

Maine Township Town Hall
1700 Ballard Road Park Ridge, IL 60068
Tuesday, April 24, 2018 @ 6:30 pm

REVISED AGENDA

Bill Review/6:30 in Open Meeting Board Room

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

Call Regular Meeting to Order/7:30

Pledge of Allegiance

Roll Call

1. Approval of Minutes of March 27th Bill Pay Review
2. Approval of Minutes of March 27th Board Meeting
3. Approval of Minutes of April 3rd Supervisor's Annual Financial Statement Meeting
4. Approval of Minutes of April 17th Special Board Meeting
5. Public Participation
6. Approval of General Assistance Expenditures
7. Approval of Road District Expenditures
8. Approval of General Town Fund Expenditure
9. Catherine Sbarra, Health insurance broker presentation of renewal rates, with associated proposed budgetary line item decrease.
10. Personnel
 - Discussion/Vote on filling open maintenance position- Appointment of Maintenance Director.
 - Discussion & vote on hiring replacement hall monitor as recommended by Mike Samman.
 - Discussion/Vote on Hiring a Part Time Payroll/Finance/Personnel Assistant to assist Denise Jajko, Tabled from March 27th Board meeting.
 - Discussion/Vote on filling Code Enforcement Officer vacancy
11. Old Business
 - Presentation/discussion & possible vote on RFPs for Upgrade of Safety Measures Focused on Making Maine Township a Hard Target.
 - Motion (Trustee Sweeney request) to vote on Procedures & Policies as submitted by (Trustees Carrabotta, Mckenzie, & Sweeney)
 - Motion to table vote on policy and procedures to obtain Attorney review and input
 - Appointment of Township Attorney tabled from April 17th Special Meeting. Discussion/Vote
12. New Business
 - Motion to approve staff performance-based increases as presented and/or Cost of Living increases tied to CPI of 2.0% for staff, 1.5% for Department heads. Discussion & vote.
13. Officials' Reports
14. Attorney's Report
15. Administrator's Report
16. Closed Session
17. Adjournment

*Public Participation is permitted under items of Old and New Business



ADMINISTRATOR'S REPORT

Date: April, 2018

To: All Elected Officials

From: Dayna Berman, Administrator

Please note you have two resumes included in your board packet for the positions of Hall Monitor and Code Enforcement Officer. Mike Samaan and I conducted interviews and feel these two are best qualified for the positions.

I have also been busy reviewing several open positions in some of our other departments, such as our maintenance department and our senior department. As you know, one of our maintenance staff resigned last month and now our foreman has retired. We also have an opening in our senior department, so there are some personnel changes that are taking priority for attention this month.

I attended the Annual Town Meeting on the 10th of this month. It was a nice turnout with community members, staff and elected officials attending to hear the review of the "official business of Township government." When hearing the departments mentioned with a summary the services we offer, it was an awesome feeling to be reminded of how much we actually do offer for our Maine residents, from youth to seniors. I am also honored to be part of a township who has so many dedicated volunteers and grateful for the service they provide; everyone from our OEM volunteers to this year's winner of the Sgt. Karen Lader Good Citizen's Award, Bob Neil, who demonstrates strong support and commitment to this community.

I met with several vendors this month; Alex Barton to discuss upcoming newsletters and the Senior Expo, Tim Lintner from Republic Services, to discuss concerns with residents who reside on Sumac Ave and the surrounding townhouses and Jeff Brown from Ancel Glink Law Firm to review a draft of our Personnel Policy Manual.

The 2018-19 preliminary budget is now filed in the Clerk's office. Please note, and as discussed at the Special Board meeting on the 3rd of this month, some line items are due to change, for an even more fiscally conservative budget. For example, we will be lowering the Health Insurance line item under each department - as we budgeted 15% and we are anticipating a much lower increase to the township. I will be working on the final budget over the next few weeks and will be able to share with you prior to the May meeting, in which we will be passing it.

MOTION TO APPROVE PAYROLL FOR PAYDATES OF APRIL 6, 2018
AND APRIL 20, 2018 AND ROAD DISTRICT CHECKS # 20314
THROUGH CHECK #20358 IN THE AMOUNT OF \$102,056.11.

Maine Township Road & Bridge Fund

APRIL 2018

<u>Check #</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>
20276V	Mar 28	VOID - (Des Plaines, City of)	Void	(18,120.31)
20281V	Mar 28	VOID - (Glenview, Village of)	Void	(119.80)
20291V	Mar 28	VOID - (Morton Grove, Village of)	Void	(221.63)
20294V	Mar 28	VOID - (Niles, Village of)	Void	(2,267.28)
20297V	Mar 28	VOID - (Park Ridge, City of)	Void	(5,277.35)
20298V	Mar 28	VOID - (Rosemont, Village of)	Void	(784.71)
Wire	Apr 6	Federal Electronic Payroll System	Federal Taxes	4,435.68
Wire	Apr 6	Illinois Department of Revenue	State Taxes	791.32
S/C	Apr 6	Paychex	Service Fee	161.42
Dir. Deposit	Apr 6	Richard A. Brandes	Payroll Check	1,595.06
Dir. Deposit	Apr 6	Robert J. Brzezinski	Payroll Check	2,850.27
Dir. Deposit	Apr 6	Peter Douvalakis	Payroll Check	2,125.48
Dir. Deposit	Apr 6	Jason D. Fox	Payroll Check	1,405.62
Dir. Deposit	Apr 6	Dawne Scheel Hayman	Payroll Check	1,536.69
Dir. Deposit	Apr 6	Peter A. Jimenez	Payroll Check	1,441.02
Dir. Deposit	Apr 6	Justin E. MacIntyre	Payroll Check	1,626.47
Wire	Apr 10	IMRF	Illinois Municipal Retirement Fund	6,565.87
Wire	Apr 20	Federal Electronic Payroll System	Federal Taxes	4,693.34
Wire	Apr 20	Illinois Department of Revenue	State Taxes	828.66
S/C	Apr 20	Paychex	Service Fee	172.42
Dir. Deposit	Apr 20	Richard A. Brandes	Payroll Check	1,648.67
Dir. Deposit	Apr 20	Robert J. Brzezinski	Payroll Check	3,009.73
Dir. Deposit	Apr 20	Peter Douvalakis	Payroll Check	2,207.25
Dir. Deposit	Apr 20	Jason D. Fox	Payroll Check	1,461.49
Dir. Deposit	Apr 20	Dawne Scheel Hayman	Payroll Check	1,536.69
Dir. Deposit	Apr 20	Peter A. Jimenez	Payroll Check	1,488.53
Dir. Deposit	Apr 20	Justin E. MacIntyre	Payroll Check	1,663.81
20314	Apr 24	Metro Federal Credit Union	Conference & Meeting	37.18
20315	Apr 24	Metro Federal Credit Union	Office Equipment & Postage	80.45
20316	Apr 24	AT&T	Service at Garage	247.34
20317	Apr 24	AT&T	Telephone & Communication	55.38
20318	Apr 24	Alexander Equipment Co, In.c	Equipment Maintenance	83.16
20319	Apr 24	American Welding	Small Tools & Equipment	45.94
20320	Apr 24	Burns Industrial Supply	Equipment Supplies	85.42
20321	Apr 24	Comcast	Service at Garage	22.92
20322	Apr 24	Comed-Garage	Service at Garage	298.41
20323	Apr 24	Comed-Street Lighting	Street Lighting	4,171.57
20324	Apr 24	Conserv FS	Fuel	962.40
20325	Apr 24	Des Plaines, City of	Municipal Replacement	22,092.56
20326	Apr 24	Des Plaines Material & Supply	Supplies for Right of Road	183.69
20327	Apr 24	Drivetrain Service	Equipment & Supplies	179.35
20328	Apr 24	Glenview, Village of	Municipal Replacement	146.06
20329	Apr 24	Golf Mill Ford	Equipment & Supplies	243.10
20330	Apr 24	Healy Asphalt Co LLC	Cold Patch-Supplies	134.93
20331	Apr 24	Interstate Billing Service, Inc.	Equipment Maintenance	119.70

20332	Apr 24	Lin-Mar Towing & Recovery, LLC	Equipment Maintenance	500.00
20333	Apr 24	MacMunnis, Inc. AAF Com Ed	Offsite Storage	314.00
20334	Apr 24	McMaster-Carr	Small Tools & Equipment	179.28
20335	Apr 24	Miller Industrial, Inc.	Equipment Supplies	262.47
20336	Apr 24	Morton Grove Village of	Municipal Replacement	270.22
20337	Apr 24	Napa Auto Parts-Des Plaines	Equipment Supplies	303.70
20338	Apr 24	Niles Village of	Municipal Replacement	2,764.30
20339	Apr 24	Blue Tarp Financial, Inc.	Small Tools & Equipment	767.99
20340	Apr 24	Nicor Gas	Utilities - Service	300.00
20341	Apr 24	Park Ridge City of	Municipal Replacement	6,434.23
20342	Apr 24	Rosemont Village of	Municipal Replacement	956.73
20343	Apr 24	Russo's Power Equipment, Inc.	Small Tools & Equipment	1,177.06
20344	Apr 24	Sam's Club MC/SYNCB	Equipment, Maintanc, Supplies	12,613.64
20345	Apr 24	Security Benefit	Deferred Compensation	1,090.00
20346	Apr 24	Sherwin Industries, Inc.	Supplies/Road	351.83
20347	Apr 24	Spaceco, Inc.	Engineering Services	6,585.32
20348	Apr 24	Standard Equipment Co	Equipment Maintenance	6,569.48
20349V	Apr 24	VOID	Void	-
20350	Apr 24	Uline	Small Tools & Equipment	149.24
20351	Apr 24	Des Plaines, City of/Water Dep	Utilities-Service 1/05-3/19/18	59.26
20352V	May 1	VOID	Void	-
20353	May 1	The Lincoln National	Vol Life Insurance	95.18
20354	May 1	Blue Cross Blue Shield of IL	Health Insurance	14,458.43
20355	May 1	NCPERS Group Life Ins.	IMRF Vol Life Insurance	16.00
20356	May 1	The Lincoln National	Life Insurance	97.30
20357	May 1	Vision Service Plan (IL)	VSP Vision Insurance	6.48
20358	May 1	State Surplus Property	Small Tools & Equipment	90.00

\$ 102,056.11

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 6, 2018 and April 20, 2018 and Road District Checks #20314 through Check #20358 and authorize the Supervisor to issue Checks in payment.

WITNESS OUR HANDS AND SEAL THIS 24TH DAY OF APRIL, 2018.

Supervisor

Clerk

Trustees

MOTION TO APPROVE PAYROLL FOR PAYDATES OF APRIL 6, 2018
AND APRIL 20, 2018 AND GENERAL TOWN FUND CHECKS #55827
THROUGH CHECK #55899 IN THE AMOUNT OF \$264,252.72.

