



IN ACCORDANCE WITH THE APPLICABLE STATUTES OF THE STATE OF ILLINOIS NOTICE IS GIVEN HEREBY THAT THE NEXT REGULAR MEETING OF THE TOWN BOARD OF PALOS TOWNSHIP WILL BE HELD ON THE DATE SPECIFIED BELOW AT THE HOUR OF 7:00 P.M. AT 10802 SOUTH ROBERTS ROAD, PALOS HILLS, ILLINOIS; DURING WHICH MEETING IT IS ANTICIPATED THERE WILL BE DISCUSSION AND CONSIDERATION OF AND, IF SO DETERMINED, ACTION UPON THE MATTERS CONTAINED IN THE FOLLOWING AGENDA

**PALOS TOWNSHIP
COMBINED BILL AUDIT & ROAD DISTRICT MEETING
10802 S. ROBERTS ROAD | PALOS HILLS, IL 60465**

March 23, 2020 - 6:30 PM

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Disposition of minutes from previous meetings
 - a. Approval of Minutes – Combined Bill Audit / Road and Bridge Meeting of February 24, 2020.
4. Special Communications, if any
5. Reports of Officials
 - a. Supervisor
 - b. Clerk
 1. Ethics Statement - File by May 1, 2020
 2. Adopt or Approve Executive Session Minutes from March 10, 2020
 3. Approve 2020 Town Meeting Agenda
 - c. Highway Commissioner
6. Attorney's Report
7. Reports of Standing Committees
 - a. Finance and Administration - Trustee Woods
 1. Audit and Approval of Town Fund Bills and Warrant
 2. Audit and Approval of Road and Bridge Fund Bills and Warrants
 3. Audit and Approval of GA Bills and Warrants

At least 24 hours in advance of a scheduled public meeting, any individual with a disability who is in need of a reasonable accommodation in order to participate in the meeting should contact the office of the Road and Bridge Clerk: In person at 10802 South Roberts Road, Palos Hills, Illinois, via telephone at (708) 589-4418 or via e-mail at clerk@palostownship.org

- b. Policy and Personnel - Supervisor Schumann
 - c. Technology, Information and Automation - Trustee Riley
 - d. Buildings and Grounds - Trustee Jeanes
 - e. Public Services and Health - Trustee Brannigan
- 8. Unfinished Business
 - 9. New Business
 - 10. Citizens Wishing to Address the Board
 - 11. Executive Session, If Needed
 - 12. Adjournment

At least 24 hours in advance of a scheduled public meeting, any individual with a disability who is in need of a reasonable accommodation in order to participate in the meeting should contact the office of the Road and Bridge Clerk: In person at 10802 South Roberts Road, Palos Hills, Illinois, via telephone at (708) 589-4418 or via e-mail at clerk@palostownship.org

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

February 24, 2019 – 6:30 P.M.

Call to Order and Roll Call

The Combined Bill Audit and Road and Bridge District Meeting of the Township Board was called to order by **Supervisor Schumann**, in the Township Hall, 10802 S. Roberts Road, Palos Hills, Illinois at 6:30 P.M. Roll call was taken by the **Clerk** of the Township, **Jane Nolan**. Present were Trustees Jeanes, Riley and Woods, Supervisor Schumann and Highway Commissioner Adams. Also present was Attorney Erik Peck, and Road and Bridge Administrative Assistant, April Schrader.

Officials present: Assessor Maloney
Highway Commissioner Adams
Clerk Nolan.

Disposition of Minutes of from Previous Meeting

- a. **Approval of Minutes – Combined Bill Audit and Road and Bridge Meeting of November 25, 2019**
- b. **Approval of Minutes – Combined Bill Audit and Road and Bridge Meeting of January 27, 2020.**

Supervisor Schumann moved to approve the minutes of the Combined Bill Audit and Road and Bridge Meeting of November 25, 2019. There was no second to the motion.

Supervisor Schumann withdrew the motion and **Trustee Woods** moved to approve the following combined motion:

Trustee Woods moved for approval of the Combined Bill Audit and Road and Bridge Meeting of November 25, 2019, the approval and adoption of Resolution 2019-08 **“A Resolution Establishing the Annual Calendar of**

Regular Meeting of the Palos Township Board of Trustees for 2020,” and the audit and approval of Town Fund Bills and Warrants for January 1, 2020 in the amount of \$29,314.93, and the audit and approval of Road and Bridge District Bills and Warrants for January 1, 2020 in the amount of \$48,332.58. **Trustee Riley** seconded the motion. Roll Call was taken. Ayes: Trustees Jeanes, Riley, Woods and Supervisor Schumann. Nays: None. Motion carried 4-0.

