

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

APRIL 28TH, 2016 - 6:30 P.M.

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 6:30 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 from Previous Meeting

a. Approval of Minutes - March 24th, 2016

Trustee Woods moved to approve the minutes of the March 24, 2016, Bill Audit Meeting. **Trustee Brannigan** 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

1. Discussion/Perspective Donation (TOI)

Supervisor Schumann discussed the donation for Perspective Magazine. There was a discussion concerning the ad size and donation amount. All Board members received information concerning this. A full page ad is \$555.00, a half page ad is \$345.00 and a quarter page ad is \$250.00. After a rigorous discussion it was decided that the township will do a full page ad for the commemorative book for the Perspective Magazine.

Supervisor Schumann moved to approve the donation ad for the Perspective Magazine at \$550.00. **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. TOCC Clerk's Dinner Meeting May 5, 2016 6:30 Reminder

Clerk Nolan reminded the Board members and officials that she is hosting the TOCC Clerk's Dinner Meeting at Ciao Ristorante in Palos Hills on May 5, 2016, at 6:30 p.m.

2. TOI Webinar Series \$25.00

Clerk Nolan explained that TOI conducts webinars concerning various township topics during the work day week for any interested official. The cost for each webinar is \$25.00. Should our officials participate? It was decided that these are educational activities so it is something an official can participate in if they choose to do so.

3. TOCC Committee Reports

Clerk Nolan discussed the new Educational Sessions which will begin on May 12, 2016. The first session is entitled "Understanding the Tri-Annual Assessment Process." It is open to all township elected officials and staff to further the knowledge of the process and

impact of the tri-annual assessment. The first session will take place at Elk Grove Township, 240 S. Arlington Heights Road in Arlington Heights from 6:30 p.m. - 8:30 p.m.

(TOCC is the Townships of Cook County)

4. Possible Meeting Date Change/August 2016

Clerk Nolan would like to change the August 11, 2016, Meeting date so that she can attend a TOI Election Seminar for the April, 2017, Township Election.

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 in the amount of \$7,493,24. **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 Bills

Trustee Woods moved to approve the audit of the General Assistance Fund bills. **Supervisor Schumann** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann. Nays:

none. Motion carried 5-0.

3. Approval of Ordinance No. 2016-02 An Ordinance Making Intrafund Transfers Between Various Line Items Within a Particular Fund or Funds.

There was a discussion concerning the ordinance. The transfer is lower than last year. The total Town Intrafund transfers between three different funds for 2016 is \$3,486.07.

Trustee Woods moved to approve Ordinance No. 2016-02 An Ordinance Making Intrafund Transfers Between Various Items Within A Particular Fund or Funds. **Supervisor Schumann** seconded the motion. Roll call was taken. Ayes; Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

Trustee Woods discussed the implementation of Quick Books which will be in use this year. The bills that were approved tonight are on the report that the Board received. The Board will receive this report each month with a list of the bills on it.

The Board also received a copy of the second QuickBooks report which will be the quarterly report when completed, and all the revenues and expenditures will be included in it.

Trustee Woods did make amendments to the budget to include QuickBooks figures.

b. Policy and Personnel - Supervisor Schumann

Supervisor Schumann stated that she had no report.

c. Technology, Information and Automation - Trustee Riley

Trustee Riley stated that he will have his report at the General Meeting.

d. Buildings and Grounds - Trustee Jeanes

Trustee Jeanes stated that she had no report.

e. Public Service and Health - Trustee Brannigan

Trustee Brannigan reported that the state is no longer requesting that townships purchase a pharmaceutical refrigerator as the price is too burdensome for many townships. Each township is now asked to purchase a refrigerator without a freezer.

9. Unfinished Business

There was no unfinished business at this time.

10. New Business

There was no new business at this time.

11. Executive Session

12. Adjournment

Trustee Woods moved to adjourn the meeting at 6:30 P.M. **Trustee Brannigan** seconded the motion. The motion was passed unanimously. Meeting adjourned.

Jane A. Nolan
Clerk
Palos Township