

**CALL TO ORDER**

The regular meeting of the Supervisor and Board of Trustees of Wheeling Township, for January 26, 2016 was held in the Paula Ulreich Meeting Room, in the Township of Wheeling, 1616 North Arlington Heights Road, Arlington Heights, Illinois. Supervisor Schroeder called the meeting to order at 8:00 p.m.

**ROLL CALL**

Clerk Gauza called the roll and the following members were present: Supervisor Schroeder, Trustee Robert Hoban, Trustee Ruth O'Connell, Trustee Michael Domrzalski, Trustee Kathy Penner, and Clerk Joanna Gauza.

Also in attendance: Wheeling Township Assessor Jerry Sadler, Wheeling Township Highway Commissioner Scott Saewert, Wheeling Township Attorney Nanci Rogers, and Wheeling Township Director of Finance and Administration Josephine Stellato.

Absent: None

**PLEDGE OF ALLEGIANCE**

Supervisor Schroeder led those assembled in the Pledge of Allegiance.

**APPROVAL OF MINUTES**

**MOTION # 1: APPROVAL OF MEETING MINUTES – December 8, 2015**

Motion by Trustee Penner, seconded by Trustee Domrzalski, to approve the minutes of December 8, 2015.

VOICE CALL VOTE: All Ayes....Motion #1 Carried.

**AUDIT**

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

Motion by Trustee Hoban, seconded by Trustee Domrzalski, to approve batch #012616 against the Cemetery Fund, in the amount of \$677.25 to be paid.

ROLL CALL VOTE: AYES: Hoban, Domrzalski, O'Connell, Penner, Schroeder  
NAYS: None....Motion # 2 Carried.

**MOTION #3: AUDIT FOR ROAD AND BRIDGE FUND**

Motion by Trustee Hoban, seconded by Trustee Domrzalski, to approve batch #374, #375, #376, and #377 against the Road and Bridge Fund, in the amount of \$52,032.61 to be paid.

ROLL CALL VOTE: AYES: Hoban, Domrzalski, Penner, O'Connell,  
NAYS: Schroeder...Motion # 3 Carried.

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

Motion by Trustee Hoban, seconded by Trustee Domrzalski, to approve batch #555, #556, #557, #558, #559, #560, and #561 against the Town Fund, in the amount of \$369,623.34 to be paid.

ROLL CALL VOTE: AYES: Hoban, Domrzalski, Penner, O'Connell, Schroeder  
NAYS: None....Motion #4 Carried.

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

None.

#### **OFFICIALS' REPORTS**

**ASSESSOR:** Assessor Sadler reported:

- 2015 1<sup>st</sup> Installment Property Tax Bills- Property tax bills are available online and are being mailed this week. Payment is due March 1, 2016. Bills can be paid at Chase Bank locations, by mail or online.
- Senior Renewal Applications Were Mailed--Senior Citizen Exemption Renewal forms were mailed by the Cook County Assessor's office in January. Senior citizen exemptions must be renewed each year. In January to date, assessor's office has assisted over 700 seniors visiting assessor's office and/or to drop off the senior and senior freeze applications. Assessor's office has handled over 400 calls, the majority related to senior applications.
- Disabled Persons', Disabled Veterans' and New Home Exemption Applications- All other renewal exemption applications are yet to be mailed. The Cook County Assessor has announced that Disabled Veterans' Exemption forms will be available at the end of this month. For the property tax year 2015, those veterans who have a 70%-100% service-related disability will be exempt from property taxes up to a total EAV of 250,000.
- Cook County Board of Review- Results for 2015 appeals filed with the Cook County Board of Review are not available.
- Permits Processed to 2016 YTD: 174

**HIGHWAY DEPARTMENT:** Highway Commissioner Saewert reported:

- We have prepared an ordinance prohibiting dumping along the south side of Gregory.
- Working with Cook County on some permit violations and future road projects.

- Filed application to MWD for grant monies to acquire Forest View properties.
- No permits pending and no code violations.

**CLERK:** Clerk Gauza reported:

- On January 13, 2016, Trustee O'Connell, Trustee Penner, and Clerk Gauza went to Lutheran Village to register people to vote. We registered 17 persons to vote.

