

CALL TO ORDER

The regular meeting of the Supervisor and Board of Trustees of Wheeling Township, for February 28, 2017 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 8:05 p.m.

ROLL CALL

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

Also in attendance: Wheeling Township Assessor Jerry Sadler, Attorney Howard Metz, 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.

PUBLIC TRUTH IN TAXATION HEARING

ORDINANCE 2017-01

Attorney Howard Metz opened the Public Hearing for the Amended Road Budget to order and asked if there is any member of the public that would like to address the Board on the proposed amendment to the road budget. There were no comments, and the public hearing was concluded.

APPROVAL OF MINUTES

MOTION # 1: APPROVAL OF AMENDED MEETING MINUTES – JANUARY 24, 2017

Motion by Trustee Hoban, seconded by Trustee O'Connell, to approve the proposed minutes of January 24, 2017 as amended.

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

AUDIT

MOTION # 2: AUDIT FOR ROAD AND BRIDGE FUND

Motion by Trustee Schultz, seconded by Trustee Domrzalski, to approve batch #402, #403, #404, #405, #406, and #407 against the Road and Bridge Fund, in the amount of \$44,741.32 to be paid.

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

MOTION #3: AUDIT FOR CEMETERY FUND

Motion by Trustee Schultz, seconded by Trustee Domrzalski, to approve batch #022817 against the Cemetery Fund, in the amount of \$1,932.38 to be paid.

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

MOTION #4: AUDIT FOR TOWN FUND

Motion by Trustee Schultz, seconded by Trustee Domrzalski, to approve batch #603, #604, #605, #606, #607, and #608 against the Town Fund, in the amount of \$383,893.69 to be paid.

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

CITIZENS TO BE HEARD

Fred May expressed his concerns to the Board and wanted to know why the questions are not answered from the public to the Board. Attorney Metz explained that Open Meeting Act provides an opportunity in every public meeting for the public to make a comment and address the board, but it is not a question and answer session.

OFFICIALS' REPORTS

ASSESSOR: Assessor Sadler reported:

- First installment bills are due March 1st.
- Assessor's Office was open for the Board of Review appeals from December 5, 2016 through January 3, 2017. Taxpayers who appealed with the CCAO and weren't happy with their reduction or lack of were able appeal with the Board of Review. Results for the BOR 2016 appeals have been mailed.
- Senior Citizen, Disabled and Disabled Veterans Exemption Renewal forms, along with new homeowner exemptions were mailed by the Cook County Assessor's Office. Senior citizen or senior freeze exemptions must be renewed each year. Seniors who were born in 1951 may apply for the senior exemptions for the first time this year.
- Phone calls: 689
Visitors: 981

Board of Review Appeals: 461+

ADMINISTRATIVE REPORT: Administrator Stellato submitted her written report to the Board.

OLD BUSINESS

AMENDED ROAD BUDGET AND APPROPRIATION ORDINANCE #2017-01

Trustee Domrzalski asked how Administrator Stellato arrived at Snow Removal contract amount of \$36,100. Administrator Stellato explained that in the past, snow and ice control was paid in full in advance. Under the contract, the Township now pays monthly. It's a \$46,000 contract over four months. January and February are in this budget. March and April will be in the next budget. \$12,000 was for Northfield Township for December 2016 and \$1,100 was for Northbrook snow plowing under contracts signed by the former Highway Commissioner. Also included is \$11,500 per month for January and February of 2017.

MOTION #5: ADOPT 2016-17 AMENDED ROAD BUDGET & APPROPRIATION ORDINANCE #2017-01

Motion by Trustee O'Connell, seconded by Trustee Schultz, to adopt 2016-17 Amended Road Budget and Appropriation Ordinance #2017-01.

ROLL CALL VOTE: AYES: O'Connell, Schultz, Domrzalski, Penner
NAYS: HobanMotion # 5 Carried

MOTION # 6: EXECUTIVE SESSION FOR PURPOSES OF STAFF SALARIES

Motion by Supervisor Penner, seconded by Trustee Schultz, to open executive session for purposes of discussing specific personnel and salaries.

