



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 6:30 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
BILL AUDIT MEETING
10802 S. ROBERTS ROAD | PALOS HILLS, IL 60465**

December 20, 2016 - 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 - November 22, 2016 - Bill Audit
4. Special Communications, if any
5. Citizens Wishing to Address the Board
6. Reports of Officials
 - a. Supervisor
 1. Approval of Meeting Schedule for 2017
 - b. Clerk
 1. Democracy Update December 9, 2016
 2. TOCC Education Award and Mighty Message Contest
7. Attorney's Report
8. Reports of Standing Committees
 - a. Finance and Administration - Trustee Woods
 1. Audit and Approval of Town Fund Warrants
 2. Audit and Approval of General Assistance Bills
 - b. Policy and Personnel - Supervisor Schumann

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

Backup material for agenda item:

- a. Approval of Minutes - November 22, 2016 - Bill Audit

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**PALOS TOWNSHIP
BILL AUDIT MEETING
10802 S. ROBERTS ROAD PALOS HILLS IL. 60465**

NOVEMBER 22, 2016

1. Call to Order and 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 Jeanes, and Woods, Supervisor Schumann. Also present was Township Attorney, Erik Peck.

Late: Trustee Brannigan - arrived at 6:46 P.M.
Trustee Riley - arrived at 6:48 P.M

Absent: None.

2. Pledge of Allegiance

Supervisor Schumann led the assembly in the Pledge of Allegiance.

3. Disposition of Minutes from Previous Meeting

a. Approval of Minutes - October 27, 2016 Bill Audit Meeting

Trustee Woods moved to approve the minutes of the October 27, 2016, Bill Audit Meeting. **Trustee Jeanes** seconded the motion. Roll call was taken. Ayes: Trustees Jeanes, Woods and Supervisor Schumann. Nays: None. Motion carried 3-0.

4. Special Presentations/Communications

There were no special presentations or communications.

5. Citizens Wishing to Address the Board

There were no citizens wishing to address the Board.

6. Reports of Officials

a. Supervisor

1. Metropolitan Township Association Membership

Supervisor Schumann discussed Palos Township joining the Metropolitan Township Association (MTA). The township would remain a member of TOCC (Township Officials of Cook County). The MTA is a younger Board and it also incorporates townships outside of Cook County. MTA has lobbyists that lobby for township issues and for the protection of township government state-wide. The dues are contingent on each township's budget. Upon joining, the township will have access to the Capital Facts online, and the MTA education seminars offered to township officials offer more variety. The total dues for the year are \$1,500.00. The township will only pay \$500.00 at this time as we are joining mid-year. The current president of MTA is the supervisor of DeKalb Township.

Trustee Woods moved to approve Palos Township joining the Metropolitan Township Association at the cost of \$500.00 with a renewing membership of \$1,500.00 annually beginning April 1, 2017. **Trustee Jeanes** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

2. Discussion of Discontinuing Non-Resident Health Service Patients

Supervisor Schumann informed the Board that the practice of service to non-township residents at the Health Service did not work out as well as anticipated. It has become to troublesome to continue on with the service. She reported that there is a pharmacy in Indiana which has been giving the name and address of Palos Township to residents there for health services. Many of the non- residents who come to the Health Service have very few or non-existent records. She feels the Board should not have a problem with this.

b. Clerk

1. Records Retention

Clerk Nolan informed the Board that she received an answer from the Local Records Commission concerning her meeting tapes. She was told she can dispose of any tapes used for taking meeting notes prior to 2013 as she wishes.

2. Palos Hills Newsletter

Clerk Nolan inquired if the Board would be interested in advertising in the next edition of the Palos Hills newsletter, as they did so in the last edition. This item will be revisited at a later date.

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 Approval of Town Fund Bills - December 1, 2016

Trustee Woods moved to approve the audit of the Town Fund Bills. **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 General Assistance Bills - December 1, 2016

Supervisor Schumann moved to approve the audit of the General Assistance Fund 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 Schumann

Supervisor Schumann stated that she had no report.

c. Technology, Information and Automation - Trustee Riley

Trustee Riley stated that he had no report.

d. Buildings and Grounds - Trustee Jeanes

Trustee Jeanes reported that she is waiting for a return phone call from the architect. She would like to set a date at a township meeting to discuss plans with the Board and the architect.

