

Maine Township Town Hall
1700 Ballard Road Park Ridge, IL 60068
Tuesday, April 26, 2022

Township Board Meeting
AGENDA

This meeting will be conducted in person. The meeting will also be audio or video recorded and made available to the public, as provided by law.

7:00 - Call Regular Meeting to Order
Pledge of Allegiance
Roll Call

Discussion and Potential Action on the Following Items:

1. Approval of Minutes of March 22, 2022 Bill Pay Review
2. Approval of Minutes of March 22, 2022 Board Meeting
3. Approval of Minutes of March 22, 2022 GTF/GA Budget Hearing
4. Approval of General Assistance Expenditures
5. Approval of Road District Expenditures
6. Approval of General Town Fund Expenditures
7. Public Participation
8. Presentation by Catherine Sbarra/National Group Health Alliance
9. Old Business
 - Community Solar Update & Possible Renewal Vote
 - Discussion of Website Improvements
 - Discussion of MWRD Project
10. New Business
 - Appointment & Vote of FOIA Vacancy
 - Discussion & Vote of Personal and Sick Leave Policy Amendment in Personnel Policy Manual
 - Discussion & Vote of Credit Card Policy Amendment in Personnel Policy Manual
 - Discussion of Summer Festivals
11. Personnel
 - Discussion and Possible Vote of OEM Director Position
12. Officials' Reports
 - National Night Out
 - Discussion of Township Van Usage
13. Adjournment



ADMINISTRATOR'S REPORT

Date: March, 2022
To: Elected Officials
From: Dayna Berman, Administrator

I attended a very informative presentation held by Trustee Horvath on Canva, the graphic design platform that allows you to create everything from invitations to flyers to postings for Facebook. I learned quite a bit and look forward to utilizing these tools when creating any document in which graphics would enhance my project.

The OEM Director job ad has been publicly posted in several locations. Receiving resumes in which the candidates had the experience and background that we were looking for, Supervisor Dimond and I were able to conduct three interviews these last couple weeks. All applicants were well versed in the area of community protection and public safety.

I attended the Annual Town Meeting and was so pleased to see representatives from the Niles Community Church and Park Ridge Presbyterian Church be able to receive an award for the large donation they made to our food pantry. We are very honored to be the recipient of this donation. It's also always a pleasure to witness several of the employees receive their anniversary pins for years of service as well as honoring a local resident with the Sgt. Karen Lader Memorial Good Citizens Award for their good work in the community.

I have been working with our Supervisor and our HR Generalist on reviewing the current Personnel Policy Manual for some possible revisions as well as discussing implementation of other policy's.

In the months ahead, we will be planning for National Night Out, Indian and Pakistan Cultural Events and our fall Garage Sale.

MAINE TOWNSHIP GENERAL ASSISTANCE FUND

92%	of the year remaining	MAR	YTD INCOME	BUDGET	BALANCE	% Left
REVENUE						
	Property Tax	\$0.00	\$0.00	\$500,000.00	\$500,000.00	0%
	SS Reimbursement	\$8,235.58	\$8,235.58	\$12,000.00	\$3,764.42	31%
	Interest Income	\$55.34	\$55.34	\$700.00	\$644.66	92%
	Energy Assistance Revenue	\$4,950.00	\$4,950.00	\$18,000.00	\$13,050.00	73%
	Miscellaneous	\$0.00	\$0.00	\$1.00	\$1.00	100%
	TOTAL REVENUES	\$13,240.92	\$13,240.92	\$530,701.00	\$517,460.08	98%
EXPENSES						
EXPENSES-ADMINISTRATIVE						
92%	of the year remaining	MAR	YTD EXPENSE	BUDGET	BALANCE	% Left
	Gross Pay Account	\$31,340.93	\$31,340.93	\$330,000.00	\$298,659.07	91%
	IDES	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Social Security	\$2,342.80	\$2,342.80	\$26,000.00	\$23,657.20	91%
	IMRF	\$1,828.80	\$1,828.80	\$30,000.00	\$28,171.20	94%
	Administrative Div. Health Ins.	\$5,821.74	\$5,821.74	\$150,000.00	\$144,178.26	96%
	Life Insurance	\$23.72	\$23.72	\$500.00	\$476.28	95%
	Dental Insurance	\$52.76	\$52.76	\$2,200.00	\$2,147.24	98%
	Tuition Reimbursement	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Accounting Services	\$462.16	\$462.16	\$8,000.00	\$7,537.84	94%
	Conferences Meetings	\$0.00	\$0.00	\$250.00	\$250.00	100%
	Dues Subscriptions	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Print Management	\$39.60	\$39.60	\$1,700.00	\$1,660.40	98%
	General Insurance-Liab-Bond	\$0.00	\$0.00	\$7,000.00	\$7,000.00	100%
	Legal Services	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Mileage-Travel-Lodging	\$0.00	\$0.00	\$1,000.00	\$1,000.00	100%
	Postage	\$343.33	\$343.33	\$2,000.00	\$1,656.67	83%
	Printing Publishing	\$0.00	\$0.00	\$500.00	\$500.00	100%
	Staff Training	\$0.00	\$0.00	\$100.00	\$100.00	100%
	Hearing Officer	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Miscellaneous	\$772.33	\$772.33	\$1.00	-\$771.33	-77133%
	Office Supplies	\$78.75	\$78.75	\$2,700.00	\$2,621.25	97%
	Computer Software Development	\$0.00	\$0.00	\$2,350.00	\$2,350.00	100%
	Comp Tech Support	\$359.60	\$359.60	\$4,400.00	\$4,040.40	92%
	Total	\$43,466.52	\$43,466.52	\$568,706.00	\$525,239.48	92%

MAINE TOWNSHIP GENERAL ASSISTANCE FUND

EXPENSES-ASSISTANCE						
92%	of the year remaining	MAR	YTD EXPENSE	BUDGET	BALANCE	% Left
	Emergency Assist Program	\$300.00	\$300.00	\$3,500.00	\$3,200.00	91%
	Prescription Drugs	\$0.00	\$0.00	\$1,500.00	\$1,500.00	100%
	Dental Services	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Medical Services	\$0.00	\$0.00	\$500.00	\$500.00	100%
	Funeral & Burial Services	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Client Utilities	\$470.40	\$470.40	\$8,000.00	\$7,529.60	94%
	Shelter-Rent	\$7,991.84	\$7,991.84	\$70,000.00	\$62,008.16	89%
	Ambulance Paramedic	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Food	\$0.00	\$0.00	\$45,000.00	\$45,000.00	100%
	Pers Essentials	\$2,313.00	\$2,313.00	\$20,000.00	\$17,687.00	88%
	Client Health Ins.	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Transient	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Catastro. Med. Insurance	\$0.00	\$0.00	\$5,100.00	\$5,100.00	100%
	Total	\$11,075.24	\$11,075.24	\$153,605.00	\$142,529.76	93%
	TOTAL OPERATING EXPENSES	\$54,541.76	\$54,541.76	\$722,311.00	\$667,769.24	92%

MAINE TOWNSHIP ROAD AND BRIDGE FUND

92% of the year remaining **MAR** YTD INCOME BUDGET BALANCE % Left

REVENUE

Property Tax	\$794,401.92	\$794,401.92	\$1,881,060	\$1,086,658.08	58%
Other Income	\$1,835.19	\$1,835.19	\$39,237.00	\$37,401.81	95%
Interest Income	\$194.12	\$194.12	\$1,974.00	\$1,779.88	90%
Permit Fees	\$0.00	\$0.00	\$12,111.00	\$12,111.00	100%
Persnl Prop Replacement Tx	\$35,652.46	\$35,652.46	\$151,761.00	\$116,108.54	77%
TOTAL REVENUES	\$832,083.69	\$832,083.69	\$2,086,143.00	\$1,254,059.31	60%

EXPENSES

92% of the year remaining **MAR** YTD EXPENSE BUDGET BALANCE % Left

GENERAL ROAD FUND-ADMINISTRATIVE

Admin Salary Expense	\$8,318.04	\$8,318.04	\$74,960.00	\$66,641.96	89%
Health Insurance	\$9,391.29	\$9,391.29	\$116,684.00	\$107,292.71	92%
Life Insurance	\$29.65	\$29.65	\$900.00	\$870.35	97%
Dental Insurance	\$61.41	\$61.41	\$5,400.00	\$5,338.59	99%
Alcohol & Drug Testing	\$0.00	\$0.00	\$745.00	\$745.00	100%
Payroll Service	\$361.01	\$361.01	\$6,500.00	\$6,138.99	94%
Accounting Services	\$0.00	\$0.00	\$6,000.00	\$6,000.00	100%
Conferences Meetings	\$0.00	\$0.00	\$100.00	\$100.00	100%
Dues Subscriptions	\$0.00	\$0.00	\$500.00	\$500.00	100%
Legal Services	\$675.00	\$675.00	\$8,000.00	\$7,325.00	92%
Mileage Travel Expense	\$0.00	\$0.00	\$100.00	\$100.00	100%
Municipal Replacement Tax	\$0.00	\$0.00	\$75,000.00	\$75,000.00	100%
Postage	\$0.00	\$0.00	\$235.00	\$235.00	100%
Printing Publishing	\$0.00	\$0.00	\$8,000.00	\$8,000.00	100%
Telephone	\$441.00	\$441.00	\$7,000.00	\$6,559.00	94%
Training	\$0.00	\$0.00	\$1,500.00	\$1,500.00	100%
Miscellaneous	\$76.98	\$76.98	\$2,500.00	\$2,423.02	97%
Office Supplies	\$39.59	\$39.59	\$2,500.00	\$2,460.41	98%
Office Equipment	\$0.00	\$0.00	\$7,000.00	\$7,000.00	100%
Total	\$19,393.97	\$19,393.97	\$323,624.00	\$304,230.03	94%

GENERAL ROAD FUND-MAINTENANCE

Maint Salary Expense	\$0.00	\$0.00	\$115,936.00	\$115,936.00	100%
Miscellaneous-Uniforms	\$0.00	\$0.00	\$3,500.00	\$3,500.00	100%
Building Maintenance	\$0.00	\$0.00	\$4,400.00	\$4,400.00	100%
Equipment Leasing Maint	\$179.00	\$179.00	\$62,136.00	\$61,957.00	100%
Landfill Charges - GRF	\$0.00	\$0.00	\$500.00	\$500.00	100%
Rentals	\$0.00	\$0.00	\$1,500.00	\$1,500.00	100%
Street Lighting	\$4,638.10	\$4,638.10	\$54,695.00	\$50,056.90	92%
Tree Removal & Spraying	\$0.00	\$0.00	\$15,800.00	\$15,800.00	100%
Utilities	\$1,795.86	\$1,795.86	\$12,500.00	\$10,704.14	86%
Tree Replacement Program	\$0.00	\$0.00	\$1,000.00	\$1,000.00	100%
Gasoline Oil	\$1,851.68	\$1,851.68	\$23,213.00	\$21,361.32	92%

