

Maine Township Board Meeting July 27, 2021

Maine Township Board meeting has been videotaped.

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

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

Indexed agenda at:

https://mainetown.com/wp-content/uploads/2021/07/agenda_21-07-27.pdf

This meeting will be conducted in person. Physical public attendance at the Township building may be limited or not feasible, so alternative arrangements for public access to hear the meeting are available here: <https://us02web.zoom.us/j/82822323754>. To obtain password to connect to this meeting, please call Richard Lyon at 224-257-4869 prior to 6:00 p.m. on July 27, 2021. The meeting will also be audio or video recorded and made available to the public, as provided by law.

Board Members Present and other Elected Officials: Supervisor Dimond, Trustees: Jones, Horvath, Maher, Malik, Clerk Gialamas, Assessor Moylan Krey and Highway Commissioner Beauvais

Others in Attendance: Kurt Asprooth, Dayna Berman, Richard Lyon, Victoria Rizzo, Doriene Prorak, Elizabeth Coy, Carol Langan, Marie Dachniwsky, Nader Ghazaleh, Michael Samaan, Austin Kelso, Marty Cook, Chris Scalet, Michael Walters and Wiesia Tytko

Supervisor Dimond called the meeting to order at 7:00 p.m., Clerk Gialamas led the Pledge of Allegiance and called the roll.

Agenda Item: Approval of Minutes of June 22, 2021 Bill Pay Review

Trustee Jones Motion to waive the reading and approve the minutes of the June 22, 2021 Bill Pay Review.

Trustee Horvath Second.

Motion on a roll call vote as follows:

Supervisor Dimond Yes

Trustee Jones Yes

Trustee Horvath Yes

Trustee Maher Yes

Trustee Malik Yes

Motion carried.

Agenda Item: Approval of Minutes of June 22, 2021 Board Meeting

Trustee Horvath Motion to waive the reading and approve the minutes of the June 22, 2021 Board Meeting.

Trustee Maher Second.

Motion on a roll call vote as follows:

Supervisor Dimond Yes

Trustee Jones Yes

Trustee Horvath Yes

Trustee Maher Yes

Trustee Malik Yes

Motion carried.

Agenda Item: Approval of General Assistance Expenditures

Payrolls dated June 25, 2021, July 9, 2021 and July 23, 2021 and General Assistance checks #53544 through check #53594 in the amount of \$55,060.91.

Trustee Jones Motion to approve.

Trustee Horvath Second
Motion on a roll call vote as follows:
Supervisor Dimond Yes
Trustee Jones Yes
Trustee Horvath Yes
Trustee Maher Yes
Trustee Malik Yes
Motion carried.

Agenda Item: Approval of Road District Expenditures
Payrolls dated June 25, 2021, July 9, 2021 and July 23, 2021 and Road District checks #21943 through check #21994 in the amount of \$114,537.77.

Trustee Horvath Motion to approve.
Trustee Malik Second.
Motion on a roll call vote as follows:
Supervisor Dimond Yes
Trustee Jones Yes
Trustee Horvath Yes
Trustee Maher Yes
Trustee Malik Yes
Motion carried.

Agenda Item: Approval of General Town Fund Expenditures
Payrolls dated June 25, 2021, July 9, 2021 and July 23, 2021 and General Town Fund checks #58766 through check #58837 in the amount of \$353,985.23.

Trustee Jones Motion to approve.
Trustee Maher Second.
Motion on a roll call vote as follows:
Supervisor Dimond Yes
Trustee Jones Yes
Trustee Horvath Yes
Trustee Maher Yes
Trustee Malik Yes
Motion carried.

Agenda Item: Personnel, Discussion and Vote/Deputy Clerk – Part Time Position
See video at 4:58.

Clerk Gialamas stated that after reviewing a few job applications, he would like to hire Banutharakeswari Sivasubramani (Banu Siva) for the part-time Deputy Clerk position. He proposed the hourly rate of \$15.00 and a starting date of August 2, 2021.

