

CALL TO ORDER

The regular meeting of the Supervisor and Board of Trustees of Wheeling Township, for August 23, 2011, was held in the Meeting Room, of Township of Wheeling, 1616 North Arlington Heights Road, Arlington Heights, Illinois. Supervisor Schroeder called the meeting to order at 8:02 p.m.

ROLL CALL

Clerk Ulreich called the roll and the following members were present: Supervisor Michael Schroeder, Trustee Michael Domrzalski, Trustee Kathy Penner, Trustee Joanne Schultz and Clerk Paula Ulreich.

Absent: Trustee Ruth O'Connell

Also in attendance: Wheeling Township Assessor Jerry Sadler, Wheeling Township Attorney Ken Florey and Wheeling Township Director of Finance and Administration Josephine Stellato.

PLEDGE OF ALLEGIANCE

Supervisor Schroeder led those assembled in the Pledge of Allegiance.

MOTION # 1: APPROVAL OF MEETING MINUTES – July 26, 2011

Motion by Trustee Schultz, seconded by Trustee Penner, to approve the minutes of July 26, 2011.

VOICE CALL VOTE: All Ayes....Motion #1 Carried

MOTION # 2: AUDIT FOR TOWN FUND

Motion by Trustee Domrzalski, seconded by Trustee Penner, to approve Batch #354 and 355, against the Town Fund, in the amount of \$92,148.16, to be paid.

ROLL CALL VOTE: AYES: Domrzalski, Penner, Schultz, Schroeder
NAYS: None....Motion #2 Carried.

MOTION #3: AUDIT FOR ROAD AND BRIDGE FUND

Motion by Trustee Domrzalski, seconded by Trustee Penner, to approve Batch #223, against the Road and Bridge Fund, in the amount of \$29,828.85, to be paid.

ROLL CALL VOTE: AYES: Domrzalski, Penner, Schultz, Schroeder
NAYS: None....Motion # 3 Carried.

MOTION # 4: AUDIT FOR CEMETERY FUND

Motion by Trustee Domrzalski, seconded by Trustee Penner, to approve batch #082311, against the Cemetery Fund, in the amount of \$1,145.00, to be paid.

ROLL CALL VOTE: AYES: Domrzalski, Penner, Schultz, Schroeder
NAYS: None.....Motion #4 Carried.

CITIZENS TO BE HEARD

None.

OFFICIALS' REPORTS

Assessor: Assessor Sadler reported:

- The Assessor's office hired Julia Coughlin to join their part - time staff. Julia is a resident of Arlington Heights and Wheeling Township. She has a background in economics, business administration and customer service. We anticipate Julia will work 10 hrs. a week except in times when tax bills and senior exemptions are mailed.
- Cook County 2nd installment property tax bills will probably be mailed in early September and due in thirty days from the mailed date. This is two months earlier than last year.
- The Cook County Assessor has published that Wheeling Township will open August 23, 2011 for property owners to appeal their 2011 property assessments.
- Statistics for the month of July to date:
 - 105 Visitors
 - 214 Phone Calls
 - 22 Exemptions
 - 260 Permits processed for CCAO

Highway Department: Highway Commissioner Saewert reported:

- Nicor completed moving gas lines and the Graylynn Drive and Gregory Street Drainage and Restoration and Road Reconstruction project has started.
- Plans for the Betty Drive and the Drainage Restoration Project will be finalized this week and put out for bid next week.
- The Drainage Correction plan for the Blaho Court Drainage Restoration project is in progress.
- Cook County Highway Department will take core samples of the road base to help determine the source of the problem for Portwine and Forest View Roads.

- A contractor has been selected for cleaning the manholes and jetting out sewer lines to clear any blockages for the Dunlo Subdivision Manhole and Sewer Maintenance Project.
- The Wheeling Township Highway Department worked with Cook County Inspectors to review projects being done and permit violations in the unincorporated areas.
- The Lower Des Plaines Watershed meeting in Northlake was attended.
- One permit for a garage construction has been completed
- No permit violations are pending
- Permit revenue receipts totaled \$975.00.

Clerk: Clerk Ulreich reported:

- Approval from the Local Records Commission to dispose of outdated records has arrived and the shredding process will take place tomorrow morning.
- The Annual Treasurer's reports will be published in the Daily Herald this week.

ADMINISTRATIVE REPORT

Mrs. Stellato reported:

- A new law went into effect in 2008 requiring all 501c3 tax exempt organizations to file annual informational returns with the IRS. Previously we only had to complete 990 returns if our revenues were over \$25,000. The Wheeling Township auditor completed 990's for the Emergency Fund on a regular basis but did not for the Wheeling Township Report. Funds transferred to Report, Inc., from the Town fund are immediately dispensed for payment of the newsletter and the cash balance in the account is rarely over \$7. The new law stipulates that after 3 years unreported, tax exempt status is revoked. Administrator Stellato applied to the IRS for reinstatement and with the help of Nancy Rogers and Judy Walther, the necessary paperwork was completed. The IRS website indicates that the tax exempt status of over 300,000 organizations was revoked due to failure to report.
Numerous meetings with the Volunteer Centers (Hands on Suburban Chicago), Willow Creek Construction Ministry, and CD Group Construction Design Services have taken place to continue with the food pantry expansion process. The CD Group is fine tuning the construction drawings so that the Township can present them to the Village of Arlington Heights for approval.
- After plans are approved, and before construction starts, Wheeling Township will have to update the fire and security system in the basement. The fire panel and the equipment on the first and second floors were

updated last year but before construction begins on the food pantry, there must be updates to the equipment in the basement.