Supervisor Schumann moved to approve the audit of the January 26, 2020 Combined Bill Audit and Road and Bridge Meeting of January 26, 2020. **Trustee Woods** seconded the motion. Roll call was taken. Ayes: Trustees Jeanes, Woods, Riley, Brannigan and Supervisor Schumann. Nays: None. Motion carried 5-0.

Trustee Brannigan entered the meeting at 6:34 P.M.

Special Presentations-Communications

There were no special presentations or communications at this meeting.

Reports of Officials

a. Supervisor

Supervisor Schumann informed the Board that the new POD did arrive. It was necessary to have another POD at the township because there was a large amount of food donated from the two schools this year. She also stated that there was an extra garbage pick-up at the township due to the many boxes, and other things that had to be disposed of. The POD is temporary.

b. Clerk

Clerk Nolan stated that she had no report for the Board.

c. Highway Commissioner

Commissioner Adams reported that he attended the Highway Commissioner's of Illinois Meeting in Gibson City. He explained that the Highway Commissioners in the state of Illinois will attend the Educational Conference in Peoria at no cost. The Highway Commissioners of Illinois are paying the bill as there was a large amount of money received from their vendors over the last several years. He stated that the Highway Commissioners are also lowering the amount of money vendors have to pay to be an attendee at the Educational Conference. **Commissioner Adams** informed the Board that he used a lot of salt in January as icing was monumental.

Trustee Riley asked if we brine before we salt and what the cost of brining would be.

Trustee Woods stated that Willow Springs does brining. A brining machine can cost as much as \$10,000 but also saves money on salting costs. Brining is still not as expensive as salt.

Attorney's Report

Attorney Peck stated that she had no report for the Board

Reports of Standing Committees

a. Finance and Administration – Trustee Woods

3. Audit and Approval of Town Fund Bills and Warrants

Trustee Woods moved to approve the audit of the Town Fund Bills and Warrants in the amount of \$11,765.78 for the month of March plus an additional amount of \$978.89 for the month of February. **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. Audit and Approval of Road and Bridge Bills and Warrants

Trustee Woods moved to approve the audit of the Road and Bridge Fund Bills and Warrants in the amount of \$49,441.02 and the Administrative Expense in the amount of \$5736.91 for a total of \$35, 177.93 for the Road and Bridge Fund Bills and Warrants. **Supervisor Schumann** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

5. Audit and Approval of General Assistance Bills and Warrants

Supervisor Schumann moved to approve the audit of the General Assistance and Bills and Warrants. **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. Policy and Personnel – Supervisor Schumann

Supervisor Schumann stated that there were no new changes to policy and personnel.

c. Technology, Information and Automation – Trustee Riley

1. Outside Camera Installation

Trustee Riley asked if there was anything computer-wise needed at the township such as servers, processors, etc. Nothing more is needed at this time.

Trustee Riley stated that he has no additional bids for outside cameras. The person who was going to do this was injured and will not be able to do it. Several options for camera installation were discussed. The camera should have sound capabilities. There was a discussion concerning signs on the building both inside and outside. This would notify the public that there are working cameras at the township. The location of the signs will be announced.

Trustee Woods feels there should be a meeting about a hard server with many layers of protection such as hardware protection, software service protection plus cloud backup. It will also have hard back-up of everything plus much more because all the ransomware would be protected. He recommends this. All computers will connect with the server. The server would be partitioned so that the town and medical records would be separate. Every record we have in the township should be in this server. The budget is \$8,000 to \$12,000. Trustee Woods and Trustee Riley will bring quotes from a server company to the Board for finalization.

d. Buildings and Grounds – Trustee Jeanes

Trustee Jeanes stated that she had no report for the Board.

e. Public Services and Health – Trustee Brannigan

Trustee Brannigan stated that she had no report for the Board.

Unfinished Business

Commissioner Adams informed that the Road and Bridge Engineer and the engineers for the Water Reclamation District are making proposals relative to the flooding on 133rd Street. **Commissioner Adams** explained to the Board that Morris Engineering has submitted an application for the Road District to try to procure grant money from MWRD in order to assist the Road District with the drainage issues on 133rd Street toward the 85th Avenue area. The project will cost approximately \$60,000.

New Business

There was no new business to come before the Board

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. **Trustee Woods** moved to adjourn the meeting at 7:00 P.M. **Trustee Brannigan** seconded the motion. The motion was passed unanimously. Meeting adjourned.

Jane A. Nolan

Clerk

Palos Township

PALOS TOWNSHIP
STATE OF ILLINOIS
COUNTY OF COOK

From: Town Fund

Date: March 23, 2020 for April 1, 2020 Bill Audit

This is to certify that the following sums will be paid by the TREASURER of Palos Township to the following vendor/person which amounts were allowed and audited by the Board of Trustees on the above listed date on account of the listed purposes.

