



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
BILL AUDIT MEETING
10802 S. ROBERTS ROAD | PALOS HILLS, IL 60465**

August 25, 2016 - 6:30 PM

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Disposition of minutes from previous meetings
 - a. Approval of Minutes - Bill Audit Meeting July 28, 2016
4. Special Communications, if any
5. Citizens Wishing to Address the Board
6. Reports of Officials
 - a. Supervisor
 - b. Clerk
 1. TOCC Clerk's Education Meeting Update
 2. Conference Holiday Food Pantry Collection (TOI)
7. Attorney's Report
8. Reports of Standing Committees
 - a. Finance and Administration - Trustee Woods
 1. Finance Report - September 2016
 2. Audit and Approval of Town Fund Bills - September 2016
 3. Audit and Approve General Assistance Bills - September 2016
 - b. Policy and Personnel - Supervisor Schumann
 - c. Technology, Information and Automation - Trustee Riley

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

d. Buildings and Grounds - Trustee Jeanes

1. Garage Update

e. Public Services and Health - Trustee Brannigan

9. Unfinished Business

10. New Business

11. Executive Session, If Needed

12. Adjournment

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Backup material for agenda item:

- a. Approval of Minutes - Bill Audit Meeting July 28, 2016

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

JULY 28, 2016 6:30 P.M.

1. Call to Order

The Bill Audit 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. Present were Trustees Brannigan, Jeanes, Riley, and Woods, Supervisor Schumann. Also present was Township Attorney, Erik Peck.

Absent: None.

2. Pledge of Allegiance

The Pledge of Allegiance was led by **Supervisor Schumann**.

3. Disposition of Minutes from Previous Meeting

a. Approval of Minutes of the Bill Audit Meeting of June 23, 2016, and Approval of the Minutes of the Public Hearing of June 23, 2016

Trustee Jeanes moved to approve the minutes of the June 23, 2016, Bill Audit Meeting. **Trustee Riley** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, Riley, and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

Trustee Woods moved to approve the minutes of the Public Hearing of the Town of Palos. **Trustee Brannigan** seconded the motion. The motion was passed unanimously.

4. Citizens Wishing to Address the Board

There were no citizens wishing to address the Board.

5. Special Presentations/Communications

There were no special presentations or communications as the person from Cook County who was supposed to attend the meeting and discuss Election Judges for the Presidential Primary was not able to attend the meeting. Jonathan Williams did stop by before the meeting to drop off literature pertaining to the election judges. Cook County needs more judges for this upcoming election. Election Judges will be paid \$175.00 and Equipment Managers \$375.00.

6. Reports of Officials

a. Supervisor

Supervisor Schumann stated that she and **Trustee Woods** will be meeting with the auditors this Friday. The audit report will then be available for the Board next month.

b. Clerk

1. Information Item - TOCC Brochure

Clerk Nolan informed the Board that the new brochures from TOCC concerning the Township are here. She would like the brochures to be distributed to several different places within the township. Several Board members, and Supervisor Schumann, as well as, Clerk Nolan will be distributing the new brochure to the residents.

2. Vehicle Sticker Update

Clerk Nolan informed the Board that Palos Township has sold \$62,000.00 in vehicle stickers for Cook County to date.

7. Attorney's Report

Attorney Peck stated that he had no report.

8. Reports of Standing Committees

a. Finance and Administration - Trustee Woods

1. Audit and Approval of Town Fund Warrants - August 2016

Trustee Woods moved to approve the audit of the Town Fund bills. **Trustee Riley** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

2. Audit and Approval of General Assistance Warrants August 2016

Supervisor Schumann moved to approve the audit of the General Assistance Fund bills. **Trustee Riley** seconded the motion. Roll call was taken, Ayes: Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

Trustee Woods stated that the monthly Finance Report was not ready for this meeting due to internet problems. The report will be available for the August meeting.

b. Policy and Personnel - Supervisor Schumann

1. Approval of RESOLUTION # 2016-03 RE-APPOINTING KEVIN MCCURRIE TO THE PALOS FIRE PROTECTION BOARD OF TRUSTEES

Supervisor Schumann moved to approve **RESOLUTION #2016-03 RE-APPOINTING**

KEVIN MCCURRIE TO THE PALOS FIRE PROTECTION BOARD OF TRUSTEES

Trustee Woods seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, Riley and

Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

2. Approval of the Employment of Alan Hivick to the Position of Office Assistant

Supervisor Schumann introduced Alan Hivick to the Board. Alan will be working afternoons at the township as an office assistant.

Trustee Woods moved to approve the hiring of Alan Hivick as the Township Office Assistant. **Trustee Riley** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

c. Technology, Information and Automation – Trustee Riley

Trustee Riley explained that the township has had internet issues all week. **Trustee Woods** explained that the problem was not a Comcast issue. The router switch has to be replaced. There was also problems with the Health Service computer. Trustee Woods was able to secure the necessary part to fix the Health Service computer. There was a problem with the analog phones, and the fax machines were not able to be used. Cell One has ordered a new part for this which will cost \$300.00 or \$400.00.

