



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**

**August 24, 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 and Road and Bridge District Meeting July 27, 2020
4. Special Communications, if any
5. Reports of Officials
  - a. Supervisor
    1. Audit Reports 2020
  - b. Clerk
    1. TOCC Virtual Meeting September 16, 2020 7PM
    2. TOI Education Award
  - 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 Warrants Dated September 1, 2020
    2. Audit and Approval of Road and Bridge District Fund Bills and Warrants Dated September 1, 2020
    3. Approval of General Assistance Fund Bills Dated September 1, 2020

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](mailto: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

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

**July 27, 2020 – 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** who was in attendance at the Township Hall. The meeting was held via internal conference call pursuant to Executive Order of the Governor. It was held via video/audio conference on [WWW.Zoom.US](http://WWW.Zoom.US) at 6:30 P.M.

All persons interested in attending were able to do so by visiting the website at [www.palostownship.org](http://www.palostownship.org) and selecting the link to JOIN THE MEETING.

All persons wishing to address the Board will be permitted to do so through the web conference platform, following the standard rules previously adopted by the Board.

The Township Hall was not opened for the meeting.

**Roll Call**

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

Absent:                      Trustee Brannigan  
                                 Trustee Riley

Officials present: Clerk Nolan  
                         Assessor Maloney

## **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 Meeting of June 22, 2020**

**Trustee Woods** moved to approve the minutes of the Combined Bill Audit and Road and Bridge District Meeting of June 22, 2020. **Trustee Jeanes** seconded the motion. Roll call was taken. Ayes: Trustees Jeanes, Woods, and Supervisor Schumann. Nays: None. Motion carried 3-0.

### **b. Approval of Town of Palos Public Hearing Minutes June 22, 2020**

**Supervisor Schumann** moved to approve the Town of Palos Public Hearing Minutes of June 22, 2020. **Trustee Woods** seconded the motion. Roll call was taken. Ayes: Trustees Jeanes, Woods and Supervisor Schumann, Nays: None. Motion carried 3-0.

### **c. Approval of Road and Bridge Public Hearing Minutes June 22, 2020**

**Supervisor Schumann** moved to approve the Road and Bridge Public Hearing Minutes of June 22, 2020. **Trustee Jeanes** seconded the motion. Roll call was taken. Ayes: Trustees Jeanes, Woods and Supervisor Schumann. Nays: None. Motion carried 3-0.

## **Special Presentations-Communications**

There were no special presentations or communications at this meeting.

## **Reports of Officials**

### **a. Supervisor**



**Supervisor Schumann** stated she had no real report. She received a phone call from John Williams of Hearne & Associates. He would like to get the audit report filed. She will reach out to him and tell him to go ahead with the filing. The filed report will then be available to the Board.

**b. Clerk**

**1. Election Report TOI Educational Session FYI**

**Clerk Nolan** informed the Board that she attended a meeting in Springfield on July 23, 2020 for the April Township Election. She was able to refresh all of the things she needed to know and learn new things about this important election. She told the Board that an attorney spoke and two people from the State Board of Elections. She stated that the State Board of Elections has made no decisions on changes of the number of signatures for the April 6, 2021 Consolidated Election. She would like to know about the objection process in depth.

The November Annual Educational Conference will be held virtually this year. There will be a fee to attend. Each division will have their own day to attend the Conference virtually. It will be up to each individual official. This will be available in the September Issue of the Perspective.

**Clerk Nolan** can be contacted if any officials have questions for her concerning this conference.

**c. Highway Commissioner**

**Highway Commissioner Adams** stated that the Highway District is doing mowing on the shoulders. They are spending some money on road repair of cul du sacs and cross culverts. He repeated that the Civic Center in Peoria, Illinois cancelled the Annual Education Meeting for the Highway Commissioners. There has been no communication as to if it will or will not be happening somewhere else.

**Attorney's Report**

Attorney Peck stated that he had no legal 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 August 1, 2020**

**Trustee Woods** moved to approve the audit of the Town Fund Bills and Warrants in the amount of \$20,730.08. **Trustee Jeanes** seconded the motion. Roll Call was taken. Ayes: Trustees Jeanes, Woods, and Supervisor Schumann. Nays: None. Motion carried 3-0.

#### **2. Audit and Approval of Road and Bridge District Fund Bills and Warrants Dated August 1, 2020**

**Trustee Woods** moved to approve the audit of the Road and Bridge Fund Bills and Warrants in the amount of \$53,776.49, and the Administrative Expense in the amount of \$5,903.42 for a total of \$59,679.91 for the Road and Bridge Fund Bills and Warrants. **Supervisor Schumann** seconded the motion. Roll call was taken. Ayes: Trustees Jeanes, Woods, and Supervisor Schumann. Nays: None. Motion carried 3-0.

