

LOCKPORT, ILLINOIS

DECEMBER 12, 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 December 12, 2016 at 7:26 PM with Supervisor Ron Alberico presided.

Present were Supervisor Ron Alberico, 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 Resident Grant Spooner filming the meeting. Also present were Julie Carco from Meals on Wheels, Residents Mr. & Mrs. Al McCowan and Karen Johnson. 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 announced there were typographical errors in the minutes and corrections have been made.

On a Motion of Boyce, seconded by Lewandowski to approve the minutes from the previous regular monthly meeting held on November 7, 2016 and the Public Hearing held on November 7, 2016.

MOTION CARRIED

On a Motion of Batusich, seconded by Boyce to approve the total bills and payroll in the amount of \$526,455.03. Roll call vote resulted in Alberico Aye, Batusich Aye, Boyce Aye, Lewandowski Aye, and Morelli Aye.

MOTION CARRIED

Assessor's Report- Assessor Mason reported that December 7, 2016 was the last Board of Review hearing case for the year. She commented there were 14,000 parcels that were changed and only 180 hearing- 22 Commercial, 5 Industrial, 1 Farm and 152 Residential. Assessor Mason disclosed that she will not find out the results of the hearings until the end of January.

Assessor Mason handed out her monthly report for November 2016.

In the month of November, there were 82 Residential Permits, 1 New Construction, 20 Industrial/Commercial Permits, 86 Certificates of Occupancy (Residential), 16 Certificate of Occupancy (Commercial), 101 Deeds, 209 Green Sheets, 8 Senior Citizen Homestead Exemption, 4 Senior Citizen Freeze Exemption and 2 Disabled Person's Homestead Exemption.

Clerk's Report- Clerk Rumchak announced that both political parties held their Caucus on December 6, 2016. The notice of caucus were published in the Joliet Herald News on November 23, 2016.

Clerk Rumchak reported that the filing period for the Consolidated Election that will be held on April 4, 2017, started today. The Clerk's office will be open Monday- Friday from 9:00 AM – 4:00 PM and on Monday December 19, 2017 from 9:00 AM – 5:00 PM. The paperwork that needs to be filed is the Statement of Candidacy, Loyalty of Oath and a receipt from the Statement of Economic Interest being filed with the Will County Clerk.

Clerk Rumchak disclosed that her office has disposed of records with the approval from the State last week.

Clerk Rumchak commented she is looking into digitalizing her office. The office is currently waiting for bids to come in. The office attended a webinar a couple weeks ago in regards to the software and equipment needed.

Clerk Rumchak announced the next Baby/Youth Wellness Clinic will be on Thursday January 19, 2017. Please look for additional information on the Lockport Township website.

Clerk Rumchak commented that Lockport Township went to the TOI conference in November. The conference was very educational and informative. She expressed that TOI does a great job to keep officials up to date on laws being changed and election information.

Clerk Rumchak handed out the 2017 monthly meeting schedule. The January and February meeting will be held at the Central Square Building Board Room and the meetings to follow will be held at the new building located on Farrell Road.

Central Square Report- Supervisor Alberico announced there will be two more Central Square meetings. The next meeting will be held this Thursday December 15, 2016 and a meeting in January to pay off any bills that come in. The Central Square Committee will come to an end on December 31, 2016.

Supervisor Alberico announced the City of Lockport will be painting the hallways, stairwells and the common areas in the building.

Supervisor Alberico stated there was a great turn out for Christmas at the Square event. He thanked the Board members for attending.

Supervisor Alberico stated the Board needs to approve Resolution No. 16-2016-5. This Resolution is authorizing the conveyance of title to the Central Square Building.

On the Motion of Batusich, seconded by Boyce to approve Resolution No. 16-2016-5. Roll call vote resulted in Alberico Aye, Batusich Aye, Boyce Aye, Lewandowski Aye, and Morelli Aye.

MOTION CARRIED

New Business- Supervisor Alberico stated the amount levied is the same amount as last year and there is not an increase for the Town's Tax Levy Ordinance No. 2016-8. The tax levy amount is \$1,790,060.00.

On the Motion of Boyce, seconded by Batusich to approve Tax Levy Ordinance No. 2016-8. Roll call vote resulted in Alberico Aye, Batusich Aye, Boyce Aye, Lewandowski Aye, and Morelli Aye.

