

Maine Township Board Meeting August 23, 2016

Board Members Present: Trustees Morask and Gialamas

Other Elected Officials Present: Supervisor Teschky, Clerk Warner, Highway Commissioner Kazmierczak and Assessor Moylan Krey

Other in attendance: Dayna Berman, Dan Dowd, Doriene Prorak, Elizabeth Coy, Richard Lyon, Mary Swanson, Marsha Warnick, Dagmar Rutzen, Michael Samaan, Robert Brzezinski, Dawne Hayman, Alex Barton, Dick Barton, Marty Cook, Sharon McLaughlin, Jonathan Williams, Kelly Schaefer, Roger Shubert and Wiesia Tytko

Supervisor Teschky called the meeting to order at 7:30 p.m., Clerk Warner led the Pledge of Allegiance and called the roll.

Agenda Item: Approval of Minutes of July 26, 2016 Board Meeting

Trustee Gialamas	Motion to waive the reading and approve the minutes of the July 26, 2016 Board Meeting as distributed to the Board.
Trustee Morask	Second.

Motion carried on a roll call vote as follows:

Supervisor Teschky	Yes
Trustee Morask	Yes
Trustee Gialamas	Yes
Trustee Jones	Absent

Motion carried.

Agenda Item: Approval of Minutes of August 1, 2016 Special Board Meeting

Trustee Morask	Motion to waive the reading and approve the minutes of the August 1, 2016 Special Board Meeting as distributed to the Board.
Trustee Gialamas	Second.

Motion carried on a roll call vote as follows:

Supervisor Teschky	Yes
Trustee Morask	Yes
Trustee Gialamas	Yes
Trustee Jones	Absent

Motion carried.

Trustee Morask pointed out that the Board of Trustees decided not to accept the payment for the Special Board meeting on August 1, 2016. This money will be donated to the Maine Township Emergency Food Pantry.

Supervisor Teschky stated that Trustee Jones is absent due to the passing of her father and expressed Board condolences to her family.

Clerk Warner said that he visited Trustee Jones and offered her his help to organize the military funeral for her father who was a navy veteran. The funeral will be held on Friday, August 26<sup>th</sup>.

Agenda Item: Public Participation  
None.

Agenda Item: Approval of General Assistance Expenditures

Payrolls dated July 29, 2016 and August 12, 2016 and General Assistance checks #49952 through check #50009 in the amount of \$66,171.54.

Trustee Morask Motion to approve.

Trustee Gialamas Second.

Motion carried on a roll call vote as follows:

Supervisor Teschky Yes

Trustee Morask Yes

Trustee Gialamas Yes

Trustee Jones Absent

Motion carried.

Agenda Item: Approval of Road District Expenditures

Payrolls dated July 29, 2016 and August 12, 2016 and Road District checks #19364 through check #19403 in the amount of \$99,249.84.

Trustee Gialamas Motion to approve.

Trustee Morask Second.

Motion carried on a roll call vote as follows:

Supervisor Teschky Yes

Trustee Morask Yes

Trustee Gialamas Yes

Trustee Jones Absent

Motion carried.

Agenda Item: Approval of General Town Fund Expenditures

Payrolls dated July 29, 2016 and August 12, 2016 and General Town Fund checks #54100 through check #54185 in the amount of \$333,212.31.

Trustee Morask Motion to approve.

Trustee Gialamas Second.

Trustee Morask added that the bills will be accepted with the exception of the payment for the Trustees Special Board meeting on August 1, 2016.

Trustee Gialamas stated that Trustees met at 6:30 p.m. prior to the meeting to review the bills.

Motion carried on a roll call vote as follows:

Supervisor Teschky Yes

Trustee Morask Yes

Trustee Gialamas Yes

Trustee Jones Absent

Motion carried.

