

Maine Township Town Hall
1700 Ballard Road Park Ridge, IL 60068
Tuesday, January 25, 2022

Township Board Meeting – AGENDA

This meeting will be conducted in person. Physical public attendance at the Township building may be limited or not feasible, so alternative arrangements for public access to hear the meeting are available here: <https://us02web.zoom.us/j/81153919845>. To obtain password to connect to this meeting, please call Richard Lyon at 224-257-4869 prior to 6:00 p.m. on January 25, 2022. The meeting will also be audio or video recorded and made available to the public, as provided by law.

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Bill Review/6:30

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

Call Regular Meeting to Order/7:15

Pledge of Allegiance

Roll Call

Discussion and Potential Action on the Following Items:

1. Approval of Minutes of December 27, 2021 Bill Pay Review
2. Approval of Minutes of December 27, 2021 Board Meeting
3. Approval of Minutes of December 27, 2021 Tax Levy Hearing
4. Approval of General Assistance Expenditures
5. Approval of Road District Expenditures
6. Approval of General Town Fund Expenditures
7. Public Participation
8. Presentation of Check to Honor Flight Chicago
9. Resolution 2022-1 Presented in Honor of Former Maine Township Clerk Gary K. Warner
10. Personnel
 - Introduction of New Maine Township Employees
 - HR Generalist Position Moving to Full Time Status
 - Discussion & Possible Vote on Hiring Part Time Deputy Clerk
 - Appointment & Re-Appointment of Members of the Maine Township Building & Zoning Committee
11. Old Business
 - Discussion & Possible Vote on Community Solar Programs
 - Road District Amended Budget Ordinance 2022-1
 - Discussion of MWRD Project & Vote on a Possible Letter of Intent
 - Discussion & Possible Vote on Cybersecurity Audit
12. New Business
 - Approval of Resolution 2022-2 Schedule of Regular Board Meeting
 - Discussion on 2022-23 Road & Bridge Preliminary Budget
 - Discussion & Vote on GovOS Contract Renewal

- Discussion of Public Relations Audit & Suggestions as Prepared by Robert Flinn & Marty McAlpin

13. Officials' Reports

- OMA Requirement
- FEMA Grant

14. Adjournment



ADMINISTRATOR'S REPORT

Date: December, 2021

To: Elected Officials

From: Dayna Berman, Administrator

I have been quite busy this month interviewing candidates for several open positions at town hall. The board will also be able to meet some new faces in our MaineStay department as well as some current employees who have taken on other positions with the township. The employees who have taken on other roles and I have been working closely to make sure the transition is smooth and that they have the tools they need to succeed in their new jobs.

I am collecting departmental articles for our winter edition of our Mainely News and also have some great pictures I have been collecting over the last couple months to include to share with our residents, including pictures from our MaineStreamers events, food donations, Des Plaines Tree Lighting Ceremony, etc

I had a meeting with The Josselyn Center to discuss our shared relationship with their nurse practitioner for our clients who require psychiatric needs. We are discussing some concerns about all clients being seen virtually since the pandemic and the importance of determining in person sessions.

I have been working with Robert Flinn and Marty McAlpin from M3 Marketing on several projects this month. They are in the process of putting a video together highlighting the different departments, starting our first Facebook page, sending out press releases and attending events for promotion and photos.

I participated in our first children's COVID-19 vaccination event co-sponsored by Jewel-Osco. Deputy Administrator Vicki Rizzo who organized the event, scheduled the first to be administered on January 18 and the second dose on February 8. Children ages 5-11 were eligible for the clinic.

I was sorry to hear that Gary Warner, who served on our board for many years, passed away. I knew Gary for over 20 years. My thoughts and prayers go out to his family.

MAINE TOWNSHIP GENERAL TOWN FUND

		MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD INCOME	BUDGET	BALANCE	% Left
18%	of the year remaining														
	REVENUE														
	Property Tax	\$207,737.74	\$72,005.23	\$102,945.91	\$0.00	\$0.00	\$0.00	\$0.00	\$138,739.89	\$1,881.82	\$0.00	\$523,310.59	\$1,500,000.00	\$976,689.41	65%
	Interest Income	\$271.71	\$243.17	\$225.88	\$244.81	\$208.28	\$219.59	\$200.14	\$181.22	\$183.69	\$167.10	\$2,145.59	\$11,998.00	\$9,852.41	82%
	MaineStay Fees	\$3,745.00	\$1,807.50	\$2,425.00	\$1,120.00	\$1,337.50	\$1,980.00	\$1,425.00	\$35,748.48	\$1,315.00	\$370.00	\$51,273.48	\$12,387.00	-\$38,886.48	-314%
	Yard Stickers and Rebates	\$0.00	\$55.25	\$2,485.64	\$797.75	\$446.00	\$2,448.79	\$359.50	\$470.80	\$2,649.99	\$386.90	\$10,100.62	\$13,734.00	\$3,633.38	26%
	Postage	\$386.75	\$22.75	\$341.25	\$404.25	\$564.00	\$295.75	\$409.50	\$300.25	\$632.35	\$305.50	\$3,662.35	\$4,136.00	\$473.65	11%
	Food Pantry Cash Donations	\$7,700.50	\$2,600.00	\$2,100.00	\$2,037.39	\$327.92	\$1,045.00	\$2,360.00	\$500.00	\$6,850.00	\$21,972.05	\$47,492.86	\$67,176.00	\$19,683.14	29%
	Passport Fees	\$5,557.25	\$2,570.50	\$4,696.00	\$3,674.00	\$5,070.00	\$4,810.00	\$5,025.00	\$2,654.81	\$4,760.00	\$2,935.00	\$41,752.56	\$70,210.00	\$28,457.44	41%
	Transportation Fees	\$0.00	\$0.00	\$60.00	\$20.00	\$0.00	\$70.00	\$37.00	\$0.00	\$15.00	\$0.00	\$202.00	\$1,094.00	\$892.00	82%
	Prsnl Prop Replacement Tax	\$4,889.77	\$0.00	\$52,292.35	\$0.00	\$0.00	\$21,455.96	\$2,728.50	\$35,748.48	\$0.00	\$7,417.86	\$124,532.92	\$78,930.00	-\$45,602.92	-58%
	Hunting/Fishing License	\$23.50	\$32.50	\$184.50	\$0.00	\$13.25	\$117.00	\$116.00	\$110.00	\$155.50	\$0.00	\$752.25	\$0.00	-\$752.25	#DIV/0!
	Other Income	\$19,848.40	-\$50.00	\$6,103.78	\$249.80	\$1,859.90	\$11,763.00	\$13,829.47	\$0.00	\$752.50	\$102.50	\$54,459.35	\$15,553.00	-\$38,906.35	-250%
	(MaineStreamers)	\$2,024.38	\$1,856.00	\$3,877.00	\$2,840.00	\$3,852.00	\$5,608.25	\$33,951.00	\$34,783.00	\$10,056.00	\$300.00	\$99,147.63	\$51,236.00	-\$47,911.63	-94%
	TOTAL REVENUES	\$250,160.62	\$79,286.90	\$173,860.31	\$8,548.00	\$9,826.85	\$44,205.09	\$26,490.11	\$214,453.93	\$19,195.85	\$33,656.91	\$859,684.57	\$1,775,218.00	\$915,533.43	52%

MAINE TOWNSHIP GENERAL TOWN FUND

EXPENSES															
ADMINISTRATION															
18%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD EXPENSE	BUDGET	BALANCE	% Left
	Salaries/Gross Pay Account	\$41,382.74	\$62,109.51	\$41,946.55	\$41,351.34	\$47,932.19	\$41,855.91	\$65,359.44	\$44,727.33	\$44,626.19	\$44,179.06	\$475,470.26	\$573,314.00	\$97,843.74	21%
	Salaries/Elected Officials	\$13,825.07	\$17,022.03	\$13,818.63	\$11,950.23	\$11,613.77	\$11,613.77	\$20,453.99	\$5,997.98	\$11,613.77	\$11,613.77	\$129,523.01	\$163,564.00	\$34,040.99	21%
	IDES	\$0.00	\$0.00	\$0.00	\$3,041.00	\$0.00	\$0.00	\$6,020.00	\$0.00	\$0.00	\$0.00	\$9,061.00	\$1.00	-\$9,060.00	-906000%
	Social Security	\$4,117.62	\$5,970.33	\$4,163.60	\$3,990.07	\$4,498.37	\$4,033.52	\$6,478.77	\$3,848.86	\$4,245.46	\$4,211.25	\$45,557.85	\$57,814.00	\$12,256.15	21%
	IMRF	\$4,579.44	\$6,868.24	\$4,632.44	\$4,578.86	\$10,504.00	\$2,040.00	\$4,809.03	\$6,870.84	\$5,129.78	\$5,072.38	\$55,085.01	\$67,554.00	\$12,468.99	18%
	Administrative Div. Health Ins.	\$24,882.85	\$24,961.07	\$21,910.63	\$21,073.75	\$25,764.66	\$22,851.73	\$22,261.82	\$19,398.44	\$21,570.70	\$18,807.87	\$223,483.52	\$320,294.00	\$96,810.48	30%
	Life Insurance	\$172.80	\$79.03	\$79.03	\$77.09	\$64.19	\$0.00	\$284.64	\$94.88	\$94.88	\$94.88	\$1,041.42	\$782.00	-\$259.42	-33%
	Dental Insurance	\$619.47	\$488.11	\$394.64	\$577.30	\$177.72	-\$333.22	\$1,788.80	\$507.75	\$398.72	\$333.72	\$4,953.01	\$10,926.00	\$5,972.99	55%
	Accounting Services	\$1,290.80	\$1,614.65	\$5,053.25	\$5,379.45	\$4,312.51	\$4,228.91	\$5,856.56	\$4,288.64	\$3,981.91	\$7,086.46	\$43,093.14	\$63,782.00	\$20,688.86	32%
	Audit Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,140.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,140.00	\$16,000.00	\$5,860.00	37%
	Building & Grounds Maint	\$419.34	\$2,223.72	\$2,391.94	\$2,414.40	\$2,433.61	\$2,455.85	\$1,883.89	\$1,918.86	\$511.82	\$2,135.72	\$18,789.15	\$21,963.00	\$3,173.85	14%
	Community Info-Support	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,850.00	\$2,850.00	\$1.00	-\$2,849.00	-284900%
	Conferences Meetings	\$0.00	\$272.00	\$250.00	\$2.00	\$0.00	\$149.90	\$0.00	\$0.00	\$297.00	\$0.00	\$970.90	\$633.00	-\$337.90	-53%
	Special Programs	\$109.49	\$0.00	\$213.91	\$321.33	\$3,885.64	\$8,238.75	\$3,425.81	\$880.00	\$11.28	\$37.65	\$17,123.86	\$3,245.00	-\$13,878.86	-428%
	Dues Subscriptions	\$0.00	\$0.00	\$0.00	\$2,000.00	\$65.00	\$1,612.59	\$0.00	\$0.00	\$0.00	\$43.00	\$3,720.59	\$3,883.00	\$162.41	4%
	Equipment Leasing Maint	\$1,754.29	\$156.00	\$2,192.13	\$425.00	\$165.00	\$925.99	\$2,689.13	\$997.00	\$2,192.13	\$0.00	\$11,496.67	\$20,661.00	\$9,164.33	44%
	Gen Ins Liability Ins Bond	\$70.00	\$62,701.20	\$623.00	\$50.00	\$0.00	\$0.00	\$500.00	\$50.00	\$0.00	\$0.00	\$63,994.20	\$65,494.00	\$1,499.80	2%
	Website>Email Host	\$9,550.00	\$742.86	\$0.00	\$1,337.88	\$0.00	\$3,500.00	\$6,362.52	\$0.00	\$3,975.00	\$0.00	\$25,468.26	\$20,364.00	-\$5,104.26	-25%
	Print Management	\$320.20	\$320.20	-\$739.40	\$690.40	-\$370.20	-\$110.20	-\$130.00	\$260.00	-\$130.00	\$780.00	\$891.00	\$3,842.00	\$2,951.00	77%
	Computer Tech Support	\$520.00	\$520.00	\$0.00	\$1,040.00	\$199.20	\$199.20	\$359.60	\$359.60	\$359.60	\$520.00	\$4,077.20	\$8,285.00	\$4,207.80	51%
	Legal Services	\$758.50	\$2,062.78	\$32,850.25	\$15,979.18	\$2,377.00	\$13,895.75	\$8,083.75	\$14,759.00	\$2,152.50	\$2,369.50	\$95,288.21	\$90,000.00	-\$5,288.21	-6%
	Mileage-Travel-Lodging Exp	\$21.42	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28.20	\$0.00	\$9.40	\$59.02	\$571.00	\$511.98	90%
	Police Protection	\$0.00	\$0.00	\$3,600.00	\$3,600.00	\$4,400.00	\$4,200.00	\$3,800.00	\$3,800.00	\$4,200.00	\$4,600.00	\$32,200.00	\$40,000.00	\$7,800.00	20%
	Plan Commission	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Postage	\$768.24	\$9,391.36	-\$316.21	-\$173.96	\$8,986.43	\$1,033.15	-\$999.89	\$10,649.89	-\$188.91	-\$358.82	\$28,791.28	\$33,971.00	\$5,179.72	15%
	Printing Publishing	\$0.00	\$8,299.41	-\$2,647.00	\$756.97	\$2,228.67	\$11,332.90	-\$767.50	\$1,145.00	\$11,246.00	\$1,104.64	\$32,699.09	\$31,500.00	-\$1,199.09	-4%
	Food Pantry	\$1,298.96	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,096.49	\$2,395.45	\$20,081.00	\$17,685.55	88%
	Code Enforcement Expense	\$415.00	\$0.00	\$0.00	\$92.98	\$0.00	\$0.00	\$30.00	\$0.00	\$140.62	\$0.00	\$678.60	\$558.00	-\$120.60	-22%
	Maine Township Rec. Connection	\$967.29	\$795.15	\$947.08	\$786.73	\$3,322.50	\$3,259.02	\$2,650.06	\$1,843.79	\$3,665.92	\$1,368.49	\$19,606.03	\$40,000.00	\$20,393.97	51%
	Telecommunications	\$2,132.43	\$2,139.90	\$1,773.57	\$2,119.26	\$2,102.22	\$2,094.43	\$2,193.20	\$2,129.05	\$2,128.99	\$2,484.67	\$21,297.72	\$24,119.00	\$2,821.28	12%
	Staff Training	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$125.00	\$317.00	\$192.00	61%
	Transportation/Mainlines	\$5.00	\$95.00	\$5.00	\$65.00	\$200.00	\$10.00	\$30.00	\$35.00	\$0.00	\$90.00	\$535.00	\$3,700.00	\$3,165.00	86%
	Utilities	\$2,000.84	\$1,704.08	\$1,199.89	\$1,850.07	\$1,923.35	\$1,824.83	\$2,018.53	\$1,833.40	\$1,722.62	\$2,336.95	\$18,414.56	\$25,866.00	\$7,451.44	29%
	Miscellaneous (Administr)	\$0.00	\$0.00	\$0.00	\$60.50	\$0.00	\$0.00	\$0.00	\$90.17	\$0.00	\$0.00	\$150.67	\$66.00	-\$84.67	-128%
	Neighborhood Watch	\$0.00	\$224.35	\$0.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,224.35	\$3,455.00	\$230.65	7%
	Office Supplies/Sm. Equipment	\$613.96	\$737.66	\$603.70	\$334.90	\$1,342.04	\$75.00	\$791.32	\$397.48	\$336.59	\$928.87	\$6,161.52	\$12,347.00	\$6,185.48	50%
	Operating Supplies Maint	\$587.70	\$73.84	\$1,320.52	\$440.34	\$91.42	\$1,578.44	\$1,222.67	\$563.60	\$0.00	\$184.87	\$6,063.40	\$6,637.00	\$573.60	9%
	Vehicle Expense	\$0.00	\$0.00	\$0.00	\$85.00	\$440.13	\$0.00	\$0.00	\$0.00	\$0.00	\$33.61	\$558.74	\$2,826.00	\$2,267.26	80%
	Building	\$0.00	\$0.00	\$1,135.00	\$0.00	\$1,530.46	\$0.00	\$0.00	\$760.00	\$724.79	\$1,245.58	\$5,395.83	\$1,924.00	-\$3,471.83	-180%
	Project Clean-up/Waste Hauler	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22.50	\$265.00	\$287.50	\$6,475.00	\$6,187.50	96%
	Capital Fund	\$6,959.68	\$5,989.00	\$3,851.96	\$0.00	\$0.00	\$1,875.00	\$2,336.82	\$0.00	\$0.00	\$0.00	\$21,012.46	\$250,000.00	\$228,987.54	92%
	Total	\$120,143.13	\$217,586.48	\$141,254.11	\$126,297.07	\$143,189.88	\$154,581.22	\$169,892.96	\$128,234.76	\$125,029.86	\$115,525.01	\$1,441,734.48	\$2,016,816.00	\$575,081.52	29%

MAINE TOWNSHIP GENERAL TOWN FUND

ASSESSOR															
18%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD EXPENSE	BUDGET	BALANCE	% Left
	Assessor Division Salary	\$14,660.78	\$22,002.30	\$16,314.62	\$15,189.30	\$15,212.00	\$15,212.00	\$23,016.63	\$15,212.00	\$15,212.00	\$15,786.05	\$167,817.68	\$208,035.00	\$40,217.32	19%
	Assessor Division SS	\$1,018.86	\$1,556.04	\$1,145.35	\$1,059.28	\$1,064.26	\$1,064.26	\$1,611.57	\$1,089.55	\$1,069.22	\$1,113.13	\$11,791.52	\$15,914.00	\$4,122.48	26%
	Assessor Division IMRF	\$1,580.48	\$2,370.72	\$1,770.12	\$1,643.68	\$1,643.00	\$1,643.00	\$1,643.68	\$2,201.10	\$1,643.68	\$1,643.68	\$17,783.14	\$24,107.00	\$6,323.86	26%
	Health Insurance	\$9,927.61	\$9,927.61	\$9,927.61	\$9,927.61	\$9,477.37	\$9,477.37	\$9,227.96	\$9,726.78	\$8,674.79	\$8,674.79	\$94,969.50	\$134,068.00	\$39,098.50	29%
	Dental Insurance	\$143.70	\$143.70	\$143.70	\$143.70	\$152.33	-\$143.68	\$646.38	\$215.46	\$121.04	\$121.04	\$1,687.37	\$4,500.00	\$2,812.63	63%
	Life Insurance	\$19.35	\$19.35	\$19.35	\$19.35	\$19.35	\$0.00	\$53.37	\$17.79	\$17.79	\$17.79	\$203.49	\$500.00	\$296.51	59%
	Conferences Meetings	\$0.00	\$0.00	\$27.97	\$740.00	\$0.00	\$109.54	\$0.00	\$24.24	\$0.00	\$0.00	\$901.75	\$848.00	-\$53.75	-6%
	Cook Cty Assessor Tie-in	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$451.25	\$0.00	\$0.00	\$451.25	\$1,025.00	\$573.75	56%
	Dues-Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$200.00	\$50.00	25%
	Equipment Leasing-Maint	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Mileage-Travel-Lodging Exp	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$318.47	\$0.00	\$53.52	\$0.00	\$48.20	\$420.19	\$1,200.00	\$779.81	65%
	Postage	\$209.99	\$15.76	\$1.62	\$63.29	\$172.07	\$148.00	\$122.10	\$146.48	\$8.32	\$142.51	\$1,030.14	\$400.00	-\$630.14	-158%
	Printing-Publishing	\$0.00	\$0.00	\$0.00	\$27.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27.00	\$397.00	\$370.00	93%
	Sidwell Maps	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$707.00	\$707.00	100%
	Staff Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$57.70	\$0.00	\$0.00	\$0.00	\$57.70	\$116.00	\$58.30	50%
	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$67.89	\$67.89	\$1,200.00	\$1,132.11	94%
	Office Supplies/Sm Equipment	\$0.00	\$486.99	\$0.00	\$0.00	\$43.11	\$0.00	\$124.09	\$140.71	\$183.18	\$32.40	\$1,010.48	\$1,500.00	\$489.52	33%
	Total	\$27,560.77	\$36,522.47	\$29,350.34	\$28,813.21	\$27,933.49	\$27,828.96	\$36,503.48	\$29,278.88	\$26,930.02	\$27,647.48	\$298,369.10	\$394,718.00	\$96,348.90	24%

MAINE TOWNSHIP GENERAL TOWN FUND

	MAINESTAY															
18%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD EXPENSE	BUDGET	BALANCE	% Left	
	MaineStay Salary	\$16,167.82	\$24,251.73	\$16,167.82	\$16,167.82	\$20,393.19	\$22,717.03	\$31,944.45	\$16,325.16	\$17,755.64	\$12,650.94	\$194,541.60	\$288,310.00	\$96,348.90	33%	
	Social Security	\$1,183.42	\$1,798.27	\$1,183.42	\$1,183.42	\$1,508.37	\$1,688.23	\$2,296.26	\$1,177.34	\$1,264.47	\$889.41	\$14,172.61	\$22,737.00	\$8,564.39	38%	
	IMRF	\$1,983.80	\$2,975.70	\$1,983.80	\$1,983.80	\$2,502.24	\$2,787.38	\$2,548.65	\$2,972.31	\$2,111.37	\$1,203.06	\$23,052.11	\$40,185.00	\$17,132.89	43%	
	Administrative Div. Health Ins.	\$8,909.77	\$8,909.77	\$8,909.77	\$8,909.77	\$8,484.66	\$8,484.66	\$10,759.37	\$8,707.95	\$7,203.63	\$6,050.72	\$85,330.07	\$138,222.00	\$52,891.93	38%	
	Life Ins.	\$42.56	\$25.80	\$25.80	\$25.80	\$25.80	\$0.00	\$83.02	\$29.65	\$17.79	\$11.86	\$288.08	\$309.00	\$20.92	7%	
	Dental Ins.	\$122.03	\$122.03	\$122.03	\$122.03	\$129.35	-\$122.02	\$599.03	\$177.04	\$88.21	\$88.22	\$1,447.95	\$2,928.00	\$1,480.05	51%	
	Conferences-Meetings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24.72	\$24.72	\$537.00	\$512.28	95%	
	Consultation/Staff Training	\$0.00	\$0.00	\$98.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$148.49	\$246.49	\$1,070.00	\$823.51	77%	
	Special Programs	\$500.00	\$134.44	\$1,190.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,300.00	\$3,124.44	\$2,622.00	-\$502.44	-19%	
	Dues-Subscriptions/Licensures	\$197.70	\$376.18	\$238.86	\$118.48	\$267.68	\$115.96	\$1,059.20	\$0.00	\$233.86	\$72.88	\$2,680.80	\$3,400.00	\$719.20	21%	
	Print Management	\$220.20	\$220.20	\$0.00	\$220.20	\$0.00	\$130.00	\$0.00	\$130.00	\$0.00	\$390.00	\$1,310.60	\$2,642.00	\$1,331.40	50%	
	Gen Ins Liability Ins Bond	\$0.00	\$0.00	\$803.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24.00	\$0.00	\$0.00	\$827.00	\$959.00	\$132.00	14%	
	Computer Tech Support	\$520.00	\$520.00	\$520.00	\$520.00	\$359.60	\$359.60	\$359.60	\$359.60	\$359.60	\$359.60	\$4,237.60	\$6,240.00	\$2,002.40	32%	
	Mileage-Travel-Lodging Exp	\$0.00	\$11.37	\$0.00	-\$103.95	\$0.00	\$0.00	\$185.25	\$34.44	\$0.00	\$67.64	\$194.75	\$1,000.00	\$805.25	81%	
	Postage	\$29.07	\$3.57	\$5.81	\$6.32	\$6.32	\$7.41	\$11.00	\$2.65	\$1.06	\$0.00	\$73.21	\$96.00	\$22.79	24%	
	Printing-Publishing	\$185.50	\$71.42	\$59.66	\$163.09	\$138.29	\$67.31	\$218.31	\$429.31	\$971.28	\$267.31	\$2,571.48	\$576.00	-\$1,995.48	-346%	
	Community Education	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00	100%	
	Training Manual & Books	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$250.00	100%	
	Miscellaneous	\$0.00	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30.00	\$1.00	-\$29.00	-2900%	
	Office Supplies/Sm Equipment	\$0.00	\$119.58	\$0.00	\$0.00	\$899.95	\$86.92	\$0.00	\$320.54	\$0.00	\$0.00	\$1,426.99	\$1,585.00	\$158.01	10%	
	Youth Recreation Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$275.00	\$500.90	\$0.00	\$0.00	\$0.00	\$775.90	\$3,000.00	\$2,224.10	74%	
	Summer Youth Camp	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$1.00	100%	
	Garage Sale	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$1.00	100%	
	Total	\$30,061.87	\$39,570.06	\$31,307.97	\$29,316.78	\$34,715.45	\$36,597.48	\$50,565.04	\$30,689.99	\$30,006.91	\$23,524.85	\$336,356.40	\$516,721.00	\$180,364.60	35%	

MAINE TOWNSHIP GENERAL TOWN FUND

SENIOR															
18%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD EXPENSE	BUDGET	BALANCE	% Left
	Senior Salary	\$22,222.14	\$33,333.21	\$22,222.14	\$22,222.14	\$25,888.81	\$22,888.82	\$34,365.64	\$22,888.82	\$22,888.82	\$22,888.82	\$251,809.36	\$288,627.00	\$36,817.64	13%
	Social Security	\$1,646.78	\$2,495.46	\$1,646.78	\$1,646.78	\$1,928.96	\$1,699.48	\$2,556.66	\$1,726.42	\$1,704.44	\$1,704.44	\$18,756.20	\$22,762.00	\$4,005.80	18%
	IMRF	\$2,726.66	\$4,089.99	\$2,726.66	\$2,726.66	\$3,176.56	\$2,808.46	\$2,812.44	\$3,682.66	\$2,808.46	\$2,808.46	\$30,367.01	\$40,229.00	\$9,861.99	25%
	Life Ins.	\$32.25	\$32.25	\$32.25	\$32.25	\$32.25	\$0.00	\$88.95	\$29.65	\$29.65	\$29.65	\$339.15	\$387.00	\$47.85	12%
	Dental Ins.	\$142.00	\$142.00	\$142.00	\$142.00	\$150.52	-\$141.98	\$661.31	\$133.68	\$119.34	\$119.34	\$1,610.21	\$3,407.00	\$1,796.79	53%
	Administrative Div. Health Ins.	\$9,517.70	\$9,517.70	\$9,517.70	\$9,517.70	\$9,097.13	\$9,097.13	\$8,899.97	\$7,668.00	\$8,294.55	\$8,294.55	\$89,422.13	\$108,821.00	\$19,398.87	18%
	Conferences-Meetings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$257.00	\$257.00	100%
	Special Programs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,001.27	\$250.00	\$570.00	\$0.00	\$1,821.27	\$3,000.00	\$1,178.73	39%
	Print Management	\$245.20	\$245.20	\$0.00	\$245.20	\$0.00	\$130.00	\$0.00	\$130.00	\$0.00	\$390.00	\$1,385.60	\$2,942.00	\$1,556.40	53%
	Dues-Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75.00	\$0.00	\$75.00	\$75.00	\$0.00	0%
	Mileage-Travel-Lodging Exp	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00	100%
	Postage	\$20.25	\$642.09	\$9.18	\$638.30	\$882.66	\$64.00	\$1,033.79	\$138.91	\$59.48	\$994.06	\$4,482.72	\$7,426.00	\$2,943.28	40%
	Printing-Publishing	\$0.00	\$615.00	\$0.00	\$1,371.82	\$0.00	\$0.00	\$1,910.00	\$0.00	\$0.00	\$0.00	\$3,896.82	\$6,209.00	\$2,312.18	37%
	Telecommunications	\$1.78	\$1.78	\$1.78	\$1.78	\$1.78	\$1.78	\$1.72	\$2.77	\$1.71	\$1.71	\$18.59	\$29.00	\$10.41	36%
	Office Supplies/Sm Equipment	\$0.00	\$395.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$394.95	\$54.96	\$0.00	\$845.89	\$1,900.00	\$1,054.11	55%
	Computer Tech Support	\$520.00	\$520.00	\$520.00	\$520.00	\$359.50	\$359.60	\$359.60	\$359.60	\$359.60	\$359.60	\$4,237.50	\$6,240.00	\$2,002.50	32%
	(Maine Streamer Fees)	\$292.32	\$2,647.16	\$1,839.60	\$12,038.56	\$5,605.25	\$11,779.43	\$8,368.35	\$13,004.29	\$28,353.03	\$30,447.32	\$114,375.31	\$57,300.00	-\$57,075.31	-100%
	Total	\$37,074.76	\$52,030.66	\$36,818.49	\$39,064.63	\$41,518.17	\$36,907.29	\$53,691.35	\$37,405.46	\$36,966.01	\$37,590.63	\$409,067.45	\$492,411.00	\$83,343.55	17%

MAINE TOWNSHIP GENERAL TOWN FUND

	CLERK															
18%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD EXPENSE	BUDGET	BALANCE	% Left	
	Clerk's Division Salary	\$7,272.10	\$10,813.10	\$6,700.84	\$6,694.29	\$7,940.20	\$7,718.20	\$11,547.30	\$8,477.58	\$8,471.95	\$8,393.20	\$84,028.76	\$95,467.00	\$11,438.24	12%	
	Social Security	\$537.67	\$806.49	\$493.98	\$493.47	\$575.43	\$558.45	\$835.32	\$630.43	\$616.07	\$610.06	\$6,157.37	\$7,299.00	\$1,141.63	16%	
	IMRF	\$892.29	\$1,326.76	\$822.20	\$821.39	\$974.26	\$12,025.88	\$895.48	\$1,365.94	\$1,039.51	\$1,029.84	\$21,193.55	\$13,100.00	-\$8,093.55	-62%	
	Administrative Div. Health Ins.	\$2,767.29	\$2,767.29	\$2,767.29	\$2,767.29	\$2,485.97	\$8,010.31	\$5,110.04	\$5,386.24	\$5,248.14	\$5,248.14	\$42,558.00	\$32,454.00	-\$10,104.00	-31%	
	Life Ins.	\$6.45	\$6.45	\$6.45	\$6.45	\$6.45	\$0.00	\$35.58	\$11.86	\$11.86	\$11.86	\$103.41	\$77.00	-\$26.41	-34%	
	Dental Ins.	\$32.84	\$32.84	\$32.84	\$32.84	\$1.97	-\$65.68	\$295.44	\$98.48	\$65.64	\$65.64	\$592.85	\$788.00	\$195.15	25%	
	Conferences-Meetings	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$1.00	-\$24.00	-2400%	
	Dues-Subscriptions	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$10.00	\$0.00	\$0.00	\$290.00	\$313.00	\$23.00	7%	
	Print Management	\$220.20	\$220.20	\$0.00	\$220.20	\$0.00	\$130.00	\$0.00	\$130.00	\$0.00	\$390.00	\$1,310.60	\$2,642.00	\$1,331.40	50%	
	Mileage-Travel-Lodging Exp	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27.00	\$27.00	100%	
	Staff Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$1.00	100%	
	Honor Flight	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	0%	
	Computer Tech Support	\$520.00	\$520.00	\$520.00	\$520.00	\$359.60	\$359.60	\$359.60	\$359.60	\$359.60	\$359.60	\$4,237.60	\$6,240.00	\$2,002.40	32%	
	Hunting/Fishing License	\$37.00	\$0.00	\$190.50	\$0.00	\$50.50	\$67.00	\$86.00	\$148.00	\$108.00	\$19.50	\$706.50	\$0.00	-\$706.50	#DIV/0!	
	Postage	\$851.14	\$796.83	\$722.91	\$834.40	\$1,229.46	\$955.04	\$637.76	\$962.61	\$822.04	\$1,100.02	\$8,912.21	\$6,000.00	-\$2,912.21	-49%	
	Printing-Publishing	\$0.00	\$38.98	\$0.00	\$220.96	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$259.94	\$1,234.00	\$974.06	79%	
	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21.00	\$21.00	100%	
	Office Supplies/Sm Equipment	\$428.50	\$87.87	\$48.27	\$66.72	\$0.00	\$17.38	\$0.00	\$165.03	\$0.00	\$9.49	\$823.26	\$600.00	-\$223.26	-37%	
	Total	\$13,595.48	\$17,441.81	\$12,305.28	\$12,678.01	\$13,623.84	\$29,776.18	\$20,052.52	\$17,745.77	\$16,742.81	\$18,237.35	\$172,199.05	\$167,264.00	-\$4,935.05	-3%	

MAINE TOWNSHIP GENERAL TOWN FUND

	OEM															
18%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD EXPENSE	BUDGET	BALANCE	% Left	
	Emergency Mgmt Salary	\$350.52	\$560.07	\$308.61	\$278.13	\$365.75	\$259.05	\$62.80	\$0.00	\$0.00	\$0.00	\$2,184.93	\$3,959.00	\$1,774.07	45%	
	OEM Social Security	\$26.82	\$42.87	\$23.60	\$21.23	\$27.94	\$19.78	\$4.78	\$0.00	\$0.00	\$0.00	\$167.02	\$312.00	\$144.98	46%	
	Uniforms	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$200.00	100%	
	Conferences-Meetings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$1.00	100%	
	Special Programs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00	100%	
	Special Events	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00	100%	
	Dues-Subscriptions	\$0.00	\$0.00	\$305.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$305.00	\$305.00	\$0.00	0%	
	Volunteer Insurance	\$0.00	\$641.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$641.80	\$723.00	\$81.20	11%	
	Utilities	\$142.48	\$459.42	\$98.28	\$178.67	\$134.75	\$150.83	\$181.49	\$147.03	\$90.26	\$260.43	\$1,843.64	\$3,772.00	\$1,928.36	51%	
	Telecommunications	\$145.61	\$0.00	\$200.00	\$202.05	\$232.73	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$780.39	\$2,042.00	\$1,261.61	62%	
	Staff Training	\$0.00	\$443.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$443.00	\$1.00	-\$442.00	-44200%	
	Office Supplies/Sm Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$233.00	\$233.00	100%	
	Operating Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00	100%	
	Disaster Operations Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00	100%	
	Building	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$656.90	\$0.00	\$656.90	\$1,300.00	\$643.10	49%	
	Vehicle Expense	\$333.49	\$0.00	\$0.00	\$626.98	\$3,500.72	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,461.19	\$2,146.00	-\$2,315.19	-108%	
	Total	\$998.92	\$2,147.16	\$935.49	\$1,307.06	\$4,261.89	\$429.66	\$249.07	\$147.03	\$747.16	\$260.43	\$11,483.87	\$15,394.00	\$3,910.13	25%	

MAINE TOWNSHIP GENERAL TOWN FUND

	Mental Health/Comm Serv.	\$7,256	\$36,114	\$33,722	\$29,198	\$39,211	\$44,704	\$34,082	\$31,552	\$37,459	\$33,611	\$326,909	\$440,025	\$113,116	26%
	Total Operating Exp	\$236,691	\$401,413	\$285,694	\$266,675	\$265,243	\$286,121	\$330,954	\$243,502	\$236,423	\$222,786	\$2,996,119	\$4,043,349	\$1,047,230	26%

MAINE TOWNSHIP GENERAL ASSISTANCE FUND

18%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD INCOME	BUDGET	BALANCE	% Left
	REVENUE														
	Property Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
	SS Reimbursement	\$8,080.69	\$0.00	\$0.00	\$1,717.56	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,798.25	\$15,000.00	\$5,201.75	35%
	Interest Income	\$81.31	\$73.93	\$64.92	\$72.35	\$65.77	\$67.31	\$61.70	\$58.97	\$61.47	\$56.15	\$663.88	\$4,393.00	\$3,729.12	85%
	Energy Assistance Revenue	\$4,581.00	\$0.00	\$3,857.00	\$12.00	\$1,030.00	\$1,019.00	\$264.00	\$10.00	\$3,949.00	\$31.00	\$14,753.00	\$18,000.00	\$3,247.00	18%
	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22.04	\$0.00	\$22.04	\$1.00	-\$21.04	-2104%
	TOTAL REVENUES	\$12,743.00	\$73.93	\$3,921.92	\$1,801.91	\$1,095.77	\$1,086.31	\$325.70	\$68.97	\$4,032.51	\$87.15	\$25,237.17	\$37,394.00	\$12,156.83	33%
	EXPENSES														
	EXPENSES-ADMINISTRATIVE														
18%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD EXPENSE	BUDGET	BALANCE	% Left
	IDES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Social Security	\$1,471.06	\$2,229.67	\$1,471.06	\$1,471.06	\$1,723.13	\$1,517.96	\$2,276.94	\$1,540.35	\$1,518.35	\$1,517.96	\$16,737.54	\$20,350.00	\$3,612.46	18%
	IMRF	\$3,656.49	\$3,656.49	\$2,437.66	\$2,437.66	\$2,839.78	\$2,510.70	\$2,510.70	\$3,766.05	\$2,511.35	\$2,510.70	\$28,837.58	\$35,965.00	\$7,127.42	20%
	Administrative Div. Health Ins.	\$8,332.30	\$8,332.30	\$8,332.30	\$8,332.30	\$7,998.67	\$7,998.67	\$7,788.16	\$8,302.18	\$7,998.67	\$7,998.67	\$81,414.22	\$96,061.00	\$14,646.78	15%
	Life Insurance	\$32.25	\$32.25	\$32.25	\$32.25	\$32.25	\$0.00	\$88.95	\$29.65	\$29.65	\$29.65	\$339.15	\$387.00	\$47.85	12%
	Dental Insurance	\$141.55	\$141.55	\$141.55	\$141.55	\$150.05	-\$141.52	\$636.69	\$212.23	\$141.47	\$141.47	\$1,706.59	\$3,398.00	\$1,691.41	50%
	Tuition Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Accounting Services	\$451.40	\$638.35	\$454.90	\$454.90	\$481.06	\$2,024.06	\$464.06	\$653.84	\$464.06	\$464.06	\$6,550.69	\$5,822.00	-\$728.69	-13%
	Conferences Meetings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$89.00	\$89.00	100%
	Dues Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Print Management	\$370.20	\$370.20	\$370.20	\$370.20	\$370.20	\$130.00	\$0.00	\$130.00	\$0.00	\$0.00	\$2,111.00	\$4,442.00	\$2,331.00	52%
	General Insurance-Liab-Bond	\$0.00	\$6,966.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,966.80	\$6,979.00	\$12.20	0%
	Legal Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Mileage-Travel-Lodging	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$602.00	\$602.00	100%
	Postage	\$157.87	\$172.83	\$120.86	\$145.35	\$148.82	\$131.94	\$169.09	\$157.46	\$243.59	\$239.25	\$1,687.06	\$1,500.00	-\$187.06	-12%
	Printing Publishing	\$0.00	\$0.00	\$0.00	\$362.82	\$0.00	\$0.00	\$191.00	\$0.00	\$0.00	\$0.00	\$553.82	\$1,500.00	\$946.18	63%
	Staff Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$150.00	100%
	Hearing Officer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22.04	\$0.00	\$0.00	\$0.00	\$22.04	\$1.00	-\$21.04	-2104%
	Office Supplies	\$0.00	\$0.00	\$486.68	\$0.00	\$0.00	\$0.00	\$0.00	\$631.28	\$36.37	\$0.00	\$1,154.33	\$1,514.00	\$359.67	24%
	Computer Software Development	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,350.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,350.00	\$2,350.00	\$0.00	0%
	Comp Tech Support	\$520.00	\$520.00	\$520.00	\$520.00	\$520.00	\$359.60	\$359.60	\$359.60	\$199.20	\$359.60	\$4,237.60	\$6,240.00	\$2,002.40	32%
	Total	\$15,133.12	\$23,060.44	\$14,367.46	\$14,268.09	\$14,263.96	\$16,881.41	\$14,507.23	\$15,782.64	\$13,142.71	\$13,261.36	\$154,668.42	\$187,355.00	\$32,686.58	17%

