

**MINUTES OF THE  
TOWNSHIP OF SCHAUMBURG – BOARD OF TRUSTEES  
STATE OF ILLINOIS  
Cook County  
Town of Schaumburg**

**THE BOARD OF TOWN TRUSTEES** met at the office of the Town Clerk located at One Illinois Boulevard, Hoffman Estates, IL 60169-3314 on January 27, 2016.

<b>Officials Present:</b>	Mary Wroblewski	Supervisor
	Timothy M. Heneghan	Clerk
	Diane Dunham	Trustee
	W. Robert Vinnedge	Trustee
	Jeffrey S. Mytych	Trustee
	Nimish Jani	Trustee
	Scott M. Kegaris	Highway Commissioner

The following business was transacted.

Supervisor Wroblewski called to order the Regular Board of Trustees Meeting at 7:10 p.m.

Clerk Heneghan called the roll and the Pledge of Allegiance followed.

**PUBLIC COMMENT**

Supervisor Wroblewski invited members of the public to address the Board. Hearing none, the meeting proceeded with the published agenda items.

**MINUTES**

Moved by Trustee Dunham and seconded by Trustee Jani to approve the minutes of the Regular Board of Trustees Meeting of December 16, 2015. All in favor. **Motion carried.**

**Committee for Disabled Citizens:** Written report on file. No action items.

**Senior Citizens Service Committee:** Written report on file. No action items.

**Transportation Department:** Written report on file. No action items.

**General Assistance Department:** Written report on file. No action items.

**Assessors Department:** Written report on file. No action items. Chief Deputy Assessor Garcia gave information to the board the upcoming disabled veterans exemption and senior freeze deadlines. Questions asked and answered. Discussion followed.

**Mental Health Committee:** Written report on file. No action items.

**Highway Commissioner Report:** No written report. No action items. Highway Commissioner Kegarise was present and reported on an accident between the plow truck and resident car. Neither drivers were at fault and no tickets were issued.

**Employment Support Services:** Written report from RPP Enterprises on file. No report from Employment Counselor Valerie Profit on file. No action items.

**Kenneth Young Center:** Written report on file. No action items.

**Community Health Nurse:** Written report on file. No action items.

**Supervisor's Report:** Supervisor Wroblewski stated the following:

- A thank you letter for the holiday party for seniors.
- An appreciation letter for bus driver Mr. Best for his assistance and patience with a couple using the bus service.
- A thank you letter from Ms. Stelzner for her retirement party.
- A thank you letter for Ms. Moeller for assisting a resident with an issue in the Assessor's office.
- Discussed attending METRO meeting and the benefits of the group.
- Discussed attending Northwest Compass meeting and the funding cuts to various social service programs. The township is seeking programs that may be of value to the township to assist in funding efforts.
- Discussed a situation within the Assessor's office, thanking employees for taking the proper action in responding appropriately and calmly.
- Trustee Mytych stated he received a compliment on Ms. Moeller assisting with passports.
- Supervisor Wroblewski stated she received a nice note on the temporary receptionist complimenting her people skills.
- Chief Deputy Assessor Garcia reported to the board that a Disabled Veteran's Exemption Seminar will be held at the Township on February 17, 2016 from 11 a.m. to 1 p.m.
- Supervisor Wroblewski announced Schaumburg Township was nominated for the Hoffman Estates Chamber of Excellence Award which several board members will be attending.

**Administrator Report:** Written report on file. No action items. Administrator Weniger gave a report on the cash balance, pension and Schaumburg Township Foundation.

1. **Finance Report:**

- a. **Township Cash Balance as of 12/31/2015:** The board had a copy of the cash balance as of 12/31/2015.
- b. **Pension Assets Performance as of 1/7/2016:** The board had a copy of the pension assets performance as of 1/7/2016.
- c. **Schaumburg Township Foundation as of 1/14/2016:** The board had a copy of Schaumburg Township Foundation Funds as of 1/14/2016.

