



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, TIME AND 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
BOARD MEETING
10802 S. ROBERTS ROAD | PALOS HILLS, IL 60465**

October 23, 2023 - 6:30 PM

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Prior Meeting's Minutes**
 - A. Approval of Palos Township Board Meeting Minutes of September 25, 2023
5. **Recognitions / Proclamations / Presentations / Communications**
6. **Reports of Officials**
 - A. **Supervisor / Treasurer**
 - B. **Clerk**
 1. New General Assistance Law Training October 25, 2023
 2. TOI 116th Annual Education Conference Virtual Experience
 - C. **Highway Commissioner**
7. **Attorney's Report**
 - A. Adoption of ORDINANCE No. 2023-02-O AN ORDINANCE APPROVING AND AUTHORIZING EXECUTION OF INTERGOVERNMENTAL AGREEMENT BY AND BETWEEN THE PALOS TOWNSHIP AND PALOS TOWNSHIP ROAD DISTRICT FOR CONTRRUCTION, OPERATION, AND MAINTENANCE OF THE 133RD STREET DRAINAGE IMPROVEMENT PROGRAM IN PALOS TOWNSHIP, ILLINOIS

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. Adoption of ORDINANCE No. 2023-O-03 AN ORDINANCE APPROVING AND AUTHORIZING EXECUTION OF INTERGOVERNMENTAL AGREEMENT BY AND BETWEEN THE PALOS TOWNSHIP AND PALOS TOWNSHIP ROAD DISTRICT FOR CONSTRUCTION, OPERATION, AND MAINTENANCE OF THE 133RD STREET DRAINAGE IMPROVEMENT PROGRAM IN PALOS TOWNSHIP, ILLINOIS
- C. Adoption of ORDINANCE No. 2023-03-O AN ORDINANCE OF THE HIGHWAY COMMISSIONER PALOS TOWNSHIP ROAD DISTRICT RIGHT-OF-WAY CLEARANCE AND REMOVAL OF ANY OBSTRUCTION ON A TOWNSHIP ROAD DISTRICT RIGHT-OF-WAY

8. Reports of Standing Committees

A. Finance and Administration - Trustee Woods

- 1. Audit and Approval of Town Fund Bills and Warrants Dated November 1, 2023
- 2. Audit and Approval of Road and Bridge District Fund Bills and Warrants Dated November 1, 2023
- 3. Audit and Approval of General Assistance Fund Bills Dated November 1, 2023

B. Policy and Personnel - Supervisor Schumann

C. Technology, Automation and Information - Trustee Riley

D. Buildings and Grounds - Trustee Jeanes

E. Public Services and Health - Trustee Abuzir

9. Unfinished Business

10. New Business

11. Citizens Wishing to Address the Board

12. Executive Session (if Determined Necessary)

13. Adjournment

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**PALOS TOWNSHIP BOARD MEETING
10802 S. ROBERTS ROAD
PALOS HILLS, ILLINOIS 60465**

September 25, 2023 – 6:30 P.M.

Call to Order

The Palos Township Meeting of the Township Board was called to order by **Supervisor Schumann** in the Township Hall, 10802 S. Roberts Road, Palos Hills, Illinois 60465 at 6:30 P.M.

Roll Call

Roll call was taken by the Clerk of the Township, **Jane Nolan**. Present were Trustees Abuzir, Riley and Woods, Supervisor Schumann, and Highway Commissioner Adams.

Officials absent: Trustee Jeanes

Officials present: Clerk Jane Nolan
Assessor Robert Maloney

Others present: April Schrader, Administrative Assistant, Road and Bridge District (Palos)

Pledge of Allegiance

Supervisor Schumann led the assembly in the Pledge of Allegiance.

Approval of Prior Meeting's Minutes

A. Approval of the Palos Township Board Meeting Minutes of August 28, 2023.

Trustee Woods moved to approve the minutes of the August 28, 2023 Township Board Meeting. **Trustee Riley** seconded the motion. Roll call was

taken. Ayes: Trustees Abuzir, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 4-0.

Recognitions/Proclamations/Presentations/Communications

There were no Recognitions/Proclamations/Presentations/Communications at this meeting.

Reports of Officials

A. Supervisor/Treasurer

Supervisor Schumann reported that everything is quiet right now. The busy season is coming up at the township. There will be several food distributions for the residents soon.

B. Clerk

1. TOCC Annual Meeting June 20, 2024

Clerk Nolan informed the Board that the next TOCC Annual Meeting will take place on or round June 20, 2024. **Clerk Nolan** would like everyone to attend this time as she saw the value of this meeting at the 2023 Annual Meeting. **Clerk Nolan** is on the TOCC Board Committee to choose a location for the 2024 meeting.

2. Ideas for Topics for Breakout Sessions for 2024 TOCC Annual Meeting

Clerk Nolan asked the Board Members to consider topics that they would like presented at the TOCC Annual Meeting breakout sessions. She will be happy to accept these topics whenever they are presented to her. Please keep in mind that before June would be most helpful.

