



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 DATE, TIME AND LOCATION SPECIFIED BELOW; 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
BOARD MEETING
10802 S. ROBERTS ROAD | PALOS HILLS, IL 60465**

May 23, 2022 - 6:30 PM

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Prior Meeting's Minutes
 - a. Approval of the Palos Township Board Meeting Minutes of April 25, 2022
5. Special Presentations / Communications (If Any)
6. Reports of Officials
 - a. Supervisor/Treasurer
 - b. Clerk
 - a. Notes from Hickory Hills Chamber of Commerce Meeting April 27, 2022
 - b. Illinois Township Attorneys Association Meeting, Friday June 3, 2022 FYI
 - c. TOCC Annual Meeting Wednesday June 8, 2022 at 7PM (Virtual)
 - d. Palos Township & the Cook County Sheriff's Recycling & Prescription Drug - Take Back Event, Saturday June 4, 2022 from 9AM to 12 Noon
 - c. Highway Commissioner
7. Attorney's Report
 - a. Adoption of Resolution No. 22-R-02 **RESOLUTION REAPPOINTING TRUSTEE KEVIN MCCURRIE TO THE PALOS FIRE PROTECTION DISTRICT BOARD OF TRUSTEES**
8. Reports of Standing Committees

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

- a. Finance and Administration - Trustee Woods
 - a. Audit and Approval of Town Fund Bills and Warrants Dated June 1, 2022
 - b. Audit and Approval of Road and Bridge Fund Bills and Warrants Dated June 1, 2022
 - c. Audit and Approval of General Assistance Fund Bills Dated June 1, 2022
 - d. Presentation of Annual 2022-2023 Budget for Town of Palos and Palos Township Road and Bridge District
- b. Policy and Personnel - Supervisor Schumann
 - a. Motion for Approval of the hiring of Cara Feltz, Administrative Assistant to Supervisor
 - c. Technology, Automation and Information - Trustee Riley
 - d. Buildings and Grounds - Trustee Jeanes
 - e. Public Services and Health - Trustee Abuzir
9. Unfinished Business
10. New Business
11. Citizens wishing to address the Board
12. Executive Session (If determined necessary)
13. Adjournment

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**PALOS TOWNSHIP BOARD MEETING
10802 S. ROBERTS ROAD
PALOS HILLS, ILLINOIS 60465**

April 25, 2022 – 6:30 P.M.

Call to Order

The Palos Township Meeting of the Township Board was called to order by **Supervisor Schumann** in the Township Hall, 10802 S. Roberts Road, Palos Hills, Illinois 60465 at 6:34 P.M.

Roll Call

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

Officials present: Clerk Jane Nolan
Assessor Robert Maloney

Officials absent: Highway Commissioner Adams

Others Present: April Schrader, Administrative Assistant of the Road and Bridge District (Palos)

Pledge of Allegiance

Supervisor Schumann led the assembly in the Pledge of Allegiance.

Approval of Prior Meeting's Minutes

- a. Approval of Minutes of the Palos Township Board Meeting of March 21, 2022.

Trustee Jeanes moved to approve the minutes of the Palos Township Board Meeting of March 21, 2022. **Trustee Abuzir** seconded the motion. Roll call was taken. Ayes: Trustees Abuzir, Jeanes, Riley and Woods, 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/Treasurer

Supervisor Schumann reported that the Township has completed the Easter distribution. Families receive Fairplay gift cards. Only the residents who ask for food donations will receive them. Christmas is the only distribution where residents receive both gift cards and food donations. Several members in the community give donations. There is one couple who donate between \$500.00 and \$1,000.00 every month. These donations pay for the gift cards to residents.

b. Clerk Nolan

a. Statement of Economic Interests due May 2, 2022

Clerk Nolan reported that all officials need to complete their statements of economic interest by Monday, May 2, 2022. **Clerk Nolan** needs a copy from each official showing that they have, completed and sent, their Statements of Economic Interest.

b. Chamber of Commerce Activity Dates FYI

Clerk Nolan provided each Board member with a copy of the Chamber of Commerce Activity Dates. She noted that there were some changes, such as, the Hickory Hills Street Fair will take place on August 27th, 2022 instead of in the month of June. Officials can call the Hickory Hills Chamber with any questions.

c. TOI Handouts, Classes and Programs FYI

Clerk Nolan again provided each Board member with a three-page handout concerning the TOI Classes and Programs. The handouts included the Township Officials of Illinois 2022 Education Schedule. The Education Events are numerous. They are the Education District Events, the Professional Development Days, the Lunch and Learn Webinars, the TOI Q & A Days and the date of the 115th Annual Educational Conference. The final page highlighted all of the Lunch & Learn on Demand Programs.

d. TOCC Spring Meeting, Wednesday, June 8, 2022, via Zoom

Clerk Nolan reported that this is the annual TOCC meeting. It will be virtual again this year. It will last about one hour and, if you register, you can tune in from anywhere. Please try to attend. **Clerk Nolan** is planning to attend as she is the Secretary of the Executive Board. Only Board members can attend in person. The meeting will take place at Schaumburg Township.

c. Highway Commissioner

There was no report as **Highway Commissioner Adams** did not attend this meeting.

