

**Wheatland Township Board Meeting
Thursday, December 14, 2023**

APPROVED 1/11/2024

1. CALL TO ORDER

The meeting was called to order by Supervisor Crowner at 7:32 p.m.

2. PLEDGE OF ALLEGIANCE

Supervisor Crowner led the pledge of allegiance.

3. ROLL CALL AND ESTABLISHMENT OF A QUORUM

Board Members: Trustees Jones and Hickey attended the meeting. Trustee Rotkis joined late due to a personal issue.

Board Officers: Supervisor Crowner, Highway Commissioner Wieser, and Clerk Liskey attended the meeting. Jim Hofman attended to represent Cemetery/Tax Collector Scriven-Young who was absent. Assessor Kern joined the meeting via phone.

4. PUBLIC COMMENT

None

5. APPROVAL OF MINUTES

5.1 Approval of November 9, 2023, Regular Meeting Open Session Minutes

- Trustee Hickey motioned to open discussion/approval of the minutes for the November 9, 2023 Regular Meeting Open Session. Trustee Jones seconded.
- The minutes for the November 9, 2023, Regular Meeting Open Session were approved 3-0 per roll-call vote. Trustee Rotkis was absent during this this discussion/vote.

5.2 Approval of November 16, 2023, Special Meeting Open Session Minutes

- Trustee Hickey motioned to open discussion/approval of the minutes for the November 16, 2023, Regular Meeting Open Session. Supervisor Crowner seconded.
- The minutes for the November 16, 2023, Special Meeting Open Session were approved 3-0 per roll-call vote. Trustee Rotkis was absent during this discussion/vote.

5.3 Approval of November 16, 2023, Executive Session Minutes

- Trustee Hickey motioned to open discussion/approval of the minutes for the November 16, 2023, Regular Meeting Open Session. Supervisor Crowner seconded.
- The minutes for the November 16, 2023, Executive Session were approved by the Board 3-0 per roll-call vote. Trustee Rotkis was absent during this discussion/vote.

6. OLD BUSINESS

6.1 Discussion/Approval of Tax Levy for Truth in Taxation Law for Town Fund

- Supervisor Crowner confirmed there were no changes made to the Tax Levies for Truth in Taxation Law for the Town Fund or the Road Fund since posted last month.
- Trustee Hickey motioned to open discussion/approval of the Tax Levy for Truth in Taxation Law for the Town Fund and Supervisor Crowner seconded the motion.
- The Board approved the Tax Levy for the Town fund 3-0 via roll-call vote. Trustee Rotkis was absent during this discussion/vote.

6.2 Discussion/Approval of Tax Levy for Truth in Taxation Law for Road District

- Trustee Jones motioned to open discussion/approval of the Tax Levy for Truth in Taxation Law for the Road District Fund and Trustee Hickey seconded the motion.
- The Tax Levy for the Road District Fund was approved by the Board 3-0 via roll-call vote. Trustee Rotkis was absent during this discussion/vote.

6.3 Discussion/Approval of Updates to Wheatland Township Employee Handbook

- Trustee Jones motioned to open discussion/approval of Updates to Wheatland Township Employee Handbook. Trustee Hickey seconded the motion.
- Supervisor Crowner reviewed the revisions that had been made to the Wheatland Township Employee Handbook since the Board discussion in November. Changes included: (1) edits removing unnecessary language and revisions to a chart (2) granting an additional week of vacation to employees at 20 years of service, increasing their PTO from 4 weeks to 5 weeks (3) allowing for 15 days of unused vacation to be paid out (up from 10) and more with manager approval (primarily for road district employees (4) increasing paid sick leave to 12 days and adding 2 personal days, bringing Wheatland Township policy inline with other townships (5) adding language to explain PTO schedule for part-time employees, as mandated by new State of Illinois law.
- The Board approved the new Wheatland Township Employee Handbook 3-0 via roll-call vote.

7. NEW BUSINESS

7.1 Discussion/Approval of 2024 Paratransit Local Share Agreement

- Trustee Hickey motioned to open discussion/approval of 2024 Paratransit Local Share Agreement and Trustee Jones seconded the motion.
- Referencing copies of the agreement included in the Board packet, Supervisor Crowner confirmed the contract was identical to those that have been in place for a number of years and explained the cost to Wheatland Township is breakdown of miles divided among parties in the agreement. For Wheatland Township those costs average about 10 percent of monthly expenses. Given the Naperville subsidy of 52 percent and the renegotiated expense split, Wheatland Township will realize significant cost savings of about \$50k per year based on usage estimates.
- The Board approved the 2024 Paratransit Local Share Agreement 3-0 via roll-call vote.

7.2 Discussion/Approval of Resolution #23-04-R Trustee Vacancy

- Trustee Hickey motioned to open discussion/approval of 2024 Paratransit Local Share Agreement and Supervisor Crowner seconded the motion.
- Supervisor Crowner announced that Trustee Meghna Bansal had resigned from the Wheatland Township Board of Directors, effective December 6, 2023, because she was nominated for another position in Naperville. He explained that State of Illinois laws do not allow officials to hold multiple elected positions so the Trustee position would be opened, and the Board would solicit candidates with the same party affiliation for review and appointment to fill the vacancy. He noted that, as with the assessor position, he a special Board meeting would be scheduled to conduct interviews and select a candidate.
- The Board approved Resolution #23-04-R Trustee Vacancy 3-0 via roll-call vote.

