

Maine Township Board Meeting June 27, 2017

Board Members Present: Trustees Jones, Carrabotta, McKenzie and Sweeney

Other Elected Officials Present: Supervisor Morask, Clerk Gialamas, Assessor Moylan Krey and Highway Commissioner Kazmierczak

Other in attendance: Dayna Berman, Dan Dowd, Doriene Prorak, Denise Jajko, Elizabeth Coy, Richard Lyon, Marsha Warnick, Michael Samaan, Mary Swanson, Dick Barton, Dagmar Rutzen, Carol Teschky, Audrey Nankervis, Sharon McLaughlin, Peter Ryan, Carol Langan, Robert Provenzano, Jan Provenzano and Wiesia Tytko

Supervisor Morask called the meeting to order at 7:34 p.m., Clerk Gialamas led the Pledge of Allegiance and called the roll.

Agenda Item: Approval of Minutes of May 23, 2017 Board Meeting

Trustee Carrabotta Motion to waive the reading and approve the minutes of the May 23, 2017 Board Meeting as distributed to the Board.

Trustee Jones Second.

Motion carried on a roll call vote as follows:

Supervisor Morask Yes

Trustee Jones Yes

Trustee Carrabotta Yes

Trustee McKenzie Yes

Trustee Sweeney Yes

Motion carried.

Agenda Item: Public Participation
None.

Agenda Item: Approval of General Assistance Expenditures

Payrolls dated May 19, 2017 and June 2, 2017 and General Assistance checks #50652 through check #50724 in the amount of \$65,176.07.

Trustee Jones Motion to approve.

Trustee Sweeney Second.

Motion carried on a roll call vote as follows:

Supervisor Morask Yes

Trustee Jones Yes

Trustee Carrabotta Yes

Trustee McKenzie Yes

Trustee Sweeney Yes

Motion carried.

Agenda Item: Approval of Road District Expenditures

Payrolls dated June 2, 2017 and June 16, 2017 and Road District checks #19825 through check #19881 in the amount of \$186,038.48.

Trustee Sweeney Motion to approve.

Trustee Jones Second.

Motion carried on a roll call vote as follows:

Supervisor Morask Yes

Trustee Jones Yes

Trustee Carrabotta	Yes
Trustee McKenzie	Yes
Trustee Sweeney	Yes

Motion carried.

Agenda Item: Approval of General Town Fund Expenditures

Payrolls dated June 2, 2017 and June 16, 2017 and General Town Fund checks #54988 through check #55105 in the amount of \$370,886.34.

Trustee McKenzie	Motion to approve.
Trustee Carrabotta	Second.

Motion carried on a roll call vote as follows:

Supervisor Morask	Yes
Trustee Jones	Yes
Trustee Carrabotta	Yes
Trustee McKenzie	Yes
Trustee Sweeney	Yes

Motion carried.

Agenda Item: Mary Swanson/MaineStreamers

Mary Swanson reported that Swing into Spring Senior Expo and 90 Plus Birthday Party are the most popular events for the members of MaineStreamers. This year Swing into Spring Senior Expo was held on Friday, April 28th, at the Golf Mill Shopping Mall. There were approximately 2,000 residents in attendance. The income received from vendors and sponsorship was \$15,900.00. The expenses were: \$8,629.91 and the profit from this event was: \$7,270.09.

Ms. Swanson stated that this year was the 11th anniversary for Swing into Spring Senior Expo event. The purpose is to have companies and businesses in the Maine Township community market their goods and services to the seniors and their families. The proceeds help offset the cost of events like the 90 Plus Celebration.

Ms. Swanson reported that this year 90 Plus Celebration was held on Wednesday, May 24th, at the Chateau Ritz with attendance of 258 celebrants and guests. The expenses for this event were: \$7,786.31, the income from additional guests and sponsors was: \$1,586.97 and the actual cost for this event was \$6,199.34.

Ms. Swanson stated that our Township sponsored the first 90 Plus birthday celebration in 2001 with 30 residents enjoying lunch in our Town Hall. In the following years the event has grown and this year 260 invitations were sent and 155 celebrants attended. Each celebrant received a certificate, a corsage/boutonniere, lunch for themselves and a guest and a photo.

Ms. Swanson also explained the MaineStreamer's Monthly Budget spreadsheet.