MAINE TOWNSHIP ROAD AND BRIDGE FUND

92% of the year remaining	MAR	YTD EXPENSE	BUDGET	BALANCE	% Left
Building & Oper Sup Matl	\$491.61	\$491.61	\$12,500.00	\$12,008.39	96%
Maint Equip & Small Tools	\$3,818.70	\$3,818.70	\$7,000.00	\$3,181.30	45%
Supplies (Equipment)	\$57.23	\$57.23	\$13,192.00	\$13,134.77	100%
Supplies Roads GRF	\$0.00	\$0.00	\$6,000.00	\$6,000.00	100%
Supplies Snow Removal	\$9,346.32	\$9,346.32	\$64,372.00	\$55,025.68	85%
Total	\$22,178.50	\$22,178.50	\$398,244.00	\$376,065.50	94%

PERMANENT ROAD FUND

Labor On Roads	\$45,980.38	\$45,980.38	\$328,986.00	\$283,005.62	86%
Drainage	\$0.00	\$0.00	\$6,800.00	\$6,800.00	100%
Engineering Services	\$2,397.50	\$2,397.50	\$48,000.00	\$45,602.50	95%
Landfill Charges - PRF	\$365.00	\$365.00	\$7,000.00	\$6,635.00	95%
Project Expenses	\$0.00	\$0.00	\$35,000.00	\$35,000.00	100%
Maintenance Roads	\$0.00	\$0.00	\$875,000.00	\$875,000.00	100%
Supplies / Roads PRF	\$0.00	\$0.00	\$30,000.00	\$30,000.00	100%
Total	\$48,742.88	\$48,742.88	\$1,330,786.00	\$1,282,043.12	96%

EQUIPMENT & BUILDING FUND

Equipment	\$0.00	\$0.00	\$155,000.00	\$155,000.00	100%
Building	\$142.98	\$142.98	\$9,144.00	\$9,001.02	98%
Storage Building	\$1,625.00	\$1,625.00	\$26,500.00	\$24,875.00	94%
Total	\$1,767.98	\$1,767.98	\$190,644.00	\$188,876.02	99%

SOCIAL SECURITY FUND

Social Security	\$4,096.17	\$4,096.17	\$40,000.00	\$35,903.83	90%
Total	\$4,096.17	\$4,096.17	\$40,000.00	\$35,903.83	90%

INSURANCE FUND

Workmans Compensation	\$0.00	\$0.00	\$20,620.00	\$20,620.00	100%
Unemployment Insurance	\$0.00	\$0.00	\$40,019.00	\$40,019.00	100%
Gen Ins Liability Ins Bond	\$0.00	\$0.00	\$535.00	\$535.00	100%
Total	\$0.00	\$0.00	\$61,174.00	\$61,174.00	100%

IL MUNICIPAL RETIREMENT FUND

IMRF	\$3,029.22	\$3,029.22	\$67,400.00	\$64,370.78	96%
IMRF Employer ERI Cost	\$0.00	\$0.00	\$1,000.00	\$1,000.00	100%
Total	\$3,029.22	\$3,029.22	\$68,400.00	\$65,370.78	96%

TOTAL OPERATING EXPENSES	\$99,208.72	\$99,208.72	\$2,412,872.00	\$2,313,663.28	96%

MAINE TOWNSHIP GENERAL TOWN FUND

92%	of the year remaining	MAR	YTD INCOME	BUDGET	BALANCE	% Left
	REVENUE					
	Property Tax	\$405,759.12	\$405,759.12	\$2,500,000.00	\$2,094,240.88	84%
	Interest Income	\$163.16	\$163.16	\$2,000.00	\$1,836.84	92%
	MaineStay Fees	\$2,080.00	\$2,080.00	\$15,000.00	\$12,920.00	86%
	Yard Stickers and Rebates	\$33.55	\$33.55	\$13,000.00	\$12,966.45	100%
	Postage	\$117.50	\$117.50	\$4,000.00	\$3,882.50	97%
	Food Pantry Cash Donations	\$55,983.51	\$55,983.51	\$60,000.00	\$4,016.49	7%
	Passport Fees	\$6,050.00	\$6,050.00	\$70,000.00	\$63,950.00	91%
	Transportation Fees	\$15.00	\$15.00	\$200.00	\$185.00	93%
	Prsnl Prop Replacement Tax	\$35,651.16	\$35,651.16	\$125,000.00	\$89,348.84	71%
	Hunting/Fishing License	\$109.25	\$109.25	\$750.00	\$640.75	85%
	Other Income	\$19,968.20	\$19,968.20	\$15,000.00	-\$4,968.20	-33%
	TOTAL REVENUES	\$525,930.45	\$525,930.45	\$2,804,950.00	\$2,279,019.55	81%

MAINE TOWNSHIP GENERAL TOWN FUND

	EXPENSES					
	ADMINISTRATION					
92%	of the year remaining	MAR	YTD EXPENSE	BUDGET	BALANCE	% Left
	Salaries/Gross Pay Account	\$62,526.25	\$62,526.25	\$585,000.00	\$584,964.00	100%
	Salaries/Elected Officials	\$19,042.00	\$19,042.00	\$147,800.00	\$128,758.00	87%
	IDES	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Social Security	\$6,197.48	\$6,197.48	\$57,000.00	\$50,802.52	89%
	IMRF	\$2,557.25	\$2,557.25	\$53,000.00	\$50,442.75	95%
	Administrative Div. Health Ins.	\$18,406.91	\$18,406.91	\$300,000.00	\$281,593.09	94%
	Life Insurance	\$88.95	\$88.95	\$1,300.00	\$1,211.05	93%
	Dental Insurance	\$176.02	\$176.02	\$5,000.00	\$4,823.98	96%
	Accounting Services	\$4,988.56	\$4,988.56	\$63,000.00	\$58,011.44	92%
	Audit Services	\$0.00	\$0.00	\$16,000.00	\$16,000.00	100%
	Building & Grounds Maint	\$2,196.53	\$2,196.53	\$25,000.00	\$22,803.47	91%
	Community Info-Support	\$2,850.00	\$2,850.00	\$40,000.00	\$37,150.00	93%
	Conferences Meetings	\$150.00	\$150.00	\$2,000.00	\$1,850.00	93%
	Special Programs	\$0.00	\$0.00	\$20,000.00	\$20,000.00	100%
	Dues Subscriptions	\$0.00	\$0.00	\$5,000.00	\$5,000.00	100%
	Equipment Leasing Maint	\$1,391.04	\$1,391.04	\$15,000.00	\$13,608.96	91%
	Gen Ins Liability Ins Bond	\$0.00	\$0.00	\$65,000.00	\$65,000.00	100%
	Website>Email Host	\$0.00	\$0.00	\$40,000.00	\$40,000.00	100%
	Print Management	\$220.40	\$220.40	\$2,000.00	\$1,779.60	89%
	Computer Tech Support	\$0.00	\$0.00	\$7,000.00	\$7,000.00	100%
	Legal Services	\$2,236.25	\$2,236.25	\$70,000.00	\$67,763.75	97%
	Mileage-Travel-Lodging Exp	\$9.84	\$9.84	\$1,500.00	\$1,490.16	99%
	Police Protection	\$4,200.00	\$4,200.00	\$40,000.00	\$35,800.00	90%
	Plan Commission	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Postage	\$10,163.09	\$10,163.09	\$38,000.00	\$27,836.91	73%
	Printing Publishing	\$12,516.09	\$12,516.09	\$45,000.00	\$32,483.91	72%
	Food Pantry	\$0.00	\$0.00	\$60,000.00	\$60,000.00	100%
	Code Enforcement Expense	\$0.00	\$0.00	\$500.00	\$500.00	100%
	Maine Township Rec. Connection	\$3,108.79	\$3,108.79	\$30,000.00	\$26,891.21	90%
	Telecommunications	\$699.43	\$699.43	\$35,000.00	\$34,300.57	98%
	Staff Training	\$0.00	\$0.00	\$1,000.00	\$1,000.00	100%
	Transportation/Mainelines	\$10.00	\$10.00	\$3,700.00	\$3,690.00	100%
	Utilities	\$2,851.69	\$2,851.69	\$25,000.00	\$22,148.31	89%
	Miscellaneous (Adminstr)	\$0.00	\$0.00	\$300.00	\$300.00	100%
	Neighborhood Watch	\$0.00	\$0.00	\$3,500.00	\$3,500.00	100%
	Office Supplies/Sm. Equipment	\$3,945.90	\$3,945.90	\$13,000.00	\$9,054.10	70%
	Operating Supplies Maint	\$1,506.60	\$1,506.60	\$8,000.00	\$6,493.40	81%
	Vehicle Expense	\$315.44	\$315.44	\$2,800.00	\$2,484.56	89%
	Building	\$0.00	\$0.00	\$5,000.00	\$5,000.00	100%
	Project Clean-up/Waste Hauler	\$269.50	\$269.50	\$6,000.00	\$5,730.50	96%
	Capital Fund	\$0.00	\$0.00	\$200,000.00	\$200,000.00	100%
	Total	\$162,624.01	\$162,624.01	\$2,037,402.00	\$1,937,268.24	95%

MAINE TOWNSHIP GENERAL TOWN FUND

ASSESSOR						
92%	of the year remaining	MAR	YTD EXPENSE	BUDGET	BALANCE	% Left
	Assessor Division Salary	\$24,843.95	\$24,843.95	\$226,090.00	\$201,246.05	89%
	Assessor Division SS	\$1,775.04	\$1,775.04	\$17,296.00	\$15,520.96	90%
	Assessor Division IMRF	\$1,215.02	\$1,215.02	\$16,832.00	\$15,616.98	93%
	Health Insurance	\$8,446.51	\$8,446.51	\$136,750.00	\$128,303.49	94%
	Dental Insurance	\$60.49	\$60.49	\$4,000.00	\$3,939.51	98%
	Life Insurance	\$17.79	\$17.79	\$400.00	\$382.21	96%
	Conferences Meetings	\$0.00	\$0.00	\$1,100.00	\$1,100.00	100%
	Cook Cty Assessor Tie-in	\$0.00	\$0.00	\$1,025.00	\$1,025.00	100%
	Dues-Subscriptions	\$0.00	\$0.00	\$400.00	\$400.00	100%
	Equipment Leasing-Maint	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Mileage-Travel-Lodging Exp	\$0.00	\$0.00	\$1,100.00	\$1,100.00	100%
	Postage	\$60.43	\$60.43	\$900.00	\$839.57	93%
	Printing-Publishing	\$0.00	\$0.00	\$397.00	\$397.00	100%
	Sidwell Maps	\$0.00	\$0.00	\$700.00	\$700.00	100%
	Staff Training	\$31.00	\$31.00	\$150.00	\$119.00	79%
	Miscellaneous	\$56.25	\$56.25	\$1,200.00	\$1,143.75	95%
	Office Supplies/Sm Equipment	\$0.00	\$0.00	\$3,500.00	\$3,500.00	100%
	Total	\$36,506.48	\$36,506.48	\$411,841.00	\$375,334.52	91%

