

CALL TO ORDER

The regular meeting of the Supervisor and Board of Trustees of Wheeling Township, for April 28, 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 Penner, Trustee Ken Jochum, Trustee Ruth O'Connell, Trustee Patricia Kozicki, and Clerk Joanna Gauza. Trustee JoAnne Schultz participated by teleconference.

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 MARCH 24, 2020

Motion by Trustee Jochum, seconded by Trustee O'Connell, to approve the minutes of March 24, 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 #3/27/20, #3/31/20, #4/15/20, #4/16/20 and #4/28/20 against the Town Fund in the amount of \$247,561.40 to be paid.

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

MOTION #3: AUDIT FOR ROAD MANAGEMENT FUND

Motion by Trustee Kozicki, seconded by Trustee Jochum, to approve batch #3/27/20, #3/31/20 and #4/28/20 against the Road Management Fund, in the amount of \$21,796.34 to be paid.

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

MOTION #4: AUDIT FOR CEMETERY FUND

Motion by Trustee Kozicki, seconded by Trustee Jochum, to approve batch #042820 against the Cemetery Fund, in the amount of \$421.23 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:

- **REMOTE STATUS**
- Assessor's Office began working from home March 24th. The office phones are forwarded to the staff's cell numbers. The staff has access to emails and both AIMS, which is our township system, and AS400, the County system. This enables the staff to perform all functions; including processing permits as if the staff was in the office and is transparent to the taxpayer. The staff mails forms to constituents who don't have a computer and need paper exemption applications.
- **BOARD OF REVIEW**
- Decision letters were mailed during the first part of April; for those who appealed online, an email was sent advising them to check their account for decision information.
- **COOK COUNTY ASSESSOR**
- Cook County Assessor's office is not accepting phone calls and employees are working from home. All reassessments have been suspended. Appeals have been put on hold and new dates have not been determined. Assessor's staff downloaded the new assessed values from the BOR in their system so they can run comparables. These are emailed to constituents who have requested information for an online appeal, which the County is highly encouraging.
- The Assessor has also announced a review of all properties including northern suburbs, to determine if the economic effects of the COVID-19 pandemic have a

significant impact on property values. This means that a review of Wheeling Township assessed values will take place after the Appeal Process. Property owners are not required to appeal for a review and possible adjustment.

- **STATISTICS**
- Phone calls: 406 (exactly the same as prior month)
- Emails: 75

ADMINISTRATOR’S REPORT: Administrator Stapleton reported:

- Food Pantry is still operational. We are seeing an increase in new families. For the month of April, we have had so far 378 visits, 151 which were new families.
- General Assistance is continuing providing assistance. They will also be starting Emergency Assistance on May 1st. General Assistance has already been inundated with calls for rental or mortgage assistance. Over 150 Emergency Assistance applications have been requested. They are also coordinating with the Village of Arlington Heights and Mount Prospect.
- Administrator Stapleton was able to obtain N95 face mask and fabric masks for the drivers and General Assistance workers. We are trying to keep up on getting wipes, gloves and hand sanitizers.
- Statistics for the month of March 2020.
 - 1171 rides – 368 dial-a-ride, 803 medical
 - 672 meals delivered
 - 400 visits to the Food Pantry – 860 people feed

NEW BUSINESS:

MOTION #5: APPROVAL OF ORDINANCE 2020-02—CHANGES TO THE GENERAL ASSISTANCE AND EMERGENCY ASSISTANCE HANDBOOKS

Motion by Supervisor Penner, seconded by Trustee Kozicki to approve the Ordinance 2020-02 regarding The Changes to the General Assistance and Emergency Assistance Handbooks.

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

OLD BUSINESS:

2020-21 TENTATIVE BUDGET DISCUSSIONS:

With the COVID-19 situation, the Township may see an increase in funding needs. With that in mind, the Board discussed reducing some of the larger Agencies by 7%, leaving the smaller agencies flat and not taking on any new agencies at this time. The savings from the reductions will be available for funding needs as they arise. The possibility of an economic downturn will likely reduce tax revenues as businesses and residents will be unable to pay their taxes. The uncertainty requires caution.

MOTION #6: ADJOURNMENT

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

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

The meeting for Tuesday, April 28, 2020, was declared adjourned at 8:30 p.m. The next scheduled special board meeting is set for Tuesday, May 26, 2020, at 8:00 p.m.

Joanna M. Gauza
Wheeling Township Clerk