Supervisor Morask and Assessor Moylan Krey commented how special and important these events are for our seniors.

Trustees Sweeney and McKenzie asked numerous questions regarding Senior Department's budget, programs budgeted through township and other expenses.

Agenda Item: Officials' Reports

Assessor Moylan Krey stated that her office has been busy working on different exemptions. The tax bills are not sent out yet. They are expected to be mailed to the residents the first week of July. She added that it is expected that everyone taxes will have some kind of raise because of the State Equalizer and it won't be helpful that the municipalities rates went down. Assessor Moylan Krey noted that the residents who receive the Senior Freeze exemption might benefit from lower municipality rates. She added that her office is expecting to be extremely busy when the tax bills come out.

Assessor Moylan Krey stated that now her office is working on processing certificate of errors for homeowner exemptions for parents that need to show proof of residency for enrolling their child in school and others. She added that this month her office was working on permits. Assessor Moylan Krey

explained that the Assessor's office processes permits from the municipalities to Cook County and this month they processed 1,050 permits. These permits have to be registered with the County and the revised assessed values will reflect on the following year tax bill.

Assessor Moylan Krey wished everyone a happy 4th of July.

Highway Commissioner Kazmierczak reported that the Highway Department established membership in the IPWMAN, the mutual aid group with public works. He explained the necessity of being a member of an aid group with an example such as: If the Village of Niles is hard hit by a windstorm than the Maine Township Highway Department can utilize some resources to help them and if the Village of Niles is also a member of IPWMAN and the damage is concentrating in the unincorporated area they should provide assistance to us.

Highway Commissioner Kazmierczak stated that he attended the CMAP meeting in the Maine Township Town Hall today. He commented that the CMAP group, the Maine-Northfield Steering Committee and Cook County Partners discussed the existing conditions reports for economic development, parks, flooding and transportation. They also made recommendations for the plan but said that there is more research and outreach to do.

Highway Commissioner Kazmierczak reported that the road work is finished for the year. The paving and street reconstruction projects are finished for Delphia, Knight, Lincoln, Ballard Road, Lyons, Davis and others. The curb and gutter projects are done on Ironwood and Noel and Meadow Lane were repaved. He added that next year they are planning to do more curb and gutter work and sidewalks.

Clerk Gialamas reported that his office has been very busy with selling Cook County vehicle stickers with a total of 4,000 stickers sold to the date. The Clerk's office will be open on one more Saturday, July 1st, to allow residents to purchase their 2017-2018 vehicle stickers before the late penalty will be charged on July 6th.

Clerk Gialamas stated that the second National Night Out meeting was held on Monday, June 26th. The poster judging contest will be held on Tuesday, July 18th, at Feldman Recreation Center. Clerk Gialamas thanked all the Trustees for participating in this program.

Trustee Sweeney reported that she attended the National Night Out meeting and added that Clerk Gialamas does a great job of orchestrating this event and railing in people to participate and looking into new ways to potentially off sets some costs. Trustee Sweeney added that she will be calling Lutheran General Hospital asking them to be a local sponsor for the National Night Out event.

Trustee Sweeney stated that recently she did the Webinar training which was offered through the Township to learn how to run meetings efficiently.

Trustee McKenzie stated that she participated in the Park Ridge Memorial Day Parade and had a lot of fun. She also participated in the Webinar training and attended the National Night Out meeting last night.

Trustee Carrabotta stated that so far it has been a wonderful experience to serve as Trustee on the Maine Township Board. He commented that the Volunteer Reception that he attended was very well done. He added that this event made the Township look very good and the volunteers attended were very happy and appreciated.

Trustee Carrabotta stated that he also had a lot of fun at the Park Ridge Memorial Day Parade. He commented that National Night Out is a really important event because it is National Night Out Against Crime. We need to reinforce values of the children given by their parents since most of the time children listen to the strangers more than they do to their parents. He thanked Clerk Gialamas for all his work and effort put into this program.

Trustee Jones stated that she also attended the Volunteer Reception and stated that everyone involved did a great job. She added that volunteerism is very important to the fabric of the community, helps people network, have a feeling of belonging and we have got some great volunteers.

