

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 BILL AUDIT MEETING 10802 S. ROBERTS ROAD | PALOS HILLS, IL 60465

January 22, 2018 - 7:00 PM

- 1. Call to Order and Roll Call
- 2. Pledge of Allegiance
- 3. Disposition of minutes from previous meetings
 - a. Approval of Minutes Bill Audit Meeting of December 28, 2017
 - b. Approval of Minutes Road and Bridge District December 28, 2017
- 4. Special Communications, if any
- 5. Reports of Officials
 - a. Supervisor
 - 1. Consideration of Sexual Harassment Policy
 - b. Clerk
 - 1. Democracy Update
 - 2. TOI Pac Contributions 2018
 - c. Highway Commissioner
- 6. Attorney's Report
- 7. Reports of Standing Committees
 - a. Finance and Administration Trustee Woods
 - 1. Approval of Town Fund Bills and Warrants February 1, 2018
 - 2. Approval of Road and Bridge District Bills February 1, 2018
 - 3. Approval of General Assistance Bills

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 Brannigan
- 8. Unfinished Business
- 9. New Business
- 10. Citizens Wishing to Address the Board
- 11. Executive Session, If Needed
- 12. Adjournment

	naterial for agenda item:
a.	Approval of Minutes - Bill Audit Meeting of December 28, 2017

PALOS TOWNSHIP BILL AUDIT MEETING 10802 S. ROBERTS ROAD PALOS HILLS, ILLINOIS 60465

DECEMBER 27, 2017

Call to Order and Roll Call

The Bill Audit Meeting of the Palos Township Board was called to order by Supervisor Schumann in the Township Hall, 10802 S. Roberts Road, Palos Hills, at 7:00 P.M. Roll call was taken by **Trustee Woods**. Present were Trustees Brannigan, Riley and Woods, Supervisor Schumann. Also present was Township Attorney, Erik Peck.

Absent: Trustee Jeanes

Clerk Nolan

Pledge of Allegiance

Supervisor Schumann led the assembly in the Pledge of Allegiance.

Disposition of Minutes from Previous Meeting

a. Approval of Minutes - Bill Audit Meeting November 27, 2017

Trustee Brannigan moved to approve the minutes of the November 27, 2017, Bill Audit Meeting. **Trustee Riley** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 4-0.

Special Presentations/ Communications

There were no special presentations or communications at this meeting.

Reports of Officials

a. Supervisor

Supervisor Schumann stated that the Christmas Distribution for the residents was very successful. Fifty people took part in this distribution. The Township did receive help with this distribution from the Palos Lions Club.

b. Clerk

TOCC Board of Directors Meeting Announcements – FYI

Clerk Nolan was absent due to her recent hospitalization.

2. Ethics Filing 2018 FYI

Clerk Nolan did not attend the meeting, however, **Trustee Woods** informed the Board that the Ethics filing will be available online at the middle of March, 2018.

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 Approve Town Fund Bills and Warrants

Trustee Woods moved to approve the audit of the Town Fund Bills and Warrants. Trustee **Brannigan** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 4-0.

2. Audit and Approval of General Assistance Bills and Warrants

Trustee Woods moved to approve the audit of the General Assistance Bills and Warrants. **Supervisor Schumann** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 4-0.

b. Policy and Personnel – Supervisor Schumann

Supervisor Schumann reported that Mary Wallenburg is back at the township, and is busy catching up on her work there. The annual audit is now complete and will be filed by the end of December. Her portion of the audit was on hold until she returned and completed it.

c. Technology, Information and Automation – Trustee Riley

Trustee Riley reported that Mary Wallenburg's computer is now here, and it has a three-year warranty.

d. Buildings and Grounds – Trustee Jeanes

Trustee Jeanes did not attend the meeting, therefore, there was no report for the Board from her committee.

e. Public Services and Health - Trustee Brannigan

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

Unfinished Business

There was no unfinished business for the Board.

New Business

Trustee Woods informed the Board that he has the Resolution for 2018 Board Meetings. He will give copies to the Board members to peruse for changes, and the Resolution will be approved at the General Board Meeting in January.

Citizens Wishing to Address the Board.

There were questions from the audience concerning the Palos Township Audit, the website transparence policy, pension questions and health service questions.

The health service questions were more than adequately answered by the Supervisor.

There were also questions concerning Youth Services, and there was a question concerning the money which is received form FOIAS that are over fifty pages in length. It was asked where does that money go? It goes into the General Town Fund.

Executive Session

No motion was made to enter Executive Session.

Adjournment

There being no further business before the Board, **Supervisor Schumann** asked for a motion to adjourn at 7:21 P.M. The motion to adjourn was made by **Trustee Woods**, and seconded by **Trustee Riley**. The motion was passed unanimously. Meeting adjourned.

