



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**

September 28, 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 and Road District Meeting August 24, 2020
4. Special Communications, if any
5. Reports of Officials
 - a. Supervisor
 - b. Clerk
 1. Annual Town Meeting Discussion
 2. Approve Annual Town Meeting Agenda
 - c. Highway Commissioner
6. Attorney's Report
 - a. Motion to Accept the 2019-2020 Audit Report and Approve Payment to the Auditor
7. Reports of Standing Committees
 - a. Finance and Administration - Trustee Woods
 1. Audit and Approval of Town Fund Bills and Warrants Dated October 1, 2020
 2. Audit and Approval of Road and Bridge District Fund Bills and Warrants Dated October 1, 2020
 3. Approval of General Assistance Fund Bills Dated October 1, 2020

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

4. Motion to Approve the Usage of the Municode Self-Publishing Tool by Palos Township for Codification Purposes
 - 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**

August 24, 2020

Call to Order

The Combined Bill Audit and Road and Bridge District Meeting of the Township Board was called to order by **Supervisor Schumann** who was in attendance at the Township Hall. 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

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

Absent: Trustee Jeanes

Officials present: Clerk Nolan
 Assessor Maloney

Pledge of Allegiance

Supervisor Schumann led the assembly in the Pledge of Allegiance.

Disposition of Minutes from Previous Meeting

a. Approval of Minutes – Combined Bill Audit and Road and Bridge Meeting of July 27, 2020

Trustee Woods moved to approve the minutes of the Combined Bill Audit and Road and Bridge District Meeting of July 27, 2020. **Trustee Riley** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Woods, Riley and 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. Audit Reports 2020

Supervisor Schumann stated that the audit reports have been delivered by Hearne and Associates. She will have these available for everyone in their mailboxes. There were no problems with the audit.

b. Clerk

1. TOCC Virtual Meeting September 16, 2020 7 P.M.

Clerk Nolan reported that TOCC is having the Fall Annual Meeting on Wednesday, September 16, 2020 at 7:00 P.M. The meeting will be virtual. The TOCC Board and the Division Chairs will be present in person at Schaumburg Township. All members will receive an e-mail to register and will then receive the link to join the meeting. Only 100 members will be able to join. The Board and Division Chairs will be giving reports. It

will last about one hour. She stated she feels it would be good if Palos Township attended.

2. TOI Education Award

Clerk Nolan informed the Board that TOI is not having the TOI Education Award this year due to the pandemic. **Clerk Nolan** feels they should have the award as it is an election year and Palos Township has received this award every year since 2005. We have accumulated points toward this award since September 2019 up until March. We have also done virtual things. It may be possible our points can be used at a later date.

c. Highway Commissioner

Highway Commissioner Adams stated that during July there was a great deal of rain. They are doing a good amount of grass cutting and mowing. The Road Project is finished and the Road District is paying the engineers for all the work they did. They are doing road patchwork right now. Erik is composing a letter for the Road District concerning the parking on the township right-of-way. That letter is going out right now. There was a good deal of wind damage a few weeks ago. Many trees were down, but that was also taken care of quickly. Deerwood and Old Fort Woods had trees down. Some evergreens are dying off.

Attorney's Report

Attorney Peck stated that he had no legal 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, 2020

Trustee Woods moved to approve the audit of the Town Fund Bills and Warrants in the amount of \$12,486.55. **Supervisor Schumann** seconded

the motion. Roll call was taken. Ayes: Trustees Brannigan, Woods, Riley and Supervisor Schumann. Nays: None. Motion carried 4-0.

2. Audit and Approval of Road and Bridge District Fund Bills and Warrants dated September 1, 2020

Trustee Woods moved to approve the audit of the Road and Bridge Fund Bills and Warrants in the amount of \$42,955.82 and the Administrative Expense in the amount of \$5,903.42 for a total of \$48,859.24. **Supervisor Schumann** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Woods and Riley, Supervisor Schumann. Nays: None. Motion carried 4-0.

