



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

April 28, 2016 - 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 March 24, 2016
4. Special Communications, if any
5. Citizens Wishing to Address the Board
6. Reports of Officials
 - a. Supervisor
 1. Discussion/ Perspective Donation
 - b. Clerk
 1. TOCC Clerk's Dinner Meeting May5, 2016 6:30 (reminder)
 2. TOI Webinar Series \$25.00
 3. TOCC Committee Reports
 4. Possible Meeting Date Change/August 2016
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
 3. Approval of Ordinance #2016-02 "An Ordinance Making Intrafund Transfers Between Various Line Items Within a Particular Fund or Funds"
 - 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

9. Unfinished Business

10. New Business

11. Executive Session, If Needed

12. Adjournment

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

MARCH 24, 2016 - 6:30 PM

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 Attorney Shannon Dunne.

2. Pledge of Allegiance

3. Disposition of minutes from previous meeting

a. Approval of Minutes - February 25th, 2016

Trustee Jeanes moved to approve the minutes of the February 25th, 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/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 discussed the recent Palos/Hickory

Chamber of Commerce Meeting that she and Clerk Nolan attended. At this meeting Mayor Gerald Bennett, of Palos Hills, and Mayor Michael Howley, of Hickory Hills, discussed the state of their municipalities within the last year.

b. Clerk

1. TOCC Clerk's Division Meeting May 5th, 2016

Clerk Nolan invited the Board and officials to the May 5th, 2016, TOCC Clerk's Division Meeting at Ciao Restorante, in Palos Hills. The social hour will begin at 6:30 P.M., and the Dinner Business Meeting at 7:00 P.M. Please reply to Clerk Nolan by April 25th, 2016, if you plan to attend.

2. Re-affirm motion for Topics Day Registration and Transportation

Clerk Nolan stated that this motion needed to be re-affirmed.

Trustee Woods moved to re-affirm the motion for the Topics Day Registration and Transportation in the sum of \$115.00 per person. **Trustee Brannigan** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

3. TOCC Clerk's Division Meeting Notes FYI

Clerk Nolan provided the Board with the TOCC Clerk's Division Meeting notes from their most recent dinner meeting. She discussed the certification of township clerks, the monarch butterfly project, and she explained the new education sessions which will be forthcoming to all TOCC township members from the TOCC Board of Directors.

7. Attorney's Report

There was no report as Attorney Peck was not present at this meeting.

8. Reports of Standing Committees

a. Finance and Administration - Trustee Woods

1. Audit and Approval of Township Fund Bills

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 Bills

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

3. Authorize the Purchase of QuickBooks for the Township

Trustee Woods informed the Board that new codes are now being used in compiling the 2016-2017 Annual Budget. He is calculating the budget using a different approach --- that of gross pay versus net as one of the changes.

Trustee Woods explained QuickBooks to the Board. Using QuickBooks will also be financially better for the township.

Trustee Woods moved to authorize the purchase up to \$500.00 for QuickBooks. **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. Policy and Personnel - Supervisor Schumann

Supervisor Schumann stated that there were no new personnel issues in the township at this time.

c. Technology, Information and Automation - Trustee Riley

1. Approve Comcast agreement for internet service

Trustee Riley explained that there is a 30 day window to cancel the agreement with Comcast if the township has any issues. If there is a severe interruption or any problems with the service it can be stopped at any time. He stated that 85% of the businesses in this zip code use Comcast Business.

Trustee Riley moved to approve a one year Comcast agreement for internet service at \$175.00 per month.

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. Approve proposal with S&K Security Corp. for data cabling.

Trustee Riley discussed the wiring between the township and the Health Service. He discussed the amount of money the data cabling could cost. There was a discussion concerning the amount of the fees. **Trustee Riley** will go back to S&K Security with questions. This will be discussed again at the next General Meeting.

