

CALL TO ORDER

The regular meeting of the Supervisor and Board of Trustees of Wheeling Township, for January 28, 2020 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 8:00 p.m.

ROLL CALL

Clerk Gauza called the roll and the following members were present: Supervisor Penner, Trustee Ken Jochum, Trustee Ruth O'Connell, Trustee Patricia Kozicki, Trustee JoAnne Schultz 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: None

PLEDGE OF ALLEGIANCE

Supervisor Penner led those assembled in the Pledge of Allegiance.

APPROVAL OF MINUTES

MOTION #1: APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING ON DECEMBER 10, 2019

Motion by Trustee Jochum, seconded by Trustee Schultz, to approve the minutes of December 10, 2019 Regular Board Meeting.

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

AUDIT

MOTION #2: AUDIT FOR CEMETERY FUND

Motion by Trustee Kozicki, seconded by Trustee Jochum, to approve batch #012820 against the Cemetery Fund, in the amount of \$4,960.00 to be paid.

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

MOTION #3: AUDIT FOR ROAD MANAGEMENT FUND

Motion by Trustee Kozicki, seconded by Trustee Jochum, to approve batch #491, and #492 against the Road Management Fund, in the amount of \$31,801.81 to be paid.

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

MOTION #4: AUDIT FOR TOWN FUND

Motion by Trustee Kozicki, seconded by Trustee Jochum, to approve batch #744, #745, #746, #747, #748 and #749 against the Town Fund in the amount of \$354,016.35 to be paid.

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

CITIZENS TO BE HEARD

None.

OFFICIALS' REPORT

ASSESSOR: Assessor Sadler reported:

- Cook County mailed Senior Freeze Renewals to those who qualified last year and a renewal card to prior Senior Exemption recipients. The post card clearly stated if they do not qualify for the freeze it is not necessary to return the form, the exemption will renew automatically. This has been very helpful for those seniors as they do not need to complete the form annually as they had in the past. All forms have been revised with this new law and new procedure. The income portion of the Freeze also has been updated to reflect the revised 2018 Federal 1040 income tax return which is used to complete the Freeze Form. There are many other changes, including requirements for identification and documentation of all exemptions.
- Cook County Assessor has granted our request to move appeals earlier than the 2nd Installment tax bill mailing. Wheeling Township will be open April 13-May 25th. The time frame to appeal will be increased from *30 days to 40 days*; the additional documentation time of 10 days has been eliminated. Avoiding the overlap of tax bills and appeals is beneficial to taxpayers and our office. Smartfile, a new online appeal process will be in place in a few weeks.
- Board of Review decisions should be mailed to Appellants the end of March which will be very close to the opening of Assessor Appeal open date.
- *From December 10, 2019 meeting date:*
- Office visits: 1,239 Phone calls: 766 Exemptions filed: 495

ADMINISTRATOR'S REPORT: Administrator Stapleton reported:

- Twin Supplies installed a sample of the new lighting in the Administrator's office at the beginning of January.
- Our Holiday Lights Tour was greatly attended. We sent out 6 buses and had 61 passengers. All the seniors had a lovely night.
- We are offering a new program with AARP – New Smart DriverTEK Program. It will be a 90 minute program introducing all the technology that is on the newer cars. The Class will be Thursday, March 26th 10:00am – 11:30am.
- The Food Pantry received many large food donations and monetary donations during this holiday season from individuals, churches, businesses and schools. Truly Neighbors Helping Neighbors! We are very appreciative.
- This year's Adopt a Family program we served 254 families, 655 children and 470 parents. Along with the generous gift they received from our donor we also gave every family \$25 gift card for food towards their holiday dinner. 112 children received winter coats for the winter. Arlington Heights Memorial Library and Indians Trails Public Library District also donated books for the families to take. We also received \$2,000 in Walmart gift cards from Cleats & Cleats Manufacturing which were given to the families that were not adopted out.
- Upcoming Events:
 - Mayor's Community Prayer Breakfast February 6th
 - Annual Town Hall Meeting April 14th
 - Volunteer Luncheon is May 15th
- Statistics for the month of December 2019.
 - 1552 rides – 562 dial-a-ride, 990 medical van
 - 908 meals delivered
 - 51 office visits to the Nurse
 - 5 home visit by the Nurse
 - 419 visits to the Food Pantry – 828 people feed

NEW BUSINESS:

2020-21 BUDGET CALENDAR:

This year we will approve budget in April rather than May. Tentative budget will be approved in March and the final budget in April.

