

LOCKPORT, ILLINOIS

DECEMBER 11, 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 December 11, 2018 at 6:56 PM with Supervisor Ron Alberico presiding.

Present were Trustees Barb Boyce, Barb Delaney and Dean Morelli, Clerk Denise Mushro Rumchak, Highway Commissioner John Cielenski, Attorney Gary Mueller and Deputy Clerk Jessica Strickland. Also present were Sarah Oprzedek from United Way of Will County, Resident Bob Loewe and Grant Spooner filming the meeting. Absent were Trustee Gregg Bickus, Assessor Debbi Mason and Collector Karen Johnson. The meeting agenda was posted at the Lockport & Crest Hill Libraries, Lockport Township Government Building, the Lockport Township website (Clerk's section), the website calendar and also on the Community Center door.

On a Motion of Boyce, seconded by Delaney to approve the minutes from the previous regular monthly meeting held on November 5, 2018 and the workshop meeting held on November 19, 2018.

MOTION CARRIED

Trustee Delaney inquired about the invoice for Century Exterminating in the amount \$750.00. Supervisor Alberico comment that cockroaches were found in the building and the exterminator believes it was due to the cardboard boxes in the Food Pantry. Trustee Delaney believes that the Food Pantry should have to pay this invoice. Supervisor Alberico commented that he wanted to get rid of the cockroaches as soon as possible, so the situation did not get out of hand. He also stated that the Food Pantry will be having an exterminator at the building every month. Trustee Delaney asked if there will be documentation to show that the exterminator was here. Supervisor Alberico commented yes.

Trustee Delaney asked about four employees who received extra hours pay. Supervisor Alberico stated they received these extra hours due to comp time made throughout the year.

On a Motion of Boyce, seconded by Delaney to approve the total bills and payroll in the amount of \$115,679.96. Roll call vote resulted in Alberico Aye, Boyce Aye, Delaney Aye and Morelli Aye.

MOTION CARRIED

Assessor's Report- Assessor Mason was absent.

Clerk's Report- There was a three-hour training session with the Clerk's office, Highway Department and Supervisor's office for the new Revize website. This website provides the Lockport Township employees a more efficient way to update the material on the site.

Clerk Rumchak stated that the Youth Committee members met on November 28, 2018 and discussed hosting a Family Fun Day event in May 2019 with Board approval. This event would be similar to the Senior Fair event.

The Clerk's office has been supplying diapers to those in need with the help of United Way of Will County. If anyone is in need of diapers, please contact the Clerk's office or stop by the office. This program has been very popular, and since the Township is in a partnership with United Way of Will County, Attorney Mueller suggested creating an Intergovernmental Agreement with United Way of Will County.

Clerk Rumchak suggested to the Board to construct a Policy and Procedure Committee. This committee would allow policies and procedures to be implemented that are not enforced currently. Clerk Rumchak stated that she would like to be a member of this committee. Trustee Delaney commented that she will support having this item placed on the agenda for next month.

The Clerk's office has processed approximately 10,000 documents into the Laserfiche Document Management software. There are still roughly 5,000 more documents to process.

Clerk Rumchak announced that Public Act 100-0983 (a new law that will require the Township Clerk to "attest" to the signature of the

Supervisor on all checks written) will go into effect on January 1, 2019. A memorandum was placed in the Board member's packets for them to review. Clerk Rumchak mentioned there has been discussion with Supervisor Alberico, Attorney Mueller and herself in regards to the correct procedure for this new law. Clerk Rumchak indicated she was counseled by Attorney Mueller for the correct procedure. Clerk Rumchak would also like the procedure in writing once it has been established. Supervisor Alberico commented that this law has not been to the rules committee yet. Supervisor Alberico handed out the procedure that the Township uses now on all checks written. Supervisor Alberico stated that after speaking with the bank, the Clerk cannot sign her name as an authorized signature. He also mentioned that if the Clerk "attest" on the actual check, there will be no proof showing that the Clerk "attest" his signature because the check will be mailed out. Trustee Delaney disclosed that it states that the Clerk will sign their name along with the authorized signature on all checks. Supervisor Alberico commented that the Clerk already signs at the bottom of the vouchers. Clerk Rumchak explained that she signs the check voucher currently and believes that this new law is implying an additional signature is required on the actual check. Attorney Mueller stated that this law accentuates that the Clerk needs to "attest" to the authenticity of the authorized signature. Trustee Delaney commented that this law can be compared to the responsibilities of a notary. Supervisor Alberico said that it does not state that the Clerk's signature needs to be on the actual check. Clerk Rumchak has spoken with other Townships to see how they are going to implement this new law and many officials are waiting to hear advise from their attorneys. Clerk Rumchak mentioned she would like something in writing stating that the Township has complied to this new law and the procedure that was established. Supervisor Alberico commented that he would like the Clerk to still sign the check vouchers along with the bill list until the rules committee has a definite way on how they are going to implement this law. Trustee Morelli stated that this law wants the Clerk to "attest" the authorized signature only. Trustee Morelli mentioned that this law will not affect the Trustees procedure currently used to approve the bills of the Township. Attorney Mueller commented that it will not affect the currently procedure. Attorney Mueller disclosed that this law was created to stop unauthorized personnel from printing out checks. Supervisor Alberico feels comfortable with continuing with the same procedure the Township currently has.

