



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 AND TIME SPECIFIED BELOW AT THE 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
COMBINED BILL AUDIT & ROAD DISTRICT MEETING
10802 S. ROBERTS ROAD | PALOS HILLS, IL 60465**

October 25, 2021 - 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 Bill Audit and Road and Bridge District Meeting of September 27,2021
4. Special Communications, if any
5. Reports of Officials
 - a. Supervisor
 - b. Clerk
 1. FOIA/OMA WEBINARS for Township (FYI)
 2. District #230 Rescheduled Invitation to Township Officials November 10, 2021 6:00pm
 - c. Highway Commissioner
6. Attorney's Report
 - a. Discussion of Whistleblower/Retaliation Auditing Official (Public Act 101-0652)
 - b. Adoption of Resolution 2021-R-5 A RESOLUTION OF PALOS TOWNSHIP-COOK COUNTY, ILLINOIS ADOPTING A WHISTLEBLOWER PROTECTION POLICY
7. Reports of Standing Committees
 - a. Finance and Administration - Trustee Woods
 1. Audit and Approval of Town Fund Bills and Warrants Dated November 1, 2021

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

2. Audit and Approval of the Road and Bridge Fund Bills and Warrants Dated November 1, 2021
3. Audit and Approval of General Assistance Bills Dated November 1, 2021
 - 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 Abuzir
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
COMBINED BILL AUDIT AND ROAD AND BRIDGE DISTRICT MEETING
10802 S. ROBERTS ROAD, PALOS HILLS, ILLINOIS 60465**

September 27, 2021 – 6:30 P.M.

Call to Order

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 60465 at 6:33 P.M.

Roll Call

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

Officials present: Clerk Nolan
Assessor Maloney

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.

Disposition of Minutes from Previous Meeting

a. Approval of Minutes – Combined Bill Audit and Road and Bridge District

Trustee Woods moved to approve the minutes of the Combined Bill Audit and Road and Bridge District Meeting of August 23, 2021. **Trustee Riley**

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

Supervisor Schumann reported that the air ducts were cleaned at the township this weekend. It was done by Nicholson Duct and Air.

b. Clerk Nolan

- 1. Reminder to Register for TOI Boot Camp by November 8, 2021. Please give your registration to Diane. The form is in "Perspective Magazine."**

Clerk Nolan reminded the Board members and officials to register for the Annual TOI Boot Camp by November 8, 2021. **Clerk Nolan** and Trustee Abuzir have registered so far. **Clerk Nolan** gave everyone a form at the last meeting. If you do not have it, you can find the form in the "Perspective Magazine." Please return completed form to Diane.

c. Highway Commissioner

Commissioner Adams reported that there was a Highway Commissioner's Illinois Board Meeting in Washington, Illinois. They are having a Conference for Highway Commissioners on November 5, 2021 in Bloomington, Illinois. There are some great speakers lined up and the meeting will center on the newly elected Highway Commissioners. Forty of the sixty vendors that they know of have already signed up. The State of Illinois will be there to try to explain to them how they intend to collect Motor Fuel Tax money from electric vehicles. They have good rates from the motel in Bloomington. It will be a one-day event, and will start early and it will go to 7:00 P.M.

7 at night. Jerry Crabtree was at the meeting, and he said they are having some trouble with the "Perspective Magazine" due to the cost of postage. There were ideas put forth from the Board concerning this, but we will know the outcome when there is a change.

Commissioner Adams stated that the main issue, according to Highway Commissioners, is that the State of Illinois will not allow Highway Commissioners to address where township roads meet the improvements on the state highway. Most of their roads are all gravel roads, and the state of Illinois is complaining that the Highway Commissioners are encroaching upon the state right of way. The County Commissioners cannot address this issue either. This issue does not involve **Commissioner Adams**.

There was a discussion of stop signs in some areas of the state. There are problems because in some areas stop signs are not present.

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 Approval of Town Fund Bills and Warrants Dated October 1, 2021.

