

LOCKPORT, ILLINOIS

NOVEMBER 7, 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 November 7, 2016 at 7:12 PM with Supervisor Ron Alberico presided.

Present were Trustees John Batusich, Barb Boyce, Mike Lewandowski and Dean Morelli, Assessor Debbi Mason, Clerk Denise Mushro Rumchak, Highway Commissioner John Cielenski, Collector Lance McCalla, Attorney Gary Mueller, Deputy Clerk Jessica Strickland and Grant Spooner filming the meeting. Also present were resident Carl Bebrich and Jim Naylor from the Food Pantry. The meeting agenda was posted at the Crest Hill & Lockport Libraries, the Joliet Herald News, at the Central Square Building, on the Township's website (Clerk's section) and on the Board Room door.

Supervisor Alberico stated there is a spelling error in the minutes. Jim Dailer's name needs to be corrected to Jim Naylor.

On a Motion of Boyce, seconded by Lewandowski to approve the minutes from the previous regular monthly meeting held on October 3, 2016 with the spelling correction of Jim Naylor's name.

MOTION CARRIED

On a Motion of Boyce, seconded by Batusich to approve the total bills and payroll in the amount of \$872,801.38. Roll call vote resulted in Alberico Aye, Batusich Aye, Boyce Aye, Lewandowski Aye, and Morelli Aye.

MOTION CARRIED

There was a Public Hearing held at 6:30 PM for the Amended Senior and Town Fund Budget for 2016-2017, Ordinance No. 2016-1.

Supervisor Alberico commenced the meeting with the approval of the Amended 2016-2017 Budget Ordinance No. 2016-1. Trustee Lewandowski asked Supervisor Alberico to make it clear to the public what line items the Township is amending. Supervisor Alberico stated the amendment is for the current renovations being done to the new building. When the 2016-2017 budget was prepared, Lockport Township did not have the architect's drawings yet and made an educated guess on the amount of monies necessary for renovations. Supervisor Alberico reported the bids on the new building came out higher than was budgeted. He explained the Senior Fund will have an additional \$200,000 monies added to the previous amount of \$500,000 for line item Renovations. The Town Fund will have an additional \$200,000 monies added to the previous amount of \$900,000 for line item Renovations. A line item for Settlements will be added for a law suit that will come to a conclusion. The Clerk will move monies from Contingency to Secretary Salary, which will not change the budget amount.

On the Motion of Lewandowski, seconded by Batusich to approve Amended 2016-2017 Budget Ordinance No. 2016-1. Roll call vote resulted in Alberico Aye, Batusich Aye, Boyce Aye, Lewandowski Aye, and Morelli Aye.

MOTION CARRIED

Assessor's Report- Assessor Mason handed out her monthly report for September and October 2016.

In the month of September, there were 166 Residential Permits, 2 New Construction, 18 Industrial/Commercial Permits, 88 Certificates of Occupancy (Residential), 18 Certificate of Occupancy (Commercial), 211 Deeds, 131 Green Sheets, 15 Senior Citizen Homestead Exemption, 7 Senior Citizen Freeze Exemption and 4 Disabled Person's Homestead Exemption.

In the month of October, there were 105 Residential Permits, 4 New Construction, 28 Industrial/Commercial Permits, 70 Certificates of Occupancy (Residential), 5 Certificate of Occupancy (Commercial), 299 Deeds, 161 Green Sheets, 12 Senior Citizen Homestead Exemption, 7 Senior Citizen Freeze Exemption and 1 Disabled Person's Homestead Exemption.

Clerk's Report- Clerk Rumchak announced her office has participated in early voting for the last two weeks. She stated the number of early voters this election is the highest the Township has ever seen. Clerk Rumchak reported on the first day of early voting there were 247 voters, Saturday there were 370 voters and Monday there were 528 voters. There was a total of 2,921 voters in the two week period. Clerk Rumchak thanked all the residents for their patience and her office staff for their efficiency and courteousness. Clerk Rumchak informed the Board that her office accepts all voters from Will County for early voting. She also expressed her gratitude to Nancy Schultz Voot's office for their exceptional help with technical issues that occurred while the office was conducting early voting.

Clerk Rumchak announced she is looking forward to helping early voters for the April 4, 2017 election that will take place in the new building located on Farrell Road.

Clerk Rumchak informed the public that Election Day is tomorrow and if residents are not registered to vote that they may do so at their polling place. If any residents do not know their polling place, please call the Township Clerk's office for this information.

Clerk Rumchak read an email she received from an early voter thanking her office for the orderly conduct of early voting and also for providing chairs for elderly voters to sit down while waiting.

Clerk Rumchak stated she has received a numerous amount of FOIA requests and thanked the Lockport Township bookkeeper and her Deputy Clerk for their prompt responses for these requests. Clerk Rumchak read an email she received regarding the office's quick response and transparency for a FOIA request.

Clerk Rumchak commented on the Baby/Youth Clinic that was held in October and stated it was the largest turn out we have ever had. There were six residents that took advantage of this wonderful program. The next scheduled clinic date will be posted on the Lockport Township website when a date is confirmed.

Central Square Report- Supervisor Alberico reported there have been some windows replaced to the building due to water leakage. Supervisor Alberico stated currently a company is doing some tuck pointing to the building due to water leakage in the Clerk's office. The current repairs are going to cost Lockport Township \$3000.00.