Jane A. Nolan Clerk Palos Township

kup material for agenda item:						
b.	Approval of Minutes - Road and Bridge District December 28, 2017					

PALOS TOWNSHIP ROAD AND BRIDGE DISTRICT MEETING 10802 S. ROBERTS ROAD PALOS HILLS, ILLINOIS 60465

DECEMBER 27, 2017

Call to Order/Roll Call

The Road and Bridge District Meeting was called to order by Supervisor Schumann in the Township Hall, 10802 S. Roberts Road, Palos Hills, at7:23 P.M. Roll call was taken by Trustee Woods. Present were Trustees Brannigan, Riley, and Woods, Supervisor Schumann. Also present was Road and Bridge District Attorney, Erik Peck, and Road and Bridge District Administrative Assistant, April Schrader.

Absent: Trustee Jeanes Clerk Nolan

Supervisor Schumann turned the meeting over to **Highway Commissioner Adams** who stated that a quorum of elected officials was present for voting purposes.

Pledge of Allegiance

Supervisor Schumann led the assembly in the Pledge of Allegiance.

Disposition of Minutes of Previous Meeting

a. Approval of Minutes Road and Bridge District Meeting – November 27, 2017.

Trustee Brannigan moved to approve the minutes of the Road and Bridge District Meeting. **Supervisor Schumann** seconded the motion. The motion passed unanimously.

Approval of Financial Matters

a. Audit and Approval of Road and Bridge Warrants and Bills

Trustee Brannigan moved to approve the Road and Bridge District Warrants and Bills in the amount of \$53,043.89 including the administrative accounts. **Trustee Riley** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 4-0.

Highway Commissioner's Report

Commissioner Adams reported that the School crossing lights for School District #117 in Palos Hills cannot be completed at this time. District #117 must complete a survey from the State of Illinois before this can be completed.

Unfinished Business

Commissioner Adams discussed the situation that had been brought to the attention of the Highway Commissioner by a resident. No formal recommendation has come from the County concerning the short cut traffic down this street.

New Business

Commissioner Adams reported that on January 25th, 2017, there will be a meeting of the State of Illinois Highway Commissioners in Bloomington, Illinois. Commissioner Adams is a director on the Board of this Association. The meeting is to discuss some issues that have been submitted by the State Legislature concerning townships. The bills can be found on the State of Illinois website. As stated in the last Road and Bridge District minutes, the Road District is receiving their salt from Morton Salt through the Cook County contract. The Road District has used a sizeable amount of salt this year, mainly for ice purposes. The salt is delivered in one to two days from the Morton Salt, not a week's time as it took previously. The Road District cannot afford liquid salt as it is very costly.

Residents Wishing to Address the Board

Commissioner Adams answered questions concerning why the Road District is a separate entity, and questions about the problem in Naperville concerning the Road and Bridge District there.

Adjournment

There being no further business before the Board, **Commissioner Adams** asked for a motion to adjourn the meeting at 7:36 P.M. The motion to adjourn was made by **Trustee Woods**, and seconded by **Trustee Riley**. The motion was passed unanimously. Meeting adjourned.

Jane A. Nolan Clerk Palos Township

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FROM: TOWN FUND

DATE: JANUARY 22, 2018 for FEBRUARY 1, 2018 BILL AUDIT

This is to certify that the following sums will be paid by the <u>TREASURER</u> of <u>PalosTownship</u> 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.

