



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 7:00 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
COMBINED BILL AUDIT & ROAD DISTRICT MEETING
10802 S. ROBERTS ROAD | PALOS HILLS, IL 60465**

February 26, 2018 - 7:00 PM

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Disposition of minutes from previous meetings
 - a. Approval of Minutes from Combined Bill Audit and Road District Meeting - January 22, 2018
4. Special Communications, if any
5. Reports of Officials
 - a. Supervisor
 - b. Clerk
 - 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 & Warrants - March 1, 2018
 2. Audit and Approval of General Assistance Bills and Warrants - March 1, 2018
 3. Audit and Approval of Road and Bridge District Bills & Warrants - March 1, 2018
 - b. Policy and Personnel - Supervisor Schumann
 - c. Technology, Information and Automation - Trustee Riley
 - d. Buildings and Grounds - Trustee Jeanes

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

e. Public Services and Health - Trustee Brannigan

8. Unfinished Business
9. New Business
10. Citizens Wishing to Address the Board
11. Executive Session, If Needed
12. Adjournment

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Backup material for agenda item:

- a. Approval of Minutes from Combined Bill Audit and Road District Meeting - January 22, 2018

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

JANUARY 22, 2018

Call to Order and Roll Call

The Bill Audit Meeting was called to order by Supervisor Schumann in the Township Hall, 10802 S. Roberts Road, Palos Hills, at 7:00 P.M. Roll call was taken by the Clerk of the Township, **Jane Nolan**. Present were Trustees Brannigan, Jeanes, and Woods, Supervisor Schumann, and Highway Commissioner Adams. Also present was Township Attorney, Erik Peck.

Absent: Trustee Riley

Pledge of Allegiance

Supervisor Schumann led the assembly in the Pledge of Allegiance.

Disposition of Minutes from Previous Meetings

a. Approval of Minutes – Bill Audit Meeting of December 28, 2018

Trustee Woods moved to approve the minutes of the December 28, 2018, Bill Audit Meeting. **Trustee Jeanes** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, and Woods, Supervisor Schumann. Nays: None. Motion carried 4-0.

b. Approval of Minutes – Road and Bridge District Meeting – December 28, 2018.

Trustee Jeanes moved to approve the minutes of the December 28, 2018, Road and Bridge District Meeting. **Trustee Brannigan** seconded the motion.

Roll call was taken. Ayes: Trustees Brannigan, Jeanes, 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

1. Consideration of Sexual Harassment Policy

Attorney Peck explained the ordinance and stated that Palos Township was in compliance with the state law concerning this.

Supervisor Schumann moved to adopt **ORDINANCE NO. 2018-01-0 AN ORDINANCE AMENDING PALOS TOWNSHIP EMPLOYEE MANUAL—SEXUAL HARASSMENT AND MISCONDUCT**. **Trustee Woods** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, and Woods, Supervisor Schumann. Nays: None. Motion carried 4-0.

Attorney Peck stated that the Road District does not have to pass their own ordinance.

b. Clerk

1. Democracy Update

Clerk Nolan discussed the January Democracy Update. Some of the things discussed were the Online Marriage License Application which was launched in November 2017. Cook County Clerk David Orr's office is the only county clerk's office in Illinois to offer this. Poll workers are needed for the 2018 Gubernatorial Primary. Any registered Cook County voter may request a mail ballot using the online application at cook

county clerk. comVoteByMail. The deadline to request a mail ballot is March 15, 2018. The first couple married each year by the Cook County Clerk receive many gifts. A video of the ceremony can be viewed on YouTube.

2. TOIPAC Contributions

Clerk Nolan informed the Board that it is time to contribute to TOIPAC for 2018. TOIPAC is the legislative arm of TOI. Some members did contribute at this meeting. She will place this item on the agenda for the next General Meeting.

c. Highway Commissioner

Highway Commissioner Adams discussed the reasons for the Road and Bridge District bills being high this month. The salt bill for this month was \$12,089.00. Also, part of the payout for the completion of the current road project under contract was \$22,000.

