

CALL TO ORDER

The regular meeting of the Supervisor and Board of Trustees of Wheeling Township, for January 23, 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 Penner, Trustee Jeffrey Battinus, Trustee Brian Medley, Trustee Ruth O'Connell, 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 Josephine Stellato.

Absent: None

PLEDGE OF ALLEGIANCE

Supervisor Penner led those assembled in the Pledge of Allegiance.

APPROVAL OF MINUTES

MOTION #1: APPROVAL OF MEETING MINUTES – December 12, 2017

Motion by Trustee Medley, seconded by Trustee Schultz, to approve the minutes of December 12, 2017.

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

AUDIT

MOTION #2: AUDIT FOR ROAD MANAGEMENT

Motion by Trustee Schultz, seconded by Trustee Medley, to approve batch #428, and #429 against the Road Management Fund in the amount of \$19,688.12 to be paid.

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

MOTION #3: AUDIT FOR CEMETERY FUND

Motion by Trustee Schultz, seconded by Trustee Medley, to approve batch #012318 against the Cemetery Fund, in the amount of \$1,409.00 to be paid.

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

MOTION #4: AUDIT FOR TOWN FUND

Motion by Trustee Schultz, seconded by Trustee Medley, to approve batch #642, #643, and #644 against the Town Fund, in the amount of \$234,380.58 to be paid.

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

CITIZENS TO BE HEARD

None.

OFFICIALS' REPORTS

ASSESSOR: Assessor Sadler reported:

- First installment tax bills should be mailed by the beginning of February and are due March 1st. We talked to many constituents who chose to prepay the first installment bill in order to get the property tax deduction.
- We were open for appeals with the Board of Review from November 13, 2017 through December 2, 2017. We assisted over 624 constituents with comparables and questions regarding their appeal.
- Senior Citizen Exemption Renewal forms were mailed by the Cook County Assessor's office. Senior citizen, senior freeze and disabled exemptions must be renewed each year. Seniors who were born in 1952 may apply for the senior exemptions for the first time this year. The exemption amounts have increased this year including the allowable income limit for the senior freeze. We expect many more eligible seniors for the senior freeze.

ADMINISTRATIVE REPORT: Administrator Stellato reported:

- Lenny Benedict, one of our full time drivers, passed away unexpectedly on December 23, 2017. A memorial was held for Lenny on Saturday January 20. Lenny and his wife delivered Meals on Wheels before he was hired to drive our buses. He was caring, dependable employee who was respected by those he worked with as well as his riders. He will be missed.
- Todd Schultheis, a former part time employee, was promoted to full time and we are interviewing candidates for the part-time driver position.
- Fred Gablenz, the Township's Transportation Coordinator for the past twenty years, retired on December 29, 2017. Effective January 1, 2018, Maggie Peshek and John Messina stepped into the newly created roles of

- Transportation Co-Coordinators. Technology will be addressed and the new job description includes an in-house safety training program, additional vehicle safety checks, and alternative driving duties.
- The 2017 Holiday Adopt a Family program helped 238 families, which included 622 children. We are especially thankful for the continued support of Cleats Manufacturing because \$1,850 of their \$2,000 gift card donation was used for families who were not adopted. The Arlington Heights Junior Women's Club continued their tradition of partnering with Wheeling Township and volunteered on distribution day. Families were asked to write a personalized thank you note or deliver a drawing from the children to be forwarded to the donors.
 - LIHEAP opened for general population applications on December 1. Prior to that, funds were available to senior citizens and those with disabilities. A total of 593 applications were processed by our caseworkers. Wheeling Township receives a stipend for each application processed; as of December 31, 2017 a total of \$6,920 has been received.
 - Wheeling Township outsources payroll services; we use Heartland Payroll Services, which is now located outside Illinois. They have changed hands three times in as many years. We have had a few issues and have found them difficult to get corrected. Administrator Stellato brought this up at a recent Illinois Association of Township Administrator's meeting and was given a number of recommendations. Helga Genders and Administrator Stellato will meet with recommended local vendors.
 - A family in North Arlington Heights donated \$10,000 to the Food Pantry! The letter that accompanied the check is beautifully written and if granted permission, Administrator Stellato will include excerpts in the upcoming edition of the newsletter. The Food Pantry account has some \$239,000 for emergency use and all of that money has been donated.
 - Statistics for the month of December 2017:
 - 1,923 bus rides given-924 Dial-a-ride, 999 medical van
 - 1,196 meals delivered
 - 76 office visits to the Nurse
 - 13 home visits to the Nurse
 - 22 clients – community outreach by the Nurse
 - 434 visits to the Food Pantry – 929 fed
 - 238 families adopted at Christmas

HIGHWAY MANAGEMENT REPORT: Administrator Stellato reported:

1) Projects

- Flood Prone Property Buy-Outs – No updates.
- Morrison Ave. Road Resurfacing – Project is in design stage.