No.	Date	Vendor	Purpose	Amount	Account Number	Check #
				(GROSS)		
1	4/1/2020	Gene Adams	Payroll		10-0400	Debit
2	4/1/2020	Alice Batol Delrosario	Payroll		30-0300	Debit
3	4/1/2020	Sharon Brannigan	Payroll		10-0500	Debit
4	4/1/2020	Megan Catrambone	Payroll		10-0700	Debit
5	4/1/2020	Carol Chamales	Payroll		30-0200	Debit
6	4/1/2020	Joan Davis	Payroll		10-0700	Debit
7	4/1/2020	Elise Farrell	Payroll		30-0200	Debit
8	4/1/2020	Samantha Goerg	Payroll		10-0700	Debit
9	4/1/2020	Colleen Grant Schumann	Payroll		10-0100	Debit
10	4/1/2020	Walter A. Halek DPM	Payroll		30-0400	Debit
11	4/1/2020	Pamela Jeanes	Payroll		10-0500	Debit
12	4/1/2020	Kathryn Keiffer	Payroll		30-0200	Debit
13	4/1/2020	Kathleen Khan	Payroll		30-0200	Debit
14	4/1/2020	Jennifer Leedy	Payroll		30-0500	Debit
15	4/1/2020	Robert E. Maloney	Payroll		10-0300	Debit
16	4/1/2020	Heather Malloy	Payroll		20-0100	Debit
17	4/1/2020	Paula Neidenbach	Payroll		30-0200	Debit
18	4/1/2020	Jane Nolan	Payroll		10-0200	Debit
19	4/1/2020	Debra Ramos	Payroll		30-0200	Debit
20	4/1/2020	Richard C. Riley	Payroll		10-0500	Debit
21	4/1/2020	Luciano Valdez	Payroll		30-0300	Debit
22	4/1/2020	Alicia Vodicka	Payroll		30-0200	Debit
23	4/1/2020	Brent Woods	Payroll		Split	Debit
24	4/1/2020	E.F.T.P.S.	Payroll - Employer Medicare Expense		Split	Debit
25	4/1/2020	E.F.T.P.S.	Payroll - Employer FICA Expense		Split	Debit
26	4/1/2020	E.F.T.P.S.	Payroll - Employer Unemployment Tax		10-1200	Debit
27	4/1/2020	IMRF - Town Fund Portion	Pension Contributions Employer Portion Town		Split	Debit
28	4/1/2020	Payroll Processor	Payroll Processing Fees		12-1600	Debit
30	4/1/2020	NCPERS Group Life Ins.	Voluntary Group Life Insurance	\$ 32.00	10-1510	
31	4/1/2020	Valic c/o Jp Morgan Chase Bank	Employee Voluntary 457b Contrib. Plan	\$ 150.00	10-1510	
32	4/1/2020	United States Postal Service	Postage	\$ 825.00	11-1100	
33	4/1/2020	Daily Southtown	Publications & Subscriptions	\$ 201.50	11-1200	
34	4/1/2020	Call One	Telephone Service	\$ 424.19	11-1300	
35	4/1/2020	Monterrey Security	Contingencies	\$ 560.64	11-1400	
36	4/1/2020	Nicor Gas	Utilities - Gas	\$ 168.87	11-2000	
37	4/1/2020	ComEd	Utilities - Electric	\$ 364.91	11-2000	
38	4/1/2020	Civic Plus	Technology & Automation Services	\$ 4,875.00	12-1100	
39	4/1/2020	Township Clerks of Illinois	Membership & Dues	\$ 30.00	12-1200	
40	4/1/2020	Tressler LLP	Legal Service	\$ 860.00	12-1300	
41	4/1/2020	Shred-It	Document Disposal	\$ 54.48	12-1700	
42	4/1/2020	Richard Demma E.A.	Bookkeeping / Accounting	\$ 765.00	12-1400	
43	4/1/2020	Office Depot	Office Supplies	\$ 167.15	13-1000	
44	4/1/2020	Betsy Ross Flagg Girl, Inc	Other Supplies & Materials	\$ 276.00	13-1400	
45	4/1/2020	Pods	Other Supplies & Materials	\$ 169.00	13-1400	
46	4/1/2020	Beary	Landscaping / Ground Maintence	\$ 335.00	14-1100	
47	4/1/2020	Dashmire Lika	Cleaning Services	\$ 795.00	14-1200	
48	4/1/2020	Johnson Controls Security Solutions	Alarm System	\$ 341.85	14-1500	
49	4/1/2020	Tri-State Disposal	General Waste Disposal	\$ 75.35	14-1600	
50	4/1/2020	Type Concepts Inc	Assessor - Printing	\$ 430.00	22-1000	
51	4/1/2020	McKesson	Medical Supplies	\$ 625.00	31-2000	
52	4/1/2020	Sharon Brannigan	Reimbursement - H.S. Contain-it Rental	\$ 89.00	33-1400	
53	4/1/2020	J.P. Cooke Co.	Health Service - Other Supplies & Materials	\$ 36.90	33-1400	
54	4/1/2020	Cms	Local Government Health Care	\$ 4,377.00	Split	
55	4/1/2020					
Total for April 2020				\$ 17,028.84		