MAINE TOWNSHIP GENERAL TOWN FUND

MAINESTAY						
92%	of the year remaining	MAR	YTD EXPENSE	BUDGET	BALANCE	% Left
	MaineStay Salary	\$28,329.22	\$28,329.22	\$315,000.00	\$286,670.78	91%
	Social Security	\$2,097.91	\$2,097.91	\$25,000.00	\$22,902.09	92%
	IMRF	\$834.22	\$834.22	\$29,000.00	\$28,165.78	97%
	Administrative Div. Health Ins.	\$5,738.38	\$5,738.38	\$134,000.00	\$128,261.62	96%
	Life Ins.	\$23.72	\$23.72	\$500.00	\$476.28	95%
	Dental Ins.	\$52.99	\$52.99	\$1,700.00	\$1,647.01	97%
	Conferences-Meetings	\$0.00	\$0.00	\$500.00	\$500.00	100%
	Consultation/Staff Training	\$70.00	\$70.00	\$1,000.00	\$930.00	93%
	Special Programs	\$95.37	\$95.37	\$5,000.00	\$4,904.63	98%
	Dues-Subscriptions/Licensures	\$122.82	\$122.82	\$3,400.00	\$3,277.18	96%
	Print Management	\$130.00	\$130.00	\$1,700.00	\$1,570.00	92%
	Gen Ins Liability Ins Bond	\$0.00	\$0.00	\$900.00	\$900.00	100%
	Computer Tech Support	\$359.60	\$359.60	\$4,500.00	\$4,140.40	92%
	Mileage-Travel-Lodging Exp	\$22.00	\$22.00	\$500.00	\$478.00	96%
	Postage	\$2.29	\$2.29	\$100.00	\$97.71	98%
	Printing-Publishing	\$74.96	\$74.96	\$1,200.00	\$1,125.04	94%
	Community Education	\$0.00	\$0.00	\$50.00	\$50.00	100%
	Training Manual & Books	\$176.06	\$176.06	\$250.00	\$73.94	30%
	Miscellaneous	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Office Supplies/Sm Equipment	\$59.00	\$59.00	\$2,800.00	\$2,741.00	98%
	Youth Recreation Fund	\$0.00	\$0.00	\$3,000.00	\$3,000.00	100%
	Summer Youth Camp	\$0.00	\$0.00	\$10,000.00	\$10,000.00	100%
	Garage Sale	\$0.00	\$0.00	\$500.00	\$500.00	100%
	Total	\$38,188.54	\$38,188.54	\$540,601.00	\$502,412.46	93%

MAINE TOWNSHIP GENERAL TOWN FUND

SENIOR						
92%	of the year remaining	MAR	YTD EXPENSE	BUDGET	BALANCE	% Left
	Senior Salary	\$35,622.41	\$35,622.41	\$274,000.00	\$238,377.59	87%
	Social Security	\$2,655.29	\$2,655.29	\$21,000.00	\$18,344.71	87%
	IMRF	\$2,076.02	\$2,076.02	\$25,000.00	\$22,923.98	92%
	Life Ins.	\$29.65	\$29.65	\$350.00	\$320.35	92%
	Dental Ins.	\$59.64	\$59.64	\$1,300.00	\$1,240.36	95%
	Administrative Div. Health Ins.	\$8,076.26	\$8,076.26	\$100,000.00	\$91,923.74	92%
	Conferences-Meetings	\$0.00	\$0.00	\$400.00	\$400.00	100%
	Special Programs	\$250.00	\$250.00	\$5,000.00	\$4,750.00	95%
	Print Management	\$130.00	\$130.00	\$1,700.00	\$1,570.00	92%
	Dues-Subscriptions	\$0.00	\$0.00	\$400.00	\$400.00	100%
	Mileage-Travel-Lodging Exp	\$0.00	\$0.00	\$100.00	\$100.00	100%
	Postage	\$130.85	\$130.85	\$8,000.00	\$7,869.15	98%
	Printing-Publishing	\$0.00	\$0.00	\$6,500.00	\$6,500.00	100%
	Telecommunications	\$2.14	\$2.14	\$30.00	\$27.86	93%
	Office Supplies/Sm Equipment	\$0.00	\$0.00	\$2,000.00	\$2,000.00	100%
	Computer Tech Support	\$359.60	\$359.60	\$4,500.00	\$4,140.40	92%
	Total	\$49,391.86	\$49,391.86	\$450,280.00	\$400,888.14	89%

MAINE TOWNSHIP GENERAL TOWN FUND

	CLERK					
92%	of the year remaining	MAR	YTD EXPENSE	BUDGET	BALANCE	% Left
	Clerk's Division Salary	\$13,111.26	\$13,111.26	\$125,000.00	\$111,888.74	90%
	Social Security	\$961.11	\$961.11	\$9,600.00	\$8,638.89	90%
	IMRF	\$766.02	\$766.02	\$12,000.00	\$11,233.98	94%
	Administrative Div. Health Ins.	\$5,110.04	\$5,110.04	\$75,000.00	\$69,889.96	93%
	Life Ins.	\$11.86	\$11.86	\$150.00	\$138.14	92%
	Dental Ins.	\$32.80	\$32.80	\$800.00	\$767.20	96%
	Conferences-Meetings	\$25.00	\$25.00	\$100.00	\$75.00	75%
	Dues-Subscriptions	\$0.00	\$0.00	\$350.00	\$350.00	100%
	Print Management	\$130.00	\$130.00	\$1,700.00	\$1,570.00	92%
	Mileage-Travel-Lodging Exp	\$0.00	\$0.00	\$1,000.00	\$1,000.00	100%
	Staff Training	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Hunting/Fishing License	\$111.00	\$111.00	\$0.00	-\$111.00	#DIV/0!
	Honor Flight	\$0.00	\$0.00	\$1,000.00	\$1,000.00	100%
	Computer Tech Support	\$359.60	\$359.60	\$4,400.00	\$4,040.40	92%
	Postage	\$934.77	\$934.77	\$9,000.00	\$8,065.23	90%
	Printing-Publishing	\$0.00	\$0.00	\$300.00	\$300.00	100%
	Miscellaneous	\$0.00	\$0.00	\$50.00	\$50.00	100%
	Office Supplies/Sm Equipment	\$19.99	\$19.99	\$800.00	\$780.01	98%
	Total	\$21,573.45	\$21,573.45	\$241,251.00	\$219,677.55	91%

MAINE TOWNSHIP GENERAL TOWN FUND

	OEM					
92%	of the year remaining	MAR	YTD EXPENSE	BUDGET	BALANCE	% Left
	Emergency Mgmt Salary	\$0.00	\$0.00	\$20,000.00	\$20,000.00	100%
	OEM Social Security	\$0.00	\$0.00	\$1,000.00	\$1,000.00	100%
	Uniforms	\$0.00	\$0.00	\$200.00	\$200.00	100%
	Conferences-Meetings	\$0.00	\$0.00	\$100.00	\$100.00	100%
	Special Programs	\$0.00	\$0.00	\$100.00	\$100.00	100%
	Dues-Subscriptions	\$0.00	\$0.00	\$300.00	\$300.00	100%
	Volunteer Insurance	\$0.00	\$0.00	\$750.00	\$750.00	100%
	Utilities	\$592.85	\$592.85	\$4,000.00	\$3,407.15	85%
	Telecommunications	\$0.00	\$0.00	\$2,000.00	\$2,000.00	100%
	Staff Training	\$0.00	\$0.00	\$200.00	\$200.00	100%
	Office Supplies/Sm Equipment	\$0.00	\$0.00	\$100.00	\$100.00	100%
	Operating Supplies	\$0.00	\$0.00	\$100.00	\$100.00	100%
	Disaster Operations Supplies	\$0.00	\$0.00	\$100.00	\$100.00	100%
	Building	\$0.00	\$0.00	\$1,500.00	\$1,500.00	100%
	Vehicle Expense	\$0.00	\$0.00	\$2,500.00	\$2,500.00	100%
	Total	\$592.85	\$592.85	\$32,950.00	\$32,357.15	98%

MAINE TOWNSHIP GENERAL TOWN FUND

	Mental Health/Comm Serv.	\$55,014	\$55,014	\$470,700	\$415,686	88%
	Total Operating Exp	\$363,891	\$363,891	\$4,185,025	\$3,883,624	93%

Maine Township Road & Bridge Fund

APRIL 2022

<u>Check #</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>
22337	Mar 25	Security Benefit	Deferred Comp Contributions	425.00
22338	Apr 1	Blue Cross Blue Shield Of Il	Health Insurance	8,731.13
22339	Apr 1	Principal Life Ins. Co.	Dental Insurance	424.65
22340	Apr 1	VSP Of Illinois, NFP	VSP Voluntary Vision	7.07
Wire	Apr 1	Federal Electronic Payroll System	Federal Taxes	4,184.78
Wire	Apr 1	Illinois Department of Revenue	State Taxes	749.76
S/C	Apr 1	Paychex	Service Fee	180.98
Dir.Deposit	Apr 1	Richard A. Brandes	Payroll Check	2,041.55
Dir.Deposit	Apr 1	John Cisneros	Payroll Check	1,210.75
Dir.Deposit	Apr 1	Peter Douvalakis	Payroll Check	2,380.06
Dir.Deposit	Apr 1	Dawne Scheel Hayman	Payroll Check	1,734.52
Dir.Deposit	Apr 1	Peter A. Jimenez	Payroll Check	1,686.74
Dir.Deposit	Apr 1	Justin E. MacIntyre	Payroll Check	2,091.52
22341	Apr 6	Security Benefit	Deferred Comp Contributions 4/1	425.00
Wire	Apr 7	IMRF	Illinois Municipal Retirement Fund	5,454.85
Wire	Apr 15	Federal Electronic Payroll System	Federal Taxes	4,368.79
Wire	Apr 15	Illinois Department of Revenue	State Taxes	773.04
S/C	Apr 15	Paychex	Service Fee	180.98
Dir.Deposit	Apr 15	Richard A. Brandes	Payroll Check	2,145.33
Dir.Deposit	Apr 15	John Cisneros	Payroll Check	1,157.72
Dir.Deposit	Apr 15	Peter Douvalakis	Payroll Check	2,380.06
Dir.Deposit	Apr 15	Dawne Scheel Hayman	Payroll Check	1,734.52
Dir.Deposit	Apr 15	Peter A. Jimenez	Payroll Check	1,856.86
Dir.Deposit	Apr 15	Justin E. MacIntyre	Payroll Check	2,171.35
22342	April 20	Verizon Wireless	Telephone & Communication	210.86
22343	April 26	AT&T	Telephone & Communication	62.82
22344	April 26	Alexander Equipment Co Inc.	Equipment Maintnace	2,513.94
22345	April 26	Brandes, Richard	Telephone & Communication	25.00
22346	April 26	Cisneros, John	Telephone & Communication	25.00
22347	April 26	Comed - Garage	Service at Garage	353.98
22348	April 26	Comed - Street Lighting	Street Lighting	3,681.72
22349	April 26	Comed - Traffic Signals	Traffic Signals	49.91
22350	April 26	Conserv FS, Inc.	Fuel	1,943.64
22351	April 26	City Of Des Plaines	Water & Sewer Service at Garage	68.75
22352	April 26	Des Plaines Material & Supply	Supplies for Right of Way Restoration	97.00
22353	April 26	Domestic Uniform Rental	Building Operating Supplies	103.42
22354	April 26	Douvalakis, Peter	Business Use of Personal Phone	50.00
22355	April 26	Evans, Marshall & Pease, P.C.	Accounting Services	400.00
22356	April 26	Grainger Inc.	Small Tools & Equipment	343.16
22357	April 26	Home Depot Credit Services	Building Operating Supplies	2,103.05
22358	April 26	Jimenez, Peter	Telephone & Communication	25.00
22359	April 26	MacMunnis, Inc. AAF Com Ed	Offsite Storage	1,625.00
22360	April 26	MacIntyre, Justin	Telephone & Communication	25.00

