

LOCKPORT, ILLINOIS

JANUARY 9, 2018

TOWN CLERK'S RECORD BOOK

TOWN FUND

The Lockport Township Board of Trustees met at the Lockport Township Government Building, Community Center, 1463 S. Farrell Road, Lockport, Illinois on Tuesday January 9, 2018 at 7:19 PM with Supervisor Ron Alberico presiding.

Present were Trustees Barb Boyce, Barb Delaney and Dean Morelli, Clerk Denise Mushro Rumchak, Highway Commissioner John Cielelnski, Collector Karen Johnson, Attorney Gary Mueller (arrived at 6:50) and Deputy Clerk Jessica Strickland. Also present were Bob Loewe, George Guzlas II, George Guzlas III, Delinda Herod and Grant Spooner filming the meeting. Absent were Trustee Gregg Bickus and Assessor Debbi Mason. The meeting agenda was posted at the Lockport & Crest Hill Libraries, Lockport Township Government Building, the Lockport Township website (Clerk's section), the calendar and also on the Community Center door.

On a Motion of Delaney, seconded by Boyce to approve the minutes from the previous regular monthly meeting held on December 11, 2017.

MOTION CARRIED

On a Motion of Boyce, seconded by Delaney to approve the total bills and payroll in the amount of \$102,201.19. Roll call vote resulted in Alberico Aye, Boyce Aye, Delaney Aye and Morelli Aye.

MOTION CARRIED

Assessor's Report- Assessor Mason was absent.

Supervisor Alberico informed the Board that Assessor Mason would like to transfer \$8,920.42 from line item #001-4222 (Full Time Employees) to line item #001-4210 (Part Time Employees) due to a full time employee's resignation. It was explained to Supervisor Alberico that the part time employees have to complete their work and additional duties since the resignation of this employee. Trustee Morelli asked Supervisor Alberico is the \$8,920.42 was the remaining money left from the full time employee's salary. Supervisor Alberico commented yes.

On a Motion of Morelli, seconded by Delaney to approve the transfer of \$8,920.42 from line item #001-4222 (Full Time Employees) to line item #001-4210 (Part Time Employees). Roll call vote resulted in Alberico Aye, Boyce Aye, Delaney Aye and Morelli Aye.

MOTION CARRIED

Clerk's Report- Clerk Rumchak introduced the new Lockport Township Collector, Karen Johnson, and performed an oath of office ceremony. The Board congratulated their new Board member. The Collector's term began on January 1, 2018.

Clerk Rumchak informed the Board that Civic Plus was chosen to be the Township's website provider. A representative from Civic Plus will be meeting with the Clerk's office next week to start assembling and developing the contents of the website. Civic Plus will then offer hands on training for Township employees to navigate and insert necessary information into the new website. The expected time frame from start to finish will take approximately three to six months before the website is up and running.

Clerk Rumchak indicated that the software for Laserfiche has been ordered and Velocita is currently communicating with a representative from the company so they may install the necessary equipment.

Clerk Rumchak announced that the Will County Clerk's office will have early voting in their facility starting February 8, 2018 until March 19, 2018 for the General Primary Election. The Lockport Township Clerk's office will also have early voting in their office from March 5, 2018 to March 17, 2018. Clerk Rumchak informed the residents that vote by mail applications can be requested now through the Clerk's office.

Clerk Rumchak and Supervisor Alberico discussed changing the November 6, 2018 monthly meeting date. The General Election is schedule on this date and the Township building is now a polling place. The new date for the November meeting will be held on Monday November 5, 2018 and a revised notice will be published in the newspaper.

Clerk Rumchak reported that the Youth Committee met and discussed actions and strategies to get programs up and running. The Youth Committee will met on a monthly basis.

Supervisor Alberico reiterated that all the Township's monthly meeting will be held at 6:30 PM instead of 7:00 PM.

Trustees Comments and Suggestions- Trustee Delaney asked Supervisor Alberico about the current progress the Township has made in regards to the Fairmont garbage situation. Supervisor Alberico commented he needs to speak with Attorney Mueller about the specific wording of the question that would be presented at the annual town meeting. The question needs to be submitted to the Clerk's office by March 1, 2018. Attorney Mueller asked Supervisor Alberico who will be submitting the question to the Clerk's office, the Township Board or the Fairmont residents. Supervisor Alberico commented that he will speak with the president of the Fairmont Partnership to see if the community would like to get the 15 registered voter's signatures to submit the question.

Building Report- The Lockport/Homer Youth Theater Group have been using the building for their rehearsals.

The student teachers at Eastern University had a conference in the community center yesterday and there will be a science fair held in the building tomorrow.

Supervisor Alberico reported that the Township received the new 2017 Ford F-350 and has utilized the vehicle to plow the parking lot.

New Business- Supervisor Alberico introduced George Guzlas III to the Board. Supervisor Alberico stated that George built the shelving units in the Food Pantry. The Board thanked George for all his hard work and time.

Supervisor Alberico stated that the Board needs to pass an ordinance to establish a policy to prohibit sexual harassment. The language is exactly the same as the Highway Department's ordinance besides the name of the office.

On a Motion of Morelli, seconded by Delaney to approve Ordinance No. 2017-7 (To Establish a Policy to Prohibit Sexual Harassment). Roll call vote resulted in Alberico Aye, Boyce Aye, Delaney Aye and Morelli Aye.

MOTION CARRIED

Old Business- Supervisor Alberico stated the Township's employee handbook has been updated and needs to be adopted. The Board discussed the different policies in the handbook. Clerk Rumchak suggested that the new sexual harassment policy be inserted into the employee handbook.

On a Motion of Boyce, seconded by Delaney to adopt the updated Township employee handbook. Roll call vote resulted in Alberico Aye, Boyce Aye, Delaney Aye and Morelli Aye.

MOTION CARRIED

Supervisor Alberico stated that Quinlan has installed the cameras in the Community Center and the front entrance way of the building.

Supervisor Alberico announced there will be a Water Board Workshop meeting on Thursday, January 18, 2018 at 6:30 PM. He also reported that the Water Board monthly meeting will be held on Tuesday January 23, 2018 at 6:30 PM.

On a Motion of Delaney, seconded by Boyce to adjourn the meeting at 7:13 PM.

MOTION CARRIED

DENISE MUSHRO RUMCHAK, TOWN CLERK