

LOCKPORT, ILLINOIS

MAY 22, 2017

WORKSHOP MEETING

TOWN CLERK'S RECORD BOOK

TOWN FUND

A workshop meeting was held on Monday, May 22, 2017, 7:22 PM at Lockport Township Government, 1463 S. Farrell Road, Lockport, IL 60441, in the Community Center. Supervisor Ron Alberico presiding.

Present were Trustees Gregg Bickus, Barb Boyce, Barbara Delaney and Dean Morelli, Clerk Denise Rumchak, Attorney Gary Mueller and Deputy Clerk Jessica Strickland. Also presents were Residents Karen Johnson, Ron Cornolo, Robert Hoffmeyer, William Bremmer and Grant Spooner filming the meeting. Absent were Assessor Debbi Mason, Highway Commissioner John Cielenski and Collector Lance McCalla. The meeting agenda was posted at the Lockport & Crest Hill Libraries, Lockport Township Government Building, on the Township website (Clerk's section) and also on the Community Center door.

Items discussed were as follows:

- Approval of Open House on June 15, 2017
- Long and Short Term Contracts
- Building Committee (Township Building)
- Employee Handbook

Supervisor Alberico announced that residents have been wondering if an open house will be held for the new Township Building. Supervisor Alberico stated he would like to have the open house on June 15, 2017, which is the Thursday before Canal Days in Lockport. There was discussion with the Board about activities, free services for residents, raffles, entertainment, catering and rental of a tent for outside. Trustee Bickus suggested approving the open house with a budget amount. Trustee Delaney asked what line item the monies would come out of. Supervisor Alberico commented from line item labeled projects.

On a Motion of Bickus, seconded by Boyce to approve the Open House on June 15, 2017 with a budget not exceeding \$4,000.00. Roll call vote resulted in Alberico Aye, Bickus Aye, Boyce Aye, Delaney Aye and Morelli Aye.

MOTION CARRIED

Supervisor Alberico stated the new Trustees have received their computers and email/passwords to be able to receive information that pertains to the Township meetings.

Supervisor Alberico announced Lockport Township always marches in the parade for Canal Days. Supervisor Alberico would like to purchase new shirts for this event.

Supervisor Alberico informed the Board that the current building that the Food Pantry occupies has sold. The Food Pantry has 45 days to relocate. Supervisor Alberico stated the contracts are on the agenda to review and discuss, so we can make any changes or adjustments as necessary. Supervisor Alberico also mentioned that Attorney Mueller is here tonight to answer any questions or concerns. Attorney Mueller stated the one page lease is for an organization to use the building for a couple hours and the six page lease is for an organization to have an extended lease with the Township.

There was discussion with the Board and Attorney Mueller in regards to the Food Pantry utilizing space in the building. There were many questions about the extended lease, paragraph 3: reconfiguration of a room and bathroom, replacement of a bathroom, removal and install of doors, installation of a key lock security system and waste/recycling fee to be paid by the Food Pantry. The Board informed Attorney Mueller about matters that needed to be added and revised with more detailed information. There was additional discussion in relation to hours of operation, fees/permits for construction, accessibility, the time length of the contract, extermination cost if necessary, a reduction in the Township's monthly contributions to assist with the cost of the electric bill, parking at the building and the provision information in the contract. Attorney Mueller read the proposed changes to section 12 and 15 of the Township lease. Supervisor Alberico stated Attorney Mueller and the attorney for the Food Pantry can communicate to be able to have this lease on the agenda for approval at the June meeting if both parties are in agreement.

Supervisor Alberico announced there is a one page lease for an organization that would like to utilize the building for a couple hours. There was discussion with the Board about certification of insurance, no insurance, the \$50.00 deposit, employees working after hours and sending email notification to the Trustees when a room is going to be occupied.

Clerk Rumchak suggested that a building committee be assembled for the new building. Supervisor Alberico stated there are many projects that still need to be completed. There was discussion with the Board on how many people should be on the committee. The Board decided to have Supervisor Alberico, Trustee Morelli, one of the maintenance employees, and two citizens on the committee. The two citizens will be placed on the building committee by a voting process.

Clerk Rumchak stated the existing personnel manual has not been amended since 2007. Clerk Rumchak mentioned Assessor Mason has put a lot of work into the new personnel manual. Supervisor Alberico would like the Board and Attorney Mueller to review the manual. Clerk Rumchak said additions and deletions can be made to this manual.

Supervisor Alberico handed out scholarships and the students will be attending the next meeting to receive their awards and recognition. There was discussion with the Board about how many students are involved in the program and how they are chosen for the scholarships.

Clerk Rumchak handed out a flyer from The Lockport Legend/Lockport Chamber of Commerce to see if the Board would be interested in publishing an ad in the Lockport Community Guide. Supervisor Alberico said he would have it placed on the agenda for approval.

Supervisor Alberico would like to have the oath of office re-administer for all Board members for ceremonial purposes at the June meeting.

On a Motion of Delaney, seconded by Boyce to adjourn at 8:25 PM.

MOTION CARRIED

DENISE MUSHRO RUMCHAK, TOWN CLERK