

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, January 11, 2018.

Kathleen M. O'Connor-----SUPERVISOR

Anne Hansen----- CLERK

Carol A. August----- TRUSTEE

Matthew A. Kovatch----- TRUSTEE

David Nield----- 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 August. Also present were Marty Neal, Highway Commissioner, and Mike Zorn, Highway Department Maintenance Manager, and Damon Cederberg, Open Space Field Coordinator.

APPROVAL OF MINUTES – December 14, 2017

Trustee Kovatch said he would like to respond during old business to the comments made at the December meeting regarding his absences. A motion by Trustee White, seconded by Trustee Nield, to approve the minutes from the December 14, 2017 meeting, all in favor, aye. Motion carried.

APPROVAL OF BILLS

TOWN FUND

Motion by Trustee White with a second by Trustee Kovatch to approve the expenditures from the **Town Fund** in the amount of **\$18,707.69**. There was no discussion. On roll call vote: Trustee White, aye, Trustee Nield, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

ROAD AND BRIDGE FUND

Motion by Trustee Kovatch and a second by Trustee White to approve the expenditures from the **Road and Bridge Fund** in the amount of **\$12,141.42**. There was no discussion. On roll call vote: Trustee White, aye, Trustee Nield, aye, Trustee Kovatch, Supervisor O'Connor, aye. Motion carried.

OPEN SPACE FUND

Motion by Trustee Kovatch, and a second by Trustee White to approve the expenditures from the **Open Space Fund** in the amount of **\$1,508.48**. There was no discussion. On roll

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call vote: Trustee White, aye, Trustee Nield, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

Citizens' Comments' – None

TOWNSHIP REPORTS:

Assessor's Report – Absent

Supervisor O'Connor said the Assessor has provided the Board members copies the Assessor's budget. The reduction in the salary line item was noted. An employee recently retired and the Assessor is not planning on filling the position. The legal fees line item remains flat. The Board was directed to contact the Assessor for any update on the lawsuit filed against the County or questions on the proposed budget.

Clerk's Report – None

Highway Commissioner's Report

Highway Commissioner, Marty Neal said the Road District employees are doing a great job and thanked them for coming out to plow Christmas Eve. Trustee Nield also thanked the Road District for working for the Township on Christmas Eve.

Trustee's Report – None

Supervisor's Report

Supervisor O'Connor made some general announcements regarding the Food Pantry and the Christmas dinner boxes donated by Libertyville Jewel, Libertyville Sunrise Rotary Club and Knauz Motors. The Food Pantry received a large toy donation from Aqua Plumbing, Korman/Lederer, and Brookdale Hawthorn Lakes. The donation made it possible for 35 families, who use our food pantry, to pick gifts and books for their children.

On Monday, January 8, 2018, Supervisor O'Connor attended the Village of Mundelein's Annual Meeting for TIF's 1 & 2. The Village has developed a Master Plan for the TIF District. It is available for review on the Village's website.

ORDINANCE NO. 1 – ORDINANCE ESTABLISHING A POLICY TO PROHIBIT SEXUAL HARASSMENT IN THE TOWNSHIP OF LIBERTYVILLE – DISCUSSION & VOTE

Supervisor O'Connor said the State of Illinois has required all units of government to establish a policy to prohibit sexual harassment by January 15, 2018. Township Officials of Illinois provided a draft of the ordinance and it has been reviewed by counsel. Once approved, the employee handbook will be updated. The Board will need to select a designee for reporting if the alleged offender is the Township Supervisor. The Board read through the ordinance and recommended some verbiage changes for clarification to the document. Supervisor asked for a motion to waive the reading of the ordinance and approve with said changes.

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A motion was received by Trustee Nield, seconded by Trustee Kovatch. There was no additional discussion. On roll call vote: Trustee White, aye, Trustee Nield, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

APPROVAL OF PROPOSAL FROM CLEAN CUT TREE SERVICE FOR THE REMOVAL OF 3 TREES ON TOWNSHIP PROPERTY – DISCUSSION & VOTE

There are 3 trees that need to be removed in the park across the street. Given the trees' proximity to the road, it was decided to contract out the work. Quotes were received from Sawvell and Clean Cut Tree Service. The description of the work required a certified arborist be on site. Although Sawvell's price was lower, they stated they would not have an arborist on site.

A motion by Trustee White, seconded by Trustee Kovatch to approve the proposal from Clean Cut Trees Service for the removal of 3 trees on Township property in the amount of \$1,950.00. During the discussion Trustee Nield asked if the Township had a certified arborist. Damon Cederberg said he is certified but he may be off site during the removal as the staff is responsible for assisting the Road District in a snow/ice event. On roll call vote: Trustee White, aye, Trustee Nield, aye, Trustee Kovatch, aye, Supervisor O'Connor, aye. Motion carried.

OLD BUSINESS

Trustee Kovatch responded to the comments made during the December meeting regarding his absences at meetings since his elected position began in May of 2017. Trustee Kovatch said he is an auditor which required travel. For 2018, he had made adjustments to his travel schedule to accommodate the meetings. The other absence was to attend his child's college orientation.

Supervisor O'Connor said Linda Blatnik, our Social Worker, announced her retirement. The position was posted several weeks ago. A new caseworker with Township experience has been hired. She will begin Monday, January 28, 2018 and will shadow for approximately 4 weeks.

NEW BUSINESS

The Township has put out an RFQ to transition over from our current accounting system to QuickBooks. There may be merging of positions following the transition.

Conserve Lake County has merged with Openlands. The Township's contract with Conserve transferred over to Openlands and is set to expire in April.

Herbicide training for volunteers is scheduled for Saturday, January 13, 2018 from 9 - noon at the Township.

Lake County Division of Transportation will hold a series of community meetings to provide a draft analysis on current conditions related to public transportation in Lake County and draft recommendations for service implementation.

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ADJOURNMENT

A motion to adjourn by Trustee White and a second by Trustee Kovatch. All in favor, aye.
Motion carried.

Time: 7:28p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Anne Hansen". The signature is written in a cursive style with a long, sweeping underline.

Anne Hansen, Township Clerk