



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 25, 2019 - 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 of the Combined Bill Audit and Road and Bridge Meeting - February 25, 2019
4. Special Communications, if any
5. Reports of Officials
 - a. Supervisor
 1. Call One System Updates
 - b. Clerk
 1. FOIA Updates
 2. TOCC Annual Spring Dinner - June 12, 2019
 3. Approval of 2019 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
 2. Audit and Approval of Road and Bridge Fund Bills

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

3. Audit and Approval of GA Fund Bills
 - b. Policy and Personnel - Supervisor Schumann
 1. Approval of cost of living increases for staff
 - 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

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Item Attachment Documents:

- a. Approval of Minutes of the Combined Bill Audit and Road and Bridge Meeting - February 25, 2019

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

FEBRARY 25, 2019 6:34 P.M.

Call to Order and Roll Call

The Combined Bill Audit and Road and Bridge District Meeting of the Palos Township Board was called to order by Supervisor Schumann in the Township Hall, 10802 S. Roberts Road, Palos Hills, Illinois at 6:34 P.M.

Supervisor Schumann moved to allow **Trustee Woods** to participate in the meeting by electronic communication. **Trustee Riley** seconded the motion. The motion was carried unanimously.

Roll Call

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

Absent: Trustee Brannigan

Special Presentations/Communications

There were no special presentations or communications at this meeting.

Reports of Officials

a. Supervisor

1. Discussion of Commonwealth Edison

Supervisor Schumann stated that ComEd will retro fit LED lights for the township if Palos Township applies for this service. There is a fee but

there are large rebates available. There will be more information forthcoming concerning this.

b. Clerk

1. Township Day

Clerk Nolan reported that the Township Day of June 15, 2019, will be happening at Palos Township. There will be a Health Fair and possible fire and police vehicles present for adults and children to both view and learn about the different aspects of each. **Clerk Nolan** will register Palos Township for this event.

2. Trustee Division Meeting

Clerk Nolan reported that the TOCC Trustee Division will have a meeting on March 21, 2019, at Jameson's Original Charthouse, 1331 Dundee Road, Arlington Heights, Illinois. The Social Hour begins at 6:30 P.M. and the Dinner and Speaker at 7:00 P.M.

c. Highway Commissioner

Commissioner Adams reported that there were some problems with salt delivery in Cook County. The Road District reached out to District 4 Garage in Cook County who then supplied the Road District with the much-needed salt. Commissioner Adams thanked Cook County for their help. He also stated that he will be attending the TOCC Highway Commissioner's Meeting on March 27, 2019, at the William Tell Holiday Inn.

Attorney's Report

Attorney Peck stated that he had no report for the Board.

Reports of Standing Committees

a. Finance and Administration – Trustee Woods

1. Audit and Approve of Town Fund Bills and Warrants

Trustee Woods moved to approve the audit of the Town Fund Bills and Warrants. **Supervisor Schumann** seconded the motion. Roll call was taken. Ayes: Trustees Jeanes, Riley, Woods and Supervisor Schumann. Nays: None. Motion carried 4-0.

2. Audit and Approve of General Assistance Bills

Supervisor Schumann moved to approve the audit of the General Assistance Bills. **Trustee Woods** seconded the motion. Roll call was taken. Ayes: Trustees Jeanes, Riley, Woods, and Supervisor Schumann. Nays: None. Motion carried 4-0.

3. Audit and Approval of Road and Bridge District Bills and Warrants

Trustee Woods moved to approve the audit of the Road and Bridge District Bills and Warrants in the amount of \$53,808.24, and the Administrative Expenses in the amount of \$5,444.34. **Supervisor Schumann** seconded the motion. Roll call was taken. Ayes: Trustees Jeanes, Riley, Woods, and Supervisor Schumann. Nays: None. Motion carried 4-0.

Trustee Woods stated that he will also be doing the 2019 Budget for General Assistance and the Road District.

b. Policy and Personnel – Supervisor Schumann

Supervisor Schumann reported that there was a large “Souper Bowl” food delivery to the Township Food Pantry in February. Only Palos West Elementary School took part in “Souper Bowl” this year. Palos West School will receive a beautiful glass apple with an engraved “thank you” from Palos Township to show our appreciation for all they did for our residents.

c. Technology, Information and Automation – Trustee Riley

Trustee Riley stated that the internet speed at the township has been doubled. If there are any problems the modem speed on a computer can be checked.

