

Maine Township Town Hall
1700 Ballard Road Park Ridge, IL 60068
Tuesday, March 31, 2020

Township Board Meeting
AGENDA

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

Bill Review/6:30 in Open Meeting Board Room

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

Budget Hearing for General Town & General Assistance Fund will be held at 7:15 p.m., Budget Hearing for Road District to immediately follow.

Call Regular Meeting to Order/7:30

Pledge of Allegiance

Roll Call

Discussion and Potential Action on the Following Items:

1. Approval of Minutes of February 25, 2020 Bill Pay Review
2. Approval of Minutes of February 25, 2020 Board Meeting
3. Approval of General Assistance Expenditures
4. Approval of Road District Expenditures
5. Approval of General Town Fund Expenditures
6. Public Participation
7. Personnel
 - Personnel: Hiring of MaineStay Agency & Program Coordinator Position
8. Old Business
9. New Business
 - Discussion & Vote on Anticipated Needs for Monthly Service of Barton Marketing Group as Recommended in Administrator's Editorial Calendar
 - Landscaping Estimates for Township Grounds/Maintenance
 - SeamlessDocs Renewal Contract
10. Officials' Reports
11. Closed Session
12. Adjournment



ADMINISTRATOR'S REPORT

Date: March, 2020

To: All Elected Officials

From: Dayna Berman, Administrator

The 2020-21 Town Fund and General Assistance budget is in your board packet for approval. I have worked tirelessly with Chris Scalet to create a budget based on the parameters set forth by the board using actual expenditures and revenues from last fiscal year as well as taking into consideration some outside factors.

Supervisor Morask, Department Head Rich Lyon and I met with several candidates to fill the opening of MaineStay's Agency Coordinator Position. Although all the candidates were well qualified, we felt one in particular was best qualified. We have included their resume in your board packet for review.

I continue to work on projects such as the planning of Maine Fest, working with Catherine Sbarra from HRB Solutions on Health Insurance Renewals, composing press releases, fielding emails through our info@mainetown.com email address that many resident use, etc.

Regarding the COVID-19 outbreak and township we continue to operate, but remain closed to the public. In my 24 years working at Maine Township, I have never experienced anything quite like this, as I am sure none of you have either in your jobs or personal lives. I have had quite a few crises here I've had to deal with such as floods, snow storms, power outages, etc. but absolutely nothing has come close to this magnitude. As most of the board knows, staff who are elderly and/or who has compromised immune systems were sent to work from home and we have been operating with a skeleton crew. We have been putting in very long days and working round the clock as we continue to text, email, and now use "Zoom", which we have all become proficient on. I don't know what we would have done without this awesome technology. I cannot thank the staff and board enough for kicking in and working as a team. Although we are exhausted, we have kept the operation going, food boxes are handed out daily and residents are taken care of in each and every department. Kudos to all for thinking outside of the box as each and every department has found ways to conduct series via phone and/or computer.

MAINE TOWNSHIP GENERAL TOWN FUND

9%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	YTD DISBURSE	BUDGET	BALANCE	% Left
		10:27:07 AM															
	REVENUE																
	Property Tax	1,713,950.37	65,583.41	26,158.25	0.00	382,850.04	978,554.76	8,324.85	10,295.18	3,671.27	2,690.04	0.00	429,327.00	3,621,405.17	4,060,000.00	438,594.83	11%
	Interest Income	2,083.10	2,342.53	2,148.83	1,922.87	2,142.46	2,239.68	2,212.00	2,086.79	1,890.64	2,040.85	1,871.84	4,732.69	27,714.28	22,208.00	-5,506.28	-25%
	MaineStay Fees	2,915.00	2,471.50	6,617.50	2,408.00	1,356.00	727.50	675.00	2,554.00	187.50	5,685.00	778.00	3,599.50	29,974.50	24,656.00	-5,318.50	-22%
	Senior Programs	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	3,554.00	3,554.00	100%
	MaineStreamers	47,110.82	14,560.68	77,494.38	64,224.50	36,962.00	29,573.65	28,902.12	28,565.64	30,908.50	7,236.16	35,948.98	13,478.00	414,965.43	365,142.00	-49,823.43	-14%
	Yard Stickers and Rebates	211.50	2,215.72	572.50	1,575.75	2,722.16	347.50	896.25	333.50	2,157.35	1,036.50	1,665.72		13,734.45	12,402.00	-1,332.45	-11%
	Postage	181.44	430.92	158.76	612.36	680.40	544.32	181.44	181.44	317.52	429.32	226.80	192.01	4,136.73	4,184.00	47.27	1%
	Food Pantry Cash Donations	0.00	0.00	20,374.30	10,193.51	1,395.65	1,071.00	876.00	1,790.00	6,666.00	9,951.00	12,939.65	1,919.00	67,176.11	51,265.00	-15,911.11	-31%
	Garage Sale	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	4,351.00	4,351.00	100%
	Passport Fees	4,746.00	9,819.00	4,448.00	6,242.70	7,615.00	7,285.00	2,165.00	4,089.00	3,762.68	6,156.60	8,108.00	5,773.67	70,210.65	71,124.00	913.35	1%
	Vehicle Sticker Fees	0.00	0.00	130.00	0.00	41.00	0.00	0.00	0.00	0.00	0.00	0.00		171.00	165.00	-6.00	-4%
	Transportation Fees	102.00	63.00	87.00	145.00	108.00	153.00	7.00	112.00	107.00	29.00	46.00	135.00	1,094.00	1,417.00	323.00	23%
	Prsnl Prop Replacement Tax	0.00	16,960.42	20,619.75	0.00	12,179.54	1,461.06	0.00	21,197.46	0.00	3,520.25	12,872.00		88,810.48	67,653.00	-21,157.48	-31%
	Other Income	4,547.72	75.00	921.25	0.00	1,481.00	0.00	990.91	465.50	125.00	391.00	0.00	176.10	9,173.48	7,290.00	-1,883.48	-26%
	NET REVENUE	1,775,847.95	114,522.18	159,730.52	87,324.69	449,533.25	1,021,957.47	45,230.57	71,670.51	49,793.46	39,165.72	74,456.99	459,332.97	4,348,566.28	4,695,411.00	346,844.72	7%

MAINE TOWNSHIP GENERAL TOWN FUND

9%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	YTD DISBURSE	BUDGET	BALANCE	% Left
	EXPENSES																
	ADMINISTRATION																
	Salaries/Gross Pay Account	43,929.93	46,293.78	71,408.92	48,731.15	48,660.53	56,190.57	47,092.24	53,932.22	69,265.53	45,816.63	44,627.54	45,228.16	621,177.20	620,371.00	-806.20	0%
	Salaries/Elected Officials	13,436.08	13,436.08	16,256.52	13,103.30	13,536.35	13,079.99	13,869.13	13,079.97	16,409.40	13,474.56	13,469.13	13,479.99	166,630.50	187,650.00	21,019.50	11%
	IDES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	1.00	1.00	100%
	Social Security	4,362.61	4,543.46	6,668.50	4,693.52	4,698.70	5,272.10	4,555.69	5,125.16	6,535.28	4,489.98	4,396.13	4,442.08	59,783.21	63,000.00	3,216.79	5%
	IMRF	4,536.92	4,752.32	6,762.73	4,764.32	4,748.89	5,538.01	4,539.68	4,918.72	6,308.10	4,257.14	5,402.55	5,391.57	61,920.95	62,000.00	79.05	0%
	Administrative Div. Health Ins.	27,809.13	27,809.13	27,380.48	27,676.87	30,648.80	33,340.26	25,395.59	24,226.41	27,847.43	27,847.43	27,847.43	27,847.43	335,676.39	368,363.00	32,686.61	9%
	Life Insurance	194.60	194.60	194.60	194.60	203.42	203.42	203.42	203.42	188.89	188.89	188.89	188.89	2,347.64	2,426.00	78.36	3%
	Dental Insurance	1,690.90	2,284.10	1,978.60	952.40	1,681.00	58.80	3,007.30	94.90	320.70	1,619.70	3,016.00	2,473.22	19,177.62	17,671.00	-1,506.62	-9%
	Accounting Services	1,209.66	7,324.84	1,596.91	1,344.75	1,309.26	12,515.93	1,292.37	10,065.51	6,952.73	7,448.37	4,264.88	7,783.74	63,108.95	37,212.00	-25,896.95	-70%
	Building & Grounds Maint	558.08	494.93	3,073.99	4,932.59	3,342.76	1,642.91	1,877.69	2,525.82	1,875.60	789.18	475.86	373.99	21,963.40	21,196.00	-767.40	-4%
	Community Info-Support	0.00	3,541.00	3,541.00	3,541.00	3,541.00	3,541.00	3,601.50	1,012.50	600.00	1,800.00	975.00	1,275.00	26,969.00	42,493.00	15,524.00	37%
	Conferences Meetings	0.00	75.00	0.00	0.00	0.00	30.00	248.50	135.00	40.00	0.00	105.00	0.00	633.50	822.00	188.50	23%
	Special Programs	57.19	0.00	600.00	234.20	409.50	0.00	0.00	404.81	522.50	0.00	79.52	0.00	2,307.72	2,394.00	86.28	4%
	Dues Subscriptions	0.00	0.00	35.00	2,050.00	175.00	1,467.59	0.00	0.00	0.00	0.00	0.00	156.19	3,883.78	4,008.00	124.22	3%
	Equipment Leasing Maint	1,230.25	522.00	1,290.25	1,439.16	697.00	1,625.25	1,798.16	1,863.99	940.70	7,907.41	96.00	1,251.21	20,661.38	19,659.00	-1,002.38	-5%
	Gen Ins Liability Ins Bond	0.00	0.00	64,924.40	0.00	0.00	0.00	10.00	550.00	10.00	0.00	0.00	0.00	65,494.40	65,100.00	-394.40	-1%
	Website/Email Host	5,000.00	0.00	6,600.00	896.37	0.00	0.00	0.00	3,500.00	0.00	0.00	0.00	0.00	15,996.37	16,384.00	387.63	2%
	Print Management	320.20	320.20	320.20	320.20	320.20	320.20	690.40	-50.00	320.20	320.20	320.20	320.20	3,842.40	3,842.00	-0.40	0%
	Computer Tech Support	520.00	520.00	520.00	520.00	520.00	520.00	1,040.00	0.00	520.00	520.00	520.00	2,565.95	8,285.95	6,240.00	-2,045.95	-33%
	Legal Services	9,937.50	22,865.65	13,977.80	9,056.70	12,848.48	5,521.90	2,978.00	6,513.62	5,342.02	7,329.25	7,626.86	1,381.70	105,379.48	100,000.00	-5,379.48	-5%
	Mileage-Travel-Lodging Exp	0.00	15.00	0.00	0.00	0.00	36.54	0.00	24.36	452.26	14.61	0.00	29.17	571.94	947.00	375.06	40%
	Police Protection	4,600.00	4,000.00	4,200.00	4,200.00	3,000.00	3,200.00	4,000.00	4,200.00	4,200.00	4,000.00	0.00	0.00	39,600.00	49,800.00	10,200.00	20%
	Plan Commission	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	1.00	1.00	100%
	Postage	8,644.43	3,321.57	-455.70	7,602.83	-357.35	-1,725.70	8,639.83	-1,617.85	-234.55	8,536.29	1,230.80	387.30	33,971.90	28,901.00	-5,070.90	-18%
	Printing Publishing	920.56	6,124.27	1,055.82	8,773.00	-1,098.68	725.00	7,399.71	-1,088.75	697.62	5,706.66	102.95	753.00	30,071.16	32,174.00	2,102.84	7%
	Food Pantry	0.00	0.00	0.00	1,175.50	146.16	0.00	0.00	1,434.55	7,679.19	9,170.70	7,975.79	-7,500.00	20,081.89	15,278.00	-4,803.89	-31%
	Code Enforcement Expense	25.49	0.00	0.00	15.98	0.00	109.33	0.00	0.00	0.00	0.00	138.75	269.25	558.80	766.00	207.20	27%
	Maine Township Rec. Connecti	3,196.68	2,653.66	6,185.30	3,443.80	3,655.05	4,722.85	3,455.74	2,703.55	6,317.29	4,159.88	5,315.55	6,405.97	52,215.32	45,705.00	-6,510.32	-14%
	Telecommunications	1,991.65	1,877.49	1,742.50	2,007.04	2,037.84	2,033.65	2,032.02	2,040.78	2,040.48	2,144.30	2,058.75	2,112.76	24,119.26	23,063.00	-1,056.26	-5%
	Staff Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	61.35	0.00	0.00	256.24	0.00	317.59	325.00	7.41	2%
	Transportation/Mainelines	0.00	75.00	0.00	0.00	1,055.00	990.00	100.00	100.00	0.00	145.00	135.00	1,100.00	3,700.00	4,565.00	865.00	19%
	Utilities	2,853.01	2,242.15	1,778.48	1,359.95	1,668.08	1,849.70	1,610.80	1,555.99	1,484.04	1,413.58	2,333.72	2,356.14	22,505.64	25,399.00	2,893.36	11%
	Miscellaneous (Administr)	0.00	0.00	0.00	9,876.00	0.00	0.00	0.00	25.00	0.00	29.75	0.00	0.00	9,930.75	66.00	-9,864.75	-14947%
	Neighborhood Watch	0.00	225.00	0.00	912.50	0.00	2,067.51	250.00	0.00	0.00	0.00	0.00	0.00	3,455.01	2,240.00	-1,215.01	-54%
	Office Supplies/Sm. Equipment	0.00	2,182.75	546.35	808.42	958.97	54.88	440.30	2,022.91	2,405.38	557.81	1,985.74	383.50	12,347.01	12,178.00	-169.01	-1%
	Operating Supplies Maint	248.05	632.73	1,510.74	1,284.67	787.26	727.75	1,576.64	1,012.15	774.06	33.87	354.89	695.16	9,637.97	9,236.00	-401.97	-4%
	Vehicle Expense	0.00	25.00	0.00	25.00	25.00	0.00	81.55	0.00	75.14	1,070.00	0.00	1,525.14	2,826.83	2,408.00	-418.83	-17%
	Building	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	317.86	0.00	604.59	1,001.81	1,924.26	1,053.00	-871.26	-83%
	Clean-up/Waste Hauler	0.00	0.00	0.00	0.00	0.00	6,475.00	0.00	0.00	0.00	0.00	0.00	0.00	6,475.00	0.00	-6,475.00	#DIV/0!
	Equipment Purchases	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	5,875.00	5,875.00	100%
	Capital Fund	3,800.00	4,750.00	4,290.00	1,700.00	5,750.00	0.00	0.00	0.00	0.00	0.00	63,781.62	0.00	84,071.62	250,000.00	165,928.38	66%
	Total	141,072.92	163,101.71	247,983.39	167,635.82	144,968.22	162,134.44	141,786.26	140,576.09	170,207.85	160,791.19	199,685.38	123,678.52	1,963,621.79	2,150,812.00	187,190.21	9%

