

**CALL TO ORDER**

The regular meeting of the Supervisor and Board of Trustees of Wheeling Township, for February 27, 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**

Administrator Stellato called the roll and the following members were present: Supervisor Penner, Trustee Jeffrey Battinus, Trustee Brian Medley, Trustee Ruth O'Connell, and Trustee JoAnne Schultz.

Also in attendance: Wheeling Township Assessor Jerry Sadler, Wheeling Township Attorney Kenneth Florey, and Wheeling Township Director of Finance and Administration Josephine Stellato.

Absent: Clerk Joanna Gauza

**PLEDGE OF ALLEGIANCE**

Supervisor Penner led those assembled in the Pledge of Allegiance.

**APPROVAL OF MINUTES**

**MOTION #1: APPROVAL OF MEETING MINUTES – January 23, 2018**

Motion by Trustee Schultz, seconded by Trustee Medley, to approve the minutes of January 23, 2018.

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

**AUDIT**

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

Motion by Trustee Medley, seconded by Trustee Schultz, to approve batch #430, #431, #432, #433, #434 and #435 against the Road Management, in the amount of \$43,446.96 to be paid.

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

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

Motion by Trustee Medley, seconded by Trustee Battinus, to approve batch #645, #646, #647, #648, #649, #650 and #651 against the Town Fund in the amount of \$383,832.46 to be paid.

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

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

Motion by Trustee Medley, seconded by Trustee Penner, to approve batch #022718 against the Cemetery Fund, in the amount of \$4,284.38 to be paid.

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

**CITIZENS TO BE HEARD**

None.

**OFFICIALS' REPORTS**

**ASSESSOR:** Assessor Sadler reported:

- Property tax bills were mailed. Payment is due March 1, 2018. Bills can be paid at Chase Bank locations, by mail or online. There is no longer a fee to pay online, unless you pay with a credit card. Many constituents prepaid their first installment bill to take advantage of the income tax credit.
- We have seen over 1908 constituents and answered over 1189 phone calls in January and February due in part to the exemption applications, along with questions regarding tax bills, appeals, etc.
- Results for 2017 appeals filed with the Cook County Board of Review have been mailed to those that appealed. Successful appeals will be reflected on the second installment tax bills.

**ADMINISTRATIVE REPORT:** Administrator Stellato reported:

- Cyndi Anderson, Assistant Director of General Assistance, tendered a resignation letter; her last day will be March 9, 2018. We have composed an ad for a Case Manager and will email blast to townships and local organizations, as well as post on our website and publish in the newspaper. Starting salary range will be \$32,000 to \$35,000.
- The Highway Manager and Engineer completed a Metropolitan Water Reclamation District grant application for storm water control along the Des Plaines River. Tom and Mark indicated it was a very complicated application that needed maps, exhibits, and drawings and took quite a bit of time. Tom is on the

payroll, but the Engineer's bill totaled \$3,404. I met with Tom and Mark this morning and advised that no project/expense over \$500 can go forward without first being approved in writing by the Supervisor.

- We hired a new part-time driver, Matthew Horn of Arlington Heights. He is presently working three days per week at another job and will drive for us two days.
- Statistics for the month of January 2018

1,291 Meals delivered  
23 clients visited by Friendly Visitors  
60 Office Visits to the Nurse  
28 Home Visits by the Nurse  
502 visits to the Food Pantry – 1,138 people fed  
62 new LIHEAP applications processed  
26 new Mobile Dental Clinic applications processed

### **NEW BUSINESS**

#### **PROSPECT HEIGHTS FIRE PROTECTION DISTRICT APPOINTMENT- JOANNE TWOMEY:**

Joanne Twomey is Commissioner for the Fire District for about 9 years. She was in business for 30 years in human resources. She is looking forward to being appointed as a Trustee.

#### **MOTION #5: APPOINTMENT OF PROSPECT HEIGHTS FIRE PROTECTION DISTRICT TRUSTEE JOANNE TWOMEY**

Motion by Supervisor Penner, seconded by Trustee Schultz, to appoint Prospect Heights Fire Protection District Trustee Joanne Twomey.

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

#### **FOREST RIVER FIRE PROTECTION DISTRICT TRUSTEE APPOINTMENT-JULIE KAMKA:**

Julie Kamka currently serves as a Deputy Village Clerk for the Village of Buffalo Grove. She has been a Deputy Village Clerk for 4 years. She wants to serve as a Trustee on the Fire Protection District because this is her neighborhood and sub division and she thinks she will enjoy being a Trustee.

