

Maine Township Board Meeting August 24, 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/2021/08/agenda\\_21-08-24.pdf](https://mainetown.com/wp-content/uploads/2021/08/agenda_21-08-24.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/83594786398>. To obtain password to connect to this meeting, please call Richard Lyon at 224-257-4869 prior to 6:00 p.m. on August 24, 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: Horvath, Maher, Trustee Jones came at 7:05 p.m., Clerk Gialamas, Assessor Moylan Krey and Highway Commissioner Beauvais

Others in Attendance: Kurt Asprooth, Dayna Berman, Richard Lyon, Doriene Prorak, Elizabeth Coy, Carol Langan, Marie Dachniwsky, Nader Ghazaleh, Michael Samaan, Austin Kelso, Marty Cook, John Bennett, Dagmar Rutzen, John Stuebe, Judy Fregeto and Wiesia Tytko

Supervisor Dimond stated that Trustee Malik informed the Board that he won't be able to attend this meeting.

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 July 27, 2021 Bill Pay Review

Trustee Horvath Motion to waive the reading and approve the minutes of the July 27, 2021 Bill Pay Review.

Trustee Maher Second.

Motion on a roll call vote as follows:

Supervisor Dimond	Yes
Trustee Jones	Absent
Trustee Horvath	Yes
Trustee Maher	Yes
Trustee Malik	Absent

Motion carried.

Agenda Item: Approval of Minutes of July 27, 2021 Board Meeting

Trustee Maher Motion to waive the reading and approve the minutes of the July 27, 2021 Board Meeting.

Trustee Horvath Second.

Motion on a roll call vote as follows:

Supervisor Dimond	Yes
Trustee Jones	Absent
Trustee Horvath	Yes
Trustee Maher	Yes
Trustee Malik	Absent

Motion carried.

Agenda Item: Approval of General Assistance Expenditures

Payrolls dated August 6, 2021 and August 20, 2021 and General Assistance checks #53595 through check #53642 in the amount of \$45,053.26.

Trustee Horvath      Motion to approve.  
Trustee Maher      Second

Motion on a roll call vote as follows:

Supervisor Dimond      Yes  
Trustee Jones      Absent  
Trustee Horvath      Yes  
Trustee Maher      Yes  
Trustee Malik      Absent

Motion carried.

Agenda Item: Approval of Road District Expenditures

Payrolls dated August 6, 2021 and August 20, 2021 and Road District checks #21995 through check #22030 in the amount of \$74,379.95.

Trustee Maher      Motion to approve.  
Trustee Horvath      Second.

Motion on a roll call vote as follows:

Supervisor Dimond      Yes  
Trustee Jones      Absent  
Trustee Horvath      Yes  
Trustee Maher      Yes  
Trustee Malik      Absent

Motion carried.

Agenda Item: Approval of General Town Fund Expenditures

Payrolls dated August 6, 2021 and August 20, 2021 and General Town Fund checks #58838 through check #58917 in the amount of \$331,600.87.

Trustee Horvath      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      Absent

Motion carried.

Agenda Item: India Cultural Night Video

See video at 4:30.

Everyone watched the video taken at India Cultural Day event on August 3<sup>rd</sup>.

Nader Ghazaleh, Code Enforcement Officer, stated that this video was taken by his son, Sam Ghazaleh. Sam Ghazaleh used a drone to take the video, he edited the movie and added authentic Indian music.

Supervisor Dimond extended her and the Board appreciation to Sam Ghazaleh for this wonderful video. She presented Nader Ghazaleh with the award for all his hard work and contribution in organizing the Indian and Pakistan Cultural Days. This award was also presented to other employees during Pakistan Cultural Day.

Supervisor Dimond also thanked Trustee Malik for the idea and organization of India and Pakistan Cultural events. She read the Proclamation Celebrating Pakistan Independence Day sent to Maine Township as a symbol of esteem and respect from Senators Ram Villivalam and Laura Murphy. Supervisor Dimond stated that, by having two events on the same day, the Saturday, August 21<sup>st</sup> was a very busy day for Maine Township. She noted that Drug Take Back & Electronic Recycling

event was extremely popular during the hours 9:00 a.m. to 2:00 p.m. and many residents were trying to bring their electronics after 2:00 p.m. Supervisor Dimond stated that we will hold a second recycling event for residents who couldn't bring their electronics on August 21<sup>st</sup>. Supervisor Dimond thanked Doriene Prorak for her dedication and contributing her efforts to this event.

Agenda Item: Personnel, Discussion and Vote – Part-Time Receptionist

See video at 15:31.

