

**CALL TO ORDER**

The regular meeting of the Supervisor and Board of Trustees of Wheeling Township, for July 24, 2018 was held in the Paula Ulreich Meeting Room, in the Township of Wheeling, 1616 North Arlington Heights Road, Arlington Heights, Illinois. Supervisor Penner called the meeting to order at 8:10 p.m.

**ROLL CALL**

Clerk Gauza called the roll and the following members were present: Supervisor Penner, Trustee Brian Medley, Trustee Ruth O'Connell, Trustee Patricia Kozicki and Clerk Joanna Gauza.

Also in attendance: Wheeling Township Assessor Jerry Sadler, Wheeling Township Attorney Kenneth Florey, and Wheeling Township Director of Finance and Administration Regina Stapleton.

Absent: Trustee JoAnne Schultz

**PLEDGE OF ALLEGIANCE**

Supervisor Penner led those assembled in the Pledge of Allegiance.

**APPROVAL OF MINUTES**

**MOTION #1: APPROVAL OF REGULAR MEETING MINUTES – June 26, 2018**

Motion by Trustee O'Connell, seconded by Trustee Medley, to approve the minutes of June 26, 2018.

ROLL CALL VOTE: AYES: O'Connell, Medley, Kozicki, Penner  
NAYS: None....Motion #1 Carried.

**AUDIT**

**MOTION #2: AUDIT FOR CEMETERY FUND**

Motion by Trustee Medley, seconded by Supervisor Penner, to approve batch #072418 against the Cemetery Fund, in the amount of \$3,775.00 to be paid.

ROLL CALL VOTE: AYES: Medley, Penner, O'Connell, Kozicki  
NAYS: None....Motion #2 Carried.

**MOTION #3: AUDIT FOR ROAD MANAGEMENT FUND**

Motion by Trustee Medley, seconded by Trustee O'Connell, to approve batch #448 against the Road Management Fund, in the amount of \$3,057.17 to be paid.

ROLL CALL VOTE: AYES: Medley, O'Connell, Kozicki, Penner  
NAYS: None....Motion #3 Carried.

#### **MOTION #4: AUDIT FOR TOWN FUND**

Motion by Trustee Medley, seconded by Trustee O'Connell, to approve batch #670 and #671 against the Town Fund in the amount of \$140,398.09 to be paid.

ROLL CALL VOTE: AYES: Medley, O'Connell, Kozicki, Penner  
NAYS: None....Motion #4 Carried.

#### **CITIZENS TO BE HEARD**

None.

#### **OFFICIALS' REPORTS**

**ASSESSOR:** Assessor Sadler reported:

- The 2<sup>nd</sup> installment bills were mailed in early July with an August 1<sup>st</sup> due date. Assessor's Office has seen a significant number of property owners whose exemptions were not renewed and had to apply for a revised bill or refund. Their other option is to go to Skokie Courthouse Assessor's Office which will issue a revised bill. Apparently a large number of parcels in Wheeling Township were affected by a system glitch with the Cook County Assessor.
- Wheeling Township is open for appeals with the Cook County Assessor until August 17<sup>th</sup>. Constituents were informed of the tentative July date throughout the year. 170 taxpayers have already filed a hard copy in our office and 120 have been emailed comparables and instructions through taxpayer assistance email for an online appeal.
- A flyer containing appeal information for owners who suffered a total loss of their property from the fire in Prospect Heights was distributed on site Saturday. Julia Lipka spoke with the Prospect Heights City Administrator who is making this information available to the Management Office. The City will provide a statement attesting to length of time the property is uninhabitable, which is required for the appeal.
- Statistics for July:
  - Walk In - 663
  - Phone Calls – 670
  - Exemptions – 237
  - Appeals – 170 hard copies, 120 comparables emailed

**CLERK:** Clerk Gauza reported:

- On July 5<sup>th</sup>, Patricia Kozicki was sworn in as a Trustee for Wheeling Township.

**ADMINISTRATOR'S REPORT:** Administrator Stapleton reported:

- On Wednesday July 18, there was a fire at the Riverside Condo complex in Prospect Heights. Some 92 units were affected and three buildings were completely burned. Other buildings had water and smoke damage. Julie Villarreal attended the Multi Agency Resource Center on Saturday July 21st. She was on hand along with the Salvation Army. Together they saw 49 families. Julie said that we were the only ones offering relocation assistance.
- Administrator Stapleton met with Lynndah Lahey regarding SHIP. Wheeling Township is adding more SHIP counselors. The Lion Club has a vision screening vehicle that will be here October 29<sup>th</sup> from 10am – 3pm to screen people.
- Tom Neizke and Administrator Stapleton toured Unincorporated Wheeling Township. It was nice to see and visualize the areas that Tom and Regina have been talking about.
- Wheeling Township received an email from Commissioner Goslin's office regarding 3216 N Salk Ave, Arlington Heights. On 7/18/2018 there was a status hearing. Building and Zoning stated nothing had been cleaned/mowed/removed. Owner stated that grass was mowed. Owner said that Willow Creek Ministries will be fixing 2 of cars and the others will be removed. Chase Bank is waiting on a value estimate; they are hesitant to demolish the property because the owner is still making payments. Judge ordered house and auxiliary structures to be demolished, pending a cost estimate. In order to get the estimate, Building and Zoning will have to go out to bid. Next hearing status will be August 8, 2018.
- On July 18, Administrator Stapleton went to the Township Administrators meeting hosted by Wauconda Township. There was a discussion about purchasing cooperatives, digitizing records and destruction of digital records, OSHA 300A reporting, MTA Summer Symposium and Illinois Township Management Academy. The MTA Summer Symposium will be Saturday September 8<sup>th</sup> from 8:30am - 1:30pm. Julie Villarreal has been asked to do a presentation on Food Pantry best practices.
- Ready for Success distribution is August 15<sup>th</sup> and 16<sup>th</sup>. The Food Pantry will be closed on August 15<sup>th</sup>.
- Statistics for the month of June 2018.
  - 2,123 rides – 1125 dial-a-ride, 998 medical vans
  - 962 meals delivered
  - 73 office visits to the Nurse
  - 13 home visit by the Nurse
  - 408 visits to the Food Pantry – 829 people feed