Trustee Riley thanked **Trustee Woods** for helping a woman who came to the township in distress last Friday. **Trustee Riley** would like an update on the situation.

d. Buildings and Grounds - Trustee Jeanes

Trustee Woods explained that the survey of the property showing our property lines will be done today. **Trustee Jeanes** stated then there will be a soil

boring to make sure the soil is sturdy enough to build on.

e. Public Service and Health - Trustee Brannigan

Trustee Brannigan informed the Board that the storage container (not permanent) is in the parking lot of the township at this time. This should help alleviate the storage problem before the garage is built. The Health Service has been very busy with school physicals. A shelving unit was also installed in the storage container.

9. Unfinished Business

There was no unfinished business.

10. New Business

Clerk Nolan discussed the upcoming fundraiser for Lt. Ryan Elwood on September 17th, 2016, at Bourbon Street in Chicago. Lt. Elwood was a Trustee on the North Palos Fire Protection District. All Board members received this information. Pre-sale tickets are \$35.00 and tickets sold at the door the day of the event are \$40.00.

Trustee Woods informed the Board that Palos Township is now in third place on Facebook. We are working towards first place and having the most township followers.

11. Executive Session

There was no Executive Session.

12. Adjournment

Trustee Woods moved to adjourn the meeting at 7:03 P.M. **Trustee Riley** seconded the motion. The motion was passed unanimously. Meeting adjourned.

Jane A. Nolan, Clerk – Palos Township

Backup material for agenda item:

2. Audit and Approval of Town Fund Bills - September 2016

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PALOS TOWNSHIP - AMENDED TO INCLUDE PAYROLL EXPENSES
STATE OF ILLINOIS
COUNTY OF COOK

FROM: TOWN FUND

DATE: AUGUST 25, 2016 FOR SEPTEMBER 1, 2016 BILL AUDIT

This is to certify that the following sums will be paid by the TREASURER of PalosTownship to the following vendor/person which amounts were allowed and audited by the Board of Trustees on the above listed date on account of the listed purposes.

