



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
GENERAL MEETING
10802 S. ROBERTS ROAD | PALOS HILLS, IL 60465**

October 13, 2016 - 6:30 PM

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Prior Meeting's Minutes
 - a. Approval of Minutes - September 8, 2016 - General Meeting
5. Citizens wishing to address the Board
6. Special Presentations / Communications (If Any)
7. Reports of Officials
 - a. Supervisor/Treasurer
 - b. Clerk
 1. Current Press Releases
 2. Clerk's Division Meeting Notes
 3. Illinois Township Management Academy FYI
 4. Palos Hills Newsletter Discussion Submit ny 11/01/16
8. Attorney's Report
9. Reports of Standing Committees
 - a. Finance and Administration - Trustee Woods
 1. Budget Planning for 2017 - 2018
 - b. Policy and Personnel - Supervisor Schumann

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

c. Technology, Automation and Information - Trustee Riley

d. Buildings and Grounds - Trustee Jeanes

1. Food Pantry Expansion Project

e. Public Services and Health - Trustee Brannigan

1. Health Service Report - September 2016

10. Unfinished Business

11. New Business

12. Executive Session (If determined necessary)

13. Adjournment

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Backup material for agenda item:

- a. Approval of Minutes - September 8, 2016 - General Meeting

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

SEPTEMBER 8, 2016

1. Call to Order

The General Meeting of the Palos Township Board was called to order by Supervisor Schumann in the Township Hall, 10802 S. Roberts Road, Palos Hills, at 6:38 P.M.

2. Roll Call

Roll call was taken by the Clerk of the Township, Jane Nolan. Present were Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann.

Absent: None.

3. Pledge of Allegiance

Supervisor Schumann led the assembly in the Pledge of Allegiance.

4. Approval of Prior Meeting Minutes

a. Approval of Minutes - General Meeting August 11, 2016

Trustee Jeanes moved to approve the minutes of the August 11, 2016, General Meeting. **Trustee Riley** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

5. Citizens Wishing to Address the Board

There were no citizens wishing to address the Board.

6. Special Presentations/Communications

There were no special presentations or communications.

7. Reports of Officials

a. Supervisor/Treasurer

Supervisor Schumann stated that John Williams is filing the audit at this time.

b. Clerk

1. Current Press Releases

Clerk Nolan stated that there were no press releases at this time.

2. TOCC Clerk's Meeting

Clerk Nolan reminded the officials that the TOCC Clerk's Education Meeting will take place on Tuesday, September, 13th, 2016, in Palos Township from 6:30 to 8:00 P.M.

8. Attorney's Report

Attorney Peck stated that he had no report.

9. Reports of Standing Committees

a. Finance and Administration - Trustee Woods

1. Monthly Finance Report - September, 2016

Trustee Woods stated that he had no report.

b. Policy and Personnel - Supervisor Schumann

1. Discuss and Adopt Ordinance No. 2016-03 Regarding Powers and Duties of the Supervisor Pro-Tem

Supervisor Schumann moved to adopt Ordinance 2016-03 **AN ORDINANCE AMENDING TITLE 2, CHAPTER 3 OF THE PALOS TOWNSHIP CODE REGARDING POWERS AND DUTIES OF THE SUPERVISOR PRO-TEM. Trustee Woods** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

c. Technology, Automation and Information - Trustee Riley

Trustee Riley stated that he had no report.

d. Buildings and Grounds - Trustee Jeanes

Trustee Jeanes stated that the discussion concerning the closet for the Town Hall will take place at the next meeting as she is waiting for one more estimate concerning this. **Trustee Riley** is working with Trustee Jeanes. He informed the Board of new options concerning the closet. **Trustee Brannigan** feels this needs to be done as quickly as possible. There was a discussion concerning this. The estimate for the closet/cabinets will be presented at the next meeting 9/22/16.

e. Public Services and Health - Trustee Brannigan

1. Health Service Report - August 2016

Trustee Brannigan stated that she had no report.

9. Unfinished Business

There was no unfinished business.

