

**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 24, 2024.

<b>Officials Present:</b>	Timothy M. Heneghan	Supervisor
	W. Robert Vinnedge	Clerk (Remote)
	Robert N. Fiorio	Trustee (Remote Arrived at 7:23PM)
	Demetrius J. Gibson	Trustee
	Lauren Saternus	Trustee
	Matthew J. Steward	Trustee

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**

Program Support Specialist Treni commented on her disappointment for a board member questioning the uniform budget when it's less than \$100 per staff member. There were no performance increases last year and felt this was insulting. She felt it important the board recognize that staff should be paid for what they are worth, and morale is down.

**PRESENTATION**

**VETERANS HONOR ROLL**

*Specialist 4 Kenneth W. Bassett – Viet Nam 1967 – 1972  
1<sup>st</sup> Lieutenant J Michael Gelburg - Viet Nam 1969 - 1971*

**DEPARTMENT AND COMMITTEE REPORTS**

**Kenneth Young Center:**

- Grace Hong Duffin presented a few highlights for 2024. Kenneth Young now has a living room as a crisis respite, person can stay up to 23 hours. This is starting at the Elk Grove office.
- Crisis 24 hour line is 847-383-0406
- Keneth Young is hosting a Mental Frist Aid training in February. All are welcome.
- They are hosting a Queer Prom in February for adults only.
- Kenneth Young was able to give out 800 gifts in their holiday adopt a family program.
- Written report on file. No action items.

**Disability and Senior Services Department:**

- Assistant Director Borja and Director Cordes completed performance evaluations on the entire team. The team all had excellent reviews reflecting the great work completed in 2023.
- AARP tax Aide appointments have started. As in the past couple years, there is a separate phone line dedicated to scheduling these appointments that is open from 9-4 each day. The

entire DSS team answered calls today and scheduled a total of 102 appointments. Tax Aide appointments will be held Monday, Wednesday and Friday, 9am-1pm from February 2 – April 10.

- March 16 we are having our annual Bunny Brunch for children with disabilities and their families. This year's event will be held at Chandler's. A calendar invite was sent to the Board and we hope you'll be able to attend.
- Written report on file. No action items.

#### **Transportation Department:**

- Transportation assisted with 3 out trips this month. Which included "Feed my Starving Children," a Poplar Creek lunch and a trip to the Elmhurst History Museum.
- It was a rough week weather wise, but the fleet came through and the team was able to make all scheduled trips.
- One staff member is back, yet another will be out for surgery.
- The team is looking forward to the EV Infrastructure starting at the end of March.
- Written report on file. No action items.

#### **Welfare Services Department:**

- The Welfare Services team is excited and happy to share that we are finally fully staffed. The department has seen a handful of personnel changes this past year; we are grateful for the new additions.
- The need continues to be high. In December, the food pantry saw a 21% increase in households. Caseworkers saw a 20% increase in emergency assistance calls and a 21% increase in completed LIHEAP (Low Income Home Energy Assistance Program) applications.
- The team does amazing work to support our neighbors in need and is getting stronger every day.
- January 10<sup>th</sup> was the first WS in-service day. Refrigerator and freezer deep cleaning, file thinning, staff training, stock rotating, team building, community participation and catchup were just a few of the items worked on. Having the time to prepare, discuss, and rejuvenate was a benefit to the team, our clients, and community.
- Written report on file. No action items.

#### **Community Relations Department**

- Director Trent returned to work this month and is getting caught up with the help of the team. I'd like to thank Digital Communications Coordinator Jenna Koeppen for her hard work. I really appreciate her taking over while I was out. She did an amazing job.
- Written report on file. No action items.

#### **Assessors Department:**

- The department is currently working on correcting all tax bills for our residents by filing Certificate of Error applications since December. This is because the residents did not file for their property tax during the 2023 filing period. We have helped over 92 residents receive refunds due to overpayment with their 2<sup>nd</sup> Installment Tax Bill issued this past December.
- Another round of property tax bills will be mailed soon to the resident with the 2023 First Installment property bill. They will be mailed on February 1<sup>st</sup> with a March 1<sup>st</sup> deadline.
- We are preparing for our first round of appeals to begin possibly in April; a couple months earlier than the typical summer period. But more information will be forthcoming.

- Exemption filing. We will soon begin filing for renewals, primarily for the Senior Freeze and Persons with Disability recipients. While the 2023 Tax Year Exemption Application is not yet produced, we expect to receive the new applications from the county sometime in March. The resident will have until June 1<sup>st</sup> to apply.
- Written report on file. No action items.

**Administrative Services / Clerk's Report:**

- Written report on file. No action items.

**Highway Commissioner:**

- With all the snow and ice this month, the Commissioner is proud to say they took care of it.
- The Commissioner thanked the Administrator for talking to and calming down of a resident with a complaint.
- Road and Bridge is expecting delivery of a new loader in February which cost \$110,000. They were able to sell the old one.
- No written report on file.

