



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**

May 26, 2020 - 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 April 27, 2020
4. Special Communications, if any
5. Reports of Officials
 - a. Supervisor
 1. Hiring of Administrative Assistant
 - b. Clerk
 1. Posting of Tentative Budgets FYI
 2. Information from MTA Webinar FYI
 - c. Highway Commissioner
6. Attorney's Report
7. Reports of Standing Committees
 - a. Finance and Administration - Trustee Woods
 1. Audit and Approval of GA Bills and Warrants
 2. Audit and Approval of Road and Bridge Fund Bills and Warrants
 3. Audit and Approval of Town Fund Bills and Warrant

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

- 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

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

April 27, 2020 – 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**. The meeting was held via internal conference call pursuant to Executive Order of the Governor. It was held via video/audio conference on WWW.Zoom.US at 6:30 P.M.

All persons interested in attending were able to do so by visiting the website at www.PalosTownship.org and selecting the link to JOIN THE MEETING.

All persons wishing to address the Board will be permitted to do so through the web conference platform, following the standard rules previously adopted by the Board.

The Township Hall was not opened for the meeting.

Roll call was taken by the Clerk of the Township, **Jane Nolan**. Present were Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann. Also present was Attorney Erik Peck, and Road and Bridge Administrative Assistant, April Schrader.

Officials present: Clerk Nolan
Highway Commissioner Adams
Assessor Maloney

Pledge of Allegiance

Supervisor Schumann led the assembly in the Pledge of Allegiance.

Disposition of Minutes of from Previous Meeting

a. Approval of Minutes – Combined Bill Audit and Road and Bridge Meeting of March 23, 2020

Trustee Jeanes moved to approve the minutes of the Combined Bill Audit and Road and Bridge District of March 23, 2020. **Trustee Brannigan** 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

1. Donation to the Center

Supervisor Schumann stated that at the last meeting the Board spoke about the donation to the Center. The Center has received a great deal of press recently highlighting all the various things the Center does, including all their activities and all the programs they present. The Center in Palos Park has been a mainstay in Palos Township for many years. The community has responded to the needs in a most generous way. **Supervisor Schumann** explained some of the various ways the community has responded to the Center's current plight.

Supervisor Schuman explained the Center's current situation to Trustee Brannigan as she had some questions.

Supervisor Schumann moved that Palos Township donates \$1,000.00 to the Center. **Trustee Woods** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried.

2. Cost of Living

Supervisor Schumann began the discussion of the cost of living raise for township employees. Trustee Brannigan asked about an estimate of anticipated taxes. **Trustee Woods** answered that no estimate would be available until July. Trustee woods wants to amend the motion pending the ability of the budget to handle the 3%.

Trustee Riley moved to proceed with a 3% cost of living increase for the township employees as long as the budget allows. **Trustee Jeanes** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

b. Clerk

1. Ethics Statements Due May 1, 2020 FYI

Clerk Nolan asked again for the Board members to give her a copy of their ethics statements. **Trustee Woods** suggested that the ethics statements be placed on the township website. He will do this now and in the future. Thank you to **Trustee Woods** for this excellent suggestion!

2. Messages from TOCC

Clerk Nolan informed the Board that she had a phone conversation with the TOCC Board of Directors. She is the Secretary of that Board. There were several messages for the Board. The messages were:

1.The Spring Conference of June 20, 2020 is cancelled.

2.Township Day of September 16, 2020 is cancelled also. TOCC would like townships to do something virtual for township day. **Trustee Woods** suggested that TOCC give townships some ideas for this. There was a discussion of how this will affect the Township Health Fair which was planned for that day. It will most likely have to be cancelled due to COVID-19. **Supervisor Schumann** will discuss this

with Alicia. **Clerk Nolan** had several suggestions for a virtual township day.

3. Townships will not have to pay dues to TOCC this year as TOCC is not able to offer services due to COVID-19. **Clerk Nolan** informed the Board that there may be some webinars available for Board member participation.

