

**MINUTES – BOARD OF TOWN TRUSTEES**

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**STATE OF ILLINOIS  
LAKE COUNTY**

**THE BOARD OF TOWN TRUSTEES met at the office of the Town Clerk, 359  
Merrill Ct., Libertyville Illinois, on Thursday, January 18, 2022.**

**Kathleen M. O'Connor-----SUPERVISOR**

**Anne Hansen-----CLERK**

**Carol August-----TRUSTEE**

**Cathleen Dohrn-----TRUSTEE**

**Matthew A. Kovatch-----TRUSTEE**

**Terry A. White-----TRUSTEE**

Supervisor O'Connor called the meeting to order at 7:00 p.m. Pledge to the flag, roll call and all Board Members were present except Trustee August. Highway Commissioner Marty Neal and Assessor Chris Feeney were also present.

**APPROVAL OF REGULAR BOARD MEETING MINUTES – December 16, 2021**

A motion by Trustee Kovatch and a second by Trustee Dohrn to approve the Board meeting minutes of December 16, 2021. There was no discussion. All in favor, aye. Motion carried.

**APPROVAL OF BILLS**

The Board reviewed the General Assistance bills for December 2021 and those bills paid in between meetings. There were no questions.

**TOWN FUND**

Motion by Trustee White and a second by Trustee Kovatch to approve the expenditures from the **Town Fund** in the amount of **\$32,148.92**. There was no discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

**ROAD AND BRIDGE FUND**

Motion by Trustee Dohrn and a second by Trustee White to approve the expenditures from the **Road and Bridge Fund** in the amount of **\$20,656.15**. There was no discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

**OPEN SPACE FUND**

Motion by Trustee Kovatch and a second by Trustee White to approve the expenditures from the **Open Space Fund** in the amount of **\$1,364.43**. There was no discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

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**CITIZENS' COMMENTS** – None

**TOWNSHIP REPORTS:**

**Assessor's Report**

Assessor Feeney reported Sam Watson was hired as a property inspector.

**Clerk's Report** – No report.

**Highway Commissioner's Report**

Highway Commissioner Neal said it has been a mild winter but the drivers have been out for several small events.

**Trustees' Report** – No report.

**Supervisor's Report**

In December, Libertyville Township gave out food to 311 households, which consisted of 643 individuals. First Presbyterian Church of Libertyville, Libertyville Sunrise Rotary, Jewel-Osco, Allied Air Conditioning and Heating, MacLean-Fogg, The Atworth at Melody Farm, Main Street Libertyville, Libertyville VFW Post #8741, Brochu Orthodontics, Libertyville Women's Club, Mundelein Arts Commission, Homewerks Worldwide, Quick Law, Elrod Friedman LLP, Cook Memorial Public Library, Forest Creek Subdivision, and a number of private individuals provided donations to the food pantry.

Sunrise Rotary, Jewel of Libertyville, FSS Technologies, and Order of the Easter Star provided fifty-two holiday meals.

There were thirteen families with a total of twenty-eight children that used the holiday gift room.

There were eight energy assistance applications taken in December, one referral to the Salvation Army Extension Center, and three individuals attended the Budget Counseling Workshop.

In 2021, ninety-eight residents requested applications for assistance. Forty-four completed applications were received with a return rate of 39.18%. The Township provided \$20,210.81 in Emergency Assistance and \$23,507.92 in Community Emergency Assistance for a combined total of \$43,718.73 of assistance to thirty-three households.

Trustee Dohrn asked the source of most referrals. Supervisor O'Connor said food pantry recipients, other Townships, schools, and 2-1-1 referrals.

There were four volunteers at the Oak Openings at the January 8<sup>th</sup> workday. An online herbicide training class will be held on Saturday January 29<sup>th</sup> from 9-10:30. Jon Happ and Dave Eubanks will be leading the training. The next volunteer workday is scheduled for Saturday, February 12<sup>th</sup> from 9-noon at Oak Openings.

**PRESENTATION AND APPROVAL OF UPDATED EMPLOYEE HANDBOOK  
BENJAMIN GEHRT FROM CLARK, BAIRD, AND SMITH**

Supervisor O'Connor reported the current handbook was updated in 2017. The Assessor, Road District, and Supervisor's Office have all worked with Mr. Gehrt on the update. Once approved, Mr. Gehrt will present the new handbook to staff and answer any questions. Mr. Gehrt highlighted the additions, changes, and updates to the handbook. Trustee White asked for clarification about vacation day negotiations for new employees. Discussion ensued.

A motion by Trustee Dohrn and a second by Trustee White to approve the updated employee handbook. There was no further discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

**OLD BUSINESS** - None

**NEW BUSINESS** - None

**ADJOURNMENT**

A motion to adjourn by Trustee Kovatch and a second by Trustee White. All in favor, aye. Motion carried. **Time: 8:47p.m.**

Respectfully submitted,



Anne Hansen, Township Clerk