



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**

July 26, 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 Bill Audit and Road and Bridge District Meeting of June 28, 2021
 - b. Approval of Minutes of the Township & Road & Bridge Budget Hearing Meeting of June 28, 2021
4. Special Communications, if any
 - a. Jim Seay Energy Discussion
5. Reports of Officials
 - a. Supervisor
 - b. Clerk
 1. Intergenerational Management FYI
 2. Cook County Sheriff's Prescription Drug Pick-Up Event Recap
 - c. Highway Commissioner
6. Attorney's Report
7. Reports of Standing Committees
 - a. Finance and Administration - Trustee Woods
 1. Audit and Approval of Town Funds Bills and Warrants Dated August 1, 2021

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

2. Audit and Approval of Road and Bridge Fund Bills and Warrants Dated August 1, 2021
3. Audit and Approval of General Assistance Bills Dated August 1, 2021
 - 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

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

June 28, 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 6:32 P.M.

Supervisor Schumann stated that Board Member Trustee Woods wished to attend the meeting by electronic means.

Trustee Jeanes moved that Trustee Woods attend the June 28, 2021, Combined Bill Audit and Road and Bridge District Meeting by electronic means. **Trustee Riley** seconded the motion. Roll call was taken. Ayes: Trustees Abuzir, Jeanes, Riley, and Supervisor Schumann. Nays: None. Motion carried 4-0.

Roll Call

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

Officials Present: Clerk Nolan
Assessor Maloney

Pledge of Allegiance

Supervisor Schumann led the assembly in the Pledge of Allegiance.

Disposition of Minutes from Previous Meeting

There were no minutes for this meeting due to cancellations of some meetings.

Special Presentations/Communications

There were no special communications or presentations at this meeting.

Reports of Officials

a. Supervisor

Supervisor Schumann reported that one of the nurses in the Health Service is retiring and there was a luncheon for her on Monday. She worked a short time here at the township and came to us from Little Company. The Health Service will miss her. She was an excellent worker! **Supervisor Schumann** signed all the completed Sexual Harassment Trainings, and they will be sent off. There is a problem in the food pantry with pantry moths. This problem will be taken care of immediately. It can be a problem when food is donated from the outside, and the extensive heat can also cause problems.

b. Clerk

1. TOCC Annual Meeting Update

Clerk Nolan reported that she and Joan Davis attended the Annual Meeting in person at Schaumburg Township. Highway Commissioner Adams and Assessor Maloney attended by zoom. Palos Township was well represented! The Annual Budget passed and the new by-law amendments passed. The elections took place for the Executive Board. The Executive Board stayed the same. The following members were elected:

President: Timothy Heneghan (Schaumburg)
Vice President: Katie Dolan Baumer (Hanover)

Secretary: Jane Nolan (Palos)
Treasurer: Fran Sitkiewicz (Riverside)

2. SB 825 Highlights

Clerk Nolan discussed Senate Bill 825 with the Board. Some of the more important facts disseminated were:

1. The Primary Election in 2022 is June 28, 2022.
2. Petition circulation begins January 13, 2022.
3. The petition filing period is to be March 7-14, 2022.
4. Mail ballots will be available beginning March 30, 2022.
5. Early voting begins May 19, 2022.
6. This bill makes curbside voting permanent.
7. This bill allows county sheriffs to set up ballot booths at county jails.
8. This bill creates a pilot program to allow election authorities to establish at least one location for anyone in the county or municipality to vote on election day.
9. This bill establishing a process to allow the appointment of transgender persons to the Democratic State Central Committee.
- 10 This bill prevents units of local government from adopting measures that require General Assembly members to resign their offices in order to be eligible to win an office in a unit of local government.

c. Highway Commissioner

Highway Commissioner Adams reported that the Road District just finished a Public Hearing on the acceptance of Azure Lakes Subdivision. The Hearing went well. They discussed several things that were left out of the PUD when Azure Lakes was developed. The residents and the Road District know what those inequities were when the subdivision was given approval to build. At this point, Commissioner Adams thinks things are clear. We must make sure the description of the road right-of-way is dimensioned properly so that the homeowners are not stuck for the water line that is on their property,

Commissioner Adams also reported that the rains and hurricanes have not helped us. There were many grass clippings and tree limbs blocking drainage receptables in the township which has caused some day and night worries.