Administrator Berman asked the Board for approval of hiring Cathleen Ryder for a part-time receptionist position with the hourly rate of \$15.00 per hour, with no benefits and with a total of 19 hours per week. Administrator Berman added that Ms. Ryder's resume was included in the Board packet. She also stated that our full-time receptionist left for personal reasons and Carol Langan, Emergency Food Pantry Director, took over this position. Administrator Berman proposed to move Ms. Langan back to Food Pantry and hire two part-time receptionists.

Administrator Berman reported that after reviewing 43 resumes and interviewing 6 candidates, Cathleen Ryder has relevant recent front desk experience and resides in Maine Township.

Trustee Maher                      Motion to hire Cathleen Ryder for a part-time receptionist with the hourly rate of \$15.00 per hour, no benefits and with a total of 19 hours per week, as recommended by Administrator Berman.

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                      Absent

Motion carried.

Agenda Item: Public Participation

None.

Agenda Item: Department Head Report/John Bennett – Office of Emergency Management

See video at 20:07.

Office of Emergency Management Director, John Bennet reported on OEM's history, assets and achievements. He asked the Board for guidelines and more resources to run the OEM office better.

Agenda Item: Old Business, Discussion and Vote – Ordinance 2021-3, Amendment to Ordinance 97-3, Property Maintenance Code

See video 35:24.

Supervisor Dimond stated that a copy of Ordinance 2021-3 was included in the Board packet for discussion and vote. She added that the Ordinance 2021-3 includes amendments and provisions proposed by Highway Commissioner Beauvais.

Trustee Jones                      Motion to adopt the Ordinance 2021-3, Amendment to Ordinance 97-3 Property Maintenance Code.

Trustee Horvath                    Second.

Discussion and comments.

Motion on a roll call vote as follows:

Supervisor Dimond                Yes

Trustee Jones                      Yes

Trustee Horvath                    Yes

Trustee Maher                      Yes

Trustee Malik                      Absent

Motion carried.

Agenda Item: Old Business, Discussion and Vote – Maine Township Investment Policy

See video at 39:20.

Supervisor Dimond stated that the proposed Investment Policy was included in the Board distribution. She added that this policy included all General Fund, Road and Bridge and General Assistance funds belonging to or in the custody of Maine Township. Supervisor Dimond thanked Doriene Prorak for working on this policy.

Trustee Horvath	Motion to adopt Maine Township Investment Policy.
Trustee Jones	Second.

Discussion and comments.

Motion on a roll call vote as follows:

Supervisor Dimond	Yes
Trustee Jones	Yes
Trustee Horvath	Yes
Trustee Maher	Yes
Trustee Malik	Absent

Motion carried.

Agenda Item: Old Business, Follow Up/Discussion on Kitchen Remodel Project

See video at 42:41.

Supervisor Dimond stated that Maintenance Foreman, Mike Samaan received more quotes for kitchen remodel project which were more expensive than it was projected. It was confirmed by Attorney Asprooth that if the quotes are more than \$20,000.00 the Township needs to prepare RFPs and go out to bid.

Mr. Samaan stated that he and Administrator Berman are already working on putting together an RFP for the kitchen remodeling project. It is in review with the attorney and with board approval, the bidding process can start in October.

Agenda Item: Old Business, Update on Contract for Public Relations Consultant

See video at 47:15.

Administrator Berman stated that she received only one proposal for contracting a Public Relations Consultant. She suggested extending the time to get more proposals.

Supervisor Dimond stated that the extended time for submission of said proposals will be posted on our website.

Trustee Horvath suggested to post the RFP documents on more places to solicitate more candidates.

Agenda Item: New Business, Discussion and Vote on Township Email Renewal Package-Richard Lyon

See video at 50:51.

MaineStay Director, Richard Lyon stated that all Maine Township email addresses are currently hosted with GoDaddy. The Workspace Email we use is being phased out by the end of this year, which will require us to upgrade to a more modern hosting service – Microsoft 365. Mr. Lyon stated that after speaking with GoDaddy, Microsoft, Comcast and consulting with Warehouse Direct, he recommends using GoDaddy for the email upgrade as they offer the lowest cost. A price comparison between the three companies for 55 email accounts over a three-year period was included.

Trustee Maher	Motion to hire GoDaddy for a three-year period for the total amount of \$1,700.40.
Trustee Horvath	Second.

Discussion.

Motion on a roll call vote as follows:

Supervisor Dimond	Yes
Trustee Jones	Yes

Trustee Horvath	Yes
Trustee Maher	Yes
Trustee Malik	Absent

Motion carried.

Agenda Item: New Business, Discussion of Possible Cyber Security Audit-Richard Lyon  
See video at 59:24.