Agenda Item: Election Judge Recruitment Presentation/Cook County Election

Mr. Jonathan Williams introduced himself stating that he is a manager of community services at the Cook County Clerk David Orr's Election Department. He has worked for the Cook County Election Department for over 16 years. Mr. Williams thanked Clerk Warner for inviting him to do the presentation on Recruitment Election Judges. He also thanked Clerk Warner for putting an American Flag pin in his lapel. He stated that he is involved with the judges program, implementation of early voting, deputy registrar and voter outreach.

Mr. Williams stated that Cook County Clerk's office is seeking for election judges for the November 8<sup>th</sup>, Presidential Election. He added that the best way to recruit judges is through social media and visiting townships, municipalities and school board meetings. He is reaching out to many venues as

possible. They have 1,600 returning judges but the goal is to recruit 9,000 judges. The Cook County Clerk's office is looking for community members who are US citizens, register voters, have some computer knowledge, can complete an online and hands-on training class, are able to set up the night before the election with fellow judges and are able to work from 5 a.m. till 7 p.m. on Election Day.

Mr. Williams stated that there are two positions available to those who are interested: Election Judge and Equipment Manager. Election Judges and Equipment Managers both assist voters and ensure the polling place is running smoothly. Election Judges earn \$175 and Equipment Managers earn \$325. Equipment Managers are also responsible for setting up and maintaining the voting equipment.

Mr. Williams thanked the Board members for letting him make this presentation and asked for help spreading the need for Election Judges.

Highway Commissioner Kazmierczak asked about steps in process for hiring election judges.

Mr. Williams explained that usually judges are hired through committeeman but also candidates can apply directly to the Cook County Election office.

#### Agenda Item: Dagmar Rutzen/OEM

Dagmar Rutzen, Director of OEM reported that they have been very fortunate not to have any big disasters in the past few months. OEM participated in a number of community events and also participated in many training opportunities. She pointed out that most of the trainings have been at no cost to Maine Township.

Ms. Rutzen stated that OEM attended weather related trainings, the annual Pipeline workshop, a three day Wide Area Search seminar, an emergency preparedness program and a wonderful conference for emergency management agencies. They also reviewed the Incident Command System so everyone knows what their role is during an emergency. Mr. Marv Michnik gave the OEM members a wonderful presentation of communication and radio protocol at their last OEM meeting.

Ms. Rutzen stated that she attended a School Targeted Active Treats seminar, a number of FEMA and IEMA classes and the monthly webinars from the Medical Reserve Corps. She added that Mr. Michnik and she continue to attend the monthly NIEMC meetings, the monthly Neighborhood Watch and webinars hosted by the MRC.

Ms. Rutzen added that OEM revamped their Emergency Operating Plan and is working on updating their mutual aid agreements with other agencies. Throughout the spring they helped our seniors park their vehicles for their special outings. They participated in the Touch-a-Truck program in Des Plaines, the Shredding Event at Town Hall, assisted with traffic control for the selling of Cook County vehicle stickers, guided cars and pedestrians at the Taste of Park Ridge, provided lighting for the National Night Out in Park Ridge and participated in the National Night Out at Dee Park. In the near future OEM will be attending and helping with the North Maine Fire Protection Open House, the Annual Maine Township Garage Sale, the Annual Crop Walk and LIHEAP program.

Ms. Rutzen stated that the information about Maine Township community events is regularly updated and can be found on Maine Township Emergency and Community Information Radio 1350 A.M.

#### Agenda Item: Officials' Reports

Assessor Moylan Krey expressed her heart felt condolences to Trustee Jones and her family on her dad's passing.

Assessor Moylan Krey stated that she attended the National Night Out, which was a very successful event. She added that over 600 people participated and Trustee Gialamas did an excellent job organizing this year National Night Out.

Assessor Moylan Krey reported that her office is continuously handling school requests to prove residency. They are also continuing to file Certificate of Errors and they are working on statistics and calculations for their office. Maine Township Assessor's office discovered and recaptured monies from houses that had incorrect square footage, change of class or were not recorded properly with Cook County. These changes will increase the taxing revenue for Maine Township. Assessor Moylan Krey added that Cook County Assessor appreciates these discoveries.