Commissioner Adams informed the Board that Bryan Smith of TOI is retiring August 1, 2021. He has done a good job. He wanted to know if we will be sending a letter thanking him. Jerry Crabtree will take over that position.

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. Budget Hearing for Consideration of Ordinance No. 2021-0-01 (see separate minutes.)**
- 2. Consideration of ORDINANCE No. 2021-0-01, Adopting the ANNUAL BUDGET AND APPROPRIATION FOR THE TOWNSHIP AND GENERAL ASSISTANCE FUND.**

Trustee Woods moved to adopt **ORDINANCE NUMBER 2021-0-01 THE BUDGET AND APPROPRIATION ORDINANCE FOR PALOS TOWNSHIP, COOK COUNTY, ILLINOIS, FOR THE FISCAL YEAR COMMENCING APRIL 1, 2021 AND ENDING MARCH 31, 2022.** **Supervisor Schumann** seconded the motion. Roll call was taken. Ayes: Trustees Abuzir, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

- 3. Consideration of ORDINANCE No. 2021-03-0 ADOPTING THE ANNUAL BUDGET AND APPROPRIATION FOR THE ROAD AND BRIDGE DISTRICT.**

Trustee Woods moved to adopt **ORDINANCE NUMBER 2021-03-0 ORDINANCE ADOPTING THE ANNUAL BUDGET AND APPROPRIATION**

FOR THE PALOS TOWNSHIP ROAD AND BRIDGE DISTRICT. Trustee Riley seconded the motion. Roll call was taken. Ayes: Trustees Abuzir, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

4. Audit and Approval of Town Fund Bills and Warrants Dated July 1, 2021.

Trustee Woods moved to approve the audit of the Town Fund Bills and Warrants in the amount of \$16,931.64. **Trustee Jeanes** seconded the motion. Roll call was taken. Ayes: Trustees Abuzir, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

5. Audit and Approval of Road and Bridge District Fund Bills and Warrants Dated July 1, 2021.

Trustee Woods moved to approve the audit of the Road and Bridge District Fund Bills and Warrants in the amount of \$38,256.59 and the Administrative Expense in the amount of \$6,391.39 for a total of \$44,647.98. **Trustee Abuzir** seconded the motion. Roll call was taken. Ayes: Trustees Abuzir, 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 new reports. She stated that next year, and thereafter, Juneteenth will be a holiday for the state and county.

c. Technology, Information and Automation – Trustee Riley

Trustee Riley stated that our computer liaison is on vacation. He confirmed the following be purchased by the township after discussion by the Board.

Three desktops
Three monitors
One iPad
One laptop

Trustee Woods is getting a quote for the laptop which will do many things. The laptop will allow us to broaden our meetings with microphones tied into the tables and a monitor behind us. There will be a camera in the back of the room. This will allow us to do a permanent broadcast of our meetings.

The monitors will be up to each individual user.

d. Buildings and Grounds – Trustee Jeanes

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

Supervisor Schumann reported she has noticed some trees and bushes are dying. This will also be taken care of in the near future.

Trustee Woods reported that the electrical work which he discussed at the last meeting has been completed. The new circuit was installed. Two new outlets were installed. The person doing the work gave Trustee Woods a list of other things that are wrong with the electrical box. He reported what the problems were. There are several things that have to be corrected. The total price for this work is \$175.00. He talked about bringing in another circuit box as ours is jam-packed and no other circuits can be put in. A new box with all the circuits and wires would cost between \$500-600. There still will be some problems until all of this is done.

e. Public Services and Health – Trustee Abuzir

Trustee Abuzir reported that she had no report for the Board.

Unfinished Business

There was no unfinished business to come before the Board.

New Business

There was no new business to come before the Board.

Citizen's Wishing to Address the Board

There were no citizens wishing to address the Board from the floor.

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 Jeanes** moved to adjourn the meeting at 7:00 P.M. **Trustee Woods** seconded the motion. The motion was passed unanimously.

