



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**

September 23, 2019 - 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 - Combined Bill Audit / Road and Bridge Meeting of August 26, 2019
4. Special Communications, if any
5. Reports of Officials
 - a. Supervisor
 - b. Clerk
 1. Voluntary Township Clerk's Certification Program
 - c. Highway Commissioner
 1. Voluntary Highway Commissioner Certification - FYA
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
 2. Audit and Approval of Road and Bridge Fund Bills and Warrants
 3. Audit and Approval of GA Bills and Warrants
 4. Approval of Senior Services Grant to the Palos Hills 39ers Club

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

5. Authorization to Enter into an Agreement with CivicPlus
 - 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 Brannigan
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

Item Attachment Documents:

- a. Approval of Minutes - Combined Bill Audit / Road and Bridge Meeting of August 26, 2019

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**

August 26, 2019 – 6:30 P.M.

Call to Order and Roll Call

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 at 6:31 P.M. Roll call was taken by the **Clerk** of the Township, **Jane Nolan**. Present were Trustees Brannigan, 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**.

Pledge of Allegiance

Supervisor Schumann led the assembly in the Pledge of Allegiance.

Disposition of Minutes from Previous Meeting

- a. **Approval of the Minutes of the Combined Bill Audit and Road and Bridge District Meeting – July 22, 2019**

Trustee Woods moved to approve the minutes of the July 22, 2019, Combined Bill Audit and Road and Bridge District 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.

Special Presentations-Communications

There were no special presentations or communications at this meeting.

Reports of Officials

a. Supervisor Schumann

1. Discussion for employment purposes

Supervisor Schumann informed the Board that the contract from the security company is ready, and if it is acceptable to the Board, she will sign it. It will then be ready to be passed by the Board. The security company is Monterrey Security and their price is \$46.72 an hour per person for a three-hour minimum. Their normal contract required a four-hour minimum, but **Trustee Woods** was able to get this reduced to three hours.

Supervisor Schumann moved to hire Monterrey Security for purposes of General Meeting Security. **Trustee Woods** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

2. Palos Park Parade – September 21, 2019

Supervisor Schumann reported that there will be a Township car in the Palos Park Parade on September 21, 2019. This is part of the Autumn in the Park Celebration.

b. Clerk

1. Unincorporated Sticker Recap

Clerk Nolan reported that the Township is no longer doing Cook County Board of Revenue stickers for Palos Township residents. It is now entirely being handled by the Cook County Revenue Department by mail, online or using certain currency exchanges. All remaining stickers have been picked up by Cook County. **Clerk Nolan** and the Township employees have been doing stickers for the past fourteen years, and it had started before that time period.

2. Summer Symposium in Hanover Township – September 7, 2019 8:30 AM

Clerk Nolan stated that today was the last day to register for the Summer Symposium in Hanover Township. **Clerk Nolan** attended this last year. She said it was totally fantastic! **Clerk Nolan** cannot attend this year due to a family commitment. **Trustee Riley** said he would try to attend.

c. Highway Commissioner

Commissioner Adams reported that he attended the Summer Education Conference in Peoria, and he was very disappointed with the poor attendance of the Highway Commissioners. It was the lowest number of Highway Commissioners attending in 30 years. There were many vendors and providers there, and many had traveled from other states. Seven free attendances were given out, and five of the seven commissioners who received a free attendance did attend.

Commissioner Adams also stated that on July 31, 2019, he attended a meeting with MWRD at 133rd and 85th Avenue. MWRD had three members there, and there were two engineers representing Palos Township. Also, an engineer representing the Village of Orland Park, and a representative from the Village of Orland Park were there to discuss the water problem.

Commissioner Adams stated the installation of flashing lights at 103rd and 88th Avenue in Palos Hills has finally been completed. This is for the school there in School District #117. This has taken two years to accomplish. Now the school district needs to advise the hours the flashing lights will be functioning and Meade Electric needs this information. The school district has yet to comply.

Commissioner Adams reported that there was a survey of the roads with the Township engineer where they evaluated the roads in Palos Township. There are possibly nine roads that will be paved this year in Palos Township, which will cost approximately \$400,000-\$500,000. There will be a bid opening concerning this project on September 10, 2019, at 11:00 AM. **Clerk Nolan** will attend and open the bids.

Attorney Peck was present at a recent meeting with Commissioner Adams and others. There are several changes that are going to be made concerning the requirements of contractors that come in for a permit. The changes are also for the homeowners' protection from contractors doing insufficient or dubious work. They will be required to meet the new standards of Palos Township. The attorney is working on the new proposal for us. Attorney Peck stated there will be a new packet for anyone who wishes to get the permits. This will be helpful for the homeowner before they must go to Cook County to complete their requirements.

