

CLASSIFICATION OF EMPLOYEES

It is the intent of the Township to clarify definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any period of time.

Full-Time Employee: Employees who are regularly scheduled to work thirty-two and a half (32.5) or more hours per week at the Township. Full-time employees are eligible for the Township's benefit programs, subject to the terms, conditions, and limitations of each program.

Category 1 Employees: Employees working for the Township previous to March 1st, 2018 and grandfathered in at 27 hours per week. (M-Tu-Th-F 9am-4pm; Wed 9am-noon.)

Category 2 Employees: Employees related to the Senior Bus Program Starting November 2015 that work up to 40 hours per week. (M-F 7am-3:30pm.)

Category 3 Employee: Employees who began working for Township after March 1st, 2018 that will work 32 ½ hours per week. (M-F 9am-4pm.)

Category 4 Employees: *Part-Time Employees:* Employees who are regularly scheduled to work less than twenty-seven (27) hours per week. While regular part-time employees receive all legally mandated benefits, (such as workers' compensation insurance), they are generally ineligible for the other benefit programs offered by the Township unless specified in this Handbook.

Seasonal Employees: Temporary employees include those hired for a limited time to assist in a specific function or in the completion of a specific project. Employment beyond any initially stated period does not in any way imply a change in employment status or classification. Temporary employees retain temporary status unless they are notified by the Township of a change. They are not eligible for any of the Township's benefit programs.

Exempt Employee: Employees whose positions meet specific tests established by the Fair Labor Standards Act (FLSA) and state law who are exempt from overtime pay requirements.

Non-Exempt Employee: Employees whose positions do not meet FLSA exemptions tests and who are paid a multiple of their regular pay rate for overtime as required by federal and state law.

OVERTIME

Sometimes overtime work is necessary. Non-exempt employees will be paid overtime for all hours worked over 32.5 hours in a work week (not including time off for vacation, being sick or other “non-working” or leave of absence time). Overtime will be paid at the same rate as the employee’s regular rate. If overtime is to be worked, prior approval must be obtained from the Township Official. Employees may also accrue extra hours and compensated by acquiring Comp time. Working unauthorized overtime by an employee will subject the employee to disciplinary action up to and including termination.

Exempt employees (those who are defined as such by the Fair Labor Standard Act) are not entitled to overtime.

MEAL BREAKS

It is the Lockport Township Official policy to allow employees up to one (1) hour meal break.

ADMINISTRATIVE PAY CORRECTIONS

The Township takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay the employee must promptly bring the discrepancy to the attention of his/her immediate supervisor so that corrections can be made as quickly as possible. Failure to notify the Township of an error in your paycheck, whether above or below the anticipated amount, may lead to disciplinary action up to and including termination of employment.

The Township’s policy is to comply with the salary basis requirements of the Fair Labor Standards Act. The Township is therefore prohibited from making any improper deductions from the salaries of exempt employees. In the event that an employee believes that an improper deduction has been made, the employee should promptly notify his/her immediate supervisor. The Township will promptly perform an investigation of the issue. In the event that an improper deduction is found to have been made, the Township will promptly reimburse the employee for the full amount of the deduction. The Township will make reasonable efforts to communicate to the party directing the improper deduction to take measures to prevent such improper deduction in the future.

RESOLUTION 2018-2
LOCKPORT TOWNSHIP, WILL COUNTY, ILLINOIS

RESOLUTION PROVIDING FOR AND REQUIRING THE SUBMISSION OF THE FOLLOWING PROPOSITION AS APPROVED BY THE ELECTORS OF LOCKPORT TOWNSHIP AT THE TOWNSHIP ANNUAL MEETING HELD ON APRIL 10, 2018: SHALL THE LOCKPORT TOWNSHIP BOARD OF TRUSTEES BE AUTHORIZED TO CONTRACT, ADMINISTER, OR LICENSE A REFUSE COLLECTION, DISPOSAL, AND RECYCLING PROGRAM ON BEHALF OF ALL RESIDENTS OF UNINCORPORATED LOCKPORT TOWNSHIP, PURSUANT TO SECTION 85 – 13(f) AND ARTICLE 210 OF THE TOWNSHIP CODE AT THE GENERAL ELECTION TO BE HELD ON THE 6TH DAY OF NOVEMBER 2018?