Maine Township General Town Fund

APRIL 2018

<u>Check #</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>
55785V	Apr 24	VOID - (Dept Of Financial Profess.)	Void	(250.00)
Wire	Apr 6	Federal Electronic Payroll System	Federal Taxes	15,161.10
Wire	Apr 6	Illinois Department Of Revenue	State Taxes	2,895.47
S/C	Apr 6	Paychex	Service Fee	342.70
3265	Apr 6	Susan Moylan Krey	Payroll Check	641.11
3266	Apr 6	Walter Kazmierczak	Payroll Check	4,145.63
3267	Apr 6	David A. Carrabotta	Payroll Check	-
3268	Apr 6	Carl F. Brzozowski	Payroll Check	343.60
3269	Apr 6	David Gnutek	Payroll Check	1,682.26
Dir.Deposit	Apr 6	David Gnutek	Payroll Check	100.00
Dir.Deposit	Apr 6	Laura J. Morask	Payroll Check	795.07
Dir.Deposit	Apr 6	Peter W. Gialamas	Payroll Check	384.02
Dir.Deposit	Apr 6	Claire R. McKenzie	Payroll Check	434.81
Dir.Deposit	Apr 6	Kimberly Jones	Payroll Check	415.89
Dir.Deposit	Apr 6	Susan Kelly Sweeney	Payroll Check	451.31
Dir.Deposit	Apr 6	Dayna E. Berman	Payroll Check	2,761.52
Dir.Deposit	Apr 6	Denise M. Jajko	Payroll Check	1,725.30
Dir.Deposit	Apr 6	Doriene K. Prorak	Payroll Check	1,413.43
Dir.Deposit	Apr 6	Jessica M. Fox	Payroll Check	1,011.37
Dir.Deposit	Apr 6	Jonathon W. Kaehn	Payroll Check	453.12
Dir.Deposit	Apr 6	Marty Cook	Payroll Check	622.12
Dir.Deposit	Apr 6	Michael A. Samaan	Payroll Check	1,268.41
Dir.Deposit	Apr 6	Nicholas W. Kanehl	Payroll Check	895.78
Dir.Deposit	Apr 6	Rebecca A. Behrens	Payroll Check	246.43
Dir.Deposit	Apr 6	Robert M. Carrozza	Payroll Check	293.30
Dir.Deposit	Apr 6	Sophia R. Nyanue	Payroll Check	39.23
Dir.Deposit	Apr 6	Tracy D. Cummings	Payroll Check	1,090.15
Dir.Deposit	Apr 6	Victoria K. Rizzo	Payroll Check	1,571.03
Dir.Deposit	Apr 6	Debra A. Babich	Payroll Check	1,421.74
Dir.Deposit	Apr 6	Elizabeth J. Coy	Payroll Check	1,373.98
Dir.Deposit	Apr 6	Faris E. Dababneh	Payroll Check	1,019.92
Dir.Deposit	Apr 6	Mary Dolores Phillips	Payroll Check	636.75
Dir.Deposit	Apr 6	Anne M. Kolpak-Camarano	Payroll Check	1,201.47
Dir.Deposit	Apr 6	Anna E. Lydka	Payroll Check	1,459.91
Dir.Deposit	Apr 6	Austin S. Kelso	Payroll Check	1,005.95
Dir.Deposit	Apr 6	Naomi J. Bowman	Payroll Check	1,006.93
Dir.Deposit	Apr 6	Oksana T. Bukaczyk	Payroll Check	1,055.38
Dir.Deposit	Apr 6	Richard D. Lyon	Payroll Check	2,188.40
Dir.Deposit	Apr 6	Robert T. Barder	Payroll Check	170.60
Dir.Deposit	Apr 6	Yessenia Cornejo	Payroll Check	1,318.45
Dir.Deposit	Apr 6	Debra A. O'Brien	Payroll Check	849.57
Dir.Deposit	Apr 6	Marie C. Dachniwsky	Payroll Check	1,395.49
Dir.Deposit	Apr 6	Monika Jaroszewicz	Payroll Check	1,266.84

Dir.Deposit	Apr 6	Therese A. Tully	Payroll Check	1,419.38
Dir.Deposit	Apr 6	Annette Galante	Payroll Check	948.43
Dir.Deposit	Apr 6	Catherine Fredericksen	Payroll Check	393.29
Dir.Deposit	Apr 6	Rosalind Luburich	Payroll Check	540.26
Dir.Deposit	Apr 6	Wieslawa Tytko	Payroll Check	1,552.45
Dir.Deposit	Apr 6	Dagmar Rutzen	Payroll Check	312.64
Wire	Apr 10	IMRF	Illinois Municipal Retirement Fund	22,307.87
55827	Apr 10	Robert Neil	2018 Award Recipient	200.00
Wire	Apr 13	Paychex ESR & FSA	Time Attendance Fee	552.80
Wire	Apr 20	Federal Electronic Payroll System	Federal Taxes	13,693.74
Wire	Apr 20	Illinois Department Of Revenue	State Taxes	2,646.72
S/C	Apr 20	Paychex	Service Fee	330.90
3270	Apr 20	Susan Moylan Krey	Payroll Check	641.11
3271	Apr 20	Carl F. Brzozowski	Payroll Check	353.27
3272	Apr 20	David Gnutek	Payroll Check	1,682.26
Dir.Deposit	Apr 20	David Gnutek	Payroll Check	100.00
Dir.Deposit	Apr 20	Laura J. Morask	Payroll Check	795.07
Dir.Deposit	Apr 20	Peter W. Gialamas	Payroll Check	384.02
Dir.Deposit	Apr 20	Dayna E. Berman	Payroll Check	2,761.52
Dir.Deposit	Apr 20	Denise M. Jajko	Payroll Check	1,709.30
Dir.Deposit	Apr 20	Doriene K. Prorak	Payroll Check	1,413.43
Dir.Deposit	Apr 20	Jessica M. Fox	Payroll Check	838.46
Dir.Deposit	Apr 20	Jonathon W. Kaehn	Payroll Check	453.12
Dir.Deposit	Apr 20	Marty Cook	Payroll Check	622.12
Dir.Deposit	Apr 20	Michael A. Samaan	Payroll Check	1,283.44
Dir.Deposit	Apr 20	Nicholas W. Kanehl	Payroll Check	852.89
Dir.Deposit	Apr 20	Rebecca A. Behrens	Payroll Check	287.06
Dir.Deposit	Apr 20	Robert M. Carrozza	Payroll Check	273.47
Dir.Deposit	Apr 20	Sophia R. Nyanue	Payroll Check	155.22
Dir.Deposit	Apr 20	Tracy D. Cummings	Payroll Check	1,058.07
Dir.Deposit	Apr 20	Victoria K. Rizzo	Payroll Check	1,571.03
Dir.Deposit	Apr 20	Debra A. Babich	Payroll Check	1,397.93
Dir.Deposit	Apr 20	Elizabeth J. Coy	Payroll Check	1,373.98
Dir.Deposit	Apr 20	Faris E. Dababneh	Payroll Check	1,019.92
Dir.Deposit	Apr 20	Mary Dolores Phillips	Payroll Check	620.78
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Dir.Deposit	Apr 20	Anna E. Lydka	Payroll Check	1,459.91
Dir.Deposit	Apr 20	Austin S. Kelso	Payroll Check	1,005.95
Dir.Deposit	Apr 20	Naomi J. Bowman	Payroll Check	1,006.93
Dir.Deposit	Apr 20	Oksana T. Bukaczyk	Payroll Check	1,055.38
Dir.Deposit	Apr 20	Richard D. Lyon	Payroll Check	2,188.40
Dir.Deposit	Apr 20	Robert T. Barder	Payroll Check	249.81
Dir.Deposit	Apr 20	Yessenia Cornejo	Payroll Check	1,318.45
Dir.Deposit	Apr 20	Debra A. O'Brien	Payroll Check	2,114.08
Dir.Deposit	Apr 20	Marie C. Dachniwsky	Payroll Check	1,395.49
Dir.Deposit	Apr 20	Monika Jaroszewicz	Payroll Check	1,266.84
Dir.Deposit	Apr 20	Therese A. Tully	Payroll Check	1,419.38
Dir.Deposit	Apr 20	Annette Galante	Payroll Check	990.79

Dir.Deposit	Apr 20	Catherine Fredericksen	Payroll Check	414.38
Dir.Deposit	Apr 20	Rosalind Luburich	Payroll Check	568.15
Dir.Deposit	Apr 20	Wieslawa Tytko	Payroll Check	1,552.45
Dir.Deposit	Apr 20	Dagmar Rutzen	Payroll Check	269.11
55828	Apr 24	Access One, Inc.	Telecommunications	125.29
55829	Apr 24	Anderson Lock Company LTD	Replacement	625.60
55830	Apr 24	Anderson Pest Solutions	April 2018 Pest Management	96.05
55831	Apr 24	AQUA Illinois, Inc.	Utilities - Water Service	330.18
55832	Apr 24	Republic Svc#551	Waste Pickup Service	400.54
55833	Apr 24	Barton Marketing Group	March 2018 Retainer	3,541.00
55834	Apr 24	Bishop Plumbing Inc.	Dispatch/Repair/Inspection	1,456.90
55835	Apr 24	Sue Blomberg, MA, LCPC	Recovery Connection	375.00
55836	Apr 24	CPH & Associates Insurance AG	Professional Liability Insurance	1,150.00
55837	Apr 24	The Center Of Concern	Grant Payment 2	3,233.33
55838	Apr 24	CIMA Companies Inc.	OEM Renewal for Insurance	581.40
55839	Apr 24	COMCAST Business	Phone Service	1,584.85
55840	Apr 24	COMCAST	Internet and FAX Service	321.82
55841	Apr 24	COMCAST Cable	Phone / Internet Service	231.50
55842	Apr 24	COMED	Utilities - Service at OEM	174.46
55843	Apr 24	Cook County Sheriff's	March 2018 Vehicle /Office Usage	4,600.00
55844	Apr 24	Crossfit-88	Recovery Connection	600.00
55845	Apr 24	Office Equipment Leasing Co.	April Print Management	2,070.78
55846	Apr 24	DISH	Utilities - TV Service	110.04
55847	Apr 24	Dowd Dowd & Mertes LTD	Legal Fees	828.75
55848	Apr 24	The First Step House	First Step House Ad	550.00
55849	Apr 24	Fox Valley Fire & Safety Inc.	Semi Annual Fire Alarm	426.00
55850	Apr 24	Garvey's Office Products	Admin Operating Office Supplies	1,665.03
55851	Apr 24	Glenkirk / Keystone Foundation	Grant Payment 1	935.00
55852	Apr 24	Graphic Solutions, Inc.	National Night Out Ad	40.00
55853	Apr 24	Jennifer Mark Yoga	Friday Night Meeting	250.00
55854	Apr 24	The Josselyn Center	Grant Payment 1	9,203.33
55855	Apr 24	Journal & Topics Newspapers	Printing - Publishing	1,527.36
55856	Apr 24	Kim Weber Yoga	Friday Night Meeting	240.00
55857	Apr 24	Richard Lyon	March-April 2018 Mileage	56.51
55858	Apr 24	Medieval Times Dinner	Summer Youth Camp Trip	720.00
55859V	Apr 24	VOID	Void	-
55860V	Apr 24	VOID	Void	-
55861	Apr 24	Mighty Mites Awards & Son	Karen Lader Award Plaque	18.00
55862	Apr 24	Motorola Solutions, Inc.	Annual Fee for 2 Radios	200.00
55863	Apr 24	Niles Flash Cab	Mainelines Vouchers	205.00
55864	Apr 24	NICOR Gas	Utilities - Commercial Heat Service	779.72
55865	Apr 24	NW Suburban Day Care Ctr	Grant Payment 2	3,482.50
55866	Apr 24	Ontap Company	Water Cooler Rental	96.00
55867	Apr 24	Park Ridge Dispatch, Inc.	Mainelines Vouchers	75.00
55868	Apr 24	Pitney Bowes Purchase Power	Passport Postage	965.00
55869	Apr 24	Posh Pastries	Recovery Connection	105.00
55870	Apr 24	Presstech Inc.	Printing - Publishing	934.00
55871	Apr 24	Doriene Prorak	Office Supplies/Printing-Publishing	21.47