There was a discussion of a meeting with the architect, Trustee Woods, and Highway Commissioner Adams which occurred just before this meeting. The Board was updated concerning the details of the meeting which focuses on the township addition.

Trustee Woods stated that the problem gutter at the township was fixed, and in addition, all of the gutters in the township were replaced.

c. Public Services and Health - Trustee Brannigan

Trustee Brannigan stated that the Non-Resident Health Services in Palos Township will be discontinued as of January 1, 2017.

There was a Board discussion of this topic.

Trustee Brannigan moved to discontinue non-resident Health Services at Palos Township as of January 1, 2017. **Trustee Woods** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann. Nays None. Motion carried 5-0.

9. Unfinished Business

There was no unfinished business.

10. New Business

Clerk Nolan informed the Board that she would like to formally thank Deputy Assessor, Evelyn Dibbern, who typed the new annual Records Disposal Certificate for 2017 for her office. She thanks Evelyn for all her work on this project.

11. Executive Session

There was no Executive Session.

12. Adjournment

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

Backup material for agenda item:

1. Approval of Meeting Schedule for 2017

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

RESOLUTION NO. 2017-____ - R

A RESOLUTION ESTABLISHING THE ANNUAL CALENDAR OF REGULAR MEETINGS OF THE PALOS TOWNSHIP BOARD OF TRUSTEES FOR 2017

WHEREAS, in accordance with Section 2.02 of the Illinois Open Meetings Act, every public body shall give public notice of the schedule of regular meetings at the beginning of each calendar year or fiscal year and shall state the regular dates, times and places of such meetings.

NOW, THEREFORE, BE IT RESOLVED, that the Township Board of the Township of Palos shall hold its General meetings, bill audit meetings and road and bridge district meetings at six-thirty in the evening (6:30 PM) in the Board Room of Palos Township Hall located at 10802 S. Roberts Road, Palos Hills, Illinois on the following dates during the calendar year beginning January 1, 2017 and ending December 31, 2017:

GENERAL MEETINGS:

Thursday, January 12, 2017
Thursday, February 9, 2017
Thursday, March 9, 2017
Tuesday, April 11, 2017 – Annual Town Meeting
Thursday, April 13, 2017
Thursday, May 11, 2017
Thursday, June 8, 2017
Thursday, July 13, 2017
Thursday, August 10, 2017
Thursday, September 7, 2017
Thursday, October 12, 2017
Thursday, November 9, 2017
Thursday, December 14, 2017

BILL AUDIT MEETINGS:

Thursday, January 26, 2017
Thursday, February 23, 2017
Thursday, March 23, 2017
Thursday, April 27, 2017
Thursday, May 25, 2017
Thursday, June 22, 2017
Thursday, July 27, 2017
Thursday, August 24, 2017
Thursday, September 28, 2017
Thursday, October 26, 2017
Tuesday, November 21, 2017
Thursday, December 28, 2017

ROAD AND BRIDGE DISTRICT MEETINGS:

Thursday, January 26, 2017

Thursday, February 23, 2017

Thursday, March 23, 2017

Thursday, April 27, 2017

Thursday, May 25, 2017

Thursday, June 22, 2017

Thursday, July 27, 2017

Thursday, August 24, 2017

Thursday, September 28, 2017

Thursday, October 26, 2017

Tuesday, November 21, 2017

Thursday, December 28, 2017

Approved and Adopted this **20th Day of December, 2016.**

Colleen Grant Schumann, Township Supervisor

ATTEST:

Jane Nolan, Township Clerk

(SEAL)

Backup material for agenda item:

1. Democracy Update December 9. 2016

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



Dear Friends,

After a busy election season, it's hard to believe the Consolidated Elections are just a few months away. I want to provide you with key dates for those elections, Candidate Filing information, as well as my Running for Office Starter Kit which simplifies the process for prospective candidates.

Key Dates for February and April Elections

The presidential election has come and gone, and now it's time to gear up for the upcoming Consolidated Elections.