MAINE TOWNSHIP GENERAL ASSISTANCE FUND

EXPENSES-ASSISTANCE															
18%	of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD EXPENSE	BUDGET	BALANCE	% Left
	Emergency Assist Program	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$1,295.00	\$995.00	77%
	Prescription Drugs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00	100%
	Dental Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Medical Services	\$0.00	\$59.97	\$0.00	\$0.00	\$0.00	\$0.00	\$108.00	\$0.00	\$0.00	\$0.00	\$167.97	\$414.00	\$246.03	59%
	Funeral & Burial Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$200.00	100%
	Client Utilities	\$725.00	\$372.12	\$723.38	\$677.56	\$541.50	\$540.86	\$297.50	\$364.75	\$433.33	\$450.69	\$5,126.69	\$11,650.00	\$6,523.31	56%
	Shelter-Rent	\$6,566.01	\$4,816.01	\$5,516.01	\$3,916.01	\$6,225.69	\$4,454.27	\$5,854.27	\$5,169.06	\$4,601.37	\$5,832.35	\$52,951.05	\$77,966.00	\$25,014.95	32%
	Ambulance Paramedic	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Food/Pers essentials	\$7,500.00	\$0.00	\$0.00	\$7,500.00	\$0.00	\$0.00	\$7,500.00	\$7,500.00	\$7,500.00	\$0.00	\$37,500.00	\$54,000.00	\$16,500.00	31%
	Transport/Clothing	\$1,760.00	\$1,440.00	\$1,600.00	\$1,280.00	\$1,840.00	\$1,680.00	\$1,680.00	\$1,680.00	\$1,920.00	\$2,080.00	\$16,960.00	\$26,152.00	\$9,192.00	35%
	Transient	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Catastro. Med. Insurance	\$0.00	\$5,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,100.00	\$5,100.00	\$0.00	0%
	Total	\$16,551.01	\$11,788.10	\$7,839.39	\$13,373.57	\$8,907.19	\$6,675.13	\$15,439.77	\$14,713.81	\$14,454.70	\$8,363.04	\$118,105.71	\$178,280.00	\$60,174.29	34%
	TOTAL OPERATING EXPENSES	\$31,684.13	\$34,848.54	\$22,206.85	\$27,641.66	\$23,171.15	\$23,556.54	\$29,947.00	\$30,496.45	\$27,597.41	\$21,624.40	\$272,774.13	\$365,635.00	\$92,860.87	25%

MAINE TOWNSHIP ROAD AND BRIDGE FUND

18% of the year remaining **MAR** **APR** **MAY** **JUN** **JUL** **AUG** **SEP** **OCT** **NOV** **DEC** **YTD INCOME** **BUDGET** **BALANCE** **% Left**
REVENUE

Property Tax	\$686,565.94	\$98,346.70	\$133,320.03	\$0.00	\$0.00	\$0.00	\$402,015.73	\$533,509.46	\$15,987.10	\$1,289.23	\$1,871,034.19	\$1,980,312	\$109,277.81	6%
Other Income	\$5,194.51	\$400.00	\$4,696.33	\$50.00	\$741.12	\$350.00	\$4,421.38	\$13,478.85	\$325.00	\$8,746.47	\$38,403.66	\$50,585.00	\$12,181.34	24%
Interest Income	\$177.71	\$154.74	\$147.74	\$173.58	\$153.42	\$180.66	\$185.57	\$209.56	\$218.93	\$191.63	\$1,793.54	\$4,289.00	\$2,495.46	58%
Permit Fees	\$0.00	\$0.00	\$7,085.75	\$625.00	\$625.00	\$0.00	\$2,087.50	\$0.00	\$0.00	\$0.00	\$10,423.25	\$6,802.00	-\$3,621.25	-53%
Persnl Prop Replacement Tx	\$4,889.95	\$0.00	\$52,294.25	\$0.00	\$0.00	\$21,456.74	\$2,728.60	\$35,749.78	\$0.00	\$7,418.13	\$124,537.45	\$79,312.00	-\$45,225.45	-57%
TOTAL REVENUES	\$696,828.11	\$98,901.44	\$197,544.10	\$848.58	\$1,519.54	\$21,987.40	\$411,438.78	\$582,947.65	\$16,531.03	\$17,645.46	\$2,046,192.09	\$2,121,300.00	\$75,107.91	4%

EXPENSES

18% of the year remaining **MAR** **APR** **MAY** **JUN** **JUL** **AUG** **SEP** **OCT** **NOV** **DEC** **YTD EXPENSE** **BUDGET** **BALANCE** **% Left**

GENERAL ROAD FUND-ADMINISTRATIVE														
Admin Salary Expense	\$5,088.16	\$7,632.24	\$5,851.36	\$5,342.56	\$5,486.56	\$5,342.56	\$8,013.84	\$5,342.56	\$5,342.56	\$5,342.56	\$58,784.96	\$74,960.00	\$16,175.04	22%
Health Insurance	\$7,110.26	\$7,110.26	\$9,610.26	\$14,594.78	\$6,764.22	\$7,390.90	\$6,891.29	\$7,263.83	\$7,601.06	\$7,077.56	\$81,414.42	\$120,000.00	\$38,585.58	32%
Life Insurance	\$59.33	\$34.19	\$34.19	\$34.19	\$34.19	\$0.00	\$88.95	\$29.65	\$29.65	\$29.56	\$373.90	\$750.00	\$376.10	50%
Dental Insurance	\$122.95	\$122.95	\$122.95	\$122.95	\$130.32	-\$122.94	\$553.05	\$184.35	\$122.88	\$122.88	\$1,482.34	\$2,000.00	\$517.66	26%
Alcohol & Drug Testing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$380.00	\$0.00	\$95.00	\$475.00	\$540.00	\$65.00	12%
Payroll Service	\$338.70	\$532.75	\$349.10	\$366.50	\$398.46	\$370.76	\$349.36	\$557.09	\$368.91	\$370.00	\$4,001.63	\$4,577.00	\$575.37	13%
Accounting Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$4,400.00	\$1,000.00	-\$3,400.00	-340%
Conferences Meetings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00	100%
Dues Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	\$400.00	100%
Legal Services	\$0.00	\$0.00	\$0.00	\$0.00	\$1,025.00	\$0.00	\$102.50	\$153.75	\$205.00	\$563.75	\$2,050.00	\$3,000.00	\$950.00	32%
Mileage Travel Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00	100%
Municipal Replacement Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$39,726.00	\$39,726.00	100%
Postage	\$0.00	\$9.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9.65	\$175.00	\$165.35	94%
Printing Publishing	\$0.00	\$1,323.50	\$1,323.50	\$170.00	\$354.35	\$1,590.76	\$0.00	\$277.00	\$0.00	\$416.88	\$5,455.99	\$3,000.00	-\$2,455.99	-82%
Telephone	\$444.84	\$418.41	\$538.40	\$364.49	\$464.06	\$449.62	\$444.35	\$416.88	\$416.88	\$0.00	\$3,957.93	\$6,000.00	\$2,042.07	34%
Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$448.35	\$0.00	\$0.00	\$0.00	\$0.00	\$448.35	\$400.00	-\$48.35	-12%
Miscellaneous	\$0.00	\$80.59	\$0.00	\$0.00	\$1.35	\$0.00	\$0.00	\$0.00	\$0.00	\$40.88	\$122.82	\$300.00	\$177.18	59%
Office Supplies	\$301.65	\$0.00	\$0.00	\$278.59	\$112.02	\$0.00	\$135.17	\$0.00	\$277.84	\$0.00	\$1,105.27	\$1,500.00	\$394.73	26%
Office Equipment	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$846.23	\$871.23	\$3,000.00	\$2,128.77	71%
Total	\$13,465.89	\$17,289.54	\$17,829.76	\$21,274.06	\$14,770.53	\$19,670.01	\$16,778.51	\$14,605.11	\$14,364.78	\$14,905.30	\$164,953.49	\$261,478.00	\$96,524.51	37%

GENERAL ROAD FUND-MAINTENANCE

Maint Salary Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,382.10	\$28,382.10	\$130,000.00	\$101,617.90	78%
Miscellaneous-Uniforms	\$0.00	\$0.00	\$1,515.74	\$152.96	\$1,297.69	\$171.84	\$147.55	\$0.00	\$0.00	\$0.00	\$3,285.78	\$3,000.00	-\$285.78	-10%	
Building Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$2,328.02	\$0.00	\$0.00	\$0.00	\$0.00	\$217.00	\$2,545.02	\$3,000.00	\$454.98	15%	
Equipment Leasing Maint	\$500.00	\$2,785.50	\$3,463.82	\$6,001.81	\$5,675.06	\$1,656.54	\$2,722.17	\$6,811.86	\$1,823.13	\$11,762.91	\$43,202.80	\$70,000.00	\$26,797.20	38%	
Landfill Charges - GRF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	100%	
Rentals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	\$4,000.00	\$3,800.00	95%	
Street Lighting	\$0.00	\$8,874.49	\$392.15	\$4,467.61	\$4,448.77	\$4,858.19	\$4,586.50	\$50.91	\$8,770.27	\$7,435.84	\$43,884.73	\$65,000.00	\$21,115.27	32%	
Tree Removal & Spraying	\$0.00	\$0.00	\$0.00	\$70.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$70.00	\$14,000.00	\$13,930.00	100%	
Utilities	\$341.25	\$831.98	\$681.22	\$535.09	\$529.64	\$483.45	\$926.54	\$336.16	\$542.63	\$1,678.25	\$6,886.21	\$9,000.00	\$2,113.79	23%	
Tree Replacement Program	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	100%	
Gasoline Oil	\$0.00	\$1,045.47	\$1,412.37	\$1,791.20	\$2,600.31	\$2,017.46	\$1,860.88	\$2,565.97	\$1,458.33	\$2,783.64	\$17,535.63	\$22,000.00	\$4,464.37	20%	

MAINE TOWNSHIP ROAD AND BRIDGE FUND

18% of the year remaining	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD EXPENSE	BUDGET	BALANCE	% Left
Building & Oper Sup Matl	\$0.00	\$670.69	\$0.00	\$1,208.32	\$1,587.92	\$1,561.91	\$1,026.98	\$113.70	\$307.95	\$656.50	\$7,133.97	\$7,000.00	-\$133.97	-2%
Maint Equip & Small Tools	\$48.34	\$266.34	\$107.66	\$685.12	\$0.00	\$87.94	\$1,573.08	\$322.92	\$0.00	\$244.54	\$3,335.94	\$7,200.00	\$3,864.06	54%
Supplies (Equipment)	\$0.00	\$119.99	\$507.45	-\$549.64	\$691.92	\$0.00	\$49.99	\$0.00	\$1,522.60	\$694.55	\$3,036.86	\$18,000.00	\$14,963.14	83%
Supplies Roads GRF	\$360.50	\$0.00	\$0.00	\$2,528.00	\$0.00	\$0.00	\$0.00	\$0.00	\$506.30	\$0.00	\$3,394.80	\$4,000.00	\$605.20	15%
Supplies Snow Removal	\$0.00	\$0.00	\$0.00	\$0.00	\$9,452.17	\$0.00	\$0.00	\$0.00	\$2,395.00	\$6,493.42	\$18,340.59	\$70,000.00	\$51,659.41	74%
Total	\$1,250.09	\$14,594.46	\$8,080.41	\$16,890.47	\$28,611.50	\$10,837.33	\$13,093.69	\$10,201.52	\$17,326.21	\$60,348.75	\$181,234.43	\$427,700.00	\$246,465.57	58%

PERMANENT ROAD FUND

Labor On Roads	\$32,473.96	\$38,325.42	\$30,139.19	\$28,828.81	\$31,107.65	\$30,582.70	\$40,695.07	\$24,859.48	\$26,036.28	\$0.00	\$283,048.56	\$335,000.00	\$51,951.44	16%
Drainage	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$6,000.00	\$5,000.00	83%
Engineering Services	\$0.00	\$560.00	\$840.00	\$6,728.73	\$1,830.00	\$1,890.00	\$3,030.74	\$4,650.00	\$5,150.20	\$940.00	\$25,619.67	\$20,000.00	-\$5,619.67	-28%
Landfill Charges - PRF	\$0.00	\$389.94	\$0.00	\$2,365.10	\$375.44	\$786.40	\$641.16	\$577.86	\$0.00	\$529.72	\$5,665.62	\$8,000.00	\$2,334.38	29%
Project Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,805.00	\$2,805.00	\$3,000.00	\$195.00	7%
Maintenance Roads	\$0.00	\$0.00	\$0.00	\$0.00	\$6,730.00	\$140.00	\$280.00	\$157,208.35	\$198,344.98	\$23,215.33	\$385,918.66	\$425,000.00	\$39,081.34	9%
Supplies / Roads PRF	\$0.00	\$510.36	\$5,296.35	\$4,524.33	\$2,861.79	\$971.26	\$265.95	\$1,674.74	\$354.38	\$236.60	\$16,695.76	\$30,000.00	\$13,304.24	44%
Total	\$32,473.96	\$39,785.72	\$36,275.54	\$42,446.97	\$43,904.88	\$34,370.36	\$44,912.92	\$188,970.43	\$229,885.84	\$27,726.65	\$720,753.27	\$827,000.00	\$106,246.73	13%

EQUIPMENT & BUILDING FUND

Equipment	\$143.28	\$0.00	\$0.00	\$1,192.21	\$1,403.79	\$1,606.25	\$509.00	\$1,309.98	\$7,301.52	\$0.00	\$13,466.03	\$150,000.00	\$136,533.97	91%
Building	\$0.00	\$548.92	\$893.05	\$95.52	\$1,465.52	\$0.00	\$0.00	\$0.00	\$166.65	\$166.80	\$3,336.46	\$13,000.00	\$9,663.54	74%
Storage Building	\$0.00	\$1,896.36	\$1,625.00	\$1,625.00	\$1,625.00	\$1,625.00	\$1,625.00	\$1,625.00	\$1,625.00	\$1,625.00	\$14,896.36	\$22,000.00	\$7,103.64	32%
Total	\$143.28	\$2,445.28	\$2,518.05	\$2,912.73	\$4,494.31	\$3,231.25	\$2,134.00	\$2,934.98	\$9,093.17	\$1,791.80	\$31,698.85	\$185,000.00	\$153,301.15	83%

SOCIAL SECURITY FUND

Social Security	\$2,833.51	\$3,475.78	\$2,713.30	\$2,574.12	\$2,684.51	\$2,709.84	\$3,668.55	\$2,291.23	\$2,362.04	\$2,541.49	\$27,854.37	\$40,000.00	\$12,145.63	30%
Total	\$2,833.51	\$3,475.78	\$2,713.30	\$2,574.12	\$2,684.51	\$2,709.84	\$3,668.55	\$2,291.23	\$2,362.04	\$2,541.49	\$27,854.37	\$40,000.00	\$12,145.63	30%

INSURANCE FUND

Workmans Compensation	\$0.00	\$18,797.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,797.00	\$20,000.00	\$1,203.00	6%
Unemployment Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$535.00	\$535.00	100%
Gen Ins Liability Ins Bond	\$0.00	\$37,540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37,540.00	\$38,019.00	\$479.00	1%
Total	\$0.00	\$56,337.00	\$0.00	\$56,337.00	\$58,554.00	\$2,217.00	4%							

IL MUNICIPAL RETIREMENT FUND

IMRF	\$4,608.87	\$5,548.20	\$4,032.42	\$3,677.98	\$3,771.54	\$3,995.93	\$3,874.41	\$5,772.62	\$3,721.10	\$3,693.03	\$42,696.10	\$64,000.00	\$21,303.90	33%
IMRF Employer ERI Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	100%
Total	\$4,608.87	\$5,548.20	\$4,032.42	\$3,677.98	\$3,771.54	\$3,995.93	\$3,874.41	\$5,772.62	\$3,721.10	\$3,693.03	\$42,696.10	\$65,000.00	\$22,303.90	34%

TOTAL OPERATING EXPENSES	\$54,775.60	\$139,475.98	\$71,449.48	\$89,776.33	\$98,237.27	\$74,814.72	\$84,462.08	\$224,775.89	\$276,753.14	\$111,007.02	\$1,225,527.51	\$1,864,732.00	\$639,204.49	34%
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MOTION TO APPROVE PAYROLL FOR PAYDATES OF JANUARY 7, 2022 AND
JANUARY 21, 2022 AND ROAD DISTRICT CHECKS #22198 THROUGH CHECK
#22241 IN THE AMOUNT OF \$96,427.50.

Maine Township Road & Bridge Fund

JANUARY 2022

<u>Check #</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>
22198	Dec 29	City Of Des Plaines	Water & Sewer Service At Garage	38.64
22199	Dec 29	Nicor Gas	Utilities	954.23
22200	Dec 29	Security Benefit	Deferred Comp Contributions 12/24/21	425.00
22201	Jan 1	Blue Cross Blue Shield Of IL	Health Insurance	7,450.10
22202	Jan 1	Principal Life Ins. Co.	Dental Ins	384.97
22203	Jan 1	VSP Of Illinois, NFP	VSP Voluntary Vision Insurance	7.07
Wire	Jan 6	IMRF	Illinois Municipal Retirement Fund	5,987.49
Wire	Jan 7	Federal Electronic Payroll System	Federal Taxes	4,576.97
Wire	Jan 7	Illinois Department of Revenue	State Taxes	807.48
S/C	Jan 7	Paychex	Service Fee	334.63
Dir.Deposit	Jan 7	Richard A. Brandes	Payroll Check	2,085.38
Dir.Deposit	Jan 7	John Cisneros	Payroll Check	1,398.16
Dir.Deposit	Jan 7	Peter Douvalakis	Payroll Check	2,900.42
Dir.Deposit	Jan 7	Dawne Scheel Hayman	Payroll Check	1,617.32
Dir.Deposit	Jan 7	Peter A. Jimenez	Payroll Check	1,722.70
Dir.Deposit	Jan 7	Justin E. MacIntyre	Payroll Check	2,332.14
Dir.Deposit	Jan 7	Dorothy D. Moran	Payroll Check	83.91
22204	Jan 12	Security Benefit	Deferred Comp Contributions 01/07/22	425.00
22205	Jan 19	AT&T	Telephone & Communication	62.82
22206	Jan 19	Verizon Wireless	Telephone & Communication	211.23
Wire	Jan 21	Federal Electronic Payroll System	Federal Taxes	5,965.88
Wire	Jan 21	Illinois Department of Revenue	State Taxes	998.19
S/C	Jan 21	Paychex	Service Fee	202.38
Dir.Deposit	Jan 21	Richard A. Brandes	Payroll Check	2,763.71
Dir.Deposit	Jan 21	John Cisneros	Payroll Check	1,777.80
Dir.Deposit	Jan 21	Peter Douvalakis	Payroll Check	3,232.43
Dir.Deposit	Jan 21	Dawne Scheel Hayman	Payroll Check	1,617.32
Dir.Deposit	Jan 21	Peter A. Jimenez	Payroll Check	2,262.69
Dir.Deposit	Jan 21	Justin E. MacIntyre	Payroll Check	2,889.63
Dir.Deposit	Jan 21	Dorothy D. Moran	Payroll Check	83.91
22207	Jan 25	Acme Truck & Brake Supply Co.	Equipment Maintenance	52.20
22208	Jan 25	Ancel Glink P.C.	Legal Services	153.75
22209	Jan 25	Atlas Bobcat LLC	Bobcat Parts	64.21
22210	Jan 25	Brandes, Richard	Telephone & Communication	25.00
22211	Jan 25	Compass Minerals America	Supplies Snow Removal	15,709.46
22212	Jan 25	Comed - Garage	Service at Garage	308.95
22213	Jan 25	Comed - Street Lighting	Street Lighting	3,281.37
22214	Jan 25	Comed - Traffic Signals	Traffic Signals 11/18-12/21	51.85
22215	Jan 25	Conserv FS, Inc.	Fuel	1,633.49
22216	Jan 25	Damiano Diesel Service	Repairs to #23	950.41
22217	Jan 25	Des Plaines Material & Supply	Supplies for Right of Way Restoration	1,017.30
22218	Jan 25	Domestic Uniform Rental	Building	95.22
22219	Jan 25	Douvalakis, Peter	Business Use of Personal Phone	50.00

22220	Jan 25	Groot Industries, Inc.	Landfill Rolloff Pick Up and Fuel Surcharge	422.30
22221	Jan 25	Golf Mill Ford	Equipment Supplies & Parts (Truck)	273.14
22222	Jan 25	Grainger Inc.	Small Tools & Equipment	13.19
22223	Jan 25	Capital One Trade Credit	Shop Supplies-Lumber and Screws	563.94
22224	Jan 25	Home Depot Credit Services	Building Operating Supplies	1,598.40
22225	Jan 25	Illinois Public Works	2022 Dues	250.00
22226	Jan 25	Jimenez, Peter	Telephone & Communication	25.00
22227	Jan 25	Interstate Billing Service, Inc.	Equipment Maintenance	547.72
22228	Jan 25	Journal & Topics News	Publication of Legal Notice	101.09
22229	Jan 25	MacMunnis, Inc. AAF Com Ed	Offsite Storage	1,625.00
22230	Jan 25	MacIntyre, Justin	Telephone & Communication	25.00
22231	Jan 25	Monroe Truck Equipment, Inc.	Building	1,564.00
22232	Jan 25	Napa Auto Parts	Equipment Supplies & Parts (Truck)	29.49
22233	Jan 25	Runco Office Supply	Office Supplies	33.98
22234	Jan 25	Russo's Power Equipment, Inc.	Supplies Snow Removal	55.68
22235	Jan 25	Standard Equipment Company	Equipment Maintenance	310.48
22236	Jan 25	The Mulch Center	Maintenance of Roads	350.00
22237	Jan 25	Traffic Control & Protection	Supplies/Roads	270.50
22238	Jan 25	West Side Tractor Sales	Equipment Supplies & Parts (Truck)	228.57
22239	Jan 25	Xclusive Concrete, In.	Maintenance of Roads	9,070.00
22240	Jan 25	Metro Federal Credit Union	Building Maintenance	20.26
22241	Jan 25	Metro Federal Credit Union	Telephone & Communication Equipment	56.95

\$ 96,427.50

We the undersigned members of the Board of Trustees of Maine Township, do hereby certify that we have examined the Payroll for Paydates of January 7, 2022 and January 21, 2022 and Road District Checks # 22198 through Checks #22241 and authorize the Supervisor to issue Checks in payment.

WITNESS OUR HANDS AND SEALS THIS 25TH DAY OF JANUARY, 2022.

Supervisor

Attest:

Clerk

Trustees

MOTION TO APPROVE PAYROLL FOR PAYDATES OF JANUARY 7, 2022 AND
JANUARY 21, 2022 AND GENERAL TOWN FUND CHECKS #59188 THROUGH
CHECK #59240 IN THE AMOUNT OF \$261,769.86.

Maine Township General Town Fund
JANUARY 2022

<u>Check #</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>
59188	Dec 28	Comcast	Internet, Phone, Fax 12/9/21-1/18/22	345.78
59189	Dec 28	Nicor Gas	Commercial Heat 11/10-12/8	885.08
59190	Dec 29	Security Benefit	Deferred Comp Contributions 12/24	820.00
59191	Jan 1	Aflac	Aflac-January	34.08
59192	Jan 1	BlueCross BlueShield	Health Insurance-January	51,025.38
59193	Jan 1	NCPERS Group Life Ins.	IMRF Voluntary Life Ins.-January	80.00
59194	Jan 1	Principal Life Ins. Co.	Dental, Life and AD&D	1,874.79
59195V	Jan 1	VOID	Void	-
59196	Jan 1	VSP of Illinois, NFP	VSP Voluntary Vision Ins.-January	99.48
Wire	Jan 4	Paychex Time Attendance Fee	Payroll Administration Fee	317.50
59197	Jan 4	Aqua Illinois, Inc.	Water Service, Town Hall 11/23-12/21	527.85
59198	Jan 4	Nicor Gas	OEM Commercial Heat 11/5-12/14	314.28
59199	Jan 4	Ontap Company	Water Cooler Rental 1/24/22	156.00
59200	Jan 4	Securitas Electronic Security, Inc.	Monitoring Services 1/1/22-12/31/22	491.04
Wire	Jan 5	Paychex Time Attendance Fee	Payroll Administration Fee	292.90
Wire	Jan 6	IMRF	Illinois Municipal Retirement Fund	20,691.16
Wire	Jan 7	Federal Electronic Payroll System	Federal Taxes	12,799.07
Wire	Jan 7	Illinois Department of Revenue	State Taxes	2,690.04
S/C	Jan 7	Paychex	Service Fee	821.43
3536	Jan 7	Susan Moylan Krey	Payroll	965.65
Dir.Deposit	Jan 7	Karen Dimond	Payroll	784.11
Dir.Deposit	Jan 7	Peter W. Gialamas	Payroll	77.82
Dir.Deposit	Jan 7	Edward Beauvais	Payroll	3,611.59
Dir.Deposit	Jan 7	Kimberly Jones	Payroll	390.84
Dir.Deposit	Jan 7	Asif Malik	Payroll	415.15
Dir.Deposit	Jan 7	James Maher	Payroll	403.90
Dir.Deposit	Jan 7	Kelly Maron Horvath	Payroll	438.66
Dir.Deposit	Jan 7	Carol A. Langan	Payroll	1,400.99
Dir.Deposit	Jan 7	Dayna E. Berman	Payroll	2,798.24
Dir.Deposit	Jan 7	Doriene K. Prorak	Payroll	1,489.06
Dir.Deposit	Jan 7	Dorothy D. Moran	Payroll	479.75
Dir.Deposit	Jan 7	Jessica M. Fox	Payroll	835.92
Dir.Deposit	Jan 7	Marty Cook	Payroll	710.26
Dir.Deposit	Jan 7	Michael A. Samaan	Payroll	1,497.26
Dir.Deposit	Jan 7	Nader A. Ghazaleh Sr.	Payroll	348.14
Dir.Deposit	Jan 7	Nicholas W. Kanehl	Payroll	933.41
Dir.Deposit	Jan 7	Robert M. Carrozza	Payroll	58.17
Dir.Deposit	Jan 7	Ronald R. Bartsch	Payroll	132.19
Dir.Deposit	Jan 7	Stephen T. Basista	Payroll	344.56
Dir.Deposit	Jan 7	Victoria K Rizzo	Payroll	1,762.74

Dir.Deposit	Jan 7	Keli Stonitsch	Payroll	1,079.28
Dir.Deposit	Jan 7	Cathleen Ryder	Payroll	392.87
Dir.Deposit	Jan 7	Debra A. Babich	Payroll	1,490.60
Dir.Deposit	Jan 7	Elizabeth J. Coy	Payroll	1,224.77
Dir.Deposit	Jan 7	Faris E. Dababneh	Payroll	1,051.85
Dir.Deposit	Jan 7	Mary Dolores Phillips	Payroll	667.15
Dir.Deposit	Jan 7	Richard Plodzien	Payroll	202.49
Dir.Deposit	Jan 7	Richard D. Lyon	Payroll	2,178.69
Dir.Deposit	Jan 7	Arielle Kalvelage	Payroll	1,404.28
Dir.Deposit	Jan 7	Summer Zumbrock	Payroll	254.58
Dir.Deposit	Jan 7	Jazmin Arana	Payroll	348.77
Dir.Deposit	Jan 7	Karen A. Cohen	Payroll	1,247.82
Dir.Deposit	Jan 7	Marie C. Dachniwsky	Payroll	1,529.84
Dir.Deposit	Jan 7	Monika Jaroszewicz	Payroll	1,388.42
Dir.Deposit	Jan 7	Oksana T. Bukaczyk	Payroll	1,185.60
Dir.Deposit	Jan 7	Therese A. Tully	Payroll	1,572.15
Dir.Deposit	Jan 7	Wieslawa Tytko	Payroll	1,729.28
Dir.Deposit	Jan 7	Eva Magnowski	Payroll	746.95
Dir.Deposit	Jan 7	Banutharakeswar Sivasubramani	Payroll	402.11
59201	Jan 12	Security Benefit	Deferred Comp Contributions 1/7	820.00
59202	Jan 13	Access One, Inc.	Pot Lines 1/1-1/31	195.66
59203	Jan 13	Verizon Wireless-Admin	Cell Phones 1/2-2/1	170.57
Wire	Jan 21	Federal Electronic Payroll System	Federal Taxes	16,943.68
Wire	Jan 21	Illinois Department of Revenue	State Taxes	3,154.04
S/C	Jan 21	Paychex	Service Fee	371.88
3537	Jan 21	Susan Moylan Krey	Payroll	702.63
Dir.Deposit	Jan 21	Karen Dimond	Payroll	784.11
Dir.Deposit	Jan 21	Peter W. Gialamas	Payroll	77.82
Dir.Deposit	Jan 21	Carol A. Langan	Payroll	5,399.20
Dir.Deposit	Jan 21	Dayna E. Berman	Payroll	2,798.24
Dir.Deposit	Jan 21	Doriene K. Prorak	Payroll	4,790.32
Dir.Deposit	Jan 21	Dorothy D. Moran	Payroll	479.75
Dir.Deposit	Jan 21	Jessica M. Fox	Payroll	758.77
Dir.Deposit	Jan 21	Marty Cook	Payroll	693.39
Dir.Deposit	Jan 21	Michael A. Samaan	Payroll	1,497.26
Dir.Deposit	Jan 21	Nicholas W. Kanehl	Payroll	933.41
Dir.Deposit	Jan 21	Robert M. Carrozza	Payroll	182.85
Dir.Deposit	Jan 21	Ronald R. Bartsch	Payroll	146.82
Dir.Deposit	Jan 21	Stephen T. Basista	Payroll	347.13
Dir.Deposit	Jan 21	Victoria K. Rizzo	Payroll	1,762.74
Dir.Deposit	Jan 21	Keli Stonitsch	Payroll	1,419.94
Dir.Deposit	Jan 21	Cathleen Ryder	Payroll	485.00
Dir.Deposit	Jan 21	Debra A. Babich	Payroll	1,490.60
Dir.Deposit	Jan 21	Elizabeth J. Coy	Payroll	1,224.77
Dir.Deposit	Jan 21	Faris E. Dababneh	Payroll	1,051.85

Dir.Deposit	Jan 21	Mary Dolores Phillips	Payroll	667.15
Dir.Deposit	Jan 21	Richard Plodzien	Payroll	295.37
Dir.Deposit	Jan 21	Richard D. Lyon	Payroll	2,178.69
Dir.Deposit	Jan 21	Arielle Kalvelage	Payroll	1,404.28
Dir.Deposit	Jan 21	Summer Zumbrock	Payroll	819.32
Dir.Deposit	Jan 21	Jazmin Arana	Payroll	389.03
Dir.Deposit	Jan 21	Emily Toomey	Payroll	1,135.10
Dir.Deposit	Jan 21	Evan White	Payroll	1,152.76
Dir.Deposit	Jan 21	Karen A. Cohen	Payroll	1,247.82
Dir.Deposit	Jan 21	Marie C. Dachniwsky	Payroll	1,529.84
Dir.Deposit	Jan 21	Monika Jaroszewicz	Payroll	1,388.42
Dir.Deposit	Jan 21	Oksana T. Bukaczyk	Payroll	1,185.60
Dir.Deposit	Jan 21	Therese A. Tully	Payroll	1,572.15
Dir.Deposit	Jan 21	Wieslawa Tytko	Payroll	1,729.28
Dir.Deposit	Jan 21	Eva Magnowski	Payroll	746.95
Dir.Deposit	Jan 21	Banutharakeswar Sivasubramani	Payroll	447.29
59204	Jan 25	Ancel Glink P.C.	Legal Sevices	1,732.50
59205	Jan 25	Anderson Lock Company LTD	Door Handle Replacement	254.72
59206	Jan 25	Anderson Safford	Clerk-Notary Stamp	33.16
59207	Jan 25	Aqua Plumbing Heating	Plumbing Service Call	864.00
59208	Jan 25	Avenues to Independence	Grant Payment 10	4,017.00
59209	Jan 25	The Center of Concern	Grant Payment 10	3,616.00
59210	Jan 25	Comcast Business	Business Voice Edge 1/1-1/31	1,441.58
59211	Jan 25	Comed	Electricity Supply Service 12/7/21-1/10/22	1,374.98
59212	Jan 25	Cook County Sheriff's	Hireback, November & December	7,200.00
59213	Jan 25	Cook, Marty	Reimbursement-Recovery Connection	93.88
59214	Jan 25	Dependable Fire Equipment, Inc.	OEM Fire Extinguisher Service	125.00
59215	Jan 25	Pulse/Office Equip. Leasing Co.	Print Management	650.00
59216	Jan 25	Karen Dimond	Reimbursement-Staff Holiday Luncheon	1,302.87
59217	Jan 25	District 63 Education	Grant Payment 9, 10 & 11	3,249.00
59218	Jan 25	Evans, Marshall and Pease, PC	Bookkeeping and Accounting	2,210.00
59219	Jan 25	Garvey's Office Products	Office Supplies	1,028.26
59220	Jan 25	Illinois Property Assessment Institute	Assessor-IPAI Workshop	375.00
59221	Jan 25	The Josselyn Center	Grant Payment 10	8,766.00
59222	Jan 25	Justifacts Credential Verification	New Employee Background Checks	148.75
59223	Jan 25	Lyon, Richard	Webmaster Services	3,500.00
59224	Jan 25	M3 Marketing, LLC	Public Relations/Marketing 1/1-1/31	2,850.00
59225	Jan 25	Quadient Finance USA, Inc.	Clerk Passport Postage	1,864.50
59226	Jan 25	Nicor Gas	Commercial Heat	1,238.34
59227	Jan 25	NW Suburban Day Care Ctr.	Grant Payment 11	3,883.00
59228	Jan 25	Park Ridge Stationers	Operating Supplies	1,248.82
59229	Jan 25	Turning Point Behavioral	Grant Payment 10	3,333.00
59230	Jan 25	United Dispatch, LLC	MaineLines 1 Voucher	5.00
59231	Jan 25	Warehouse Direct	Computer Tech Support	1,798.00
59232	Jan 25	Metro Federal Credit Union	Assessor Expenses	56.98

59233	Jan 25	Metro Federal Credit Union	Recovery Connection Expenses	1,139.44
59234V	Jan 25	VOID	Second Page Check	-
59235V	Jan 25	VOID	Third Page Check	-
59236	Jan 25	Metro Federal Credit Union	MaineStay Expenses	1,087.91
59237V	Jan 25	VOID	Second Page Check	-
59238	Jan 25	Metro Federal Credit Union	Maintenance Expenses	106.48
59239	Jan 25	Metro Federal Credit Union	Clerk Expenses	48.85
59240	Jan 25	Metro Federal Credit Union	Administration Expenses	313.59
				\$ 261,769.86

We the undersigned members of the Board of Trustees of Maine Township, do hereby certify that we have examined the Payroll for Paydates of January 7, 2022 and January 21, 2022 and General Town Fund Checks #59188 through Check #59240 and authorize the Supervisor issue Checks in payment.

WITNESS OUR HANDS AND SEALS THIS 25TH DAY OF JANUARY 2022.

Supervisor

Attest:

Clerk

Trustees

STATE OF ILLINOIS)
COUNTY OF COOK) SS.
TOWN OF MAINE)

MAINE TOWNSHIP

RESOLUTION NO. 2022-1

A RESOLUTION TO RECOGNIZE AND ACKNOWLEDGE GARY K. WARNER

WHEREAS, the board of Trustees of Maine Township recognizes and acknowledges Gary K. Warner for his faithful service to the citizens of Maine Township where he served as Clerk from 1986 through 2017. Prior to serving as Clerk, he served one term as the Maine Township Collector.

WHEREAS, Gary K. Warner was a proud Army veteran that honorably served his country during the Korean War. He was constantly advocating for Veteran's rights. Gary K. Warner established a fund to donate money to Honor Flight Chicago out of passport revenues collected by the Township that continues to this day.

WHEREAS, Gary K. Warner served as Past commander of the Amvets Post # 36, Past Grand Knight of the North American Martyrs post # 4338, Past commander of American Legion of Park Ridge as well as being a member of the city of Park Ridge citizen's patrol of the Park Ridge Police Department. His history of volunteerism and community activism is well known and much appreciated throughout all of Maine Township.

