

**CALL TO ORDER**

The regular meeting of the Supervisor and Board of Trustees of Wheeling Township, for February 23, 2021 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 Kathleen Penner, Trustee Ken Jochum, Trustee Patricia Kozicki, 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 Regina Stapleton.

Absent: None.

**PLEDGE OF ALLEGIANCE**

Supervisor Penner led those assembled in the Pledge of Allegiance.

**APPROVAL OF MINUTES**

**MOTION #1: APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING ON JANUARY 26, 2021**

Motion by Trustee Jochum, seconded by Trustee Kozicki, to approve the minutes of January 26, 2021 Regular Board Meeting.

ROLL CALL VOTE: AYES: Jochum, Kozicki, O'Connell, Penner  
ABSTAIN: Schultz  
NAYS: None....Motion #1 Carried.

**AUDIT**

**MOTION #2: AUDIT FOR ROAD MANAGEMENT FUND**

Motion by Trustee Kozicki, seconded by Trustee Jochum, to approve batch #2/10/21 and #2/22/21 against the Road Management Fund, in the amount of \$35,282.30 to be paid.

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

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

Motion by Trustee Kozicki, seconded by Trustee Jochum, to approve batch #2/10/21, #2/11/21, #2/18/21, #2/22/21 and 2/23/21 against the Town Fund in the amount of \$250,627.61 to be paid.

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

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

Motion by Trustee Kozicki, seconded by Trustee Jochum, to approve batch #022321 against the Cemetery Fund, in the amount of \$2,917.46 to be paid.

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

**CITIZENS TO BE HEARD**

None.

**OFFICIALS' REPORT**

**ASSESSOR:** Assessor Sadler reported:

- **EXEMPTION RENEWALS**
- Most 2020 exemptions automatically renew, including the senior freeze, persons with disabilities and veterans with disabilities. The regular senior exemption began as an automatic renewal last year. The County made this decision to minimize COVID exposure to seniors and those with disabilities. Letters were mailed a few weeks ago confirming the renewal.
- This auto-renewal of exemptions is only for this year; residents will have to reapply again for exemptions for the 2021 tax bill.
- Cook County Assessor made a major change in applications for 2020; all taxpayers are required to be entered online via a DocuSign Process. Our office obtained an approved waiver and established procedures to enter the application for taxpayers on the Cook County Assessor Website. This system is well received by those who do not own a computer or do not have the ability to navigate the process. The Assessor's Office is scheduling appointments for the Senior Freeze to allow for more organized flow of walk-ins. Phone calls continue to be high as many taxpayers prefer to make an office visit rather than apply online.
- **COOK COUNTY TREASURER**
- 2020 first installment tax bills were mailed February 1<sup>st</sup>. The treasurer has listed the due date as March 1<sup>st</sup>; however, the penalty is waived if paid by May 3<sup>rd</sup>.

- **COOK COUNTY ASSESSOR**

- The 2021 appeal dates are to be determined; no townships has been scheduled. We anticipate an open period possibly in April or May.

- **STATISTICS**

- Phone calls: **917** Office visits: **292** Exemptions: **53**

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

- The Township received \$5,000 from Suburban COVID Relief Funds. The Township applied for the funds in October to offset some of the costs the Township incurred due to COVID. The Board is very grateful for Administrator Stapleton's efforts in accomplishing this, saving the Township extra money.
- We are planning on going back to full Client Choice for those visiting the Food Pantry around June 1. This will allow our clients to shop in person in the Food Pantry. Julie and Craig had a Zoom meeting with the volunteers on February 19<sup>th</sup>, explaining that they want to go back to letting clients shop for themselves. The volunteers were asked if they wanted to continue volunteering. If many current volunteers decide not to come back, new volunteers may be needed,.
- Clerk Gauza's daughter and some friends will be helping in the Food Pantry for the next couple weekends to help sort food. We are very appreciative.

**NEW BUSINESS:**

**MOTION #5: 2020-21 TRANSFER OF APPROPRIATIONS - TOWN, GENERAL ASSISTANCE AND ROAD APPROVAL**

Motion by Supervisor Penner, seconded by Trustee O'Connell, to approve the 2020-21 Transfer of Appropriations for Town, General Assistance and Road Funds.

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

**Budget Calendar Approval:**

We have to switch Budget approval from May to April, due to April Consolidated Elections.

**MOTION #6: REVISED 2021-22 BUDGET CALENDAR APPROVAL**

Motion by Supervisor Penner, seconded by Trustee Jochum to approve the revised 2021-22 Budget Calendar.

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

**90-DAY EVALUATION PERIOD:**

We have 4 employment positions available at Wheeling Township. We are creating a 90-day evaluation period for new employees to see if they are a fit for the new job position.

**MOTION #7: 90-DAY EVALUATION PERIOD APPROVAL**

Motion by Trustee Jochum, seconded by Trustee Kozicki to approve the 90-Day Evaluation period.

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

**OLD BUSINESS:**

**2021-22 AGENCY FUNDING DISCUSSIONS:**

We should let Alexian Brothers Mental Health know that their funds will be removed and given to Josselyn Center, because the Township residents are having difficulty obtaining psychological services at Alexian Bothers Mental Health. Clients are being sent to Josselyn.

**2021-22 BUDGET DISCUSSIONS:**

It is proposed that Wheeling Township employees receive a 2.5% salary increase this year.

**MOTION #8: ADJOURNMENT**

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

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

The meeting for Tuesday, February 23, 2021, was declared adjourned at 8:24 p.m. The next scheduled regular board meeting is set for Tuesday, March 23, 2021, at 8:00 p.m.

Joanna M. Gauza  
Wheeling Township Clerk