

**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 June 18, 2019.

Officials Present:	Timothy M. Heneghan	Supervisor
	W. Robert Vinnedge	Clerk
	Diane Dunham	Trustee
	Jeffrey S. Mytych	Trustee
	Nimish Jani	Trustee
	Charlotte Kegarise	Trustee
	Scott M. Kegarise	Highway Commissioner

The following business was transacted.

Supervisor Heneghan called to order the Committee of the Whole Meeting at 7:00 PM

Clerk Vinnedge called the roll.

PUBLIC COMMENT

None

NEW BUSINESS

A. Building Security

- All staff just completed an active shooter training.
- Illinois Counties Risk Management Trust, the Township liability insurance did a safety study on the building and made a few recommendations including numbering the doors and windows throughout the building.
- The board suggested adding a panic button to the board room.
- The board also requested a copy of the report finding be sent to each of them.

B. Senior Services Code of Conduct

- Director Conway along with Illinois Township Association of Senior Citizens Service Committee are working on a code of conduct for seniors striving to be fair and

equitable with all. This code will offer an appeal process should a senior feel it necessary.

- The Senior Services Committee approves and commends the adaptation of this code.

C. Technology Improvements

- The Township Administrative staff is working out the details to migrate staff to Office 365.
- They are also working with AT&T to switch to fiber which will bring down costs and improve reliability.
- The Township Administration staff is reviewing other necessary improvements including updating network switches.
- The Township Administration staff would like to purchase iPads for Trustees at an approximate cost of \$322 each allowing ease to utilize a drop box to review Township board documents.

D. FY20 Capital Project Review

- Administrator McVey plans to present project costs for construction and carpet improvements to the Township on the next Board agenda.
- Building and Grounds Supervisor Recchia met with ComEd to review rebates and other efficiencies that the Township could utilize.

E. Employee Expense Reimbursement

- Due to new legislature, the board needs to review employee reimbursement policies regarding Township use of a personal cell phone.

F. Community Relations Update

- Community Relations Coordinator Trent has been working on updating brochures for each department.
- Working on creating consistent looking templates for Town Crier and newsletters.
- The summer intern is doing a great job assisting her in these tasks and currently working on informative u-tube videos to add to our website.

ANNOUNCEMENTS

June 22, 2019 – Community Shred Event, 9AM Town Hall

June 26, 2019 – Regular Board of Trustees Meeting, 7PM Town Hall

July 4, 2019 – Township Offices Closed in Observance of Holiday

EXECUTIVE SESSION

None

ADJOURNMENT

There being no further business, Trustee Kegarise moved to adjourn the meeting at 8:24p.m. Trustee Mytych seconded. All in favor. **Motion carried.**

APPROVAL CERTIFICATION

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

W. Robert Dime

Clerk

Date

July 24, 2019