

MINUTES – BOARD OF TOWN TRUSTEES

**STATE OF ILLINOIS
LAKE COUNTY**

**THE BOARD OF TOWN TRUSTEES met at the office of the Town Clerk, 359 Merrill Ct.,
Libertyville Illinois, on Tuesday, January 21, 2025.**

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 Dohrn. Highway Commissioner Marty Neal was also present.

APPROVAL OF REGULAR BOARD MEETING MINUTES – December 10, 2024

A motion by Trustee Kovatch and a second by Trustee August to approve the Board meeting minutes of December 10, 2024. There was no discussion. All in favor, aye. Motion carried.

APPROVAL OF BILLS

The Board reviewed the Town and Road bills from December 11, 2024 – January 20, 2025, as well as the December General Assistance expenditures. There were no questions.

TOWN FUND

Motion by Trustee Kovatch and a second by Trustee August to approve the expenditures from the Town Fund in the amount of \$26,758.57. There was no discussion. On roll call vote: Trustee White, aye, Trustee Kovatch, aye, Trustee August, aye, Supervisor O'Connor, aye. Motion carried.

ROAD AND BRIDGE FUND

Motion by Trustee White and a second by Trustee August to approve the expenditures from the Road and Bridge Fund in the amount of \$53,454.55. There was no discussion. On roll call vote: Trustee White, aye, Trustee Kovatch, aye, Trustee August, aye, Supervisor O'Connor, aye. Motion carried.

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OPEN SPACE FUND

Motion by Trustee August and a second by Trustee White to approve the expenditures from the Open Space Fund in the amount of \$11,274.90. There was no discussion. On roll call vote: Trustee White, aye, Trustee August, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

CITIZENS' COMMENTS – None

TOWNSHIP REPORTS:

Assessor's Report – Absent

Clerk's Report – No report.

Highway Commissioner's Report

Highway Commissioner Neal reported the Highway Department has been out six times this year for snow and ice events. The Oak Spring Bridge project is approximately 77% complete. It is anticipated the road will reopen some time in June or July this year. Trustee Kovatch complimented the Highway Commissioner on the videos available on the website of the Oak Spring Bridge Project.

Trustees' Report

Trustee August reported the Mundelein Tool Library has reopened. The new location is 300 N. Seymour in Mundelein.

Supervisor's Report

In December, the pantry provided food to three hundred, ninety-two households, which consisted of one thousand individuals. Food and/or monetary donations were received from Libertyville Sunrise Rotary, Libertyville Cooperative Nursery School, Libertyville Junior Women's Club, Lorraine's Girls Book Club, Club Pilates - Libertyville, Libertyville Civic Center Foundation, Plexus Corporation, Town & Country Garden Club of Libertyville, USA Fire Protection, Inc. Ansel Brainerd Cook Chapter NASDAR, Growing with Grace Pre-School, Libertyville Women's Club, Main Street Libertyville, Libertyville Civic Center, Adler Park School, Community Protestant Church, Highland Middle School, Copeland Manor School, and private individuals. Jewel-Libertyville, Mariano's-Vernon Hills, and Target-Vernon Hills continue to donate weekly.

Christmas dinners were provided by Libertyville Sunrise Rotary, Jewel of Libertyville, and Order of the Eastern Star. The Holiday Giving Program provided twenty-four families gifts for thirty-eight children. Fourteen donors participated in the program. The toys donated for the Gift Room were from Stateline Toy Collectors Club, Allied Air Conditioning and Heating Corporation. Sixteen families selected gifts for thirty-eight children.

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In 2024, the Township received one hundred and twenty-nine requests for financial assistance. Of those, fifty-six completed applications were received. The Township provided thirty households with Emergency Assistance with a total allocation of \$23,149.51. Thirty-two households received \$23,784.43 in Community Emergency Assistance. Twenty households received both. The Township provided a combined total of \$46,933.94 in financial assistance in 2024.

In December, four individuals attended the Budget Counseling Class. Six applications for energy assistance were taken and submitted.