**Supervisors Report**

- Supervisor Heneghan also wanted to thank the Commissioner and Administrator for talking to the resident with a complaint. Everyone understands her need for services, we all hope once the Mental Health Board is in place, some of their initiatives may specifically help this family.
- Supervisor Heneghan complimented the Road District for their hard work during the recent snowstorm and thanked them for working through the night to get everything cleared.
- Director Nelson did a great job presenting at the TOCC Supervisors meeting.
- Supervisor Henehan thanks staff member Treni for her comments and said the board appreciates hearing her thoughts. He hates to hear that staff morale is bad, and wants to be clear that the board appreciates all staff.

**Financial Report:**

- James Howard, Governmental Accounting reviewed the month's financial reports.
- The tentative budget is ready for a deep review in the upcoming budget hearing.
- Questions were asked and answered.
- Written report on file. No action items.

**Township Administrative Services Report**

- Administrator Williams provided a report on the following items.
  - She has registered for grant writing workshop.
  - At the DEI training last week for Metra, MTI highlighted all the items our Township has done.
  - Performance evaluations are being completed by all directors and should be done by the end of this month.
  - In February, Directors will work with HR and the Administrator on suggestions for a percentage of performance increase.
  - Letters of amounts will be provided to staff prior to March 1st.
    - Trustee Saternus commented that she wants to make sure there is a guidance on salary increases. Not to micromanage, but the increase should be 0-5%
    - Trustee Gibson commented that he wants an understanding on procedure for

- increases.
- Trustee Steward does not want to micromanage, but feels it should be 2-6% for performers, everyone doing their job should get something. Below average workers should be 0%.
- Administrator Williams stated the Decennial draft was in progress.
- The elevator final inspection failed due to a malfunctioning camera. Once fixed the inspector promised to come right out.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

- A. Moved by Trustee Gibson and seconded by Trustee Saturnus to approve Fiscal Year 2025 Cost of Living Adjustment at the rate of 4%. 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 Saturnus and seconded by Trustee Gibson to approve Ordinance 2023/2024 #06, an Ordinance Making Appropriations for the General Town Fund, General Assistance Fund and Capital Fund Tentative Budget for Fiscal Year Commencing on the 1<sup>st</sup> Day of March, 2024 and Ending on the 28<sup>th</sup> Day of February, 2025 for the Town of Schaumburg, Cook County, Illinois. 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 Steward and seconded by Trustee Saturnus to approve Ordinance No. 2023/2024 #07, an Ordinance Making Appropriations for the Road and Bridge Fund Tentative Budget for Fiscal Year Commencing on the 1<sup>st</sup> Day of March, 2024 and Ending on the 28<sup>th</sup> Day of February, 2025, for the Town of Schaumburg, Cook County, Illinois. 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 Saturnus and seconded by Trustee Steward to approve Ordinance 2023/2024 #08, Making Appropriations for the Mental Health Board Fund Tentative Budget for Fiscal Year Commencing on the 1st Day of March 2023 and Ending on the 28th Day of February 2025 for the Town of Schaumburg, Cook County, Illinois. 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 Steward and seconded by Trustee Saturnus to approve Resolution 2023-2024 #5, a Resolution Approving the Revised Township of Schaumburg Personnel Policy. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saturnus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**
- F. Trustee Gibson read Proclamation supporting February as Black History month.

### **APPROVAL OF BILLS**

Moved by Trustee Saturnus and seconded by Trustee Steward to approve Town Fund Warrant 2023-2024 #11 In the amount of \$633,046.83. 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 Steward and seconded by Trustee Gibson to approve Road & Bridge Warrant 2023-2024 #11 in the amount of \$42,102.06. 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 Saturnus to approve Welfare Services Warrant 2023-2024 #11 in the amount of \$91,582.65. 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 Steward to approve Capital Fund Warrant 2023-2024 #11 in the amount of \$570,484.52. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saturnus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**

**ANNOUNCEMENTS**

**February 19, 2024** – Township Closed, Presidents Day

**February 21, 2024** - Committee of the Whole, 7PM Town Hall

**February 28, 2024** - Regular Board of Trustees Meeting, 7PM Town Hall

**SUPERVISOR AND TRUSTEE COMMENTS**

Trustee Steward thanked the staff for their work and patience. He also thanked the local community for their support of the food pantry. Trustee Steward also noted that he may not be available in March for meetings, as he and his wife are expecting a baby soon.

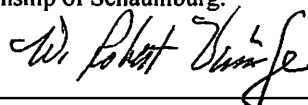
Supervisor Heneghan noted to staff, not to be negative, keep the faith and know that the board wants to do the right thing toward them.

Trustee Gibson noted that the Township has good managers that keep the board aware of the temperature of the building and we must meet halfway, honesty is important.

Supervisor Heneghan stated he wants to hold the board accountable; committee liaisons need to attend meetings and the board needs to show up at events.

**ADJOURNMENT**

There being no further business, Trustee Gibson moved to adjourn the meeting at 8:13p.m. and Trustee Steward seconded the motion. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saturnus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Aye. Ayes-5, Nays-0. **Motion carried.**

<b>APPROVAL CERTIFICATION</b>	
I hereby certify the approval of the forgoing Minutes of the Township of Schaumburg.	
	
Clerk	_____
Date	<u>3-27-2024</u>