**Clerk's Report:** Written report on file. No action items. Clerk Heneghan reported that within the first week of January more passports had been issued than the entire month of January in 2015. This is due to recent reports by the TSA and Department of Homeland Security would no longer accept Illinois driver's license as identity for domestic air travel because the Illinois Secretary of State does not currently require a birth certificate for the issue of an Illinois driver licenses. Clerk Heneghan thanked Administrator Weniger, Ms. Moeller, Ms. Morrison, Ms. Lambert and Mrs. Michaels for the handling of the increase passport customers.

**Community Relations Coordinator:** Written report on file. No action items.

**Technology Committee Report:** Written report on file. No action items. Technology committee did not meet in December. Information for the board only.

**Building and Grounds:** Written report on file. No action items.

**Safety Committee:** Written report on file. No action items. Safety committee did not meet in December.

#### **OLD BUSINESS**

None.

#### **NEW BUSINESS**

- A. Approval of Additional \$200,000 Payment to the Employee Defined Benefit Pension Plan. Moved by Trustee Dunham and seconded by Trustee Jani for Approval of Additional \$200,000 Payment to the Employee Defined Benefit Pension Plan Roll Call: Trustee Vinnedge-Aye, Trustee Dunham-Aye, Trustee Mytych-Aye, Trustee Jani-Aye, Supervisor Wroblewski-Aye. Ayes-5, Nays-0. **Motion carried.**
- B. Approval of Hoffman Estates Chamber of Commerce Ad in the Amount of \$400. Moved by Trustee Jani and seconded by Trustee Mytch to Approve Hoffman Estates Chamber of Commerce Ad in the Amount of \$400. Roll Call: Trustee Vinnedge-Aye, Trustee Dunham-Aye, Trustee Mytych-Aye, Trustee Jani-Aye, Supervisor Wroblewski-Aye. Ayes-5, Nays-0. **Motion carried.**
- C. Approval of Schaumburg Business Association 2016 Dues in the Amount of \$700. Moved by Trustee Vinnedge and seconded by Trustee Jani to Approve Schaumburg Business Association 2016 Dues in the Amount of \$700. Roll Call: Trustee Vinnedge-Aye, Trustee Dunham-Aye, Trustee Mytych-Aye, Trustee Jani-Aye, Supervisor Wroblewski-Aye. Ayes-5, Nays-0. **Motion carried.**
- D. Approval of Independent Contractor Agreement for Employment Counselor, Beginning March 1, 2016 and Ending February 28, 2017, at a Rate of \$32.86 an Hour. Moved by Trustee Dunham and seconded by Trustee Mytch to Approve of Independent Contractor Agreement for Employment Counselor, Beginning March 1, 2016 and Ending February 28, 2017, at a Rate of \$32.86 an Hour. Director Bartnicke stated the counselor has informed her that she intends to retire at the end of the contract. The board discussed possibly expanding this role to RPP Enterprises for the Schaumburg Township Employment Center. Questions asked and

answered. Discussion followed. Roll Call: Trustee Vinnedge- Nay, Trustee Dunham-Nay, Trustee Mytych- Nay, Trustee Jani- Nay, Supervisor Wroblewski- Nay. Ayes-0, Nays-5. **Motion Denied.**