Below are key dates for each:

February 28, 2017 Consolidated Primary Election

- 11/30/2016 First day to apply for a mail ballot
- 1/31/2017 Last day to register to vote by paper application
- 2/1/2017 First day of grace period registration and voting
- 2/12/2017 Last day to register to vote by online application
- 2/13/2017 First day of early voting
- 2/28/2017 Election Day

April 4, 2017 Consolidated General Election

- 1/4/2017 First day to apply for a mail ballot
- 3/7/2017 Last day to register to vote by paper application

- 3/8/2017 First day of grace period registration and voting
- 3/19/2017 Last day to register to vote by online application
- 3/20/2017 First day of early voting
- 4/4/2017 Election Day, 2017 Consolidated General Election

Candidate Filing Info

The candidate filing period for the April 4, 2017 Consolidated Election begins Dec. 12 and ends Dec. 19. About 750 candidates from 145 suburban Cook County school districts are expected to file paperwork to get on the ballot. School board candidates will file with the Cook County Clerk's office.

The locations, dates and times for candidate filing can be found on the [Clerk's website](#).

The Clerk's downtown office, as well as the election warehouse on the western Chicago border with Cicero, will be open the entirety of the filing period. In addition, candidate filing will be conducted at two suburban locations on the first day of filing, when most candidates historically have filed.

All candidates who are in line by 8 a.m. on December 12th will have their papers stamped with that time. If more than one candidate seeking the same office files at 8 a.m., a lottery will be conducted to determine whose name will appear first on the ballot. Candidates for the same office who file between 4 and 5 p.m. on Dec. 19, the last day of filing, will also be included in a ballot lottery for the last spot on the ballot. Anyone who files between 8:01 a.m. on Dec. 12 and 3:59 p.m. on Dec. 19 will be on the ballot in the order they turned in their nomination paperwork.

The Running For Office Starter Kit (RFO)

The Running for Office Starter Kit (RFO), created and designed by my office, seeks to simplify the process of assembling and completing the paperwork needed to run for office ultimately saving time, money and costly mistakes that can bump prospective candidates off the ballot.

The RFO allows Cook County residents to view the elected offices they are eligible to run for and receive the necessary information and documentation to complete the process of running for office.

Since its October launch, over 300 prospective candidates have used the RFO to generate their candidate packets for the April 4, 2017 suburban Cook County's Consolidated General Election.

The Running for Office Starter Kit is currently available for offices within the following suburban Cook County districts:

- Township & Municipal Districts
- Elementary School Districts
- High School Districts
- Community College Districts
- Park Districts

- Library Districts
- Fire Protection Districts

Prospective candidates can get started at www.cookcountyclerk.com/RFO.

Sign Up for Democracy Updates: If you know someone who would like to receive future editions of our Democracy Updates, or if you are reading a forwarded copy and would like your own, please use this sign-up form <http://bit.ly/1nri3L6> to be placed on our mailing list.

Sincerely,



David Orr

Cook County Clerk

Follow us on:



Backup material for agenda item:

1. Audit and Approval of Town Fund 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: DECEMBER 20, 2016 FOR JANUARY 1 2017 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	1/1/2017	GENE ADAMS	Payroll		10-0400	Debit
2	1/1/2017	ALICE BATOL DELROSARIO	Payroll		30-0300	Debit
3	1/1/2017	SHARON BRANNIGAN	Payroll		10-0500	Debit
4	1/1/2017	CAROL CHAMALES	Payroll		30-0200	Debit
5	1/1/2017	EVELYN DIBBERN	Payroll		20-0100	Debit
6	1/1/2017	COLLEEN GRANT SCHUMANN	Payroll		10-0100	Debit
7	1/1/2017	WALTER A. HALEK DPM	Payroll		30-0400	Debit
8	1/1/2017	ALAN HIVICK	Payroll		10-0700	Debit
9	1/1/2017	PAMELA A JEANES	Payroll		10-0500	Debit
10	1/1/2017	KATHRYN KEIFFER	Payroll		30-0200	Debit
11	1/1/2017	KATHLEEN KHAN	Payroll		30-0200	Debit
12	1/1/2017	JENETTE L. LEEDY	Payroll		30-0100	Debit
13	1/1/2017	ROBERT E. MALONEY	Payroll		10-0300	Debit
14	1/1/2017	PAULA NEIDENBACH	Payroll		30-0200	Debit
15	1/1/2017	JANE NOLAN	Payroll		10-0200	Debit
16	1/1/2017	DEBRA RAMOS	Payroll		30-0200	Debit
17	1/1/2017	RICHARD C. RILEY	Payroll		10-0500	Debit
18	1/1/2017	LUCIANO VALDEZ	Payroll		30-0300	Debit
19	1/1/2017	ALICIA VODICKA	Payroll		30-0200	Debit
20	1/1/2017	MARY WALLENBURG	Payroll		Split	Debit
21	1/1/2017	BRENT WOODS	Payroll		10-0500	Debit
22	1/1/2017	E.F.T.P.S.	Payroll - Employer Medicare Expense		Split	Debit
23	1/1/2017	E.F.T.P.S.	Payroll - Employer FICA Expense		Split	Debit
24	1/1/2017	E.F.T.P.S.	Payroll - Employer Unemployment Tax		10-1200	Debit
25	1/1/2017	IMRF - TOWN FUND PORTION	Pension Contributions Employer Portion Town	\$ 3,985.60	Split	Debit
26	1/1/2017	PAYROLL PROCESSORS	Payroll processing fees		12-1600	Debit
27	1/1/2017	NCPERS GROUP LIFE INS.	Voluntary Group Life Insurance	\$ 64.00	10-1510	
28	1/1/2017	VALIC C/O JP MORGAN CHASE BANK	Employee Voluntary 457b Contrib. Plan	\$ 50.00	10-1510	
29	1/1/2017	CENTRAL MGMT. SERVICES-LGHP	Group Health Insurance	\$ 3,848.00	Split	
32	1/1/2017	JANE NOLAN	Reimbursement - Mileage	\$ 35.60	10-1700	
33	1/1/2017	HICKORY HILLS SERTOMA CLUB	Publications / Advertisements	\$ 50.00	11-1000	
34	1/1/2017	THE REGIONAL NEWS	Publications / Advertisements	\$ 305.00	11-1000	
35	1/1/2017	COM ED	Utility - Electricity	\$ 347.14	11-2000	
36	1/1/2017	NICOR GAS	Utility - Gas	\$ 102.02	11-2000	
37	1/1/2017	TEAM LOGIC IT OF ORLAND PARK	Technology Services	\$ 90.00	12-1100	
38	1/1/2017	TRESSLER LLP	Legal Services	\$ 820.00	12-1300	
39	1/1/2017	RICHARD DEMMA E.A.	Bookkeeper/Accounting -November 2016	\$ 765.00	12-1400	
40	1/1/2017	SHRED-IT USA - CHICAGO	Document Disposal	\$ 43.26	12-1700	
41	1/1/2017	RENE GARCIA	Other Supplies & Materials	\$ 25.00	13-1400	
42	1/1/2017	RICHARD BRANDT	Building Maintenance	\$ 573.90	14-1000	
43	1/1/2017	BEARY LANDSCAPE MANAGEMENT	Landscaping/Grounds Maintenance	\$ 350.00	14-1100	
44	1/1/2017	DASHMIRE LIKA	Custodial / Cleaning Service	\$ 795.00	14-1200	
45	1/1/2017	TYCO INTEGRATED SECURITY LLC	Alarm System Maintenance	\$ 341.85	14-1500	
46	1/1/2017	EVELYN DIBBERN	Assessor - Reimbursement - Mileage	\$ 23.22	20-1700	
47	1/1/2017	DICKSON COMPANY	H.S. - Medical Supplies	\$ 2,042.76	31-2000	
48	1/1/2017	MCKESSON MEDICAL SURGICAL	H.S. - Medical Supplies	\$ 713.51	31-2000	
49	1/1/2017	PARK PRINTING	H.S. - Printing	\$ 138.00	32-1000	
50	1/1/2017	DUKE'S ACE HARDWARE	H.S. - Other Supplies & Materials	\$ 67.46	33-1400	
51	1/1/2017	JANE NOLAN	Reimbursement - Special Events- JLL Gift & Bakery	\$ 301.46	60-1100	
TOTAL FOR NOVEMBER 2016				\$ 15,877.78		

