



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**

**November 22, 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 - October 27, 2016 Bill Audit Meeting
4. Special Communications, if any
5. Citizens Wishing to Address the Board
6. Reports of Officials
  - a. Supervisor
    1. 1. Metropolitan Township Association - Membership
    2. Discussion of Discontinuing Non-resident Health Service Patients
  - b. Clerk
    1. Records Retention
    2. Palos Hills Newsletter
7. Attorney's Report
8. Reports of Standing Committees
  - a. Finance and Administration - Trustee Woods
    1. 1. Audit and Approval of Town Fund Bills - December 1
    2. Audit and Approval of General Assistance Bills - December 1
  - b. Policy and Personnel - Supervisor Schumann

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](mailto:clerk@palostownship.org)

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 - October 27, 2016 Bill Audit Meeting

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

**OCTOBER 27, 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 6:32 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.

**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 - Bill Audit Meeting September 22, 2016**

**Trustee Woods** moved to approve the minutes of the September 22, 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 Schumann**

**Supervisor Schumann** stated that she had no report.

**b. Clerk**

**1. 2015-2016 Audit Posted FYI**

**Clerk Nolan** stated that she did post the 2015-2016 Township Audit Report.

**7. Attorney's Report**

**a. Discussion/Approval of Ordinance 2016-04 "AN ORDINANCE ESTABLISHING SALARIES AND COMPENSATION OF THE ELECTED OFFICIERS OF THE TOWNSHIP OF PALOS FOR THE TERM COMMENCING FOLOWING THE CONSOLIDATED ELECTION TO BE HELD ON APRIL 4, 2017."**

**Trustee Woods** moved to accept Ordinance 2016-04 "AN ORDINANCE ESTABLISHING SALARIES AND COMPENSATION OF THE ELECTED OFFICIALS OF THE TOWNSHIP OF PALOS FOR THE TERM COMMENCING FOLLOWING THE CONSOLIDATED ELECTION TO BE HELD ON APRIL 4, 2017." **Trustee Jeanes** 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 Approval of Town Fund Warrants for November 1, 2016**

**Trustee Woods** moved to approve the audit of the Town

Fund Warrants for November 1, 2016. **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 Warrants for November 1, 2016**

**Supervisor Schumann** moved to approve the audit of the General Assistance Warrants for November 1, 2016.

**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 - July through September 2016**

**Trustee Woods** stated that the Quarterly Report has been filed with the office of the Cook County Clerk. The report covers the first six months of the fiscal year. It includes a complete list of check totals for the year. The report is available for all Board Members.

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

**Supervisor Schumann** stated that Health Service Director Jenette Leedy will retire in December. This will facilitate a personnel change.

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

**Trustee Riley** stated that he had no updates concerning technology.

There was an extended discussion concerning website re-design and upgrading. The company which may do the re-design is Civic Plus. The cost is \$19,722.00 for the initial year of the new website which includes all of the engineering. The company will come on site to train officials and the employees. There are several neighboring townships which

also use this company for their website.

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

**1. Discussion/Approval of Proposal for Replacement Landscape**

**Trustee Jeanes** reported that she has secured a bid from Beary Landscaping, Inc. to replace the landscaping at the Palos Township entrance. The price will be \$2,811.18.

**Supervisor Schumann** moved to approve the bid from Beary Landscaping, Inc. at the Palos Township entrance in the amount of \$2,811.18. **Trustee Riley** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann, Nays: None. Motion carried 5-0.

**e. Public Services and Health - Trustee Brannigan**

**Trustee Brannigan** reported that Jenette Leedy is busy working with the Health Service staff as she informs them of the many aspects of her position.

**9. Unfinished Business**

There was no unfinished business.

**10. New Business**

**Trustee Brannigan** discussed the possible addition to the township building. It was stated that the township architect needs to be called. She also reported that the Health Service needs a

new podiatry chair and a podiatry room. Also, a vacuum with a grinder is needed. She feels the Board needs to move at a quicker pace on this project.

There was a discussion concerning the type of addition needed and what might actually be in this space. Would it possibly be just

storage? **Trustee Jeanes** will do some investigation, so that answers can be had and this can move forward.