55872	Apr 24	Peter N. Ryan	Compensation/Annual Town Mtg.	75.00
55873	Apr 24	Santa's Village Azoosment Park	Summer Youth Camp Trip	300.00
55874	Apr 24	Security Benefit	Deferred Compensation	1,380.00
55875	Apr 24	Sunrise Grill & Catering, Inc.	Recovery Connection Meeting	287.00
55876	Apr 24	Turning Point Behavioral	Grant Payment 1	3,933.33
55877	Apr 24	Tom Vaughn - Chapter 13 Trustee	Wage Garnishment	322.00
55878	Apr 24	VERIZON Wireless - Admin	Telecommunications	167.11
55879	Apr 24	Warehouse Direct	Computer Tech Support	2,725.00
55880	Apr 24	Dept Of Financial Professional	CEU Sponser License	250.00
55881	Apr 24	Metro Federal Credit Union	OEM Mtg. / Hanover Township	71.49
55882	Apr 24	Metro Federal Credit Union	TOI Webinar / Staff Training	25.00
55883	Apr 24	Metro Federal Credit Union	Operating Supplies / Vehicle Exp.	90.31
55884	Apr 24	Metro Federal Credit Union	Operating Supplies / Vehicle Exp.	26.28
55885	Apr 24	Metro Federal Credit Union	Special Programs /Mainstay	570.12
55886V	Apr 24	VOID	Void	-
55887	Apr 24	Metro Federal Credit Union	Office Supplies / OSHA4LESS	44.99
55888	Apr 24	Metro Federal Credit Union	Recovery Connection Misc/Mtgs.	1,603.64
55889V	Apr 24	VOID	Void	-
55890V	Apr 24	VOID	Void	-
55891	May 1	AFLAC	Aflac	126.26
55892	May 1	Blue Cross Blue Shield	Health Insurance	61,893.09
55893	May 1	NCPERS Group Life Ins.	IMRF Voluntary Life Insurance	96.00
55894V	May 1	VOID	Void	-
55895V	May 1	VOID	Void	-
55896	May 1	Villa Desiderata	First Step Retreat	360.00
55897	May 1	Vision Service Plan (IL)	VSP Vol Vision Insurance	109.50
55898	May 1	The Lincoln National	Life Insurance	389.20
55899	May 1	The Lincoln National	Vol Life Insurance	146.53
				\$ 264,252.72

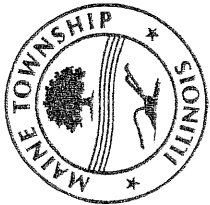
We the undersigned members of the Board of Trustees of Maine Township, do hereby certify that we have examined the Payroll for Paydates of April 6, 2018 and April 20, 2018 and General Town Fund Checks #55827 through Check #55899 and authorize the Supervisor to issue Checks in payment.

WITNESS OUR HANDS AND SEALS THIS 24TH DAY OF APRIL 2018.

Supervisor

Clerk

Trustees



Peter Gialamas

Clerk

CLERK'S SERVICES FOR THE YEAR 2018

Supervisor
Laura J. Morask

Clerk
Peter Gialamas

Assessor
Susan Moylan Krey

Highway Commissioner
Walter Kazmierczak

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

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

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

Month	Voter Registr.	Vehicle Stickers	Handic. Cards	Hunt & Fish License	RTA Passes	Passport Applications	Notary Public	Garbage Stickers	MainLines Tickets	TOTAL
January	1 2	174 148	3 5	0 0	32 35	422 407	11 10	15 33	110 42	768 672
February	2 2	150 226	5 3	0 7	37 22	304 402	14 10	16 9	20 123	548 804
March	0 0	190 240	7 2	34 20	15 28	451 599	17 0	39 19	77 125	830 1033
April										
May										
June										
July										
August										
September										
October										
November										
December										
TOTAL	5	11,966	24	120	310	3,836	155	1,604	1,568	19,510

* The numbers in the second row indicate services provided in the year 2017

MAINSTREAMERS HIGHLIGHTS

March 2018

Marie Dachniwsky, Director

FEATURED PROGRAMS OF THE MONTH-PUBLIC TRANSPORTATION FORUM - On March 14th we hosted a Transportation forum which featured representatives from Metro, P.A.C.E., RTA, Maine Lines and Paratransit Services. Each guest gave a 15 minute presentation about their services offered to seniors, followed by a panel discussion addressing our member's issues including utilizing all transportation services, The Ventra Card, and how to apply for Paratransit services.

FEATURED PROGRAMS OF THE MONTH-GENTLE CHAIR YOGA DEMONSTRATION - The Gentle Chair Yoga Demonstration was a free introduction for a new fitness program that we are now offering. This program allows less mobile participants to reap the benefits of yoga from the comfort of a chair.

ST. PATRICK'S DAY LUNCHEON— On March 13th we had our annual St. Patrick's Day Luncheon at Chateau Ritz. This year's event featured Maureen Christine and Don Steille who performed some of the unforgettable sweet songs of the 40's, 50's and 60's. The event also featured a traditional Irish menu including corn beef and cabbage. Blood Pressure screenings by Presence Health and Bingo were offered. The luncheon was sponsored by The Summit of Uptown, Mather Lifeways, St. Andrew Living Community, Niles Maine District Library and Lutheran Home.

DAY TRIPS – In the month of March we had three exciting day trips that included "Late Night Catechism" at the Royal George Theater, "Steel Magnolias" at the Theater at the Center, Munster, and our second trip to see the Broadway musical "Hamilton" at the CIBC Theater in Chicago. Due to high demand, a third trip has been added to our August day trip calendar of Hamilton.

NEW MEMBERS- Since the beginning of the New Year we have processed over 110 new membership applications. These members are verified Township residents who have been invited to a newcomer's presentation which will be held on April 24th. At this meeting we will present a PowerPoint which highlights Township departments, an overview of the MaineStreamer program, registration procedures, and pertinent policies.

MAINSTREAMERS 2018-2019 STATISTICAL REPORT - MARCH

	NO. OF PARTICIPANTS	YEAR TO DATE	INCOME	EXPENSES	TOTAL
RECREATIONAL PROGRAMS					
Bingo (Monthly)	30	30	\$145.00	\$278.06	(\$133.06)
Day at the Races (Monthly)	44	44	\$264.00	\$220.00	\$44.00
Movie of the Month (Monthly)	31	31	\$60.00	\$28.47	\$31.53
Pinochle Tournament/Social	33	33	\$195.00	\$234.35	(\$39.35)
Women's/Mens Breakfast (Alternating Months)	15	15	\$170.00	\$240.48	(\$70.48)
Twilight Dining Outing (Alternating Months)	N/A				
Fishing Events/Banquet (6 Times a Year)	N/A				
Intergenerational Fishing Outing (Twice a Year)	N/A				
Book Review (3-Times a Year)	N/A				
HEALTH/INFORMATIVE	153	153	\$0	\$50.00	(\$50.00)
FITNESS CLASSES					
Senior Aerobics (8 week sessions)	16	16	\$469.00	\$380.00	\$89.00
Yoga (8 Week Sessions)	14	14	\$784.00	\$1,000.00	(\$216.00)
Zumba Gold (8 Week Sessions)	N/A				
Zumba Gold Toning (8 week Sessions)	N/A				
Chair Yoga (8 Week Sessions)	N/A				
CLASSES/PROGRAMS					
Computer Class (Alternating Months)	20	20	\$200.00	\$150.00	\$50.00
Matter of Balance (8 Week Class- Bi- Yearly)	N/A				
Rules of the Road (3- Times a Year)	38	38	\$0	\$0	\$0
Defensive Driving Course (Held Quarterly)	N/A				
LUNCHEONS	141	141	\$3,652.00	\$3,841.55	(\$189.55)
ANNUAL SPECIAL EVENTS					
90 + Birthday Celebration	N/A				
Senior Expo	N/A				
MISCELLANEOUS EVENTS					
DAY TRIPS	165	165	\$14,896.00	\$14,296.48	\$599.52
LONG DISTANCE TRIPS	7	7	\$953.44	\$120.00	\$833.44
SENIOR MAILING (Monthly)	26	26	\$0	\$0	\$0
NEWCOMERS PRESENTATION (Alternating months)	N/A				
ADVISORY COUNCIL MEETING (Held Quarterly)	N/A				
TOTAL			\$21,788.44	\$20,839.39	\$949.05
NEW MEMBERS	56	56	Average Age	71.5	



Office of Emergency Management
Dagmar Rutzen, Director
April 2018

As our seasons shift, we update preparedness information on the township website as well as on our Maine Township Emergency and Community Information Radio (1350 AM) to make residents aware of what they can do to be better prepared.


The Annual Emergency Services Training Conference which is sponsored by Hanover Park will take place on April 21, 2018. It offers us a wide variety of educational sessions on different emergency and non-emergency events and how to assist primary emergency responders or how to operate independently in times of natural and man made disasters.

Next month we will be assisting Stevenson School in their annual off site evacuation drill in conjunction with the Cook County Sheriff's Dept. and North Maine Fire Protection District. We will be blocking streets at Ballard and Parkside and also at Ballard and Home to help students cross safely to Town Hall and also the Sabeel Center.

OEM will have a table at the Senior Expo at Golf Mill Shopping Center. We will be disseminating preparedness information, making seniors aware of our radio station and providing free blood pressure checks.

This month at our monthly meeting we will be participating in another tabletop exercise. This exercise will focus on what we might be asked to do when the police or fire department asks for our assistance. A tabletop exercise offers participants the opportunity to explore different ideas in the context of a real-world scenario.

Respectfully submitted,
Dagmar Rutzen



MAINESTAY YOUTH & FAMILY SERVICES
APRIL 2018 BOARD REPORT
RICHARD LYON, DIRECTOR

PSYCHIATRIC SERVICES EXPANSION

We officially expanded our psychiatric services to include children and adolescents on April 4—exactly three years after Maine Center abruptly closed. As difficult as it can be for adults to locate affordable psychiatric care, it is nearly impossible for children and adolescents since mental health facilities have struggled to retain providers for years. This expansion will help provide greater access to intervention and treatment for local youth in need.

We are currently working with a total of 79 psychiatric clients. We continue to be trained on using The Josselyn Center's electronic patient records system and are working to transition all active psychiatric client records to Josselyn's electronic system. While this is a time-consuming process that requires significant work up front, once complete, it will reduce future required clinician documentation time by at least 50%.

AGENCY DAY – MAY 4

Our 36th annual Maine Township Agency Day will be held on Friday, May 4 at Manzo's Banquets in Des Plaines from 9 am – 1 pm. We have 93 people registered so far. The deadline to RSVP is April 24. Our speaker this year will be Mark Sanders, an international speaker, trainer, and consultant in the behavioral health field whose work has reached thousands throughout the United States, Europe, Canada, and the Caribbean and British Islands. He will present on how organizations can prepare for expected changes that will impact the future of the non-profit and behavioral health fields. As always, there will be multiple opportunities for networking among agencies and organizations with the intent of better serving the residents of Maine Township. Chicago Behavioral Hospital and Des Plaines Community Foundation have each generously donated \$500 to sponsor this event.

