

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

November 23, 2020 – 6:30 P.M.

Call to Order

The Combined Bill Audit and Road and Bridge District Meeting of the Township Board was called to order by **Supervisor Schumann** who was in attendance at the Township Hall. 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

Roll call was taken by the Clerk of the Township, **Jane Nolan**. Present were Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann and Highway Commissioner Adams. Also present was Township Attorney Erik Peck.

Officials present: Clerk Nolan

Pledge of Allegiance

Supervisor Schumann led the assembly in the Pledge of Allegiance.

Disposition of Minutes from Previous Meeting

a. Approval of Minutes – Combined Bill Audit and Road and Bridge District Meeting of October 26, 2020

Trustee Woods moved to approve the minutes of the Combined Bill Audit and Road and Bridge District Meeting of September 28, 2020. **Trustee Riley** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, Riley and Woods, and 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. PLOWS Giving Day December 1, 2020.

Supervisor Schumann discussed the PLOWS Giving Day. She feels that a donation to PLOWS for all the work they have done in the township is very worthwhile. Palos Township officials attended the yearly PLOWS luncheon which was their main fundraiser. The luncheon was cancelled due to the pandemic.

Supervisor Schumann moved that the township contribute \$200.00 to PLOWS for the PLOWS 2020 Giving Day. **Trustee Woods** 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. Update TOI Annual Conference

Clerk Nolan reported that the TOI Education Conference, held virtually this year, was excellent. She discussed some of the points she both learned and found important.

She stated that both TOI and the Clerk's Association discussed the Annual Town Meeting in depth. Many townships will be conducting this meeting in December 2020.

She learned that the Highway Commissioner does not have to be present at the Bid Hearings when they happen, but the Clerk does. The Clerk opens the bids and takes down the bid amounts and takes minutes of the other happenings at the bid opening.

She stated that there are still only **four Clerks** in the entire state who have the Certificate of Achievement for completing the Voluntary Township Clerk Certification Program. (Clerk Nolan is one of the four.)

She also reported that she did listen to one of the sessions the Highway Commissioners had which was very interesting. It was entitled "Tapping Into Your Passion." The Trustee Division had a good program on "Township Media and Government Relations." She had heard this before and sent notes to the Board members concerning this topic. **Clerk Nolan** also stated that she listened to another speaker who discussed varying ways seniors could help themselves at home concerning ways to prevent falls. This session was introduced by ITASCS, the Illinois Townships Association of Senior Citizens Services. This program stated that most falls occur in the bathroom, and seniors should install grab bars, keep their stairs clear of objects that might cause a fall, improve the lighting in their homes, and keep exercising.

c. Highway Commissioner

Highway Commissioner Adams stated that he still has bills to pay this evening, and not all the Road District bills are in yet. This has been a tough year for residents paying their real estate taxes. The Tax Rate for Palos Township Road and Bridge has gone down in the last five years. This year the Road and Bridge District Tax Rate is lower than it was five years ago. He

feels the residents in the township should know about this. He thanked **Trustee Woods** for all his help with the Road and Bridge District's budget over the years.

Attorney's Report

Attorney Peck stated that he wanted to add to **Clerk Nolan's** comment concerning the Annual Town Meeting. The state law says you have to hold your town meeting but there is no penalty if you don't.

Reports of Standing Committees

a. Finance and Administration – Trustee Woods

1. Audit and Approval of Town Fund Bills and Warrants dated December 1, 2020

Trustee Woods moved to approve the audit of the Town Fund Bills and Warrants in the amount of \$17,276.42 for the month of November. There are no additional expenditures for October. **Supervisor Schumann** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, Riley and Woods, and Supervisor Schumann. Nays: None. Motion carried 5-0.

2. Audit and Approval of Road and Bridge District Fund Bills and Warrants dated December 1, 2020

Trustee Woods moved to approve the audit of the Road and Bridge District Fund Bills and Warrants in the amount of \$25,226.00. **Trustee Jeanes** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

3. Approval of General Assistance Fund Bills and Warrants dated December 1, 2020

Supervisor Schumann moved to approve the General Assistance Fund Bills and Warrants dated December 1, 2020. **Trustee Jeanes** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

4. Consideration of Ordinance 2020-0-02 for the Town of Palos Tax Levy

Trustee Woods asked for an amendment of the Tax Levy. He stated that this is what we have always done. We have levied the same amount as the taxes were extended from the previous year. The levy this year will be \$1,100,000 which is slightly less than the levy for last year. The General Assistance Fund is \$149,000 for a total levy of \$1,150,000.

Trustee Woods moved to adopt **ORDINANCE 2020-0-02, "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, 2020 AND ENDING MARCH 31, 2021"** pending the review and approval of Attorney Peck. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

5. Consideration of Ordinance 2020-03-0 Providing for the Levy for Road Purposes

Trustee Woods reported that the Road District has been steadily reducing the General Road District levy and increasing the amount that goes into the Hard Road Tax. We are levying slightly less than the taxes that were extended last year. The General Levy will be \$307,000 and the Hard Road Tax will be \$485,000 totaling \$792,000. This represents about a 61-39% ratio. We can only increase the split a certain amount each year. We need to talk more about this next year.

Trustee Woods moved to approve the adoption of **ORDINANCE 2020-03-0 ANNUAL TAX LEVY FOR ROAD PURPOSES-2020 AND CERTIFICATION OF A SPECIAL TAX PURSUANT TO SECTION 6 601 (605 ILCS 5/6-601, ET SEQ.) OF THE HIGHWAY CODE** pending the review and approval of Attorney Peck. Roll call was taken. Ayes: Trustees Brannigan,

Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

b. Policy and Personnel – Supervisor Schumann

Supervisor Schumann stated that there are no new issues with Policy and Personnel. We are still in the process of working on the Sexual Harassment Training. The township is interested in using the firm that Attorney Peck offered to us for the training. Supervisor Schuman asked Attorney Peck to inquire if there had been an extension on the date the Sexual Harassment Training is due. He will do so and report back to her.

Trustee Woods inquired if the Township has checked with the township property and liability insurance corporation, which is The Illinois Risk Management Insurance Corporation. We are interested in any online courses they offerer concerning sexual harassment training. They may offer online courses which could meet the state requirements for the training. A course could go like the following. Each employee logs in when they wish and watches a video and takes a short test. This fulfills the state requirement and is free-of-charge. The above is a program another government entity has and we might also have something to that effect

c. Policy and Personnel – Supervisor Schumann

Supervisor Schumann stated that she had no new updates going on training-wise. She will let everyone know when the training on sexual harassment will take place.

d. Technology, Information and Automation – Trustee Riley

Trustee Riley stated that he had no report for the Board.

e. Buildings and Grounds – Trustee Jeanes

Trustee Jeanes reported that she had a person come to the township concerning the cameras, and she is waiting for a bid. Social Security has been contacted and the people who own the building will allow the

township to put a camera on their pole. The township would then be able to see the entire back portion of the township. She also had an electrician come to the township to check with the goal of more lighting in the area. She will report back to the Board when she has other bids for the cameras.

f. 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

Commissioner Adams wished Trustee Jeanes a Happy Birthday. He has known her for 40 years!

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. **Supervisor Schumann** moved to adjourn the meeting at 6:57 P.M.

Supervisor Schumann extended her thoughts to the Board and the Township residents for a beautiful and safe Thanksgiving and asked for prayers for Roby

Schrader, the husband of April Schrader, (the Administrative Assistant to the Road and Bridge District), who is dealing with some health issues right now.

Trustee Woods seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0. Meeting adjourned.

Jane A. Nolan
Clerk
Palos Township