

**CALL TO ORDER**

The regular meeting of the Supervisor and Board of Trustees of Wheeling Township, for January 24, 2017 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 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 AMENDED MEETING MINUTES – DECEMBER 13, 2016**

Motion by Trustee Schultz, seconded by Trustee Domrzalski, to approve the proposed minutes of December 13, 2016 as amended.

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

**AUDIT**

**MOTION # 2: AUDIT FOR ROAD AND BRIDGE FUND**

Motion by Trustee Domrzalski, seconded by Trustee Schultz, to approve batch #400, and #401 against the Road and Bridge Fund, in the amount of \$57,565.89 to be paid.

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

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

Motion by Trustee Domrzalski, seconded by Trustee Schultz, to approve batch #012417 against the Cemetery Fund, in the amount of \$1,173.00 to be paid.

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

**MOTION #4: AUDIT FOR TOWN FUND**

Motion by Trustee Domrzalski, seconded by Trustee Schultz, to approve batch #599, #600, #601, and #602 against the Town Fund, in the amount of \$220,027.42 to be paid.

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

**CITIZENS TO BE HEARD**

None.

**OFFICIALS' REPORTS**

**ASSESSOR:** Assessor Sadler reported:

- Assessor's Office was open for the Board of Review appeals from December 5, 2016 through January 3, 2017. Taxpayers who appealed with the CCAO and weren't happy with their reduction or lack of were able to appeal with the Board of Review. Results for the BOR 2016 appeals are not available yet.
- Senior Citizen Exemption Renewal forms were mailed by the Cook County Assessor's Office January 9, 2017. Senior citizen or senior freeze exemptions must be renewed each year. Seniors who were born in 1951 may apply for the senior exemptions for the first time this year.
- All other renewal exemption applications are yet to be mailed. For the property tax year 2016, those veterans who have a 70%-100% service-related disability will be exempt from property taxes up to a total EAV of 250,000.
- Phone calls: 689  
Visitors: 856  
Board of Review Appeals: 461+

**HIGHWAY DEPARTMENT:** Tom Neitzke reported:

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.
- Completed a one month snow removal contract with Northfield Township from Dec.1-Dec.31.

Permits:

- New Construction

Jozek Ryd, 221 Graylynn Dr., Mt. Prospect .....Pending.  
Fix drainage near Lee Street and Kensington Road and resurface the area  
Consider near Civic Center putting 9-10 extra parking spaces on Hill Street.  
May wish to discuss with Civic Center.

**ADMINISTRATIVE REPORT:** Administrator Stellato reported:

- Wheeling Township Nurse Karen McNeir has tendered her resignation effective February 23, 2017. Lynndah Lahey published an ad in the newspaper, posted the opening on various internet sites, and listed it on our website. A number of applicants have been interviewed and a recommendation is forthcoming. The new hire will shadow Karen for a couple of weeks to meet our patients and become familiar with our procedures.
  - Tom Neitzke and Administrator Stellato met with various agency representatives about home buy-outs in the unincorporated Forest River subdivision. The Metropolitan Water Reclamation District, Cook County Highway Department, Cook County Land Bank, Cook County Bureau of Economic Development (CDBG), and Homeland Security & Emergency Management (FEMA) attended. Rich Fisher of the Metropolitan Water Reclamation District facilitated the meeting but will not be involved in the buy-outs. Six homes are involved – three will be purchased with CDBG funds and three with FEMA funds. Negotiations with owners for acquisition are taking place and the Cook County Land Bank will oversee and coordinate the project – purchase, demolition, and planting. Wheeling Township will be required to sign letters agreeing to maintain the cleared properties and ensure they will be maintained as open space or used for passive recreation.
  - Statistics for the month of December 2016:
    - 1,963 Bus Rides; 892 Dial-A-Ride; 1,071 Medical Van Rides
    - 1,235 Meals Delivered
    - 55 Office Visits to the Nurse
    - 55 Home Visits by the Nurse
    - 466 Visits to the Food Pantry – 1,147 people fed
    - 247 Families Participated in Adopt-A-Family Program (646 children, 1,093 Total people)
    - 89 LIHEAP Applications processed
    - 346 Volunteer Hours in the Food Pantry
- Large Donations:  
\$10,000 North Shore University Health Systems  
\$800 Living Faith Bible Church  
\$1,439 Munch's Supply Company  
\$500 Lutheran Church of the Good Shephard  
\$500 Lions Club of Arlington Heights Foundation