3. Approval of General Assistance Fund Bills and Warrants dated September 1, 2020

Supervisor Schumann moved to approve the audit of the General Assistance Fund Bills dated September 1, 2020. **Trustee Woods** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Woods, Riley and Supervisor Schumann. Nays: None. Motion carried 4-0.

Trustee Woods reported that Dennis (server) working with a computer outlet to buy the additional parts we need. He got the parts for \$600.00 at a microcenter. Everywhere else he checked they were \$2,000.00. He and Brent had a problem setting up an account with them. They will set up the account this week.

The codification of our ordinances will be quite expensive. This can be done by agenda pal (which was purchased by Municode) which is one of the codifiers. **Trustee Woods** had a meeting with them, and they gave him a quote for \$2,200.00 to do this. This would allow the township to put our personnel manual, all our policies online, and our code of ordinances. The township could use a self-publishing tool and do it ourselves. The Board can look at American Legal Publishing or Municode to view how this would appear. We could use this system to draft ordinances and publish them. There is a 60-day trial period connected with this system.

b. Policy and Personnel – Supervisor Schumann

The township has been undergoing an audit with IMRF that has been quite extensive. There are some things the previous auditor overlooked. The person they are dealing with is new and has many questions. This is coming to an end.

c. Technology, Information and Automation – Trustee Riley

Trustee Riley stated that he had no report for the Board.

d. Buildings and Grounds – Trustee Jeanes

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

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

Commissioner Adams thanked Trustee Woods for all of the work he has done on the budgets this year for all the departments.

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 Woods** moved to adjourn the meeting at 7:00 P.M. **Supervisor Schumann** seconded the motion. Roll Call was taken. Ayes: Trustees Brannigan, Riley, Woods and Supervisor Schumann. Nays: None. Motion carried 4-0. Meeting adjourned.