WHEREAS, Gary K. Warner served as President, Vice President, Treasurer and Secretary of the Clerk's Division of the Township Officials of Cook County in his long tenure with that esteemed organization. In his different roles he built many lasting friendships and helped further the education of all the Township Clerk's in Cook County.

WHEREAS, Gary K. Warner was a devoted and loving husband of Arlene; loving father of John (the late Ellyn) Warner, Diana (Don) Rage and Keith (Shani) Warner; cherished grandfather of 6 and great grandfather of 3; dear brother of Leitha Vollick, Priscilla Gordon and Richard Warner; fond uncle of many nieces and nephews.

THEREFORE, BE IT RESOLVED that I, Karen Dimond, and the Maine Township Board of Trustees, do hereby honor and acknowledge the late Honorable Gary K. Warner for his many years of service to the Township and its constituents.

ADOPTED by the Supervisor and the Board of Trustees of Maine Township, Illinois on this 25th day of January, 2022.

KAREN J. DIMOND, Supervisor

KIMBERLY JONES, Trustee

KELLY HORVATH, Trustee

JAMES MAHER, Trustee

ASIF MALIK, Trustee

Attest:

PETER GIALAMAS, Clerk

Maine Township Town Hall

Plan Commission Board

Lidia Siluch-Fiducci

9518 W Greenwood Dr.

Des Plaines, IL 60016

Phone: 847-845-4391

Email: lidia.fiducci@gmail.com

Louise Friedenson

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Andrew B. Quadros

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Phone (Work): 847-297-2222

Email: andrew.quadros@inbk.com

Madhu Patel

9600 Golf Road

Des Plaines, IL 60016

Phone (Home): 847-699-8800

Phone (Cell): 773-552-0580

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Robert "Bud" Phillips

9535 Western Ave

Des Plaines, IL 60016

Phone (Home): 847-824-6962

Phone (Cell): 847-452-6753

Email: robtmphilips@comcast.net

MAINE TOWNSHIP ORDINANCE 2001-2

AN ORDINANCE ESTABLISHING MAINE TOWNSHIP PLAN COMMISSION
(60ILCS 1/105-35)

WHEREAS, the Township is empowered by State Statute 60ILCS 1/105-35 to create a Township Plan Commission; and

WHEREAS, the Maine Township Supervisor and Board of Trustees have determined that it is necessary and convenient for Maine Township to create a Township Plan Commission in accordance with the power granted to the Township Supervisor and Township Board under the aforementioned statute;

NOW, THEREFORE, BE IT ORDAINED by the Maine Township Supervisor and Board of Trustees, as follows:

Section 1: **Creation and Commission Membership.** There is hereby created a Township Plan Commission to consist of five (5) members to be appointed by the Township Supervisor with the advice and consent of the Township Board of Trustees. The member shall be known as Commissioners and shall each serve for a term of two (2) years or until their successor has been legally appointed in accordance with this Ordinance. The members should have relevant professional experience or education, shall not have a vested financial or professional interest in Township land use or zoning decisions, shall not be current Township elected officials, and a majority should be residents of unincorporated Maine Township. Among the Commissioners, the Township Supervisor shall designate a Chairman. Once constituted, the Plan Commission may appoint other officers among its members that it deems necessary and appropriate. The Chairman of the Commission shall designate one of its members as Secretary who shall be charged with the responsibility to take and keep minutes of all official proceedings of the Plan Commission and to file with the Maine Township Clerk the official minutes of any official proceedings within fourteen (14) days of the approval of such official minutes by the Plan Commission. The Plan Commission may request and the Township Board of Trustees and Supervisor may authorize other staff as shall be deemed necessary and in such case, the Township shall pay for the expenses of that staff, The Maine Township Board reserves the right to remove any township plan commissioner for good cause as determined by a majority vote of the Maine Township Board.

Section 2: **Powers.** The Township Plan Commissions shall have the following powers and duties:

- (1) The Commission may prepare and recommend the Township Board a comprehensive plan for the present and future development or redevelopment of the unincorporated areas of the Township. The plan may adopted in whole or in separate geographical or functional parts, each of which, when adopted, shall be the official plan or part of the official plan of that township. The plan may include reasonable

requirements with reference to streets, alley's, public grounds, and other improvements specified in this Section. The plan may recommend (I) establishing reasonable standards of design for subdivisions and for resubdivisions of unimproved land and of areas subject to redevelopment with respect to public improvements as defined in this Section and (II) establishing reasonable requirements governing the location, width, course and surfacing of public streets and highways, alleys, ways for public service facilities, curbs, gutters, sidewalks, street lights, parks, playgrounds, school grounds, size of lots to be used for residential purposes, storm water drainage, water supply and distribution, sanitary sewers and sewage collection and treatment.

- (2) The Commission may from time to time recommend changes in the official comprehensive plan.
- (3) The Commission may from time to time prepare and recommend to the township authorities plans for specific improvements in pursuance of the official comprehensive plan.
- (4) The Commission may give aid to the officials charged with the direction of projects for improvements embraced within the official plan to further the making of these projects and, generally, may promote the realization of the official comprehensive plan.
- (5) The Commission may prepare and recommend to the township board schemes for regulating or forbidding structures or activities in unincorporated areas that may hinder access to solar energy necessary for the proper functioning of solar energy systems, as defined in Section 1.2 of the Comprehensive Solar Energy Act of 1977, or may recommend changed in those schemes.
- (6) The Commission may exercise other powers germane to the powers granted by this Section that are conferred by the township board.

Section 3: **Miscellaneous**

- (1) The Plan Commission shall be responsible for filing comments or objects on behalf of the Township with the Cook County Zoning Board of Appeals, the Cook County Board or any other county or governmental agency having jurisdiction over zoning and/or building issues in the unincorporated area.
- (2) The Plan Commission shall report at least quarterly to the Town Board.

- (3) The Commissioners shall be reimbursed for the ordinary and necessary expenses incurred by them in the conduct of their official duties hereunder, in accordance with the Township's policy on reimbursement in effect at the time.

- (4) All meetings of the Plan Commission shall be conducted following public notice and in accordance with the Illinois Open Meetings Act.

Passed by the Maine Township Board of Trustees assembled on the 22nd day of May, 2001.

STATE OF ILLINOIS)
COUNTY OF COOK)
TOWN OF MAINE)

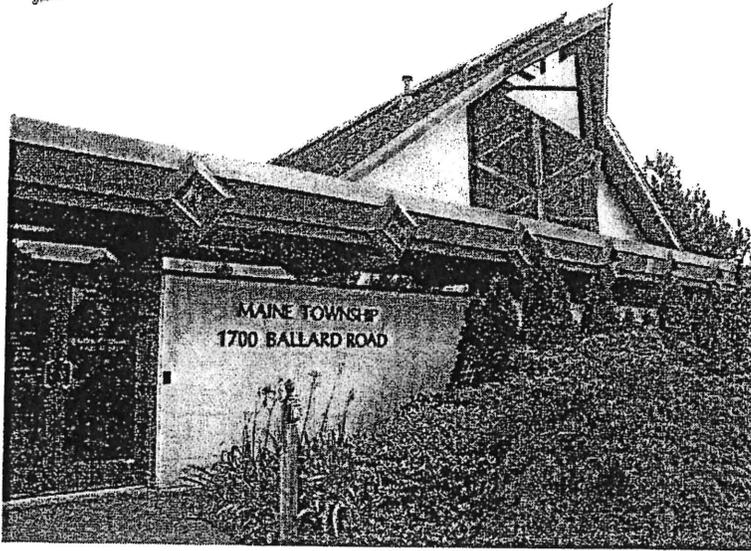
Amendment to Ordinance No. 2001-2

An Ordinance Establishing Maine Township Plan Commission

NOW, THEREFORE, BE IT ORDAINED by the Maine Township Supervisor and Board of Trustees, as follows:

- Section 1: Creation and Commission Membership.
The members shall be known as Commissioners and shall each serve for a term of four (4) years or until their successor has been legally appointed in accordance with this Ordinance.
- Section 3: Miscellaneous.
- (1) The plan Commission shall review and make recommendations to the Board on any issues regarding the rezoning of property in unincorporated Maine Township.
 - (2) The Plan Commission shall be responsible for filing comments or objections on behalf of the Township with the Cook County Zoning Board of Appeals, the Cook County Board or any other county or governmental agency having jurisdiction over zoning and/or building issues in the unincorporated area.
 - (3) The Plan Commission shall report at least quarterly to the Town Board.
 - (4) The Commissioners shall be reimbursed for the ordinary and necessary expenses incurred by them in the conduct of their official duties hereunder, in accordance with the Township's policy on reimbursement in effect at the time.
 - (5) All meetings of the Plan Commission shall be conducted following public notice and in accordance with the Illinois Open Meetings Act.
- Section 4: The Plan Commission shall meet at least quarterly or as rezoning issues are presented to the township. The Plan Commission shall report at least quarterly to the Town Board.

Passed by the Maine Township Board of Trustees assembled on the 26th day of July, 2005.



MAINE TOWNSHIP
COOK COUNTY, ILLINOIS

COMPREHENSIVE PLAN

2013

Adopted September 24, 2013

Prepared and Updated by:

Maine Township



With Technical Assistance by:
Rolf C. Campbell & Associates, Inc.
Lake Bluff, Illinois

Maine Township
Cook County, Illinois
Comprehensive Plan 2013– Update
Adopted September 24, 2013

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Plan Commission

Anya Dudzik
Meraj Khan
Audrey Nankervis
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Andrew B. Quadros

Township Administrator:

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Township Engineering Consultant

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STATEMENT OF PURPOSE

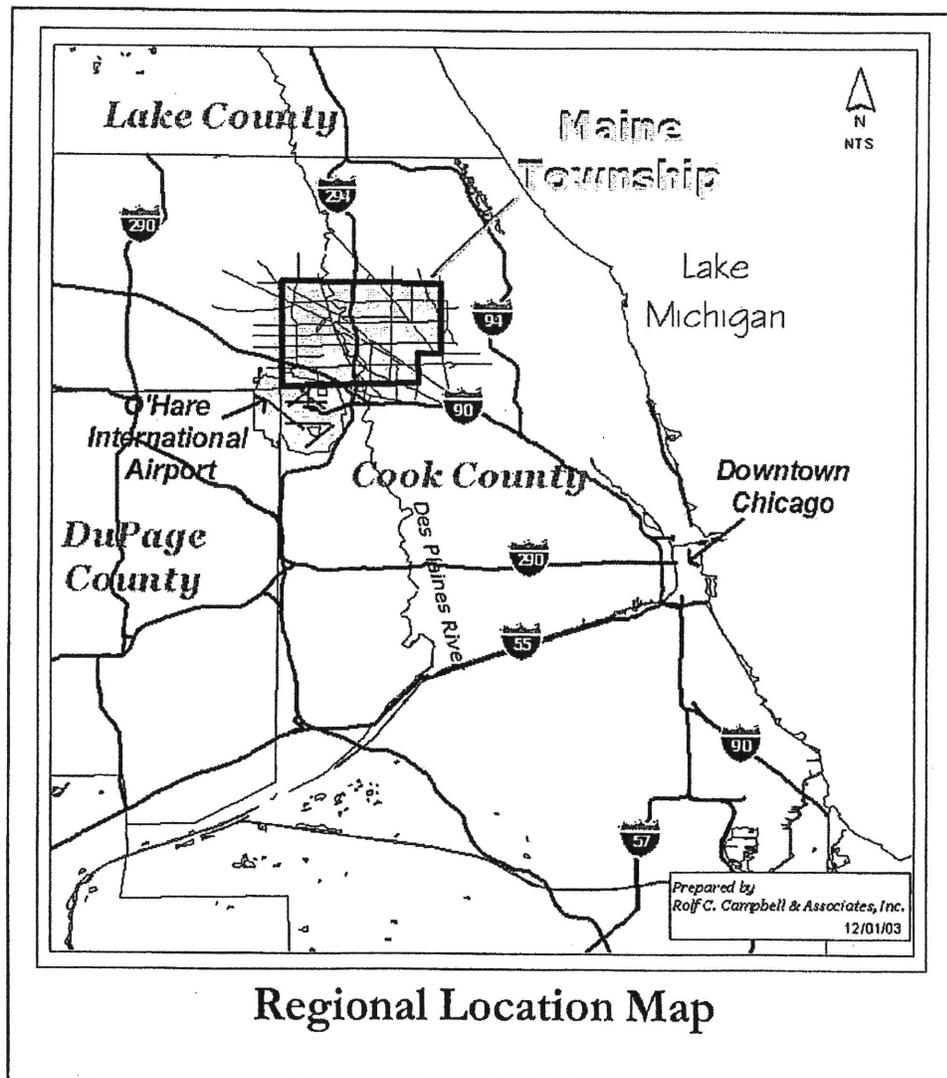
Maine Township is pleased to present this Comprehensive Plan as a step towards actively taking part in ensuring its orderly and efficient development. Under the State of Illinois Revised Statutes (60 ILCS 1/105-35), Maine Township is authorized to create a Township Plan Commission charged with reviewing development of its unincorporated areas. By undertaking this effort, Maine Township will be one of only a few Townships in Illinois, specifically in an urban area, to develop and implement a Comprehensive Plan. In order to undertake this duty effectively, the Township Plan Commission is authorized to prepare and recommend to the Township Board a Comprehensive Plan for the present and future development or redevelopment of any unincorporated areas. The Comprehensive Plan is allowed to set reasonable standards for these areas with respect to land use, public improvements, construction, utilities and public facilities. These standards can be used to create an overall vision for the future of the Township. The intended timeframe for the implementation of this plan is twenty (20) years, but the decisions that it guides will have effects well past this timeframe.

The impetuses and purposes for the unincorporated Township to seek the adoption of this Comprehensive Plan are:

- 1) To maintain and improve the quality of life currently present in the unincorporated Township.
- 2) To establish standards for future development or redevelopment that enhances the positive character of the Township.
- 3) To outline appropriate land uses for areas that may be developed or redeveloped in the next twenty (20) years.
- 4) To bolster the quality of the residential areas, economic opportunities and physical infrastructure of the Township.
- 5) To designate the official standing of the Township to review and advise on developments within unincorporated areas.

HISTORICAL BACKGROUND

Maine Township is located in northwest suburban Cook County adjacent to the northwest boundaries of the City of Chicago. The area denoted at Maine Township is known under the Township and Range system as Township 41 N and Range 12 E. The general geographic boundaries for the Township are formed by Central Road on the north, Harlem Avenue on the east, Devon Avenue on the south and Mount Prospect Road on the west. These boundaries exclude the incorporated portions of Chicago in the southeast corner of the denoted rectangular boundaries. A portion of O'Hare International Airport borders the Township on the southwest corner, which is also incorporated into the City of Chicago.



The area containing the Township and the Des Plaines River basin was home to the Potawatomi, Ottawa and Chippewa Indians prior to the arrival of European settlers. The first Western settler to the area was Captain Wright, who moved into the area in 1832. Maine Township was officially incorporated in 1850. The Township was named after the home state of one of its early citizens, Joseph Mitchell. Also among its early prominent residents, Socrates Rand and his family operated a prosperous farm in the area of Des Plaines during the 1800s, and it is for him that Rand Road was named. Since its inception, a number of municipalities have been established and incorporated areas that were within the Township: Chicago incorporated 1833 and 1837; Des Plaines incorporated 1869 and 1873; Park Ridge incorporated 1873; Glenview incorporated 1899; Niles incorporated 1899; Morton Grove incorporated 1895; and Rosemont incorporated 1956. As these municipalities developed, the Township developed into a suburban area to compliment the central core of the metropolitan region. With the continued expansion of the metropolitan region, the Township developed into a prosperous suburban area. As such, it is beginning to experience redevelopment of its older areas. It has been this redevelopment that has shaped the Township in recent years and is expected to continue to shape its future. Among the Township's historical roots and places, the Pickwick Theater in Park Ridge has been designated on the National Register of Historic Places.

OVERALL CURRENT CONDITIONS

EXISTING GOVERNMENTAL JURISDICTIONS

Currently, Maine Township contains a wide variety governmental jurisdictions within its boundaries. Six (6) municipal bodies are included within the corporate limits of Maine Township. These municipalities are the Cities of Des Plaines and Park Ridge, and the Villages of Glenview, Morton Grove, Niles and Rosemont. The incorporated areas of these municipalities make up the majority of the land within Maine Township. These municipalities offer a wide variety of services to their citizens including police, fire and sanitation services. Each municipality has a corresponding park district providing recreation spaces and services.

Maine Township is also home to four (4) school districts: Des Plaines School District 62; East Maine School District 63; Park Ridge-Niles School District 64; and Maine High District 207. The primary school districts operate twenty (20) elementary schools, five (5) middle schools, one (1) junior high school, and one (1) full primary school (K-8); District 207 operates three (3) high schools. The Township is also in Oakton Community College District 535, providing junior college education opportunities to residents in the area.

The Cook County Forest Preserve District owns a significant amount of land along the Des Plaines River, which roughly bisects the Township from north to south. The main purpose of these holdings is to provide for protection of the Des Plaines watershed basin and its ecosystems. In addition to being an environmental conservation area, this land contains a number of large recreational areas such as Algonquin Woods, Iroquois Woods and Campground Woods. On the whole, these Forest Preserve holdings provide a key amenity toward an enhanced quality of life within the Township.

The Township government provides a number of services for the area. The Township government is overseen by a Township Supervisor, a Board of Trustees, an Assessor, a Clerk, a Collector and a Highway Commissioner. The Township also has an appointed Plan Commission to oversee comprehensive plan development and development review. The overall township government provides code enforcement, emergency management preparation, counseling services, senior assistance services, youth programs and a variety of other services. Under the supervision of the Highway Commissioner, the Township Highway Department operates a staff and fleet of trucks for maintaining the existing road infrastructure of the Township. This maintenance includes road and sewer repairs, snow plowing, street salting, landscaping and roadside maintenance.

LAND USES

On the whole, the Township contains a wide range of land uses expected in a large urban area with multiple municipalities. Various residential uses exist within the Township, including detached single-family homes, townhomes, condominiums and apartment buildings. These residential uses are located throughout the Township, and within each individual municipality. The area also has a number of commercial centers and corridors located within the traditional downtowns of the municipalities and along major roads, most notably Golf Road, Dempster Street, Milwaukee Avenue and Northwest Highway. The area also contains a number of large industrial/employment uses, including O'Hare Airport and Oakton Community College. As mentioned previously, the area has a large amount of land for open space in forest preserves, community parks and two golf courses. The Township also contains four large cemeteries – Ridgewood, Maryhill, All Saints and Town of Maine.

TRANSPORTATION INFRASTRUCTURE

The Township is adequately served by a variety of transportation ways and services. The most notable transportation features in the Township are Interstate 90 (in the southwest area) and Interstate 294 (roughly bisecting the Township into east and west parts.) The area has a number of other major roads: east-west: Central Road, Dempster Street, Oakton Street & Touhy Avenue; north-south: Harlem Avenue, US 12 & 45, and Mt. Prospect Road; and northwest-southeast: Busse Highway, Northwest Highway, Rand Road and Milwaukee Avenue. The roads in the area are maintained by the various municipalities, the Township, the County and the State. The area is also well served by Metra Commuter Trains with multiple stations in the municipalities. The Chicago Transit Authority operates a comprehensive bus and rail system. and PACE Transportation serves the suburban municipalities. O'Hare International Airport offers transport worldwide as the world's busiest airport.

COMMUNITY FACILITIES AND PUBLIC UTILITIES

Maine Township has a wide variety of community facilities to serve the population. The area has a variety of small to large community parks available for public uses. The Forest Preserve areas provide places for camping, jogging/biking, canoeing and other outdoor recreation activities. The Township has a number of churches and houses of worship. The Township is also home to the Allstate Arena, which is one of the premier venues for live performances and indoor sporting events in the Chicago Metro Area. As described above, the area has ample school facilities. The area also contains numerous libraries provided by the municipalities. Two

hospitals also provide for the health care needs of the area residents: Holy Family Hospital and Advocate Lutheran General Hospital. The municipalities provide police and fire services for their residents. Township areas are served by the Cook County Sheriff's Department and various Fire Protection District facilities for police and fire protection purposes.

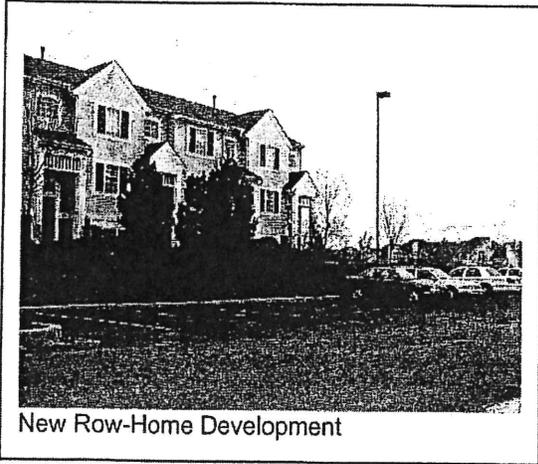
CURRENT CONDITIONS OF UNINCORPORATED AREAS

LAND USE PATTERNS

While the majority of land in the Township has been incorporated, sizeable portions are still unincorporated. These areas exist in two distinct areas: a primarily developed area in the northeast, and the Forest Preserve properties along the Des Plaines River. It is in these areas that the plan will focus its primary attention. In terms of land use, each of these areas is distinctly different. As mentioned previously, the Forest Preserve properties act as areas for outdoor recreation and environmental conservation. The northeast area is well developed with a variety of uses including single-family and multi-family residential, commercial and industrial/employment uses.

The residential land uses in the area have been constructed in a variety of time periods as well as for a variety of housing needs. The single-family homes in the unincorporated areas have formed a mixture of types and styles. A number of homes were built in early post-war style subdivisions laid out in traditional grid patterns. These homes were usually ranch style homes occupying smaller lots. There are also a number of large lots ranging from one-half acre to one acre along the Des Plaines River. The area also has a few subdivisions built on curvilinear street/cul-de-sac street patterns with a variety of types of single-family homes. Of note is the single-family home subdivision around Lake Mary Anne, which is a private community completely surrounding the lake. In recent years, the unincorporated areas have been experiencing infill developments within older subdivisions. These homes have tended to be multiple story homes that are larger than the traditional ranch homes in these areas.



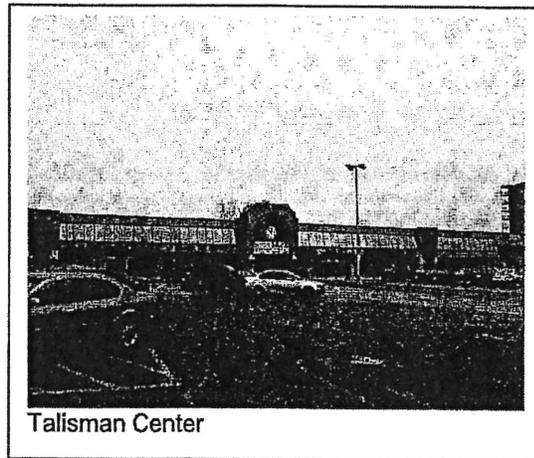


New Row-Home Development

A variety of attached housing units also exist in the area, including duplexes, townhomes, row-homes, apartments, and high-rise condominiums. The duplex units have primarily been built around the apartment facilities in the area to act as buffers for single-family homes. In recent years, a number of new townhome and row-home style housing developments have been built on an infill basis. These units have been built on small master planned sites designed to accommodate shared vehicle access and common areas. The apartments in the unincorporated areas have been constructed in facilities, which provide a consolidated shared parking arrangement as well as community

facilities, such as recreation centers, pools and playgrounds. The high-rise condominiums have been built along Golf Road with their lower levels containing small commercial uses for their residents.

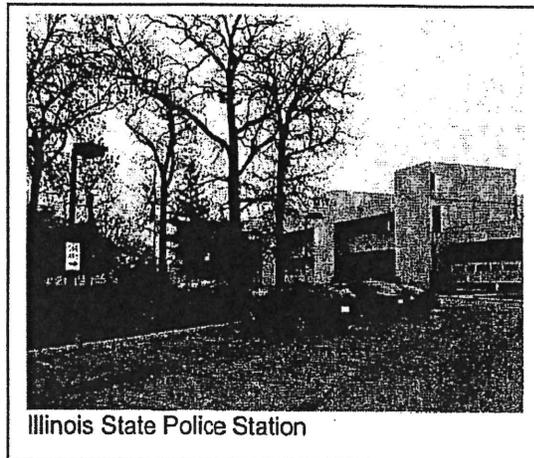
The unincorporated areas also contain a few areas of employment and commercial type uses. The employment uses include a few small office/industrial park developments in the north central area as well as an Illinois State Police station in the same area. The commercial uses in the unincorporated areas are limited to spots along Golf Road. The most notable use is the Talisman Center on the northeast corner of the Golf Road and Washington Avenue. This center is a traditional strip-shopping layout with a number of tenants.



Talisman Center

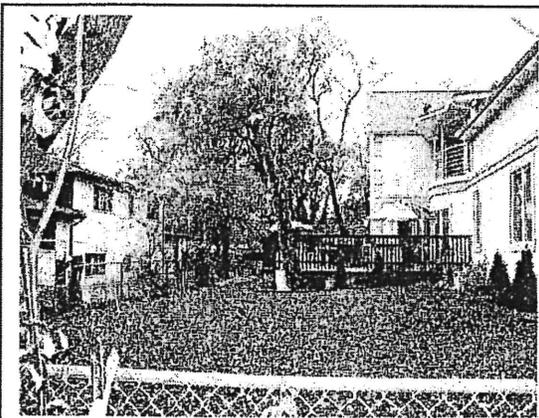
LAND USE CHALLENGES

Currently, infill development and redevelopment is the primary new construction occurring within the unincorporated areas of the Township. This type of development can have detrimental impacts to existing uses if proper guidelines



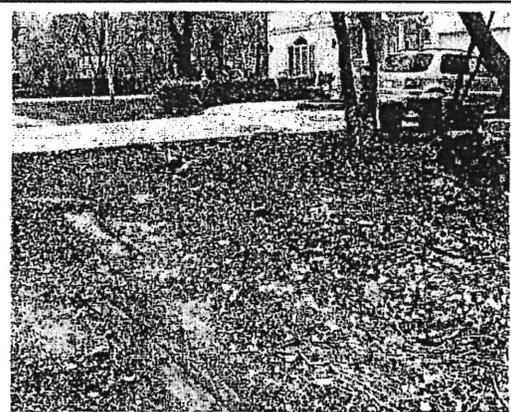
Illinois State Police Station

are not followed before it occurs. These impacts are especially evident with the development of new single-family homes in a preexisting neighborhood. At present, problems are occurring due to infill development with respect to improper drainage, scale of development and road access. Many infill homes are being constructed at levels greater than the original heights which causes conditions in which storm-water tends to drain into adjacent properties instead of proper drainage channels. These situations are compounded by the topographical conditions in the Township. These conditions require special attention to safeguard against and minimize damage caused by flooding. Current flood conditions and low lands along the Des Plaines River necessitate extra care be given to dealing with the enforcement of development codes with respect to storm-water management. Existing ordinances should be enforced by the appropriate authorities to insure that adverse impacts on surrounding properties are prevented. When necessary, individual sites may require new construction be built beyond pre-existing or current code standards. These instances should be considered on a site-by-site basis by both Cook County and Maine Township.



Example of Flood Prone Grade Change

The house on the right sits significantly higher than the property to the left. No proper drainage channel/swale exists between the properties.



Flood Prone Conditions Arise From Improper Drainage.

The lack of an improved drainage swale along the roadway has caused puddling, which can lead to flooding and erosion problems.

DEVELOPMENT AND DESIGN STANDARDS – *STORM WATER MANAGEMENT AND TRAFFIC CONDITIONS*

As a condition of the enabling legislation, the Township Comprehensive Plan is allowed to make recommendations concerning development and design standards. As mentioned in the previous two sections, the Township expects development/redevelopment to conform to or exceed the standardized practices with respect to buildings, storm-water management, flood plain management, roads, subdivision and other associated aspects of engineering, architecture and planning. Currently, Cook County has adopted Zoning, Subdivision, Floodplain and Building Ordinances and Codes that establish minimum standards as a requirement for the approval of a development/redevelopment. As part of meeting these standards, the Township would reserve the ability to review any development/redevelopment plans that it feels will affect the health, safety and general welfare of the Township. The Township desires that any recommendations it makes with respect to a development/redevelopment be attached as part of the items sent before the Cook County Zoning Board of Appeals and the Cook County Board of Commissioners. Furthermore, it is hoped that these recommendations will be considered as conditional elements for final approval of a development/redevelopment.

These outlined conditions about development and design standards have arisen out of the Township's concern with current infill developments, especially in residential neighborhoods. As mentioned, the area of the Township requires special considerations with respect to storm-water management and flooding. For these reasons, the Township believes it is reasonable expectation on its part to have the ability through a recognized governmental procedure to review and provide meaningful input with regard to all storm-water and floodplain management issues related to development/redevelopment projects. Without such review, flooding can cause significant damage to surrounding uses and roadway improvements. The Township will expect all developments/redevelopments to meet or to exceed the requirements detailed in the Cook County Zoning, Subdivision, Floodplain and Building Ordinances and Codes. In addition, the Township reserves the right to require extraordinary measures with respect to insuring proper storm-water and floodplain management of a development/redevelopment site. These requirements could include items related but not limited to, drainage pipe sizing, pipe material, grade level changes, compensatory storage, flood protection of structures and impervious surface areas. In addition to these potential requirements, any new development/redevelopment should observe closely the National Flood Insurance Rate Maps created and managed by the Federal Emergency Management Agency. No developments should be allowed in areas marked as being in the 100-year Flood Plain without significant improvements to on-site storm-water management.

Similarly, traffic impacts created by new developments and redevelopments must be addressed at the time of their approval. The traffic impacts created by new developments and redevelopments include unsafe access to roadways, increased off-street parking requirements and increased safety risks to pedestrians. As with storm-water management issues, the Township seeks to have its review of traffic impacts and its suggested appropriate remedies and revisions of development/redevelopment projects recognized during the approval process. The remedies and revisions could include, but are not limited to, conditions for off-street parking, alignment of ingress/egress points, arrangement of traffic circulation patterns and other such elements with respect to vehicle and pedestrian access to sites. In addition, the Township will expect all development/redevelopment projects to meet or exceed existing Cook Zoning and Subdivision Ordinances with respect to traffic impacts related to street design, curb cuts, off-street parking requirements and other provisions. It is hoped through these stated conditions that the Township will better be able to insure the safety of its roadways and pedestrians.

DEMOGRAPHICS AND ECONOMICS OF THE TOWNSHIP

SOCIO-ECONOMIC CHARACTERISTICS

Maine Township has distinguished itself as a stable, upper-income area, comparable with the surrounding townships. The Township's socio-economic indicators have consistently ranked above the Cook County averages and ranked mid-range among the neighboring townships of Elk Grove, Leyden, Niles, Northfield, and Wheeling, through the periods of study. Given patterns indicated in the most recent census and considering Northeastern Illinois Planning Commission (NIPC) forecasts for the villages that comprise the Township, Maine Township is expected to see continued prosperity in the future.

In terms of Median Household Income, Maine Township saw an increase from \$55,462 to \$60,157, an increase of 8.5% between 2000 and 2010. Neighboring townships saw increases during the same period ranging from 2% to 11% placing Maine Township in the high end of the range.

A similar trend is apparent when considering Median Home Values. Values in Maine Township increased 34.5% between 2000 and 2010, from \$211,500 to \$284,200. The range of increases for neighboring townships was 30% to 45%. Cook County overall again saw the largest single increase with 55%, but Maine Township remained significantly above the Cook County median value.

Township	Median Household Income		Median Home Value	
	2000	2010	2000	2010
Maine	\$55,462	\$60,157	\$211,500	\$284,200
Elk Grove	\$53,595	\$60,965	\$202,500	\$263,400
Leyden	\$45,856	\$46,895	\$154,000	\$223,800
Niles	\$59,218	\$66,701	\$223,700	\$322,700
Northfield	\$80,591	\$85,510	\$361,000	\$487,000
Wheeling	\$62,817	\$65,441	\$218,000	\$299,000
Cook Co.	\$45,922	\$51,466	\$157,700	\$244,400

Source: U.S. Census Bureau, 2010 American Community Survey 1 Year Estimate

Areas throughout Cook County witnessed marked increases in incomes and more modest increases in the prevalence of poverty from 2000 to 2010. The percentage of households in Maine Township with a yearly income over \$100,000 increased from 18.6% to 23.7%.

Township	Percent of HH with		Percent of People	
	Incomes over \$100,000		Living in Poverty*	
	2000	2010	2000	2010
Maine	18.6%	23.7%	4.5%	7.4%
Elk Grove	15.9%	23.2%	5%	7.5%
Leyden	9.3%	16.9%	6.9%	9.8%
Niles	21.6%	33.3%	4.8%	8.2%
Northfield	41.2%	44.6%	2.5%	7.2%
Wheeling	24.2%	19.9%	3.1%	15.3%
Cook Co.	15.1%	21.9%	13.5%	16.7%

Source: U.S. Census Bureau, 2010 American Community Survey 1 Year Estimate

In regard to individual education level and employment across industry sectors, Maine Township has exhibited results spanning a wide range. Educational attainment is superior to County averages in almost all categories of measurement and ranks mid-range among neighboring townships. In accordance with these indicators, Maine Township residents hold employment in a range of industry sectors.

Educational Attainment, 2010

Township

	No HS Diploma	HS Diploma	Some College, No Degree	Associates Degree	Bachelor's Degree	Graduate Degree
Maine	12.5	25.5	20.5	5.6	22.8	13
Elk Grove	16.5	26.3	18.1	7.7	20.5	10.9
Leyden	18.1	36.7	18.7	6.1	13.5	6.9
Niles	12.2	15.9	19	5.6	28.7	18.5
Northfield	5.7	13.3	15.8	4.9	32	28.2
Wheeling	9.6	22.6	16.7	5.1	29.3	16.6
Cook Co.	16.1	24.5	19.4	6	20.7	13.2

Source: U.S. Census Bureau, 2010 American Community Survey 1 Year Estimate

Employment by Industry, 2010

Industry	Percentage of Population
	Maine Township*
Agriculture / forestry	0.2%
Construction	4.90%
Manufacturing	14.00%
Trade (wholesale / retail)	15.10%
Transportation and warehousing and utilities	4.60%
Information	2.00%
Finance and insurance and real estate rental and leasing	9.30%
Professional / Management / Administration	12.70%
Education / Health / Social Services	20.80%
Arts / Entertainment / Accommodation	8.30%
Public Administration	3.10%
Other Services	5.00%

Source: U.S. Census Bureau, 2010 American Community Survey 1 Year Estimate

*among civilian population 16 years and over

Current and Projected Employment Opportunities

Jurisdiction*	Percentage of Population	
	2010	2030
Des Plaines	46,767	47,004
Glenview	43,925	50,204
Morton Grove	11,003	11,571
Niles	24,111	24,246
Park Ridge	21,531	23,131
Rosemont	9,444	23,091
Maine Township	73,251	73,251

Source: Chicago Metropolitan Agency for Planning (website)

*Figures for Maine Township consist of those portions of the municipalities and unincorporated Cook County contained within the boundaries of Maine Township. Figures for municipalities are for their respective entire corporate limits.

POPULATION AND HOUSING

The Township has been fairly stable over the past twenty years in terms of population and housing stock. The Township experienced a slight decrease in population (less than 2%) between 1980 and 1990. Similarly, the increase in population between 1990 and 2000 was modest (approximately 5%) and a decrease is projected by 2030. Similar patterns of population change can be seen in the surrounding townships.

These minor fluctuations seem to support what was shown in the Current Conditions section of this report. – the majority of available land within the Township has already been developed. Subsequent recent development has been primarily infill and teardown of aged structures.

Township

	Population 1990	Population 2000	Population 2010
Maine	126,080	135,623	135,772
Elk Grove	87,860	94,969	93,029
Leyden	87,936	96,969	93,030
Niles	97,109	102,638	105,996
Northfield	78,186	82,880	85,205
Wheeling	148,640	155,834	153,821
Cook Co.	5,105,067	5,376,741	5,200,950

Source: U.S. Census Bureau, 2010 American Community Survey 1 Year Estimate

Township	Housing Units, 1990	Housing Units, 2000	Housing Units, 2010
Maine	51,126	53,042	53,539
Elk Grove	36,921	38,653	39,167
Leyden	35,101	35,660	37,868
Niles	36,877	38,745	41,298
Northfield	29,591	31,733	33,405
Wheeling	58,734	61,858	65,020
Cook Co.	2,021,833	2,096,121	2,179,797

Source: U.S. Census Bureau, 2010 American Community Survey 1 Year Estimate

Housing Characteristics, 2010

Township	Total Housing Units	Detached Units # (%)	Attached Units # (%)	% Constructed Prior to 1980	% Constructed Prior to 1970	Occupied Units
Maine	57,539	30,593 (53.2%)	25,616 (44.6%)	86.6%	81.5%	92.8%
Elk Grove	39,167	16,307 (41.6%)	21,333 (54.5%)	88.3%	76.1%	92.6%
Leyden	37,868	21,118 (55.8%)	16,751 (44.3%)	93.6%	92.5%	90%
Niles	41,298	23,578 (57.1%)	17,669 (42.8%)	86.7%	82.6%	91.4%
Northfield	33,405	19,902 (59.6%)	12,948 (38.7%)	78.6%	67.8%	95.5%
Wheeling	65,020	32,674 (50.3%)	32,006 (49.3%)	85.5%	67.7%	96.2%
Cook Co.	2,179,797	864,125 (39.6%)	1,298,343 (59.5%)	86.3%	80.1%	88.2%

Source: U.S. Census Bureau, 2010 American Community Survey 1 Year Estimate

The lack of undeveloped land can also be seen when considering housing unit trends over the past twenty years. In both decades, Maine Township experienced a minor increase of approximately 4% in the housing stock. With the exception of Wheeling Township, the surrounding townships experienced similar minor increases.

In accordance with established patterns, CMAP forecasts for village population and household figures project a near-constant rate in each measurement over the next thirty years. These forecasts may indicate a changing housing typology demand for the Township.