Trustee Jones Motion to hire Banutharakeswari Sivasubramani (Banu Siva) for the part-time Deputy Clerk position with the hourly rate of \$15.00 starting August 2, 2021.
Trustee Horvath Second.

Clerk Gialamas stated that at this time he has two full-time employees and his office needs one part-timer to be able to offer all services and not to be limited during the employee’s time off. He added that Banu Siva lives in Maine Township and is flexible with working hours and will be a great addition to his team.

Motion on a roll call vote as follows:
Supervisor Dimond Yes
Trustee Jones Yes

Trustee Horvath	Yes
Trustee Maher	Yes
Trustee Malik	Yes

Motion carried.

Agenda Item: Public Participation
None.

Agenda Item: Department Head Report/Nader Ghazaleh, Code Enforcement Officer
See video at 9:14.

Nader Ghazaleh, Maine Township Code Enforcement Officer reported that he is handling and investigating residents' complaints on a daily basis. Some of his duties contain patrolling and monitoring for abandoned vehicles, serving as a liaison to Highway Department, Cook County Sheriff and Cook County Building and Zoning, working closely with garbage provider and regularly coordinating residents' complaints with Supervisor and Administrator.

Supervisor Dimond asked Mr. Ghazaleh to elaborate on the meeting with Commissioner Peter Silvestri.

Mr. Ghazaleh stated that the meeting with Cook County Board Commissioner Silvestri and two other Commissioners took place on July 13th. The Commissioners wanted to know if there is anything they can do to simplify permitting in Maine Township. They came up with the proposition of creating a seminar for us to show the procedures how this matter is resolved in downtown.

Agenda Item: Administrator's Report
See video 17:23.

Administrator Berman stated that she, Supervisor Dimond, Code Enforcement Ghazaleh and Michael Flood from Flood Brothers Disposal Co. met to discuss the Solid Waste Collection and Recycling 5-year contract which will start on October 1, 2021. They also discussed everything regarding change over from Republic Services to Flood Brothers and hoping to provide our residents with a smooth transition. Administrator Berman added that Doriene Prorak is currently working on updating the unincorporated resident list.

Administrator Berman reported that she is working with OEM Director, John Bennett on the Maine Township Town Hall Emergency Action Plan. She added that on Monday, July 26th, we had our first Safety Fire Drill this year, and they are also working on a Tornado Drill.

Agenda Item: Old Business, Discussion and Possible Vote on Building Maintenance Ordinance Provisions
See video 20:21.

Highway Commissioner Beauvais stated that he, Supervisor Dimond and Code Enforcement Officer Ghazaleh would like to bring higher standards in the Township in regards to the Maine Township Ordinance Book and Building Maintenance Ordinance. He proposed some provisions which were distributed prior to the meeting. He added that in his opinion they will be beneficial to our Code Enforcement Officer and our residents.

Agenda Item: New Business, Discussion on 2021 Review of Annual Financial Report
See video at 23:00.

Chris Scalet, CPA from Evans, Marshall & Pease, P.C. stated that he has been doing audits for Maine Township for over 3 years. He is responsible for audits, bank reconciliations and IMRF statements. There were several questions regarding Maine Township financial statements, which were answered by Mr. Scalet.

Agenda Item: New Business, Discussion and Vote on Annual Maintenance Agreement for Copiers and Printers
See video at 27:09.

Victoria Rizzo, Deputy Administrator, made a presentation on an Annual Maintenance Agreement for Service, Replacement Parts and Toner for Copiers and Printers. She stated that the Township will now own 3 black and white copiers, 1 color copier, 1 multi-function device and 11 printers. As we do not have

a lease, a maintenance agreement is required to cover the service, replacement parts and toner. Ms. Rizzo presented 3 quotes for this agreement, and recommended that we use Pulse Technology. The rate per month is \$650.00, with a start date of August 1, 2021 and expiration date of July 31, 2022. This agreement covers parts, labor and unlimited color and black and white prints with no overage fees.

Discussion.

Trustee Maher Motion to accept Annual Maintenance Agreement for Service, Replacement Parts and Toner for Copiers and Printers as presented.

