

**CALL TO ORDER**

The regular meeting of the Supervisor and Board of Trustees of Wheeling Township, for September 27, 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 – August 23, 2016**

Motion by Trustee Hoban, seconded by Trustee Schultz, to approve the minutes of August 23, 2016.

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

**AUDIT**

**MOTION #2: AUDIT FOR TOWN FUND**

Motion by Trustee Domrzalski, seconded by Trustee Hoban, to approve batch #585, #586, and #587 against the Town Fund, in the amount of \$315,650.33 to be paid.

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

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

Motion by Trustee Domrzalski, seconded by Trustee Hoban, to approve batch #92716 against the Cemetery Fund, in the amount of \$7,187.38 to be paid.

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

#### **MOTION #4: AUDIT FOR ROAD AND BRIDGE FUND**

Motion by Trustee Domrzalski, seconded by Trustee Hoban, to approve batch #391, and #392 against the Road and Bridge Fund, in the amount of \$19,525.48 to be paid.

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

#### **CITIZENS TO BE HEARD**

None

#### **OFFICIALS' REPORTS**

**ASSESSOR:** Assessor Sadler reported:

- Wheeling Township was closed for 2016 assessment appeals as of close of business, Thursday, August 11, 2016. Property owners will have a second opportunity to file an appeal with the Cook County Board of Review.
- The Cook County Board of Review cannot announce the appeal window for Wheeling Township property owners until the Cook County Assessor has certified and published the 2016 results. The Assessor's Office is already assisting property owners with comparables and information regarding the Board of Review appeals.
- Assessor's Office is currently processing permits and submitting them to the county along with recording sales transfers.
- Julia Lipka completed her third class of the five required to obtain her CIAO designation. Mary Sebastian completed her requirement to continue her CIAO designation.
- Office Visits: 748
- Phone Calls: 591

**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 completed.
- 2016 Anita Ave., west of Lee St. Road Resurfacing Project – project out for bid.

WHEELING TOWNSHIP MINUTES OF REGULAR MEETING SEPTEMBER 27, 2016

- 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.
- Meeting with Cook County representatives on September 20, 2016 to discuss flood-prone property buyouts with the current property owners.
- Permits:
  - Demolition of Water Feature – 16-005, Randhill Cemetery, 1700 W. Rand Rd., Arlington Heights.....Completed
  - Demolition and New Construction -- 16-006, Lukaszczuk, 139 E. Bonnie Brae Ave., Mt. Prospect.....Completed
  - Install CATV Service Line –10-007D, Comcast, 3340 to 3345 N. Ellen Dr., Arlington Heights.....Completed
  - Demolition and New Garage Construction--16-008, Georges Garages, 138 E. Morrison Ave., Mt. Prospect... ..Completed
- Permit and Traffic Ticket Revenue Receipts:

Permits.....	\$ 1,260.00
Traffic Tickets issued by Cook County Sheriff.....	0.00
	<u>\$ 1,260.00</u>

**CLERK:** Clerk Gauza reported:

- Trustee O'Connell and Clerk Gauza registered people to vote at Luther Village.
- Clerk Gauza also did some voter registrations at the Senior Celebration Day that was held at Arlington Racetrack.

**ADMINISTRATIVE REPORT:** Administrator Stellato reported:

- The new Northwest Community Hospital Mobile Dental Clinic dedication took place on August 25, 2016. After being on the road for more than twelve years, the unit was replaced with an updated, state of art new vehicle. Former Supervisor Michael Schroeder, in an effort to make dental services available to low income residents, was instrumental in making the original clinic a reality. At the dedication, his family was presented a duplicate of the plaque that is hung on the vehicle in his memory.
- Both Mary Sebastian and Administrator Stellato have taken annual FOIA training and received certificates verifying completion.
- Administrator Stellato have responded to a number of FOIA requests in the last few weeks. The most recent arrived yesterday and requests six to eight years of various records for the Road district. Because of the substantial number of documents requested, we are going to exercise our right to ask for an additional 5 days to respond. Administrator Stellato can provide most of the documents from her vendor files, but has asked the Highway Department to provide documents showing their bidding process, procedures and final

decisions made on all projects for road maintenance and construction over the last six years.

- Wheeling Township is very close to using all that was dedicated for TRIP rides. At this point, we are still providing rides on a very limited basis to those passengers we know have no other option.
- September 21, 2016 was Illinois Township Day. Wheeling Township chose to dedicate this day to help raise awareness, support and to thank all our first responders. Banners were hung on our property announcing our undertaking and pizzas were delivered to various police and fire stations within the community.
- Statistics for the month of August 2016:
  - 2,240 bus rides; 973 Dial-a-Ride, 1,267 Medical Van rides
  - 1,327 Meals Delivered
  - 505 Visits to the Food Pantry - 1,152 people fed
  - 88 office visits to the Nurse
  - 48 home visits/community outreach by the Nurse
- Large Donations:
  - Lutheran Church of the Good Shepherd – gift cards, produce, food
  - Clerics of St. Viator – produce delivered 34 times
  - Lutheran Church of the Cross - food
  - Christian Church of Arlington Heights - \$500
  - Arlington Heights Noon Rotary – food and household supplies

## **NEW BUSINESS**

### **PROSPECT HEIGHTS FIRE PROTECTION DISTRICT:**

Bruce Smith the new Fire Chief for the District introduced himself and expressed thanks for the strong relationship the Fire Protection District and the Township have enjoyed over the years. The Township appoints the Fire District Trustees. The District conducts CPR training for the Township. Bruce is also a resident of Arlington Heights.

## **OLD BUSINESS**

Nanci Rogers briefly discussed the Ordinance for travel, meal and lodging expenses. She indicated that need to add the job title to the Ordinance.

### **MOTION #5: APPROVAL OF 2016-05 ORDINANCE-TRAVEL, MEAL, AND LODGONG EXPENSES AS Amended**

Motion by Trustee Hoban, seconded by Trustee Domrzalski, to approve 2016-05 Ordinance as amended.

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

**INITIAL 2016 LEVY DISCUSSION**

Administrator Stellato prepared a worksheet estimating revenues and expenses that the Township projects to raise and spend. Using the CPI for the projected levy could bring Town Fund reserves to about 1.43 times expenses by February 28, 2018. The Township Auditor has indicated that reserves in the 1 to 1.5 times range is acceptable but the Board would like to see other levy possibilities. The Town Fund expenses may rise about \$100,000 in the next year because of increased insurance, utilities, salary increases. No major capital projects are planned. Cook County adds about 3% to levies to collection and it is called loss and costs. The Township could ask the county for a number less than 3%, or even ask them to disregard the 3%, but it is probably best to adjust the levy to account for the county adjustment. General Assistance and Emergency Assistance caseloads have been down the last few years, however peripheral services and food pantry visits have increased. Tentative levies must be approved in November before final approval in December. The Highway Commissioner suggested, that for levy planning, the Road District's full budget be used for estimated expenses. Because of flood prone buyouts by Cook County, there is some uncertainty if any costs may arise.

**MOTION #6: ADJOURNMENT**

Motion by Trustee Domrzalski, seconded by Trustee Hoban, to adjourn.

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

The meeting for Tuesday, September 27, 2016, was declared adjourned at 8:30 p.m. The next regular scheduled board meeting is set for Tuesday, October 25, 2016, at 8:00 p.m.

Joanna M. Gauza  
Wheeling Township Clerk