Trustee Jones stated that she attended the National Night Out meeting with the fellow Trustees, Highway Commissioner Kazmierczak and Clerk Gialamas. Along with Highway Commissioner Kazmierczak, Trustee Jones attended the Touch-a-Truck at Maine Park in Park Ridge, a community event sponsored by Representative McAuliffe.

Trustee Jones stated that as a new FOIA officer she already experienced four FOIA requests sent to our Township and timely answered by the FOIA committee with help of Attorney Dowd. She wished everybody Happy 4th of July and stated she is looking forward to the 4th of July Parade.

Supervisor Morask stated that the Volunteer Reception this year was spectacular. She commended Administrator Berman and Vicki Rizzo on the great job organizing this event and added that our volunteers were very happy to be recognized.

Supervisor Morask agreed that the FOIA committee has been responding to a few FOIAs and Attorney Dowd was very helpful and they were answered on time.

Supervisor Morask reported that we are in process of redoing the Maine Township Website. Our Website was started 10 years ago and Richard Lyon did a great job. We are going to outsource it and any suggestions are welcomed from the Department Heads and Elected Officials. She added that the new website will be launched in August. Supervisor Morask asked the new Trustees to complete their OMA trainings and reminded them that it has to be done in 90 days after taking the position. She stated that Carol Langan, Administrator Berman and she have been working on reconstructing the Food Pantry and added that Ms. Langan as a Department Head will be attending the Board meetings.

Supervisor Morask stated that she was asked by some Trustees if we can discuss the minimum wage opt-out issue. She added that Attorney Dowd will elaborate on this issue in his report.

Supervisor Morask reported that the Maine Township Mainely News will be published 4 times a year instead of 3 times and it will be revamped. She pointed out that she started a tradition with the Trustee Corner where they can share their points of view and knowledge and asked Trustee Sweeney to do the first issue for the new Board. She added that on Saturday, June 3rd, we hosted another very successful Shredding event in our parking lot. According to Dagmar Rutzen by shredding 5,016 pounds of paper on this day, 48 trees were saved. On July 13th through July 15th, our Township will participate in the Taste of Park Ridge. On Friday, July 14th, the Senior Department is hosting Bingo from 1 pm to 3 pm and in the evening Maine Township is sponsoring a beer tent and volunteers are needed. On Saturday, July 15th, three informational tables will be manned by the representative from Maine Township, Highway Department and Clerk's office at Hodges Park.

Supervisor Morask stated that we had a very successful audit done by Gibbert & Associates, P.C. and the copies of the Annual Financial Reports were distributed in the Board packets.

Agenda Item: Attorney's Report

Attorney Dowd reported that he has been working with the FOIA committee on a couple recent FOIA requests. He has been reviewing a contract seeking some different levels of collaboration with MaineStay and their psychiatric provider and he was reviewing the General Agreement and Contract between Maine Township and Barton & Barton, Ltd.

Attorney Dowd stated that he also reviewed the opt-out minimum wage issue. He stated that it looks that this issue is more relevant in Des Plaines than to other areas, however, Mr. Dowd stated our Township did not have home rule authority to put on our Agenda to consider allowing an opt-out for the unincorporated area. He called Bryan Smith at TOI and found out that some municipalities have provided resolutions to the home rule bodies to have ability to stay or opt out.

Agenda Item: Administrator's Report

Administrator Berman stated that the contact cards for Elected Officials will be made soon. She also pointed out that the Funding Hearing dates will be picked out at the next Board meeting.

Agenda Item: Personnel, Clerk's Office full-time position

Supervisor Morask stated that Clerk Gialamas and she are seeking to move Catherine Fredericksen from part-time to full-time position and her resume was distributed prior to the meeting.

Clerk Gialamas stated that the past Clerk, Gary K. Warner, suggested hiring Ms. Fredericksen full-time. Clerk Gialamas stated that he has seen a need for more employees in his office. The Clerk's office is very busy and we estimate an increase in passports with the Park Ridge and Des Plaines Post Offices closing passport services. Ms. Fredericksen is a very good employee, she puts in a lot of hours if asked and there won't be an increase in salary, but by switching her from part-time to full-time she will be eligible for benefits.

Trustee Jones	Motion to approve to move Catherine Fredericksen from part-time to full-time position with benefits in the Clerk's office.
Supervisor Morask	Second.