Aurimas, from Morris Engineering, explained further what happened at the meeting with MWRD. He stated that they are looking at their files to see what modifications could be made to put more water coming from the Township into a storm water facility. Palos Township must comply with the original MWRD permit before making changes. There are also new ordinances that could impact this.

There will be another meeting with Palos Township and MWRD to see and discuss their findings. MWRD and Orland Township are both willing to work with Palos Township concerning this water problem in unincorporated Palos Township.

Some of the options MWRD wants to do were discussed, for example, they want to use the pipe capacity that is there. Many ideas are theoretical right now as there are many things to examine. Christopher Burke Engineering is reviewing their files concerning this project as they were consultants for the Village of Orland Park when these homes were built. Aurimas said that one MWRD engineer took pages of notes at the meeting. Reviewing all of these records takes time. An update will be given before the next meeting. There is nothing more Palos Township can do at this time. Everyone must wait for the solutions, and the process with MWRD moves very slowly.

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. Audit and Approval of Town Fund Bills and Warrants dated September 1, 2019.

Trustee Woods moved to approve the audit of the Town Fund Bills and Warrants in the amount of \$13,375.68 for the month of September plus an additional \$1,257.05 for the month of August with the total amount being \$14,632.73. **Trustee Riley** seconded the motion. Roll was taken. Ayes: Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0

2. Audit and Approval of Road and Bridge District Bills and Warrants dated September 1, 2019.

Trustee Woods moved to approve the audit of the Road and Bridge Fund Bills and Warrants in the amount of \$28,984.69 and the Administrative Expense in the amount of \$5,721.88 for a total of \$34,706.57 for the Road and Bridge Fund Bills and Warrants. **Trustee Riley** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

3. Audit and Approval of General Assistance Bills – September 1, 2019

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

b. Policy and Personnel – Supervisor Schuman

Supervisor Schumann stated that there are no new changes to Policy and Personnel.

c. Technology, Information and Automation – Trustee Riley

Trustee Riley stated that he will obtain a second bid for another retro fitting for the LED lights for the township.

Trustee Woods discussed upgrading the Palos Township Website. We have some issues with the website now. It costs us \$156.00 a year for what we have now, and there have been many outages. The quote that we received a few years ago was from Civic Plus. This system was \$20,000 then and is now \$8,000. At this lower amount, Agenda Pal, which we have now, is incorporated into the Civic Plus system. Agenda Pal costs us \$12,000 a year. The Village of Worth has a website from Civic Plus as do many other municipalities in the area. It would take over our emailing service, and would be an easy transition. There would be no interruptions in our service, and it would correct problems on the site. **Trustee Woods** would no longer be putting things on the website as each office would have their own site, and employees would access it. The Township meetings could be streamed live for an additional fee. **Trustee Woods** will call the person involved and start the process. They will train the staff on the usage.

Trustee Brannigan asked what is happening with the outside cameras. **Trustee Riley** had to leave early so **Trustee Woods** answered this question. **Trustee Woods** stated that the Township needs to upgrade our DVRs. The one we own has only two cameras on it. There is a person who can help with this who needs to come in and give explanations.

Trustee Brannigan stated that at our last meeting some of the protestors were blocking people leaving, and it did not show up on the cameras as they are not outside cameras. This is one of the many reasons the outside cameras are needed. More information will be available about the cameras later.

d. Buildings and Grounds – Trustee Jeanes stated that she had no report for the Board.

e. Public Service and Health – Trustee Brannigan stated that she had no report for the Board

Unfinished Business

Trustee Brannigan presented an update on the August 27, 2019, court date concerning the township protestors who were arrested at a previous meeting. She received a call that the date was changed from the Police Department, but she found that that was not the case, and it was changed back to August 27, 2019. **Trustee Brannigan** did attend, but no one else was there. Neither the defendants nor their attorney attended the court date. The judge did not send out a warrant to find out where they were. The case was continued to Friday, September 27, 2019.

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 7:14 P.M. **Trustee Jeanes** seconded the motion. The motion was passed unanimously. Meeting adjourned.

