



**PALOS TOWNSHIP
BILL AUDIT MEETING
10832 S. ROBERTS ROAD | PALOS HILLS, IL 60465**

August 27, 2015 - 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 - Bill Audit Meeting July 23, 2015
4. Special Communications, if any
5. Citizens Wishing to Address the Board
6. Reports of Officials
 - a. Supervisor
 - b. Clerk
 1. Unincorporated Vehicle Sticker Update
7. Attorney's Report
8. Reports of Standing Committees
 - a. Finance and Administration - Trustee Woods
 1. Audit and Approval of Town Fund Bills
 2. Audit and Approval of General Assistance Bills
 - b. Policy and Personnel - Supervisor Schumann
 1. Approval of 2015-2016 Salary Schedule
 - c. Technology, Information and Automation - Trustee Riley
 - d. Buildings and Grounds - Trustee Jeanes
 - e. Public Services and Health - Trustee Brannigan
9. Unfinished Business
10. New Business

11. Executive Session, If Needed

12. Adjournment

**PALOS TOWNSHIP
MEETING OF THE TOWNSHIP BOARD
10802 S. ROBERTS ROAD PALOS HILLS IL. 60465**

JULY 23RD, 2015 6:30 P.M.

1. Call to order/Roll Call

The Bill Audit Meeting of the Palos Township Board was called to order by Supervisor Schumann in the Township Hall, 10802 S. Roberts Road, Palos Hills, at 6:30 p.m. Roll call was taken by the Clerk of the Township, Jane Nolan. Present were Trustees Brannigan, Riley, and Woods, Supervisor Schumann. Also present was Township Attorney, Erik Peck. **Absent:** Trustee Jeanes.

2. Pledge of Allegiance

3. Approval of Prior Meeting Minutes

Trustee Woods moved to approve the minutes of the June 25th, 2015, Bill Audit Meeting. **Trustee Riley** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 4-0.

4. Citizens wishing to address the Board

There were no citizens who wished to address the Board.

5. Special Presentations/Communications

There were no special presentations or communications.

6. Reports of Officials

a. Supervisor

1. Receive and File Annual Financial Report (Audit)

Supervisor Schumann presented the Annual Financial for the

Fiscal Year Ending March 31st, 2015, to the Board. This report was completed by Hearne and Associates, P.C. All Board members received copies. Supervisor Schumann stated that the report was well received. There are no problems or internal issues. The IMRF debt is decreasing at a fast rate. Board members were asked to review the audit document.

b. Clerk

1. Current Press Releases

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

2. Democracy Update July 15th, 2015

Clerk Nolan informed the Board that Clerk David Orr's Office has just completed compiling the 2015 Directory of Elected Officials (DOEO), and it is ready for your use. Other topics included Automatic Voter Registration, Tax Rate Report, and the Marriage Equality Ruling. Two longtime anchors in his office will retire at the end of July, Chief of Staff, Barbara Pressl, and Deputy Clerk, Jan Kralovec.

c. Assessor

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Assessor Maloney stated that the Board of Review Tax Appeal Season will begin on August 17th, 2015, and end on September 14th, 2015, at Palos Township.

7. Attorney's Report

Attorney Peck stated that he had no report.

8. Reports of Standing Committees

a. Finance and Administration - Trustee Woods

1. Audit and Approve Town Fund Bills

Trustee Woods moved to approve the audit of the Town Fund bills. **Trustee Brannigan** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Riley and Woods Supervisor Schumann. Nays: None. Motion carried 4-0.

2. Audit and Approve General Assistance Fund Bills

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

b. Policy and Personnel - Supervisor Schumann

1. Approve hiring of Judy Seebruch, RN for Health Service

Supervisor Schumann informed the Board that they needed to approve the hiring of Judy Seebruch, RN for the Health Service.

Trustee Brannigan moved to approve the hiring of Judy Seebruch, RN for the Health Service. **Trustee Woods** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Riley and Woods, Supervisor Schumann, Nays: None. Motion carried 4-0.

2. Waive residency requirement of Judy Seebruch, RN

Trustee Woods moved to approve the waiver of the residency requirement for Judy Seebruch, RN. **Trustee Riley** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Riley, and Woods, Supervisor Schumann. Nays: None. Motion carried 4-0.

c. Technology, Information and Automation - Trustee Riley

Trustee Riley reported that the new IPADS are up and working.

d. Buildings and Grounds - Trustee Jeanes

In the absence of Trustee Jeanes there was no report. There were several compliments concerning the new landscaping surrounding the township.

e. Public Services and Health - Trustee Brannigan

1. June Health Service Report

Trustee Brannigan reported that the June Health Service Report states that the income for that month was \$2,405.00.

9. Unfinished Business

There was no unfinished business at this time.

