

**CALL TO ORDER**

The regular meeting of the Supervisor and Board of Trustees of Wheeling Township, for February 23, 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 8:05 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 – January 26, 2016**

Motion by Trustee Hoban, seconded by Trustee Domrzalski, to approve the amended minutes in changing \$21,000 to \$25,000, under Budget Discussions, second paragraph, second sentence; adding 'that the previously agreed amount was \$35,000, same paragraph, sixth sentence, of January 26, 2016.

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

**AUDIT**

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

Motion by Trustee Domrzalski, seconded by Trustee Hoban, to approve batch #562, #563, #564, #565, #566 and #567 against the Town Fund, in the amount of \$213,337.34 to be paid.

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

**MOTION #3: AUDIT FOR CEMETERY FUND**

Motion by Trustee Domrzalski, seconded by Trustee Hoban, to approve batch #022316 against the Cemetery Fund, in the amount of \$621.00 to be paid.

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

**MOTION # 4: AUDIT FOR ROAD AND BRIDGE FUND**

Motion by Trustee Domrzalski, seconded by Trustee Hoban, to approve batch #378, and #379 against the Road and Bridge Fund, in the amount of \$28,933.39 to be paid.

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

**CITIZENS TO BE HEARD**

None.

**OFFICIALS' REPORTS**

**ASSESSOR:** Assessor Sadler's reported:

- Property tax bills were mailed. Payment is due March 1, 2016. Bills can be paid at Chase Bank locations, by mail or online.
- The Assessor's Office has seen over 1,500 constituents and answered over 1000 phone calls in January and February due in part to exemption renewals and new homeowner applications.
- It has been a special honor to assist the disabled veterans who visit Assessor's Office applying and renewing exemption applications.
- The Assessor's Office had an overwhelmingly positive response to the article in the Wheeling Township Newsletter. Innumerable homeowners have thanked the Wheeling Township Assessor's Office for providing valuable information regarding the exemption application process and requirements in the Assessor's newsletter article.
- Results for 2015 property tax appeals filed with the Cook County Board of Review are not yet available.
- Permits processed to 2016 YTD: 341

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

- 2016 Road Projects – working on road budget for 2016 projects.
- 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.
- Reviewing and evaluating all costs and efficiencies for all of next year's contracts with the Township.

## WHEELING TOWNSHIP MINUTES OF REGULAR MEETING FEBRUARY 23, 2016

- Permits – none.
- Code Enforcement Issues – none.
- Permit and Traffic Ticket Revenue Receipts – Permits...\$0.00,
- Cook Co. Circuit Court (traffic tickets issued by Cook Co. Sheriff)...\$0.00.

### **CLERK:** Clerk Gauza reported:

- On February 4, 2016, Clerk Gauza attended the Clerks' meeting hosted by Niles Township. Noah Perez from the Cook County Board of Elections discussed the upcoming elections.
- The last day to register for the primary was February 16. However, grace period voter registration and early voting can be done at few locations such as Rolling Meadows Courthouse, Skokie Courthouse, and County Clerk's main office. Early voting and registration at Arlington Heights Village Hall starts on February 29, 2016.
- Since January 1, 2016, during the registration period, the Clerk's Office received about 100 new voter registrations. Clerk Gauza went to several homes to register senior citizens.
- The Clerk's Office continues to get 5 to 10 calls a day about voter registration and voting.

### **ADMINISTRATIVE REPORT:** Administrator Stellato reported:

- Maggie Peshek, Assistant Transportation Coordinator, returned to work after three months of Family Medical Leave.
- Lynndah Easterwood-Leahy started training with Kris Freeman on February 8<sup>th</sup>. Kris officially retires on March 4<sup>th</sup> so Lynndah will have the benefit of training with Kris for approximately one month.
- LeRoy Messinger and Sonia Ivanov from Northwest Compass requested a meeting on February 22 to discuss new programs at the organization. NW Compass has partnered with Legacy Corps, a provider of multiple services for military personnel and veterans. Administrator Stellato is sure they will be asking for financial support during the next funding process. They also advised that the Headstart program, partnered with Maryville, has ceased to exist. Therefore, they will not be requesting \$14,000 that NW Compass received in the 2015-16 budget. However, they are developing an early education program for children and hope to have it up and running within the year. They are hoping the Board will consider funding this program instead of Headstart.
- The Township employee kitchen remodel is almost complete. Wheeling Township is awaiting the delivery of a small cabinet so final inspection by the Village of Arlington Heights can be done.
- Statistics for the month of January 2016:
  - 1,304 Meals Delivered
  - 105 In-Office Visits to the Nurse
  - 77 Home Visits by the Nurse
  - 449 Visits to the Food Pantry-1,043 fed

### **MOTION #5: APPROVAL TO GO INTO EXECUTIVE SESSION FOR PURPOSES OF DISCUSSING PERSONNEL AND SALARIES**

Motion by Supervisor Schroeder, seconded by Trustee Hoban, to approve going into executive session for the purpose of discussing personnel and salaries.

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

**MOTION #6: APPROVAL TO CONCLUDE EXECUTIVE SESSION AND GO TO OPEN SESSION**

Motion by Supervisor Schroeder, seconded by Trustee Hoban, to conclude executive session discussing personnel and salaries and go to open session.