**Trustee Woods** will meet with Congressman Lipinski concerning a possible grant for the new addition.

**Trustee Brannigan** reported that she received an e-mail from Terri Paggi, an investment specialist with the Securities and Exchange Commission. He would like to do a presentation for Senior Citizens on Investment Fraud Awareness at the Township. She will schedule this in the near future on a Tuesday or Wednesday. More information will be available soon.

**11. Executive Session**

There was no Executive Session.

**12. Adjournment**

**Trustee Woods** moved to adjourn the meeting at 7:10 P.M. **Trustee Jeanes** seconded the motion. The motion was passed unanimously. Meeting adjourned.

**Jane A. Nolan**  
**Clerk**  
**Palos Township**



**Backup material for agenda item:**

1. Metropolitan Township Association - Membership

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**Metropolitan Township Association**

**Officers**

President Eric Johnson - DeKalb Township Supervisor  
Vice President Michael Sweeney - Elk Grove Township Supervisor  
Secretary James Barr - Hanover Township Administrator  
Treasurer Sharon Langlotz-Johnson - Palatine Township Supervisor

**Meetings**

Association meetings are generally held quarterly on the 1st Wednesday of every third month, unless otherwise indicated. Locations to be determined.

July 6, 2016  
October 5, 2016  
January 4, 2017  
April 5, 2017

**Purpose**

It shall be the objective of this organization to provide a means by which geographically related townships in metropolitan areas and located within the boundaries of the State of Illinois may discuss issues and cooperate together in the public interest on matters of mutual concern.

In order to achieve this objective, the Metropolitan Township Association will provide for its autonomous Members a medium through which they may jointly: study and solve mutual problems of township government; exchange viewpoints and experiences in matters of township government; further intergovernmental cooperation; and, whenever deemed necessary, provide research and technical assistance in the development of solutions to township problems, develop and articulate policy positions of relevance to metropolitan townships, provide training and educational programs designed to enhance the effectiveness of township governance, develop a strategy and plan of action for the purpose of achieving common goals.

