

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

SEPTEMBER 22, 2016

1. Call to Order and Roll Call

The Bill Audit Meeting of the Palos Township Board was called to order by Supervisor Pro Tem Brent Woods in the Township Hall, 10802 S. Roberts Road, Palos Hills, at 6:30 P.M. Present were Trustees Brannigan, Jeanes, Riley and Supervisor Pro Tem Brent Woods. Also present was Township Attorney, Erik Peck.

Absent: Supervisor Schumann

2. Pledge of Allegiance

The Pledge of Allegiance was led by City of Palos Hills Alderman Michael Lebarre.

3. Disposition of Minutes from Previous Meeting

a. Approval of Minutes - Bill Audit Meeting August 25th, 2016

Trustee Brannigan moved to approve the minutes of the August 25th, 2016, Bill Audit Meeting. **Trustee Riley** seconded the motion. The motion was passed unanimously.

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 Pro Tem Woods stated that Supervisor Schumann did not have a report.

b. Clerk

1. TOCC Clerk's Education Session 9/13/16

Clerk Nolan stated that the education session was excellent. Clerk Katy Dolan Baumer and Colleen Gleason (candidate services for Clerk David Orr) led the session. The Township Clerk's obligations for the 2017 Township Election were thoroughly discussed and many questions both asked and answered. It was a great session!

2. Destruction of Meeting Tapes Update

Clerk Nolan stated that per Attorney Peck she contacted the Records Disposal in Springfield concerning the destruction of her meeting minute tapes. She spoke to a person there who informed her exactly what she had to do concerning the tape destruction. A list of the tapes has to be accepted by the Board at the Records Disposal in Springfield that meets to decide these things. She will be notified when the list is accepted and at that point she can destruct the tapes.

3. Illinois Township Management Academy - October 14 and 21 NIU Naperville

Clerk Nolan distributed information to the Board concerning the Management Academy including the place, times and dates of the current offerings from them and the topics available.

4. Palos Hills Ad due November 15th, 2016

Clerk Nolan informed the Board that the last ad for the Palos Hills newsletter is due on November 15th, 2016. There was a discussion of the township services which will be included in this issue.

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 Warrants

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

2. Audit and Approval of General Assistance Warrants

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

3. Monthly Finance Report - September and October 2016

Supervisor Pro Tem Woods explained the Financial Report. The township is 40% under budget at this time. He also stated that the Quarterly Report will be ready next month, and it will include both the three and six month report.

b. Policy and Personnel - Supervisor Schumann

There is no policy and personnel report as Supervisor Schumann is not in attendance.

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

Trustee Riley stated that there was no report.

d. Buildings and Grounds - Trustee Jeanes

1. Acceptance of Proposal for Construction of Food Pantry Closet

Trustee Jeanes stated that she would like to wait until the next meeting as a third quote is being secured. The first contractor, Chuck's Home Maintenance, quoted the price of \$3,800.00 for the construction of a closet. The second contractor (Patrick) provided a quote of \$8,800.00 for cabinets. There was a discussion concerning this and the length of time for this project.

e. Public Service and Health - Trustee Brannigan

1. Health Service Report - August 2016

Trustee Brannigan stated that the Health Service collection for this month was \$5,535.00, and the collection for the cholesterol screening this month was \$85.00.

9. Unfinished Business

There was no unfinished business.

10. New Business

There was no new business.

11. Executive Session

There was no Executive Session.

12. Adjournment

Trustee Brannigan moved to adjourn the meeting at 7:01 P.M. **Trustee Jeanes** seconded the motion. The motion was passed unanimously. Meeting adjourned.

Jane A. Nolan, Clerk
Palos Township