3. Approval of proposal from CDW-G for network equipment

Trustee Riley explained the cost of the network equipment from CDW-G. This will be discussed again at the next General Meeting as there were questions concerning the amount of money involved in this proposal.

d. Buildings and Grounds - Trustee Jeanes

1. Motion to Approve installation of handicap door

Trustee Jeanes stated that she does have a motion, but would like to postpone it as she has the contractor working on some other issues at this time.

e. Public Service and Health - Trustee Brannigan

Trustee Brannigan reported that the amount of money received by the Health Service for the month of February was \$2, 365.00, and the amount of money for cholesterol services for February was \$140.00. She stated that Jenette still has not found a pharmaceutical refrigerator with the special device on it. The new podiatrist is working out well.

9. Unfinished Business

There was no unfinished business at this time.

10. New Business

Clerk Nolan informed the Board that they will be receiving their Economic Interest Statements on their e-mails soon.

Trustee Brannigan stated that she will check the references of Dr. Susan Bergin, if she decides to bring her to the township as a speaker on the topic of Alzheimer's Disease.

11. Executive Session

12. Adjournment

Trustee Woods moved to adjourn the meeting at 7:09 P.M.
Supervisor Schumann seconded the motion. The motion was carried unanimously. Meeting adjourned.

Jane A. Nolan
Clerk
Palos Township



Township Officials of Illinois

3217 Northfield Drive, Springfield, Illinois 62702

BRYAN E. SMITH
Executive Director

Toll Free (866) 897-4688
Telephone (217) 744-2212
Fax (217) 744-7419
Website www.toi.org

KAREN L. REESE
President

February 26, 2016

Dear Township Officials:

2016 marks the 75th anniversary of our association's magazine, *Township Perspective*. To recognize this special occasion, a commemorative publication is being planned for our June 2016 issue to mark this milestone for our organization and magazine.



We are inviting you to be a part of our special 75th anniversary issue and request your support and sponsorship with this exciting project. This is a permissible township expense. You will be partnering with TOI and our magazine to produce a unique keepsake issue, celebrating *Township Perspective's* 75th anniversary.

Full Page Fee - \$550; 1/2 Page Fee - \$345; 1/4 Page Fee - \$250;
1/8 Page Fee - \$150; Single Line Listing Fee - \$75

The *Township Perspective* 75th Anniversary issue is your opportunity to help honor TOI and its magazine. This is a publication with a rich history that continues to serve as an important resource and voice for all township officials in Illinois. To take advantage of this rare opportunity, please complete this form with your listing, along with your check, payable to: *Township Perspective*, 75th Anniversary Issue, 3217 Northfield Dr., Springfield, IL 62702.

Copy for your listing may also be emailed to Associate Editor Amy Rourke at amy@toi.org. Questions may be directed to Amy at (217)744-2212 or toll free (866) 897-4688. The deadline for receipt of copy is Monday, May 2.

Sincerely,

Bryan E. Smith
Executive Director and Editor
Township Perspective

Township Perspective

75th Anniversary - Township Advertising Order Form

Please include copy below as you would like it to appear in your ad. Any pictures or artwork to include should be emailed along with copy to amy@toi.org

Township/County Name _____

Address _____

City/State/Zip _____

Choose the size advertisement:

\$550 - Full Page Fee \$345 - 1/2 Page Ad \$250 - 1/4 Page Fee


\$150 - 1/8 Page Fee \$75 - Single Line Listing Fee

Forms and payments can be mailed to *Township Perspective*, 75th Anniversary Issue, 3217 Northfield Dr., Springfield, IL 62702. Checks must be payable to *Township Perspective*.

Sample Ad (1/4 page):

Sample Ad (1/8 page):

Total Township



...proudly salutes TOI and Township Perspective on 75 years of communicating the township message!

