

**PALOS TOWNSHIP  
MEETING OF THE TOWNSHIP BOARD  
10802 S. ROBERTS ROAD PALOS HILLS 60465**

**FEBRUARY 11, 2016 - 6:30 P.M.**

**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. General Meeting - January 14th, 2016**

**Trustee Woods** moved to approve the minutes of the January 14, 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**

**Assessor Maloney** presented several positive letters his Deputy Assessor had received relative to his office. This is excellent feedback for the township.

**6. Special Presentations/ Communications**

There were no special presentations or communications.

## 7. Reports of Officials

### a. Supervisor/Treasurer

#### 1. Engagement Letter for Audit

**Supervisor Schumann** discussed the upcoming engagement letter for the annual audit. The cost of the audit will be \$10,025.00, unless there are any extenuating circumstances. The letter is available for copy.

**Trustee Jeanes** moved to authorize the hiring of Hearne and Associates for the annual audit. **Trustee Brannigan** 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. Current Press Releases

**Clerk Nolan** informed the Board that there were press releases in the Regional Reporter, and the Palos Citizen covering the February 1st and February 8th 2016, extended voter registration time frame. The article concerning the TOI Education Credits also appeared in the Palos Citizen.

#### 2. Notes from the TOCC Clerk's Division Meeting

**Clerk Nolan** discussed the important points from the TOCC February 4th, 2016, Clerk's Division Meeting. The Clerk's Division is working on the certification of Township Clerks. This is an FYI for the Board.

#### 3. TOI Topics Day Registration, Bus, Payment

**Clerk Nolan** informed the Board of the upcoming Topics Day once again. She discussed registration, the bus

transportation and payment for officials attending. The cost of attendance for Topics Day registration and transportation is \$115.00 per official.

**Supervisor Schumann** moved to approve the payment of \$115.00 for Topics Day registration and bus transportation to Springfield, Illinois, on April 6th, 2016, **Trustee Brannigan** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

**Clerk Nolan** discussed the Palos Hills newsletter option with the Board. Several choices were discussed concerning the size and cost of the Palos Township entry. It was decided to do the 3x4 inch ad, inside cover, color entry which will appear in three newsletters. These newsletters are mailed to over 5,000 residents. Because Palos Township is a not for profit, it will receive a 20% discount.

**Trustee Riley** moved to approve the Palos Hills newsletter 3x4 inch entry in the amount of \$225.00 for inclusion in three issues. **Trustee Woods** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

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

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

## **9. Reports of Standing Committees**

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

#### **1. Approval of Financial Matters/Bills**

**Trustee Woods** stated that there are no financial matters to discuss at this time.

#### **2. Property Tax Collection Report**

**Trustee Woods** stated that in the future he will have a revenue report instead of just a tax collection report. From April to January there was a four and one fourth increase in revenues to the town fund. Revenues received to the General Assistance Fund were nearly 30% over what they were last year. The Road and Bridge District had a 15.7 increase in their revenues.

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

**1. Policy Hire and Salary**

**Supervisor Schumann** reported that Dr. Stanevich is retiring from the Health Service after 36 years of service. His last day will be March 18th, 2016.

**2. Adopt 2016-2017 Salary Schedule**

**Supervisor Schumann** stated that the Board concurred that the increase in employee salary should be 2.5%. **Trustee Woods** discussed two employees which will now be paid the annual rate (12 equal payments) instead of hourly.

**Trustee Woods** reported that the township will be doing in house bookkeeping in the near future. Line items will be seen monthly with this process. This will be done using QuickBooks. The person who prepares this will receive a \$250.00 stipend.

**Trustee Woods** moved to adopt the 2016-2017 Salary Schedule. **Trustee Riley** seconded the motion. Roll call

was taken. Ayes: Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

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

**1. Network Infrastructure/Cabling**

**Trustee Riley** stated that he has been in communication with Yvonne Evans from GTSAC concerning the cabling and network infrastructure. Some of the quotes he received from her entailed five new cable runs just installing data jacks, network equipment, and wiring. Yvonne and her Supervisor will attend a future meeting to discuss their quotes with the Board.

## **2. Internet Service Provider for Township Hall**

**Trustee Riley** reiterated that Comcast has been chosen as the Service Provider for the township. Comcast has construction to do at this time, and will not be available for six weeks.

### **d. Buildings and Ground - Trustee Jeanes**

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

### **e. Public Services and Health - Trustee Brannigan**

#### **1. Health Service Report - January 2016**

**Trustee Brannigan** stated that the cholesterol fees for the month of January totaled \$125.00, and the Health Service fees collected were \$1,695.00.

## **10. Unfinished Business**

**Trustee Brannigan** informed the Board that Mr. Mark Hellner from the Center for Disability and Elder Law will be at the township on

February 29th, 2016, at 10:00 A.M. to discuss free senior services.

## **11. New Business**

**Trustee Woods** will be completing the budget, and getting the final document ready to submit.

## 12. Executive Session

**Trustee Woods** moved that the Board enter Executive Session for the purpose of Personnel Issues and Real Estate Acquisition at 7:29 P.M. **Supervisor Schumann** seconded the motion. Roll call was taken.

<b>Trustee Riley</b>	<b>yes</b>
<b>Trustee Jeanes</b>	<b>yes</b>
<b>Trustee Woods</b>	<b>yes</b>
<b>Trustee Brannigan</b>	<b>yes</b>
<b>Supervisor Schumann</b>	<b>yes</b>

**Supervisor Schumann** stated that the Board has moved to Regular Session at 8:00 P.M. for the purpose of voting on the hiring of Dr. Halek for a contractual podiatry position in the sum of \$85.00 an hour.

**Trustee Jeanes** moved to hire Dr. Halek for the sum of \$85.00 an hour for podiatry services not to exceed 33 hours a month, and the residency requirement for Dr. Halek is waived due to his professional license. **Trustee Woods** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, and Woods, Supervisor Schumann, Trustee Riley (absent for vote) Nays: None. Motion carried 4-0.

## 13. Adjournment

**Trustee Woods** moved to adjourn the meeting at 8:07 P.M. **Trustee Brannigan** seconded the motion. The motion was carried unanimously. Meeting adjourned.

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