

LOCKPORT, ILLINOIS

JANUARY 11, 2016

TOWN CLERK'S RECORD BOOK

TOWN FUND

The Lockport Township Board of Trustees met in the Central Square Board Room 318, 222 East Ninth Street, Lockport, Illinois on Monday January 11, 2016, at 7:26 PM with Supervisor Ron Alberico conducting the meeting.

Present were Trustees John Batusich, Barb Boyce, Michael Lewandowski and Dean Morelli, Clerk Denise Rumchak, Assessor Debbi Mason, Highway Commissioner John Cielenski, Attorney Gary Mueller and Deputy Clerk Michele Rutter. Residents Grant Spooner, filming the meeting, Tom Kelly, Anthony Deliberto II, Jerry Fallon from Knights of Columbus and Frank Vaisvilas of Daily Southtown were also present. Collector Lance McCalla was absent. The meeting notice and agenda were posted at the Lockport & Crest Hill Libraries, at the Central Square Building, and also on the Township website (Clerk's section) and Board Room door.

On a Motion of Morelli, seconded by Boyce, to approve the minutes from the previous meetings as presented for the regular monthly meeting on December 14, 2015, Public Hearing-Amended Town Fund Budget, December 28, 2015 and the Workshop Meeting, December 28, 2015.

MOTION CARRIED

On a Motion of Boyce, seconded by Batusich, that all bills and payroll in the amount of \$729,038.06 be allowed and paid. Roll call vote resulted in Alberico Aye, Boyce Aye, Batusich Aye, Lewandowski Aye and Morelli Aye.

MOTION CARRIED

Trustee Morelli asked about a salary listed for an employee in the Supervisor's office that is terminated. Supervisor Alberico said she has been coming in part time to train other employees. Morelli said the pay amount seemed high. Supervisor Alberico said she also received a payout for accrued unused vacation time. Morelli asked when she left employment and how much vacation was accrued. Alberico said she extended her work time to help with reports, etc. Alberico believed she accrued three weeks' vacation per year based on years of service.

Assessor's Report- Assessor Mason passed out monthly reports for December 2015.

There were 97 Residential Permits, 1 New Construction (single family), 13 Industrial/Commercial Permits, 70 Certificate of Occupancy (residential), 2 Certificate of Occupancy (commercial), 145 Deeds, 84 Green Sheets. 9 Senior Citizen Homestead Exemption, 1 Senior Citizen Freeze Exemption and 2 Disabled Person's Homestead Exemption.

Clerk's Report- Request for review and/or release of Executive Session Minutes for December 8, 2014 and June 23, 2015. Trustee Morelli asked for additional time to review.

Clerk Rumchak stated the Executive Session minutes for December 8, 2014 were presented for review in an Executive Session on June 23, 2015 and the Board decided to review in 6 months.

On a Motion of Alberico, seconded by Batusich to release Executive Session Minutes for December 8, 2014 and June 23, 2015. Roll call vote resulted in Alberico Aye, Lewandowski Nay, Boyce Aye, Batusich Aye and Morelli Nay.

MOTION CARRIED

Clerk Rumchak informed the Board that the Will County Clerk's office came and installed additional equipment at the Township Clerk's office to accommodate the high volume for Early Voting. The lack of much needed space in the current location was very apparent when the County was installing equipment. Clerk Rumchak thanked the Board for voting in the new office building that will provide the needed space for Early Voting.

Early Voting hours at the Township Clerk's Office begin Monday, February 29<sup>th</sup> through Saturday, March 12, 2016. Hours are 9 AM to 4 PM Monday through Friday and 9 AM to 12 PM on Saturday March 5<sup>th</sup> and 12<sup>th</sup>. All are encouraged and welcome to come and vote early.

Clerk Rumchak stated that she has received unreasonable FOIA requests for information that a Company puts in their data base as a tool to get businesses to buy their software program. Clerk Rumchak discussed this with State Representative Natalie Manley and asked her if she put in place some legislation to do away with these unreasonable FOIA requests. Ms. Manley said she would work on it.

Central Square Report – They are entering into their new budget year. Windows in the gym need to be replaced. Since the Township is moving out of the building we may be reimbursed for some of the budget if not all the monies are used.

New Buisness - Supervisor Alberico passed out a contract from Dewberry Architects, Inc. for Lockport Township Office Improvement Plans, not to exceed \$10,000.00. There was discussion with the Board.