MAINE TOWNSHIP GENERAL TOWN FUND

9%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	YTD DISBURSE	BUDGET	BALANCE	% Left
	ASSESSOR																
	Assessor Division Salary	14,216.60	14,184.20	22,321.20	14,940.20	14,168.00	14,168.00	14,211.20	16,378.14	22,268.40	14,266.00	14,282.20	14,665.60	190,069.74	192,376.00	2,306.26	1%
	Assessor Division SS	1,005.71	1,003.24	1,605.17	1,061.06	999.64	999.64	1,002.95	1,168.74	1,598.79	1,007.17	1,007.89	1,037.22	13,497.22	14,355.00	857.78	6%
	Assessor Division IMRF	1,326.10	1,326.10	1,989.14	1,326.10	1,326.10	1,326.10	1,326.10	1,508.97	1,999.65	1,333.10	1,690.76	1,690.76	18,168.98	17,584.00	-584.98	-3%
	Health Insurance	9,465.24	9,465.24	9,465.24	9,465.24	10,347.18	10,347.18	10,347.18	10,347.18	10,347.18	10,347.18	10,347.18	10,347.18	120,638.40	121,451.00	812.60	1%
	Dental Insurance	185.00	18.00	18.00	18.00	153.00	484.50	1,433.10	1,204.70	19.50	500.50	606.40	192.50	4,833.20	5,022.00	188.80	4%
	Life Insurance	41.70	41.70	41.70	41.70	43.59	43.59	43.59	43.59	43.59	43.59	43.59	43.59	515.52	500.00	-15.52	-3%
	Conferences Meetings	0.00	0.00	0.00	0.00	0.00	92.56	0.00	0.00	0.00	0.00	0.00	720.00	812.56	848.00	35.44	4%
	Cook Cty Assessor Tie-in	0.00	0.00	475.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	550.00	1,025.00	1,025.00	0.00	0%
	Dues-Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	407.90	407.90	452.00	44.10	10%
	Equipment Leasing-Maint	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	1.00	1.00	100%
	Mileage-Travel-Lodging Exp	0.00	744.21	37.74	0.00	65.10	0.00	0.00	0.00	39.64	0.00	29.93	68.09	984.71	1,200.00	215.29	18%
	Postage	0.00	0.00	0.00	0.00	0.00	187.50	76.95	37.65	166.45	10.85	18.05	23.90	521.35	400.00	-121.35	-30%
	Printing-Publishing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	325.00	0.00	0.00	0.00	55.00	380.00	397.00	17.00	4%
	Sidwell Maps	0.00	510.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	510.00	707.00	197.00	28%
	Staff Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	54.88	52.42	0.00	107.30	116.00	8.70	7%
	Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	34.74	0.00	0.00	85.58	6.66	126.98	177.00	50.02	28%
	Office Supplies/Sm Equipment	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	1.00	1.00	100%
	Total	26,240.35	27,292.69	35,953.19	26,852.30	27,102.61	27,649.07	28,441.07	31,048.71	36,483.20	27,563.27	28,164.00	29,808.40	352,598.86	356,612.00	4,013.14	1%

MAINE TOWNSHIP GENERAL TOWN FUND

9%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	YTD DISBURSE	BUDGET	BALANCE	% Left
	MAINESTAY																
	MaineStay Salary	25,962.29	25,998.59	39,018.30	28,921.90	22,066.12	20,949.19	20,474.43	25,081.27	38,169.27	25,689.63	25,745.16	27,577.55	325,653.70	345,320.00	19,666.30	6%
	Social Security	1,880.64	1,880.64	2,851.64	2,107.05	1,591.08	1,525.95	1,496.62	1,852.70	2,820.61	1,882.52	1,876.64	2,000.67	23,766.76	28,000.00	4,233.24	15%
	IMRF	2,749.68	2,749.68	4,124.52	3,065.18	2,329.04	2,227.38	2,176.77	2,673.67	4,057.01	2,690.72	3,465.74	3,705.97	36,015.36	38,000.00	1,984.64	5%
	Administrative Div. Health Ins.	14,860.49	14,860.49	14,860.49	14,860.49	16,258.73	13,655.37	15,089.20	15,089.20	14,913.00	14,913.00	14,913.00	14,913.00	179,186.46	169,046.00	-10,140.46	-6%
	Life Ins.	97.30	97.30	97.30	97.30	101.71	87.18	72.65	87.18	101.71	101.71	101.71	101.71	1,144.76	1,203.00	58.24	5%
	Dental Ins.	838.00	1,633.40	42.00	42.00	302.60	845.00	39.00	1,073.50	39.00	39.00	1,112.00	39.00	6,044.50	5,530.00	-514.50	-9%
	Conferences-Meetings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	337.00	90.45	110.06	0.00	0.00	537.51	610.00	72.49	12%
	Consultation/Staff Training	329.00	224.00	0.00	20.00	0.00	40.00	128.00	230.00	70.00	638.98	199.99	20.00	1,899.97	1,960.00	60.03	3%
	Special Programs - MaineStay	236.59	400.00	6,034.52	0.00	46.00	0.00	0.00	550.70	258.55	89.59	1,122.23	301.87	9,040.05	9,515.00	474.95	5%
	Dues-Subscriptions/Licensures	75.00	368.10	125.00	0.00	0.00	800.00	100.00	0.00	24.00	140.00	75.00	0.00	1,707.10	1,866.00	158.90	9%
	Print Management	220.20	220.20	220.20	220.20	220.20	220.20	220.20	220.20	220.20	220.20	220.20	220.20	2,642.40	2,642.00	-0.40	0%
	Gen Ins Liability Ins Bond	1,032.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,032.00	1,150.00	118.00	10%
	Computer Tech Support	520.00	520.00	520.00	520.00	520.00	520.00	520.00	520.00	520.00	520.00	520.00	520.00	6,240.00	6,240.00	0.00	0%
	Mileage-Travel-Lodging Exp	0.00	126.54	84.08	0.00	351.70	87.46	149.67	32.94	450.33	380.00	340.31	116.64	2,119.67	1,608.00	-511.67	-32%
	Postage	24.05	230.75	11.10	8.80	33.90	14.70	8.00	6.00	7.30	9.50	50.10	6.15	410.35	431.00	20.65	5%
	Printing-Publishing	38.25	388.92	114.65	187.25	38.25	84.20	38.25	45.89	189.52	45.89	71.89	343.89	1,586.85	1,383.00	-203.85	-15%
	Community Education	31.84	0.00	0.00	0.00	0.00	0.00	0.00	13.57	0.00	0.00	0.00	43.46	88.87	101.00	12.13	12%
	Training Manual & Books	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	147.11	140.70	0.00	287.81	288.00	0.19	0%
	Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-0.43	0.00	0.00	-0.43	41.00	41.43	101%
	Office Supplies/Sm Equipment	139.00	433.40	0.00	0.00	0.00	499.79	12.99	532.56	77.14	53.33	681.99	0.00	2,430.20	3,974.00	1,543.80	39%
	Youth Recreation Fund	0.00	0.00	1,207.00	858.40	0.00	0.00	0.00	263.60	0.00	0.00	0.00	0.00	2,329.00	2,964.00	635.00	21%
	Summer Youth Camp	0.00	800.00	2,731.54	419.63	2,770.35	-1,762.29	-580.00	-788.62	0.00	0.00	0.00	0.00	3,590.61	9,948.00	6,357.39	64%
	Garage Sale	0.00	0.00	0.00	0.00	0.00	130.00	95.37	415.26	0.00	0.00	0.00	0.00	640.63	430.00	-210.63	-49%
	Total	49,034.33	50,932.01	72,042.34	51,328.20	46,629.68	39,924.13	40,041.15	48,236.62	62,008.09	47,670.81	50,636.66	49,910.11	608,394.13	632,250.00	23,855.87	4%

