



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**

June 27, 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 May 23, 2022
5. Special Presentations / Communications (If Any)
6. Reports of Officials
 - a. Supervisor/Treasurer
 - a. Discussion of Field of Honor Ceremony, September 10, 2022, Moraine Valley Community College
 - b. Discussion of Palos Hills PATSE Bus Donation from Palos Township
 - b. Clerk
 - a. TOCC Annual Meeting Update
 - b. June 4, 2022 Recycling Event
 - c. Highway Commissioner
7. Attorney's Report
8. Reports of Standing Committees
 - a. Finance and Administration - Trustee Woods
 - a. Budget Hearing for Consideration of Ordinance No. 2022-0-02 the Annual Budget and Appropriation Ordinance for the Town of Palos and the General Assistance Fund

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. Consideration and Adoption of ORDINANCE NUMBER 2022-0-02 BUDGET AND APPROPRIATION ORDINANCE FOR PALOS TOWNSHIP, COOK COUNTY, ILLINOIS FOR THE FISCAL YEAR COMMENCING APRIL 1, 2022, AND ENDING MARCH 31, 2023
 - c. Audit and Approval of Town Fund Bills and Warrants Dated July 1, 2022
 - d. Audit and Approval of General Assistance Fund Bills Dated July 1, 2022
 - e. Budget Hearing for Consideration of Ordinance No. 2022-01-0 the Annual Budget and Appropriation Ordinance for the Palos Township Road District
 - f. Consideration and Adoption of ORDINANCE NUMBER 2022-01-0 ORDINANCE ADOPTING THE ANNUAL BUDGET AND APPROPRIATION FOR THE PALOS TOWNSHIP ROAD AND BRIDGE DISTRICT
 - g. Audit and Approval of Road and Bridge District Fund Bills and Warrants Dated July 1, 2022
- b. Policy and Personnel - Supervisor Schumann
 - 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

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

May 23, 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 6:30 P.M.

Roll Call

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

Officials present: Clerk Jane Nolan
Assessor Robert Maloney

Officials absent: Trustee Riley

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 April 25, 2022.

Trustee Jeanes moved to approve the minutes of the Palos Township Board Meeting of April 25, 2022. **Trustee Abuzir** seconded the motion. Roll call was taken. Ayes: Trustees Abuzir, Jeanes, and Woods, Supervisor Schumann. Nays: None. Motion carried 4-0.

Special Presentations/Communications

There were no special presentations or communications at this meeting.

Supervisor Schumann reported that Jim Seay was scheduled to make a presentation tonight concerning a Solar Energy Program. He had surgery so he was unable to attend this meeting.

Reports of Officials

a. Supervisor/Treasurer

Supervisor Schumann reported that **Trustee Woods** will be presenting the budget tonight. Cost of living increases will be discussed. Our new employee Cara has come down with COVID, but Clerk Nolan was able to print the necessary documents for tonight's meeting.

b. Clerk

a. Notes from the Hickory Hills Chamber of Commerce Meeting of April 27, 2022.

Clerk Nolan reported that she attended the Hickory/Palos Chamber of Commerce Meeting. She did so to hear the speeches made by the Chiefs of Police of Palos Hills, and Hickory Hills.

Some important points that were summarized:

1. Be sure before you call the police that someone has committed a crime.
2. Police can come and just do a walk through.

3. Police would rather show up for nothing than be called back and find something.
4. Police input is receiving good marks from residents and businesses.
5. The police are called to area schools for every single thing that happens at a school.
6. There is an overall rise in carjacking – not so much in Palos Hills, but in the area.
7. Video ticketing systems are only in cities of 100,00 or more.

b. Illinois Township Attorneys Association Meeting Friday, June 3, 2022.

Clerk Nolan reported that this meeting will take place on Friday, June 3, 2022 for any interested parties. FYI

c. TOCC Annual Meeting Wednesday, June 8, 2022 at 7 P.M.

Clerk Nolan reported that the Annual TOCC Meeting will be virtual this year. All officials are invited to register and attend on June 8 at 7 P.M. The meeting should last about one hour and you can attend virtually from anywhere. Clerk Nolan and her assistant, Joan, plan to attend in person. The TOCC Board members will be the only ones attending in person. They can also attend virtually. All township employees have also received an invitation.

d. Palos Township – the Cook County Sheriff’s Recycling – Prescription Drug Take Back Event, Saturday, June 4, 2022 from 9AM to 12 Noon.

