



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 7:00 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
COMBINED BILL AUDIT & ROAD DISTRICT MEETING
10802 S. ROBERTS ROAD | PALOS HILLS, IL 60465**

March 26, 2018 - 7:00 PM

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Disposition of minutes from previous meetings
 - a. Approval of Minutes - February 26, 2018 Combined Bill Audit and Road and Bridge Meeting
4. Special Communications, if any
5. Reports of Officials
 - a. Supervisor
 - b. Clerk
 1. Democracy Update
 2. Statements of Economic Interests Due May 1st
 3. Approval of Annual Town Meeting Agenda
 - c. Highway Commissioner
6. Attorney's Report
7. Reports of Standing Committees
 - a. Finance and Administration - Trustee Woods
 1. Audit and Approval of Town Fund Bills and Warrants
 2. Audit and Approval of Road and Bridge Fund Bills and Warrants
 3. Audit and Approval of General Assistance Bills

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

- 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
8. Unfinished Business
 9. New Business
 10. Citizens Wishing to Address the Board
 11. Executive Session, If Needed
 12. Adjournment

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Backup material for agenda item:

- a. Approval of Minutes - February 26, 2018 Combined Bill Audit and Road and Bridge Meeting

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PALOS TOWNSHIP
COMBINED BILL AUDIT AND ROAD DISTRICT MEETING
10802 S. ROBERTS ROAD PALOS HILLS, ILLINOIS 60465
FEBRUARY 26, 2018

Call to Order and Roll Call

The Combined Bill Audit and Road and Bridge District Meeting was called to order by Supervisor Schumann in the Township Hall, 10802 S. Roberts Road, Palos Hills. At 7:09 P.M. Roll call was taken by the Clerk of the Township, **Jane Nolan**. Present were Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann and Highway Commissioner Adams. Also present was Township Attorney, Erik Peck.

Pledge of Allegiance

Supervisor Schumann led the assembly in the Pledge of Allegiance.

Disposition of Minutes from Previous Meeting

- a. **Approval of minutes from the Combined Bill Audit and Road and Bridge Meeting – January 22, 2018**
 - **Trustee Woods** moved to approve the minutes of the January 22, 2018, Combined Bill Audit and Road and Bridge District 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.

Special Presentations/Communications

There were no special presentations or communications at this meeting.

Reports of Officials

- a. **Supervisor**

Supervisor Schumann informed the Board that the township Tax Season is now in progress. One of the long-time tax preparers is very ill. The township sent him a Mass card, and thanks him for all of his service to the township.

b. Clerk

Clerk Nolan stated that she had no report for the Board.

c. Highway Commissioner Adams

Commissioner Adams stated that he received the plans for the signal lights for School District #117. **Commissioner Adams** will be meeting with Morris Engineering go over the plans for this project. The plans will then be submitted to Cook County for review. This project may be completed by spring.

Commissioner Adams informed the Board that the Road District has used 250 tons of salt to date in 2018. This was a very large amount for the Road District. He commented there was no problem with delivery.

Commissioner Adams also informed the Board that the Township of Illinois Highway Commissioners are preparing for their Summer Seminar. They are in the process of involving more highway commissioners in these seminars. Some commissioners attend the TOI Educational Seminar in November each year. He stated that the Summer Seminar differs from the November TOI Educational Seminar in that all the highway equipment is at this seminar along with many of their purveyors. He announced that TOI is beginning classes for the highway commissioners.

Attorney's Report

Attorney Peck informed the Board that the answers concerning the two Open Meetings violations which were submitted to the Attorney General of Illinois pertaining to Palos Township have been received. The official answers stated that Palos Township did not violate the Open Meetings Act.

Reports of Standing Committees

a. Finance and Administration – Trustee Woods

1. Audit and Approval of Town Fund bills and Warrants – March 1, 2018

Trustee Woods moved to approve the audit of the Town Fund Meeting Bills and Warrants. **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 and Warrants – March 1, 2018

Supervisor Schumann moved to approve the audit of the General Assistance Bills and Warrants. **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. Audit and Approval of Road and Bridge District Warrants – March 1, 2018

Trustee Woods moved to approve the audit of the Road and Bridge District Bills and Warrants in the amount of \$68,096.23 including the administrative costs. **Trustee Brannigan** 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 she had no report for the Board.

c. Technology, Information and Automation – Trustee Riley

Trustee Riley informed the Board that the new computer is here. It did need a monitor and one was supplied.

d. Buildings and Grounds- Trustee Jeanes

Trustee Jeanes stated that she had no report for the Board.