MAINE TOWNSHIP GENERAL TOWN FUND

9%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	YTD DISBURSE	BUDGET	BALANCE	% Left
	SENIOR																
	Senior Salary	19,558.97	21,558.70	32,338.05	21,558.70	21,558.70	21,558.70	21,558.70	25,133.73	32,808.12	21,872.08	21,872.08	21,872.08	283,248.61	273,540.00	-9,708.61	-4%
	Social Security	1,465.78	1,618.76	2,443.38	1,611.42	1,609.32	1,609.32	1,609.32	1,882.84	2,468.63	1,633.32	1,633.32	1,633.32	21,218.73	21,500.00	281.27	1%
	IMRF	2,084.99	2,298.16	3,447.24	2,298.16	2,298.16	2,298.16	2,298.16	2,679.26	3,497.34	2,331.56	2,957.10	2,957.10	31,445.39	28,800.00	-2,645.39	-9%
	Life Ins.	69.50	69.50	69.50	69.50	72.65	72.65	72.65	72.65	72.65	72.65	72.65	72.65	859.20	861.00	1.80	0%
	Dental Ins.	1,574.30	208.50	119.50	588.84	30.00	305.50	32.50	344.50	503.50	734.10	150.50	32.50	4,624.24	2,171.00	-2,453.24	-113%
	Administrative Div. Health Ins.	8,495.79	8,495.79	8,495.79	8,433.97	9,292.03	9,292.03	9,292.03	9,292.03	9,292.03	9,292.03	9,292.03	9,292.03	108,257.58	111,802.00	3,544.42	3%
	Conferences-Meetings	0.00	0.00	0.00	0.00	257.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	257.65	387.00	129.35	33%
	Special Programs	0.00	0.00	407.85	0.00	632.14	0.00	0.00	0.00	0.00	0.00	0.00	2,400.00	3,439.99	6,783.00	3,343.01	49%
	Print Management	245.20	245.20	245.20	245.20	245.20	245.20	245.20	245.20	245.20	245.20	245.20	245.20	2,942.40	2,942.00	-0.40	0%
	Dues-Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00	0.00	75.00	125.00	50.00	40%
	Mileage-Travel-Lodging Exp	0.00	0.00	0.00	0.00	0.00	23.89	0.00	76.66	0.00	0.00	0.00	0.00	100.55	1.00	-99.55	-9955%
	Postage	140.25	1,156.20	113.35	1,108.05	148.55	1,107.40	162.50	1,104.80	97.50	1,095.90	94.65	1,096.95	7,426.10	11,209.00	3,782.90	34%
	Printing-Publishing	0.00	1,037.00	0.00	930.00	0.00	930.00	0.00	0.00	1,230.80	1,046.00	0.00	1,036.00	6,209.80	10,830.00	4,620.20	43%
	Telecommunications	2.95	0.00	2.03	2.31	2.42	3.91	2.23	1.85	2.06	2.28	5.15	2.13	29.32	35.00	5.68	16%
	Office Supplies/Sm Equipment	0.00	0.00	0.00	0.00	391.98	0.00	0.00	246.84	18.90	404.41	0.00	1,094.29	2,156.42	2,826.00	669.58	24%
	Computer Tech Support	520.00	520.00	520.00	520.00	520.00	520.00	520.00	520.00	520.00	520.00	520.00	520.00	6,240.00	6,240.00	0.00	0%
	MaineStreamers	25,367.78	16,703.31	29,559.62	41,924.77	69,577.38	7,847.44	27,259.26	30,608.51	76,125.13	29,150.34	28,836.76	24,663.85	407,624.15	304,456.00	-103,168.15	-34%
	Total	59,525.51	53,911.12	77,761.51	79,290.92	106,636.18	45,814.20	63,052.55	72,208.87	126,881.86	68,399.87	65,754.44	66,918.10	886,155.13	784,508.00	-101,647.13	-13%

MAINE TOWNSHIP GENERAL TOWN FUND

9%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	YTD DISBURSE	BUDGET	BALANCE	% Left
	CLERK																
	Clerk's Division Salary	9,998.70	10,161.13	15,227.42	10,033.11	10,170.94	8,553.23	7,002.09	8,556.95	10,771.69	7,365.49	7,221.88	7,399.34	112,461.97	132,890.00	20,428.03	15%
	Social Security	742.57	757.77	1,144.85	745.23	766.17	629.92	511.25	626.03	795.01	539.14	540.28	558.11	8,356.33	10,500.00	2,143.67	20%
	IMRF	1,083.75	1,104.94	1,658.07	1,087.43	1,107.44	917.58	752.23	912.17	1,160.10	791.09	965.36	1,022.91	12,563.07	14,500.00	1,936.93	13%
	Administrative Div. Health Ins.	3,687.82	3,687.82	3,687.82	3,687.82	4,072.90	1,381.44	2,727.17	2,727.17	2,727.17	2,727.17	2,727.17	2,727.17	36,568.64	47,081.00	10,512.36	22%
	Life Ins.	27.80	27.80	27.80	27.80	29.06	14.53	0.00	14.53	14.53	14.53	14.53	14.53	227.44	344.00	116.56	34%
	Dental Ins.	181.00	326.00	12.00	12.00	91.00	6.50	6.50	175.50	6.50	6.50	962.50	6.50	1,792.50	2,093.00	300.50	14%
	Conferences-Meetings	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	145.00	145.00	100%
	Dues-Subscriptions	30.00	0.00	0.00	33.00	0.00	0.00	250.00	0.00	0.00	0.00	0.00	0.00	313.00	313.00	0.00	0%
	Print Management	220.20	220.20	220.20	220.20	220.20	220.20	220.20	220.20	220.20	220.20	220.20	220.20	2,642.40	2,642.00	-0.40	0%
	Gen Insur Liability Bond	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	1.00	1.00	100%
	Mileage-Travel-Lodging Exp	0.00	0.00	13.57	0.00	0.00	0.00	0.00	13.50	0.00	0.00	0.00	0.00	27.07	10.00	-17.07	-171%
	Staff Training	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	25.00	25.00	100%
	Honor Flight	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00	1,000.00	1,000.00	0.00	0%
	Computer Tech Support	520.00	520.00	520.00	520.00	520.00	520.00	520.00	520.00	520.00	520.00	520.00	520.00	6,240.00	6,240.00	0.00	0%
	Postage	998.15	981.50	634.40	1,292.50	1,447.00	1,144.00	945.00	589.90	1,051.08	748.11	0.00	2,277.69	12,109.33	10,792.00	-1,317.33	-12%
	Printing-Publishing	0.00	275.12	0.00	0.00	0.00	0.00	0.00	0.00	198.70	0.00	760.34	0.00	1,234.16	448.00	-786.16	-175%
	Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21.48	21.48	79.00	57.52	73%
	Office Supplies/Sm Equipment	0.00	17.90	0.00	19.00	0.00	341.31	0.00	0.00	14.97	0.00	124.82	0.00	518.00	806.00	288.00	36%
	Total	17,489.99	18,080.18	23,146.13	17,678.09	18,424.71	13,728.71	12,934.44	14,355.95	17,479.95	13,932.23	14,057.08	14,767.93	196,075.39	229,909.00	33,833.61	15%

MAINE TOWNSHIP GENERAL TOWN FUND

9%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	YTD DISBURSE	BUDGET	BALANCE	% Left
	OEM																
	Emergency Mgmt Salary	0.00	165.00	450.00	300.00	300.00	300.00	303.75	352.50	438.75	247.50	341.25	303.75	3,502.50	6,000.00	2,497.50	42%
	OEM Social Security	0.00	12.59	34.39	22.92	22.95	22.92	23.25	26.92	33.52	18.88	26.06	23.17	267.57	500.00	232.43	46%
	Uniforms	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	1.00	1.00	100%
	Conferences-Meetings	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	1.00	1.00	100%
	Special Programs	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	1.00	1.00	100%
	Special Events	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	96.00	96.00	100%
	Citizen Corps 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	1.00	1.00	100%
	Dues-Subscriptions	0.00	0.00	0.00	0.00	0.00	62.50	0.00	0.00	0.00	0.00	0.00	0.00	112.50	1.00	-111.50	-11150%
	Equipment Leasing-Maint	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	0.00	0.00	170.00	170.00	100%
	Volunteer Insurance	0.00	591.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	591.30	581.00	-10.30	-2%
	Postage	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	1.00	1.00	100%
	Computer Tech Support	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	1.00	1.00	100%
	Printing-Publishing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	458.83	0.00	458.83	1.00	-457.83	-45783%
	Utilities	236.57	360.13	338.33	510.56	224.90	327.27	186.62	492.27	264.45	181.21	144.17	505.57	3,772.05	3,754.00	-18.05	0%
	Telecommunications	272.39	577.02	272.02	59.50	141.61	141.61	141.61	141.89	141.89	141.89	0.00	144.17	2,175.60	3,166.00	990.40	31%
	Staff Training	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	1.00	1.00	100%
	Miscellaneous	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	1.00	1.00	100%
	Office Supplies/Sm Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	928.00	928.00	22.00	-906.00	-4118%
	Operating Supplies	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	82.00	82.00	100%
	Disaster Operations Supplies	0.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	323.00	123.00	38%
	Building	0.00	315.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	315.90	395.00	79.10	20%
	Vehicle Expense	0.00	0.00	1,788.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,788.77	1,800.00	11.23	1%
	Total	508.96	2,221.94	2,883.51	892.98	689.46	854.30	655.23	1,013.58	878.61	589.48	1,020.31	1,904.66	14,113.02	16,969.00	2,855.98	17%

MAINE TOWNSHIP GENERAL TOWN FUND

9%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	YTD DISBURSE	BUDGET	BALANCE	% Left
	TOTAL OPERATING EXPENSES	293,872.06	315,539.65	459,770.07	343,678.31	344,450.86	290,104.85	286,910.70	307,439.82	413,939.56	318,946.85	359,317.87	286,987.72	4,020,958.32	4,171,060.00	150,101.68	4%