10. New Business

Clerk Nolan discussed some points from Clerk David Orr's Democracy Update. The thing that particularly pertained to Palos Township is the change in the early voting site from Palos Heights City Hall to Palos Hills Community Center. The dates pertaining to the November 8, 2016, Presidential Election were also given to the Board.

Clerk Nolan discussed the destruction of the township tapes in her possession that are used for writing and typing the township meeting minutes.

11. Executive Session

There was no Executive Session.

12. Adjournment

Trustee Woods moved to adjourn the meeting at 6:54 P.M. **Trustee Riley** seconded the motion. The motion was passed unanimously. Meeting adjourned.

Jane A. Nolan
Clerk
Palos Township

Backup material for agenda item:

2. Clerk's Division Meeting Notes

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

TOCC Clerk's Division Meeting Notes

1. Online voter registration continues until October 23rd, 2016
2. Judges are now paid \$190.00 instead of \$175.00.
3. There is now registration and Voting on Election Day in every precinct.
4. 7,000 voter registrations were hacked recently. Cook County has remedied this. The residents will receive a letter if they have been hacked and they should follow the directions given in the letter.
5. Jesse White has sent out Mail In ballots to some residents. Residents should disregard this if they have already received a mail-in ballot or they do not want one.

Backup material for agenda item:

3. Illinois Township Management Academy FYI

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Jane Nolan

From: admin tocc [twpocc@gmail.com]
Sent: Thursday, September 08, 2016 7:47 AM
To: admin tocc
Subject: TOCC Update

Dear TOCC Members, Below are a couple of items for your review.

Illinois Township Management Academy:
Dear Township Official:

Each year, the Center for Governmental Studies and the Department of Public Administration at Northern Illinois University organize the Illinois Township Management Academy. This year, we have organized four panels on the theme of improving the workplace. Four three hour seminars provide practical management skills tailored for those working in Illinois township governments. The topics for this year include encountering ethical dilemmas, employee onboarding and mentoring, setting teams up for success, and customer service for township government.

The sessions will be held on Friday, October 14 and Friday, October 21, 2016 at the NIU-Naperville campus. Registration details can be found below. You can register for individual sessions or for the entire academy. Lunch is included for those who register for both morning and afternoon sessions. Continuing education units are available for those interested. Additional details are available through the information and registration link below or by contacting zeem@niu.edu.

Please, pass this information along to professional staff and those in your organization who might be interested in improving their management skills in order to improve public service in township government.

http://registeruo.niu.edu/iebms/wbe/wbe_p1_main.aspx?oc=40&cc=WBE4015069

Legislative Update:

Public Act 099-0604

HB4379 EnrolledLRB099 15813 AWJ 40122 b

AN ACT concerning local government.

Be it enacted by the People of the State of Illinois,
represented in the General Assembly:

Section 1. Short title. This Act may be cited as the Local
Government Travel Expense Control Act.

Section 5. Definitions. As used in this Act:

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

9/8/2016

"Local public agency" means a school district, community college district, or unit of local government other than a home rule unit.

"Travel" means any expenditure directly incident to official travel by employees and officers of a local public agency or by wards or charges of a local public agency involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

Section 10. Regulation of travel expenses. All local public agencies shall, by resolution or ordinance, regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees, including, but not limited to: (1) the types of official business for which travel, meal, and lodging expenses are allowed; (2) maximum allowable reimbursement for travel, meal, and lodging expenses; and (3) a standardized form for submission of travel, meal, and lodging expenses supported by the minimum documentation required under Section 20 of this Act. The regulations may allow for approval of expenses that exceed the maximum allowable travel, meal, or lodging expenses because of emergency or other extraordinary circumstances. On and after 180 days after the effective date of this Act of the 99th General Assembly, no travel, meal, or lodging expense shall be approved or paid by a local public agency unless regulations have been adopted under this Section.

Section 15. Approval of expenses. On or after 60 days after the effective date of this Act of the 99th General Assembly, expenses for travel, meals, and lodging of: (1) any officer or employee that exceeds the maximum allowed under the regulations adopted under Section 10 of this Act; or (2) any member of the governing board or corporate authorities of the local public agency, may only be approved by roll call vote at an open meeting of the governing board or corporate authorities of the local public agency.