- Commissioner Dan Patlak recommended a vendor for LED retrofit lights. Mrs. Stellato and Mrs. Hallett met with Ledolas to discuss the product. The lights reduce energy and maintenance costs while carrying a 7 year guarantee. The cost of the product may not be within our budget; we are awaiting an analysis of the projected savings and the cost of the lamps.
- Wheeling Township has partnered with the Prospect Heights Fire Protection District for an outreach program that includes home safety visits. During assessments for the programs, our staff will dispense material about the free service and contact information to our senior and disabled clients living in Prospect Heights.
- Registration for the TOI conference and hotel have been confirmed. Those attending will be staying at the President Abraham Lincoln Hotel for two nights and attending the awards breakfast on Tuesday morning.
- Supervisor Schroeder has agreed to be on a panel for a break-out session titled "The Role of Township Administrators". This session will be on Monday at 1:30; we'll have to check our TOI packets for location.
- Statistics for the month of July 2011:
 - 1,917 bus and medical van rides
 - 1,481 meals delivered
 - 91 office visits to the nurse
 - 43 home visits by the nurse
 - 166 visits to the Food Pantry
 - 250 children received backpacks & school supplies
 - 348 appointments with the GA Department

NEW BUSINESS

REPLACEMENT WINDOWS

Eighteen bids for window replacement were opened on Friday, August 19, 2011. Mrs. Stellato and the project manager shall be meeting to make a final recommendation. Delivery time is 4-6 weeks, making installation approximately mid-October. To not postpone installation into November, Mrs. Stellato requested authorization to proceed with the project, as budgeted in FY2011-12.

MOTION #5: REPLACEMENT WINDOW BID APPROVAL

Motion by Trustee Domrzalski, seconded by Trustee Schultz, to authorize the Township Supervisor to award the bid for the replacement of windows, not to exceed \$82,700.

ROLL CALL VOTE: AYES: Domrzalski, Schultz, Penner, Schroeder
NAYS: None....Motion #5 Carried.

OLD BUSINESS

Release of Executive Session Minutes

Supervisor Schroeder explained that the Open Meetings Act require that the Executive Session minutes are to be reviewed to determine whether there is still a need for confidentiality or not. This determination needs to be reported in open session to indicate what closed session minutes will remain confidential and what minutes will become available for public inspection because the need for confidentiality no longer exists. They were reviewed by the Clerk and attorney and recommendations were made. The Board accepted the recommendations as presented.

MOTION #6: CONFIDENTIAL MINUTES

Motion by Supervisor Schroeder, seconded by Trustee Schultz, that the Board find that the need for confidentiality still exists with respect to minutes from the closed session meetings held on the following dates:

April 25, 2006	December 15, 2009
April 24, 2007	May 25, 2010
May 22, 2007	June 22, 2010
January 22, 2008	November 23, 2010
September 23, 2008	December 14, 2010
April 14, 2009	June 28, 2010

ROLL CALL VOTE: AYES: Schroeder, Schultz, Penner, Domrzalski
NAYS: None....Motion #6 Carried.

MOTION #7: EXECUTIVE MINUTES MADE PUBLIC

Motion by Supervisor Schroeder, seconded by Trustee Schultz, that the minutes from the following dates be made available to the public because the need for confidentiality no longer exists:

February 28, 2006	January 27, 2009
January 23, 2007	February 24, 2009
June 26, 2007	March 24, 2009
February 26, 2007	February 22, 2011

ROLL CALL VOTE: AYES: Schroeder, Schultz, Penner, Domrzalski
NAYS: None....Motion #7 Carried.

MOTION #8: DESTRUCTION OF AUDIO TAPES

Motion by Supervisor Schroeder, seconded by Trustee Schultz, that the Board authorize destruction of the audio tapes of its closed session meetings held on the following dates as these tapes meet the requirements for destruction under the Open Meetings Act in that the meetings were held more than 18 months ago, and the Board has approved properly detailed minutes from the meetings:

February 28, 2006	March 26, 2008
April 25, 2006	September 23, 2008
January 23, 2007	January 27, 2009
April 24, 2007	February 24, 2009
May 22, 2007	March 24, 2009
June 26, 2007	April 14, 2009
January 22, 2008	December 15, 2009
February 26, 2008	

ROLL CALL VOTE: AYES: Schroeder, Schultz, Penner, Domrzalski
NAYS: None....Motion #8 Carried.

2010-11 Audit Acceptance

The official copy of the Wheeling Township Financial Statements for the year ending February 28, 2011, was received from McClure Inserra and Company Chartered for acceptance. This audit was conducted in accordance with auditing standards generally accepted in the United States and reflect reasonable assurance that the statements are free of material misstatement.

MOTION #9:

Motion by Trustee Domrzalski, seconded by Trustee Schultz, to accept the official FY2010-11 audit for Wheeling Township.

ROLL CALL VOTE: AYES: Domrzalski,, Schultz, Penner, Schroeder
NAYS: None....Motion #9 Carried.

Food Pantry Update

Mrs. Stellato provided an update on the food pantry project. The Township is currently waiting for construction plans. Our security and fire system for the basement must be upgraded. This will be done when the new electrical plans are drawn up. As it exists, the heating and cooling system down there is functional. The Township was just informed that Willow Creek ministry will provide free labor for demolition.

MOTION #10: ADJOURNMENT

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

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

The meeting for Tuesday, August 23, 2011 was declared adjourned at 8:37 p.m.
The next scheduled board meeting is set for Tuesday, September 27, 2011, at
8:00 p.m.

Paula L. Ulreich
Wheeling Township Clerk