

**MINUTES OF THE
TOWNSHIP OF SCHAUMBURG
COMMITTEE OF THE WHOLE**

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 July 20, 2016.

Officials Present:	Mary Wroblewski	Supervisor
	Timothy M. Heneghan	Clerk – Arrived at 6:25
	Diane Dunham	Trustee
	W. Robert Vinnedge	Trustee
	Jeffrey S. Mytych	Trustee
	Nimish Jani	Trustee - Arrived at 6:04
	Scott Kegaris	Highway Commissioner – Arrived at 7:00

The following business was transacted.

Supervisor Wroblewski called to order the Committee of the Whole Meeting at 6:00 PM

Deputy Clerk Weniger 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 Vinnedge to approve the Committee of the Whole Meeting Minutes of March 16, 2016. All in favor. **Motion carried.**

PRESENTATION

A. Mitchell, Vaught & Taylor, Inc. – Bill Yoshish

1. Financial Report: Mr. Bill Yoshish of Mitchell, Vaught & Taylor, Inc. was introduced. Mr. Yoshish gave an update on the second quarter of the year 2016 as well as provided predictions for future quarters. Questions were asked and answered regarding predictions for future quarters.

B. DePaul University – Ms. Mary Castro and Ms. Cheryl Young

1. Survey of Schaumburg Township Senior Center: Supervisor Wroblewski introduced Ms. Mary Castro and Ms. Cheryl Yung from DePaul University. Ms. Castro and Ms. Yung partnered with

the Schaumburg Township to determine if the Township would benefit from a senior center. Ms. Castro and Ms. Yung stated they have provided an assessment by reviewing existing research, collecting data, and completing interviews to help determine if the township residents would benefit from a senior center. Ms. Castro and Ms. Yung provided the township with the recommendations of solidifying partnerships with other local service providers and communicate intentions for a senior center, conduct surveys and focus groups with a wider range of opinions and views by recruiting participants from outside of the township's existing programs, identifying the target population and developing and clearly defining goals and visions for a senior center. Questions were asked and answered.

OLD BUSINESS

None:

NEW BUSINESS

- A. Survey of Schaumburg Township Senior Center: Supervisor Wroblewski stated that she believes there would have to be additional research done to decide if it would be beneficial and possible to have a senior center through the Schaumburg Township. Supervisor Wroblewski stated that she believed an outside consultant with experience would be beneficial to assist with research and planning. Discussed were options for funding, possible locations of a senior center, and what services the center would provide. Trustee Dunham requested a copy of the study conducted by DePaul University to read. Supervisor Wroblewski requested that prior to the next Committee of the Whole meeting the board read the study as well as reach out to other senior centers in the community to help gain more insight on the possibility of a senior center.
- B. Finance Report:
 1. Cash Balance as of 6/30/2016: The board has a copy of the cash balance as of 6/30/2016.
 2. Fiscal Year Audit Report 2015 - 2016: The board has a copy of the 2015 – 2016 Fiscal Year Audit Report. Administrator Weniger stated that there were no recommendation made in the report.
- C. Township Day Update: Ms. Moeller stated that there is a draft of the flyer provided. Ms. Moeller also stated that that planning for Township Day has started including a Performance by the Schaumburg High School Marching Band and introduction of Township Officials followed by tours of the Township and a meet and greet with the Township Officials.
- D. Community Wellness Day Update: Ms. Moeller stated that there is a draft of the flyer provided. Ms. Moeller also stated that there are more screenings and tests offered this year than any previous year. Discussion followed regarding flu shots providers for the event.
- E. Information Technology Consulting and Support RFP Bid: Ms. Moeller stated Circle Avenue Data and Unified Concepts turned in bids for the Information Technology Consulting and Support RFP Bid. Circle Avenue data is \$15,300 less than Unified Concepts annual and staying with Circle Avenue Data is recommended. Trustee Dunham asked if Circle Avenue Data has provided the services needed. Discussion followed. This item will be on the agenda for the Board of Trustees meeting on July 27, 2016.