Jurisdiction*	Population		Change	Households		Change
	2010	2040		2010	2040	
Des Plaines	65,133	79,389	22%	24,881	29,394	19%
Glenview	55,298	73,270	33%	20,718	26,349	42%
Morton Grove	23,310	31,227	35%	8,696	11,307	30%
Niles	39,538	47,388	20%	15,913	18,005	14%
Park Ridge	35,519	42,838	21%	13,326	15,785	19%
Rosemont	3,235	3,857	19%	1,196	1,387	17%
Municipal Totals	222,033	277,969	25%	84,730	102,227	21%
Maine Township	135,772	151,590	11.50%	48,078	56,203	17%

Source: Chicago Metropolitan Agency for Planning (website) and U.S. Census Bureau, 2010 American Community Survey 1 Year Estimate

*Figures for Maine Township consist of those portions of the municipalities and unincorporated Cook County contained within the boundaries of Maine Township. Figures for municipalities are for their respective entire corporate limits.

STATEMENT OF GOALS AND OBJECTIVES

The purpose of this section is to outline the goals and objectives for the future development and redevelopment of the unincorporated areas of the Township. The goals provide the general framework and vision for how the development/redevelopment of the Township is expected to occur. The objectives provide specific items that will allow the outlined goals to be achieved. While these goals and objectives only specifically affect the development/redevelopment of unincorporated areas, they are expected to apply to overall matters for which the Township government has an interest. These matters include transportation network planning and maintenance, macro-scale planning and development matters and health, safety and general welfare issues.

GENERAL GOALS

1. Provide for a balanced suburban lifestyle with a range of opportunities for housing, commercial activities, employment and open space/recreational facilities to meet the needs of all residents at various stages of the life cycle.
2. Recognize and respect the existing positive character elements of the Township and its Villages.
3. Maintain and improve the residential land uses within the Township.
4. Protect the beauty of the natural and scenic areas within public and private land uses.
5. Maintain and upgrade infrastructure in accordance with consumer demands, available funding, and Township resources.
6. Promote the installation of full public improvements where currently unavailable or under-developed to provide contemporary services to all properties within the Township.
7. Protect property values, the quality of life and habitation through the enforcement of appropriate property and building maintenance standards.
8. Encourage the creation and/or utilization of upgraded storm-water management and flood plain management standards to address both existing conditions and future development.
9. Seek cooperation with federal, state, county and local agencies that may provide benefits to area residents.
10. Minimize traffic congestion to encourage public transportation and to maximize traffic and pedestrian safety.

RESIDENTIAL GOALS AND OBJECTIVES

Goals

1. Maintain and respect the existing residential neighborhoods of the Township.
2. Protect existing residential housing units from the adverse effects of infill development.
3. Maintain and allow for residential communities that provide housing to meet the needs of Township residents at various stages of the life cycle and all income levels.
4. Require property and building maintenance standards that meet or exceed present applicable codes.
5. Increase connections of residential areas to natural resource amenities and other open space areas via pedestrian/bike ways.

Objectives

1. Pursue a coordinated review process with Cook County in which the specific requests of the Township government are a respected portion of the development review process.
2. Oversee the upgrading and renovation of existing residential areas to prevent deterioration of property and surrounding property values.
3. Seek to enforce that developments/redevelopments meet or exceed existing zoning and development codes.
4. Encourage new development of residential communities with a wide and diverse variety of housing choices that preserve associated amenities. This variety of housing could include single-family homes, townhomes, row homes, condominiums, and other multi-family housing units.
5. Balance the goals for diversity with coordinated development or subdivision plans that promote a mixing of lot widths, building widths and building appearances, while also balancing goals to prevent monotony in appearance. This can be achieved with unified themes for architectural appearances that are both non-repetitious and yet do not allow radically abrupt changes in architectural appearance on abutting properties.
6. When appropriate, the Township will try to assist the County in meeting its affordable housing requirements with respect to the Affordable Housing Planning and Appeal Act.
7. Promote only development/redevelopments that follow standardized practices or upgraded practices with respect to drainage, storm-water management and floodplain management.

8. Add sidewalks along major roadways (Ballard Rd., Golf Rd., Potter Rd. etc.) for pedestrian access from neighborhoods to commercial, employment and other uses.
9. Minimize conflicts between residential and non-residential areas and between low-density and high-density residential areas by requiring appropriate transitions between land uses. This objective can be achieved through attention to setbacks, architectural designs, site layout, bulk standards, exterior lighting, landscaping and other site-specific details.
10. Coordinate traffic and road patterns to provide adequate access to residential neighborhoods to provide for the safety and welfare of residents and to mitigate potential traffic congestion areas.

COMMERCIAL AND EMPLOYMENT GOALS AND OBJECTIVES

Goals

1. Provide an appropriate balance of commercial opportunities to reflect the local factors of the area and individual sites, and recognize regional, community and neighborhood commercial opportunities.
2. Seek to ensure that commercial and employment developments do not impose negative impacts on surrounding land uses.
3. Create a safe, pleasant and functional business environment while encouraging new economic development.

Objectives

1. Seek to maintain and promote the continued use of existing commercial areas by overseeing their development/redevelopment so as to protect the deterioration of structures and property values.
2. Allow only developments that complement the community needs and enhance the overall quality of life for Township residents.
3. Seek to maintain and improve the tax base of the Township by maintaining, improving and adding commercial and employment areas.
4. Where practical, encourage the consolidation of ingress and egress to and interconnections of commercial and employment areas.
5. Protect pedestrian and non-motor traffic movement to and around commercial and employment uses by overseeing developments'/redevelopments' traffic circulation plans. This objective should include the addition of sidewalks along appropriate major roads in the Township.
6. Develop standards for landscaping around and within new and existing retail centers and employment uses. As a condition of these standards, require all commercial and employment uses to be appropriately buffered from residential areas through the utilization of landscaping and/or other design techniques.

7. Encourage visually attractive commercial and employment developments that incorporate into their design substantial landscaping, attractive signs, architecture, and other aesthetic amenities.

8. Give equitable priority between supporting new development and making public improvements to support existing businesses.

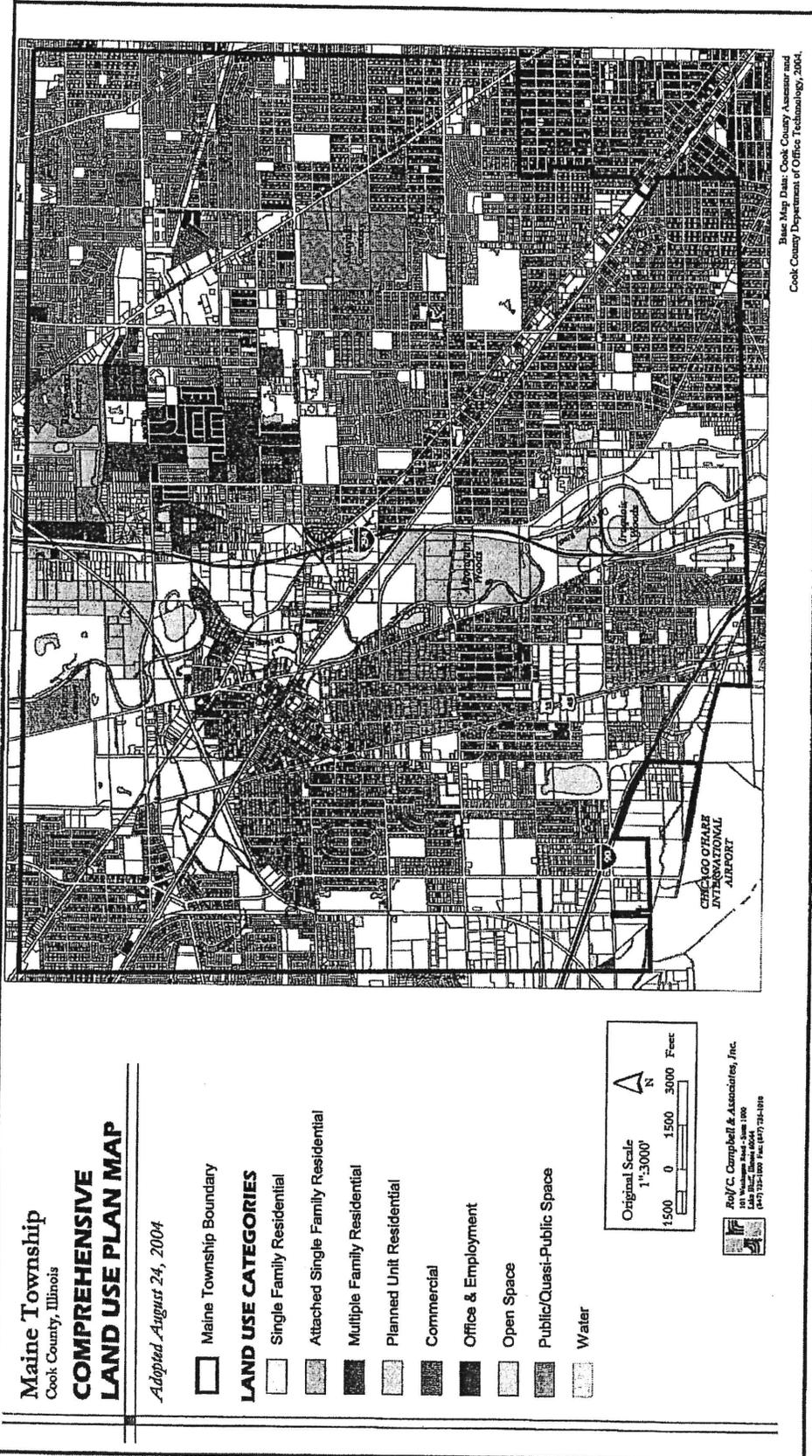
9. Encourage pedestrian oriented design with mass transit and alternative transportation opportunities where feasible.

LAND USE PLAN AND CATEGORIES

The purpose of this section is to outline the desired land use pattern and design for the unincorporated areas of the township. These arrangements are intended to provide for the orderly and efficient future development/redevelopment of these areas. It is hoped that when combined, these arrangements will support the goals and objectives outlined in the previous sections. The Land Use Plan Map (*See Next Page*) is the physical representation of these goals and the related factors important in their implementation, namely, the current land use pattern, surrounding development trends and the physical, topographical, and ecological characteristics of the planning area.

Comprehensive Plan Land Use Distribution

Land Use	Acreage	Percent
Single Family Residential	475.3	22.5%
Attached Single Family Residential	114.5	5.4%
Multiple Family Residential	368.9	17.5%
Planned Unit Residential	42.7	2.0%
Commercial	37	1.7%
Office & Employment	7.8	.04%
Public/Quasi-Public Space	519.1	24.6%
Open Space	546.1	25.9%
Total:	2,111.40	100.0%



RESIDENTIAL

The Land Use Plan Map depicts three categories of residential land use – Single-Family Residential, Townhomes, and Multiple Family Residential. These categories incorporate both existing Township residential patterns, as well as future residential needs in response to population and demographic changes. These categories also provide guides that insure future residential development./redevelopment will be compatible within the context of existing neighborhoods and non-residential developments.

The Township's primary desire for continued residential development/redevelopment is to accommodate growth while maintaining the predominant character of the Township. Infill development of vacant parcels and redevelopment is primarily the new construction occurring. This type of development can have detrimental impacts to existing uses if proper guidelines are not followed before the development occurs. At present, problems such as improper drainage, scale of development and road access are occurring due to infill development.

Single Family Residential

Single Family residential uses are designated throughout the unincorporated areas of the Township. The Comprehensive Plan strives to maintain this character of the Township by including the average density of 2-5 dwelling units per acre in these housing areas. Creative design techniques could accommodate a variety of types of detached housing. The architecture should be distinctive and characteristic of the homes within the community. In addition, a high level of innovative architectural design is expected in new development. Impacts on neighboring properties should be minimized in instances of infill development. It is imperative that any new Single Family Residential development(s)/redevelopment(s) adhere to the design standards as set forth in the Cook County Zoning Ordinance as well as standard architectural and engineering practices. All Single Family Residential development(s)/redevelopment(s) should either retain existing grading and drainage patterns of a site and/or improve these patterns to prevent adverse impacts on adjacent properties.

Attached Single Family Residential

The Attached Single Family Residential category provides for development of parcels with an average, of 10 dwelling units per acre. While still in line with existing character of the Township, housing all this density allows for more flexibility to meet the diverse demands of attached single-family units, such as townhomes and row homes. Creative design techniques should accommodate a variety of types of residential designs while having minimal impact on neighboring properties. Special attention should be given to the provision of off-street parking for each housing unit as well as visitor parking. As with Single-Family Residential use, new Attached Single Family Residential development(s)/redevelopment(s) should not alter the grading and drainage of a site as to cause adverse impacts on neighboring properties.

Multiple Family Residential

The Multiple Family Residential category allows for development of parcels with an average density of 15-25 dwelling units per acre. Similar to the Attached Single Family classification, developments at this density allow for a more flexible development approach to meet the diverse demands of residents. Developments at this density can also be targeted to fulfilling the needs of niche markets, such as elderly housing. Multiple Family Residential development(s)/redevelopment(s) should be designed to limit the overall negative impacts that can be created by more intensive land uses. Whenever possible, new Multiple Family Residential uses should try to provide on-site storm-water detention facilities to prevent significant offsite drainage impacts.

Planned Unit Residential

The plan envisions the potential for a portion of the vacant western area of Ridgewood Cemetery to be developed in a coordinated master plan manner. To this extent, the Plan designates this area for Planned Unit Residential developments. This category expects the area to have the potential to develop with a variety of residential uses under a coordinated master plan that provides overall community open space, interconnections and facilities management. The variety of housing could potentially include uses such as single-family detached homes, townhomes and small condominium buildings. In support of these residential uses, small neighborhood oriented commercial uses might be appropriate depending on the master plan design of the development. It is also expected that any development plan will provide adequate on-site area for storm-water management. Overall, this area has the potential to create a small traditional neighborhood, which could provide a variety of residential options within the Township.

OTHER LAND USES

Commercial

Commercial areas are placed primarily along high traffic corridors, most notably along Golf Road. These areas are appropriate for businesses that serve the Township as well as the needs of neighboring communities. With their strategic locations along major arterials, these areas are readily accessible to a broad population and employment base and are appropriate for larger destination shopping opportunities, such as community shopping centers. Community shopping centers draw their customers from a larger geographic area than a neighborhood retail center. The typical size of a community commercial center is between 5 and 50 acres and consists of several different retail stores including larger anchor tenants and smaller service-oriented retail uses. Community shopping centers may also include a number of outlots occupied by stand-alone uses. These commercial areas are intended to provide Maine Township residents with continued close and convenient shopping opportunities and with increased access to a variety of goods and services. Commercial uses should provide extra care when designing traffic

circulation and ingress/egress arrangements to provide for both on-site and off-site traffic efficiency and safety.

Office & Employment

The uses falling under this designation include office buildings, small warehousing facilities and light manufacturing uses. The intent underlying such designations is to provide opportunities for a limited employment base in the Township in facilities that have minimal external impacts on the surrounding uses. Small-scale development is considered appropriate in these areas. Particular emphasis will be placed on landscaping and environmental safeguards, such as noise control and the appearance of proposed structures. The developments should also have adequate off-street parking areas to meet the needs of the uses in the facilities. Special attention should be given to traffic circulation on and off the site to increase the safety of roadways and pedestrians in the area of the facilities. The Township will encourage uses that are compatible with the surrounding area and character.

Public/Quasi-Public Space

Public/Quasi-Public Space classification is designated for both developable space and land set aside for uses intended for the public at large. This category includes land used for public building such as government offices, post offices, schools and libraries, as well as quasi-public uses such as churches. This category also includes the three unincorporated cemeteries located within Maine Township: All Saints, Ridgewood and Maryhill.

Open Space

Within the unincorporated Maine Township, areas designated for Open Space are areas of open land intended for outdoor recreation areas, such as parks and forest preserves and areas intended to remain undeveloped. The largest portion of these lands is contained in the Cook County Forest Preserve District holdings along the Des Plaines River. In general, the areas designated as Open Space are intended to preserve and, where possible, enhance environmentally sensitive resources and to provide recreational opportunities for both residents and area visitors. Another primary objective is to protect and buffer residential development from neighboring incompatible uses.

IMPLEMENTATION STRATEGY

This Comprehensive Plan provides a guide towards the orderly development of the unincorporated areas in Maine Township for the promotion of the health, safety and general welfare of existing and future residents. A major purpose of the Comprehensive Plan is to serve as a guide for development within the Township. The Plan sets forth the planning goals and objectives of the Township to the public and potential land developers. The Plan also provides the guidance necessary to determine whether proposed development projects in Maine Township will assist the Township in meeting its long-range goals. The Plan is expected to act in this function for the next twenty years, but its effects will set a precedent for a much longer time horizon. In order for the plan to be a successful tool for guiding development, it must be consulted routinely when a new development project arises. The following implementation steps will allow the plan to continue to be effective and efficient.

1. Require developers/redevelopers to utilize the plan when proposing and undergoing the approval process to fully understand what is expected from them.
2. Seek to develop a cooperative and consistent relationship in regard to planning and development issues between Maine Township and the Cook County Zoning and Planning Commission and Board of Commissioners.
3. Create reviews for developments/redevelopments based on this Plan and relevant Ordinances for submittal to the Cook County Zoning and Planning Commission and Board of Commissioners.
4. Use the plan as a guide before making decisions concerning relevant matters.
5. Update the plan when relevant conditions and situations merit changes.
6. Utilizing the Plan to increase the health, safety and general welfare of unincorporated Township.

MEMORANDUM OF UNDERSTANDING

Between

Solstice Power Technologies ("Solstice")

and

Maine Township

Contractor Proposal

Solstice agrees to honor the terms of the accepted solar proposal, including the solar participant pricing, as set forth on Exhibit A, attached hereto and incorporated herein.

Marketing and Outreach

Solstice agrees to assist the local solar campaign to drive community adoption of community solar subscriptions. Both parties agree to the following terms;

- a) Solstice will request approval from Maine Township for all marketing materials developed to promote the solar campaign in advance of distribution. Solstice agrees to include any community logos deemed necessary by Maine Township on any materials used in the solar campaign. Solstice may not use any Maine Township logos or make any representations regarding Solstice's affiliation with Maine Township in any marketing or promotional materials without the express permission of Maine Township.
- b) Solstice will notify Maine Township in advance and collaborate on any press releases, events, or news conference concerning the solar campaign. All media produced by Solstice in promotion of the solar campaign is subject to Maine Township approval.
- c) Solstice agrees to cover the cost of marketing and outreach expenses
- d) Maine Township agrees to assist Solstice with email and or mailing lists if required for approved outreach

Customer and Maine Township Donations

Solstice agrees to honor the \$100 per-meter enrollee sign-up bonus (in the form of a physical or digital Visa gift card) and a \$100 per-meter donation to Maine Township for the duration of the campaign.

Payouts to Maine Township will happen once per month, totaling all the enrollments from the month prior.

Reporting and Sharing

- a) Solstice and Maine Township agree to designate a primary contact from each party.
- b) Each party will agree to meetings as required to effectively manage the campaign. This will include a kick-off meeting to discuss marketing and collateral development and follow-up meetings on an as-needed basis.
- c) Solstice agrees to provide Maine Township with summary reports of customer sign-ups and progress on a bi-weekly basis.
- d) Solstice agrees that at the close of the solar campaign, a full report will be provided to Maine Township that clearly details the status and outcomes of the leads generated through the program.

This MOU shall be in effect up on the signature of Solstice and Maine Township. This MOU shall be in force from the date of the signature for 90 days, with the option to extend if agreed by both parties. Notwithstanding the foregoing, Maine Township may terminate this MOU at any time, with or without cause, upon providing Solstice seven (7) days written notice. Upon the expiration or termination of this MOU, Solstice must cease using any Maine Township logo in marketing or promotional materials, and Solstice may no longer represent that it has any affiliation with Maine Township

Solstice Power Technologies

Signature

Title, Name

Date

Maine Township

Signature

Title, Name

Date

EXHIBIT A

Limitation of Liability. In no event shall either Party be liable to the other for damages under this Agreement that exceed an amount equal to three months of the average invoice to Subscriber under this Agreement.

Governing Law & Dispute Resolution. Any disputes, claims or controversies arising from or relating to this Agreement shall be governed by and construed in accordance with the laws of the State of Illinois, without giving effect to conflict of laws principles.

Arbitration. PLEASE READ THIS SECTION CAREFULLY. ARBITRATION REPLACES THE RIGHT TO GO TO COURT, INCLUDING THE RIGHT TO A JURY AND THE RIGHT TO PARTICIPATE IN A CLASS ACTION OR SIMILAR PROCEEDING. IN ARBITRATION, A DISPUTE IS RESOLVED BY AN ARBITRATOR INSTEAD OF A JUDGE OR JURY. FOR AVOIDANCE OF DOUBT, BECAUSE THE PARTIES AGREE TO ARBITRATE ALL DISPUTES ARISING FROM OR RELATING TO THIS AGREEMENT, NEITHER PARTY WILL HAVE THE RIGHT TO LITIGATE THAT DISPUTE IN COURT, OR TO HAVE A JURY TRIAL ON THAT DISPUTE, OR ENGAGE IN DISCOVERY EXCEPT AS PROVIDED FOR IN THE JAMS' STREAMLINED RULES (see <https://www.jamsadr.com/rules-streamlined-arbitration/> for more details).

Any dispute, claim or controversy arising out of or relating to this Agreement or the breach, termination, enforcement, interpretation or validity thereof, including the determination of the scope or applicability of this agreement to arbitrate, shall be determined by arbitration in the JAMS or other accredited arbitration office located closest in mileage to your permanent place of residence before one arbitrator. The arbitration shall be administered by JAMS pursuant to JAMS' Streamlined Arbitration Rules and Procedures. Judgment on the Award may be entered in any court having jurisdiction. This clause shall not preclude the Parties from seeking provisional remedies in aid of arbitration from a court of appropriate jurisdiction.

- (i) We agree that any dispute, claim or disagreement between us (a "Dispute") shall be resolved exclusively by arbitration as set forth in this Section 10, above. Either Party may initiate the arbitration process by filing the necessary forms with JAMS (see www.jamsadr.com for more details).
- (ii) The arbitration will be administered by JAMS by a single neutral arbitrator agreed on by the Parties within 30 days of the commencement of the arbitration. If the Parties are unable or fail to agree upon the arbitrator within such time, the third arbitrator shall be appointed by JAMS in accordance with its rules.
- (iii) In any arbitration arising out of or related to this Agreement, the arbitrator shall award to the prevailing Party, if any, the costs and attorneys' fees reasonably incurred by the prevailing party in connection with the arbitration.

If the arbitrator(s) determine a party to be the prevailing party under circumstances where the prevailing party won on some but not all of the claims and counterclaims, the arbitrator may

award the prevailing Party an appropriate percentage of the costs and attorneys' fees reasonably incurred by the prevailing Party in connection with the arbitration.

(iv) ONLY DISPUTES INVOLVING YOU AND PROVIDER OR PROVIDER'S SERVICE PROVIDER MAY BE ADDRESSED IN THE ARBITRATION. DISPUTES MUST BE BROUGHT IN THE NAME OF AN INDIVIDUAL PERSON OR ENTITY AND MUST PROCEED ON AN INDIVIDUAL (NON-CLASS, NON-REPRESENTATIVE) BASIS. THE ARBITRATOR WILL NOT AWARD RELIEF FOR OR AGAINST ANYONE WHO IS NOT A PARTY. IF EITHER PARTY ARBITRATES A DISPUTE, NEITHER PARTY, NOR ANY OTHER PERSON, MAY PURSUE THE DISPUTE IN ARBITRATION AS A CLASS ACTION, CLASS ARBITRATION, PRIVATE ATTORNEY GENERAL ACTION OR OTHER REPRESENTATIVE ACTION, NOR MAY ANY SUCH DISPUTE BE PURSUED ON YOUR OR OUR BEHALF IN ANY LITIGATION IN ANY COURT. CLAIMS REGARDING ANY DISPUTE AND REMEDIES SOUGHT AS PART OF A CLASS ACTION, CLASS ARBITRATION, PRIVATE ATTORNEY GENERAL OR OTHER REPRESENTATIVE ACTION ARE SUBJECT TO ARBITRATION ON AN INDIVIDUAL (NON-CLASS, NON-REPRESENTATIVE) BASIS, AND THE ARBITRATOR MAY AWARD RELIEF ONLY ON AN INDIVIDUAL (NON-CLASS, NON-REPRESENTATIVE) BASIS.

(v) The arbitrator shall have the authority to award any legal or equitable remedy or relief that a court could order or grant under this Agreement. The arbitrator, however, is not authorized to change or alter the terms of this Agreement or to make any award that would extend to any transaction other than yours. All statutes of limitations that are applicable to any dispute shall apply to any arbitration between the Parties. The arbitrator will issue a decision or award in writing, briefly stating the essential findings of fact and conclusions of law.

(vi) OPT-OUT PROCESS. You may choose to opt out of this arbitration provision (the "Arbitration Provision") but only by following the process set forth herein. If you do not wish to be subject to this arbitration provision, then you must send us an opt-out notice so that we receive it within forty-five (45) days of the date of this Agreement at the notice address described in Section 12. Your notice must be sent to us by certified mail, return receipt requested. Upon receipt of an opt-out notice, we will credit you for the standard cost of a certified letter. Your opt-out notice must include your name, address, the date of this Agreement, a statement that you wish to opt out of the Arbitration Provision and must not be sent with any other correspondence. Your decision to opt out of this Arbitration Provision will not affect your other rights or responsibilities under this Agreement, and applies only to this Arbitration Provision.

BECAUSE THE PARTIES HERETO HAVE AGREED TO ARBITRATE ALL DISPUTES, NEITHER OF US WILL HAVE THE RIGHT TO LITIGATE THAT DISPUTE IN COURT, OR TO HAVE A JURY TRIAL ON THAT DISPUTE, OR ENGAGE IN DISCOVERY EXCEPT AS PROVIDED FOR IN THE RULES. FURTHER, YOU WILL NOT HAVE THE RIGHT TO PARTICIPATE AS A REPRESENTATIVE OR MEMBER OF ANY CLASS PERTAINING TO ANY DISPUTE. THE ARBITRATOR'S DECISION WILL BE FINAL AND BINDING ON THE PARTIES AND MAY BE ENTERED AND ENFORCED IN ANY COURT HAVING

JURISDICTION, EXCEPT TO THE EXTENT IT IS SUBJECT TO REVIEW IN ACCORDANCE WITH APPLICABLE LAW GOVERNING ARBITRATION AWARDS. OTHER RIGHTS THAT THE PARTIES HERETO WOULD HAVE IN COURT MAY ALSO NOT BE AVAILABLE IN ARBITRATION.

Notwithstanding any provision to the contrary in this Agreement, in lieu of arbitration, you have the right to file a complaint or dispute with the Illinois Commerce Commission as set forth in Section 13.

Further, if Subscriber, in good faith, wishes to file any other complaint or dispute with Seller, Subscriber may do so via written notice or electronic mail as soon as possible, at the contact information provided in Section 12, below.

Notices. All notices under this Agreement shall be in writing and shall be by personal delivery, electronic mail, overnight courier, or certified, or registered mail, return receipt requested, and deemed received upon personal delivery. Notices to Seller shall be sent to the address set forth below or such other address as Seller may subsequently specify in writing.

Project Company Finco Phase V, LLC
c/o Solstice Power Technologies, Inc.
186 Alewife Brook Pkwy #1048
Cambridge, MA 02138
Email: support@solstice.us
Phone: 1-866-826-1997

Illinois Commerce Commission; Illinois Power Agency. In the event of any concern or complaint, we encourage you to contact Seller's customer experience team and we will be happy to assist you at the email address and phone number provided in Section 12. If you wish to contact the Illinois Commerce Commission (the "Commission"), you may do so at the following phone number: 800-524-0795. Or you may visit the Commission website at: www.icc.illinois.gov. You also may contact the Illinois Power Agency ("IPA") at 312-814-8106, or 866-846-5276. The IPA's website address is: <https://www2.illinois.gov/sites/ipa/Pages/default.aspx>.

Not a "Security". The Parties intend that neither this Agreement nor the Subscription is a "security" and therefore is not subject to federal or state securities laws, including the Securities Act of 1933. Among other reasons, the benefits to the Subscriber do not depend on the participation of other electric utility consumers, and Subscriber's payments are not being pooled together with others to make an investment. In addition, by entering into this Agreement the Subscriber is seeking to help the environment and reduce Subscriber's overall costs of electricity, and not to make a profit.

Entire Agreement; Electronic Execution. This Agreement contains the entire agreement between the Parties regarding the Subscription for Community Solar Credits. There are no other agreements regarding this Agreement, either written or oral. Any change to this Agreement must be in writing and signed by both Parties. If any portion of this Agreement is

determined to be unenforceable, the remaining provisions shall be enforced in accordance with their terms or shall be interpreted or re-written so as to make them enforceable. This Agreement may be executed in counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same Agreement. The Agreement may be executed by electronic signature, which shall be considered as an original signature for all purposes and have the same effect as an original signature.

<p>Acknowledged and agreed:</p> <p>SUBSCRIBER</p> <p>Signed: _____ Date: _____</p> <hr/> <p>SELLER Project Company Finco Phase V, LLC</p> <p>Signed: _____ Date: _____</p>

Exhibit A

Seller	Contact Information
Project Company Finco Phase V, LLC	Project Company Finco Phase V, LLC c/o Solstice Power Technologies, Inc. 186 Alewife Brook Pkwy #1048 Cambridge, MA 02138 Email: support@solstice.us Phone: 1-866-826-1997

Exhibit B

System Information	
System name	System to be determined when specific project is assigned, which will be reflected in an email provided to you within two weeks of assignment of your System under this Agreement.
Location	
Seller contact information for complaints or inquiries	Please contact: support@solstice.us or 1-866-826-1997 to reach the Solstice customer experience team.
First year production estimate	[] kWh
Method used to estimate production	[]
Billing Service Provider's privacy policy	https://solstice.us/privacy-policy
Seller's evidence of insurance	General All-Risk Property Insurance under Policy No. 1085290 with Factory Mutual Insurance Company
Seller's long-term maintenance plan	Long-term maintenance services for the System will be provided by an affiliate of ENGIE North America, Inc.

EXHIBIT C

Utility	Instructions for obtaining a good-faith estimate of the subscription price expressed on a per-kilowatt-hour basis
Commonwealth Edison	<p>Based on our best estimate at the time of preparing this document, the approximate subscription price on a per-kilowatt-hour basis is \$0.042712/kWh. This rate may increase or decrease over time, such that your Guaranteed Savings rate is always 20% of the value of the Community Solar Credits, as described in Section 1 of this Agreement. For comparison, ComEd’s price for electricity supply as of the time of preparing this document is \$0.05399/kWh.</p> <p>For an up to date estimate:</p> <ol style="list-style-type: none"> 1. Visit: http://www.pluginillinois.org/FixedRateBreakdownComEd.aspx 2. Identify the current “Price to Compare” 3. Subtract the “Transmission Service Charge” 4. Multiply the resulting rate by 80% <p>You may also contact us using the information provided in Section 12 of this Agreement for an up to date estimate.</p>

Exhibit D: Authorization Agreement for Recurring Online Billing and Payment & Credit Card Payments/Debits

A. Instructions

I, This form is required to authorize Seller and/or its affiliates, agents, successors and/or assignees to:

- Establish a Designated Payment Account for payment of recurring monthly Community Solar Subscription Payment (“Community Solar Credits”)
 - Change the banking or financial institution information on an existing Designated Payment Account.
- 0, Thoroughly read the Terms and Conditions in Section B before completing this form. The Terms and Conditions in Section B are a part of this form and incorporated into this form. Contact your financial services representative with any questions.
 - 1, Retain a copy of this form.
 - 2, Complete all required fields on the secure online customer portal.

Buyer Name* _____ Address1* _____

Address 2* _____ City* _____ State* _____ Zip Code*

Signature Section. By signing below, you acknowledge that you have received, read, and agree to the incorporated “Terms and Conditions” in Section B and confirm the accuracy of the information provided above.

Signature _____ Date _____

Authorization Agreement for Recurring Online Billing and Payment & Credit Card Payments/Debits (Continued)

B. Terms and Conditions

1. I (We) do hereby authorize the Seller (either directly or through an affiliate or agent) to initiate monthly recurring ACH Direct-Debit Payments from my(our) account(s) indicated at the financial institution(s) above. I further authorize the Seller (either directly or through an affiliate or agent) to initiate an adjusting or correcting entry as necessary. This authorization is for all payments due under the **Community Solar Subscription Agreement** with the Seller (the “Agreement”).
2. This authorization is to remain in full force and effect until the termination of the Agreement.

3. Notifications of changes to an existing account must be received at least 10 business days prior to the next draft date to be in effect as of that draft date.
4. Recurring ACH Direct-Debit or Credit/Debit Card Payments shall be drafted monthly and the Seller shall be required to give email notifications and/or online access to the amount(s) and due date(s).
5. No payments due to the Seller will be considered "paid" until the Seller receives the funds in full.
6. The Seller will incur no liability as a result of a withdrawal being dishonored by your bank and/or credit card company.

Confidentiality/Security. All information provided on this form is stored with a third-party Tier 1 PCI Compliant Payment Processor (the highest level of security). All online transactions are processed with point-to-point encryption to protect your sensitive payment information.

To terminate your authorization or report alleged unauthorized transfers, please contact:

Solstice Power Technologies, Inc.

Phone: 1-866-826-1997

Email: support@solstice.us

MEMORANDUM OF UNDERSTANDING

Between

Arcadia

and

Maine Township

Contractor Proposal

Arcadia agrees to honor the terms of the accepted solar proposal, including the solar participant pricing, as set forth on Exhibit A, attached hereto and incorporated herein.

Marketing and Outreach

Arcadia agrees to assist the local solar campaign to drive community adoption of community solar subscriptions. Both parties agree to the following terms:

- a) Arcadia will request approval from Maine Township for all marketing materials developed to promote the solar campaign in advance of distribution. Arcadia agrees to include any community logos deemed necessary by Maine Township on any materials used in the solar campaign. Arcadia may not use any Maine Township logos or make any representations regarding Solstice's affiliation with Maine Township in any marketing or promotional materials without the express permission of Maine Township.
- b) Either party will notify the other party in advance and collaborate on any press releases, events, or news conference concerning the solar campaign. All media produced by either party in promotion of the solar campaign is subject to the other parties approval.
- c) Arcadia agrees to cover the cost of mutually agreed upon and approved marketing and outreach expenses
- d) Maine Township agrees to assist Arcadia with email and or mailing lists if required for approved outreach

Customer and Maine Township Donations

Arcadia agrees to honor the \$175 per-meter enrollee sign-up bonus (in the form of a digital Visa gift card) and a \$25 per-meter donation to Maine Township for the duration of this agreement.

Payouts to Maine Township will happen once per quarter, totaling all the enrollments from the quarter prior.

Reporting and Sharing

- a) Arcadia and Maine Township agrees to designate a primary contact from each party.
- b) Each party will agree to regular check-in meetings until a month after launch, and then monthly thereafter.
- c) Arcadia agrees to provide Maine Township with aggregate reports of customer sign-ups and progress on a monthly basis.
- d) Arcadia agrees that at the close of the solar campaign, a full report will be provided to Maine Township that clearly details the status and outcomes of the leads generated through the program.

This MOU shall be in effect upon the signature of Arcadia and Maine Township. This MOU shall be in force from the date of the signature for 90 days, with the option to extend if agreed by both parties. Notwithstanding the foregoing, either Party may terminate this MOU at any time, with or without cause, upon providing Arcadia seven (7) days written notice. Upon the expiration or termination of this MOU, Arcadia must cease using any Maine Township logo in marketing or promotional materials, and Arcadia may no longer represent that it has any affiliation with Maine Township

Arcadia

Signature

Title, Name

Date

Maine Township

Signature

Title, Name

Date

Exhibit A

COMMUNITY SOLAR SUBSCRIPTION AGREEMENT

equal 10% of the value of the Credits.

This Community Solar Subscription Agreement (the "Agreement") is entered into as of the date signed by Seller (the "Effective Date"), by and between you, the "Subscriber" named in the digital record of your e-signature accepting the terms of this Agreement (the "Contract Acceptance"), and the owner of a solar photovoltaic system participating in the Illinois Community Renewable Generation program ("Seller" or "we" or "us") (each a "Party" and collectively the "Parties"), pursuant to which Subscriber will subscribe for Community Solar Credits (defined below) produced by such solar photovoltaic system (the "System"). Refer to Exhibit A for your potential Sellers under this agreement; you will be provided notice of your specific Seller prior to the counter-execution of this Agreement by such Seller. Refer to Exhibit B for additional information about the System.

For an estimate of the subscription price expressed on a per-kilowatt-hour basis, refer to Exhibit C. The estimated initial price for Credits is calculated as the applicable electricity supply rate published by your utility reduced by the Guaranteed Savings rate. The price will change over the course of the term as utility rates change, but we will always provide you the Guaranteed Savings rate such that you are always saving on the community solar portion of your bill. **You are guaranteed to save 10% off of the value of the Credits received on your utility bill each month.** Seller does not make representations or warranties concerning the tax implications of any Credits.

1. Community Solar Credits. This Agreement is between "you" or the "Subscriber," and Seller, for your subscription to a percentage of the electric energy generated by the System (the "Subscription"), which will generate kWh or monetary bill credits that reduce your utility bill ("Community Solar Credits" or "Credits"). For all Credits received on your utility bill, you will pay Seller a "Subscription Payment" equal to the monetary value of such Credits minus the value of the Credits multiplied by the "Guaranteed Savings" rate.