**ADMINISTRATIVE REPORT:** Administrator Stellato reported:

- The annual Transportation Department's Lights Tour took place on Wednesday December 16, 2015. Eighty-six senior citizens, as well as nine volunteer Christmas elves, rode our busses throughout the community viewing homes and businesses decorated for the holidays. Goodie bags were available for each rider and everyone had a good time.
- The Adopt-A-Family program was again a huge success. Hundreds of groups, organizations, corporations, churches and individuals donated gifts, food and gift cards, so that 232 families, which included 592 children and 414 adults, were able to celebrate the season. Administrator Stellato is in awe of this most generous community and the dedication of our staff and volunteers.
- Supervisor Schroeder and Administrator Stellato attended a METRO meeting on January 6, 2016 at Elk Grove Township. The Local Government Consolidation Task Force Final Report was one of the topics. A number of the Task Force recommendations were discussed and clarified. Many of the 27 recommendations would affect Townships, but six were specifically written to encourage Township consolidation. The next step in the process is for the Task Force to be dissolved and members invited to sponsor legislation to promote the recommendations. A lot of time was spent discussing the need for Road District oversight. Lake Villa and DuPage Townships have joined the group. Educational sessions for Cemetery Maintenance and Restoration, and Grant Writing, have been scheduled and local CIAO Assessor's Training is being looked into.
- A January 14, 2016 Tribune article quotes Supervisor Schroeder, Village Arlington Heights Mayor Tom Hayes and Administrator Stellato about the merits of Wheeling Township and the unlikelihood of Township consolidation to the Village.
- Administrator Stellato hosted an Illinois Association of Township Administrators meeting on Thursday January 21, 2016. Twenty-four Administrators attended- the largest number ever attending a meeting. Topics discussed were Task Force and Local Government Consolidation recommendations; Property Tax Freeze; 2016-17 Budgets, Salaries and Benefits; Annual Staff Performance Evaluations; and State Statutes as they relate to Road District providing funds for Senior Transportation.
- Wheeling Township had a record number of donations for the seasonal giving programs in 2015. Wheeling Township's policy is not to list individual names,

but our newsletter will include the long list of organizations that donated. Just to mention a few – the Arlington Heights Memorial Library again donated hundreds of new books that were included with the Adopt-a-Family gifts; South Middle School held a “Pack the Pantry” event and collected 4,030 items; Cub Scout Pack 269 donated a full truckload of food; Block and Company collected \$1,157.00; Lincoln Middle School collected \$1,106.74; and Cleats and Vents Manufacturing donated gift cards in the amount of \$2,000, just to name a few. A very caring and generous community indeed!

- The employee kitchen remodel has begun. The floor is not in good shape and will need to be replaced as well. The project should be completed in two or three weeks, depending on speedy Village inspections.
- Kris Freeman’s last day with Wheeling Township is March 4, 2016. A farewell gathering will be held on Thursday, March 3, 2016 at Francesca’s Tavola in Arlington Heights.
- Statistics for the month of December 2015:
  - 2,032 Bus and Medical Van Rides-Dial-a-Ride 969, medical 1,063
  - 1,478 Meals on Wheels delivered
  - 22 Friendly Visitor visits
  - 117 in house visits to the nurse
  - 51 home visits by the Nurse
  - 552 visits to the Food Pantry-1,205 people fed
  - 232 families adopted at Christmas
  - 16 Mobile Dental Clinic applications processed
  - 63 LIHEAP applications processed
  - 23 new coats distributed to children

## **NEW BUSINESS**

**Auditor McClure Inserra Increased Cost**--The accounting law, GASB68, will require a number of additional audit items. McClure Inserra will charge a one-time \$800 fee to input the new reports into a computer system, and will charge \$500 for each non-profit fund audit. Therefore, this year’s audit will cost \$15,600. Last year the cost was \$14,100. McClure Inserra has been the Auditor for the last seven years and like your attorney does not need to be changed Attorney Rogers said. There is no requirement to change or to require a formal bid. Their fee for services is competitive. The Township also pays a second auditing firm \$500 to review the McClure Inserra audit.

## **MOTION #5: 2016 AUDIT APPROVAL**

Motion by Supervisor Schroeder, seconded by Trustee Penner, to approve the Auditor and the audit contract not to exceed \$15,600, pending approval by Attorney review.

ROLL CALL VOTE: AYES: Schroeder, Penner, Hoban, O’Connell, Domrzalski  
NAYS: None....Motion #5 Carried.

**Security Benefits Resolution Adoption**—Need to pass a resolution to comply with revised 457 plan regulations and guidelines (deferred compensation plan). From time to time, when regulations are refined, a resolution is needed to adopt the revisions to comply with the law.