WHEREAS, Lockport Township, Will County, Illinois (the “Township”) is an Illinois township organized and operating under the Illinois Township Code, 60 ILCS 1/1-1 *et seq.*; and

WHEREAS, while the Board of Trustees (the “Township Board”) of the Township is presently authorized, under Section 85-13(f) of the Township Code, to contract, administer, or license a recycling program in the unincorporated areas of the Township, the Township Board desires direction from the residents of the unincorporated areas of the Township; and

WHEREAS, under Section 85-13(f) and Article 210 of the Township Code, the Township Board, when authorized by the electors of the unincorporated areas of the Township to exercise the powers conferred by Article 210 of the Township Code, may make contracts for more than one (1) year and not more than 15 years (i) relating to the composting or recycling of garbage, refuse, and ashes within the unincorporated area of the Township or (ii) relating to the collection and final disposition, or relating solely to either the collection or the final disposition of garbage, refuse, and ashes within the unincorporated area of the Township; and

WHEREAS, on April 10, 2018, the Lockport Township Electors approved the initiative, presented via Elector-signed petitions, to have the issue outlined herein placed for Referendum to be voted on by the registered voters of unincorporated Lockport Township; and

WHEREAS, this Township Board, upon careful review and consideration, finds that it is in the best interest of the citizens of the Township to obtain authority to provide refuse collection, disposal, and recycling services for the unincorporated areas of the Township pursuant to 60 ILCS 1/85-13(f) and 60 ILCS 210 of the Township Code.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of Lockport Township, Will County, Illinois, as follows:

SECTION 1. The foregoing recitals are true and correct and are hereby incorporated into this Resolution as findings of the Township Board.

SECTION 2. The Township Board has determined that the proposition referred to herein be submitted to the voters of the unincorporated areas of the Township in accordance with all applicable election laws at the General Election to be held on November 6, 2018 (the “Election”).

SECTION 3. The Election shall be held in the voting precincts and the polling places established by the Will County Clerk, the chief election authority (the “Election Authority”) for voters of the unincorporated areas of the Township at said Election; shall be conducted by the election judges appointed by the Election Authority; and shall be held and conducted with the returns thereof duly canvassed, all in a manner and time as provided by the election laws of the State of Illinois.

SECTION 4. The Election Authority shall give notice of the election in accordance with the election laws in the same manner and at the same places that the sample ballots and instructions to voters are required by Sections 12-4 and 12-5 of the Election Code of the State of Illinois, as amended (the “Election Code”) to be posted.

SECTION 5. The Township Board has determined that said notice shall include the following:

NOTICE IS HEREBY GIVEN that at the General Election to be held on Tuesday, November 6, 2018, the following proposition will be submitted to the voters of Lockport Township, Will County, Illinois:

<p>Shall Lockport Township be authorized to contract, administer or license a refuse collection, disposal, and recycling program on behalf of the residents of the unincorporated areas of the Township, pursuant to Section 85-13(f) and Article 210 of the Township Code?</p>	<p>YES</p> <p>NO</p>
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The polls at said election will be open at 6:00 a.m. and continue to be open until 7:00 p.m. of that day.

SECTION 6. The ballot to be used at the Election shall be in substantially the following form, with such alterations, changes, deletions, and insertions as may be required by Article 24 of the Election Code if an electronic or mechanical voting system is used at the Election:

(Front of Paper Ballot)

OFFICIAL BALLOT

PROPOSITION TO AUTHORIZE LOCKPORT TOWNSHIP TO CONTRACT, ADMINISTER, OR LICENSE A REFUSE COLLECTION, DISPOSAL, AND RECYCLING PROGRAM

(Instruction to Voters: Mark your preference in the space opposite to "Yes" or "No" indicating the way you desire to vote.)

Shall Lockport Township be authorized to contract, administer, or license a refuse collection, disposal, and recycling program on behalf of the residents of the unincorporated areas of the Township, pursuant to Section 85-13(f) and Article 210 of the Township Code?	YES
	NO

(Back of Paper Ballot)

Official ballot for voting on the proposition to authorize Lockport Township to contract, administer, or license a refuse collection, disposal, and recycling program in the unincorporated areas of Lockport Township, Will County, Illinois, at the General Election held on November 6, 2018.

Precinct Number: _____

Polling Place: _____

Election Authority (SEAL)

SECTION 7. After the adoption hereof and not less than sixty-one (61) days prior to the date of the Election, the Township Clerk shall certify a copy hereof to the Election Authority in order that the proposition set forth herein shall be submitted to the voters of the Township at the Election.