22361	April 26	Napa Auto Parts - Div. of MPEC	Equipment Supplies & Parts	61.30
22362	April 26	Nicor Gas	Utilities	1,019.92
22363	April 26	O'Leary's Contr. Equip. & Sup, Inc.	Small Tools & Equipment	319.64
22364	April 26	Presstech Printing, Inc.	Supplies for Road	306.00
22365	April 26	Spaceco, Inc.	Engineering Services	10,335.00
22366	April 26	Standard Equipment Company	Equipment Maintenance	619.88
22367	April 26	Metro Federal Credit Union	Telephone & Communication	290.59
22368	April 26	Metro Federal Credit Union	Small Tools & Equipment	306.84
				\$ 75,463.43

We the undersigned members of the Board of Trustees of Maine Township, do hereby certify that we have examined the Payroll for Paydates of April 1, 2022 and April 15, 2022 and Road District Checks #22337 through Check #22368 and authorize the Supervisor to issue Checks in payment.

WITNESS OUR HANDS AND SEALS THIS 26TH DAY OF APRIL, 2022.

Supervisor

Attest:

Clerk

Trustees

Maine Township General Town Fund
APRIL 2022

<u>Check #</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>
Wire	Mar 5	Paychex Time Attendance Fee	Payroll Administration Fee	287.20
59375	Mar 25	Security Benefit	Deferred Comp Contributions 3/18	1,081.54
59376	Apr 1	Aflac	Aflac - April	34.08
59377	Apr 1	BlueCross BlueShield	Health Insurance - April	53,756.66
59378	Apr 1	NCPERS Group Life Ins.	IMRF Voluntary Life Ins. - April	80.00
59379	Apr 1	Principal Life Ins. Co.	Dental, Life & AD&D	1,903.63
59380	Apr 1	VOID	Void	-
59381	Apr 1	VSP of Illinois, NFP	VSP Voluntary Vision Insurance	106.55
Wire	Apr 1	Federal Electronic Payroll System	Federal Taxes	15,651.39
Wire	Apr 1	Illinois Department of Revenue	State Taxes	3,125.21
S/C	Apr 1	Paychex	Service Fee	378.23
3542	Apr 1	Susan Moylan Krey	Payroll	702.63
Dir.Deposit	Apr 1	Karen Dimond	Payroll	955.76
Dir.Deposit	Apr 1	Peter W. Gialamas	Payroll	77.82
Dir.Deposit	Apr 1	Edward Beauvais	Payroll	3,005.92
Dir.Deposit	Apr 1	Kimberly Jones	Payroll	390.84
Dir.Deposit	Apr 1	Asif Malik	Payroll	415.15
Dir.Deposit	Apr 1	James Maher	Payroll	403.90
Dir.Deposit	Apr 1	Kelly Maron Horvath	Payroll	438.66
Dir.Deposit	Apr 1	Alicia Brzezinski	Payroll	1,348.25
Dir.Deposit	Apr 1	Dayna E. Berman	Payroll	3,076.03
Dir.Deposit	Apr 1	Dorothy D. Moran	Payroll	686.45
Dir.Deposit	Apr 1	Jessica M. Fox	Payroll	1,066.58
Dir.Deposit	Apr 1	Marty Cook	Payroll	788.11
Dir.Deposit	Apr 1	Michael A. Samaan	Payroll	1,599.39
Dir.Deposit	Apr 1	Nader A. Ghazaleh, Sr.	Payroll	648.66
Dir.Deposit	Apr 1	Nicholas W. Kanehl	Payroll	1,253.80
Dir.Deposit	Apr 1	Paula Rezutko-Custic	Payroll	452.79
Dir.Deposit	Apr 1	Robert M. Carozza	Payroll	245.42
Dir.Deposit	Apr 1	Ronald R. Bartsch	Payroll	173.27
Dir.Deposit	Apr 1	Ruba Al Ayed	Payroll	1,334.94
Dir.Deposit	Apr 1	Stephen T. Basista	Payroll	429.37
Dir.Deposit	Apr 1	Victoria K Rizzo	Payroll	1,967.71
Dir.Deposit	Apr 1	Cathleen Ryder	Payroll	462.37
Dir.Deposit	Apr 1	Debra A. Babich	Payroll	1,662.63
Dir.Deposit	Apr 1	Elizabeth J. Coy	Payroll	1,419.00
Dir.Deposit	Apr 1	Faris E. Dababneh	Payroll	1,222.10
Dir.Deposit	Apr 1	Mary Dolores Phillips	Payroll	745.82
Dir.Deposit	Apr 1	Richard Plodzien	Payroll	295.37
Dir.Deposit	Apr 1	Richard D. Lyon	Payroll	2,431.15
Dir.Deposit	Apr 1	Arielle Kalvelage	Payroll	1,305.81
Dir.Deposit	Apr 1	Summer Zumbrock	Payroll	748.90
Dir.Deposit	Apr 1	Jazmin Arana	Payroll	207.91

Dir.Deposit	Apr 1	Emily Toomey	Payroll	1,104.59
Dir.Deposit	Apr 1	Evan White	Payroll	1,152.76
Dir.Deposit	Apr 1	Karen A. Cohen	Payroll	1,395.89
Dir.Deposit	Apr 1	Marie C. Dachniwsky	Payroll	1,719.24
Dir.Deposit	Apr 1	Monika Jaroszewicz	Payroll	1,526.37
Dir.Deposit	Apr 1	Oksana T. Bukaczyk	Payroll	1,309.56
Dir.Deposit	Apr 1	Therese A. Tully	Payroll	1,738.88
Dir.Deposit	Apr 1	Wieslawa Tytko	Payroll	1,929.69
Dir.Deposit	Apr 1	Eva Magnowski	Payroll	829.31
Dir.Deposit	Apr 1	Banutharakeswar Sivasubramani	Payroll	491.44
59382	Apr 2	Comcast	Internet, Phone, Line/Fax 3/19-4/18	347.76
59383	Apr 2	Nicor Gas	Commercial Heat 2/10-3/14	1,165.76
59384	Apr 2	Nicor Gas	OEM Commercial Heat 2/15-3/16	325.81
59385	Apr 6	Honorable Andrew Goczowski	2022 ATM Meeting Moderator Comp.	75.00
59385V	Apr 13	Honorable Andrew Goczowski	VOID	(75.00)
59386	Apr 6	Security Benefit	Deferred Comp Contributions 4/1	950.77
59387	Apr 6	Aqua Illinois, Inc.	Water & Sewer Service 2/23-3/24	224.38
Wire	Apr 7	IMRF	Illinois Municipal Retirement Fund	17,744.19
59388	Apr 12	Access One, Inc.	Pots Lines 4/1-4/30	217.16
59389	Apr 12	Verizon Wireless-Admin	Cell Phones 4/2-5/1	170.67
59390	Apr 13	Comed	OEM Service 3/8-4/6	108.38
Wire	Apr 15	Federal Electronic Payroll System	Federal Taxes	15,099.84
Wire	Apr 15	Illinois Department of Revenue	State Taxes	2,976.82
S/C	Apr 15	Paychex	Service Fee	356.28
3543	Apr 15	Susan Moylan Krey	Payroll	702.63
Dir.Deposit	Apr 15	Karen Dimond	Payroll	784.11
Dir.Deposit	Apr 15	Peter W. Gialamas	Payroll	77.82
Dir.Deposit	Apr 15	Alicia Brzezinski	Payroll	1,348.25
Dir.Deposit	Apr 15	Dayna E. Berman	Payroll	2,944.44
Dir.Deposit	Apr 15	Dorothy D. Moran	Payroll	608.83
Dir.Deposit	Apr 15	Jessica M. Fox	Payroll	985.51
Dir.Deposit	Apr 15	Marty Cook	Payroll	731.79
Dir.Deposit	Apr 15	Michael A. Samaan	Payroll	1,524.75
Dir.Deposit	Apr 15	Nader A. Ghazaleh, Sr.	Payroll	611.77
Dir.Deposit	Apr 15	Nicholas W. Kanehl	Payroll	1,253.80
Dir.Deposit	Apr 15	Paula Rezutko-Custic	Payroll	406.35
Dir.Deposit	Apr 15	Ronald R. Bartsch	Payroll	305.72
Dir.Deposit	Apr 15	Ruba Al Ayed	Payroll	1,299.11
Dir.Deposit	Apr 15	Stephen T. Basista	Payroll	388.25
Dir.Deposit	Apr 15	Victoria K. Rizzo	Payroll	1,870.10
Dir.Deposit	Apr 15	Cathleen Ryder	Payroll	490.65
Dir.Deposit	Apr 15	Debra A. Babich	Payroll	1,533.98
Dir.Deposit	Apr 15	Elizabeth J. Coy	Payroll	1,326.00
Dir.Deposit	Apr 15	Faris E. Dababneh	Payroll	1,140.28
Dir.Deposit	Apr 15	Mary Dolores Phillips	Payroll	764.46
Dir.Deposit	Apr 15	Richard Plodzien	Payroll	295.37
Dir.Deposit	Apr 15	Richard D. Lyon	Payroll	2,310.26