Clerk Nolan informed the Board that this event is taking place and help is needed to make this a successful event. Residents are very anxious to attend this type of event. They call the township weekly all year long to see if the township has planned a shredding recycling event! Let’s make this successful. It was very well documented.

e. Highway Commissioner

Highway Commissioner Adams reported that there will be a conference of Highway Commissioners in Peoria. There are so many new highway

commissioners that the Board decided to have the conference. They have signed up more vendors than they have room for. This is the largest number of vendors that the Highway Commissioners have ever signed up.

Commissioner Adams will try to do some highway paving depending on how the money goes.

Attorney's Report

Adoption of Annual Town Meeting Agenda Tuesday, April 12, 2022.

- a. **Adoption of Resolution No. 22-R-02 RESOLUTION REAPPOINTING TRUSTEE KEVIN MCCURRIE TO THE PALOS FIRE PROTECTION DISTRICT BOARD OF TRUSTEES.**

Trustee Jeanes moved to adopt **Resolution No. 22-R-02 RESOLUTION REAPPOINTING TRUSTEE KEVIN MCCURRIE TO THE PALOS FIRE PROTECTION DISTRICT BOARD OF TRUSTEES.** **Trustee Abuzir** seconded the motion. Roll call was taken. Ayes: Trustees Abuzir, Jeanes and Woods, Supervisor Schumann. Nays: None. Motion carried 4-0.

Attorney Peck reported that at the last Board Meeting he discussed with the Board possible litigation concerning the township, and a sidewalk slip and fall. He went to court and found that the lawsuit filed against Palos Township was supposed to be filed against Palos Park. The lawsuit was withdrawn.

Reports of Standing Committees

- a. **Finance and Administration – Trustee Woods**

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

Trustee Woods moved to approve the audit of the Town Fund Bills and Warrants Dated June 1, 2022, in the amount of \$11,546.07 with an

additional amount for the month of May of \$1,480.42 for a total of \$13,026.49. **Trustee Jeanes** seconded the motion. Roll call was taken. Ayes: Trustees Abuzir, Jeanes and Woods, Supervisor Schumann. Nays: None. Motion carried 4-0.

b.Audit and Approval of Road and Bridge District Fund Bills and Warrants Dated June 1, 2022.

Trustee Woods moved to approve the audit of the Road and Bridge District Fund Bills and Warrants Dated June 1, 2022, in the amount of \$30,281.65, and the Administrative Expense in the amount of \$6,685.62 for a total of \$36,967.27. **Supervisor Schumann** seconded the motion. Roll call was taken. Ayes: Trustees Abuzir, Jeanes and Woods, Supervisor Schumann. Nays: None. Motion carried 4-0.

c.Audit and Approval of the General Assistance Fund Bills Dated June 1, 2022.

Supervisor Schumann moved to approve the audit of the General Assistance Fund Bills Dated June 1, 2022. **Trustee Woods** seconded the motion. Roll call was taken. Ayes: Trustees Abuzir, Jeanes, Woods and Supervisor Schumann. Nays: None. Motion carried 4-0.

d.Presentation of the Annual 2022-23 Budgets for the Town of Palos and Palos Township Road and Bridge District.

Trustee Woods reported that under Illinois Law a township can accumulate funds for a rainy day for unforeseen events, but we cannot accumulate balances that are considered excessive. There was a court case that determined that more than twenty-four months of reserve is excessive. Palos Township has about one and one-half years of reserves. This is very good. We have never had a time we had this much in reserves. This budget has created a fourth fund which will then be entitled a capital projects fund. The proposal of this budget is to sweep some of those reserves into that capital projects fund. The state recommends that a township maintain a six-month reserve and TOI recommends that townships keep a balance of six months to a year.

Trustee Woods and **Supervisor Schumann** conferred, and they are presenting that Palos Township maintain a nine-month reserve of \$780,000 and sweep \$644,000 over to the capital projects fund. Our building is our largest asset. Many things need to be updated and we will now be able to do these long-awaited updates.

Brent explained each fund separately, and the budget itself will show all the transactions and amounts.