He stated that there will be a meeting on January 25, 2018, of the Highway Commissioners in Illinois in Bloomington, Illinois. The Road District received maps of 88th Avenue and 103rd Street from Cook County. This is concerning the Flashing LED lights relative to the school crossing in School District #117 in Hickory Hills, Illinois.

Commissioner Adams also stated that there was a great deal of ice recently, and there were several calls placed to the township complimenting the Highway District's work.

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. Approval of Town Fund Bills and Warrants – February 1, 2018

Trustee Woods moved to approve the audit of the Town Fund Bills in the amount of \$59,140.42 excluding payroll. **Trustee Jeanes** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, and Woods, Supervisor Schumann. Nays: None. Motion carried 4-0.

2. Approval of Road and Bridge District Bills – February 1, 2018

Trustee Woods moved to approve the audit of the Road and Bridge District Bills in the amount of \$76,084.94 including the administrative costs. **Supervisor Schumann** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, and Woods, Supervisor Schumann. Nays: None. Motion carried 4-0.

3. Approval of General Assistance Bills

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

b. Policy and Personnel – Supervisor Schumann

Supervisor Schumann stated that she had no report for the Board.

c. Technology, Information and Automation – Trustee Riley

Trustee Riley did not attend the meeting, therefore, there was no report from this committee.

d. Buildings and Grounds – Trustee Jeanes

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

e. Public Services and Health – Trustee Brannigan

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

Unfinished Business

Trustee Brannigan discussed the potential upcoming meeting with ComEd for the residents. She had discussed this at a prior meeting. She plans to do this in March or April and will discuss possible dates soon.

New Business

There was no new business for the board.

Citizens Wishing to Address the Board

There were **no citizens** wishing to address the Board at this meeting.

Highway Commissioner Adams had a question concerning ComEd and the LED lights. ComEd has a program concerning LED lights.

Executive Session

No motion was made to enter Executive Session.

Adjournment

There being no further business to come before the Board, **Supervisor Schumann** asked for a motion to adjourn at 7:20 P.M. The motion to adjourn was made by **Supervisor Schumann** and seconded by **Trustee Woods**. The motion was passed unanimously. Meeting adjourned.

Jane A. Nolan, Clerk - Palos Township

Backup material for agenda item:

