

CALL TO ORDER

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

ROLL CALL

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

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

Absent: Wheeling Township Attorney Kenneth Florey

PLEDGE OF ALLEGIANCE

Supervisor Penner led those assembled in the Pledge of Allegiance.

APPROVAL OF MINUTES

MOTION #1: APPROVAL OF REGULAR MEETING MINUTES – July 24, 2018

Motion by Trustee Medley, seconded by Trustee O'Connell, to approve the minutes of July 24, 2018.

ROLL CALL VOTE: AYES: Medley, O'Connell, Kozicki, Penner
ABSTAIN: Schultz....Motion #1 Carried.

AUDIT

MOTION #2: AUDIT FOR ROAD MANAGEMENT FUND

Motion by Trustee Medley, seconded by Trustee Schultz, to approve batch #449 and #450 against the Road Management Fund, in the amount of \$13,801.83 to be paid.

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

MOTION #3: AUDIT FOR CEMETERY FUND

Motion by Trustee Medley, seconded by Trustee Schultz, to approve batch #082818 against the Cemetery Fund, in the amount of \$9,877.00 to be paid.

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

MOTION #4: AUDIT FOR TOWN FUND

Motion by Trustee Medley, seconded by Trustee Schultz, to approve batch #672, #673, #674, #675, and #676 against the Town Fund in the amount of \$255,144.99 to be paid.

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

CITIZENS TO BE HEARD

None.

OFFICIALS' REPORTS

ASSESSOR: Assessor Sadler reported:

- Wheeling Township was open July 17th through August 17th for Cook County Assessment appeals for the tax year 2018. The number of people corresponding through Taxpayer Assistance email has increased significantly; actually doubling from last year. Overall Assessor's Office assisted almost 900 constituents which was more than last year.
- Tax bills were mailed July 1st and due August 1st. Assessor's Office is still helping property owners with issues regarding missed and incorrect exemptions. Many are still waiting for refunds from the Treasurer.
- Statistics August 2018:
 - Office Visits: 670
 - Phone Calls: 723
- Appeals –Total of 881
- 376 Filed hard copies in the office
- 82 Took comparables home to mail or file online
- 423 Emails were sent with Comparables and Instructions for an online appeal with the Cook County Assessor.
- August was a very busy month resolving Tax Bill problems (stemming from County Errors) as well as the Appeal Process, however it went smoothly. The Office received many compliments verbally and through email.
- River Trails Condo Fire:
 - Assisted over a dozen Homeowners obtain proper documentation to appeal.

ADMINISTRATOR'S REPORT: Administrator Stapleton reported:

- Maggie Peshek, Co-Coordinator of Transportation, resigned effective August 31st. We will be returning to a Coordinator and Part-time Asst. Coordinator. Duane Rakestraw, Part-Time Bus Driver, will be retiring November 30th.
- Met with Lynndah Lahey to discuss the Transportation Salary Budget. We discussed the needs of transportation and how it relates to the budget. The decision was that we could afford another Part-Time Bus Driver. This position will be considered a floater with a varying schedule.
- The Food Pantry received the grant for the new flooring in the Food Pantry Expansion.
- The Food Pantry has received a generous donation of \$5,444.07 from the now defunct Rotary Club of Arlington Heights Sunset.
- Supervisor Penner attended the Elks of Des Plaines Car Show on August 25th to receive a donation of \$500.00 for the Food Pantry.
- 3216 N. Salk update: A status hearing was held on August 8th. State's Attorney presented pictures showing the cars and storage pods have not been removed. The grass was cut in some areas and some junk was removed. They presented the Judge with estimates for demolition. Homeowner presented a letter from Willow Creek stating they may consider rehabbing the house. The Judge was hesitant to issue an order for demolition. The new court date is tomorrow August 29th.
- Morrison Ave resurfacing project will start tomorrow August 29th depending on the weather.
- Morrison Ave and Lee St. Drainage improvement are out for bid. Bid opening is September 13th at 10 am.
- Update on the Prospect Height Fire on July 21st. As of today, we have helped 14 families, 54 people, including 19 children, by giving a total of \$15,800 for rent security deposits and 6 months of rent. The victims have until October 19th to file and receive help from the Township.
- Statistics for the month of July 2018.
 - 2,008 rides – 952 dial-a-ride, 1056 medical van
 - 1045 meals delivered
 - 83 office visits to the Nurse
 - 11 home visit by the Nurse
 - 416 visits to the Food Pantry – 881 people feed

MOTION #5: OPEN EXECUTIVE SESSION FOR PURPOSES OF EMPLOYMENT MATTERS

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

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

MOTION #6: CLOSE EXECUTIVE SESSION FOR PURPOSES OF EMPLOYMENT MATTERS

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

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

NEW BUSINESS

MOTION #7: DISMISSAL OF TOWNSHIP EMPLOYEE RESIGNATION

Motion by Supervisor Penner, seconded by Trustee Medley, to approve Wheeling Township Employee Resignation.

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

MOTION #8: LEVY CALENDAR APPROVAL

Motion by Supervisor Penner, seconded by Trustee Medley, to approve the 2018 Levy Calendar.

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

OLD BUSINESS

The Food Pantry contract went through attorney approval and the total contract price is \$19,715, including a \$2800 fire contingency if need more smoke alarms. The goal is to complete the expansion before Thanksgiving.

MOTION #9: APPROVAL OF FOOD PANTRY EXTENSION CONTRACT

Motion by Supervisor Penner, seconded by Trustee Medley, to approve Food Pantry Extension Contract.

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

MOTION #10: ADJOURNMENT

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

VOICE CALL VOTE: AYES: All

NAYS: None....Motion #10 Carried

The meeting for Tuesday, August 28, 2018, was declared adjourned at 8:20 p.m. The next regular scheduled board meeting is set for Tuesday, September 25, 2018, at 8:00 p.m.

Joanna M. Gauza
Wheeling Township Clerk