

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 on Thursday, June 13, 2013.

Kathleen M. O'Connor----SUPERVISOR

Anne Hansen----- CLERK

Phil Collins-----TRUSTEE

David Nield-----TRUSTEE

Robin M. O'Connor-----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. Also present were: Mike Graham, Highway Commissioner, Mike Zorn, Highway Department Operations Manager, Pam Milroy, Financial Director, and Gloria Dail, Administrative Assistant.

APPROVAL OF MINUTES – May 23, 2013

A motion to approve the minutes of May 23, 2013 by Trustee White, and a second by Trustee Collins, All in favor, aye, motion carries.

APPROVAL OF BILLS

The Board reviewed the General Assistance Bills for March, 2013.

TOWN FUND

Motion by Trustee Nield with a second by Trustee R. O'Connor to approve the expenditures from the **Town Fund** in the amount of **\$26,777.83**. On roll call vote: Trustee Collins, aye, Trustee Nield, aye, Trustee White, aye Trustee R. O'Connor, aye, Supervisor O'Connor, aye.

ROAD AND BRIDGE FUND

Motion by Trustee R. O'Connor and a second by Trustee Nield to approve the expenditures from the **Road and Bridge Fund** in the amount of **\$9,164.63**. On roll call vote: Trustee Collins, aye, Trustee Nield, aye, Trustee White, aye, Trustee R. O'Connor, aye, Supervisor O'Connor, aye.

OPEN SPACE FUND

Motion by Trustee R. O'Connor and a second by Trustee White to approve the expenditures from the **Open Space Fund** in the amount of **\$2,467.97**. On roll call vote: Trustee Collins, aye, Trustee Nield, aye, Trustee White, aye, Trustee R. O'Connor, aye, Supervisor O'Connor, aye.

TOWNSHIP REPORTS:

Assessor's Report – absent

Clerk's Report

Clerk Hansen said she filed the Town and Road and Bridge Budgets with the County.

Highway Commissioner's Report

Highway Commissioner Mike Graham stated some changes he is making in the Highway Department:

*New Email Address HighwayDepartment@LibertyvilleTownship.US

*Former hours of operation (6 am to 1:00 pm) was terminated on May 20th.

*New Hours of operation: April - October 6:30 - 3:00

November - March 7:30 - 4:00

*Working to develop a comprehensive set of procedures and operating manual for the department.

*Mike Zorn is the new Highway Department Operations Manager.

*All equipment now has preliminary appraisal of current market value, based on mileage, condition and actual hours of use.

*All Highway Department Vehicles will have lettering installed on doors identifying them, with the department's phone number, and township oak logo.

*A sign will be installed on the Highway Department building stating hours of operation, email address and phone number within two weeks.

*A new computer system will be installed in the Highway Department's Office and the current phones will be upgraded to smart phones.

Mr. Graham said he will be working with Clerk Hansen for the disposal of old records, and put into writing some previous verbal maintenance agreements.

Trustee's Report – none

Supervisor's Report

Supervisor O'Connor made some general announcements regarding the food pantry.

RESOLUTION 2013-R-8 - PREVAILING WAGE ACT - ANNUAL ADOPTION

A motion by Trustee R. O'Connor, seconded by Trustee Nield to waive the reading of the Prevailing Wage Resolution-8- as there are copies available. All in favor, aye, motion carries.

Highway Commissioner Graham asked if it was necessary to adopt the Resolution. Clerk Hansen explained it is required by State law to adopt it.

Highway Commissioner Graham said he is checking with Township and Legal experts to confirm that those "Maintenance Activities/Work" performed by private companies under contract with the Highway Department are not required to pay prevailing wage on "maintenance" related work. Discussion ensued.

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Motion by Trustee White, a second by Trustee Collins to approve Resolution 2013-R-8. On roll call vote: Trustee Collins, aye, Trustee Nield, aye, Trustee R. O'Connor, aye, Trustee White, aye, Supervisor O'Connor, aye.

OLD BUSINESS-

Supervisor O'Connor said the total compensation for elected officials and employees of Libertyville Township which exceeds \$75,000 has been posted on our website. This is a requirement by the State of Illinois.

The Township, Pearson, Brown & Associates, representatives from Alamp Concrete Construction and Lake County Stormwater Management Commission, held the St. Mary's Road Trail Project preconstruction meeting. All but 2 permits have been obtained. Alamp needs to submit the necessary paperwork to the Lake County Division of Transportation and a cash bond to the Libertyville Township Road District. The Township is hopeful the project will begin by July 1st. A letter was sent to all of the homeowners in Terre Fare and Countryside Manor notifying them of the project. The trail has been closed for construction.

Supervisor O'Connor said the Township is in the process of switching over to the new website. Advanced Business Networks out of Mundelein will be hosting the website. It may take about 10 days to switch all of the content to the new site.

NEW BUSINESS-

Supervisor O'Connor said for the last 2 weeks the Township has been having significant issues with emails. Advanced Business Networks, the company hosting our website, will be the Township's new server for our email accounts. At one of the next board meetings the Township will be asking the Board to approve the contract with Advanced Business Networks.

Trustee R. O'Connor encouraged the Highway Department and the Township to keep up with technological advances so to best communicate with the taxpayers. Trustee O'Connor suggested the Township use a QR code which would link users right to our website.

CITIZENS' COMMENTS – none

ADJOURNMENT

A motion to adjourn by Trustee R.O'Connor and a second by Trustee White. All in favor, aye, motion carries.

Time: **7:42p.m.**

Respectfully submitted,

Anne Hansen, Township Clerk