SECTION 8. The Township Board has determined that in the event such question is approved by a majority of the Electors voting on the question at the General Election to be held on November 6, 2018, the Township Board shall provide in the contract for the refuse collection, disposal and recycling program on behalf of the unincorporated areas of the Township that the users of the such refuse services shall pay the costs of the services directly to the service provider.

SECTION 9. The Township Board and/or any appropriate Lockport Township officials are authorized and directed to execute any and all documents on behalf of Lockport Township in regard to the foregoing question to be placed on the ballot at the General Election to be held on November 6, 2018.

SECTION 10. All resolutions or parts thereof in conflict with this Resolution are hereby repealed to the extent of such conflict.

SECTION 11. This Resolution shall be and remain in full force and effect from and after its adoption as provided by law.

ADOPTED AND APPROVED this 12th day of June, 2018, pursuant to a roll call vote in the regular meeting of the Lockport Township Board of Trustees, Lockport Township, Illinois.

AYE NAY ABSENT

RONALD ALBERICO

GREGG BICKUS

BARB DELANEY

BARB BOYCE

DEAN MORELLI

Ronald Alberico, Supervisor, Board of Trustees
Lockport Township, Will County, Illinois

ATTEST:

Denise Mushro-Rumchak, Clerk
Lockport Township, Will County, Illinois

STATE OF ILLINOIS)
) SS.
COUNTY OF WILL)

I, **DENISE MUSHRO-RUMCHAK**, Clerk in and for Lockport Township, an Illinois township, Will County, Illinois, and keeper of the records and files of said Township, hereby certify the foregoing is a true and correct copy of **RESOLUTION** _____ passed by the Board of Trustees of Lockport Township, at its regular meeting held on _____.

GIVEN under my hand and seal of Lockport Township this _____ day of _____, 20_____.

Denise Mushro-Rumchak, Clerk
Lockport Township, Will County, Illinois

TOWNSHIP SUPERVISORS OF ILLINOIS

DIVISION OF THE TOWNSHIP OFFICIALS OF ILLINOIS

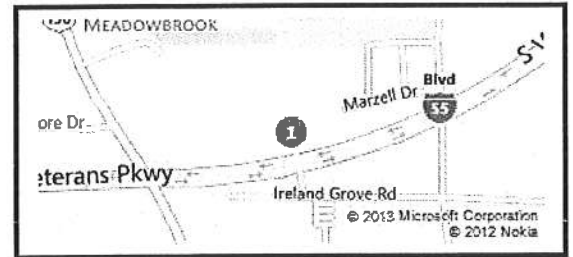
Zone III Educational Workshop



WHO: Supervisors, General Assistance Caseworkers
& other interested Township Officials

WHEN: Friday, July 20, 2018

WHERE: DoubleTree by Hilton Hotel
10 Brickyard Dr.
Bloomington, IL 61701
309-664-6446



Program Agenda

8:30 a.m.	Registration and Coffee
9:00 a.m.	Welcome and Introduction
9:15-10:15 a.m.	Records Retention & Disposal
10:15-10:30 a.m.	Break
10:30-11:30 a.m.	Ask a Supervisor
11:30 a.m. -12:00 p.m.	Supervisor's Responsibility regarding GA
12:00 p.m.	Lunch

REGISTRATION FEE:
\$40.00 Advance Registration
\$50.00 Registration at door

(includes Lunch)

*Participants will receive three hours of continuing education in the voluntary certification program.
Printed materials guaranteed to registered participants only.*

Advance Registration Form

Zone III* * * Double Tree, Bloomington* * * 7/20/18
RSVP TO BE RECEIVED BY 7/6/18, PLEASE

Name _____

Address _____ City _____

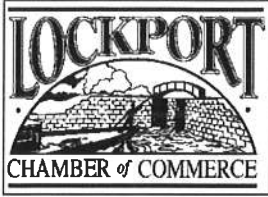
Zip Code _____ Daytime Phone # _____

Township/County _____ E-mail _____

Names of Additional Attendees _____

Make checks payable to Township Supervisors of Illinois

Mail form and fee to:
John Gardner Jr.
14930 No. 9 Blacktop
West Frankfort, IL 62896



Lockport Chamber of Commerce

"City of Historic Pride"

◆ Promotion ◆ Education ◆ Networking ◆ Service

922 E. 9th Street, 3rd Floor, Lockport, IL 60441 (815) 838-3357 Fax (815) 838-2653
office@lockportchamber.com www.lockportchamber.com