2. Subscription Term; Allocation Date; Renewal; Cancellation or Transfer by Subscriber. The Subscription Term (the "Term") will commence as of the Effective Date and continue for fifteen (15) years, with an annual automatic renewal for one (1) year on the annual anniversary for the Effective Date until terminated or cancelled by either Party in accordance with this Agreement. **You may cancel this Agreement at any time and for any reason with no fee or penalty by notifying Seller in accordance with Section 12 below.** Following your notice to cancel, we will promptly direct the electric utility to cease allocating Credits to you from the System. In our experience, it could take the utility up to 90 days to process the

The Guaranteed Savings rate will be: 10%, such that your Subscription Payment will equal 90% of the value of the Credits, and your savings will

cancellation. If you relocate or change your utility service address within the same electric utility service area, you may retain your Subscription provided you timely notify Seller and maintain the required Subscription size as described in Section 3. You may also transfer this Agreement to another utility account within the same electric utility service area provided that we determine that such account complies with the required Subscription size and is eligible to receive Credits from the System, and the owner of such account accepts the terms of this Agreement. **Until we notify you in writing that your cancellation or transfer has been processed by the utility, you are required to continue paying for the Subscription Payment for up to 90 days, in accordance with the terms of this Agreement. You will continue to receive the Guaranteed Savings rate for as long as you are receiving Credits and paying the Subscription Payment.**

3. Subscription Size; Reallocation; Termination by Seller. Your initial Subscription size will be calculated by us to generate Credits no greater than your estimated annual electricity supply cost. We may adjust your Subscription size at any time without notice, provided that we will (i) never set a Subscription size that would generate Credits greater than your estimated annual electricity supply cost; and (ii) keep your Subscription size at 200 watts or greater but less than 25 kilowatts. We may reallocate your Subscription to a different solar photovoltaic system participating in the Community Renewable Generation program at any time, by providing notice to you, in which case such system will become the "System" under the terms of this Agreement. **We may terminate your Subscription at any time and for any reason by providing written notice to you. In such a termination event, Seller will not be liable for any early termination fee or penalty. Until we notify you in writing that the termination has been processed by the utility, you are required to continue paying the Subscription Payment for up to 90 days, in**

accordance with the terms of this Agreement. You will continue to receive the Guaranteed Savings rate for as long as you are receiving Credits and paying the Subscription Payment.

4. Billing Procedure. On a monthly basis during the Term, we will invoice you for Credits you receive, in an amount equal to the Subscription Payment. The initial Billing Service Provider for this Agreement is Arcadia Power, Inc. For so long as Arcadia Power, Inc. is the Billing Service Provider, Seller is entitled to process and collect on invoices per the Arcadia Terms of Service (available at: legal.arcadia.com). Seller may change the Billing Service Provider at any time by notifying you in writing.

5. Ameren Peak Time Rewards Customers. This Section 5 applies if you are enrolled in Ameren's Peak Time Rewards (PTR) program. You understand that you are not permitted to be enrolled in community solar and the PTR program simultaneously, because Ameren's Rider NM, pursuant to which you will take service through this Subscription, provides that you are "not allowed to simultaneously take service under this Rider NM and service under Rider PTR." To qualify you to become a Subscriber hereunder, you hereby authorize Seller and/or the Billing Service Provider to opt out of participation in the PTR program on your behalf and to communicate your decision to Ameren or any third party. You understand that if you cancel this Subscription, you may re-enroll in the PTR program at any time, but Ameren may place you on a waitlist if the PTR program is at capacity.

6. Outages. If the System is out of service for more than three consecutive business days (an "Outage"), the Billing Service Provider will inform you of such Outage either via email, or another reasonably accessible communications method. Such communication will include the estimated duration of the Outage and estimated

production that will be lost due to the Outage. Under no circumstances will any Outage affect the electricity service to your home.

7. Default. You will be in default under this Agreement if you fail to make any payment when it is due and such failure continues for a period of ten (10) days. If this Agreement is in default, Seller may terminate this Agreement. Upon any such termination, you will be responsible for paying any outstanding balance of the Subscription Payment for Credits previously received or received for up to 90 days after termination, but will not be liable to us for any other amounts.

8. Solar Incentives; Environmental Attributes. You acknowledge that you have no right to, and you disclaim any right to, Solar Incentives or Environmental Attributes related to the System or the solar energy generated by your Subscription. "Solar Incentives" means any accelerated depreciation, installation, or production-based incentives, investment tax credits and subsidies, and all other solar or renewable energy subsidies and incentives. "Environmental Attributes" means, without limitation, carbon trading credits, renewable energy credits or certificates, emissions reduction credits, emissions allowances, green tags, or tradable renewable credits.

9. Assignment. Seller may assign or transfer its rights and obligations under this Agreement to any third party.

10. Limitation of Liability. In no event shall either Party be liable to the other for damages under this Agreement that exceed an amount equal to three months of the average invoice to Subscriber under this Agreement.

11. Governing Law & Dispute Resolution. Any disputes, claims or controversies arising from or relating to this Agreement shall be governed by and construed in accordance with the laws of the State of Illinois, without giving effect to conflict of laws principles.

Arbitration. PLEASE READ THIS SECTION CAREFULLY. ARBITRATION REPLACES THE RIGHT TO GO TO COURT, INCLUDING THE RIGHT TO A JURY AND THE RIGHT TO PARTICIPATE IN A CLASS ACTION OR SIMILAR PROCEEDING. IN ARBITRATION, A DISPUTE IS RESOLVED BY AN ARBITRATOR INSTEAD OF A JUDGE OR JURY. FOR AVOIDANCE OF DOUBT, BECAUSE THE PARTIES AGREE TO ARBITRATE ALL DISPUTES ARISING FROM OR RELATING TO THIS AGREEMENT, NEITHER PARTY WILL HAVE THE RIGHT TO LITIGATE THAT DISPUTE IN COURT, OR TO HAVE A JURY TRIAL ON THAT DISPUTE, OR ENGAGE IN DISCOVERY EXCEPT AS PROVIDED FOR IN THE JAMS' STREAMLINED RULES.

Any dispute, claim or controversy arising out of or relating to this Agreement or the breach, termination, enforcement, interpretation or validity thereof, including the determination of the scope or applicability of this agreement to arbitrate, shall be determined by arbitration in the JAMS or other accredited arbitration office located closest in mileage to your permanent place of residence before one arbitrator. The arbitration shall be administered by JAMS pursuant to JAMS' Streamlined Arbitration Rules and Procedures. Judgment on the Award may be entered in any court having jurisdiction. This clause shall not preclude the Parties from seeking provisional remedies in aid of arbitration from a court of appropriate jurisdiction.

(i) We agree that any dispute, claim or disagreement between us (a "Dispute") shall be resolved exclusively by arbitration as set

forth in this Section 11, above. Either Party may initiate the arbitration process by filing the necessary forms with JAMS (see www.jamsadr.com for more details).

(ii) The arbitration will be administered by JAMS by a single neutral arbitrator agreed on by the Parties within 30 days of the commencement of the arbitration. If the Parties are unable or fail to agree upon the arbitrator within such time, the third arbitrator shall be appointed by JAMS in accordance with its rules.

(iii) In any arbitration arising out of or related to this Agreement, the arbitrator shall award to the prevailing Party, if any, the costs and attorneys' fees reasonably incurred by the prevailing party in connection with the arbitration.

If the arbitrator(s) determine a party to be the prevailing party under circumstances where the prevailing party won on some but not all of the claims and counterclaims, the arbitrator may award the prevailing Party an appropriate percentage of the costs and attorneys' fees reasonably incurred by the prevailing Party in connection with the arbitration.

(iv) ONLY DISPUTES INVOLVING YOU AND PROVIDER OR PROVIDER'S SERVICE PROVIDER MAY BE ADDRESSED IN THE ARBITRATION. DISPUTES MUST BE BROUGHT IN THE NAME OF AN INDIVIDUAL PERSON OR ENTITY AND MUST PROCEED ON AN INDIVIDUAL (NON-CLASS, NON-REPRESENTATIVE) BASIS. THE ARBITRATOR WILL NOT AWARD RELIEF FOR OR AGAINST ANYONE WHO IS NOT A PARTY. IF EITHER PARTY ARBITRATES A DISPUTE, NEITHER PARTY, NOR ANY OTHER PERSON, MAY PURSUE THE DISPUTE IN ARBITRATION AS A CLASS ACTION, CLASS ARBITRATION, PRIVATE ATTORNEY GENERAL ACTION OR OTHER REPRESENTATIVE ACTION, NOR MAY

ANY SUCH DISPUTE BE PURSUED ON YOUR OR OUR BEHALF IN ANY LITIGATION IN ANY COURT. CLAIMS REGARDING ANY DISPUTE AND REMEDIES SOUGHT AS PART OF A CLASS ACTION, CLASS ARBITRATION, PRIVATE ATTORNEY GENERAL OR OTHER REPRESENTATIVE ACTION ARE SUBJECT TO ARBITRATION ON AN INDIVIDUAL (NON-CLASS, NON-REPRESENTATIVE) BASIS, AND THE ARBITRATOR MAY AWARD RELIEF ONLY ON AN INDIVIDUAL (NON-CLASS, NON-REPRESENTATIVE) BASIS.

(v) The arbitrator shall have the authority to award any legal or equitable remedy or relief that a court could order or grant under this Agreement. The arbitrator, however, is not authorized to change or alter the terms of this Agreement or to make any award that would extend to any transaction other than yours. All statutes of limitations that are applicable to any dispute shall apply to any arbitration between the Parties. The arbitrator will issue a decision or award in writing, briefly stating the essential findings of fact and conclusions of law.

(vi) OPT-OUT PROCESS. You may choose to opt out of this arbitration provision (the "Arbitration Provision") but only by following the process set forth herein. If you do not wish to be subject to this arbitration provision, then you must send us an opt-out notice so that we receive it within forty-five (45) days of the date of this Agreement at the notice address described in Section 12. Your notice must be sent to us by certified mail, return receipt requested. Upon receipt of an opt-out notice, we will credit you for the standard cost of a certified letter. Your opt-out notice must include your name, address, the date of this Agreement, a statement that you wish to opt out of the Arbitration Provision and must not be sent with any other correspondence. Your decision to opt out of this Arbitration Provision will not affect your other rights or

responsibilities under this Agreement, and applies only to this Arbitration Provision.

BECAUSE THE PARTIES HERETO HAVE AGREED TO ARBITRATE ALL DISPUTES, NEITHER OF US WILL HAVE THE RIGHT TO LITIGATE THAT DISPUTE IN COURT, OR TO HAVE A JURY TRIAL ON THAT DISPUTE, OR ENGAGE IN DISCOVERY EXCEPT AS PROVIDED FOR IN THE RULES. FURTHER, YOU WILL NOT HAVE THE RIGHT TO PARTICIPATE AS A REPRESENTATIVE OR MEMBER OF ANY CLASS PERTAINING TO ANY DISPUTE. THE ARBITRATOR'S DECISION WILL BE FINAL AND BINDING ON THE PARTIES AND MAY BE ENTERED AND ENFORCED IN ANY COURT HAVING JURISDICTION, EXCEPT TO THE EXTENT IT IS SUBJECT TO REVIEW IN ACCORDANCE WITH APPLICABLE LAW GOVERNING ARBITRATION AWARDS. OTHER RIGHTS THAT THE PARTIES HERETO WOULD HAVE IN COURT MAY ALSO NOT BE AVAILABLE IN ARBITRATION.

Notwithstanding any provision to the contrary in this Agreement, in lieu of arbitration, you have the right to file a complaint or dispute with the Illinois Commerce Commission as set forth in Section 13.

Further, if Subscriber, in good faith, wishes to file any other complaint or dispute with Seller, Subscriber may do so via written notice or electronic mail as soon as possible, at the contact information provided in Section 12, below.

12. Notices. All notices under this Agreement shall be in writing and shall be by personal delivery, electronic mail, overnight courier, or certified, or registered mail, return receipt requested, and deemed received upon personal delivery. Notices to Seller shall be sent to the address set forth below or such other

address as Seller may subsequently specify in writing.

SELLER
c/o Arcadia

555 11th Street NW, Suite 400
Washington, DC 20004

Email: support@arcadia.com

Phone: 866-526-0083

13. Illinois Commerce Commission; Illinois Power Agency. In the event of any concern or complaint, we encourage you to contact Seller's customer experience team and we will be happy to assist you at the email address and phone number provided in Section 12. If you wish to contact the Illinois Commerce Commission (the "Commission"), you may do so at the following phone number: 800-524-0795. Or you may visit the Commission website at: www.icc.illinois.gov. You also may contact the Illinois Power Agency ("IPA") at 312- 814-8106, or 866-846-5276. The IPA's website address is: <https://www2.illinois.gov/sites/ipa/Pages/default.aspx>.

14. Not a "Security". The Parties intend that neither this Agreement nor the Subscription is a "security" and therefore is not subject to federal or state securities laws, including the Securities Act of 1933. Among other reasons, the benefits to the Subscriber do not depend on the participation of other electric utility consumers, and Subscriber's payments are not being pooled together with others to make an investment. In addition, by entering into this Agreement the Subscriber is seeking to help the environment and reduce Subscriber's overall costs of electricity, and not to make a profit.

15. Entire Agreement; Electronic Execution.

This Agreement contains the entire agreement between the Parties regarding the Subscription for Community Solar Credits. There are no other agreements regarding this Agreement, either written or oral. Any change to this Agreement must be in writing and signed by both Parties. If any portion of this Agreement is determined to be unenforceable, the remaining provisions shall be enforced in accordance with their terms or shall be interpreted or re-written so as to make them enforceable. This Agreement may be executed in counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same Agreement. The Agreement may be executed by electronic signature, which shall be considered as an original signature for all purposes and have the same effect as an original signature.

Acknowledged and agreed:

SUBSCRIBER

/s/ Subscriber as named in the Contract
Acceptance

[Seller's signature follows on the next page]

SELLER

[_____]

Signed: [_____]

Date: [_____]

Exhibit A

Seller	Contact Information
Summit Ridge Energy (or an affiliate thereof)	1515 Wilson Blvd., Suite 300, Arlington, VA 22209 Phone: c/o Arcadia 866-526-0083 Email: c/o Arcadia solar@arcadia.com

Exhibit B

System Information		Note: Arcadia will fill in this table and provide you with an updated copy of the counter-signed agreement by the Seller.
System name	[_____]	
Location	[_____]	
Seller name	[_____]	
Seller contact information for complaints or inquiries	Please contact: support@arcadia.com or 866-526-0083 to reach the Arcadia customer experience team.	
First year production estimate	[_____] kWh	
20-year production estimate	[_____] kWh	
Method used to estimate production	[_____]	
Seller's data privacy policy	[_____]	
Billing Service Provider's privacy policy		
Seller's evidence of insurance	[_____]	
Seller's long-term maintenance plan	[_____]	

EXHIBIT C

Utility	Instructions for obtaining a good-faith estimate of the subscription price expressed on a per-kilowatt-hour basis
Ameren	<p>Based on our best estimate at the time of preparing this document, the approximate subscription price on a per-kilowatt-hour basis is \$0.039564/kWh. This rate may increase or decrease over time, such that your Guaranteed Savings rate is always 10%, as described in Section 1 of this Agreement. For comparison, Ameren's price for electricity supply as of the time of preparing this document is \$0.043960/kWh.</p> <p>For an up to date estimate:</p> <ol style="list-style-type: none"> 1. Visit: http://www.pluginillinois.org/FixedRateBreakdownAmeren.aspx 2. Identify the current "Price to Compare" 3. Subtract the "Transmission Service Charge" 4. Multiply the resulting rate by 90% <p>You may also contact us using the information provided in Section 12 of this Agreement for an up to date estimate.</p>
Commonwealth Edison	<p>Based on our best estimate at the time of preparing this document, the approximate subscription price on a per-kilowatt-hour basis is \$0.058257/kWh. This rate may increase or decrease over time, such that your Guaranteed Savings rate is always 10%, as described in Section 1 of this Agreement. For comparison, ComEd's price for electricity supply as of the time of preparing this document is \$0.064730/kWh.</p> <p>For an up to date estimate:</p> <ol style="list-style-type: none"> 1. Visit: http://www.pluginillinois.org/FixedRateBreakdownComEd.aspx 2. Identify the current "Price to Compare" 3. Subtract the "Transmission Service Charge" 4. Multiply the resulting rate by 90% <p>You may also contact us using the information provided in Section 12 of this Agreement for an up to date estimate.</p>



Community Solar Subscription Agreement

Version

Contract Acceptance

Signer

Contract ID

Email

Date

IP Address

User Agent

COMMUNITY SOLAR SUBSCRIPTION AGREEMENT

This Community Solar Subscription Agreement (the “Agreement”) is entered into as of the date signed by Seller (the “Effective Date”), by and between you the “Subscriber” named in the digital record of your e-signature accepting the terms of this Agreement (the “Contract Acceptance”), and the owner of a solar photovoltaic system participating in the Illinois Community Renewable Generation program (“Seller” or “we” or “us”) (each a “Party” and collectively the “Parties”), pursuant to which Subscriber will subscribe for Community Solar Credits (defined below) produced by such solar photovoltaic system (the “System”). Refer to Exhibit A for your Seller under this agreement. Refer to Exhibit B for additional information about the System; if no System is specified, you will be provided notice of the specific System to which you are assigned within two weeks of assignment of your Subscription under this Agreement.

Please refer to Section 12 of this Agreement for contact information to obtain more information; regardless, you will be provided with Seller and System details within two (2) weeks of assignment and if no Seller and System is assigned within six (6) months, you will be provided an update on the status of your Subscription’s assignment via email.

Community Solar Credits. This Agreement is between “you” or the “Subscriber,” and Seller, for your subscription to a percentage of the electric energy generated by the System (the “Subscription”), which will generate kWh or monetary bill credits associated with such percentage allocation (“Community Solar Credits” or “Credits”) that reduce your utility bill from your electric Utility (Commonwealth Edison or Ameren Illinois Company) (your “Utility Bill”). For all Credits received on your Utility Bill, you will pay Seller a “Subscription Payment” equal to the monetary value of such Credits minus the value of the Credits multiplied by the “Guaranteed Savings” rate.

This contract will result in savings to you of 20% off of the monetary value of the Credits you receive on the Utility Bill. This contract does not guarantee that you will pay more or less in total utility-related charges in any particular month. This contract also does not guarantee the value of Bill Credits you receive, which is calculated by your Utility. This contract does not guarantee a minimum level of system performance or production of energy.

For an estimate of the subscription price expressed on a per-kilowatt-hour basis, refer to Exhibit C. The estimated initial price for Credits is calculated as the applicable electricity supply rate published by your utility reduced by the Guaranteed Savings Rate. The price will change over the course of the term as utility rates change, but we will always provide you the discounted rate for Community Solar Credits such that you are always saving on the community solar portion of your bill. **You will save 20% off of the value of the Credits received on your Utility Bill each month (the “Guaranteed Savings Rate”).**

There is a delay of at least one (1) to two (2) months while we and your Utility process your Community Solar Subscription request. Credits you receive will appear on your Utility Bill and you will be provided with a monthly statement with the amounts owed. Credits appear up to thirty (30) days on your online account before charged to you at the discounted rate (20%).

Seller does not make representations or warranties concerning the tax implications of any Credits.

Subscription Term; Allocation Date; Renewal; Cancellation or Transfer by Subscriber. The Subscription Term (the "Term") will commence as of the Effective Date and continue for fifteen (15) years, with an annual automatic renewal for one (1) year on the annual anniversary for the Effective Date until terminated or cancelled by either Party in accordance with this Agreement. We will send a notice of contract renewal separate from your bill at least thirty (30) days but no more than sixty (60) days prior to the end of each contract year. **You may cancel this Agreement at any time and for any reason with no fee or penalty by notifying Seller in accordance with Section 12 below.** Following your notice to cancel, we will promptly direct the electric utility to cease allocating Credits to you from the System. In our experience, it could take the utility up to 90 days to process the cancellation. If you relocate or change your utility service address within the same electric utility service area, you may retain your Subscription provided you timely notify Seller and maintain the required Subscription size as described in Section 3. You may also transfer this Agreement to another utility account within the same electric utility service area provided that we determine that such account complies with the required Subscription size and is eligible to receive Credits from the System, and the owner of such account accepts the terms of this Agreement. **Until we notify you in writing that your cancellation or transfer has been processed by the utility, you are required to continue paying for the Subscription Payment for up to 90 days, in accordance with the terms of this Agreement. You will continue to receive the Guaranteed Savings Rate for as long as you are receiving Credits and paying the Subscription Payment.**

Subscription Size; Reallocation; Termination by Seller. Your initial Subscription size will be calculated by us to generate Credits no greater than your estimated annual electricity supply cost. We may adjust your Subscription size at any time and will provide notice to you via email, provided that we will never set a Subscription size that would generate Credits greater than your estimated annual electricity supply cost). We may reallocate your Subscription to a different solar photovoltaic system participating in the Community Renewable Generation program at any time, by providing notice to you, in which case such system will become the "System" under the terms of this Agreement. **We may terminate your Subscription at any time and for any reason by providing written notice to you. In such a termination event, Seller will not be liable for any early termination fee or penalty. Until we notify you in writing that the termination has been processed by the utility, you are required to continue paying the Subscription Payment for up to 90 days, in accordance with the terms of this Agreement. You will continue to receive the Guaranteed Savings rate for as long as you are receiving Credits and paying the Subscription Payment.**

Billing Procedure. The initial Billing Service Provider for this Agreement is Solstice Power Technologies, Inc. ("Solstice") For so long as Solstice is the Billing Service Provider, Seller is entitled to process and collect on invoices subject to the disclosure set forth in Exhibit D hereto. Seller may change the Billing Service Provider at any time by notifying you in writing. "For each Billing Period (e.g., monthly) until the end of this agreement, Solstice shall provide to you an invoice ("Seller Invoice") via email. Included in the invoice will be a line item identifying the

payment due from you, which will be equal to (1) 80% of the value of the Community Solar Credits allocated to your Utility Bill, plus (2) any and all applicable federal, state, municipal, or other governmental duties, fees, levies, ad valorem, energy, transmission, utility, gross receipts, sales, use, consumption, excise, transaction, and other taxes (“Taxes”). Your payments to Solstice shall be due and payment shall be made by ACH (“Automated Clearing House”) or Credit Card within thirty (30) days after Solar Producer provides Subscriber with Solar Producer’s Invoice.”

Commonwealth Edison (“ComEd”) Peak Time Savings Customers. This Section 5 applies if you are enrolled in ComEd’s Peak Time Savings (PTS) program. You understand that you are not permitted to be enrolled in community solar and the PTS program simultaneously, because ComEd’s Rider POGCS, pursuant to which you will take service through this Subscription, provides that you are “not allowed to simultaneously take service hereunder and under Rider PTR – Peak time Rebate.” To qualify you to become a Subscriber hereunder, you hereby authorize Seller and/or the Billing Service Provider to opt out of participation in the PTS program on your behalf and to communicate your decision to ComEd or any third party. You understand that if you cancel this Subscription, you may re-enroll in the PTS program at any time, but ComEd may place you on a waitlist if the PTS program is at capacity.

Outages. If the System is out of service for more than three consecutive business days (an “Outage”), the Billing Service Provider will inform you of such Outage either via email, or another reasonably accessible communications method. Such communication will include the estimated duration of the Outage and estimated production that will be lost due to the Outage. Under no circumstances will any Outage affect the electricity service to your home.

Default. You will be in default under this Agreement if you fail to make any payment when it is due and such failure continues for a period of ten (10) days. If this Agreement is in default, Seller may terminate this Agreement. Upon any such termination, you will be responsible for paying any outstanding balance of the Subscription Payment for Credits previously received or received for up to 90 days after termination, but will not be liable to us for any other amounts.

Solar Incentives; Environmental Attributes. You acknowledge that you have no right to, and you disclaim any right to, Solar Incentives or Environmental Attributes related to the System or the solar energy generated by your Subscription. “Solar Incentives” means any accelerated depreciation, installation, or production-based incentives, investment tax credits and subsidies, and all other solar or renewable energy subsidies and incentives. “Environmental Attributes” means, without limitation, carbon trading credits, renewable energy credits or certificates, emissions reduction credits, emissions allowances, green tags, or tradable renewable credits.

Assignment. Seller may assign or transfer its rights and obligations under this Agreement to any third party.



**MAINE TOWNSHIP
ILLINOIS**

Request for Proposal

PROFESSIONAL CYBERSECURITY AUDITING SERVICES

S. Terry Brugger, PhD, CISO/VCISO

2863 West 95th Street
Suite 143-227
Naperville, IL 60564

☎ 312-774-1304
☎ 708-417-9269

info@RSARiskManagement.com
WWW.RSARiskManagement.com

November 22, 2021

Mr. Peter Gialamas, Clerk
Maine Township
1700 Ballard Road
Park Ridge, IL 60068

DEAR CLERK GIALAMAS:

In this everchanging world of technology, information has become our most important asset. Unfortunately, most organizations are challenged daily to protect this information and don't have active means to track how current their security controls are. Cyberattacks are an ever-present danger to organizations, employees, and consumers. These attacks may be designed to access or destroy sensitive data or extort money. They can destroy what we work hard to build and damage professional reputations. Whether due to business or regulatory requirements, today's technological business environment demands organizations protect their assets, data, and reputation from cyber risks, all while meeting evolving regulations.

Proactively identifying vulnerabilities and opportunities to reduce the risk of cyber-attacks cannot be underestimated. Working with a reputable firm that has provided services such as those listed in your request for proposal (RFP) to similar size organizations and governmental entities can help you safeguard assets and maintain integrity. That's where RSA Risk Management & Investigations, LLC (RSA) comes in. The professionals in RSA's Cyber Security Division have extensive experience helping organizations like yours with internal/external penetration testing, internal/external network vulnerability assessments, internal control reviews, disaster recovery/backup reviews and remediation.

We have a wide range of specialized knowledge, and our team includes S. Terry Brugger, PhD, Chief Information Security Officer (CISO), Virtual Chief Information Security Officer (VCISO), whose experience includes leading the build out of the Security Operations Center for a large Federal agency and a storied position at Booz Allen Hamilton, where he performed full-scope information security consulting for a variety of Federal and large corporate clients.

We believe our proposal will help you select our firm for timely and objective services delivered by principled professionals. We look forward to answering any questions you may have about this proposal, and can be contacted via the information below.

Warmest regards,

S. Terry Brugger, PhD, CISO/VCISO

SECTION C: 1. INTRODUCTION

RSA Risk Management & Investigations, LLC (RSA) is an Enterprise Security Risk Management (ESRM) firm founded in Illinois and registered with the Illinois Secretary of State in November 2020. Though RSA's founding only dates back to 2020, our team members on average bring between 20 to 30 years of relevant experience in their respective disciplines.

Concerning this proposal, RSA Team members shall include Chief Information Security Officer (CISO), Virtual Chief Information Security Officer (VCISO) and Managing Director, S. Terry Brugger, PhD, CISO/VCISO, and Michael C. De Meo. Dr. Brugger earned his Doctorate Degree in Computer Science at the University of California at Davis in 2009, and has provided consulting services at every level of government and private organization. Addressing the network physical security will be Mr. De Meo, a physical security specialist, who served as a United States Secret Service Special Agent for more than 14 years and conducted physical security and threat assessments under former presidents Bush (41 & 43), Clinton, Carter and Secretary of Homeland Security Jeh Johnson.

RSA has five distinct professional services and different clientele in each of those areas. Concerning cyber security, RSA's Managing Director, Dr. Terry Brugger, has managed 12 engagements in 2021 to date. As this is consulting, 10 of the 12 engagements were obtained via strategic partners and ranged from one high net worth individual, through a large construction company of about 2000 employees (200-300 office workers). Other clients this year included business services, an HVAC servicer, software development, retail, manufacturing, and healthcare.

RSA carries general liability insurance in the amount of \$1,000,000 and errors and omissions insurance in the amount of \$1,000,000. Insurance coverage shall be added and/or amended to meet the needs of the Township per this request for proposal (RFP).

ADDITIONAL RSA INFORMATION

Enterprise Security Risk Management is a term used frequently today, but not everyone fully understands the breadth of this practice. ESRM is defined as a strategic approach to security management that aligns an organization's security practices to its overall strategy using globally established and accepted risk management principles. Whether on behalf of government entities, not-for-profits, or the corporate sector, ESRM creates partnerships between security and the stakeholders who own the assets at risk. Executed properly, it addresses all domains of security risk (crisis management, information security, investigations, physical security, and personnel security) in a holistic manner and without silos. RSA takes this to an even higher level by incorporating in-depth cyber security assessments and testing, internal controls reviews and testing, Certified Fraud Assessments and Examinations, and the drafting of policies and procedures to identify, mitigate, and prevent financial risk. RSA enables asset owners to make informed decisions about risk by employing ESRM to place risk in context, and through guidance

from physical and cyber security professionals utilizing cycle for risk management (i.e. ESRM cycle); identifying, evaluating and mitigating the impact of security risks to the organization with priority given to protective activities that help enable the organization to advance its overall mission.

RSA is a very different type of firm, not only providing a wide range of cyber and physical security assessments, training, physical investigations, and financial investigations; but utilizing and melding the latest in technology and incorporating extensive research and in-depth, professional analysis to identify and assess risk, develop the latest in workplace training programs and solve complex, multi-layer financial investigations.

RSA's team is composed of a Chief Information Security Officer with a PhD, and highly credentialed, federally trained and certified specialists, and expert witnesses. In fact, most of RSA's team members served as Special Agents in numerous federal law enforcement agencies such as United States Secret Service, United States Customs Service, Internal Revenue Service Criminal Investigations, U.S. Treasury Inspector General for Tax Administration, Internal Revenue Service Intelligence Division, Internal Revenue Service Internal Security, U.S. Department of Justice - Office of Inspector General, U.S. General Services Administration - Office of Inspector General, Homeland Security Investigations, and U.S. Immigration and Naturalization Service. Whether conducting physical security assessments, safety training, fraud investigations, litigation support services or compliance examinations, RSA's team of professionals are government trained, field tested, and certified experts dedicated to assisting companies, counsel and government entities on regulatory, risk and compliance issues, investigations, training, physical security assessments and business disputes.

RSA's team members are battle-tested and bring vast and extensive experience to our clients. RSA experts have testified in criminal and civil trials and administrative hearings. In addition to federal government training, field training and years of experience, RSA's team members are certified as Certified Fraud Examiners, Certified Anti-Money Laundering Specialists, and Physical Security Professionals.

Cyber Security

In this everchanging world of technology, information has become our most important asset. Unfortunately, most organizations are challenged daily and don't have active means to track how current their security controls are. Cyberattacks are an ever-present danger to organizations, employees, and consumers. These attacks may be designed to access or destroy sensitive data or extort money. They can, in effect, destroy businesses and damage your professional reputation. Whether business or regulatory requirements, today's technological business environment demands organizations protect their assets, data, and reputation from cyber risks, all while meeting evolving regulations. RSA Risk Management & Investigation's team of Virtual Chief Information Security Officers (vCISO) and cyber consultants help organization assess, identify, understand, and manage cyber security risks. RSA helps organizations by employing highly credentialed and experienced teams and implementing some of the following solutions:

- Risk Assessments
- Security Program Strategy
- Architecture Development and Updating
- Threat Hunting Program development
- Threat Intel Program Development and Optimization
- Security Program Evaluation
- Process Automation
- Engineering Implementation
- Data Protection Impact Assessments (DPIA)

OUTSOURCED INSPECTOR GENERAL INVESTIGATIONS

Offices of Inspectors General (OIG) conduct independent and objective criminal, civil and administrative investigations related to employees, contracts, programs, operations, and grants of their agencies. These OIG investigations help to prevent, detect, and address waste, fraud, mismanagement and abuse; and maintain the integrity of the organization. As public-sector budgets become strained and many smaller government entities are unable to include an OIG into the annual budget, RSA can satisfy that role by providing an Outsourced Office of Inspector General (OOIG) function, which serves as a fully independent investigative and compliance examination unit. RSA's Principals, Directors, Managing Directors, and Investigators have more than 125 years of experience conducting OIG investigations, compliance examinations, quality assurance reviews, and inspections, as Special Agents of several federal law enforcement OIG agencies, and the Internal Revenue Service, Criminal Investigations.

INTERNAL INVESTIGATIONS

RSA's investigative staff is uniquely qualified to conduct internal investigations of large publicly traded companies, privately held corporations, not-for-profit organizations, school districts and government entities. RSA's independent investigations are designed to uncover bribery and corruption, embezzlement, defalcation, kickbacks, extortion, asset misappropriation, credit card fraud, travel and entertainment fraud, procurement and vendor fraud, employee misconduct, and harassment claims.

Security Risk Assessments

Our security risk management team affords you an independent, objective and expert perspective on your current security and risk profile and provides solutions and best practices in addressing risk.

In addition to Risk Assessments, Physical Security Assessments and Enterprise Security Risk Management Assessments, our team of experienced physical security professionals offer the following services to meet your organizational needs:

- Security Operations and Program Assessments
- Extended Perimeter Security Assessments

- Threat Assessment
- Risk Management
- Business Continuity Planning
- Security Policy and Procedure Audit
- Emergency Preparedness / Response Plans
- Facility Physical and Technical Security Assessments
- Risk Analysis

Illinois Licensed Private Detective 115.002692 Investigations

Our team of Retired Special Agents and forensic accountants is highly experienced in working with in-house and outside counsel to identify and explain complex fraud schemes, as well as identify all the players and their involvement. This type of expertise has become integral to fraud investigations and white-collar criminal defense.

RSA provides detailed, results-orientated, comprehensive investigative and forensic accounting services for legal, accounting business and private clientele. Headquartered in Chicago, and with offices in Naperville, IL; Washington, DC; and Miami, Florida; RSA focuses on the areas of business, civil, criminal, family and personal matters.

With more than a century of combined experience, our team of highly credentialed Certified Fraud Examiners, Certified Anti-Money Laundering Specialists, Financial Investigators, and licensed private investigators is experienced in all areas of investigations and analysis.

Our Investigators are all former law enforcement professionals, specifically Special Agents from numerous federal agencies, bringing with them a wealth of knowledge, skills and abilities and resources that always guarantee the best possible outcome. RSA's promise is to provide the service you demand and deserve. RSA will conduct the investigation in an efficient manner, always keeping your complete satisfaction as our primary goal. At the conclusion, RSA will provide a concise and clear report within a time frame that meets the client's needs. Most importantly, it is critical our clients are satisfied with the professional services RSA provides.

In addition to the investigative areas, our team of highly credentialed Certified Fraud Examiners, Certified Anti-Money Laundering Specialists, Financial Investigators, and licensed private investigators; is highly skilled in the following investigative areas:

- Family Law
- Embezzlement
- Fraud
- Theft
- Workplace Violence
- Regulatory Investigations
- Fraud Risk Assessment

- Asset-Tracing Cash Flow Analysis
- Corporate Investigative Services
- Litigation Support
- Sexual Harassment
- Drug and Alcohol Abuse
- Criminal & Civil Background Checks
- Forensic Due Diligence
- Insurance Claims
- Whistleblower Allegations
- Fraudulent Conveyances

Criminal & White-Collar Defense Support

RSA Risk Management & Investigations, LLC is retained as consultants and testifying experts in criminal and white-collar crime cases by both defense counsel and the prosecution. Our Team's experience as federal agents make us uniquely qualified to assist criminal defense lawyers in the accumulation of evidence needed to cast doubt on the defendant's intent to commit the fraud or embezzlement.

Our team understands the prosecutor/investigator (Special Agent) relationship. For more than 100 years, our team members have investigated everything from money laundering and bribery to embezzlement and tax violations on behalf of the various United States Attorney's Offices, State Attorney Generals Offices, States Attorney's Offices and United States Department of Justice, Public Corruption and Main Justice. Our team is integral in helping the defense attorneys, whether through investigation, interviews, forensic accounting and analysis or expert witness testimony. In addition, we aid prosecution in the investigation of crimes that result in financial losses by conducting the forensic investigation needed to support its case, and by explaining complex accounting and financial aspects of a case to a jury.

eDiscovery

There are more data and documents being created today than ever before. Over the last decade, Big Data created trillions of dollars in shareholder value. Corporate America invests tens of billions of dollars collecting vast troves of operational data. After a lawsuit is filed, Defense Counsel must start making strategic decisions that will shape the course of the lawsuit. With terabytes of potentially relevant data, Defense Counsel faces an impossible challenge — how to make sense of millions of documents in hours, not months?

We at RSA use the latest eDiscovery tool designed with artificial intelligence and machine learning to bring order to reams of documents and make them easy to navigate. When you execute a search, our tool dynamically generates a table of contents from the data, allowing you to make critical connections and find important documents that would otherwise be missed. Whether uploading a movie, consensual recording, Title III Wiretap, or other sound files as part of eDiscovery, the RSA platform searches indexes and labels the contents of audio and video files by concept, allowing you to quickly understand the key ideas in your data. In fact, our platform takes raw spoken-word audio data and automatically turns it into

text, without hours of manual transcription. We can then search the transcripts of your audio data instantly by keyword, metadata, and key concept. The transcript is linked to the audio, making the original files available for review directly from the search results, whether listening to a snippet or the entire audio file.

We at RSA are trained and stand ready to provide eDiscovery support as professional reviewers and investigators, thereby reducing time spent gathering data, messages, sound files and other forms of litigation support.

Section C: 2. NARRATIVE PROPOSAL

1. Cybersecurity Audit – **REQUIRED ITEMS**

a. **Internal/External Penetration Testing**

- i. Attempt to gain access to internet facing systems and attempt exfiltration of data

RSA shall follow a standard ethical hacking approach to attempt to gain access to Township systems, beginning with reconnaissance to identify potential targets, probing of those targets to determine the types of software employed, scanning of those targets to identify any well-known flaws in the software employed or its configuration, and finally the use of standard exploits to attempt to gain access to those systems. Note that we will not be creating custom exploits to attempt to gain access to the systems. Given the reported nature of the township's systems, it is likely that there are no obvious externally facing flows. RSA will also attempt to gain access through the use of social engineering (or "pretexting"), consisting of emails ("phishing"), phone calls ("vishing"), USB sticks left near Township offices and facilities, and in-person contact with staff to gain access to data.