The Total Town Fund Budget:	TBD June 2022
Total Appropriation:	\$1,767,578
Total Estimated Town Reserves:	\$1,241,700
Total Appropriation Fund for GA:	\$ 110,000
Total General Assistance Fund Estimated Revenues:	\$ 137,800
Capital Projects Fund:	\$ 644,000

Trustee Woods also discussed the transfers into the capital projects. The Buildings and Grounds budget will be reduced as he will take money for these expenditures from the Capital Projects Fund.

The Assessor Fund is basically the same except for the pay raise to the Assessor's Assistant. He has included the pay raise in the budgeted amount.

The Health Service budget is not much different this year other than the pay raises.

General Assistance Fund

The director's salary is paid by both the Town Fund and the General Assistance Fund.

Capital Projects Fund

Trustee Woods appropriated money as most items had only budgeted for two items. He is looking at more security for the township. (Items such as a security camera system, a card keypad system, automatic closure on door entering township office) He explained how the card keypad system using a code will work. This system should not cost more than \$10,000. He is thinking of an Electric Message Center for the front of the township.

Road and Bridge

Road and Bridge Budget is not as elaborate as the Town Fund Budget. There is a slight increase in other services. There is \$300,000 going to hard road paving. This budget will look like \$100,000 but you have to look at the ordinance balances for all the money that is carried over. He suggested that Commissioner Adams does not deplete this budget to nothing.

Commissioner Adams should receive \$250,000 for the actual general road tax and the actual permanent Hard Road Tax is \$500 more. These are both projected sums. Some of these amounts are very close to last year's budget.

b. Policy and Personnel – Supervisor Schumann

- a. Motion for approval of the hiring of Cara Feltz, Administrative Assistant to the Supervisor.

Supervisor Schumann moved to hire Cara Feltz as Administrative Assistant for Palos Township. **Trustee Woods** seconded the motion. Roll call was taken. Ayes: Trustees Abuzir, Jeanes and Woods, Supervisor Schumann. Nays: None. Motion carried 4-0.

c. Technology, Automation and Information – Trustee Riley

There was no report from this committee as **Trustee Riley** did not attend the meeting. **Trustee Woods** discussed our iPads. They are old and cannot accept updates anymore. **Trustee Woods** would like to purchase new iPads

for the Board. He will look into new pricing for them. He could adjust budget numbers for this. (Budget numbers can be adjusted for 30 days after the passing of the budget.)

He would like to get a new computer for the Trustee Room. This computer would be converted to a web-based computer.

d. Building and Grounds – Trustee Jeanes

Trustee Jeanes is excited about the money her committee will have. She would like to make a priority list of the things to be accomplished.

Commissioner Adams reported that he has noticed that the sewer connection will have to be updated. He is talking about a direct pipe instead of the water going into a sump pump.

e. Public Services and Health – Trustee Abuzir

Trustee Abuzir discussed the Toy Drive on April 30, 2022 that was put on by Hyatt Magazine for children who were in need of toys. Donated toys were dropped off at the township ahead and on April 30, 2022 residents came to pick up the toys. Some toys were also dropped off at the needed resident’s homes. The toy drive was successful. **Supervisor Schumann** and **Clerk Nolan** stopped by the township the day of the toy drive.

Fees collected for the month of May were:

Cholesterol:	\$ 330.00
Health Service Fees:	\$ 540.00
Total:	\$ 870.00

Unfinished Business

There was no unfinished business to come before the Board.

New Business

Clerk Nolan discussed the upcoming Primary Election which is June 28, 2022. That is the day after our June Township meeting, and the Town Hall will be set up for the election. She offered several ideas. One was a zoom meeting, and the other idea was to use the township office. We could also use a city hall from one of the township municipalities. **Supervisor Schumann** will decide. The Clerk has to know how to set up the room.

Commissioner Adams discussed the upcoming Flag Ceremony in September briefly. They are looking for donations to this important event. There will be more information and more discussion at the next meeting.