Meeting adjourned.

Jane A. Nolan

Clerk

Palos Township

**PALOS TOWNSHIP
MINUTES OF THE PUBLIC HEARING OF THE TOWNSHIP BOARD AND
THE ROAD AND BRIDGE DISTRICT**

JUNE 28, 2021

RE: THE BUDGET AND APPROPRIATION ORDINANCE 2021-2022

The Public Hearing of the Tentative Budget and Appropriation Ordinance was called to order by **Supervisor Schumann** in the Township Hall, 10802 S. Roberts Road, Palos Hills at 6:33 P.M Roll call was taken by the **Clerk** of the Township, **Jane Nolan**. Present were Trustees Abuzir, Jeanes, Riley and Woods, Supervisor Schumann and Highway Commissioner Adams. Also, present was Township Attorney, Erik Peck.

Trustee Woods moved to open the Public Hearing for the 2021-2022 Budget and Appropriation Ordinance for the Town of Palos. **Trustee Jeanes** seconded the motion. The motion was passed unanimously.

Trustee Woods asked that the Board consider Ordinance No. 2021-0-01 which is the **BUDGET & APPROPRIATION FOR PALOS TOWNSHIP, COOK COUNTY, ILLINOIS FOR THE FISCAL YEAR COMMENCING APRIL 1, 2021, AND ENDING MARCH 31, 2022.**

Trustee Woods reported that the budget change was the addition of the new account codes which will coincide with the new finance reporting software which we are using. This year this budget will include, per Board instructions from a previous meeting, a 5% increase in employees' salaries. This will not include any of the elected officials.

This year we will spend less money. It was challenging this year to make the budget numbers match. Originally it looked like we were reducing the amount in our personnel services when, in fact, we were actually increasing it. Operating expenses in the town fund show we are spending less money on contractual services and commodities. The administrative department will be slightly less than we spent last year, however, the building and grounds will be increased by

\$4,000.00. There will be an increase in the Assessor's Office due to the 5% increase in the Deputy Assessor's salary. The Health Services will be a larger increase. The Public Services will be the largest increase because this year we are going back to the Senior Service Contract Agreement which was not budgeted last year.

The Total Town Fund Budget:	\$ 987,596.00
Total Appropriation:	\$ 1,074,319.00
Total Estimated Town Revenues:	\$ 996,180.00
Total Appropriation Fund For GA	\$ 116,986.00
Total General Assistance Fund	
Estimated Revenues:	\$ 137,800.00.

Trustee Woods stated that the Town Budget is balanced. General Assistance includes 5% increase for Director, appropriate increases in FICA and IMRF and a small software program cost.

1. **Supervisor Schumann** stated that the notice of the hearing was published in two local newspapers for a period of thirty days.
2. Public Comment: **None**
3. There were no written questions sent to the Township concerning the 2021-2022 Budget and Appropriation Ordinance.

Supervisor Schumann moved to close the Public Hearing at 6:45 P.M. **Trustee Woods** seconded the motion. The motion was passed unanimously.

MINUTES OF THE PUBLIC HEARING OF THE TOWNSHIP BOARD

RE: THE ROAD AND BRIDGE DISTRICT 2021-2022 BUDGET AND APPROPRIATION ORDINANCE

Trustee Woods moved to open the Public Hearing for the 2021-2022 Road and Bridge District Budget and Appropriation Ordinance. **Trustee Riley** seconded the motion. The motion was passed unanimously.

Trustee Woods asked that the Board consider Ordinance No. 2021-0-03 which is the **ORDINANCE ADOPTING THE ANNUAL BUDGET AND APPROPRIATION FOR THE PALOS TOWNSHP ROAD AND BRIDGE DISTRICT.**

Trustee Woods reported that this budget was challenging to work with due to the way the County classifies it. Last year the Road and Bridge District operated at a bit of a deficit because of the large road program.

The Operating Expenditures of the Road District last year **were:**

	\$ 1,076,255.00
Total Budget forecasted this year is which does not include road projects	\$ 654,253.00
Total Appropriation Road and Bridge District	\$ 919,679.00
Total General Road Budgeted	\$ 194,253.00
Total Hard Road Budgeted	\$ 460.00

Trustee Woods stated that the appropriated amount could be used for road projects, but it will be cutting it close. He stated he likes to overestimate expenditures and underestimate revenues, so that could change.