Clerk Nolan stated that there will be a full TOCC Board meeting on zoom on **Thursday, April 30, 2020 at 6:00 P.M.**

c. Highway Commissioner

Highway Commissioner Adams informed that Board that the current road project is going well and it is 75% complete. The contractor on this job has been wonderful to work with concerning this project. He worked hard to help them. The Road District spent a good deal of time in March getting the roads ready for this project. He stated that at this point the Road District is saving money. There are only a few more short roads to be completed. There are no issues with road base repair. A draw was put in for the project. A draw, which is a request for money, was approved by the state. All the tests done on the road project were good.

Commissioner Adams stated that the Road District has done a good amount of culvert repair recently which has led to more money spent. He ended his report that the superintendent on this job has been very amiable in directing the crew, and there has been enough workers to fully complete this project. He also discussed the machines used for this project.

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

Trustee Woods moved to approve the audit of the Town Fund Bills and Warrants in the amount of \$10,559.60 for the month of May plus an additional amount of \$2,303.82 for the month of April. The total amount of the Town Fund Bills and Warrants is \$12,863.42. **Trustee Brannigan** seconded the motion. Roll call 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 Bills and Warrants

Trustee Woods moved to approve the audit of the Road and Bridge Fund Bills and Warrants in the amount of \$282,584.16 and the Administrative Expense in the amount of \$5,758.29 for a total of \$288,342.45 for the Road and Bridge Fund Bills and Warrants. **Trustee Jeanes** 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 and Warrants

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

Trustee Woods has just completed entering the revenues into quick books. He will be using the account's report for the completion of the budget. He will add the 3% cost of living to the budget. The budget should be ready by the end of the week.

There was a discussion concerning the salary for the new person hired to take Samantha's place as Administrative Assistant to the Supervisor. **Trustee Woods** explained how this could be done concerning the budget.

b. Policy and Personnel – Supervisor Schumann

Supervisor Schumann informed the Board that May 7, 2020 will be Samantha Goerg’s last day. She encouraged Board members to call Samantha on that day. There will be a small luncheon on that day on her honor.

c. Technology, Information and Automation – Trustee Riley

Trustee Riley reported that he and **Trustee Woods** met with a person for a quote for the new server which will protect our systems, has back up essentials, a sonic wall and more. This quote for this server which includes the sonic wall and the labor of setting it up was \$16,071.

Trustee Woods met with another person, Dennis Pognok, who quoted \$13,861.00 for the new server which included everything the first price quote included. This quote was \$2,200.00 less than the other quote. **Trustee Riley** feels that this person is very cost efficient, and he has references. He will also provide a certain number of hours per month for free.

A motion will be addressed at the next Bill Audit and Road District Meeting. At this point Dennis will be engaged for the project but no monetary funds will be dispersed.

Trustee Woods stated that he has been sending images for our new website, but they were too small. He will receive a new “mock up” for the background for our website and send copies to the Board Members. Civic Plus is now doing the website.

d. Buildings and Grounds – Trustee Jeanes

Trustee Jeanes stated that she had no report for the Board. She thanked **Supervisor Schumann** for suggesting he donation to the Center. **Commissioner Adams** thanked her and the Board also.

e. Public Services and Health – Trustee Brannigan

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

Unfinished Business

There was no unfinished business to come before the Board.

New Business

Clerk Nolan inquired if the Board could donate to another organization for COVID-19. Another donation would have to benefit the citizens of Palos Township. It was decided that the donation to The Center was both generous and sufficient.

