



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

January 28, 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 - December 22, 2015
4. Special Communications, if any
5. Citizens Wishing to Address the Board
6. Reports of Officials
 - a. Supervisor
 1. Palos Hills Advertising Newsletter Donation
 2. Palos Hills Friendship Fest Donation
 - b. Clerk
 1. TOI Topics Day
 2. TOCC Topics Day
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. 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

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)
2. Authorization for an Expenditure Not to Exceed \$1,500 to Purchase a Computer for the Supervisor's Office (Station #3)

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**

DECEMBER 22, 2015 6:30 P.M.

1. Call to Order

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 and Woods, Supervisor Schumann. Also present was Township Attorney, Erik Peck.

Absent: Trustee Riley

2. Pledge of Allegiance

3. Disposition of Minutes from Previous Meeting

a. Approval of Minutes - November 24th, 2015

Trustee Jeanes moved to approve the minutes of the November 24th, 2015, Bill Audit Meeting. **Trustee Woods** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, and Woods, Supervisor Schumann. Nays: None. Motion carried: 4-0.

4. Special Communications/Presentations

There were no special communications or presentations.

5. Citizens Wishing to Address the Board

There were no citizens wishing to address the Board.

6. Reports of Officials

a. Supervisor

Supervisor Schumann thanked the Board and officials for attending the holiday festivities. She explained the time schedule for the coming Christmas week.

b. Clerk

1. Democracy Update December 18th, 2015 Clerk David Orr

Clerk Nolan discussed the December 18th, 2015, issue of Democracy Update. Some of the things discussed in this issue were Ballot Position Lottery for the 2016, Presidential Primary, (voters can view the lottery happening on line.) Electoral Board Meetings, Online Mail Ballot Application, and Using the Power of the Vote. This update can be accessed on the Township website.

2. Resolution of Board Meeting dates for 2016

Trustee Woods moved to adopt Resolution No. 2015-06 A Resolution Establishing The Annual Calendar Of Regular Meetings Of The Palos Township Board Of Trustees For 2016. **Trustee Jeanes** seconded the motion.

Roll call was taken. Ayes: Trustees Brannigan, Jeanes, and Woods, Supervisor Schumann. Nays: None. Motion carried 4-0.

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 Approval of Town Fund Bills

Trustee Woods moved to approve the audit of the Town Fund bills. **Supervisor Schumann** seconded the motion. Roll call taken. Ayes: Trustees Brannigan, Jeanes, and Woods, Supervisor Schumann. Nays: None. Motion carried 4-0.

2. Audit and Approval of General Assistance Fund Bills

Supervisor Schumann moved to approve the audit of the General Assistance Fund bills. **Trustee Woods** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, and Woods, Supervisor Schumann. Nays: None. Motion carried 4-0.

3. Adoption of Ordinance 2015-07 An Ordinance Providing For The Levying And Assessment Of Taxes For The Town Of Palos, Cook County, Illinois. For The Fiscal Year Commencing On April 1, 2015 And Ending March 31, 2016.

Tax Levy Summary

Town Fund Tax	\$878,000.00
General Assistance Fund Tax	\$ 94,600.00
Total Taxes Levied:	\$972,600.00

Trustee Woods moved to adopt Ordinance No. 2016-07-0 An Ordinance Providing For The Levying And Assessment Of Taxes For The Town Of Palos, Cook County, Illinois, For The Fiscal Year Commencing On April 1, 2015 And Ending March 31, 2016. **Trustee Brannigan** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, and Woods, Supervisor Schumann. Nays: None. Motion carried 4-0.

4. Selection of Date for Budget Workshop

Trustee Woods presented a list of seven dates for the Budget Workshop. Saturday, January 16th, 2016, was the date chosen. The workshop will begin at 11:00 A.M. , and a notice concerning the workshop will be posted at the Township Hall 48 hours prior to the workshop.

b. Policy and Personnel - Supervisor Schumann

Supervisor Schumann stated that there was no report at this time.

c. Technology, Information, and Automation - Trustee Riley

There was no formal report as Trustee Riley did not attend the meeting.

Trustee Woods discussed the purchase of a computer for the Administrative Assistant to the Board.

Supervisor Schumann moved to authorize an expenditure not to exceed \$1,500.00 to replace a computer station in the general office. **Trustee Woods** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, and Woods, Supervisor Schumann. Nays: None. Motion carried 4-0.

d. Buildings and Grounds - Trustee Jeanes

Trustee Jeanes stated that she had no report at this time. She will be discussing the upcoming storage shed soon.

e. Public Service and Health - Trustee Brannigan

Trustee Brannigan stated that she had no report.

