



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**

July 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 June 23, 2016
4. Special Communications, if any
 - a. Cook County Clerk Presentation Re. Election Judges
5. Citizens Wishing to Address the Board
6. Reports of Officials
 - a. Supervisor
 - b. Clerk
 1. Information Item - TOCC Brochure
 2. Vehicle Sticker Update
7. Attorney's Report
8. Reports of Standing Committees
 - a. Finance and Administration - Trustee Woods
 1. 1. Audit and Approval of Town Fund Warrants - August 2016
 2. Audit and Approval of GA Warrants - August 2016
 - b. Policy and Personnel - Supervisor Schumann

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1. Approval of Resolution #2013-03 Re-appointing Kevin McCurrie to the Palos Fire Protection District Board of Trustees
2. Approval of the Employment of Alan Hivick to the position of Office Assistant
 - 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

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Backup material for agenda item:

- a. Approval of Minutes - Bill Audit Meeting June 23, 2016

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

JUNE 23RD, 2016 6:30 P.M.

1. Call to Order/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 6:34 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 of Previous Meeting

a. Approval of Minutes - Bill Audit Meeting May 26th, 2016

Trustee Jeanes moved to approve the minutes of the May 26th, 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

Assessor Maloney stated that the new tax multiplier concerning property taxes is 2.6685.

6. Reports of Officials

a. Supervisor

Supervisor Schumann informed the Board that she will be at

Republic Bank this coming Saturday as they are having a shredding event from 10 A.M. to 12 Noon. They have asked for donations to the Palos Township Food Pantry. Supervisor Schumann will accept the donations for the Palos Township food pantry.

b. Clerk

1. TOI Survey Results

Clerk Nolan informed the Board that the salary survey results for the upcoming 2017, Township Election are available on the Board members I Pads, and paper copies are also available for any official who would like one.

2. TOCC Face book Ideas

Clerk Nolan informed the Board that TOCC would like the township to subscribe to a Facebook account in the near future, if the Board so wishes. Social media can be very helpful to Palos Township. The Board will discuss this and report later on this topic.

7. Attorney's Report

a. Adoption of Resolution 2016-02-R Ascertaining the Prevailing Wage Rate.

Attorney Peck discussed some parts of the prevailing wage resolution. The Prevailing Wage Rates have not been updated since 2015. The Board will then be adopting the 2015 wage rates within this resolution, however, the resolution states that when new rates come into being they are automatically adopted by the resolution.

Trustee Woods moved to adopt **RESOLUTION 2016-02-R A RESOLUTION OF PALOS TOWNSHIP, COOK COUNTY, ILLINOIS ASCERTAINING THE PREVAILING RATE OF WAGES FOR LABORERS, WORKMEN, AND MECHANICS EMPLOYED ON PUBLIC WORKS OF**

SAID TOWNSHIP. TRUSTEE RILEY seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

8. Reports of Standing Committees

a. Finance and Administration - Trustee Woods

1. Audit and Approve Town Fund Bills for July, 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 Approve General Assistance Fund Bills for July, 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.

3. Monthly Finance Report (Information Only)

Trustee Woods state that this month's reports show the July bills. It can be found on the Board members I Pads for their perusal. He also stated that he found this report very helpful.

4. Approval of ORDINANCE NO. 2016-01 "BUDGET AND APPROPRIATION ORDINANCE FOR PALOS TOWNSHIP, COOK COUNTY, ILLINOIS FOR THE FISCAL YEAR COMMENCING APRIL 1, 2016 AND ENDING MARCH 31, 2017.

Trustee Woods informed the Board that the planning for next year's budget begins in 69 days. There is one change

in the budget from the financial meeting due to the purchase of two refrigerators totaling \$1,300.00 by the Health Service. Money was moved from several funds to incorporate the change within the budget.

Trustee Woods moved to approve **ORDINANCE NO. 2016-01 THE BUDGET AND APPROPRIATION ORDINANCE FOR PALOS TOWNSHIP, COOK COUNTY, ILLINOIS FOR THE FISCAL YEAR COMMENCING APRIL 1, 2016 AND ENDING MARCH 31, 2017.** **Supervisor Schumann** 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 are no personnel changes at this time.

c. Technology, Information and Automation - Trustee Riley

Trustee Riley stated that the internet and cable wiring is being installed this weekend.

d. Buildings and Grounds - Trustee Jeanes

Trustee Jeanes stated there is one more bid for the garage, and another contractor seeking to bid is coming this weekend.

e. Public Services and Health - Trustee Brannigan

1. Health Service Report - May, 2016

Trustee Brannigan reported that the Health Service receipts for May were \$2,275.00, and the cholesterol receipts were \$535.00.

9. Unfinished Business

There was no unfinished business at this time.

10. New Business

Trustee Woods informed the Board that Palos Township has the lowest tax rate in the southwest suburban area excluding Road and Bridge.

11. Executive Session

12. Adjournment

Trustee Jeanes moved to adjourn the meeting at 6:59 P.M. **Trustee Woods** seconded the motion. The motion was approved unanimously. Meeting adjourned.