If internal access is gained via the above techniques, the internal network will be probed, scanned, and exploited. External probes, scans, and exploits will not be coordinated with Township staff, as this type of activity occurs on a constant basis and should not pose a risk to the stability of Township systems. Any internal probe, scan, and exploit activity will be coordinated with Township IT staff to occur at such a time so as to preclude any interference with Township business activities.

- ii. Attempt to enumerate, acquire, and exploit plaintext user credentials in order to perform privilege escalation

Should a foothold occur via external or internal exploit, or via social engineering, we will 1) attempt exfiltration of user credentials, 2) identify if such user credentials are in plaintext or are easily decrypted, and 3) identify if privilege escalation can occur using either the collected user credentials or in their absence.

- iii. Assess if it is possible to disrupt data integrity and availability

If we are able to gain access to systems via any means, we will examine the system to determine if it would be possible to modify or remove data. We will not 1) modify any existing data on the system, 2) remove any existing data on the system, or 3) install any malicious code such as backdoors on the system. This does mean that if there is a hidden security control that protects the integrity or availability of the data, we should not encounter it. In that event, we will test such a control under controlled conditions in collaboration with Township IT staff.

- iv. Include testing of firewall, servers, routers, switches, wireless equipment, printers/copiers, etc.

All systems that appear on the Township network will be considered in scope unless specifically excluded. RSA recommends that all systems remain in scope as any system that may suffer ill effects from our testing is definitely at risk from real attackers; systems that present instability in the presence of such activity should have additional controls such as network segmentation and internal firewalls put in place to protect them.

- v. Produce report(s) with details of potential vulnerabilities as well as the risk and severity levels

RSA will produce a report with all findings. Any critical findings that are discovered will be communicated directly to the Township within one business day.

b. Internal/External Network Vulnerability Assessment

- i. Assess, identify, and provide evidence of potential vulnerabilities with network end points

Depending on the outcome of external and social engineering attacks, we may ask the Township IT staff to provide VPN or similar credentials to facilitate probes, scans, and exploits of the internal network, to emulate what an attacker would do if they were able to gain a foothold on the Township network. The assessment of the internal network including end points will be performed as discussed in 1a. Additionally, we will work with the Township IT staff to install a virtual machine to scan all Windows systems (servers and end points) doing a credentialed scan to identify any additional vulnerabilities that are not visible from the network.

- ii. Identify remote users, devices and 3rd party resources

The probes, scans, and exploits of the internal network will include any users, devices, and resources that are connected to the Township network via a VPN. Depending on the outcome of our ethical attacks, we may work with the Township IT staff to review the VPN and similar remote access servers or services to establish an official list of remote users, devices, and resources. Finally, the credentialed scan noted above may detect additional desktop sharing applications (such as TeamViewer or Chrome Remote Desktop) that allow outside parties to access Township computers via unauthorized channels.

- iii. Assess, identify, and provide evidence of potential vulnerabilities with remote users, devices, infrastructure (such as application, host or network,etc.)

Any remote devices or resources identified in the prior step will be probed, scanned, and exploited if connected to the Township network (via VPN or similar). The ability to otherwise assess remote users is extremely limited; however! RSA will work with Township IT staff to utilize any available avenues to do so, such as Cisco AnyConnect's security scanner (if available).

- iv. Include both wireless and wired networks, firewall, servers, routers, switches, wireless equipment, printers/copiers, etc.

As above, all systems that appear on the Township network will be considered in scope unless specifically excluded.

- v. Send email phishing test to approximately 40 employees

As above, the penetration test will include phishing, vishing, and in-person pretexting. RSA will begin these tests using publicly identified information, and will perform a second round of phishing and vishing using emails and phone numbers provided by the Township for staff we were unable to obtain that information for publicly.

- vi. Produce report(s) with details of potential vulnerabilities as well as the risk and severity levels

As above, RSA will produce a report with all findings. Any critical findings that are discovered will be communicated directly to the Township within one business day.

c. Internal Control Review

- i. Perform an analysis of current IT/security policies and procedures, patch management, etc.

RSA will review the Townships existing IT security policies and procedures to determine 1) any missing items they should address and do not, 2) any poor or outdated items, and 3) any invalid or inapplicable items. The last point will need to be in collaboration with the Township IT staff.

- ii. Identify deficiencies in existing policies and procedures

RSA will provide a marked-up copy of the IT security policies and procedures using Microsoft Word's review or similar features.

- iii. Provide samples of, and assist with the creation of, policies and procedures that are needed to conform to industry best practices

For any IT Security policies and procedures that are missing altogether, RSA has templates of policies and procedures that will be customized to meet the Township's needs.

d. Disaster Recovery/Backup Review

- i. Identify deficiencies in existing data backup and recovery plan

Once the penetration test is complete (which will provide RSA with a good view of the Township's IT assets), RSA will review the Township's data backup and recovery plan to ensure it has proper coverage, uses sufficiently resilient mechanisms (taking into account that the first thing most ransomware operators do these days is delete the backups), and documents a sufficient test regimen.

- ii. Suggest improvements to ensure preservation of critical data

RSA will document any recommended changes to the data backup and recovery plan using Microsoft Word's review or similar features.

e. Remediation

- i. Identify process to remediate the items found

The report with all findings will include any available information in sufficient detail to allow Township IT staff to remediate the items.

- ii. Define short- and long-term measurements for remediation

The initial report with all findings will include recommendations for remediation time for each item. It should be noted that some items (particularly many of low severity) will include a recommendation to not remediate the item as the vulnerability may exist to allow compatibility with older devices (as will likely be used by many Township residents), and not present any clear and present danger to the security of the resource.

- iii. Work with Township to develop list of priorities for improvements, including cost estimates and expected timelines for implementation

As noted above, the initial report will include recommended remediation times based on industry best practices, which we will discuss with the Township and adjust for the final report based on the Township's specific needs. RSA will also capture any estimated costs to remediate the items above and beyond IT staff time (such as the use of outside services, adding security controls, or upgrading IT equipment).

- iv. Provide executive summary of the findings

The report will include an executive summary.

2. Cybersecurity Audit – OPTIONAL ITEMS

- a. Physical security review onsite – review of physical network security

RSA will employ Enterprise Security Risk Management (ESRM) standards per the ASIS International ESRM-2019 Guidelines. RSA in pursuit of ESRM will work with the Township to identify and prioritize assets and risks to mitigate those risks and create a holistic physical security network in support of the Townships mission. RSA will start by initiating the ESRM Cycle, identifying and prioritizing assets and access to same. According to ANSI/ASIS/RIMS

Risk Assessment Standard (2015), an asset is defined as “anything that has tangible value to the organization.” RSA then values and prioritizes assets in relation to the Townships mission and goals. Thereafter, a physical network risk assessment is conducted assessing access controls, intrusion detection, entry, barriers, locks and keys; testing and maintenance, systems management, policy and procedures manual review and personnel and procedure performance testing. Upon conclusion, a specific report on this section is issued along with the final audit report identifying deficiencies and recommending specific remediation steps.

- b. Web application testing – identify any potential security issues with Townshipwebsite

A cursory examination of the township website suggests that it is not using executable elements that may pose a risk to Township IT, such as any of the Open Web Application Security Project (OWASP) Top 10 vulnerabilities. However! This same cursory examination already uncovered a couple issues of concern, such as 1) the highway department is using an AOL account for Township business, which is likely unmanaged by the Township posing both security and regulatory risks (such as non-compliance with the Illinois Freedom of Information Act), and 2) the direct email for a staff member is provided in relation with mental health consulting services meaning residents are likely to provide Personal Health Information (PHI) over unencrypted email in violation of regulations for the Health Insurance Portability Accountability Act (HIPAA) and subsequent statutes. We propose to 1) Perform a comprehensive examination of the Township website for issues such as these for a Fixed Flat Rate of \$300 and/or 2) perform a comprehensive technical scan of the Township website to validate that it is not using any dynamic content that may be subject to attack for a Fixed Flat Rate of \$1000.

- c. Mitigation retest – assess for successful implementation of mitigation efforts

RSA will be happy to return after identified issues have been remediated to test that it has been properly addressed for a Flat Fixed Rate of \$1800.

A. Devices

1. There are approximately 40 devices used by Township employees.
2. Township currently has 2 servers, wireless routers throughout facility, multiple desktopswitches at workstations, 2 Cisco switches with patch panels, and

Watchguard firewall.

3. Other Internet-connected devices include 4 networked copiers/printers, fishing licenseprinter, postage machine, and VOIP phone system.

Section C: 3. QUALIFICATIONS OF THE RSA TEAM



S. Terry Brugger, PhD, CISO/VCISO

S. Terry Brugger, PhD did his undergrad at Purdue where he first got bitten by the security bug. He went on to Lawrence Livermore National Lab where his work became increasingly security focused, and he concurrently worked on his dissertation "The Quantitative Comparison of Computer Networks" at the University of California at Davis. As he finished his dissertation, he became a contractor for a large Federal agency where he led the build out of their Security Operations Center. That got him recruited by Booz Allen Hamilton, where he began to perform full-scope information security consulting for a variety of Federal and large corporate clients. After a stint at a big data security analytics startup, Dr. Brugger joined forces with RSA Risk Management to ensure that organizations of all sizes can effectively manage their information security risks. Dr. Brugger's Curriculum Vitae fully describes his experience and published materials, and is attached (Attachment 1).



Michael De Meo is a Principal and Co-Founder of RSA Risk Management & Investigations. Prior to co-founding RSA, Michael was a Senior Special Agent with the General Services Administration (GSA), Office of Inspector General (OIG). Michael's record is one of consistent accomplishments in leadership and investigations. Michael has led several multi-agency criminal and civil investigations. These investigations resulted in monetary taxpayer recovery and civil settlements. Michael led a 5-agency taskforce involving a \$23 million dollar fraud against the federal program Computers for Learning. Michael also led a multiagency task force against a company abusing the AbilityOne Federal Program. Michael has investigated multiple employee internal investigations including but not limited to cases involving misuse of property, violation of policy, misuse of travel credit cards, workplace violence, and intoxication during Government work hours.

From 2000 to 2014 Michael served in a number of positions of increasing responsibility at the United States Secret Service (USSS). Michael was a group leader in the Financial Crimes squad of 25 special agents, managing their investigative case progress, protection assignments, and agent development. Michael assembled a team of local law enforcement officers and investigators and coordinated the effort with bank officials to develop the evidence needed to arrest and convict

an Eastern European crime ring wherein members were skimming bank ATMs. Michael also conducted, led, and supervised investigations and undercover operations in the counterfeit squad, protecting our nation's currency and financial systems. Concerning investigations of equal importance and prominence, Michael was an active contributor to the Chicago Organized Crime Task Force comprised of Chicago Police, Illinois State Police, and the Illinois Secretary of State Police.

Upon graduating to Senior Special Agent status, Michael, again, took on roles of increasing responsibility, and was assigned to the Protective Intelligence and Threat Assessments Squad (PI). While in PI, Michael conducted investigations of individuals who threatened those under protection of the U.S. Secret Service, and provided current, relevant, and usable intelligence for the President of the United States, Vice President of the United States and visiting foreign dignitaries.

As a Senior Special Agent in the Chicago Field Office, Michael was charged with the duties as lead agent for the 2012 NATO Summit for all foreign First Ladies visiting Chicago. During this Summit, Michael conducted protective advances for all sites, identified and mitigated any potential threats, and allocated resources needed to create safe and secure sites.

Noteworthy accomplishments: former President George W. Bush and First Lady Laura Bush protective detail, Dallas, Texas; Jeh Johnson, Secretary of Homeland Security protective detail; Candidate Barack Obama residence security detail; George P. Bush protective detail after 9/11; Major event security for the Winter Olympics, Salt Lake City, Utah.

From 1998 to 2000 Michael was a U.S. Border Patrol Agent assigned to the Rio Grande Valley, McAllen, Texas. Michael worked numerous anti-smuggling cases involving human trafficking and drug smuggling.

Section C: 4. REFERENCES

1.

Ken Scales

Scalesology

312.636.6776

ken.scales@scalesology.com

10 South Riverside Plaza, Suite 875, Chicago, IL 60606

Nature of work: Performed Incident Response on a hacked website for one of Scalesology's clients, remediated the issue and secured the website to prevent recurrence.

2.

Chad Freeman

Director, Global Services

Koverse, Inc.

303-725-5645 (mobile)

chadfreeman@koverse.com

3.

Valerie Chan

Principal, Plat4orm

Phone: 206 856 7885

Email: valerie@plat4orm.com

Section C: 5. PRICING

Requirements	Item	Hours	Dr. Brugger	Michael De Meo	Additional Costs	Total
1) Cybersecurity Audit	a) Internal /External Penetration Testing	40	\$ 300.00		\$ 300.00	\$12,300.00
1) Cybersecurity Audit	a) Internal /External Penetration Testing	8	\$ 300.00		\$ -	\$ 2,400.00
1) Cybersecurity Audit	a) Internal /External Penetration Testing	2	\$ 300.00		\$ -	\$ 600.00
1) Cybersecurity Audit	a) Internal /External Penetration Testing	0	\$ -		\$ -	\$ -
1) Cybersecurity Audit	a) Internal /External Penetration Testing	4	\$ 300.00		\$ -	\$ 1,200.00
1) Cybersecurity Audit	b) Internal / External Network Vulnerability Assessment	8	\$ 300.00		\$ -	\$ 2,400.00
1) Cybersecurity Audit	b) Internal / External Network Vulnerability Assessment	4	\$ 300.00		\$ -	\$ 1,200.00
1) Cybersecurity Audit	b) Internal / External Network Vulnerability Assessment	2	\$ 300.00		\$ -	\$ 600.00
1) Cybersecurity Audit	b) Internal / External Network Vulnerability Assessment	0	\$ -		\$ -	\$ -
1) Cybersecurity Audit	b) Internal / External Network Vulnerability Assessment	4	\$ 300.00		\$ -	\$ 1,200.00
1) Cybersecurity Audit	b) Internal / External Network Vulnerability Assessment	0	\$ -		\$ -	\$ -
1) Cybersecurity Audit	c) Internal Control Review	4	\$ 300.00		\$ -	\$ 1,200.00
1) Cybersecurity Audit	c) Internal Control Review	0	\$ -		\$ -	\$ -
1) Cybersecurity Audit	c) Internal Control Review	1	\$ 300.00		\$ 300.00	\$ 600.00
1) Cybersecurity Audit	d) Disaster Recovery/Backup Review	2	\$ 300.00		\$ -	\$ 600.00
1) Cybersecurity Audit	d) Disaster Recovery/Backup Review	0	\$ -		\$ -	\$ -
1) Cybersecurity Audit	e) Remediation	8	\$ 300.00		\$ -	\$ 2,400.00
1) Cybersecurity Audit	e) Remediation	0	\$ -		\$ -	\$ -
1) Cybersecurity Audit	e) Remediation	2	\$ 300.00		\$ -	\$ 600.00
1) Cybersecurity Audit	e) Remediation	0	\$ -		\$ -	\$ -
					Total:	<u>\$27,300.00</u>

Section C: 4. OPTIONAL ITEMS MENU PRICING

Requirements	Item	Hours	Dr. Brugger	Michael De Meo	Additional Costs	Total
2) Cybersecurity Audit - OPTIONAL ITEMS	a) Physical security review onsite - review of physical network security	4		\$ 250.00		\$ 1,000.00
	b) Web application testing - identify any potential security issues with Township website	Option 1	Flat Rate			\$ 300.00
	b) Web application testing - identify any potential security issues with Township website	Option 2	Flat Rate			\$ 1,000.00
2) Cybersecurity Audit - OPTIONAL ITEMS	c) Mitigation retest - assess for successful implementation of mitigation efforts		Flat Rate			\$ 1,800.00

Option 1 1) Perform a comprehensive examination of the Township website for issues such as those identified in 2b. for a Fixed Flat Rate of \$300

Option 2 2) perform a comprehensive technical scan of the Township website to validate that it is not using any dynamic content that may be subject to attack for a Fixed Flat Rate of \$1000

ATTACHMENT 1

(he or they)
Chicago, IL
Mobile: 209.640.0068
Email: zow@acm.org
<https://www.linkedin.com/in/terrybrugger/>
<https://bruggerink.com/~zow>

S Terry Brugger, PhD

Education

University of California at Davis, Ph.D. in Computer Science, June 2009

- Dissertation topic: The Quantitative Comparison of Computer Networks
- Faculty Advisor: Matt Bishop
- The dissertation was originally intended to be *Data Mining for Network Intrusion Detection*, utilizing an ensemble method against network flow logs to identify anomalies.
- The key problem in this line of research is the lack of any baseline data as to what is benign versus what is malicious. Artificial network data can produce that but has not been demonstrated to accurately model real-world networks. Consequently, my contribution was a method that allows for such comparisons.
- Proof of concept code was developed using ANSI C with heavy reliance on tcpdump and the PCAP packet capture library stored in CVS then Subversion; Wireshark / Ethereal was utilized heavily for network analysis.
- Mentored an undergraduate student, providing her a glimpse into what graduate research looks like.

Purdue University, Bachelor of Science in Computer Science, May 1997

- Minor: Cognitive Psychology
- Performed undergraduate research in multi-threading (user threads) in Purdue's Simulation Lab.
- Performed undergraduate research in psycholinguistics.

Work History

RSA Risk Management & Investigations, LLC

Chief Information Security Officer and Managing Director, December 2020 – Present

- Provide virtual CISO (or "fractional CISO" or "outsourced CISO") services to small to mid-sized companies (10-250 employees) who do not need a full-time CISO. Oversee the ongoing management of their security program, including planned improvements as

agreed with the rest of the executive staff and ownership. Handle security asks from staff on an as-needed basis.

- Provide risk assessments and develop security strategies for small to mid-sized companies across numerous industries including building services, construction, fintech / financial services, law and legal services, manufacturing, and technology. This follows the general risk assessment approach laid out in the CISSP Book of Knowledge (BOK) or NIST Special Publications 800-37 and 800-30r1, working with the customer to understand their assets and the threat actors against their environment, then modeling the threats using a graph-based approach and processing the graph in Python with Git using Jupyter Notebook running on a Windows Subsystem for Linux (WSL) instance under VS Code to produce the risk assessment and security strategy draft documents including remediation roadmaps.
- Assist small to mid-sized businesses become SOC2 and / or CMMC¹ certified by performing gap assessments between where they are and where they need to be, collecting the appropriate artifacts to demonstrate compliance to an auditor (typically using a Governance, Risk, and Compliance (GRC) solution such as OneTrust or TugBoat Logic), and working with the audit firm to complete the assessment to their satisfaction.
- Develop or update information security policies such as acceptable use, data retention, and privacy policies for small to mid-sized businesses, ensuring that they are aligned with relevant laws, regulations, and mandates. The privacy policies tend to be the most complicated part, due to the need to be California Consumer Privacy Act (CCPA) and General Data Protection Regulation (GDPR) compliant. Assist businesses in reviewing and documenting exceptions as needed for business purposes.
- Develop Incident Response Plans and Business Continuity and Disaster Recovery Plans based on Business Impact Assessments for small to mid-sized businesses and conducting tabletop exercises with them so that all relevant people in the organization know what they need to do when a real security incident or disaster occurs.
- Work with customers to design and select security software such as a GRC, Data Loss Protection, or Identity Access Management (IdAM) system targeting various environments including Mac, Windows 7, Windows 10, Debian Linux, Ubuntu Linux, and CentOS Linux.
- Deploy and operate vulnerability scanners for customers (Qualys certified), including vulnerability assessment, remediation recommendations, adoption, and retest.
- Oversee and contribute to the Secure Software Development Life Cycle (SSDLC) for customers, ensuring they have a process (generally, some form of agile methodology) with appropriate standards, architecture reviews, code reviews, tests including automated reviews and fuzz testing, and penetration (pen) tests; then participating in those reviews and reviewing test results; I've been prepared to do the pen tests (principally utilizing Kali Linux) but so far have found a firm that can do them more cost

¹ Currently in the CMMC Registered Practitioner certification process.

effectively, so I outsource that. SSDLC customers thus far have been Java and Next.js based.

BuboWerks, LLC, Chicago, IL

Founder and Principal Computer Scientist, March 2018 – Present

- Provide virtual CISO (or “fractional CISO” or “outsourced CISO”) services to small to mid-sized companies (10-250 employees) who do not need a full-time CISO. Oversee the ongoing management of their security program, including planned improvements as agreed with the rest of the executive staff and ownership. Handle security asks from staff on an as-needed basis.
- Provide risk assessments and develop security strategies for small to mid-sized companies across numerous industries including building services, construction, fintech / financial services, law and legal services, manufacturing, and technology. This follows the general risk assessment approach laid out in the CISSP Book of Knowledge (BOK) or NIST Special Publications 800-37 and 800-30r1, working with the customer to understand their assets and the threat actors against their environment, then modeling the threats using a graph-based approach and processing the graph in Python with Git using Jupyter Notebook running on a Windows Subsystem for Linux (WSL) instance under VS Code to produce the risk assessment and security strategy draft documents including remediation roadmaps.
- Assist small to mid-sized businesses become SOC2 and / or CMMC² certified by performing gap assessments between where they are and where they need to be, collecting the appropriate artifacts to demonstrate compliance to an auditor (typically using a Governance, Risk, and Compliance (GRC) solution such as OneTrust or TugBoat Logic), and working with the audit firm to complete the assessment to their satisfaction.
- Develop or update information security policies such as acceptable use, data retention, and privacy policies for small to mid-sized businesses, ensuring that they are aligned with relevant laws, regulations, and mandates. The privacy policies tend to be the most complicated part, due to the need to be California Consumer Privacy Act (CCPA) and General Data Protection Regulation (GDPR) compliant. Assist businesses in reviewing and documenting exceptions as needed for business purposes.
- Develop Incident Response Plans and Business Continuity and Disaster Recovery Plans based on Business Impact Assessments for small to mid-sized businesses and conducting tabletop exercises with them so that all relevant people in the organization know what they need to do when a real security incident or disaster occurs.
- Work with customers to design and select security software such as a GRC, Data Loss Protection, or Identity Access Management (IdAM) system targeting various environments including Mac, Windows 7, Windows 10, Debian Linux, Ubuntu Linux, and CentOS Linux.

² Currently in the CMMC Registered Practitioner certification process.

- Deploy and operate vulnerability scanners for customers (Qualys certified), including vulnerability assessment, remediation recommendations, adoption, and retest.
- Oversee and contribute to the Secure Software Development Life Cycle (SSDLC) for customers, ensuring they have a process (generally, some form of agile methodology) with appropriate standards, architecture reviews, code reviews, tests including automated reviews and fuzz testing, and penetration (pen) tests; then participating in those reviews and reviewing test results; I've been prepared to do the pen tests (principally utilizing Kali Linux) but so far have found a firm that can do them more cost effectively, so I outsource that. SSDLC customers thus far have been Java and Next.js based.
- Worked with numerous financial technology firms in the crypto space performing audits of their infrastructure and analyzing underlying protocols for architectural flaws; this involved a heavy concentration in the Cosmos space, with work in the Polkadot and Ethereum spaces as well.
- Perform incident response activities, such as remediating malware infected websites.
- Perform business development tasks including networking, events, outreach, one-on-one meetings, partnership development, meeting with prospective customers – both directly and through partners, understanding their security issues (frequently an ask from their customers they do not know how to handle), proposing solutions, developing proposals, and addressing customer questions and concerns.
- Handle all aspects of running a small company such as finances / budget, resource management, business plan, information technology (JumpCloud for IdAM, MFA, and device management; Ansible and Docker for VM and container management), brand creation, marketing plan, web development (WordPress with All in One WP Security), vendor management, and contract negotiation.
- Virtual CISO services, program management, risk management, controls planning, compliance, training, capability building, and controls design and implementation.

Capella University, Online

Part-time Professor, October 2011 – March 2019

- Mentored numerous Ph.D. researchers with their dissertation research.
- Taught the Ph.D. Residency Track 1, which is an introduction to academic research for beginning Ph.D. students.
- Taught graduate classes in information security, including Enterprise Security Risk Management, and Assurance Controls and Compliance Management.
- Received the Stephen Shank Recognition Award, "For significant contribution to learner success at Capella in support of teaching and learning excellence."

Adjunct Professor, October 2010 – October 2011

- Taught graduate classes in information security, including Enterprise Security, Computer Forensics and Investigations, and Wireless Security.

Sqrrl Data, Inc., Chicago, IL

Principal Solutions Architect, July 2015 – January 2018

- Sqrrl was an Apache Hadoop-based platform developed by the creators of Accumulo (a massively scalable Key-Value store); they used Accumulo as the basis of a graph engine, eventually focusing on ingesting security data (firewall, IDS, Active Directory, endpoint, vulnerability scanner, etc. logs) to build up a massive graph of security data that could be used to hunt for threats (attackers who had breached the system and had not yet been detected). My primary task was demonstrating the platform to potential customers, running proof of concept deployments in their environments, and performing production rollouts.
- Performing an installation involved learning all about a customer's security environment; scoping the deployment both from the customer side (what logs would be provided) and hardware (deployments varied between five (5) and dozens of 4U servers running multiple Xeon processors to provide upwards of 96 threads of processing per node); developing parsers (in Java and Scheme stored in Git) and sometimes log transport solutions (such as Flume and Kafka); performing the CentOS Linux, Hadoop and Sqrrl installs and configuration, including components such as HDFS, Zookeeper, YARN, Spark, and MapReduce; getting everything running and then troubleshooting any issues.
- Concentrated on customers in professional services and financial verticals across North America and Europe / Middle East.
- Developed and delivered training to analysts and engineers on how to threat hunt.
- Reviewed customer environments to demonstrate how Sqrrl's platform could be leveraged beyond threat hunting, such as incident investigation, threat intel, and compliance.
- Worked with Product, Engineering, and Data Science to expand the automated analysis capabilities of the platform, including detecting suspicious activity such as lateral movement (my favorite as it performed graph analysis), exfiltration, beacons, and domain generation algorithms (DGA) domains using data mining techniques such as graph analysis, classifiers and clustering.
- Interacted with Product, Engineering, and Data Science teams to help guide product development to help address customer pain points.
- Demonstrated to Amazon how Sqrrl could integrate with AWS, including allocation using Terraform, leveraging S3 buckets and AWS security tools such as CloudTrail, IAM logs, VPC flow logs, and Macie; they liked it so much, they bought the company.

Booz | Allen | Hamilton, Chicago, IL

Senior Lead Scientist, August 2011 – July 2015

- Managed team of six people providing security analysis, vulnerability management, and application security expertise to clients across retail, financial services, energy, oil & gas, and automotive verticals.

- Performed a security program review with recommended improvements and assisted in implementing those improvements with multiple financial institutions. These reviews looked at the institutions' people, processes, and technology, although most of the recommendations and implementation work focused on the people issues.
- Performed project risk analysis including vendor / third-party risk management for multiple projects for a major financial client. This involved deep familiarity with the SOC2 and ISO 27001 certification processes and close collaboration with the business units to identify business-critical suppliers.
- Worked with the lead architect at a major financial institution to roll out a NIST 800-53 based security framework with some controls provided on an enterprise level, some on a per-project level, and others utilizing a hybrid approach. This framework provided an enterprise control roadmap with implementation guidance as needed for local implementation.
- Performed a technical deep dive on enterprise security controls such as firewalls, intrusion detection systems (Snort and SourceFire), and SIEMs (ArcSight and QRadar) for major financial services clients and an oil and gas producer.
- Participated in business development, including meeting with prospective clients, understanding their needs, developing proposals, pitching the proposal to the prospective client, and addressing their questions and concerns.
- Performed research to inform Federal standards on passwords, taking the spreadsheet data that had been collected on the ability of users to recall passwords of varying complexity and processing it using Visual Basic for Applications (VBA) in Excel to normalize and analyze the data.
- Provided input on the draft of NIST SP 800-92 (Guide to Log Management) and the initial draft of North American Electric Reliability Corporation Critical Infrastructure Protection (NERC-CIP) security regulations.
- Expanded a draft Internet Engineering Task Force (IETF) Request for Comments (RFC) for a standardized interface for governance reporting compliance based on a proof-of-concept system taking the XML output from compliance scanning tools such as Tenable Nessus and processing it using custom developed Java code.
- Performed a gap assessment and produced an IT Security Strategy for a large Federal agency.
- Developed the Systems Security Plan (SSP) for enduser systems, including Windows and Mac endpoints, email, and web conferencing systems for a large Federal agency.

Dell | Services, Moffett Field, CA

Security Operations Center (SOC) Implementation Lead, October 2010 – August 2011

- Oversaw the design and implementation of systems supporting NASA's 24/7 IT Security Operations center including SIEM (ArcSight), Log Management (Splunk), Intrusion Detection Systems (SourceFire), flow (QRadar), and supporting infrastructure (Dell 2U

and 4U servers, FiberChannel SAN RAID storage, remote KVM management, Juniper firewalls and site-to-site VPN with FIPS mode encryption).

- Developed and managed a comprehensive (over 1200 tasks) master project plan in OmniPlan for the three-year rollout of the SOC. This involved rewriting the OmniPlan scheduling algorithm to handle a project of this scope.
- Worked with all NASA Centers and Facilities to understand their network architecture to ensure comprehensive visibility and monitoring.
- Mentored nine students (four from underrepresented groups in computer science), who were able to complete a significant number of those 1200 tasks at a much lower cost than FTEs.
- Worked with the NASA Supercomputing Centers to develop a solution to provide security monitoring on 100G Internet2 links (10G was the upper limit for any monitoring appliances at the time).

Intrusion Detection Manager, October 2010 – August 2011

- Provided administrative leadership for around 15 Dell employees, including almost all SOC analysts. Was able to promote two of those analysts into team lead positions to handle the day-to-day SOC analyst management and mentoring.

Eyak Technology, LLC, Moffett Field, CA

Security Operations Center (SOC) Implementation Lead, November 2008 – October 2010

- As above, just under a different contract.
- During this contract received the NASA Ames Honor Award, "For excellence in the category of Contractor Employee" for my work on the NASA SOC. This award is given to only four of the over 1200 contractor employees at Ames.

Contract Lead, February 2009 – October 2010

- Provided administrative leadership for Eyak's contract of around 20 people, and customer interfacing with NASA. As Eyak provided most of the SOC analysts, this involved working with the civil servants and other contractors to ensure clear processes and procedures for analysis staff, as well as manage the SOC analyst schedule.

Senior Engineer, January 2008 – November 2008

- Led a team of four people utilizing QRadar to collect normalized network flows from across NASA's global network, utilizing some locally developed ANSI C code to index the flows utilizing Bloom filters, allowing analysts to quickly find any flows from matching IP addresses. Developed a suite of analysis methods that would leverage the large corpus of flow data.

Lawrence Livermore National Laboratory, Livermore, CA

Computer Scientist, Information Operations Assurance (IOA) Center, July 2002 – January 2008

- Served as Project Leader for the four (4) to eight (8) person development team on an approximately 1-Million-line Java codebase in Subversion utilizing XML-SOAP interfaces running in JBoss across a cluster of machines to ingest, manage, and analyze massive scale semantic graphs consisting of upwards of 10^8 nodes and edges. Additionally, led the hardware specification and architecture of our racks of equipment including Dell 1U and 2U compute servers, blade servers, 4U database servers, various RAID arrays and associated networking, storage, and power infrastructure.
- Served as Senior Scientist for our Java-based semantic graph knowledge management system, including the development and implementation of more efficient graph algorithms such as all-pairs shortest paths, provided mentoring and direction for multiple teams consisting of around 40 people total, coordinated the research and development activities across the larger group.
- Mentored two summer students (in addition to the CCD students, below), and a team from Northern Arizona University.
- Led a team of three people developing security improvements such as centralized roll-based access control (RBAC) and Transport Layer Security (TLS) mutual authentication (where both the user and server are authenticated using certificates) for a semantic graph knowledge management system using Java and associated libraries such as OpenSSL.
- Led a team of three people developing scalable context-aware data normalization for XML semantic graph data in Java using a SOAP interface running on JBoss.
- Developed a Network Vulnerability Assessment scanner and analysis platform that leveraged open-source scanning tools such as Nmap and Nessus (now OpenVAS) to collect data and analyze it from a network graph perspective, allowing enterprises to identify key routers and gateways with a higher risk profile.

Computer Scientist, Computer Incident Advisory Capability (CIAC), April 2000 – July 2002

- Served as Principal Investigator for the LLNL College Cyber Defender (CCD) Program, which provided internships to up to a dozen college students each year to gain experience in information security jobs supporting the numerous groups across LLNL performing information security operations and research; the majority of these students were from groups that are underrepresented in computer science.
- Ported a tool (SafePatch) to provide centralized patch management to Red Hat derived Linux distributions. This work won the Government Technology Leadership Award.
- Developed a basic data mining tool using Perl and MySQL to parse firewall logs for suspicious connections.
- Expanded the firewall log analysis into an entire architecture utilizing Oracle RDBMS and Java Enterprise Edition (EE) with Enterprise Java Beans (EJB) stored in CVS to ingest logs

from multiple Department of Energy sites, produce reports, and allow analysts to explore the logs interactively. Provided technical leadership for a team of two people. This was the work that motivated my dissertation research.

- Ran a small research project to optimize K-means clustering algorithms running on network connection (netflow) logs utilizing Livermore's large Linux cluster utilizing Bash and Perl for scripting.

Computer Scientist, Center for Computational Engineering, May 1998 – April 2000

- Developed methods and a library in C++ to assist modeling Finite Difference Time Domain (FDTD) electromagnetic simulations in C++. FDTD simulations model the problem using a giant mesh (a graph, essentially) of points, edges, faces, and cells. This graph may be spread across numerous computational nodes in massive scale simulations. While this work was historically done in Fortran, we demonstrated that through efficient use of C++ templates we could achieve similar speeds in C++.
- My specific contributions included leading the multithreading development, including a library providing similar functionality to the Java Thread class using POSIX threads, debugging compiler bugs particularly with the implementation of templating in ANSI C++99 in the Kai (now Intel) C++ compiler, and message passing (MPI) across the mesh / graph across compute nodes.
- As most FDTD simulation codes were still Fortran-based at the time, I developed a method to produce Fortran 90 wrappers for C++ classes, allowing the use of new codes developed in C++ to be integrated into legacy simulation codes.
- Updated a legacy Fortran FDTD simulation code to use OpenMP threads for the kernel (core) calculations, resulting in 100% utilization of LLNL's largest symmetric multiprocessor (SMP) supercomputer.
- Served as the system administrator for the group's Unix (SGI Irix) workstations and configuration manager of our ClearCase deployment.

Micro Data Base Systems, West Lafayette, IN

R&D Programmer, May 1997 – May 1998

R&D Intern, January 1997 – May 1997

- Ported a proprietary Fourth Generation Language (4th GL) with integrated expert system written in K&R C and ANSI C from a 16-bit DOS environment to a 32-bit Windows (Win32) environment using Visual Studio and automated testing tools such as Rational Purify and Quantify.
- Migrated the development team from a shared code base on a network share to SourceSafe.
- Developed a patented (US Patent 6,560,592) method to map business rules to a navigational (graph) database with the vision of migrating customers from the above described legacy system to the company's flagship multi-model (navigational +

relational + object-based) database; produced a proof-of-concept in Java using the Abstract Windowing Toolkit (AWT).

Curriculum Vitae

Dissertation

- S Terry Brugger, *The Quantitative Comparison of Computer Networks*, UC Davis PhD Dissertation, Davis, CA, 29 May 2009.

Funded Proposals

- S Terry Brugger, "College Cyber Defenders (CCD)", Proposals to the DOE Defense Programs Office of Education supporting LLNL College Internships in Information Security, Livermore, CA, 2001, 2002, 2003. Funded for \$250k over three years.

Other Proposals

- R.L. Tormoehlen, S.J. Alexander, S.T. Brugger, J.E. Jackson, B.J. McClain, R.M. Strickland, E. Sheldon, "The M&M (Multimedia Multidimensional) Approach to Informal Science Education", Proposal to the National Science Foundation (NSF), West Lafayette, IN, 1996.

Submitted for Publication

- S Terry Brugger, "The Need for Computer Network Connection Metrics", submitted to *2008 IEEE Symposium on Security and Privacy*.
- S Terry Brugger, "An Approach for Computer Network Comparison", submitted to *2008 Network and Distributed Security Symposium (NDSS 08)*.
- S Terry Brugger, "Data Mining Methods for Network Intrusion Detection", submitted to *ACM Computing Surveys*.

Editorially Reviewed

- S Terry Brugger, "KDD Cup '99 dataset considered harmful", *KD Nuggets* newsletter, 07(18), 25 September 2007.

Non-refereed Publications

- Ian L. Kaplan, Ghaleb M. Abdulla, S Terry Brugger, Scott R. Kohn, "Implementing Graph Pattern Queries on a Relational Database", LLNL Technical Report LLNL-TR-400310, 8 January 2008.
- S Terry Brugger, "Definitions of TCP/IP Connection Metrics", UC Davis Technical Report CSE-2007-31, Davis, CA, 7 October 2007.
- S Terry Brugger and Jedidiah Chow, "An Assessment of the DARPA IDS Evaluation Dataset Using Snort", UC Davis Technical Report CSE-2007-1, Davis, CA, 6 January 2007.
- Jennifer K Sirp and Terry Brugger, "MOBIUS (Massive Object Integrated Universal Store): A Survey Towards a More General Framework", LLNL Technical Report UCRL-TR-211040, 23 February 2004.

- David J. Steich, Jeffrey S. Kallman, S Terry Brugger, and Daniel A. White, "TIGER LDRD Final Report", Lawrence Livermore National Laboratory Technical Report UCRL-ID-137634, Livermore, CA, 25 February 2000.
- David J. Steich, Jeffrey S. Kallman, Daniel A. White, Gerald J. Burke, and S Terry Brugger, "3D Massively Parallel CEM Technologies for Design of Advanced Accelerator Components", in *LDRD FY99 Annual Report*, Lawrence Livermore National Laboratory, p. 4-3, Livermore, CA, 2000.
- David J. Steich, Gerald J. Burke, Jeffrey S. Kallman, S Terry Brugger, and Daniel A. White, "Usability Enhancements for TIGER", Thrust Area Report in *Engineering Research, Development and Technology FY99*, UCRL-53868-99, pp. 4-53—4-61, Lawrence Livermore National Laboratory, Livermore, CA, 2000.
- David J. Steich, Jeffrey S. Kallman, Gerald J. Burke, S Terry Brugger, and Daniel A. White, "TIGER: An Object-Oriented Time-Domain Simulation Code", Thrust Area Report in *Engineering Research, Development and Technology FY98*, UCRL-53868-98, pp. 4-9—4-12, Lawrence Livermore National Laboratory, Livermore, CA, 1999.