- E. Authorization to Hire Rocio Medina for the Position of Administrative Assistant at an Hourly Rate of \$17.37, Effective February 1, 2016, Upon Satisfactory Background Check. Replacement Hire. Moved by Trustee Jani and seconded by Trustee Vinnedge to Authorize Hiring Rocio Medina for the Position of Administrative Assistant at an Hourly Rate of \$17.37, Effective February 1, 2016, Upon Satisfactory Background Check. Replacement Hire. Supervisor Wroblewski explained that there are three candidates for the position but that there is a need for a Spanish speaking individual in the clerk's office. Ms. Medina was offered the position but had accepted another position elsewhere and therefore has turned down the position with the township. Supervisor Wroblewski informed the board that Ms. Kaminsky would be offered the position, which is a promotion from within the building as she currently holds a position within the senior department. Ms. Kaminsky's position would then become available and the position would be posted within in the building and then outside for possible applicants. Supervisor Wroblewski informed the board that the third candidate has been offered an interview for this position but has not made up her mind as to if she was interested in this position. Roll Call: Trustee Vinnedge- Nay, Trustee Dunham- Nay, Trustee Mytych- Nay, Trustee Jani- Nay, Supervisor Wroblewski- Nay. Ayes-0, Nays-5. **Motion denied.**
- F. Employee Status Change for Food Pantry Worker Jordan Evans from Part Time to Full Time, Effective February 1, 2016. Supervisor Wroblewski informed the board that Mr. Evans would fill an increasing need for service within the food pantry. There are over 700 families currently utilizing the food pantry.
- G. IRS 2016 Standard Mileage Rates 54 cents per mile. Supervisor Wroblewski reminded the board the mileage has decreased for 2016.

### **APPROVAL OF BILLS**

Moved by Trustee Jani and seconded by Trustee Mytych to approve Town Fund Warrant 2015-2016 #10A \$227,243.53. Roll Call: Trustee Vinnedge-Aye, Trustee Dunham-Aye, Trustee Mytych-Aye, Trustee Jani-Aye, Supervisor Wroblewski-Aye. Ayes-5, Nays-0. **Motion carried.**

Moved by Trustee Vinnedge and seconded by Trustee Jani to approve Town Fund Warrant 2015-2016 #11 \$367,242.47. Roll Call: Trustee Vinnedge-Aye, Trustee Dunham-Aye, Trustee Mytych-Aye, Trustee Jani-Aye, Supervisor Wroblewski-Aye. Ayes-5, Nays-0. **Motion carried.**

Moved by Trustee Dunham and seconded by Trustee Mytych to approve Road & Bridge Warrant 2015-2016 #10A \$23,107.91. Roll Call: Trustee Vinnedge-Aye, Trustee Dunham-Aye, Trustee Mytych-Aye, Trustee Jani-Aye, Supervisor Wroblewski-Aye. Ayes-5, Nays-0. **Motion carried.**

Moved by Trustee Mytych and seconded by Trustee Dunham to approve Road & Bridge Warrant 2015-2016 #11 \$36,024.94. Roll Call: Trustee Vinnedge-Aye, Trustee Dunham-Aye, Trustee Mytych-Aye, Trustee Jani-Aye, Supervisor Wroblewski-Aye. Ayes-5, Nays-0. **Motion carried.**

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Moved by Trustee Vinnedge and seconded by Trustee Jani to approve General Assistance Warrant 2015-2016 #11 \$72,258.07. Roll Call: Trustee Vinnedge-Aye, Trustee Dunham-Aye, Trustee Mytych-Aye, Trustee Jani-Aye, Supervisor Wroblewski-Aye. Ayes-5, Nays-0. **Motion carried.**

**SUPERVISOR AND TRUSTEE COMMENTS**

Trustee Jani requested shelves be installed in the bathrooms for the use of cell phones.

Commissioner Kegaris requested motion sensors for the lights in the bathrooms.

**EXECUTIVE SESSION**

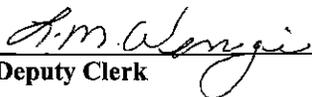
*None.*

**ADJOURNMENT**

There being no further business, Trustee Dunham moved to adjourn the meeting at 7:39 p.m. and Trustee Mytych seconded the motion. All in favor. **Motion carried.**

**APPROVAL CERTIFICATION**

I hereby certify the approval of the forgoing Minutes of the Township of Schaumburg.

  
Deputy Clerk

Date 02-24-2016