

**CALL TO ORDER**

The regular meeting of the Supervisor and Board of Trustees of Wheeling Township, for June 26, 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 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 Regina Stapleton.

Absent: None

**PLEDGE OF ALLEGIANCE**

Supervisor Penner led those assembled in the Pledge of Allegiance.

**APPROVAL OF MINUTES**

**MOTION #1: APPROVAL OF REGULAR MEETING MINUTES – May 22, 2018**

Motion by Trustee Schultz, seconded by Trustee Medley, to approve the minutes of May 22, 2018.

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

**AUDIT**

**MOTION #2: AUDIT FOR ROAD MANAGEMENT FUND**

Motion by Trustee Medley, seconded by Trustee Schultz, to approve batch #445, #446 and #447, against the Road Management Fund, in the amount of \$33,896.81 to be paid.

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

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

Motion by Trustee Medley, seconded by Trustee Schultz, to approve batch #062618 against the Cemetery Fund, in the amount of \$4,632.50 to be paid.

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

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

Motion by Trustee Medley, seconded by Trustee Schultz, to approve batch #666, #667, #668, and #669 against the Town Fund in the amount of \$388,291.87 to be paid.

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

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

None.

#### **OFFICIALS' REPORTS**

**ASSESSOR:** Assessor Sadler reported:

- Tax Bills will be mailed out July 1; the due date is August 1<sup>st</sup>.
- The tentative date for Wheeling Township to be open for Appeals is July 26.
- The Assessor's Office has assisted many Constituents through Taxpayer Assistance emails providing comparables that can be used for an online Appeal. Assessor's Office is also accepting hard copy appeals now.
- Julia Lipka attended a presentation of the new data screens of AS400 (the county system) at Cook County Assessor's Office. This meeting was a demonstration of what has been completed to date, as well as seeking input from Townships. Initial changes will be implemented in November, and completed by end of 2019. This will have a significant impact on how we access information and assist constituents.
- The updated 2017 Map Pages have now replaced the older pages in the books. The Assessor's Office received new pages for any property that has had a change in the past year such as divisions, consolidations, and new developments.
- Training is ongoing with the new part-time employee.
- A large number of Permits were received this month; Assessor's Office processed and sent over 375 to Cook County Assessor.
- Phone calls: 307
- Walks In: 203

**CLERK:** Clerk Gauza reported:

- Administrator Stapleton has completed the FOIA class online and will be our new Deputy FOIA Officer. She will be helping us with the FOIA responses. Later today, she will be sworn in as the Wheeling Township Deputy Clerk.
- As of Friday June 22, we have sold 146 vehicle stickers to residents of unincorporated areas for a total of \$10,780.

**ADMINISTRATOR'S REPORT:** Administrator Stapleton reported:

- James Broderick was hired as a part-time evening security guard. He will work as needed. Charlie Craig has been hired as a part-time Bus Driver. He received his CDL license and will go to PACE training July 2<sup>nd</sup> and 3<sup>rd</sup>, and he will work about 10 hours a week.
- The parking lot was paved and restriped June 2<sup>nd</sup> and 3<sup>rd</sup>.
- All bank accounts have been changed to remove Administrator Stellato. Clerk Gauza is now a signer on the accounts along with Supervisor Penner and Trustee O'Connell.
- Administrator Stellato and Regina Stapleton met with Mr. & Mrs. Brzozowski regarding a buyout of their property. They were told that they were on the original application, but Tom Nietzke was notified that only 3 of the 5 homes on the original application are in the process of being bought-out and theirs was not one of them. Richard Fisher of MWRD suggested that we file another application that included their home. Tom is working on a new application.
- TOI Conference November 11-13 in Springfield, IL.
- We are lucky to continue to receive generous support from our community. The Food Pantry was the recipient of two large food drives in May. Boy Scout Troop #34 collected and donated 49 boxes and 97 bags of food goods. Olive Mary Stitt conducted its annual "Hunger doesn't Take a Summer Vacation" food drive which yielded 5 boxes and 300 paper bags full of food. Craig also hosted 3 student work groups, 2 groups from Thomas Middle School and Brownie Troop #45570, that helped stock and organize the food pantry. Lastly, 200 "summer snack bags" for families with children were assembled and donated by the St. Paul Chong Ha Sang Catholic Mission located in Des Plaines.
- The Township has seen an increase in requests for information and referral services. Clients are screened for all available services. Commissioner Goslin continues to provide zoo passes to be given to needy families with children.
- Statistics for the month of May 2018.
  - 2,332 rides – 1,160 dial-a-ride, 1,172 medical van
  - 1,084 meals delivered
  - 86 office visits to the Nurse
  - 13 Home visits by the Nurse
  - 444 visits to the Food Pantry – 888 people fed