10. New Business

Clerk Nolan asked the Board members if they all were receiving the Legislative Updates from Bob Porter (TOCC). All stated that they were receiving it, and that Clerk Nolan did not have to include it in the Board Packet. She stated that she would incorporate separate important items from the update when necessary.

11. Executive Session

12. Adjournment

Trustee Brannigan moved to adjourn the meeting at 6:55 P.M. Trustee Riley 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: AUGUST 27, 2015 FOR SEPTEMBER 1, 2015 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	Account Number	Check #
1	9/1/2015	GENE ADAMS	Payroll	\$ 1,752.26	4131	Debit
2	9/1/2015	ALICE BATOL DELROSARIO	Payroll	\$ 3,013.56	7501	Debit
4	9/1/2015	SHARON BRANNIGAN	Payroll	\$ 414.74	4141	Debit
5	9/1/2015	EVELYN DIBBERN	Payroll	\$ 2,354.73	6331	Debit
6	9/1/2015	COLLEEN GRANT SCHUMANN	Payroll	\$ 1,746.80	4101	Debit
7	9/1/2015	ANDREZJ HARMATA	Payroll	\$ 1,748.00	7021	Debit
8	9/1/2015	PAMELA A JEANES	Payroll	\$ 414.73	4141	Debit
9	9/1/2015	KATHRYN KEIFFER	Payroll	\$ 2,073.01	7521	Debit
10	9/1/2015	JENETTE L. LEEDY	Payroll	\$ 2,625.55	7521	Debit
11	9/1/2015	ROBERT E. MALONEY	Payroll	\$ 725.71	4121	Debit
12	9/1/2015	PAULA NEIDENBACH	Payroll	\$ 2,718.75	7521	80009
13	9/1/2015	JANE NOLAN	Payroll	\$ 824.71	4111	Debit
14	9/1/2015	DEBRA RAMOS	Payroll	\$ 498.31	7521	Debit
15	9/1/2015	RICHARD C. RILEY	Payroll	\$ 387.10	4141	Debit
16	9/1/2015	JUDITH SEEBRUCH	Payroll	\$ 1,201.43	7521	Debit
17	9/1/2015	A.V. STANEVICH D.P.M.	Payroll	\$ 2,149.29	7541	Debit
18	9/1/2015	LUCIANO VALDEZ	Payroll	\$ 6,727.00	7501	Debit
19	9/1/2015	ALICIA VODICKA	Payroll	\$ 2,789.46	7521	Debit
20	9/1/2015	MARY WALLENBURG	Payroll	\$ 1,281.89	7021	Debit
21	9/1/2015	BRENT WOODS	Payroll	\$ 321.12	4141	Debit
22	9/1/2015	E.F.T.P.S.	Payroll Taxes	\$ 11,988.92	VAR.	Debit
23	9/1/2015	IMRF - TOWN FUND PORTION	Pension Contributions	\$ 5,208.98	7061	Debit
24	9/1/2015	PAYROLL PROCESSORS	Payroll processing fees	\$ 66.60	8101	Debit
25	9/1/2015	VOIDED	Voided Check	\$ -	N/A	26677
26	9/1/2015	NCPERS GROUP LIFE INS.	Group Life Insurance	\$ 64.00	2091	26678
27	9/1/2015	VALIC C/O JP MORGAN CHASE BANK	Employee Voluntary Contrib.	\$ 50.00	2095	26679
28	9/1/2015	DIAZ LANDSCAPING SERVICE	Building Maintenance - New Bushes & Plants	\$ 3,330.00	4302	26680
29	9/1/2015	DUKE'S ACE HARDWARE	Building Maintenance	\$ 162.98	4302	26681
30	9/1/2015	HENRY SANCHEZ	Building Maintenance - Lawncare	\$ 100.00	4302	26682
31	9/1/2015	McHALE'S PEST CONTROL SERVICE	Building Maintenance	\$ 235.00	4302	26683
32	9/1/2015	RELIABLE FIRE EQUIPMENT CO.	Building Maintenance	\$ 112.70	4302	26684
33	9/1/2015	RICHARD BRANDT	Building Maintenance	\$ 20.00	4302	26685
34	9/1/2015	DASHMIRE LIKA	Twp. Cleaning Service	\$ 795.00	4311	26686
35	9/1/2015	COM ED	Utility - Electricity	\$ 550.45	4341	26687
36	9/1/2015	NICOR GAS	Utility - Gas	\$ 26.71	4341	26688
37	9/1/2015	A T & T	Phones - U-Verse	\$ 80.00	4351	26689
38	9/1/2015	CALL ONE	Phones	\$ 358.76	4351	26690
39	9/1/2015	BETSY ROSS FLAG GIRL, INC.	Misc. Office Supplies - New Flags	\$ 134.50	5101	26691
40	9/1/2015	JANE NOLAN	Reimbursement - Office Supplies-Printer	\$ 129.99	5101	26692
41	9/1/2015	JENETTE LEEDY	Reimbursement - Office Supplies	\$ 217.98	5101	26693
42	9/1/2015	PETTY CASH	Petty Cash	\$ 400.00	5101	26694
43	9/1/2015	RYDIN DECAL	Misc. Office Supplies	\$ 149.74	5101	26695
44	9/1/2015	DAILY SOUTHTOWN	Misc. Office Supplies	\$ 312.00	5201	26696
45	9/1/2015	PARK PRINTING	Printing - H.S. - Misc. Office Forms	\$ 362.00	5251	26697
46	9/1/2015	TYPE CONCEPTS, INC.	Printing - Bus.Cards Pam Jeanes & SHIP, envs.	\$ 360.00	5251	26698
47	9/1/2015	JANE NOLAN	Reimbursement - Postage	\$ 17.40	5301	26699
48	9/1/2015	JANE NOLAN	Reimbursement - Travel Mileage	\$ 15.52	5401	26700
49	9/1/2015	TOWNSHIP CLERKS ASSN OF COOK COUNTY	Annual Dues	\$ 250.00	5501	26701
50	9/1/2015	TRESSLER LLP	Twp. Legal Service	\$ 676.50	7011	26702
51	9/1/2015	CENTRAL MGMT. SERVICES-LGHP	Group Health Insurance	\$ 3,817.00	7111	26703
52	9/1/2015	HEARNE & ASSOCIATES, P.C.	Annual Independent Audit	\$ 9,960.00	7111	26704
53	9/1/2015	RICHARD DEMMA E.A.	Twp. Accountant	\$ 765.00	7341	26705
54	9/1/2015	JENNIFER LEEDY KLAIBER	Misc. Health Services	\$ 786.63	7521	26706
55	9/1/2015	PALOS FINE ARTS	Social Program/ Event	\$ 100.00	7891	26707
56	9/1/2015	SHRED-IT USA - CHICAGO	Misc. Office Expense- Health Services	\$ 39.32	8101	26708
57	9/1/2015	STERICYCLE, INC.	Misc. Office Expense- Shredding	\$ 81.84	8101	26709

