

**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, December 16, 2021.**

**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. Highway Commissioner Marty Neal, Assessor Chris Feeney, and Administrative Assistant Kris Lennon were also present.

**APPROVAL OF REGULAR BOARD MEETING MINUTES – November 18, 2021**

A motion by Trustee Dohrn and a second by Trustee Kovatch to approve the Board meeting minutes of November 18, 2021. There was no discussion. All in favor, aye. Motion carried.

**APPROVAL OF BILLS**

The Board reviewed the General Assistance bills for November, there were no questions.

**TOWN FUND**

Motion by Trustee August and a second by Trustee White to approve the expenditures from the **Town Fund** in the amount of **\$28,571.12**. There was no discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

**ROAD AND BRIDGE FUND**

Motion by Trustee White and a second by Trustee Dohrn to approve the expenditures from the **Road and Bridge Fund** in the amount of **\$29,964.79**. There was no discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

**OPEN SPACE FUND**

Motion by Trustee Kovatch and a second by Trustee August to approve the expenditures from the **Open Space Fund** in the amount of **\$427.28**. There was no discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

**CITIZENS' COMMENTS – None**

**TOWNSHIP REPORTS:**

**Assessor's Report**

Assessor Feeney presented her 2022-23 budget. She encouraged the Board to contact her with any questions.

**Clerk's Report**

Clerk Hansen stated once the Town and Road District levies are approved; they will be filed with Lake County.

**Highway Commissioner's Report**

Highway Commissioner Neal reported the Bull Creek Drainage Project is complete.

Due to high winds, Rockland Road east of St. Mary's Road was recently shut down due to a downed tree and utility pole.

**Trustees' Report**

Trustee August commented 2021 has been a productive year and it was a pleasure working with the Board, elected officials and all Township staff.

**Supervisor's Report**

In November, Libertyville Township gave out food to 412 households, which consisted of 850 individuals. Donations were received from: First Presbyterian Church of Libertyville, Libertyville Sunrise Rotary, Jewel-Osco, Libertyville Police Department, Auto Nation Toyota Libertyville, Ansel B. Cook Chapter NSDAR, Girl Scout Troop #45285, Brownie Troop #47165, Cub Scout Pack #72, Brownie Troop #45980, Advocate Condell Hospital, Terre Faire Neighborhood, The DeMoon Family Fund, P.E.O, Berkshire Hathaway Home Services, Libertyville High School, Highland Middle School, Copeland Manor School, Butterfield School, Benham Family Fund, Libertyville Junior Woman's Foundation. Order of the Eastern Star, Countryside Fire Department, Advocate Center Club, and several individuals. There were seventy-one Thanksgiving dinners provided by Sunrise Rotary, Grace Lutheran Church, Jewel of Libertyville, and Berkshire Hathaway Home Services-Chicago.

The Township Holiday gift room was open on December 7 and 14, 2021 by appointment. As of December 8<sup>th</sup>, there were nine families with a total of eighteen children that selected gifts. The gifts donations were donated from Allied Air Conditioning & Heating and Roark Neitzel.

The holiday dinners will be distributed on Tuesday December 21, 2021. To date, there are fifty-seven families registered.

As of December 15, 2021, the Township has provided \$19,310.81 in Emergency Assistance and \$21,757.92 in Community Emergency Assistance for a total of \$39,368.73 of assistance to forty households.

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There were five volunteers at the December 11, 2021, Open Space Volunteer workday at Oak Openings. The next volunteer workday is scheduled for Saturday, January 8, 2022, from 9 – noon at Oak Openings.

The furnace repair and replacement project has started and should be completed the following week.

The Board received a copy of a letter that the Township received from the Lake County Chair Hart regarding new ordinances recently passed by the Lake County Board that will have an impact on the residents in unincorporated Lake County. A copy of the letter will be included in the next e-newsletter and posted on the website.

**APPROVAL TO PURCHASE POLARIS UTILITY TERRAIN VEHICLE THROUGH SOURCEWELL IN THE AMOUNT OF \$35,838.84 – DISCUSSION & VOTE**

Supervisor O'Connor reported the four-seater Polaris Utility Terrain Vehicle is like an ATV; it drives similar to a car as opposed to a motorcycle. It can tow, haul staff and cargo, operate off trail/off road and access hard to reach areas. The UTV is built for a variety of maintenance tasks such as prescribed burning, watering trees/plugs, herbicide applications.