Dir.Deposit	Apr 15	Arielle Kalvelage	Payroll	1,305.81
Dir.Deposit	Apr 15	Summer Zumbrock	Payroll	829.40
Dir.Deposit	Apr 15	Jazmin Arana	Payroll	469.07
Dir.Deposit	Apr 15	Emily Toomey	Payroll	1,104.59
Dir.Deposit	Apr 15	Evan White	Payroll	1,152.76
Dir.Deposit	Apr 15	Karen A. Cohen	Payroll	3,519.31
Dir.Deposit	Apr 15	Marie C. Dachniwsky	Payroll	1,629.85
Dir.Deposit	Apr 15	Monika Jaroszewicz	Payroll	1,464.03
Dir.Deposit	Apr 15	Oksana T. Bukaczyk	Payroll	1,257.22
Dir.Deposit	Apr 15	Therese A. Tully	Payroll	1,664.89
Dir.Deposit	Apr 15	Jessica Guzman	Payroll	653.26
Dir.Deposit	Apr 15	Wieslawa Tytko	Payroll	1,834.58
Dir.Deposit	Apr 15	Eva Magnowski	Payroll	788.12
Dir.Deposit	Apr 15	Banutharakeswar Sivasubramani	Payroll	477.63
59391	Apr 26	Alexanne Stone	Maine TWP Agency Day Speaker Fee	500.00
59392	Apr 26	Alternative Energy Solutions	Generator Preventative Maintenance	437.00
59393	Apr 26	Ancel Glink, P.C.	Legal Fees	2,555.00
59394	Apr 26	Anderson Lock Company, LTD	Door Repair Service	215.00
59395	Apr 26	Bella Bagno, Inc.	Toilet Seat Covers And Batteries	462.00
59396	Apr 26	The Center of Concern	Grant Payment 1	4,000.00
59397	Apr 26	Cima Companies, Inc.	OEM Insurance Renewal For Accident	666.10
59398	Apr 26	Comcast Business	Business Voice Edge	3,888.53
59399	Apr 26	Cook County Sheriff's	February 2022 Officer Usage	3,600.00
59400	Apr 26	Coy, Elizabeth	Mileage Reimbursement	24.50
59401	Apr 26	Pulse/Office Equip. Leasing Co.	Print Management 4/1-4/30	650.00
59402	Apr 26	District 63 Education	Grant Payment 1&2	3,166.00
59403	Apr 26	Flood Brothers Disposal	2000 Garbage Stickers, Trash Pickup	6,238.00
59404	Apr 26	Fox Valley Fire & Safety, Inc.	Semi Annual Fire Alarm	426.00
59405	Apr 26	Garvey's Office Products	Office Supplies	485.80
59406	Apr 26	Golf Mill Ford	Code Enforcement	406.17
59407	Apr 26	Graphic Solutions, Inc.	Design Services, Mainely News, Journal	375.00
59408	Apr 26	The Josselyn Center	Grant Payment 1	9,083.00
59409	Apr 26	Journal & Topics Newspapers	ATM Legal Notice	179.21
59410	Apr 26	Justifacts Creden. Verific., Inc.	New Employee Onboarding	59.50
59411	Apr 26	Leyden Family Service	Grant Payment 1	4,666.00
59412	Apr 26	Life Span	Grant Payment 1	1,416.00
59413	Apr 26	M3 Marketing, LLC	PR Marketing Services	2,850.00
59414	Apr 26	Mighty Mites Awards & Son	SGT K.Lader Avard Plaque Engraving	30.20
59415	Apr 26	Miracle House, Inc.	Grant Payment 1	1,416.00
59416	Apr 26	Motorola Solutions, Inc.	OEM Agency Radio-Starcom Network	200.00
59417	Apr 26	Quadient Finance USA, Inc.	Admin-Postage For Meter	1,329.00
59418	Apr 26	NW Suburban Day Care Ctr.	Grant Payment 2	4,083.00
59419	Apr 26	Ontap Company	Water Cooler Rental	156.00
59420	Apr 26	Park Ridge Stationers	Operating Supplies	978.17
59421	Apr 26	Presstech, Inc.	MaineStreamers Newsletter May,June	1,045.00
59422	Apr 26	Township Supervisors of IL	Annual Membership Dues	40.00
59423	Apr 26	Turning Point Behavioral	Grant Payment 1	3,666.00

59424	Apr 26	Warehouse Direct	Computer Tech Support	3,393.35
59425	Apr 26	VOID	Second Page Check	-
59426	Apr 26	Metro Federal Credit Union	MaineStay Expenses	940.80
59427	Apr 26	Metro Federal Credit Union	Maintenance Expenses	432.99
59428	Apr 26	Metro Federal Credit Union	Administration Expenses	2,017.05
59429	Apr 26	VOID	Second Page Check	-
59430	Apr 26	Metro Federal Credit Union	Recovery Connection Expenses	2,326.69
59431	Apr 26	VOID	Second Page Check	-
59432	Apr 26	Comed	Electricity Supply 3/10-4/8	1,167.24
59433	Apr 26	Nicor Gas	Commercial Heat 3/15-4/11	709.42
				\$ 273,387.02

We the undersigned members of the Board of Trustees of Maine Township, do hereby certify that we have examined the Payroll for Paydates of April 1, 2022 and April 15, 2022 and General Town Fund Checks #59375 through Check #59433 and authorize the Supervisor issue Checks in payment.

WITNESS OUR HANDS AND SEALS THIS 26TH DAY OF APRIL 2022.

Supervisor

Attest:

Clerk

Trustees

Current Version
of Paragraph
3.7

3.6 ATTIRE AND PERSONAL GROOMING

Employees are expected to be well groomed and dressed in a professional manner, suitable to their responsibilities and position as a representative of the Township. Employees attending external events including training, conferences, and seminars are expected to wear "business casual" or "business" attire as appropriate, unless special circumstances warrant a lesser standard (e.g. organized in-conference field trip). When safety equipment is issued to employees, it is mandatory that it be worn when performing tasks for which such equipment is provided. In the event that an employee fails to meet the requirements of this policy, his/her supervisor shall with the employee in an effort to identify and address the employee's shortcomings. Repeated failures to adhere to attire and grooming standards may result in disciplinary action up to and including dismissal. It is the responsibility of the Department Heads to enforce this policy, however the Department Heads may also involve the Township Administrator in the resolution of issues arising under this policy.

3.7 IDENTIFICATION CARDS

All Township employees and contractors shall be issued a picture identification card indicating their name and job title. Employees are otherwise required to carry or have their identification cards immediately available to show upon request.

Employees who terminate their employment with the Township must return their keys/fobs and any and all equipment and supplies to their Department Head. Department Heads shall be responsible for collecting and returning their identification cards of employees upon separation.

3.8 KEY ISSUANCE TO CRITICAL FACILITIES

The Township has a system to control the distribution of keys and access fobs to critical facilities within the Township. To that end in order to maintain security and protect those critical facilities, only employees with jobs that require them to enter critical facilities will be issued keys/fobs. The Township Supervisor shall designate an administrator to be responsible for creating and maintaining a list of authorized employees that have been issued keys/fobs to critical facilities. Authorized personnel will be defined as employees essential to the operations at the critical facilities.

AMENDMENT TO THE MAINE TOWNSHIP PERSONNEL POLICY MANUAL

On Page 5, Paragraph 1.5 of the Maine Township Personnel Policy Manual (PPM), Maine Township reserved “the right to modify, revoke, suspend, terminate, or change the language and/or sections within this Personnel Policy Handbook, in whole or in part, at any time, with or without notice.”

In this regard, Paragraph 3.7 Maine Township Personnel Policy Manual (PPM), entitled IDENTIFICATION CARDS is hereby amended to include the following title and paragraph.

3.7 IDENTIFICATION CARDS AND CREDIT CARDS

Maine Township issues credit cards to employees who are Department heads and certain Elected Officials who have occasion on a regular basis to purchase merchandise for Maine Township business.

Receipts for all purchases made with a Maine Township credit card must be submitted to the Township bookkeeper for reconciliation with the credit card statement. The receipts are attached to the credit card statement and then reviewed by the Township Supervisor and the Township Board of Trustees for approval.

Maine Township credit cards, or the points accumulated by the use of those cards, shall not be used by employees for personal purposes.

Violation of the above provisions may be subject to disciplinary action.

Dated this 26th day of April, 2022.

RECEIPT OF AMENDMENT TO THE MAINE TOWNSHIP PPM

I acknowledge that I have received and read the Amendment to the Maine Township Personnel Policy Manual (PPM), which summarizes and incorporates a paragraph with respect to the use of a Maine Township Credit Card issued to certain Department Heads and Elected Officials.

I understand that Maine Township reserves the right to delete, revise, or add to the PPM, with or without notice.

EMPLOYEE SIGNATURE	DATE
EMPLOYEE NAME	DEPARTMENT

PLEASE COMPLETE THIS PAGE AND RETURN TO THE ADMINISTRATOR WITHIN TWO (2) WEEKS OF RECEIPT OF THIS AMENDMENT.

(The original executed Receipt will be kept in your Personnel File)

Current Versions
of Sections 5.8
and
5.9

on pay status with the Township. This includes, but is not limited to, pay periods during which the employee is not on pay status because he is receiving temporary total disability (TTD) benefits pursuant to the Illinois Workers' Compensation Act.

An employee on FMLA leave who has exhausted his/her accrued sick leave time shall be required to use vacation time and/or personal days in lieu of unpaid leave until the FMLA leave and any additional unpaid leave granted by the Township for FMLA purposes has been concluded or until all accrued paid time off has been exhausted, whichever comes first.

In order to maintain a supervisory coverage, the Department Head and Assistant Director shall not take vacation leave at the same time.

5.8 PERSONAL LEAVE

At the beginning of the calendar year, all full-time employees shall be awarded six (6) days to be available for personal days. To use personal leave, the employee will either:

1. Request the Department Head's approval with at least three (3) business days prior notice, or
2. New employees must successfully complete the probationary period prior to being awarded and eligible to use personal leave. Personal time not used may not be carried over to the next Township calendar year. Personal leave not used shall not be paid out in cash at the end of an employee's tenure with the Township.

5.9 SICK LEAVE

All full-time employees who have successfully completed the probationary period shall accrue sick leave at the rate of one-half (1/2) day per month for a total of six (6) sick days per year. In accordance with the Illinois Employee Sick Leave Act (the Act), Township employees may use their sick leave for absences due to an illness, injury or medical appointment of the employee's child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent for reasonable periods of time as the employee's attendance may be necessary but not to exceed one half of the employee's total sick leave accrual for any given calendar year totaling three (3) days. The use of such time, however, does not include absences from work for which compensation is provided

through an employer's plan including, but not limited to, a short or long-term disability plan.

In order to use sick leave, the employee shall call the Department Head within the first two (2) hours of the employee's regular work hours to notify that the employee will be using a sick day. In such an instance where more than three (3) consecutive days of sick leave are utilized by the employee, the Department Head may require a note from the employee's doctor stating that the employee is approved to return to work.