Jane A. Nolan
Clerk
Palos Township

Backup material for agenda item:

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

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

FROM: TOWN FUND

DATE: JULY 28, 2016 FOR AUGUST 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	8/1/2016	GENE ADAMS	Payroll	\$ 2,171.22	10-0400	Debit
2	8/1/2016	ALICE BATOL DELROSARIO	Payroll	\$ 4,036.20	30-0300	Debit
3	8/1/2016	SHARON BRANNIGAN	Payroll	\$ 468.10	10-0500	Debit
4	8/1/2016	CAROL CHAMALES	Payroll	\$ 1,301.76	30-0200	Debit
5	8/1/2016	EVELYN DIBBERN	Payroll	\$ 3,674.67	20-0100	Debit
6	8/1/2016	COLLEEN GRANT SCHUMANN	Payroll	\$ 2,263.33	10-0100	Debit
7	8/1/2016	WALTER A. HALEK DPM	Payroll	\$ 2,805.00	30-0400	Debit
9	8/1/2016	PAMELA A JEANES	Payroll	\$ 468.10	10-0500	Debit
10	8/1/2016	KATHRYN KEIFFER	Payroll	\$ 1,883.08	30-0200	Debit
11	8/1/2016	JENETTE L. LEEDY	Payroll	\$ 4,600.00	30-0100	Debit
12	8/1/2016	ROBERT E. MALONEY	Payroll	\$ 1,235.00	10-0300	Debit
13	8/1/2016	PAULA NEIDENBACH	Payroll	\$ 2,196.20	30-0200	Debit
14	8/1/2016	JANE NOLAN	Payroll	\$ 1,235.00	10-0200	Debit
15	8/1/2016	DEBRA RAMOS	Payroll	\$ 773.28	30-0200	Debit
16	8/1/2016	RICHARD C. RILEY	Payroll	\$ 468.10	10-0500	Debit
17	8/1/2016	LUCIANO VALDEZ	Payroll	\$ 6,727.00	30-0300	Debit
18	8/1/2016	ALICIA VODICKA	Payroll	\$ 3,859.24	30-0200	Debit
19	8/1/2016	MARY WALLENBURG	Payroll	\$ 3,974.67	Split	Debit
20	8/1/2016	BRENT WOODS	Payroll	\$ 468.10	10-0500	Debit
21	8/1/2016	E.F.T.P.S.	Payroll - <u>Employer</u> Medicare Expense	\$ 508.60	Split	Debit
22	8/1/2016	E.F.T.P.S.	Payroll - <u>Employer</u> FICA Expense	\$ 2,174.71	Split	Debit
23	8/1/2016	E.F.T.P.S.	Payroll - <u>Employer</u> Unemployment Tax	\$ 17.52	10-1200	Debit
24	8/1/2016	IMRF - TOWN FUND PORTION	Pension Contributions <u>Employer</u> Portion Town	\$ 4,518.20	Split	Debit
25	8/1/2016	PAYROLL PROCESSORS	Payroll processing fees	\$ 66.70	12-1600	Debit
26	8/1/2016	NCPERS GROUP LIFE INS.	Voluntary Group Life Insurance	\$ 64.00	10-1510	
27	8/1/2016	VALIC C/O JP MORGAN CHASE BANK	Employee Voluntary 457b Contrib. Plan	\$ 50.00	10-1510	
28	8/1/2016	CENTRAL MGMT. SERVICES-LGHP	Group Health Insurance	\$ 3,848.00	Split	
29	8/1/2016	DEARBORN NATIONAL LIFE INS. CO.	Voluntary Group Life Insurance	\$ 103.50	Split	
30	8/1/2016	JANE NOLAN	Reimbursement - Postage & Prof. Development	\$ 87.90	Split	
31	8/1/2016	THE REGIONAL NEWS	Publishing - Budget & Prevailing Wage	\$ 293.85	11-1000	
32	8/1/2016	THE REPORTER NEWSPAPER	Publishing - Friendship Fest	\$ 299.00	11-1000	
33	8/1/2016	VILLAGE VIEW PUBLICATIONS INC.	Publishing - Independence Day	\$ 120.00	11-1000	
34	8/1/2016	COMCAST	Subscriptions - Internet	\$ 175.54	11-1200	
35	8/1/2016	DAILY SOUTHTOWN	Subscriptions Renewal	\$ 312.00	11-1200	
36	8/1/2016	CALL ONE	Phones	\$ 757.96	11-1300	
37	8/1/2016	COM ED	Utility - Electricity	\$ 464.62	11-2000	
38	8/1/2016	NICOR GAS	Utility - Gas	\$ 28.94	11-2000	
39	8/1/2016	BRENT WOODS	Technology and Automation Services	\$ 271.60	Split	
40	8/1/2016	TEAM LOGIC IT OF ORLAND PARK	Technology and Automation Services	\$ 4,563.75	12-1100	
41	8/1/2016	IL ENVIRONMENTAL PROT. AGENCY	Annual Dues for stormwater (MS4)	\$ 500.00	12-1200	
42	8/1/2016	TRESSLER LLP	Legal Services	\$ 1,496.50	12-1300	
43	8/1/2016	RICHARD DEMMA E.A.	Bookkeeper/Accounting	\$ 765.00	12-1400	
44	8/1/2016	SHRED-IT USA - CHICAGO	Document Disposal	\$ 43.26	12-1700	
45	8/1/2016	DELL MARKETING L.P.	Technology Equipment - Admin. Asst.	\$ 901.21	13-1100	
46	8/1/2016	HAROLD SANCHEZ FOR	Landscaping/Grounds Maintenance	\$ 120.00	14-1100	
47		WOODPECKER LANDSCAPING	-	-	-	
48	8/1/2016	DASHMIRE LIKA	Custodial / Cleaning Service	\$ 795.00	14-1200	
49	8/1/2016	TRI-STATE DISPOSAL INC.	General Waste Disposal	\$ 69.00	14-1600	
50	8/1/2016	OFFICE DEPOT	Assessor - Office Supplies	\$ 40.94	23-1000	
51	8/1/2016	JENNIFER LEEDY KLAIBER	H.S. Assistant	\$ 405.45	30-0500	
52	8/1/2016	JENETTE LEEDY	H.S. - Postage	\$ 16.00	31-1100	
53	8/1/2016	MOORE MEDICAL LLC	H.S. - Medical Supplies	\$ 16.27	31-2000	
54	8/1/2016	C & J OFFICE MACHINES	Health Service - Office Supplies	\$ 110.45	33-1200	
55	8/1/2016	SHARON BRANNIGAN	H.S. - Other Supplies and Materials	\$ 528.99	33-1400	