MAINE TOWNSHIP GENERAL ASSISTANCE FUND

0%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	YTD DISBURSE	BUDGET	BALANCE	% Left
	Friday, March 20, 2020	10:26:35 AM															
REVENUE																	
	Beginning Balance																
	Property Tax	342,564.56	12,673.99	4,889.48	0.00	0.00	0.00	0.00	-360,128.03	0.00	0.00	0.00	0.00	0.00	600,000.00	600,000.00	100%
	SS Reimbursement	380.00	0.00	0.00	0.00	0.00	7,583.36	0.00	816.52	0.00	0.00	1,646.00	30,270.09	40,695.97	10,813.00	-29,882.97	-276%
	Interest Income	599.81	641.34	594.47	537.77	633.94	576.46	595.81	595.95	539.23	566.36	548.80	495.81	6,925.75	6,010.00	-915.75	-15%
	Energy Assistance Revenue	1,146.00	928.00	562.00	60.00	1,328.00	58.00	208.00	335.00	3,774.00	3,294.00	3,440.00	1,205.00	16,338.00	21,066.00	4,728.00	22%
	Miscellaneous	1,007.93	0.00											1,007.93	43,269.00	42,261.07	98%
	NET REVENUE	345,698.30	14,243.33	6,045.95	597.77	1,961.94	8,217.82	803.81	-358,380.56	4,313.23	3,860.36	5,634.80	31,970.90	64,967.65	637,889.00	572,921.35	90%
EXPENSES																	
EXPENSES-ADMINISTRATIVE																	
	Gross Pay Account	21,879.70	17,859.58	29,034.27	19,352.82	19,352.82	19,413.33	19,352.82	22,143.64	29,250.98	19,453.59	19,554.44	19,554.44	256,202.43	282,270.00	26,067.57	9%
	IDES	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	1.00	1.00	100%
	Social Security	1,621.42	1,313.88	2,166.15	1,446.36	1,444.64	1,449.28	1,444.64	1,658.15	2,200.54	1,452.36	1,460.06	1,460.06	19,117.54	22,000.00	2,882.46	13%
	IMRF	2,332.38	1,903.83	3,095.06	2,063.01	2,063.01	2,069.47	2,063.02	2,360.51	3,118.15	2,073.75	2,643.76	2,643.77	28,429.72	31,000.00	2,570.28	8%
	Administrative Div. Health Ins.	7,423.54	7,423.54	7,423.54	7,617.62	8,075.37	8,075.37	8,075.37	8,075.37	8,075.37	8,075.37	8,075.37	8,075.37	94,491.20	83,482.00	-11,009.20	-13%
	Life Insurance	69.50	69.50	69.50	69.50	72.65	72.65	72.65	72.65	72.65	72.65	72.65	72.65	859.20	900.00	40.80	5%
	Dental Insurance	149.00	138.00	148.60	18.00	656.00	130.10	362.50	627.50	32.50	32.50	163.50	299.50	2,757.70	4,000.00	1,242.30	31%
	Tuition Reimbursement	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	1.00	1.00	100%
	Accounting Services	433.94	444.94	583.02	464.02	443.02	3,587.02	427.52	482.67	602.28	441.52	587.32	441.52	8,938.79	8,871.00	-67.79	-1%
	Conferences Meetings	0.00	0.00	0.00	0.00	0.00	12.00	0.00	0.00	0.00	0.00	77.16	0.00	89.16	340.00	250.84	74%
	Dues Subscriptions	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	50.00	50.00	100%
	Print Management	0.00	370.20	370.20	370.20	370.20	370.20	370.20	370.20	370.20	370.20	370.20	370.20	4,072.20	4,443.00	370.80	8%
	General Insurance-Liab-Bond	0.00	0.00	7,144.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,144.60	7,645.00	500.40	7%
	Legal Services	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	1.00	1.00	100%
	Mileage-Travel-Lodging	0.00	0.00	0.00	0.00	0.00	51.37	16.82	50.13	16.70	0.00	434.38	32.94	602.34	885.00	282.66	32%
	Postage	290.98	226.35	232.10	172.90	232.10	198.65	366.35	116.00	134.00	99.60	177.25	298.80	2,545.08	3,475.00	929.92	27%
	Printing Publishing	370.20	1,664.96	0.00	55.00	0.00	0.00	0.00	0.00	539.00	0.00	0.00	0.00	2,629.16	628.00	-2,001.16	-319%
	Staff Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	0.00	0.00	220.00	0.00	270.00	389.00	119.00	31%
	Hearing Officer	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	1.00	1.00	100%
	Miscellaneous	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	1.00	1.00	100%
	Office Supplies	0.00	0.00	31.89	0.00	0.00	0.00	0.00	0.00	718.28	0.00	317.76	446.69	1,514.62	2,230.00	715.38	32%
	Operating Supplies/Maint	0.00	166.75	462.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	148.75	777.50	941.00	163.50	17%
	Computer Software Development	0.00	0.00	0.00	0.00	0.00	2,350.00	0.00	0.00	0.00	0.00	0.00	0.00	2,350.00	2,350.00	0.00	0%
	Comp Tech Support	520.00	520.00	520.00	520.00	520.00	520.00	520.00	520.00	520.00	520.00	520.00	520.00	6,240.00	6,240.00	0.00	0%
	Total	35,090.66	32,101.53	51,280.93	32,149.43	33,229.81	38,299.44	33,071.89	36,526.82	45,650.65	32,591.54	34,673.85	34,364.69	439,031.24	462,144.00	23,112.76	5%
EXPENSES-ASSISTANCE																	
	Client 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	1.00	1.00	100%
	Emergency Assist Program	0.00	95.00	0.00	0.00	300.00	300.00	0.00	0.00	0.00	600.00	0.00	0.00	1,295.00	1,150.00	-145.00	-13%
	Prescription Drugs	0.00	0.00	0.00	0.00	1,735.90	0.00	6.00	0.00	0.00	0.00	0.00	0.00	1,741.90	1,157.00	-584.90	-51%
	Dental Services	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	1.00	1.00	100%
	Medical Services	0.00	168.75	0.00	0.00	0.00	250.00	0.00	0.00	3.90	0.00	0.00	0.00	422.65	12.00	-410.65	-3422%

MAINE TOWNSHIP GENERAL ASSISTANCE FUND

0%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	YTD DISBURSE	BUDGET	BALANCE	% Left
	Friday, March 20, 2020	10:26:35 AM															
	Funeral & Burial Services	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	1.00	1.00	100%
	Client Utilities	961.08	786.31	808.20	487.40	752.78	1,291.95	1,354.55	1,081.56	1,187.00	1,051.08	1,048.77	839.44	11,650.12	7,569.00	-4,081.12	-54%
	Shelter-Rent	5,046.66	5,232.22	4,877.22	4,944.22	6,510.22	7,560.22	7,678.22	6,876.81	6,158.81	7,834.73	7,607.22	6,513.15	76,839.70	64,281.00	-12,558.70	-20%
	Ambulance Paramedic	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	1.00	1.00	100%
	Food/Pers essentials	6,000.00	6,000.00	0.00	0.00	6,000.00	7,500.00	0.00	7,500.00	0.00	7,500.00	0.00	7,500.00	48,000.00	42,555.00	-5,445.00	-13%
	Transport/Clothing	1,814.00	1,854.00	1,675.00	1,760.00	2,080.00	2,245.00	2,031.46	1,951.45	2,080.00	2,295.00	2,552.02	2,344.48	24,682.41	21,069.00	-3,613.41	-17%
	Transient	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15.60	0.00	15.60	1.00	-14.60	-1460%
	Catastro. Med. Insurance	0.00	0.00	0.00	0.00	0.00	5,100.00	0.00	0.00	0.00	0.00	0.00	0.00	5,100.00	4,080.00	-1,020.00	-25%
	Total	13,821.74	14,136.28	7,360.42	7,191.62	17,378.90	24,247.17	11,070.23	17,409.82	9,429.71	19,280.81	11,223.61	17,197.07	169,747.38	141,878.00	-27,869.38	-20%
	TOTAL OPERATING EXPENSES	48,912.40	46,237.81	58,641.35	39,341.05	50,608.71	62,546.61	44,142.12	53,936.64	55,080.36	51,872.35	45,897.46	51,561.76	608,778.62	604,022.00	-4,756.62	-1%

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

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	300.00	654.00	9,832.91	675.00	4,644.15	358.13	48,337.42	55,780.00	7,442.58	13%
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	7,211.60	29,906.18	13,397.74	6,745.83	18,195.58	222,950.91	2,068,514.88	2,048,624.00	-19,890.88	-1%

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	118.20	147.00	1,000.00	853.00	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	39,722.08	39,722.08	35,000.00	-4,722.08	-13%
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	-167,548.00	-720.95	0.00	0.00	0.00	60,126.00	95,568.94	225,000.00	129,431.06	58%
	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	-166,074.07	752.98	1,473.93	1,473.93	6,934.93	70,457.57	129,435.00	259,500.00	130,065.00	50%

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	-96,183.95	117,492.63	112,633.75	85,888.63	98,246.09	222,546.23	1,730,792.00	2,120,131.00	389,339.00	18%
--	---------------------------------	------------------	------------------	-------------------	-------------------	------------------	-------------------	-------------------	-------------------	-------------------	------------------	------------------	-------------------	---------------------	---------------------	-------------------	------------

MOTION TO APPROVE PAYROLL FOR PAYDATES OF MARCH 6, 2020
AND MARCH 20, 2020 AND ROAD DISTRICT CHECKS #21260 THROUGH
CHECK #21315 IN THE AMOUNT OF \$126,442.90.

Maine Township Road & Bridge Fund
MARCH 2020

<u>Check #</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>
21260	Mar 2	The Lincoln National	Voluntary Life Insurance	113.56
21261	Mar 2	Blue Cross Blue Shield of IL	March Health Insurance	10,958.09
21262	Mar 2	The Lincoln National	Employer Paid Life Insurance	87.18
21263	Mar 2	Vision Service Plan (IL)	VSP Voluntary Vision Insurance	17.16
Wire	Mar 6	Federal Electronic Payroll System	Federal Taxes	4,242.33
Wire	Mar 6	Illinois Department of Revenue	State Taxes	722.00
S/C	Mar 6	Paychex	Service Fee	168.65
Dir.Deposit	Mar 6	Richard A Brandes	Payroll Check	1,868.48
Dir.Deposit	Mar 6	Peter Douvalakis	Payroll Check	2,495.68
Dir.Deposit	Mar 6	Jason D Fox	Payroll Check	1,631.43
Dir.Deposit	Mar 6	Dawne Scheel Hayman	Payroll Check	1,333.79
Dir.Deposit	Mar 6	Peter A Jimenez	Payroll Check	1,637.02
Dir.Deposit	Mar 6	Justin E Mac Intyre	Payroll Check	1,812.41
Wire	Mar 9	IMRF	Illinois Municipal Retirement Fund	7,498.79
21264	Mar 11	Verizon Wireless	Telephone & Communication	207.22
Wire	Mar 20	Federal Electronic Payroll System	Federal Taxes	4,036.30
Wire	Mar 20	Illinois Department of Revenue	State Taxes	692.96
S/C	Mar 20	Paychex	Service Fee	168.65
Dir.Deposit	Mar 20	Richard A Brandes	Payroll Check	1,751.39
Dir.Deposit	Mar 20	Peter Douvalakis	Payroll Check	2,495.68
Dir.Deposit	Mar 20	Jason D Fox	Payroll Check	1,511.67
Dir.Deposit	Mar 20	Dawne Scheel Hayman	Payroll Check	1,333.79
Dir.Deposit	Mar 20	Peter A Jimenez	Payroll Check	1,603.07
Dir.Deposit	Mar 20	Justin E Mac Intyre	Payroll Check	1,684.49
21265	Mar 31	AT&T	Telephone & Communication	62.82
21266	Mar 31	American Welding	Building Operating Supplies	427.20
21267	Mar 31	Ancel Glink P.C.	Legal Services	450.00
21268	Mar 31	Anderson Lock Company Ltd.	Spring Hinges & Locks	427.08
21269	Mar 31	Atlas Bobcat LLC	Repairs to the Bobcat	349.19
21270	Mar 31	Richard Brandes-Reimbursement	Telephone & Communication	25.00
21271	Mar 31	Cintas	Building	365.95
21272	Mar 31	Comed-Garage	Service at Garage	298.24
21273	Mar 31	Conserv FS	Fuel	1,813.93
21274	Mar 31	City of Des Plaines	Personal Property Replacement Tax	26,866.25
21275	Mar 31	City of Des Plaines/Water Dept.	Water & Sewer at Garage	106.90
21276	Mar 31	Domestic Uniform Rental	Building	128.00

21277	Mar 31	Peter Douvalakis-Reimbursement	Business Use of Personal Phone	50.00
21278	Mar 31	Jason Fox-Reimbursement	Telephone & Communication	25.00
21279	Mar 31	Village of Glenview	Personal Property Replacement Tax	177.63
21280	Mar 31	Golf Mill Ford	Equipment Maintenance	478.06
21281	Mar 31	Grainger, Inc.	Building Operating Supplies	27.28
21282	Mar 31	Capital One Commercial	Building	149.72
21283	Mar 31	Healy Asphalt Co LLC	Cold Patch-Supplies for the Road	443.80
21284	Mar 31	Henrichsen's Fire Equipment Co	Building	661.95
21285	Mar 31	Home Depot Credit Services	Equipment & Small Tools	933.92
21286	Mar 31	Hydraulic Pneumatic Corp	Equipment Maintenance	3,965.00
21287	Mar 31	JB Metal Works, Inc.	Maintenance	830.00
21288	Mar 31	Peter Jimenez-Reimbursement	Telephone & Communication	25.00
21289	Mar 31	Journal & Topics News	Miscellaneous	39.00
21290	Mar 31	Lin-Mar Towing & Recovery, LLC	Equipment	575.00
21291V	Mar 31	VOID	Void	-
21292	Mar 31	Justin MacIntyre-Reimbursement	Telephone & Communication	25.00
21293	Mar 31	Maine Township-Town Fund	February Denatal Expense	215.30
21294	Mar 31	Morton Grove Automotive West	Equipment Maintenance	345.00
21295	Mar 31	Village of Morton Grove	Personal Property Replacement Tax	328.61
21296	Mar 31	Morton Salt, Inc.	Supplies Snow Removal	8,491.10
21297	Mar 31	Napa Auto Part-Des Plaines	Equipment, Supplies & Parts	1,504.85
21298	Mar 31	Village of Niles	Personal Property Replacement Tax	3,361.61
21299	Mar 31	Northwest Automatic Garage	Building Maintenance	292.00
21300	Mar 31	Nicor Gas	Service at Garage	693.35
21301	Mar 31	City of Park Ridge	Personal Property Replacement Tax	7,824.52
21302	Mar 31	Village of Rosemont	Personal Property Replacement Tax	1,163.46
21303	Mar 31	Runco Office Supply	Office Supplies	486.27
21304	Mar 31	Security Benefit	Deferred Comp Contribution 3/6 & 3/20	890.00
21305	Mar 31	Shaded Chicago LLC	Equipment Maintenance	650.00
21306	Mar 31	Shredfirst, Inc.	Building	225.00
21307	Mar 31	Standard Equipment Co	Equipment Maintenance	488.35
21308	Mar 31	Thunder Remodeling	Repair Salt Shed Roof	3,700.00
21309	Mar 31	Traffic Control & Protection, Inc.	Supplies Roads	1,205.00
21310	Mar 31	Tredroc Tire Services	Equipment Maintenance	1,161.15

21311	Mar 31	Acuity Specialty Products, Inc.	Building & Operating Supplies	399.43
21312	Mar 31	Metro Federal Credit Union	Meetings, Communication, Tools	129.08
21313	Mar 31	Metro Federal Credit Union	Postage & Office Supplies	1,563.56
21314	Mar 31	Comed	Traffic Signals	52.62
21315	Mar 31	MacMunnis, Inc. AAF Comed	Offsite Storage	1,473.93
				\$ 126,442.90

We the undersigned members of the Board of Trustees of Maine Township, do hereby certify that we have examined the Payroll for Paydates of March 6, 2020, and March 20, 2020 and Road District Checks #21260 through Checks #21315 and authorize the Supervisor to issue Checks in payment.