Section 20. Documentation of expenses. Before an expense for travel, meals, or lodging may be approved under Section 15 of this Act, the following minimum documentation must first be submitted, in writing, to the governing board or corporate authorities:

(1) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;

(2) the name of the individual who received or is requesting the travel, meal, or lodging expense;

(3) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and

(4) the date or dates and nature of the official

business in which the travel, meal, or lodging expense was
or will be expended.

All documents and information submitted under this Section are
public records subject to disclosure under the Freedom of
Information Act.

Section 25. Entertainment expenses. No local public agency
may reimburse any governing board member, employee, or officer
for any entertainment expense.

Effective Date: 1/1/2017

Thank you!
Austin Hopkins
TOCC Admin Assistant

Backup material for agenda item:

4. Palos Hills Newsletter Discussion Submit ny 11/01/16

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PALOS TOWNSHIP

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Serving the Community

10802 S. Roberts Rd | Palos Hills, IL 60465

708.598.4418

WHAT SERVICES DO I GET?

- Voter Registration
- Vehicle Stickers
- Assessment Appeals
- Notary Services
- Faxing Services
- Cholesterol Testing
- Podiatry Services for Seniors
- Immunizations
- Sick visits



Like Us
On Facebook

Backup material for agenda item:

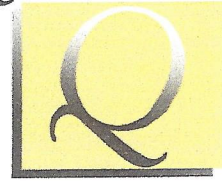
1. Food Pantry Expansion Project

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ESTIMATE

QUALITY

17



CUSTOM CABINETRY

Thanks for the opportunity to prepare this estimate for your office cabinetry.

As per the submitted plans and attached estimate, we can provide laminated custom cabinetry and countertops to the following specifications (pending final measurements):

- ¾ inch plastic laminate cabinets
- ¾ inch thick cabinet doors with standard grade laminate out side
- 3mm standard selection PVC door edging
- Standard grade Euro-style door hinges
- 5" door pull handle

Total

16' of pantry cabinets (4) 17.5" D x 47" W X 96" T

11' 6" Table & Chairs cabinets (3) 22" D X 45.5" W X 96" T
With a ¾" plywood back

With Tax, Delivery, and Install: **\$7,961.00**

***The above pricing is subject to final measurements, product selections and design alterations. The signing of this estimate and payment of the initial deposit amount will reflect your intention to purchase from Quality Custom Cabinetry, Inc. This will allow us to release copies of sketches to you, begin to prepare shop drawings and proceed with further design services. **Production Time:** Cabinet production time is 4-6 weeks after final field measurements. Materials are not ordered until 1st installment payment is received. Final field measurements require completion of drywall, taping, sanding and prime coat of paint. Any delay in ability to obtain final field measurements will delay delivery and installation of cabinets.

****We are also happy to extend you our current promotion – we are proud of our product and are committed to QUALITY cabinets and tops at the best prices.**

If we are not your lowest bid, we will beat the lowest written estimate by 10% Guaranteed!

Standard Terms:

Initial Deposit: \$2,000.00

1st installment: 1/2 of remaining balance payment due upon final shop drawings

Balance due in full upon completion of installation

Notes: The following are not included in this estimate (unless specified):