Attorney's Report

Attorney Peck informed the Board that the Road District received a notice of a lawsuit that may or may not be against the Township. It is stated that it is a lawsuit against Palos Park Township. He has called the attorney involved in the lawsuit and was unable to connect with him. It appears it has to do with a slipping on a sidewalk. He will e-mail everyone when he has more information about the situation.

Reports of Standing Committees

a. Finance and Administration – Trustee Woods

a. Audit and Approval of Town Fund Bills and Warrants Dated May 1, 2022

Trustee Woods moved to approve the audit of the Town Fund Bills and Warrants Dated May 1, 2022, in the amount of \$19,904.75. **Supervisor Schumann** seconded the motion. Roll call was taken. Ayes: Trustees Abuzir, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0

B. Audit and Approval of Road and Bridge District Fund Bills and Warrants Dated May 1, 2022.

Trustee Woods moved to approve the audit of the Road and Bridge District Fund Bills and Warrants Dated May 1, 2022, in the amount of \$36,109.88, and the Administrative Expense in the amount of \$6,175.32 for a total of \$42,285.20. **Trustee Riley** seconded the motion. Roll call was taken. Ayes: Trustees Abuzir, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

C. Audit and Approval of General Assistance Fund Bills Dated May 1, 2022.

Supervisor Schumann moved to approve the audit of the General Assistance Fund Bills Dated May 1, 2022. **Trustee Woods** seconded the motion. Roll call was taken. Ayes: Trustees Abuzir, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

Trustee Woods reported that the tentative budget will be presented on May 23, 2022. It will be approved at the June 27, 2022, Meeting.

Trustee Woods reported that a new fund will be placed in the budget this year. It will be called the Capital Improvement Fund which will be used for major issues that may occur. It will be a safety net for the building, for the property, for the grounds and other major expenses. It will be funded from the Town Fund reserves. When our reserves exceed six months of our expenses, the excess would go into the Capital Improvement Fund. We should not keep more than \$6,000 in reserves.

b. Policy and Personnel – Supervisor Schumann

Supervisor Schumann had nothing to report at this time. She will have the resume and motion for approval for the new person hired (Cara Feltz) at the next meeting. Cara has been working hard learning new things, etc. There was a short discussion of her salary recommendations.

c. Technology, Information and Automation – Trustee Riley

Trustee Riley stated that he had no report for the Board. He inquired as to when the next electronic disposal shredding event will be happening.

d. Buildings and Grounds – Trustee Jeanes

Trustee Jeanes reported that she had Ray DeVries come to the township to inspect the gutters. He stated that the “gutters are pre-pitched to slope towards the two downspouts. I can not eliminate them or re-route them.” The entire gutter system would have to be re-sloped. There is not much that can be done about this, and it would be a large expense.”

e. Public Services and Health – Trustee Abuzir

Trustee Abuzir reported the following for the month of March:

Cholesterol:	\$ 110.00
Health Service Fees:	\$ 790.00
Total:	\$ 900.00

Trustee Abuzir reported the Hyatt Family Service is sponsoring a toy drive for the month of Ramadan. They are collecting toys for families in need. Palos Township is one of the drop off points. Tasneen and her team will come to the township on Saturday, April 30 from 10 A.M. to 2 P.M. to bag the toys. They will be either picked-up or delivered that day.

Unfinished Business

There was no unfinished business to come before the Board.

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.