WITNESS OUR HANDS AND SEALS THIS 31ST DAY OF MARCH, 2020

Supervisor

Attest:

Clerk

Trustees

MOTION TO APPROVE PAYROLL FOR PAYDATES OF AND MARCH 6, 2020
AND MARCH 20, 2020 AND GENERAL TOWN FUND CHECKS #57590
THROUGH CHECK #57666 IN THE AMOUNT OF 269,516.29.

Maine Township General Town Fund

MARCH 2020

<u>Check #</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>
57590	Mar 2	The Lincoln National	Employer Paid Life Insurance	406.84
57591	Mar 2	Aflac	Aflac	98.66
57592	Mar 2	Blue Cross Blue Shield	Health Insurance	65,385.54
57593	Mar 2	Comcast	Internet & Fax 2/19-3/18	316.06
57594	Mar 2	Des Plaines, City Water	Water & Sewer 11/18/19-1/1/20	187.33
57595	Mar 2	NCPERS Group Life Ins.	IMRF Voluntary Life Insurance	80.00
57596	Mar 2	Otis Elevator Company	Elevator Maintenance 3/1-5/31	1,270.64
57597	Mar 2	The Lincoln National	Voluntary Life Insurance	111.54
57598	Mar 2	Vision Service Plan (IL)	VSP Voluntary Vision Insurance	160.63
57599	Mar 2	Tom Vaughn-Chapter 13 Trustee	Wage Garnishment Jan/Feb 2020	794.00
Wire	Mar 6	Federal Electronic Payroll System	Federal Taxes	14,916.95
Wire	Mar 6	Illinois Department of Revenue	State Taxes	2,875.73
S/C	Mar 6	Paychex	Service Fee	355.63
3454	Mar 6	Susan Moylan Krey	Payroll	946.63
3455	Mar 6	Walter Kazmierczak	Payroll	4,412.03
3456	Mar 6	David A. Carrabotta	Payroll	-
3457	Mar 6	Dorothy D. Moran	Payroll	515.72
Dir.Deposit	Mar 6	Laura J. Morask	Payroll	685.27
Dir.Deposit	Mar 6	Peter W. Gialamas	Payroll	316.39
Dir.Deposit	Mar 6	Claire R. McKenzie	Payroll	434.81
Dir.Deposit	Mar 6	Kimberly Jones	Payroll	416.73
Dir.Deposit	Mar 6	Susan Kelly Sweeney	Payroll	453.99
Dir.Deposit	Mar 6	Carol A. Langan	Payroll	1,380.17
Dir.Deposit	Mar 6	Dayna E. Berman	Payroll	2,686.44
Dir.Deposit	Mar 6	Denise M. Jajko	Payroll	846.23
Dir.Deposit	Mar 6	Doriene K. Prorak	Payroll	1,424.69
Dir.Deposit	Mar 6	Jessica M. Fox	Payroll	804.89
Dir.Deposit	Mar 6	Marty Cook	Payroll	661.99
Dir.Deposit	Mar 6	Michael A. Samaan	Payroll	1,432.51
Dir.Deposit	Mar 6	Nader A. Ghazaleh Sr.	Payroll	1,106.94
Dir.Deposit	Mar 6	Nicholas W. Kanehl	Payroll	894.80
Dir.Deposit	Mar 6	Robert M. Carrozza	Payroll	199.04
Dir.Deposit	Mar 6	Ronald R. Bartsch	Payroll	96.13
Dir.Deposit	Mar 6	Stephen T. Basista	Payroll	330.40
Dir.Deposit	Mar 6	Terrence Donnelly	Payroll	450.06
Dir.Deposit	Mar 6	Tracy D. Cummings	Payroll	848.79
Dir.Deposit	Mar 6	Victoria K. Rizzo	Payroll	1,705.29
Dir.Deposit	Mar 6	Debra A. Babich	Payroll	1,401.03
Dir.Deposit	Mar 6	Elizabeth J. Coy	Payroll	1,281.02
Dir.Deposit	Mar 6	Faris E. Dababneh	Payroll	1,047.84
Dir.Deposit	Mar 6	Mary Dolores Phillips	Payroll	638.90
Dir.Deposit	Mar 6	Anne M. Kolpak-Camarrano	Payroll	1,289.68
Dir.Deposit	Mar 6	Branka Mackic-Aleksic	Payroll	882.36
Dir.Deposit	Mar 6	Kristina A. Christie	Payroll	953.01
Dir.Deposit	Mar 6	Kristen E. Herdegen	Payroll	1,215.03

Dir.Deposit	Mar 6	Naomi J. Bowman	Payroll	1,201.91
Dir.Deposit	Mar 6	Richard D. Lyon	Payroll	2,156.56
Dir.Deposit	Mar 6	Karen A. Cohen	Payroll	1,193.31
Dir.Deposit	Mar 6	Marie C. Dachniwsky	Payroll	1,440.31
Dir.Deposit	Mar 6	Monika Jaroszewicz	Payroll	1,325.45
Dir.Deposit	Mar 6	Oksana T. Bukaczyk	Payroll	1,135.37
Dir.Deposit	Mar 6	Therese A. Tully	Payroll	1,516.92
Dir.Deposit	Mar 6	Catherine Fredericksen	Payroll	426.33
Dir.Deposit	Mar 6	Rosalind Luburich	Payroll	496.78
Dir.Deposit	Mar 6	Wieslawa Tytko	Payroll	1,641.39
Dir.Deposit	Mar 6	John Bennett	Payroll	145.35
57600	Mar 5	Township Officials of Cook	TOCC Trustees Dinner Mtg.3/19	60.00
57601	Mar 9	Access One, Inc.	Pot Lines-Alarms, Fax 3/1-3/31	196.23
57602	Mar 9	Dish	Cable Service 2/26-3/25	53.04
Wire	Mar 9	IMRF	IL Municipal Retirement Fund	24,099.21
Wire	Mar 13	Paychex Time Attendance Fee	Payroll Administration Fee	298.60
Wire	Mar 20	Federal Electronic Payroll System	Federal Taxes	12,899.61
Wire	Mar 20	Illinois Department of Revenue	State Taxes	2,522.84
S/C	Mar 20	Paychex	Service Fee	342.73
3458	Mar 20	Susan Moylan Krey	Payroll	946.63
3459	Mar 20	Dorothy D. Moran	Payroll	532.75
Dir.Deposit	Mar 20	Laura J. Morask	Payroll	685.27
Dir.Deposit	Mar 20	Peter W. Gialamas	Payroll	316.39
Dir.Deposit	Mar 20	Carol A. Langan	Payroll	1,380.17
Dir.Deposit	Mar 20	Dayna E. Berman	Payroll	2,686.44
Dir.Deposit	Mar 20	Denise M. Jajko	Payroll	443.59
Dir.Deposit	Mar 20	Doriene K. Prorak	Payroll	1,424.69
Dir.Deposit	Mar 20	Jessica M. Fox	Payroll	804.89
Dir.Deposit	Mar 20	Marty Cook	Payroll	661.99
Dir.Deposit	Mar 20	Michael A. Samaan	Payroll	1,432.51
Dir.Deposit	Mar 20	Nader A. Ghazaleh Sr.	Payroll	1,106.94
Dir.Deposit	Mar 20	Nicholas W. Kanehl	Payroll	915.76
Dir.Deposit	Mar 20	Robert M. Carrozza	Payroll	207.13
Dir.Deposit	Mar 20	Ronald R. Bartsch	Payroll	135.47
Dir.Deposit	Mar 20	Stephen T. Basista	Payroll	290.94
Dir.Deposit	Mar 20	Terrence Donnelly	Payroll	417.54
Dir.Deposit	Mar 20	Tracy D. Cummings	Payroll	1,071.89
Dir.Deposit	Mar 20	Victoria K. Rizzo	Payroll	1,705.29
Dir.Deposit	Mar 20	Debra A. Babich	Payroll	1,401.03
Dir.Deposit	Mar 20	Elizabeth J. Coy	Payroll	1,281.02
Dir.Deposit	Mar 20	Faris E. Dababneh	Payroll	1,047.84
Dir.Deposit	Mar 20	Mary Dolores Phillips	Payroll	630.74
Dir.Deposit	Mar 20	Anne M. Kolpak-Camarrano	Payroll	1,289.68
Dir.Deposit	Mar 20	Branka Mackic-Aleksic	Payroll	882.36
Dir.Deposit	Mar 20	Kristina A. Christie	Payroll	953.01
Dir.Deposit	Mar 20	Kristen E. Herdegen	Payroll	1,215.03
Dir.Deposit	Mar 20	Naomi J. Bowman	Payroll	1,312.57
Dir.Deposit	Mar 20	Richard D. Lyon	Payroll	2,156.56
Dir.Deposit	Mar 20	Karen A. Cohen	Payroll	1,193.31