**NEW BUSINESS**

**Insurance Package Renewal.** Bill Bradish presented 2018-19 property and casualty insurance renewal. He recommends Selective Insurance Company because it "A" rated. Tried three other insurers, but either they do not write insurance for government entities or not for government entities in Cook County. Selective increased premium by 1% from last year. Volunteers covered for general liability, but not theft.

**MOTION #5: INSURANCE PACKAGE RENEWAL**

Motion by Trustee Medley, seconded by Trustee O'Connell, to approve insurance package.

ROLL CALL VOTE: AYES: Medley, O'Connell, Kozicki, Penner  
NAYS: None....Motion #5 Carried.

**Appointment of new FOIA officer.** Julia Lipka completed FOIA training and will be FOIA officer for Assessor's office.

**MOTION #6: APPOINTMENT OF JULIA LIPKA AS FOIA OFFICER**

Motion by Supervisor Penner, seconded by Trustee Medley, to appoint Julia Lipka as a FOIA Officer.

ROLL CALL VOTE: AYES: Penner, Medley, O'Connell, Kozicki  
NAYS: None....Motion #6 Carried.

**Medical Insurance Cafeteria Plan:** The change to using pre-tax dollars for medical insurance will save the Township some \$5000 and save the employees some tax dollars.

**MOTION #7: WHEELING TOWNSHIP MEDICAL INSURANCE CAFETERIA PLAN APPROVAL**

Motion by Trustee Medley, seconded by Trustee O'Connell, to approve Wheeling Township Medical Insurance Cafeteria Plan.

ROLL CALL VOTE: AYES: Medley, O'Connell, Kozicki, Penner  
NAYS: None....Motion #7 Carried.

**MOTION #8: PACE 2018 CERTIFICATIONS AND ASSURANCES APPROVAL**

Motion by Supervisor Penner, seconded by Trustee Medley, to approve PACE Certifications and Assurances.

ROLL CALL VOTE: AYES: Penner, Medley, O'Connell, Kozicki  
NAYS: None....Motion #8 Carried.

**MOTION #9: 2019-20 FUNDING APPLICATION APPROVAL**

Motion by Supervisor Penner, seconded by Trustee Medley, to approve 2019-20 Funding Application.

ROLL CALL VOTE: AYES: Penner, Medley, O'Connell, Kozicki  
NAYS: None....Motion #9 Carried.

**OLD BUSINESS**

**Village of Arlington Heights Bus Maintenance Agreement.** Administrator reached an agreement with the Village to reduce from \$118 per hour to \$85 per hour for maintenance. The agreement also was for a 2% increase starting in September 2019. This will add some \$9 over the 5 years of the contract.

**Food Pantry Construction.** The CD Group renovation of the food pantry would be about \$79,000. Jo Stellato, Julie Villarreal, and Administrator Stapleton worked with CD and deferred flooring and painting for a year. They also got rid of a closet and some minor changes to bring cost down to \$19,700. The Township is also applying to Chicago Food Depository for a grant for the new flooring and it looks promising.

**MOTION #10: OPEN EXECUTIVE SESSION FOR PURPOSES OF EMPLOYEE MATTERS**

Motion by Supervisor Penner, seconded by Trustee Medley, to open executive session for purposes of employee matters.

ROLL CALL VOTE: AYES: Penner, Medley, O'Connell, Kozicki  
NAYS: None....Motion #10 Carried.

**MOTION #11: CLOSE EXECUTIVE SESSION FOR PURPOSES OF EMPLOYEE MATTERS**

Motion by Supervisor Penner, seconded by Trustee Medley, to close executive session for purposes of discussing employee matters.

ROLL CALL VOTE: AYES: Penner, Medley, O'Connell, Kozicki  
NAYS: None....Motion #11 Carried

**MOTION #12: ADJOURNMENT**

Motion by Supervisor Penner, seconded by Trustee O'Connell to adjourn.

VOICE CALL VOTE: All Ayes....Motion #12 Carried.

The meeting for Tuesday, July 24, 2018, was declared adjourned at 8:35 p.m. The next regular scheduled board meeting is set for Tuesday, August 28, 2018, at 8:00 p.m.

Joanna M. Gauza  
Wheeling Township Clerk