

CALL TO ORDER

The regular meeting of the Supervisor and Board of Trustees of Wheeling Township, for January 26, 2010, was held in the Community Center, of the Township of Wheeling, 1616 North Arlington Heights Road, Arlington Heights, Illinois. Supervisor Schroeder called the meeting to order at 8:00 p.m.

ROLL CALL

Clerk Ulreich called the roll and the following members were present: Supervisor Michael Schroeder, Trustee Michael Domrzalski, Trustee Ruth O'Connell, Trustee Kathy Penner, and Trustee JoAnne Schultz.

Also in attendance: Wheeling Township Assessor Dan Patlak, Wheeling Township Highway Commissioner Scott Saewert, Wheeling Township Collector Ken Jochum, Wheeling Township Attorney Nanci Rogers and Wheeling Township Director of Administration and Finance Josephine Stellato.

PLEDGE OF ALLEGIANCE

Those assembled joined in saying the Pledge of Allegiance.

MOTION #1: APPROVAL OF MINUTES - DECEMBER 15, 2009

Motion by Trustee Penner, seconded by Trustee Schultz, to approve the minutes of December 15, 2009, as presented.

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

AUDIT

MOTION #2: AUDIT FOR TOWN FUND

Motion by Trustee Domrzalski, seconded by Trustee Penner, to approve Batch #289, 290, 291, 292 and 293, against the Town Fund, in the amount of \$346,024.42, to be paid.

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

MOTION #3: AUDIT FOR CEMETERY FUND

Motion by Trustee Domrzalski, seconded by Trustee Penner, to approve Batch #012610, against the Cemetery Fund, in the amount of \$1,020.00, to be paid.

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

MOTION #4: AUDIT FOR ROAD AND BRIDGE FUND

Motion by Trustee Domrzalski, seconded by Trustee Penner, to approve Batch #184 and 185, against the Road and Bridge Fund, in the amount of \$32,548.98, to be paid.

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

CITIZENS TO BE HEARD

None.

OFFICIALS REPORTS

Assessor: Assessor Dan Patlak reported:

- The first installment of the Cook County property tax bills have arrived. This bill is 55% of the total tax bill for tax year 2008. The treasurer has included an explanation for the increase but a high volume of inquiries is still expected.
- Senior Freeze renewal forms are to be mailed the last week of January or first week of February according to the Cook County Assessor's calendar.
- Due to the closing of the Rolling Meadows office there has been an increase in traffic to the Wheeling Township Assessors office. In the first 21 days of 2009, there were 70 visitors versus this year's count of 162 for the same period of time.
- The Cook County Assessors office is sending decision letters to taxpayers who appealed assessments in November and December.

Highway Commissioner: Highway Commissioner Scott Saewert reported:

- The Park Place, Salk Road and Darryl Drive Road Resurfacing Project is on hold until spring.
- A culvert has been installed on Portwine Road for drainage improvement. Final grading is on hold until spring.
- Engineering plans for the Graylynn Drive and Hill Street Drainage Restoration and Road Reconstruction Project have been submitted to the Cook County Highway Department and the City of Des Plaines for review and approval.
- Engineering plans for the Portwine Road and Forest View Road Drainage Ditch Road Reconstruction Project are being reviewed by the Cook Count Highway Department.
- Plans for traffic and street sign replacements for the Dunlo Subdivision have been submitted to two vendors for bids. One bid has been received and the other is pending.

- Work was done with Cook County inspectors to review projects and permit violations in the unincorporated areas.
- Procedures were worked on for receiving grant funds from DCEO/IDOT for road drainage and resurfacing projects.
- Two permits, one for a concrete driveway and one for a building addition are pending.
- No permit violations are pending.
- \$494.01 in revenue for traffic tickets issued by the Cook County Sheriff was collected.

Clerk: Clerk Paula Ulreich reported:

- One FOIA request was made and completed for January, 2010.
- Early voting will be held through January 28, 2010, here at the Township. Over 1,000 people have taken advantage of this service.
- Today is the last day to send in absentee ballot applications for the February 2, 2010 election.

ADMINISTRIVE REPORT

Township Administrator Jo Stellato reported:

- Because of the generosity of donors, over 3,000 people received gifts, food and gift certificates during the holiday season.
- Calls have been received by the Township from agencies in financial crisis regarding status reports on funding applications. This is due to the state's delay in payment to them.
- Accounting Assistant Helga Genders will be spot auditing Alexian Brothers Mental Health Center and CEDA Northwest in the next few weeks. They were selected due to errors in the monthly statistical reports from both agencies. Results of these audits will be available for the next meeting.
- A staff meeting took place January 21. The Emergency Operation Plan, changes in the Freedom of Information Act, and the need for an increase of staff recycling were reviewed. Also, personal cell phone and internet usage was discussed. The reviewing of job descriptions is in process. Formal employee reviews will be conducted within the next two months.
- The Prospect Heights Community Church donated \$10,000.00 in Aldi gift certificates to the Township. They have closed, sold their property to another church and liquidated their assets. They stated they will be giving an additional \$10,000.00 in gas vouchers. Administration and General Assistance will establish guidelines for disbursement of the certificates.
- Statistics for the month of December 2009 are: 1,991 bus and medical van rides; 1,393 meals delivered; 501 visits to the Food Pantry.