Trustee Woods reported that all three funds will end the year healthy.

Public Comment: **None**

Supervisor Schumann stated that the notice of the Hearing was published in two local newspapers for a period thirty days.

There were no written questions sent to the Township concerning the 2021-2022 Road and Bridge District Budget and Appropriation Ordinance.

Trustee Woods moved to close the 2021-2022 Budget and Appropriation Public Hearing at 6:50 P.M. **Trustee Riley** seconded the motion. The motion was passed unanimously.

Jane A. Nolan

Clerk

Palos Township

PALOS TOWNSHIP
STATE OF ILLINOIS
COUNTY OF COOK

From: Town Fund

Date: July, 2021 for August, 2021 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 #
		Tasneem Abuzir	Payroll		10-0500	Debit
1	8/1/2021	Gene Adams	Payroll		10-0400	Debit
2	8/1/2021	Alice Batol Delrosario	Payroll		30-0300	Debit
3	8/1/2021	Tasneem Abuzir	Payroll		10-0500	Debit
4	8/1/2021	Megan Catrambone	Payroll		10-0700	Debit
5	8/1/2021	Carol Chamales	Payroll		30-0200	Debit
6	8/1/2021	Joan Davis	Payroll		10-0700	Debit
7	8/1/2021	Elise Farrell	Payroll		30-0200	Debit
8	8/1/2021	Diane Goerg	Payroll		10-0700	Debit
10	8/1/2021	Colleen Grant Schumann	Payroll		10-0100	Debit
11	8/1/2021	Walter A. Halek DPM	Payroll		30-0400	Debit
12	8/1/2021	Pamela Jeanes	Payroll		10-0500	Debit
13	8/1/2021	Kathryn Keiffer	Payroll		30-0200	Debit
14	8/1/2021	Kathleen Khan	Payroll		30-0200	Debit
15	8/1/2021	Jennifer Leedy	Payroll		30-0500	Debit
16	8/1/2021	Heather Malloy	Payroll		20-0100	Debit
17	8/1/2021	Robert Maloney	Payroll		10-0300	Debit
18	8/1/2021	Paula Neidenbach	Payroll		30-0200	Debit
19	8/1/2021	Jane Nolan	Payroll		10-0200	Debit
20	8/1/2021	Debra Ramos	Payroll		30-0200	Debit
21	8/1/2021	Richard C. Riley	Payroll		10-0500	Debit
22	8/1/2021	Luciano Valdez	Payroll		30-0300	Debit
23	8/1/2021	Alicia Vodicka	Payroll		30-0200	Debit
24	8/1/2021	Brent Woods	Payroll		Split	Debit
25	8/1/2021	E.F.T.P.S.	Payroll - Employer Medicare Expense		Split	Debit
26	8/1/2021	E.F.T.P.S.	Payroll - Employer FICA Expense		Split	Debit
27	8/1/2021	E.F.T.P.S.	Payroll - Employer Unemployment Tax		10-1200	Debit
28	8/1/2021	IMRF - Town Fund Portion	Pension Contributions Employer Portion Town		Split	Debit
29	8/1/2021	Payroll Processor	Payroll Processing Fees		12-1600	Debit
31	8/1/2021	Call One	Telephone Services	\$ 439.79	11-1300	29121
32	8/1/2021	Santiago Delgado	Landscaping/Ground Maintenance	\$ 315.00	14-1100	29122
33	8/1/2021	Park Printing	Printing	\$ 290.00	13-1400	29123
34	8/1/2021	Central Management Services	Health Insurance	\$4,232.00	Split	29124
35	8/1/2021	Southtown	Publication/Subscriptions	\$ 71.50	11-1200	29125
36	8/1/2021	ComEd	Utilities- Electric	\$ 597.26	11-2000	29126
37	8/1/2021	Tressler, LLP	Legal Services	\$ 1,603.94	12-1300	29127
38	8/1/2021	Office Depot	Office Supplies	\$ 482.89	13-1000	29128
39	8/1/2021	Dashmire Lika	Cleaning Services	\$ 795.00	14-1200	29129
