

LOCKPORT, ILLINOIS

AUGUST 14, 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 August 14, 2018 at 7:22 PM with Supervisor Ron Alberico presiding.

Present were Clerk Denise Mushro Rumchak, Assessor Debbi Mason, Highway Commissioner John Cielenski, Trustees Gregg Bickus, Barb Boyce, Barb Delaney and Dean Morelli, Collector Karen Johnson, Attorney Gary Mueller and Deputy Clerk Jessica Strickland. Also present were Julie Carco from Meals on Wheels, Delinda Herod, Bob Loewe, Ken Griffin, Antoinette Walker, Craig Horvath, Pat Horvath, Rich Horvath and Grant Spooner filming the meeting. 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.

Supervisor Alberico stated there are three sets of minutes that need to be approved tonight: the monthly meeting of July 10, 2018, the workshop meeting of July 31, 2018 and the executive session meeting of March 6, 2018. Clerk Rumchak requested that the executive session minutes be approved separately from the monthly and workshop minutes.

On a Motion of Delaney, seconded by Boyce to approve the minutes from the previous regular monthly meeting held on July 10, 2018 and the workshop meeting held on July 31, 2018.

MOTION CARRIED

Supervisor Alberico disclosed that Attorney Mueller has reviewed the minutes for the executive session meeting held on March 6, 2018 and disclosed his approval to release the minutes.

On a Motion of Delaney, seconded by Boyce to approve the minutes from the executive session meeting held on March 6, 2018.

MOTION CARRIED

On a Motion of Boyce, seconded by Delaney to approve the total bills and payroll in the amount of \$145,591.24. Roll call vote resulted in Alberico Aye, Bickus Aye, Boyce Aye, Delaney Aye and Morelli Aye.

MOTION CARRIED

Assessor's Report- Assessor Mason reported that Will County sent out assessment notices on August 1, 2018. Assessor Mason informed the residents that if they did not receive an assessment notice, then there was no change from the previous year. There were assessment changes to approximately 5,500 parcels this year. The deadline to file an appeal with the Board of Review is September 4, 2018.

Assessor Mason mentioned she would like to hold the 2nd annual Trunk and Treat on Thursday October 25, 2018 from 5:30 PM to 7:30 PM. Assessor Mason would like to hold this event inside the building instead of the parking lot due to unpredictable weather. In addition to this request, she also asked for approval to allocate no more than \$1,500.00 to the event for candy, games and possibly hot dogs/popcorn. The Board agreed to have the 2nd annual Trunk and Treat on October 25, 2018 at the Lockport Township Government building. The request to allocated monies to the event will be placed on the agenda for approval next month.

Clerk's Report- Clerk Rumchak informed the Board that the website by Revize is in the second phase. This phase entails converting the original documentations from the current website to the new website. Clerk Rumchak asked the officials to submit any information that they made like added, deleted or updated as soon as possible.

Clerk Rumchak announced that the Community Baby Shower that is hosted by United Way of Will County's Women United will be held on Sunday September 16, 2018 from 1:00 PM to 4:00 PM at the Township building. Lockport Township is a drop off site for any donations collected by the community. Clerk Rumchak asked the residents to please pass the flyer around so the community is aware of the

event and hopefully interested in being involved. Donations include diapers of all sizes, diaper wipes, diaper cream, baby wash and shampoo which are being accepted now. Clerk Rumchak thanked Delinda Herod for her support with advertising this event in the Fairmont area.

Grandparents Day Out was held on Friday, August 10, 2018 from 10:00 to Noon at the Crest Hill Library. Clerk Rumchak thanked Culvers, Jewel and McDonalds for their donations to the event.

The Deputy Clerk has scanned approximately 6,000 documents into the Laserfiche software. There are approximately another 10,000 documents to go. The Township employees that have access to the system will be able to look up all documents/invoices on their computers as needed.

The last day to register to vote is October 9, 2018 for the general election held on November 6, 2018. If anyone would like the Clerk's office to come out to their facility to register voters, please contact the Clerk's office. Clerk Rumchak stated that her office will be registering voters at Lockport Township High School in late September or early October.

Clerk Rumchak publicized that election judges are needed for the general election on November 6, 2018. To become an election judge, you need to be a registered voter in Will County and attend a two-hour training class. Election judges will earn \$135.00 plus mileage reimbursement. Please contact the Will County Clerk for more information or to apply.

The Clerk's office will begin early voting on October 22, 2018 for the general election on November 6, 2018.

The Will County Clerk will be sending out vote by mail ballots on September 27th. If any voter is interested in receiving a vote by mail ballot, please contact the Will County Clerk's office.

The Will Gundy Clerk's Association held their meeting at the Lockport Township building last Wednesday. There were 13 clerks in attendance along with Attorney Sonni Williams who presented important information about the open meeting act and FOIA.

Clerk Rumchak announced that John Connor will be holding a senior event on Oct 5, 2018 from 9:00 AM to 12:00 PM.