A motion by Trustee Dohrn and a second by Trustee August to approve the purchase of Polaris Utility Terrain Vehicle through Sourcewell in the amount of \$35,838.34. There was no additional discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

**APPROVAL OF LEASE CONTRACT WITH CANON FOR C38330 COPIER DISCUSSION & VOTE**

A motion by Trustee Kovatch and a second by Trustee August to approve the lease contract with Canon for C38330 copier. Trustee Kovatch commented the contract will be an overall savings to the Township. No further discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

**APPROVAL TO AWARD CONTRACT TO CLEAN CUT TREE SERVICES FOR TREE REMOVAL PROJECT AT CANTERBURY & KILDARE DISCUSSION & VOTE**

Supervisor O'Connor stated the Township is only asking for approval of the \$12,000 description of work by Clean Cut Tree Services.

A motion by Trustee White and a second by Trustee Dohrn to award the contract to Clean Cut Tree Services tree removal project at Canterbury and Kildare in the amount of \$12,000. Trustee Kovatch asked about the number of trees to be removed. Supervisor O'Connor said she did not know the exact number. There was no further discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Trustee Kovatch, aye. Motion carried.

**APPROVAL OF CONTRACT FOR ECOLOGICAL CONSULTING SERVICES TO DAVID M. EUBANKS – DISCUSSION & VOTE**

Supervisor O'Connor reported the Township approved David Eubank's original contract January 2020. Since then, there has not been an increase in his fees. Mr. Eubanks increased his fee for the volunteer workdays from \$350 to \$385. His hourly rate increased from \$50 to \$55. Supervisor O'Connor stated Mr. Eubanks does an excellent job.

A motion by Trustee Kovatch and a second by Trustee Dohrn to approve the contract for ecological consulting services to David M. Eubanks, Inc. There was no further discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Trustee Kovatch, aye. Motion carried.

**APPROVAL OF RESOLUTION 2021-R-8 2022-23 LIBERTYVILLE TOWNSHIP TAX LEVY – DISCUSSION & VOTE**

Supervisor O'Connor led a brief discussion on the projects identified for fiscal year 2022-23.

A motion to waive the reading of the resolution and approve Resolution **2021-R-8 2022-23** Libertyville Township Tax Levy in the amount of **\$2,049,225.97** by Trustee Dohrn and a second by Trustee White. There was no further discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

**APPROVAL OF RESOLUTION 2021-R-9 2022-23 LIBERTYVILLE TOWNSHIP ROAD DISTRICT TAX LEVY – DISCUSSION & VOTE**

Highway Commissioner Marty Neal reviewed the projects identified for fiscal year 2022-23.

A motion by Trustee Kovatch and a second by Trustee Dohrn to waive the reading of the resolution and approve Resolution **2021-R-9 2022-23** Libertyville Township Road District Tax Levy in the amount of **\$1,902,943.53**. There was no further discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

**APPROVAL OF RESOLUTION 2021-R-10 AUTHORIZATION OF APPOINTMENT OF KRIS LENNON AS DEPUTY CLERK DISCUSSION & VOTE**

A motion by Trustee Dohrn and a second by Trustee August to approve the appointment of Kris Lennon as Deputy Clerk. There was no discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried. Clerk Hansen will swear-in Ms. Lennon as Deputy Clerk on Friday, December 17, 2021, at the Township office.

**OLD BUSINESS**

Supervisor O'Connor reminded the Board the meetings will be moving to Tuesdays in 2022. The Township's next meeting is January 18, 2022, at 7:00 p.m.

**NEW BUSINESS**

There was no new business.

**ADJOURNMENT**

A motion to adjourn by Trustee August and a second by Trustee Kovatch. All in favor, aye, Motion carried. **Time: 7:35p.m.**

Respectfully submitted,

A handwritten signature in cursive script that reads "Anne Hansen".

Anne Hansen, Township Clerk