9. Unfinished Business

Trustee Brannigan informed the Board that she donated a new safe to the Health Service. Information concerning the new safe can be found in prior minutes.

10. New Business

There was no new business at this time.

11. Executive Session

12. Adjournment

Trustee Woods moved to adjourn the meeting at 6:51 P.M. **Trustee Brannigan** seconded the motion. The motion was passed unanimously. Meeting adjourned.

Jane A. Nolan
Clerk
Palos Township

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

FROM: TOWN FUND

DATE: JANUARY 28, 2016 FOR FEBRUARY 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 #
1	02/01/2016	GENE ADAMS	Payroll	\$ 1,752.26	4131	Debit
2	02/01/2016	ALICE BATOL DELROSARIO	Payroll	\$ 3,013.35	7501	Debit
3	02/01/2016	SHARON BRANNIGAN	Payroll	\$ 414.75	4141	Debit
4	02/01/2016	EVELYN DIBBERN	Payroll	\$ 2,411.31	6331	Debit
5	02/01/2016	COLLEEN GRANT SCHUMANN	Payroll	\$ 1,746.38	4101	Debit
6	02/01/2016	ANDREZJ HARMATA	Payroll	\$ 1,589.52	7021	Debit
7	02/01/2016	PAMELA A JEANES	Payroll	\$ 414.75	4141	Debit
8	02/01/2016	KATHRYN KEIFFER	Payroll	\$ 717.06	7521	Debit
9	02/01/2016	JENETTE L. LEEDY	Payroll	\$ 2,289.35	7521	Debit
10	02/01/2016	ROBERT E. MALONEY	Payroll	\$ 725.71	4121	Debit
11	02/01/2016	PAULA NEIDENBACH	Payroll	\$ 2,005.44	7521	Debit
12	02/01/2016	JANE NOLAN	Payroll	\$ 824.71	4111	Debit
13	02/01/2016	DEBRA RAMOS	Payroll	\$ 555.73	7521	Debit
14	02/01/2016	RICHARD C. RILEY	Payroll	\$ 327.73	4141	Debit
15	02/01/2016	A.V. STANEVICH D.P.M.	Payroll	\$ 2,865.72	7541	Debit
16	02/01/2016	LUCIANO VALDEZ	Payroll	\$ 6,727.00	7501	Debit
17	02/01/2016	ALICIA VODICKA	Payroll	\$ 2,999.74	7521	Debit
18	02/01/2016	MARY WALLENBURG	Payroll	\$ 1,267.06	7021	Debit
19	02/01/2016	BRENT WOODS	Payroll	\$ 321.13	4141	Debit
20	02/01/2016	E.F.T.P.S.	Payroll Taxes	\$ 11,056.08	VAR.	Debit
21	02/01/2016	IMRF - TOWN FUND PORTION	Pension Contributions	\$ 6,197.16	7061	Debit
22	02/01/2016	PAYROLL PROCESSORS	Payroll processing fees	\$ 238.10	8101	Debit
23	02/01/2016	NCPERS GROUP LIFE INS.	Group Life Insurance	\$ 64.00	2091	26864
24	02/01/2016	VALIC C/O JP MORGAN CHASE BANK	Employee Voluntary Contrib.	\$ 50.00	2095	26865
25	02/01/2016	BENANN BUSINESS SOLUTIONS	Maintenance of Equipment - Annual Service	\$ 2,355.92	4301	26866
26	02/01/2016	BEARY LANDSCAPE MGMT.	Bldg Maint -Snow and Salt	\$ 1,245.00	4302	26867
27	02/01/2016	SAFE AND SOUND SYSTEMS, INC.	Building Maintenance - Annual Fee	\$ 576.00	4302	26868
31	02/01/2016	DASHMIRE LIKA	Twp. Cleaning Service	\$ 795.00	4311	26869
32	02/01/2016	COM ED	Utility - Electricity	\$ 360.35	4341	26870
33	02/01/2016	NICOR GAS	Utility - Gas	\$ 148.31	4341	26871
34	02/01/2016	TRI-STATE DISPOSAL INC.	Utility - garbage	\$ 69.00	4341	26872
35	02/01/2016	A T & T	Phones - U-Verse	\$ 80.00	4351	26873
36	02/01/2016	CALL ONE	Phones	\$ 361.84	4351	26874
37	02/01/2016	BETTY ROSS FLAG GIRLS, INC.	Misc. Office Supplies	\$ 71.50	5101	26875