Supervisor Alberico informed the Board that Attorney Mueller is currently going through the final paperwork to release the third floor to the City of Lockport. Supervisor Alberico announced there will be a resolution that will need to be approved next month for this transaction to be final.

Supervisor Alberico mentioned that the December 2016, January 2017 and February 2017 Board meeting will be at the Central Square Building.

Collector McCalla asked when Lockport Township will be exempt from financial responsibility for the building. Supervisor Alberico commented January 1, 2017 with the exception of our financial responsibility to pay one third of IMRF. Clerk Rumchak asked if there will be a surplus in the fund after January 1, 2017. Supervisor Alberico commented he believes there will be \$30,000 monies, but that is in the event that nothing extra comes up with the building.

New Business- Supervisor Alberico reported he received a bid from Armstrong Relocation & Companies to conduct the move to the new building. The total estimated cost will be \$9,215.00. He also requested bids from Warehouse Direct and Allied Vans Lines, but they did not provide a bid due to the volume of items to move and traveling. Armstrong Relocation & Companies will box and tag/mark the boxes for the appropriate location in the building. Clerk Rumchak asked if the process for the computer disconnect, pack, unpack and assembly with boot-up in the bid involves Velocita. Supervisor Alberico commented he believes yes.

On the Motion of Batusich, seconded by Boyce to approve Armstrong Relocation & Companies moving contract. Roll call vote resulted in Alberico Aye, Batusich Aye, Boyce Aye, Lewandowski Aye, and Morelli Aye.

MOTION CARRIED

Supervisor Alberico received two proposals to furnish labor for the front sign of the new building. The City of Lockport and Central Square agreed to let us keep our sign that is located on the side of the building. This sign is enclosed with two stone pillars. Supervisor Alberico suggested for the new building to have two stone pillars with 2'0" knee wall between pillars. The first proposal is from 13 Construction Corporation in the amount of \$18,900.00 and the second proposal is from Ramcorp, Inc in the amount of \$24,300.00. Trustee Morelli asked if this construction will be similar to what the Township has now. Supervisor Alberico stated yes, with the exception of the knee wall.

On the Motion of Boyce, seconded by Lewandowski to approve 13 Construction sign contract. Roll call vote resulted in Alberico Aye, Batusich Aye, Boyce Aye, Lewandowski Aye, and Morelli Aye.

MOTION CARRIED

Supervisor Alberico indicated the new building will need flags. He has suggested three flag poles. Supervisor Alberico described the layout and design of each flag.

Supervisor Alberico stated he provided Attorney Mueller with a letter he received from TOI in regards to a resolution the Board needs to pass for travel expenses by January 1, 2017.

Old Business- Supervisor Alberico introduced Jim Naylor from the Food Pantry. Jim Naylor explained he is addressing the Board to have a discussion about the available space in the new building to house the current operation of the Lockport Fish and Food Pantry. There was discussion with the Board about how many people are served a month, hours of operation, what he is looking for from the Township, the current location's situation and proposed move in date. Supervisor Alberico stated he wanted to pass this resolution to have further discussions with representatives from the Food Pantry about the responsibilities of both parties. Trustee Lewandowski believed before passing the resolution and making a solid decision there should be further discussion with the Board.

On a Motion of Lewandowski, to table Resolution 2016-4 IGA with the Lockport Fish and Food Pantry. There was no second to this motion. There was further discussion with the Board in regards to the layout of the new building, the parking lot, how donations are received and traffic patterns through the building that will not disturb the business of the Township.

Trustee Batusich asked Attorney Mueller if a resolution is required to be passed prior to having negotiations with the Food Pantry. Attorney Mueller commented no, this resolution is for the Township to understand the details that would be involved in leasing space to the Lockport Fish and Food Pantry. The resolution is to indicate to the Lockport Fish and Food Pantry that Lockport Township will consider leasing available space to them when ready. There was further discussion with the Board.

Trustee Batusich made a Motion to approve Resolution 2016-4 IGA with the Lockport Fish and Food Pantry, Batusich wanted to go on record to slow this process down, get in the building to see how the operation of all three offices flows. He also added a concern for traffic flow, utilities, waste pick up and parking, Motion was seconded by Boyce. There was discussion: Alberico would like a board member to work with him when he meets with representatives from the Food Pantry. Roll call vote resulted in Alberico Aye, Batusich Aye, Boyce Aye, Lewandowski Aye, and Morelli Aye.

MOTION CARRIED

Supervisor Alberico informed the Board on the updates of the new building. He stated the second floor is almost completed. The first floor is being worked on now and it is moving very quickly. The elevator will be delivered this week and once delivered, there will be a schedule date to install the elevator. Supervisor Alberico also reported the water and sewer project has been completed. He announced there will be a contract on the agenda next month for paving the parking lot. He is in the process of obtaining bids for that project.

Supervisor Alberico stated residents should have received the Lockport Township Fall newsletter in the mail. He explained there is great information in the letter.

Meeting and Correspondence- Supervisor Alberico informed the Board he received a thank you letter from the Northern Illinois Food Bank for Lockport Township's donation and from the Disabled Veterans Golf Benefit for our hole sponsorship.

On a Motion of Batusich, seconded by Lewandowski to adjourn the meeting at 7:57 PM.

MOTION CARRIED

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DENISE MUSHRO RUMCHAK, TOWN CLERK