Trustee Woods discussed a new server for the township. He has been looking at several new servers. The township would also need a server closet. The server would be able to digitize all the township records. It would resemble a regular computer and would make FOIA requests easier to work with and complete. The cost would fall between \$1,500.00 and \$3,000.00. He stated that \$3,000.00 has been placed in the budget for this expense.

d. Buildings and Grounds – Trustee Jeanes

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

e. Public Services and Health – Trustee Brannigan

There was no report from Public Services and Health as **Trustee Brannigan** did not attend the meeting.

Unfinished Business

There was no unfinished business for the Board.

New Business

There was no new Business for the Board.

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. The motion to adjourn was made by

Supervisor Schumann and seconded by Trustee Woods. The motion was passed unanimously. Meeting adjourned.

Jane A. Nolan
Clerk
Palos Township

Item Attachment Documents:

1. Audit and Approval of Town Fund Bills

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PALOS TOWNSHIP
STATE OF ILLINOIS
COUNTY OF COOK

From: Town Fund

Date: March 25, 2019 for April 1, 2019 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	4/1/2019	Gene Adams	Payroll		10-0400	Debit
2	4/1/2019	Alice Batol Delrosario	Payroll		30-0300	Debit
3	4/1/2019	Sharon Brannigan	Payroll		10-0500	Debit
4	4/1/2019	Megan Catrambone	Payroll		10-0700	Debit
5	4/1/2019	Carol Chamales	Payroll		30-0200	Debit
6	4/1/2019	Joan Davis	Payroll		10-0700	Debit
7	4/1/2019	Evelyn Dibbern	Payroll		20-0100	Debit
8	4/1/2019	Samantha Goerg	Payroll		10-0700	Debit
9	4/1/2019	Colleen Grant Schumann	Payroll		10-0100	Debit
10	4/1/2019	Walter A. Halek DPM	Payroll		30-0400	Debit
11	4/1/2019	Pamela Jeanes	Payroll		10-0500	Debit
12	4/1/2019	Kathryn Keiffer	Payroll		30-0200	Debit
13	4/1/2019	Kathleen Khan	Payroll		30-0200	Debit
14	4/1/2019	Jennifer Leedy	Payroll		30-0500	Debit
15	4/1/2019	Robert E. Maloney	Payroll		10-0300	Debit
16	4/1/2019	Paula Neidenbach	Payroll		30-0200	Debit
17	4/1/2019	Jane Nolan	Payroll		10-0200	Debit
18	4/1/2019	Debra Ramos	Payroll		30-0200	Debit
19	4/1/2019	Richard C. Riley	Payroll		10-0500	Debit
20	4/1/2019	Luciano Valdez	Payroll		30-0300	Debit
21	4/1/2019	Alicia Vodicka	Payroll		30-0200	Debit
22	4/1/2019	Brent Woods	Payroll		Split	Debit
23	4/1/2019	E.F.T.P.S.	Payroll - <u>Employer</u> Medicare Expense		Split	Debit
24	4/1/2019	E.F.T.P.S.	Payroll - <u>Employer</u> FICA Expense		Split	Debit
25	4/1/2019	E.F.T.P.S.	Payroll - <u>Employer</u> Unemployment Tax		10-1200	Debit
26	4/1/2019	IMRF - Town Fund Portion	Pension Contributions <u>Employer</u> Portion Town		Split	Debit
27	4/1/2019	Payroll Processor	Payroll Processing Fees		12-1600	Debit
28	4/1/2019	NCPERS Group Life Ins.	Voluntary Group Life Insurance	\$ 48.00	10-1510	
29	4/1/2019	Valic c/o Jp Morgan Chase Bank	Employee Voluntary 457b Contrib. Plan	\$ 50.00	10-1510	
30	4/1/2019	Jane Nolan	Reimbursement - Transportation & Travel	\$ 40.32	10-1700	
31	4/1/2019	Call One	Telephone Service	\$ 428.84	11-1300	
32	4/1/2019	Chalet Florist	Contingencies	\$ 99.88	11-1400	
33	4/1/2019	ComEd	Utilities - Electric	\$ 314.28	11-2000	
34	4/1/2019	Nicor Gas	Utilities - Gas	\$ 216.99	11-2000	
35	4/1/2019	Team Logic It	Technology & Automation Services	\$ 180.00	12-1100	
36	4/1/2019	Metropolitan Township Association	Membership & Dues	\$ 1,500.00	12-1200	
37	4/1/2019	Tressler LLP	Legal Services	\$ 922.50	12-1300	
38	4/1/2019	Richard Demma E.A.	Bookkeeping / Accounting	\$ 765.00	12-1400	
39	4/1/2019	Shred-It	Document Disposal	\$ 50.92	12-1700	
40	4/1/2019	Duke's Ace Hardware	Other Supplies & Materials	\$ 25.98	13-1400	
41	4/1/2019	Cottage Sheet Metal LLC	Building Maintenance	\$ 195.00	14-1000	
42	4/1/2019	Beary Landscape Management	Landscaping / Grounds Maintenance	\$ 2,295.00	14-1100	
43	4/1/2019	Daci Cleaning Service	Cleaning Service	\$ 795.00	14-1200	
44	4/1/2019	Johnson Controls Security Solutions	Alarm System	\$ 341.85	14-1500	
45	4/1/2019	Tri-State Disposal	General Waste Disposal	\$ 150.70	14-1600	
46	4/1/2019	The Sidwell Company	Other Supplies & Materials	\$ 390.00	23-1400	
46	4/1/2019	Palos Fire Protection District	Contingencies	\$ 160.00	31-1400	
47	4/1/2019	McKesson	Medical Supplies	\$ 53.52	31-2000	
48	4/1/2019	Park Printing	Printing	\$ 134.25	32-1000	
49	4/1/2019	Sharon Brannigan	Reimbursement - H.S. Contain - It Rental	\$ 89.00	33-1400	
50	4/1/2019	Office Depot	Office Supplies / Other Supplies & Materials	\$ 82.71	Split	
51	4/1/2019	CMS	Local Government Health Plan	\$ 3,586.00	Split	
Total for April 2019				\$ 12,915.74		