Discussion:

Trustee Sweeney stated that it seems to her that there is some kind of seasonal need for more employees in the Clerk's office in regards to selling stickers. She would like to understand more what is triggering this need and what data of information Trustees have to move an employee from 20 hours to 40 hours per week plus benefits. She pointed out that it is a big expense increase, with double the hours and adding health insurance. She stated that because the State of Illinois economics are not great, increasing jobs and personnel costs is a big deal. She suggested taking some time to understand this issue better.

Supervisor Morask suggested that the Trustees come during the week to visit the Clerk's office and see for themselves how busy this office is with selling stickers, and other offered services and especially the passport service. She pointed out that Ms. Fredericksen makes \$12.88 per hour and did an outstanding job for the last year. She added that she has no issue offering benefits for a \$12.88 per hour job because benefits help get and keep good employees as in this case. The Clerk's office fullfills the needs of our residents and this office is one of the best run offices in the Township.

Trustee Sweeney suggested to the board that consideration be given to add additional hours to the clerks staff – if warranted and justified with data – as opposed to moving an employee from part time to full time.

Clerk Gialamas pointed out that seasonal employees cannot be hired in his office to do some services. Some services require certain training and certification. He added that while benefits can be expensive, they are necessary.

Trustee McKenzie asked if increasing Ms. Fredericksen's hours from 20 to 30 was taken under consideration.

Supervisor Morask explained that with 30 hours the employee will get the benefits.

Trustee McKenzie asked if it is known what the cost of benefits would be after hiring Ms. Fredericksen full-time.

Supervisor Morask explained the cost of benefits offered by Maine Township and that each Trustee received the benefits chart.

Trustee Sweeney stated that after hearing how good an employee Ms. Fredericksen is, she can only compliment her but pointed out that in the private sector people will be looking for hiring a second part-time employee (if the employee can't stay after 1 pm) as opposed to adding a full time employee with benefits.

Clerk Gialamas voiced his opinion saying that to bring somebody in on part-time or seasonal basis, to train them and get them to learn everything, probably cannot be done in reality and would not be cost effective.

Trustee Carrabotta stated that it is very difficult to find good work and good employees. He stated that all the questions and answers regarding this issue satisfy him. In his opinion, right now it is not a good time to hire anybody. He explained that when he ran for the Township Trustee, many people said to him that the Townships should be eliminated. Townships are under great attack. He knows that a lot of Townships do financially much better than any other government bodies. Trustee Carrabotta suggested tabling this issue and waiting a little bit longer to hire Ms. Fredericksen because the Townships are watched.

Trustee Jones pointed out that we are bombarded with the information about the State of Illinois financials but, in her opinion, it has zero to do with the decision we are trying to make today. Townships are mutually exclusive from the State, we are not part of their mess and hiring a particular individual full-time is not going to impact that. She stated that we should keep things in prospective and to bring up the State is unfair.

Trustee Jones stated that Ms. Fredericksen held a job from 1999 to present in one place and obviously she is reliable. Our Township is fiscally responsible and can afford to add some hours to an already hired employee to serve our community better.

Clerk Gialamas pointed out that hiring a very qualified employee for \$12.88 per hour is very rare.

Trustee McKenzie stated that Trustees need more time, more facts and more information about benefits in the Clerk's office.

Trustee Sweeney responded to Trustee Jones comments saying that she comes from the perspective of the tax payer. The tax payer is fed up with getting taxed. The neighbors in the community don't attack the job that this particular employee is doing but we are making a leap to double her time and all the benefits. Again, Trustee Sweeney suggested that she was not against hiring if it could be justified with data.

Supervisor Morask noted that was exactly what we were trying to do, and stated that the Board should be able and willing to rely on the Clerk's expertise as to his staffing needs and that his budget more than provides for it. The \$25.00 fee from each passport applicant more than offsets the 10 to 20 more hours of a \$12.88 per hour employee. Supervisor Morask noted that the Clerk's Office statistics year-to-date were in their packets and if they had questions, they should call either Clerk Gialamas or Supervisor Morask and are welcome at the Township to personally observe.

After discussion about surplus concerns Trustee Sweeney replied that if we are concerned about a surplus, we should return the money to the taxpayer.

After even a longer discussion the motion was made to table the previous motion.

Trustee Jones Motion to withdraw the original motion.

Trustee Carrabotta Second.