Trustee Woods moved to approve the audit of the Town Fund Bills and Warrants in the amount of \$15,377.88. Also included is an invoice from Topline Electric for \$783.03. The total is \$16,160.91. **Trustee Riley** seconded the motion. Roll call was taken. Ayes: Trustee Abuzir, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

2. Audit and Approval of Road and Bridge District Fund Bills and Warrants Dated October 1, 2021.

Trustee Woods moved to approve the audit of the Road and Bridge District Fund Bills and Warrants in the amount of \$6,678.77 and the Administrative Expense in the amount of \$73,772.99 for a total of \$80,451.76. **Trustee Jeanes** seconded the motion. Roll call was taken. Ayes: Trustees Abuzir, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

3. Audit and Approval of General Assistance Fund Bills Dated October 1, 2021.

Supervisor Schumann moved to approve the audit of General Assistance Fund Bills dated October 1, 2021. **Trustee Woods** seconded the motion. Roll call was taken. Ayes: Trustees Abuzir, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

b. Policy and Personnel – Supervisor Schumann

Supervisor Schumann stated that there are no new changes in Policy and Personnel. She reported that Heather Malloy, Assistant Assessor, will be on Maternity Leave as of October 8, 2021.

c. Technology, Information and Automation – Trustee Riley

Trustee Riley stated that he had no report for the board.

d. Buildings and Grounds – Trustee Jeanes

Trustee Jeanes thanked Supervisor Schumann for having the ducts cleaned at the township.

e. Public Services and Health – Trustee Abuzir reported that flu shots are available for employees, officials and their families.

Unfinished Business

Trustee Riley asked if there could be a calendar on the website or something electronic that all can view. There is a calendar in the township and every

employee and official receive a paper calendar. Also, a group text could be started. **Trustee Woods** stated he will work on the calendar issue.

New Business

Clerk Nolan reported that she attended the meeting of the IML on Friday, September 24, 2021, with her husband. She stated that all the sessions were very informative. She has a booklet on Criminal Justice and Policing Reforms, and Resources, and a booklet on Adult-Use Cannabis that she received in several of her sessions at the Illinois Municipal League They will be available for any official or employee to read.

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 7:03 P.M. **Trustee Jeanes** seconded the motion. The motion was passed unanimously.

Meeting adjourned.

Jane A. Nolan

Clerk

Palos Township

RESOLUTION 2021 – R –05 **

A RESOLUTION OF PALOS TOWNSHIP – COOK COUNTY, ILLINOIS ADOPTING A WHISTLEBLOWER PROTECTION POLICY

WHEREAS, Public Act 101-0652, effective July 1, 2021, amends the Public Officers Prohibited Activities Act by adding a new section at 50 ILCS 105/4.1; and

WHEREAS, 50 ILCS 105/4.1 prohibits a unit of local government, or any agent or representative of a unit of local government, from retaliating against an employee or contractor who reports an improper governmental action as defined under 50 ILCS 105/4.1; cooperates with an investigation by an auditing official related to a report of improper governmental action; or, testifies in a proceeding or prosecution arising out of an improper governmental action.

NOW, THEREFORE, IT IS HEREBY ORDAINED by the Palos Township Board, Cook County, Illinois, as follows:

SECTION 1: The above recitals are incorporated by reference into this Section 1 and made a part hereof as though fully set forth herein.

SECTION 2: The Whistleblower Protection Policy, included as Exhibit A to this Resolution is hereby adopted.

SECTION 3: Repeal of Conflicting Provisions. All ordinances, resolutions, and policies or parts thereof, in conflict with the provisions of this Resolution are, to the extent of the conflict, expressly repealed in the effective date of this Resolution.

SECTION 4: Severability. If any provision of this Resolution or application thereof to any person or circumstances is ruled unconstitutional or otherwise invalid, such invalidity shall not affect other provision or applications of this Resolution that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this Resolution is severable.

SECTION 5: This Resolution shall be effective immediately upon its adoption as provided by law.

PASSED THIS _____ day of _____, 2021.