FEATURED STORY OF THE MONTH

One of the parents who had participated in our recently concluded parenting class shared a story during the final class about how she was able to successfully apply some of the principles learned in the class at home. She had asked her son to clean up a mess he had made in the washroom, but he had refused. Rather than yelling and engaging in an argument with him, as was common before, she politely offered to help. He still refused and began to argue with her and complain about what he was being asked to do. Using the techniques discussed in the class, she managed to remain calm in spite of his negative attitude and simply told him repeatedly that she did not want to argue or fight with him. Her son ended up cleaning up the mess he had made on his own without help. She also noted that this positive behavior change in her son has continued even after that experience without any prompting from her, and that he has been more helpful in general around the house and has taken a greater sense of responsibility for his own actions.

SUMMER CAMP

We are now accepting applications for our Adventure Maine Township Summer Camp program for at-risk youth ages 8-13. The first camp session will be held June 18-28, and the second camp session will be held July 9-19.

PARENTING CLASS

The spring session of our Parenting Class concluded on April 2. Here are some comments from participants:

"Great course. Thank you!"

"He explained everything perfectly and helped us understand anything we didn't."

COMMUNITY EDUCATION SEMINARS/PROFESSIONAL DEVELOPMENT WORKSHOPS

On April 13, we hosted a professional development workshop entitled *The Importance of Expression: How Language Processing and Sophistication Impacts How We Think and Function* and had 61 people in attendance. This presentation covered the important foundational aspects of language processing and development as they pertain to learning, critical thinking skills, emotional maturity, and building relationships—the ultimate goals of the helping professions. We also held a food drive at this event to help support the Maine Township food pantry.

Our next community education seminar entitled *Trauma and Relationships* will be held on May 1 from 7-8:30 pm. We currently have 98 people registered to attend. Like other social service providers, we continue to see an increase in those seeking help processing the impact of past trauma. This presentation will help attendees understand what trauma is, how it impacts the ability to form and sustain healthy attachments, clinical interventions, and how individuals and helping professionals can provide support. We will also hold a food drive at this event to help support the Maine Township food pantry.

COUNSELING

MaineStay had 16 new counseling intakes in March. We had 91 ongoing cases and have a total of 107 cases in our affordable strength-based counseling program. We currently have a waiting list of 7 clients.

MAINESTAY E-NEWSLETTER

As a way to share news about MaineStay services with our community, we have sent out a periodic e-newsletter for the past 9 years. We now have 3,300 subscribers. We will soon be expanding this cost-effective means of communicating with residents to include other departments as well and will allow residents to select what type of information they would like to receive from the Township when they sign up on our new website.

COMMUNITY INVOLVEMENT

During March, I attended The Josselyn Center Open House and Des Plaines Ministerial Association Meeting and participated in the annual AITCOY audit. I also met with representatives from Family Guidance Centers in Des Plaines to learn more about their services and to share information about our services. Anna and I met with The Josselyn Center Director of Clinical Services for our monthly meeting. Anne attended the MCYAF Coalition meeting. Jesse gave a presentation about our programs and bilingual services to a group of Latino parents at Nelson School.

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

To: Laura Morask
Maine Township Supervisor

From: Carol Langan
Director – Food Pantry

Re: Report of Services Rendered during the Month of March 2018

I. Maine Township Emergency Food Pantry Distribution

a. Family Boxes of Food Distributed		173
1. Adults Receiving	<u>245</u>	
2. Children Receiving	<u>29</u>	
b. Emergency Family Boxes of Food Distributed		<u>8</u>
1. Adults Receiving	<u>10</u>	
2. Children Receiving	<u>6</u>	
		<u>TOTAL 181 Boxes</u>

II. Cash Donations and Amounts Received

Resident Donations	\$315.00
Business Donations	\$622.05
Total	\$937.05

III. Food Collections Received during Calendar Month

Maine South
North School Des Plaines
20th Century Womens Club Of Park Ridge



Supervisor
Laura J. Morask

Clerk
Peter Gialamas

Assessor
Susan Moylan Krey

Highway Commissioner
Walter Kazmierczak

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

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

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

GENERAL ASSISTANCE STATISTICS MARCH 2018

GENERAL ASSISTANCE PROGRAM:

The General Assistance Department's caseload for the month of February, 2018 was thirty- one (31) cases. Total number of individuals receiving benefits are thirty-one (31) persons.

Approximately 50% of the Maine Township General Assistance Clients are pending Social Security Disability Benefits. This process could take two to three years depending on the severity of each case. Our department encourages the clients to follow the advice of their medical doctors, mental health therapist and/or psychiatrists.

SENIOR AND DISABILITY INFORMATION AND ASSISTANCE:

Any resident who meets the financial guidelines for the CEDA LIHEAP program may currently apply for the Energy Assistance Program. To date over 900 resident families have applied for this program, which provides a onetime credit on their utility bills for Nicor Gas and Com Edison. We have been informed that applications will continue until CEDA runs out of money or May 31, 2018.

The average amount received by a family applying for Com Ed assistance is \$150, and for Ni Cor between \$200 and \$300 per household.

BENEFIT ACCESS PROGRAM:

The General Assistance Department continues to process the State of Illinois Benefit Access Program applications with the assistance of the Clerk and Assessor departments. They refer residents to the General Assistance department who might be eligible. Currently this

state program provides very limited benefits. They include the ability to pay a reduced fee of approximately \$24.00 for the vehicle license plate renewal stickers, savings \$77.00; and/or have access to the reduced or free bus pass depending upon the resident's income from the previous calendar year. During the month of February, the General Assistance Department processed ninety – seven (97) Benefit Access applications for local residents.

Other state/federal programs processed through our department include:

- QMB (Application for Payment of Medicare Premiums, Deductibles and Coinsurance).
- Medicare D -Special Help Program through the Social Security Administration.
- Free Telephone Assistance Program

MAINELINES:

Mainelines is the transportation program sponsored by Maine Township. This is a 24-hour, Door – to – Door taxicab voucher transportation program for low-income disabled residents. Maine Township subsidizes the cost of taxicab transportation in and around the Township. Residents who meet the financial guidelines may go anywhere, providing the trip BEGINS or ENDS in Maine Township. To purchase a \$5.00 taxicab voucher, a resident only pays \$1.00. Only one voucher may be used per taxi cab ride.

We continue to offer a special discount to our Mainelines riders. For every 5 ticket vouchers purchased, the township will provide a free voucher worth a \$5.00 credit towards the charge of the taxi cab ride. All ticket vouchers purchased are final sales.

Financial guidelines used for this program are the same as those used for the Benefit Access Program. Thus, in order to qualify a family's annual income may not exceed the following:

Household of one (1)	\$27,610
Household of two (2)	\$36,635
Household of three (3)	\$45,657

PUBLIC AID ADVOCACY:

The General Assistance department continues to assist our community with Medicaid (public aid) applications for benefits, which include SNAP (Food Stamps), MANG (Medical Assistance No Grant), and CASH benefits. Many of the Maine Township residents who receive these benefits are the Aged and often unable to travel to the local Public Aid Office. They need the additional advocacy that this office provides.

Two Illinois Department of Human Services (public aid) offices have been established to assist our residents. They are:

- NORTHERN DISTRICT OFFICE – 8100 N. Lincoln Avenue, Skokie, Ill 60076 located at the north-east corner of Oakton and Lincoln. They serve the Maine Township residents that reside EAST of I-94.
- NORTH SUBURBAN DISTRICT OFFICE – located at 3501 Algonquin Road, 4th floor, Rolling Meadows, Il 60008; serves the Maine Township resident population WEST of I-94.

ACCESS TO CARE:

The General Assistance Department also acts as an intake site for this low-income and limited medical program. Access to Care's financial guidelines are at 300% of the federal poverty standards currently being used. This program only assists those residents who ARE NOT eligible for Medicare or Medicaid.

The program provides physician services at reduced fees. If needed it also provides access to lab testing, x-rays and prescriptions also at reduced costs. Access to Care, under the Affordable Care Act may also be used by families with HIGH DEDUCTIBLES or NEW

IMMIGRANTS THAT HAVE NOT meet the 5-year status requirement needed to apply for the Medicaid program.

All General Assistance clients are also required to apply for the extended Medicaid Program. The financial guidelines utilized for the Access to Care Program are the same as those currently being used by the Maine Township Food Pantry, and the Reilly-Bialczak Scholarship programs.

COAST2COAST RX:

This program continues to provide enormous savings to our residents. Maine Township received a monthly royalty payment that totaled \$291. Monetary savings this month totaled 70.73% of the retail costs. These savings were passed down to the Maine Township residents who utilized the program.

MEETINGS/TRAININGS, WORKSHOPS AND/PROGRAMS ATTENDED BY THE GENERAL ASSISTANCE STAFF:

- CEDA Share the Warmth Training Webinar
- Park Ridge Human Needs Task Force



Marsha Warnick
Director of General Assistance

**STATISTICAL REPORT
GENERAL ASSISTANCE DEPARTMENT**

March, 2018
(month and year)

I. General Assistance Cases

1. Cases Opened	<u>1</u>
2. Ongoing Cases	<u>23</u>
3. Pending Cases	<u>7</u>
4. Cases Closed	<u>3</u>
5. Total Active Cases	<u>34</u>
6. Total individuals receiving General Assistance	<u>34</u>

II. General Assistance Case Members are generated from the following areas:

1. City of Des Plaines	<u>13</u>
2. City of Park Ridge	<u>5</u>
3. Village of Glenview	<u>0</u>
4. Village of Niles	<u>1</u>
5. Village of Morton Grove	<u>0</u>
6. Village of Rosemont	<u>0</u>
7. Unincorporated Area	<u>14</u>

III. General Assistance active cases for this month may be categorized in the following manner:

1. Able to work (this includes cases temporarily disabled, over 60 yrs. or caregiver status)	<u>11</u>
2. Emergency General Assistance awaiting TANF (Temporary Aid to Needy Families)	<u>0</u>
3. Pending Social Security Disability (SSDI/SSI) Claims	<u>16</u>
4. Emergency Rent Assistance	<u>6</u>

IV. Presenting Problem at Intake (New Cases)

1. Loss of employment	<u>0</u>
2. Divorce, separation or death of wage earner	<u>0</u>
3. Non-receipt of support from responsible adult	<u>0</u>
4. Loss of benefits from other welfare programs	<u>0</u>
5. Transferred into the area from other Townships	<u>0</u>
6. Emergency, crisis assistance (one time only)	<u>1</u>
7. Other – Reduced hours at work	<u>0</u>