Trustee Comments and Suggestions- Trustee Delaney inquired to Attorney Mueller if the Township was in violation of the open meeting act because of the proposed agenda item "Approval for Meals on Wheels to utilize the Kitchen" when in fact they will be utilizing more than just the kitchen. Supervisor Alberico commented that the agenda should have stated the approval of the Meals on Wheels contract. Trustee Delaney agreed with Supervisor Alberico and explained that the current agenda states that Meals on Wheels is only asking to utilize the kitchen and not the building Monday through Friday from 9:00 AM to 1:00 PM. Attorney Mueller stated that this agenda item can be tabled for next month meeting. Supervisor Alberico commented that if this agenda item is tabled, it will delay Meals on Wheels from moving in. Supervisor Alberico stated that he will schedule a special meeting next week for this agenda item. There was additional discussion with the Board and Attorney Mueller in regards to the wording of the agenda items.

Building Report- Supervisor Alberico reported that there was a major gas leak in the building last week. The gas had to be shut off for three to four days for repairs to be completed.

The second sink in the kitchen is currently being installed along with the drains that were recommended by Trustee Bickus to meet the Health Department code.

The cameras, motion detectors, and panic buttons will be installed tomorrow to provide additional security for the building.

Supervisor Alberico received an estimate to have a security door installed upstairs in the amount of \$5,000.00. Trustee Delaney asked if any other proposals were received. Supervisor Alberico commented no because the companies he has contacted have stated that the job is too small for them. Trustee Morelli asked if the decisions that are being made during the Building Committee meeting would be discussed with the Board as a whole. Trustee Morelli stated he asked this question because some of the employees have a different opinion in regards to the security door being constructed. An employee believes it is a part of their job to let residents in their office to ask questions. Supervisor

Alberico agreed to allow residents into the offices to ask questions, but he would like them to be escorted to the office instead of the residents just walking in. Trustee Morelli commented that locking the hallway door would be a step in the right direction. Supervisor Alberico revealed that the hallway door is after the entrance to the other offices. Supervisor Alberico stated that another Building Committee meeting will be scheduled for further discussion on the matter.

Supervisor Alberico disclosed that he is having a hard time finding a contractor to install the automatic door handicap push plates for the front entrance way.

Clerk Rumchak reminded Supervisor Alberico that a motion still needs to be made to table the Meals on Wheels agenda item.

On a Motion of Delaney, seconded by Bickus to table the approval of Meals on Wheels utilizing the building. Roll call vote resulted in Alberico Nay, Bickus Aye, Boyce Aye, Delaney Aye and Morelli Aye.

MOTION CARRIED

New Business- Supervisor Alberico would like to create a committee for the refuse referendum. This committee would discuss the money amount to propose to the waste companies for service to the unincorporated Lockport Township areas. Supervisor Alberico would like to have residents from unincorporated Lockport Township on the Committee: Delinda Herod from Fairmont, Carl Groth from College View, and himself from the High Road subdivision.

On a Motion of Delaney, seconded by Boyce to create a Refuse Committee. Roll call Alberico Aye, Bickus Aye, Boyce Aye, Delaney Aye, and Morelli Aye.

MOTION CARRIED

Supervisor Alberico stated that Antoinette Walker has requested to have street signs placed to honor her son in the Fairmont area. Attorney Mueller disclosed that the Board may want to table this agenda item because it does not state the name of Ms. Walker's son on the agenda. Trustee Delaney commented that this agenda item is not as critical in regards to transparency when compared to the authorization of Meals of Wheels utilizing the building.

On a Motion of Delaney, seconded by Boyce to approve honorary street signs at the intersection of State Street/ Fairmont Avenue and Brassel Street/ Fairmont Avenue in remembrance of Deont'e Lesley. Roll call vote resulted in Alberico Aye, Bickus Aye, Boyce Aye, Delaney Aye and Morelli Aye.

MOTION CARRIED

Supervisor Alberico announced that the TOI conference will be held on November 11-13, 2018. Supervisor Alberico would like the Board to approve up to 12 employees/officials to attend the conference.

On a Motion of Delaney, seconded by Boyce to approve up to 12 employees/official's registration and hotel reservations for TOI conference held on November 11-13, 2018 in Springfield.

MOTION CARRIED

Supervisor Alberico asked the officials to submit their fall newsletter information by August 31, 2018.

Resident Delinda Herod asked Supervisor Alberico when the next Water Board meeting will be held. Supervisor Alberico stated the next meeting will be held on August 28, 2018.

Attorney Mueller asked Supervisor Alberico if he would like to schedule the date for the special meeting for Meals on Wheels. Supervisor Alberico commented that he needs to check his calendar, but believes it will be scheduled for Thursday August 23, 2018.

Meetings and Correspondences- A resident sent a thank you note for finding and returning their money that was left on the Township bus.

A thank you card was received from the Fairmont Food Pantry for the Township's donation.

Supervisor Alberico stated that excluding Bonnie Brae and the Carillon areas, there will still be over 4,000 households in unincorporated Lockport Township who can benefit from the waste disposal referendum.

On a Motion of Bickus, seconded by Boyce to adjourn the meeting at 8:00 PM.

MOTION CARRIED

DENISE MUSHRO RUMCHAK, TOWN CLERK