

CALL TO ORDER

The regular meeting of the Supervisor and Board of Trustees of Wheeling Township, for August 23, 2016 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 Michael Domrzalski, Trustee Robert Hoban, Trustee Ruth O'Connell, Trustee JoAnn Schultz, 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 Penner led those assembled in the Pledge of Allegiance.

APPROVAL OF MINUTES

MOTION #1: APPROVAL OF MEETING MINUTES – July 26, 2016

Motion by Trustee O'Connell, seconded by Trustee Schultz, to approve the minutes of July 26, 2016.

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

AUDIT

MOTION #2: AUDIT FOR TOWN FUND

Motion by Trustee Domrzalski, seconded by Trustee Schultz, to approve batch #583, and #584 against the Town Fund, in the amount of \$155,819.48 to be paid.

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

MOTION #3: AUDIT FOR ROAD AND BRIDGE FUND

Motion by Trustee Domrzalski, seconded by Trustee Schultz, to approve batch #389, and #390 against the Road and Bridge Fund, in the amount of \$11,916.72 to be paid.

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

MOTION #4: AUDIT FOR CEMETERY FUND

Motion by Trustee Domrzalski, seconded by Trustee O'Connell, to approve batch #82316 against the Cemetery Fund, in the amount of \$3,103.50 to be paid.

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

CITIZENS TO BE HEARD

None

OFFICIALS' REPORTS

ASSESSOR: Assessor Sadler reported:

- 2016 Triennial Assessment Appeals: Wheeling Township was opened July 11, 2016 for assessment appeals. Since this was triennial reassessment Assessor's Office was extremely busy assisting many property owners with appeals both in person, on the phone, and online.
- Assessor's Office helped find comparables for their appeals and either emailed, mailed, or gave them to the taxpayers in person, and instructed them on how to file their appeal either online or a hard copy. Extra staff helped in order to keep the wait at a minimum.
- An email address was opened for taxpayers wishing to request comparables via email. This new process helped the office drastically to help more people more efficiently.
- Assessor's extra staff assisted with managing the email requests while others in the office took care of the walk-ins and phone calls. Constituents were still coming in seeking help for the deadline of August 22, 2016 for additional documentation for their appeal.
- The staff handled the crowds and phones well for the amount of constituents coming in. On top of working with the appeals, the staff overlapped with the mailing of the property tax bills.
- Many people came in or called regarding missing exemptions on their bills, so certificates of error were handled at the same time, plus normal every day questions and variances.
- Sales entry and permits were put on hold during this process.
- August 2016 Statistics: Comparables were researched and 735 hard copy appeals were processed.

WHEELING TOWNSHIP MINUTES OF REGULAR MEETING AUGUST 23, 2016

- The staff assisted in finding over 400 electronic comparables for online appeals.
- Additional appeals were taken to the Cook County Assessor or mailed individually by property owners. That count is not available.
Office Visits: 1,144
Phone Calls: 843

HIGHWAY DEPARTMENT: Highway Commissioner Saewert reported:

- 2016 Road Projects:
- 2016 Anita Ave., west of Lee St. and Morrison Ave., east of Graylynn Dr. Road Drainage Improvement Projects- projects contractor selected and work will start this week.
- 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.
- Permits:
Demolition of Water Feature – 16-005, Randhill Cemetery, 1700 W. Rand Rd., Arlington Heights.....Pending
Demolition and New Construction -- 16-006, Lukaszczyk, 139 E. Bonnie Brae Ave., Mt. Prospect.....Pending
- Permit and Traffic Ticket Revenue Receipts:

Permits.....	\$ 975.00
Traffic Tickets issued by Cook County Sheriff.....	0.00
	\$975.00

ADMINISTRATIVE REPORT: Administrator Stellato reported:

- Administrator Stellato is working with Officer Scott Laverd of the Wheeling Police on a baseball tournament with the Army and first responders from Wheeling, Mt. Prospect and Arlington Heights. This fundraising event will benefit Wheeling Township Food Pantry. Wheeling Township will begin marketing the event as soon as plans are finalized. We are trying to tie this into a celebration of Illinois' Township Day on September 21, 2016. Administrator Stellato had difficulty locking down plans with the Army, the point person is in Florida on business, so many thanks is appreciated to Mayor Dean Argiris for helping to move things along. With or without Army, we are moving forward.
- The Wheeling Township Backpack and School Supplies distribution started on Wednesday August 17. To this date we have dispensed 210 backpacks filled with supplies. Many families did not show up for their appointments and we probably have 80 backpacks still available. As in the past, the remaining backpacks will be donated to various schools in the community.
- Three members of the General Assistance staff attended Ceda's LIHEAP training on August 8 and 9 and are awaiting results. The Director also attended weatherization training on August 18, 2016. Since NW Compass will no longer

process LIHEAP applications, an influx of residents requesting appointments is expected. Appointments are being scheduled starting with September 2, 2016 and will continue until funding runs out.