1. Audit and Approval of Town Fund Bills & Warrants - March 1, 2018

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PALOS TOWNSHIP
STATE OF ILLINOIS
COUNTY OF COOK

FROM: TOWN FUND

DATE: February 26, 2018 for March 1, 2018 BILL AUDIT

This is to certify that the following sums will be paid by the TREASURER of PalosTownship 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	3/1/2018	GENE ADAMS	Payroll		10-0400	Debit
2	3/1/2018	ALICE BATOL DELROSARIO	Payroll		30-0300	Debit
3	3/1/2018	SHARON BRANNIGAN	Payroll		10-0500	Debit
4	3/1/2018	CAROL CHAMALES	Payroll		30-0200	Debit
5	3/1/2018	EVELYN DIBBERN	Payroll		20-0100	Debit
6	3/1/2018	COLLEEN GRANT SCHUMANN	Payroll		10-0100	Debit
7	3/1/2018	WALTER A. HALEK DPM	Payroll		30-0400	Debit
8	3/1/2018	ALAN HIVICK	Payroll		10-0700	Debit
9	3/1/2018	PAMELA A JEANES	Payroll		10-0500	Debit
10	3/1/2018	KATHRYN KEIFFER	Payroll		30-0200	Debit
11	3/1/2018	KATHLEEN KHAN	Payroll		30-0200	Debit
12	3/1/2018	ROBERT E. MALONEY	Payroll		10-0300	Debit
13	3/1/2018	PAULA NEIDENBACH	Payroll		30-0200	Debit
14	3/1/2018	JANE NOLAN	Payroll		10-0200	Debit
15	3/1/2018	DEBRA RAMOS	Payroll		30-0200	Debit
16	3/1/2018	RICHARD C. RILEY	Payroll		10-0500	Debit
17	3/1/2018	LUCIANO VALDEZ	Payroll		30-0300	Debit
18	3/1/2018	ALICIA VODICKA	Payroll		30-0200	Debit
19	3/1/2018	MARY WALLENBURG	Payroll		Split	Debit
20	3/1/2018	BRENT WOODS	Payroll		10-0500	Debit
21	3/1/2018	E.F.T.P.S.	Payroll - Employer Medicare Expense		Split	Debit
22	3/1/2018	E.F.T.P.S.	Payroll - Employer FICA Expense		Split	Debit
23	3/1/2018	E.F.T.P.S.	Payroll - Employer Unemployment Tax		10-1200	Debit
24	3/1/2018	IMRF - TOWN FUND PORTION	Pension Contributions Employer Portion Town		Split	Debit
25	3/1/2018	PAYROLL PROCESSORS	Payroll Processing Fees		12-1600	Debit
26	3/1/2018	NCPERS GROUP LIFE INS.	Voluntary Group Life Insurance	\$ 64.00	10-1510	
27	3/1/2018	VALIC C/O JP MORGAN CHASE BANK	Employee Voluntary 457b Contrib. Plan	\$ 50.00	10-1510	
28	3/1/2018	JANE NOLAN	Reimbursement - Transportation and Travel	\$ 41.32	10-1700	
29	3/1/2018	DISTRICT 230 FOUNDATION	Publishing and Advertising	\$ 200.00	11-1200	
30	3/1/2017	JANE NOLAN	Reimbursement - Publishing and Advertising	\$ 22.44	11-1200	
31	3/1/2017	COMCAST BUSINESS	Publishing and Advertising	\$ 184.23	11-1200	
32	3/1/2018	CALL ONE	Telephone Service	\$ 379.12	11-1300	
33	3/1/2018	NICOR GAS	Utilities - Gas	\$ 220.28	11-2000	
34	3/1/2018	COMED	Utilities - Electric	\$ 365.33	11-2000	
35	3/1/2018	TYPE CONCEPTS INC	Printing - Township Envelopes	\$ 405.00	12-1000	
36	3/1/2018	TOWNSHIP CLERKS OF ILLINOIS	Membership and Dues	\$ 30.00	12-1200	
37	3/1/2018	TRESSLER LLP	Legal Service	\$ 2,460.00	12-1300	
38	3/1/2018	RICHARD DEMMA E.A.	Bookkeeping / Accounting	\$ 765.00	12-1400	
39	3/1/2018	SHRED - IT	Document Disposal	\$ 47.58	12-1700	
40	3/1/2018	PETTY CASH	Other Supplies and Materials	\$ 400.00	13-1400	
41	3/1/2018	BEARY LANDSCAPE MANAGEMENT	Landscaping / Grounds Maintenance	\$ 3,385.00	14-1100	
42	3/1/2018	DASHMIRE LIKA	Cleaning Service	\$ 795.00	14-1200	
43	3/1/2018	TRI - STATE DISPOSAL	General Waste Disposal	\$ 71.76	14-1600	
44	3/1/2018	EVELYN DIBBERN	Reimbursement - Transportation and Travel	\$ 28.89	20-1700	
45	3/1/2018	MOORE MEDICAL	Medical Supplies	\$ 294.02	31-2000	
46	3/1/2018	MCKESSON	Medical Supplies	\$ 340.83	31-2000	
47	3/1/2018	STERICYCLE	Disposal of Medical Waste	\$ 98.61	32-1700	
48	3/1/2018	SHARON BRANNIGAN	Reimbursement - H.S. Storage Container Rental	\$ 89.00	33-1400	
49	3/1/2018	THOMPSON MOVING & STORAGE	Food Pantry Expense	\$ 450.00	60-1000	
50	3/1/2018	CENTRAL MGMT. SERVICES-LGHP	Group Health Insurance	\$ 4,466.00	Split	
51	3/1/2018					