Norma Jones, Supervisor
Marlin Field, Township Clerk
Howard Williams, Highway Commissioner
Dena Stone, Trustee
Jason Filbert, Trustee
Molly Adams, Trustee
Susan Simmons, Trustee
Gabriel Justice, Assessor

www.totaltownshipil.org

Total Township

...proudly salutes TOI and Township Perspective on 75 years of communicating the township message!



www.totaltownshipil.org

***Individual listings will appear as follows:**

Total Township, Every County

**All copy must be received no later than
Monday, May 2.**

**PALOS TOWNSHIP
STATE OF ILLINOIS
COUNTY OF COOK**

FROM: TOWN FUND

DATE: APRIL 28, 2016 FOR MAY 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	Account Number	Check #
				(GROSS)		
1	05/01/2016	GENE ADAMS	Payroll	\$ 2,171.22	10-4000	Debit
2	05/01/2016	ALICE BATOL DELROSARIO	Payroll	\$ 3,844.00	30-0300	Debit
3	05/01/2016	SHARON BRANNIGAN	Payroll	\$ 468.10	10-0500	Debit
4	05/01/2016	CAROL CHAMALES	Payroll	\$ 1,579.74	30-0200	Debit
5	05/01/2016	EVELYN DIBBERN	Payroll	\$ 3,674.67	20-0100	Debit
6	05/01/2016	COLLEEN GRANT SCHUMANN	Payroll	\$ 2,263.33	10-0100	Debit
7	05/01/2016	WALTER A. HALEK DPM	Payroll	\$ 2,805.00	30-0400	Debit
8	05/01/2016	ANDREZJ HARMATA	Payroll	\$ 1,634.00	10-0700	Debit
9	05/01/2016	PAMELA A JEANES	Payroll	\$ 468.10	10-0500	Debit
10	05/01/2016	KATHRYN KEIFFER	Payroll	\$ 1,883.08	30-0200	Debit
11	05/01/2016	JENETTE L. LEEDY	Payroll	\$ 4,600.00	30-0100	Debit
12	05/01/2016	ROBERT E. MALONEY	Payroll	\$ 1,235.00	10-0300	Debit
13	05/01/2016	PAULA NEIDENBACH	Payroll	\$ 2,919.00	30-0200	Debit
14	05/01/2016	JANE NOLAN	Payroll	\$ 1,235.00	10-0200	Debit
15	05/01/2016	DEBRA RAMOS	Payroll	\$ 701.68	30-0200	Debit
16	05/01/2016	RICHARD C. RILEY	Payroll	\$ 468.10	10-0500	Debit
17	05/01/2016	LUCIANO VALDEZ	Payroll	\$ 6,727.00	30-0300	Debit
18	05/01/2016	ALICIA VODICKA	Payroll	\$ 3,909.36	30-0200	Debit
19	05/01/2016	MARY WALLENBURG	Payroll	\$ 3,674.67	10-0600	Debit
20	05/01/2016	BRENT WOODS	Payroll	\$ 468.10	10-0500	Debit
21	05/01/2016	NCPEERS GROUP LIFE INS.	Voluntary Group Life Insurance	n/a	N/A	26990
22	05/01/2016	VALIC C/O JP MORGAN CHASE BANK	Employee Voluntary 457b Contrib. Plan	n/a	N/A	26991
23	05/01/2016	E.F.T.P.S.	Payroll - <u>Employer</u> Medicare Expense	\$ 539.36	Split	Debit
24	05/01/2016	E.F.T.P.S.	Payroll - <u>Employer</u> FICA Expense	\$ 2,306.20	Split	Debit
25	05/01/2016	E.F.T.P.S.	Payroll - <u>Employer</u> Unemployment Tax	\$ 42.61	10-1200	Debit
26	05/01/2016	IMRF - TOWN FUND PORTION	Pension Contributions <u>Employer</u> Portion Town	\$ 4,678.56	Split	Debit
27	05/01/2016	CENTRAL MGMT. SERVICES-LGHP	Group Health Insurance	\$ 3,817.00	Split	26992
28	05/01/2016	DEARBORN NATIONAL LIFE INS CO	Voluntary Group Life Insurance	\$ 103.50	Split	26993
29	05/01/2016	JANE NOLAN	Reimbursement - Mileage & Mtg.	\$ 52.76	Split	26994
