

CALL TO ORDER

The special meeting of the Supervisor and Board of Trustees of Wheeling Township, for March 26, 2018 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 Jeffrey Battinus, 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: Trustee Brian Medley, Wheeling Township Attorney Kenneth Florey

PLEDGE OF ALLEGIANCE

Supervisor Penner led those assembled in the Pledge of Allegiance.

APPROVAL OF MINUTES

MOTION #1: APPROVAL OF MEETING MINUTES – February 27, 2018

Motion by Trustee Schultz, seconded by Trustee Battinus, to approve the minutes of February 27, 2018.

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

AUDIT

MOTION #2: AUDIT FOR CEMETERY FUND

Motion by Trustee Battinus, seconded by Trustee Schultz, to approve batch #032618 against the Cemetery Fund, in the amount of \$170.50 to be paid.

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

MOTION #3: AUDIT FOR ROAD MANAGEMENT

Motion by Trustee Battinus, seconded by Trustee Schultz, to approve batch #436, #437, #438, and #439 against the Road Management Fund, in the amount of \$14,832.41 to be paid.

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

MOTION #4: AUDIT FOR TOWN FUND

Motion by Trustee Battinus, seconded by Trustee Schultz, to approve batch #652, #653, #654, #655, #656, and #657 against the Town Fund in the amount of \$93,278.23 to be paid.

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

CITIZENS TO BE HEARD

None.

OFFICIALS' REPORTS

ASSESSOR: Assessor Sadler reported:

- Senior renewal cards were mailed March 20, 2018. This is the Cook County Assessor's means of notifying seniors who have not returned their senior exemption renewal applications that the deadline to do so is April 7, 2018. They also sent cards to properties that have not had an exemption on the property for a couple years. We received many visitors and calls due to this mailing.
- Results for 2017 appeals filed with the Cook County Board of Review are available and the Wheeling Township Board of Review 2017 assessments have been finalized.
- We have received new Sidwell pages with changes due to divisions or consolidations.
- We have been interviewing applicants to fill our part-time opening -since Kimberly Bless will be promoted to deputy assessor, taking Julia Lipka's position after Mary Sebastian retires June 1st. Julia Lipka will replace Mary as the chief deputy at that time.

ADMINISTRATIVE REPORT: Administrator Stellato reported:

- The Food Pantry is overflowing with donated items and we've had to use the basement meeting room for storage. The conference room on the second floor is now used when needed. We are grateful to our generous community

for supplying food and monetary donations so that we can purchase items when the shelves are low. The General Assistance Director and Food Pantry Coordinator have asked for more space, both in the pantry and for storage. Administrator Stellato met with the architect that worked on the original renovation and a number of possible ideas came up to extend the prep and storage rooms, while slightly increasing the food pantry space as well. He doesn't think the project will be expensive. It may be that we just have to knock down a few walls, create a doorway and extend the tiles. He is reviewing the original drawings and will make suggestions shortly. Although we are not sure what the cost will be, Administrator Stellato added \$25,000 to the Town Fund budget for architectural/engineering services, construction, flooring and shelves.

- Our new Samsung telephone system was installed last Monday and Total Teledata is still working out the bugs. Because our call routing/answering system is customized, it's taking a little longer than usual to get everything in order. They are dealing with Samsung directly and will be on the job until it's done to our satisfaction.
- Our first payroll with ADP was processed today. Heartland Payroll was making mistakes and moving to ADP from Heartland will save the Township about \$2,500 per year.
- The Senior/Disability Director interviewed a number of part-time driver candidates. She asked her first choice candidate to ride the bus to get a feel for the position. She spent a number of hours interviewing and talking with him about the position; he was definitely interested. After riding for two hours, he decided it was too much responsibility and declined the offer of employment. We are back to square one.
- John Messina, one of the Transportation Co-Coordinators, has been driving one of our buses a few times per week because we are short a driver. He is dispatching and completing reports the rest of the time. Because he is on the road so often, he has been able to research and develop an in-house driving training program. Although our driver's receive PACE and another training, this was a requisite task of his promotion from full-time driver to Transportation Co-Coordinator. Having an additional in-house training program will help to secure future vehicle insurance. We are hoping to fill the part-time driver's position soon so that John can spend the time necessary to further develop the program.
- Large Food Pantry Donations: Indian Trails Public Library held a Food for Fines Campaign during the month of February at both locations. Weekly pick-ups yielded 7 carts of food for the pantry. St. Viator High School donated 16 carts full of food. The Arlington Heights Rotary Noon Club conducted a paper drive which produced 3 full carts. The Lutheran Church of the Good Shepherd continued their ongoing support with a \$766 donation. Creation Technologies, a local business, held a volunteer work day in our pantry with 28 employees.
- Statistics for the February 2018:
1,884 bus rides