Additional Expenditures from March 2020

1	3/13/2020	Dashmire Lika	Other Supplies & Materials	\$ 86.93	13-1400	28615
2	3/13/2020	Alicia Vodicka	Conference & Meeting	\$ 25.00	30-1800	28616
3	3/13/2020	Elise Farrell	Conference & Meeting	\$ 25.00	30-1800	28617
4	3/13/2020	Carol Chamales	Conference & Meeting	\$ 25.00	30-1800	28618
5	3/13/2020	Debra Ramos	Conference & Meeting	\$ 25.00	30-1800	28619
6	3/13/2020	Kathryn Keiffer	Conference & Meeting	\$ 25.00	30-1800	28620
7	3/13/2020	Kathleen Khan	Conference & Meeting	\$ 25.00	30-1800	28621
8	3/19/2020	City of Palos Hills	Utilies - Water & Sewer	\$ 82.94	11-2000	28622
9	3/20/2020	Our Lady of the Woods	Service Contract Agreement	\$ 1,200.00	40-1200	28623
10	3/20/2020	Brent Woods	Reimbursement - The Zoom	\$ 149.90		28624
Total added to March 2020				\$ 1,669.77		

Township Trustee

Township Trustee

Township Trustee

Township Trustee

Township Supervisor

Co-signed:

Township Clerk

PALOS TOWNSHIP ROAD AND BRIDGE
STATE OF ILLINOIS
COUNTY OF COOK

This is to certify that the following sums will be paid by the TREASURER of PalosTownship to the following vendor/person which amounts were allowed and audited by the Board of Trustees on the April 1, 2020 on account of the listed purposes.

Number	Vendor	Purpose	Amount	Acct#	Check#
1-	IMRF	Employee & Employer Contribution	\$ 927.39	6993	EFT
2-	US Treasury US 941	Payroll Taxes	\$ 1,199.48		EFT
3-	Illinois Dept of Revenue US 501	Monthly Payroll taxes	\$ 211.89		EFT
	NCPERS	Employee deduct vol life ins	\$ 16.00	6963	
	Blue Cross Blue Scheild Illinois	Medicare supp prem	\$ 186.00	6963	
4-	April Schrader	wages for Feb hours	\$ 3,196.15		DEBIT
	April Schrader	Medicare Qtrly pmt	\$ 433.80		
5-					
6-					
7-					
8-					
9-					
10-					
11-					
12-					
13-					
14-					
15-					
			\$6,170.71		

We, the undersigned, members of the PalosTownship Board of Trustees, Cook County, Illinois, do hereby certify that we this 1st day April 2020 examined and audited the foregoing bills, claims, charges and accounts against the Palos Township Road and Bridge Fund and have approved the same for payment.

Township Trustee

Township Trustee

Township Trustee

Township Trustee

Township Highway Commissioner

Co-Signed:

Township Clerk

PALOS TOWNSHIP ROAD AND BRIDGE
STATE OF ILLINOIS
COUNTY OF COOK

This is to certify that the following sums will be paid by the TREASURER of PalosTownship to the following vendor/person which amounts were allowed and audited by the Board of Trustees on the March 23, 2020 on account of the listed purposes.

Number	Vendor	Purpose	Amount	Acct#	Check#
1-					
2-	ComED 08911	light rental	\$ 613.41	5133	
3-	ComED101315	light rental	\$ 249.17	5133	
	Tri-State Disposal	hwy debris disposal	\$ 73.82	8103	
	CPW	materials	\$ 33.23	5113	
4-	Gallagher Materials	materials	\$ 647.44	5113	
	Sprint	phones	\$ 41.33	6983	
	Tressler LLP	Legal	\$ 860.00	6913	
	Morris Engineering	Engineering 133rd - 85th ave	\$ 360.50	5853	
	April Schrader	reimburse for postge stamps	\$ 54.75	8103	
	Kopping Enterprises	per contract	\$ 31,442.37		
	Gene Adams	Travel miles for January		6973	
	AT&T	phones		6983	
10-					
11-					
12-					
14-					
23-					
32-					
33-					
34-					
35-					
			\$34,376.02		

We, the undersigned, members of the PalosTownship Board of Trustees, Cook County, Illinois, do hereby certify that we this 23th day of March, 2020 examined and audited the foregoing bills, claims, charges and accounts against the Palos Township Road and Bridge Fund and have approved the same for payment.

Township Trustee

Township Trustee

Township Trustee

Township Trustee

Township Highway Commissioner

Co-Signed:

Township Clerk