Jane A. Nolan

Clerk

Palos Township

PALOS TOWNSHIP
STATE OF ILLINOIS
COUNTY OF COOK

From: Town Fund

Date: September 1, 2020 for October 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	Account Number	Check #
				(GROSS)		
1	10/1/2020	Gene Adams	Payroll		10-0400	Debit
2	10/1/2020	Alice Batol Delrosario	Payroll		30-0300	Debit
3	10/1/2020	Sharon Brannigan	Payroll		10-0500	Debit
4	10/1/2020	Megan Catrambone	Payroll		10-0700	Debit
5	10/1/2020	Carol Chamales	Payroll		30-0200	Debit
6	10/1/2020	Joan Davis	Payroll		10-0700	Debit
7	10/1/2020	Elise Farrell	Payroll		30-0200	Debit
8	10/1/2020	Diane Goerg	Payroll		10-0700	Debit
10	10/1/2020	Colleen Grant Schumann	Payroll		10-0100	Debit
11	10/1/2020	Walter A. Halek DPM	Payroll		30-0400	Debit
12	10/1/2020	Pamela Jeanes	Payroll		10-0500	Debit
13	10/1/2020	Kathryn Keiffer	Payroll		30-0200	Debit
14	10/1/2020	Kathleen Khan	Payroll		30-0200	Debit
15	10/1/2020	Jennifer Leedy	Payroll		30-0500	Debit
16	10/1/2020	Heather Malloy	Payroll		20-0100	Debit
17	10/1/2020	Robert Maloney	Payroll		10-0300	Debit
18	10/1/2020	Paula Neidenbach	Payroll		30-0200	Debit
19	10/1/2020	Jane Nolan	Payroll		10-0200	Debit
20	10/1/2020	Debra Ramos	Payroll		30-0200	Debit
21	10/1/2020	Richard C. Riley	Payroll		10-0500	Debit
22	10/1/2020	Luciano Valdez	Payroll		30-0300	Debit
23	10/1/2020	Alicia Vodicka	Payroll		30-0200	Debit
24	10/1/2020	Brent Woods	Payroll		Split	Debit
25	10/1/2020	E.F.T.P.S.	Payroll - Employer Medicare Expense		Split	Debit
26	10/1/2020	E.F.T.P.S.	Payroll - Employer FICA Expense		Split	Debit
27	10/1/2020	E.F.T.P.S.	Payroll - Employer Unemployment Tax		10-1200	Debit
28	10/1/2020	IMRF - Town Fund Portion	Pension Contributions Employer Portion Town		Split	Debit
29	10/1/2020	Payroll Processor	Payroll Processing Fees		12-1600	Debit
30	10/1/2020	Office Depot	Office Supplies	\$ 1,061.01	13-1000	28798
31	10/1/2020	CivicPlus	Technology & Automation Services	\$ 2,250.00	22-1100	28799
31	10/1/2020	RYDIN	Hanycapp Plauques	\$ 157.00	11-2100	28800
32	10/1/2020	Johnson Controls	Alarm System	\$ 341.85	14-1500	28801
33	10/1/2020	McKesson	Medical Supplies	\$ 1,361.69	31-2000	28802
34	10/1/2020	Pete Feyerherd	Assessor Info Manager AIM Annual Maintenance	\$ 550.00	23-1100	28803
35	10/1/2020	Hearne & Associates, P.C.	Audit Fees	\$ 12,910.00	12-1500	28804
36	10/1/2020	Tressler, LLP	Legal Services	\$ 967.50	12-1300	28805
37	10/1/2020	Valic	Voluntary Employee Deduction	\$ 150.00	10-1510	28806
38	10/1/2020	Valic	Voluntary Employee Deduction	\$ 250.00	10-1510	28807
39	10/1/2020	Cheryl's	Contingencies	\$ 85.96	60-1400	28808
40	10/1/2020	Jane Nolan	Transportation & Travel	\$ 43.25	10-1700	28809
41	10/1/2020	Shred-it	Document Disposal	\$ 116.60	12-1700	28784
42	10/1/2020	Santiago Delgado	Landscaping Maintenance	\$ 150.00	14-1100	28785
43	10/1/2020	Richard Demma E.A.	Bookkeeping/Accounting	\$ 765.00	12-1400	28786
44	10/1/2020	Dashhmire Lika	Cleaning Service	\$ 795.00	14-1200	28787
45	10/1/2020	ComEd	Utilities/Electric	\$ 584.49	11-2000	28788
46	10/1/2020	Comcast	Publications/Subscriptions	\$ 251.88	11-1200	28789
47	10/1/2020	Central Management	Utilities - Water & Sewers	\$ 4,377.00	Split	28790
48	10/1/2020	City of Palos Hills	FY 2021 Stormwater	\$ 161.01	11-2000	28791
49	10/1/2020	IL Environmental Protection	Publications/Subscriptions	\$ 500.00	Split	28758
50	10/1/2020	The Reporter Newspaper	Publications/Subscriptions	\$ 44.00	11-1200	28759
51	10/1/2020	Office Depot	Office Supplies	\$ 312.47	11-1000	28760
52	10/1/2020	McKesson	Office Supplies & Materials	\$ 55.69	13-1400	28761
53	10/1/2020	Woodpecker Landscaping	Landscaping Maintenance	\$ 120.00	14-1100	28762
54	10/1/2020	Dearborn Life Insurance	Life Insurance	\$ 92.63	10-1500	28763
55	10/1/2020	TOI	Memberships & Dues	\$ 1,229.45	12-1200	28764
56	10/1/2020	Cook County Township Assessors Assoc.	Memberships & Dues	\$ 300.00	12-1200	28765
57	10/1/2020	Jane Nolan	Conferences & Meeting	\$ 372.73	10-1800	28766
58	10/1/2020	Petty Cash	Petty Cash - School Supplies	\$ 400.00	13-1400	28767
59	10/1/2020	Jane Nolan	Conferences & Meeting	\$ 50.40	10-1800	28768
60	10/1/2020	Dashhmire Lika	Cleaning Service	\$ 795.00	14-1200	28769

Total for October 2020 \$ 31,601.61

Additional Expenditures Aug, 2020

1	10/5/2020	VOID	VOID	VOID	VOID	VOID
2	10/5/2020	Noah Halek Strong	Noah Halek Strong Donation	\$250.00	00-5000	28771
3	10/1/2020					

Township Trustee

Township Trustee

Township Trustee

Township Trustee

Township Supervisor