Trustee Horvath Second.

Motion on a roll call vote as follows:

Supervisor Dimond Yes

Trustee Jones Yes

Trustee Horvath Yes

Trustee Maher Yes

Trustee Malik Yes

Motion carried.

Agenda Item: New Business, Discussion on Service Contract for Public Relations Consultant

See video at 30:46.

Supervisor Dimond stated that Trustee Horvath came up with a proposal for a township Public Relations & Marketing Consultant position, which was included in the Board packet for further suggestions and discussion.

Trustee Horvath stated that she met with Administrator Berman to discuss the importance of having a consultant either be a part of the Township team or hiring a professional public relations person.

Supervisor Dimond suggested that the Board members get familiar with the "Social Media & Township Government The Do's & The Don'ts" prepared by TOI, for purpose and guidelines in using the technology to share news releases and information regarding Township government.

Discussion.

After discussion Trustees and Supervisor Dimond agreed that the proposal to provide Public Relations & Marketing Consultant will be forwarded to our attorney for review and later posted on our website.

Agenda Item: New Business, Discussion on Municode and Ordinance Codification

See video at 45:30.

Supervisor Dimond stated that she would be sending a link to all Elected Officials regarding Municode. She informed the Board that Municode offers self-publishing software service for code publication for all types of local government bodies. Our Ordinances can be arranged in a systematic form and arranging them will be more easily for the public to find a specific ordinance they may want to look up. Supervisor Dimond stated that we can implement this service in the future.

Agenda Item: New Business, Discussion on Expanded Neighborhood Watch Night: Cook County Sheriff, Cook County Building and Zoning, Cook County Health Dept.

See video at 47:32.

Supervisor Dimond stated that at the meeting with Commissioner Silvestri and members of the Cook County Building & Zoning Department it was decided that they are willing to come out and help us to organize an Expanded Neighborhood Watch Night with participation from the Cook County Sheriff, Cook County Building and Zoning and possibly Cook County Health Department.

Agenda Item: New Business, Discussion on Agency Funding Dates for September/October

See video at 48:50.

Richard Lyon, MaineStay Director, stated that Maine Township has been providing grant fundings to various non-profit social services agencies that serve Maine Township residents since 1987. The process

starts during the July Board meeting, when Board picks three funding hearing dates for agencies to come, present and ask for funding. When funding hearings are completed, the Board of Trustees, Department Directors, Agency & Program Coordinator and Administrator make their recommendations for allocating fundings. Typically, at the December Board meeting, a funding decision is made by the Board.

After short discussion the Board decided to hold the Agency Funding Hearings on Tuesday, October 5th, Wednesday, October 20th and Tuesday, November 2nd.

Agenda Item: New Business, Discussion & Possible Vote on Kitchen Remodel Project

See video at 58:43.

The Trustees, Maintenance Director, Mike Samaan and Administrator Berman went downstairs to the community room kitchen to see what they thought that should be remodeled.

After a short recess, Supervisor Dimond stated that the Board can discuss and decide if a kitchen remodel should be done at this time.

Trustees expressed their opinions about remodeling. Mr. Samaan stated that that kitchen should be modernized which will benefit the Maine Township staff and residents who come here for various programs.

Supervisor Dimond suggested to postpone further discussion regarding kitchen remodeling and to get prices from different places for kitchen cabinets for the next Board meeting.

Supervisor Dimond announced and read out loud a new legislation that passed under the Safety Act Statute. She explained that our government can appoint someone as an auditing official but if we won't and we don't have to, the State's Attorney will step into that role. If someone makes a complaint against our government body and we did not appoint an auditing official, the State's Attorney will step in and will handle this matter.

Supervisor Dimond stated that the Illinois Attorney General's website is still not working and OMA training for the new Elected Officials is not available.

Supervisor Dimond received a phone call from the Central Management Services of the State of Illinois about surplus properties. She added that Township has an expired surplus property application and Ms. Prorak will be renewing it so we can be eligible for some free property.