The Herbicide Training Class for interested Open Space volunteers is scheduled for Saturday, January 25th at the Township. Lunch will be provided. The next open space volunteer workday will be held Saturday, February 8th.

Supervisor O'Connor notified the Board that a Libertyville Township resident is interested in leasing a portion of the Rt. 45 property for permaculture farming. More information on the option will be shared with the Board a future meeting.

**APPROVAL OF PROPOSAL FOR PREVENTATIVE MAINTENANCE AGREEMENT 2025 WITH GATE SYSTEM SOLAR GATE AT LINDHOLM PARKING LOT
DISCUSSION & VOTE**

After some questions from Trustee Kovatch regarding maintenance, a motion by Trustee August and a second by Trustee Kovatch to approve the Proposal for Preventative Maintenance Agreement 2025 with Gate Systems. Supervisor O'Connor reported the installation of the gate has decreased vandalism incidents at that location. Discussion ensued. On roll call vote: Trustee White, aye, Trustee August, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

**APPROVAL OF PROPOSAL FROM MANHARD CONSULTING FOR 2024 NPDES MS4 PERMIT (PERMIT YEAR 22)
DISCUSSION & VOTE**

A motion by Trustee Kovatch, and a second by Trustee White to approve the proposal from Manhard Consulting for 2024 NPDES MS4 Permit Compliance. There was no discussion. On roll call vote: Trustee White, aye, Trustee August, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion Carried.

OLD BUSINESS – None

NEW BUSINESS – None

EXECUTIVE SESSION PURSUANT TO 5 ILCS 120/2 (c) (21) (SEMI ANNUAL REVIEW OF EXECUTIVE SESSION MINUTES) – VOTE

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A motion by Trustee Kovatch and a second by Trustee White to close the Regular Boad Meeting and open the Executive Session. On roll call vote: Trustee White, aye, Trustee August, aye, Trustee August, aye, Supervisor O'Connor, aye. Motion carried. Time 7:20 p.m.

NO FINAL ACTION WAS TAKEN WHILE IN EXECUTIVE SESSION.

RECONVENE OPEN SESSION

A motion by Trustee Kovatch and a second by Trustee August to close Executive Session and reconvene Open Session. On roll call vote: Trustee White, aye, Trustee August, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried. Time: 7:22 p.m.

APPROVAL TO RELEASE OCTOBER 28, 2021, AND NOVEMBER 15, 2021, EXECUTIVE SESSION MINUTES – DISCUSSION & VOTE

A motion by Trustee August and a second by Trustee White not to release the October 28, 2021, and November 15, 2021, Executive Session Minutes. On roll call vote: Trustee White, aye, Trustee August, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

ADJOURNMENT

A motion by Trustee August and a second by Trustee Kovatch to adjourn the meeting, all in favor, aye. Motion carried. TIME: 7:25 P.M.

Respectfully submitted,



Anne Hansen, Clerk

MINUTES – BOARD OF TOWN TRUSTEES

EXECUTIVE SESSION MINUTES

**STATE OF ILLINOIS
LAKE COUNTY**

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Kathleen M. O'Connor-----Supervisor
Anne Hansen ----- Clerk
Carol August ----- Trustee
Cathleen Dohrn ----- Trustee
Matthew A. Kovatch ----- Trustee
Terry A. White-----Trustee

A motion by Trustee Kovatch to convene to Executive Session to discuss the release of Executive Session Minutes of October 28, 2021, and November 15, 2021, seconded by Trustee White, all in favor, aye. Time: 7:22 p.m.

**EXECUTIVE SESSION TO DISCUSS RELEASING EXECUTIVE SESSION
MINUTES OF 10.28.21 AND 11.15.21**

Supervisor O'Connor stated the attorney recommended the minutes continue to remain confidential. The Board agreed. **NO ACTION WAS TAKEN**

A motion to close the Executive Session by Trustee Kovatch and seconded by Trustee White. There was no discussion. On roll call vote: Trustee White, aye, Trustee August, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

Respectfully submitted,


Anne Hansen, Township Clerk