- F. Transportation Bid: Director Vosmik stated that 3 bids were received. Director Vosmik stated the lower bid, by \$500, offered a one year warrantee for the body and 12,000 miles, and the higher bid offered a three year warrantee and a 36,000 miles. Director Vosmik stated that 12,000 miles would last less than a year and recommended the bid that was \$500 more and offered a better warrantee. Both bid responses were sent to the attorney for their review. This item will be on the agenda for the Board of Trustees meeting on July 27, 2016.
- G. Septemberfest Booth: Ms. Moeller stated that a request for a booth has been sent in and stated that we would either get a booth for one or two days. Ms. Moeller stated she will confirm the dates and times of the booth when it is confirmed.
- H. Committee Reappointments: Ms. Moeller stated that there will be a Mental Health Committee and a Committee for Disabled Citizens reappointment on the agenda for the Board of Trustees meeting on July 27, 2016.
- I. Authorization to Hire 2 Part-Time Temporary Employees for the Assessor's Office: Supervisor Wroblewski stated that Assessor Lawson will be conducting interviews with Mr. Mike Rupnow and Ms. Mary Patricia Follett to assist part-time for the reassessment period. This item will be on the agenda for the Board of Trustees meeting on July 27, 2016.
- J. Authorization to Change Part-Time Position to Full-Time Position in Transportation: Director Vosmik stated that Ms. Ortiz will work part-time due to her internship for her Master's Program and she would like hire Ms. Varsalona to change from part-time to full-time. This item will be on the agenda for the Board of Trustees meeting on July 27, 2016.
- K. Record Information Services: Supervisor Wroblewski stated that there is a Record Information Service that will provide the township with a list of residents who have recently moved into the Schaumburg Township area. With this information the township could provide new residents with a welcome letter and information about the services we offer. Director Garcia stated that the Assessor's office receives information on those who purchase homes within the township borders and suggested the Assessor's Office can provide that information to avoid a fee from the Record Information Services. Supervisor Wroblewski asked Director Garcia to provide the Clerk's Office with that information. Discussion followed on what the welcome letter would state and what else would be provided to new residents.
- L. Request for Use of Activity Center: Administrator Weniger stated there is a request from the Motorola Retiree Group to utilize our activity center for their meetings free of charge. Director Bartnicke stated that many of the members volunteer at the township, donate to the food pantry, and participate in the Adopt-A-Family program. Director Bartnicke also stated the group currently does not have a location to meet. Questions were asked and answered. Discussion followed. Supervisor Wroblewski stated if the members of the group help donate time, services and goods to the Township they can use the activity center free of charge.
- M. Metropolitan Township Association Animation: Administrator Weniger stated that the Metropolitan Township Association would like to put together an animated video to promote townships and the services they offer. Administrator Weniger stated this video is already covered by the MTA dues and we will have to provide minimal information for the video. Questions were asked and answered. Discussion followed.

SUPERVISOR AND TRUSTEE COMMENTS

Supervisor Wroblewski mentioned the possibility of new t-shirts for Township Officials. Questions were asked and answered. Discussion followed.

Clerk Heneghan stated that his convertible can be used in the Septemberfest Parade. Discussed was the option of utilizing a golf cart.

Trustee Vinnedge stated the TOCC Trustees Member Dinner Meeting on October 13, 2016.

EXECUTIVE SESSION

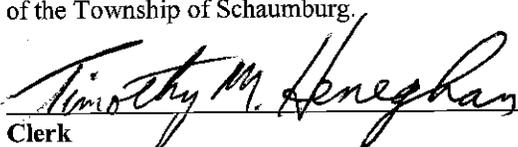
None.

ADJOURNMENT

There being no further business, Trustee Dunham moved to adjourn the meeting at 7:27 p.m. Trustee Jani seconded. All in favor. **Motion carried.**

APPROVAL CERTIFICATION

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


Clerk

Date 9-21-16