Supervisor Dimond talked about a possibility of implementing an Investment Policy. She explained that our investment income is one type of income that we have and it's admittedly a very small one compared to property taxes. She proposed the Township to adopt an Investment Policy which will be drafted and open for discussion at the next Board meeting. She added that the investment policy will let us invest in some other very safe investments like treasury bills or treasury bonds.

Agenda Item: Officials' Reports

Assessor Moylan Krey reported that the 2nd installment of the 2020 tax bill will be mailed the end of August and will be due October 1st without penalty. The Cook County Assessor has problems with the Senior Freeze Exemption on high-end residential and commercial properties.

Assessor Moylan Krey stated that Maine Township is open for appeals since July 23rd and on that day, she attended the first in person Cook County Township Assessor Association meeting in 16 months. She added that Cook County Treasurer will have 2018 property tax sale in November 2021. The Property Tax Appeal Board will be completing all 2016 appeals by the end of this summer and 2017 appeal review will begin.

Highway Commissioner Beauvais stated that the bid opening for the 2021 projects will be held on July 28th.

Clerk Gialamas thanked the Board for approving his new part-time position which will help his office a lot.

Clerk Gialamas stated that he had a great time attending the outdoor drive-in concert of Rockin Fendershirts organized by MaineStreamers and is looking forward to attend the India Cultural Day.

Supervisor Dimond stated that we have three big events coming in the month of August planned by MaineStreamers. She especially thanked Marie Dachniwsky, MaineStreamer Director for helping to organize these events.

Trustee Malik extended his thanks to Marie Dachniwsky, Monika Jaroszewicz, Oksana Bukaczyk, Michael Samaan and Nader Ghazaleh for being extremely helpful to organize India Cultural Day on August 3rd and Pakistan Cultural Day on August 21st. He added that Secretary of State, Jesse White confirmed that

he is going to attend the Pakistan Cultural Day. He also added that there will be food, music and cultural dance.

Supervisor Dimond pointed out that on August 21st from 9:00 a.m. to 2:00 p.m. we will have Drug Take Back & Electronic Recycling event and from 4:30 p.m. to 8:30 p.m. the Pakistan Cultural Day will take place.

Trustee Maher stated that he participated in the Niles 4th of July Parade along with Trustee Horvath and Supervisor Dimond. He also attended a baseball game with Marty Cook and the Recovery Connection group, which was an outstanding event with a lot of fun with no alcohol consumed.

Supervisor Dimond thanked Doriene Prorak for helping with the 4th of July parade.

Trustee Jones stated that she attended the Polish Night and the Rockin Fenderskirts concert. She reported that on Wednesday, July 7th the Neighborhood Watch group had the meeting outside in person. The next Neighborhood Watch meeting will be held on Wednesday, August 4th at 7:00 p.m. She added that she is excited to attend Trustee Malik's events. Trustee Jones thanked everyone for the hard work they are putting in preparing these events.

For more detailed Officials' Reports see video at 1:14:00.

Agenda Item: Closed Session, Personnel Issues, Litigation – Possible Action on Closed Session
See video at 1:27:03.

Trustee Jones Motion to go to the Closed Session for the appointment, employment, compensation, discipline performance or dismissal of specific employees and for any pending litigations.

Trustee Horvath Second.

Motion on a roll call vote as follows:

Supervisor Dimond Yes

Trustee Jones Yes

Trustee Horvath Yes

Trustee Maher Yes

Trustee Malik Yes

Motion carried.

The Board re-convened in Open Session at 9:45 p.m.

Trustee Jones Motion to re-convene in Open Session.

Trustee Horvath Second.

All in favor.

There was no action taken after the reopening in the open session.

Agenda Item: Adjournment

Trustee Horvath Motion to adjourn.

Trustee Maher Second.

Motion on a roll call vote as follows:

Supervisor Dimond Yes

Trustee Jones Yes

Trustee Horvath Yes

Trustee Maher Yes

Trustee Malik Yes

Motion carried.

The meeting was adjourned at 9:49 p.m.