#### **3. Audit and Approval of General Assistance Fund Bills Dated August 1, 2020**

**Supervisor Schumann** moved to approve the General Assistance Fund Bills dated August 1, 2020. **Trustee Woods** seconded the motion. Roll call was taken. Ayes: Trustees Jeanes, Woods, and Supervisor Schumann. Nays: None. Motion carried 3-0.

#### **4. Consideration of Ordinance 2020-0-01, Adopting the Annual Budget And Appropriation For The Township And General Assistance Fund**

**Trustee Woods** moved to adopt **Ordinance 2020-0-01 THE ANNUAL BUDGET AND APPROPRIATION FOR THE TOWN OF PALOS AND THE**

**GENERAL ASSISTANCE FUND.** Trustee Jeanes seconded the motion. Roll call was taken. Ayes: Trustees Jeanes, Woods and Supervisor Schumann. Nays: None. Motion carried 4-0.

**5. Consideration of Ordinance 2020-02-0, Adopting the Annual Budget and Appropriation For the Road and Bridge District.**

**Trustee Woods** stated that this budget is basically a carbon copy of last year's budget. The exception is that last year there was an excess of \$450,000 in road paving. This year road paving will not be in the budget, but was placed in appropriations in the amount of \$300,000.00

The total General Fund for the Road District is \$330,887.00 and the Special Hard Road Fund is \$252,442.00 for a total of \$583,329.00 for the Road and Bridge District Budget.

**Trustee Woods** moved to approve **ORDINANCE 2020-02-0 ADOPTING THE ANNUAL BUDGET AND APPROPRIATIONS FOR THE ROAD AND BRIDGE DISTRICT.** Trustee Jeanes seconded the motion. Roll call was taken. Ayes: Trustees Jeanes and Woods, Supervisor Schuman. Nays: None. Motion carried 3-0.

**b. Policy and Personnel – Supervisor Schumann**

**Supervisor Schuman** reported that Heather Malloy has returned from her maternity leave a week ago Monday, and Diane Goerg was out a few days with an anaphylactic shock from bee stings. They are both doing well at this time. Dr. Halek, our podiatrist, lost his grandson to a very worrisome brain tumor. The township will reach out to him and his family at this difficult time.

**c. Technology, Information and Automation – Trustee Riley**

**Trustee Riley** did not attend the meeting, and therefore, had no report, but **Trustee Woods** did report on the new township server. He stated that there is software coming in. It is financial software which will operate all three departments, and manage the finances and do payrolls for all three.



Dennis has only been in the township for a short period of time this week. There was an issue with our WIFI. The old company had a device put in concerning the WIFI that went dead, and they couldn't find it. Dennis installed a new piece of equipment that was his own. He may have purchased a new piece of equipment or left his own there. **Trustee Woods** does not know what he did, but the WIFI is now working at the township.

**d. Buildings and Grounds – Trustee Jeanes**

**Trustee Jeanes** stated she had no report. The LED light person has not given her the final report concerning the LED lights.

**Trustee Woods** reported that Dennis can also install the cameras that the township is waiting to have installed. Dennis also said that he could install it for less money. He can also tie in a larger DVR to our new server, and the township will not have to buy a new DVR.

**e. Public Services and Health – Trustee Brannigan**

**Trustee Brannigan** did not attend the meeting, therefore, there was no report from this committee.

**Supervisor Schumann** stated that the nurses at the Health Service are doing an excellent job taking temperatures and wiping down the area. Also, all residents fill out a form before entering the building.

**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 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 Jeanes** seconded the motion. Roll Call was taken. Ayes: Trustees Jeanes and Woods, Supervisor Schumann. Nays: None. Motion carried 3-0. Meeting adjourned.