Dir.Deposit	Mar 20	Marie C. Dachniwsky	Payroll	1,440.31
Dir.Deposit	Mar 20	Monika Jaroszewicz	Payroll	1,325.45
Dir.Deposit	Mar 20	Oksana T. Bukaczyk	Payroll	1,135.37
Dir.Deposit	Mar 20	Therese A. Tully	Payroll	1,516.92
Dir.Deposit	Mar 20	Catherine Fredericksen	Payroll	455.55
Dir.Deposit	Mar 20	Rosalind Luburich	Payroll	586.30
Dir.Deposit	Mar 20	Wieslawa Tytko	Payroll	1,641.39
Dir.Deposit	Mar 20	John Bennett	Payroll	138.81
57603	Mar 20	Comed	Electricity 2/6-3/6	156.10
57604	Mar 31	Alternative Energy Solutions	Generator Service	434.00
57605	Mar 31	Ancel Glink P.C.	Corporate Labor & Employment	4,458.75
57606	Mar 31	Anderson Pest Solutions	March 2020 Service	96.05
57607	Mar 31	Barton Marketing Group	Preapproved Activity	825.00
57608	Mar 31	Bond, Dickson & Associates, P.C.	February IMRF Legal Fees	1,381.70
57609	Mar 31	Naomi Bowman	Reimbursement	5.18
57610	Mar 31	Brown Industries, Inc.	Anniversary Pins	78.34
57611	Mar 31	Chicago Area Interpreter Referrals	Sign Language Interpretation	234.00
57612	Mar 31	The Center of Concern	Grant Payment 1	3,225.00
57613	Mar 31	Cheri L. Neal	Agency Day Speaker Fee	500.00
57614	Mar 31	Comcast Business	BE Phone Service 3/1-3/31	1,439.40
57615	Mar 31	Comcast	Internet & Fax 3/19-4/18	316.16
57616	Mar 31	Comcast Cable	Internet & Phone 3/17-4/16	144.17
57617	Mar 31	Comed	March Electric Service	1,088.58
57618	Mar 31	Cook County Sheriff's	January Vehicle Usage	4,600.00
57619	Mar 31	Elizabeth Coy	Reimbursement	40.97
57620	Mar 31	Paddock Publications, Inc.	Legal Notice	55.35
57621	Mar 31	Office Equipment Leasing Co.	Print Management	2,752.00
57622V	Mar 31	VOID	Void	-
57623	Mar 31	Evans, Marshall and Pease, P.C.	February Accounting Services	6,460.00
57624	Mar 31	Fast Break Beverages, Inc.	Operating Supplies	538.95
57625	Mar 31	Garvey's Office Products	Office Supplies	341.75
57626	Mar 31	Graphic Solutions, Inc.	Print Ad Design Service	50.00
57627	Mar 31	Greentech Plumbing	Faucet Replacement	231.00
57628	Mar 31	Grainger, Inc.	Exhaust Fan Motors	150.00
57629	Mar 31	Kristen E. Herdegen	Reimbursement	103.95
57630V	Mar 31	VOID	Void	-
57631V	Mar 31	VOID	Void	-
57632	Mar 31	Nicholas W. Kanehl	Reimbursement	721.25
57633	Mar 31	Kappy's American Grill	Rec Connection Friday Night Mtg.	300.00
57634	Mar 31	Richard D. Lyon	Reimbursement	58.76
57635V	Mar 31	VOID	Void	-
57636	Mar 31	Richard D. Lyon	Webmaster Service 9/15/19-3/15/20	3,500.00
57637	Mar 31	Dorothy D. Moran	Reimbursement	12.10
57638	Mar 31	Quadiant Finance USA, Inc.	Postage Fund for Meter + Passport	2,624.75
57639	Mar 31	Nicor Gas	March 2020 Commercial Heat	1,717.74
57640	Mar 31	Nicor Gas	Commercial Heat 1/15-3/16	416.46
57641	Mar 31	NW Suburban Day Care Ctr.	Grant Payment 1	3,583.00
57642	Mar 31	Park Ridge Stationers	Operating Supplies	1,310.58
57643	Mar 31	Presstech, Inc.	March & April Senior Newsletter	1,036.00

57644	Mar 31	Quinn Print, Inc.	Business Cards	160.00
57645	Mar 31	Ruben Digital Media, LLC	Volleyball Flyer	200.00
57646	Mar 31	Seamless Docs	Optimization Feee 3/1/2020-3/31/2021	5,958.34
57647	Mar 31	Security Benefit	Deferred Comp 3/6 & 3/20	1,290.00
57648	Mar 31	Sunrise Grill & Catering, Inc.	Recovery Connection Meetings	440.00
57649	Mar 31	Susan K. Sweeney	Reimbursement	13.57
57650	Mar 31	Township Clerks of IL	2020 Membership Dues	30.00
57651	Mar 31	Petty Cash-Wiesia Tytko	Petty Cash	82.93
57652	Mar 31	Verizon Wireless-Admin	Telecommunications Seniors	143.28
57653	Mar 31	Warehouse Direct	Computer Tech Support	2,600.00
57654	Mar 31	Metro Federal Credit Union	Recovery Connection Programs	1,361.89
57655V	Mar 31	VOID	Void	-
57656	Mar 31	Metro Federal Credit Union	Notary Service & Bonding Renewal	107.90
57657	Mar 31	Metro Federal Credit Union	Special Programs & Miscellaneous	69.83
57658V	Mar 31	VOID	Void	-
57659	Mar 31	Metro Federal Credit Union	Office Supplies	212.00
57660	Mar 31	Metro Federal Credit Union	Amazon-Projector	42.99
57661	Mar 31	Metro Federal Credit Union	Amazon-Supplies	79.98
57662	Mar 31	Metro Federal Credit Union	Like New Auto Spa	25.00
57663	Mar 31	Aqua Illinois, Inc.	Water & Sewer 1/23-2/24	171.77
57664	Mar 31	Republic SVC #551	Pick-Up Service 3/1-3/31	277.94
57665	Mar 31	Shepard Plumbing LLC	Run Camera to Check Sewer	225.00
57666	Mar 31	Tom Vaughn-Chapter 13 Trustee	Wage Garnishment March 2020	397.00

\$ 269,516.29

We the undersigned members of the Board of Trustees of Maine Township, do hereby certify that we have examined the Payroll for Paydates of March 6, 2020 and March 20, 2020 and General Town Fund Checks #57590 through Check #57666 and authorize the Supervisor issue Checks in payment.

WITNESS OUR HANDS AND SEALS THIS 31ST DAY OF MARCH 2020.

Supervisor

Attest:

Clerk

Trustees

Memo



To: Maine Township Board

From: Richard Lyon, MaineStay Youth & Family Services Director

Date: March 25, 2020

Re: Agency and Program Coordinator Position

Attached please find cover letter and resume for the candidate we are recommending for the position of Agency and Program Coordinator. I have also included a few of the thank you notes this candidate has received from people who have used the FISH program.

Dear Mr. Lyon,

I am writing to apply for the Agency and Program Coordinator position at MaineStay Youth and Family Services. With my extensive administrative support experience and ability to wear multiple hats, I firmly believe that I am an ideal fit for this important role.

My current position as Office Manager for MaineStay Youth and Family Services gives me valuable and relevant experience pertaining to this position. I manage all the administrative duties for MaineStay and run the FISH program by coordinating weekly rides between riders and drivers. I am able to complete various tasks in a timely manner due to my superior organizational skills. As the Office manager one of my duties is to assist team members as needed which has given me insight on this role throughout the past year. My experience has taught me the importance of being proactive, and I pride myself on my ability to adapt to all kinds of situations as they arise with a can-do attitude.

With my previous experience in this role, coupled with my overall administrative excellence and dedication to achieving success, I am confident that I can bring the same level of passion and attention to detail to the Agency and Program Coordinator position. Thank you for your consideration and I look forward to speaking with you soon.

Sincerely,

Summary

A self-motivated and hard-working individual with proven ability to use initiative and problem-solving skills to successfully deal with challenges and effectively handle difficult situations. An energetic, fast learner who is committed to excellent administrative support with over ten years of experience.

Experience

MaineStay Youth and Family Services – Office Manager [January 2019 – Current]

- Greet and check-in therapy clients. Create invoices, collect payment and any required documents; symptom checklist, ID, insurance and income
- Answer and direct phone calls as well as voicemails received in a timely manner
- Prepare bi-monthly payment ledger of therapy fees collected
- Schedule Psychiatry patients in CIS system
- Retrieve charts and place in filing cabinet for Monday appointments
- Check mail daily for our department and distribute accordingly. Prepare postage as needed
- Maintain and order supplies for the department and for individual program needs
- Coordinate FISH schedule on a weekly basis between riders and drivers
- Manage all FISH applications and correspondence
- Create all Therapy and Psychiatry client files
- Report monthly statistics for FISH and Psychiatry Services
- Assist coworkers as needed; cross-trained to help with Agency funding, Student Government Day and Professional Development Workshops, Tax appeals with Assessor's office, schedule and assist General Assistance clients
- Maintain MaineStay Marketing Flyers and all of the documents, worksheets, and logs that the therapists use
- Maintain Monthly Expense ledger for spending within the department
- Record and update Therapy Client Database using Microsoft Access

Paramount Advertising and Lead Solutions – Radio Billing Administrator

[January 2018 – January 2019]

- Research, schedule and write daily radio advertising orders for billing using DataEase software
- Write a daily average of 40 radio ads
- Maintain a balanced A/R report
- Resolve any customer and Radio requests
- Track and report all revenue and profits using Microsoft Excel
- Maintain all filing; orders, W-9 and affidavit
- Prepare weekly packages for Radio Stations following their specific guidelines; average 300 orders prepped following individual radio station guidelines
- Cross trained to support Auto's department as needed
- Assist operations manager as needed

Paramount Advertising and Lead Solutions – Auto's Administrator

[September 2016 – December 2018]

- Process daily set appointments and prepare for nightly emails to customers with a 150-daily average
- Maintain Vonage phone system with constant changing numbers
- Follow up with set appointments to get detailed reports to present to customer to meet package deadlines
- Proficient in Auto Alert, Pro-Max, J. Reynolds, VinSolutions, E-leads and Higher Gear automotive software
- Maintain an accurate inventory of all call lists; scrub against DNC, remove duplicates, format to company standards
- Restructured and maintained all paperwork
- Prepared and sent nightly emails to dealerships

St. John Capital Transportation Factoring – Administrative Assistant

[December 2015 – July 2016]

- Answer and direct all incoming calls to correct department
- Process and correctly apply check and ACH payments; with a daily average of 300 checks and 100 ACH
- Resolve paperwork requests based on customer needs or issues; missing documents, weight tickets or signatures
- Scan, email, and fax POD's daily
- CPT daily schedules submitted by carrier to obtain bank loan
- Maintain up-to date compliance for each carrier and broker; NOA, W9, Carrier Packets

Mori Milk & Allstar Ice Cream Co. - Office Clerk

[July 2011 – December 2015]

- Accurately and efficiently take, process, and file detailed customer orders
- Answer all calls and direct or service any request while providing a positive experience for all customers
- Process driver's daily paperwork following Mori Milk and Deans Milk procedures
- Generated vendor product compliance report upon client request
- Maintaining accurate company account records for payables and receivables
- Rehabilitated an organizing system for all paper files

Kings Way Express - Accounts Payable

[July 2010 - May 2011]

- Prepared and compiled billing documentation for respective client invoicing; average
- Maintained account records, acquired experience with independent finance software
- Provide proper documentation for clients on request
- Database management and inventory

Aerie by American Eagle - Stockroom Lead & Customer Service Specialist

[August 2006 – July 2011]

- Maintained floor displays and presentation of merchandise
- Guided consumer interest to featured merchandise
- Provide customer service based on managerial and company expectations
- Team Leader on projects and training new employees
- Closely work with store manager to implement company policy on store appearance, safety measures, and sanitation

Education

DeVry University Online

August 2008 – May 2012

Bachelors of Accounting and Finance

Maine West High School

Des Plaines, IL

Aug 2003 – December 2006

High School Diploma

Skills

- Articulate and very effective working with people of all backgrounds
- Computer-literate with software proficiency covering wide variety of applications
- Detail-focused service representative with consistent telecommunications experience
- Familiar with accounting protocols, comfortable with database administration
- Capable of multitasking while organizing daily assignments in a timely manner
- Fluent in Serbian, Croatian, and Bosnian

JUST A NOTE

Dear

Thank you for helping
me get to the Hospital
& Home. The Drivers
were so nice.

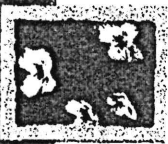
Had a great Summer.

"Keep your face to
the sunshine and you
cannot see a shadow."

~ HELEN KELLER

A Friend, Supporter of
The Sisters of St. Francis of Assisi

Y1817MS



5-1-19

Dear Fish of Park Ridge,
I want to thank you
from the bottom of my
heart for the free
rides you provided
for me to PT after my
surgery.
Franka was a jewel
and you are very lovely
to have her. She
understood my problem
and stepped up to
the plate & provided
transportation for me.
Her drivers were all
very nice - MORN SOARS,
BOB, JERRY, PAT ED,
HENRY. They made my
trips to PT so nice & fun.
Thank you again,



Dear

Thank you for making
it possible for me to get
to my P.T. sessions

I have had the pleasure
of meeting such nice
people in the process!

Your efforts were
gratefully appreciated



Deep appreciation
for your help

~ Steve



MAY YOUR FAMILY
BE BLESSED
WITH THE LOVE AND PEACE
THAT IS CHRISTMAS.