TOTAL FOR AUGUST 2016 \$ 69,142.51

ADDITIONAL EXPENDITURES FROM JULY 2016

1	7/1/2016	JENNIFER LEEDY KLAIBER	Health Service Assistant	\$ 348.08	30-0500	27093
2	7/6/2016	CITY OF PALOS HILLS	Utilities - Water and Sewer	\$ 70.76	11-2000	27094
3	7/8/20016	DISTRICT 230 FOUNDATION	AD Book - Health & Wellness Fair	\$ 100.00	11-1000	27095
4	7/18/2016	EXCEL PRINTING AND MAILING	TOCC Twp Brochures	\$ 42.50	11-1200	27096
5	7/18/2016	AGENDAPAL CORPORATION	Annual Subscription Renewal	\$ 2,400.00	11-1200	27097
	7/25/2016	VOIDED	Voided - not accepted at Target for School Supps	\$ -	-	27098
	7/28/2016	TOWNSHIP OFFICIALS OF ILLINOIS	Annual Ed Conference Reg. - Brent & Bob	\$ 370.00	10-1800	27099
						27100
	7/22/2016	TOWNSHIP OFFICIALS OF ILLINOIS	Annual Ed Conference Reg. - Jane & Colleen	\$ 370.00	10-1800	27101
			TOTAL ADDED TO JULY 2016 EXPENSES	\$ 3,701.34		

Township Trustee

Township Trustee

Township Trustee

Township Trustee

Township Supervisor

Co-signed

Township Clerk

Backup material for agenda item:

1. Approval of Resolution #2013-03 Re-appointing Kevin McCurrie to the Palos Fire Protection District Board of Trustees

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STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

PALOS TOWNSHIP

RESOLUTION 2016-03-R

RESOLUTION REAPPOINTING TRUSTEE KEVIN MCCURRIE TO THE PALOS FIRE PROTECTION DISTRICT BOARD OF TRUSTEES

WHEREAS, the Fire Protection District Act, *70 ILCS 705/0.02 et seq.*, (hereinafter “the Act”) provides for the creation of fire protections districts and the appointment of a members of board of trustees for the government and control of the affairs and business of a fire protection district incorporated under the Act; and

WHEREAS, Palos Fire Protection District (hereinafter “the District”) operates under the government and control of a five-member Board of Trustees; and

WHEREAS, the Palos Township Board of Trustees has received the request for the reappointment of Kevin McCurrie of, Cook County, Illinois to the office of Trustee of Palos Fire Protection District for the term commencing on the first Monday of May 2106 and ending the first Monday of May 2019, provided his successor has been selected and qualified; and

WHEREAS, Kevin McCurrie has been found to be a fit and qualified person for the appointment to the position of Palos Fire Protection District Trustee; and

WHEREAS, Kevin McCurrie shall upon adoption of the Resolution file his oath of office and bond in such sum as the District may determine;

NOW THEREFORE, BE IT RESOLVED BY THE PALOS TOWNSHIP BOARD OF TRUSTEES, Cook County, Illinois, that Kevin McCurrie be and is hereby appointed to serve as Trustee of Palos Fire Protection District for the term commencing the first Monday of May 2016 and until the first Monday of May 2019.

BE IT FURTHER RESOLVED that this resolution shall be in full force from and after its adoption as required by law.

ADOPTED this 28th day of July, 2016.

Supervisor, Town of Palos, Cook County, Illinois

ATTEST:

Clerk, Palos Township

DRAFT