



IN ACCORDANCE WITH THE APPLICABLE STATUTES OF THE STATE OF ILLINOIS NOTICE IS GIVEN HEREBY THAT THE NEXT REGULAR MEETING OF THE TOWN BOARD OF PALOS TOWNSHIP WILL BE HELD ON THE DATE SPECIFIED BELOW AT THE HOUR OF **6:30 P.M. AT 10802 SOUTH ROBERTS ROAD, PALOS HILLS, ILLINOIS**; DURING WHICH MEETING IT IS ANTICIPATED THERE WILL BE DISCUSSION AND CONSIDERATION OF AND, IF SO DETERMINED, ACTION UPON THE MATTERS CONTAINED IN THE FOLLOWING AGENDA

**PALOS TOWNSHIP
GENERAL MEETING
10802 S. ROBERTS ROAD | PALOS HILLS, IL 60465**

September 08, 2016 - 6:30 PM

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Prior Meeting's Minutes
 - a. Approval of Minutes of General Meeting - August 11, 2016
5. Citizens wishing to address the Board
6. Special Presentations / Communications (If Any)
7. Reports of Officials
 - a. Supervisor/Treasurer
 - b. Clerk
 1. Current Press Releases
 2. TOCC Clerk's Education Meeting September 13th, 2016 Reminder
8. Attorney's Report
9. Reports of Standing Committees
 - a. Finance and Administration - Trustee Woods
 - b. Policy and Personnel - Supervisor Schumann
 1. Discuss and Adopt Ordinance No. 2016-03 Regarding Powers and Duties of the Supervisor Pro-Tem

At least 24 hours in advance of a scheduled public meeting, any individual with a disability who is in need of a reasonable accommodation in order to participate in the meeting should contact the office of the Road and Bridge Clerk: In person at 10802 South Roberts Road, Palos Hills, Illinois, via telephone at (708) 589-4418 or via e-mail at clerk@palostownship.org

- c. Technology, Automation and Information - Trustee Riley
- d. Buildings and Grounds - Trustee Jeanes
- e. Public Services and Health - Trustee Brannigan

- 1. Health Service Report - August 2016

- 10. Unfinished Business
- 11. New Business
- 12. Executive Session (If determined necessary)
- 13. Adjournment

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Backup material for agenda item:

- a. Approval of Minutes of General Meeting - August 11, 2016

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**PALOS TOWNSHIP
GENERAL MEETING
10802 S. ROBERTS ROAD PALOS HILLS, IL 60465**

AUGUST 11, 2016 - 6:30 P.M.

1. Call to Order

The General Meeting of the Palos Township Board was called to order by Supervisor Schumann in the Township Hall, 10802 S. Roberts Road, Palos Hills, at 6:30 P.M.

2. Roll Call

Roll call was taken by the Acting Clerk , **Brent Woods**. Present were Trustees Jeanes Brannigan, Riley, Woods and Jeanes (by phone), Supervisor Schumann. Also present were Township Attorney, Erik Peck and Township Clerk Jane Nolan (by phone)

Absent: None

3. Pledge of Allegiance

Supervisor Schumann led the assembly in the Pledge of Allegiance.

4. Approval of Prior Meeting Minutes

a. Approval of Minutes - General Meeting July 14th, 2016

Trustee Jeanes moved to approve the minutes of the July 14 2016, General Meeting. **Trustee Brannigan** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

5. Citizens Wishing to Address the Board

There were no citizens wishing to address the Board.

6. Special Presentations/ Communications

There were no special presentations or communications.

7. Reports of Officials

a. Supervisor/Treasurer

Supervisor Schumann advised the board that she and **Trustee Woods** met with John Williams of Hearne and Associates (Township Auditors) on August 5, 2016, where he delivered and discussed the audit. She distributed copies of the Audit to all board members and the Clerk.

Trustee Woods spoke to the audit and pointed out that because of new rules by GASB (Government Accounting Standards Board), specifically GASB 68, our net position is reflected as approximately \$550,000 less than the previous year. He explained that under the new rule, government agencies are required to reflect pension debt in the audit as part of the net position at the end of the year. He stated that although our net position is actually better this year than last year, it is reflected as worse. Even though we have to reflect pension debt; we are still showing a positive year end net position while most other taxing districts are showing a negative net position. **Trustee Woods** stated he felt that eventually GASB was going to have change this rule as it is very unfair to reflect pension debt in the net position each year as the debt itself is generally long term.

Trustee Woods moved to accept the audit report for the fiscal year ending March 31, 2016. **Trustee Riley** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

b. Clerk

1. Current Press Releases

Trustee Woods advised that no press releases were provided to the Clerk.

2. Democracy Update – July 19, 2016 & August 2, 2016

Trustee Woods advised the board that the Democracy Updates for the two periods were included in this agenda and asked if anyone had any questions or comments on the updates. There were none.

3. TOI Conference Holiday Food Pantry Project

Trustee Woods advised the board that TOI is seeking assistance from conference attendees to help their Holiday Food Pantry Project. The holiday food baskets will be distributed to families in need in the Springfield area.

Clerk Nolan requested to speak to this issue. Without objection, **Supervisor Schumann** permitted her to address the board. She stated she believed that TOI was looking for cash donations from township elected officials and that the donation could not come from township funds.

