

CALL TO ORDER

The regular meeting of the Supervisor and Board of Trustees of Wheeling Township, for January 26, 2021 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 Kathleen Penner, Trustee Ken Jochum, Trustee Ruth O'Connell, Trustee Patricia Kozicki, and Clerk Joanna Gauza.

Also in attendance: Wheeling Township Attorney Kenneth Florey, and Wheeling Township Director of Finance and Administration Regina Stapleton.

Absent: Trustee JoAnne Schultz, Wheeling Township Assessor Jerry Sadler.

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 DECEMBER 8, 2021

Motion by Trustee Jochum, seconded by Trustee Kozicki, to approve the minutes of December 8, 2021 Regular Board Meeting.

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

AUDIT

MOTION #2: AUDIT FOR TOWN FUND

Motion by Trustee Kozicki, seconded by Trustee Jochum, to approve batch #12/23/20, #12/31/20, #1/15/21 and 1/26/21 against the Town Fund in the amount of \$317,473.96 to be paid.

ROLL CALL VOTE: AYES: Kozicki, Jochum, 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 #12/23/20, #12/30/20 and #1/26/21 against the Road Management Fund, in the amount of \$30,878.88 to be paid.

ROLL CALL VOTE: AYES: Kozicki, Jochum, 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 #012621 against the Cemetery Fund, in the amount of \$4,640.00 to be paid.

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

CITIZENS TO BE HEARD

None.

OFFICIALS' REPORT

ASSESSOR: Assessor Sadler reported:

- Due to COVID, all 2020 property tax exemptions will automatically renew, including the senior freeze, persons with disabilities and Veterans with disabilities exemptions. Automatic renewal of the regular senior exemption began last year.
- The County made this decision to help protect seniors and others from additional exposure to the virus. A letter will be sent out in the next few weeks to those who received an exemption last year confirming the renewal.
- This auto-renewal is only for this year; taxpayers will have to re-apply again for the 2021 tax bill.
- 2020 tax exemption forms are delayed and not yet available. Many of the calls we receive are from taxpayers requesting the new forms. The forms should be released and on the website in early February; we can then provide the forms and assist taxpayers to complete them.
- 2020 first installment tax bills are available online. The tax bills should be mailed next week. The Cook County Treasurer has extended the due date to May 1st, allowing taxpayers 2 extra months to pay with no penalty. However, the tax bill has a printed due date of March 2nd on the bill and this is causing confusion.
- The Map Books have now been updated and replaced with new pages where applicable. These are valuable in our verification and research of property index numbers and addresses. Also, constituents and appraisers often come in to view the Map Books.
- Phone calls: 690 Office visits: 177 Exemptions: 48

ADMINISTRATOR'S REPORT: Administrator Stapleton reported:

- Once again, Administrator Stapleton cannot say enough about our community. The donations have been overwhelming. The basement is filled with food. The monetary donations were large.
- Our Adopt a Family program was a huge success. The community was very generous in giving gift cards. We were able to give each child \$100 in gift cards and the family a \$25 Aldi or Jewel gift card. We were able to assist 232 families with 618 children.
- Due to this generosity, the Township is putting a thank you ad in the Daily Herald and the Journal & Topics. They will appear in Wednesday and Thursday's papers.
- The Township is now taking appointments for AARP Tax Prep. The appointments will begin on February 5th and continue through April 9th. As Administrator Stapleton mentioned before, the tax preparation is being done differently this year. People will have their tax documents scanned during their first appointment and then they will return the following week to pick up their completed tax return. If necessary, the preparer will call the individual with questions.
- Our Custodian is out on medical leave. Administrator Stapleton has brought in Best Quality Cleaning to do the cleaning. She is not sure when the custodian will be back. Chris LaBrasca has been helping out when needed.
- The virtual Mayor's Community Prayer Breakfast is on February 4th.
- Statistics for the month of December 2020:
 - 1,012 rides – 167 dial-a-ride, 845 medical
 - 1,297 meals delivered
 - 336 visits to the Food Pantry – 706 people feed

NEW BUSINESS:

MOTION #5: 2021 BUDGET CALENDAR APPROVAL

Motion by Supervisor Penner, seconded by Trustee O'Connell, to approve 2021 Budget Calendar.

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

MOTION #6: IRS 2021 MILEAGE RATE CHANGE APPROVAL

Motion by Supervisor Penner, seconded by Trustee O'Connell to approve the IRS 2021 Mileage Rate Change.

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

MOTION #7: AUDIT ENGAGEMENT LETTER APPROVAL

Motion by Supervisor Jochum, seconded by Trustee Kozicki to approve the Audit Engagement Letter.

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

MOTION #8: APPROVAL OF NEW AND REVISED JOB DESCRIPTIONS

Motion by Trustee Jochum, seconded by Trustee O'Connell to approve the New and Revised Job Descriptions.

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

2021-22 AGENCY FUNDING DISCUSSIONS

The Township residents are having difficulty obtaining psychological services from Alexian Brothers Mental Health due to a 3-4 month backlog and the clients are being sent to the Josselyn Center in Northfield. The Township may move funds to the Josselyn Center from Alexian to cover the costs of those services. The total funding amount would not change, just the allocation.

2021-22 BUDGET DISCUSSIONS

Will discuss next time.

OLD BUSINESS:

None

MOTION #9: ADJOURNMENT

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

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

The meeting for Tuesday, January 26, 2021, was declared adjourned at 8:25 p.m. The next scheduled regular board meeting is set for Tuesday, February 23, 2021, at 8:00 p.m.

Joanna M. Gauza
Wheeling Township Clerk