V.	Reason for Cancellation		
	1. Obtained employment	<u>0</u>	
	2. Returned to former employment	<u>0</u>	
	3. Return of wage earner to home	<u>0</u>	
	4. Receipt of support from responsible relative	<u>0</u>	
	5. Receipt of benefits from other welfare programs	<u>0</u>	
	6. Moved out of area	<u>0</u>	
	7. No further contact with client	<u>0</u>	
	8. Non-cooperation with agency policy	<u>1</u>	
	9. Emergency Assistance	<u>0</u>	
VI.	Public Aid Advocacy		
	1. QMB – Qualified Medical Beneficiary Program	<u>98</u>	
	2. General Advocacy	<u>9</u>	
	3. Nursing Home Placement Program	<u>89</u>	
	4. Telephone Bill Reduction	<u>0</u>	
VII.	Suburban Primary Access to Care Intake Interview Applications	<u>2</u>	
VIII.	Senior Information and Assistance		
	1. Energy Assistance/Weatherization and Hardship	<u>89</u>	
	2. Benefit Access Applications completed	<u>100</u>	
	3. Section 8 Assistance to Seniors or Application Assistance	<u>4</u>	
	4. Medicare RX Card	<u>1</u>	
	5. VA Services	<u>0</u>	
	6. Telephone Reduction	<u>4</u>	
IX.	Senior Health Insurance Program (S.H.I.P.)	<u>7</u>	
X.	Immigration and Naturalization Service Advocacy Naturalization Application Assistance	<u>2</u>	
XI.	MaineLines	Monthly	Total
	a. New Applications Accepted	<u>0</u>	<u> </u>
	b. Amount of Tickets Sold	<u>\$77.00</u>	<u> </u>

MAINE TOWNSHIP GENERAL ASSISTANCE MONTHLY STATISTICS

MONTH	PENDING	NEW	ONGOING	ACTIVE CASES	CLOSED	EA CASES	OFFICE INTERVIEWS	FOOD PANTRY CLIENT/FAMILY VISITS	TOTAL *NUMBER OF OFFICE INTERVIEWS/ CLIENT VISITS
		(A)	(B)	A+B			(C)	(D)	C+D
2017-2018									
MARCH'17	4	2	33	35	2	2	325	220	545
APRIL'17	3	2	31	33	3	1	304	191	495
MAY'17	1	5	31	36	3	2	298	159	457
JUNE'17	3	1	31	32	3	1	285	147	432
JULY'17	0	2	30	32	3	3	235	152	387
AUG'17	4	1	30	31	3	3	292	156	448
SEPT,17	0	4	32	36	2	1	250	143	393
OCT'17	3	1	34	35	2	2	637	168	805
NOV'17	1	3	34	37	3	0	565	194	759
DEC'17	0	1	29	30	2	0	440	222	662
JAN'18	3	1	30	31	1	1	489	164	653
FEB'18	1	2	31	33	2	0	330	164	505
TOTAL	23	25	376	401	29	16	4450	2080	6541
2018-2019									
MARCH'18	7	1	33	34	1	6	295	181	476
APRIL'18									
MAY'18									
JUNE'18									
JULY'18									
AUG'18									
SEPT,18									
OCT'18									
NOV'18									
DEC'18									
JAN'19									
FEB'19									
TOTAL	7	1	33	34	1	6	295	181	476
*Including Senior, Disabled & Veterans Advocacy Interviews, along with General Assistance interviews									
**Includes Food Pantry Clients/Families									
***Including client appointments for LIHEAP (Low Income Home Energy Program)									

MAINE TOWNSHIP GENERAL ASSISTANCE

LAURA J. MORASK
TOWNSHIP SUPERVISOR

1700 BALLARD RD
PARK RIDGE, ILLINOIS 60068-1006
(847) 297-2510 FAX (847) 297-5914

MARSHAWARNICK
DIRECTOR OF GENERAL ASSISTANCE

DISABILITY AND SENIOR ADVOCATE SENIOR & DISABILITY INFORMATION SPECIALIST MONTHLY STATISTICAL REPORT

DATE: 4/13/18

TO: Marsha Warnick, Director of General Assistance
FROM: John Ulrey, Senior & Disability Information Specialist
Karen Cohen, Disabled Advocate

RE: Report of Services Rendered During the Month of March 2018.

I.	CLIENT INTERVIEWS (MONTHLY TOTAL)		<u>260</u>
A.	Access to Care Application Interviews	<u>2</u>	
B.	Benefit Access Application Interviews	<u>97</u>	
C.	Liheap Energy Assistance Applications		<u>78</u>
	(1.) LIHEAP APPLICATIONS	<u>61</u>	
	(2.) WEATHERIZATION APPLICATIONS	<u>0</u>	
D.	Medicare D Assistance Applications	<u>1</u>	
E.	Telephone Bill Reduction Applications	<u>4</u>	
F.	Section 8	<u>3</u>	
G.	Immigration Advocacy	<u>2</u>	
H.	SHIP (Senior Health Insurance Program Interviews	<u>7</u>	
I.	Public Aid/Medicare Advocacy Interviews		<u>73</u>
	(1.) QMB, SLIB, SPECIAL HELP	<u>9</u>	
	(2.) NURSING HOME PLACEMENT	<u>0</u>	
	(3.) GENERAL ADVOCACY	<u>64</u>	
II.	MAINELINES		
A.	New Applications Accepted	<u>0</u>	
B.	Monthly MaineLines Interviews	<u>5</u>	
C.	Total Clients Purchasing Tickets this Month	<u>5</u>	
D.	MaineLines tickets sold this Month	<u>77</u>	
E.	Total Monies Collected for Tickets Sold YEAR TO DATE (March 1-February 28)		<u>\$77</u>



Board Report for April 2018

Marty Cook

Friday Night Recovery Meeting Attendance:

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

March 23 rd , 2018	39 Participants
March 30 th , 2018	50 Participants
March 6 th , 2018	51 Participants
March 13 th , 2018	44 Participants

Monday Night Community Service, Holy Family Hospital:

- Eight (8) Recovery Connection volunteers spoke with 27 young adult patients in treatment at Holy Family Hospital.

Community Outreach:

- MTRC sponsored three of its member's into the First Step House's Men's AA retreat on May 2nd
- MTRC staff has been asked to consult on the Park Ridge Opioid Advisory Council. This partnership includes the Park Ridge PD, MYCAF Leaders, MaineStay STAFF as well as other community members.
- MTRC collaborated with Juan Esso, PGA Pro and Maryville Academy to in an effort to help plan its first annual MTRC Golf outing.

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

March 23 rd , 2018	5 Participants
March 30 th , 2018	10 Participants
March 6 th , 2018	9 Participants
March 13 th , 2018	10 Participants

MTRC's Dual Diagnosis program, in partnership with Chicago Behavior Hospital, has been revamped and is now being offered to its program participants:

March 29 th , 2018	10 Participants
April 5 th , 2018	11 Participants

April 12 th , 2018	9 Participants
-------------------------------	----------------

The Recovery Connection implemented new programing for its meeting participants, a Crossfit class that meets every Saturday morning in Park Ridge.

March 24 th , 2018	10 Participants
March 31 st , 2018	12 Participants
April 7 th , 2018	18 Participants
April 14 th , 2018	13 Participants

MTRC, in partnership with Maryville Academy, has begun to re-offer its program participants golf lessons at Maryville's campus in Des Plaines taught by Maryville staff member and PGA Pro Juan Esso:

March 21 st , 2018	10 Participants
March 28 th , 2018	7 Participants
April 4 th , 2018	10 Participants
April 11 th , 2018	11 Participants

Miscellaneous:

- MTRC phone list now includes 289 members of the recovery community as an added resource to its program participants.
- The MTRC email list has grown to 301 members. Its weekly email is being sent to these recipients to provide the most up to date program information.
- MTRC staff took three (3) calls from community members as well as other local agencies in which we advised and consulted on currently available programing

**Maine Township Code
Enforcement Office**

To: Elected Officials
From: Mike Samaan, Code Enforcement Officer
CC: Dayna Berman, Administrator
Date: 4/18/18
Re: Monthly Report

Spring has officially arrived although lately it feels nothing like it with the weather we have received. However, plenty of phone calls and issues coming into my office remind me May is just around the corner. I have taken several phone calls from residents asking about the process of obtaining permits from our Highway Department. Receiving these calls can help prevent further problems down the road. I will also be working closely with Inspectors from Cook County Building and Zoning as well to ensure residents also obtain permits from them. I have already received two phone calls regarding fences that have fallen from one neighbors yard into another neighbor's yard. After speaking with the residents involved, the issue was resolved.

This past month 4 tickets were issued to go along with the 142 warnings that were handed out as well. Examples of the tickets include a vehicle being illegally parked in the same spot for 72 hours, dismantled vehicles being parked in a driveway, and for the unlawful dumping of garbage onto the Township right-of-way. While patrolling on Hamlin, I came across a house that had dumped furniture, television's, mattresses along with other garbage on the Right-of-Way. This resident was issued a citation and I am still awaiting compliance. Examples of some the warnings include televisions out on the Right-of-Way, dead trees on properties that need to be removed, and a couple of properties have been given warnings for backyards that need to be cleaned up within 30 days.

April Warnings Issued: 142

April Tickets Issued: 4

Memorandum

To: Maine Township Board
From: Trustee Susan Sweeney
Date: March 27, 2018
Re: Board Policy Committee

This will serve as a summary report of the Board Policy Committee's activities since the Committee was formed in February 2018.

Although the Board Policy Committee members – Trustee Carrabotta, Trustee McKenzie, and myself – have not met collectively, I have had individual conversations with them about what board policies are most urgently needed for consideration by the Committee and, ultimately, by the Board.

We agree that Maine Township is unique in that it lacks a comprehensive set of board policies. While it is true that there are a few policies (anti-sexual harassment policy, board meeting public comment policy) and a handful of resolutions, the absence of comprehensive board policies has led to capricious individual actions. The status quo is unacceptable, and best practices in respect of board proceedings, operation and transparency should be adopted to ensure government integrity and board efficiency.

I am compiling a full list of issues to be addressed by the adoption of formal board policies. I outline below an initial list of our most pressing concerns, as well as a remedial draft policy which may serve as a working document.

1. There have been issues with Trustees' requests for township data and information (commonly available through FOIA), including the IMRF and PAC proceeding correspondence. Trustees have the duty to act on behalf of the Township. Trustees also act as financial auditors of the Township. There should never be any refusal or unwarranted delays for Trustees attempting to access Township data for official reasons. To address this concern, please see attached draft policies "**Township Elected Officials' Access To Public Records,**" **Interaction with IMRF,**" and "**Public Access Counselor.**"
2. There was an issue with a closed meeting tape being destroyed after the Clerk represented on video that it would be retained until I had listened to it. I have also not been provided a list of all remaining closed meeting minutes and audio recordings in existence. To address this, please see attached draft policy "**Record Retention.**"
3. Much has been said about FOIA requests to the Township, and the Committee believes that full transparency is the remedy. To that end, please see draft policy "**Posting Financial and Other Records on Our Website.**" Please see Hanover Township's FOIA TRANSPARENCY CENTER as a best practice here: <http://www.hanover-township.org/about-us/foia-transparency-center>

4. Trustees have been refused when requesting Board Meeting agenda items. Also, Agenda item requests are altered so that they do not reflect the original request. Board Members often do not know that their agenda item has NOT been added until the agenda is official posted 48 hours before the meeting. Amendments to the agenda are frequently refused. This is wrong. The Board is a co-equal branch of Township government, and each Trustee has the same weighted vote as does the Supervisor. Moreover, there is nothing in the Township Code which prevents an elected board official from adding an item to the agenda. This issue is addressed in draft policy “**Establishing Agenda Items.**”

5. There have been multiple errors in parliamentary procedure which have negatively impacted taxpayers’ interests and offended the principles of good government. Some examples are: refusing to permit Trustees from voting on destruction of closed minutes; refusing to permit Trustees from making motions germane to the agenda, and permitting the Clerk to vote as a board member. To address this, please see draft policy “**Parliamentary Authority.**” Furthermore, the Township Attorney, who is paid to attend Board Meetings and provide advice, has not corrected the Supervisor when misrepresentations of parliamentary procedure have occurred. Because of this, perhaps the Board shall consider adding to the draft policy a provision holding the Township attorney accountable in some way for these errors in procedure.