3. August 22, 2023 MWRD Virtual Tour FYI

Clerk Nolan explained that Joan Davis, her assistant, watched the virtual tour presented by the MWRD on August 22. She found it both interesting and informative. She made notes for anyone who might have interest in viewing this. **Clerk Nolan** will email them the next date of the monthly virtual tour of MWRD water reclamation plants.

Clerk Jane Nolan discussed a session she recently attended at the IML Conference last week in at the Chicago Hilton Hotel. The session concerned the attack at the fourth of July Parade in Highland Park in 2022. The Administrator of the city gave the main presentation. There were many things to be learned from this frightening experience. She stated that 45 agencies supported them in their effort. She received 1600 emails on the day it happened. Her own son thought she was injured or dead because she was unable to get any information to him for a very long period of time. She said it is so important for all municipalities, townships, government agencies, school districts, businesses, etc., to have updated lists of spouses, children or relatives of all employees, officials, etc. There were so many problems for her because she did not have the information when she needed it.

There were many residents who would not leave their houses for a long time after that day. Food had to be delivered to them and someone had to go to their homes and help them with bills, etc.

NIMS Training should be a must for everyone.

IANS is the Integrated Public Alert Warning System she discussed. There is a power point of this session available through the IML Director, Brad Cole.

C. Highway Commissioner

Highway Commissioner Adams

Commissioner Adams reported that there was a bid opening a few weeks ago, and the bid chosen came in \$40,000 or 50,000 less than the other bids. They did a walk around today with the engineer and the general

superintendent for the asphalt company that received the bid. He is very highly recommended from many people that he has worked with. He told **Commissioner Adams** that he was going to remeasure everything and if they lower the price of anything, the Road District will receive a reduction. **Commissioner Adams** is very pleased with this person.

Everything is going well with the project and the work on this will begin in the next two weeks. **Commissioner Adams** received a compliment on one of his roads recently.

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 October 1, 2023

Trustee Woods moved to approve the audit of the Town Fund Bills and Warrants Dated October 1, 2023 in the amount of \$9,833.75. **Trustee Riley** seconded the motion. Roll call was taken. Ayes: Trustees Abuzir, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 4-0.

2. Audit and Approval of Road and Bridge District Fund Bills and Warrants Dated October 1, 2023

Trustee Woods moved to approve the audit of the Road and Bridge District Fund Bills Dated October 1, 2023 in the amount of \$33,579.30 and Administrative Expense in the amount of \$6,264.84 for a total of \$41,944.14. **Trustee Abuzir** seconded the motion. Roll call was taken. Ayes: Trustees Abuzir, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 4-0.

3. Audit and Approval of General Assistance Fund Bills Dated October 1, 2023

Supervisor Schumann moved to approve the audit of the General Assistance Fund Bills Dated October 1, 2023. **Trustee Woods** seconded the motion. Roll call was taken. Ayes: Trustees Abuzir, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 4-0.

Trustee Woods passed out a copy of Standard Operating Procedures for Palos Township to the Board members and Officials.

The Board will peruse these for the next Board Meeting and more action may be taken then concerning this presentation.

Included in the operating procedures are:

1. Procedure for recognizing staff member anniversaries with the Township of Palos.
2. Procedure for the selection of candidates to fill positions on a Fire Protection District Board of Trustees.
3. Procedure for making purchases.

Trustee Woods answered questions from the Board concerning these procedures.

At this time the Supervisor only has \$1000 that she can approve without Board approval. This procedure will allow her to approve up to \$7500. These procedures will be brought up at the next meeting for discussion and/or approval.

B. Policy and Personnel – Supervisor Schumann

Supervisor Schumann said the discussion concerning Standard Operating Procedures for Palos Township was part of this committee and it was discussed at this meeting.

C. Technology, Automation and Information – Trustee Riley

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

D.Buildings and Grounds – Trustee Jeanes

There was no report from Building and Grounds as **Trustee Jeanes** did not attend this meeting.

E.Public Services and Health – Trustee Abuzir

Trustee Abuzir reported the Cholesterol and Health Service fees for the month of August as follows:

Cholesterol	\$ 275.00
Health Service Fees	\$1,140.00
Total	\$1,415.00

There were several events during the month here. There was a cholesterol screening, a hearing screening, there was a medicare presentation and bingo. **Trustee Abuzir** attended several of these screenings and presentations.

Unfinished Business

Trustee Abuzir informed the Board that the office for Hyatt Magazine has moved to Palos Heights. She invited the Board and Officials to come there to see this new office.

New Business

There was no new business to come before the Board.

Citizens Wishing to Address the Board

There were no citizens who wished 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 7:05 P.M. **Supervisor Schumann** seconded the motion. The motion was passed unanimously.

Meeting adjourned.

