

**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 November 18, 2021.

Officials Present:	Timothy M. Heneghan	Supervisor (Remote)
	W. Robert Vinnedge	Clerk
	Robert N. Fiorio	Trustee (Remote)
	Demetrius J. Gibson	Trustee
	Lauren Saternus	Trustee
	Matthew J. Steward	Trustee (Remote, joined 7:02pm)

The following business was transacted.

Supervisor Heneghan called to order the Regular Board of Trustees Meeting at 7:00 p.m.

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

PUBLIC COMMENT

None

PRESENTATION

See **Financial Report**

MINUTES

Moved by Trustee Saternus and seconded by Trustee Gibson to approve the minutes of the October 29, 2021 Special Meeting of the Board. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saternus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**

Moved by Trustee Saternus and seconded by Trustee Fiorio to approve the minutes of the October 27, 2021 Regular Board Meeting. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saternus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**

Moved by Trustee Saternus and seconded by Trustee Gibson to approve the minutes of the October 28, 2021 Special Meeting of the Board. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saternus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**

DEPARTMENT AND COMMITTEE REPORTS

Disabled Services Department:

- Disability Services is pleased that Malona Jackson started on November 15th.

- Benefits Specialist Jackson is starting the training for Low Income Energy Assistant Program (LIHEAP) as well as Illinois Telecommunications Access Program (ITAC.)
- The Department is hosting a "Meet Santa" on Wednesday, December 15 from 3-6pm this year due to COVID as we are unable to host our annual holiday party for children with disabilities.
- Received a call from Eric Green, HR Manager from Target in Lake Zurich who wants to donate \$250 worth of Target merchandise towards the Adopt-a-Family program for a family having two children with disabilities.
- Also matched 35 people with disabilities with donors for the Adopt-a-Family program this year.
- Written report on file. No action items.

Senior Services Department:

- The Holiday Party scheduled for December 10 at Chandlers is fully booked, as is the Drury Lane December 15 production of Holiday Inn.
- The Chicago Theatre 'Behind the Scenes' was cancelled by the theatre.
- CUB clinic had 14 attendees and three people stopped afterwards to comment on how great it was and helpful. Looking to schedule another one for March.
- Currently working on Adopt a Family (Senior) (71 donors / 109 adoptees at this time)
- Heavy calls and appointments for LIHEAP (Low Income Home Energy Assistance Program) and Medicare Part 'D' open enrollment (which ends on December 7th)
- Written report on file. No action items.

Transportation Department:

- Director Christopher noted that the fuel consumption numbers were not noted in his written report and the number should be 1460 gallons.
- Director Christopher talked about his meeting with the electric buses and their stations while in Florida.
- Optimal EV came to the Township and gave a presentation which Trustee Saturnus and Acting Administrator Cordes attended.
- There will be another presentation on electric buses from a different vendor at the Township on December 7th at 2:30pm.
- Director Christopher is researching a third vendor for additional comparison.
- Trustee Gibson requested the presentation be shared electronically with all of the board to review.
- Written report on file. No action items.

Welfare Services Department:

- Director Zanoni provided a final count on the recent coat drive with 632 coats, snow pants, hats, mittens and gloves donated.
- Lavelle Law just donated two truckloads of food for the pantry.
- The Greater Food Pantry donated Thanksgiving meal items.
- Once again, this year, Joe's Pizza is donating 60 meals for those in need on Thanksgiving.
- Trustee Gibson asked for an update on the free kids meals funding, Director Zanoni said she would get an update from her staff.
- Written report on file. No action items.

Community Relations Department

- The Trunk or Treat event was a success handing out 568 bags. Many happy residents responded with positive comments online. Thank you to all the vendors and especially staff who braved the weather to make this event happen.
- The Township won honorable mention in the National Aging and Disability Transportation Center 2021 photo contest. Our township photo is of a disability services client and Transportation staff Janita Malave as the client is dropped off at a day program. Last year we won the top prize and also had an honorable mention. It is great to be included again.
- Written report on file. No action items.

