

LOCKPORT, ILLINOIS

MAY 8, 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 May 8, 2018 at 6:47 PM with Supervisor Ron Alberico presiding.

Present were Trustees Gregg Bickus, Barb Boyce, Barb Delaney and Dean Morelli, Clerk Denise Mushro Rumchak, Highway Commissioner John Cielelnski, Collector Karen Johnson, Attorney Gary Mueller and Deputy Clerk Jessica Strickland. Also present were Delinda Herod, Bob Loewe, Terry Broadhurst and Grant Spooner filming the meeting. Absent was 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 Boyce, seconded by Delaney to approve the minutes from the previous regular monthly meeting held on April 3, 2018

MOTION CARRIED

On a Motion of Boyce, seconded by Morelli to approve the total bills and payroll in the amount of \$179,444.55. Roll call vote resulted in Alberico Aye, Bickus Aye, Boyce Aye, Delaney Aye and Morelli Aye.

MOTION CARRIED

Assessor's Report- Assessor Mason was absent.

Clerk's Report- Clerk Rumchak informed the Board that on Tuesday May 15, 2018 at 9:30 AM, her office along with other employees will begin the initial set up of the new website design with Revize. This phrase will include colors, branding, layout and style of the homepage elements. Clerk Rumchak suggested that an employee from the Highway Department be in attendance.

The Clerk's office is still in the process of scanning documents into the Laserfiche software. Clerk Rumchak mentioned that employees will be able to look up documents on the system.

Clerk Rumchak stated that the Annual Town Meeting was held last month and the electors approved the garbage disposal question.

Clerk Rumchak asked Supervisor Alberico if the president from Bags of Hope ever contacted him. Supervisor Alberico commented no.

Clerk Rumchak suggested to the Board to have a training class set up to show employees how to use the defibrillators in case of an emergency. Supervisor Alberico state he would like to have a monthly safety meeting with all employees which would include how to properly use the medical equipment. Supervisor Alberico disclosed that his office is getting the safety procedure paperwork completed.

Trustee Comments and Suggestions- Trustee Delaney would like Bags of Hope to receive a donation from the Township. Supervisor Alberico stated that once the Township receives a request letter, it will be presented to the Board for approval.

Trustee Bickus stated that the meeting packets are now available on the Township's website for the public to view. He expressed his satisfaction with the Clerk's office.

Building Report- Supervisor Alberico asked the Board if they preferred a certain date to have a workshop meeting to discuss the procedure/guidelines for organizations to use the building. The Board decided to schedule the workshop meeting on Tuesday May 22, 2018 at 6:00 PM.

Supervisor Alberico stated that an enclosure needs to be constructed to hold the garbage dumpsters, per the annexation agreement with the City of Lockport. The enclosure will be 26 x 14 with two doors. He is currently in the process of receiving three bids to present to the Board for approval.

Supervisor Alberico informed the Board that he is also receiving proposals for a tractor to cut the grass at the building.

Supervisor Alberico would like to reach out to the schools and senior communities to see if they would be interested in donating art to place in the hallways of the building.

The Board received the May calendar showing what organizations are occupying the building.

Supervisor Alberico contacted the Seed Community Garden Board President, Eddie Duraka, to find out when they would like to start planting. Supervisor Alberico was informed that the volunteers are not interested in the program anymore and Eddie has a new job which requires more hours of work.

Supervisor Alberico mentioned there have been issues with residents walking through the upstairs employee section of the building. He would like to place security doors on the Supervisor's side of the building with a push button code to enter. Supervisor Alberico is currently receiving bids on the security doors. There will be further discussion at the workshop meeting.

New Business- Supervisor Alberico stated every year the Township signs a Memorandum of Understanding with Will County Center for Community Concerns so they may help assist and enable Lockport Township residents with low/moderate income, so they may obtain opportunities needed to prepare themselves for self-sufficiency.

On a Motion of Delaney, seconded by Bickus to approve the Memorandum of Understanding with Will County Center for Community Concerns. Roll call vote resulted in Alberico Aye, Bickus Aye, Boyce Aye, Delaney Aye and Morelli Aye.

MOTION CARRIED

Supervisor Alberico stated that Ordinance No. 2018-1 (2018/2019 Budget and Appropriation) has been on display for 30 days in the Clerk's Office and was also published in the newspaper.

Trustee Delaney asked how many new positions are included in the budget. Supervisor Alberico commented one full time position for his office and one part time position for the maintenance department. Supervisor Alberico believes there has been one new hire for the Assessor's office. Trustee Delaney inquired if the new hire positions have been filled. Supervisor Alberico commented the full time position has been filled, but the part time maintenance position has not.

Trustee Delaney asked what percentage was given to the Town employees for a raise. Supervisor Alberico stated a 2.5% raise for full time employees. Trustee Bickus wondered if evaluations were performed. Supervisor Alberico reported that his employees are informally evaluated throughout the year.

Trustee Delaney expressed that she is not in agreement with the 2.5% raise for full time employees. Trustee Delaney asked Attorney Mueller if the Town budget is approved as a whole or if individual line items could be excluded in the motion for approval. Attorney Mueller stated that the Town budget is approved as a whole.

On a Motion of Delaney, seconded by Boyce to approve Ordinance No. 2018-1 (2018/2019 Budget and Appropriation). Roll call vote resulted in Alberico Aye, Bickus Nay, Boyce Aye, Delaney Nay and Morelli Aye.

MOTION CARRIED

The Old Canal Days Parade is scheduled for Friday June 15, 2018 at 6:00 PM. The parade will start at 2nd and Canal Street due to the downtown construction on State Street. Supervisor Alberico stated that the Township will be participating in the parade.

Supervisor Alberico reported that starting June 1, 2018, the Township building will be opened Monday through Friday from 9:00 AM to 4:00 PM. Attorney Mueller will be creating a resolution declaring the new hours of operation and the reduced lunch break for new Township employees. The personnel manual will be amended to reflect the new policy.

The Lockport Township Park District will be having their grand opening celebration on Saturday May 19, 2018 from 12 PM to 4 PM at the Dellwood Park Community Center located on Lawrence Avenue in Lockport.

The Cruisin' Lockport Car Show will begin on June 4, 2018 from 6:30 PM to 8:30 PM at the Central Square building parking lot.

Old Business- Supervisor Alberico noted that the garbage disposal ordinance will be presented to the Board next month for approval. Attorney Mueller will be creating an ordinance that will mimic the same wording as the Wheatland Township garbage disposal ordinance.

Supervisor Alberico read a thank you note to the Township for the use of medical equipment they needed.

Supervisor Alberico informed the residents that a book was published by Dr. Reno Caneva titled "Dellwood Chronicles" which includes the history of Dellwood Park.

On a Motion of Delaney, seconded by Boyce to adjourn the meeting at 7:17 PM.

MOTION CARRIED