Supervisor Schumann suggested that each elected officials donate \$10 to the project which would mean Palos Township officials would be donating \$80. The board, clerk and assessor agreed to each donate \$10 from their personal funds to this cause. She asked that everyone bring \$10 to the bill audit meeting.

4. Clerk Nolan, again without objection, addressed the board regarding a TOCC Clerk's division training session to be held at Palos Township Hall. This training session will be held on September 13, 2016, and is a training for Clerk's in their official duties as Election Officials. Clerk Nolan stated it will be open to officials and staff, and would like a staff member to attend in order to assist her.

c. Attorney's Report

Attorney Peck stated that he had no report.

8. Reports of Standing Committees

a. Finance and Administration - Trustee Woods

1. Monthly Finance Report – August 2016

Trustee Woods presented the monthly finance report for August 2016. He pointed out that the Township is currently at 33% of the budget on expenditures which is far under the 42% that would be normal for this point in the year.

b. Policy and Personnel - Supervisor Schumann

Supervisor Schumann updated the board on the activities of the new employee, Alan Hivick. She stated he has been doing a variety of tasks including the food pantry, clerical tasks, fixing a board room vent and other assorted duties. Clerk Nolan stated she felt he was doing very well and trying very hard. She is very happy with his work.

c. Technology, Information, and Automation - Trustee Riley

Trustee Riley had no report.

d. Buildings and Grounds - Trustee Jeanes

Trustee Jeanes had no report.

e. Public Services and Health - Trustee Brannigan

Trustee Brannigan presented the monthly Health Service Report for the month of July 2016. She stated fees brought in were as follows:

- Clinic Fee: \$3,675.00
- Cholesterol: \$245.00

Trustee Woods stated these collections were higher than usual.

9. Unfinished Business

There was no unfinished business

10. New Business

Trustee Woods reminded the board that we would be hosting an electronics recycling day in parking lots D1 and D2 of Moraine Valley Community College. The Company running the program is called Vet Tech and is a 501(c)(3) charitable organization that trains veterans in technology careers. They have asked for volunteers to assist on that day. Trustees Brannigan and Woods, Supervisor Schumann, Clerk Nolan and Alderman Mike Lebarre have offered to volunteer. **Trustee Woods** stated that the company will extend the hours beyond 2:00 pm if there is a need for it.

11. Executive Session

There was no executive session.

12. Adjournment

Trustee Brannigan moved to adjourn the meeting at 6:52 P.M.
Trustee Jeanes seconded the motion. The motion was passed unanimously. Meeting adjourned.

Jane A. Nolan
Clerk
Palos Township

Backup material for agenda item:

1. Discuss and Adopt Ordinance No. 2016-03 Regarding Powers and Duties of the Supervisor Pro-Tem

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TOWNSHIP OF PALOS
COOK COUNTY, ILLINOIS
ORDINANCE NO. 2016-_____

AN ORDINANCE AMENDING TITLE 2, CHAPTER 3,
OF THE PALOS TOWNSHIP CODE REGARDING
POWERS AND DUTIES OF THE SUPERVISOR PRO-TEM

BE IT ORDAINED by the Township Board of the Township of Palos, Cook County, Illinois, as follows:

Section 1. SECTION AMENDED. The following changes are made to Section 2-3-6 of the Palos Township Code (additions underlined and deleted language noted with ~~striketrough~~ text):

2-3-6: MEETINGS OF THE BOARD:

[...]

E. SUPERVISOR PRO TEM:

1. Election: The township board shall elect one of its members to act as Supervisor Pro Tem.
2. Duties:
 - (a) The Supervisor Pro Tem shall perform all of the duties of the Supervisor during an absence or disability of the Supervisor. Absence of the Supervisor shall occur whenever the exercise of Supervisor duties and/or powers requires the physical presence of the Supervisor and the Supervisor is not able to be physically present: a) at a previously scheduled event; or b) within an hour following notice given by the township clerk.
 - (b) In the event the Supervisor fails to attend a meeting of the Township Board or a portion thereof, the Supervisor Pro Tem shall chair the meeting. In the absence of both the Supervisor and Supervisor Pro Tem from a meeting of the Township Board, the Township Board shall elect one of its members to act as a temporary chairman of the meeting.
3. Term: The board member serving as Supervisor Pro Tem shall serve until:
 - (a) Such board member resigns as Supervisor Pro Tem; or

(b) Such board member is no longer a township board member.

4. Additional Duties: The Supervisor Pro Tem shall have the following additional duties:

(a) Assist all committees of the board in executing their duties.

(b) Serve as secretary to all committees and prepare agendas and minutes of all committee meetings.

(c) Serve as Clerk Pro Tem at all meetings of the Township Board when the Township Clerk is not present.

Section 2. EFFECTIVE DATE. This Ordinance shall be in full force and effect from and after its adoption and publication in pamphlet form, in accordance with law, and the provisions of the Palos Township Code amended herein shall be reprinted with the changes.

Approved and adopted ____ day of _____, 2016

Ayes:

Nays:

Abstention:

Absent:

Colleen Grant Schumann, Township Supervisor

ATTEST: _____
Jane A. Nolan, Township Clerk