Supervisor Schumann informed the Board that the entire township parking lot needs to be revamped. This is a budgetary consideration. It will be more than \$25,000.00 to complete this project. The sidewalk also has to be done. There will be competitive bids accepted for both the parking lot and the

concrete for the sidewalk. \$60,000.00 will be budgeted for this project. There was a discussion concerning this project. **Trustee Jeanes** will research this.

e. Public Services and Health – Trustee Brannigan

Trustee Brannigan reported that the amount of money collected by the Health Service for cholesterol screenings in February was \$195.00, and the amount of money collected for Health Service fees for that month was **\$865.00. The total amount was \$1,060.00.**

Unfinished Business

There was no unfinished business for the Board.

New Business

Highway Commissioner Adams suggested that the township pursue new lighting for the township buildings. He would like to see LED lights placed in both of the offices through a rebate program sponsored by ComEd.

Supervisor Schumann will contact the ComEd representative concerning this.

Citizens Wishing to Address the Board

There were no citizens wishing to address the Board.

Executive Session

No motion was made to enter Executive Session.

Adjournment

There being no further business to come before the Board, **Supervisor Schumann** asked for a motion to adjourn at 7:37 P.M. The motion to adjourn was made by **Trustee Woods** and seconded by **Trustee Brannigan**. The motion was passed unanimously. Meeting adjourned.

Jane A. Nolan

Clerk

Palos Township

Backup material for agenda item:

3. Approval of Annual Town Meeting Agenda

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PALOS TOWNSHIP
ANNUAL TOWN MEETING
TUESDAY, APRIL 10TH, 2018

7:00 P.M.

AGENDA

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE TO THE FLAG**
- 3. ELECTION AND ADMINISTRATION OF OATH OF TOWN MEETING
SERGEANT OF ARMS**
- 4. ELECTION OF TOWN MEETING MODERATOR**
- 5. SET MODERATOR'S SALARY**
- 6. APPROVAL OF MINUTES OF ANNUAL TOWN MEETING OF APRIL
11TH, 2017**
- 7. SET DATE AND TIME OF NEXT ANNUAL TOWN MEETING**
- 8. PRESENT AND APPROVE SUPERVISOR'S ANNUAL REPORT**
- 9. RECOMMENDATIONS, RESOLUTIONS AND DISCUSSION BY
ELECTORS**
 - a. MOTION TO ADOPT RESOLUTION 2018-01-R RESOLUTION OF
ELECTORS DIRECTING AUDIT OF ALL TOWN FUNDS**
- 10. NEW BUSINESS:**
- 11. OLD BUSINESS**
- 12. ADJOURNMENT**

Backup material for agenda item:

1. Audit and Approval of Town Fund Bills and Warrants

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PALOS TOWNSHIP
STATE OF ILLINOIS
COUNTY OF COOK

FROM: TOWN FUND

DATE: March 26, 2018 for April 1, 2018 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	4/1/2018	GENE ADAMS	Payroll		10-0400	???
2	4/1/2018	ALICE BATOL DELROSARIO	Payroll		30-0300	Debit
3	4/1/2018	SHARON BRANNIGAN	Payroll		10-0500	Debit
4	4/1/2018	CAROL CHAMALES	Payroll		30-0200	Debit
5	4/1/2018	EVELYN DIBBERN	Payroll		20-0100	Debit
6	4/1/2018	SAMANTHA GOERG	Payroll		10-0700	Debit
7	4/1/2018	COLLEEN GRANT SCHUMANN	Payroll		10-0100	Debit
8	4/1/2018	WALTER A. HALEK DPM	Payroll		30-0400	Debit
9	4/1/2018	ALAN HIVICK	Payroll		10-0700	Debit
10	4/1/2018	PAMELA A JEANES	Payroll		10-0500	Debit
11	4/1/2018	KATHRYN KEIFFER	Payroll		30-0200	Debit
12	4/1/2018	KATHLEEN KHAN	Payroll		30-0200	Debit
13	4/1/2018	JENNIFER LEEDY	Payroll		30-0500	Debit
14	4/1/2018	ROBERT E. MALONEY	Payroll		10-0300	Debit
15	4/1/2018	PAULA NEIDENBACH	Payroll		30-0200	Debit
16	4/1/2018	JANE NOLAN	Payroll		10-0200	Debit
17	4/1/2018	DEBRA RAMOS	Payroll		30-0200	Debit
18	4/1/2018	RICHARD C. RILEY	Payroll		10-0500	Debit
19	4/1/2018	LUCIANO VALDEZ	Payroll		30-0300	Debit
20	4/1/2018	ALICIA VODICKA	Payroll		30-0200	Debit
21	4/1/2018	MARY WALLENBURG	Payroll		Split	Debit
22	4/1/2018	BRENT WOODS	Payroll		10-0500	Debit
23	4/1/2018	E.F.T.P.S.	Payroll - Employer Medicare Expense		Split	Debit
24	4/1/2018	E.F.T.P.S.	Payroll - Employer FICA Expense		Split	Debit
25	4/1/2018	E.F.T.P.S.	Payroll - Employer Unemployment Tax		10-1200	Debit
26	4/1/2018	IMRF - TOWN FUND PORTION	Pension Contributions Employer Portion Town		Split	Debit
27	4/1/2018	PAYROLL PROCESSORS	Payroll Processing Fees		12-1600	Debit
28	4/1/2018	NCPERS GROUP LIFE INS.	Voluntary Group Life Insurance	\$ 64.00	10-1510	
29	4/1/2018	VALIC C/O JP MORGAN CHASE BANK	Employee Voluntary 457b Contrib. Plan	\$ 50.00	10-1510	
30	4/1/2017	JANE NOLAN	Reimbursement - Transportation / Travel	\$ 21.22	10-1700	
31	4/1/2018	The REGIONAL NEWS	Publishing / Advertising	\$ 313.44	11-1000	
32	4/1/2018	THE REPORTER	Publication / Subscription	\$ 44.00	11-1200	
33	4/1/2018	CALL ONE	Telephone Service	\$ 397.98	11-1300	
34	4/1/2018	COM ED	Utilities - Electric	\$ 352.76	11-2000	
35	4/1/2018	NICOR GAS	Utilities - Gas	\$ 160.74	11-2000	
36	4/1/2018	TEAM LOGIC IT	Technology and Automation Services	\$ 299.40	12-1100	
37	4/1/2018	METROPOLITAN TOWNSHIP ASSOCIATION	Membership / Dues	\$ 1,500.00	12-1200	
38	4/1/2018	RICHARD DEMMA E.A.	Bookkeeping / Accounting	\$ 765.00	12-1400	
39	4/1/2018	SHRED - IT	Document Disposal	\$ 47.58	12-1700	
40	4/1/2018	OFFICE DEPOT	Office Supplies	\$ 93.48	13-1000	
41	4/1/2018	ACME LOCK & KEY	Other Supplies and Materials	\$ 20.00	13-1400	
42	4/1/2018	BEARY LANDSCAPE MGMT	Landscaping / Ground Maintences	\$ 695.00	14-1100	
43	4/1/2018	DASHMIRE LIKA	Cleaning Service	\$ 795.00	14-1200	
44	4/1/2018	TYCO INTEGRATED SECURITY LLC	Alarm System	\$ 341.85	14-1500	
45	4/1/2018	TRI - STATE DISPOSAL	General Waste Disposal	\$ 71.76	14-1600	
46	4/1/2018	COOK COUNTY TOWNSHIP ASSESSORS ASSOCIATION	Membership / Dues	\$ 300.00	22-1200	
47	4/1/2018	THE SIDEWELL COMPANY	Assessor - Office Supplies	\$ 385.00	23-1000	
48	4/1/2018	MCKESSON MEDICAL	Medical Supplies	\$ 514.85	31-2000	
49	4/1/2018	MOORE MEDICAL	Medical Supplies	\$ 44.46	31-2000	
50	4/1/2018	SHARON BRANNIGAN	Reimbursement - H.S. Storage Container	\$ 89.00	33-1400	
51	4/1/2018	JEWEL	Senior Advisory Board Expenses	\$ -	40-1000	
52	4/1/2018	RICHARD BRANDT	Income Tax Service Expense	\$ -	40-1500	
53	4/1/2018	TOM O'CONNOR	Income Tax Service Expense	\$ -	40-1500	
54	4/1/2018	CAROL BIRGLIND	Income Tax Service Expense	\$ -	40-1500	
55	4/1/2018	PANERA BREAD	Income Tax Service Expense	\$ -	40-1500	
56	4/1/2018	CENTRAL MANAGEMENT SERVICES - LGHP	Local Government Health Plan	\$ 4,466.00	Split	