Highway Commissioner Kazmierczak thanked his entire staff and especially Dawn Hayman and Bob Brzezinski for making his transition as smooth as possible.

Highway Commissioner Kazmierczak reported that Highway Department issued 17 building permits and 14 waivers for August. Gutter and curb seasonal work was done at 38 locations, mostly in

unincorporated Glenview. He stated that an intense rain storm on August 16<sup>th</sup> required the use of their new Army Corp of Engineers pumps in an area of unincorporated Des Plaines and Glenview. These pumps cost \$35,000 brand new and Highway Department was able to obtain two of them, used for \$500 each. All remnants of standing water were cleared up by 10 a.m. that day.

Highway Commissioner Kazmierczak stated that the last day of tree branch pick up will be Monday, September 19<sup>th</sup>. He added that they took possession of two lightly used heavy duty grass cutters for \$200 each, which a new one cost \$4,000. These savings were due to government surplus programs.

Highway Commissioner Kazmierczak pointed out that Highway Department was able to reduce the cost of cell phone services. He is not using a highway vehicle for business or personal use. He is driving his personal vehicle and does not take mileage for his daily work related driving. He is not taking an IMRF pension. For the future Highway Commissioner Kazmierczak will recommend a pay reduction for his position to leave the least obtrusive budgetary footprint. He commented that now more than ever for daily operations cost and competence will be the sole criteria for securing their business.

Clerk Warner stated that at the last Board meeting he mentioned that Early Voting starts on October 24<sup>th</sup> and ends on November 7<sup>th</sup>. He pointed out the Early Voting locations in Maine Township are: Des Plaines Public Library, Niles Village Hall and Glenview Village Hall. At that time Park Ridge was not on that list. Clerk Warner was informed that there is a new location for early voting in Park Ridge at Maine Park Leisure Center on 2701 W. Sibley Street.

Clerk Warner added that he and his office attended the very well organized and well attended National Night Out on August 2<sup>nd</sup>.

Trustee Gialamas thanked the Maine Township Board and the employees for participating and helping with the very successful 2016 National Night Out. He added that the weather was very nice, there was a healthy turn out and the programs for this event get bigger and better every year.

Trustee Morask stated that she is sorry that she couldn't attend the National Night Out but she is very happy donating money to this event as well as to display the amazing "How you picture a safe neighborhood" posters in her law office. She congratulated Trustee Gialamas on a very successful event.

Trustee Morask stated that the FOIA committee is busy with FOIA requests and they are always answered promptly and we ask for extension only if needed. She thanked everyone for her Birthday cards and wishes.

Supervisor Teschky stated that she also attended the National Night Out and congratulated Trustee Gialamas and his committee on this year's very successful event.

Supervisor Teschky stated that last week she met with the District 63 superintendent, Dr. Scott Clay to deliver school supplies collected by Maine Township MaineStreamers. Dr. Clay was very appreciative.

Supervisor Teschky noted that on Saturday, September 17<sup>th</sup> the North Maine Fire Department will host their annual Open House. On Saturday, September 24<sup>th</sup> we will be having the Annual Maine Township Garage Sale from 9 a.m. to 3 p.m. The first Agency Funding Hearing will be held on Wednesday, September 28<sup>th</sup>.

Supervisor Teschky expressed her personal condolences to Trustee Jones and her family on the passing of her father.

Agenda Item: Attorney's Report  
Attorney Dowd had no report.

Agenda Item: Administrator Report  
Administrator Berman stated that Township Day is Wednesday, September 21<sup>st</sup>. On that day our Township will have informational cards and also free coffee and donuts for those who will make a food donation to our Food Pantry.

Agenda Item: Personnel  
None.

Agenda Item: Old Business  
None.

Supervisor Teschky asked Board Members to go into Closed Session to discuss the Trustee vacancy and Barton Marketing Group Contract.

Trustee Morask            Motion to go to the Closed Session.  
Trustee Gialamas        Second.

