

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

May 26, 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**. 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](https://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 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 Brannigan, Jeanes, Riley and Woods, Highway Commissioner Adams, and Supervisor Schumann. Also present were Attorney Erik Peck, and Road and Bridge Administrative Assistant, April Schrader.

Officials present: Clerk Nolan

Pledge of Allegiance

Supervisor Schumann led the assembly in the Pledge of Allegiance.

Disposition of Minutes of from Previous Meeting

a. Approval of Minutes – Combined Bill Audit and Road and Bridge Meeting of April 27, 2020

Trustee Woods moved to approve the minutes of the Combined Bill Audit and Road and Bridge District of April 27, 2020. **Trustee Jeanes** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, 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

1. Hiring of Administrative Assistant

Supervisor Schumann informed the Board that Samantha Goerg has resigned and moved out of state. **Supervisor Schumann** was left with the prospect of interviewing and hiring a replacement when a very qualified resume crossed her desk. The owner of the resume was a former business owner in Palos Heights. It was perfect timing with the beginning of the COVID-19 shutdown as **Supervisor Schumann** would not have been able to interview or hire for the position. She is presenting Diane Goerg to be hired for the position.

Trustee Woods moved to hire Diane Goerg as an Administrative Assistant at the Township. The salary is \$45,000. **Trustee Jeanes** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

Supervisor Schumann stated the Health Service is opening June 1, 2020 with State Mandated restrictions in place. The Health Service will be open for vaccinations, physicals and podiatry. The administrative office will be opening up for residents who have issues. Heather Malloy,

Assessor's Assistant, had her baby and, will be on her maternity leave for the next eight weeks. This will limit the amount of people who will be coming into the township. Diane did verse herself in permits, etc. so she will be able to step in and help Bob out in the Assessor's office. The township side will continue to work with the food pantry for the residents, and the administrative side will do a slow opening. Masks will be available for residents. Some municipalities will be opening on June 1, 2020.

b. Clerk

1. Posting of Tentative Budgets FYI

Clerk Nolan informed the Board that she has posted the Town of Palos Budget proposal and the Road and Bridge District Budget proposal at the township in sufficient time.

Clerk Nolan had a question as to why the Legal Notice for the Budget Hearings was not posted in the Regional Newspaper. It only appeared in the Reporter newspaper. She is in the process of finding the answer to her question.

Attorney Peck answered that as long as a notice appeared in one paper of general circulation that was sufficient.

2. Information from MTA Webinar FYI

Clerk Nolan reported that she took part in a webinar presented by the Metropolitan Township Association. Palos Township is a member of MTA. She informed the Board of a few of the primary facts from the webinar.

1. The dues for membership in this organization are due very soon.
2. Many townships are looking for ideas on how to correctly do distancing. One idea was putting marks on the floor where residents could stand or walk.

3. Some townships are having their nurses become involved in the contact tracing training. She thought this was interesting.
4. The supervisor from Hanover informed the webinar participants that at one time for one year, townships were allowed to take their GA surplus funds and move them into the Town Fund. This money could then be used to fund necessary projects.
5. If a township registers with Amazon as a government it can get priority for masks.

c. Highway Commissioner

Highway Commissioner Adams reported that the road project is nearly completed. The complete review with the engineers which had not occurred. There has been a vast amount of asphalt patching, and this could be the reason the Road District bills are so high. The Annual Highway Commissioner's meeting in August has been cancelled.

Attorney's Report

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

Reports of Standing Committees

a. Finance and Administration – Trustee Woods

1. Audit and Approval of GA Bills and Warrants

Supervisor Schumann moved to approve the audit of the General assistance Bills and Warrants. **Trustee Woods** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schuman. Nays: None. Motion carried 5-0.

2. Audit and Approval of Road and Bridge Fund Bills and Warrants

Trustee Woods moved to approve the audit of the Road and Bridge Fund Bills and Warrants in the amount of \$38, 828.86 and the Administrative Expense in the amount of \$5,903.42 for a total of

\$44,732.28 for the Road and Bridge Fund Bills and Warrants. **Trustee Brannigan** seconded the motion. Roll call was taken. Ayes: Trustee Brannigan, Jeanes, Riley, and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

3. Audit and Approval of Town Fund Bills and Warrants

Trustee Woods moved to approve the audit of the Town Fund Bills and Warrants in the amount of \$11,215.18 for the month of June. **Trustee Brannigan** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

Trustee Woods stated that the tentative budgets have been posted on the township's website and at the office according to law. The year ended with a projected surplus of \$21,455.00 and the actual surplus ending was \$72,602.00. The Administrative costs came in \$25,000 under budget. The tentative budget shows less money than budgeted the previous year. Building and Grounds are separated into its own department, and that department came in \$11,000.00 under budget this year. \$9,000 less than last year is budgeted for this department.

The Assessor's Office is the only area that exceeded the budget. It was exceeded by \$25,000.00. This year the budget for this office will be \$10,000.00 less than actually spent.

