



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**

November 22, 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 Combined Bill Audit and Road and Bridge District Meeting of October 25, 2021
4. Special Communications, if any
5. Reports of Officials
 - a. Supervisor
 - b. Clerk
 1. Notes from *TOI Virtual Boot Camp* November 15-17, 2021
 - c. Highway Commissioner
6. Attorney's Report
7. Reports of Standing Committees
 - a. Finance and Administration - Trustee Woods
 1. Audit and Approval of Town Fund Bills and Warrants Dated December 1, 2021
 2. Audit and Approval of Road and Bridge Fund Bills and Warrants Dated December 1, 2021
 3. Audit and Approval of General Assistance Bills Dated December 1, 2021
 - b. Policy and Personnel - Supervisor Schumann
 - c. Technology, Information and Automation - Trustee Riley

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

- 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

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

October 25, 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 6:30 P.M. Happy Birthday to Commissioner Adams!

Roll Call

Roll call was taken by the Clerk of the Township, **Jane Nolan**. Present were Trustees 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

Others Present: April Schrader, Administrative Assistant of the Road and Bridge District (Palos)

Absent: Trustee Abuzir

Pledge of Allegiance

Supervisor Schumann led the assembly in the Pledge of Allegiance.

Disposition of Minutes from Previous Meeting September 27, 2021

- a. **Approval of Minutes – Combined Bill Audit and Road and Bridge District Meeting of September 27, 2021**

Trustee Woods moved to approve the minutes of the Combined Bill Audit and Road and Bridge District Meeting of September 27, 2021. **Trustee Riley** seconded the motion. Roll call was taken. Ayes: Trustees Jeanes, 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 reported that Dennis has set up Diane's monitor so that the new computer can get going.

The plumbing project was completed last Friday. It will be a very expensive project, most likely over \$5000.00. The ejector pump was replaced and the electric lines had to be placed above the sewer. The lines all had to be re-wired. The entire project had to be brought up to code, per the City of Palos Hills.

b. Clerk Nolan

1. FOIA/OMA Webinars for Township (FYI)

Clerk Nolan reported that in recent weeks she has completed **two webinars** from the office of the Secretary of State Kwame Raoul. The first was a webinar concerning the Open Meetings Act, and she sent notes to the Board members concerning this. The second was a webinar concerning FOIA just a few weeks ago. Some of the points she discussed were:

1. The change in the FOIA from seven to five days occurred in 2010 (January 1.)
2. In 2010 FOIA Officers Training enacted.
3. The Public Access Counselor has received 50,000 complaints since 2010.
4. You have to answer FOIA's from anywhere!

5. All records in the custody of a public body are presumed to be open.
6. A public body is not required generate new records in response to a FOIA request.
7. If you fail to respond you may not impose a fee.
8. If you fail to respond you may not treat the request as unduly burdensome under Section 3g.
9. Any person denied access to inspect or copy any public record by a public body may file suit for injunctive or declaratory relief.

2. District #230 Rescheduled Invitation to Township Officials November 10, 2021

Clerk Nolan stated that School District #230 **has rescheduled** the Invitation to Township Officials to come and network, provide insight regarding District 230's new vision, mission, and strategic pillars, and hear highlights from students about their school experience. This will take place on November 10, 2021 at the Administration Center 15100 S. 94th Avenue, Orland Park at 6:00 P.M.

c. Highway Commissioner

Commissioner Adams reported that he, Supervisor Schumann and Attorney Peck had a meeting with the engineer a few days ago which was relative to the drainage on 133rd Street in Palos Park. **Supervisor Schumann** stated that the engineer, Aurimas, said that MWRD, at this point, wants to sign off on the project and just fix what is there. However, it needs to be more than that. MWRD needs to go back and work with Orland to see if Orland will give jurisdiction to fix the problem. No matter what we are able to do, it will never rectify the problem. Aurimas talked about buying property, but that could take years. **Commissioner Adams** stated that previously we never really had a commitment from MWRD. They stated things like "we will get drawings and have a meeting, etc." The neighbors have gotten the correct phone number and have been calling MWRD. Now MWRD is saying, "let's get the thing done and get rid of it and so on." It basically is MWRD'S problem as it is storm water drainage. **Commissioner Adams** stated it is not Palos Township's problem, but Palos Township is willing to proceed to try and get things taken care of, and alleviate the neighbors

being flooded. It appears that MWRD is trying to drop the entire thing in our lap. The whole thing is not our fault. The water is being blocked by the Village of Orland Park. This happened when they created a subdivision adjacent to our property. According to law, when they created the subdivision that was annexed into the village, the adjacent and adjoining street became part of that annexation. 86th Avenue became part of the annexation. They chose to block the water off at 86th avenue, so that they could build houses in the swamp, and they wouldn't get flooded. MWRD needs to live up to their obligations within their jurisdiction. **Attorney Peck** stated that our engineer's plan will improve the problem, but not alleviate it. With this plan we need to get permission to tap into Orland's routing system. We have permission to tap into the first routing system, but not the second routing system. This needs to be done in order to get this plan to work. Aurimas is now attempting to do that. The township will do an Intergovernmental Agreement with Orland to complete this project. If Aurimas makes headway, then the residents will be invited to the next meeting, and Aurimas will talk to them. This will only happen if Aurimas's discussions are completed.