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 6.56 P.M. **Trustee Jeanes** 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: May, 2022 for June, 2022 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 (GROSS)	Account Number	Check #
1	6/1/2022	Tasneem Abuzir	Payroll		10-0500	Debit
2	6/1/2022	Gene Adams	Payroll		10-0400	Debit
3	6/1/2022	Alice Batol Delrosario	Payroll		30-0300	Debit
4	6/1/2022	Megan Catrambone	Payroll		10-0700	Debit
5	6/1/2022	Carol Chamales	Payroll		30-0200	Debit
6	6/1/2022	Joan Davis	Payroll		10-0700	Debit
7	6/1/2022	Cara Feltz	Payroll		10-0700	Debit
8	6/1/2022	Colleen Grant Schumann	Payroll		10-0100	Debit
9	6/1/2022	Walter A. Halek DPM	Payroll		30-0400	Debit
10	6/1/2022	Pamela Jeanes	Payroll		10-0500	Debit
11	6/1/2022	Kathryn Keiffer	Payroll		30-0200	Debit
12	6/1/2022	Kathleen Khan	Payroll		30-0200	Debit
13	6/1/2022	Jennifer Leedy	Payroll		30-0500	Debit
14	6/1/2022	Heather Malloy	Payroll		20-0100	Debit
15	6/1/2022	Robert Maloney	Payroll		10-0300	Debit
16	6/1/2022	Paula Neidenbach	Payroll		30-0200	Debit
17	6/1/2022	Jane Nolan	Payroll		10-0200	Debit
18	6/1/2022	Debra Ramos	Payroll		30-0200	Debit
19	6/1/2022	Richard C. Riley	Payroll		10-0500	Debit
20	6/1/2022	Luciano Valdez	Payroll		30-0300	Debit
21	6/1/2022	Alicia Vodicka	Payroll		30-0200	Debit
22	6/1/2022	Brent Woods	Payroll		Split	Debit
23	6/1/2022	E.F.T.P.S.	Payroll - Employer Medicare Expense		Split	Debit
24	6/1/2022	E.F.T.P.S.	Payroll - Employer FICA Expense		Split	Debit
25	6/1/2022	E.F.T.P.S.	Payroll - Employer Unemployment Tax		10-1200	Debit
26	6/1/2022	IMRF - Town Fund Portion	Pension Contributions Employer Portion Town		Split	Debit
27	6/1/2022	Payroll Processor	Payroll Processing Fees		12-1600	Debit
28	6/1/2022	Peerless Network	Telephone Services	\$ 450.50	11-1300	29465
29	6/1/2022	ComEd	Utilities- Electric	\$ 291.94	11-2000	29466
30	6/1/2022	Lika Construction Chicago	Cleaning Services	\$ 1,195.00	14-1200	29467
31	6/1/2022	Valic	Voluntary Employee Deduction	\$ 150.00	10-1510	29468
32	6/1/2022	The Big Blue Box	Contain-It Rental	\$ 89.00	33-1400	29469
33	6/1/2022	Richard Demma E.A.	Bookkeeping/Accounting	\$ 795.00	10-1700	29470
34	6/1/2022	NCPERS, IL IMRF	Voluntary Employee Deduction	\$ 32.00	10-1510	29471
35	6/1/2022	Richard Brandt	Building Maintenance	\$ 100.00	14-1000	29472
36	6/1/2022	Duke's Ace Hardware	Building Maintenance	\$ 64.12	14-1000	29473
37	6/1/2022	Shred-It	Document Disposal	\$ 5.13	12-1700	29474
38	6/1/2022	Southtown	Publications & Subscriptions	\$ 87.50	11-1200	29475
39	6/1/2022	Betsy Ross Flag Girl, Inc.	Other Supplies and Materials	\$ 322.00	13-1400	29476
40	6/1/2022	Stericycle	Disposal of Medical Waste	\$ 119.85	32-1700	29477
41	6/1/2022	Imagetec	Technology Equipment	\$ 98.14	13-1100	29478
42	6/1/2022	Nicor Gas	Utilities - Gas	\$ 167.65	11-2000	29479
43	6/1/2022	Southwest Regional Publishing, LLC	Publications and Subscriptions	\$ 246.84	11-1200	29480
44	6/1/2022	Messenger Press, Inc.	Publications and Subscriptions	\$ 250.00	11-1200	29481
45	6/1/2022	House of Doolittle	Office Supplies	\$ 30.33	33-1000	29482
46	6/1/2022	ODP Solutions	Office Supplies	\$ 247.69	13-1000	29483
47	6/1/2022	Central Management Services	Health Insurance	\$ 5,478.00	Split	29484
48	5/20/2022	City of Palos Hills	Utilities - Water & Sewer	\$ 95.93	11-2000	29485
49	6/1/2022	Township Officials of Illinois	Membership and Dues	\$ 1,229.45	12-1200	29486
				Total for June, 2022	\$ 11,546.07	

Additional Expenditures from May 2022

1	5/1/2022	Jane Nolan	Conferences and Meetings	\$ 30.00	10-1800	59459
2	5/1/2022	Santiago Delgado	Landscaping and Ground Maintenance	\$ 405.00	14-1100	59460
3	5/1/2022	Johnson Controls Security Solutions	Alarm System	\$ 18.55	14-1500	59461
4	5/1/2022	Comcast	Publications and Subscriptions	\$ 791.37	11-1200	59462
5	5/1/2022	McKesson	Medical Supplies	\$ 28.53	31-2000	59463
6	5/1/2022	Colleen Schumann	Contingencies	\$ 206.97	11-1400	59464
				Total added to May 2022	\$ 1,480.42	

Township Trustee Woods

Township Trustee Riley

Township Trustee Jeanes

Township Trustee Abuzir

Township Supervisor Schumann

Co-signed:

Township Clerk Nolan