TOTAL FOR APRIL 2018 \$ 11,832.52

ADDITIONAL EXPENDITURES FROM MARCH 2018

1	3/9/2018	IL NOTARY "DISCOUNT" BONDING CO.	Evelyn Notary Renewal	\$ 48.00		27786
2	3/16/2018	City of Palos Hills	Utilities - Water and Sewer	\$ 71.47	11-2000	27787

Total Added to March 2018 \$ 119.47

Township Trustee

Township Trustee

Township Trustee

Township Trustee

Township Supervisor

Co-signed:

Township Clerk

Backup material for agenda item:

2. Audit and Approval of Road and Bridge Fund Bills and Warrants

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**PALOS TOWNSHIP ROAD AND BRIDGE
STATE OF ILLINOIS
COUNTY OF COOK**

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 **April 1, 2018** on account of the listed purposes.

Number	Vendor	Purpose	Amount	Acct#	Check#
1-	IMRF	Employee & Employer Contribution	\$ 825.76	6993	EFT
2-	US Treasury US 941	Payroll Taxes	\$ 1,216.01		EFT
3-	Illinois Dept of Revenue US 501	Monthly Payroll taxes	\$ 194.04		EFT
	NCPERS	Employee deduct vol life ins	\$ 16.00	6963	
	Blue Cross Blue Shield Illinois	Medicare supplement prem	\$ 158.00		
	April Schrader	Wages for March	\$ 2,807.92		
4-					
5-					
6-					
7-					
8-					
9-					
10-					
11-					
12-					
13-					
14-					
15-					
			\$5,217.73		

We, the undersigned, members of the PalosTownship Board of Trustees, Cook County, Illinois, do hereby certify that we this **1st day April 2018** examined and audited the foregoing bills, claims, charges and accounts against the Palos Township Road and Bridge Fund and have approved the same for payment.

Township Trustee

Township Trustee

Township Trustee

Township Trustee

Township Highway Commissioner

Co-Signed:

Township Clerk

**PALOS TOWNSHIP ROAD AND BRIDGE
STATE OF ILLINOIS
COUNTY OF COOK**

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 **MARCH 26, 2018** on account of the listed purposes.

Number	Vendor	Purpose	Amount	Acct#	Check#
1-					
2-	ComED 08911	light rental	\$ 444.97	5133	
3-	ComED101315	light rental	\$ 5.75	5133	
	BIG R Store	materials	\$ 49.00	5113	
4-	Sprint	phones	\$ 69.04	6983	
	Sprint	open balance	\$ 65.67	6983	
5-	Tri-State Disposal	hwy debris disposal	\$ 70.30	8103	
	Tressler LLP	legal	\$ 1,687.51	6913	
	HI VIZ	Materials	\$ 113.00	5113	
	CPW	materials	\$ 227.52	5113	
	Palos Ace Hdw	materials	\$ 58.46	5113	
10-	Portable Equipment	materials	\$ 130.75	5113	
11-	April Schrader	reimburse ups chg	\$ 13.01	8103	
12-	Kopping Enterprises	per contract	\$ 22,116.00	various	
	Gene Adams	travel/mileage		6973	
14-	AT&T	Phones		6983	
15-					
16-					
17-					
18-					
19-					
20-					
23-					
32-					
33-					
34-					
35-					
			\$25,050.98		

We, the undersigned, members of the PalosTownship Board of Trustees, Cook County, Illinois, do hereby certify that we this **26th day of March 2018** examined and audited the foregoing bills, claims, charges and accounts against the Palos Township Road and Bridge Fund and have approved the same for payment.

Township Trustee

Township Trustee

Township Trustee

Township Trustee

Township Highway Commissioner

Co-Signed:

Township Clerk