



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 DATE, TIME AND 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
BOARD MEETING
10802 S. ROBERTS ROAD | PALOS HILLS, IL 60465**

September 25, 2023 - 6:30 PM

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

4. Approval of Prior Meeting's Minutes

A. Approval of Palos Township Board Meeting Minutes of August 28th, 2023

5. Recognitions / Proclamations / Presentations / Communications

6. Reports of Officials

A. Supervisor/Treasurer

B. Clerk

1. TOCC Annual Meeting June 20, 2024

2. Ideas for Topics for Breakout Sessions for this Meeting

3. August 27, 2023 MWRD Virtual Tour FYI

C. Highway Commissioner

7. Attorney's Report

8. Reports of Standing Committees

A. Finance and Administration - Trustee Woods

1. Audit and Approval of Town Fund Bills and Warrants Dated October 1, 2023

2. Audit and Approval of Road and Bridge Fund Bills and Warrants Dated October 1, 2023

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

3. Audit and Approval of General Assistance Fund Bills Dated October 1, 2023

B. Policy and Personnel - Supervisor Schumann

C. Technology, Automation and Information - Trustee Riley

D. Buildings and Grounds - Trustee Jeanes

E. Public Services and Health - Trustee Abuzir

9. Unfinished Business

10. New Business

11. Citizens wishing to address the Board

12. Executive Session (If determined necessary)

13. 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 BOARD MEETING
10802 S. ROBERTS ROAD
PALOS HILLS, ILLINOIS 60465**

August 28, 2023 – 6:30 P.M.

Call to Order

The Palos Township 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 6:33 P.M.

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.

Officials present: Clerk Jane Nolan
Assessor Robert Maloney

Others present: April Schrader, Administrative Assistant, Road and Bridge District (Palos) Kaitlin Frenzer Associate Tressler LLC

Pledge of Allegiance

Supervisor Schumann led the assembly in the Pledge of Allegiance.

Approval of Prior Meeting's Minutes

A. Approval of the Palos Township Board Meeting Minutes of July 24, 2023.

Trustee Jeanes moved to approve the minutes of the July 24, 2023 Township Board Meeting. **Trustee Riley** seconded the motion. Roll call was taken. Ayes: Trustees Abuzir, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

Recognitions/Proclamations/Presentations/Communications

There were no Recognitions/Proclamations/Presentations/Communications at this meeting.

Reports of Officials

A. Supervisor/Treasurer

1. Resolution No. 2023-R-06 **Resolution Authorizing the Appointment of Trustee to the Palos Fire Protection District**

Supervisor Schumann discussed filling the vacancy of Russ Miller who has moved out of town in accordance with **Resolution No. 2023-R-06 Resolution Authorizing the Appointment of New Trustee to the Palos Fire Protection District.**

Supervisor Schumann reported that after reviewing the resumes of the candidates that sent them in (all Board members have read these) she is recommending that Mr. Edward Verdino should be appointed to the vacancy of Russ Miller. Mr. Verdino did attend a meeting of the township board. He lives in the central district of Palos Park. He has impressive financial investment experience which the Fire Protection District needs at this time.

Trustee Woods reported that the Board should implement a policy for future appointments and stay with the policy. **Attorney Peck** stated that **Trustee Woods** was asking for a standard operating procedure on appointments and vacancies for the Fire Protection Districts. The Board could post this on our website for interested residents.

Trustee Jeanes moved to appoint Mr. Edward Verdino as the new trustee for the Palos Fire Protection District. **Supervisor Schumann** seconded the motion. Roll call was taken. Ayes: Trustees Abuzir, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

Clerk Nolan informed the Board on the passing of former North Palos Fire Protection District Trustee Frank Bennett. He was a great trustee and he died of a serious brain disease. There will be a memorial for him on September 8, 2023 at Ravinia Civic Center, 14750 S. Ravinia, in Orland Park from 4 P.M. to 8 P.M.

B. Clerk

1. Real ID Beginning May 7, 2025 FYI

Clerk Nolan informed the Board that the deadline for the Real ID has been changed to May 7, 2025. She is hopeful this will be the last change.

2. Governor Signs Pappas “Historic Property Tax Reform Law” cutting the interest on late taxes from 18 Percent to 9 Percent.

Clerk Nolan stated that this law is generally is residents in a lower income bracket.

3. Illinois Township’s Attorneys Association September 8, 2023, Peoria Mariott Pere Marquette. FYI.

Clerk Nolan reported that this is an annual seminar in Peoria. It is an excellent session concerning legal matters. **Clerk Nolan** provided all Board members with a registration sheet for this symposium.

C. Highway Commissioner

Highway Commissioner Adams reported that there was a bid opening today at the township and a small contractor in the neighborhood outbid three large contractors. He feels the person will do an excellent job.