NEW BUSINESS

WELCOME NEW COLLECTOR KEN JOCHUM

Supervisor Schroeder welcomed Mr. Ken Jochum to his new position as Township Collector. Unlike the Offices of Supervisor, Clerk, Trustees, and Highway Commissioner, which take effect the first Monday in May after the election, this office takes effect January 1, along with the Assessor.

BUDGET CALENDAR DISCUSSION AND APPROVAL

Administrator Stellato presented a 2010-2011 Budget Calendar for board review.

January 26, 2010	8:00 p.m.	Regular Board Meeting – Budget Discussions Social Service Agency Funding Discussions
February 23, 2010	8:00 p.m.	Regular Board Meeting – Budget Discussions General Assistance Budget Road District Budget
March 23, 2010	8:00 p.m.	Regular Board Meeting – Budget Discussions (set Annual Town Meeting Agenda) Assessor Clerk Senior/Bus Services Cemetery Town Fund
April 3, 2010		Last day to publish notice of Annual Town Meeting.
April 13, 2010	7:00 p.m.	Regular Board Meeting Adopt Tentative Budgets
	8:00 p.m.	Annual Town Meeting
April 25, 2010		Publish Notice of Public Hearings
May 25, 2010	8:00 p.m.	Public Hearings for 2010-11 Budgets Regular Board Meeting Adopt 2010-11 Budget Ordinances
June 24, 2010		Last day to file adopted 2010-11 Budget Ordinances with Cook County Clerk’s Office

The Supervisor and Board accepted the calendar as presented.

HOLIDAY SCHEDULE DISCUSSION

Wheeling Township staff holidays for 2010 were presented as follows:

New Year’s Day	Friday, January 1
President’s Day	Monday, February 15
Good Friday/Township Holiday	Friday, April 2
Memorial Day	Monday, May 31

Independence Day	Monday, July 5
Labor Day	Monday, September 5
Thanksgiving Day	Thursday, November 25
Day After Thanksgiving	Friday, November 26
Christmas	Thursday, December 23
	Friday, December 24
New Year's Eve	Friday, December 31

Mrs. Stellato reminded the board that the Wheeling Township policy manual states that the employees receive 10 paid holidays. The schedule presented reflects the schedule in place at the Village of Arlington Heights for 2010, which includes two full days at Christmas and one full day New Year's Eve off. This adds up to 11 paid holidays, which is because Christmas falls on Saturday. In the past, we have given staff ½ day off on Christmas Eve and New Year's Eve.

The board discussed several options: ½ day on December 23 and December 31; whole day off on December 23 and 24, with December 31 being a full working day. The board felt the staff may choose which option they prefer and asked Mrs. Stellato to poll the staff and report back with their preference at the next meeting.

AMENDED OPEN MEETINGS ACT DISCUSSION AND APPROVAL

Attorney Nanci Rogers reported that the Township must comply with the Open Meetings Act, amended effective January 1, 2010 (along with the FOIA statute) by appointing an Open Meetings Act designee. Training will be provided electronically on the Attorney General's website, although it is not yet available. There are no official responsibilities for the OMA designee, other than completing the trainings, and their names do not get published as the contact for any particular purpose.

Supervisor Schroeder volunteered to fill this position.

MOTION #5: OPEN MEETINGS ACT DESIGNEE

Motion by Supervisor Schroeder, seconded by Trustee Schultz, to appoint Supervisor Schroeder as the Open Meetings Act designee, and to have him complete the on-line training when it is available.

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

AGENCY FUNDING DISCUSSION

The Supervisor and Board began FY2010-2011 budget discussions with reviewing the Social Service Agency requests. Supervisor Schroeder designated Ken Jochum as chairman to the Social Service Agencies committee and asked him to meet with the other committee members and report back to the board with their recommendations.

The presentations made in October were reviewed. Supervisor Schroeder felt that Escorted Transportation would be an adjunct for the seniors in the township. There is also a great need for health care provided by Suburban Primary Health Care but the board is concerned with their funding.

No action was taken and discussions will continue next month.

OLD BUSINESS

INTERGOVERNMENTAL AGREEMENT FOR BUS PURCHASE

The Intergovernmental Agreement between Wheeling Township and the Wheeling Township Road District to provide the expenditure of road funds to purchase public transportation was presented and accepted by the Highway Commissioner and Board.

MOTION #6: INTERGOVERNMENTAL AGREEMENT FOR BUS PURCHASE

Motion by Supervisor Schroeder, seconded by Trustee Penner, to accept the Intergovernmental Agreement between Wheeling Township and The Wheeling Township Road District, for the purchase of a bus, as presented.

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

MOTION #7: ADJOURNMENT

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

VOICE CALL VOTE: All Ayes...Motion #7 Carried.

The regular board meeting for Tuesday, January 26, 2010, was adjourned at 8:36 p.m. The next scheduled board meeting will be on Tuesday, February 23, 2010.

Paula L. Ulreich
Wheeling Township Clerk