

**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 October 27, 2021.

Officials Present:	Timothy M. Heneghan	Supervisor
	W. Robert Vinnedge	Clerk
	Robert N. Fiorio	Trustee – remotely via Zoom
	Demetrius J. Gibson	Trustee
	Lauren Saternus	Trustee – remotely via Zoom
	Matthew J. Steward	Trustee – remotely via Zoom
	Scott Kegarise	Highway Commissioner

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

PRESENTATION

- Doug Kettel, Maintenance Reliability Consultants presented an overview of the work he has completed to date on the Township facility maintenance and approach to remaining needs.
- James Howard, Governmental Accounting discussed the upcoming Levy reviewing current financial position and projections for FY23. Questions were asked and answered.

MINUTES

Moved by Trustee Gibson and seconded by Trustee Steward to approve the minutes of the September 15, 2021 Committee of the Whole 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 Gibson and seconded by Trustee Saternus to approve the minutes of the September 22, 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.**

DEPARTMENT AND COMMITTEE REPORTS

Disabled Services Department:

- Disability Services decided on a candidate and offered the open job of Benefit Specialist position to Molana Jackson. She accepted the job offer pending a background check. All believe Molana will be a great asset to the department.

- Disability Services is starting to match adoptees and donors for the holiday Adopt-a-Family program in the next few weeks.
- The department Continues to meet with clients for LIHEAP (Low Income Energy Assistance Program) and Medicare Open Enrollment.
- Written report on file. No action items.

Senior Services Department:

- The Senior Department hosted Secretary of State Rules of the Road class which had 32 attendees.
- The department is currently taking applications for donors and adoptees for the Holiday Adoption program.
- The department continues to be very busy handling LIHEAP (Low Income Energy Assistance Program) and SHIP (Senior Health Insurance Program) and making appointments for Medicare prescription drug plans.
- Written report on file. No action items.

Transportation Department:

- Director Christopher stated the Transportation Department continues to accumulate more and more residents in need of transportation.
- Director Christopher has a meeting scheduled for November 15th with an Electric Bus Company to further pursue options in purchasing future buses.
- Written report on file. No action items.

Welfare Services Department:

- Director Zanoni provided an update regarding Blessings in a Backpack. Per Lisa Garza from John Muir, the first shipment was delivered the week of October 11th with a distribution date of October 15th. The program is currently serving 50 students but the school hopes to reach 120 over time. The first delivery supplied enough food bags for three weeks. The distribution process is very simple. The food bags are delivered to the classrooms on Thursday after school and the teachers find time on Friday to distribute the bags to the children. Lisa Garza contacted several of the families participating in the program and received positive feedback from all.
- Director Zanoni provided an update on Coats for Kids. Collection dates are 10/25 – 10/29. SD 54 picked up 150 coats on 10/27. We are very happy with that number and are excited to see what the rest of the week brings in.
- Written report on file. No action items.

Community Relations Department

- Township Trunk or Treat is tomorrow from 3-7pm. As you may know it is looking like rain in the forecast. We are planning to have the event unless there is dangerous weather like lightning. However we may have to make some game-time decisions. We are ready to be flexible. There are about 20 vendors planning to attend. Which are a mix of local municipalities, small business and agencies.
- Last month the Township helped share local resources with a mosque in Streamwood who were planning to share the resources with Afghan refugees coming to the area. With the

help of other staff, I prepared about 50 packets with Township materials, a local legal resource guide, refugee support agencies, housing, rental and eviction information and more.

- The mental health committee completed their final speaker in their summer speaker series this month. It was a lively session called minds in motion. There were several participants who danced, made music and art in the one hour session. Next week the committee will hear agency presentations and will determine funding recommendations at the December meeting.
- Written report on file. No action items.

Assessors Department:

- Written report on file. No action items.

Kenneth Young Center:

- Written report on file. No action items.

Mental Health Committee:

- Written report on file. No action items.

Highway Commissioner:

- Commissioner Kegarise noted a conversation today with Director of Administration Dionesotes about the need to update the security cameras in the Township parking lot. He felt since his team is responsible to plow the parking lots, he would have an interest in this upgrade and would assist with the cost.
- Commissioner Kegarise noted the owner of a certain property in the unincorporated area they are responsible for, continues to have issues. He may be experiencing some legal fees to deal with this issue.
- No written report on file.

Supervisors Report

Administrators Report

- Interim Administrator Cordes explained the need for a change to our current cleaning service and we will go to bid in the next fiscal year.
- Since Senior and Disability Services are both down a staff member at their busiest time, we were able to hire a temporary receptionist for the Department through the end of the calendar year giving time for new staff to be hired.

Financial Report:

- Written report on file.