Additional Expenditures from March 2019

1	3/11/2019	Sharon Brannigan	Reimbursement - H.S. Contain - It Rental	\$ 89.00	33-1400	28196
2	3/15/2019	City of Palos Hills	Utilities - Water & Sewer	\$ 72.13	11-2000	28197
3	3/19/2019	Costco	Other Supplies & Materials	\$ 70.72	13-1400	28198
4						
5						
Total Added to March 2019				\$ 231.85		

Township Trustee

Township Trustee

Township Trustee

Township Trustee

Township Supervisor

Co-signed:

Township Clerk

Item Attachment Documents:

2. Audit and Approval of Road and Bridge Fund Bills

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 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 25, 2019 on account of the listed purposes.

Number	Vendor	Purpose	Amount	Acct#	Check#
1-					
	Morton Salt	materials	\$ 4,755.51	5813	
2-	ComED 08911	light rental	\$ 535.96	5133	
3-	ComED101315	light rental	\$ 5.74	5133	
	Tri-State Disposal	hwy debris disposal	\$ 73.82	8103	
	Tressler LLP	legal	\$ 1,025.00	6913	
4-	Sprint	phones	\$ 66.34	6983	
	Martin Implements	materials	\$ 47.96	5113	
5-	Gallagher Materials	materials	\$ 778.72	5113	
	Edward Electric	repair street light	\$ 368.00	5003	
	Norwalk Tank	materials	\$ 49.00	5113	
	Kopping Enterprises	per contract	\$ 27,232.00	various	
	Gene Adams	travel	\$ 263.32	6973	
	AT&T	phones	\$ 56.95	6983	
10-					
11-					
12-					
14-					
23-					
32-					
33-					
34-					
35-					
			\$35,258.32		

We, the undersigned, members of the PalosTownship Board of Trustees, Cook County, Illinois, do hereby certify that we this 25th day of March 2019 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 1, 2019 on account of the listed purposes.

Number	Vendor	Purpose	Amount	Acct#	Check#
1-	IMRF	Employee & Employer Contribution	\$ 867.01	6993	EFT
2-	US Treasury US 941	Payroll Taxes	\$ 1,142.35		EFT
3-	Illinois Dept of Revenue US 501	Monthly Payroll taxes	\$ 201.80		EFT
	NCPERS	Employee deduct vol life ins	\$ 16.00	6963	
	Blue Cross Blue Scheild Illinois	Medicare supp prem	\$ 188.00	6963	
4-	April Schrader	Wages for March	\$ 3,043.18		
5-					
6-					
7-					
8-					
9-					
10-					
11-					
12-					
13-					
14-					
15-					
			\$5,458.34		

We, the undersigned, members of the PalosTownship Board of Trustees, Cook County, Illinois, do hereby certify that we this 1st day March 2019 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