	Vendor	Purpose		Amount	Account Number	Check #
2/1/2018	GENE ADAMS	Payroll		(GROSS)	10-0400	Debit
2/1/2018	ALICE BATOL DELROSARIO	Payroll			30-0300	Debit
2/1/2018	SHARON BRANNIGAN	Payroll			10-0500	Debit
2/1/2018 2/1/2018	CAROL CHAMALES EVELYN DIBBERN	Payroll Payroll			30-0200 20-0100	Debit Debit
2/1/2018	SAMANTHA GOERG	Payroll			10-0700	Debit
2/1/2018	COLLEEN GRANT SCHUMANN	Payroll			10-0100	Debit
						Debit
	PAMELA A JEANES					Debit Debit
2/1/2018	KATHRYN KEIFFER	Payroll			30-0200	Debit
2/1/2018	KATHLEEN KHAN	Payroll Payroll			30-0200	Debit
						Debit Debit
2/1/2018	PAULA NEIDENBACH	Payroll			30-0200	Debit
	JANE NOLAN					Debit
						Debit Debit
2/1/2018	LUCIANO VALDEZ	Payroll			30-0300	Debit
2/1/2018	ALICIA VODICKA	Payroll			30-0200	Debit
						Debit Debit
2/1/2018	E.F.T.P.S.	Payroll - Employer Medicare Expense			Split	Debit
2/1/2018	E.F.T.P.S.	Payroll - Employer FICA Expense			Split	Debit
						Debit Debit
2/1/2018	PAYROLL PROCESSORS	Payroll Processing Fees			12-1600	Debit
2/1/2018	NCPERS GROUP LIFE INS.	Voluntary Group Life Insurance	\$	64.00	10-1510	
			Ş			
2/1/2018	DESPLAINES VALLEY NEWS	Publishing and Advertising	\$	165.00	11-1000	
2/1/2018	POST OFFICE	Postage	\$	750.00	11-1100	
			Ş			
2/1/2018	COMED	Utilities - Electric	\$	407.54	11-1300	
2/1/2018	NICOR GAS	Utilities - Gas	\$	209.09	11-2000	
	TYPE CONCEPTS INC.	Printing - Clerk Letterhead	\$	255.00	12-1000	
			ş Ś			
2/1/2018	TRESSLER LLP	Legal Services	\$	5,394.84	12-1300	
2/1/2018	RICHARD DEMMA, E.A.	Bookkeeping / Accounting	\$	765.00	12-1400	
			Ş			
2/1/2018	OFFICE DEPOT	Office Supplies	\$	216.50	13-1000	
2/1/2018	ACME LOCK & KEY	Other Supplies and Materials	\$	30.00	13-1400	
			Ş			
2/1/2018	DASHMIRE LIKA	• •	\$	795.00	14-1200	
2/1/2018	SAFE & SOUND SYSTEMS, INC	Alarm System	\$	576.00	14-1500	
			\$			
			\$ \$			
2/1/2018	BRIDGEVIEW SENIOR CITIZENS CLUB	Senior Gifts 2018	\$	1,000.00	40-1200	
2/1/2018	GOLDEN OAKS SENIORS	Senior Gifts 2018	\$	1,200.00	40-1200	
			\$			
2/1/2018	OUR LADY OF THE WOODS SENIOR CLUB	Senior Gifts 2018	\$	1,200.00	40-1200	
2/1/2018	PALOS PARK SENIOR CLUB	Senior Gifts 2018	\$	1,200.00	40-1200	
			•	•		
2/1/2018		Senior Gifts 2018	\$			
2/1/2018	ST. MARK'S ROCKERS SENIOR CLUB	Senior Gifts 2018	\$	1,200.00	40-1200	
			\$			
			۶ \$			
2/1/2018	PATSE	Patse Agreement	, \$	12,000.00	40-1300	
2/1/2018	CHALET FLORIST	Contingencies	\$	72.95	60-1400	
			\$ \$			
2/1/2016	DEARBORN NATIONAL LIFE INS. CO.	Life insurance Quarty bill	Ţ	80.23	Jr.Lii	
		TOTAL FOR FEBRUARY 2018	\$	57,963.18		
AL EXPENDITU	JRES FROM JANUARY 2018	I				
1/3/2018	MATHEW DICIANNI	Gene Adams Garnishment	s	799.30	10-1510	27705
1/18/2018	BRENT WOODS	Reimbursement - Web site - Domain Name / Hosting Fee	\$	135.34	12-1100	27706
1/19/2018	CITY OF PALOS HILLS	Utilities - Water & Sewer	\$	64.68	11-2000	27707
	COSTCO	Other Supplies and Materials	\$	177.92	13-1400	27708
1/20/2018						
1/20/2018		Total Added to JANUARY 2018	<u> </u>	1,177.24		
	2/1/2018 2/1/2018	2/1/2018	2/1/2018	27//2018	21/2018	27/2018

Township Clerk

2	2.	Approval of Road and Bridge District Bills - February 1, 2018

PALOS TOWNSHIP ROAD AND BRIDGE STATE OF ILLINOIS COUNTY OF COOK

Township Clerk

This is to certify that the following sums will be paid by the <u>TREASURER</u> of <u>PalosTownship</u> to the following vendor/person which amounts were allowed and audited by the Board of Trustees on the <u>January 22, 2018</u> on account of the listed purposes.

