



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**

December 27, 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 Combined Bill Audit and Road and Bridge District Meeting of November 22, 2021
4. Special Communications, if any
5. Reports of Officials
 - a. Supervisor
 1. Township Holiday Distribution 2021
 - b. Clerk
 1. TOI Certification for Continuing Education
 - c. Highway Commissioner
6. Attorney's Report
 - a. Ratification of the \$250.00 Donation to Pathlights in Palos Heights
7. Reports of Standing Committees
 - a. Finance and Administration - Trustee Woods
 1. Audit and Approval of Town Fund Bills and Warrants Dated January 1, 2022
 2. Audit and Approval of Road and Bridge Fund Bills and Warrants Dated January 1, 2022
 3. Audit and Approval of General Assistance Fund Bills Dated January 1, 2022

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. 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

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

November 22, 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 6:30 P.M.

Roll Call

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

Absent: Trustee Jeanes
 Trustee Riley

Officials present: Clerk Nolan
 Assessor Maloney

Others Present: April Schrader, Administrative Assistant of the Road and Bridge District (Palos), and Courtney Willis from Tressler LLP

Pledge of Allegiance

Supervisor Schumann led the assembly in the Pledge of Allegiance.

Disposition of Minutes from Previous Meeting October 25, 2021

a. Approval of Minutes – Combined Bill Audit and Road and Bridge District Meeting of October 25, 2021

Trustee Woods moved to approve the minutes of the Combined Bill Audit and Road and Bridge District Meeting of October 25, 2021. **Trustee Abuzir** seconded the motion. Roll call was taken. Ayes: Trustees Abuzir, 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 discussed the Thanksgiving distribution for 2021. The township is giving Fairplay gift cards and bags of food to the residents. Due to Covid, only the residents who state they want food will receive it. There was a delivery today from Glen Oaks school which the township was a surprise, but the food will be put to good use. The township will be closed Thursday and Friday and the office staff will leave early on Wednesday and the Health Service will not open on Wednesday as they open at 2:00 P.M. on that day. Please call the township at 708-598-4418 if you have additional questions.

Clerk Nolan reported that the Township Christmas Party is December 16, 2021 at Francesca's in Palos Park at 7:00 P.M.

b. Clerk

1. Notes from TOI Virtual Boot Camp November 15-17, 2021

Clerk Nolan discussed the things she learned at the Boot Camp, November 15-17, 2021

Open Meetings Act

1. The Board should definitely make rules for resident recording.
2. You can permit comment by e-mail.
3. We should have a backup line when using zoom in case of a “Zoom Bombing” Which has happened in some townships.

Entire Township As A Recovery Center

Mark Sanders Certified Addictions Counselor

1. 1986 – Crack cocaine replaced marijuana as a drug
2. A person can get longer recovery in prison for addiction.
3. Methamphetamine is the #1 drug problem in America.
4. There is a definite drug crisis in suburbia.
5. There are recovery coaches in the emergency rooms in hospitals.
6. Opioid crises kills more people than car accidents.

Ten Ways to Improve Your Township Board.

1. Communication is paramount.
2. You must listen more than you talk.
3. You must enact rules for public participation.
4. Document everything!
5. You should ask questions of your auditor, engineer and lawyer, as it will cost you more if you wait to ask.

Township Meeting Procedures

1. There should be a statement from the attorney for the Board saying they have accepted Robert’s Rules of Orders.
2. The Town Board and the Road District is a financial marriage.

Township Officials of Illinois Legislative Update

1. Next year a bill will be proposed to allow townships to make proposals to get grants of monies that are received by the state.
2. More bills to eliminate townships will come in 2022.

3. There will really be an explosion of anti-township bills in 2022. We have to be ready!
4. Illinois has to change things and establish the way money can be delivered to townships.
5. The Governor will decide how much money townships get.
6. Bill 1861 is basically dead at this time.
7. It is thought that this bill will be re-addressed with different numbers, but same language in 2022.
8. April 6, 2022 is Lobby Day in Springfield. Every effort will be made to have a n in-person event.

