

**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 on Thursday, September 14, 2017.**

**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 Kovatch and Trustee Nield. Also present were: Marty Neal, Highway Commissioner, Joy Bux, Accounting and Financial Specialist, and Gloria Dail, Administrative Assistant.

**APPROVAL OF MINUTES – July 13, 2017 & August 17, 2017**

A motion by Trustee August, seconded by Trustee White, to approve the July 13, 2017 meeting, all in favor, aye. Motion carried.

A quorum was not present to approve the minutes of August 17, 2017 meeting. Approval of the minutes was tabled for the September 28, 2017 board meeting.

**APPROVAL OF BILLS**

**TOWN FUND**

Motion by Trustee August with a second by Trustee White to approve the expenditures from the **Town Fund** in the amount of **\$11,768.28**. There was no discussion. On roll call vote: Trustee White, aye, Trustee August, Supervisor O'Connor, aye. Motion carried.

**ROAD AND BRIDGE FUND**

Motion by Trustee August and a second by Trustee White to approve the expenditures from the **Road and Bridge Fund** in the amount of **\$27,428.70**. There was no discussion. On roll call vote: Trustee White, 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 **\$5,370.13**. There was no discussion. On roll

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

**CITIZENS' COMMENTS – None**

**TOWNSHIP REPORTS:**

**Assessor's Report – Absent**

**Clerk's Report**

Clerk Hansen said the Perspective Magazine featured Libertyville Township's 5 K Run in their September issue.

**Highway Commissioner's Report**

- **Countryside Drive** Emergency Culvert replacement. Highway Commissioner Neal said Berger Construction did a phenomenal job. All in the project cost \$270,000. Lake County was notified that we did not qualify for federal assistance for the July rain event. Unfortunately, this means the Diamond Lake Road construction will be delayed.
- **Rockland Road** FAU project Phase 2 and Phase 3 Qualification Based Selection (QBS) Engineering Services. After reviewing the 4 companies who submitted their qualifications, Civil Tech Engineering was selected.
- **Village of Green Oaks/Road District Intergovernmental Agreement (IGA)**. The Road District was approached by the Village of Green Oaks to fill pot holes and maintain some signage. An intergovernmental agreement was signed by both parties.

**Trustee's Report – None**

**Supervisor's Report**

Supervisor O'Connor made some general announcements regarding the Food Pantry.

The Township received notice from the Lake County Emergency Management. Since the \$10.7 million total falls short of the State of Illinois Public Assistance (PA) threshold of \$18.3 million, federal public assistance will not be available for damages incurred during the July flooding for local, county, state governments, certain private, and non-profit organizations.

**APPROVAL TO AWARD CONTRACT TO THE HEZNER CORPORATION FOR PHASE 1 ARCHITECTURE & ENGINEERING SERVICES FOR HVAC SERVING MAIN TOWNSHIP OFFICE – SCOTT HEZNER**

**DISCUSSION & VOTE**

Supervisor O'Connor explained that the Township's furnaces are located in the ceiling. The one that serves the Supervisor's Office needs to be replaced and the positioning of the furnace makes it extremely difficult to service. During our discussions with various HVAC

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companies, it became apparent the project was more involved than originally anticipated. As a result, the Township contacted Hezner Corporation as they have worked on several projects for the Township. Scott Hezner of Hezner Corporation explained why the HVAC could not simply be “replaced”. He outlined Phase 1 Architecture and Engineering Services for the HVAC. Additional discussion ensued.

A motion by Trustee White to award the contract to Hezner Corporation for the Phase 1 Architecture & Engineering Services for the HVAC serving main Township Office seconded by Trustee August. There was no additional discussion. On roll call vote: Trustee White, aye, Trustee August, aye, Supervisor O’Connor, aye. Motion carried.

**APPROVAL TO AWARD CONTRACT TO ANDERSON PEST SOLUTIONS FOR THE PREVENTING PEST PROGRAM FOR THE FOOD PANTRY – DISCUSSION & VOTE**

The Northern Illinois Food Bank is requiring the Township to have a preventive pest program. The Township was conducting it in house but the approach is no longer allowed by the Illinois Northern Food Bank.

A motion by Trustee White, seconded by Trustee August to award the contract to Anderson Pest Solutions for the Preventing Pest Program. There was no additional discussion. On roll call vote: Trustee White, aye, Trustee August, aye, Supervisor O’Connor, aye. Motion carried.

**APPROVAL TO AWARD NATURAL AREA LICENSE AGREEMENT TO GEORGE & VICTORIA RANNEY – DISCUSSION & VOTE**

Supervisor O’Connor said the Township received one bid from George & Victoria Ranney for the Ketting Parcel in the amount of \$90.00 per acre. The minimum bid was for \$70.00. This is a 3 year license agreement.

A motion by Trustee White, seconded by Trustee August to award the Natural Area License Agreement to George & Victoria Ranney for the Ketting Parcel in the amount of \$90.00 per acre. No additional discussion ensued. On roll call vote: Trustee White, aye, Trustee August, aye, Supervisor O’Connor, aye. Motion carried.

**2018 CALENDAR – DISCUSSION & VOTE**

Supervisor O’Connor said the 2018 Calendar needs to be approved. Historically, the Township has followed the federal calendar for holidays. The Board was given a draft meeting calendar in their packets. It was noted Libertyville Township is one of the few townships that meets twice a month. Trustee August said she would need more time on the Board to assess whether once a month was adequate. The agenda item was tabled for the next meeting.

**2017 – 18 SOCIAL SERVICE (PRELIMINARY) DISCUSSION**

Supervisor O'Connor said the Township received 25 completed social service grant applications. The line item amount for the grants is \$100,000. The Township is not required to distribute the full amount. The Board was given a copy of all of the grant applications to review. Supervisor O'Connor announced each agency, the amount requested, a brief overview of the services and the number of residents they reported to serve. Any agency in attendance was provided an opportunity to address the board.

Janelle Miller Moravek, Executive Director of Youth and Family Counseling spoke on the agency's behalf. It is an outpatient clinic that has served the community for over 50 years.

The board each announced the amount they are recommending. The average was calculated by township staff. The board members who went over \$100,000 were directed to make adjustments to their allocations for the next meeting. Final allocations will be determined at the September 28<sup>th</sup> meeting.

**OLD BUSINESS**

Supervisor O'Connor said the Township received a check from Land & Water Resources for \$8,775.00 for mitigation credits sold at the Atkinson site. Land & Water Resource received approval from the IRT to sell the remaining credits. Once those are sold, the Township will assume the management of the site.

On Tuesday, Supervisor O'Connor attended the Illinois Nature Preserve Commission's Meeting in Peoria. The Township has received approval for the dedication of buffer to the Almond Marsh Nature Preserve.

**NEW BUSINESS**

Benton Township will be hosting the Lake County Township Officials Dinner on October 4<sup>th</sup> at 6:00 p.m. at Thunderhawk Golf Course, Beach Park. Any elected officials interested in attending need to contact Gloria Dail.

**ADJOURNMENT**

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

Time: 8:12p.m.

Respectfully submitted,



Anne Hansen, Township Clerk