

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

MARCH 24, 2016 - 6:30 PM

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 Attorney Shannon Dunne.

2. Pledge of Allegiance

3. Disposition of minutes from previous meeting

a. Approval of Minutes - February 25th, 2016

Trustee Jeanes moved to approve the minutes of the February 25th, 2016, Bill Audit 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.

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

Supervisor Schumann discussed the recent Palos/Hickory

Chamber of Commerce Meeting that she and Clerk Nolan attended. At this meeting Mayor Gerald Bennett, of Palos Hills, and Mayor Michael Howley, of Hickory Hills, discussed the state of their municipalities within the last year.

b. Clerk

1. TOCC Clerk's Division Meeting May 5th, 2016

Clerk Nolan invited the Board and officials to the May 5th, 2016, TOCC Clerk's Division Meeting at Ciao Restorante, in Palos Hills. The social hour will begin at 6:30 P.M., and the Dinner Business Meeting at 7:00 P.M. Please reply to Clerk Nolan by April 25th, 2016, if you plan to attend.

2. Re-affirm motion for Topics Day Registration and Transportation

Clerk Nolan stated that this motion needed to be re-affirmed.

Trustee Woods moved to re-affirm the motion for the Topics Day Registration and Transportation in the sum of \$115.00 per person. **Trustee Brannigan** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

3. TOCC Clerk's Division Meeting Notes FYI

Clerk Nolan provided the Board with the TOCC Clerk's Division Meeting notes from their most recent dinner meeting. She discussed the certification of township clerks, the monarch butterfly project, and she explained the new education sessions which will be forthcoming to all TOCC township members from the TOCC Board of Directors.

7. Attorney's Report

There was no report as Attorney Peck was not present at this meeting.

8. Reports of Standing Committees

a. Finance and Administration - Trustee Woods

1. Audit and Approval of Township Fund Bills

Trustee Woods moved to approve the audit of the Town Fund bills. **Trustee Riley** 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

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

3. Authorize the Purchase of QuickBooks for the Township

Trustee Woods informed the Board that new codes are now being used in compiling the 2016-2017 Annual Budget. He is calculating the budget using a different approach --- that of gross pay versus net as one of the changes.

Trustee Woods explained QuickBooks to the Board. Using QuickBooks will also be financially better for the township.

Trustee Woods moved to authorize the purchase up to \$500.00 for QuickBooks. **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. Policy and Personnel - Supervisor Schumann

Supervisor Schumann stated that there were no new personnel issues in the township at this time.

c. Technology, Information and Automation - Trustee Riley

1. Approve Comcast agreement for internet service

Trustee Riley explained that there is a 30 day window to cancel the agreement with Comcast if the township has any issues. If there is a severe interruption or any problems with the service it can be stopped at any time. He stated that 85% of the businesses in this zip code use Comcast Business.

Trustee Riley moved to approve a one year Comcast agreement for internet service at \$175.00 per month.

Trustee Jeanes seconded the motion. Roll call was taken.

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

2. Approve proposal with S&K Security Corp. for data cabling.

Trustee Riley discussed the wiring between the township and the Health Service. He discussed the amount of money the data cabling could cost. There was a discussion concerning the amount of the fees. **Trustee Riley** will go back to S&K Security with questions. This will be discussed again at the next General Meeting.

3. Approval of proposal from CDW-G for network equipment

Trustee Riley explained the cost of the network equipment from CDW-G. This will be discussed again at the next General Meeting as there were questions concerning the amount of money involved in this proposal.

d. Buildings and Grounds - Trustee Jeanes

1. Motion to Approve installation of handicap door

Trustee Jeanes stated that she does have a motion, but would like to postpone it as she has the contractor working

on some other issues at this time.

e. Public Service and Health - Trustee Brannigan

Trustee Brannigan reported that the amount of money received by the Health Service for the month of February was \$2, 365.00, and the amount of money for cholesterol services for February was \$140.00. She stated that Jenette still has not found a pharmaceutical refrigerator with the special device on it. The new podiatrist is working out well.

9. Unfinished Business

There was no unfinished business at this time.

10. New Business

Clerk Nolan informed the Board that they will be receiving their Economic Interest Statements on their e-mails soon.

Trustee Brannigan stated that she will check the references of Dr. Susan Bergin, if she decides to bring her to the township as a speaker on the topic of Alzheimer's Disease.

11. Executive Session

12. Adjournment

Trustee Woods moved to adjourn the meeting at 7:09 P.M.
Supervisor Schumann seconded the motion. The motion was carried unanimously. Meeting adjourned.

Jane A. Nolan

Clerk

Palos Township