MaineStay Director, Richard Lyon stated that a cyber security audit is a systematic and independent examination of an organization's cyber security. The cyber security audit will do: 1. Penetration test and vulnerability assessment – including testing ethical hacking, firewall, servers, email phishing test to all employees, 2. Cybersecurity risk assessment, 3. Web application testing, 4. Mitigation retesting. The price for the Cyber Security Audit will be \$25,000.00.

Discussion and comments.

After discussion it was decided to look more into the Cyber Security Audit in the near future.

Agenda Item: New Business, Cook County American Rescue Plan Act/Community Survey  
See video at 1:05:35.

Supervisor Dimond stated that the Cook County American Rescue Plan Act will directly receive over \$1 billion from the federal government. They are in the process of developing a responsible and comprehensive spending plan to strategically use these one-time resources. Supervisor Dimond pointed out that she spoke with Senator Murphy and tried to find out how we can get this funding for our Township. She added that these funds should be used for capital fund or for one-time expenses.

Mr. Lyon stated that the information regarding Cook County's American Rescue Plan Act will be posted on our website, we will post flyers at both entrances, we will send out the information including a survey through our e-newsletter.

Agenda Item: New Business, Discussion on Township Open Hours for Service  
See video at 1:11:09.

Supervisor Dimond stated that on Monday, August 23<sup>rd</sup> at the Department Head meeting she discussed with the Department Heads the possibility of extending the operating hours in the Maine Township Town Hall. She suggested being open for services once a week until 8:00 p.m. or possibly Saturday morning. The subject was opened for discussion.

Discussion and comments.

Agenda Item: New Business, Blood Drive – October 14, 2021  
See video at 1:17:00.

Doriene Prorak stated that Cook County Commissioner Peter Silvestri asked if Supervisor Dimond would consider co-hosting a Blood Drive. Due to the tremendous blood shortage Supervisor Dimond agreed to host this event without any hesitation. Ms. Prorak met with Hugo Sahadan and it was agreed to host the Blood Drive on Thursday, October 14, 2021 from 10:00 a.m. to 4:00 p.m. in the Maine Township Community room.

Ms. Prorak said that we will need at least 35 people to donate blood.

Agenda Item: Officials' Reports

Assessor Moylan Krey stated that the appeal process in Maine Township ended on August 23<sup>rd</sup>. Many disappointed residents came on August 24<sup>th</sup> not able to appeal but were told to do that with the Board of Review. She commented that sometimes, it was very difficult to send appeals to Cook County Assessor's office since their system was down frequently.

Assessor Moylan Krey reported that the 2020 tax bills have been sent out and they are due October 1<sup>st</sup>. Some of the tax bills that were already checked by her office, have mistakes and will be asked to be corrected with a revised tax bill. She added that her office is continuing to fill out Certificate of Errors and making sure that our residents receive all the correct exemptions they are entitled to.

Highway Commissioner Beauvais reported that their annual street projects will be starting soon and anticipated completion date is mid to late October. These will include street resurfacing along with sidewalk and curb replacement on some streets.

Highway Commissioner Beauvais stated that highway crew have been extremely busy removing hundreds of downed limbs and debris after the recent storms. They have also been repainting pedestrian crosswalk markings, checking stop signs and picking up branches. The final tree branch pickup for 2021 season will end on the third Monday in September.

Highway Commissioner Beauvais noted that his staff attended a snowplowing safety course sponsored by Nipsta in Glenview. He commended his crew for the tireless extra work, Maine Township staff for an incredible job with all the events, Trustee Malik for a great job organizing the Indian and Pakistan Cultural Days. He thanked the residents of Maine Township for their input in responding to the Highway Department report cards that were sent out.

Trustee Horvath reminded everyone that MaineStreamers are hosting an outdoor drive-in concert featuring Dancing Queen on Wednesday, August 25<sup>th</sup>.

Trustee Jones thanked everyone involved in organizing the Indian and Pakistan Cultural Day. She said it was a great team effort and also extended her thanks to Sam Ghazaleh for a wonderful video.

Trustee Jones stated that the next Neighborhood Watch meeting will take place on Wednesday, September 1<sup>st</sup> at 7:00 p.m.

For more detailed Officials' Reports see video at 1:20"30.

Agenda Item: Closed Session, Approval of Closed Session Minutes (ILCS5-120-2(c)(1), Pending Litigation

Trustee Jones Motion to go to the Closed Session for the purpose to discuss the approval of the Closed Session minutes and for the pending litigation.

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: Adjournment

Trustee Jones Motion to adjourn.

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	Absent

Motion carried.

The meeting was adjourned at 9:03 p.m.

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Maine Township Clerk