Motion carried on a roll call vote as follows:

Supervisor Morask Yes

Trustee Jones Yes

Trustee Carrabotta Yes

Trustee McKenzie Yes

Trustee Sweeney Yes

Motion carried.

Trustee Jones Motion to revisit hiring full-time position for Ms. Fredericksen at the July Board meeting.

Supervisor Morask Second.

Motion carried on a roll call vote as follows:

Supervisor Morask Yes

Trustee Jones Yes

Trustee Carrabotta Yes

Trustee McKenzie Yes

Trustee Sweeney Yes

Motion carried.

Trustee Jones requested that the Trustees put any questions they had in writing. Supervisor Morask concurred. Clerk Gialamas stated it would be helpful to come into the Clerk's Office to observe in person.

Agenda Item: Old Business, Ethics Board

Supervisor Morask stated that it is mandatory to establish an Ethics Commission in the Township. She nominated Carol Teschky, a former Maine Township Supervisor, Audrey Nankervis, a former Maine Township Collector and Peter Ryan, a former Maine Township Trustee. Supervisor Morask added that an Ethics Commissioner is a volunteer position.

Supervisor Morask	Motion to appoint Carol Teschky, Audrey Nankervis and Peter Ryan for Maine Township Ethics Commission.
Trustee Jones	Second.

Motion carried on a roll call vote as follows:

Supervisor Morask	Yes
Trustee Jones	Yes
Trustee Carrabotta	Yes
Trustee McKenzie	Yes
Trustee Sweeney	Yes

Motion carried.

Trustee Jones stated that these are all excellent choices and they are the finest human beings who perform a wonderful job for our community.
Trustee Sweeney thanked the new Ethics appointees for volunteering.

Agenda Item: Old Business, Parade participation
Supervisor Morask asked for volunteers to represent Maine Township at the 4th of July parade.

Agenda Item: Old Business, Dick Barton Contract Renewal
Supervisor Morask stated that the contract between Maine Township and Barton Marketing Group was extended for one month at the last Board meeting to give the Board time to renegotiate a new contract. She noted that the Maine Township Board appreciates Barton & Barton, Ltd. services and they have done an excellent job.

Supervisor Morask	Motion to accept the new General Agreement and Contract for Professional Services for Barton & Barton, Ltd. d/b/a Barton Marketing Group for a year term.
Trustee Carrabotta	Second.

Motion carried on a roll call vote as follows:

Supervisor Morask	Yes
Trustee Jones	Yes
Trustee Carrabotta	Yes
Trustee McKenzie	Yes
Trustee Sweeney	Yes

Motion carried.

Agenda Item: New Business, Prevailing Wage Ordinance – General Town Fund/General Assistance and Road & Bridge

Supervisor Morask stated that, like every year, the Prevailing Wage Ordinances for Maine Township and the Highway Department must be approved.
Attorney Dowd stated that the Prevailing Wage Ordinance is required by the State Law to be approved by local government.

Trustee Jones	Motion to waive the reading and approve the Ordinance 2017-2, An Ordinance Ascertaining the Prevailing Rate of Wages for Laborers, Mechanics and Other Workers Employed on Public Works for the Maine Township, Cook County, Illinois.
Trustee McKenzie	Second.

Motion carried on a roll call vote as follows:

Supervisor Morask	Yes
Trustee Jones	Yes
Trustee Carrabotta	Yes
Trustee McKenzie	Yes
Trustee Sweeney	Abstain

Trustee Carrabotta then changed his vote to abstain.
Motion carried.

Trustee Jones Motion to waive the reading and approve the Ordinance 2017-RB-2, An Ordinance Ascertaining the Prevailing Rate of Wages for Laborers, Mechanics and Other Workers Employed on Public Works for the Maine Township Road District, Cook County, Illinois.

Trustee McKenzie Second.

Motion carried on a roll call vote as follows:

Supervisor Morask Yes

Trustee Jones Yes

Trustee Carrabotta Abstain

Trustee McKenzie Yes

Trustee Sweeney Abstain

Motion carried.

Agenda Item: Closed Session
 None.

Agenda Item: Adjournment

Supervisor Morask Motion to adjourn.

Trustee Sweeney Second.

All in favor.

Motion carried on a voice vote.

The meeting was adjourned at 9:25 p.m.

Maine Township Clerk