TOTAL FOR MARCH 2018 \$ 15,653.41

ADDITIONAL EXPENDITURES FROM FEBRUARY 2018

1	2/14/2018	TECH GATOR INC	Technology Equipment	\$ 675.00	13-1100	27757
2	2/16/2018	CITY OF PALOS HILLS	Utilities - Water and Sewer	\$ 71.77	11-2000	27758
3	2/16/2018	MATTHEW DICIANNI	Gene Adams - Garnishment	\$ 266.44	10-1510	27759

Total Added to FEBRUARY 2018 \$ 1,013.21

Township Trustee

Township Trustee

Township Trustee

Township Trustee

Township Supervisor

Co-signed:

Township Clerk

Backup material for agenda item:

3. Audit and Approval of Road and Bridge District Bills & Warrants - March 1, 2018

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**PALOS TOWNSHIP ROAD AND BRIDGE
STATE OF ILLINOIS
COUNTY OF COOK**

This is to certify that the following sums will be paid by the **TREASURER** of **PalosTownship** to the following vendor/person which amounts were allowed and audited by the Board of Trustees on the **February 26, 2018** on account of the listed purposes.

Number	Vendor	Purpose	Amount	Acct#	Check#
1-					
2-	ComED 08911	light rental	\$ 395.64	5133	
3-	ComED101315	light rental	\$ 5.73	5133	
	The Edward Electric Co	street light repair/maint	\$ 475.00		
4-	Sprint	phones	\$ 68.98	6983	
5-	Tri-State Disposal	hwy debris disposal	\$ 70.30	8103	
	Tressler LLP	legal	\$ 512.50	6913	
	Kaman	Materials	\$ 76.79	5113	
	CPW	materials	\$ 1,039.74		
	Morris Engineering	engineering/insp	\$ 872.40		
10-	Artistic Engraving	Hwy Comm badge	\$ 118.59		
11-	Township Hwy Comm Illinois	dues	\$ 60.00		
12-	Morton Salt Co	materials	\$ 6,824.33	5813	
	Kopping Enterprises	per contract		various	
14-	Gene Adams	travel miles for January	\$ 278.50	6973	
	AT&T	Phones	\$ 57.80	6983	
15-					
16-					
17-					
18-					
19-					
20-					
23-					
32-					
33-					
34-					
35-					
			\$10,856.30		

We, the undersigned, members of the PalosTownship Board of Trustees, Cook County, Illinois, do hereby certify that we this **26th day of February 2018** examined and audited the foregoing bills, claims, charges and accounts against the Palos Township Road and Bridge Fund and have approved the same for payment.

Township Trustee

Township Trustee

Township Trustee

Township Trustee

Township Highway Commissioner

Co-Signed:

Township Clerk

**PALOS TOWNSHIP ROAD AND BRIDGE
STATE OF ILLINOIS
COUNTY OF COOK**

This is to certify that the following sums will be paid by the **TREASURER** of **PalosTownship** to the following vendor/person which amounts were allowed and audited by the Board of Trustees on the **March 1, 2018** on account of the listed purposes.

Number	Vendor	Purpose	Amount	Acct#	Check#
1-	IMRF	Employee & Employer Contribution	\$ 825.76	6993	EFT
2-	US Treasury US 941	Payroll Taxes	\$ 1,216.01		EFT
3-	Illinois Dept of Revenue US 501	Monthly Payroll taxes	\$ 194.04		EFT
	NCPERS	Employee deduct vol life ins	\$ 16.00	6963	
	Blue Cross Blue Shield Illinois	Medicare supplement prem	\$ 158.00		
	April Schrader	Medicare Qtrly reimburse	\$ 402.00		
4-	April Schrader	Wages for Feb	\$ 2,807.92		
5-					
6-					
7-					
8-					
9-					
10-					
11-					
12-					
13-					
14-					
15-					
			\$5,619.73		

We, the undersigned, members of the PalosTownship Board of Trustees, Cook County, Illinois, do hereby certify that we this **1st day March 2018** examined and audited the foregoing bills, claims, charges and accounts against the Palos Township Road and Bridge Fund and have approved the same for payment.

Township Trustee

Township Trustee

Township Trustee

Township Trustee

Township Highway Commissioner

Co-Signed:

Township Clerk