

LOCKPORT, ILLINOIS

APRIL 3, 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 April 3, 2018 at 6:41 PM with Supervisor Ron Alberico presiding.

Present were Trustees Gregg Bickus and Barb Delaney, Assessor Debbi Mason, Clerk Denise Mushro Rumchak, Highway Commissioner John Cielelnski, Collector Karen Johnson, Attorney Gary Mueller and Deputy Clerk Jessica Strickland. Also present were: Lana Howe from Bags of Hope, Delinda Herod, Bob Loewe and Grant Spooner filming the meeting. Absent were Trustees Barb Boyce and Dean Morelli. 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 Bickus to approve the minutes from the previous regular monthly meeting held on March 13, 2018, the bid opening held on March 13, 2018 and the workshop meeting held on March 19, 2018.

MOTION CARRIED

Trustee Delaney inquired about the Allegra- Coal City invoice in the amount of \$10,582.92. Supervisor Alberico stated this invoice is for 28,850 spring newsletters that were designed and printed.

On a Motion of Delaney, seconded by Bickus to approve the total bills and payroll in the amount of \$121,472.23. Roll call vote resulted in Alberico Aye, Bickus Aye and Delaney Aye.

MOTION CARRIED

Assessor's Report- Assessor Mason disclosed that the Will County Supervisor of Assessment's Office mailed out the senior assessment freeze forms on Thursday of last week. Assessor Mason stated that her office has processed 100 forms in the last two days due to the change in income to \$65,000. Please contact the Lockport Township Assessor's office to obtain an application.

Clerk's Report- The Clerk's office had a total of 516 voters who took advantage of early voting for the March 20, 2018 Primary Election. There was a 22% voter turnout county wide for the March 20, 2018 Primary.

Clerk Rumchak reported that two precincts are located at the Lockport Township Building: Lockport 17 and Homer 18.

The Road and Bridge Fund and Town Fund budgets will be on display for inspection in the Clerk's office on Friday April 6, 2018. There will be a public hearing held on May 8, 2018 at 6:00 PM for both budgets. The Road and Bridge budget will be approved during the public hearing and the Town Fund budget will be approved during the regular scheduled meeting at 6:30 PM.

Clerk Rumchak informed the public that the Annual Town Meeting will be held on Tuesday April 10, 2018 at 6:30 PM in the Lockport Township Community Center. The agenda, minutes and financial report for the meeting are available online. A hard copy of the financial report will be on display in the Community Center for inspection on Friday April 6, 2018.

The Clerk's office has been scanning documents into the Laserfiche document software for record management.

There was a bid opening held on March 13, 2018 for the reconstruction of the Township's website. There were two proposals received. The first proposal was received from Revize, The Government Website Experts in the amount of \$15,400.00 for four years. The second proposal was received from E-Gov Link in the amount of \$29,500.00 for four years. Clerk Rumchak contacted a representative from the City of Glencoe (Revize user) to discuss the design, development, function, navigation and

accessibility (scope of work) of their website. The representative expressed their satisfaction with the company's service and technical support. Clerk Rumchak asked the Board for their consent to go ahead with Revize to conduct the Township's redesign of the website. The Board agreed to accept the Revize proposal.

Clerk Rumchak disclosed that all officials need to complete and submit their Statement of Economic Interest form online by May 1, 2018.

The Youth Committee Board held a meeting on Wednesday March 28, 2018. The Development Director, Sarah Oprzedek, from United Way of Will County is constructing a Community Baby Shower. Sarah explained in detail how the program was created and the multiple committees needed to have the shower. Clerk Rumchak informed the Board that United Way of Will County may address the Board to request the use of the Community Center for the Community Baby Shower that will be held in September.

Clerk Rumchak mentioned that the next Baby/Youth Wellness Clinic will be held on Thursday April 5, 2018 from 10:00 AM – 1:00 PM at Advance Pediatric Care. For more information, please call the Clerk's office.

Trustee Comments and Suggestions- Trustee Bickus asked Supervisor Alberico if a specific group could be a vendor at the Senior Expo. Supervisor Alberico commented that the vendor application forms are not available yet and asked Trustee Bickus to submit the organization's name and contact information to his office so he may send the application paperwork to them.

Building Report- Supervisor Alberico gave the Board the April calendar to inform them of what organizations are occupying the building. There will be a workshop meeting scheduled to discuss the regulations/guidelines for an organization to use the Township building.

Supervisor Alberico informed the Board that the Limestone Stage Theater Group would like to rent a room on the third floor for storage. The Board will discuss this request at the next workshop meeting.

New Business- Lana Howe, President of Bags of Hope, explained to the Board how this organization provides backpacks full of non-perishable foods to students in Joliet, Lockport and Plainfield communities. She stated the organization is currently located at St. John's Episcopal Church. Lana reported that she was informed that they will need to vacate the church by June 15, 2018. Lana Howe asked the Board if the Township would be able to provide space for the organization. Lana disclosed the accommodation size and requirements needed for Bags of Hope to operate. The Board discussed the requested space size and requirements needed for the organization. It was determined by the Board that the Township would not be able to provide the requested space and needs for Bags of Hope, but recommended Lana to send in a donation request letter to the Township.

Supervisor Alberico stated he is currently looking to purchase new furniture for the Township offices.

Old Business- The 28th Annual State of the Village Address in Romeoville will be held on Thursday, April 12, 2018.

The State of the City Address will be held on Tuesday, April 10, 2018 at the Roxy Theatre from 11:30 AM – 1:30 PM. Supervisor Alberico stated that he did send in registration for all officials.

The Lockport Township newsletter has been mailed. If any Lockport Township resident has not received a newsletter, please contact the Township.

On a Motion of Delaney, seconded by Bickus to adjourn the meeting at 7:09 PM.

MOTION CARRIED

DENISE MUSHRO RUMCHAK, TOWN CLERK