30	05/01/2016	TOWNSHIP OFFICIALS OF CK CY	Conference / Meeting	\$ 105.00	10-1800	26995
31	05/01/2016	THE REGIONAL NEWS	Publications - Annual Town Mtg.	\$ 244.88	11-1000	26996
32	05/01/2016	THE REPORTER NEWSPAPERS	Publications - Annual Town Mtg.	\$ 127.34	11-1000	26997
33	05/01/2016	TOWNSHIP PERSPECTIVE	Publications - 75th Anniversary Ad	\$ 345.00	11-1000	26998
34	05/01/2016	COMCAST	Subscriptions - Internet	\$ 175.54	11-1200	26999
35	05/01/2016	CALL ONE	Phones	\$ 366.01	11-1300	27000
36	05/01/2016	COM ED	Utility - Electricity	\$ 328.21	11-2000	27001
37	05/01/2016	NICOR GAS	Utility - Gas	\$ 96.36	11-2000	27002
38	05/01/2016	BRENT WOODS	Reimbursement - Plus Plan Yearly	\$ 98.95	12-1100	27003
39	05/01/2016	ILLINOIS TOWNSHIP TRUSTEES ASSN	Membership and Dues	\$ 30.00	12-1200	27004
40	05/01/2016	TRESSLER LLP	Twp. Legal Service	\$ 205.00	12-1300	27005
41	05/01/2016	RICHARD DEMMA E.A.	Bookkeeper/Acct and Annual Twn Mtg Rpts.	\$ 2,670.00	12-1400	27006
42	05/01/2016	PAYROLL PROCESSORS	Payroll processing fees	\$ 67.40	12-1600	Debit
43	05/01/2016	SHRED-IT USA - CHICAGO	Misc. Office Expense- Shredding	\$ 39.32	12-1700	27007
44	05/01/2016	MARY WALLENBURG	Reimbursement - Cleaning & Office Supplies	\$ 253.99	Split	27008
45	05/01/2016	OFFICE DEPOT	Misc. Office Supplies	\$ 259.03	Split	27009
46	05/01/2016	DRC PLUMBING AND SEWER	Bldg Maintenance - Admin Sink	\$ 175.00	14-1100	27010
47	05/01/2016	RICHARD BRANDT	Building Maintenance	\$ 30.00	14-1100	27011
48	05/01/2016	BEARY LANDSCAPE MGMT INC.	Grounds Maintenance	\$ 120.00	14-1200	27012
49	05/01/2016	HAROLD SANCHEZ FOR WOODPECKER LANDSCAPING	Grounds Maintenance	\$ 60.00	14-1200	27013
50	05/01/2016	DASHMIRE LIKA	Custodial / Cleaning Service	\$ 795.00	14-1300	27014
51	05/01/2016	DUKE'S ACE HARDWARE	Building Maintenance Materials	\$ 53.78	14-1500	27015
52	05/01/2016	TRI-STATE DISPOSAL INC.	General Waste Disposal	\$ 69.00	14-1700	27016
53	05/01/2016	EVELYN DIBBERN	Reimbursement - Assessor Mileage	\$ 26.46	20-1700	27017
54	05/01/2016	JENNIFER LEEDY KLAIBER	Health Service Assistant	\$ 952.43	30-0500	27018
55	05/01/2016	JENETTE LEEDY	Reimbursement - HS supplies for Seminar	\$ 235.73	Split	27019
	05/01/2016	-	Cleaning and General Office	\$ -	-	
56	05/01/2016	MOORE MEDICAL LLC	Medical Supplies	\$ 369.98	31-2000	27020
57	05/01/2016	PARK PRINTING	H.S. - Printing	\$ 30.00	32-1000	27021
58	05/01/2016	J.P. COOKE CO.	H.S. - Office Supplies	\$ 145.12	33-1000	27022
59	05/01/2016	DON MAREK	Income Tax Service Expense	\$ 150.00	40-1500	27023
60	05/01/2016	RICHARD BRANDT	Income Tax Service Expense	\$ 150.00	40-1500	27024
61	05/01/2016	PLOWS COUNCIL ON AGING	Income Tax Donations	\$ 1,372.00	40-1500	27025
62	05/01/2016	JAMES GIERACH	Annual Town Meeting Moderator Salary	\$ 75.00	60-1100	27026
63	05/01/2016	POSITIVE PROMOTIONS	Clerk's Meeting	\$ 65.55	60-1100	27027
TOTAL FOR APRIL 2016				\$ 68,556.22		