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 7:37 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: **June, 2022 for July, 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	7/1/2022	Tasneem Abuzir	Payroll		10-0500	Debit
2	7/1/2022	Gene Adams	Payroll		10-0400	Debit
3	7/1/2022	Alice Batol Delrosario	Payroll		30-0300	Debit
4	7/1/2022	Megan Catrambone	Payroll		10-0700	Debit
5	7/1/2022	Carol Chamales	Payroll		30-0200	Debit
6	7/1/2022	Joan Davis	Payroll		10-0700	Debit
7	7/1/2022	Cara Feltz	Payroll		10-0700	Debit
8	7/1/2022	Colleen Grant Schumann	Payroll		10-0100	Debit
9	7/1/2022	Walter A. Halek DPM	Payroll		30-0400	Debit
10	7/1/2022	Pamela Jeanes	Payroll		10-0500	Debit
11	7/1/2022	Kathryn Keiffer	Payroll		30-0200	Debit
12	7/1/2022	Kathleen Khan	Payroll		30-0200	Debit
13	7/1/2022	Jennifer Leedy	Payroll		30-0500	Debit
14	7/1/2022	Heather Malloy	Payroll		20-0100	Debit
15	7/1/2022	Robert Maloney	Payroll		10-0300	Debit
16	7/1/2022	Paula Neidenbach	Payroll		30-0200	Debit
17	7/1/2022	Jane Nolan	Payroll		10-0200	Debit
18	7/1/2022	Debra Ramos	Payroll		30-0200	Debit
19	7/1/2022	Richard C. Riley	Payroll		10-0500	Debit
20	7/1/2022	Luciano Valdez	Payroll		30-0300	Debit
21	7/1/2022	Alicia Vodicka	Payroll		30-0200	Debit
22	7/1/2022	Brent Woods	Payroll		Split	Debit
23	7/1/2022	E.F.T.P.S.	Payroll - Employer Medicare Expense		Split	Debit
24	7/1/2022	E.F.T.P.S.	Payroll - Employer FICA Expense		Split	Debit
25	7/1/2022	E.F.T.P.S.	Payroll - Employer Unemployment Tax		10-1200	Debit
26	7/1/2022	IMRF - Town Fund Portion	Pension Contributions Employer Portion Town		Split	Debit
27	7/1/2022	Payroll Processor	Payroll Processing Fees		12-1600	Debit
28	7/1/2022	ComEd	Utilities- Electric	\$ 95.05	11-2000	29498
29	7/1/2022	Lika Construction Chicago	Cleaning Services	\$ 1,195.00	14-1200	29499
30	7/1/2022	Valic	Voluntary Employee Deduction	\$ 150.00	10-1510	29500
31	7/1/2022	The Big Blue Box	Contain-It Rental	\$ 89.00	33-1400	29501
32	7/1/2022	Richard Demma E.A.	Bookkeeping/Accounting	\$ 765.00	10-1700	29502
33	7/1/2022	NCPERS, IL IMRF	Voluntary Employee Deduction	\$ 32.00	10-1510	29503
34	7/1/2022	Richard Brandt	Building Maintenance	\$ 100.00	14-1000	29504
35	7/1/2022	Central Management Services	Health Insurance	\$ 4,050.00	Split	29505
36	7/1/2022	ComEd	Utilities - Electric	\$ 127.00	11-2000	29506
37	7/1/2022	Shred-It	Document Disposal	\$ 116.82	12-1700	29507
38	7/1/2022	Aaron Cohen	Building Maintenance - Electric	\$ 125.00	14-1000	29508
39	7/1/2022	Illinois Counties Risk Management Trust	Insurance (Workers Comp)	\$ 372.00	11-1600	29509
40	7/1/2022	Jane Nolan	Transportation & Travel	\$ 41.85	10-1700	29510
41	7/1/2022	First Midwest Bank	Banking Services	\$ 125.00	11-1500	29511
42	7/1/2022	Tressler LLP	Legal Service	\$ 421.77	12-1300	29512
43	7/1/2022	Mckesson	Medical Supplies	\$ 252.89	31-2000	29513
44	7/1/2022	Imagetec	Technology Equipment	\$ 88.60	13-1100	29514
45	7/1/2022	The Sidwell Company	Other Supplies and Materials	\$ 425.00	23-1400	29515
46	7/1/2022	Johnson Controls Security Solutions	Alarm System	\$ 318.00	14-1500	29516
47	7/1/2022	Nicor Gas	Utilities - Gas	\$ 61.62	11-2000	29517
48	7/1/2022	Richard Brandt	Income Tax Service Expense	\$ 300.00	40-1500	29518
49	7/1/2022	Carol Berglind	Income Tax Service Expense	\$ 250.00	40-1500	29519
50	7/1/2022	John Fairchild	Income Tax Service Expense	\$ 250.00	40-1500	29520
51	7/1/2022	Duke's Ace Hardware	Building Maintenance	\$ 151.10	14-1000	29521
52	7/1/2022	ODP Business Solutions LLC	Office Supplies	\$ 982.71	13-1000	29522
53	7/1/2022	Peerless Network	Telephone Services	\$ 450.50	11-1300	29523
54	7/1/2022	Township Officials of Illinois	Membership and Dues	\$ 30.00	12-1200	29524
55	7/1/2022	Township Officials of Cook County	Membership and Dues	\$ 100.00	12-1200	29525
56	7/1/2022	Comcast	Publications/Subscriptions	\$ 446.45	11-1200	29526
57	7/1/2022	Bridgeview Golden Agers	Service Contract Agreements	\$ 1,000.00	40-1200	29527
58	7/1/2022	St. Patricia's Senior Club	Service Contract Agreements	\$ 1,300.00	40-1200	29528
59	7/1/2022	Our Lady of the Woods	Service Contract Agreements	\$ 1,300.00	40-1200	29529
60	7/1/2022	Young at Heart All Saints Luth. Church	Service Contract Agreements	\$ 1,300.00	40-1200	29530
61	7/1/2022	Palos Hills New Horizon Senior Club	Service Contract Agreements	\$ 1,300.00	40-1200	29531
62	7/1/2022	St. Mark Rockers	Service Contract Agreements	\$ 1,000.00	40-1200	29532
63	7/1/2022	Hickory Hills Senior Club	Service Contract Agreements	\$ 1,300.00	40-1200	29533
64	7/1/2022	Sacred Heart Fun Club	Service Contract Agreements	\$ 1,300.00	40-1200	29534
65	7/1/2022	O.F.F. Club Evan. Luth. Ch. Good Shepherd	Service Contract Agreements	\$ 1,300.00	40-1200	29535
66	7/1/2022	Palos Heights Senior Club	Service Contract Agreements	\$ 1,300.00	40-1200	29536
67	7/1/2022	Palos Park Senior Club	Service Contract Agreements	\$ 1,300.00	40-1200	29537
68	7/1/2022	Worth Senior Citizens Friendship Club	Service Contract Agreements	\$ 1,000.00	40-1200	29538
69	7/1/2022	Willow Springs Senior Citizens Club	Service Contract Agreements	\$ 1,300.00	40-1200	29539
70	7/1/2022	Over 50 Fellowship	Service Contract Agreements	\$ 1,300.00	40-1200	29540
71	7/1/2022	City of Palos Hills 39'ers Senior Club	Service Contract Agreements	\$ 1,300.00	40-1200	29541
72	7/1/2022	P.A.T.S.E Bus Service	P.A.T.S.E. Transportation Agreement	\$ 14,000.00	40-1300	29542
73	7/1/2022	Heather Malloy	Transportation and Travel	\$ 13.80	20-1700	29543

