

CALL TO ORDER

The regular meeting of the Supervisor and Board of Trustees of Wheeling Township, for April 24, 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

Clerk Gauza called the roll and the following members were present: Supervisor Penner, Trustee Jeffrey Battinus, Trustee Brian Medley, Trustee Ruth O'Connell, 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 Josephine Stellato.

Absent: None

PLEDGE OF ALLEGIANCE

Supervisor Penner led those assembled in the Pledge of Allegiance.

APPROVAL OF MINUTES

MOTION #1: APPROVAL OF SPECIAL MEETING MINUTES – March 26, 2018

Motion by Trustee O'Connell, seconded by Trustee Battinus, to approve the minutes of March 26, 2018.

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

AUDIT

MOTION #2: AUDIT FOR ROAD MANAGEMENT

Motion by Trustee Battinus, seconded by Trustee Medley, to approve batch #440, #441, and #442 against the Road Management Fund in the amount of \$15,031.78 to be paid.

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

MOTION #3: AUDIT FOR CEMETERY FUND

Motion by Trustee Battinus, seconded by Trustee Medley, to approve batch #042418 against the Cemetery Fund, in the amount of \$2,602.94 to be paid.

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

MOTION #4: AUDIT FOR TOWN FUND

Motion by Trustee Battinus, seconded by Trustee Medley, to approve batch #658, #659, #660 and #661 against the Town Fund, in the amount of \$125,179.29 to be paid.

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

CITIZENS TO BE HEARD

None.

OFFICIALS' REPORTS

ASSESSOR: Assessor Sadler reported:

- The results from the BOR 2017 appeals for Wheeling Township have been finalized. Any reductions in the assessed values from successful appeals will be reflected on the second installment bills due to be mailed in July.
- CCAO mailed out reminder post cards to any seniors who failed to renew their senior homestead or senior freeze exemption. Visitors increased due to this mailing. The county extended the deadline again to April 30th. Over 100 seniors with these cards were assisted.
- The disabled veterans' exemption has increased. Now disabled veterans with 30-40% disability save \$2,500 in EAV, 50-69% save \$5,000 in EAV, 70-100% are exempt from paying taxes up to 250,000 EAV.

CLERK: Clerk Gauza reported:

- Wheeling Township received 68 voter registrations from League of Women Voters. Most of the newly registered voters were 18 and 19 year old young adults.

ADMINISTRATIVE REPORT: Administrator Stellato reported:

- The spring newsletter is in draft form and should arrive in homes before May 25, 2018.
- Omni Youth Services moved out of the building on April 23, 2018. We now have two suites available in our building – a 1,860 square feet of space was vacated by Salvation Army on the second floor and a 1,311 square feet of space was vacated by Omni in the basement. The township will need to consider finding new tenants or new use for the space.

- A TRIP meeting was hosted by Palatine Township on April 19, 2018. Administrator Stellato could not attend, but Wheeling Township was represented by Lynndah Lahey and Maggie Peshek. Administrator Stellato has been the Secretary/Treasurer for this group since TRIP'S first contract with PACE. She attends and takes Minutes at all the meetings, prepares Agendas, and submits Escrow Account Reports. She is also in possession of the TRIP Escrow Checking Account, Minutes books, as well as a binder of approved guidelines, policies, and contracts. The Wheeling Township Supervisor and Administrator are signers on the checking account and Administrator Stellato reconciles that account on a monthly basis. The Supervisors of the five member Townships are the TRIP Board of Directors. Administrator Stellato has asked them by email if they want my replacement to take over. She is awaiting their decision.
- The Township's network has been updated to Windows 10. We also had hard drives installed on a few workstations. We were concerned that our ACCPAC accounting software would not be supported by Windows 10. Administrator Stellato is pleased to report that after testing on one workstation, it seems to work fine. New accounting software should be considered in the near future as it is becoming more and more difficult to get support for the old version.
- Statistics for the month of March 2018:
 - 1,929 bus rides given-757 Dial-a-ride, 1172 medical van
 - 1,109 meals delivered
 - 81 office visits to the Nurse
 - 15 home visits by the Nurse
 - 437 visits to the Food Pantry – 914 fed

HIGHWAY MANAGEMENT REPORT: Administrator Stellato has no new information.

MOTION #5: OPEN EXECUTIVE SESSION FOR PURPOSES OF EMPLOYMENT MATTERS

Motion by Supervisor Penner, seconded by Trustee Battinus, to open Executive Session for purposes of employment matters.

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

MOTION #6: CLOSE EXECUTIVE SESSION FOR PURPOSES OF EMPLOYMENT MATTERS

Motion by Supervisor Penner, seconded by Trustee Battinus, to close Executive Session for purposes of employment matters.

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

NEW BUSINESS

MOTION #7: MOTION TO HIRE NEW ADMINISTRATOR

Motion by Supervisor Penner, seconded by Trustee Battinus, to hire the new Wheeling Township Director of Finance and Administration Regina Stapleton.

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

MOTION #8: MOTION TO HIRE NEW GENERAL ASSISTANCE CASE WORKER

Motion by Supervisor Penner, seconded by Trustee Schultz, to hire Lisa Zimmer as the General Assistance case worker.

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

MOTION #9: MOTION TO CHANGE SIGNATURES ON BANK ACCOUNTS

Motion by Supervisor Penner, seconded by Trustee Schultz, to place Clerk Joanna Gauza as secondary signatory on all contracts and accounts replacing Jo Stellato.

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

OLD BUSINESS

2018-19 BUDGET DISCUSSIONS

The tentative budget or any changes must be adopted by the next meeting. The budget had been revised as previously discussed. The only issue is the vacated space and any renovation of the food pantry space. Any shelving or equipment for the food pantry will come from the Angel Fund and there is plenty of money to cover the costs in that fund.

Food Pantry Expansion

When the food pantry expansion is completed, it will take up half of the basement. More square footage and shelves will be added to the current space. The reason for the expansion is that donations have exceeded the storage capacity. The community's generosity is tremendous. For example, ABC Heating has done a big food drive and brought lots of food. The prior contractor will do the expansion and handle the bidding and licensing, if the project cost does not require formal bid. The hope is to start in a

week and to complete the expansion in two months. The food pantry will continue to operate during the construction.

Road Management Bid

The drainage on Morrison went out for bid and the project should start in June. This project is already approved. There is also a pot hole project that is ongoing.

MOTION #10: ADJOURNMENT

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

VOICE CALL VOTE: All Ayes....Motion #10 Carried.

The meeting for Tuesday, April 24, 2018, was declared adjourned at 8:40 p.m. The next regular scheduled board meeting is set for Tuesday, May 22, 2018, at 8:00 p.m.

Joanna M. Gauza
Wheeling Township Clerk