5.10 ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF)

All eligible Township employees are members of the Illinois Municipal Retirement Fund and shall be subject to all applicable fund requirements. The employee shall contribute 4.5% (before taxes) of his/her salary and the Township shall contribute at the rate set annually by IMRF. Vesting shall be as set forth by applicable law

5.11 DEFERRED COMPENSATION (SECTION 457)

All eligible Township employees are eligible to enroll in the 457 deferred compensation program regardless of position or salary. The only restriction is that the contribution must comply with federal tax laws regarding maximum contribution amounts.

An employee who wishes to participate must complete an enrollment form; participation will begin in the next payroll period.

Each quarter, the Township's 457 plan provider will forward directly to an employee's home a statement of his/her account. This should be reviewed carefully for errors. Any errors should be brought to the attention of the Finance Director immediately. Employees will also receive a complete annual financial report on the condition of the Retirement Corporation and the earnings for the past year.

5.12 FLEXIBLE SPENDING PLAN (SECTION 125)

All eligible employees may participate in a Section 125, Flexible Spending Plan. This plan deducts pre-set dollar amounts prior to taxes to pay for health, dental or vision insurance premiums; or, unreimbursed medical or dental expenses; or, child or elder care expenses. Details of the Plan are available upon request.

AMENDMENT TO THE MAINE TOWNSHIP PERSONNEL POLICY MANUAL

In Section 1.5 of the Maine Township Personnel Policy Manual, Maine Township reserved “the right to modify, revoke, suspend, terminate, or change the language and/or sections within this Personnel Policy Handbook, in whole or in part, at any time, with or without notice.”

In this regard, Paragraph 5.8 entitled PERSONAL LEAVE of the Township Personnel Policy Manual is hereby wholly amended to state as follows:

5.8 PERSONAL LEAVE

At the beginning of the calendar year, all full-time employees shall be awarded six (6) days to be available for personal days. New full-time employees shall accrue personal leave at the rate of one-half (1/2) a day per month from the hiring date until the beginning of the next calendar year.

1. To use personal leave, the employee will Request the Department Head’s approval with at least three (3) business days prior notice
2. Personal time not used may not be carried over to the next Township calendar year. Personal leave not used shall not be paid out in cash at the end of an employee’s tenure with the Township.

Further, the first sentence of Paragraph 5.9 entitled SICK LEAVE of the Township Personnel Policy Manual is amended to state as follows:

5.9 SICK LEAVE

All full-time employees shall accrue sick leave at the rate of one-half (1/2) day per month for a total of six (6) sick days per year.

Dated this 26th day of April, 2022.

RECEIPT OF AMENDMENT TO THE MAINE TOWNSHIP PPM

I acknowledge that I have received and read the April 26, 2022 Amendment to the Maine Township Personnel Policy Manual (PPM), which incorporates new language in Paragraphs 5.8 and 5.9 with respect to personal and sick leave.

I understand that Maine Township reserves the right to delete, revise, or add to the PPM, with or without notice.

EMPLOYEE SIGNATURE	DATE
EMPLOYEE NAME	DEPARTMENT

PLEASE COMPLETE THIS PAGE AND RETURN TO THE ADMINISTRATOR WITHIN TWO (2) WEEKS OF RECEIPT OF THIS AMENDMENT.

(The original executed Receipt will be kept in your Personnel File)

Wish List for Maine Township Website Redesign

Site Design/Functionality

- Responsive design
- Visually appealing
- ADA compliant
- Integrated translation to support multiple languages
- Easy to use CMS (Content Management System)
- SEO (Search Engine Optimization)
- Enhanced cybersecurity protocols
- Ability to schedule publication and expiration of content
- Integrated website statistics/analytics

Content/Features

- Easy/intuitive navigation - multi-layered drop-down menus.
- Icons (graphical navigation) on homepage (helpful for non-English speakers)
- Photo gallery for recent events
- Large photo area on home page - hero images?
- Calendar feature for events - sortable by department etc
- Blog
- Staff directory (with photos/links to bio where necessary)
- "Popular links" section on homepage for most frequently visited pages
- "How Do I..." menu option for an easy resolution to resident questions
- "Community" section with many details about the Maine Township community in one place
- Integrated and searchable board meeting agendas/packets/minutes/videos module
- Bid posting - RFP's
- Job posting
- Searchable documents
- Social media integration, sharing
- Ability to submit forms/request information
 - Public records requests
 - Event registration/payment processing
 - Other forms as needed
 - Room/equipment reservation (internal use from staff)
- Enhanced search
- FAQ's
- Upcoming events on homepage
- Prominent home page alert option for emergencies or urgent news
- Interactive PDF documents with page turning feature
- Printer-friendly page features

CLERK'S SERVICES FOR THE YEAR 2022

Month	Voter Registr.	Handic. Cards	Hunting & Fishing	RTA Passes	Passport Applic.	Neighbor Neighbor	Notary Public	Garbage Stickers	MainLines Tickets	TOTAL
January	3	0	0	3	145	454	18	0	0	623
	0	0	0	0	125	330	1	14	0	470
February	0	4	0	8	146	0	19	16	15	208
	0	1	0	2	142	693	43	4	0	885
March	1	1	28	23	178	3	11	23	0	268
	3	1	3	7	175	0	13	21	0	223
April	0	0	0	7	175	0	18	100	60	399
	0	0	39	7	175	0	18	100	60	399
May	1	2	2	6	109	224	4	216	20	584
	1	2	2	6	109	224	4	216	20	584
June	0	1	2	11	170	0	28	238	0	450
	0	1	2	11	170	0	28	238	0	450
July	1	4	6	11	188	519	7	206	70	1,012
	1	4	6	11	188	519	7	206	70	1,012
August	0	2	13	10	141	0	9	156	37	368
	0	2	13	10	141	0	9	156	37	368
September	1	1	13	8	120	527	12	69	15	766
	1	1	13	8	120	527	12	69	15	766
October	2	2	21	13	139	0	26	209	15	427
	2	2	21	13	139	0	26	209	15	427
November	0	2	8	8	120	3	36	238	0	415
	0	2	8	8	120	3	36	238	0	415
December	0	1	0	8	167	770	18	107	0	1071
	0	1	0	8	167	770	18	107	0	1071
TOTAL	4	5	28	34	469	457	48	39	15	1,099
	8	17	107	91	1,771	3,066	215	1,578	217	7,070

* The numbers in the second row indicate services provided in the year 2021

Maine Township Assessor's Office 2022 Monthly Summary of Taxpayer Services

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
Calls	331	748	1020	250									2349
Visits	165	456	993	383									1997
permits	201	194	155	56									606
Welcome	453	0	0	0									453
C/E	46	31	45	0									122
HO	0	0	41	0									41
Senior	0	0	92	0									92
Freeze	0	0	131	0									131
Disability	0	0	12	0									12
Vets	0	0	6	0									6
Waivers	0	0	8	9									17
Treasurer	0	0	0	0									0
Name/Address	5	0	6	21									32
Appeals	0	0	0	0									0
Prop. Loc	3	0	0	3									6
Exempt Inq	1	0	0	3									4
Assessment Inq.	0	0	0	0									0
C/E \$ Saved				\$102,618.25									\$ 102,618.25
Taxpayers													

z: Assessor/2022 Yearly Summary of Taxpayer Services_ by month

Updated 4/18/2022

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

**To: Karen Dimond
Maine Township Supervisor**

**From: Nick Kanehl
Director – Food Pantry**

Re: Report of Services Rendered during the month of March-April 2022

- I. Maine Township Emergency Food Pantry Distribution**
 - a. Patrons of Food Distribution**

—

TOTAL 204

II. Cash Donations and Amounts Received

Resident Donations	\$3,241.10
Business Donations	51,695.00
<u>Total</u>	<u>\$54,936.10</u>

**Maine Township Code
Enforcement Office**

To: Elected Officials
From: Nader Ghazaleh, Code Enforcement Officer
CC: Dayna Berman, Administrator
Date: 3/18/2022
Re: Monthly Report

Construction season has once again arrived here at Maine Township. This time of the season has been very steady with permit questions streaming into my office. Residents are planning ahead to start projects now that spring is here. This past month has only brought one contractor that did not get the correct permits for concrete work. I issued a fine of \$200 to that contractor which has been paid in full. I continue to work with Cook County Building & Zoning Inspectors to learn their ever-changing ordinance requirements and pass not only their requirements to our residents but also ours. I have found myself receiving many compliments in regards to residents appreciating they do not have to make numerous phone calls in regards to their permit questions. Has been a busy month writing deficiencies. Sumac is an ongoing challenge with fly dumping furniture, garbage, tires etc. working with Flood Bros to get it cleaned up. I believe transit residents are a big problem, being not familiar with ordinances. Have given out three property maintenance deficiency's regarding, painting, driveway replacement, removal of an illegal pigeon coop, hopefully for compliance.

I have tickets issued for commercial taxis vehicles on our streets. Many residents have contacted me thanking me for removing these vehicles from the community. These two ordinances alone have been very time consuming for me, but the efforts have paid off well. Tuesdays and Thursdays are always busy days, for ticket and tow areas. Most residents are aware of signage and comply, while other are repeating offenders. I'm excited to announce hard work pays off. After two years finally Niles has installed no parking signs on Western ave. between Kathy and Golf Road on east side. Was a nuisance for residents there for vehicles destroying their easement.

March Deficiency's 21

March Citations 11

- 1- No construction permits
- 2- Commercial vehicles
- 1- Abandoned vehicle
- 7- No parking tow zone

General Assistance Monthly Report

March 2022

Austin Kelso

General Assistance:

In the month of March, we approved 2 new GA cases. We have 30 current enrolled clients. We are seeing an increase in intakes and applications due to current events in the world. Currently we have 2 pending cases.

Advocacy/QMB, Snap, and Medicaid:

In March, we helped residents with the various forms of Public Aid (Food Stamps, Medicaid, and Cash Assistance) 30 times. We have been receiving a lot of phone calls from residents seeking any help they can get and have referred them to community resources on 91 occasions during the month.

Benefit Access:

With the Secretary of State closing their buildings, they have extended expired license plates through March. This is a program which grants a reduced rate on license plate stickers and a free or reduced transit card to qualifying residents. We helped 69 individuals get approved in the month of March.

CEDA/LIHEAP:


Our LIHEAP season began September 7th. Just as last year, it has been as busy as ever. Since CEDA granted people the ability to apply for this program remotely, we have been able to serve more people in need. We helped 190 individual households apply for this program in the month of March. This is our Energy Assistance program that awards eligible applicants a one-time grant on their electric and gas bills. We also assist with PIPP which is a payment plan to help ensure residents can pay their utility bills every month. To date we have started over 1,000 applications not including PIPP, Weatherization, or the Furnace program. We have carved out certain dates and times to keep open so that we can still fit in Benefit Access, Medicare, and GA appointments. Last season we broke our record for the most LIHEAP applications processed, which was well over 1,400. We anticipate coming close to that or exceeding the number this season.