**MOTION #5: OPEN EXECUTIVE SESSION FOR PURPOSES OF APPOINTING A NEW TRUSTEE**

Motion by Supervisor Penner, seconded by Trustee Medley, to open executive session for purposes of appointing a new trustee.

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

**MOTION #6: CLOSE EXECUTIVE SESSION FOR PURPOSES OF APPOINTING A NEW TRUSTEE**

Motion by Supervisor Penner, seconded by Trustee Medley, to close executive session for purposes of appointing a new trustee.

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

**NEW BUSINESS****MOTION #7: APPROVAL OF PATRICIA KOZICKI TO FILL THE WHEELING TOWNSHIP TRUSTEE VACANCY**

Motion by Supervisor Penner, seconded by Trustee Medley, to appoint Patricia Kozicki to fill the Wheeling Township Trustee vacancy.

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

**SWEARING IN DEPUTY CLERK REGINA STAPLETON**

Clerk Gauza swore in Regina Stapleton as a Deputy Clerk of Wheeling Township.

**2017-18 Audit Discussion and Acceptance- Judy Walther:**

Accountant Judy Walther delivered the Independent Audit Report. The Township received an unmodified or clean financial report. As of February 28, 2018, the Township financial position is about \$9.2 million which is a decrease of about \$477,000 from the prior year. This was a planned reduction. The various levies were down between 7 to 17% from 2016 levies. The Township pension plan is fully funded and has pension assets of some \$160,000 because financial markets were up. The prior year the pension fund had a \$360,000 shortage or pension liability so the pension fund had a \$510,000 improvement from last year. The Township reduced Property taxes about 14%. The Township also reduced expenses by about \$50,000. General Assistance costs were also down from the prior year. Deposits and investments total \$5.8 million. At least \$3.8 million is FDIC insured and the other some \$2.2 million has collateral for

safety. Retirees can buy into the Township retirement plan and next year's audit will have to evaluate what liability may arise from such potential buy-ins. The Township has not had any buy-ins yet.

**MOTION #8: AUDIT DRAFT APPROVAL**

Motion by Supervisor Penner, seconded by Trustee Medley, to approve audit draft.

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

**MOTION #9: ADOPT PREVAILING WAGE ORDINANCES 2018-03 AND 2018-04**

Motion by Trustee Schultz, seconded by Trustee Medley, to adopt 2018-03 and 2018-04 Prevailing Wage Ordinances.

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

**Bus Maintenance:**

The bus maintenance agreement with the Village of Arlington Heights just saw a proposed 82% increase in cost per hour. The Village is not the primary maintenance provider, but does perform maintenance services for the Township vehicles. The Village has agreed to negotiate on the price after the Administrator expressed concern about the large increase from \$65 to \$118 per hour depending on the service.

**MOTION #10: TOWNSHIP BUS MAINTENANCE AGREEMENT**

Motion by Supervisor Penner, seconded by Trustee Medley, to approve Village of Arlington Heights and Wheeling Township Bus Maintenance Agreement not to exceed \$118.51 per hour subject to attorney approval.

ROLL CALL VOTE: AYES: Penner, Medley, Schultz, O'Connell  
NAYS: None....Motion #10 Carried.

**OLD BUSINESS**

None.

**MOTION #11: ADJOURNMENT**

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

VOICE CALL VOTE: All Ayes....Motion #11 Carried.

The meeting for Tuesday, June 26, 2018, was declared adjourned at 8:40 p.m. The next regular scheduled board meeting is set for Tuesday, July 24, 2018, at 8:00 p.m.

Joanna M. Gauza  
Wheeling Township Clerk