

**CALL TO ORDER**

The regular meeting of the Supervisor and Board of Trustees of Wheeling Township, for January 22, 2019 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 Brian Medley, Trustee JoAnne Schultz, 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: None

**PLEDGE OF ALLEGIANCE**

Supervisor Penner led those assembled in the Pledge of Allegiance.

**APPROVAL OF MINUTES**

**MOTION #1: APPROVAL OF REGULAR AMENDED MEETING MINUTES – December 11, 2018**

Motion by Supervisor Penner, seconded by Trustee Schultz, to approve the amended minutes of December 11, 2018, to take out 'Levy and' in the 2018 Town and GA Assistance Levy paragraph, second sentence, page 1.

ROLL CALL VOTE: AYES: Penner, Schultz, Medley, Kozicki

ABSTAIN: O'Connell

NAYS: None....Motion #1 Carried.

**AUDIT**

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

Motion by Trustee Schultz, seconded by Trustee Medley, to approve batch #012219 against the Cemetery Fund, in the amount of \$452.00 to be paid.

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

NAYS: None....Motion #2 Carried.

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

Motion by Trustee Schultz, seconded by Trustee Medley, to approve batch #462, #463, #464 and #465 against the Road Management Fund, in the amount of \$35,484.90 to be paid.

ROLL CALL VOTE: AYES: Schultz, Medley, Kozicki, 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 #692, #693, #694, #695, #696 and #697 against the Town Fund in the amount of \$221,922.45 to be paid.

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

**CITIZENS TO BE HEARD**

None.

**OFFICIALS' REPORTS**

**ASSESSOR:** Assessor Sadler reported:

- Senior Citizen Exemption Renewal forms were mailed by the Cook County Assessor's Office. Assessor's Office assisted a large number of seniors (over 800) in the first few weeks of January in completing their forms.
- Senior citizen, senior freeze and disabled exemptions must be renewed each year. Seniors who were born in 1953 may apply for the senior exemptions for the first time this year. The exemption amounts have increased last year, including the allowable income limit for the senior freeze.
- First installment Tax bills are expected to be mailed February 1<sup>st</sup>, due March 1<sup>st</sup>.
- Constituents should be receiving decision letters in February with results of their appeals which were filed through December 6<sup>th</sup>, 2018.
- Office Visits: 972
- Phone Calls: 596
- Exemptions filed: 872

**TRUSTEE REPORT:** Trustee Schultz reported: She & Trustee Kozicki attended a TOCC Division meeting on how to run a Township Board Meeting properly.

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

- Wheeling High School Basketball Varsity and Junior Varsity moved all the food that was stored in the Omni space into the new prep area. Staff was very appreciative.

- Salk Rd Update – none. We will reach out to Scott Britton’s office to see if we can get an update.
- We are still looking for a Forest River Fire Protection Trustee. Administrator Stapleton has the current Trustees asking their neighbors and she hopes to have someone soon.
- Unincorporated Area snow storm update – no issues only one mailbox was taken out. The mailbox will be repaired in the spring.
- Supervisor Penner has emailed Illinois Veteran Affairs Office to request that we get a Veteran Service Officer to come to Wheeling Township twice a month to service our veterans. Currently they need to go to Palatine or Schaumburg Township, if they need assistance.
- Upcoming Events:
  - Mayor’s Community Prayer Breakfast February 7<sup>th</sup>
  - Annual Town Hall Meeting April 9<sup>th</sup>
  - Volunteer Luncheon is May 3<sup>rd</sup>
- Statistics for the month of December 2018.
  - 1697 rides – 665 dial-a-ride, 885 medical van
  - 946 meals delivered
  - 54 office visits to the Nurse
  - 7 home visit by the Nurse
  - 369 visits to the Food Pantry – 781 people feed

**NEW BUSINESS**

**MOTION #5: APPROVAL OF THE 2019-20 BUDGET CALENDAR**

Motion by Trustee Medley, seconded by Trustee Schultz, to approve the 2019-20 Budget Calendar.

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

**MOTION #6: IRS 2019 MILEAGE RATE CHANGE APPROVAL**

Motion by Trustee Medley, seconded by Trustee Kozicki, to approve IRS 2019 Mileage Rate Change.

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

**LEASE AGREEMENT WITH OMNI SHELTER:** Shelter is taking additional space. They will be occupying 1,860 square feet. They will not be seeing clients in the building for security reasons. Only Shelter Administration will be in the building.

**MOTION #7: APPROVAL OF THE LEASE AGREEMENT WITH SHELTER INC.**

Motion by Trustee Medley, seconded by Trustee Kozicki, to approve the Lease Agreement with Shelter Inc.

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

**MOTION #8: RENEWAL OF CONTRACT WITH NJS ENTERPRISES**

Motion by Supervisor Penner, seconded by Trustee Kozicki, to approve Renewal of Contract with NJS Enterprises.

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

**BUDGET DISCUSSIONS:**

Supervisor Penner reported that the Levies were kept flat. At the March Board meeting, we will begin to discuss salaries. Some minor maintenance may be needed such as carpeting. The phone system may have to be replaced because of persistent problems.

**OLD BUSINESS**

None.

**MOTION #9: ADJOURNMENT**

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

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

The meeting for Tuesday, January 22, 2019, was declared adjourned at 8:20 p.m. The next regular scheduled board meeting is set for Tuesday, February 26, 2019, at 8:00 p.m.

Joanna M. Gauza  
Wheeling Township Clerk