Senior Information and Assistance:

Our Senior and Disability Advocates have been doing a great job keeping up with all updates for senior programs during these uncertain times. Our advocates helped 10 resident conducting SHIP interviews and helped 4 individuals in answering Medicare and Medicare Part D questions.

STATISTICAL REPORT
GENERAL ASSISTANCE DEPARTMENT
March 2022

I.	<u>GENERAL ASSISTANCE CASES</u>	
	1. CASES OPENED	<u>2</u>
	2. CASES ONGOING	<u>28</u>
	3. CASES PENDING	<u>2</u>
	4. CASES CLOSED	<u>0</u>
	5. TOTAL INDIVIDUALS RECEIVING GENERAL ASSISTANCE	<u>30</u>
II.	<u>ADVOCACY:</u>	
	1. QMB – QUALIFIED MEDICAL BENEFICIARY PROGRAM	<u>4</u>
	2. GENERAL PUBLIC AID ADVOCACY (TO INCLUDE SNAP, CASH ASSISTANCE AND MEDICAID)	<u>30</u>
	3. COMMUNITY RESOURCE ADVOCACY REFERRALS	<u>91</u>
III.	<u>SUBURBAN PRIMARY ACCESS TO CARE INTAKE:</u>	
	1. MONTHLY INTERVIEWS/APPLICATIONS FILED	<u>3</u>
IV.	<u>SENIOR INFORMATION AND ASSISTANCE:</u>	
	1. SHIP, MEDICARE, AND MEDICARE D INTERVIEWS	<u>10</u>
	2. BENEFIT ACCESS MONTHLY APPLICATION INTERVIEWS	<u>69</u>
	3. FREE TELEPHONE /BILL REDUCTION APPLICATION INTERVIEWS	<u>0</u>
	4. VETERANS ADMIN. ASSIST REFERRAL	<u>0</u>
	5. SECTION 8 HOUSING	<u>0</u>
V.	<u>CEDA PROGRAMS/ LIHEAP – ENERGY ASSISTANCE</u>	<u>190</u>
	<u>APPLICATION INTERVIEWS</u> (which includes Hardship, Share the Warmth, PIPP, DVP, RA [Reconnect Assistance], Furnace, and Weatherization).	
VI.	<u>MAINELINES (MAINE TOWNSHIP TAXI CAB VOUCHER PROGRAM)</u>	
	1. NEW APPLICATIONS ACCEPTED	<u>0</u>
	2. MONTHLY INTERVIEWS	<u>1</u>
	3. MAINELINES TICKETS SOLD THIS MONTH	<u>15</u>
	4. TOTAL MONEY COLLECTED FOR TICKETS SOLD (YEAR TO DATE) (MARCH 1 ST -FEBRUARY 28 TH)	<u>\$15</u>



MAINE TOWNSHIP YOUTH & FAMILY SERVICES
APRIL 2022 BOARD REPORT
RICHARD LYON, DIRECTOR

AGENCY DAY

Maine Township's 39th annual (and second virtual) Agency Day will be held on Friday, May 6 from 9-12 via Zoom. This event provides a great opportunity for local organizations to learn about services in the Maine Township community and is open to employees from social service agencies, non-profits, schools, churches, hospitals, and units of government. Our presenter this year will be professional speaker, author, and coach Alexanne Stone who will present on the topic *Body Language - Myths & Magic*. At the conclusion of the workshop, organizations will be able to share their mission and services with those in attendance in order to increase awareness of available local resources and better serve our residents. Admission is free for all Maine Township employees and elected officials. Please contact Evan White to sign up.

NEW YOUTH PROGRAMS

We are pleased to announce the launch of two new youth programs later this month for poetry writing and yoga. Our Slam Poetry Society program, led by Evan White, will help participants ages 8-13 learn how to write poetry for managing and reflecting on their emotions, behaviors, and experiences in a healthy way. Our Mindfulness Matters Yoga program, coordinated by Emily Toomey, will provide children ages 7-11 with a fun way to relax and cope with stress. Yoga for children has been shown to improve mental wellbeing, help improve attention span, and reduce stress and anxiety. It can also help boost self-esteem, focus and concentration, and even improve peer relationships.

WORKSHOP IMPROV THEATRE

The next session of this six-week program for youth ages 8-14, led by Evan White, will begin on April 20. It focuses on confidence building, expressiveness, and social skills through the art of comedy and fun of improv. Participants will learn how to step outside their comfort zone and explore their imagination. Heavy emphasis is placed on invaluable skills such as listening, public speaking, problem solving, and teamwork.

ART IN THE TOWN

Our ten-week Art in the Town program, offered in partnership with Brickton Art Center, will conclude on April 25. This program, coordinated by Emily Toomey, helps children foster their artistic abilities while increasing their self-confidence and social skills. We offer two separate sessions for ages 6-8 and 9-12.

FEATURED STORY OF THE MONTH

One of Arielle Kalvelage's clients started counseling due to aggression at school and recent loss. The client initially denied any issues but kept requesting to return to counseling. After a few sessions of rapport-building and creative therapeutic techniques, the client started to process emotions and started to identify behaviors that have influenced obstacles. The client and Arielle were able to identify coping skills that the client was willing to use outside of session. The parent reported no recent behavioral concerns since beginning counseling.

WEBINARS

On April 21, we will host our next professional development webinar entitled *Helping Emerging Adults Become the Best Versions of Themselves: Infusing Positive Psychology with Cognitive Behavioral Therapy*. On May 10, we will host another professional development webinar entitled *Providing Trauma-Informed Counseling to Intimate Partner Violence (IPV) Survivors in LGBTGEQIA+ Populations* with our family therapist Arielle Kalvelage presenting.

ANGER MANAGEMENT GROUP

Our adult anger management group began on March 29. I am facilitating this eight-week educational group that is designed to help individuals gain control over their anger. The program utilizes a research-based curriculum of cognitive-behavioral skills to help participants understand anger and make behavior changes geared toward effectively managing and gaining control over anger.

ANXIETY COPING SKILLS GROUP

This eight-week group for children ages 8-13 began on March 31 and is co-led by our intern therapist Jazmin Arana and me. Using research-supported curriculum, participants are learning effective ways to deal with anxiety and stress and are practicing their new skills in several anxiety-provoking situations outside the group.

PEER JURY

Peer Jury, led by Evan White, will meet next on May 5. We had 3 new cases, 9 ongoing cases, and 2 completed cases during this month's session. This restorative justice initiative allows first-time, non-violent offenders to bypass the court system and instead be sentenced by a jury of their peers. Offenders receive meaningful community service assignments and various forms of restitution. MaineStay matches juveniles with local community service sites and oversees their efforts to ensure their work progresses smoothly. The goal of this program is to reduce juvenile delinquency and repeat offenses later in life, and to improve decision-making skills.

MENTORING

Our Big Brothers Big Sisters mentoring program continues to meet twice a month next door at the District 63 Family Resource Center. We have recently received a number of new applications for adults interested in volunteering for this program, and they are currently moving through the application and screening process.

FUTURE LEADERS

The Future Leaders program, which focuses on social emotional learning and provides the opportunity for middle school students to benefit from positive peer mentoring relationships with high school students, continues to meet twice each month at Emerson Middle School. Emily Toomey and Evan White co-facilitate these sessions and continue doing engaging and meaningful work with these students. This program will wrap up for the school year on May 26.

COUNSELING SERVICES

MaineStay continues to offer clients the option to be seen in the office or via telehealth (video or phone) for counseling services. We had 6 new counseling intakes completed during March. We currently have a waiting list of 11 clients. We had 87 ongoing cases and now have a total of 93 cases in our affordable, strength-based counseling program. MaineStay is honored to assist our residents of all ages who are struggling with mental health concerns.

PSYCHIATRIC SERVICES

MaineStay, in partnership with Josselyn, continues to provide psychiatric services to our residents. We are currently working with a total of 54 psychiatric clients. This partnership allows clients receiving counseling services at MaineStay to receive psychiatric services from Josselyn via telehealth without also needing to be seen for counseling there, as many prefer receiving counseling closer to home.

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 13 years. We now have over 5,000 subscribers. This service is now also being used to send out a monthly general township e-newsletter.

MAINSTREAMERS HIGHLIGHTS

March 2022

Marie Dachniwsky, Director

In March we had three day trips for our members: *Outside Mullingar*, *Wonder Museum & Illusions Museum*, and *Four Winds Casino*. We also hosted our regular monthly programs, which include our weekly Bingo on Zoom, as well as a few highlighted events: St. Patrick's Day Luncheon, Zoom Informative - Funniest Women in the Movies and our New Member Presentation. Throughout the month of March, a combined total of 486 members (some duplicated) were able to enjoy our MaineStreamers' activities.

Day Trips

Outside Mullingar, at the Citadel theatre, a story of two introverted misfits who have spent their entire life on a cattle farm in rural Ireland. In this very Irish story, with a surprising depth of poetic passion, these yearnings, eccentric souls fight their way towards solid ground and some sort of happiness. ***Wonder Museum & Illusions Museum***, two new museums in Chicago offer a new adventure to guests. The Wonder Museum is considered to be a cultural and artistic hub, it is committed to presenting unexpected, fully immersive art experiences. The Illusions Museum will trick your confidence in your own senses. Members were very intrigued and thrilled – nothing is what it seems, especially not in the Museum of Illusions. Our final trip was to ***Four Winds Casino***. Members enjoyed a fun-filled day of gambling, with some pretty big winners. All members received \$15.00 of instant slot credit and a \$10.00 food voucher to enjoy at one of their restaurants.

St. Patrick's Day Luncheon – A total of **117** members enjoyed the St. Patrick's Day luncheon at Chateau Ritz. Members enjoyed a 3-course lunch, which included the traditional corned beef and cabbage. After lunch *Mulligan Stew*, a well-known band in the Irish Celtic music scene in Chicago since 1978, performed some of their traditional Irish music, Irish drinking songs, as well as some contemporary hits.

Zoom Informative- "Funniest Women in the Movies" – Steven Frenzel presented one of his great informative programs. Our members were able to view the program from the comfort of their homes, or some members enjoyed the presentation on our White Board in our Board Room. He shared stories of how women had to buck the system in order to stay true to themselves. They watched many hilarious scenes, featuring strong and funny women in the movies.

New Member Presentation – We welcomed 25 new members to Maine Township and to the MaineStreamers. When a resident of Maine Township becomes a new member, they are invited to attend an orientation, which highlights the Township's Departments, as well as important information regarding the MaineStreamer program. We were very excited to use the Township's new video to recap all the departments and the programs that are offered. Our new members were very excited to start signing up for some of our events.