Presentations

- S Terry Brugger, "Sex, Ransom, and Pipelines: What happened at Colonial", Presentation for Technology Affinity Group, 20 May 2021.
- S Terry Brugger, "One DEI Thing: Improving Representation Through Internships", Webinar for Anita Borg, 26 May 2020.
- S Terry Brugger, "It's Worse Than That, It's the Internet Jim! An Introduction to Information Security", Presentation for ProVisors, 16 January 2020.
- S Terry Brugger, "Building an Insider Threat Protection Program for US Government Organizations", Jazz Networks Webinar, 14 January 2020.
- S Terry Brugger, "How Computer Science Prepares Us For a Career In Information Security", Seminar for University of Illinois at Chicago Association of Computing Machinists (ACM) Chapter, 8 March 2019.
- Terry Brugger, "Building a Next Generation SOC", Sqrrl Webinar, 21 October 2015.
- S Terry Brugger, "Continuous Monitoring", Seminar for NASA Marshal Space Flight Center IT staff, Huntsville, AL, 24 April 2012.
- S Terry Brugger, "The Why and How of Intrusion Detection", Seminar for Capella University Center of Excellence in Information Assurance Education, On-line, 17 October 2011.
- Brandon Dunlap, Terry Brugger, Sam Curry, and Pam Fusco, "Building a Better Mousetrap: Tracking and Catching the Cyber Criminal", (ISC)² Webinar series, 9 June 2011.
- S Terry Brugger, "Computer Security at LLNL", Seminar for LLNL summer students, Livermore, CA, 27 July 2005, UCRL-PRES-213895.
- S Terry Brugger, "Data Mining for Network Intrusion Detection", Qualifying Examination Presentation, UC Davis, 18 June 2004.

- Terry Brugger, "Moving Beyond Standard Practice: An introduction to formal security models", Seminar for LLNL and Sandia CCD students, Livermore, CA, 25 June 2002, UCRL-PRES-148769.
- Terry Brugger and Daniel White, "Using C++ Classes in Fortran 90 with Interfacer", Equation Solver Interface Meeting, Sandia, Livermore, CA, 12-14 April 2000. UCRL-VG-138401. (Associated code, "Interfacer," available as UCRL-CODE-2000-37.)

Patents

- Terry Brugger and Jon Reid, "Multi-Model Computer Database Storage System with Integrated Rules Engine", US Patent 6,560,592.

Reviewer

- Guest reviewer, *Journal of Machine Learning Research*, October 2011
- Guest reviewer, *Transactions on Computing Education*, February 2015
- Guest reviewer, *IEEE Information Communication and Technology and Society Conference*, 2019, December 2018

Teaching & Mentoring Experience

Ph.D. Researchers

- Dorrington, Matthew, *Future Insider Threats: A Delphi Analysis*, Ph.D. Dissertation, Capella University, January 2019
- Aractingi, Edward, *Cloud Computing Adoption by Information Technology Leaders in Higher Education in United States: A Structural Equation Modeling Study*, Ph.D. Dissertation, Capella University, October 2016
- St. Clair, Ronnie P., *A Grounded Theoretical Examination of Vulnerability Alert Utilization Using Computer Assisted, Self-interviews of Information Security Professionals*, Ph.D. Dissertation, Capella University, June 2016
- Holland, Brenda J., *Hey USDA, Where's My Cow? Factors Influencing U.S. Cattle Producer Participation in a Mandatory Traceability System*, Ph.D. Dissertation, Capella University, May 2015
- Wilkens, Eric, *Factors Influencing the Pursuit of IT Certifications: A Study of Minnesota Public Community and Technical College Students*, Ph.D. Dissertation, Capella University, August 2013

NASA Students

- Evan Ye, "Automated generation of network diagram", NASA Interdisciplinary National Science Project Incorporating Research and Education experience (INSPIRE) program, 9 August 2011
- Moiz Mian, "System documentation and tool enhancement for the NASA Security Operations Center", Ames Associate Program, Summer 2011.
- Moiz Mian, "Security Monitoring of IPv6 Networks", Ames Associate Program, Summer 2010.

- Wade Wilson, "Log Management", NASA Education Associates Program, Summer Student Poster Session, 26 July 2010.
- Natasha Taymourian "Support of the operations and implementation of the NASA Security Operations Center", NASA Education Associates Program, Fall 2008 – Summer 2009.
- Justin Cummins, "Network Flow Monitoring", NASA Education Associates Program, Summer Student Poster Session, 5 August 2009.
- Clarence Ho, "Domain Name Systems (DNS)", NASA Interdisciplinary National Science Project Incorporating Research and Education experience (INSPIRE) program, 13 August 2009.
- Gabriel Holiway, "Computer Network Simulation and Security", NASA Undergraduate Student Research Program (USRP), 14 August 2009.
- Sarah Miles, "Determining an Optimal File System for Flow Monitoring", NASA Motivating Undergraduate students in Science and Technology (MUST) program, 14 August 2009.
- Wade Wilson, "Log Aggregation Systems", NASA Education Associates Program, Summer Student Poster Session, 5 August 2009.
- Nga Pham "Support of the implementation of the NASA Security Operations Center", NASA Education Associates Program, Fall 2008 – Spring 2009.

Other LLNL Students

- William Conner, "Testing infrastructures for SOAP interface systems", Summer Student Research Symposium, 11 August 2005.
- Jennifer Sirp, "MOBIUS: Massive Object Integrated Universal Store", Summer Student Research Symposium, UCRL-MI-154719, August 2003.

College Cyber Defenders (CCD) Program

- Qian Wang, "Methods of detecting plagiarism survey", unpublished internal paper, January 2005.
- Sriram S. Polepeddi, "Software Vulnerability Taxonomy Consolidation", Carnegie Mellon University MS thesis, UCRL-TH-208822, 7 December 2004.
- Lerone Banks, "The effect of egress filtering on DNS", LLNL internal student presentation, September 2004.
- Tammara Massey and Terry Brugger, "A Survey of Security Needs in Sensor Networks at Lawrence Livermore National Laboratory", unpublished internal paper, September 2004.
- Chris Muelder, "Summarizing Network Traffic with Information Visualization", CCD Seminar, UCRL-PRES-206036, 12 August 2004.
- Chris W Muelder, Jonathan McPherson, Kwan Liu Ma, and Marvin Christensen, "Summarizing Network Traffic with Information Visualization", Summer Student Research Symposium, UCRL-POST-205736, August 2004.
- Tammara Massey, "The Effect of Mobility and Number of Nodes on Ultra-Wideband Token Ring Performance", CCD Seminar, UCRL-PRES-205905, 12 August 2004.

- Tammara Massey, Terry Brugger, and Farid Dowla, "The Effect of Mobility and Node Quantity on the Ultra-Wideband Token Ring Simulation", Summer Student Research Symposium, UCRL-POST-205938, August 2004.
- Emily Eder, Terry Brugger, Robert Fernandez, and Chris Brand, "Graph Viewer Improvements", Summer Student Research Symposium, UCRL-POST-205992, August 2004.
- Daniel Wendlandt and Martin Casado, "Information Leakage From Geographic Properties of Internet Routing", Summer Student Research Symposium, UCRL-POST-205751, August 2004.
- Robert Blake Taylor, "Vulnerability Tracking Database, v2.0", August 2004.
- Jennifer Sirp, Ed Seidl, and Terry Brugger, "Extending ReiserFS For Automatic File Queuing", Summer Student Research Symposium, UCRL-POST-205991, August 2004.
- Sriram Polepeddi, "Software Vulnerability Taxonomy Consolidation", CCD Seminar, UCRL-PRES-205754, 5 August 2004.
- Sriram Polepeddi, Terry Brugger, and Noel Tijerino, "Software Vulnerability Taxonomy Consolidation", Summer Student Research Symposium, UCRL-POST-205752, August 2004.
- Rachel Greenstadt, "Tools for Censorship Resistance", CCD Seminar, UCRL-PRES-205780, 5 August 2004.
- Rachel Greenstadt and Terry Brugger, "Censorship Resistance", Summer Student Research Symposium, UCRL-POST-205854, August 2004.
- Jedidiah Chow and Terry Brugger, "Snorting DARPA's Data", Summer Student Research Symposium, UCRL-POST-205983, August 2004.
- Emily Eder, "Impact of Quantum Computers on Information Security", Summer Student Research Symposium, August 2003.
- James Waslo, "Access control integration", Summer Student Research Symposium, August 2003.
- Bridget Benson, Qian Wang, and Terry Brugger, "Network Vulnerability Assessment (NVA) Project", Summer Student Research Symposium, UCRL-MI-154664, August 2003.
- Bridget Bensen, Jessica Fisher, Ian Webb, Terry Brugger, and Doug Lim, "Improving the Network Intrusion Detector", Summer Student Research Symposium, August 2002.

Other Mentoring

- Robert Blake Taylor, Jeff Clark, Kurtis Lawshe, Adnan Qureshi, "Agent Network Modeling", Northern Arizona University Capstone Project, Spring 2004.
- Karen Au: "Analysis of Network Intrusion Detection Using Data Mining Model" – UC Davis Women in Engineering Link (WEL), Spring 2003.

Awards

- Stephen Shank Recognition Award, "For significant contribution to learner success at Capella in support of teaching and learning excellence." Capella University, April 2016.

Graduate Courses Taught

- Ph.D. Residency Track 1 (Introduction to Ph.D. Research), Capella University.
- Enterprise Security, MS Course, Capella University.
- Computer Forensics and Investigations, MS Course, Capella University.
- Wireless Security, MS Course, Capella University.
- Enterprise Security Risk Management, PhD Course, Capella University.
- Assurance Controls and Compliance Management, PhD Course, Capella University.

Undergraduate Teaching Assistant

- Fortran Programming for Scientists and Engineers: Served as Primary Lab Instructor, Secondary Lab Instructor, and Grader for numerous lab sections over four terms. Assisted one professor by preparing exams and guest lecturing before ~1000 students.

Professional Cybersecurity Auditing Services

RFP Response

Confidential Information

Prepared For:

Maine Township of Illinois

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INTRODUCTION

Prescient is a global risk management and intelligence services firm with four practice areas: Cyber, Due Diligence, Investigations, and Intelligence. Since our inception we have helped over 300 clients—including corporate stakeholders, government officials, law firms, financial institutions, and private equity firms—address complex internal issues, from analyzing risks associated with third parties to developing action plans following a data breach.

Founded in 2010 by veterans with extensive experience in sensitive military and Intelligence Community operations, Prescient is uniquely positioned to apply federal government information gathering and analysis techniques to commercial solutions. We're headquartered in Chicago, IL, with offices in McLean, VA, New York, NY, Los Angeles, CA, Dublin, Ireland, and a forthcoming office in Prague, Czech Republic. Our team speaks more than a dozen foreign languages in-house and has decades of experience conducting due diligence, corporate investigations, and intelligence collection operations in more than 110 countries.

We are incredibly confident in our ability to add immediate and lasting value to Maine Township and serve as a trusted partner. Thank you for the opportunity to respond to this RFP.

SERVICES

Our Cyber practice service portfolio includes Threat Attribution and Monitoring, Dark Web Intelligence, Cyber Consulting, Proactive Services, Digital Forensics and Incident Response, and Executive Digital Protection, our three-phase program consisting of exhaustive, targeted research and remediation into an individual's online presence. We invite you to learn more about our services at www.prescient.com or reach out with specific questions to Sam Rodgers at srodgers@prescient.com.

STAFF & QUALIFICATIONS



ANTHONY REYES

Managing Director & Head of Digital Forensics

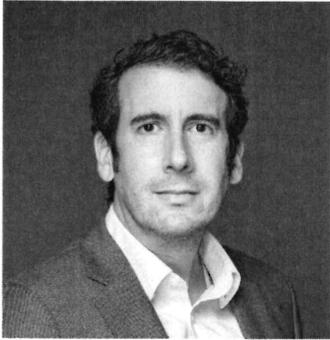
Anthony leads Prescient's CFIUS and DFIR practice. He has over 20 years of experience providing consulting services to various organizations ranging from Fortune 500 companies to U.S. government entities. He specializes in data security related to ITAR, EAR, DFARS, and Controlled Unclassified Information. Anthony assists organizations in understanding and achieving regulatory compliance with standards like Cybersecurity Maturity Model Certification (CMMC), DAFARS 7012 (NIST 800-171), and other government regulations imposed on the Defense Industrial Base (DIB) and Department of Defense (DOD) supply chain. He has served as an independent third-party IT Auditor and Compliance Monitor for cross-border mergers and acquisitions on behalf of the United States Government (Committee on Foreign Investment in the United States). Anthony holds certifications in data governance, infosec, and data privacy.



WILLIAM DIXON

Managing Director & Head of Cyber Consulting

William leads Prescient's cyber consulting and advisory services. He has over 20 years of experience in various roles in cyber security, including assessment, advisory, security operations, and incident response. William has served as the lead program manager for multiple clients, including those programs based on NIST 800-53, NIST 800-171, and ISO 27001. Throughout his career he has advised clients on risk and compliance requirements on multiple occasions, including the transition and design of a financial services firm APAC security and business operations. William has served as a CISO in the private equity, technology, healthcare, hospitality, and financial services industry and has successfully built and managed cyber security and compliance teams to address the evolve threat landscape. In addition, he routinely briefs and trains Boards of Directors on the cyber risks and threats. William holds multiple certifications and trainings specific to cyber security, governance, risk, and compliance.



MATTEO TOMASINI

Managing Director & Practice Lead | Cyber

Matteo oversees all of Prescient's Cyber operations, utilizing proprietary tools and techniques to conduct investigations that surpass the possibilities of commercially available solutions. Prior to Prescient, Matteo served as Director of Incident Response and Threat Intelligence at BlueVoyant and as a case manager at K2 Intelligence. With experience conducting hundreds of online investigations, Matteo holds expertise in executive digital protection, intellectual property theft, cyber defense, litigation support, insider threats, and due diligence.



STEFANIE DRYSDALE

Vice President | Cyber

Stefanie works closely with practitioners to provide support for organizations and high-profile clients ranging from Fortune 100 corporations to boutique consulting firms. She has been instrumental in building Prescient's Cyber offerings since joining the firm in 2016, particularly its Executive Digital Protection (EDP) program.



MEG REGAN

Associate Director | Cyber

Meg manages the assignment and submission of all cyber engagements, in addition to shaping the direction and design of cyber client deliverables. Her role involves serving as a sales, marketing, and operational liaison for Prescient's cyber engagements. She was also instrumental in building Prescient's Executive Digital Protection (EDP) program.

FINANCIAL STANDING & INSURANCE COVERAGE

Prescient is a young firm, having gone through an extensive reorganization and business model pivot into the private sector in mid-2017. The firm is PE funded by BP Capital, a family office based in Downers Grove, IL. The firm has been profitable in recent years; recent financial information reflects a rapid growth strategy and contains a large investment in talented hires and proprietary cybersecurity technology. Profit & loss statements for 2021, 2020, and/or 2019 can be provided upon request.

Similarly, Prescient has been issued a Commercial General Liability insurance policy, among others, and can provide coverage certificates as needed.

PROPOSAL

Prescient will perform an assessment that focuses on identifying internal network vulnerabilities. Our approach is significantly more comprehensive and sophisticated than traditional attack and penetration tests.

We are able to identify network device vulnerabilities, as well as the downstream consequences of a breach, by simulating attack scenarios using the virtual model. We can also check for potential routes of network traffic from trusted to untrusted zones and vice versa. A key feature of our approach is that it can be done off-line, assuming we can leverage previous scans of endpoints (e.g., servers and desktops).

To begin, we perform a risk analysis of business critical systems. This includes the following tasks:

- Review system(s) design and any future plans for implementation changes
- Review the security architecture, including interface to other platforms
- Determine if manual application penetration tests and/or static/dynamic code reviews are recommended for any customized code and/or interfaces
- Highlight vulnerabilities with respect to platform integration, personally identifiable information (PII) and other sensitive data storage, role-based access control, and user authentication
- Identify systems that are accessible via the Internet and Extranet connections

The data we require are Layer 3 device configuration files plus the results of existing vulnerability scans on endpoints/workstations. If the latter do not exist, Prescient will perform these scans as part of the engagement. Given the size and presumed complexity of the Maine Township infrastructure, assumptions with respect to performing this element of the program are as follows:

- We are able to build a complete and accurate network model based on the information provided by Maine Township noting we will model a portion of the network that relates to the network analyzed
- Analysis of the Maine Township data may be performed remotely

The following is a summary of the Maine Township internal vulnerability element of the program. These components are derived from the inventory of systems that has been provided in the RFP:

- Collect relevant Layer 3 configuration files (Layer 3 Switches, Routers, Firewalls)
- Perform or leverage host (e.g., servers, desktops) vulnerability scanning for a subset of hosts
- Build a virtual model of the network and identify data flows
- Map business unit functionality to the network segmentation schema
- Map internal host vulnerabilities against data flows to identify the spectrum of potential attack scenarios
- Assess the downstream impact of a breach on a particular device
- Discover unknown trusted-to-untrusted paths and vice-versa
- Recommend network and device vulnerability remediation to include network re-design and/or host vulnerability fixes

1. ANALYZING SECURITY LOGS

Firewall and network (e.g., switches, proxies, routers, IDS, IPS) logs represent and describe the state and every event occurring on the network and relevant devices. As such, they can be leveraged to determine patterns with the potential for detecting and surfacing events correlated with risky behavior. We propose to analyze the output of a subset of security logs during specific windows of time using standard and in-house statistical methods. Anomalies so identified will be compared to other areas of risk relative to relevant controls and therefore inspire deeper analyses as required.

2. REVIEWING THE OUTPUT OF SCANNING SOLUTIONS

We propose to mine for systemic (i.e., all machines have a particular issues) and endemic (i.e., a subset of machines have issues but could affect other machines) issues using Prescient

proprietary and commercial tools. The results would be combined with other risk-relevant processes or features (e.g., the patching policy) to assess the enforceability and adequacy of existing policy.

3. EXTERNAL PENETRATION TESTING

Our proposal includes a program of testing and validation of key results gleaned from our analyses. The goal is to confirm our theoretical findings via specific tests that produce or analyze real data. The program elements for testing/validation are as follows:

- Wireless network penetration test
- Physical security penetration test of a specific venue/location (if possible and practical)
- External network penetration test that examines:
 - Access vulnerabilities
 - Unauthorized escalation of privileges
 - Vulnerability to unauthorized exfiltration of sensitive data

Prescient will attempt to penetrate perimeter systems in order to gain direct access to confidential information stored on back-end systems and perform privilege escalation. **We propose utilizing two techniques:**

Blind Technique

This technique represents the view of an outsider (or a potential hacker) with no prior knowledge of what could be considered privileged information. Initial discovery will be the responsibility of Prescient. We will use publicly available information to identify targets. However, we will present the discovery results to the Maine Township project sponsor for verification in order to eliminate the possibility of assessing another organization's assets. Targeted systems are then probed and scanned in an attempt to identify detailed vulnerability and configuration information. Discovery items gathered during this initial scan are used to perform the next level of enumeration of specific network assets. The remaining activities of this technique are identical to other assessment simulations as described in section below, "Informed Technique".

Informed Technique

This is often termed as the "disgruntled staff" or "rogue employee" approach. This approach is done from the view of a current employee, ex-employee, contractor or another individual who possesses knowledge that would be considered privileged. Among the

information that would fall into this category is network addressing schemes, server names, product names and versions of applications, network access servers, access locations, standard login credentials, etc. This method involves the Maine Township project sponsor providing Prescient with certain information regarding the network.

4. INTERNAL CONTROL REVIEW

Prescient utilizes a comprehensive framework to assess the capabilities and posture of our clients. We utilize a combination of industry known frameworks, i.e. ISO 27001, NIST 800-53 and proprietary risk management frameworks that enable us to deliver a comprehensive insight into our clients' security governance posture and establishing a "to-be" security organization based on information we obtain to determine a current "as-is" posture. Specifically, we assess security governance in the following categories and components:

- Analyze physical/electronic document/media management procedures throughout the lifecycle of information (i.e., creation, storage, transmission, reproduction, and destruction).
- Review practices related to third party and vendor security risk management.
- Evaluate information security policies and standards relative to the culture and tolerance for risk.
- Examine issues related to the organizational structure and group interactions with respect to their impact on information security (e.g., physical and IT security groups).
- Review the information security education, awareness and enforcement efforts and their effectiveness.
- Identify key information systems and repositories of business-critical information.
- Review business functions/objectives and identify sources and methods associated with the creation, transmission, storage, reproduction, and destruction of confidential and/or sensitive information (i.e., the lifecycle of information, change management).
- Develop an understanding of any network security segmentation zones relative to operational/business functions.
- Discuss historical security issues with the IT team and understand significant challenges.
- Determine user requirements with respect to information management and data protection.
- Incident response processes and procedures.
- Review System hardening and configuration standards and associated certification and accreditation process for various operating system and applications platforms.

- Review relevant information security-related documents (e.g., information and physical security policies and standards), including previous risk assessment and audit results.
- Determine staffing levels/partner relationships based on operational requirements of the information security program.

DELIVERABLES

I. PROJECT DELIVERABLES

A. COMPREHENSIVE REPORT

A key deliverable is the written report that includes a set of prioritized recommendations on risk mitigation. Prescient will combine all elements of the assessment work proposed into a single report. A draft report in PowerPoint format with supplementary Appendixes containing the data derived from scans and models will be provided. The following are key features of the final report, including the draft delivery:

- Significant tactical findings on information security risk relative to internal and external threats across the enterprise focusing on the risk of compromise of confidential information
- Results of testing and validation of analytical results
- Implications of the breadth and magnitude of tactical and strategic findings
- Prioritized recommendations on information security risk management and the addition or modification of specific controls to address identified issues
- Informal advice on implementing specific controls
- Relevant industry benchmarking of results based on the areas assessed
- Recommendations on device and network-level security controls to enhance information security while limiting the negative impact to users
- Observations and recommendations
- The report will be delivered to Maine Township in a draft form and will allow for review and feedback for a period of five business days. After the review and feedback period, the report will become final and accepted.

B. MID-ENGAGEMENT STATUS BRIEFING

A status briefing in the form of a Power Point presentation will be scheduled with key project stakeholders to communicate the following:

- Project status and progress

- Key information discovered at the mid-point of the project
- Remaining activities
- Anticipated outcomes

C. WEEKLY STATUS UPDATES

Status meetings will be established on a weekly basis to include:

- Completed activities
- Upcoming activities during the next reporting period
- Associated project risks

II. PROJECT MANAGEMENT APPROACH & TIMELINE

Prescient will assign an engagement manager to serve as Prescient’s point of contact (“POC”) for all project activities. The POC will work with the Client through the Pre-Engagement Checklist that will be provided as part of the project kick-off. The POC will maintain communications with his/her counterpart at Client, oversee daily project activities, and coordinate all project activities. The assigned engagement manager/POC will ensure that all technical and project management issues are expeditiously addressed.

PRICING

Service	Estimated Duration	Estimated Cost
Comprehensive Security Program Assessment – Cyber Security Audit	4 to 5 Weeks	\$31,500

Travel Fees

Maine Township will be required to reimburse Prescient for reasonable travel expenses, including but not limited to, hotels, airfare, parking, taxi, mileage, meals, etc. In addition, Prescient will charge for time traveled at a rate of 50% its hourly rate.

REFERENCES

Glencar

Benjamin Biscoglia
Benjamin.biscoglia@hannover-re.com
630-361-0166

Meetings and Events International (MEI)

Sean O'Kelly
sokelly@meintl.com
773-770-2100

Sierra Investment Management

Kristine Stromeyer
kristine@sierrainvestment.com

Our team has worked with multinational corporations, financial services firms, and law firms on a wide range of risk management projects, including cybersecurity program review and design. We are happy to provide references, upon request. Below is a snapshot of some of our current clients:



ADVISORY BOARD SPOTLIGHT



Adam Honor

- *Former Chief Security Officer, Dyson*
- *Former Group Head of Security, Etihad Airways*



Rob Grant

- *Former Special Agent in Charge, FBI Chicago*
- *Former Head of Global Security, Walt Disney Company*



Steve Bernard

- *Former Head of Global Protection Services, Sony Pictures Entertainment*



Erik Hart

- *Chief Information Security Officer (CISO), Cushman & Wakefield*



Dr. Kathleen Kiernan

- *CEO, Kiernan Group Holdings*
- *Former Assistant Director, ATF*

RESOLUTION NO. 2022-2

SCHEDULE OF REGULAR BOARD MEETINGS

BE IT RESOLVED by the Board of Trustees of Maine Township that the following is the schedule of Regular Board Meetings for the Budget Year commencing March 1, 2022 to February 28, 2023:

2022

March 22nd
April 26th
May 24th
June 28th
July 26th
August 23rd
September 27th
October 25th
November 22nd
December 27th

2023

January 24th
February 27th

All meetings are on the 4th Tuesday of the month, at 6:30 p.m. Bills Review, and 7:00 p.m. Board meeting. All meetings take place at the Maine Township Town Hall, 1700 Ballard Road, Park Ridge, IL 60068.

Adopted this 25th day of January 2022.

KAREN J. DIMOND, Supervisor

KIMBERLY JONES, Trustee

JAMES MAHER, Trustee

KELLY HORVATH, Trustee

ASIF MALIK, Trustee

Attest:

PETER GIALAMAS, Clerk



Memo

To: Maine Township Board

From: Richard Lyon, Maine Township Webmaster

Date: 1/14/2022

GovOS Contract Renewal

Attached please find the renewal contract for GovOS (formerly SeamlessDocs), the e-signature and forms automation platform Maine Township has been utilizing since 2018. The existing contract ends 3/31/2022 and the new contract would begin on 4/1/2022. This contract is for a year; a 2-year contract, if desired, would be discounted by \$302.50.

The GovOS platform allows our residents to easily submit requests electronically through fillable web forms and e-sign applications and documents, which has proven particularly important during the pandemic. A few examples of how we are currently utilizing this platform include a resident contact form, FOIA request form, MaineStreamers application, counseling inquiry form, and applications and forms for various MaineStay programs.

I have also included two competitors' quotes, which were significantly higher at \$25,000 and \$19,999 annually (not including set up fees).

If you have any questions, please let me know.

Maine Township, Cook County, IL Renewal 2022-2023

Prepared By
Brad Orr
Customer Success Manager

Sent To
Richard Lyon
Webmaster

Prepared On
12/3/2021

Quote Summary Table

QTY	PRODUCT	START DATE	END DATE	TERMS (MONTH)	FIRST YEAR ACV	TOTAL PRICE
1	Digitize	4/1/2022	3/31/2023	12	\$6,050.00	\$6,050.00
1	Optimization Fee	4/1/2022	3/31/2023	12	\$605.00	\$605.00
3	Platform Standard User Licenses	4/1/2022	3/31/2023	12	\$0.00	\$0.00
30	Number of Forms	4/1/2022	3/31/2023	12	\$0.00	\$0.00

First Year Total: \$6,655.00

Contract Total: \$6,655.00

Custom Terms:

- N/A

Standard Terms of Agreement:

- This proposal expires on 3/31/2022
- By signing this proposal the client agrees to our Terms of Use available at <https://kofile.com/govos/studio/terms-of-use/>
- Each product and service purchased is serviced and maintained as specified in the table above.
- Quantity of 999 represents unlimited.
- Service Hours and offerings expire 12 Months from the Subscription Start Date specified in the executed agreement and payable upfront.
- If included in the Services Agreement, related Travel and Expenses are to be billed as incurred.

Standard Payment Terms:

- Please email all Purchase Orders to billing@seamlessdocs.com for prompt processing.
- The client agrees to pay all fees specified in each Order.
- The invoice(s) will be sent to the Billing Contact via the delivery method as early as two weeks prior to the invoice date, which is the Subscription Start Date, specified in each Order.
- All fees are due upfront, and billed annually with the first annual payment due by the invoice due date (30 days from the Subscription Start Date) specified in each Order, unless specified otherwise.
- All fees are exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the client's responsibility to provide applicable exemption certificate(s).
- 3 - 10% optimization fee may be added annually to the recurring products and services. SeamlessDocs reserves the right to modify optimization fee in accordance with the Terms of Use.
- If a Reseller is used, please ensure 'Coverage Terms' or 'Subscription Dates' are included in each Line Item's Material Description.

SeamlessDocs Contact Information:

- For additional questions or requests regarding your SeamlessDocs' Software or Services, please contact:
 - Email: support@seamlessdocs.com
 - Phone: (855) 777-3265

Contact and Billing Details

Primary Contact Name: Richard Lyon

Primary Contact Email: rlyon@mainetown.com

Billing Contact Name: _____

Billing Contact Email: _____

Billing Contact Phone: _____

Org Name: Maine Township, Cook County, IL

Street Address: Maine Township
1700 Ballard Rd

City, State, ZIP: Park Ridge, Illinois, 60068

Invoice Delivery Method: Email / Electronic

Payment Term: Net 30

PARTNER

Signature: _____

Full Name: _____

Title: _____

Date: _____

GOVOS

Signature: _____

Full Name: Brad Orr

Title: Customer Success Manager

Date: _____

SimpliGov Budgetary Quote

SIMPLIGOV

Customer Details

Contact Name	Richard Lyon
Contact Title	Director
Organization	Maine Township
Address	
Phone	(224)257-4869
Email	rlyon@mainetown.com

Quote Number:	MTSG22
Quote Date:	1/13/2022

Order Type:	Direct
Quote Expiration:	3/30/2022

SimpliGov Sales Representative Details

Contact Name	Troy Bare
Contact Title	Regional Sales Director
Company	SimpliGov, LLC
Address	1724 10th Street, Suite 115, Sacramento, CA 95811
Phone	916.712.0793
Email	tbare@simpligov.com

SKU	Description	List Price	Cost	Term (Yrs)	Quantity	Extended Cost
1	SAPGOVPL SimpliGov Automation Platform Base Subscription includes unlimited workflows and analytics bundle 12 month subscription. Includes 25,000 transactions and .25 TBs of storage.	\$450,000	\$ 25,000.00	1.00	1	\$ 25,000
2	*SAPPROSVC SimpliGov Automation Implementation Support (Time and Materials)	\$247	\$ 200.00		100	\$ 20,000
		Total Subscription Price				\$ 25,000
		Total Implementation Price				\$ 20,000
		Total Price				\$ 45,000

Payment Terms: Net 45. Subscription fees shall be invoiced annually in advance on the first day of delivery. Implementation services fees shall be invoiced monthly in arrears against hours delivered.



CityGrows

Fast, affordable, online workflows for government

Maine Township IL

Goal

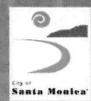
Maine Township is seeking cloud-based software to support online applications and workflow management for multiple types of forms and processes.

Solution

The Township can use CityGrows to accept and review multiple types of applications, track status, accept payments and manage review and approval processes online.

CityGrows' software makes it easy for staff to work remotely, reduces time to complete permits, and improves transparency.

Reference clients



Contact

Catherine Geanuracos
catherine@citygro.ws
415.235.7240

<https://citygro.ws> @citygrows

Included features

- Unlimited workflows and users
- E-signatures
- Online review
- Online forms
- Payments
- Formulas and fee calculations
- Built-in open data
- Logic
- Linked workflows
- Online training
- Online chat support during business hours

Highlights

- Setup takes less than a week
- 75% reduction in time to complete workflows
- Increased compliance and revenue
- Improved user experience
- 1/50th the cost of comparable building permit software.

Proposed pricing

Maine Township IL
Population 135k
Tier 5

\$19999
/ year

Or

\$2000
/ month

Payment processing: 4% +\$.30/ transaction for all permit and license fees processed. May be passed on to applicants.



Maine Township

Marketing Audit

Prepared by:
M³ Marketing, LLC

January 3, 2022



You can read through the entire document or jump directly to a specific section.

What is a Marketing Audit?	3
Website.....	3
Quarterly Newsletter	5
Social Media	6
E-Newsletter	7
Branding	8
Conclusion	8



What is a Marketing Audit?

The Marketing Audit is our collective chance to:

- Identify strengths and opportunities for improvement
- Reach a collective understanding of Maine Township's current communication materials and methods
- Estimate costs and timelines for improvements and implementations

Website

Strengths

Site is regularly updated

Events, job openings, board meeting materials and other information is relevant and updated regularly. Blog posts are now providing additional timely content.

Contact info is clearly displayed

It's easy to see the phone number and address at the top of the site.

Clear navigation menus on desktop

It's relatively easy for users to find what they are looking for.

Clear and easy to read font

The pages are not "crowded" and it's easy to read.

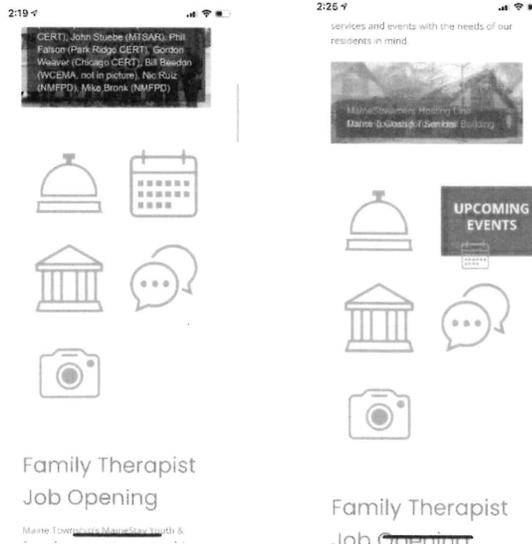
Opportunities for improvement

Mobile site icons are unclear to users

When users reach the homepage, they see these icons (pictured to right). Without accompanying text, it isn't evident what the icons represent. Users must manually click on each icon to see what they correspond to (represented in second photo on right).

Suggested improvement

Ask web developer to permanently have the "text" displayed, so it's easy to see what icons correspond to.





Mobile “services” page is improperly formatted

Most of the services are cut-off, and there is no ability to scroll right and see the rest of the words. Some services are missing entirely from the mobile version. On the web browser, the page is functional, but the formatting makes it difficult to read.

Suggested improvement

Ask web developer to redesign this page.



Photo carousel dominates page

Most people visiting the site are likely looking for information, like how to appeal their property taxes or register for an event. Additionally, we want to re-engage people by collecting email addresses for the e-newsletter.

Currently, the photo carousel “buries” important information further down the page. Also, with the addition of social media for photos, and the creation of a video for the homepage in progress, the photo carousel is less important.

Suggested improvement

Eliminate the photo carousel and move the e-newsletter sign up and link to property tax appeal to top of page. Insert video once it’s finished under the e-newsletter sign up and link to property tax appeal.

YOUR MAINE GOVERNMENT RESOURCE

Maine Township is proud to serve residents in parts of Dan Plaines, Park Ridge, Miles, Glenview, Horton Crowe, and Rosemont. We aim to improve the quality of life for everyone in the township by offering services and events with the needs of our residents in mind.



Good to know:
47% of all web traffic is on mobile devices¹



Quarterly Newsletter

Strengths

Consistency and longevity

The newsletter has a long history and people are accustomed to receiving it. The format and content is relatively consistent over time.

Calendar of events and contact info

It's easy for people who wish to become more engaged to easily find upcoming events. The contact info creates public accountability.

Use of photography

The choice of photography creates a positive reaction for readers who only "scan" the document.

Calls-to-action

The different sections of the newsletter have clear calls-to-action, encouraging readers to call phone numbers or visit certain web pages.

Opportunities for improvement

Increase inclusivity

The newsletter is only printed in English.

Suggested improvement

Offer digital versions of the newsletter in different languages. Add QR codes to newsletters so readers can quickly scan the codes and be taken to the translated versions.

Direct readers to e-newsletter registration and social media

People who read the newsletter are likely to be the most eager to learn more about the Township, and should be able to engage digitally with the Township after reading the newsletter.

Suggested improvement

Use QR codes to guide users to e-newsletter registration and include links to social media.

Newsletter investment may be preventing spending on digital advertising

Nearby communities like Des Plaines and Chicago spend money on digital advertising platforms like Facebook and YouTube.

Suggested improvement

Diversify communication spending by either cutting cost of newsletter and reinvesting in digital advertising, or dedicating other revenue to digital advertising.

Current YouTube rates suggest that a \$5,000 investment can yield over 100,000 impressions.



Good to know:

44% of Maine Township residents speak a language other than English at home²



Social Media

Strengths

YouTube channel exists

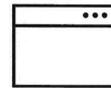
YouTube is the second most visited website in the United States. The Township YouTube channel already has 73 subscribers and board meetings for the past four years. Connecting our new videos to this existing page will boost credibility and make it easier for users to find our new videos.

Lack of social media provides fresh start

This is an exciting time to establish new communication channels to the public.

Google search results

When searching for “Maine Township” the website is the first returned search result. A high-quality Google Map and the Wikipedia page is also returned.



Good to know:

YouTube is the second largest search engine.³

Opportunities for improvement

Create Facebook page

Facebook is the third most visited website in the United States. Facebook is the digital “town square” and it’s an easy way to get messages out quickly.

Create LinkedIn page

By creating a LinkedIn page, the Township can create another “front door” to the Township website and blog posts.

A LinkedIn page also allows Township employees and elected officials to link their positions to an official page, adding a level of credibility to the position.

Run YouTube and Facebook ad campaign during property tax appeal season

People are likely unaware of the free property tax appeal help the township provides. Running an ad campaign around the appeal window will likely drive high engagement.

Run Facebook ad campaign to gain followers

Facebook allows campaigns to be created with the specific goal of gaining new “likes” and “followers.” Investment in this advertising pays off long-term, as once users “like” or “follow” the page, they will continue seeing future posts in their newsfeeds.