Citizen's Wishing to Address the Board

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

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 Brannigan** moved to adjourn the meeting at 7:18 P.M. **Trustee Jeanes** 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: May 1, 2020 for June 1, 2020 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	6/1/2020	Gene Adams	Payroll		10-0400	Debit
2	6/1/2020	Alice Batol Delrosario	Payroll		30-0300	Debit
3	6/1/2020	Sharon Brannigan	Payroll		10-0500	Debit
4	6/1/2020	Megan Catrambone	Payroll		10-0700	Debit
5	6/1/2020	Carol Chamales	Payroll		30-0200	Debit
6	6/1/2020	Joan Davis	Payroll		10-0700	Debit
7	6/1/2020	Elise Farrell	Payroll		30-0200	Debit
8	6/1/2020	Diane Goerg	Payroll		10-0700	Debit
9	6/1/2020	Samantha Goerg	Payroll		10-0700	Debit
10	6/1/2020	Colleen Grant Schumann	Payroll		10-0100	Debit
11	6/1/2020	Walter A. Halek DPM	Payroll		30-0400	Debit
12	6/1/2020	Pamela Jeanes	Payroll		10-0500	Debit
13	6/1/2020	Kathryn Keiffer	Payroll		30-0200	Debit
14	6/1/2020	Kathleen Khan	Payroll		30-0200	Debit
15	6/1/2020	Jennifer Leedy	Payroll		30-0500	Debit
16	6/1/2020	Heather Malloy	Payroll		20-0100	Debit
17	6/1/2020	Robert Maloney	Payroll		10-0300	Debit
18	6/1/2020	Paula Neidenbach	Payroll		30-0200	Debit
19	6/1/2020	Jane Nolan	Payroll		10-0200	Debit
20	6/1/2020	Debra Ramos	Payroll		30-0200	Debit
21	6/1/2020	Richard C. Riley	Payroll		10-0500	Debit
22	6/1/2020	Luciano Valdez	Payroll		30-0300	Debit
23	6/1/2020	Alicia Vodicka	Payroll		30-0200	Debit
24	6/1/2020	Brent Woods	Payroll		Split	Debit
25	6/1/2020	E.F.T.P.S.	Payroll - Employer Medicare Expense		Split	Debit
26	6/1/2020	E.F.T.P.S.	Payroll - Employer FICA Expense		Split	Debit
27	6/1/2020	E.F.T.P.S.	Payroll - Employer Unemployment Tax		10-1200	Debit
28	6/1/2020	IMRF - Town Fund Portion	Pension Contributions Employer Portion Town		Split	Debit
29	6/1/2020	Payroll Processor	Payroll Processing Fees		12-1600	Debit
30	6/1/2020	Stericycle	Disposal of Medical Waste	\$ 108.69	32-1700	28685
31	6/1/2020	C & J Office Machines	Brother Fax/Toner/Drum	\$ 295.00	12-1100	28686
31	6/1/2020	Conroy Consulting	Backup & Upgrade Computer	\$ 1,200.00	12-1100	28687
32	6/1/2020	Sharon Brannigan	Reimbursement Container	\$ 89.00	33-1400	28688
33	6/1/2020	Valic	Voluntary Employee Deduction	\$ 300.00	10-1510	28689
34	6/1/2020	Dashmire Lika	Cleaning Services	\$ 795.00	14-1200	28690
35	6/1/2020	Call One	Telephone Services	\$ 449.64	11-1300	28691
36	6/1/2020	Richard Demma, E.A.	Accounting	\$ 765.00	12-1400	28692
37	6/1/2020	ComEd	Utilites - Electric	\$ 267.32	11-2000	28693
38	6/1/2020	Comcast	Subscriptions	\$ 254.05	11-1200	28694
39	6/1/2020	Central Management Services	Local Government Health Care	\$ 4,614.00	Split	28695
40	6/1/2020	Richard Brandt	Building Maintenance /Supplies	\$ 47.50	Split	28696
41	6/1/2020	Nicor	Gas	\$ 90.89	11-2000	28697
42	6/1/2020	IT Savvy	Equipment Maintence	\$ 89.11	13-1600	28698
43	6/1/2020	Woodpecker Landscaping	Landscaping/Maintenance	\$ 80.00	14-1100	28699
44	6/1/2020	PODS	Other Supplies & Materials	\$ 169.00	13-1400	28700
45	6/1/2020	Township Sup. Of Illinois	Membership/Dues	\$ 35.00	12-1200	28701
46	6/1/2020	John Yerkes & Sons	Plumbing Repairs	\$ 475.00	14-1000	28702
47	6/1/2020	Shred-It	Document Disposal	\$ 54.48	12-1700	28703
48	6/1/2020	Tressler	Legal Services	\$ 1,039.50	12-1300	28704
49	6/1/2020	Voluntary Life Insurance	Life Insurance	\$ 32.00	10-1510	28705
Total for June 2020				\$ 11,250.18		

Additional Expenditures June, 2020

- 1
- 2
- 3
- 4

\$ -

Township Trustee

Township Trustee

Township Trustee

Township Trustee

Township Supervisor

Co-signed:

Township Clerk