Township Trustee

Township Trustee

Township Trustee

Township Trustee

Township Supervisor

Co-signed

Township Clerk

Backup material for agenda item:

1. Adopt Resolution 2016-04-R "AN RESOLUTION ESTABLISHING THE REIMBURSEMENT OF ALL TRAVEL, MEAL, AND LODGING EXPENSES OF OFFICERS AND EMPLOYEES IN THE TOWNSHIP OF PALOS, ILLINOIS"

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STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

PALOS TOWNSHIP

RESOLUTION 2016-04-R

**AN RESOLUTION ESTABLISHING THE
REIMBURSEMENT OF ALL TRAVEL, MEAL, AND LODGING EXPENSES OF
OFFICERS AND EMPLOYEES IN THE TOWNSHIP OF PALOS, ILLINOIS**

WHEREAS, Palos Township, Cook County, Illinois is a non-home rule unit of local government pursuant to Article VII, § 8 of the 1970 Illinois Constitution;

WHEREAS, the Local Government Travel Expense Control Act, Pub. Act 99-0604, requires all non-home rule local public agencies, including townships, to regulate, by ordinance or resolution, the reimbursement of all travel, meal, and lodging expenses of their officers and employees by the effective date of January 1, 2017; and

WHEREAS, the Board of Trustees has determined that it must comply with the Act by passage of this ordinance.

NOW THEREFORE, THE BOARD OF TRUSTEES OF PALOS TOWNSHIP, COOK COUNTY, ILLINOIS, RESOLVE THAT THE FOLLOWING RESOLUTION TO REGULATE THE REIMBURSEMENT OF ALL TRAVEL, MEAL, AND LODGING EXPENSES OF THEIR OFFICERS AND EMPLOYEES BE AND HEREBY IS ADOPTED:

SECTION I: Definitions.

The following words, terms and phrases, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Entertainment: includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

Travel: any expenditure directly incident to official travel by employees and officers of the Township or by wards or charges of the Township involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

SECTION II: Official Business for which Expenses May Be Reimbursed.

- (1) An official of the Township shall be entitled to reimbursement for travel, including meals or lodging, related to the following types of official business:
 - a. Education conferences related to the duties of the officer of the Township;
 - b. Site visits to current or potential vendors of the Township
- (2) An employee shall be entitled to reimbursement for travel, including meals or lodging, related to the following types of official business:
 - a. Education conferences related to the duties of the employee of the Township;
 - b. Site visits to current or potential vendors of the Township

SECTION III: Maximum Allowable Reimbursement for Expenses.

Starting on January 1, 2017, the Palos Township shall only reimburse expenses for travel, meals and lodging up to \$2,500.00 unless authorized by the Township Board.

SECTION IV: Approval of Expenses.

The Board of Trustees must approve the following reimbursements for travel, including meals or lodging, by a roll call vote at an open meeting of the Board of Trustees:

- (1) Any expense of any officer or employee that exceeds the maximum permitted in Section III; or
- (2) Any expense of any member of the Board of Trustees of the Township.

SECTION V: Documentation of Expenses.

Before any reimbursement for travel, including meals or lodging, may be approved pursuant to Section IV, a standardized form for submission of travel, meal, and lodging expenses supported by the following minimum documentation shall first be submitted to the Board of Trustees:

- (1) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
- (2) the name of the individual who received or is requesting the travel, meal, or

- lodging expense;
- (3) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
- (4) the date or dates and nature of the official business in which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act, 5 ILCS 140/1.

SECTION VI: Entertainment Expenses.

No employee or officer of the Township shall be reimbursed by the Township for any entertainment expense.

SECTION XII: Effective Date.

This Resolution shall be in full force and effect from and after its passage.

ADOPTED this 20th day of December, 2016.

Supervisor, Palos Township

ATTEST:

Clerk, Palos Township