This also creates a ripple effect. Once a user “likes” a page, their friends may see that they “like” it, which increases the chance that they will “like” the page themselves.



E-Newsletter

The Township currently has four separate email lists. The lists with approximate number of contacts are:

Mainestay: 5,000

General Assistance: 550

Recovery Connection: 400

MaineStreamers: 200

Assessor: 150

In addition to these, MaineStreamers maintains a separate file with email addresses and they send these contacts information via Outlook.

All of the email lists are maintained and sent through Mailchimp, with the exception of Recovery Connection, which uses Constant Contact.

Opportunities for improvement

Create “general” Township news e-newsletter

A monthly newsletter can link to upcoming events, recent blog posts, job openings, social media, and give other general Township news including from different departments.

Approve sending general e-newsletter to all existing contacts

To reach as many contacts as possible, we recommend sending the “general” newsletter to all existing contacts. We recommend the Township consult with their attorney on the legality of sending to existing contacts to ensure compliance with relevant email marketing laws, including but not limited to the CAN-SPAM Act.

Alternatively, the general newsletter can be sent only to users who explicitly “opt-in”, but this will reach much fewer people.

Create general Township news option when users subscribe to emails

Currently, users can select from Mainestay, General Assistance, Assessor or Maine Streamers. Users should have the option of selecting “general” news in addition to these.



Branding

Currently, the Township does not have brand guidelines. Adoption of simple brand guidelines, such as a uniform font and color scheme, would create consistency across communications.

We have spoken with Fred Huetter about this, and given his expertise in graphic design, we believe he may be best equipped to implement this, and M³ Marketing and Township staff can follow his direction.

Conclusion

We hope this document provided a comprehensive overview of the Township's current marketing efforts and suggestions for improvements. If you have any questions, concerns, or if you feel there is an area of marketing and communications that was not covered in this audit, then please let us know and we can amend this report.

Sources:

- 1: <https://www.statista.com/statistics/683082/share-of-website-traffic-coming-from-mobile-devices-usa/>
- 2: US Census Bureau, 2019 ACS 5-Year Estimate Data Profiles
- 3: <https://www.globalreach.com/global-reach-media/blog/2020/01/28/the-2nd-largest-search-engine-on-the-internet>

ELIGIBILITY DETERMINATION MEMORANDUM

Maine Township

FEMA: DR-4489-IL

PA-ID: 031-46162-00

Applicant Type <input type="checkbox"/> State Agency <input checked="" type="checkbox"/> Local Government <input type="checkbox"/> Tribe <input type="checkbox"/> Private Nonprofit			
Grants Manager: <i>Only fill out this section if the project is in Grants Manager.</i>		EMMIE: <i>Only fill out this section if the project worksheet is in EMMIE.</i>	
Project No.	145564	EMMIE Project Worksheet No.	N/A
Version No.	0	Version No.	
Damage Inventory No.	394294	EMMIE Project Cost	\$N/A
		Total Amount Obligated	\$N/A
Project Title: Maine Township Covid 19 Response Project			
Project Size	<input type="checkbox"/> Large <input checked="" type="checkbox"/> Small <i>(Potentially subject to Net Small Project Overrun appeal)</i>	Category of Work	B – Emergency Protective Measures
Issue(s):			
Amount at Issue	\$49,792.94	Eligibility Issue Type(s)	<input type="checkbox"/> Applicant Eligibility
Amount Denied	\$29,464.29		<input type="checkbox"/> Facility Eligibility
			<input checked="" type="checkbox"/> Work Eligibility
			<input type="checkbox"/> Cost Eligibility
Issue Keyword(s)	Increased Operating Costs - Emergency Protective Measures Food Policy		

Project Description:

The Coronavirus (COVID-19) pandemic resulted in a major disaster declaration (DR-4489-IL) on March 26, 2020 for the State of Illinois with an incident period of January 20, 2020 and continuing. Maine Township (Applicant) requests reimbursement under the Federal Emergency Management Agency (FEMA) Public Assistance (PA) program for emergency protective measures (EPM) it performed from March 5, 2020 to September 8, 2020. As a result of the COVID-19 pandemic, the Applicant completed the streamlined project application on September 29, 2020. The Applicant requests \$49,792.94 in reimbursement for Information and Technology (IT) services and equipment including online subscriptions, and webcams, for virtual meetings to promote social distancing; miscellaneous supplies including clipboards, and sign holders; contracts for legal advice; food and beverages distribution, and food packaging including water, ice, and food restock for employees’ pantry, and boxes and tape used for restocking its pantry; engineering controls including acrylic barriers, marker duct tape grabbers, and signage to promote social distancing; screening and temperature scanning devices including no contact thermometers for temperature scanning of staff, and visitors before entering its facilities; purchase and distribution of personal protective equipment (PPE) including safety glasses, gloves, masks and face shields, used by staff; cleaning and disinfection supplies including wipes, cleaners, and sprayers, and contract cleaning for professional building disinfection to disinfect

and clean its facilities to prevent further spread of the COVID-19 virus; hand sanitizers, and hand sanitizer dispensers used for staff, and visitors; and communications of general health and safety information related to the COVID-19 pandemic to the public including ads, and press releases for the public. According to the Applicant this work was incurred to resume their normal operations while protecting the health and safety of staff, and visitors from the from the risk of COVID-19.

This determination memo (DM) only addresses eligibility concerns with IT services and equipment, miscellaneous supplies, contracts for legal advice, food and beverages distribution, and food packaging. The Applicant's request for reimbursement for the purchase of engineering controls, screening and temperature scanning devices, purchase and distribution of PPE, cleaning and disinfection supplies, and contract cleaning, hand sanitizers, and hand sanitizer dispensers, and communications of general health and safety information to the public is eligible.

Issue:

Are IT services and equipment, miscellaneous supplies, contracts for legal advice, food and beverages distribution, and food packaging, eligible emergency protective measures under FEMA's PA program?

Applicable Statutes, Regulations, and Policies in Effect as of the Declaration of the Emergency or Disaster:

- The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (Stafford Act), 42 U.S.C. § 5121 et seq. (2019):

Stafford Act § 403(a)(3)

- Title 44 of the Code of Federal Regulations (C.F.R.) (2019):

44 C.F.R. § 206.223(a)(1)

44 C.F.R. § 206.223(a)(3)

44 C.F.R. § 206.225(a)

- FEMA Policy:

Public Assistance Program and Policy Guide FP 104-009-2 (PAPPG) (Apr. 2018)
PAPPG, at 19, 41-42, 60-61, and 63.

COVID-19 FEMA Fact Sheet, Coronavirus (COVID-19) Pandemic: Eligible Emergency Protective Measures, March 19, 2020. (COVID-19 FEMA Fact Sheet)

Coronavirus (COVID-19) Pandemic: Purchase and Distribution of Food Eligible for Public Assistance, April 11, 2020, FP 104-010-03 (COVID-19 Food Policy)

Coronavirus (COVID-19) Pandemic: Safe Opening and Operation Work Eligible for Public Assistance (Interim), September 8, 2021, FP-104-21-0003, Version 2, (COVID-19 FEMA Safe Opening and Operation Policy)

Analysis:

Stafford Act § 403(a)(3) grants FEMA discretionary authority to provide assistance to state and local governments essential to meet immediate threats to life and property resulting from a disaster. Implementing this authority, 44 C.F.R. § 206.225(a) authorizes emergency protective measures necessary to eliminate or lessen immediate threats to life, public health, or safety, as well as threats of significant additional damage to improved property.

Under limited circumstances based on specific criteria, FEMA finds COVID-19 measures eligible for reimbursement when those measures are related to emergency actions to address an immediate threat to life, public health, or safety. FEMA is authorized to provide PA funding for specific work required as a result of an incident. 44 C.F.R. § 206.223(a)(1); *PAPPG*, at 19. FEMA is not authorized to provide PA funding for all losses or costs resulting from the incident, including the work that results in the increased costs to operate a facility or provide a service. *PAPPG*, at 41-42. The Applicant may incur additional costs related to operating a facility as a result of the incident because of an increased demand for the services the facility provides. These additional costs are only eligible if the services are specifically related to eligible emergency actions to save lives or protect public health and safety or improved property, costs are for a limited period of time based on the exigency of the circumstances, and the Applicant tracks and documents the additional costs. *PAPPG*, at 60-61.

Under limited circumstances based on specific criteria, FEMA finds COVID-19 measures eligible for reimbursement when those measures are related to emergency actions to address an immediate threat to life, public health, or safety. Examples are responders taking emergency actions to save the lives of Covid-19 infected or presumed infected survivors, or when measures must be taken to protect responders taking the emergency actions. The *COVID-19 Fact Sheet*, the *FEMA Policy 104-21-0003, Version 2*, and the *PAPPG* provide examples of emergency work that FEMA funds under its PA program, such as the purchase and distribution of supplies and commodities necessary for eligible emergency protective measures and for medical care necessary for eligible emergency protective measures. *PAPPG* at 63. Also, FEMA funds distribution of food under the COVID-19 Food Policy. FEMA funds food if distributed to populations at high-risk for severe illness from COVID-19 by FEMA Applicants that are legally responsible to do so.

Here, the Applicant is requesting reimbursement for IT services and equipment, miscellaneous supplies, contracts for legal advice, food and beverages distribution, and food packaging. FEMA does not authorize these measures as eligible for PA funding, therefore, the request for reimbursement for IT services and equipment, miscellaneous supplies, contracts for legal advice, food and beverages distribution, and food packaging is denied.

In relation to IT services and equipment, miscellaneous supplies, and contracts for legal advice used for routine operations, FEMA does not pay for items and contracts that are not authorized

as EPM for the COVID-19 disaster. FEMA considers costs to continue normal, routine work as ineligible, even if costs increase because of the COVID-19 disaster. FEMA Safe Opening and Operation Policy, Version 2; *PAPPG* at 41-42. FEMA considers the cost of preventative measures taken to ensure the continuation of the Applicant's routine services ineligible, even if those costs have increased because of COVID-19. Therefore, the Applicant's request for reimbursement under FEMA's PA program for the above-mentioned items is denied.

In relation to food and beverage distribution, and food packaging, the Applicant distributed water, and ice, and restocked the employee's food pantry. Under FEMA COVID-19 specific food policy, food distribution is funded if distributed to populations at high-risk for severe illness from COVID-19 by FEMA Applicants that are legally responsible to do so. Moreover, the Applicant has to demonstrate that the conditions at its township constituted a level of severity that food was not easily accessible for purchase or that its residents were impacted by reduced mobility. In this project, the Applicant request food and beverages distribution, and food packaging for office employees. These measures are not recognized by FEMA as eligible EPM for the COVID-19 disaster. FEMA does not authorize these measures as eligible for PA funding.

Nevertheless, FEMA approves the Applicant's reimbursement request for engineering controls, screening and temperature scanning devices, purchase and distribution of PPE, cleaning and disinfection supplies, contract cleaning, hand sanitizers, and hand sanitizer dispensers, and communications of general health and safety information to the public. FEMA considers this measure as EPM eligible for reimbursement under FEMA policy and regulation.

Eligibility Determination: Partially Approved Denied

The Applicant's request for reimbursement for \$29,464.29 for IT services and equipment, miscellaneous supplies, contracts for legal advice, food and beverages distribution, and food packaging is denied, because FEMA considers additional costs incurred by the Applicant as a result of the incident ineligible unless the Applicant can establish that they are specifically related to eligible emergency actions FEMA recognizes as COVID-19 measures for saving lives, protecting public health and safety. However, the Applicant's request for reimbursement for the purchase of engineering controls, screening and temperature scanning devices, purchase and distribution of PPE, cleaning and disinfection supplies, and contract cleaning, hand sanitizers, and hand sanitizer dispensers, and communications of general health and safety information to the public is eligible.

Notice of Right to Appeal:

The Applicant may appeal this determination to the Regional Administrator, pursuant to Title 44 of the Code of Federal Regulations § 206.206, Appeals. If the Applicant elects to file an appeal, the appeal must contain documented justification supporting the applicant's position; specify the monetary figure in dispute; and cite the provisions in federal law, regulation, and/or policy with which the Applicant believes the initial action was inconsistent.

The appeal must be submitted to the Recipient, Illinois Emergency Management (IEMA) by the Applicant within 60 days of its receipt of this determination. The Applicant should also include a current email address to receive electronic correspondence. The Recipient's transmittal of that appeal, with recommendation, is required to be submitted to FEMA within 60 days of the receipt of the Applicant's letter. If you have any questions, please contact the IEMA, Luke Denny at Luke.Denny@illinois.gov.

Preparation and Review:

Office of Chief Counsel Reviewer: Cheryl A. Jennings, Attorney-Advisor

PHILLIP YOO
 Digitally signed by PHILLIP YOO
 Date: 2021.11.24 22:11:35 -05'00'

Signature: _____ Date: _____

Approval:

PA Management:
 KEVIN A
 Digitally signed by KEVIN A DUFFY
 Date: 2021.11.29 17:05:33 -06'00'

Signature: DUFFY _____ Date: _____

Document Index:

Document Description	File Name
Cost Summary	ST 145564 Cost Summary.xlsx



Peter Gialamas

Clerk

Supervisor
Karen J. Dimond

Clerk
Peter Gialamas

Assessor
Susan Moylan Krey

Highway Commissioner
Ed Beauvais

Trustees
Kimberly Jones
Kelly Horvath
James Maher
Asif Malik

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

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

CLERK'S SERVICES FOR THE YEAR 2021

Month	Voter Registr.	Handic. Cards	Hunting & Fishing	RTA Passes	Passport Applic.	Neighbor Neighbor	Notary Public	Garbage Stickers	MaineLines Tickets	TOTAL
January	0	0	0	0	125	330	1	14	0	470
	3	3	0	34	358	0	13	15	135	561
February	0	1	0	2	142	693	43	4	0	885
	4	1	0	22	253	0	14	4	50	348
March	3	1	3	7	175	0	13	21	0	223
	0	4	7	14	126	0	10	10	30	201
April	0	0	39	7	175	0	18	100	60	399
	x	x	x	x	x	x	x	241	40	281
May	1	2	2	6	109	224	4	216	20	584
	x	1	x	x	x	x	x	320	x	321
June	0	1	2	11	170	0	28	238	0	450
	2	0	10	7	104	444	16	131	70	784
July	1	4	6	11	188	519	7	206	70	1,012
	47	1	10	5	87	0	31	114	0	295
August	0	2	13	10	141	0	9	156	37	368
	8	0	0	10	112	0	26	78	53	287
September	1	1	13	8	120	527	12	69	15	766
	18	2	2	3	73	0	5	84	40	227
October	2	2	21	13	139	0	26	209	15	427
	0	2	7	3	126	470	15	116	15	754
November	0	2	8	8	120	3	36	238	0	415
	1	0	5	0	62	0	12	197	40	317
December	0	1	0	8	167	770	18	107	0	1071
	0	4	5	2	79	330	23	43	40	526
TOTAL	8	17	107	91	1,771	3,066	215	1,578	217	7,070
	83	18	46	100	1,380	1,244	165	1,353	513	4,902

* The numbers in the second row indicate services provided in the year 2020

Maine Township Assessor's Office 2021 Monthly Summary of Taxpayer Services

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
Calls	618	1447	1130	522	243	345	420	871	390	287	237	221	6731
Visits	12	130	384	74	46	102	226	687	446	288	154	91	2640
permits					1255	1518	431		22	1841	585	659	6311
Welcome	330					224	519			527			1600
C/E	29			291		59	56				393	240	1068
HO						79							79
Senior						198							198
Freeze						267							267
Disability						36							36
Vets						19			3				19
Waivers													3
Treasurer													0
Name/Address	11		13		28	12	5			15		28	112
Appeals					9			306					306
Prop. Loc							4		36	19		5	73
Exempt Inq					2		1			1			4
Assessment Inq.					30	3	3			2			38
C/E \$ Saved Taxpayers												\$ 1,012,855.69	\$ 1,012,855.69

z: Assessor/2021 Yearly Summary of Taxpayer Services_ by month

Updated 1/18/2022



Board Report for December / January 2021 /2022

Marty Cook

Friday Night Recovery Meetings at Maine Township Attendance:

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

December, 24th, 2021	0 Participants
December 31st, 2021	0 Participants
January 7th, 2021	42 Participants
January 14 th , 2021	38 Participants

Events:

- We're beginning to plan our annual Ski-Trip this year. The previous ski trip was cancelled due to the rise in cases of Covid-19. Our hope is with vaccinations and keeping everyone safe that we can plan our ski trip for February.

Community Outreach:

Addiction is not a 9 to 5 job and does not take holidays. Recovery Connection staff makes itself available 24 hours a day 7 days a week via a township issued cellphone to talk with families and individuals looking for help.

- Staff has completed finding housing for Cliff M. he is now a resident of Niles
- Spoke with 6 families about finding help for a family member dealing with addiction
- Staff arranged treatment for 4 other people at Recovery Centers of America.

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

**To: Karen Dimond
Maine Township Supervisor**

**From: Nicholas Kanehl
Coordinator – Food Pantry**

Re: Report of Services Rendered during the Month of December 2021

I. Maine Township Emergency Food Pantry Distribution

a. Family Boxes of Food Distributed

- 1. Adults Receiving** _____
- 2. Children Receiving** _____

b. Emergency Family Boxes of Food Distributed _____

- 1. Adults Receiving** _____
- 2. Children Receiving** _____

TOTAL 187 Boxes

II. Cash Donations and Amounts Received

Resident Donations	\$2420.00
Business Donations	\$11,741.13
TOTAL	\$15,161.13

III. Food Collections Received During Calendar Month

**Julie Cook Annual Holiday Party
Emerson Middle School
Maine East High School
Baird Warner Go Fund Me ...Paul Swanson Park Ridge
Jewel Greenwood and Busse Park Ridge 200 Ham Dinners**

MAINSTREAMERS HIGHLIGHTS

December 2021

Marie Dachniwsky, Director

We kicked off the month of December with the wonderful Sanfilippo Christmas Lunch & Concert followed by an overnight trip to the beautiful Osthoff Resort, Elkart Lake Wisconsin, for their annual Old World Christmas Market. We also hosted our regular monthly programs, as well as our Holiday Luncheon and a special Zoom Informative, Mid Century Christmas presented by Leslie Goddard.

Day Trip

Sanfilippo Christmas Lunch & Concert – Members enjoyed an elegant lunch and an organ concert at the estate of Jasper Sanfilippo, Barrington. The lunch was held in the Carousel Pavilion surrounded by the beautiful Eden Palais, life-sized carved horses, art glass butterflies, a beautiful etched-glass entryway and the full sized carousel. Following lunch members were greeted at the residence and enjoyed an organ concert on the Mighty Wurlitzer Theater Organ in the theater room. After the concert members were able to walk around and view their various collections, from musical instruments and casino-style games to perfume bottles and art glass lamps.

Old World Christmas Market – Overnight Trip to Elkart Lake Wisconsin

We were very excited to be able to host our annual overnight trip, for 55 members, to Old World Christmas Market in Elkart Lake Wisconsin. We started our trip at the Wreath Factory in Plymouth, WI. We were given a demonstration of how they make their famous wreaths. That was followed by the “Nutcracker in the Castle” at the Paine Art Center. Each room of the mansion was beautifully decorated to describe the beloved Nutcracker fairy tale. In the evening we reached our final destination for the night, the Osthoff Resort. Members enjoyed a holiday meal and a horse drawn carriage ride through the decorated town of Elkart. The following day members were able to browse the Christmas Market in the heated tent where they were able to purchase glass blown ornaments and crafts from international and regional artisans. Best of all, they were able to purchase an assortment of German foods such as Bratwurst, Wiener Schnitzel, Potato Pancakes and Apple Strudel. Our final destination was to The Siberian Outpost, a farm that trains Siberian Huskies in sled racing. Everyone loved seeing all the huskies up close and learning the history of the Iditarod. A few members were even given a sled ride to get the full experience!

“My husband and I wanted to say THANK YOU, to you, your wonderful staff and the Mainstreamers organization for putting together the Osthoff Resort trip. We had a wonderful time. You took us to places we hardly had any idea existed. They were interesting and informative and we enjoyed every minute of it. Thank you for organizing this trip so well and taking care of all the aspects of our fun getaway so efficiently. You made us feel safe and well taken care of. We look forward to participating in other fun adventures with Mainstreamers.”

John & Maria, Niles

MAINSTREAMERS 2021 STATISTICAL REPORT - December

	NO. OF PARTICIPANTS	YEAR TO DATE	INCOME	EXPENSES	TOTAL
RECREATIONAL PROGRAMS					
Bingo (Monthly)	35	1,543	\$204.00	\$213.00	(\$9.00)
Day at the Races (Monthly)	23	730	\$0.00	\$0.00	\$0.00
Movie of the Month (Monthly)	26	117	\$40.00	\$19.00	\$21.00
Women's/Mens Breakfast (Alternating Months)					\$0.00
Twilight Dining Outing (Alternating Months)					\$0.00
Book Review (3-Times a Year)					\$0.00
Coffee Talk/Trivia	118				\$0.00
Fun Fridays	446		\$24.00	\$5.00	\$19.00
Craft Class	59				\$0.00
HEALTH/INFORMATIVE					
		60			
ZOOM INFORMATIVES					
Mid Century Christmas	48	278	\$0.00	\$0.00	\$0.00
FITNESS CLASSES					
Senior Aerobics (8 week sessions)	29	60	\$837.00	\$675.00	\$162.00
Yoga (8 Week Sessions)	11	22	\$660.00	\$880.00	(\$220.00)
Zumba Gold (8 Week Sessions)		34			\$0.00
Chair Yoga (8 Week Sessions)					\$0.00
Matter of Balance Exercise Class		26			\$0.00
CLASSES/PROGRAMS					
Computer Class (Alternating Months)		23			\$0.00
Matter of Balance (8 Week Class- Bi- Yearly)					\$0.00
Rules of the Road (3- Times a Year)		48			\$0.00
Defensive Driving Course (Held Quarterly)					\$0.00
LUNCHEONS	156	286	\$6,024.00	\$8,074.10	(\$2,050.10)
ANNUAL SPECIAL EVENTS					
MISCELLANEOUS EVENTS		1466			\$0.00
					\$0.00
DAY TRIPS	110	385	\$27,248.23	\$25,955.79	\$1,292.44
LONG DISTANCE TRIPS	1	4	\$106.00	\$0.00	\$106.00
SENIOR MAILING (Bi-Monthly)	12		\$0.00	\$80.94	(\$80.94)
NEWCOMERS PRESENTATION (Alternating months)					\$0.00
ADVISORY COUNCIL MEETING (Held Quarterly)		18			\$0.00
TOTAL	463	5723	\$35,143.23	\$35,902.83	(\$759.60)
Misc. Expenditures				\$65.89	(\$65.89)
NEW MEMBERS	6	161	Average Age	65.5 y/o	(\$825.49)

Maine Township
MaineStreamers Account Income/Expenses
December 2021

Beginning Balance 12/1/2021	\$123,160.23
<hr/>	
Income	
Total amount of checks deposited (e.g., member event fees, vendor refunds)	\$0.00
Expenses	
Total Subtractions	\$39,823.52
<hr/>	
Ending Balance 12/31/2021	\$83,336.71
<hr/>	

Ending Bank Balance **\$83,336.71**

*** Please Note**

This is an account separate from the General Town Fund

MAINSTREAMER PHOTOS FROM DECEMBER PROGRAMS AND EVENTS



General Assistance Monthly Report

December 2021

Austin Kelso

General Assistance:

In the month of December, we approved 4 new GA cases. Adding this to our 24 currently enrolled clients results in 28 current open cases. We are seeing an increase in intakes and applications due to current events in the world.

Advocacy/QMB, Snap, and Medicaid:

In December, we helped residents with the various forms of Public Aid (Food Stamps, Medicaid, and Cash Assistance) 24 times. We have been receiving a lot of phone calls from residents seeking any help they can get and have referred them to community resources on 91 occasions during the month.

Benefit Access:

With the Secretary of State closing their buildings, they have extended expired license plates through March. This is a program which grants a reduced rate on license plate stickers and a free or reduced transit card to qualifying residents. We helped 37 individuals get approved in the month of December.

CEDA/LIHEAP:

Our LIHEAP season began September 7th. Just as last year, it has been as busy as ever. Since CEDA granted people the ability to apply for this program remotely, we have been able to serve more people in need. We helped 288 individual households apply for this program in the month of December. This is our Energy Assistance program that awards eligible applicants a one-time grant on their electric and gas bills. We also assist with PIPP which is a payment plan to help ensure residents can pay their utility bills every month. We are currently fully booked through the month of January 2022. We have carved out certain dates and times to keep open so that we can still fit in Benefit Access, Medicare, and GA appointments. Last season we broke our record for the most LIHEAP applications processed, which was well over 1,400. We anticipate coming close to that or exceeding the number this season.

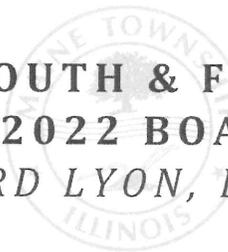
Senior Information and Assistance:

Our Senior and Disability Advocates have been doing a great job keeping up with all updates for senior programs during these uncertain times. Open enrollment for Medicare ended December 7th. Our advocates helped 10 residents conducting SHIP interviews and helped 26 individuals in answering Medicare and Medicare Part D questions.

**STATISTICAL REPORT
GENERAL ASSISTANCE DEPARTMENT
December 2021**

I.	<u>GENERAL ASSISTANCE CASES</u>	
	1. CASES OPENED	<u>4</u>
	2. CASES ONGOING	<u>24</u>
	3. CASES PENDING	<u>3</u>
	4. CASES CLOSED	<u>0</u>
	5. TOTAL INDIVIDUALS RECEIVING GENERAL ASSISTANCE	<u>28</u>
II.	<u>ADVOCACY:</u>	
	1. QMB – QUALIFIED MEDICAL BENEFICIARY PROGRAM	<u>1</u>
	2. GENERAL PUBLIC AID ADVOCACY (TO INCLUDE SNAP, CASH ASSISTANCE AND MEDICAID)	<u>24</u>
	3. COMMUNITY RESOURCE ADVOCACY REFERRALS	<u>91</u>
III.	<u>SUBURBAN PRIMARY ACCESS TO CARE INTAKE:</u>	
	1. MONTHLY INTERVIEWS/APPLICATIONS FILED	<u>0</u>
IV.	<u>SENIOR INFORMATION AND ASSISTANCE:</u>	
	1. SHIP, MEDICARE, AND MEDICARE D INTERVIEWS	<u>26</u>
	2. BENEFIT ACCESS MONTHLY APPLICATION INTERVIEWS	<u>37</u>
	3. FREE TELEPHONE /BILL REDUCTION APPLICATION INTERVIEWS	<u>0</u>
	4. VETERANS ADMIN. ASSIST REFERRAL	<u>0</u>
	5. SECTION 8 HOUSING	<u>1</u>
V.	<u>CEDA PROGRAMS/ LIHEAP – ENERGY ASSISTANCE</u>	<u>288</u>
	<u>APPLICATION INTERVIEWS</u> (which includes Hardship, Share the Warmth, PIPP, DVP, RA [Reconnect Assistance], Furnace, and Weatherization).	
VI.	<u>MAINELINES (MAINE TOWNSHIP TAXI CAB VOUCHER PROGRAM)</u>	
	1. NEW APPLICATIONS ACCEPTED	<u>0</u>
	2. MONTHLY INTERVIEWS	<u>0</u>
	3. MAINELINES TICKETS SOLD THIS MONTH	<u>0</u>
	4. TOTAL MONEY COLLECTED FOR TICKETS SOLD (YEAR TO DATE) (MARCH 1 ST -FEBRUARY 28 TH)	<u>\$257</u>

MAINESTAY YOUTH & FAMILY SERVICES
JANUARY 2022 BOARD REPORT
RICHARD LYON, DIRECTOR



NEW MAINESTAY EMPLOYEES

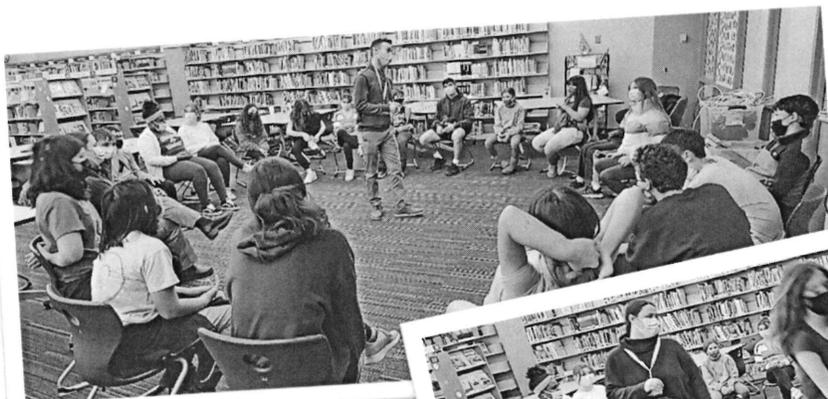
I would like to extend a warm welcome to all of MaineStay's new employees. Our therapists Arielle Kalvelage, Summer Zumbrock, and Jazmin Arana, began employment with us on December 6. Emily Toomey and Evan White, our program coordinators, began working with us on January 3. Each of them is a welcome addition to the MaineStay team as they have all adapted to their roles quickly and have already demonstrated a strong commitment to providing high-quality services to our residents. I am incredibly grateful to count them as colleagues as we seek to further our mission and impact on underserved populations in our local community.

AGENCY GRANT FUNDING PROCESS

I would like to recognize the hard work of our board members and employees for their active participation and collaboration in this year's agency funding process. Final funding amounts were voted on by our board at the December 27 board meeting. Maine Township will be providing 25 non-profit organizations, including three new organizations, with a total of \$470,700 in grant funding for our next fiscal year starting March 1, 2022. These organizations provide valuable services to our residents, and Maine Township's support helps ensure this continues. Evan White, our Agency and Program Coordinator, is currently in the process of collecting signed contracts and other paperwork from agencies that is necessary before their first payments can be issued in March.

FUTURE LEADERS

The Future Leaders program, which focuses on social emotional learning and provides the opportunity for middle school students to benefit from positive peer mentoring relationships with high school students, continues twice each month at Lincoln Middle School. Lincoln Middle School identified and invited specific students who they thought would benefit most from the program to participate. Emily Toomey, our Youth Program Coordinator and Evan White, our Agency and Program Coordinator, co-led the January 6 session and facilitated an engaging and meaningful discussion and activities on the topic of leadership with the students. They will both continue co-facilitating and growing this program at Lincoln Middle School in the coming months.



PEER JURY

Peer Jury will meet next on February 3 and Evan White, our Agency and Program Coordinator, will take over coordinating this program. This restorative justice initiative, offered in partnership with the Des Plaines and Park Ridge Police Departments and held in the Park Ridge City Council Chambers, allows first-time, non-violent offenders to bypass the court system and instead be sentenced by a jury of their peers. Offenders receive meaningful community service assignments or additional recommendations such as counseling or various forms of restitution. MaineStay matches juveniles with local community service sites and oversees their effort to ensure their work progresses smoothly. The goal of this program is to reduce juvenile delinquency and repeat offenses later in life and to improve decision-making skills. It also offers a valuable contribution to local organizations and non-profits that benefit from the community service work the youth are able to perform.

MENTORING

Our Big Brothers Big Sisters mentoring program continues to meet twice a month next door at the District 63 Family Resource Center. Emily Toomey, our Youth Program Coordinator, has assumed the responsibility of coordinating this program and is currently searching for additional adult mentors to volunteer in this program.

FEATURED STORY OF THE MONTH

I recently received a call from a parent about enrolling her daughter in counseling. While on the phone, she told me her older daughter, who is now a senior in high school, had participated in our anxiety group when she was in 5th grade. She stated her daughter found it incredibly helpful in learning how to deal with previously severe anxiety and that she was able to put the skills learned in the group to good use. Now, seven years later, she still has excellent control over anxiety and has been able to be successful in school and at home.

COUNSELING SERVICES

MaineStay continues to offer clients the option to be seen in the office or via telehealth (video or phone) for counseling services. MaineStay had a busy month with 20 new counseling intakes completed during December. We currently have a waiting list of 12 clients. We had 57 ongoing cases and now have a total of 77 cases in our affordable strength-based counseling program. MaineStay is honored to assist Maine Township residents who are struggling and remains committed to doing everything we can to help the mental health needs of the most vulnerable in our community during this challenging time.

PSYCHIATRIC SERVICES

MaineStay, in partnership with Josselyn, continues to provide psychiatric services to residents via telehealth. We are currently working with a total of 50 psychiatric clients. This partnership allows clients receiving counseling services at MaineStay to receive psychiatric services from Josselyn without also needing to be seen for counseling there, as many prefer receiving counseling closer to home.

MAINESTAY E-NEWSLETTER

As a way to share news about MaineStay services with our community in a cost-effective manner, we have sent out a periodic email newsletter for the past 13 years. We now have over 5,000 subscribers.

COMMUNITY INVOLVEMENT

During December, I met with Josselyn for our monthly psychiatric services partnership meeting. I continued screening candidates and conducting interviews for open positions in our department.

MaineStay FY 2021-2022 Statistical Report

	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	YTD
CONTACT HOURS													
Therapy	154	164	138	149	120	154	119	93	61	84			1234
Psychiatric Services	28	20	20	17	16	21	27	22	17	18			205
Youth/Community Programs	1020	116	328	675	78	38	146	208	169	149			2926
Grand Total	1202	299	486	841	213	213	291	323	247	250			4365
THERAPY													
New Cases	6	13	17	11	8	10	3	1	9	20			98
Ongoing Cases	81	79	83	86	86	81	70	61	53	57			
Total Cases	87	92	100	97	94	91	73	62	62	77			
PSYCHIATRIC SERVICES													
New Clients	0	3	1	2	0	2	1	0	0	0			9
Ongoing Clients	60	59	62	55	57	56	56	50	50	50			
Total Clients	60	62	63	57	57	58	57	50	50	50			
COMMUNITY EDUCATION													
Professional Workshops				1				1					2
General Seminars	1		1	1	1								4
Attendees	591		70	383	39			77					1160
MENTORING													
Youth Participants	9	9	9	9	9	9	9	9	10	10			
ART IN THE TOWN													
Youth Participants	42	38	38				28	28	28				
WORKSHOP IMPROV THEATRE													
Youth Participants							8	7	7				
FISH													
Incoming Calls	27	53	43	51	83	102	93	112	83	18			665
Total Calls	60	108	95	124	177	215	167	222	188	83			1439
Riders Served	4	7	4	5	9	12	13	14	14	8			
Rides (round trip)	8	12	12	16	29	28	20	25	62	52			264
Volunteer Drivers	4	6	6	10	10	10	8	12	12	12			

Maine Township
1700 Ballard Road
Park Ridge, Illinois 60068

FREEDOM OF INFORMATION REQUEST

FROM:
Name: Vanessa Favia
Address: 9668 Reding Cir
City/State/Zip: Des Plaines IL 60016
Phone Number: 331-223-4529
Email Address:

TO:
Freedom of Information Officer
Wiesia Tytko
wtytko@mainetown.com
Fax #: 847-2971335
Phone #: 847-297-2510 ext. 222
Today's Date: January 04, 2022

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

For Land at 9668 Reding Circle Des Plaines IL 60016. Pin # 09094010580000
Over last 5 years to present are there any violations to property, liens, in a special service area, in a flood zone, and what is the zoning? Please advise.

Please email all findings and responses to info@vf.legal and infovflegal1@gmail.com

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

_____ Inspection Copy

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

Commercial purpose? Yes _____ No

For Office Use Only

Date Received 1/4/2022
Date Response Due 1/11/2022 TUE
Received By W. Tytko

Notations _____

Maine Township
1700 Ballard Road
Park Ridge, Illinois 60068

FREEDOM OF INFORMATION REQUEST

FROM:
Name: Ms. Theresa JONAS
Address: 6120 No. Olympia Ave.
City/State/Zip: Chicago, ILLINOIS 60631
Phone Number: awaiting a "Jitterbug"
Email Address:

TO:
Freedom of Information Officer
Wiesia Tytko
wtytko@mainetown.com
Fax #: 847-2971335
Phone #: 847-297-2510 ext. 222
Today's Date: January 14, 2022

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

!:47pm Chicago,. 01/14/2022.

Hello MAINE TOWNSHIP FOIA> Officer:

I hope all is well.

I am inquiring about RESIDENCY REQUIREMENT for employment in the MAINE TOWNSHIP HIGH SCHOOLS and LIBRARY.

Please US POSTAL MAIL a copy of the Policy/Law to the above listed addresses as soon as possible, only the pages that pertain to the RESIDENCY REQUIREMENT FOR MAINE TOWNSHIP HIGH SCHOOLS AND LIBRARY.

Have a good Day!
1:50pm Chicago.

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

_____ Inspection Copy

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

Commercial purpose? Yes _____ No

For Office Use Only

Date Received 1/14/2022
Date Response Due 1/24/2022 - MON
Received By W. Tytko

Notations _____

Wiesia Tytko

From: Zoe Yalcin <zyalcin@smartprocure.com>
Sent: Tuesday, January 18, 2022 9:09 AM
To: Wiesia Tytko
Subject: SmartProcure FOIA Request to Maine Township For PO/Vendor Information

Dear Wiesia Tytko,

SmartProcure is submitting a commercial FOIA request to the Maine Township for any and all purchasing records from 09/28/2021 (mm/dd/yyyy) to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

- 1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
- 2. Purchase date
- 3. Line item details (Detailed description of the purchase)
- 4. Line item quantity
- 5. Line item price
- 6. Vendor ID number, name, address, contact person and their email address

If you would like to let me know what type of financial software you use, I may have report samples that help to determine how, or if, you are able to respond.

Please email or click on the button below to upload the information. There is no file size limitation:

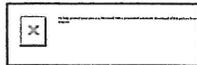
[Click Here To Upload](#)

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions, please feel free to respond to this email or I can be reached at the phone number below in my signature.

Regards,

Zoe Yalcin
Data Acquisition Specialist



Direct: 561-609-6762
Email: zyalcin@smartprocure.com