APPROVED:

Supervisor, Palos Township

(SEAL)

ATTEST:

Clerk, Palos Township

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

TOWNSHIP CLERK’S CERTIFICATION

I, the undersigned, do hereby certify that I am the Palos Township Clerk, Cook County, Illinois, and as such official, I am keeper of the records, ordinances, files and seal of said Township, and

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of Resolution No. 2021 – R – **:

A RESOLUTION OF PALOS TOWNSHIP – COOK COUNTY, ILLINOIS ADOPTING A WHISTLEBLOWER PROTECTION POLICY

adopted at a duly called Meeting of the Palos Township Board, held at 10802 S. Roberts Road, Palos Hills, Illinois, in said Township at 6:30 p.m. on the _____ day of _____, 2021.

I do further certify that the deliberations of the Palos Township Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Palos Township Code of the State of Illinois, as amended, and that the Township Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Palos Township Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said Township at 10802 S. Roberts Road, Palos Hills, Illinois, this _____ day of _____, 2021.

Township Clerk, Palos Township

[SEAL]

EXHIBIT A

Whistleblower Protection Policy

I. Purpose

The Municipality provides whistleblower protections in two important areas: confidentiality and against retaliation. The confidentiality of a whistleblower will be maintained to the extent allowable by law, however, an identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. A whistleblower may also waive confidentiality in writing. The Municipality will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblowers who believe they are being retaliated against must submit a written report to the Auditing Official within 60 days of gaining knowledge of the retaliatory action. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

II. Definitions

- a. **Whistleblower** means an employee, as defined in Section II of this policy, of the Municipality who:
- i. Reports an improper governmental action as defined under 50 ILCS 105/4.1 (hereinafter Section 4.1);
 - ii. Cooperates with an investigation by an Auditing Official related to a report of improper governmental action; or,
 - iii. Testifies in a proceeding or prosecution arising out of an improper governmental action.

- b. **Auditing Official** means any elected, appointed or employed individual, by whatever name, in the Municipality whose duties may include: receiving, registering and investigating complaints and information concerning misconduct, inefficiency and waste within the Municipality investigating the performance of officers, employees, functions and programs; and, promoting economy, efficiency, effectiveness and integrity in the administration of the programs and operations of the Municipality.

The Auditing Official shall be the Township Clerk.

- c. **Employee** means anyone employed by the Municipality, whether in a permanent or temporary position, including full-time, part-time and intermittent workers. Employee also includes members of appointed boards or commissions, whether paid or unpaid.

Employee also includes persons who have been terminated because of any report or complaint submitted under Section 4.1.

- d. **Improper governmental action** means any action by an employee of the Municipality; an appointed member of a board, commission or committee; or, an elected official of the Municipality that is undertaken in violation of a federal or state law or local ordinance; is an abuse of authority; violates the public's trust or expectation of their conduct; is of substantial and specific danger to the public's health or safety; or, is a gross waste of public funds. The action need not be within the scope of the employee's, elected officials, board members, commission member's or committee member's official duties to be subject to a claim of "improper governmental action."

- i. Improper governmental action does not include the Municipality's personnel actions, including, but not limited to employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployment, performance evaluations, reductions in pay, dismissals, suspensions, demotions, reprimands or violations of collective bargaining agreements, except to the extent that the action amounts to retaliation.
- e. **Retaliate, retaliation or retaliatory action** means any adverse change in an employee's employment status or the terms and conditions of employment that results from an employee's protected activity under Section 4.1. Retaliatory action includes, but is not limited to, denial of adequate staff to perform duties; frequent staff changes; frequent and undesirable office changes; refusal to assign meaningful work; unsubstantiated letters of reprimand or unsatisfactory performance evaluations; demotion reduction in pay; denial of promotion; transfer or reassignment; suspension or dismissal; or, other disciplinary action made because of an employee's protected activity under Section 4.1.

III. Duties of an Auditing Official

Each Auditing Official shall establish written processes and procedures consistent with the terms of this policy and best practices for investigations for managing complaints filed under Section 4.1. Each Auditing Official shall investigate and dispose of reports of improper governmental action in accordance with these processes and procedures, and all other provisions of Section 4.1.