6. The attached draft policy “**Policy and Procedure**” outlines the mission of the committee and how the adoption of new procedures shall proceed.

7. Trustees have been refused when requesting that information, correspondence, research or documents be included in the Board Packet and in the Meeting Minutes. It is important that such requests are honored to capture the business of the Township and the underlying substance of all debate. The attached draft policy “**Minutes and Board Meeting Video Recording**” addresses this problem.

We look forward to the Board’s participation and feedback. Thank you.

Policy ____

PARLIAMENTARY AUTHORITY

The rules contained in "Robert's Rules of Order Revised" shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with other applicable law.

All board members shall review "Robert's Rules of Order Revised" in its entirety during the first 60 days after adoption of this policy. From that point forward, all board members shall review "Robert's Rules of Order Revised" during the first 60 days of each elected term.

Policy __

Establishing Agenda Items

Background:

1. All good meetings have an agenda so that the business of the meeting can be transacted in a predetermined sequence.
2. At least 48 hours days advance notice of agenda items is required to transact public business in Illinois (Open Meetings Act).
3. Having a written expectation on establishing agenda items allows the members of the Board a consistent set of expectations.

Policy & Procedure:

1. Any Elected Board Member may call for placement of an item for discussion and/or vote on the monthly Board Meeting agenda.
2. Elected Board Members requesting agenda items must provide email or written notification to the Township Clerk before publication of the draft agenda as directed by the Open Meetings Act. This would be prior to end of day Wednesday before the board meeting.
3. The Clerk will confirm to the Member within 24 hours that the item has been added to the agenda for the next monthly Board Meeting. This new board agenda will be communicated to all board members.
3. At any time before consideration by the Board, an item may be removed or deferred by the individual(s) who originally requested it.

Public Access Counselor

1. Should any employee or official of the Township receive a "Request for Review" from the Public Access Counselor (PAC), that person shall immediately notify the Clerk, Supervisor and all Board Trustees individually by e-mail or as otherwise directed by that board member/Trustee.
2. Based on availability, the Supervisor, Clerk or Township Administrator shall take appropriate action in reply to the Request for Review within the statutory seven business day time limit. The administrator taking this action must seek advice from the Township Attorney prior to reply to the PAC.
3. All correspondence (including queries, directives and opinions) between the PAC and any Township employees, representatives or officials shall be immediately forwarded to all elected Board Members for review and comment.
4. Any elected Board Member in consultation with the Township Attorney may request an advisory opinion from the PAC.

Interaction with IMRF

1. Should any employee or official of the Township seek special action, such as an advisory opinion, review or appeal of a Township Board policy, vote or certification decision relating to IMRF participation, that person shall immediately notify the Clerk, Supervisor and Board Trustees individually by e-mail or as otherwise digressed by that Board Member/Trustee. .
2. Based on availability, the Supervisor, Clerk or Township Administrator, in consultation with all members of the Township Board individually shall take appropriate action in reply to the Request for Review within the statutory time limit. The administrator taking this action must seek advice from the Township Attorney prior to reply to the IMRF.
3. All correspondence (including queries, directives and opinions) between the IMRF and any Township employees, representatives or officials shall be immediately forwarded to all elected Board Members for review and comment.
4. Any elected Board Member in consultation with the Township Attorney may request an advisory opinion from IMRF.

Policy __

Township Elected Officials' Access To Public Records

Background:

1. The Township is committed to compliance with the Illinois Freedom of Information Act.
2. The public is provided with easier access to public records including a more prompt production of records and a waiver of copying costs under some circumstances.
3. Elected Officials, being part of the management team of the Township, should have access which is at least as favorable as ordinary citizens.

Policy:

As of the date of ratification of this Policy, Maine Township Elected Officials shall have access to any item that the public has access to, and

- a. There shall be no copying cost charged, although Elected Officials are encouraged to request documents in electronic form.
- b. Timeliness for production of documents at Elected Official request shall generally be more timely than that of the general public, but at all times at least equal to that of the general public.
- c. Email requests and telephone requests confirmed by email within 24 hours are acceptable; no special form or on-site visit is required.

Policy and Procedure

Background:

1. The Policy Committee has been established to propose new and amended policies for creation of a Township Policy Manual.
2. Written policies allow Board Members, staff members, administrators and the public to have a consistent understanding of Township standard practices.
3. Collecting approved Policies in one place provides easy reference by Board members (especially new Board Members), administrators, staff members, and the public.
4. Most policies can and should be written in standard English with a minimum of legal jargon. The purpose of most policies is to communicate with Board members, administrators, staff and members of the public.
5. Certain policies may simply codify legal requirements or may be specifically designed to keep the Township out of legal disputes. These types of policies should be written in collaboration with the Township Attorney, or at a minimum, should be reviewed by the Township Attorney after being written by the Policy Committee.
6. All adopted policies should be made available to the public on the Township website.

Policy:

Policies should be developed by the Policy Committee and recommended to the Board for approval and adoption.

Board Packets, Minutes and Board Meeting Video Recording

Background:

1. Comprehensive board packets, accurate board minutes and board meeting video recordings allow the business of the Township to be conducted in a transparent and efficient manner.
2. A common set of expectations helps the Board members to work together.
3. Communication in between Board Meetings and at Board Meetings is necessary and should be both effective and in conformance with the Open Meetings Act.
4. Board Meeting Minutes serve two purposes: to record what was done and why, so that board members and others can remember it later; and to allow the public to read and understand the actions of the board.
5. Roberts Rules of Order states that the Board meeting minutes should reflect "what was done, not what was said." The IL Open Meetings act insists that the minutes include a summary of the discussion.

Policy:

1. Any elected Board Member may direct the Township Clerk to include informational items, such as research, memoranda, correspondence or other documents relating to Township business in the Board Packet.
2. Any elected Board Member may direct the Township Clerk to include informational items, such as research, memoranda, correspondence or other documents relating to Board Meeting discussions, in the Meeting Minutes.
3. Robert's Rules states that the Clerk is to record *motions* in the minutes exactly as spoken during discussion. Since the purpose of the minutes is to document what took place and provide a means for the reader to understand the workings of the Township, the Township Board has authorized the Clerk to record motions in the Meeting Minutes so that they are correct, concise, unambiguous and easily understood by the reader. The Clerk shall carefully consider her/his changes to ensure that the intent of the voting majority is correctly conveyed.
4. A verbatim indexed video recording of all monthly Board Meetings shall be posted on the Township website by the end of the business week and serve as the verbatim Meeting Minutes of what was said by whom.
5. Meeting Minutes shall reflect a summary of what was done in connection with each agenda item discussed. The summary of the discussion is intended to convey to the reader, and to remind the board members later, what was done and why. It is not intended to be a duplicative verbatim record of statements at the board meeting duplicative of the board meeting videotape.
6. In ranking content for inclusion in the Meeting Minutes summary, the importance of the content to the direction taken by the board is the determining factor.
7. If space allows, both the "pro" and "con" arguments should be included. If there is an imbalance the "pro" (supporting the outcome), because it explains why something was done, should be given more weight than the "con".
8. No member of the public or Elected Official shall be allowed or encouraged to grandstand through the meeting.
9. Meeting Minutes are never intended to embarrass an Elected Official or to award debating points.
10. An Individual Board member may request for the record in the Meeting Minutes a roll call vote on any matter of substance.

Policy __

Record Retention

1. At the beginning of each fiscal year, the Clerk will provide to the Board a report which lists the date and purpose of all closed meetings for which Meeting Minutes and/or an audio recording still exists.
2. All board meeting videotapes shall be retained for no less than ten (10) years.

Policy __

Posting Financial and Other Records on our Website

Background:

1. Posting financial and other records of the Township on the Township website is not required by state statute, however, the Board wishes to share this information with the public in a convenient form and location.
2. The addition of financial and operational documentation (which is already available to the public via the Freedom of Information Act (FOIA)) to the Township website will ultimately save valuable time and resources.

Policy:

1. The Board authorizes and directs the immediate posting and the display of the following information, including the most recent information available, and all historical information available through the past 10 years:
 - a. Board Meeting Agendas, Board Packets and Board Meeting Videos
 - b. Annual Township Financial report compiled by the Township's outside auditors ("the Annual Audit").
 - c. Administrative official names and contact information.
 - d. Annual Budgets.
 - e. Monthly Expenditures.
 - f. Annual Wage Report.
 - g. Contracts between the Township and outside parties.
 - h. Annual Membership dues/invoices from any group that lobbies on behalf of the Township or Townships in general.
 - i. Any taxes, fees and other income collected by the Township for pay-as-you-go services
 - j. Annual report showing actual expenditures and revenues and the budgeted amounts.
 - k. Annual Levies
 - l. Employee policy handbook
 - m. Resolutions
 - n. Intergovernmental agreements
2. These documents and reports shall be displayed within 10 working days after approval or formal receipt by the Board at the monthly board meeting.
3. The Board authorizes and directs that items (above) displayed on the website be displayed in searchable PDF format.
4. Any website content that does not reflect the policies of the board shall be removed immediately.

To: Elected Officials
From: Dayna Berman/Mike Samaan
Re: Hall Monitor

Please find enclosed the resume for the open position of Hall Monitor





OBJECTIVE

Experienced Professional seeking employment at Maine Township Town Hall for the position of Building Monitor, and I have previously worked as an Electrician with an organization employing highly qualified individuals with expert knowledge of electrical systems and expertise in troubleshooting procedures.

SUMMARY OF QUALIFICATIONS

- 4 years of extensive experience in a manufacture
- 5 years of extensive experience in electrical installation and maintenance
- Proficient in installing new and modified electrical wiring and devices
- Hands on experience in performing predictive and preventive maintenance
- Hard-working, dependable and responsible
- Quick-learner and energetic individual adaptable in foreign environments
- Loyal employee who will work hard for your company
- Reliable and dependable professional who thrive under pressure and accuracy in appointments

Career Experience:

Federal – Mogul MOTORPARTS

11/2013 – Present

- Place unloaded merchandise on current shelf location.
- Use radio frequency equipment (Numina) to track all merchandise (Picking orders, cycle count, Receiving, Return, Put away and tugger).
- Knowledge of the powered materials handling equipment (e.g., Tugger, Forklift, Crown truck, Big Joe truck, electric pallet trucks, manual pallet jacks, Carts and Scale) used in receiving, prep area, storing, shipping materials and supplies.
- Ability to utilize personal computer systems, software, and applications (e.g., Microsoft Office, Oracle) to complete various work tasks.
- Ability to practice personal safety and vigilance in the identification of safety or security hazards to actively support a safe and hazard free working environment.
- Willingness to work overtime to complete work assignments and ensure warehouse coverage.
- Accident free for entire tenure of 4 years.
- Supervise all new hires during initial probation period.
- Loading and unloading from ground level or platforms.
- Maintains safe and clean work environment by keeping shelves, pallet area, shipping supply area, and workstations neat.
- Complying with procedures, rules, and regulations.
- F.M.P.S visual management, Lean Manufacturing and Risk Assessment training.