Dues: \$1,000 per \$1,000,000 of budget  
Prorated: \$500 December through March

**Backup material for agenda item:**

1. Audit and Approval of Town Fund Bills - December 1

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FROM: TOWN FUND

DATE: NOVEMBER 22, 2016 FOR DECEMBER 1, 2016 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	12/1/2016	GENE ADAMS	Payroll		10-0400	Debit
2	12/1/2016	ALICE BATOL DELROSARIO	Payroll		30-0300	Debit
3	12/1/2016	SHARON BRANNIGAN	Payroll		10-0500	Debit
4	12/1/2016	CAROL CHAMALES	Payroll		30-0200	Debit
5	12/1/2016	EVELYN DIBBERN	Payroll		20-0100	Debit
6	12/1/2016	COLLEEN GRANT SCHUMANN	Payroll		10-0100	Debit
7	12/1/2016	WALTER A. HALEK DPM	Payroll		30-0400	Debit
8	12/1/2016	ALAN HIVICK	Payroll		10-0700	Debit
9	12/1/2016	PAMELA A JEANES	Payroll		10-0500	Debit
10	12/1/2016	KATHRYN KEIFFER	Payroll		30-0200	Debit
11	12/1/2016	KATHLEEN KHAN	Payroll		30-0200	
12	12/1/2016	JENETTE L. LEEDY	Payroll		30-0100	Debit
13	12/1/2016	ROBERT E. MALONEY	Payroll		10-0300	Debit
14	12/1/2016	PAULA NEIDENBACH	Payroll		30-0200	Debit
15	12/1/2016	JANE NOLAN	Payroll		10-0200	Debit
16	12/1/2016	DEBRA RAMOS	Payroll		30-0200	Debit
17	12/1/2016	RICHARD C. RILEY	Payroll		10-0500	Debit
18	12/1/2016	LUCIANO VALDEZ	Payroll		30-0300	Debit
19	12/1/2016	ALICIA VODICKA	Payroll		30-0200	Debit
20	12/1/2016	MARY WALLENBURG	Payroll		Split	Debit
21	12/1/2016	BRENT WOODS	Payroll		10-0500	Debit
22	12/1/2016	E.F.T.P.S.	Payroll - Employer Medicare Expense		Split	Debit
23	12/1/2016	E.F.T.P.S.	Payroll - Employer FICA Expense		Split	Debit
24	12/1/2016	E.F.T.P.S.	Payroll - Employer Unemployment Tax		10-1200	Debit
25	12/1/2016	IMRF - TOWN FUND PORTION	Pension Contributions Employer Portion Town	\$ 3,975.63	Split	Debit
26	12/1/2016	PAYROLL PROCESSORS	Payroll processing fees		12-1600	Debit
27	12/1/2016	NCPERS GROUP LIFE INS.	Voluntary Group Life Insurance	\$ 64.00	10-1510	
28	12/1/2016	VALIC C/O JP MORGAN CHASE BANK	Employee Voluntary 457b Contrib. Plan	\$ 50.00	10-1510	
29	12/1/2016	CENTRAL MGMT. SERVICES-LGHP	Group Health Insurance	\$ 3,848.00	Split	
	12/1/2016	ROBERT MALONEY	Conferences and Meetings	\$ 259.19	10-1800	
	12/1/2016	JANE NOLAN	Conferences and Meetings	\$ 299.47	10-1800	
	12/1/2016	COLLEEN GRANT SCHUMANN	Conferences and Meetings		10-1800	
	12/1/2016	BRENT WOODS	Conferences and Meetings	\$ 418.00	10-1800	
	12/1/2016	CALL ONE	Phones	\$ 789.03	11-1300	
	12/1/2016	IL COUNTIES RISK MANAGEMENT TRUST	Workmens Compensation Insurance	\$ 5,327.00	11-1600	
	12/1/2016	IL COUNTIES RISK MANAGEMENT TRUST	General Office Property and Casualty Ins.	\$ 14,341.00	11-1700	
	12/1/2016	COM ED	Utility - Electricity	\$ 368.83	11-2000	
	12/1/2016	NICOR GAS	Utility - Gas	\$ 63.75	11-2000	
	12/1/2016	TRESSLER LLP	Legal Services	\$ 1,332.50	12-1300	
	12/1/2016	RICHARD DEMMA E.A.	Bookkeeper/Accounting - October 2016	\$ 765.00	12-1400	
	12/1/2016	HEARNE & ASSOCIATES P.C.	Audit for Comptroller's Annual Fin. Report	\$ 400.00	12-1500	
	12/1/2016	SHRED-IT USA - CHICAGO	Document Disposal	\$ 43.26	12-1700	
	12/1/2016	JENETTE LEEDY	Reimbursement - Office Supplies	\$ 66.67	13-1000	
	12/1/2016	OFFICE DEPOT	Misc. Office Supplies	\$ 370.12	Split	
	12/1/2016	PETTY CASH	Other Supplies & Materials	\$ 400.00	13-1400	
	12/1/2016	DE VRIES ROOFING CO., INC.	Building Maintenance	\$ 700.00	14-1000	
	12/1/2016	HAROLD SANCHEZ FOR WOODPECKER LANDSCAPING	Landscaping/Grounds Maintenance	\$ 60.00	14-1100	
	12/1/2016	DASHMIRE LIKA	Custodial / Cleaning Service	\$ 795.00	14-1200	
	12/1/2016	IAAO	Assessor - Membership and Dues	\$ 190.00	22-1200	
	12/1/2016	STERICYCLE	Disposal of Medical Waste	\$ 89.43	32-1700	
	12/1/2016	JENNIFER LEEDY KLAIBER	H.S. - Office Assistant		30-0500	
	12/1/2016	SHARON BRANNIGAN	H.S. - Other Supplies & Materials	\$ 89.00	33-1400	
	12/1/2016	GTSAC, INC.	SHIP Expenses	\$ 90.00	40-1600	
<b>TOTAL FOR DECEMBER 2016</b>				<b>\$ 35,194.88</b>		

Township Trustee

Township Trustee

Township Trustee

Township Trustee

Township Supervisor

Co-signed

Township Clerk