MAINSTREAMERS 2022 STATISTICAL REPORT - MARCH 2022

	NO. OF PARTICIPANTS	YEAR TO DATE	INCOME	EXPENSES	TOTAL
RECREATIONAL PROGRAMS					
Bingo (Monthly)	82	151	\$234.00	\$207.00	\$27.00
Day at the Races (Monthly)	30	71	\$0.00	\$0.00	\$0.00
Movie of the Month (Monthly)	31	60	\$31.00	\$0.00	\$31.00
Women's/Mens Breakfast (Alternating Months)					\$0.00
Twilight Dining Outing (Alternating Months)		32			\$0.00
Book Review (3-Times a Year)					\$0.00
Coffee Talk/Trivia					\$0.00
Fun Fridays	16	25	\$32.00	\$5.00	\$27.00
Craft Class					\$0.00
HEALTH/INFORMATIVE					
Funniest Women in Movies	35	128	\$0.00	\$200.00	(\$200.00)
ZOOM INFORMATIVES					
		34			\$0.00
FITNESS CLASSES					
Senior Aerobics (8 week sessions)		13			\$0.00
Yoga (8 Week Sessions)		10			\$0.00
Zumba Gold (8 Week Sessions)					\$0.00
Chair Yoga (8 Week Sessions)					\$0.00
Matter of Balance Exercise Class					\$0.00
CLASSES/PROGRAMS					
Computer Class (Alternating Months)	12	25	\$120.00	\$150.00	(\$30.00)
Matter of Balance (8 Week Class- Bi- Yearly)					\$0.00
Rules of the Road (3- Times a Year)		7			\$0.00
Defensive Driving Course (Held Quarterly)					\$0.00
LUNCHEONS	117	197	\$4,454.00	\$4,596.00	(\$142.00)
ANNUAL SPECIAL EVENTS					
MISCELLANEOUS EVENTS					
		75			\$0.00
					\$0.00
					\$0.00
DAY TRIPS	138	295	\$8,581.00	\$8,298.48	\$282.52
LONG DISTANCE TRIPS					\$0.00
SENIOR MAILING (Bi-Monthly)		17			\$0.00
NEWCOMERS PRESENTATION (Alternating months)	25	40	\$0.00	\$0.00	\$0.00
ADVISORY COUNCIL MEETING (Held Quarterly)		12			\$0.00
TOTAL	486	1192	\$13,452.00	\$13,456.48	(\$4.48)
Misc. Expenditures				\$0.00	\$0.00
NEW MEMBERS	23	48	Average Age	68 y/o	(\$4.48)

Maine Township
MaineStreamers Account Income/Expenses
MARCH 2022

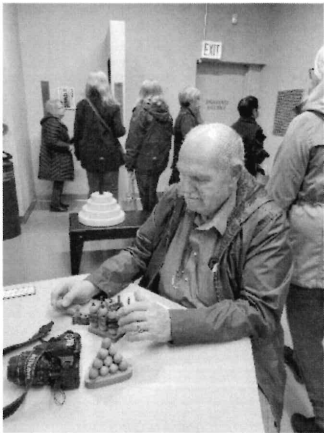
Beginning Balance 3/1/2022	\$94,455.82
<hr/>	
Income	
Total amount of checks deposited (e.g., member event fees, vendor refunds)	\$71,860.50
Expenses	
Total Subtractions (e.g., venues, bus transportation)	\$22,359.23
<hr/>	
Ending Balance 3/31/2022	\$143,957.09

Ending Bank Balance \$143,957.09

*** Please Note**

This is an account separate from the General Town Fund

MAINSTREAMER PHOTOS FROM MARCH 2022 PROGRAMS AND EVENTS





Board Report for March / April 2022

Marty Cook

Friday Night Recovery Connection Attendance:

- We continue to see strong support for our meeting via community based treatment referrals

March 18 2022	48Participants
March 25, 2022	55 Participants
April ,1 2022	56 Participants
April 8, 2022	51Participants

Community Support and Outreach:

- Recovery Connection staff partnered with local parents who have lost children due to addiction to promote a support group on zoom, this meeting will eventually meet in person at a local church.
- Marty Cook arranged an intake to a sober living facility for a township resident
- Marty Cook spoke to 40 members of the recovery community at the First Step House Spring Meeting
- Recovery Connection toured Rosecrance Treatment center in Des Plaines and discussed future partnership
- Recovery Connection met with staff from Families Anonymous to help promote support for families in the community who are dealing with substance abuse with loved ones.

Success Story of the Month: Alex

Alex grew up in Park Ridge and graduated from Maine South. When he went away to college he was introduced to prescription pain medication after being hurt in an intramural football game. They quickly took control of his life. He soon was “Doctor Shopping’ which means he would go to multiple doctors in the hopes of getting prescriptions for pain killers. He soon flunked out and was back in Maine Township with his concerned parents. They soon started sending him to recovery centers all over the country, including one in the middle of the desert, all in hopes that he would stay sober. But it was always the same, he would come home and get back to his old ways. In 2019 he was rushed to Lutheran General Hospital after overdosing. Upon his release he went to Rosecrance in Des Plaines. It was there that he met recovery connection volunteers who told him their recovery stories and about our Friday night meeting. He became a regular and was connected with a whole new group of

friends, friends all serious about staying sober. Alex participated in all Recovery Connection events, sober Crossfit, comedy shows, Sober Golf, and soon was the chair of our meeting. He started welcoming newcomers and going into treatment centers talking to patients. Meanwhile his life got better; he took his gift of gab and concern for helping others and turned it into a career helping people find employment. He has become tops in his field and recently bought a home.

Alex's story highlights the important role our recovery community has in saving lives. He continues to be a regular at Recovery Connection events, and always says he would not have the great life and great friends he has now if it wasn't for Recovery Connection.

Maine Township
1700 Ballard Road
Park Ridge, Illinois 60068

FREEDOM OF INFORMATION REQUEST

FROM:
Name: David Tully

Address: 999 Leisford Ln.

City/State/Zip: Elk Grove Village, IL, 60007

Phone Number: 847-305-7213

Email Address: histully412@gmail.com

TO:
Freedom of Information Officer
Wiesia Tytko
wtytko@mainetown.com
Fax #: 847-2971335
Phone #: 847-297-2510 ext. 222

Today's Date: March 29, 2022

DESCRIPTION OF REQUESTED RECORD(S): (Describe in detail, using reverse side if necessary, or attach separate sheet).

I am requesting the following documents which may be in the possession of the township:
-Plans/township documents related to the development of the (Capri) Condominiums on Harrison St. and Brockton Ln. (mailing address Des Plaines, immediately east of 9511 Harrison St.)
-Plans/township documents related to demolition and landscaping on the property before said development
-Any records related to the purchase of the property at 9511 Harrison St. by Lexington Development Corporation from School District #207.

As far as I can tell there is no singular address, but I do have some information which may help with locating these records. As far as I know, the condos were developed by Lexington Development Corporation C.1997, though the land was purchased in 1989. Since plans must be submitted to the Township for approval, I am hoping that Maine Township will have them. I believe the condos are named "Capri Condominiums" but I have been unable to verify this. If they are not held, any recommendations as to where I may inquire would be greatly appreciated.

Please indicate if you wish to inspect the records or wish a copy of them:
_____ Inspection Copy

Charges: First 50 pages at no charge, then \$.15 per page (per side) for letter or legal size document
 Oversized documents: actual cost
 Color copies: actual cost

Commercial purpose? Yes _____ No

For Office Use Only

Date Received 3/29/2022
Date Response Due TUE 4/5/2022
Received By W. Tytko

Notations _____

Maine Township
1700 Ballard Road
Park Ridge, Illinois 60068

FREEDOM OF INFORMATION REQUEST

FROM:
Name: Vincent Carlson- First American
Address: 3550 W Robinson St 3rd fl
City/State/Zip: Norman/OK/73072
Phone Number: 405-253-2457
Email Address: vcarlson@firstam.com

TO:
Freedom of Information Officer
Wiesia Tytko
wtytko@mainetown.com
Fax #: 847-2971335
Phone #: 847-297-2510 ext. 222
Today's Date: March 23, 2022

DESCRIPTION OF REQUESTED RECORD(S): (Describe in detail, using reverse side if necessary, or attach separate sheet).

- Zoning Compliance/Verification Letter: if available can u send to correct department
- Any Variances, Special Permits or Conditions:
- Code Violations: Please note whether or not there are currently any open/outstanding zoning, building or fire code violations that apply to the subject property
- Certificates of Occupancy: Please supply copies of any existing certificates of occupancy for the subject property. Please state (even if a Certificate of Occupancy was located and provided) if there is any expected enforcement action due to the lack of certificate. Also, please specify if a new Certificate of Occupancy would be required in the event of a change in ownership.
- Approved Site Plan and/or Conditions of Approval,

All for site located at 1530 Birchwood (APN: 09-29-402-034-0000)

Please indicate if you wish to inspect the records or wish a copy of them:
_____ Inspection Copy

Charges: First 50 pages at no charge, then \$.15 per page (per side) for
letter or legal size document
Oversized documents: actual cost
Color copies: actual cost

Commercial purpose? Yes No _____

For Office Use Only

Date Received 3/23/2022
Date Response Due 4/21/2022
Received By Wesley Tytko

Notations Commercial

Received
4/6/2022

Wiesia Tytko

From: Chris Erickson <cerickson@foxarchitecture.net>
Sent: Wednesday, April 6, 2022 12:18 PM
To: Wiesia Tytko
Cc: Jeffrey Fox; Janet Zeitler
Subject: FOIA - Request for Information

Responded by
4/13/2022

Importance: High

Ms. Tytko,

After speaking with you on the phone, it is apparent that Maine Township should have the information we need, as opposed to the City of Park Ridge.

We are working on a project in your area and need information on an existing building. Our project, Thrive Pet Healthcare (formerly Thrive Affordable Vet Care), will be a Tenant Improvement/Build-out of Suite A-4 of Building A (of a multi-building development originally called "Park Ridge Uptown Redevelopment" on structural drawings we have for buildings B & C). You can see a map image of the location from a brochure below. The space is at:

190 N. Northwest Highway, **Building A**
Park Ridge, IL

What we need are **architectural, structural, and MEP** (mechanical, electrical, plumbing) **drawings of the existing building A**. The buildings B & C structural drawings that we have are dated 2005, but we don't know when building A was built. Getting these drawings in **PDF** form would be great. Paper copies of the drawings are not needed, unless that is the only form of the documents you have available. If you have any **CAD** files for the building (esp. the floor plan) that would be very helpful as well.

Thank you for your help. It is much appreciated.

Chris Erickson, RA, LEED AP BD+C
Project Architect



www.foxarchitecture.net
11044 Research Boulevard
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Austin, TX 78759

512.861.0185 Main Office
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