No.	Date	Vendor	Purpose	Amount (GROSS)	Account Number	Check #
1	09/01/2016	GENE ADAMS	Payroll	\$ 2,171.22	10-0400	Debit
2	09/01/2016	ALICE BATOL DELROSARIO	Payroll	\$ 4,324.50	30-0300	Debit
3	09/01/2016	SHARON BRANNIGAN	Payroll	\$ 468.10	10-0500	Debit
4	09/01/2016	CAROL CHAMALES	Payroll	\$ 1,450.92	30-0200	Debit
5	09/01/2016	EVELYN DIBBERN	Payroll	\$ 3,674.67	20-0100	Debit
6	09/01/2016	COLLEEN GRANT SCHUMANN	Payroll	\$ 2,263.33	10-0100	Debit
7	09/01/2016	WALTER A. HALEK DPM	Payroll	\$ 2,805.00	30-0400	Debit
8	09/01/2016	ALAN HIVICK	Payroll	\$ 2,452.50	10-0700	80010
9	09/01/2016	PAMELA A JEANES	Payroll	\$ 468.10	10-0500	Debit
10	09/01/2016	KATHRYN KEIFFER	Payroll	\$ 3,895.04	30-0200	Debit
11	09/01/2016	JENETTE L. LEEDY	Payroll	\$ 4,600.00	30-0100	Debit
12	09/01/2016	ROBERT E. MALONEY	Payroll	\$ 1,235.00	10-0300	Debit
13	09/01/2016	PAULA NEIDENBACH	Payroll	\$ 3,356.85	30-0200	Debit
14	09/01/2016	JANE NOLAN	Payroll	\$ 1,235.00	10-0200	Debit
15	09/01/2016	DEBRA RAMOS	Payroll	\$ 687.36	30-0200	Debit
16	09/01/2016	RICHARD C. RILEY	Payroll	\$ 468.10	10-0500	Debit
17	09/01/2016	LUCIANO VALDEZ	Payroll	\$ 7,111.40	30-0300	Debit
18	09/01/2016	ALICIA VODICKA	Payroll	\$ 4,632.52	30-0200	Debit
19	09/01/2016	MARY WALLENBURG	Payroll	\$ 3,974.67	Split	Debit
20	09/01/2016	BRENT WOODS	Payroll	\$ 468.10	10-0500	Debit
21	09/01/2016	E.F.T.P.S.	Payroll - <u>Employer</u> Medicare Expense	\$ 606.47	Split	Debit
22	09/01/2016	E.F.T.P.S.	Payroll - <u>Employer</u> FICA Expense	\$ 2,593.19	Split	Debit
23	09/01/2016	E.F.T.P.S.	Payroll - <u>Employer</u> Unemployment Tax	\$ 22.81	10-1200	Debit
24	09/01/2016	IMRF - TOWN FUND PORTION	Pension Contributions <u>Employer</u> Portion Town	\$ 4,004.29	Split	Debit
25	09/01/2016	PAYROLL PROCESSORS	Payroll processing fees	\$ 79.10	12-1600	Debit
26	09/01/2016	NCBERS GROUP LIFE INS.	Voluntary Group Life Insurance	\$ 64.00	10-1510	27135
27	09/01/2016	VALIC C/O JP MORGAN CHASE BANK	Employee Voluntary 457b Contrib. Plan	\$ 50.00	10-1510	27136
28	09/01/2016	CENTRAL MGMT. SERVICES-LGHP	Group Health Insurance	\$ 3,848.00	Split	27137
29	09/01/2016	JANE NOLAN	Reimbursement - Transportation and Travel	\$ 309.60	10-1700	27138
30	09/01/2016	COMCAST	Subscriptions - Internet	\$ 175.54	11-1200	27139
31	09/01/2016	CALL ONE	Phones	\$ 1,049.68	Split	27140
32	09/01/2016	LANDMARK ENGINEERING LLC	Staked Plat of Survey	\$ 550.00	11-1400	27141
33	09/01/2016	SEECO CONSULTANTS, INC.	Soil Tests and Analysis for Possible Garage	\$ 2,500.00	11-1400	27142
34	09/01/2016	COM ED	Utility - Electricity	\$ 510.49	11-2000	27143
35	09/01/2016	NICOR GAS	Utility - Gas	\$ 26.61	11-2000	27144
36	09/01/2016	TEAM LOGIC IT OF ORLAND PARK	Technology and Automation Services	\$ 180.00	12-1100	27145
37	09/01/2016	TOWNSHIP CLERKS ASSN. OF COOK COUNTY	Annual Dues	\$ 250.00	12-1200	27146
38	09/01/2016	TRESSLER LLP	Legal Services	\$ 1,332.50	12-1300	27147
39	09/01/2016	RICHARD DEMMA E.A.	Bookkeeper/Accounting	\$ 765.00	12-1400	27148
40	09/01/2016	SHRED-IT USA - CHICAGO	Document Disposal	\$ 43.26	12-1700	27149
41	09/01/2016	MARY WALLENBURG	Reimbursement - Cleaning & Office Supplies	\$ 177.11	Split	27150
42	09/01/2016	RELIABLE FIRE & SECURITY	Building Maintenance	\$ 201.60	14-1000	27151
43	09/01/2016	DUKE'S ACE HARDWARE	Ground Maint. & H.S. Office Supplies	\$ 177.02	Split	27152
44	09/01/2016	DASHMIRE LIKA	Custodial / Cleaning Service	\$ 795.00	14-1200	27153
45	09/01/2016	TRI-STATE DISPOSAL INC.	General Waste Disposal	\$ 69.00	14-1600	27154
46	09/01/2016	GTSAC, INC.	Assessor - Technology & Automation Services	\$ 585.00	22-1100	27155
47	09/01/2016	COMPUTER BITS, INC.	Assessor - Technology Equipment	\$ 150.00	23-1100	27156
48	09/01/2016	JENNIFER LEEDY KLAIBER	H.S. Assistant	\$ 604.35	30-0500	27157
49	09/01/2016	STERICYCLE, INC.	H.S. - Disposal of Medical Waste	\$ 89.43	31-1100	27158
50	09/01/2016	PATTERSON OFFICE SUPPLIES	H.S. - Office Supplies	\$ 340.50	33-1000	27159
51	09/01/2016	MARK HOFER for HOFER ELECTRIC	H.S. - Other Supplies and Materials	\$ 270.00	33-1400	27160
52	09/01/2016	SHARON BRANNIGAN	H.S. - Other Supplies and Materials	\$ 89.00	33-1400	27161
53	09/01/2016	HAROLD SANCHEZ FOR WOODPECKER LANDSCAPING	Landscaping/Grounds Maintenance	\$ 150.00	14-1100	27162
				TOTAL FOR AUGUST 2016	\$ 74,400.93	

ADDITIONAL EXPENDITURES FROM AUGUST 2016

1	08/05/2016	CITY OF PALOS HILLS	Utility - Water and Sewer	\$ 58.57	11-2000	27132
2	08/05/2016	MEGAN CATRAMBONE	Reimbursement - School Supplies	\$ 130.00	60-1110	27133
3	08/18/2016	PETTY CASH	Petty Cash for School Supply Program	\$ 400.00	60-1110	27134

TOTAL ADDED TO AUGUST 2016 EXPENSES

\$ 588.57

Township Trustee

Township Trustee

Township Trustee

Township Trustee

Township Supervisor

Co-signed

Township Clerk