Dear Prospective Parade Participant,

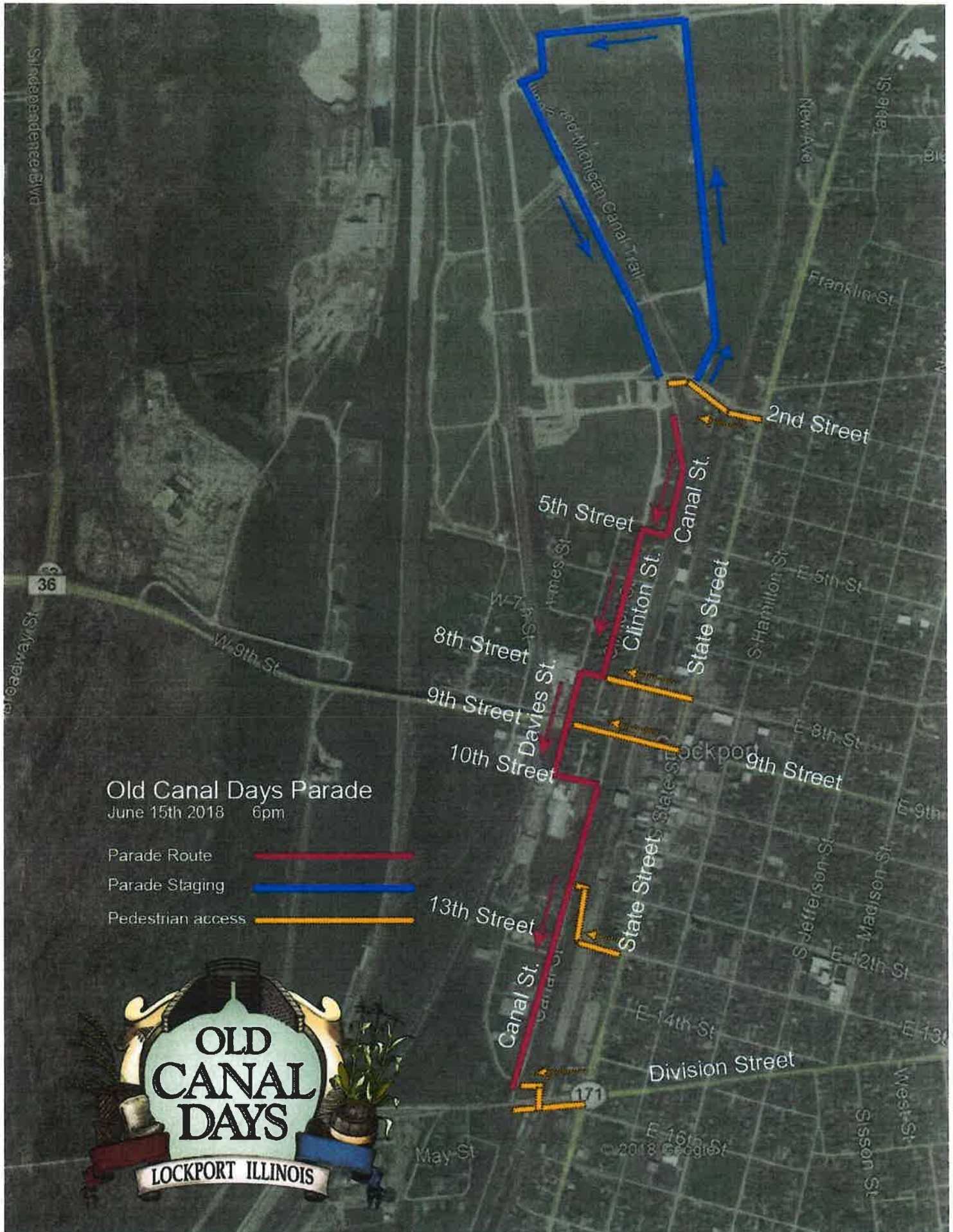
Thank you for your interest in the 2018 Old Canal Days Parade! The parade is scheduled for Friday, June 15th at 6:00 pm. Due to the downtown construction on State Street, we have had to temporarily move the location of the parade this year. The parade will take place on the west side of the Canal.

Attached you will find a map of the parade route. The parade staging will begin at the former Texaco/Chevron property near 2nd and Canal Streets and is highlighted in blue. The parade route in red will begin at 2nd and Canal Streets and will finish at Division and Canal. You will see the yellow lines on the map show the pedestrian access for parade watchers.