Jane A. Nolan
Clerk
Palos Township

Item Attachment Documents:

1. Audit and Approval of Town Fund Bills and Warrants

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
STATE OF ILLINOIS
COUNTY OF COOK

From: Town Fund

Date: September 23, 2019 for October 1, 2019 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 # |
|-------------------------------|-----------|-------------------------------------|--|---------------------|-------------------|---------|
| 1 | 10/1/2019 | Gene Adams | Payroll | | 10-0400 | Debit |
| 2 | 10/1/2019 | Alice Batol Delrosario | Payroll | | 30-0300 | Debit |
| 3 | 10/1/2019 | Sharon Brannigan | Payroll | | 10-0500 | Debit |
| 4 | 10/1/2019 | Megan Catrambone | Payroll | | 10-0700 | Debit |
| 5 | 10/1/2019 | Carol Chamales | Payroll | | 30-0200 | Debit |
| 6 | 10/1/2019 | Joan Davis | Payroll | | 10-0700 | Debit |
| 7 | 10/1/2019 | Samantha Goerg | Payroll | | 10-0700 | Debit |
| 8 | 10/1/2019 | Colleen Grant Schumann | Payroll | | 10-0100 | Debit |
| 9 | 10/1/2019 | Walter A. Halek DPM | Payroll | | 30-0400 | Debit |
| 10 | 10/1/2019 | Pamela Jeanes | Payroll | | 10-0500 | Debit |
| 11 | 10/1/2019 | Kathryn Keiffer | Payroll | | 30-0200 | Debit |
| 12 | 10/1/2019 | Kathleen Khan | Payroll | | 30-0200 | Debit |
| 13 | 10/1/2019 | Jennifer Leedy | Payroll | | 30-0500 | Debit |
| 14 | 10/1/2019 | Robert E. Maloney | Payroll | | 10-0300 | Debit |
| 15 | 10/1/2019 | Heather Malloy | Payroll | | 20-0100 | Debit |
| 16 | 10/1/2019 | Paula Neidenbach | Payroll | | 30-0200 | Debit |
| 17 | 10/1/2019 | Jane Nolan | Payroll | | 10-0200 | Debit |
| 18 | 10/1/2019 | Debra Ramos | Payroll | | 30-0200 | Debit |
| 19 | 10/1/2019 | Richard C. Riley | Payroll | | 10-0500 | Debit |
| 20 | 10/1/2019 | Luciano Valdez | Payroll | | 30-0300 | Debit |
| 21 | 10/1/2019 | Alicia Vodicka | Payroll | | 30-0200 | Debit |
| 22 | 10/1/2019 | Brent Woods | Payroll | | Split | Debit |
| 23 | 10/1/2019 | E.F.T.P.S. | Payroll - Employer Medicare Expense | | Split | Debit |
| 24 | 10/1/2019 | E.F.T.P.S. | Payroll - Employer FICA Expense | | Split | Debit |
| 25 | 10/1/2019 | E.F.T.P.S. | Payroll - Employer Unemployment Tax | | 10-1200 | Debit |
| 26 | 10/1/2019 | IMRF - Town Fund Portion | Pension Contributions Employer Portion Town | | Split | Debit |
| 27 | 10/1/2019 | Payroll Processor | Payroll Processing Fees | | 12-1600 | Debit |
| 28 | 10/1/2019 | NCPERS Group Life Ins. | Voluntary Group Life Insurance | \$ 32.00 | 10-1510 | |
| 29 | 10/1/2019 | Valic c/o Jp Morgan Chase Bank | Employee Voluntary 457b Contrib. Plan | \$ 50.00 | 10-1510 | |
| 30 | 10/1/2019 | Megan Catrambone | Reimbursement - Transportation & Travel | \$ 44.31 | 10-1700 | |
| 31 | 10/1/2019 | Call One | Telephone Service | \$ 899.34 | 11-1300 | |
| 32 | 10/1/2019 | Nicor Gas | Utilities - Gas | \$ 38.60 | 11-2000 | |
| 33 | 10/1/2019 | ComEd | Utilities - Electric | \$ 452.38 | 11-2000 | |
| 34 | 10/1/2019 | Tressler LLP | Legal Service | \$ 840.50 | 12-1300 | |
| 35 | 10/1/2019 | Richard Demma E.A. | Bookkeeping / Accounting | \$ 765.00 | 12-1400 | |
| 36 | 10/1/2019 | Shred-It | Document Disposal | \$ 108.96 | 12-1700 | |
| 37 | 10/1/2019 | IT Savvy | Equipment Maintenance | \$ 154.31 | 13-1600 | |
| 38 | 10/1/2019 | John Yerkes & Sons Inc | Building Maintenance | \$ 225.00 | 14-1000 | |
| 39 | 10/1/2019 | Richard Brandt | Building Maintenance | \$ 40.00 | 14-1000 | |
| 40 | 10/1/2019 | Santiago Delgado | Landscaping / Ground Maintenance | \$ 160.00 | 14-1100 | |
| 41 | 10/1/2019 | Dashmire Lika | Cleaning Service | \$ 795.00 | 14-1200 | |
| 42 | 10/1/2019 | Johnson Controls Security Solutions | Alarm System | \$ 341.85 | 14-1500 | |
| 43 | 10/1/2019 | Sanofi Pasteur Inc | Medical Supplies | \$ 1,307.71 | 31-2000 | |
| 44 | 10/1/2019 | Sharon Brannigan | Reimbursement - H.S. The Big Blue Box Rental | \$ 89.00 | 33-1400 | |
| 45 | 10/1/2019 | Office Depot | Office Supplies | \$ 317.72 | Split | |
| 46 | 10/1/2019 | CMS | Local Government Health Plan | \$ 4,377.00 | Split | |
| Total for October 2019 | | | | \$ 11,038.68 | | |

