

CALL TO ORDER

The regular meeting of the Supervisor and Board of Trustees of Wheeling Township, for November 17, 2020 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 Ruth O'Connell, Trustee Patricia Kozicki, 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 OCTOBER 28, 2020

Motion by Trustee Jochum, seconded by Trustee O'Connell, to approve the minutes of October 28, 2020 Regular Board Meeting.

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

AUDIT

MOTION #2: AUDIT FOR TOWN FUND

Motion by Trustee Kozicki, seconded by Trustee Jochum, to approve batch #11/17/20 against the Town Fund in the amount of \$83,947.59 to be paid.

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

MOTION #3: AUDIT FOR CEMETERY FUND

Motion by Trustee Kozicki, seconded by Trustee Jochum, to approve batch #111720 against the Cemetery Fund, in the amount of \$871.23 to be paid.

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

MOTION #4: AUDIT FOR ROAD MANAGEMENT FUND

Motion by Trustee Kozicki, seconded by Trustee Jochum, to approve batch #111/17/20 against the Road Management Fund, in the amount of \$31,828.24 to be paid.

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

CITIZENS TO BE HEARD

None.

OFFICIALS' REPORT

ASSESSOR: Assessor Sadler reported:

- **BOARD OF REVIEW APPEALS**
- Wheeling Township is open for appeals through December 1st. We encourage taxpayers to email information and we provide comparables and instructions for an online appeal. Every year we see an increase in number of constituents who prefer the online method. Appeal and Exemption forms are also available in the front entrance and in the rear information boxes of the township building. These forms can be completed and left in the black drop box.
- The Cook County Board of Review continues to work from home. They will hold telephone hearings rather than in person hearings for appellants who request a hearing of their appeal.
- **COOK COUNTY ASSESSOR AND COVID REVIEW**
- The Cook County Assessor reduced assessed values of properties in Wheeling Township by an average of 10% based on the impact of COVID. Letters were sent to Homeowners last week. Many homeowners were confused and called us for help in understanding what the lowered assessed value meant and how it would affect any appeal and their 2020 tax bill.
- Some property owners received the COVID reduction in addition to a reduction in assessed value based on their appeal.
- The Cook County Assessor is once again closed to the public.
- **PERMITS**
- The County deadline for permits to be assessed for 2020 was the end of October, earlier than previous years. We transitioned to electronic permits with Arlington Heights and Mount Prospect. There was a delay in sending the permits to us because of COVID closings in their village offices. Within the past 6 weeks, we processed 14 months of permits (1,115 total permits) from these 2 villages.

- **STATISTICS**

- Phone calls: 500 Office visits: 235 Exemptions: 71

ADMINISTRATOR'S REPORT: Administrator Stapleton reported:

- Aileen Zei, Assistant Director of Senior & Disability Services, has accepted a position with the Village of Woodstock. Her day at the Township will be November 18th.
- Village Bank has notified the Township that they have changed their business checking accounts from interest bearing to non-interest bearing due to the low interest rates. This effected most of our accounts. Administrator Stapleton have spoken to Supervisor Penner and have decided to convert our Sweep Accounts and Now Account into Money Market accounts to earn a little interest and leave the regular accounts as Non-Interest Business Accounts. Administrator Stapleton also will be adding a Money Market Account to the Emergency Fund. The Emergency Fund will now have a Money Market and a regular Non-Interest Business Checking account.
- Lynndah Lahey and Administrator Stapleton were on a conference call with AARP last Friday. It looks like we will be doing the AARP Tax Aide program in February. As it was mentioned last month, the process will be different. People will come in with their documents, the AARP volunteer will scan and upload the documents to the AARP secured portal, and the person will sign a release and leave. The preparer will prepare the return remotely. Once the return is complete, the person will come back to the Township and get their return from an AARP Volunteer. The only thing Wheeling Township is responsible for is making the appointment and allowing AARP to use the meeting room. AARP will be using the meeting room on Fridays February through April and one day during the week for people to pick up their returns.
- Holiday Programs Update: We will be distributing approximately 300 baskets to families Saturday November 21st and Monday November 23rd. As usual, the community has been supportive, we are very fortunate to be able to give each child under the age 18 two \$50 gift cards, for our Adopt-A-Family Program!
- Mary Jo Imperato will be presenting Julie Villarreal her GA Caseworker of the Year award on Monday November 23rd at noon. We will be serving sandwiches and cake. Please let the Administrator know if you would like to attend.
- Statistics for the month of October 2020:
 - 1165 rides – 189 dial-a-ride, 976 medical
 - 1,061 meals delivered
 - 330 visits to the Food Pantry – 693 people feed

NEW BUSINESS:

None.

OLD BUSINESS:

MOTION #5: APPOINTMENT OF FOREST RIVER FIRE PROTECTION DISTRICT TRUSTEE CHRISTOPHER GRAVES

Motion by Supervisor Penner, seconded by Trustee Jochum to appoint Christopher Graves as a Forest River Fire Protection District Trustee.

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

MOTION #6: APPROVAL OF 2020 TENTATIVE LEVIES FOR TOWN, GENERAL ASSISTANCE, AND ROAD MANAGEMENT FUNDS

Motion by Supervisor Penner, seconded by Trustee Jochum to approve the 2020 Tentative Levies for Town, General Assistance, and Road Management Funds.

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

MOTION #7: OPENING EXECUTIVE SESSION FOR PERSONNEL MATTER

Motion by Supervisor Penner, seconded by Trustee Schultz to open Executive Session for discussion of personnel matter.

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

MOTION #8: CLOSING EXECUTIVE SESSION FOR PERSONNEL MATTER

Motion by Supervisor Penner, seconded by Trustee Kozicki to close Executive Session for discussion of personnel matter.

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

MOTION #9: ADJOURNMENT

Motion by Supervisor Penner, seconded by Trustee O'Connell to adjourn.
VOICE CALL VOTE: All Ayes....Motion #9 Carried.

The meeting for Tuesday, November 17, 2020, was declared adjourned at 8:20 p.m. The next scheduled regular board meeting is set for Tuesday, December 8, 2020, at 8:00 p.m.

Joanna M. Gauza
Wheeling Township Clerk