**MOTION #6: 2016 SECURITY BENEFITS PLAN**

Motion by Supervisor Schroeder, seconded by Trustee Penner, to adopt security benefits plan and amend and restate 457 plan.

ROLL CALL VOTE: AYES: Schroeder, Penner, Domrzalski, Hoban, O'Connell  
NAYS: None....Motion #6 Carried

**2016-17 BUDGET CALENDAR**

Administrator Stellato prepared 2016-17 budget calendar and Attorney Nanci Rogers approved.

**MOTION #7: 2016-17 BUDGET CALENDAR APPROVAL**

Motion by Supervisor Schroeder, seconded by Trustee Penner, to accept 2016-17 Budget Calendar.

VOICE CALL VOTE: All Ayes....Motion #7 Carried.

**BUDGET DISCUSSIONS**

Administrator Stellato requested the Board's views on large expenditures for next year so she could begin to draft a budget. One fact to consider is that there are number of agencies that the Township will not fund this year. For example, Journey Care did not apply because it is merging with another entity. Previously, they received \$5000. My Solutions respite care no longer exists. The NCH Navigator Program for mental health clients is not now seeing any Wheeling Township clients. Consequently, the organization is reluctant to seek money this year because it is not seeing Township clients. MCCD did not complete an application. All these organizations may come back next year. The previous funding for these organizations was \$23,519 and that amount will not be needed this year. As previously discussed, the Township is considering a one-time donation to the Mobile Dental Clinic for a new vehicle. Elk Grove and Schaumburg Township plan to each donate \$25,000 for the vehicle. Palatine Township has not indicated yet if it will donate for the mobile clinic vehicle. The \$23,519 savings can go toward the Wheeling Township donation of \$25,000. Donating some \$2000 to Kindred Ministries could help that organization meet additional residents' needs. The funding for many social service agencies will likely remain the same as last year for budget purposes.

General Assistance will likely remain the same. The meeting of Township Administrators indicated that all Townships, except Oak Park Township, planned to give employees a 2 to 3 percent raise. For planning purposes, this provides a range.

Highway Commissioner Scott Saewert stated that the cost of the snow plowing contract had not increased in six years. Northfield Township therefore had raised the cost of snow plowing from \$25,000 to \$35,000 last year because that was the anticipated actual cost for plowing. Supervisor Schroeder asked why a \$25,000 invoice originally submitted from Northfield Township for this year was pulled. Commissioner Saewert said he felt he had a responsibility to the partnership forged between Northfield and Wheeling Townships. Trustee Penner interjected that she thought Commissioner Saewert's fiduciary responsibility should be with Wheeling Township taxpayers. Commissioner Saewert said he contacted Pete at Northfield Township to confirm whether the \$25,000 was correct and was told that the previously agreed amount was \$35,000. He said the cost is similar to what Prospect Heights pays. Supervisor Schroeder noted that Barrington Township pays about \$4,000 per mile compared to the \$7,000 per mile billed by Northfield Township and that the Village of Arlington Heights paid roughly \$900,000 for 240 miles of center line roads, or about \$3,875 per mile for snow removal. The Village costs per mile were almost half the contracted cost paid Northfield Township. Commissioner Saewert noted that Northfield Township also owed its taxpayers a fiduciary responsibility and that Northfield felt it was subsidizing Wheeling Township by charging too little for years. Commissioner Saewert stated that like the Board he supported saving money but in the past snow plowing services provided by others were not as good as those provided by Northfield Township. Others plowed Wheeling Township roads only after other roads were plowed. Trustee O'Connell questioned the additional snow plowing charge of \$1,087 from the Village of Northbrook. Commissioner Saewert said there is a small portion that Northbrook plows. It was agreed that in the future the Road District would consider cost issues, including competitively bidding out the snow removal services, and examine doing a contract with provisions for weather related cost overages. Attorney Nanci Rogers will look into providing examples of bidding packages and snow removal contracts.

### **OLD BUSINESS**

None.

### **MOTION #8: ADJOURNMENT**

Motion by Trustee O'Connell, seconded by Trustee Hoban, to adjourn.

VOICE CALL VOTE: All Ayes....Motion #8 Carried.

WHEELING TOWNSHIP MINUTES OF REGULAR MEETING JANUARY 26, 2016

The meeting for Tuesday, January 26, 2016, was declared adjourned at 9:00 p.m. The next regular scheduled board meeting is set for Tuesday, February 23, 2016, at 8:00 p.m.

Joanna M. Gauza  
Wheeling Township Clerk