Number	Vendor	Purpose		Amount	Acct#	Check#
1- 2- 3- 4- 5- 10- 11- 12- 14-	ComED 08911 ComED101315 Cook County Treasurer Sprint Tri-State Disposal Tressler LLP JULIE Desplaines Valley News Morris Engineering Gallagher Materials Crowley Sheppard Asphalt Morton Salt Co Kopping Enterprises Gene Adams AT&T	light rental light rental school flasher maint phones hwy debris disposal legal qtrly reporting notices publications inspection fee for pave job materials final balance-retention materials per contract travel miles for Dec	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	323.63 11.41 24.00 65.66 70.30 1,025.00 178.08 500.50 902.45 241.57 21,957.27 12,088.59 33,212.00	5133 5133 6983 8103 6913 8103 6943 5113 6943 5813 various 6973 6983	
15- 16-						
17- 18- 19- 20- 23- 32- 33- 34- 35-				\$70,600.46		
this <u>2</u> 2	<mark>2nd day of January 2018</mark> ex	the PalosTownship Board of Truste kamined and audited the foregoing b Fund and have approved the same	oills, clain	ns, charges and		
Township Trustee			Townsh	nip Trustee		
Town	ship Trustee		Townsh	nip Trustee		
		Township Highway Commissi	ioner			
Co-Si	gned:					

PALOS TOWNSHIP ROAD AND BRIDGE STATE OF ILLINOIS COUNTY OF COOK

Township Clerk

This is to certify that the following sums will be paid by the <u>TREASURER</u> of <u>PalosTownship</u> to the following vendor/person which amounts were allowed and audited by the Board of Trustees on the <u>February 1, 2018</u> on account of the listed purposes.

IMRF	Number	Vendor	Purpose		Amount	Acct#	Check#
Illinois Dept of Revenue US 501 Monthly Payroll taxes 194.04 ETR	1-	IMRF	Employee & Employer Contribution	Ş	825.76	6993	EFT
Blue Cross Blue Shield Illinois Dearborn National Ins April Schrader Employee deduct vol life ins \$ 16.00 6963 Medicare supplement prem \$ 158.00 qtrly life ins premium \$ 34.50 2,807.92 Free Common Schrader Wages for Jan \$ 2,807.92 Employee deduct vol life ins \$ 16.00 6963 Medicare supplement prem \$ 34.50	2-				1,216.01		EFT
Blue Cross Blue Shield Illinois Dearborn National Ins 4 April Schrader Wages for Jan \$ 158.00 34.50 4 April Schrader Wages for Jan \$ 2,807.92 5-6-7-8-9-10-11-12-13-14-15- We, the undersigned, members of the PalosTownship Board of Trustees, Cook County, Illinois, do hereby certify that we this 1st day February 2018 examined and audited the foregoing bills, claims, charges and accounts against the Palos Township Road and Bridge Fund and have approved the same for payment. Township Trustee Township Trustee Township Trustee Township Trustee Township Trustee	3-	Illinois Dept of Revenue US 501	Monthly Payroll taxes	\$	194.04		EFT
Blue Cross Blue Shield Illinois Dearborn National Ins 4- April Schrader Wages for Jan \$ 158.00 34.50 4- April Schrader Wages for Jan \$ 2,807.92 5- 6- 7- 8- 9- 10- 11- 12- 13- 14- 15- \$ \$5,252.23 We, the undersigned, members of the PalosTownship Board of Trustees, Cook County, Illinois, do hereby certify that we this 1st day February 2018 examined and audited the foregoing bills, claims, charges and accounts against the Palos Township Road and Bridge Fund and have approved the same for payment. Township Trustee Township Trustee Township Trustee Township Trustee Township Trustee		NCPERS	Employee deduct vol life ins	\$	16.00	6963	
Dearborn National Ins April Schrader Wages for Jan \$ 34.50 2,807.92 Wages for Jan \$ 2,807.92 April Schrader Wages for Jan \$ 2,807.92 Below the control of the control of the part of		Blue Cross Blue Shield Illinois	Medicare supplement prem		158.00		
4- April Schrader Wages for Jan \$ 2,807.92 6- 7- 8- 9- 10- 11- 12- 13- 14- 15- \$5,252.23 We, the undersigned, members of the PalosTownship Board of Trustees, Cook County, Illinois, do hereby certify that we this 1st day February 2018 examined and audited the foregoing bills, claims, charges and accounts against the Palos Township Road and Bridge Fund and have approved the same for payment. Township Trustee Township Trustee Township Trustee Township Trustee		Dearborn National Ins			34.50		
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Township Trustee Township Trustee Township Trustee Township Trustee Township Highway Commissioner					narges and ac	counts agains	it the Palos
Township Trustee Township Trustee Township Trustee Township Trustee Township Highway Commissioner		schin Tructoo		Townsh	in Tructoo		
Township Highway Commissioner	TOWN	isinp itustee		100011311	ip irustee		
	Town	ship Trustee		Townsh	ip Trustee		
					-		
Co-Signed:			Township Highway Commission	ner			
	Co-Si	gned:					