Electrician

04/2007 – 06/2012

- Installed, maintained and repaired switchboards, circuits, troubleshooting and electronic equipment
- Carried out preventive maintenance on electrical circuits and machinery
- Performed repairs as and when required
- Diagnosed and remedied electrical problems
- Drill holes and drag or drive wiring throughout openings
- Twist and solder wires together and apply terminal caps

Major Accomplishments

- Electrical drawings and blueprints
- Installation extension of Fixed Satellite System
- Installation extension lines of Communication towers
- Replaced faulty switches, sockets, plugs and fuses

EDUCATION & CERTIFICATION

Chicago ORT Technical Institute
English as a Second Language

09/2012 – 06/2013

- Developing the language skills necessary to become a successful member of the global workforce.
- Learning English in meaningful contexts to facilitate my understandings of American customs and idioms, issues related to living and working in a diverse multicultural society and learning comprehensive English listening, speaking, reading, and writing skills

Institute of Mosul

Mosul, Iraq
Electrical Technology/Electrical Power

09/2002 – 10/2004

- First year: (Electrical Circuits & Measurements, Electrical Installations, Electronics, Work Shop, Mathematics, Computer Application, Engineering Drawing, and Electrical Drawing).
- Second year: (Electrical Machines, Electrical Networks, Electrical Installations, Power Electronics, Work Shop, Electrical Drawing, Project, Occupational Safety, and Computer Application)

ADDITIONAL CAPABILITIES

- High level of professionalism and a positive demeanor
- Demonstrated problem solving skills
- Proficient in conveying technical information
- Exceptional communication and Customer service skills
- Physically dexterous

Building Monitor

Seeking Building Monitor for local government. Responsible for town hall security during evening hours (5pm-approx. 9pm). Facility equipment shut down to include setting building alarms and securing premise. Approx. 4-6 days per month. Must be flexible. 21 years of age and over. Please email resume to msamaan@mainetown.com

To: Elected Officials
From: Dayna Berman/Mike Samaan
Re: Applicant for Code Enforcement Officer

Please find enclosed the resume for the open position of Code Enforcement Officer



FACILITIES MANAGER/CHIEF ENGINEER

PROFILE

- Extensive background in the plant layout, production. Installation of laundry equipment and conveying equipment; ability to troubleshoot and take corrective action on projects. Excellent trouble shooting skills.
- Skilled in preventative maintenance activities, including job scheduling, inventory control, and contractor supervision; read and interpret blueprints and schematics; specialized knowledge of electrical systems, safety audits.
- Strong background in Waste Water treatment and Water Management.
- Strong back round in boiler room water treatment and plant power room.

EMPLOYMENT

HLS Chicago
Chief Engineer

6/92-Present

Tracking of all engineering expenses against budget requirements and root cause analysis of equipment problems.

Tracking equipment downtime for equipment upgrades/changes to maintain production standards.

Assisted production management with implementation of standards requirement at the work stations.

Interfaced with outside vendors to provide improved parts minimizing down-time and saving the company 20-30% savings

Detected machines malfunctions and problem-solving accordingly.

Attended weekly safety meeting to utilize most currant safety measures.

Scheduled and prioritized maintenance jobs and repairs according to production needs.

Maintained inventory on parts and supplies generating purchase request as needed.

Licenses

Chicago Stationary Engineer 1995- to present

HVAC certification

Fork Lift certification

Chicago 399 union affiliate

EDUCATION

VonSteuben High School Chicago Ill.
IIT Educational Services

June 1971
1983 - 24mo.
Program

Industrial Wiring and Motor Controls Devry Chicago

7/1991-6/1992

Training Seminars:

Lavatec Tunnels and Finishing Equipment
Jensen Finishing Equipment
Several Boiler Training Seminar's: National Vendors
Waste Water Treatment: City of Chicago 40hrs.

Chicago Dryer Equipment: feeders, folders, Ironers References:

[REDACTED] Operations manager at HLS Chicago

[REDACTED] V.P. Operations at Gulf Coast Laundry Services

[REDACTED] Director of Laundry Services at Michiana Linen Service, LLC

[REDACTED]
, Vice President of Operations, Hospital Laundry Services (colleague)
managed you


"It is with great pleasure that I write this endorsement of [REDACTED] As the Maintenance Manager at HLS, [REDACTED] was a key player in the success of this enormous healthcare laundry. I considered [REDACTED] to be much more than just in charge of the maintenance department. He has a great understanding of operational methods, productivity standards, and personnel management. [REDACTED] is one of the best I have had the pleasure of working with. I highly endorse him to any organization in a variety of capacities. [REDACTED] June 5, 2012

Richard Phelon

, Executive Vice president, Hospital Laundry Services (colleague)
managed you

"[REDACTED] position was Maintenance Manager at our main facility. He had direct management and budgetary responsibility for a department with over 30 employees. Nader is very results oriented and is an accomplished hand on mechanic when necessary. [REDACTED] is also a teacher and has the ability to pass on the knowledge he has acquired over the years" December 30, 20

Laundry operation in a Director of Engineering role. Having known and worked with Nader over past 20 plus years he would be on the top of my list as a member of my team." December 22, 2009


, *Director of Engineering, Hospital Laundry Services (business partner)*
was with another company when working with you

"Although I have worked directly with Nader I have however supervised and worked with associates that Nader managed. Each of these associates held Nader with their highest regard for professionalism and knowledge. I would highly recommend Nader and welcome the opportunity to work with him." *December 29, 2009*

Code Enforcement Officer

Local township government seeks Code Enforcement Officer. Job duties include enforcing ordinances, issuing citations and working with the public. Knowledge of Microsoft Office and Excel required. Must be available some evenings. Valid driver's license required. FT with benefits. Email resume to dberman@mainetown.com

April, 12, 2018

Dear Elected Officials,

Please find attached the results of several townships who responded to my email I sent to my fellow administrators asking what security measures they currently have as well as what measures they are looking to take in the future. All these townships are located in the surrounding Chicago suburbs.

Thank you,

A handwritten signature in black ink that reads "Dayna Berman". The signature is written in a cursive style with a long, sweeping underline.

Dayna Berman

**Multi Township Security Analysis Responses
Locations Withheld**

Township	Current Security Measures	Planned Enhancements
Township A	Recently installed multiple cameras	Redo of counter and install of security windows
Township B	Not specified	Plan to budget for building renovation with security entrance and window
Township C	Remodeled reception area, increased cameras with connection to police and staff training	
Township D	Cameras	Remodeling counter with window, adding cameras
Township E	Cameras, panic buttons	To be discussed
Township F	Additional cameras installed	Some talks about securing reception area

memo

Maine Township

To: Elected Officials
From: Victoria Rizzo, Administrative Assistant
CC: Dayna Berman, Administrator
Date: 4/24/2018
Re: Security Upgrade Research and Proposal Draft

Comments: Following the 3/27 Board Meeting, Administrator Berman and I conducted additional research regarding security measures at Town Hall. Dayna reached out to other local townships and prepared a summary of their security measures. I met with Officer Ben Peterson of the Park Ridge Police Department who made a few recommendations for how we can better secure the facility, such as adding a door to the stairwell at the main entrance and offering additional training for staff.

For your review and consideration, I have attached 2 draft Requests for Proposals should the board decide to go out to bid for the metal detector hardware and armed security guards.

**REQUEST FOR PROPOSAL
SECURITY GUARD SERVICES**

DATE

DRAFT 4/24/2018

THIS DOCUMENT IS A DRAFT AND DOES NOT
CONSTITUTE A FORMAL REQUEST FOR PROPOSAL.
BECAUSE THIS IS IN DRAFT FORM, AFTER FURTHER
REVIEW, IT MAY BE NECESSARY FOR THE
TOWNSHIP TO MODIFY THE CONTENTS HEREIN.



**BY ORDER OF:
LAURA J. MORASK
MAINE TOWNSHIP SUPERVISOR
1700 BALLARD ROAD
PARK RIDGE, IL 60068
847-297-2510**

**REQUEST FOR PROPOSAL
MAINE TOWNSHIP**

Maine Township will receive sealed proposals from qualified security firms to provide security guard services for our facility, in accordance with this Request for Proposal.

Proposals will be accepted by the Township Administrator until 9:30 a.m., on DATE. at which point all proposals submitted will be publicly opened. All proposals must be received prior to the date and time shown above. Proposals transmitted by facsimile or email will not be accepted.

Maine Township reserves the right to reject any and all proposals and to waive technicalities in the proposals.

Maine Township requires all contractors and vendors doing business with Maine Township not to discriminate against anyone on the basis of race, age, color, religion, gender, sexual orientation, ancestry, national origin, and non-job-related disabilities.

Proposals must be submitted in a sealed envelope addressed to:

Maine Township
1700 Ballard Road
Park Ridge, Illinois 60068
Attn: Clerk's Office

**REQUEST FOR PROPOSAL
MAINE TOWNSHIP**

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- Section A General Information
- Section B Specifications
- Section C Qualifications and Requirements
- Section D Submission Instructions

Section A: General Information

Purpose and Invitation to Submit Proposal

Maine Township is requesting proposals from qualified security firms to provide security guard services to our facility in accordance with this Request for Proposal.

Vendors providing a service or installing equipment on or about Maine Township property shall provide to the Maine Township Supervisor evidence of Comprehensive, Liability, and Workman's Compensation insurance prior to commencement of work on Maine Township property. The vendor guarantees to save Maine Township, its agents or employees, harmless from liability of any nature or kind, for use of any copyright, composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, or which the vendor is not the patentee, assignee, or licensee.

Furthermore, the vendor hereby agrees to save and hold harmless and indemnify Maine Township from and against all injury, death, damage, loss, claims and liability caused by or arising out of the performance of this agreement by the vendor, its employees, or agents. This agreement extends to all claims, of any nature, whether made by the vendor's employees.

There is no expressed or implied obligation for Maine Township to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. During the evaluation process, Maine Township reserves the right to request additional information or clarification from proposers, or to allow corrections of errors or omissions. At the discretion of Maine Township, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

No subcontracting will be permitted.

Any material submitted by a vendor shall become the property of Maine Township. Materials submitted after a contract is signed are subject to the ownership provision of the executed contract.

All information, prices and content submitted to Maine Township will be public and the vendor has no right to privacy. All information may be posted on our website and discussed openly at board meetings.

General Information

About Maine Township

Maine Township is one of thirty townships in Cook County. Maine Township contains portions of the Chicago suburbs of Des Plaines, Park Ridge, Niles, Glenview, Morton Grove, and Rosemont. The township also contains unincorporated sections which mostly use a Des Plaines mailing address. Founded in 1850, Maine Township is the oldest unit of local government in the area. During its existence, it has seen its surroundings grow from a predominantly rural farming community to a major metropolitan area with some 135,000 residents.

Maine Township exists to serve the needs of its residents. Seven separate departments are located in the main building. Some of the services these departments provide include assisting financially distressed residents by providing temporary financial assistance, advocacy services, and a food pantry; affordable therapy for youth and families along with a host of groups and activities for youth; senior services providing a variety of activities, trips, and recreational programs for seniors; assistance with property tax assessment appeals and exemptions; a central location for voter registration, passport and

vehicle sticker purchases; code enforcement to monitor compliance with local code ordinances; and a local office of emergency management ready to respond in case of local emergencies or crises.

The Township moved to its current headquarters at 1700 Ballard Road in Park Ridge in 1983. The building was a former church designed by Lloyd Wright, son of the famous architect Frank Lloyd Wright. The building's 27,000 square feet contain the first floor, a fully finished basement and a second story office overlooking the main meeting room that served as the sanctuary for the original church.