The Health Service came in about \$2,000.00 under budget and slightly more will be budgeted for pay increases. The rest of that budget remains static. The Public Service Department was about \$2,000.00 over budget and this will be close to the same this year.

The General Assistance Fund was budgeted for a surplus of \$27,000.00 and had a surplus of \$48,000.00. This fund came in \$15,000.00 under budget. In mid year the dollar amount per recipient had to be increased. This year there is a projected surplus of \$30,000.00.

Trustee Woods does not want to make any transfer decisions on the General Assistance Funds until the township sees how the COVID-19 shut down affects it. He is still working on the Road District Budget. It is equal to last year's budget right now but it will change. He will recommend again this year to transfer more from the general levy to the hard road levy. The Road District Budget is well managed.

He had budgeted in all funds a reduction in the property tax levy over the previous years. He will budget for \$35,000.00 less this year. We have built up sturdy reserves and we will be able to cover any shortfalls due to late property taxes. The time that residents have to pay property taxes is expected to be extended. Our cash flow is low now since the majority of our revenue comes from taxes.

b. Policy and Personnel – Supervisor Schumann

Supervisor Schumann welcomed the new Administrative Assistant Diane Goerg.

c. Technology, Information and Automation – Trustee Riley

Trustee Riley asked for an update concerning the potential new IT person who will be doing the new server. This person has the COVID-19 virus and is currently doing 80% better in his recovery. **Trustee Woods** informed the Board of his progress. **Trustee Woods** stated that he and **Trustee Riley** want to start this project as soon as possible. This server does appear in the new budget. A new financial system was budgeted that is specific to government finance. This will appear in the new budget. It is capable of handling all three funds. The voucher lists will be completed using this system, and the names of General Assistance recipients will be concealed using this system. It is a superior method of doing budgets and financial things and it will save time for budgetary things.

A portable air-conditioner will have to be installed in the room where the server will be to protect the equipment. This will be a cost of approximately \$200 or \$300.00.

d. Buildings and Grounds – Trustee Jeanes

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

e. Public Services and Health – Trustee Brannigan

Trustee Brannigan reported that the Health Service is going to open very gradually. They will screen residents in the parking lot before the residents can enter. The resident will have to fill out a sheet with questions concerning the pandemic, and sign the sheet. The nurse will also sign. Temperatures will be taken. Trustee Brannigan stated that there is no financial report as the Health Service has been closed so there were no fees and no cholesterol screening.

Unfinished Business

Trustee Brannigan updated the Board concerning our filed complaint.

New Business

Supervisor Schumann gave an update concerning the Supervisor's Division. The Cook County Supervisors have been quiet for a while. TOCC pushed and they had a zoom meeting. Eleven supervisors attended, and they elected a new board. They will be working on ways to promote township government. The new Cook County Supervisor's Board is as follows:

Al Riley	President
Carla Sloan	Vice-President
Elizabeth Perchous	Treasurer
Colleen Schuman	Secretary

Clerk Nolan informed the Board that the Town Meeting will take place one month after the end of the Illinois pandemic is announced.

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 7:15 P.M. **Trustee Jeanes** seconded the motion. Roll Call was taken. Ayes: Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0. Meeting adjourned.

