

**PALOS TOWNSHIP
COMBINED BILL AUDIT AND ROAD AND BRIDGE DISTRICT MEETING
10802 S. ROBERTS ROAD PALOS HILLS, ILLINOIS 60465**

April 27, 2020 – 6:30 P.M.

Call to Order and Roll Call

The Combined Bill Audit and Road and Bridge District Meeting of the Township Board was called to order by **Supervisor Schumann**. The meeting was held via internal conference call pursuant to Executive Order of the Governor. It was held via video/audio conference on WWW.Zoom.US at 6:30 P.M.

All persons interested in attending were able to do so by visiting the website at www.PalosTownship.org and selecting the link to JOIN THE MEETING.

All persons wishing to address the Board will be permitted to do so through the web conference platform, following the standard rules previously adopted by the Board.

The Township Hall was not opened for the meeting.

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 Erik Peck, and Road and Bridge Administrative Assistant, April Schrader.

Officials present: Clerk Nolan
Highway Commissioner Adams
Assessor Maloney

Pledge of Allegiance

Supervisor Schumann led the assembly in the Pledge of Allegiance.

Disposition of Minutes of from Previous Meeting

a. Approval of Minutes – Combined Bill Audit and Road and Bridge Meeting of March 23, 2020

Trustee Jeanes moved to approve the minutes of the Combined Bill Audit and Road and Bridge District of March 23, 2020. **Trustee Brannigan** 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

1. Donation to the Center

Supervisor Schumann stated that at the last meeting the Board spoke about the donation to the Center. The Center has received a great deal of press recently highlighting all the various things the Center does, including all their activities and all the programs they present. The Center in Palos Park has been a mainstay in Palos Township for many years. The community has responded to the needs in a most generous way. **Supervisor Schumann** explained some of the various ways the community has responded to the Center's current plight.

Supervisor Schuman explained the Center's current situation to Trustee Brannigan as she had some questions.

Supervisor Schumann moved that Palos Township donates \$1,000.00 to the Center. **Trustee Woods** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried.

2. Cost of Living

Supervisor Schumann began the discussion of the cost of living raise for township employees. Trustee Brannigan asked about an estimate of anticipated taxes. **Trustee Woods** answered that no estimate would be available until July. Trustee woods wants to amend the motion pending the ability of the budget to handle the 3%.

Trustee Riley moved to proceed with a 3% cost of living increase for the township employees as long as the budget allows. **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. Clerk

1. Ethics Statements Due May 1, 2020 FYI

Clerk Nolan asked again for the Board members to give her a copy of their ethics statements. **Trustee Woods** suggested that the ethics statements be placed on the township website. He will do this now and in the future. Thank you to **Trustee Woods** for this excellent suggestion!

2. Messages from TOCC

Clerk Nolan informed the Board that she had a phone conversation with the TOCC Board of Directors. She is the Secretary of that Board. There were several messages for the Board. The messages were:

- 1.The Spring Conference of June 20, 2020 is cancelled.

- 2.Township Day of September 16, 2020 is cancelled also. TOCC would like townships to do something virtual for township day. **Trustee Woods** suggested that TOCC give townships some ideas for this. There was a discussion of how this will affect the Township Health Fair which was planned for that day. It will most likely have to be cancelled due to COVID-19. **Supervisor Schumann** will discuss this

with Alicia. **Clerk Nolan** had several suggestions for a virtual township day.

3. Townships will not have to pay dues to TOCC this year as TOCC is not able to offer services due to COVID-19. **Clerk Nolan** informed the Board that there may be some webinars available for Board member participation.

Clerk Nolan stated that there will be a full TOCC Board meeting on zoom on **Thursday, April 30, 2020 at 6:00 P.M.**

c. Highway Commissioner

Highway Commissioner Adams informed that Board that the current road project is going well and it is 75% complete. The contractor on this job has been wonderful to work with concerning this project. He worked hard to help them. The Road District spent a good deal of time in March getting the roads ready for this project. He stated that at this point the Road District is saving money. There are only a few more short roads to be completed. There are no issues with road base repair. A draw was put in for the project. A draw, which is a request for money, was approved by the state. All the tests done on the road project were good.

Commissioner Adams stated that the Road District has done a good amount of culvert repair recently which has led to more money spent. He ended his report that the superintendent on this job has been very amiable in directing the crew, and there has been enough workers to fully complete this project. He also discussed the machines used for this project.

Attorney's Report

Attorney Peck stated that he had no report for the Board

Reports of Standing Committees

a. Finance and Administration – Trustee Woods

1. Audit and Approval of Town Fund Bills and Warrants

Trustee Woods moved to approve the audit of the Town Fund Bills and Warrants in the amount of \$10,559.60 for the month of May plus an additional amount of \$2,303.82 for the month of April. The total amount of the Town Fund Bills and Warrants is \$12,863.42. **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 Road and Bridge Bills and Warrants

Trustee Woods moved to approve the audit of the Road and Bridge Fund Bills and Warrants in the amount of \$282,584.16 and the Administrative Expense in the amount of \$5,758.29 for a total of \$288,342.45 for the Road and Bridge Fund Bills and Warrants. **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. Audit and Approval of General Assistance Bills and Warrants

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

Trustee Woods has just completed entering the revenues into quick books. He will be using the account's report for the completion of the budget. He will add the 3% cost of living to the budget. The budget should be ready by the end of the week.

There was a discussion concerning the salary for the new person hired to take Samantha's place as Administrative Assistant to the Supervisor. **Trustee Woods** explained how this could be done concerning the budget.

b. Policy and Personnel – Supervisor Schumann

Supervisor Schumann informed the Board that May 7, 2020 will be Samantha Goerg's last day. She encouraged Board members to call Samantha on that day. There will be a small luncheon on that day on her honor.

c. Technology, Information and Automation – Trustee Riley

Trustee Riley reported that he and **Trustee Woods** met with a person for a quote for the new server which will protect our systems, has back up essentials, a sonic wall and more. This quote for this server which includes the sonic wall and the labor of setting it up was \$16,071.

Trustee Woods met with another person, Dennis Pognok, who quoted \$13,861.00 for the new server which included everything the first price quote included. This quote was \$2,200.00 less than the other quote. **Trustee Riley** feels that this person is very cost efficient, and he has references. He will also provide a certain number of hours per month for free.

A motion will be addressed at the next Bill Audit and Road District Meeting. At this point Dennis will be engaged for the project but no monetary funds will be dispersed.

Trustee Woods stated that he has been sending images for our new website, but they were too small. He will receive a new "mock up" for the background for our website and send copies to the Board Members. Civic Plus is now doing the website.

d. Buildings and Grounds – Trustee Jeanes

Trustee Jeanes stated that she had no report for the Board. She thanked **Supervisor Schumann** for suggesting he donation to the Center. **Commissioner Adams** thanked her and the Board also.

e. Public Services and Health – Trustee Brannigan

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

Unfinished Business

There was no unfinished business to come before the Board.

New Business

Clerk Nolan inquired if the Board could donate to another organization for COVID-19. Another donation would have to benefit the citizens of Palos Township. It was decided that the donation to The Center was both generous and sufficient.

Citizen's Wishing to Address the Board

There were no citizens wishing to address the Board at this meeting.

Executive Session

No motion was made to enter Executive Session.

Adjournment

With no further business to come before the Board, **Supervisor Schumann** asked for a motion to adjourn the meeting. **Trustee Brannigan** moved to adjourn the meeting at 7:18 P.M. **Trustee Jeanes** seconded the motion. The motion was passed unanimously. Meeting adjourned.

Jane A. Nolan

Clerk

Palos Township