Attorney's Report

a. **Discussion of Whistleblower Retaliation Auditing Official (Public Act 101-0652)**

Attorney Peck informed the Board that before you this evening is a draft of Resolution 2021-R-05 **RESOLUTION OF PALOS TOWNSHIP, COOK COUNTY, ILLINOIS ADOPTING A WHISTLEBLOWER PROTECTION POLICY.**

Attorney Peck stated that this resolution prohibits a unit of government from retaliating against an employee or contractor entity that reports improper government actions. This policy will require us to appoint an auditing official. It is the Clerk at this time, but she can appoint someone else if someone comes to her with a problem. At that time, she would appoint the Attorney. There will be written policies and procedures consistent with the policy best practices. The township will be adopting the Whistleblower Policy and we will come to you with the rules and procedures later. The auditing official has to provide each employee and

official with a copy of the Whistleblower Policy. It is required by state law to adopt this.

b. Adoption of Resolution 2021-R-05 A RESOLUTION OF PALOS TOWNSHIP, COOK COUNTY, ILLINOIS ADOPTING A WHISTLEBLOWER PROTECTION POLICY.

Trustee Woods moved to adopt Resolution 2021-R-05 **RESOLUTION OF PALOS TOWNSHIP, COOK COUNTY, ILLINOIS ADOPTING A WHISTLEBLOWER PROTECTION POLICY.** **Trustee Jeanes** seconded the motion. Roll call was taken. Ayes: Trustees Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 4-0.

Reports of Standing Committees

a. Finance and Administration – Trustee Woods

1. Audit and Approval of Town Fund Bills and Warrants dated November 1, 2021.

Trustee Woods moved to approve the audit of the Town Fund Bills and Warrants in the amount of \$13,263.32. **Supervisor Schumann** seconded the motion. Roll call was taken. Ayes: Trustees Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 4-0.

2. Audit and Approval of Road and Bridge District Fund Bills and Warrants Dated November 1, 2021.

Trustee Woods moved to approve the audit of the Road and Bridge District Fund Bills and Warrants in the amount of \$33,821.67 and the Administrative Expense in the amount of \$6,254.65 for a total of \$40,126.32. **Trustee Jeanes** seconded the motion. Roll call was taken. Ayes: Trustees Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 4-0.

3. Audit and Approval of General Assistance Fund Bills Dated November 1, 2021.

Supervisor Schumann moved to approve the audit of General Assistance Fund Bills dated November 1, 2021. **Trustee Woods** seconded the motion. Roll call was taken. Ayes: Trustees Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 4-0.

Trustee Woods will have the Ordinance to change the new dates of the meetings for 2022 and the Resolution to give the actual dates for each meeting at the next General Meeting.

b. Policy and Personnel – Supervisor Schumann

Supervisor Schumann discussed her most recent Supervisor’s Meeting which took place in River Forest Township on October 21, 2021. Pete Silvestri was the guest speaker, and they discussed county issues, and the new TOCC website which will be interactive. Calvin Jordan, a new supervisor attended. He will be very active in this division as he has close ties with the Cook County board president. The new supervisor from Lemont Township, Michael Shackel, also attended. Palos Township will host a meeting in April. The next Supervisor’s meeting is in January 2022. This division meets four times a year.

c. Technology, Information and Automation – Trustee Riley

Trustee Riley stated that if there are updates for the computers to please let him know.

d. Buildings and Grounds – Trustee Jeanes

Trustee Jeanes stated that she had no report for the Board, and she is thankful that the sewer issues have been resolved.

e. Public Services and Health – Trustee Abuzir

Trustee Abuzir did not attend the meeting so there was no report given.

Unfinished Business

Commissioner Adams stated that Palos Fire Protection District wants a letter stating that he and Todd Thielmann have been re-appointed to 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.

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 7:03 P.M. **Supervisor Schumann** seconded the motion. The motion was passed unanimously.

Meeting adjourned.