- Snow and Ice Control – Roads inspected after each snowfall and service provided has been excellent.

2) Meetings and Activities:

- Worked with Cook County Building and Zoning, Forest River Sanitary District and MWRD to review projects being done and permit violations in the unincorporated areas.

PERMITS

- 1) New Construction
16-009, Jozek Ryd, 221 Graylynn Dr., Mt.
Prospect.....Pending
- 2) Demolition and New Construction
17-005, Peter Nieroda, 138 Anita Ave., Mt.
Prospect.....Pending

CODE ENFORCEMENT ISSUES

No official Township permit violations pending.

PERMIT and TRAFFIC TICKET REVENUE RECEIPTS

- 1) Permits..... \$0.00
- 2) Cook Co. Circuit Court (traffic tickets issued by Cook Co. Sheriff)... \$0.00

MOTION #5: OPEN EXECUTIVE SESSION FOR PURPOSES OF DISCUSSING STAFF SALARIES AND EMPLOYMENT MATTERS

Motion by Supervisor Penner, seconded by Trustee Medley, to open Executive Session for purposes of discussing staff salaries and employment matters.

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

MOTION #6: CLOSE EXECUTIVE SESSION FOR PURPOSES OF DISCUSSING STAFF SALARIES AND EMPLOYMENT MATTERS

Motion by Supervisor Penner, seconded by Trustee Medley, to close Executive Session for purposes of discussing staff salaries and employment matters.

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

NEW BUSINESS

2018-19 Budget Calendar Approval and Meeting Date Change:

The Board Meeting on Tuesday March 27, 2018 has to be moved to Monday March 26, 2018. The Annual Town Meeting Agenda has to be adopted at least 15 days before the actual meeting which is on April 10. Therefore, the Agenda has to be adopted by March 26th.

MOTION #7: 2018-19 BUDGET CALENDAR APPROVAL AND MEETING DATE CHANGE

Motion by Supervisor Penner seconded by Trustee Medley to approve 2018-19 Budget Calendar and Meeting Date Change.

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

MOTION #8: APPROVAL OF RESOLUTION 2018-01, AMENDMENT TO PERSONNEL POLICY-SEXUAL HARASSMENT PROVISIONS

Motion by Trustee Schultz, seconded by Trustee Medley, to approve Amendment to Personnel Policy Sexual Harassment provisions.

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

2018-19 BUDGET DISCUSSIONS

Agency funding was discussed. Omni Youth Services has offered to provide mental health services and move to a larger space on the second floor of the Township building.

They requested funding for this service. Alexian Brothers Center for Mental Health provides mental health services to Township residents but had large waiting lists of over 3 months. However, Alexian has recently reduced the wait list to about a week. Because of the prior long waiting list for mental health services, discussions were held with Omni. No rent is charged to in-house agencies, but the agencies contribute to common area costs. Social service agencies are consolidating space and fewer are seeking space. The Salvation Army moved out of the Township building in 2017 and that space remains vacant. Omni requested extra funding however huge raises for Omni executives raise concerns. The board determined not to offer additional funding to Omni.

The board examined the funding recommendations for other agencies. The next funding agency discussed was Shelter. Previously, the Township funded this agency at \$61,560. Trustee Schultz suggested taking them down to \$60,000 and using the extra money for new agencies in need because Shelter not seeing Township residents. The board has concerns because Shelter is reporting every call/referral as a client. Greater Elgin Care Center is serving residents in Wheeling. Resources for Community Living is

asking for \$2,000. Third, there is Maryville Academy. However, Maryville serves undocumented individuals and Township revenues must be used to serve documented residents. The board agreed to give Resources for Community Living \$1,000. The Township lost four agencies in the last year, therefore some funding is available. The board decided to give Greater Elgin Family Care Center \$2,000. The Township will inform Shelter that counting every caller/referral as a client raised concerns. The remaining agencies are at prior levels of funding.

OLD BUSINESS

None.

MOTION #9: ADJOURNMENT

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

VOICE CALL VOTE: All Ayes....Motion #9 Carried.

The meeting for Tuesday, January 23, 2018, was declared adjourned at 8:50 p.m. The next regular scheduled board meeting is set for Tuesday, February 27, 2018, at 8:00 p.m.

Joanna M. Gauza
Wheeling Township Clerk