7.3 Discussion/Approval of Resolution #23-05-R Assessor Appointment

- Trustee Jones motioned to open discussion/approval of Resolution #23-05-R Assessor Appointment and Trustee Hickey seconded the motion.
- Supervisor Crowner opened discussions by reminding the Board of the December 31 deadline to the assessor position. Noting the Board had followed a diligent process to review candidates and conduct interviews, he announced that Mary Katzberg (who was in attendance) met all qualifications, including party of affiliation, education, and certifications and was the recommended candidate to fill the assessor position.
- The Board approved the 2024 Paratransit Local Share Agreement 3-0 via roll-call vote.

8. APPROVAL OF BILLS AND CLAIMS

8.1 Town and Road District Fund Bills & Claims

- Trustee Hickey motioned to open discussion/approval December Town and Road District Fund Bills and Claims, and Trustee Jones seconded the motion.
- The Board approved monthly bills and claims of \$193,303.93 3-0 in a roll-call vote.

9. REPORTS

9.1 Sr. Administrator/Deputy Clerk - Bill Green

- Referring to his written report in the Board packet, Administrator Green highlighted the fire extinguisher recycling program had received a promotional boost when it was posted on the Will County website and, as a result, was experiencing a significant uptick in usage.
- Confirmed Wheatland Township would again partner with the Northern Illinois Food Bank to distribute food to needy residents on May 1, 2024.
- Reported on his attendance at the Townships of Illinois Conference held in Springfield in November where he met with several peers including from Metropolitan Township, attended breakout sessions on grants and housing programs.
- Noted he had joined the Board of Path Recovery, an organization focused on serving the community through drug awareness and recovery.
- Updated on the progress he was making in working with an accountant to access grant money earmarked for Wheatland Township in the State of Illinois budget.
- Reminded the next Wheatland Township Newsletter would be published and posted in Q1 2024 and requested topic submissions from the Board.

9.2. ASSESSOR (Chuck Kern)

- Reported he was in the process of transitioning out of his position. Congratulated Mary Katzberg on her appointment and confirmed he would continue to help onboard her into the roll as well as assist in developing a preliminary 2024 budget before leaving on December 31.

9.3. HIGHWAY COMMISSIONER (Tom Wieser)

- Updated on a public information announcement re plans for a new Lifetime Fitness facility to be built on the empty lot near the Wheatland Township offices – on the corner of 103rd Street and Route 59. Groundbreaking on the new building would take place in the spring 2024.

9.4 TRUSTEES:

TRUSTEE (Kelly Hickey)

- The senior holiday luncheon took place on December 13 with 22 seniors in attendance. Food was provided by Vita Bella restaurant. Attendees participated in a festive sweater and hat contest with winners receiving gift certificates to Traverso's restaurant. The cost for the event was approximately \$580. Reminded the Board that with Trustee Bansal's resignation, she was the only Board member on the planning committee and confirmed they were looking for additional seniors to volunteer. The Senior Lunch program will be on hiatus during the winter, with the next luncheon scheduled for April 2024.
- Reported that on November 15th, boneless turkey breasts, provided by DuPage Township, had been distributed to Touch My Heart senior residents and staff.

TRUSTEE (Colleen Rotkis)

- No Report

TRUSTEE (Terry Jones)

- No Report

9.5. TOWNSHIP CLERK (Anita Liskey)

- Reported three FOIAs had been received and completed during the month, with one outstanding and in process.
- Noted an issue re filing practices of the audit had been raised and resolved. The Township accountant had been filing the audit with Comptroller's office but not Will County Clerk's office. Back copies since 2017 were provided and the records are now up to date in the Will County Clerk's office.
- Confirmed, with the Board's approvals of the Township and Road District Levies this month, she would file both documents with the Will County Clerk's office by the December 26 deadline.

9.6. TAX COLLECTOR/CEMETERY (David Scriven-Young)

- Jim Hofman, attending in lieu of Tax Collector/Cemetery Scriven-Young, reported one grave had been sold and one burial had taken place during the month. He also noted the Cemetery had adopted and communicated a new policy re holiday decoration removal, which had been an ongoing issue generating some complaints in past years. Effective December 2023, all decorations will be removed on Jan 15, following the holiday season. Signs communicating the new policy had been put up in the cemetery in November and outreach to families had been done via phone calls. He confirmed the feedback has been positive.

9.7. SUPERVISOR (Michael Crowner)

- Reiterated a request for newsletter topic suggestions. Clerk Liskey recommended an article on the Decennial Committee work. Noted the Board no longer required an Exec Session as the new assessor had been appointed.

10. Executive Session

10.1 Assessor Vacancy Interviews

- Cancelled given Board approval of the new assessor appointment.

11. ADJOURNMENT:

- Supervisor Crowner moved to adjourn the meeting and Trustee Hickey seconded the motion.
The meeting was adjourned on a voice vote at 8:05 p.m.

Next meeting Thursday, January 11, 2024

Approved as presented:

Anita Liskey