Jane A. Nolan

Clerk

Palos Township

PALOS TOWNSHIP
STATE OF ILLINOIS
COUNTY OF COOK

From: Town Fund

Date: November, 2021 for December, 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	Account Number	Check #
				(GROSS)		
1	12/1/2021	Tasneem Abuzir	Payroll		10-0500	Debit
2	12/1/2021	Gene Adams	Payroll		10-0400	Debit
3	12/1/2021	Alice Batol Delrosario	Payroll		30-0300	Debit
4	12/1/2021	Tasneem Abuzir	Payroll		10-0500	Debit
5	12/1/2021	Megan Catrambone	Payroll		10-0700	Debit
6	12/1/2021	Carol Chamales	Payroll		30-0200	Debit
7	12/1/2021	Joan Davis	Payroll		10-0700	Debit
8	12/1/2021	Elise Farrell	Payroll		30-0200	Debit
9	12/1/2021	Diane Goerg	Payroll		10-0700	Debit
10	12/1/2021	Colleen Grant Schumann	Payroll		10-0100	Debit
11	12/1/2021	Walter A. Halek DPM	Payroll		30-0400	Debit
12	12/1/2021	Pamela Jeanes	Payroll		10-0500	Debit
13	12/1/2021	Kathryn Keiffer	Payroll		30-0200	Debit
14	12/1/2021	Kathleen Khan	Payroll		30-0200	Debit
15	12/1/2021	Jennifer Leedy	Payroll		30-0500	Debit
16	12/1/2021	Heather Malloy	Payroll		20-0100	Debit
17	12/1/2021	Robert Maloney	Payroll		10-0300	Debit
18	12/1/2021	Paula Neidenbach	Payroll		30-0200	Debit
19	12/1/2021	Jane Nolan	Payroll		10-0200	Debit
20	12/1/2021	Debra Ramos	Payroll		30-0200	Debit
21	12/1/2021	Richard C. Riley	Payroll		10-0500	Debit
22	12/1/2021	Luciano Valdez	Payroll		30-0300	Debit
23	12/1/2021	Alicia Vodicka	Payroll		30-0200	Debit
24	12/1/2021	Brent Woods	Payroll		Split	Debit
25	12/1/2021	E.F.T.P.S.	Payroll - Employer Medicare Expense		Split	Debit
26	12/1/2021	E.F.T.P.S.	Payroll - Employer FICA Expense		Split	Debit
27	12/1/2021	E.F.T.P.S.	Payroll - Employer Unemployment Tax		10-1200	Debit
28	12/1/2021	IMRF - Town Fund Portion	Pension Contributions Employer Portion Town		Split	Debit
29	12/1/2021	Payroll Processor	Payroll Processing Fees		12-1600	Debit
30	12/1/2021	Call One	Telephone Services	\$ 439.16	11-1300	29273
31	12/1/2021	City of Palos Hills	Utilities - Water	\$ 81.11	11-2000	29274
32	12/1/2021	Santiago Delgado	Landscaping/Ground Maintenance	\$ 260.00	14-1100	29275
33	12/1/2021	Central Management Services	Health Insurance	\$4,232.00	Split	29276
34	12/1/2021	ComEd	Utilities- Electric	\$ 265.66	11-2000	29277
35	12/1/2021	Tressler, LLP	Legal Services	\$ 752.50	12-1300	29278
36	12/1/2021	Office Depot	Office Supplies	\$ 761.59	13-1000	29279
37	12/1/2021	Dashmire Lika	Cleaning Services	\$ 1,195.00	14-1200	29280
38	12/1/2021	Valic	Voluntary Employee Deduction	\$ 150.00	10-1510	29281
39	12/1/2021	Valic	Voluntary Employee Deduction	\$ 350.00	10-1510	29282
40	12/1/2021	The Big Blue Box	Contain-It Rental	\$ 89.00	33-1400	29283
41	12/1/2021	Shred-It	Document Disposal	\$ 103.54	12-1700	29284
42	12/1/2021	Comcast	Publication/Subscriptions	\$ 287.72	11-1200	29285
43	12/1/2021	Tri-State Disposal	General Waste Disposal	\$77.61	14-1600	29286
44	12/1/2021	Nicor Gas	Utilities - Gas	\$102.91	11-2000	29287
45	12/1/2021	IT Savvy	Equipment Maintenance	\$108.88	13-1600	29288
46	12/1/2021	NCBERS	Voluntary Life Insurance	\$48.00	10-1510	29289
47	12/1/2021	Duke'sAce Hardware	Building Maintenance	\$143.08	14-1000	29290
48	12/1/2021	Richard Demma E.A.	Bookkeeping/Accounting	\$765.00	10-1700	29291
49	12/1/2021	United States Postal Service	Office Supplies	\$348.00	11-1400	29292
50	12/1/2021	North Palos Firefighters Association	Donation	\$250.00	22-1200	29293
51	12/1/2021	Micro Center	Technology & Automation Services	\$139.89	12-1100	29294
52	12/1/2021	Complete Plumbing, Inc.	Building Maintenance	\$10,742.62	11-1200	29295
53	12/1/2021	C&J Office Machines	Equipment Maintenance	\$86.40	11-1200	29296

\$21,779.67

Total for December, 2021

Additional Expenditures December, 2021

- 1
- 2
- 3
- 4
- 5
- 6

Township Trustee

Township Trustee

Township Trustee

Township Trustee

Township Supervisor

Co-signed:

Township Clerk