MOTION CARRIED

Supervisor Alberico reported the Board needs to approve Ordinance No. 2016-5 that Attorney Mueller created with the help of TOI. This ordinance is to establish the reimbursement of all travel, meal, and lodging expenses of all officials and employees.

On the Motion of Lewandowski, seconded by Batusich to approve Ordinance No. 2016-5. Roll call vote resulted in Alberico Aye, Batusich Aye, Boyce Aye, Lewandowski Aye, and Morelli Aye.

MOTION CARRIED

Supervisor Alberico announced he would like to answer some questions that came up at the workshop in regards to the Dial-A-Ride Local Share Agreement. He stated there are seven entities involved in this agreement which includes: Lockport Township, City of Joliet, Homer Township, Jackson Township, Joliet Township, Plainfield Township and Troy Township. Supervisor Alberico reported that monies are collected per ride for handicap residents. Supervisor Alberico commented the City of Crest Hill, City of Lockport and City of Romeoville pay the Township to be the administrator of this agreement. The monies are placed in line item # 004-5740 Pace Bus along with the budget amount of \$1,000.00. Supervisor Alberico stated this program does not cost the Township any monies.

On a Motion of Boyce, seconded by Batusich to approve the Dial-A-Ride Local Share Agreement. Roll call vote resulted in Alberico Aye, Batusich Aye, Boyce Aye, Lewandowski Aye, and Morelli Aye.

MOTION CARRIED

Supervisor Alberico received a letter from the school board of Lockport Township High School District 205 asking for a donation for their Late Night 2017 event. This event is an alcohol-free party with lots of entertainment, food, prizes, and gifts for the 2017 graduates. Supervisor Alberico announced Lockport Township donates \$250.00 monies every year for this event.

On the Motion of Batusich, seconded by Boyce to approve a donation of \$250.00 to the Lockport Township High School District 205 Late Night 2017. Roll call vote resulted in Alberico Aye, Batusich Aye, Boyce Aye, Lewandowski Abstain, and Morelli Aye.

MOTION CARRIED

Supervisor Alberico received a letter from Al McCowan requesting use of the new building for three different occasions. The three dates are January 9, 2017, January 23, 2017 and March 13, 2017 from 8:00 AM – 1:00 PM. Supervisor Alberico mentioned that the use of space is for Student Teacher Seminars for 70 students. Resident Al McCowan addressed the Board. He explained to the Board that he is the coordinator for Eastern Illinois University. The previous seminars were held at the high school community room and at the park district. Al explained that at the high school they ran into limited space and parking issues and the park district decided they would like to service funeral luncheons. Al expressed he would appreciate permission to use the new building for three seminars. Al commented the coordinator will arrive at 8:00 AM to set up and the seminar will conclude at 12:30 PM. All attendees are required to clean up. Trustee Batusich stated the meeting schedule for January may not be the ideal set up because of the Township just moving in. Al expressed that it is not a problem as long as there are tables and chairs provided. Clerk Rumchak ask the Board if the seminars would be held in the community area. Supervisor Alberico commented yes because of the large group. Trustee Lewandowski asked Supervisor Alberico if the Township will have the occupancy permit by the first scheduled seminar. Supervisor Alberico hopes to have the permit by the end of this month. The Board thanked Al McCowan for attending the meeting.

On the Motion of Batusich, seconded by Lewandowski to approve Eastern Illinois University Student Teacher Seminars at the new building as long as an occupancy permit is approved. Roll call vote resulted in Alberico Aye, Batusich Aye, Boyce Aye, Lewandowski Aye, and Morelli Aye.

MOTION CARRIED

Supervisor Alberico stated the next item on the agenda is to approve the Memorandum of Understanding Between the Township and the Utility Board. There was previous discussion in regards to this matter at the workshop meeting. Supervisor Alberico explained the Utility Board settled a lawsuit. The Township lent the Utility Board \$525,000.00 monies to pay the lawsuit. The Memorandum of Understanding states the Utility Board will pay back the Town Fund at a rate of \$5,000 per month until paid in full. In the event that the Utility Board is not capable of paying that amount monthly, the Township may accepts such monthly payment as it deems reasonable.