Policies and Procedures Townships Should Have In Place

1. File a certificate of compliance after the levy is passed.
2. Read Statements of Economic Interest carefully.
3. Anyone can look at your Statement of Economic Interest on-line.
4. Gift Ban Act – The Township must adopt an Ordinance that is no less than the state ban act limit.

c. Highway Commissioner

Commissioner Adams discussed the books he brought in from the Road District concerning townships. He said nobody has checked out the books He is getting prepared for winter with snow plows, salt spreaders and getting salt inside the shed. There is not much road patching being done and the Road District is finishing up with whatever paving they must do. It is difficult to get a contractor to work right now as everyone is short of help. **Commissioner Adams** reported that there was an MWRD member at our last General Bord Meeting. **Commissioner Adams** said that in the last letter he received from MWRD, he counted 27 things that the township needed to do to complete this project. They stated that the township will receive \$26,000.00 to start the project, and the township will receive another \$26,000.00 by the year 2023. **Attorney Peck** discussed the Intergovernmental Agreement that he has revised twice. Aurimas told him not to send anything down now because every time the Road District makes a change it takes MWRD another sixty days to revise it. The Road District will get everything lined up and get it executed and ready to

commence work. **Highway Commissioner Adams** said it would be better to do the project independently, but the Road District lacks the funds.

Trustee Woods would like to have something put on the website so residents could let the Road District know when they need repairs.

Commissioner Adams stated there is a plan available, and there can be details put on the website concerning this. One idea presented was that a resident could take a picture of the sidewalk problem and send it to the Road District. More will be discussed concerning this at a later meeting.

Attorney's Report

Attorney Peck stated 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 December 1, 2021.

Trustee Woods moved to approve the audit of the Town Fund Bills and Warrants in the amount of \$22,18.81. **Trustee Abuzir** seconded the motion. Roll call was taken. Ayes: Trustees Abuzir, Woods, and Supervisor Schumann. Nays: None. Motion carried 3-0.

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

Trustee Woods moved to approve the audit of the Road and Bridge District Fund Bills and Warrants in the amount of \$32,785.34 and the Administrative Expense in the amount of \$6,233.27 for a total of \$39,018.61. **Trustee Abuzir** seconded the motion. Roll call was taken. Ayes: Trustees Abuzir, Woods, and Supervisor Schumann. Nays: None. Motion carried 3-0.

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

Supervisor Schumann moved to approve the audit of General Assistance Fund Bills dated December 1, 2021. **Trustee Woods** seconded the motion. Roll call was taken. Ayes: Trustees Abuzir, Woods, Supervisor Schumann. Nays: None. Motion carried 3-0.

b. Policy and Personnel – Supervisor Schumann

Supervisor Schumann reported that the Sexual Harassment Policy has to be completed each year by the staff and officials. This will be done in 2022.

c. Technology, Information and Automation – Trustee Riley

Trustee Riley did not attend the meeting so there was no report.

d. Buildings and Grounds – Trustee Jeanes

Trustee Jeanes did not attend the meeting so there was no report. **Supervisor Schumann** stated that she spoke to **Trustee Jeanes** and there is nothing new at this time.

e. Public Services and Health – Trustee Abuzir

Trustee Abuzir stated she had no report for the Board.

Unfinished Business

There was no unfinished business to come before the Board.

New Business

Supervisor Schumann discussed the \$250.00 donation to Pathways for their Giving Day. The Board agreed and the amount of the donation will be ratified at the next meeting.

Clerk Nolan announced that today is the anniversary of John F Kennedy's assassination. It has been 58 years since this happened. Thank you to April Schrader, Administrative Assistant to Highway Commissioner Adams, who had the correct number of years.