Clerk's Report:

- Clerk Vinnedge noted there is a slight improvement in passport processing times, it is now 14 weeks for routine service and for the additional \$60 expedition fee, its 10 weeks.
- Written report on file. No action items.

OLD BUSINESS

None

NEW BUSINESS

- A. Moved by Trustee Gibson and seconded by Trustee Saturnus to Approve to reimburse certain members of the staff using their cell phone on behalf of the Township, as outlined in the Expense Reimbursement Policy, in the amount of \$35 per month, retroactive to March, 2020. 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 Gibson and seconded by Trustee Steward to Approve to appoint Sheva Wohlhart to the Senior Citizens Services Committee for term through September 30, 2024. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saturnus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**
- C. Moved by Trustee Saturnus and seconded by Trustee Fiorio to Approve to appoint Kathleen Ray to the Senior Citizens Services Committee for term through September 30, 2024. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saturnus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**
- D. Moved by Trustee Fiorio and seconded by Trustee Saturnus to Approve to appoint Ashley Ray to the Diversity, Equity and Inclusion Taskforce. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saturnus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**
- E. Moved by Trustee Fiorio and seconded by Trustee Steward to Approve to appoint Liza Guterrez to the Diversity, Equity and Inclusion Taskforce. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saturnus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**
- F. Moved by Trustee Saturnus and seconded by Trustee Fiorio to Approve Resolution 2021-2022 #16, a Resolution Approving and Authorizing the Employment and Separation Release between Kristine Lambert and the Township of Schaumburg effective October 28, 2021. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saturnus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**
- G. Moved by Trustee Gibson and seconded by Trustee Steward to Approve Resolution 2021-2022 #17, a Resolution Approving and Authorizing the Proposal of Governmental Accounting, LLC for Professional Accounting Services for the Township of Schaumburg. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saturnus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**
- H. Moved by Trustee Saturnus and seconded by Trustee Gibson to Approve Resolution 2021-2022 #18, a Resolution Approving and Authorizing the Proposal and Contract for Janitorial Service. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saturnus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**

- I. Moved by Trustee Steward and seconded by Trustee Gibson to Approve Resolution 2021-2022 #19, a Resolution Approving and Authorizing the Transportation Policy. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saturnus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**
- J. Moved by Trustee Saturnus and seconded by Trustee Gibson to Approve the job description for Facility Services Supervisor. 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 Steward and seconded by Trustee Fiorio to approve Town Fund Warrant 2021-2022 #8 in the amount of \$315,295.85. 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 Steward to approve Road & Bridge Warrant 2021-2022 #8 in the amount of \$19,923.31. 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 Fiorio to approve Welfare Services Warrant 2021-2022 #8 in the amount of \$19,536.98. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saturnus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**

ANNOUNCEMENTS

October 28, 2021 – Trunk or Treat, 3 PM to 7 PM

November 17, 2021 – Regular Board of Trustees Meeting, Town Hall, 7 PM

November 24, 2021 – Township Closes at Noon, Thanksgiving

November 25 & 26, 2021 – Township Closed, Thanksgiving

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

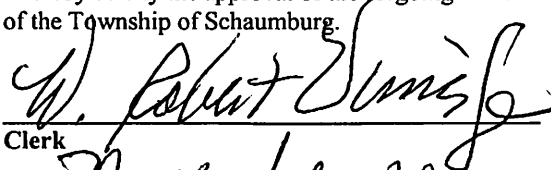
SUPERVISOR AND TRUSTEE COMMENTS

- Supervisor Heneghan stated again he received some letters from our Township Seniors complementing our Transportation team for their kindness and consideration.
- Trustee Gibson asked if anyone knows of anyone interested in joining the Diversity, Equity and Inclusion task force.
- Trustee Gibson suggested the Township should put together a handout for the homeless. This handout could provide information on services the Township provides such as the food pantry.
- Trustee Gibson suggested we start to think about “Juneteenth” and what the Township should do to celebrate.
- Trustee Saturnus questioned the upcoming Road District levy and why they go for the max. Commissioner Kegaris explained they do not need to use all of the funds, but if they have a catastrophic event or a very heavy winter of snow, they need the funds.

- Trustee Steward explained he will be on a plane at the time of the next board meeting. He would very much like to be a part of the vote on the Levy approvals.
- Supervisor Heneghan noted he may have an issue with that date as well as he is having surgery the day before.
- Discussion followed to consider moving that date of the board meeting to approve the Levy so both Supervisor Heneghan and Trustee Steward could be present.

ADJOURNMENT

There being no further business, Trustee Gibson moved to adjourn the meeting at 8:55p.m. and Trustee Saternus 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.**

APPROVAL CERTIFICATION	
I hereby certify the approval of the forgoing Minutes of the Township of Schaumburg.	
Clerk	
Date	November 18, 2021