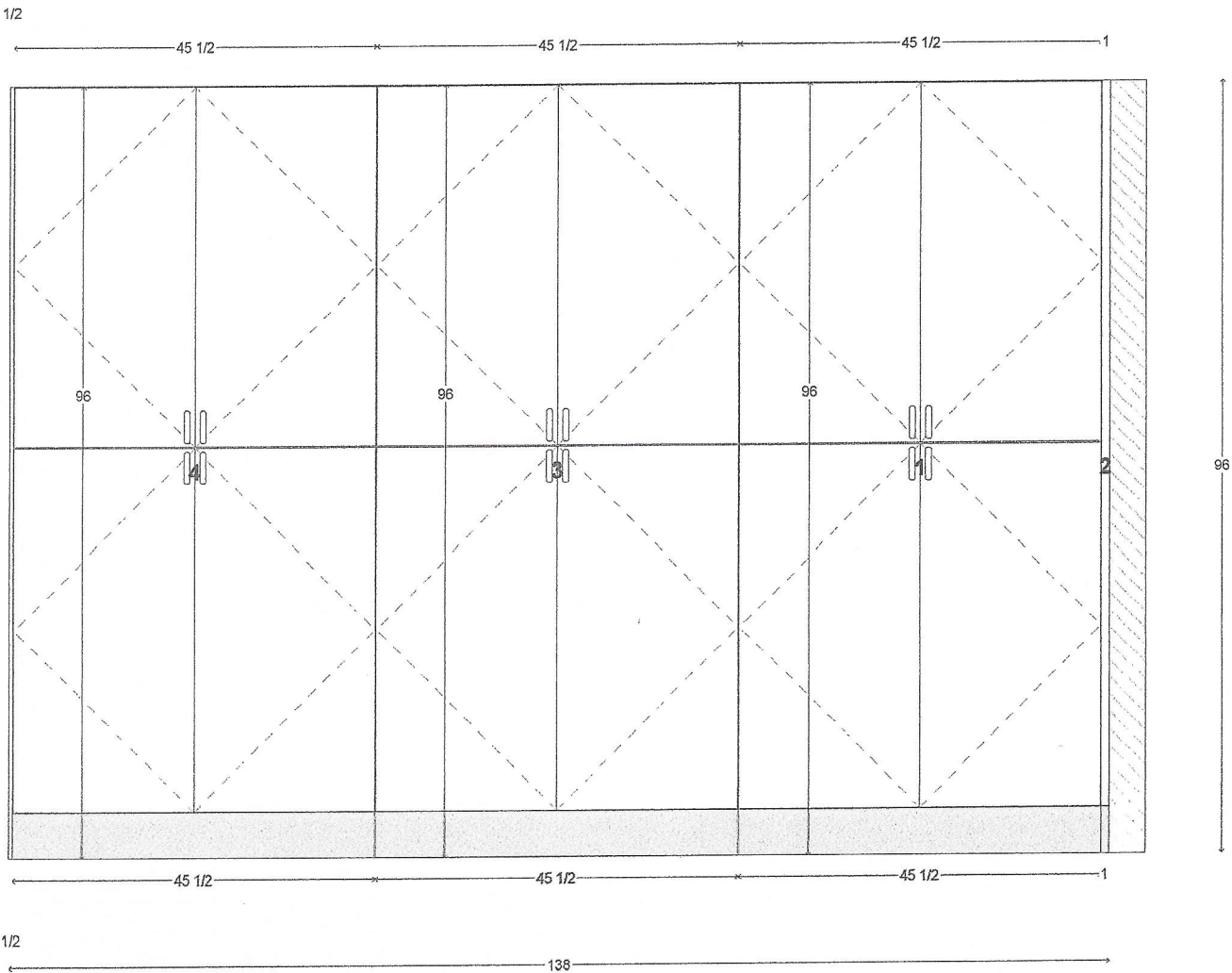
1. Dental equipment (delivery arms, plumbing, etc.)
2. Garbage drops, glove dispensers, towel dispensers, etc.
3. Any plumbing (including sinks and fixtures), electrical, data, or phone wiring connections
4. Any alterations to floors, walls, ceilings or any decorating work
5. Any additional insurance requirements that may be requested by management

Please sign both pages and return with initial deposit payment.

Signature of Purchaser Representative

Date

[Type text]