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 7:00 P.M. **Trustee Abuzir** 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: December, 2021 for January, 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	1/1/2022	Tasneem Abuzir	Payroll		10-0500	Debit
2	1/1/2022	Gene Adams	Payroll		10-0400	Debit
3	1/1/2022	Alice Batol Delrosario	Payroll		30-0300	Debit
4	1/1/2022	Tasneem Abuzir	Payroll		10-0500	Debit
5	1/1/2022	Megan Catrambone	Payroll		10-0700	Debit
6	1/1/2022	Carol Chamales	Payroll		30-0200	Debit
7	1/1/2022	Joan Davis	Payroll		10-0700	Debit
8	1/1/2022	Elise Farrell	Payroll		30-0200	Debit
9	1/1/2022	Diane Goerg	Payroll		10-0700	Debit
10	1/1/2022	Colleen Grant Schumann	Payroll		10-0100	Debit
11	1/1/2022	Walter A. Halek DPM	Payroll		30-0400	Debit
12	1/1/2022	Pamela Jeanes	Payroll		10-0500	Debit
13	1/1/2022	Kathryn Keiffer	Payroll		30-0200	Debit
14	1/1/2022	Kathleen Khan	Payroll		30-0200	Debit
15	1/1/2022	Jennifer Leedy	Payroll		30-0500	Debit
16	1/1/2022	Heather Malloy	Payroll		20-0100	Debit
17	1/1/2022	Robert Maloney	Payroll		10-0300	Debit
18	1/1/2022	Paula Neidenbach	Payroll		30-0200	Debit
19	1/1/2022	Jane Nolan	Payroll		10-0200	Debit
20	1/1/2022	Debra Ramos	Payroll		30-0200	Debit
21	1/1/2022	Richard C. Riley	Payroll		10-0500	Debit
22	1/1/2022	Luciano Valdez	Payroll		30-0300	Debit
23	1/1/2022	Alicia Vodicka	Payroll		30-0200	Debit
24	1/1/2022	Brent Woods	Payroll		Split	Debit
25	1/1/2022	E.F.T.P.S.	Payroll - Employer Medicare Expense		Split	Debit
26	1/1/2022	E.F.T.P.S.	Payroll - Employer FICA Expense		Split	Debit
27	1/1/2022	E.F.T.P.S.	Payroll - Employer Unemployment Tax		10-1200	Debit
28	1/1/2022	IMRF - Town Fund Portion	Pension Contributions Employer Portion Town		Split	Debit
29	1/1/2022	Payroll Processor	Payroll Processing Fees		12-1600	Debit
30	1/1/2022	Peerless Network	Telephone Services	\$ 439.16	11-1300	29304
33	1/1/2022	Central Management Services	Health Insurance	\$5,478.00	Split	29305
34	1/1/2022	ComEd	Utilities- Electric	\$ 253.72	11-2000	29306
35	1/1/2022	Tressler, LLP	Legal Services	\$ 795.50	12-1300	29307
36	1/1/2022	Office Depot	Office Supplies	\$ 927.43	13-1000	29308
37	1/1/2022	Dashmire Lika	Cleaning Services	\$ 1,195.00	14-1200	29309
38	1/1/2022	Valic	Voluntary Employee Deduction	\$ 150.00	10-1510	29310
39	1/1/2022	Valic	Voluntary Employee Deduction	\$ 350.00	10-1510	29311
40	1/1/2022	The Big Blue Box	Contain-It Rental	\$ 89.00	33-1400	29312
41	1/1/2022	Shred-It	Document Disposal	\$ 97.95	12-1700	29313
42	1/1/2022	Comcast	Publication/Subscriptions	\$ 287.72	11-1200	29314
43	1/1/2022	Tri-State Disposal	General Waste Disposal	\$77.61	14-1600	29315
44	1/1/2022	Nicor Gas	Utilities - Gas	\$255.25	11-2000	29316
45	1/1/2022	IT Savvy	Equipment Maintenance	\$84.44	13-1600	29317
46	1/1/2022	NCPERS	Voluntary Life Insurance	\$48.00	10-1510	29318
47	1/1/2022	Duke'sAce Hardware	Building Maintenance	\$180.83	14-1000	29319
48	1/1/2022	Richard Demma E.A.	Bookkeeping/Accounting	\$765.00	10-1700	29320
49	1/1/2022	IAAO	Membership Dues	\$225.00	22-1200	29321
50	1/1/2022	IPWMAN	Membership Dues	\$125.00	12-1200	29322
51	1/1/2022	RYDIN	Contingencies	\$20.11	21-1400	29323
52	1/1/2022	McKesson	Medical Supplies	\$988.94	31-2000	29324
53	1/1/2022	Southtown	Publication/Subscriptions	\$71.50	11-1200	29325
54	1/1/2022	IL Countrues Risk Management Trust	Insurance (Workers Comp. & PL)	\$16,000.47	Split	29326
55	1/1/2022	Diane Goerg	Travel & Transportation	\$29.70	10-1700	29327
56	1/1/2022	Johnson Controls Security Solutions	Alarm System	\$341.85	14-1400	29328
57	1/1/2022	VOID	VOID	VOID	VOID	29329
58	1/1/2022	Colleen Grant Schumann	Special Events	\$2,000.00	31-1410	29330

\$31,619.03

Total for January, 2022

Additional Expenditures January, 2022

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

Township Trustee

Township Trustee

Township Trustee

Township Trustee

Township Supervisor

Co-signed:

Township Clerk