Supervisor Alberico stated that the Board needs to approve the 2019 monthly meeting schedule.

On a Motion of Boyce, seconded by Delaney to approve the 2019 Monthly Meeting Schedule as presented. Roll call vote resulted in Alberico Aye, Boyce Aye, Delaney Aye and Morelli Aye.

#### MOTION CARRIED

Trustees Comments and Suggestions- Trustee Delaney asked if the Board would consider creating a new line item for veterans in the 2019-2020 budget. Trustee Delaney would like to have an event similar to the Senior Breakfast, but for veterans. Supervisor Alberico will have this line item added into the budget and asked Trustee Delaney to let him know how much money she would like to allocate to that line item.

Trustee Delaney asked if two workshop meetings could be scheduled for the 2019-2020 budget. She stated there is a lot of information to go over and review. Supervisor Alberico commented yes.

Building Report- Supervisor Alberico informed the Board that Limestone Stage Theater have been performing their play in the building.

Supervisor Alberico would like the Board to formally approve the estimate from Laforce to provide and install the handicap push button plates at the main entrance and the vestibule doors. Trustee Morelli asked if this estimate includes the vestibule doors also. Supervisor Alberico commented yes. Trustee Delaney asked if Laforce initially installed the previous handicap push plate buttons in the building. Supervisor Alberico commented that Laforce was hired for the doors during the building's remodel. Supervisor Alberico mentioned that he did received three estimates and Laforce was the lowest in cost.

On a Motion of Delaney, seconded by Boyce to approve the Laforce estimate in the amount of \$8,798.00. Roll call vote resulted in Alberico Aye, Boyce Aye, Delaney Aye and Morelli Aye.

MOTION CARRIED

Supervisor Alberico would like the Board to formally approve the estimate from Laforce to provide and install a new door frame, a new lite and install an existing door into the new door frame on the second floor. Supervisor Alberico stated he did receive additional estimates for this project and Laforce was the lowest in cost. Trustee Delaney indicated that for future projects, she would like to see all estimates received. Supervisor Alberico will comply with her request.

On a Motion of Delaney, seconded by Boyce to approve the Laforce estimate in the amount of \$5,256.00. Roll call vote resulted in Alberico Aye, Boyce Aye, Delaney Aye and Morelli Aye.

MOTION CARRIED

New Business- Supervisor Alberico stated that the Township needs to approve the tax levy for next year. He announced that the Township will be asking for no more than 5%, but will only receive the CPI. There was discussion about last year's CPI rate.

On a Motion of Boyce, seconded by Delaney to approve Ordinance No. 2018-6 (Town Fund Tax Levy). Roll call vote resulted in Alberico Aye, Boyce Aye, Delaney Aye and Morelli Aye.

MOTION CARRIED

The National Wreaths-Across-America Day event will be held on December 15, 2018 at the Abraham Lincoln National Cemetery. The volunteers will be placing a wreath at the headstone of every veteran buried at the cemetery. Supervisor Alberico informed the Board that Trustee Bickus asked the Township to consider approving a donation to Wreaths-Across- America. Supervisor Alberico mentioned that this donation needed to be sent before today and as a result he contacted each Trustee and asked for their approval to donate monies. The Board agreed to send a donation. Supervisor Alberico would like the Board to formally approve this donation request.

On a Motion of Delaney, seconded by Boyce to approve a \$500.00 donation to Wreaths-Across-America. Roll call vote resulted in Alberico Aye, Boyce Aye, Delaney Aye and Morelli Aye.

MOTION CARRIED

Supervisor Alberico introduced Sarah Oprzedek from United Way of Will County. Sarah addressed the Board and summarized the positive impact that the Community Baby Shower program has provided to these struggling families in Will County. Sarah asked the Lockport Township Board to generously support the Community Baby Shower program through a donation in the amount of \$500.00.

On a Motion of Delaney, seconded by Boyce to approve a \$500.00 donation to United Way of Will County's Community Baby Shower program. Roll call vote resulted in Alberico Aye, Boyce Aye, Delaney Aye and Morelli Aye.

MOTION CARRIED

Old Business- Supervisor Alberico reported that the garbage referendum passed at the November election. He informed the Board that bid packets are being put together and a public notice will be published in the newspaper next week. The bid opening will be held on January 31, 2019 and the selected company will be placed on the February meeting agenda for approval.

Lockport Township received a thank you card from Attorney Mueller for the flower arrangement that was received for the loss of his mother.

A thank you card was received from Operation Care Package for the candy that the Township donated to the troops.

On a Motion of Delaney, seconded by Boyce to adjourn the meeting at 7:34 PM.

MOTION CARRIED