

LOCKPORT, ILLINOIS

JULY 31, 2018

WORKSHOP MEETING

TOWN CLERK'S RECORD BOOK

TOWN FUND

A workshop meeting was held on Tuesday, July 31, 2018, 6:00 PM at Lockport Township Government, 1463 S. Farrell Road, Lockport, IL 60441, in the Multi-Purpose Room #127. Supervisor Ron Alberico presiding.

Present were Trustees Gregg Bickus, Barb Boyce, Barb Delaney and Dean Morelli and Deputy Clerk Jessica Strickland. Also present was Julie Carco from Meals on Wheels. Absent were Clerk Denise Rumchak and Assessor Debbi Mason. The meeting agenda was posted at the Lockport & Crest Hill Libraries, Lockport Township Government Building, on the Township website (Clerk's section), and the calendar and also on the Multi-Purpose door.

The meeting was held to answer any questions or concerns with Meals on Wheels occupying the kitchen and Community Center Monday through Friday from 9 AM to 1 PM at the Lockport Township Government building.

Trustee Delaney asked Julie Carco to announce the Meals on Wheels mission statement. Julie stated the primary mission is to provide one hot nourishing meal per day, both in a congregate setting and to the homebound seniors.

Trustee Delaney inquired about the everyday action of the staff and hours of operation. Julie commented that all the meals are cooked in a commissary kitchen in Batavia and then delivered to the facility at approximately 8:30 AM. Julie explained that one staff member will need to be in the building at 8:00 AM to turn the warming ovens on. The staff will then package the meals per route. There is a total of 57 meals that are delivered. The drivers will start their route at 10:15-10:45 AM and should return within an hour. Julie mentioned that the site manager will be preparing the meals for any seniors who attend the congregated dining. Trustee Delaney stated it is unfair to not allow other organizations to use the Community Center until after 1 PM. Trustee Delaney is also concerned about the seniors disturbing the government offices during congregate dining. The Board discussed Meals on Wheels utilizing the multi-purpose room for congregate dining.

There was discussion with the Board about the mandatory licenses and certificates needed for Meals on Wheels to operate out of the Township building kitchen.

Trustee Bickus asked Supervisor Alberico what renovations are currently being done to the kitchen. Supervisor Alberico commented that per the Health Department, the sinks need to have three equal compartments. These sinks are currently being installed by the maintenance men. The Board walked to the kitchen and discussed the renovations that still need to be completed to pass the Health Department inspection. Julie Carco mentioned that Meals on Wheels will need an area to place the warming ovens and at least two drawers with locks to store paperwork with personal information. Trustee Delaney mentioned that the Board agreed that if any organization received approval to utilize the kitchen, that they would have to pay for any renovations. Trustee Delaney asked Supervisor Alberico who is paying for the renovations. Supervisor Alberico commented that the Township is paying because Meals on Wheels does not have the money and the kitchen needs to be up to code.

Trustee Morelli asked Julie Carco if Meals on Wheels has been asked to leave their current location. Julie commented no, but the current location does not have the best layout for seniors. Trustee Morelli asked if their organization looked anywhere else to relocate. Julie stated they did look into Central Square and it was not a possibility. Trustee Morelli expressed his concern that no other organization would be able to use the kitchen until have 1 PM and suggested having multiple locations for this program. Julie

explained that it needs to be a permanent location per the contract with the funding source.

Trustee Morelli asked how the staff member from Meals on Wheels would access the building at 8 AM. Supervisor Alberico stated they would receive a fob to enter.

There was discussion with the Board in regards to parking issues.

Trustee Bickus asked if an agreement/contract has been created. Supervisor Alberico stated he received a contract from Meals on Wheels and sent the document to the attorney to be reviewed.

There was additional discussion with the Board and Julie Carco.

On a Motion of Boyce, seconded by Delaney to adjourn at 6:27 PM.

MOTION CARRIED

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DENISE MUSHRO RUMCHAK, TOWN CLERK