1,080 meals delivered
439 visits to the Food Pantry; 922 people fed

MOTION #5: OPEN EXECUTIVE SESSION FOR PURPOSES OF STAFF SALARIES AND EMPLOYMENT MATTERS

Motion by Supervisor Penner, seconded by Trustee Battinus, to open Executive Session for purposes of staff salaries and employment matters.

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

MOTION #6: CLOSE EXECUTIVE SESSION FOR PURPOSES OF STAFF SALARIES AND EMPLOYMENT MATTERS

Motion by Supervisor Penner, seconded by Trustee Battinus, to close Executive Session for purposes of staff salaries and employment matters.

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

NEW BUSINESS

MOTION #7: CANCEL SCHEDULED REGULAR MEETING-MARCH 27, 2018

Motion by Supervisor Penner, seconded by Trustee Schultz, to cancel scheduled regular meeting-March 27, 2018.

VOICE CALL VOTE: AYES: All
NAYS: None....Motion #7 Carried.

VILLAGE BANK & TRUST BANKING RESOLUTION:

Bank needs resolution that Supervisor Penner, Director of Finance Stellato, and Trustee O'Connell are the three authorized signers for the township account. It is annual requirement.

MOTION #8: VILLAGE BANK & TRUST BANKING RESOLUTION APPROVAL

Motion by Supervisor Penner, seconded by Trustee Schultz, to approve Village Bank & Trust Banking Resolution.

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

MOTION #9: PROSPECT HEIGHTS FIRE PROTECTION DISTRICT TRUSTEE REAPPOINTMENT-RICHARD SULLIVAN

Motion by Supervisor Penner, seconded by Trustee Connell, to reappoint Richard Sullivan as a trustee of Prospect Heights Fire Protection District.

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

MOTION #10: TOWN MEETING AGENDA APPROVAL

Motion by Trustee Battinus, seconded by Trustee Schultz, to approve Town Meeting Agenda.

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

OLD BUSINESS

2018-19 Budget Discussions:

Budget same as discussed, but added \$25,000 for food pantry expansion.

MOTION #11: 2018-19 – APPROVE TOWN FUND TENTATIVE BUDGET

Motion by Supervisor Penner seconded by Trustee O'Connell to approve 2018-19 Town Fund Tentative Budget in the amount of \$2,776,352.

ROLL CALL VOTE: AYES: Penner, O'Connell, Battinus, Schultz
NAYS: None....Motion #11 Carried.

MOTION #12: 2018-19 – APPROVE GENERAL ASSISTANCE FUND TENTATIVE BUDGET

Motion by Supervisor Penner, seconded by Trustee O'Connell to approve 2018-19 General Assistance Fund Tentative Budget in the amount of \$639,407.

ROLL CALL VOTE: AYES: Penner, O'Connell, Battinus, Schultz
NAYS: None....Motion #12 Carried.

MOTION #13: 2018-19 – APPROVE ROAD FUND TENTATIVE BUDGET

Motion by Supervisor Penner, seconded by Trustee O'Connell to approve 2018-19 Road Fund Tentative Budget in the amount of \$473,900.

WHEELING TOWNSHIP MINUTES OF SPECIAL MEETING MARCH 26, 2018

ROLL CALL VOTE: AYES: Penner, O'Connell, Battinus, Schultz
NAYS: None....Motion #13 Carried.

MOTION #14: ADJOURNMENT

Motion by Supervisor Penner, seconded by Trustee O'Connell, to adjourn.

VOICE CALL VOTE: All Ayes....Motion #14 Carried.

The meeting for Monday, March 26, 2018, was declared adjourned at 8:50 p.m. The next regular scheduled board meeting is set for Tuesday, April 24, 2018, at 8:00 p.m.

Joanna M. Gauza
Wheeling Township Clerk

