

**CALL TO ORDER**

The regular meeting of the Supervisor and Board of Trustees of Wheeling Township, for March 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, Attorney M. Neal Smith, and Wheeling Township Director of Finance and Administration Regina Stapleton.

Absent: 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 THE MINUTES OF THE REGULAR BOARD MEETING ON FEBRUARY 23, 2021**

Motion by Trustee Schultz, seconded by Trustee Kozicki, to approve the minutes of February 23, 2021 Regular Board Meeting.

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

**AUDIT**

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

Motion by Trustee Kozicki, seconded by Trustee Jochum, to approve batch #2/26/21, #3/01/21, #3/12/21 and 3/23/21 against the Town Fund in the amount of \$89,500.76 to be paid.

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

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

Motion by Trustee Kozicki, seconded by Trustee Jochum, to approve batch #032321 against the Cemetery Fund, in the amount of \$2,338.50 to be paid.

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

**MOTION #4: AUDIT FOR ROAD MANAGEMENT FUND**

Motion by Trustee Kozicki, seconded by Trustee Jochum, to approve batch #3/01/21 and #3/22/21 against the Road Management Fund, in the amount of \$15,979.61 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:

- **EXEMPTIONS**
- The deadline to file exemptions is March 31<sup>st</sup>. Our office continues to make appointments for the Senior Freeze and other exemptions that did not automatically renew. The Cook County Assessor now requires that exemptions be entered via Docusign on their website. The procedures we established allow us to accommodate constituents who have no means to enter an electronic application via Docusign. The process can be involved depending on required documentation.
- During 2020 most exemptions automatically renewed, including the Senior Freeze, Persons with Disabilities, and Veterans with Disabilities. The County made this decision to minimize COVID exposure to seniors and those with disabilities. However, this auto-renewal is over. In the 2021 tax year, the County will require filing for a renewal.
- There are many residents who need to renew or apply for the first time. Renewal applications were mailed to all new homeowners or if there was a death of an owner or the sale of the property.
- Phone calls continue to be high as people learn we can assist them without an office visit. They are adjusting to resolving many issues on the phone and email. Constituents have expressed frustration with calls to the County and are grateful for our physical presence and hands-on assistance.
- **COOK COUNTY TREASURER**

- 2020 first installment tax bills were mailed February 1<sup>st</sup>. The Treasurer has listed the due date as March 2<sup>nd</sup>; however, the penalty is waived if the tax bill is paid by May 3<sup>rd</sup>.
- **COOK COUNTY ASSESSOR**
- The 2021 appeal dates have not been determined. We anticipate an open period possibly in May or June.
- **STATISTICS**
- Phone calls: 737 Office visits: 288 Exemptions: 130

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

- The Food Pantry is still receiving food and monetary donations from the community. We are very fortunate.
- With the Federal and State taxes not due until May 17, AARP has decided to continue helping Seniors with their taxes until April 23. The residents are very happy.
- We are now hosting Rules of the Road via ZOOM. It has been well attended. At the last program, we had 27 participants. Previously in person, we had between 20-35 participants.

**MOTION #5: OPEN EXECUTIVE SESSION FOR EMPLOYEE SALARY MATTERS**

Motion by Supervisor Penner, seconded by Trustee Jochum, to open Executive Session for Employee Salary Matters.

VOICE CALL VOTE: All Ayes....Motion #5 Carried

**MOTION #6: CLOSE EXECUTIVE SESSION FOR EMPLOYEE SALARY MATTERS**

Motion by Supervisor Penner, seconded by Trustee Kozicki, to close Executive Session for Employee Salary Matters.

VOICE CALL VOTE: All Ayes....Motion #6 Carried

**NEW BUSINESS:**

**MOTION #7: APPROVAL OF PROSPECT HEIGHTS FIRE PROTECTION DISTRICT TRUSTEE REAPPOINTMENT- JOSEPH VERTONE AND JAMES REBECCA**

Motion by Supervisor Penner, seconded by Trustee Schultz to approve the Prospect Heights Fire Protection District Trustee Reappointment- Joseph Vertone and James Rebecca.

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

**MOTION #8: ANNUAL TOWN MEETING AGENDA APPROVAL**

Motion by Trustee Jochum, seconded by Trustee Schultz to approve the Annual Town Meeting Agenda.

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

**OLD BUSINESS:**

**2021-22 BUDGET DISCUSSIONS:**

Administrator Stapleton spoke with AMITA Health and learned that if a patient needs an appointment for a prescription, it is a year wait for the appointment. If the time availability at Jocelyn is better, then the Township will move \$20,000 from the budget for AMITA to Jocelyn. The Administrator is working on getting information about Jocelyn's wait times. If Jocelyn also has availability issues, then the Board will explore other options for these services. No changes to Assessor's budget nor the Clerk's budget. The cemetery fund will remain unchanged.

The Senior Services budget is less than last fiscal year because the nurse position has been eliminated. In regards to transportation, the Township owns 3 buses, but may need to purchase a bus because the buses are old. 6 buses are leased from PACE, but there are limits on their use. Therefore, it is useful to own some buses. If the other two old buses become unusable, the board will consider replacing them by leasing from PACE. Currently, for COVID-19 safety reasons, only two passengers are allowed on a bus.

The General Assistance budget is lower because one employee has left and the new employee will start at a lower salary. The current government order against evictions will eventually end and may create greater demand on General Assistance as individuals lose their housing. The emergency assistance shelter funds will be \$80,000. The maximum payment to a family is \$1300.

The Road Management budget stays the same. The Town Fund for capital spending remains the same. However, we will develop a 5 year plan for replacement of any mechanical units and other substantial improvements. For example, the air conditioner units are 20 years old and cost about \$20,000 apiece. There are 4 such units. The front and back doors will also need to be replaced. The carpet is worn and will need to be replaced. The plan will create a replacement schedule.

**MOTION #9: ADJOURNMENT**

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

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

WHEELING TOWNSHIP MINUTES OF REGULAR MEETING MARCH 23, 2021

The meeting for Tuesday, March 21, 2021, was declared adjourned at 8:45 p.m. The next scheduled regular board meeting is set for Tuesday, April 27, 2021, at 8:00 p.m.

Joanna M. Gauza  
Wheeling Township Clerk