



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 **6:30 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**

March 23, 2017 - 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 - Bill Audit Meeting February 23, 2017
4. Special Communications, if any
5. Citizens Wishing to Address the Board
6. Reports of Officials
 - a. Supervisor
 - b. Clerk
7. Attorney's Report
8. Reports of Standing Committees
 - a. Finance and Administration - Trustee Woods
 1. Approval of Town Fund Bills & Warrants - April 1, 2017
 2. Approval of General Assistance Bills - April 1, 2017
 - b. Policy and Personnel - Supervisor Schumann
 1. Approval of Employee Salary Schedule for 2017 - 2018
 - c. Technology, Information and Automation - Trustee Riley
 - d. Buildings and Grounds - Trustee Jeanes
 - e. Public Services and Health - Trustee Brannigan

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

9. Unfinished Business
10. New Business
11. Executive Session, If Needed
12. Adjournment

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Backup material for agenda item:

- a. Approval of Minutes - Bill Audit Meeting February 23, 2017

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

FEBRUARY 23, 2017 - 6:30 P.M.

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 6:30 P.M. Roll call was taken by the Clerk of the Township, **Jane Nolan**. Present were Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann. Also present was Township Attorney, Erik Peck.

Absent: None.

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 January 26th, 2017

Trustee Woods moved to approve the minutes of the January 26, 2017, Bill Audit Meeting. **Trustee Brannigan** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, Riley, and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

Special Presentations or Communications

There were no special presentations or communications.

Citizens Wishing to Address the Board

There were no citizens wishing to address the Board.

Reports of Officials

a. Supervisor

Supervisor Schumann stated that she had no report.

b. Clerk

Voting Machine Demonstration Cook County

Clerk Nolan informed the Board that she attended the Cook County Clerk's Office and the Chicago Board of Election Commissions voting machines demonstration on February 14th, 2017. They are looking to purchase equipment that provides the benefits of newer technology. The new equipment must be user friendly for voters and poll watchers alike, meet security standards and be affordable for taxpayers. **Clerk Nolan** viewed all five machined represented, and thought they all had good points, but she did like two of the machines more than the others presented. She learned a great deal, and will report back to the Board when she secures more information.

Attorney's Report

Attorney Peck stated that he had no report.

Reports of Standing Committees

a. Finance and Administration – Trustee Woods

Audit and Approve Town Fund Bills- March 1, 2017

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

Audit and Approve General Assistance Bills – March 1, 2017

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

b. Policy and Personnel – Supervisor Schumann

Supervisor Schumann stated that she had no report as there were no new issues.

c. Technology, Information, and Automation – Trustee Riley

Trustee Riley stated that he had no update.

d. Buildings and Grounds – Trustee Jeanes

Trustee Jeanes stated that she had no report.

e. Public Services and Health – Trustee Brannigan

Trustee Brannigan stated that she had no report.

Unfinished Business

There was no unfinished business.

New Business

There was no new business.

Executive Session

There was no Executive Session.

Adjournment

Trustee Woods moved to adjourn the meeting at 6:43 P.M. **Trustee Brannigan** Seconded the motion. The motion was passed unanimously. Meeting adjourned.

Jane A. Nolan

Clerk

Palos Township

Backup material for agenda item:

1. Approval of Town Fund Bills & Warrants - April 1, 2017

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PALOS TOWNSHIP
STATE OF ILLINOIS
COUNTY OF COOK

FROM: TOWN FUND

DATE: MARCH 23, 2017 FOR APRIL 1, 2017 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	4/1/2017	GENE ADAMS	Payroll	\$ 2,171.22	10-0400	Debit
2	4/1/2017	ALICE BATOL DELROSARIO	Payroll		30-0300	Debit
3	4/1/2017	SHARON BRANNIGAN	Payroll	\$ 468.10	10-0500	Debit
4	4/1/2017	CAROL CHAMALES	Payroll		30-0200	Debit
5	4/1/2017	EVELYN DIBBERN	Payroll	\$ 3,674.67	20-0100	Debit
6	4/1/2017	COLLEEN GRANT SCHUMANN	Payroll	\$ 2,263.33	10-0100	Debit
7	4/1/2017	WALTER A. HALEK DPM	Payroll	\$ 2,805.00	30-0400	Debit
8	4/1/2017	ALAN HIVICK	Payroll		10-0700	Debit
9	4/1/2017	PAMELA A JEANES	Payroll	\$ 468.10	10-0500	Debit
10	4/1/2017	KATHRYN KEIFFER	Payroll		30-0200	Debit
11	4/1/2017	KATHLEEN KHAN	Payroll		30-0200	Debit
12	4/1/2017	ROBERT E. MALONEY	Payroll	\$ 1,235.00	10-0300	Debit
13	4/1/2017	PAULA NEIDENBACH	Payroll		30-0200	Debit
14	4/1/2017	JANE NOLAN	Payroll	\$ 1,235.00	10-0200	Debit
15	4/1/2017	DEBRA RAMOS	Payroll		30-0200	Debit
16	4/1/2017	RICHARD C. RILEY	Payroll	\$ 468.10	10-0500	Debit
17	4/1/2017	LUCIANO VALDEZ	Payroll		30-0300	Debit
18	4/1/2017	ALICIA VODICKA	Payroll	\$ 4,600.00	30-0200	Debit
19	4/1/2017	MARY WALLENBURG	Payroll	\$ 3,974.67	Split	Debit
20	4/1/2017	BRENT WOODS	Payroll	\$ 468.10	10-0500	Debit
21	4/1/2017	E.F.T.P.S.	Payroll - Employer Medicare Expense		Split	Debit
22	4/1/2017	E.F.T.P.S.	Payroll - Employer FICA Expense		Split	Debit
23	4/1/2017	E.F.T.P.S.	Payroll - Employer Unemployment Tax		10-1200	Debit
24	4/1/2017	IMRF - TOWN FUND PORTION	Pension Contributions Employer Portion Town	\$ 3,085.69	Split	Debit
25	4/1/2017	PAYROLL PROCESSORS	Payroll processing fees		12-1600	Debit
26	4/1/2017	NCPEERS GROUP LIFE INS.	Voluntary Group Life Insurance	\$ 64.00	10-1510	27399
27	4/1/2017	VALIC C/O JP MORGAN CHASE BANK	Employee Voluntary 457b Contrib. Plan	\$ 50.00	10-1510	27400
28	4/1/2017	CENTRAL MGMT. SERVICES-LGHP	Group Health Insurance	\$ 3,848.00	Split	27401
29	4/1/2017	THE REGIONAL NEWS	Advertising - Annual Town Meeting	\$ 156.72	11-1000	27402
30	4/1/2017	REPORTER NEWSPAPER	Advertising - Annual Town Meeting	\$ 156.72	11-1000	27403
31	4/1/2017	THE REPORTER NEWSPAPERS	Subscription - Renewal	\$ 42.00	11-1200	27404
32	4/1/2017	CALLONE	Telephone Services	\$ 385.89	11-1300	27405
33	4/1/2017	COM ED	Utility - Electricity	\$ 306.77	11-2000	27406
34	4/1/2017	NICOR GAS	Utility - Gas	\$ 153.58	11-2000	27407
35	4/1/2017	METROPOLITAN TOWNSHIP ASSOCIATION	Annual Membership Dues	\$ 1,500.00	12-1200	27408
36	4/1/2017	ILLINOIS TOWNSHIP TRUSTEES ASSOCIATION	Annual Membership Dues	\$ 30.00	12-1200	27409
37	4/1/2017	TRESSLER LLP	Legal Services	\$ 820.00	12-1300	27410
38	4/1/2017	RICHARD DEMMA E.A.	Bookkeeper/Accounting -February 2017	\$ 765.00	12-1400	27411
39	4/1/2017	SHRED-IT USA	Document Disposal	\$ 43.26	12-1700	27412
40	4/1/2017	RICHARD BRANDT	Building Maintenance	\$ 22.00	14-1000	27413
41	4/1/2017	COTTAGE SHEET METAL, LLC	Building Maintenance -3 Air Purifiers & New Humidifier (HS)	\$ 2,900.00	14-1000	27414
43	4/1/2017	BEARY LANDSCAPE MANAGEMENT	Landscaping/Grounds Maintenance	\$ 900.00	14-1100	27416
44	4/1/2017	DASHMIRE LIKA	Custodial / Cleaning Service	\$ 795.00	14-1200	27417
45	4/1/2017	TYCO INTEGRATED SECURITY LLC	Alarm System	\$ 341.85	14-1500	27418
	4/1/2017	DUKE'S ACE HARDWARE	Building Maintenance Supplies	\$ 35.97	14-1000	
	4/1/2017	TRI-STATE DISPOSAL INC.	General Waste Disposal	\$ 69.00	14-1600	
	4/1/2017	THE SIDWELL COMPANY	Assessor - Annual Publication	\$ 385.00	21-1200	
	4/1/2017	PALOS FIRE PROTECTION DISTRICT	H.S. - Professional Development	\$ 125.00	30-1600	
	4/1/2017	PATTERSON OFFICE SUPPLIES	H.S. - Office Supplies	\$ 35.90	33-1000	
	4/1/2017	MCKESSON MEDICAL SURGICAL	H.S. - Other Supplies & Materials	\$ 31.86	33-1400	
	4/1/2017	SHARON BRANNIGAN	H.S. - Other Supplies & Materials- Trailer Rental	\$ 89.00	33-1400	
	4/1/2017	CHALET FLORIST	Food Pantry Expenses	\$ 100.00	60-1000	
TOTAL FOR APRIL 2017				\$ 41,069.50		

ADDITIONAL EXPENDITURES FROM FEBRUARY 2017

1	2/7/2017	CITY OF PALOS HILLS	Utility - Water & Sewer	\$ 67.01	11-2000	27365
2	2/7/2017	TEAM LOGIC IT	H.S. - Technology Services	\$ 60.00	32-1100	27366
Total Added to FEBRUARY 2017				\$ 127.01		

ADDITIONAL EXPENDITURES FROM MARCH 2017

1	3/1/2017	DISTRICT 230 FOUNDATION	"Whoop It Up" Publication Ad	\$ 100.00	11-1000	27394
2	3/1/2017	JENNIFER LEEDY KLAIBER	H.S. Assistant	\$ 592.88	30-0500	27395
3	3/3/2017	QUALITY CUSTOM CABINetry	Capital Impr. - New Cabinets in Town Hall	\$ 2,285.00	14-1300	27396
4	3/3/2017	CITY OF PALOS HILLS	Utility - Water and Sewer	\$ 67.22	11-2000	27397
5	3/10/2017	TOWNSHIP OFFICIALS OF IL	Professional Development - TWP Topics Day - CGS & JN	\$ 230.00	10-1600	27398
Total Added to MARCH 2017				\$ 3,275.10		

Township Trustee

Township Trustee

Township Trustee

Township Trustee

Township Supervisor

Co-signed:

Township Clerk