ROLL CALL VOTE: AYES: Penner, Schultz, Domrzalski, Hoban, O'Connell
NAYS: NoneMotion # 6 Carried

MOTION #7: CLOSE EXECUTIVE SESSION FOR PURPOSES OF STAFF SALARIES

Motion by Supervisor Penner, seconded by Trustee O'Connell, to close executive session.

ROLL CALL VOTE: AYES: Penner, O'Connell, Domrzalski, Hoban, Schultz
NAYS: NoneMotion # 7 Carried

NEW BUSINESS

MOTION # 8: APPROVAL OF 2017-18 BUDGET CALENDAR

Motion by Trustee Schultz, seconded by Trustee O'Connell, to approve 2017-18 Budget Calendar.

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

BUDGET DISCUSSIONS

Agency Funding:

Trustee Domrzalski suggested reducing funding for some agencies by at least \$10,000, including Alexian Brothers, Little Cities, Clearbrook, and Omni. Administrator Stellato explained that Alexian Brothers will be assuming some services previously provided by other agencies that are ceasing operation. Salvation Army is closing their counseling office on the second floor of the Township building. Up to 35-40 residents annually will be referred to Alexian. Administrator Stellato also stated that Omni was also considering expanding services to adults. Omni and Clearbrook have raised executive pay sometimes by \$50,000 and should not be rewarded. Trustee O'Connell suggested an increase in Alexian's budget by about \$5,000. Trustee Domrzalski noted that the \$40,000 set aside for Salvation Army will eventually go away. He also noted that top three salaries for several agencies were about \$550,000. Prior reduction in funding because of high executive salaries did not seem to remedy the problem. Trustee O'Connell noted the need to send a message to the agencies without hurting the constituents they serve. She suggested to cut \$10,000 from Clearbrook and \$10,000 from Omni. In addition, she suggested adding funds to a separate line item for mental health services. Administrator Stellato noted that on Monday nights, court ordered counseling sessions are conducted by the Salvation Army in the Township. The Township will continue giving the Salvation Army meeting space until the end of the year to complete these sessions. Trustee Hoban noted that the Township was already using reserves and reducing future reserves to fund agencies and that other Townships fund agencies at a lower rate. The Board settled on reducing \$10,000 from Omni and \$10,000 from Clearbrook. Administrator Stellato will ask agencies about salaries for top three executives.

Assessor:

The Assessor has about a \$5000 increase in the budget for salaries. The Office also changed tech support companies, which comes with a higher cost. The other line items are almost the same as last year. No new equipment is needed and training costs may be less this year. The Office has two full time staff members and two individuals that work part-time sharing one job. The Office also has two as-needed temporary staff members. The part-time staff work about 32.5 hours total per week. The as-needed workers work about a total of 100 hours during tax appeal season.

Clerk:

Clerk Gauza reported that her budget is about \$500 higher from last year. The reason for that is Bonnie Niedert and Linda Hallett are assisting in Clerk's Department, and they

got a small percent of raise which partially comes from Clerk's Budget. Other than that, everything is pretty much the same as last year.

Senior and Transportation:

The Township has hired a new nurse and she will have a salary less than the nurse that just left. Although budgeted for a new bus last year, the Township did not buy a bus. The Township leases six vehicles from Pace for \$100 per month for each bus or \$7200 for the year. The cost of a new bus would have been \$58,000. However, the Township could possibly need to replace a bus, so \$50,000 has been budgeted this year. The senior services budget will be less because the director that retired had a higher salary than the current director. Trustee Hoban asked if using a taxi would work instead of buying a bus. Administrator Stellato stated that taxis do not have lifts for frail and disabled riders director but the director is always looking at all options. The Township owns four buses and may need to replace one bus. In addition, the Township leases the six Pace vehicles. The Township uses these vehicles to provide more 2,000 rides a month to senior citizens and those with disabilities, the majority to doctor appointments. Those not going to medical appointments may be transported to the grocery store, drug store, the Township's food pantry, etc. The TRIP grant from Pace compliments our service by allowing riders to travel outside Township boundaries for medical appointments. The bus drops the rider off and later returns for the pick-up. The drivers do not wait; the buses keep moving all day.