- Senior Celebration Day takes place at Arlington Park on September 15, 2016. Joanna Gauza, Lynndah Lahey and Aileen Zei will be manning the Wheeling Township booth.
- Statistics for the month of July 2016:
 - 2,097 bus rides; 910 Dial-a-Ride, 1,187 Medical Van rides
 - 1,191 Meals Delivered
 - 462 Visits to the Food Pantry - 1,051 people fed
 - 89 office visits to the Nurse
 - 71 home visits/community outreach by the Nurse
- Large Donations:
 - AH Sunset Rotary – Boy Scout Troop #166
 - 4th of July parade food drive
 - AH Noon Rotary- Arlington Park Food Drive
 - Clerics of St. Viator- produce
 - Korean Central Methodist Church
 - London Middle School- produce

TRUSTEE O'CONNELL

- Trustee O'Connell reported that on August 10th she attended the Senior Citizens Luncheon in Wheeling and noted that seniors are very pleased with the services that Wheeling Township offers.

NEW BUSINESS

AWARD PRESENTATIONS:

Kass and Kai - Supervisor Penner presented an award to 6 year old Kass and 5 year old Kai, which were not able to attend the meeting tonight. Both brothers hosted several activities to raise money for the Wheeling Township Food Pantry. Last fall, they begin with a canned bean drive collecting from neighbors. This spring they increased activities to include a lemonade stand, a cookie sale, and an art sale. The boys also did tours of their gnome village located in 614 N. Haddow, Arlington Heights. For only a quarter, visitors could see all the various handmade buildings. In addition to food products, the brothers have already donated \$124.70 to the food pantry. Supervisor Penner thanked their parents and the boys for their creativity and for caring for those in need.

Boy Scout Troop #166 – Boy Scout Troop #166 was established more than 50 years ago at the St. James Catholic Church in Arlington Heights, and is one of the oldest chartered Boy Scout Troops the in Northwest suburbs. Boy Scout Troop #166 regularly coordinates food drives for the Food Pantry and also presents the colors at our annual Town Meeting. The Troop recently partnered with the Arlington Heights Sunset Rotary to collect food at the 2016 Arlington Heights 4th of July Parade. Scouts walked with the

Food Pantry Truck and collected food by pushing shopping carts along the parade route. At the end of the parade they helped to unload the collected food at the Wheeling Township Food Pantry. Supervisor Penner thanked Scout leaders for their dedicated work and presented the award to Matthew Hahn representing the Troop #166.

Arlington Heights Rotary- Sunset, Dan Corwin – The Arlington Heights Rotary Sunset members have committed their time and energy to support the Wheeling Township Food Pantry throughout the years. Members process and stock food items at Wheeling Township Food Pantry, the second Wednesday of every month. Members purchased the stainless steel refrigerator for the Wheeling Township Pantry, and they stock it once a month with eggs and cheese. The Rotary also works with local schools to promote food drives for the pantry. With the help of Boy Scout Troop #166, members collected and organized food at the Arlington Heights 2016 4th of July Parade. Wheeling Township is extremely grateful for the support and help that Rotary Sunset Provides to the Wheeling Township. Supervisor Penner thanked them for all the help they provided and presented them with an award.

MOTION #5: 2016 LEVY CALENDAR APPROVAL

Motion by Trustee Domrzalski, seconded by Trustee Hoban, to approve 2016 Levy Calendar.

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

SALARIES DISCUSSION FOR ELECTED OFFICIALS FOR NEW TERM OF OFFICE

Administrator Stellato presented the salaries of neighboring Township elected Officials. After a short discussion, the Wheeling Township Board decided to leave the same salaries for elected officials for the new term of office. The officials have not raised their salaries since taking office in 2001.

MOTION #6: APPROVAL OF SALARIES FOR ELECTED OFFICIALS FOR NEW TERM OFFICE

Motion by Trustee Schultz, seconded by Trustee O'Connell, to approve salaries to remain the same for Elected Officials for New Term Office.

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

DISCUSSION OF LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT

Nanci Rogers explained to the Board the Governor just signed the Local Government Expense Control Act. The Act requires all units of local government, except home rule bodies, adopt a resolution that govern the reimbursement of all travel expenses. The

law does not specify amounts or types of expenses or amounts. The Board must decide the amounts and the maximum reimbursement. Act only prohibits reimbursement of entertainment expenses unless ancillary to purpose of the event. The Act requires that the resolution has to be adopted by March 2, 2017 of next year to be able to reimburse travel expenses. Nanci Rogers provided a model ordinance. Ms. Stellato has guidelines for travel expense reimbursement that has been in place for years. For example, no lodging is reimbursed unless the training is over hundred miles from the Township. There is also a per diem limit. Mileage is reimbursed at the IRS mileage rate. The Board will decide the specifics of the resolution before January 1, 2017. The Board hopes to vote on the resolution at the October meeting.

MOTION #7: APPROVAL OF SENIOR CELEBRATION DAY RESOLUTION

Motion by Supervisor Penner, seconded by Trustee O'Connell, to approve Senior Celebration Day Resolution 2016-07.

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

OLD BUSINESS

MOTION #8: ADJOURNMENT

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

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

The meeting for Tuesday, August 23, 2016, was declared adjourned at 8:40 p.m. The next regular scheduled board meeting is set for Tuesday, September 27, 2016, at 8:00 p.m.

Joanna M. Gauza
Wheeling Township Clerk