Motion carried on a roll call vote as follows:

Supervisor Teschky    Yes  
Trustee Morask         Yes  
Trustee Gialamas       Yes  
Trustee Jones           Absent

Motion carried.

Agenda Item:    Closed Session, Trustee Vacancy, Barton Marketing Group Contract

The Board re-convened in Open Session at 8:30 p.m.

Trustee Morask            Motion to re-convene in Open Session.  
Trustee Gialamas        Second.

Motion carried on a roll call vote as follows:

Supervisor Teschky    Yes  
Trustee Morask         Yes  
Trustee Gialamas       Yes  
Trustee Jones           Absent

Motion carried.

Agenda Item:    New Business, Appointment of Trustee to fill vacancy

Supervisor Teschky stated that after discussion in the Closed Session the Board is prepared to nominate Ms. Kelly Schaefer for Maine Township Trustee for the remainder of Trustee Kazmierczak's term. She added that the Trustee vacancy was in the press since July 29<sup>th</sup>, it was also posted on the Maine Township website and Ms. Schaefer has submitted her resume.

Trustee Morask            Motion to appoint Kelly Schaefer for the Maine Township  
Trustee, effective August 23, 2016.  
Trustee Gialamas        Second.

Trustee Morask commented that Ms. Schaefer is highly qualified for this position. She is a Maine Township resident and a registered voter. She is affiliated with the same political party as Trustee Kazmierczak. Ms. Schaefer has been very active in the community for many years and her resume is very impressive.

Motion carried on a roll call vote as follows:

Supervisor Teschky    Yes  
Trustee Morask         Yes  
Trustee Gialamas       Yes  
Trustee Jones           Absent

Motion carried.

Supervisor Teschky stated that Ms. Schaefer's resume is outstanding and she welcomed her on the Maine Township Board.

Supervisor Teschky stated that the Warrant of Appointment for Kelly Schaefer as a newly appointed Maine Township Trustee effective August 23, 2016, is to be signed by Supervisor Teschky, Trustees Morask and Gialamas and attested by Clerk Warner.

Clerk Warner administered the Official Oath of Office to Trustee Kelly Schaefer.

Agenda Item: New Business, Barton Marketing Group Contract Renewal

Supervisor Teschky stated that the second item discussed in Closed Session was the review of the contract for Barton & Barton, Ltd. also known as Barton Marketing Group. The present contract expires August 31, 2016.

Supervisor Teschky stated that according to township law, the contract provided by Barton & Barton, Ltd. needs some changes in the Duration and Termination paragraph. She added that the new wording shall say: This agreement shall become effective on September 1, 2016 and will continue in force to expire on May 23, 2017. It may be extended by mutual agreement on a month-to-month basis under the current terms after the new Board of Trustees takes office.

Dick Barton and Alexander Barton agreed to the proposed correction.

Supervisor Teschky noted that the Maine Township Board appreciates Barton & Barton, Ltd. service for the last 16 years and is happy that they agreed to continue their contract with Maine Township.

Trustee Gialamas	Motion to accept the General Agreement and Contract for Professional Services for Barton & Barton, Ltd. dba Barton Marketing Group as corrected.
Trustee Morask	Second.

Trustee Morask pointed out that in the contract there is a cost adjustment. Barton Marketing Group has combined several special projects that will ultimately end up being a cost saving for the Township. This contract presents a 1% raise. She added that in her opinion this contract is well deserved and there are several more independent projects that are incorporated to this contract that justify the cost and beyond.

Supervisor Teschky said that she can testify to Barton Marketing Group's quality of work and always being available to Maine Township.

Motion carried on a roll call vote as follows:

Supervisor Teschky	Yes
Trustee Morask	Yes
Trustee Gialamas	Yes
Trustee Jones	Absent
Trustee Schaefer	Yes

Motion carried.

Agenda Item: Adjournment

Trustee Morask	Motion to adjourn.
Trustee Schaefer	Second.

All in favor.

Motion carried on a voice vote.

The meeting was adjourned at 8:45 p.m.

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Maine Township Clerk