TOTAL FOR AUGUST 2015 \$ 77,493.67

FROM AUGUST 2015

1	8/18/2015	VOIDED	Voided Check	\$ -	N/A	26675
2	8/21/2015	DASHMIRE LIKA	Reimbursement - Cleaning Supplies	\$ 33.74	4311	26676

TOTAL ADDED TO AUGUST EXPENSES \$ 33.74

Township Trustee

Township Trustee

Township Trustee

Township Trustee

Township Supervisor

Co-signed

Township Clerk

2015 PROSPECTIVE PAY INCREASES (SALARY /HOURLY)

LAST NAME	FIRST NAME	DEPT	START DATE	CURRENT	BASE	2.00%	2.50%	3.00%
Leedy	Jenette	Health Service	Oct 23, 1996	\$ 4,028.84	Salary	\$ 80.58	\$ 100.72	\$ 120.87
Catrambone	Megan	General Assistance	Feb 23, 2009	\$ 2,809.61	Salary	\$ 56.19	\$ 70.24	\$ 84.29
Dibbern	Evelyn	Assessor	Sept 30, 2002	\$ 20.07	Hourly	\$ 0.40	\$ 0.50	\$ 0.60
Harmata	Andy	General Government	March 17, 2014	\$ 18.00	Hourly	\$ 0.36	\$ 0.45	\$ 0.54
Kieffer	Kathy	Health Service	August 6, 2002	\$ 27.12	Hourly	\$ 0.54	\$ 0.68	\$ 0.81
Leedy Klaiber	Jennifer Leedy	Health Service	April 2008	\$ 14.50	Hourly	\$ 0.29	\$ 0.36	\$ 0.44
Neidenbach	Paula	Health Service	July 1, 2015	\$ 27.12	Hourly	\$ 0.54	\$ 0.68	\$ 0.81
Ramos	Debbie	Health Service	July 28, 2008	\$ 27.12	hourly	\$ 0.54	\$ 0.68	\$ 0.81
Seebruch	Judith	Health Service	June 1, 2015	\$ 27.12	hourly	\$ 0.54	\$ 0.68	\$ 0.81
Vodicka	Alicia	Health Service	May 5, 1993	\$ 27.12	hourly	\$ 0.54	\$ 0.68	\$ 0.81
Wallenburg	Mary	General Government	June 11,2012	\$ 20.07	hourly	\$ 0.40	\$ 0.50	\$ 0.60
Schrader	April	Road and Bridge	May 22, 2009	\$ 21.56	hourly	\$ 0.43	\$ 0.54	\$ 0.65