Assessors Department:

- Written report on file. No action items.

Kenneth Young Center:

- Trustee Gibson suggested he would like a representative from their team to start attending board meetings.
- Written report on file. No action items.

Mental Health Committee:

- The Boys and Girls Club of Elgin will present their application on December 7th. The Committee's current agencies presented at the November meeting. The funding recommendations will be decided at the December meeting.
- Written report on file. No action items.

Highway Commissioner:

- No written report on file.

Supervisors Report

See SUPERVISOR AND TRUSTEES COMMENTS

Administrators Report

- As you may have noticed in our liability insurance there is minimal coverage for violent event response. Information will be requested' from a rep at Archas Group tomorrow regarding costs for Active Assailant Insurance.
- Municipalities are also able to hold an independent unemployment insurance, which could be a cost savings for us. I'm working with our rep from Archas group to get that costed out and will be in touch about that. If we choose to go this route we have to enroll January 1, so we will have to act at next month's board meeting. More to come in the next couple weeks.
- The Facilities Services Supervisor position has been posted for 3 weeks and will close on Friday. We will review resumes and do phone interviews by the week after Thanksgiving. In-person interviews will be scheduled for the first full week of December.

- The lights in the main parking lot still do not work. We had an electrician out last week and thought the issue was resolved, but it was not. We have another electrician coming out tomorrow at 7:30 a.m. to fix the problem.
- As we've discussed previously, we are budgeted to replace our small Rooftop Unit (RTU) this budget year. As we've been investigating our heating and cooling system, we've discovered our current units are working off a system that was last updated in 2005, which is the newest version they're able to operate off of. Replacing the operating system will probably cost an additional 15-20k. We are slated to replace our large RTU next budget year, which will most likely run approximately \$140k.
 - In the meantime, a couple weeks ago when we had a very heavy rainfall and found many leaks in the roof. We had our roofing company out and discovered most of the leaks were coming from patches on our flat roof, which had never been fully replaced. We had the leaks patched, but are currently getting some quotes on how much replacing the flat roof will be, but anticipate it will be north of \$50k.
 - Interim Administrator Cordes would recommend we look at purchasing the small RTU this fiscal year, order the large RTU at the same time and do a roof replacement and RTU replacement all at the same time this spring. Like everything there are delays in getting RTUs, so we may need to order soon in order to get them for spring. As we start planning for next year's budget, we may need to consider postponing our plans to hire an architect to propose front lobby renovations.

Financial Report:

- James Howard provided an overview of the Township financials.
- Questions were asked and answered.
- Written report on file.

Clerk's Report:

- Clerk Vinnedge stated he received a call from a longtime volunteer, Denise Suender from the Schaumburg Garden club. She has an Eagle Scout that would like to rebuild the Arbor Trellis as a project. The project needs to be completed before the end of the first week in January 2022.
- Written report on file. No action items.

OLD BUSINESS

None

NEW BUSINESS

- A. Moved by Trustee Saturnus and seconded by Trustee Fiorio to Approve to the Levy for Schaumburg Township for Fiscal Year beginning March 1, 2021 to February 28, 2022, that will conform with the truth in taxation and will not be above 5% limit. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saturnus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**