#DeTour to Lockport is this year's theme and we encourage you to incorporate a construction theme where possible into your entry. We are excited about the changes coming this year to the downtown and look forward to hosting the 2019 Old Canal Days Parade back on its State Street route. Should you have any questions about the parade or Old Canal Days, please do not hesitate to contact me at (815) 838-3357 or office@lockportchamber.com.

Thank you,

Cindy DeNormandie, Executive Director
Lockport Chamber of Commerce





Lockport: City of Historic Pride

City of Lockport

Steven Streit, *Mayor*
Kathleen Gentile, *City Clerk*
David H. Palya, *Treasurer*
Sonni Choi Williams, *City Attorney*
Benjamin J. Benson, *City Administrator*

Central Square Building, Suite 4, 222 E. Ninth Street, Lockport, Illinois 60441-3497 Phone (815)838-0549 Fax (815)838-9498

REVISED NOTICE WITH CORRECTED ANNEXATION PLAT

CITY OF LOCKPORT NOTICE OF ANNEXATION OF TERRITORY PURSUANT TO 65 ILCS 5/7-1-13

<p>TO: Larry Walsh County Executive County of Will 302 North Chicago St. Joliet, IL 60432</p>	<p>Nancy Schultz Voots County Clerk County of Will 302 North Chicago St. Joliet, IL 60432</p>	<p>Debbie E. Mason Township Supervisor <i>Assessor</i> Lockport Township 1463 S. Farrell Road Lockport, IL 60441</p>
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On **June 20, 2018 at 7:00 p.m.**, in the Council Chambers on the Third Floor of the Central Square Building, 222 East 9th Street, Lockport, Illinois, during the City Council meeting, the Mayor and City Council of the City of Lockport, Will County, Illinois, will be considering and hearing testimony on the annexation of the real property located at **1920 Lawrence Avenue, Lockport, IL, 60441**, and legally described as follows:

THE SOUTHERLY 115 FT OF THE NORTHERLY 225 FEET OF THE WESTERLY 187.50 FEET OF THAT PART OF LOT 8 OF THE SUBDIVISION OF THE NORTHEAST QUARTER OF SEC. 26, TOWNSHIP 36 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, LYING SOUTH OF THE SOUTH LINE OF CHARLES STREET IN WHELAN'S SUBDIVISION, IN WILL COUNTY, ILLINOIS.

PIN 11-04-26-212-002

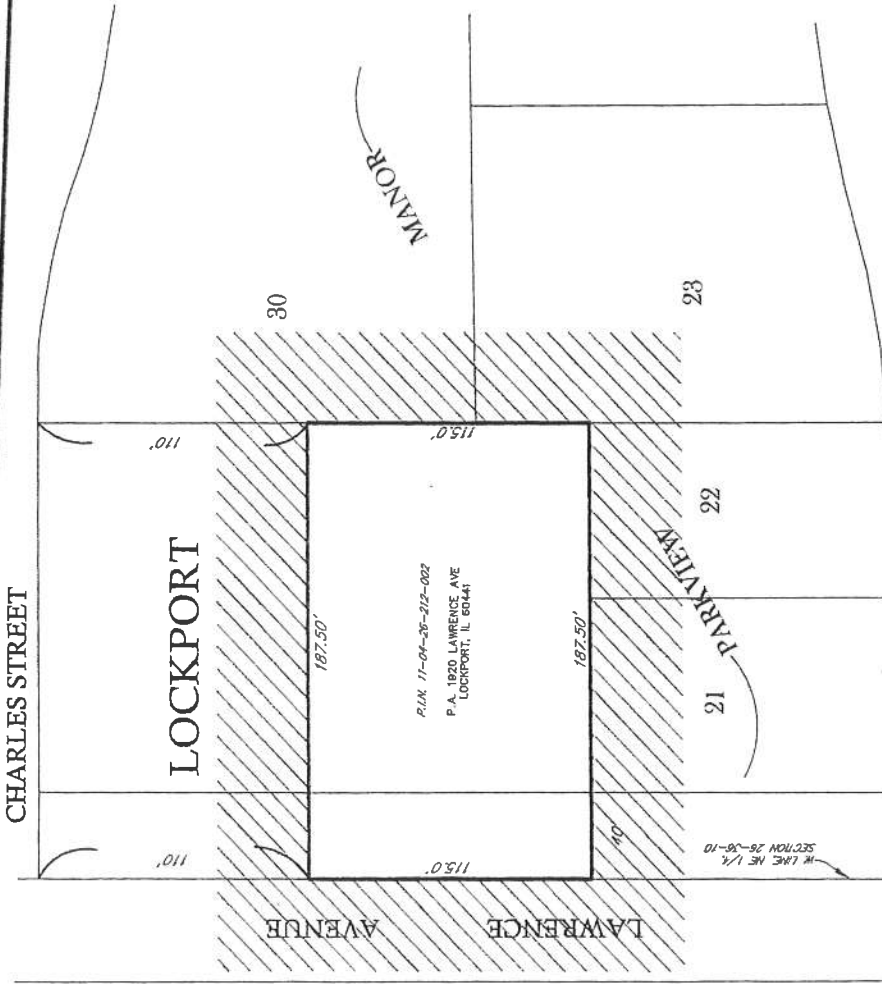
The plat of annexation showing the territory proposed to be annexed by the City of Lockport is enclosed with this notice. The annexation being proposed by the City of Lockport will take place not less than 10 days after the service of this notice on you. It is anticipated that the City Council will take final action with the passage of an annexation ordinance at the City Council meeting June 20, 2018, but the City Council reserves the right to defer action to a later date. The taxpayer of record is **WRIGHT FAMILY DECLARATION OF TRUST**. This notice is being sent to you as required by the Illinois Municipal Code, 65 ILCS 5/7-1-13.