Fervently —



Memorandum

Date: March 31, 2020

To: Board of Trustees

From: Dayna Berman, Administrator

Re: Barton Marketing Group Editorial Calendar/April/May/June

APRIL

- In April, we were planning on utilizing Dick Barton for taking photos at the Annual Town Meeting and completion of the Spring Newsletter. At this time of uncertainty, I would recommend Press Release(s) sent to local media for unforeseen or unanticipated events, i.e. Community virus update with as well as hours remaining for the newsletter. **Estimate is 4.0 Hours.**
- Administration. Review media on weekly basis to retrieve clippings. Assemble clippings for Board packet. Completion in time for distribution prior to Board meeting. **Estimate is 1.0 Hour.**

TOTAL for April: 5 Hours

May

- In May, we were planning on utilizing Dick Barton for taking photos at the 90+ Birthday Party and seek participation, sponsors or other needs for the upcoming Maine Fest (Township Day). At this time of

uncertainty, I would recommend Press Release(s) sent to local media for unforeseen or unanticipated events, i.e. Community virus update.

Estimate is 3.0 Hours.

- Administration. Review media on weekly basis to retrieve clippings. Assemble clippings for Board packet. Completion in time for distribution prior to Board meeting. Estimate is 1.0 Hour.

TOTAL for May: 4 Hours

June

AGAIN, IN TIMES OF UNCERTAINTY, I WOULD LIKE TO LEAVE JUNE AS IS, BUT CAN MODIFY AT FUTURE BOARD MEETING IF NEED BE.

- Take photos at Township Day and do press release on the event with a purpose of reminding residents of all the Township does. Estimated 1.5 Hours.
- Take photos at shredding day and distribute to MT website and news media. Estimated 1.5 Hours.
- Do press release announcing date and details of MT National Night Out. Details to include ways to enter poster contest, how to sponsor and request for prizes. Estimated time 1.0 Hour.
- Administration. Review media on weekly basis to retrieve clippings. Assemble clippings for Board packet. Completion in time for distribution prior to Board meeting. Estimate is 1.0 Hour.

TOTAL for June: 5 Hours

MEMO

March 26, 2020

To: Trustees

From: Mike Samaan, Director of Maintenance

Re: Landscaping Contract

Please find attached the contract from NJ Castillo Landscaping, INC. The contract will begin in April and end in November. I am recommending the Township go with NJ Castillo Landscaping, INC. at a monthly price of \$1,350.00. This will include lawn cutting, spring cleanup, and seasonal trimming. Core aeration and over seed will be a one-time charge of \$350.00 and a fall cleanup charge of \$250.00.

NJ CASTILLO LANDSCAPING, INC.

1018 STRATFORD CIRCLE

STREAMWOOD, IL 60107

PHONE: (630) 336-9199...E MAIL: NJCASTILLOLANDSCAPING@YAHOO.COM

******2020 LAWN SERVICE PROPOSAL******

DATE: FEBRUARY 7, 2020

PROPOSAL #: 2020-L033

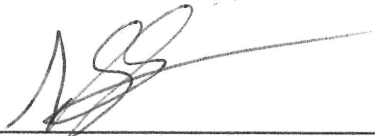
MAINE TOWNSHIP
1700 BALLARD
PARK RIDGE, IL 60068-1006

WE PROPOSE TO FURNISH THE LABOR AND MATERIAL FOR COMPLETION OF
LAWN SERVICE MAINTENANCE.

MONTHLY LAWN SERVICE: \$1,350.00
(APRIL THROUGH NOVEMBER)
SPRING CLEAN UP: INCLUDED
5TH SERVICE VISITS: INCLUDED
SEASONAL TRIMMING (ONE TIME CHARGE): INC. (SHRUBS & EVERGREENS UP TO 6 FEET)
CORE AERATION & OVER SEED: \$350.00
DISPOSAL CHARGE OF FALL CLEAN UP MATERIAL: \$250.00
(LEAF MATERIAL, ANNUAL FLOWERS, CUTTINGS FROM PERENNIAL PLANTS)

PAYMENT TERMS: BILLED ON THE 15TH OF THE MONTH. PAYMENT DUE BY THE 30TH OF
EACH MONTH. PAST DUE ACCOUNTS SUBJECT TO \$25.00 LATE FEE(S).

PROPOSAL SUBMITTED BY: _____



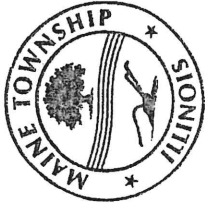
NJ CASTILLO LANDSCAPING

**PRICES ARE SATISFACTORY AND ACCEPTED. YOU ARE AUTHORIZED TO DO THE
WORK AS SPECIFIED.**

DATE: _____ SIGNATURE: _____

() SEND INVOICE REGULAR MAIL () SEND E-MAIL: _____

**PLEASE MAIL BACK ONE SIGNED COPY OF YOUR PROPOSAL IN THE
ENVELOPE BY MARCH 10, 2020.**



Peter Gialamas

Clerk

CLERK'S SERVICES FOR THE YEAR 2019

Supervisor
Laura J. Morask

Clerk
Peter Gialamas

Assessor
Susan Moylan Krey

Highway Commissioner
Walter Kazmierczak

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

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

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

Month	Voter Registr.	Handic. Cards	Hunting & Fishing	RTA Passes	Passport Applic.	Neighbor Neighbor	Notary Public	Garbage Stickers	MaineLines Tickets	TOTAL
January	3	3	0	34	358	0	13	15	135	561
February	4	1	0	22	253	0	14	4	50	348
March										
April										
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

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

TELEHEALTH SERVICES

As a result of the COVID-19 pandemic, MaineStay began offering telehealth services exclusively on March 17. All our affordable counseling and psychiatric services are now offered via video or phone sessions. With little time to prepare for this change, we were able to quickly pivot to ensure our clients still had access to much needed mental health services. I trained all clinicians on how to use Zoom for video sessions and put new protocols in place to continue operations remotely. All MaineStay employees have been set up with remote desktop access so they can access the files and network resources needed to work from home. I am incredibly proud of the flexibility and understanding our team has shown during this unprecedented time. We have noticed a significant increase in client issues related to anxiety and fear as a result of all the uncertainty going on in our world right now. We have proactively shared resources with our clients on how to cope with anxiety related to the virus outbreak and how to discuss this issue appropriately with their children. We will continue to do everything we can to help our clients successfully navigate this rapidly evolving crisis.

ANGER MANAGEMENT

I will be conducting the final session of our 8-week Anger Management group remotely using Zoom video conferencing.

FEATURED STORY OF THE MONTH

This month's story comes from our Family Therapist Kristen Herdegen:

I have been working with a young woman whose anxiety has been greatly elevated by the news of the rapidly spreading COVID-19. She has been receiving false information from friends and is unsure about what to believe in the media regarding virus facts and social distancing. She lives alone and is not connected with any family members, which has tremendously contributed to her sense of grief and isolation over the past couple weeks. She is unsure about who to rely on for support, since many of her friends have been contributing to her heightened sense of anxiety, as they have understandably been experiencing anxiety regarding the pandemic as well. My client works in the service industry and is currently unemployed, which has additionally heightened her anxiety around piling debt. My work with her has consisted of working towards focusing on what she can control, especially in regards to being proactive to avoid spreading the virus. She has identified a few people whom she can continue to connect with virtually. We have additionally discussed how to respond to others when they relay false/anxiety inducing information about the virus in order to respect her personal boundaries and not become overly anxious.

PSYCHIATRIC SERVICES

All psychiatric services are continuing remotely during this time so clients still have access to prescribed medication and medication refills. Dr. Frick and Josselyn case manager Ana Reyes are working from home and we are staying in touch with them remotely to ensure continuity of care.

COUNSELING

MaineStay had 13 new counseling intakes in February. We had 120 ongoing cases and now have a total of 133 cases in our affordable strength-based counseling program. We currently have a waiting list of 44 clients.

AGENCY DAY

Maine Township's 38th annual Maine Township Agency Day is scheduled for Friday, May 1 at Manzo's Banquets in Des Plaines from 9 am – 1 pm. Our presenter this year will be dynamic speaker and trainer Cheri Neal, who is also the Zion Township Supervisor. Her presentation entitled *Drop the Drama and Create Extraordinary Outcomes*, will address how to avoid drama in the workplace. As always, there will be multiple opportunities for networking among agencies and organizations with the intent of better serving the residents of Maine Township. Chicago Behavioral Hospital, Des Plaines Community Foundation, Rosecrance Health Network, Trinity Services, Asbury Court, and Jeffrey A. Rabin & Associates have committed to being event sponsors again this year.

AGENCY AND PROGRAM COORDINATOR RESIGNATION

Kristina Christie, who has worked as MaineStay's Agency and Program Coordinator since 2018, resigned and her last day with us was March 13. We wish her well on her next endeavor.

COMMUNITY EDUCATION SEMINARS/PROFESSIONAL DEVELOPMENT WORKSHOPS

On March 3, we hosted a community education seminar entitled *Mental Health Strategies Among Youth* in collaboration with Chicago Behavioral Hospital, NAMI-CCNS, Erika's Lighthouse, and Institute for Therapy Through the Arts and had 104 people in attendance. The panel of presenters, who all had personal experience with mental health issues, shared inspiring stories and practical tips to help those in attendance better manage their own mental health concerns or those of a loved one. I was so impressed with their courage, candor, and wisdom as they continue to advocate to reduce the stigma associated with mental health issues. We held a supply drive to support NAMI-CCNS at this event.

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 4,100 subscribers.

COMMUNITY INVOLVEMENT

During February, I attended the Des Plaines Ministerial Association Meeting and AITCOY Business Meeting. Naomi Bowman and I met with The Josselyn Center President and Director of Clinical Services for our monthly meeting regarding our psychiatric services partnership. GA Director Austin Kelso and I presented to a group of about 20 medical students who are completing their residency at Advocate Lutheran General Hospital. We discussed the services that MaineStay, GA, and the township provide to our community. They told us they learned a lot of useful information about township services that they will share with patients and others.

MaineStay FY 2019-2020 Statistical Report

	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	YTD
CONTACT HOURS													
Therapy	158	232	216	168	73	79	113	150	158	171	205	154	1875
Psychiatric	34	29	26	26	21	29	29	23	21	39	35	25	336
Groups	24	28						36	27		8	15	137
Non-Clinical Programs	680	416	905	1411	1102	185	194	313	454	160	1523	338	7678
Grand Total	896	705	1146	1605	1196	292	335	522	660	370	1770	531	10025
THERAPY													
New Cases	16	13	17	6	7	13	10	21	20	18	30	13	184
Ongoing Cases	106	102	98	86	76	67	64	69	85	101	109	120	1083
Total Cases	122	115	115	92	83	80	74	90	105	119	139	133	1267
PSYCHIATRIC SERVICES													
New Clients	6	2	9	2	0	0	0	0	0	6	6	5	36
Ongoing Clients	70	74	72	81	83	83	83	82	82	77	83	76	946
Total Clients	76	76	81	83	83	83	83	82	82	83	89	81	982
COMMUNITY EDUCATION													
Professional Workshops	1	1		1			1	1			1		6
General Seminars			1			1						1	3
Attendees	61	62	70	67		95	56	53			254	85	803
MAINETRAC													
Referrals	2	1	0	0	0	0	0	2	0	1	1	0	7
Ongoing Cases	0	0	0	0	0	0	0	1	1	0	0	0	2
Completed Cases	2	2	0	0	0	0	0	0	1	2	0	0	7
Community Service Hours	40	25	0	0	0	0	0	10	10	25	20	0	130
PEER JURY													
New Cases	8	6	1	0		1	1	2	0	0		6	25
High School Jurors	11	11	11	5		5	5	6	6	6		6	72
Ongoing Cases	2	3	4	1		0	1	1	2	2		1	17
Completed Cases	2	8	2	1		1	0	1	1	2		2	20
Community Service Hours	60	195	45	25		25	25	50	50	50		30	555

