

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

**JULY 14, 2016**

**1. Call to Order**

The General 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.

**2. Roll Call**

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.

**3. Pledge of Allegiance**

**4. Approval of Prior Meeting's Minutes**

**a. Approval of Minutes - General Meeting June 9, 2016**

**Trustee Jeanes** moved to approve the minutes of the June 9, 2016, General 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.

**5. Citizens Wishing to Address the Board**

There were no citizens wishing to address the Board.

**6. Special Presentations/Communications**

There were no special presentations or communications.

**7. Reports of Officials**

**a. Supervisor/Treasurer**

## **1. Employee Discussion**

**Supervisor Schumann** stated that this will be discussed in Policy and Personnel.

**Supervisor Schumann** informed the Board that she will be meeting with the auditors this week to share the results of the yearly audit. She will then bring the results to the Board.

## **b. Clerk**

### **1. Current Press Releases**

**Clerk Nolan** stated that she had no press releases at this time , and Supervisor Schumann stated that she did not know of any either.

### **2. Cook County 2016 Election Ideas Presented**

**Clerk Nolan** informed the Board that she received a call from Cook County Clerk David Orr's office asking if they can attend a township meeting to discuss ways to improve the number of election judges for the 2016 Presidential Election. Many more are needed and they are asking for the township's input and help.

There was a Board discussion and they are scheduled to attend the next Bill Audit Meeting.

### **3. Village View 4th of July Ad FYI**

**Clerk Nolan** showed the Board a copy of the 4th of July Township Ad which appeared in the Village View Newspaper.

### **4. TOCC Educational Sessions/ Clerk's Division**

**Clerk Nolan** informed the Board that the next Educational Sessions provided by TOCC will be presented by the Clerk's Division. They will be discussing the 2017

Consolidated Election and the duties of the Clerks concerning this election. Clerk Nolan volunteered Palos Township to hold the South Region session. It will take place on September 13, 2016, in the Town Hall beginning at 6:30 p.m.

#### **5. Palos Hills Newsletter 2nd Submission - July 22, 2016**

**Clerk Nolan** informed the Board that the second submission for the Palos Hills Newsletter is due by July 22, 2016, to Kristin Violanti at the Palos Hills Recreation Center. **Trustee Woods** will complete the submission and e-mail it to the Board members before sending it to Palos Hills.

#### **8. Attorney's Report**

**Attorney Peck** stated that he had no report.

#### **9. Repots of Standing Committees**

##### **a. Finance and Administration - Trustee Woods**

##### **1. Agenda Item text**

**Trustee Woods** did not report on this at this time.

##### **2. Town Fund Quarterly Report (April 1 through June 30)**

**Trustee Woods** reported that the Quarterly Report is complete. He stated that the Township has only spent 82% of the township budget for this quarter. He explained that the percent number that appears on the report is a percent of the quarter, not the entire year. The Clerk will file this report. **Trustee Woods** stated that the first quarter was very good.

##### **b. Policy and Personnel - Supervisor Schumann**

**Supervisor Schumann** stated that she is currently waiting for a Certified Letter from Andy Hermata, a part time township

employee. Approximately three weeks ago he called and stated that he was not coming in that day, and he has never returned or called since that time. Attorney Peck has sent him a termination letter which stated the two parts of the personnel manual he violated. To date the letter has not been returned with a signature. Supervisor Schumann stated that she will be filling the position as soon as possible. She stated that there is a job description that can be shared. It is a part time position. Salary and Health Insurance will be discussed at the time of hiring.

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

**Trustee Riley** stated that he had no report.

**d. Buildings and Grounds - Trustee Jeanes**

**Trustee Jeanes** stated that she had no report.

**e. Public Service and Health - Trustee Brannigan**

**Trustee Brannigan** stated that the monthly receipts for the Health Service for June were \$2,170.00, and the cholesterol receipts were \$ 405.00. which was a substantial raise this month. **Trustee Woods** informed the Board that this was due to the new township Face Book page.

**Trustee Brannigan** informed the Board that the Health Service really needs space at this time. She presented the idea of a POD rental until the new garage storage unit is in place. She stated that she will price pod rentals.

**Trustee Brannigan** informed the Board that Jenette Leedy, Director of the Health Service, just received a notice from Cook County stating that they are not giving the flu vaccine to townships anymore. The program has been eliminated. The township would have to purchase all of the vaccine they would need. It was stated that there are so many places that have flu shots available now. Trustee Brannigan will confer with Jenette Leedy, and come to a decision concerning the township purchasing the flu vaccine.

## **10. Unfinished Business**

There was no unfinished business at this time.

## **11. New Business**

**Trustee Woods** discussed the new township Face Book page. There are 13 townships that have Face Book pages, and Palos Township is #5 in terms of followers. This number is increasing daily.

**Trustee Woods** presented the idea of a Palos Township sponsored Electronic Waste Day. He explained that there are fees concerning certain types of TV's. The township will split the cost of the TV fees with township residents. Paper shredding will also be available. Moraine Valley Community College will be contacted for a space to be used , and the date will be decided.

## **12. Executive Session**

## **13. Adjournment**

**Trustee Woods** moved to adjourn the meeting at 7:15 P.M. **Supervisor Schumann** seconded the motion. The motion was passed unanimously. Meeting adjourned.

**Jane A. Nolan**  
**Clerk**  
**Palos Township**