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

**NEW BUSINESS**

**2016-17 BUDGET DISCUSSION**

The draft 2016-17 budget reflects last month's preliminary discussions. The difference in the General Assistance budget from the 2015-16 budget is that the mobile dental clinic receives \$60,000, which includes a one-time \$25,000 increase to pay for a new mobile dental clinic vehicle. The Social Service Agency draft budget also does not have monies for certain agencies that did not apply for funding in 2016-17. The result is that the budget for Social Services was \$852,000 in 2015-16 and the draft budget for 2016-17 is \$856,000 minus \$14,000 decrease in requested funding or a budget of \$842,000 for 2016-17.

In the budget, Northwest Compass would receive \$31,500 which seems more than other Townships. However, Administrator Jo Stellato pointed out that other Townships give more to other agencies that provide similar services.

Senior Services and Transportation could use another day of service using an existing vehicle for Wednesdays to transport seniors. The bus would not be a new bus; rather, the drivers would use the extra bus that the Township already has. The cost for running the bus would be about \$7500 to pay for the part-time driver and gas. On Wednesdays, a bus is used to take persons to the food pantry reducing the buses driving the other routes and creating delays with the other buses. A suggestion to add a vehicle with a hydraulic lift would cost \$100,000 and that idea is not feasible. Consequently, the best solution is using an additional bus to improve service and prevent drivers from wanting to rush.

The budget for salaries for 2016-17 is a little less because Chris Guth and Kris Freeman retired and their replacements are starting at lower salaries. Benefits are also less if the salaries are less. A full-time driver is retiring so the Township will be hiring a driver.

Assessor Sadler indicated that the budget for travel would increase from \$800 to \$1100 because of training needs. Last year the Assessor spent about \$8700 for a new copier

so this year the amount for equipment is reduced to \$3000 for maintenance and possibly two new computers. Because the Chief Deputy Assessor and Deputy Assessor are newly promoted and will receive substantial increases, Assessor Sadler is fine with freezing those salaries for two years.

The General Assistance draft budget is basically the same, a \$600 difference, as 2015-16. The only difference is the \$25,000 one-time capital contribution for a new mobile dental clinic vehicle. The Township is the largest user of the mobile dental clinic so the Township receives real value. The new vehicle will be delivered around July. The draft budget for Emergency Assistance is down about \$5000. A recent study found the Township had the lowest overhead for providing general assistance. The Angel Fund also provides emergency assistance. Therefore, General Assistance does a tremendous job assisting individuals efficiently. The budget also budgets for catastrophic insurance. Partial rent payments for emergency shelter are also provided for in the budget.

Each budget year, the township at the end needs to transfer appropriations from a contingency fund to cover contingency costs that arose and were not in the 2015-16 budget.

**MOTION #7: APPROVAL OF TRANSFER OF APPROPRIATIONS FOR TOWN FUND**

Motion by Supervisor Schroeder, seconded by Trustee Penner, to approve transfer of appropriations for Town Fund.

ROLL CALL VOTE: AYES: Schroeder, Penner, O'Connell, Domrzalski, Hoban  
NAYS: None....Motion # 7 Carried.

**MOTION #8: APPROVAL OF TRANSFER OF APPROPRIATIONS FOR ROAD AND BRIDGE DISTRICT FUND**

Motion by Supervisor Schroeder, seconded by Trustee Penner, to approve transfer of appropriations for Road and Bridge District as presented.

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

**MOTION #9: APPROVAL OF MILEAGE REIMBURSEMENT RATE FOR BUSINESS TRAVEL**

Motion by Trustee Penner, seconded by Supervisor Schroeder, to approve business mileage reimbursement rate of \$0.54 cents per mile effective March 1, 2016.

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

**OLD BUSINESS**

Supervisor Schroeder did some research and found the following snow removal rates: the Village of Wheeling pays \$3863 per mile, the Village of Arlington Heights pays \$3875 per mile, Barrington Township pays \$4000 per mile, and the Village of Mount Prospect pays \$3900 per mile. Mount Prospect also has 18 miles of road that it uses private contractors to do snow removal. Mount Prospect takes bids for this business annually. Mount Prospect paid \$50,000 for these 18 miles or less than \$3000 per mile. Mount Prospect has a list of 5 or 6 contractors that are competitive and will share the list with Wheeling Township. Supervisor Schroeder stated his research was based on a three year average cost. Highway Commissioner Saewert stated that he is in the process of asking if other Villages would consider doing the snow removal for the Township and at what cost. Commissioner Saewert stated that Northfield Township has indicated the cost for 2016-17 would be \$35,000 or the same price that has raised concern. In determining future cost, Highway Commissioner Saewert indicated that another factor to consider is that the 5 miles in Wheeling Township are not contiguous and the trucks drive some 22 miles to clear some 5 miles of road; therefore, the cost per mile may differ from the cost of snow removal for 5 contiguous miles of straight line road. In addition, the Village of Prospect Heights has already indicated that it not interested in doing Wheeling Township snow removal. Attorney Nanci Rogers indicated that a custom contract may be needed to address the specific needs for snow removal in Wheeling Township.

**MOTION #10: ADJOURNMENT**

Motion by Trustee Domrzalski, seconded by Trustee Hoban, to adjourn.

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

The meeting for Tuesday, February 23, 2016, was declared adjourned at 9:55 p.m. The next regular scheduled board meeting is set for Tuesday, March 22, 2016, at 8:00 p.m.

Joanna M. Gauza  
Wheeling Township Clerk