There was an incident today with a contractor doing work on an incorporated road In Palos Township without a license. **Commissioner Adams** insisted that they come to the township for a permit and he called the county ordinance enforcer and the Cook County Police. Sergeant Sullivan asked why we don’t have someone that enforces the law in your

township because every other township does. There was a violation written on a small note. We still have no way to enforce these things. The contractor did come in. Attorney Peck will investigate why the county did not issue a citation to the offender. Generally, only large townships have a code enforcement officer.

Commissioner Adams said he had a very busy month preparing for the upcoming road district project that was recently bid this week.

Attorney's Report

Attorney Peck stated that he had no report for the Board.

Assessor Maloney read a report which is attached to the minutes.

Reports of Standing Committees

A. Finance and Administration – Trustee Woods

1. Audit and Approval of Town Fund Bills and Warrants Dated September 1, 2023

Trustee Woods moved to approve the audit of the Town Fund Bills and Warrants Dated September 1, 2023 in the amount of \$76,630.31.

Supervisor Schumann seconded the motion. Roll call was taken. Ayes: Trustees Abuzir, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

2. Audit and Approval of Road and Bridge District Fund Bills and Warrants Dated September 1, 2023

Trustee Woods moved to approve the audit of the Road and Bridge District Fund Bills Dated August 1, 2023 in the amount of \$72,358.51, and Administrative Expense in the amount of \$3,723.34 for a total of \$76,081.85. **Trustee Riley** seconded the motion. Roll call was taken. Ayes: Trustees Abuzir, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

3. Audit and Approval of General Assistance Fund Bills Dated September 1, 2023

Supervisor Schumann moved to approve the audit of the General Assistance Fund Bills Dated September 1, 2023. **Trustee Woods** seconded the motion. Roll call was taken. Ayes: Trustees Abuzir, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

Trustee Woods presented a Township of Palos Standard Operating Procedures which concerns transfers to other funds, petty cash, travel and travel related expenses and payment of certain other expenses. It also includes the procedure for making purchases and the purchasing limits. He explained why he presented this. He surveyed other townships and municipalities concerning this. This procedure would give the Supervisor up to \$7,500.00 to spend without coming back to the Board. He would like to remove the ordinance and just have a policy. The Board members need to look this over, and it will be discussed at the next meeting. An ordinance is needed to repeal an ordinance.

Trustee Woods reported that he would like to initiate an employee recognition program here. He stated that many townships do this. Employees would be recognized on their 1st, 5th, 10th, 15th and 20th years. They could be recognized with pens, gift cards on the rest of the years, and 20th year would be \$250.00. He will put something together for the next Board Meeting.

B. Policy and Personnel – Supervisor Schumann

Supervisor Schumann stated that there are no new changes at this time.

C. Technology, Automation and Information – Trustee Riley

Trustee Riley inquired if there were any complaints with the computers.

D. Buildings and Grounds – Trustee Jeanes

1. Motion to approve payment of the concrete pad for the generator including the area and fence for the dumpster in the amount of \$4,465.00.

Trustee Jeanes moved to approve payment of the concrete pad for the generator including the area and fence for the dumpster in the amount of \$4,465.00. **Trustee Woods** seconded the motion. Roll call was taken. Ayes: Trustees Abuzir, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

Commissioner Adams told Trustee Jeanes that he has the keys for the pad lock for the generator and he is having 4 keys made with the numbers stamped on them. It was decided that the person who did the pad and fence, etc., has done an extremely conscientious job. Cameras could be put in the back. Other things were discussed concerning this area.

2. Motion to approve payment of the sealing and striping of the Township parking lot in the amount of \$5,767.68.

Trustee Jeanes moved to approve payment of the sealing and striping of the township parking lot in the amount of \$5,767.68. **Trustee Abuzir** seconded the motion. Roll call was taken. Ayes: Trustees Abuzir, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

E.Public Services and Health – Trustee Abuzir

Trustee Abuzir reported the Cholesterol and Health Service fees for the month of July as follows:

Cholesterol	\$330.00
Health Service Fees	\$620.00
Total	\$950.00

Unfinished Business

Clerk Nolan inquired if the township could donate to Maui because of all the problems there. This can be investigated later.

New Business

There was no new business to come before the Board.

Citizens Wishing to Address the Board

There were no citizens who wished 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 7:25 P.M. **Supervisor Schumann** seconded the motion. The motion was passed unanimously.

Meeting adjourned.