**Jane A. Nolan**

**Clerk**

**Palos Township**

PALOS TOWNSHIP  
STATE OF ILLINOIS  
COUNTY OF COOK

From: Town Fund

Date: August 1, 2020 for September 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 (GROSS)	Account Number	Check #
1	9/1/2020	Gene Adams	Payroll		10-0400	Debit
2	9/1/2020	Alice Batol Delrosario	Payroll		30-0300	Debit
3	9/1/2020	Sharon Brannigan	Payroll		10-0500	Debit
4	9/1/2020	Megan Catrambone	Payroll		10-0700	Debit
5	9/1/2020	Carol Chamales	Payroll		30-0200	Debit
6	9/1/2020	Joan Davis	Payroll		10-0700	Debit
7	9/1/2020	Elise Farrell	Payroll		30-0200	Debit
8	9/1/2020	Diane Goerg	Payroll		10-0700	Debit
10	9/1/2020	Colleen Grant Schumann	Payroll		10-0100	Debit
11	9/1/2020	Walter A. Halek DPM	Payroll		30-0400	Debit
12	9/1/2020	Pamela Jeanes	Payroll		10-0500	Debit
13	9/1/2020	Kathryn Keiffer	Payroll		30-0200	Debit
14	9/1/2020	Kathleen Khan	Payroll		30-0200	Debit
15	9/1/2020	Jennifer Leedy	Payroll		30-0500	Debit
16	9/1/2020	Heather Malloy	Payroll		20-0100	Debit
17	9/1/2020	Robert Maloney	Payroll		10-0300	Debit
18	9/1/2020	Paula Neidenbach	Payroll		30-0200	Debit
19	9/1/2020	Jane Nolan	Payroll		10-0200	Debit
20	9/1/2020	Debra Ramos	Payroll		30-0200	Debit
21	9/1/2020	Richard C. Riley	Payroll		10-0500	Debit
22	9/1/2020	Luciano Valdez	Payroll		30-0300	Debit
23	9/1/2020	Alicia Vodicka	Payroll		30-0200	Debit
24	9/1/2020	Brent Woods	Payroll		Split	Debit
25	9/1/2020	E.F.T.P.S.	Payroll - Employer Medicare Expense		Split	Debit
26	9/1/2020	E.F.T.P.S.	Payroll - Employer FICA Expense		Split	Debit
27	9/1/2020	E.F.T.P.S.	Payroll - Employer Unemployment Tax		10-1200	Debit
28	9/1/2020	IMRF - Town Fund Portion	Pension Contributions Employer Portion Town		Split	Debit
29	9/1/2020	Payroll Processor	Payroll Processing Fees		12-1600	Debit
30	9/1/2020	Southtown	Publications & Subscriptions	\$ 100.75	11-1200	28772
31	9/1/2020	Stericycle	Disposal of Medical Waste	\$ 108.69	32-1700	28773
31	9/1/2020	Noventech, Inc.	Assessor Software & Hardware Maintenance Renewal	\$ 475.00	22-1200	28774
32	9/1/2020	Cottage Sheet Metal, LLC	Building Maintenance	\$ 270.00	14-1000	28775
33	9/1/2020	McKesson	Medical Supplies	\$ 405.95	31-2000	28776
34	9/1/2020	Office Depot	Office Supplies	\$ 302.30	13-1000	28777
35	9/1/2020	PODS	Supplies & Materials	\$ 169.00	13-1400	28778
36	9/1/2020	Noventech, Inc.	Assessor Installation of VPN	\$ 150.00	23-1100	28779
37	9/1/2020	Richard Brant	Building Maintenance	\$ 182.50	14-1400	28780
38	9/1/2020	IT Savvy	Equipment Maintenance	\$ 101.92	13-1600	28781
39	9/1/2020	Tressler, LLP	Legal Services	\$ 2,171.50	12-1300	28782
40	9/1/2020	Valic	Voluntary Employee Deduction	\$ 150.00	10-1510	28783
41	9/1/2020	Shred-It	Document Disposal	\$ 116.60	12-1700	28784
42	9/1/2020	Santiago Delgado	Landscaping Maintenance	\$ 150.00	14-1100	28785
43	9/1/2020	Richard Demma E.A.	Bookkeeping/Accounting	\$ 765.00	12-1400	28786
44	9/1/2020	Dashmire Lika	Cleaning Service	\$ 795.00	14-1200	28787
45	9/1/2020	ComEd	Utilities/Electric	\$ 584.49	11-2000	28788
46	9/1/2020	Comcast	Publications/Subscriptions	\$ 251.88	11-1200	28789
47	9/1/2020	Central Management	Employee Health Insurance	\$ 4,377.00	Split	28790
48	9/1/2020	City of Palos Hills	Utilities - Water & Sewers	\$ 161.01	11-2000	28791
49	9/1/2020	Call One	Telephone Service	\$ 442.32	11-1300	28792
50	9/1/2020	Tri-State Disposal	General Waste Disposal	\$ 75.35	14-1600	28793
51	9/1/2020	Nicor Gas	Utilities/Gas	\$ 43.29	11-2000	28794
52	9/1/2020	The Big Box	Contain-It Rental	\$ 89.00	33-1400	28795
53	9/1/2020	NCPERS	Voluntary Employee Deduction	\$ 48.00	10-1510	28796
54	9/1/2020					
55						
56						

Total for Sept 2020 \$ 12,486.55

Additional Expenditures Sept, 2020

1  
2  
3

Township Trustee

Township Trustee

Township Trustee

Township Trustee

Township Supervisor

Co-signed:

Township Clerk