Ben Benson
City Administrator
City of Lockport
May 24, 2018

PLAT OF ANNEXATION TO THE CITY OF LOCKPORT

LEGAL DESCRIPTION

THE SOUTHERLY 115 FEET OF THE NORTHERLY 225 FEET OF THE WESTERLY 187.5 FEET OF THAT PART OF LOT 8 OF THE SUBDIVISION OF THE NORTHEAST QUARTER OF SECTION 26, TOWNSHIP 36 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, LYING SOUTH OF THE SOUTH LINE OF CHARLES STREET IN WHELAN'S SUBDIVISION, IN WILL COUNTY, ILLINOIS.



POB- POINT OF BEGINNING
POC- POINT OF COMMENCEMENT
PA- PROPERTY ADDRESS

No.	DATE	DESCRIPTION	BY



Ruettinger, Tonelli & Associates, Inc.
Surveyors • Engineers • Planners • Landscape Architects • C.I.S. Consultants
129 CAPISTA DRIVE - STOREWOOD, ILLINOIS 60404
PH. (815) 744-6600 FAX (815) 744-0101
website: www.ruettingertoni.com

DATE: 8-29-2017 SCALE: 1" = 50'
DRAWN BY: MJD/ech CHECKED BY: KP
PREPARED FOR: CITY OF LOCKPORT
CENTRAL SQUARE BUILDING, SUITE 4
222 EAST NINTH STREET
LOCKPORT, IL 60441
FIELD BOOK: PAGE: DRAWING No.: 117-0875-AX - AX8
SHEET 1 OF 1

DRAWING TITLE: PLAT OF ANNEXATION

STATE OF ILLINOIS)
COUNTY OF WILL)

RUETTINGER, TONELLI & ASSOCIATES, INC., ILLINOIS PROFESSIONAL DESIGN FIRM No. 184-001251, HEREBY CERTIFIES THAT THIS PLAT WAS PREPARED UNDER ITS DIRECTION, AND THAT THE PLAT IS A TRUE AND ACCURATE REPRESENTATION OF THE ANNEXED LEGAL DESCRIPTION.

SEEN UNDER MY HAND AND SEAL THIS 29th DAY OF August, 2017.



ILLINOIS PROFESSIONAL LAND SURVEYOR (MY LICENSE EXPIRES 11-30-2018) TO ENSURE AUTHENTICITY OF THIS PLAT, IT MUST BEAR THE EMBOSSED SEAL OF THE DESIGN FIRM OR PROFESSIONAL LICENSEE WHO PREPARED THIS DRAWING.

- PROPERTY TO BE ANNEXED
- EXISTING LIMITS OF THE CITY OF LOCKPORT

THIS IS NOT A BOUNDARY SURVEY

ANY DISCREPANCY IN MEASUREMENT DISCOVERED UPON THE GROUND SHOULD BE PROMPTLY REPORTED TO THE SURVEYOR FOR EXPLANATION OR CORRECTION.
FOR BUILDING LINE AND OTHER RESTRICTIONS NOT SHOWN, REFER TO YOUR ABSTRACT, DEED, CONTRACTS AND ZONING ORDINANCES.