The Auditing Official must provide each employee a written summary or a complete copy of Section 4.1 upon commencement of employment and at least once each year of employment. At the same time, the employee shall also receive a copy of the written process and procedures for reporting improper governmental actions from the applicable Auditing Official.

Auditing Officials may reinstate, reimburse for lost wages or expenses incurred, promote or provide some other form of restitution.

In instances where an Auditing Official determines that restitution will not suffice, the Auditing Official may make their investigation findings available for the purposes of aiding in that employee's, or the employee's attorney's, effort to make the employee whole.

Auditing Officials are responsible for reading the full context of Section 4.1 and complying with all requirements.

IV. Duties of an Employee

All reports of illegal and dishonest activities will be promptly submitted to the Auditing Official who is responsible for investigating and coordinating corrective action.

If an employee has knowledge of, or a concern of, improper governmental action, the employee shall make a written report of the activity to the Auditing Official. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

The whistleblower is not responsible for investigating the activity or for determining fault or

corrective measures; a designated Auditing Official is charged with these responsibilities.

V. Defend Trade Secrets Act (18 U.S.C. § 1836) Compliance:

Section 7(b): “Immunity from Liability for Confidential Disclosure of a Trade Secret to the Government or in a Court Filing:

(1) Immunity – An individual shall not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that – (A) is made-(i) in confidence to a federal, state or local government official, either directly or indirectly, or to an attorney; and, (ii) solely for the purpose of reporting or investigating a suspected violation of law; or, (B) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal.

(2) Use of Trade Secret Information in Anti-Retaliation Lawsuit—An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual—(A) files any document containing the trade secret under seal; and, (B) does not disclose the trade secret, except pursuant to court order.”

VI. Employee Acknowledgement

Employees are required to sign a written acknowledgement that they have received, read and understand this Policy, and to submit that acknowledgement to the Auditing Official or other designated official of the Municipality. The form that follows on page four of this policy will satisfy this requirement upon receipt.

Employee Acknowledgement of Whistleblower Protection Policy

I confirm that I have received, read and understand the "Whistleblower Protection Policy" for employees of the Palos Township.

I understand that as an employee, it is my responsibility to abide by this Policy. If I have questions about the Policy, I understand it is my responsibility to seek clarification from the proper supervisory department or the Auditing Official.