41	8/1/2021	Richard Demma, E.A.	Bookkeeping/Accounting	\$ 765.00	12-1400	29130
42	8/1/2021	Valic	Voluntary Employee Deduction	\$ 150.00	10-1510	29131
43	8/1/2021	Valic	Voluntary Employee Deduction	\$ 350.00	10-1510	29132
44	8/1/2021	The Big Blue Box	Contain-It Rental	\$ 89.00	33-1400	29133
45	8/1/2021	Shred-It	Document Disposal	\$ 229.83	12-1700	29134
46	8/1/2021	Comcast	Publication/Subscriptions	\$ 267.74	11-1200	29135
48	8/1/2021	Tri-State Disposal	General Waste Disposal	\$75.35	14-1600	29136
49	8/1/2021	Nicor Gas	Utilities - Gas	\$48.21	11-2000	29137
50	8/1/2021	Cottage Sheet Metal, LLC	Building Maintenance	\$530.00	14-1000	29138
51	8/1/2021	IT Savvy	Equipment Maintenance	\$186.52	13-1600	29139
52	8/1/2021	NCBERS	Voluntary Life Insurance	\$96.00	10-1510	29140
55	8/1/2021	Special T Unlimited	Other Supplies & Materials	\$307.21	13-1400	29141
56	8/1/2021	IL Environmental Protection	Contingencies	\$500.00	11-1400	29142
57	8/1/2021	McKesson	Medical Supplies	\$231.25	31-2000	29143
58	8/1/2021	Cook County Township Assessors Assoc.	Memberships & Dues	\$150.00	12-1200	29144
59	8/1/2021	Township Supervisors of Illinois	Memberships & Dues	\$35.00	12-1200	29145
60	8/1/2021	Township Officials of Illinois	Memberships & Dues	\$1,229.45	12-1200	29146
61	8/1/2021	Messenger Press, Inc.	Publication/Subscriptions	\$250.00	11-1000	29147
62	8/1/2021	CivicSystems	Technology & Automation Services	\$13,883.00	12-1100	29148
63	8/1/2021	Jane Nolan	Technology Equipment	\$243.12	13-1100	29149
64	8/1/2021	Jane Nolan	Transportation & Travel	\$25.16	20-1700	29150
65	8/1/2021	The Reporter	Publication/Subscriptions	\$44.00	11-1200	29151
66	8/1/2021	Dearborn National Life Ins. Co.	Life Insurance	\$92.63	10-1500	29152
67	8/1/2021	Worth Senior Citizens Friendship Club	Service Contract Agreement	\$1,000.00	40-1200	29153
68	8/1/2021	Willow Spring Senior Club	Service Contract Agreement	\$1,200.00	40-1200	29154
69	8/1/2021	Bridgeview Golden Agers	Service Contract Agreement	\$1,000.00	40-1200	29155
70	8/1/2021	Palos Park Senior Club	Service Contract Agreement	\$1,200.00	40-1200	29156
71	8/1/2021	Palos Hills New Horizon	Service Contract Agreement	\$1,200.00	40-1200	29157
72	8/1/2021	St. Mark Seniors Club	Service Contract Agreement	\$1,000.00	40-1200	29158
73	8/1/2021	Palos Heights Senior Club	Service Contract Agreement	\$1,200.00	40-1200	29159
74	8/1/2021	Sacred Heart Fun Club for Seniors	Service Contract Agreement	\$1,200.00	40-1200	29160
75	8/1/2021	St. Patricia Senior Club	Service Contract Agreement	\$1,200.00	40-1200	29161
76	8/1/2021	St. Al's Senior Club	Service Contract Agreement	\$1,200.00	40-1200	29162
		Petty Cash	Petty Cash	\$500.00	13-1400	29163
				\$40,505.85		
				Total for August, 2021		

Additional Expenditures August, 2021

- 1
- 2
- 3
- 4
- 5

Township Trustee

Township Trustee

Township Trustee

Township Trustee

Township Supervisor

Co-signed:

Township Clerk