

**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 Tuesday September 12 , 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. Pledge to the flag, roll call and all Board members were present except Trustee Kovatch. Highway Commissioner Marty Neal, Township Caseworker Liz Heffernan and Administrative Assistant Kris Lennon were also present.

**APPROVAL OF REGULAR BOARD MEETING MINUTES – August 15, 2023**

A motion by Trustee Dohrn and a second by Trustee August to approve the Board meeting minutes of August 15, 2023. There was no discussion. All in favor, aye. Motion carried.

**APPROVAL OF BILLS**

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

**TOWN FUND**

Motion by Trustee White and a second by Trustee Dohrn to approve the expenditures from the Town Fund in the amount of 19,501.20. There was no discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, 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 \$203,417.68. There was no discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Supervisor O’Connor, aye. Motion carried.

**OPEN SPACE FUND**

Motion by Trustee White and a second by Trustee August, to approve the expenditures from the Open Space Fund in the amount of \$3,750.77. There was no discussion. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, 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 23-year-old plow truck was sold at auction for \$13,000. The new plow truck is ready for the upcoming season.

**Trustees' Report** – No report.

**Supervisor's Report**

In August, the pantry provided food to 547 households, which consisted of 1,234 individuals. Food and/or monetary donations were received from First Presbyterian Church of Libertyville, United Methodist Church of Libertyville, Libertyville Sunrise Rotary, Dairy Dream, and private individuals.

To date, the Township has received eighty-four requests for assistance applications. Of those, forty-four have submitted completed applications. Twenty-four households have been approved for Emergency Assistance with a total allocation of \$20,750.00. Thirty-one households have been approved for Community Emergency Assistance with a total allocation of \$24,164.33. The combined total of financial assistance provided is \$44,914.77. There were twenty-two households that received both.

Two individuals attended the Budget Counseling Workshop. The Township will begin processing LIHEAP applications for heating assistance in early October.

There were 52 families with a total of 97 students receiving School Supply Kits. The remaining kits include: 8 kindergarten, 36 elementary, 17 middle school and 37 high school.

Representatives from the Savanna Institute toured the Rt. 45 property on August 17<sup>th</sup> and provided suggestions for land use opportunities. On August 18<sup>th</sup>, Supervisor O'Connor attended the groundbreaking ceremony for the Farm Foundation.

Seven volunteers canvassed 5 acres & collected 1.5 lbs. of seed at the September 9<sup>th</sup> volunteer workday at Liberty Prairie for future use. The next open space volunteer workday is October 14<sup>th</sup> at Oak Openings.

**APPROVAL TO AWARD PROPOSAL TO PEARSON, BROWN, & ASSOCIATES FOR DESIGN AND SURVEY SERVICES TO RESURFACE PARTS OF OAK OPENINGS TRAIL & LIBERTY PRAIRIE TRAIL - DISCUSSION AND VOTE**

A motion by Trustee Dohrn and a second by Trustee White to approve awarding the proposal to Pearson, Brown & Associates for Design and Survey Services to resurface sections of the Oak Openings and Liberty Prairie Trail. There was no further discussion.

**Page 3 Minutes 9.12.2023**

On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Supervisor O'Connor, aye. Motion carried.

**2023-24 SOCIAL SERVICE GRANT ALLOCATIONS (PRELIMINARY)**

**DISCUSSION**

The Township has received 20 applications requesting a total of \$142,300 with \$100,000 available in grant funds. There is a cap of \$20,000 an agency can receive. Supervisor O'Connor reviewed the allocation process and offered any agency present an opportunity to address the Board. It was noted Board Members must be present at the September 26<sup>th</sup> meeting for their allocation recommendation to be included in the final vote. Discussion ensued.

**\*CALENDAR DISCUSSION AND VOTE FOLLOWED THE SOCIAL SERVICE ALLOCATIONS**

**2024 CALENDAR – DISCUSSION & VOTE**

The Board was presented with the two options for the 2024 calendar. Discussion ensued.

A motion by Trustee Dohrn and a second by Trustee White to approve the 2024 Calendar with the Tuesday Board meeting schedule as presented. On roll call vote: Trustee White, aye, Trustee Dohrn, aye, Trustee August, aye, Supervisor O'Connor, aye. Motion carried.

**OLD BUSINESS**

Registration is underway for the Tri-Agency Neighbor-to-Neighbor 5K on Sunday, October 15<sup>th</sup> at Independence Grove. All were encouraged to attend and support the event.

The Title Company has reimbursed the Township for the purchase of PIN 11-05-400-013 (31346 N. IL RT. 21) from Lake County. The issue is now resolved.

There has been strong interest in the purchase of Donnelly Prairies and Oaks Wetland Mitigation Bank credits. An update will be provided of the credits sold at the September 26<sup>th</sup> meeting.

**NEW BUSINESS** – There was no new business.

**ADJOURNMENT**

A motion by Trustee August and a second by Trustee White to adjourn the Regular Board Meeting, all in favor, aye. Motion carried.

Time: 7:58

Respectfully submitted,



Anne Hansen, Township Clerk