ADDITIONAL EXPENDITURES FROM APRIL 2016

1	04/07/2016	TYPE CONCEPTS INC	Printing - CGS New Envelopes	\$ 185.00	12-1000	26982
2	04/07/2016	NDC ENTERPRISES INC	Bldg Maint - 4 New Ext. Motion Sensor Lites	\$ 620.00	14-1100	26983
3	04/07/2016	COMCAST	Subscriptions - Internet	\$ 175.54	11-1200	26984
4	04/07/2016	A T & T	Phones - Admin FAX	\$ 118.42	11-1300	26985
5	04/07/2016	A T & T	Phones - HS - FAX & DSL	\$ 167.02	31-1300	26986
6	04/07/2016	CITY OF PALOS HILLS	Utility - Water and Sewer	\$ 61.38	11-2000	26987
	04/22/2016	BRENT WOODS	Reimbursement - Install Quickbooks Online	\$ 429.95	11-1200	26988
	4/25/20016	PANERA BREAD	SAB Mtg. Expenses	\$ 179.71	40-1000	26989

TOTAL ADDED TO MARCH 2016 EXPENSES \$ 1,937.02

Township Trustee

Township Trustee

Township Trustee

Township Trustee

Township Supervisor

Co-signed

Township Clerk

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

PALOS TOWNSHIP

ORDINANCE NO. 2016-02

AN ORDINANCE MAKING INTRAFUND TRANSFERS BETWEEN VARIOUS LINE ITEMS WITHIN A PARTICULAR FUND OR FUNDS

WHEREAS, Section 3 of the Illinois Municipal Budget Law, 50 ILCS 330 *et seq.* authorizes the governing body of townships to make transfers between the various items in any fund in the annual budget and appropriation ordinance, provided that such transfers do not exceed in the aggregate ten percent of the total amount appropriated in such fund by such ordinance; and

WHEREAS, Palos Township has appropriated funds in the 2015-2016 Budget and Appropriation Ordinance, in particular line items, in excess of expenditures for said fiscal year, and has appropriated less than actual expenditures in certain other line items for particular objects or purposes in the Town Fund and the General Assistance Fund; and

WHEREAS, the transfers hereinafter set forth do not exceed the limitation imposed by law,

NOW, THEREFORE, BE IT ORDAINED BY THE PALOS TOWNSHIP BOARD, Cook County, Illinois, as follows:

Section 1: That pursuant to Section 3 of the Illinois Municipal Budget Law (50 ILCS 330/3), the Township Board of Trustees does hereby authorized and direct that the following transfers be made forthwith among the various line items for the 2015-2016 Palos Township Budget and Appropriation Ordinance, said transfers not exceeding in the aggregate ten percent of the total amount appropriated by fund:

A. Within the Corporate Town Fund

From Appropriation Account No. <u>And Known As:</u>	To Appropriation Account No. <u>And Known As:</u>	<u>Amount</u>
Utilities	Telephone – General	\$ 640.56
Publishing	Printing	\$ 207.00
Operating Supplies	Postage	\$ 214.05
Travel Expenses	Office Supplies – Assessor	\$ 585.00
Accounting Services	Unemployment Insurance	\$ 187.91
Salary – Senior Coordinator	Contingencies	\$ 1,651.55
TOTAL TOWN INTRA-FUND TRANSFERS		\$ 3,486.07

Section 2: That the invalidity of any item or section of this ordinance shall not affect the validity of the whole or part thereof.

Section 3: That this Ordinance shall be in full force and effect from and after its adoption and publication as provided by law.

ADOPTED this **28th day of April, 2016** pursuant to the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

Palos Township Supervisor

ATTEST:

_____ (SEAL)
Palos Township Clerk