- B. Moved by Trustee Saternus and seconded by Trustee Fiorio to Approve the Levy for Schaumburg Township Road District for the Fiscal Year beginning March 1, 2021 to February 28, 2022, that will conform with the truth in taxation and will not be above 5% limit. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saternus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**
- C. Moved by Trustee Gibson and seconded by Trustee Saternus to Approve to hire Malona Jackson for the position of Benefit Specialist at the rate of \$21.25 in the Disability Services Department starting November 15, 2021. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saternus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**
- D. Moved by Trustee Gibson and seconded by Trustee Saternus to Approve to hire Dr. Melissa Burton-Williams for the position of Administrator of the Township at a salary of \$104,686 starting December 6, 2021. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saternus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**
- E. Moved by Trustee Saternus and seconded by Trustee Gibson to Approve to change Becky Cordes from Interim Administrator to Assistant Administrator with the title of Director of Senior and Disability Services and Assistant Administrator, effective immediately. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saternus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**
- F. Moved by Trustee Fiorio and seconded by Trustee Saternus to Approve to appoint Donna Boguslavsky to the Diversity, Equity, and Inclusion Taskforce. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saternus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**
- G. Moved by Trustee Saternus and seconded by Trustee Gibson to Approve to appoint Sherrine Peyton to the Diversity, Equity, and Inclusion Taskforce. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saternus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**
- H. Moved by Trustee Saternus and seconded by Trustee Gibson to Approve of Service Awards in the amount of \$17,000 payable with payroll ending November 27, 2021. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saternus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**
- I. The board discussed options on findings for utilizing an outside service to handle Human Resources for the Township or consider adding a full time employee that could also be a Professional Employer Organizer (PEO) and provide vocational services for residents. Questions were asked and answered.
- J. Moved by Trustee Saternus and seconded by Trustee Gibson to Approve Resolution 2021-2022 #20, a Resolution to Renew the Illinois Counties Risk Management Trust Insurance Program Proposal for the Policy Year December 1, 2021 to December 1, 2022 in the amount of \$127,131. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saternus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**
- K. Moved by Trustee Gibson and seconded by Trustee Saternus to Approve Resolution 2021-2022 #21, a Resolution Authorizing the Supervisor to Pay Accounts.

- L. Moved by Trustee Fiorio and seconded by Trustee Saturnus to Approve 2022 Township Calendar. Before voting, Trustee Gibson asked if the DEI Task Force Meetings could be added to the calendar. It was agreed that as dates were established, they would be added to the Township Calendar. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saturnus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**

APPROVAL OF BILLS

Moved by Trustee Saturnus and seconded by Trustee Gibson to approve Town Fund Warrant 2021-2022 #9 in the amount of \$131,179.88. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saturnus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**

Moved by Trustee Gibson and seconded by Trustee Fiorio to approve Road & Bridge Warrant 2021-2022 #9 in the amount of \$33,201.26. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saturnus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**

Moved by Trustee Saturnus and seconded by Trustee Gibson to approve Welfare Services Warrant 2021-2022 #9 in the amount of \$23,766.16. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saturnus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**

ANNOUNCEMENTS

December 15, 2021 – Regular Board of Trustees Meeting, Town Hall, 7 PM

December 23, 2021 – Township Closes at 12 PM

December 24, 2020 – Township Closed for Christmas Holiday

December 31, 2020 – Township Closed for New Year Holiday

SUPERVISOR AND TRUSTEE COMMENTS

- Trustee Gibson asked when we might anticipate a follow up discussion with Harper College and the status of a meeting with faith leaders in the township? Acting Administrator Cordes stated she will be contacting President Proctor about portograms relative to the DEI Task force. Also, she is working with Transportation and Welfare Services to move forward on the related action items involving more information for their transportation and other needs. As for the Faith Leader summit, it was agreed that a meeting would be planned in April following the winter weather.
- Trustee Saturnus noted that language barriers appear to be a problem throughout all departments and we should be working on resources to remedy this.
- Trustee Gibson suggested a staff get together with the goal of the staff and the Board of Trustees to get to know each other better on a more personal level.
- Supervisor Heneghan conveyed his enthusiasm at the meeting with Harper College and felt it was a good discussion of needs and the Township should be able to partner well with them.

ADJOURNMENT

There being no further business, Trustee Saternus moved to adjourn the meeting at 8:16p.m. and Trustee Gibson seconded the motion. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saternus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**

<p>APPROVAL CERTIFICATION I hereby certify the approval of the forgoing Minutes of the Township of Schaumburg.</p> <p><i>W. Robert Young</i></p> <hr/> <p>Clerk</p> <p>Date <u>December 15, 2021</u></p>