On the Motion of Batusich, seconded by Boyce to approve the Memorandum of Understanding Between the Township of Lockport and the Township of Lockport Utility Board. Roll call vote resulted in Alberico Aye, Batusich Aye, Boyce Aye, Lewandowski Aye, and Morelli Aye.

MOTION CARRIED

Supervisor Alberico reported that the water and sewer was completed at the new building. As a result, certain areas of the parking lot were torn up. Gallagher Asphalt completed the asphalt patch work on the parking at a total of \$16,000.00.

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

MOTION CARRIED

Supervisor Alberico stated the Board needs to pass one more contract for Tovar: The Snow Professional for the new building. This contract is for one year. Trustee Morelli asked Supervisor Alberico how many companies he contacted for bids. Supervisor Alberico stated eight companies and Tovar was the only one that sent a bid.

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

MOTION CARRIED

Old Business- Supervisor Alberico mentioned Trustee Batusich and he had a meeting in the morning with Jim Naylor from the Food Pantry. The meeting included details of the rooms available, shelving and putting in a door so the Food Pantry would have their own area that will not distract the business of the Township. Trustee Batusich stated it was confirmed with the Food Pantry that they cannot occupy the building until the Township is moved in and settled. Trustee Batusich mentioned the Food Pantry will start applying for the appropriate permits needed. There was discussion with the Board about what exterior door the Food Pantry would use and who will be responsible for the cost to renovate the area as needed for the Food Pantry. Trustee Batusich asked the Board if the renovation should be done now while construction is still going on or after we are moved in. Supervisor Alberico stated if the Board feels comfortable tonight to approve the Food Pantry moving in then he will let Jim know he can start making plans to paint and get volunteers to help. He also stated he will have Attorney Mueller create the final paperwork for the Food Pantry to be approved at the next meeting. Trustee Lewandowski stated he does not have a disagreement with the approval, but the Board needs to be careful. Trustee Batusich commented Lockport Township donates \$1,600.00 per month to the Food Pantry and as a result there was discussion in regards to rent, paying utilities and the use of their refrigerators. The Board discussed what bills the Food Pantry will need to pay. Lockport Township will still donate \$1,600.00 per month. Clerk Rumchak asked who would be in charge of clean up and how it is going to be monitored. Collector McCalla suggested having a workshop with full detail and understanding of the Food Pantry's responsibilities. Attorney Mueller wanted to remind the Board there needs to be a gate keeper with the different entities using the building. Attorney Mueller stated there also needs to be an employee to coordinate the schedule so there is no overlapping with the different groups. Supervisor Alberico stated the coordination of the schedule will be handled by his office. Trustee Boyce commented to let the Food Pantry figure out what they need to do to move into the building. Trustee Morelli commented he did stop by the current facility the Food Pantry is in and he thinks space is the biggest problem and also how the residents are going to enter and exit. Trustee Morelli stated the Food Pantry can go ahead with painting. Clerk Rumchak expressed that the Board should go over to the current facility to see exactly what they have so the board would have a better idea about space. There was discussion with the Board about the hours of operation of the Food Pantry. Attorney Mueller commented he has a request for the Board to come up with perimeters in regards to paying rent and utilities. Attorney Mueller stated there needs to be a rate card that categorizes each entity. The rate card will be used to determine who needs to pay bills or not pay bills, so everyone is treated the same. Supervisor Alberico commented he will look into how the libraries handle their agreements and rentals. There

was additional discussion with the Board. Supervisor Alberico announced he will contact Jim Naylor from the Food Pantry to inform him the Board is comfortable and he can start making his plans that are needed.

Supervisor Alberico reported on the updates of the new building. The elevator is being installed on Wednesday and everything will be completed for the Township to move in between Christmas and New Year's Day. The Moving Company is coming tomorrow to each office to go over in detail how to pack for the moving date of December 27, 2016. Lockport Township offices will be closed from December 23, 2016 through January 2, 2017 and this information will be published in the newspaper and broadcasted on the radio. The new building address is 1463 S. Farrell Road, Lockport, IL 60441.

Meeting and Correspondence- Supervisor Alberico stated the Board received a thank you letter for the personal donation to the TOI Food Pantry program in Springfield.

On a Motion of Batusich, seconded by Boyce to adjourn the meeting at 8:17 PM.

MOTION CARRIED

DENISE MUSHRO RUMCHAK, TOWN CLERK