Cemetery:

The budget is \$50,000 but will not spend the monies unless needed. Last year a micro burst knocked down trees so there were some unexpected expenses. As the cemetery has more burials, icing is more an issue in winter. About 300 plots remain before the cemetery is full.

General Town Fund:

There were some issues with workers compensation and unemployment. The rates fluctuate. The Township telephone system is 12 years old and we are beginning to have issues with the system. If needed to replace the telephone system, the cost will be about \$18,000 to \$20,000. The projected cost was built into the budget. Building maintenance may require some additional funds compared to last year because some walls need patching and painting. The furnace and air conditioner are about 10-12 years old so need to plan for repair issues. Once the Salvation Army leaves the building, we may need to renovate area for use by another agency. The big item is salaries as discussed in closed session. In total, this budget is about \$100,000 less than last year. Any reductions to social services would increase the savings above \$100,000. The North Shore Hospital system employees donated \$10,000 to the food pantry. The newsletter cost will remain the same. Brochures are also printed and used in outreach to schools and other organizations. The outreach helps generate donations and volunteers. Trustee Hoban asked if Supervisor Penner works 600 hours to qualify for a pension. Supervisor Penner stated she declined the pension when she assumed the position of Supervisor. Administrator Stellato said that it is not required to track hours because Supervisor Penner is not a member of IMRF. Supervisor Penner stated

she works about 10-20 hours a week. Besides the monthly Board meeting and preparing for same, she attends constituent breakfasts, is at the Township to sign documents and checks, participates in employee reviews, works on weekends and evenings on issues like the budgets and levies, attends Metro and TRIP meetings in the evenings, and numerous other meetings like with the local Mayors. Salaries are set every four years.

Road:

There is still one road project that needs to be done. The location is at Lee and Morrison streets. The project will cost about \$500,000. We do not have the funds to do the project in one year without reducing the reserves to dangerous levels. The project can be done in two phases. Administrator Stellato worked with Tom Neitzke and Mark Toberman to prepare a two year plan. In the first year, we will take care of the drainage problems and the cost will be about \$240,000. The following year we will do resurfacing of the road. The cost will be about \$250,000. In addition, the road budget has \$68,000 for snow and ice removal in the Budget. The Township will again go out for bids for snow and ice control. One option to consider is soliciting bids that if there is 25 inches of snow or less for the season. If more than 25 inches of snow falls, the price would increase to cover the extra services. We are aware of a municipality that uses such a clause in their contracting. The salary for the Highway Manager, and a portion of the Administrator salary are in the Road Salaries line item. The Highway Manager is also the Compliance Officer for the Township and \$1,200 is expensed in the Town Fund Salaries line item for that position.

General Assistance:

The General Assistance budget is \$25,000 less than last year because last year the township made a one-time donation for the purchase of a new mobile dental clinic. Trustee Hoban asked about the \$18,000 in the budget for Suburban Primary Healthcare. He believed that because of Medicaid expansion of the ACA that only undocumented would use this service. Administrator Stellato stated that the contract agreement requires Suburban Primary Healthcare to check if a patient was documented to be eligible to use services funded by Wheeling Township. Cook County, which also funds Suburban Primary Healthcare, provides funds to serve those individuals that are undocumented. Administrator Stellato will get more information.

MOTION #9: TRANSFER OF APPROPRIATIONS FOR 2016-17 BUDGETS APPROVAL

Motion by Supervisor Penner, seconded by Trustee Domrzalski, to approve Transfer of Appropriations for Town Fund, Cemetery Fund, and General Assistance Fund, as presented to 2016-17 Budgets.

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

Auditor:

The Board discussed the possible auditors and determined to stay with current outside auditor. The price is competitive and they have a good reputation.

MOTION #10: AUDITOR APPROVAL

Motion by Supervisor Penner, seconded by Trustee Schultz, to approve auditor.

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

MOTION #11: ADJOURNMENT

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

VOICE CALL VOTE: All Ayes....Motion #10 Carried.

The meeting for Tuesday, February 28, 2017, was declared adjourned at 10:10 p.m. The next regular scheduled board meeting is set for Tuesday, March 28, 2017, at 8:00 p.m.

Joanna M. Gauza
Wheeling Township Clerk