



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**

February 23, 2017 - 6:30 PM

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Disposition of minutes from previous meetings
 - a. a. Approval of Minutes - Bill Audit Meeting January 26, 2017
4. Special Communications, if any
5. Citizens Wishing to Address the Board
6. Reports of Officials
 - a. Supervisor
 - b. Clerk
 1. Voting Machines Demonstration Cook County
7. Attorney's Report
8. Reports of Standing Committees
 - a. Finance and Administration - Trustee Woods
 1. Audit and Approve Town Fund Bills - March 1, 2017
 2. Audit and Approve General Assistance Bills - March 1, 2017
 - b. Policy and Personnel - Supervisor Schumann
 - c. Technology, Information and Automation - Trustee Riley
 - d. Buildings and Grounds - Trustee Jeanes
 - e. Public Services and Health - Trustee Brannigan

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

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 January 26, 2017

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

JANUARY 26TH, 2017

1. Call to Order and Roll Call

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. Roll Call was taken by the Clerk of the Township, **Jane Nolan**. Present were Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann. Also present was **Township Attorney, Erik Peck**.

2. Pledge of Allegiance

Supervisor Schumann led the assembly in the Pledge of Allegiance.

3. Disposition of Minutes from Previous Meeting

a. Approval of Minutes – Bill Audit Meeting – December 20, 2016

Trustee Woods moved to approve the minutes of the December 20, 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.

4. Special Presentations or Communications

There were no special presentations or communications.

5. Citizens Wishing to address the Board

There were no citizens wishing to address the Board.

6. Reports of Officials

a. Supervisor

Supervisor Schumann stated that she had no report.

b. Clerk

1. Ethics Filing 2017

Clerk Nolan informed the Board that she sent the list of filers to the Cook County Clerk's Ethics Department. Each official must complete their ethics statement online by May 1, 2017, to avoid the late penalty. Officials should be receiving their statements to complete online in March or April.

2. TOI Topics Day – Wednesday, April 26, 2017

Clerk Nolan stated that this year's Topic's Day will be held on Wednesday, April 26, 2017. TOCC will again be sponsoring a bus with TOI to help minimize the travel cost. Last year Clerk Nolan and Supervisor Schumann attended and they found it very informative and fun! The price is \$75.00 for registration and \$40.00 for the bus. Clerk Nolan plans to attend at this time.

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/Bills – February, 2017

Trustee Woods moved to approve the audit of the Town Fund bills. **Trustee Brannigan** 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 Bills – February, 2017**

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

3. **Quarterly Finance Report**

Trustee Woods informed the Board that the third Quarterly Report is completed. There were no questions from the Board.

b. **Policy and Personnel – Supervisor Schumann**

Supervisor Schumann stated that she has spoken with Alicia and She is enjoying her new position as Health Service Director. She has been moved from hourly to salary.

c. **Technology, Information and Automation – Trustee Riley**

Trustee Riley stated that he had no report.

d. **Buildings and Grounds – Trustee Jeanes**

Trustee Jeanes had no report but deferred to **Trustee Riley** who discussed the additional cabinets for the Town Hall. He was quoted \$12.25 per cabinet for the four new cabinets by Quality Custom Cabinetry. Trustee Riley will ask the owner to drop the price to \$11.50 per cabinet which is what he charged for the cabinets already installed.

Trustee Riley moved to proceed with the installation of

additional cabinets for the Town Hall. **Trustee Jeanes** seconded the motion. The motion was approved unanimously.

e. Public Services and Health – Trustee Brannigan

Trustee Brannigan discussed the removal of the outside storage POD. She informed the Board that the Health Service has Received their new copy machine. Also, Alicia is moving well Into her new position.

9. Unfinished Business

There was no unfinished business.

10. New Business

There was no new business.

11. Executive Session

No Executive Session was called.

12. Adjournment

Trustee Woods moved to adjourn the meeting at 6:47 P.M. **Trustee Brannigan** seconded the motion. The motion was passed unanimously. Meeting adjourned.

Jane A. Nolan

Clerk

Palos Township

Backup material for agenda item:

