

CALL TO ORDER

The regular meeting of the Supervisor and Board of Trustees of Wheeling Township, for July 28, 2009, was held in the Community Center meeting room, 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 Highway Commissioner Scott Saewert, Wheeling Township Assessor Dan Patlak, 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 BOARD MEETING MINUTES - JUNE 23, 2009

Motion by Trustee Schultz, seconded by Trustee Penner, to approve the minutes from the June 23, 2009 board meeting, as presented.

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

CITIZENS TO BE HEARD

Joan Huening, Forest River resident, reported that the Woodland Drive paving project has been completed and was interested in knowing what money was available to finish Graylynn. Highway Commissioner Saewert replied that the information will be in his report.

OFFICIALS' REPORTS

Assessor: Assessor Dan Patlak reported:

- The new four color "Wheeling Township Assessor's Office" brochure is now available.
- Results of Board of Review appeals began to arrive in mid-July. Based on reports from appellants that were assisted, results are positive. A better view of township results will be compiled when they are posted on the Board of Review website.

- The closing of the Rolling Meadows Assessor's satellite office has resulted in approximately 13% increase in traffic since May 13. This is based on comments from constituents, either volunteered or prompted from the Township staff, who had visited the Rolling Meadows office. More increases are expected during the tax bill and adjustment notice mailing. Needs of staff, office equipment and procedures to prepare for the increase are being reviewed.
- Six suburban townships have received assessment adjustment notices to date. The County Assessor is unable to provide a date when Wheeling notices will be mailed.
- Concerning timing for tax bills, The Board of Review has not certified results and the Cook County Assessors Office is still accepting applications from the Wheeling Township office. A cut off date for submission of these applications for the 2008 second installment tax bills has not been given. An approximation of the tax bill mailing will be known when the date is announced and the Board of Review certifies the final suburban assessments.
- The number of permits and sales in the Township are down compared to last year.

Highway Commissioner: Highway Commissioner Saewert reported:

- Traffic and street sign replacements are on hold.
- The Feehanville Drainage Channel Restoration Project is about 95% completed.
- Road resurfacing on Woodland Drive has been completed. Final grading and shoulder clean-up is need to finish the project.
- The Ellen Drive Resurfacing Project is out for bid. Bid opening is Tuesday, August 4 at 11:00 a.m.
- Final engineering plans are being prepared for bidding on the Hill Street Drainage Ditch Restoration and the Graylynn Drive Drainage Ditch and Road Reconstruction projects.
- The Highway Commissioner met with Cook County Inspectors to review projects being done and permit violations in the unincorporated areas.
- Grant funds were received from DCEO/IDOT for road drainage and resurfacing projects. The exact amount received has not been confirmed. Arrival of a confirmation form from the appropriate state agencies is expected.
- Two permits, one for a concrete driveway and one for a building addition are pending.
- No permit violations are pending.
- Revenue totaling \$1549.94 was collected, \$975.00 for permits and \$574.94 for traffic tickets issued by the Cook County Sheriff.

ADMINISTRATIVE REPORT

Mrs. Stellato reported:

- Access to Care has notified Wheeling Township that they have lost their State funding and that they will not be able to enroll new patients. Demand for the service has risen 51% in the first 6 months of 2009 and currently there are 2,000 people on a waiting list. Victoria Bigelow is asking Wheeling Township officials to write letters to the Governor, representatives and senators asking them to reinstate funds for the program.
- Two bus drivers will be on medical leave so an ad has been placed in the newspaper for part-time drivers and interviews will soon take place.
- Jim Lopez, the Veteran’s Administration representative who was no longer assigned to Wheeling Township due to funding cuts, will be returning to the Township office on Tuesdays as funding has been restored.
- Statistics for June, 2009 are: 2,256 bus and medical van rides; 1,474 Meals on Wheels delivered; 140 visits to the Food Pantry and 1,370 total people served through the General Assistance Department.

NEW BUSINESS

GENERAL INSURANCE RENEWAL

Mr. William Bradish, from Bradish Associates, Ltd., presented the Township insurance proposal, effective July 30, 2009-July 30, 2010. The premium summary includes:

SELECTIVE INSURANCE COMPANY

Property and Liability Package	\$13,540.00
Umbrella with \$10,000,000 Limit	\$17,637.00
Public Officials Liability	\$15,599.00
Difference in Conditions (DIC) Earthquake & Flood	\$ 1,000.00

HANOVER INSURANCE COMPANY

Township Supervisor Bond \$1,000,000 Limit (Annual)	\$ 5,194.00*
Employee Dishonesty Bond	\$ 1,578.00**

ESSEX INSURANCE COMPANY

Registered Nurse Medical Professional	\$ 3,858.00
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PROGRESSIVE INSURANCE COMPANY

Commercial Automobile	\$30,476.00***
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Insurance Placing Fee	\$ 1,000.00
TOTAL	<u>\$89,882.00</u>

*The bond is a four year policy from 2009-2013 with annual billing of \$5,194.00. In prior years the insurance neglected to bill us for the second, third and fourth years of the policy.