38	02/01/2016	MARY WALLENBURG	Reimbursement - Misc. Office Supplies	\$ 123.05	5101	26876
39	02/01/2016	OFFICE DEPOT, INC.	Misc. Office Supplies	\$ 131.93	5101	26877
40	02/01/2016	PETTY CASH	Misc. Office Supplies	\$ 400.00	5101	26878
41	02/01/2016	THE REGIONAL NEWS	Misc. Office Supplies - Renewal Subscription	\$ 47.00	5101	26879
42	02/01/2016	TOGETHER WE COPE	Publication	\$ 175.00	5201	26880
43	02/01/2016	JANE NOLAN	Reimbursement - Postage	\$ 5.75	5301	26881
44	02/01/2016	MARY WALLENBURG	Reimbursement - 2015 Travel Expenses	\$ 154.82	5401	26882
45	02/01/2016	EVELYN DIBBERN	Reimb. - Assessor Travel Mileage	\$ 20.70	6421	26883
46	02/01/2016	TRESSLER LLP	Twp. Legal Service	\$ 628.80	7011	26884
47	02/01/2016	CENTRAL MGMT. SERVICES-LGHP	Group Health Insurance	\$ 3,817.00	7111	26885
48	02/01/2016	DEARBORN NATIONAL LIFE INS. CO.	Group Life Insurance	\$ 103.50	7111	26886
49	02/01/2016	RICHARD DEMMA E.A.	Twp. Accountant	\$ 765.00	7341	26887
50	02/01/2016	JENNIFER LEEDY KLAIBER	Misc. Health Services	\$ 425.79	7521	26888
51	02/01/2016	JENETTE LEEDY	Reimbursement -H.S. - Misc. Office Supplies	\$ 85.57	7621	26889
52	02/01/2016	PARK PRINTING	H.S. - Misc. Office Supplies	\$ 231.50	7621	26890
53	02/01/2016	P.A.T.S.E. BUS SERVICE	Transportation Grant	\$ 12,000.00	7861	26891
54	02/01/2016	BRIDGEVIEW GOLDEN AGERS	Senior Club Donation	\$ 1,000.00	7891	26892
55	02/01/2016	BRIDGEVIEW SENIOR CITIZENS CLUB	Senior Club Donation	\$ 1,000.00	7891	26893
56	02/01/2016	GOLDEN OAKS SENIORS	Senior Club Donation	\$ 1,100.00	7891	26894
57	02/01/2016	HICKORY HILLS SENIOR CLUB	Senior Club Donation	\$ 1,100.00	7891	26895
58	02/01/2016	INDEPENDENT SENIORS OF WORTH	Senior Club Donation	\$ 500.00	7891	26896
59	02/01/2016	O.F.F. CLUB	Senior Club Donation	\$ 1,100.00	7891	26897
60	02/01/2016	OUR LADY OF THE WOODS SENIOR CLUB	Senior Club Donation	\$ 1,100.00	7891	26898
61	02/01/2016	PALOS HEIGHTS SENIOR CLUB	Senior Club Donation	\$ 1,100.00	7891	26899
62	02/01/2016	PALOS HILLS NEW HORIZONS SENIOR CLUB	Senior Club Donation	\$ 1,100.00	7891	26900
63	02/01/2016	PALOS PARK SENIOR CLUB	Senior Club Donation	\$ 1,100.00	7891	26901
64	02/01/2016	SACRED HEART SENIOR FUN CLUB	Senior Club Donation	\$ 1,100.00	7891	26902
65	02/01/2016	ST. MARK'S ROCKERS SENIOR CLUB	Senior Club Donation	\$ 1,100.00	7891	26903
66	02/01/2016	ST. PATRICIA'S SENIOR CLUB	Senior Club Donation	\$ 1,100.00	7891	26904
67	02/01/2016	WORTH SENIOR CITIZEN'S FRIENDSHIP CLUB	Senior Club Donation	\$ 500.00	7891	26905
68	02/01/2016	YOUNG AT HEART SENIOR CLUB	Senior Club Donation	\$ 1,100.00	7891	26906
69	02/01/2016	STAGG SCO / SENIOR PARTY	Social Event	\$ 100.00	7892	26907
70	02/01/2016	SHRED-IT USA - CHICAGO	Misc. Office Exp.-Jan & Feb- Shredding	\$ 78.64	8101	26908
71	02/01/2016	STERICYCLE, INC.	H.S. - Misc. Office Expense	\$ 85.17	8101	26909

TOTAL FOR FEBRUARY 2016 \$ 91,116.18

Township Trustee

Township Trustee

Township Trustee

Township Trustee

Township Supervisor

Co-signed _____
Township Clerk