MaineStay FY 2019-2020 Statistical Report

	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	YTD
MENTORING													
Youth Participants	11	11	11	11	11	11	11	11	11	11	13	13	136
Adult Mentors	11	11	11	11	11	11	11	11	11	11	13	13	136
FUTURE LEADERS													
Youth Participants	44	44	12					26	26	26	26	26	230
High School Mentors	22	22	8					13	13	13	13	13	117
ART IN THE TOWN													
Youth Participants	13	13					14	15	15	15		14	99
SUMMER CAMP													
Youth Participants				20	20								40
STUDENT GOVERNMENT DAY													
Youth Participants	42			37					32				111
Agency Representatives	13			4					11				28
FISH													
Incoming Calls	100	130	115	65	85	75	100	140	90	110	140	170	1320
Total Calls	280	340	280	235	210	305	280	440	290	310	540	520	4030
Riders Served	32	44	33	29	25	29	32	34	25	18	23	29	353
Rides (one way)	108	152	132	108	116	108	116	150	100	104	138	130	1462
Volunteers	12	15	13	14	18	19	19	15	15	14	16	13	183

**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 February 2020

I. Maine Township Emergency Food Pantry Distribution

a. Family Boxes of Food Distributed		<u>155</u>
1. Adults Receiving	<u>237</u>	
2. Children Receiving	<u>36</u>	

b. Emergency Family Boxes of Food Distributed		<u>3</u>
1. Adults Receiving	<u>5</u>	
2. Children Receiving	<u>2</u>	

TOTAL 158 Boxes

II. Cash Donations and Amounts Received

Resident Donations	\$431.00
Business Donations	\$823.00

Total \$1,254.00

III. Food Collections Received during Calendar Month

General Assistance Monthly Report

February 2020

Austin Kelso

General Assistance:

February saw us open 3 new GA cases and close 5 existing cases. Our total client load at the beginning of March is 30.

LIHEAP/CEDA Programs:

As the end of May approaches, we have been busy reminding individuals who have not applied for LIHEAP to do so before the season ends. We met with individuals 112 pertaining to LIHEAP programs in the month of February. Our target goal through the end of February was to have 814 applications completed. As of the end of February we sit at 844 applications completed.

Advocacy/QMB, Snap, and Medicaid:

In February we had 103 meetings with individuals pertaining to QMB, Medicare, Medicaid, and SNAP (food stamps). Three meetings were helping individuals through the QMB (supplementing Medicare) program and 85 meetings were pertaining to both SNAP (food stamps) and Medicaid. In February we also referred individuals to the proper organization on 64 occasions, providing great client service and ensuring that they get the best possible help they can.

Benefit Access:

We met with individuals on 65 occasions pertaining to the Benefit Access program, thus ensuring that our eligible clients save money on their license plate stickers and CTA passes.

MaineLines:

We have given 1,047 MaineLines coupons to our clients this fiscal year, thus ensuring cheaper cab fares for our residents. Through the year, clients have saved \$4,188.

STATISTICAL REPORT
GENERAL ASSISTANCE DEPARTMENT
February 2020

I.	<u>GENERAL ASSISTANCE CASES</u>	
	1. CASES OPENED	<u>3</u>
	2. CASES ONGOING	<u>32</u>
	3. CASES PENDING	<u>0</u>
	4. CASES CLOSED	<u>5</u>
	5. TOTAL INDIVIDUALS RECEIVING GENERAL ASSISTANCE	<u>30</u>
II.	<u>ADVOCACY:</u>	
	1. QMB – QUALIFIED MEDICAL BENEFICIARY PROGRAM	<u>3</u>
	2. GENERAL PUBLIC AID ADVOCACY (TO INCLUDE SNAP, CASH ASSISTANCE AND MEDICAID)	<u>85</u>
	3. COMMUNITY RESOURCE ADVOCACY REFERRALS	<u>64</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>15</u>
	2. BENEFIT ACCESS MONTHLY APPLICATION INTERVIEWS	<u>125</u>
	3. FREE TELEPHONE /BILL REDUCTION APPLICATION INTERVIEWS	<u>8</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>112</u>
VI.	<u>MAINELINES (MAINE TOWNSHIP TAXI CAB VOUCHER PROGRAM)</u>	
	1. NEW APPLICATIONS ACCEPTED	<u>0</u>
	2. MONTHLY INTERVIEWS	<u>4</u>
	3. MAINELINES TICKETS SOLD THIS MONTH	<u>60</u>
	4. TOTAL MONEY COLLECTED FOR TICKETS SOLD (YEAR TO DATE) (MARCH 1 ST -FEBRUARY 28 TH)	<u>\$1,047</u>

MAINSTREAMERS HIGHLIGHTS

February 2020

Marie Dachniwsky, Director

In the month of February we had a variety of programs and day trips. A few of the highlighted day trips were our two trips to see a live taping of Windy City Live.

Day Trips

In the month of February we had 5 day trips. Fifty-five members were able to enjoy a wonderful lunch and production of *"An American in Paris"* at the Drury Lane Theatre. This Academy Award winner brought breathtaking moments of dance and song to the musical stage. Our second day trip, *"Summer – Donna Summer Musical"* was enjoyed by 45 members. The score featured more than 20 of Summer's classic hit songs! Prior to the show they enjoyed a great lunch at Greek Islands. One of our favorite indoor day trips to take in the cold months is seeing a live taping of *"Windy City Live"*, Chicago's #1 daytime talk show. We had two separate dates planned for this trip, so 60 members were able to see a live taping of *"Windy City Live"*. They also were able to meet hosts Val Warner and Ryan Chiaverini. Prior to the show they enjoyed a wonderful breakfast at Yolk. Our last trip for the month brought our members to their feet, dancing and singing to the production of *Saturday Night Fever*, at The Fireside Theatre, Fort Atkinson, WI. *Saturday Night Fever* captures the historic moment of disco-mania in New York City. Not only did the 55 members enjoy the show, they also enjoyed a wonderful meal at the theatre and were able to browse through the gift shops filled with unique, whimsical gifts, and purchase some delicious baked goods.

Valentine Luncheon

On February 11th, 156 members celebrated Valentine's Day with other members at Chateau Ritz. They enjoyed socializing, lunch and Edizon Dayo. Edizon performed Broadway hits, songs from early days of Rock 'N' Roll, and many other great hits. Members were able to sing and dance!

Newcomers Presentation

We had 33 new members attend our Newcomer's Presentation. When a Township resident becomes a new member they are invited to attend an orientation, which highlights the Township Departments, as well as the important information regarding the MaineStreamer membership. They are welcomed by the department staff and are given information regarding registration procedures, policies, and an overview of all the programs, events and trips.

Rules of the Road

The secretary of state Office offers a 2-hour refresher course that is helpful to older adults needing to renew their Driver's License. Members and residents are able to take this class for free, which is conducted by a Secretary of State Instructor. We offer this class three times a year on a Thursday from 1:00 p.m. to 3:00 p.m. The review course combines an explanation of the driving exam, with a practice written exam.

MAINSTREAMERS 2020 STATISTICAL REPORT - FEBRUARY 2020

	NO. OF PARTICIPANTS	YEAR TO DATE	INCOME	EXPENSES	TOTAL
RECREATIONAL PROGRAMS					
Bingo (Monthly)	31	57	\$155.00	\$191.50	(\$36.50)
Day at the Races (Monthly)	37	37	\$240.00	\$158.00	\$82.00
Movie of the Month (Monthly)	33	66	\$68.00	\$9.80	\$58.20
Pinochle Tournament/Social	13	42	\$0.00	\$0.00	\$0.00
Women's/Mens Breakfast (Alternating Months)	24	31	\$360.00	\$314.98	\$45.02
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					
Mike Wallace/Jane Addams/Memory Loss	107	135	\$439.00	\$316.00	\$123.00
FITNESS CLASSES					
Senior Aerobics (8 week sessions)	25	25	\$621.00	\$571.50	\$49.50
Yoga (8 Week Sessions)	12	12	\$456.00	\$625.00	(\$169.00)
Zumba Gold (8 Week Sessions)	30	30	\$1,170.00	\$455.00	\$715.00
Zumba Gold Toning (8 week Sessions)					\$0.00
Chair Yoga (8 Week Sessions)	18	18	\$594.00	\$385.00	\$209.00
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	18	\$0.00	\$0.00	\$0.00
Defensive Driving Course (Held Quarterly)	30	30	\$0.00	\$0.00	\$0.00
LUNCHEONS					
	147	147	\$3,932.00	\$3,711.00	\$221.00
ANNUAL SPECIAL EVENTS					
					\$0.00
MISCELLANEOUS EVENTS					
					\$0.00
DAY TRIPS	215	365	\$19,489.00	\$19,241.46	\$247.54
LONG DISTANCE TRIPS	2	2	\$571.84	\$0.00	\$571.84
SENIOR MAILING (Bi-Monthly)	20	20	\$0.00	\$57.60	(\$57.60)
NEWCOMERS PRESENTATION (Alternating months)	33	33	\$0.00	\$0.00	\$0.00
ADVISORY COUNCIL MEETING (Held Quarterly)					
TOTAL	795	1136	\$28,095.84	\$26,036.84	\$2,059.00
Misc. Expenditures				\$759.22	
			\$28,095.84	\$26,796.06	\$1,299.78
NEW MEMBERS	31	64	Average Age	72 Years old	



Board Report for February/ March 2020

Marty Cook

Friday Night Recovery Meeting Attendance:

February 21 st , 2020	20 Participants
February 28 th , 2020	40 Participants
March 6 th , 2020	43 Participants
March 13 th , 2020	CANCELLED
March 20 th , 2020	CANCELLED

Due to the virus, Niles Park District, Amita Health (Keys to Recovery), and Maine East High School have all closed their facilities to the public, so all onsite MTRC programs have been postponed until further notice. We continue to offer phone support and connect our young people with virtual resources as they become available. Below is a list of events we were able to hold until the facilities were closed

Monday Night Community Service, Holy Family Hospital:

- Six (6) Recovery Connection volunteers spoke with 16 young adult patients in treatment at Holy Family Hospital.

Community Outreach:

- We were unable to use the Niles Park District space for our normal meeting on February 21th instead we had a group outing to Adult Laser tagging at I-Combat for twenty of our participants. It was a great time had by all.
- MTRC annual sober volleyball league continued till it was cancelled March 13
- MTRC consulted three (3) families helped their children find sober living homes/ local meetings.
- MTRC staff hosted service opportunities in the food pantry with their participants.
- MTRC staff attended the Park Ridge Police Department's Opioid Advisory Group.

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

February 21 st , 2020	CANCELLED
February 28 th , 2020	5 Participants
March 6 th , 2020	6 Participants
March 13 th , 2020	CANCELLED
March 20 th , 2020	CANCELLED

MTRC continued its partnership with CrossFit 88 Park Ridge with classes every Saturday (Noon)

February 22 nd , 2020	10 Participants
February 29 th , 2020	11 Participants
March 7 th , 2020	9 Participants
March 14 th , 2020	CANCELLED
March 21 st , 2020	CANCELLED

Miscellaneous:

- The MTRC phone list which serves as a resource to young men and women within the recovery community has grown to 423.
- The MTRC weekly email which briefs our participants on our weekly meeting as well as provides information on other sober related events within the community is now sent to 423 members.

Wiesia Tytko

FOIA

From: Lauren Gwinn <lauren.gwinn@proplogix.com>
Sent: Thursday, March 5, 2020 11:39 AM
To: wtytko@mainetown.com
Subject: Records Request // 1921 Rancho Lane

Received:
3/5/2020

Response by:
Thur. - 3/12/2020

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:

1921 Rancho Lane
Des Plaines, Illinois 60016

Parcel ID #:

09-15-307-022-0000

Owner:

US Bank for LSF10

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 _____

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!