1. Audit and Approve Town Fund Bills - March 1, 2017

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PALOS TOWNSHIP
STATE OF ILLINOIS
COUNTY OF COOK

FROM: TOWN FUND

DATE: FEBRUARY 23, 2017 FOR MARCH 1, 2017 BILL AUDIT

This is to certify that the following sums will be paid by the TREASURER of Palos Township 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	3/1/2017	GENE ADAMS	Payroll	\$ 2,171.22	10-0400	Debit
2	3/1/2017	ALICE BATOL DELROSARIO	Payroll	\$ 7,976.30	30-0300	Debit
3	3/1/2017	SHARON BRANNIGAN	Payroll	\$ 468.10	10-0500	Debit
4	3/1/2017	CAROL CHAMALES	Payroll	\$ 1,450.92	30-0200	Debit
5	3/1/2017	EVELYN DIBBERN	Payroll	\$ 3,674.67	20-0100	Debit
6	3/1/2017	COLLEEN GRANT SCHUMANN	Payroll	\$ 2,263.33	10-0100	Debit
7	3/1/2017	WALTER A. HALEK DPM	Payroll	\$ 2,805.00	30-0400	Debit
8	3/1/2017	ALAN HIVICK	Payroll	\$ 2,097.00	10-0700	Debit
9	3/1/2017	PAMELA A JEANES	Payroll	\$ 468.10	10-0500	Debit
10	3/1/2017	KATHRYN KEIFFER	Payroll	\$ 2,591.92	30-0200	Debit
11	3/1/2017	KATHLEEN KHAN	Payroll	\$ 1,993.32	30-0200	Debit
12	3/1/2017	ROBERT E. MALONEY	Payroll	\$ 1,235.00	10-0300	Debit
13	3/1/2017	PAULA NEIDENBACH	Payroll	\$ 2,599.30	30-0200	Debit
14	3/1/2017	JANE NOLAN	Payroll	\$ 1,235.00	10-0200	Debit
15	3/1/2017	DEBRA RAMOS	Payroll	\$ 630.08	30-0200	Debit
16	3/1/2017	RICHARD C. RILEY	Payroll	\$ 468.10	10-0500	Debit
17	3/1/2017	LUCIANO VALDEZ	Payroll	\$ 6,438.70	30-0300	Debit
18	3/1/2017	ALICIA VODICKA	Payroll	\$ 4,600.00	30-0200	Debit
19	3/1/2017	MARY WALLENBURG	Payroll	\$ 3,974.67	Split	Debit
20	3/1/2017	BRENT WOODS	Payroll	\$ 468.10	10-0500	Debit
21	3/1/2017	E.F.T.P.S.	Payroll - Employer Medicare Expense	\$ 585.28	Split	Debit
22	3/1/2017	E.F.T.P.S.	Payroll - Employer FICA Expense	\$ 2,502.67	Split	Debit
23	3/1/2017	E.F.T.P.S.	Payroll - Employer Unemployment Tax	\$ 126.40	10-1200	Debit
24	3/1/2017	IMRF - TOWN FUND PORTION	Pension Contributions Employer Portion Town	\$ 3,085.69	Split	Debit
25	3/1/2017	PAYROLL PROCESSORS	Payroll processing fees	\$ 77.15	12-1600	Debit
26	3/1/2017	NCPERS GROUP LIFE INS.	Voluntary Group Life Insurance	\$ 64.00	10-1510	27367
27	3/1/2017	VALIC C/O JP MORGAN CHASE BANK	Employee Voluntary 457b Contrib. Plan	\$ 50.00	10-1510	27368
28	3/1/2017	CENTRAL MGMT. SERVICES-LGHP	Group Health Insurance	\$ 3,848.00	Split	27369
29	3/1/2017	JANE NOLAN	Reimbursement - Mileage for 3 Meetings	\$ 82.62	10-1700	27370
30	3/1/2017	CALLONE	Telephone Services	\$ 369.39	11-1300	27371
31	3/1/2017	COM ED	Utility - Electricity	\$ 339.61	11-2000	27372
32	3/1/2017	NICOR GAS	Utility - Gas	\$ 240.67	11-2000	27373
33	3/1/2017	THE HILLS CHAMBER OF COMMERCE	Annual Membership Fee	\$ 85.00	12-1200	27374
34	3/1/2017	TOWNSHIP CLERKS OF ILLINOIS	Annual Membership Dues	\$ 30.00	12-1200	27375
35	3/1/2017	TRESSLER LLP	Legal Services	\$ 410.00	12-1300	27376
36	3/1/2017	RICHARD DEMMA E.A.	Bookkeeper/Accounting -December 2016	\$ 765.00	12-1400	27377
37	3/1/2017	SHRED-IT USA - CHICAGO	Document Disposal	\$ 43.26	12-1700	27378
38	3/1/2017	OFFICE DEPOT	Town & H.S. Office Supplies & Bldg Main Supplies	\$ 131.32	Split	27379
39	3/1/2017	BEARY LANDSCAPE MANAGEMENT	Landscaping/Grounds Maintenance	\$ 360.00	14-1100	27380
40	3/1/2017	DASHMIRE LIKA	Custodial / Cleaning Service	\$ 795.00	14-1200	27381
41	3/1/2017	MARY WALLENBURG	Reimbursement - Sam's Club supplies	\$ 206.06	Split	27382
42	3/1/2017	TRI-STATE DISPOSAL INC.	General Waste Disposal	\$ 69.00	14-1600	27383
43	3/1/2017	EVELYN DIBBERN	Assessor - Reimbursement - Mileage	\$ 31.03	20-1700	27384
44	3/1/2017	COOK COUNTY TWP ASSESSORS' ASSN.	Annual Membership Dues	\$ 300.00	22-1200	27387
45	3/1/2017	MCKESSON MEDICAL SURGICAL	H.S. - Medical Supplies	\$ 234.26	31-2000	27388
46	3/1/2017	MOORE MEDICAL LLC	H.S. - Medical Supplies	\$ 1,560.11	31-2000	27389
47	3/1/2017	PARK PRINTING	H.S. - Printing	\$ 50.25	32-1000	27390
48	3/1/2017	STERICYCLE, INC.	JH.S. - Disposal of Medical Waste	\$ 93.90	32-1700	27391
49	3/1/2017	C & J OFFICE MACHINES	H.S. - Technology Equipment	\$ 480.00	33-1100	27392
50	3/1/2017	THOMPSON MOVING & STORAGE	Food Pantry Expenses	\$ 375.00	60-1000	27393
TOTAL FOR MARCH 2017				\$ 66,999.50		

ADDITIONAL EXPENDITURES FROM FEBRUARY 2017

1	2/7/2017	CITY OF PALOS HILLS	Utility - Water & Sewer	\$ 67.01	11-2000	27365
2	2/7/2017	TEAM LOGIC IT	H.S. - Technology Services	\$ 60.00	32-1100	27366
Total Added to FEBRUARY 2017				\$ 127.01		

Township Trustee

Township Trustee

Township Trustee

Township Supervisor

Co-signed

Township Clerk