The Township building is normally open between the hours of 9 AM to 8 PM Monday through Thursday and between 9 AM to 5 PM on Friday.

Section B: Specifications

General

Maine Township is soliciting the services of a qualified security firm to provide two (2) armed security guards to monitor our facility, located at 1700 Ballard Rd., Park Ridge, IL 60068.

Scope of Work to be Performed

Maine Township is seeking the cost for two (2) armed security guards to be stationed at each entrance/exit to our facility during business hours. Hours at 9 am to 8 pm, Monday through Thursday, and 9 am to 5 pm Fridays. Some evening shifts only require one (1) guard. Closed holidays and weekends.

Guards would be responsible for duties including but not limited to administering metal detectors at entrances and exits, monitoring activity in the facility and generally securing the premises from threats to the safety of our residents and staff. Occasional foot patrols of interior and exterior grounds.

To survey facility for issues and suspicious items and behavior and report issues to Maine Township administrative personnel.

Guard is to protect township and respond to requests for assistance from staff.

Presence to deter potential issues and foster secure environment.

Incident and daily reports to be supplied to Maine Township staff daily.

Duties may be added or eliminated at the sole discretion of Maine Township.

Section C: Qualifications and Requirements

Please answer the following questions to help us determine if your company would be a good fit for our needs.

1. Provide a brief history of your company, including how long you have been in business, financial standing, insurance coverage, how many clients you serve, what types of clients you serve and the scope of services provided. Describe your experience working with government or non-profit organizations.
2. Please provide a list of references for three (3) clients comparable to our organization with whom you currently work.
3. Describe the process to ensure Maine Township has proof of license for each assigned guard.
4. What are the state minimum requirements for a security guard in Illinois and Cook County? Do you exceed those requirements, and if so, what additional conditions do you implement and require? Are there additional requirements and tests for armed guards? How many licensed guards do you employ? What are the background check requirements for guards?
5. How often do you require guards to recertify and retrain?
6. What site specific training would guards receive?
7. Provide proof of insurance policy and description of insurance coverage. Describe the liability coverage for armed guards.
8. Provide a description of training requirements for your security guards.
9. Please describe the relationship that Maine Township would have with your company and supervisors of the dispatched guard and how we would be assigned a designated contact. What would be the frequency that we meet with that contact and how often will they communicate with the guards? How do you monitor them?
10. Explain the process for payment of guards and services? What is your standard structure for payment and what are your rates? What additional rates apply for supervisory personnel? Are there any other fees associated with the service?

Section D: Submission Instructions

Proposals should include answers to all questions contained in Section C. Proposal must be submitted in a sealed envelope clearly marked "Maine Township Security Guard Proposal" addressed to:

Maine Township
1700 Ballard Road
Park Ridge, IL 60068
ATTN: Clerk's Office

Proposals will also be accepted in person to the Clerk's Office at the above address Monday through Friday between the hours of 9 am and 5 pm.

The last day of acceptance for this solicitation will be 9:30 am on DATE at which point all proposals submitted will be publicly opened.

If you have questions or would like more information, please contact Victoria Rizzo at 847-297-2510 x 281.

NO LATE PROPOSALS WILL BE CONSIDERED.

ALL PROPOSALS SUBMITTED WILL BE PUBLICLY OPENED AND MAY BE PUBLICLY POSTED/DISCUSSED.

**REQUEST FOR PROPOSAL
SECURITY SCREENING HARDWARE**

DATE

DRAFT 4/24/2018

THIS DOCUMENT IS A DRAFT AND DOES NOT
CONSTITUTE A FORMAL REQUEST FOR
PROPOSAL. BECAUSE THIS IS IN DRAFT FORM,
AFTER FURTHER REVIEW, IT MAY BE NECESSARY
FOR THE TOWNSHIP TO MODIFY THE CONTENTS
HEREIN.



**BY ORDER OF:
LAURA J. MORASK
MAINE TOWNSHIP SUPERVISOR
1700 BALLARD ROAD
PARK RIDGE, IL 60068
847-297-2510**

**REQUEST FOR PROPOSAL
MAINE TOWNSHIP**

Maine Township will receive sealed proposals for 2 metal detectors with wands for additional screening in accordance with this Request for Proposal.

Proposals will be accepted by the Township Administrator until 9:30 a.m., on DATE. at which point all proposals submitted will be publicly opened. All proposals must be received prior to the date and time shown above. Proposals transmitted by facsimile or email will not be accepted.

Maine Township reserves the right to reject any and all proposals and to waive technicalities in the proposals.

Maine Township requires all contractors and vendors doing business with Maine Township not to discriminate against anyone on the basis of race, age, color, religion, gender, sexual orientation, ancestry, national origin, and non-job-related disabilities.

Proposals must be submitted in a sealed envelope addressed to:

Maine Township
1700 Ballard Road
Park Ridge, Illinois 60068
Attn: Clerk's Office

**REQUEST FOR PROPOSAL
MAINE TOWNSHIP**

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- Section A General Information
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- Section C Qualifications and Requirements
- Section D Submission Instructions

Section A: General Information

Purpose and Invitation to Submit Proposal

Maine Township is requesting proposals for 2 metal detectors with wands for additional screening in accordance with this Request for Proposal.

Vendors providing a service or installing equipment on or about Maine Township property shall provide to the Maine Township Supervisor evidence of Comprehensive, Liability, and Workman's Compensation insurance prior to commencement of work on Maine Township property. The vendor guarantees to save Maine Township, its agents or employees, harmless from liability of any nature or kind, for use of any copyright, composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, or which the vendor is not the patentee, assignee, or licensee.

Furthermore, the vendor hereby agrees to save and hold harmless and indemnify Maine Township from and against all injury, death, damage, loss, claims and liability caused by or arising out of the performance of this agreement by the vendor, its employees, or agents. This agreement extends to all claims, of any nature, whether made by the vendor's employees.

There is no expressed or implied obligation for Maine Township to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. During the evaluation process, Maine Township reserves the right to request additional information or clarification from proposers, or to allow corrections of errors or omissions. At the discretion of Maine Township, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

No subcontracting will be permitted.

Any material submitted by a vendor shall become the property of Maine Township. Materials submitted after a contract is signed are subject to the ownership provision of the executed contract.

All information, prices and content submitted to Maine Township will be public and the vendor has no right to privacy. All information may be posted on our website and discussed openly at board meetings.

General Information

About Maine Township

Maine Township is one of thirty townships in Cook County. Maine Township contains portions of the Chicago suburbs of Des Plaines, Park Ridge, Niles, Glenview, Morton Grove, and Rosemont. Founded in 1850, Maine Township is the oldest unit of local government in the area. During its existence, it has seen its surroundings grow from a predominantly rural farming community to a major metropolitan area with some 135,000 residents.

Maine Township exists to serve the needs of its residents. Seven separate departments are located in the main building. Some of the services these departments provide include assisting financially distressed residents by providing temporary financial assistance, advocacy services, and a food pantry; affordable therapy for youth and families along with a host of groups and activities for youth; senior services providing a variety of activities, trips, and recreational programs for seniors; assistance with property tax assessment appeals and exemptions; a central location for voter registration, passport and

vehicle sticker purchases; code enforcement to monitor compliance with local code ordinances; and a local office of emergency management ready to respond in case of local emergencies or crises.

The Township moved to its current headquarters at 1700 Ballard Road in Park Ridge in 1983. The building was a former church designed by Lloyd Wright, son of the famous architect Frank Lloyd Wright. The building's 27,000 square feet contain the first floor, a fully finished basement and a second story office overlooking the main meeting room that served as the sanctuary for the original church.

Section B: Specifications

General

Maine Township is seeking prices for two (2) walk through metal detectors and two (2) wands for additional screening at two (2) entrances. Looking for the best price on high volume applications that will assess security risks quickly and efficiently.

Section C: Qualifications and Requirements

Please answer the following questions to help us determine if your company would be a good fit for our needs.

1. Provide a brief history of your company, including how long you have been in business, financial standing, insurance coverage, how many clients you serve, what types of clients you serve and the scope of services provided. Describe your experience working with government or non-profit organizations.
2. Provide a list of references for three (3) clients comparable to our organization with whom you currently work.
3. Provide proof of insurance policy and description of insurance coverage naming Maine Township as the insured.
4. Please provide a detailed description of the type of equipment that you recommend for our facility including options for sensitivity. Provide specifications, ie height, width, weight and color options. Will the device be portable or mounted? Describe the wand and its specifications.
5. Provide user manual or similar for the devices you are proposing. Describe in detail how the device is used.
6. What is required to operate the detectors? What source of power do they require?
7. Will training or orientation be included?
8. Provide a detailed quote with itemized costs for the purchase of two (2) metal detectors and two (2) wands for additional screening. Include any and all warranties and guarantees.
9. What is the cost for potential future service or repairs to the devices?
10. What is the cost for shipping and installation? Are there any additional costs or fees?

Section D: Submission Instructions

Proposals should include answers to all questions contained in Section C. Proposal must be submitted in a sealed envelope clearly marked "Maine Township Security Screening Hardware Proposal" addressed to:

Maine Township
1700 Ballard Road
Park Ridge, IL 60068
ATTN: Clerk's Office

Proposals will also be accepted in person to the Clerk's Office at the above address Monday through Friday between the hours of 9 am and 5 pm.

The last day of acceptance for this solicitation will be 9:30 am on DATE at which point all proposals submitted will be publicly opened.

If you have questions or would like more information, please contact Victoria Rizzo at 847-297-2510 x 281.

NO LATE PROPOSALS WILL BE CONSIDERED.

ALL PROPOSALS SUBMITTED WILL BE PUBLICLY OPENED AND MAY BE PUBLICLY POSTED/DISCUSSED.

Wiesia Tytko

From: payroll2017@bettergov.org
Sent: Friday, April 13, 2018 12:30 PM
To: wtytko@mainetown.com
Subject: Payroll FOIA | Maine Township

Received
FR. 4/13/2018
Response by:
FR. 4/20/2018

To Whom It May Concern:

Pursuant to the Illinois Freedom of Information Act (5 ILCS 140), the Better Government Association requests your government body's full payroll expenditures for the year 2017, including salary and all additional payments. This request includes, but is not limited to, the following information:

- Last name
- First name
- Middle name (or initial, if available)
- Suffix (e.g. Jr., if available)
- Title
- Department
- Annual Base Salary
- Overtime, holiday pay, bonus compensation and any other additional payments made to employees excluding costs such as insurance, pension or benefit payments
- Start date

Please include compensation for any and all elected officials as well.

Please provide these records electronically in a spreadsheet or delimited text format (such as an Excel file, xlsx, xls, csv or txt file extensions). Please do not respond with paper, scanned/photocopied or pdf documents if at all avoidable.


(Section 6(a) of the Illinois Freedom of Information Act states: "When a person requests a copy of a record maintained in an electronic format, the public body shall furnish it in the electronic format specified by the requester, if feasible.")

Finally, please respond by replying directly to this email with the requested files attached.

The Better Government Association is a nonprofit, journalism organization based in Chicago. This is for a possible news story. As such, I ask that any fees be waived as law allows.

Please don't hesitate to contact me if you have any questions about this request or seek clarification in any way. Thank you, in advance, for your assistance in fulfilling this request as soon as possible. Your help is truly appreciated.

Sincerely,


Better Government Association
312-821-9032

#MaineTownship#