
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, March 21, 2023.

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. and explained that Clerk Anne Hansen was absent, and Deputy Clerk Kris Lennon would be serving as Clerk. Pledge to the flag, roll call and all Board Members were present. Highway Commissioner Marty Neal was also present.

APPROVAL OF REGULAR BOARD MEETING MINUTES – February 21, 2023

A motion by Trustee Dorn and a second by Trustee Kovatch to approve the Board meeting minutes of February 21, 2023. There was no discussion. All in favor, aye. Motion carried.

APPROVAL OF BILLS

The Board reviewed the Town and Road bills paid in between meetings, and the General Assistance Bills for February. There were no questions for discussion.

TOWN FUND

Motion by Trustee White and a second by Trustee August to approve the expenditures from the Town Fund in the amount of \$39,515.76. 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 Kovatch and a second by Trustee Dohrn to approve the expenditures from the Road and Bridge Fund in the amount of \$25,183.12. 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.

OPEN SPACE FUND

Motion by Trustee Dohrn and a second by Trustee August, to approve the expenditures from the Open Space Fund in the amount of \$347.76. 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 – Absent

Clerk's Report – Absent

Highway Commissioner's Report

Highway Commissioner Neal reported that there have been two snowstorms since the February Board meeting. One of the plow trucks broke down in the middle of a storm on Casey Road. Insurance will cover the cost of the towing; however, it was later found that same truck needs a new transmission. Highway Commissioner Neal is relieved that a new plow truck was previously budgeted and due to arrive in August.

Highway Commissioner Neal explained that the total bid for the road resurfacing project in the Brook Hill Subdivision between Libertyville Township Highway Department and the Villages of Libertyville and Mundelein was \$2.7 million. The Highway Department engineer's estimate of probable costs was \$342,000 however, the bid came in at \$307,000.

Highway Commissioner Neal explained that the Oak Spring Lane Drainage Project will be finishing up with its final surface coat of asphalt.

Trustees' Report – None

Supervisor's Report

In February, 413 households, which consisted of 901 individuals, received food. Donations for the pantry from: First Presbyterian Church of Libertyville, United Methodist Church, Vernon Hills Lion's Club District 1-F, St. Basil of Ostrog, Northbrook Court Gap, Libertyville High School Varsity Girls Basketball Team, Abbott Laboratories, and private individuals. Jewel-Libertyville, Mariano's-Vernon Hills, and Target-Vernon Hills continue to provide weekly donations.

To date, the Township has sent out 23 applications for assistance and processed 13 completed applications. Of those, six households have received \$4,900.00 in Emergency Assistance and seven have received \$4,293.74 in Community Emergency Assistance with a total assistance allocation of \$9,193.74. Five applications for energy assistance (LIHEAP). Two individuals attended the Budget Counseling Workshop.

PROCLAMATION FOR AMANDA SEKILI – GIRL SCOUT GOLD AWARD

Supervisor O'Connor introduced Amanda Sekili from Girl Scout Troop 42818 and was recognized for creating a Wildlife Scavenger Hunt which highlights the Oak Openings Nature Preserve. Ms. Sekili stated her goal for the project was to get people outside and into nature to learn about the nature preserve. She created a QR Code to identify plants. The Wildlife Scavenger Hunt post cards are available in Spanish and English and will be distributed to families during the food pantry and in the school supply kits. Supervisor

O'Connor presented Miss Sekili with a Proclamation and thanked her for her outstanding efforts.

APPROVAL TO AWARD LICENSE AGREEMENT TO SCOTT & DAWN PETERSON - CASEY ROAD AGRICULTURAL PARCELS

The Township received two bids with the highest bid at \$289.56 per acre from Scott & Dawn Peterson. It will generate approximately \$42,000 in revenue.

A motion by Trustee Kovatch and a second by Trustee White to approve awarding the Farm and Grazing License Agreement comprising of 148.3 acres of Casey Road Agricultural Parcels to Scott & Dawn Petersen. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Trustee Kovatch, Supervisor O'Connor, aye. Motion carried.