Jane A. Nolan

Clerk

Palos Township

PALOS TOWNSHIP
STATE OF ILLINOIS
COUNTY OF COOK

From: Town Fund

Date: June 1, 2020 for July 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	Account Number	Check #
				(GROSS)		
1	8/1/2020	Gene Adams	Payroll		10-0400	Debit
2	8/1/2020	Alice Batol Delrosario	Payroll		30-0300	Debit
3	8/1/2020	Sharon Brannigan	Payroll		10-0500	Debit
4	8/1/2020	Megan Catrambone	Payroll		10-0700	Debit
5	8/1/2020	Carol Chamales	Payroll		30-0200	Debit
6	8/1/2020	Joan Davis	Payroll		10-0700	Debit
7	8/1/2020	Elise Farrell	Payroll		30-0200	Debit
8	8/1/2020	Diane Goerg	Payroll		10-0700	Debit
9	8/1/2020	Samantha Goerg	Payroll		10-0700	Debit
10	8/1/2020	Colleen Grant Schumann	Payroll		10-0100	Debit
11	8/1/2020	Walter A. Halek DPM	Payroll		30-0400	Debit
12	8/1/2020	Pamela Jeanes	Payroll		10-0500	Debit
13	8/1/2020	Kathryn Keiffer	Payroll		30-0200	Debit
14	8/1/2020	Kathleen Khan	Payroll		30-0200	Debit
15	8/1/2020	Jennifer Leedy	Payroll		30-0500	Debit
16	8/1/2020	Heather Malloy	Payroll		20-0100	Debit
17	8/1/2020	Robert Maloney	Payroll		10-0300	Debit
18	8/1/2020	Paula Neidenbach	Payroll		30-0200	Debit
19	8/1/2020	Jane Nolan	Payroll		10-0200	Debit
20	8/1/2020	Debra Ramos	Payroll		30-0200	Debit
21	8/1/2020	Richard C. Riley	Payroll		10-0500	Debit
22	8/1/2020	Luciano Valdez	Payroll		30-0300	Debit
23	8/1/2020	Alicia Vodicka	Payroll		30-0200	Debit
24	8/1/2020	Brent Woods	Payroll		Split	Debit
25	8/1/2020	E.F.T.P.S.	Payroll - Employer Medicare Expense		Split	Debit
26	8/1/2020	E.F.T.P.S.	Payroll - Employer FICA Expense		Split	Debit
27	8/1/2020	E.F.T.P.S.	Payroll - Employer Unemployment Tax		10-1200	Debit
28	8/1/2020	IMRF - Town Fund Portion	Pension Contributions Employer Portion Town		Split	Debit
29	8/1/2020	Payroll Processor	Payroll Processing Fees		12-1600	Debit
30	8/1/2020	Duke's Ace Hardware	Maintenance	\$ 157.90	Split	28738
31	8/1/2020	Petty Cash	Petty Cash	\$ 400.00	13-1400	28739
31	8/1/2020	Nicor Gas	Utilities - Gas	\$ 42.83	11-2000	28740
32	8/1/2020	Tressler, LLP	Legal Services	\$ 1,935.00	12-1300	28741
33	8/1/2020	Call One	Phone Service	\$ 453.56	11-1300	28742
34	8/1/2020	Central Management Services	Split	\$ 4,377.00	Split	28743
35	8/1/2020	Dell Marketing, L.P.	Technology & Automation Services	\$ 7,469.59	12-1100	28744
36	8/1/2020	PODS	Supplies & Materials	\$ 169.00	33-1400	28745
37	8/1/2020	The Big Blue Box	Contain-It Rental	\$ 89.00	33-1400	28746
38	8/1/2020	Valic	Voluntary Employee Deduction	\$ 150.00	10-1510	28747
39	8/1/2020	Dennis Poznak	Technology & Automation Services	\$ 4.99	12-1100	28748
40	8/1/2020	Richard Demma, E.A.	Bookkeeping/Accounting	\$ 765.00	12-1400	28749
41	8/1/2020	Shred-It	Document Disposal	\$ 58.30	12-1700	28750
42	8/1/2020	ComEd	Utilities - Electric	\$ 658.38	11-2000	28751
43	8/1/2020	Comcast	Publications/Subscriptions	\$ 214.81	11-1200	28752
44	8/1/2020	City of Palos Hills	Utilities/ Water & Sewer	\$ 145.68	11-2000	28753
45	8/1/2020	NCPERS	Voluntary Employee Deduction	\$ 48.00	10-1510	28754
46	8/1/2020	Tri-State Disposal	General Waste Disposal	\$ 85.35	14-1600	28755
47	8/1/2020	IT Savvy	Equipment Maintenance	\$ 72.74	13-1600	28756
48	8/1/2020	Duke's Ace Hardware	Building Maintenance	\$ 5.98	14-1000	28757
49	8/1/2020	IL Environmental Protection	FY 2021 Stormwater	\$ 500.00	Split	28758
50	8/1/2020	The Reporter Newspaper	Publications/Subscriptions	\$ 44.00	11-1200	28759
51	8/1/2020	Office Depot	Office Supplies	\$ 312.47	11-1000	28760
52	8/1/2020	McKesson	Office Supplies & Materials	\$ 55.69	13-1400	28761
53	8/1/2020	Woodpecker Landscaping	Landscaping Maintenance	\$ 120.00	14-1100	28762
54	8/1/2020	Dearborn Life Insurance	Life Insurance	\$ 92.63	10-1500	28763

Total for June 2020 \$ 18,427.90

Additional Expenditures Aug, 2020

1 8/1/2020
2 8/1/2020
3 8/1/2020

Township Trustee

Township Trustee

Township Trustee

Township Trustee

Township Supervisor

Co-signed:

Township Clerk



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**

July 27, 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 Meeting June 22, 2020
 - b. Approval of Town of Palos Public Hearing Minutes June 22, 2020
 - c. Approval of Road and Bridge Public Hearing Minutes June 22, 2020
4. Special Communications, if any
5. Reports of Officials
 - a. Supervisor
 - b. Clerk
 1. Election Report TOI Educational Session FYI
 - 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 August 1, 2020
 2. Audit and Approval of Road and Bridge District Fund Bills and Warrants Dated August 1, 2020
 3. Approval of General Assistance Fund Bills Dated August 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

4. Consideration of Ordinance 2020-0-01, adopting the Annual Budget and Appropriation for the Township and the General Assistance Fund
5. Consideration of Ordinance 2020-02-0, adopting the Annual Budget and Appropriation for the Road and Bridge District
- 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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