**The bond is a three year policy from 2007-2010 with an annual billing of \$5,178.

***Bradish Insurance Associates the rate will remain the same at renewal on October 30, 2009.

The renewal policy reflects a 3.6% premium increase from last year.

MOTION #2: INSURANCE PROPOSAL ACCEPTANCE

Motion by Supervisor Schroeder, seconded by Trustee Penner, to accept the Township insurance proposal presented by Bradish Associates, Ltd., in the total amount of \$89,882.00.

ROLL CALL VOTE: AYES: Schroeder, Penner, Schultz, O’Connell, Domrzalski

NAYS: None...Motion #2 Carried.

FILE SERVER REPLACEMENT

Mrs. Stellato presented, for board consideration, recommendations from Mark Hale, our technology consultant for an upgraded exchange file server and database program.

The recommended equipment:

Power Edge T300 Exchange File Server \$3,886.00
Includes hardware, software, installation
And integration

Filemaker Pro 10 Advanced \$1,649.00
Includes installation and integration on
18 PC’s

The recommended file server will allow: greater access to messaging features such as scheduling, contact information, task management; the ability to fax through the system; leave outgoing email messages when away from the office; and remotely access emails.

The recommended exchange server also enhances security and has a built in system for detecting and reducing junk email messages.

Our township nurse is in need of a database program that provides complete record retention for patients, while allowing easy access and updating capabilities to those files. It will also allow her to lock out her files.

Our current database software is over 20 years old, is no longer technically supported, and cannot accommodate the medical information necessary for each client.

The Filemaker Pro 10 Advanced database software will meet the nurse's needs as well as accommodate the existing address book and time management tools used by every staff member.

\$8,000 has been allocated in the FY2009-10 budget for these items so the cost is well under budget.

MOTION #3: FILE SERVER REPLACEMENT

Motion by Trustee Domrzalski, seconded by Supervisor Schroeder, to accept the technology upgrades, as presented, in the amount of \$5,535.00.

ROLL CALL VOTE: AYES: Domrzalski, Schroeder, Penner, Schultz, O'Connell

NAYS: None...Motion #3 Carried.

OLD BUSINESS

FY2008-09 AUDIT ACCEPTANCE

The official "Independent Auditor's Report" from McClure Inserra, Company Chartered, Accountants and Consultants, was received by the board. The audit was accompanied by financial statements of governmental activities, each major fund and the aggregate remaining fund information of the Township, for the year which ended February 28, 2009. Supervisor Schroeder asked for a motion to accept the report as presented.

MOTION #4: ACCEPTANCE OF AUDIT

Motion by Trustee Domrzalski, seconded by Supervisor Schroeder, to accept the Wheeling Township audit of financial statements for the year ending February 28, 2009, as presented.

ROLL CALL VOTE: AYES: Domrzalski, Schroeder, Penner, Schultz, O'Connell

NAYS: None...Motion #4 Carried.

MOTION #5: AUDIT FOR ROAD AND BRIDGE FUND

Motion by Trustee Schultz, seconded by Supervisor Schroeder, to approve Batch #172, 173 and 174, against the Road and Bridge Fund, in the amount of \$16,834.53, to be paid.

ROLL CALL VOTE: AYES: Schultz, Schroeder, Penner, Domrzalski, O'Connell

NAYS: None...Motion #5 Carried.

MOTION #6: AUDIT FOR CEMETERY FUND

Motion by Trustee Schultz, seconded by Supervisor Schroeder, to approve Batch #072089, against the Cemetery Fund, in the amount of \$1,060.00, to be paid.

ROLL CALL VOTE: AYES: Schultz, Domrzalski, O'Connell, Penner, Schroeder

NAYS: None...Motion #6 Carried.

MOTION #7: AUDIT FOR TOWN FUND

Motion by Trustee Schultz, seconded by Trustee Domrzalski, to approve Batch #271, 272 and 273, against the Town Fund, in the amount of \$228,457.76, to be paid.

ROLL CALL VOTE: AYES: Schultz, Domrzalski, O'Connell, Penner, Schroeder

NAYS: None...Motion #7 Carried.

MOTION #8: ADJOURNMENT

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

VOICE CALL VOTE: All Ayes...Motion #8 Carried.

The regular meeting for Tuesday, July 28, 2009, was adjourned at 8:24 p.m. The next scheduled board meeting will be on Tuesday, August 25, 2009, beginning at 8:00 p.m.

Paula L. Ulreich
Wheeling Township Clerk