MOTION #5: 2020-21 BUDGET CALENDAR APPROVAL

Motion by Supervisor Penner, seconded by Trustee O'Connell, to approve 2020-21 Budget Calendar.

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

MOTION #6: APPROVAL OF THE IRS 2020 MILEAGE RATE CHANGE

Motion by Supervisor Penner, seconded by Trustee Kozicki, to approve the IRS 2020 Mileage Rate Change.

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

IMRF:

Currently the Township places anyone who works 600 or more hours into the IMRF retirement system. This creates a problem with part-time workers being able to work 1-2 days a week. Transitioning to 1000 hours requirement for IMRF would allow part-time workers to work 2-3 days a week without being put into the benefits/retirement system. The 1000 hours requirement results in savings for Township. Otherwise, the Township contributes 10% of a worker's salary to the IMRF.

MOTION #7: IMRF APPROVAL

Motion by Trustee Jochum, seconded by Trustee Kozicki, to approve IMRF- Changing from 600 Standard Hours to 1,000 Standard Hours.

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

LEASE AGREEMENT WITH SHELTER:

The agreement has worked well. Shelter inc. wants to extend lease for another year.

MOTION #8: APPROVAL OF LEASE AGREEMENT WITH SHELTER INC.

Motion by Trustee Schultz, seconded by Trustee O'Connell, to approve the Lease Agreement with Shelter Inc.

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

LTD INSTALLATION:

The new lighting will start in basement to see how lighting works before start replacement of lights on second floor. The new lighting will use a maximum of 30 watts, uses LED bulbs, and motion sensors will turn lights off automatically. As a result, the electricity bills will be reduced.

MOTION #9: APPROVAL OF TWIN SUPPLIES, LTD INSALLATION AGREEMENT

Motion by Trustee Kozicki, seconded by Trustee Schultz, to approve Twin Supplies, LTD Installation Agreement.

ROLL CALL VOTE: AYES: Kozicki, Schultz, O'Connell, Jochum, Penner

NAYS: None....Motion #9 Carried.

AUDIT ENGAGEMENT LETTER:

Audit retention letter approval for same outside auditor is recommended. The auditor will help the Township to convert to quick books. In the future, we can rotate to another auditor if needed.

MOTION #10: AUDIT ENGAGEMENT LETTER APPROVAL

Motion by Supervisor Penner, seconded by Trustee O'Connell, to approve Audit Engagement Letter.

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

REVISED DRUG AND ALCOHOL FREE WORKPLACE POLICY:

The Township had to revise drug and alcohol workplace policy because of Illinois' new cannabis rules. However, federal law covers drivers and use of cannabis is not allowed, even for medical reasons. If a random drug test finds a driver used, the use is grounds for termination. Attorney Florey stated that an employee cannot be impaired at work even if using legal prescriptions. The revised policy makes clear the rules.

MOTION #11: REVISED DRUG AND ALCOHOL FREE WORKPLACE POLICY APPROVAL

Motion by Supervisor Penner, seconded by Trustee Kozicki, to approve Revised Drug and Alcohol Free Workplace Policy.

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

OLD BUSINESS:

2020-21 AGENCY FUNDING DISCUSSIONS:

Social Agency budget was discussed. Wheeling Township often contributes more than neighboring Townships to social agencies. Some agencies had high administrative costs and salaries and funding for those was reduced or eliminated. Monies need to be spent on services and not excessive salaries. In regards to new agencies applying, North Suburban is a Lake County organization so not funded. Turning Point is based in Skokie and the Township already has local agencies providing the same services. Read to Learn would be the only new agency and provides concrete service of English literacy that is not provided by another organization. The agencies that currently are funded will receive similar funding. Some will receive slight increases and some small reductions. The total social agency funding is basically flat. Any slight increase for an agency will be offset by a reduction in another agency.

2020-21 BUDGET DISCUSSIONS:

This tentative budget will be discussed again next month.

Township preliminary budget discussion examined cost issues. Cost of living increase of 1.9% will increase employee cost plus any additional increases. Preliminarily, the Township is looking at 2.5% wage increase with some exceptions for performance. Truck costs rose about \$20,000 due to replacements/repairs. Cemetery budget may need increase for some repairs like sign.

MOTION #12: ADJOURNMENT

Motion by Supervisor Penner, seconded by Trustee Jochum to adjourn.

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

The meeting for Tuesday, January 28, 2020, was declared adjourned at 8:45 p.m. The next scheduled special board meeting is set for Tuesday, February 25, 2020, at 8:00 p.m.

Joanna M. Gauza
Wheeling Township Clerk

