

**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, January 17, 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. Highway Commissioner Marty Neal and Kris Lennon, Deputy Clerk, were also present. Clerk Anne Hansen was absent.

**APPROVAL OF REGULAR BOARD MEETING MINUTES – December 13, 2022**

A motion by Trustee White and a second by Trustee August to approve the Board meeting minutes of December 13, 2022. There was no discussion. All in favor, aye. Motion carried.

**APPROVAL OF BILLS**

The Board reviewed the Towns & Road bills paid in between meetings, and the General Assistance Bills for December. There was no additional discussion.

**TOWN FUND**

Motion by Trustee Dohrn and a second by Trustee Kovatch to approve the expenditures from the **Town Fund** in the amount of **\$31,099.77**. 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 August to approve the expenditures from the **Road and Bridge Fund** in the amount of **\$6,844.53**. 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 Doran and a second by Trustee Kovatch, to approve the expenditures from the **Open Space Fund** in the amount of **\$603.52**. 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.

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**CITIZENS' COMMENTS** – None

**TOWNSHIP REPORTS:**

**Assessor's Report** – Absent

**Clerk's Report** – Absent

**Highway Commissioner's Report**

Highway Commissioner Neal reported that there has only been 4.5 inches of snowfall this season. The plow and salt trucks are ready to go for the remainder of winter.

Due to manufacturing issues, the new plow truck budgeted in 2021 is currently scheduled for delivery on August 31, 2023.

Libertyville Township Highway Department is working with the Village's of Libertyville and Mundelein on a joint bid proposal for a road resurfacing project in the Brook Hill Subdivision.

Trustee Dohrn inquired about the extra road salt in the event snowfall is limited this season. Highway Commissioner Neal indicated that any extra salt can be stored at Lake County and used next season.

**Trustees' Report**

No report.

**Supervisor's Report**

In December, the food pantry provided food to 393 households, which consisted of 869 individuals. Food and/or monetary donations were received from: First Presbyterian Church of Libertyville, Libertyville Civic Center Foundation, Quick Law, Allied Air Conditioning & Heating Corp., Growing With Grace Pre-School, Dorcas Circle of Community Protestant Church, The Kara Foundation, Elizabeth Bryant Real Estate, Village Quilters of Lake Bluff and Lake Forest, Adler Family Association, Cook Memorial Public Library District, Elrod Friedman LLP, Libertyville High School Student Council, Abbott labs, Town and Country Garden Club of Libertyville, Salt of the Earth Cave & Spa, Advocate Condell Day Center, Mainstreet Libertyville Inc., Copeland Manor School, Libertyville Cooperative Nursery School, and a number of private individuals. Weekly donations were received from Jewel-Libertyville, Mariano's-Vernon Hills, and Target-Vernon Hills.

The 62 Christmas meals were provided by Sunrise Rotary, Jewel of Libertyville, and Order of the Eastern Star

In 2022, the Township has received 116 requests to receive applications for assistance. Twenty-nine

households have been approved for Emergency Assistance with a total allocation of \$24,023.89. Thirty-five households have been approved for Community Emergency Assistance with a total allocation of \$26,047.82. The combined total of financial assistance provided is \$50,071.71.

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The Township has processed 3 applications for energy assistance (LIHEAP). Two individuals attended the Budget Counseling Workshop.

Thirteen donors provided Christmas gifts to twenty-two families which consisted of sixty-three children. The Gift Room provided an opportunity for twelve families to select Christmas gifts for their children. Thirty-three children received presents via the Gift Room.

As of January 1st, the Township received two requests for applications for financial assistance.

**PROPOSAL FROM MANHARD CONSULTING NPDES/MS4 PERMIT - JODI MCCARTHY, P.E. – DISCUSSION & VOTE**

Jodi McCarthy, P.E., Manhard Consulting, addressed the Board to discuss a proposal for environmental services regarding the NPDES/MS4 permit. She explained the annual report will be submitted to the IEPA by June 1, 2023. She stated the report entails services such as updating documentation, public education and evaluating the status of stormwater management. There will also be detention basin inspections and water quality testing among other services. In addition, the Township submits monthly reports to Manhard Consulting that detail activities related to the permit. It was noted that Ms. McCarthy would return in the fall (2023) to present the Water Quality Report.

Motion by Trustee Dohrn and a second by Trustee August, to approve the proposal to provide environmental services for the 2022 NPDES MS4 Permit Compliance; 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.

**PROPOSAL FROM HEZCORP CONSTRUCTION SERVICES, INC. IN THE AMOUNT OF \$3,690.00 FOR SPRING AND FALL MAINTENANCE SERVICE CALLS FOR ALL GARAGE DOORS**

Supervisor O'Connor indicated that a recent incident involving a Township garage door prompted the discussion for maintenance on all garage doors including the need for a contractual relationship. Trustee White commented that the cost for maintenance seemed high. There was some discussion among the Board about the cost. Supervisor O'Connor asked if the Board would like the matter tabled. It was the consensus of the Board to move forward. Trustee White suggested getting another quote next time.

Motion by Trustee Dohrn and a second by Trustee August, to approve the proposal from Hezcorp Construction Services, Inc. in the amount of \$3,690.00 for Spring and Fall maintenance service calls for all garage doors; 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.

**RENEWAL TO ENGAGE GEORGE ROACH & ASSOCIATES (GRA) FOR THE 2022-2023 AUDIT**

Supervisor O'Connor explained that the term for the original GRA agreement is 3 years which includes an annual confirmation of the renewal. Last year, the fee was \$17,500.00. The fee has increased this year

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by \$500.00. It was noted that Board may wish to discuss renewal or look at other auditors when the contract ends.

Motion by Trustee Kovatch and a second by Trustee White, to approve the renewal to engage George Roach & Associates for the 2022-2023 Audit; 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.

**OLD BUSINESS**

Supervisor O'Connor explained the installation of the solar powered gate at Lindholm Park is almost complete.

Supervisor O'Connor noted that a political organization asked to use the meeting room and asked the Trustees to think about whether the Township Meeting Room should be used for political organizations. At present, there is no verbiage in the Meeting Room Policy regarding political organizations.

**NEW BUSINESS**

Trustee Kovatch asked if the Township has any responsibility to explore a waste management plan. Supervisor O'Connor explained the Township has no authority over waste management; the issue falls under the jurisdiction of Lake County.

**ADJOURNMENT**

A motion to adjourn by Trustee Kovatch and a second by Trustee August. All in favor, aye. Motion carried.  
**Time: 7:37p.m.**

Respectfully submitted,



Kris Lennon, Deputy Clerk