Total for July, 2022 \$ **44,526.16**

Additional Expenditures from June 2022

1	6/1/2022	Colleen Grant Schumann	Reimbursement - Quickbooks Year Subscription	\$ 860.00	11-1200	29487
2	6/1/2022	Tressler LLP	Legal Services	\$ 792.00	12-1300	29488
3	6/1/2022	Comcast	Publications and Subscriptions	\$ 446.45	11-1200	29489
4	6/1/2022	Township Officials of Cook County	Membership and Dues	\$ 1,500.00	12-1200	29490
5	6/1/2022	Santiago Delgado	Landscaping/Ground Maintenance	\$ 180.00	14-1100	29491
6	6/1/2022	Elms Snow Removal Co.	Landscaping/Grounds	\$ 1,035.00	14-1100	29492
7	6/1/2022	Messenger Press, Inc.	Publications and Subscriptions	\$ 250.00	11-1200	29493
8	6/1/2022	ODP Business Solutions	Office Supplies	\$ 129.97	13-1000	29494
9	6/1/2022	Heather Malloy	Travel and Transportation	\$ 13.80	20-1700	29495
10	6/10/2022	Hinckley Springs	Other Supplies and Materials	\$ 115.70	13-1400	29496
11	6/15/2022	City of Palos Hills	Utilities - Water and Sewer	\$ 9.29	11-2000	29497

Total added to June 2022 \$ **5,332.21**

Township Trustee Woods

Township Trustee Riley

Township Trustee Jeanes

Township Trustee Abuzir

Township Supervisor Schumann

Co-signed:

Township Clerk Nolan