Jane A. Nolan

Clerk

Palos Township



Township of Palos

BILL AUDIT

September 5 - October 1, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
1411101 OLD NATIONAL						
09/05/2023	Check	30029	Santiago Delgado		10-20-30-102 102030:LANDSCAPING/GROUNDS MAINTENANCE	(215.00)
09/05/2023	Check	30030	City of Palos Hills		10-20-20-104 102020:UTILITIES	(70.58)
10/01/2023	Check	30031	Peerless Network		10-10-20-104 101020:TELEPHONE	(381.25)
10/01/2023	Check	30032	Com Ed		10-20-20-104 102020:UTILITIES	(477.93)
10/01/2023	Check	30033	Valic		10-10-10-207 101010:EMPLOYEE PAID BENEFITS	(150.00)
10/01/2023	Check	30034	The Big Blue Box		10-40-40-106 104040:OTHER SUPPLIES/MATERIALS	(89.00)
10/01/2023	Check	30035	Lika Construction Chicago		10-20-30-103 102030:CUSTODIAL/CLEANING SERVICES	(1,195.00)
10/01/2023	Check	30036	Richard Demma & Associates		10-10-30-106 101030:BOOKKEEPING SERVICES	(765.00)
10/01/2023	Check	30037	Ncpers		10-10-10-207 101010:EMPLOYEE PAID BENEFITS	(48.00)
10/01/2023	Check	30038	Richard Brandt		10-20-30-101 102030:BUILDING MAINTENANCE	(100.00)
10/01/2023	Check	30039	Tri-State Disposal Inc.		10-20-20-102 102020:GENERAL WASTE DISPOSAL	(86.49)
10/01/2023	Check	30040	Central Management Services - LGHP		-Split-	(4,612.00)
10/01/2023	Check	30041	Imagetech		10-10-40-102 101040:TECHNOLOGY EQUIPMENT	(154.38)
10/01/2023	Check	30042	Tressler LLP		10-10-30-105 101030:LEGAL SERVICES	(1,591.00)
10/01/2023	Check	30043	Comcast		10-10-30-102 101030:TECHNOLOGY/AUTOMATION SERVICES	(453.79)
10/01/2023	Check	30044	Hinckley Springs		10-10-40-108 101040:OTHER SUPPLIES/MATERIALS	(85.78)
10/01/2023	Check	30045	Stericycle, Inc.		10-10-30-109 101030:DOCUMENT DISPOSAL	(133.87)
10/01/2023	Check	30046	Jane Nolan		10-10-10-210 101010:TRANSPORTATION/TRAVEL	(17.03)
10/01/2023	Check	30047	McKesson Medical Surgical		10-40-20-117 104020:MEDICAL SUPPLIES	(172.05)
10/01/2023	Check	30048	Sanofi Pasteur		10-40-20-118 104020:MEDICATIONS/VACCINATIONS	(1,440.47)
10/01/2023	Check	30049	Chalet Florist		10-50-20-105 105020:CONTINGENCIES	(80.94)
10/01/2023	Check	30050	Duke's Ace Hardware		10-20-40-101 102040:BUILDING MAINTENANCE SUPPLIES	(79.95)
10/01/2023	Check	30051	Civic Plus		10-10-30-103 101030:SOFTWARE/PROGRAMMING SERVICES	(2,845.00)
10/01/2023	Check	30052	Stericycle, Inc.		10-40-30-109 104030:DISPOSAL OF MEDICAL WASTE	(125.86)
10/01/2023	Check	30053	Township Officials of Cook County		10-10-30-104 101030:MEMBERSHIPS/DUES	(1,500.00)
10/01/2023	Check	30054	The Sidwell Company		10-30-40-108 103040:OTHER SUPPLIES/MATERIALS	(446.25)
10/01/2023	Check	30055	ODP Business Solutions		-Split-	(335.57)
10/01/2023	Check	30056	Daily Southtown		10-10-20-103 101020:PUBLICATIONS/SUBSCRIPTIONS	(112.99)
10/01/2023	Check	30057	Johnson Controls Security Solutions		10-20-20-100 102020:ALARM SYSTEM	(318.00)
10/01/2023	Check	30058	Heather Malloy		10-30-10-210 103010:TRANSPORTATION /TRAVEL	(35.89)
10/01/2023	Check	30059	Pete Feyerherd		10-30-30-103 103030:SOFTWARE/PROGRAMMING SERVICES	(550.00)
10/01/2023	Check	30060	Amazon Capital Services		-Split-	(606.61)
10/01/2023	Check	30061	Colleen Grant Schumann		10-50-20-106 105020:SPECIAL EVENTS	(61.31)
10/01/2023	Check	30062	Nicor Gas		10-20-20-104 102020:UTILITIES	(61.46)
10/01/2023	Check	30063	McKesson Medical Surgical		10-40-20-117 104020:MEDICAL SUPPLIES	(168.20)
10/01/2023	Check	30064	Rydin		10-10-20-112 101020:HANDICAP PLACARDS	(267.10)
Total for 1411101 OLD NATIONAL						\$ (19,833.75)

Note

This is to certify that the foregoing 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.

Township Supervisor

Township Trustee

Township Trustee

Township Trustee

Township Trustee

Township Clerk