APPROVAL OF PROPOSAL FOR GOVERNMENTAL ACCOUNTING & PROFESSIONAL SERVICES, LLC

Governmental Accounting & Professional Services, LLC currently provides bookkeeping, accounting, payroll, and audit preparation services for the Township. The contractual amount did not change from last year's agreement. The position used to be full-time. Outsourcing has saved the Township approximately \$20,000.

A motion by Trustee August and a second by Trustee White to approve the proposed agreement between Libertyville Township and Governmental Accounting & Professional Services, LLC. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Trustee Kovatch, Supervisor O'Connor, aye. Motion carried.

APPROVAL OF PROPOSAL FOR PREVENTATIVE MAINTENANCE AGREEMENT WITH GATE SYSTEMS

The proposed 2-year maintenance agreement with Gate Systems is for the new solar gate recently installed at Lindholm Park. The maintenance would be conducted 3 times per year.

A motion by Trustee Dohrn and a second by Trustee White to approve the proposed maintenance agreement with Gate Systems for the solar gate in Lindholm Park. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Trustee Kovatch, Supervisor O'Connor, aye. Motion carried.

APPROVAL OF PROPOSAL WITH GEARY ELECTRIC, INC. FOR ELECTRICAL WORK - FOOD PANTRY/REMOTE PARKING LOT

Supervisor O'Connor explained that the food pantry's programmable time clock needs to be replaced with a mechanical time clock and the remote parking lot requires removal of 3 existing ballast and lamps to install a direct wire LED lamp.

A motion by Trustee Dohrn and a second by Trustee White to approve the proposal with Geary Electric, Inc for electrical work in the food pantry and remote parking lot. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Trustee Kovatch, Supervisor O'Connor, aye. Motion carried.

**APPROVAL OF ANNUAL TOWN MEETING AGENDA, TUESDAY, APRIL 11, 2023
@ 7:00 PM**

No comments were submitted by the public for the Annual Town Meeting Agenda.

A motion by Trustee White and a second by Trustee Dohrn to approve the Annual Town Meeting Agenda, Tuesday, April 11, 2023 @7:00 pm; On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Trustee Kovatch, Supervisor O'Connor, aye. Motion carried.

DISCUSSION – SOCIAL SERVICES RESOURCES

Supervisor O'Connor explained Trustee Dohrn contacted her regarding the car jacking and kidnapping incident and asked about the availability of resources to support the community. Supervisor O'Connor explained the resources provided by the Township and the partnerships within the various social services agencies currently available to the community. Discussion ensued among the Board regarding additional outreach and partnership opportunities.

OLD BUSINESS

The Donnelly Prairies and Oaks Wetland Mitigation Bank went out for bid. The bid opening will be held Monday, April 3rd at 10:00a.m.

The Township is also working on a joint 5k event with The Haven and Youth and Family Counseling.

NEW BUSINESS

Supervisor O'Connor provided the following announcements:

- Libertyville Days Parade is scheduled for Saturday, June 17th. She asked the Board to contact her if they are interested in participating.
- The Annual Town Meeting is scheduled for Tuesday, April 11th followed by the regular Board meeting.
- The Natural Areas Crew Chief and Natural Areas Technician positions have been posted on the website and distributed accordingly.
- A new Public Act called the Decennial Committees on Local Government Efficiency Act requires units of government to establish a committee and report on the efficiencies of local government. The first meeting must occur before June 10, 2023. Supervisor O'Connor would like the Board to consider having their first meeting on either May 9th or May 23rd before the Board meeting.

ADJOURNMENT

A motion to adjourn by Trustee Dohrn and a second by Trustee Kovatch. All in favor, aye. Motion carried. **Time: 7:44p.m.**

Respectfully submitted,



Kris Lennon, Deputy Clerk