Additional Expenditures from September 2019

| | | | | | | |
|--------------------------------------|-----------|---------------------|---------------------------|-----------------|---------|-------|
| 1 | 9/20/2019 | City of Palos Hills | Utilities - Water & Sewer | \$ 65.02 | 11-2000 | 28398 |
| Total added to September 2019 | | | | \$ 65.02 | | |

Township Trustee

Township Trustee

Township Trustee

Township Trustee

Township Supervisor

Co-signed:

Township Clerk

Item Attachment Documents:

2. Audit and Approval of Road and Bridge Fund Bills and Warrants

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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 **SEPTEMBER 23, 2019** on account of the listed purposes.

| Number | Vendor | Purpose | Amount | Acct# | Check# |
|--------|------------------------|-------------------------------------|--------------|-------|--------|
| 1- | | | | | |
| 2- | ComED 08911 | light rental | \$ 526.80 | 5133 | |
| 3- | ComED101315 | light rental | \$ 85.50 | 5133 | |
| | Tri-State Disposal | hwy debris disposal | \$ 73.82 | 8103 | |
| | Ace Hardware | materials | \$ 20.17 | 5113 | |
| 4- | Sprint | phones | \$ 41.45 | 6983 | |
| | Precise Tree Care | Tree trimming/Grinding | \$ 1,575.00 | | |
| 5- | Morris Engineering | 133rd/85th | \$ 1,776.00 | | |
| | Morris Engineering | 2019 Roads Program | \$ 21,250.00 | | |
| | Tressler LLP | legal | \$ 1,025.00 | 6913 | |
| | Chicago Tribune | bid add for roads | \$ 97.82 | | |
| | Meade Electric | Installation of solar beacon-school | \$ 17,585.67 | | |
| | Schroeder's Garden Ctr | materials | \$ 378.64 | 5113 | |
| | Kopping Enterprise | per contract | \$ 26,532.00 | | |
| | Gene Adams | travel/miles | \$ 642.03 | 6973 | |
| 10- | AT&T | phones | \$ 57.95 | 6983 | |
| 11- | | | | | |
| 12- | | | | | |
| 14- | | | | | |
| 23- | | | | | |
| 32- | | | | | |
| 33- | | | | | |
| 34- | | | | | |
| 35- | | | | | |
| | | | \$71,667.85 | | |

We, the undersigned, members of the PalosTownship Board of Trustees, Cook County, Illinois, do hereby certify that we this **23rd day of September 2019** 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 **October 1, 2019** on account of the listed purposes.

| Number | Vendor | Purpose | Amount | Acct# | Check# |
|--------|----------------------------------|----------------------------------|-------------|-------|--------|
| 1- | IMRF | Employee & Employer Contribution | \$ 910.36 | 6993 | EFT |
| 2- | US Treasury US 941 | Payroll Taxes | \$ 1,199.48 | | EFT |
| 3- | Illinois Dept of Revenue US 501 | Monthly Payroll taxes | \$ 211.89 | | EFT |
| | NCPERS | Employee deduct vol life ins | \$ 16.00 | 6963 | |
| | Blue Cross Blue Scheild Illinois | Medicare supp prem | \$ 188.00 | 6963 | |
| 4- | April Schrader | wages for August hours | \$ 3,196.15 | | DEBIT |
| 5- | | | | | |
| 6- | | | | | |
| 7- | | | | | |
| 8- | | | | | |
| 9- | | | | | |
| 10- | | | | | |
| 11- | | | | | |
| 12- | | | | | |
| 13- | | | | | |
| 14- | | | | | |
| 15- | | | | | |
| | | | \$5,721.88 | | |

We, the undersigned, members of the PalosTownship Board of Trustees, Cook County, Illinois, do hereby certify that we this **1st day October 2019** 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