating stress-relieving art projects using simple materials parents could find for their children at home. All projects were designed to help students better cope with the anxiety and many changes they are facing right now.

MENTORING

We have shifted several of our mentoring programs into a virtual format to help provide students with the additional social emotional supports they need during this difficult time.

FEATURED STORY OF THE MONTH

After the final session of our Future Leaders peer mentoring program at Lincoln Middle School, Anne Camarano, our Youth Program Coordinator, received the following email from one of the high school mentors who volunteers in this program:

"I truly love this program and it's amazing to see how far we've come in just two years! I strongly believe that this program opens our eyes to the truth in the world in a great way and makes us fight through any curveball life throws which are plenty. I have no doubt that everyone gained something valuable throughout our sessions; I sure did. Thank you for all that you guys do for this program to be able to run smoothly. I had a lot of fun and enjoyed opening up as well along with everyone else. I hope that this program continues for many years to come because I believe it is needed in every school. Count me in for next year!"

COUNSELING

MaineStay had 20 new counseling intakes in April. We had 125 ongoing cases and now have a total of 145 cases in our affordable strength-based counseling program. We currently have a waiting list of 14 clients.

PSYCHIATRIC SERVICES

MaineStay, in partnership with The Josselyn Center, continues to offer affordable and convenient psychiatric services to residents via Zoom video or phone sessions, although initial diagnostic assessment must be done via video. Services are available to both adults and children age 12 and older. Medicaid recipients are welcome and a sliding fee is available. We remain in close contact with The Josselyn Center remotely to ensure continuity of care for all clients.

NEW FAMILY THERAPIST

I would like to welcome Lauren Crisostomo, our new Family Therapist, to the MaineStay team. She has quickly built up her caseload and has been a welcome addition to our department.

SUMMER CAMP

Due to COVID-19 prevention measures, we have cancelled our summer camp scheduled for June and July.

MAINESTAY E-NEWSLETTER

As a way to share news about MaineStay services with our community in a cost-effective manner, we have sent out a periodic email newsletter for the past 11 years. We now have over 4,200 subscribers.

COMMUNITY INVOLVEMENT

During April, I attended the following virtual meetings: Advocate Lutheran General Community Health Council, Maine West Community Relations, and AITCOY.



Board Report for April / May 2020

Marty Cook

COVID 19 continues to hit the Maine Township recovery community hard< alocol sales are up 250% in the country, locally we have seen long time members of the greater 12 step community... older residents with long term sobriety, relapse to drinking and drug use. At least 2 members that we know have passed away and countless others, including many of our Recovery Connection group have stopped communicating. Besides working in the food pantry, Recovery Connection staff has been responding with the following:

We have hosted 2 virtual Friday night meetings with limited attendance.

We are continuing to take calls and advice individuals and families who are dealing with crises

We also continue to evolve with people of all ages by reaching out to our members

Wiesia Tytko

FOIA

From: dberman@mainetown.com
Sent: Friday, May 1, 2020 2:47 PM
To: Wiesia Tytko
Subject: FW: Food Pantry

Received
5/1/2020
Responded by
5/8/2020

Dayna Berman
Administrator
Maine Township
1700 Ballard, Rd.
Park Ridge, IL 60068
847-297-2510
847-297-1335 Fax

"Notice of Confidentiality to recipient of this Electronic Message: This Electronic Message contains confidential information of Maine Township and/or its clients. It is intended only for the person(s) named, and the information in such Electronic Message shall only be used by the person(s) named for the purpose intended and for no other purpose. Any use, distribution, copying or disclosure by any other persons or by the person(s) named but for purposes other than the intended purpose, is prohibited. If you have received this communication in error, please notify us by phone at 847-297-2510 and then destroy original Electronic Message."

-----Original Message-----

From: HAMILTON JOSIE <josieham@aol.com>
Sent: Friday, May 1, 2020 11:33 AM
To: info@mainetown.com
Subject: Food Pantry

Hi,
I'm a concerned citizen who lives in the Glenview area of Maine Township.

I'm on a committee with other like minded people who are concerned about people being food and housing burdened. Our committee is researching affordable housing in Glenview.

Would you be able to tell me how many Glenview residents are served by your food pantry? If yes, do you have the breakdown of those in incorporated vs. unincorporated Glenview.

Any information you can give me would be greatly appreciated. Thank you for all the work you're doing.

If you'd like to call me, my number is 847-998-9172.

Thank you,
Josie Hamilton

FOIA

Wiesia Tytko

From: Tiffany.Daniels=proplogix.com@mg.proplogix.com on behalf of Tiffany Daniels
<Tiffany.Daniels@proplogix.com>
Sent: Monday, May 18, 2020 2:07 PM
To: wtytko@mainetown.com
Subject: Lien Search Request // 14450 Sangamon Street

Received
5/18/2020
Response by:
TUE 5/26/2020

Hello,

Our firm has been requested to research the referenced property to search for any building permits, code violations, or vacant property registration issues that may exist in any city, town, village, or port authority.

We kindly request that you advise us of any open or expired permits that may exist, as well as all open/unresolved code violations and any vacant property registrations found on record for the following property:

Property Address:
14450 Sangamon Street
Harvey, Illinois 60426
Parcel ID #:
29-08-206-049-0000
Owner:
Anjanette L. Young

Code Enforcement Violations:

Open _____ None _____

Fee Amounts Due _____ Lien Amounts Due _____

Building Permit History:

Open _____ Expired _____ None _____

Building Code Violations:

Open _____ None _____

Fee Amounts Due _____ Lien Amounts Due _____

Vacant Property Registration:

Registered _____ Needs to be Registered _____ Fee Amounts Due _____

No Issues/Fees Due at this time _____ No Registration Process _____

Public Works Information:

Please confirm that the property is serviced for:

Water _____ Sewer _____ Solid Waste _____ Other _____

Joint/Group Account (No Individual Billing) _____ Well/Septic _____ No Active Account _____

Please advise us of any and all unpaid service charges, special assessments, and/or municipal liens levied by any public works entity servicing the referenced property.

(Services including but not limited to: water/sewer/solid waste/electric/recycling/reclaimed water/backflow/stormwater/streetlighting/irrigation/fireline)

Past Due Amount \$ _____ Current Amount Due \$ _____ Lien Amount \$ _____ Total Amount Due \$ _____
Book/Page _____ / _____

Special Assessments:

Please attach any current or outstanding balances, assessments, or liens that are currently levied against the subject property.

Your assistance is greatly appreciated!

Thank you,

Tiffany Daniels / Property Analyst
5901 Honore Ave., Ste. 200, Sarasota, FL 34243
Email: Tiffany.Daniels@proplogix.com
p: 941.444.7142 [x1182] / f: 941.214.1132