Jane A. Nolan

Clerk

Palos Township



Township of Palos

BILL AUDIT

October 2 - November 1, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
1411101 OLD NATIONAL						
10/02/2023	Check	30066	City of Hickory Hills	10-50-20-106 105020:SPECIAL EVENTS		(250.00)
10/02/2023	Check	30067	The Hills Chamber of Commerce	10-50-20-106 105020:SPECIAL EVENTS		(150.00)
10/02/2023	Check	30068	Santiago Delgado	10-20-30-102 102030:LANDSCAPING/GROUNDS MAINTENANCE		(180.00)
10/02/2023	Check	30069	City of Palos Hills	10-20-20-104 102020:UTILITIES		(79.81)
10/16/2023	Check	30070	Orland Park Deli, Inc	10-50-20-113 105020:SENIOR ADVISORY BOARD EXPENSES		(179.80)
11/01/2023	Check	30071	Peerless Network	10-10-20-104 101020:TELEPHONE		(381.60)
11/01/2023	Check	30072	Com Ed	10-20-20-104 102020:UTILITIES		(383.73)
11/01/2023	Check	30073	Valic	10-10-10-207 101010:EMPLOYEE PAID BENEFITS		(150.00)
11/01/2023	Check	30074	The Big Blue Box	10-40-40-106 104040:OTHER SUPPLIES/MATERIALS		(89.00)
11/01/2023	Check	30075	Lika Construction Chicago	10-20-30-103 102030:CUSTODIAL/CLEANING SERVICES		(1,195.00)
11/01/2023	Check	30076	Richard Demma & Associates	10-10-30-106 101030:BOOKKEEPING SERVICES		(765.00)
11/01/2023	Check	30077	Ncpers	10-10-10-207 101010:EMPLOYEE PAID BENEFITS		(48.00)
11/01/2023	Check	30078	Richard Brandt	10-20-30-101 102030:BUILDING MAINTENANCE		(100.00)
11/01/2023	Check	30079	Tri-State Disposal Inc.	10-20-20-102 102020:GENERAL WASTE DISPOSAL		(86.49)
11/01/2023	Check	30080	Central Management Services - LGHP	-Split-		(4,612.00)
11/01/2023	Check	30081	Imagetech	10-10-40-102 101040:TECHNOLOGY EQUIPMENT		(113.61)
11/01/2023	Check	30082	Civic Plus	10-10-30-103 101030:SOFTWARE/PROGRAMMING SERVICES		(3,102.72)
11/01/2023	Check	30083	McKesson Medical Surgical	10-40-20-117 104020:MEDICAL SUPPLIES		(329.63)
11/01/2023	Check	30084	Southwest Messenger Press	10-10-20-101 101020:PUBLISHING/ADVERTISING		(300.00)
11/01/2023	Check	30085	Chicagoland Cloud LLC	10-10-30-102 101030:TECHNOLOGY/AUTOMATION SERVICES		(2,596.07)
11/01/2023	Check	30086	Hinckley Springs	10-10-40-108 101040:OTHER SUPPLIES/MATERIALS		(45.74)
11/01/2023	Check	30087	ODP Business Solutions	10-10-40-100 101040:OFFICE SUPPLIES		(165.92)
11/01/2023	Check	30088	Cara Feltz	10-50-20-113 105020:SENIOR ADVISORY BOARD EXPENSES		(191.69)
11/01/2023	Check	30089	Southwest Regional Publishing, LLC	10-10-20-103 101020:PUBLICATIONS/SUBSCRIPTIONS		(56.00)
11/01/2023	Check	30090	IAAO	10-30-30-104 103030:MEMBERSHIPS/DUES		(240.00)
11/01/2023	Check	30091	Petty Cash	10-10-40-108 101040:OTHER SUPPLIES/MATERIALS		(400.00)
11/01/2023	Check	30092	Nicor Gas	10-20-20-104 102020:UTILITIES		(64.28)
11/01/2023	Check	30093	Amazon Capital Services	-Split-		(794.75)
11/01/2023	Check	30094	Comcast	10-10-30-102 101030:TECHNOLOGY/AUTOMATION SERVICES		(453.79)
11/01/2023	Check	30095	Megan Catrambone	-Split-		(83.47)
11/01/2023	Check	30096	Daily Southtown	10-10-20-103 101020:PUBLICATIONS/SUBSCRIPTIONS		(112.99)
11/01/2023	Check	30097	Dearborn National Life Insurance Company	10-10-10-206 101010:LIFE INSURANCE		(26.54)
11/01/2023	Check	30098	Tressler LLP	10-10-30-105 101030:LEGAL SERVICES		(1,147.50)
11/01/2023	Check	30099	Palos Lions Club	10-50-20-105 105020:CONTINGENCIES		(540.00)
Total for 1411101 OLD NATIONAL						\$ (19,415.13)

Note

This is to certify that the foregoing 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.

Township Supervisor

Township Trustee

Township Trustee

Township Trustee

Township Trustee

Township Clerk