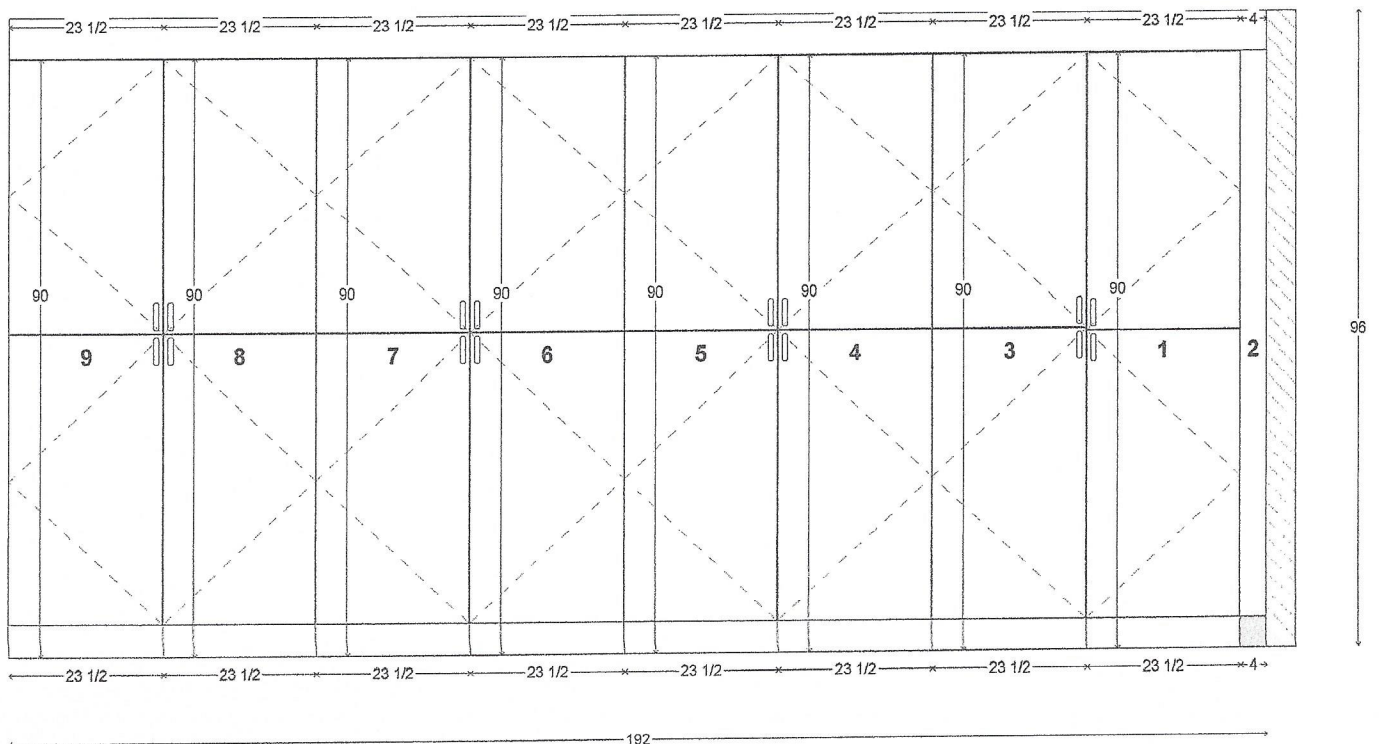


[10-12-16]

19

Room 1 - Wall 1

Not To Scale



Backup material for agenda item:

1. Health Service Report - September 2016

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Month: **SEPTEMBER 2016**

Health Service

Monthly Fee Summary

1

21

Date		Physical		Sick Visit		Immunization		TB Test		Other Shots		FBS		PG		Strep Screen		Daily Total
		#	\$	#	\$	#	\$	#	\$	#	\$	#	\$	#	\$	#	\$	
09/01/16	Res	1	\$ 25		\$ -	0	\$ -	0	\$ -		\$ -		\$ -		\$ -		\$ -	\$ 25
	Non		\$ -		\$ -	2	\$ 40		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 40
09/02/16	Res	4	\$ 100	3	\$ 60	1	\$ 10		\$ -		\$ -		\$ -		\$ -	0	\$ -	\$ 170
	Non		\$ -		\$ -	2	\$ 40		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 40
09/03/16	Res	0	\$ -		\$ -	0	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
09/04/16	Res	0	\$ -	0	\$ -	0	\$ -		\$ -		\$ -	0	\$ -		\$ -	0	\$ -	\$ -
	Non		\$ -		\$ -	0	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
09/05/16	Res	0	\$ -		\$ -	0	\$ -	0	\$ -		\$ -	0	\$ -		\$ -		\$ -	\$ -
	Non		\$ -		\$ -	0	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
09/06/16	Res	2	\$ 50		\$ -	11	\$ 110	4	\$ 40		\$ -		\$ -		\$ -		\$ -	\$ 200
	Non		\$ -		\$ -		\$ -	1	\$ 20		\$ -		\$ -		\$ -		\$ -	\$ 20
09/07/16	Res	1	\$ 25	2	\$ 40	6	\$ 60		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 125
	Non		\$ -		\$ -	1	\$ 20		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 20
09/08/16	Res	4	\$ 100		\$ -	1	\$ 10	0	\$ -		\$ -		\$ -		\$ -	0	\$ -	\$ 110
	Non		\$ -		\$ -		\$ -	1	\$ 20		\$ -		\$ -		\$ -		\$ -	\$ 20
09/09/16	Res	2	\$ 50	1	\$ 20	6	\$ 60	5	\$ 50		\$ -	3	\$ 15		\$ -		\$ -	\$ 195
	Non		\$ -		\$ -	2	\$ 40		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 40
09/10/16	Res	0	\$ -		\$ -	0	\$ -	0	\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
	Non		\$ -		\$ -	0	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
09/11/16	Res	0	\$ -		\$ -	0	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
	Non	0	\$ -		\$ -	0	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
09/12/16	Res	4	\$ 100		\$ -	10	\$ 100	1	\$ 10	1	\$ 10		\$ -		\$ -		\$ -	\$ 220
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
09/13/16	Res	1	\$ 25		\$ -		\$ -	3	\$ 30		\$ -		\$ -		\$ -		\$ -	\$ 55
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
09/14/16	Res	2	\$ 50	2	\$ 40	2	\$ 20		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 110
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
09/15/16	Res	4	\$ 100	2	\$ 40	10	\$ 100	0	\$ -		\$ -		\$ -		\$ -	1	\$ 25	\$ 265
	Non		\$ -		\$ -	2	\$ 40		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 40

CHOLESTEROL SUMMARY

2016

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Month		Total Cholesterol		Cholestech		HA1C		Monthly Total	
		#	\$	#	\$	#	\$		
January	Res	2	\$ 30	2	\$ 80	1	\$ 15	\$ 125	\$ 125
	Non		\$ -		\$ -		\$ -	\$ -	
February	Res	1	\$ 15	2	\$ 80	3	\$ 45	\$ 140	\$ 140
	Non		\$ -		\$ -		\$ -	\$ -	
March	Res	2	\$ 30	1	\$ 40	1	\$ 15	\$ 85	\$ 105
	Non		\$ -		\$ -	1	\$ 20	\$ 20	
April	Res	2	\$ 30		\$ -	3	\$ 45	\$ 75	\$ 75
	Non		\$ -		\$ -		\$ -	\$ -	
May	Res	1	\$ 15	1	\$ 40	1	\$ 15	\$ 70	\$ 90
	Non		\$ -		\$ -	1	\$ 20	\$ 20	
June	Res	3	\$ 45	5	\$ 200	6	\$ 90	\$ 335	\$ 405
	Non		\$ -	1	\$ 50	1	\$ 20	\$ 70	
July	Res	1	\$ 15	5	\$ 200	2	\$ 30	\$ 245	\$ 245
	Non		\$ -		\$ -		\$ -	\$ -	
August	Res	2	\$ 30	1	\$ 40	1	\$ 15	\$ 85	\$ 85
	Non		\$ -		\$ -		\$ -	\$ -	
September	Res	2	\$ 30	3	\$ 120	1	\$ 15	\$ 165	\$ 185
	Non		\$ -		\$ -	1	\$ 20	\$ 20	
October	Res		\$ -		\$ -		\$ -	\$ -	\$ -
	Non		\$ -		\$ -		\$ -	\$ -	
November	Res		\$ -		\$ -		\$ -	\$ -	\$ -
	Non		\$ -		\$ -		\$ -	\$ -	
December	Res		\$ -		\$ -		\$ -	\$ -	\$ -
	Non		\$ -		\$ -		\$ -	\$ -	
Additional	Res		\$ -		\$ -		\$ -	\$ -	\$ -
	Non		\$ -		\$ -		\$ -	\$ -	
									\$ 1,455
TOTALS		16	\$ 240	21	\$ 850	23	\$ 365	\$ 1,455	