Print Name: _____

Employee Signature: _____

Date: _____

PALOS TOWNSHIP
STATE OF ILLINOIS
COUNTY OF COOK

From: Town Fund

Date: October , 2021 for November, 2021 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	11/1/2021	Tasneem Abuzir	Payroll		10-0500	Debit
2	11/1/2021	Gene Adams	Payroll		10-0400	Debit
3	11/1/2021	Alice Batol Delrosario	Payroll		30-0300	Debit
4	11/1/2021	Tasneem Abuzir	Payroll		10-0500	Debit
5	11/1/2021	Megan Catrambone	Payroll		10-0700	Debit
6	11/1/2021	Carol Chamales	Payroll		30-0200	Debit
7	11/1/2021	Joan Davis	Payroll		10-0700	Debit
8	11/1/2021	Elise Farrell	Payroll		30-0200	Debit
9	11/1/2021	Diane Goerg	Payroll		10-0700	Debit
10	11/1/2021	Colleen Grant Schumann	Payroll		10-0100	Debit
11	11/1/2021	Walter A. Halek DPM	Payroll		30-0400	Debit
12	11/1/2021	Pamela Jeanes	Payroll		10-0500	Debit
13	11/1/2021	Kathryn Keiffer	Payroll		30-0200	Debit
14	11/1/2021	Kathleen Khan	Payroll		30-0200	Debit
15	11/1/2021	Jennifer Leedy	Payroll		30-0500	Debit
16	11/1/2021	Heather Malloy	Payroll		20-0100	Debit
17	11/1/2021	Robert Maloney	Payroll		10-0300	Debit
18	11/1/2021	Paula Neidenbach	Payroll		30-0200	Debit
19	11/1/2021	Jane Nolan	Payroll		10-0200	Debit
20	11/1/2021	Debra Ramos	Payroll		30-0200	Debit
21	11/1/2021	Richard C. Riley	Payroll		10-0500	Debit
22	11/1/2021	Luciano Valdez	Payroll		30-0300	Debit
23	11/1/2021	Alicia Vodicka	Payroll		30-0200	Debit
24	11/1/2021	Brent Woods	Payroll		Split	Debit
25	11/1/2021	E.F.T.P.S.	Payroll - Employer Medicare Expense		Split	Debit
26	11/1/2021	E.F.T.P.S.	Payroll - Employer FICA Expense		Split	Debit
27	11/1/2021	E.F.T.P.S.	Payroll - Employer Unemployment Tax		10-1200	Debit
28	11/1/2021	IMRF - Town Fund Portion	Pension Contributions Employer Portion Town		Split	Debit
29	11/1/2021	Payroll Processor	Payroll Processing Fees		12-1600	Debit
30	11/1/2021	Call One	Telephone Services	\$ 439.16	11-1300	29238
31	11/1/2021	City of Palos Hills	Utilities - Water	\$ 155.80	11-2000	29239
32	11/1/2021	Santiago Delgado	Landscaping/Groung Maintenance	\$ 190.00	14-1100	29240
33	11/1/2021	Central Management Services	Health Insurance	\$4,232.00	Split	29241
34	11/1/2021	ComEd	Utilities- Electric	\$ 393.87	11-2000	29242
35	11/1/2021	Tressler, LLP	Legal Services	\$ 821.00	12-1300	29243
36	11/1/2021	Office Depot	Office Supplies	\$ 336.45	13-1000	29244
37	11/1/2021	Dashmire Lika	Cleaning Services	\$ 795.00	14-1200	29245
38	11/1/2021	Richard Demma, E.A.	Bookkeeping/Accounting	\$ 765.00	12-1400	29246
39	11/1/2021	Valic	Voluntary Employee Deduction	\$ 150.00	10-1510	29247
40	11/1/2021	Valic	Voluntary Employee Deduction	\$ 350.00	10-1510	29248
41	11/1/2021	The Big Blue Box	Contain-It Rental	\$ 89.00	33-1400	29249
42	11/1/2021	Shred-It	Document Disposal	\$ 103.54	12-1700	29250
43	11/1/2021	Comcast	Publication/Subscriptions	\$ 287.72	11-1200	29251
44	11/1/2021	Tri-State Disposal	General Waste Disposal	\$75.35	14-1600	29252
45	11/1/2021	Nicor Gas	Utilities - Gas	\$49.05	11-2000	29253
46	11/1/2021	IT Savvy	Equipment Maintenance	\$130.62	13-1600	29254
47	11/1/2021	NCPERS	Voluntary Life Insurance	\$48.00	10-1510	29255
48	11/1/2021	Dearborn Life Insurance	Voluntary Life Insurance	\$64.13	11-2000	29256
49	11/1/2021	Duke'sAce Hardware	Building Maintenance	\$37.55	14-1000	29257
50	11/1/2021	Diane Goerg	Transportation & Travel	\$20.94	10-1700	29258
51	11/1/2021	Colleen Grant Schumann	Contingencies	\$134.15	11-1400	29259
52	11/1/2021	Domain Registry	Membership & Dues	\$190.00	22-1200	29260
53	11/1/2021	Municode	Publication/Subscriptions	\$2,495.00	11-1200	29261
54	11/1/2021	Municode	Publication/Subscriptions	\$350.00	11-1200	29262
55	11/1/2021	Noventech, Inc.	Publication/Subscriptions	\$475.00	11-1200	29263
56	11/1/2021	Micro Center	Technology Equipment	\$84.99	13-1100	29264

\$13,263.32

Total for November , 2021

Additional Expenditures November, 2021

- 1
- 2
- 3
- 4
- 5
- 6

Township Trustee

Township Trustee

Township Trustee

Township Trustee

Township Supervisor

Co-signed:

Township Clerk