#### **MOTION #6: APPOINTMENT OF FOREST RIVER FIRE PROTECTION DISTRICT TRUSTEE-JULIE KAMKA**

Motion by Supervisor Penner, seconded by Trustee Schultz, to appoint Forest River Fire Protection District Trustee Julie Kamka.

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

**2017-18 TRANSFER OF APPROPRIATIONS-TOWN, GENERAL ASSISTANCE AND ROAD**

Administrator Stellato explained to the board that as we are nearing the end of our fiscal year which ends February 28, we do line item adjustments within our budget. This is according to Illinois Municipal budget law so we don't overspend in any line item. These adjustments include line adjustments for Administration, Assessor, Clerk, Senior, and Senior Bus. We add amounts to certain line items and decrease others to make up for that amount.

**MOTION #7: 2017-18 TRANSFER OF APPROPRIATIONS-TOWN**

Motion by Supervisor Penner seconded by Trustee Battinus to make adjustments to line items as presented for 2017-18 to the Town Fund.

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

**MOTION #8: 2017-18 TRANSFER OF APPROPRIATIONS-GENERAL ASSISTANCE**

Motion by Trustee Penner, seconded by Trustee O'Connell, Transfer for 2017-18 Appropriation line items as presented for the General Assistance Fund.

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

**MOTION #9: 2017-18 TRANSFER OF APPROPRIATIONS-ROAD**

Motion by Trustee Penner, seconded by Trustee Medley, Transfer Appropriation of 2017-18 line items as presented for the Road Fund.

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

**MOTION #10: SENIOR CELEBRATION DAY RESOLUTION 2018-02 APPROVAL**

Motion by Trustee Schultz, seconded by Trustee Medley, to approve Senior Celebration Day on April 23, 2018.

ROLL CALL VOTE: AYES: Schultz, Medley, Battinus, O'Connell, Penner

NAYS: None....Motion #10 Carried.

**2018 MILEAGE RATE:**

Went up a penny. We already completed January and February and people have already submitted their expense reports. Request to make mileage rate effective March 1<sup>st</sup>.

**MOTION #11: 2018 MILEAGE RATE APPROVAL**

Motion by Supervisor Penner, seconded by Trustee Medley, to accept 2018 Mileage Rate.

ROLL CALL VOTE: AYES: Penner, Medley, Schultz, Battinus, O'Connell

NAYS: None....Motion #11 Carried.

**AUDIT:**

Supervisor Penner suggested that we stay with the same auditor, Julie Walter. This way there will be some consistency since our Administrator will be retiring. Price of the auditor will be the same as last year.

**MOTION #12: AUDIT APPROVAL**

Motion by Trustee Penner, seconded by Trustee Battinus, to approve Audit.

ROLL CALL VOTE: AYES: Penner, Battinus, Schultz, Medley, O'Connell

NAYS: None....Motion #12 Carried.

**2018-19 BUDGET DISCUSSIONS**

Administrator Stellato stated that in March the Township has to approve a Tentative Budget, and in May the budget has to be adopted. At the last meeting, the board discussed the possibility of giving Greater Elgin Care \$2000 and Resources for Community Living \$1000. These are new organizations and the board decided to leave in those amounts. Maryville admitted that most of residents served from Wheeling Township are undocumented. Wheeling Township does not permit use of public funds for undocumented persons. Access to Care separates the funds from Wheeling and does not use them to serve undocumented persons. From what we heard at the presentation, Maryville is unable to separate the funds. The draft budget anticipates repairs in the building such as possible furnaces, air conditioners, and construction in the food pantry. The parking lot will be resealed and striped and there will be some other minor repairs. The Town Fund has a \$50,000 contingency fund in case of unexpected items. The budget increases by .008 or is negligible. The Clerk and Assessor budget is in the budget. Software for the bus routing system will possibly cost \$52,000 and is a line item. The Cemetery line item is \$50,000. The Road Fund will

need to fund work on Morrison. General Assistance must serve anyone who qualifies and that budget has monies for contingencies like a substantial increase of requests.

**OLD BUSINESS**

None.

**MOTION #13: ADJOURNMENT**

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

VOICE CALL VOTE: All Ayes....Motion #9 Carried.

The meeting for Tuesday, February 27, 2018, was declared adjourned at 8:35 p.m. The next regular scheduled board meeting is set for Monday, March 26, 2018, at 8:00 p.m.

Joanna M. Gauza  
Wheeling Township Clerk