On a Motion of Batusich, seconded by Boyce to approve the Dewberry Architects, Inc. contract. Roll call vote resulted in Alberico Aye, Boyce Aye, Batusich Aye, Lewandowski Aye and Morelli Aye.

MOTION CARRIED

Supervisor Alberico passed out a registration form to the Board for 2016 Professional Development Course I Intergovernmental Agreements/Township Record Keeping Boot Camp offered by TOI (Township Officials of Illinois) in Springfield, IL. Supervisor Alberico asked the Board for approval of a Per Diem for 3 Officials to attend (one night).

On a Motion of Batusich, seconded by Boyce to approve a Per Diem for 3 to attend the 2016 Professional Development Course I. Roll call vote resulted in Alberico Aye, Boyce Aye, Batusich Aye, Lewandowski Aye and Morelli Aye.

MOTION CARRIED

Supervisor Alberico said as discussed in the Workshop held prior to the meeting the Board talked about hiring part-time maintenance staff for the new building.

On a Motion of Boyce, seconded by Lewandowski to approve hiring part-time maintenance staff for the new building. Roll call vote resulted in Alberico Aye, Boyce Aye, Batusich Aye, Lewandowski Aye and Morelli Aye.

MOTION CARRIED

The Board discussed hours, pay and skill level, etc. that may be needed for a maintenance person at the new building. Trustee Morelli asked Supervisor Alberico if he would discuss the hiring with the Board. Supervisor Alberico responded he would like to hire someone soon and could discuss it with them one on one. Morelli said that would be fine.

During the Workshop prior to the monthly meeting the Board discussed zoning for the new building. Supervisor Alberico presented research he had done and discussed it with the Board recommending they begin the process of annexing into the City of Lockport. It is currently zoned through Will County.

On a Motion of Batusich, seconded by Boyce to annex into the City of Lockport for zoning of the new Township Office building.

MOTION CARRIED

Trustee Morelli asked Attorney Mueller if he felt there were any major issues with the zoning change. Attorney Mueller responded the only potential thing would be the requirement to hook up to City water and sewer. The City has preliminarily indicated to Supervisor Alberico that some of the hookup fees would be waived. Attorney Mueller said the processes are pretty much the same, though the City may be more prompt. Mueller said he felt overall it made more sense to go with the City. Alberico added that he got a letter from the City of Lockport with the fees and the City is waiving the application and staff review fees, the building permit application and review fees, the building inspection fees performed by the City Building Official and the water and sewer tap-on fees.

Supervisor Alberico presented a defibrillator purchased and donated by the Township to Jerry Fallon with the Knights of Columbus. The defibrillator will be brought to events to be utilized if needed for an emergency situation. Mr. Fallon thanked the Township on behalf of the Knights of Columbus, St. Dennis and St. Joe's and added he appreciates the services offered through the Township.

Supervisor Alberico told the Board he has been approached by Southwest Community Concert Band asking if they can use space at the new building for practice and concerts. Trustee Batusich suggested the Board table this request until further research was done in reference to liability, insurance, etc. Supervisor Alberico was also approached by the Police Department inquiring if they could use the building for SWAT drills. Trustee Morelli said at times they use gas for those exercises and he said we don't know if we want that going off in our building. Trustee Morelli also added we are not in the building yet and we are already getting requests for use. Trustee Batusich added although we'd like to say yes, the Township needs to get settled in the building before the requests are considered. There was additional discussion about a SWAT team coming in.

Attorney Mueller suggested a licensing agreement for any group that wanted to use the building. Supervisor Alberico asked Attorney Mueller to draw an agreement up.

Building Update- Supervisor Alberico thanked the Board for all of their hard work in the purchase of the new building. The closing took place on December 30, 2015. Supervisor Alberico has met with Dewberry Architects; and has also gotten pricing for garage doors which should be approximately \$4000.00 (under the 20k limit). He will move forward on the annexation process with the City. There is a grease trap in the kitchen that needs to be cleaned. He is getting pricing for that project. The next steps will be getting a flag pole and signage. Attorney Mueller said there is probably a sign ordinance in the City and suggested looking into that, then determine what type of signage to get.

Supervisor Alberico reiterated how happy he is with the new building and thanked everyone for their support and hard work.

On a Motion of Batusich, seconded by Boyce to adjourn the meeting at 8:14 PM

MOTION CARRIED

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DENISE MUSHRO RUMCHAK, TOWN CLERK