



**PALOS TOWNSHIP
BILL AUDIT MEETING
10832 S. ROBERTS ROAD | PALOS HILLS, IL 60465**

February 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 - January 28, 2016
4. Special Communications, if any
5. Citizens Wishing to Address the Board
6. Reports of Officials
 - a. Supervisor
 - b. Clerk
 1. Advertising in the City of Palos Hills Newsletter
 2. TOI Topics Day Reminder /FYI
 3. Worth Days Parade FYI
7. Attorney's Report
8. Reports of Standing Committees
 - a. Finance and Administration - Trustee Woods
 1. Audit and Approval of Town Fund Bills
 2. Audit and Approval of General Assistance Bills
 - b. Policy and Personnel - Supervisor Schumann
 1. Contract Services of Dr. Halek
 - c. Technology, Information and Automation - Trustee Riley
 - d. Buildings and Grounds - Trustee Jeanes
 - e. Public Services and Health - Trustee Brannigan

9. Unfinished Business

10. New Business

11. Executive Session, If Needed

12. Adjournment

**PALOS TOWNSHIP
MEETING OF THE TOWNSHIP BOARD
10802 S. ROBERTS ROAD PALOS HILLS 60465**

JANUARY 28TH, 2016

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 6:37 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

3. Disposition of Minutes from Previous Meeting

a. Approval of Minutes - December 22, 2015

Trustee Woods moved to approve the minutes of the December 22, 2015, 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/ 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

1. Palos Hills Advertising Newsletter Donation

Supervisor Schumann discussed the "new" newsletter donation with the Board. The Board would prefer to put the services of the township in this newsletter, if they decide to do this. Supervisor Schumann discussed all the various things that the Township has done to inform residents of our services. Clerk Nolan will explore the newsletter option and bring the comments back to the Board.

2. Palos Hills Friendship Fest Donation

Supervisor Schumann explained that the township has donated to the Palos Hills Friendship Festival for the last several years.

Trustee Woods moved to approve the donation of \$100.00 to the Palos Hills Friendship Festival. **Trustee Jeanes** 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. TOI Topics Day

Clerk Nolan informed the Board of the TOI Topics Day which will take place on April 6, 2016, in Springfield. The cost is \$75.00 a person for the luncheon, handouts and evening reception with the legislators. This is the day when township officials from every part of the state meet with their own legislators and others in the State Capitol to discuss matters that concern all townships. This is an authorized township expense and all the Board members have the necessary information.

2. TOCC Topics Day

Clerk Nolan also informed the Board that the TOCC Board of Directors is working with TOI to secure a bus for officials

to attend the Topics Day. It will be an extra expense. This topic will be discussed at a future meeting.

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 Approve of Town Fund Bills

Trustee Woods moved to approve the audit of the Town Fund bills of \$91,116.18. **Trustee Jeanes** 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

Trustee Woods 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 discussed Senate Bill # 2387 which is a proposed bill to eliminate townships. Officials are encouraged to contact their state representatives.

b. Policy and Personnel - Supervisor Schumann

1. Adoption of Ordinance No 2016-08 AN ORDINANCE AMENDING TITLE 2, CHAPTER 3 OF THE PALOS TOWNSHIP CODE REGARDING STANDING COMMITTEES OF THE BOARD OF TRUSTEES.

Supervisor Schumann introduced the ordinance, Changes

were explained.

Trustee Woods moved to approve **Ordinance No. 2016-08 AN ORDINANCE AMENDING TITLE 2, CHAPTER 3 OF THE PALOS TOWNSHIP CODE REGARDING STANDING COMMITTEES OF THE BOARD OF TRUSTEES.** **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

1. Authorization for an Expenditure not to exceed \$1,500 for The Replacement of Computer Station #4 (Deputy Assessor)

Trustee Riley informed the Board that he and Yvonne from GTSAC did a walk through recently concerning the new cable wiring for the township. He explained their findings. A quote for the wiring will be available by February 1, 2016.

Trustee Riley discussed this new computer. He was able to access a computer through Tech Gator that had twice as much ram, twice as much hard drive space, plus a three year tech and next day tech support as the computer from another source. This computer from DELL for \$1,200 represents a 20% savings from the other estimate.

Trustee Riley moved to authorize the purchase of a new computer for the Deputy Assessor for the price of \$1,200.00. **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. Authorization for an Expenditure Not to Exceed

\$1,500 to Purchase a Computer for the Supervisor's

Office (Station \$#4)

Trustee Riley discussed the new laptop computer for Supervisor Schumann. It is a 13 inch computer with a touch screen. Again, he was able to secure a computer from Tech Gator for the price of \$750.00.

Trustee Riley moved to authorize the purchase of a 13 inch DELL computer with a touch screen from Tech Gator for Supervisor Schumann for the price of \$750.00. **Trustee Woods** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, Riley, and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

d. Buildings and Grounds - Trustee Jeanes

Trustee Jeanes stated that she had no report.

e. Public Services and Health- Trustee Brannigan

Trustee Brannigan informed the Board that they may need to investigate the number of out of district residents who utilize the Health Service as the Health Service is becoming unusually busy, and there may be future problems concerning this issue.

9. Unfinished Business

Trustee Brannigan informed the Board that Mr. Mark Hellner from the Center for Disability and Elder Care (CDEL) will present a seminar at the township on February 29th, 2016, at 10:00 A.M. to discuss various senior issues. She will be donating a mini- breakfast from neighborhood vendors which she will solicit. She invited other officials to join her in the donation process.

10. New Business

11. Executive Session

12, Adjournment

Trustee Jeanes moved to adjourn the meeting at 7:07 P.M. **Trustee Woods** seconded the motion. The motion was passed unanimously. Meeting adjourned.

Jane A. Nolan
Clerk
Palos Township