**NEW BUSINESS**

Approval of Road Budget Amendment calendar for 2016-17 and budget is necessary. Board discussed changes and will have final numbers for budget next month. The Board wants to be sure no other bills are outstanding. Currently, have spent about \$510,000 and can reconcile when final changes to the budget is approved.

**MOTION # 5: APPROVAL OF ROAD BUDGET AMENDMENT CALENDAR 2016-17**

Motion by Trustee O'Connell, seconded by Trustee Schultz to approve Road Amendment Calendar for 2016-17.

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

**MOTION # 6: APPROVAL OF ORDINANCE 2017-1 AMENDMENT OF TENTATIVE ROAD BUDGET 2016-17**

Motion by Supervisor Penner, seconded by Trustee O'Connell, to approve Ordinance 2017-1 Amendment of Tentative Road Budget for 2016-17.

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

**OLD BUSINESS**

Ratification of snow and ice removal contract was next order of business. The contract went out to bid. The Administrator determined that because the contract would be above \$20,000, a bid package and legal notice was posted in Daily Herald. Four bids were received and opened on December 20, 2016. The lowest responsible bid was \$46,000 from MAXX Construction. A contract was signed, but a clause was inserted in the contract stating that the contract must be ratified by the Board. The lowest bidder was found not to be responsible because extra payments would be required because of a blizzard clause, and he also added extra terms to the contract. Township attorney indicated the Township could not legally accept new terms. The Township's bid specifications and terms had to be followed so the second lowest bidder was found responsible. The Board discussed seeking bids for snow removal in July or August rather than waiting to seek bids in December when there was pressure to get a contract quickly. Township attorney stated that Commissioner Saewert had the authority before referendum to contract for the entire winter. Once the referendum passed, the Commissioner had the authority to contract to December 31, 2016 and then the authority passed to the Board. Trustee Hoban asked whether Northfield Township was contacted and Administrator Stellato said she placed a call and left a message. Commissioner Saewert had indicated at a Board meeting that Northfield's Highway Commissioner Peter Amarantos was not willing to deal with Wheeling Township therefore Administrator Stellato did not follow up with the call. Trustee Hoban spoke with Peter, but never got a quote. Trustee Hoban asked why the lowest bid of Unlimited Building Services was not accepted because Unlimited indicated they would be willing to abide by all terms except they wanted a blizzard clause. Township attorney responded that different pricing under the blizzard clause made the bid unresponsive. A

bidder cannot choose the pricing structure and must accept the terms of the bid. Trustee Hoban indicated that Unlimited's bid was \$9000 lower than the bid accepted by the Township. The Township attorney stated that once a bid is unresponsive, the Township cannot legally consider the bid nor accept it. The blizzard clause would shift the risk to the Township and made the bid unresponsive.

**MOTION # 7: RATIFICATION OF SNOW REMOVAL CONTRACT**

Motion by Trustee Domrzalski, seconded by Trustee Penner, to ratify snow removal contract.

ROLL CALL VOTE: AYES: Penner, O'Connell, Schultz  
NAYS: Domrzalski, Hoban ....Motion # 7 Carried

**MOTION # 8: IRS MILEAGE RATE APPROVAL**

Motion by Supervisor Penner, seconded by Trustee Domrzalski, to approve IRS mileage rate change to \$0.535 for 2017 effective February 1, 2017.

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

**MOTION #9: ADJOURNMENT**

Motion by Trustee O'Connell, seconded by Trustee Schultz, to adjourn.

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

The meeting for Tuesday, January 24, 2017, was declared adjourned at 8:45 p.m. The next regular scheduled board meeting is set for Tuesday, February 28, 2017, at 8:00 p.m.

Joanna M. Gauza  
Wheeling Township Clerk

